Only 'Individuals to affix recent photograph (3.5 cm x 2.5 cm)

Request For New PAN Card Or/And Changes Or Correction in PAN Data

Only 'Individuals' to affix recent photograph (3.5 cm x 2.5 cm)

| Sign/ | leftTumb | impression | acros |
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| | this | photo | |

Permanent Account Number (PAN)

Signature/Left Thumb Impression Please read Instructions 'h' & i for selecting boxes on left margin of this from 1 Full Name (Full expanded name to be mentioned as appearing in proof identity/address documents initials are not permitted Please select title, as applicable Shri Smt Kumari M/s Last Name / Surname First Name Middle Name Name you would like it printed on the PAN card 2 Father's Name (only 'Individual' applicants Even married women should fill in father's name only) Last Name / Surname First Name Middle Name 3 Date of Bith/Incorporation/Ageement/Partnership/Trust Deed/ Formation of Body of Individuals or Association of Persons Month Day Year 4 Gender (for 'Individual' applicant only) (Please tick as applicable) 5 Photo Mismatch 6 Signature Mismatch 7 Address for Communication (Please tick as applicable) Name of office (to be filled only in case of office address) Flat/Room/Door Block No Name of Premises/ Building/ Village Road/Street/ Lane/Post Office Area / Locality / Taluka/ Sub- Division Town / Citi / District State / Union Territory Pincode / Zip code Country Name 8 If you desire to update your other address also, give required details In additional sheet 9 Telephone Number & Email ID details Country code Telephone / Mobile number Area/STD Code Email ID 10 AADHAAR number (if allotted) 11 Mention other Permanent Account Numbers (PANs) inadvertently allotted to you PAN 1 PAN 3 PAN 2 PAN 4 12 Verification I/We the applicant, in the capacity of do hereby declare that what is stated above is true to the best of my/our information and belief. (number of documents) in support of proposed changes/corrections. I/We have enclosed Place D D M M Y Y Y Signature / Left Thumb Impression of Date Applicant (inside the box)

INSTRUCTIONS FOR FILLING REQUEST FOR NEW PANCARD OR/AND CHANGES OR CORRECTION IN PAN DATA

- a) Form to be filled legibly in BLOCK LETTERS and Preferably in BLACK INK. Form should be filled in English only.
- b) Mention 10 digits PAN correctly.
- c) Each box, wherever provided, should contain only one character (alphabet / number / punctuation sign) leaving a blank box after each word.
- d) 'Individual' applicants should affix two recent colour photographs with white backgrounds (size 3.5 cm x 2.5 cm) in the space provided on the form. The photographs should not be stapled or clipped to the form. The clarity of image on PAN card will depend on the quality and clarity of photograph affixed on the form.
- e) Signature / Left hand thumb impression should be provided across the photo affixed on the left side of the form in such a manner that portion of signature/impression is on photo as well as on form
- f) Signature /Left hand thumb impression should be within the box provided on the right side of the form. The signature should not be on the photograph affixed on right side of the from. If there is any mark on this photograph such that it hinders the clear visibility of the face of the applicant, the application will not be accepted.
- g) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.
- h) For issue of new PAN card without any changes- Incase you have a PAN but no PAN card and wish to get PAN card, fill all column of the form but do not tick any of the boxes on the left margin. In case of loss of PAN card, a copy of FIR may be submitted along with the form.
- i) For changes or correction in PAN data, fill all column of the form and tick box on the left margin of appropriate row where change/correction is required.
- j) Having or using more than one PAN is illegal. Ifyou possess more than one PAN, kindly fill the details in item No 11 of this form and surrender the same.

Guidelines for filling the Form

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Name should not be prefixed with any title such as Shri, Smt, Kumari, Dr., Major, M/s etc.

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| and not husband's nam 3. Date of Birt | | Incorp | oratio | n/ A | greement | /Pai | tner | ship | or Trust | Deed | d/For | rmatio | on o | f Bo | dy | of Ir | ıdiv | idua | ls/ A | ssoc | iatio | n of | | |
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| copy of corresponding | | | | | submitte | d for | canc | ellati | on with | the f | orm. | | | | | | | | | | | | | |
| 12. Signature/ The Application must be s | | | | | mt. on (ii) | Vout | | | f Hufi a | (:::) | Dina | 2 2 2 2 2 | F 0.0 | 70.00 | 040.04 | | (i. | | 1 t la a m | iaad | Cia | otu | | |
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| Representative Assesse | e 1 | n case |)I M | | leceased/1 | | | | | | | ANT | <u> </u> | | | | | | | | | | | |
| (a) Applicants may | ob | tain the | ' Rec | | | | | | | | | | | Data | ı' Fo | rm ir | ı the | e for | mat p | resc | ribed | by Ir | ncon | ne |
| Tax Departmen | t fr | om any | IT P | AN S | ervice Cen | tres r | manag | ed by | UTIITS | Lora | any o | ther s | tatio | nary | ven | dor p | orov | | | | | | | |
| from the Incon (b) The fee for m | | | | | | | | | | | | | | | | | | to 1. | -:1. | 204-1 | no.4 - | nta: 1 | L- | lio l |
| (b) The fee for protection (b) then additional | | | | | | | | | | | | j. in c | ase | ше Р | AIN | caro | 1 1S | io be | aisp | Jatch | ica oi | atside | mo | 1114 |
| (c) It is mandator | y to | o attach | proof | of id | entity and | addr | ess w | ith P | AN appli | cation | . Cha | nges o | r co | rrecti | on d | lesire | ed in | PAN | part | icula | ırs sh | ould | be | |
| supported by a Documents accep | | | | | | | | | | | | come | Tav | χ R ι | les | 196 | 2 | | | | — | — | | |
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For Individuals and HUF (Citizen of India) --For Proof of Identity (Copy of):--i> School Leaving Certificate Or ii> Matriculation Certificate Or iii> Degree of recognized educational institution Or iv> Depository Account Statement Or v> Bank Account Statement/Passbook Or vi> Credit Card Or vii> Water Bill Or viii> Ration Card Or ix> Property Tax Assessment Order Or x> Rassport Or xi> Voter Identity Card Or xii> Driving License Or xiii> Certificate of identity signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer. For proof of Address:-- i> Electricity Bill^ Or ii> Telephone Bill^ Or iii> Employer Certificate^ Or iv> Depository Account Statement^ Or v> Bank Account Statement/Passbook^ Or vi> Credit Card Statement^ Or vii> Rent Receipt ^ Or viii> Ration Card Or ix> Property Tax Assessment Order Orx> Passport Or xi> Voter Identity Card Or xi> Driving License Or xiii> Certificate of Address signed by Member of Parliament or Member or Legislative Assembly or Municipal Councillor or a Gazetted Officer For Proof of Issuance of PAN (Copy Of):--i> PAN Card ii> PAN Allotment Letter (No other document is acceptable as proof of

For Proof of Issuance of PAN (Copy Of):--1> PAN Card 11> PAN Allotment Letter (No other document is acceptable as proof of issuance of PAN. If proof is not provided then application shall be accepted on a 'good effort basis')

| | such minor shall be deemed to address for the minor applicant 2. For HUF any of the above Karta of Huf is required. | be the proof of identity and. | 3. In case of an Indian Citizen residing outside India, copy of Bank Account statement in country of residence or copy of Non-resident External (NRE) bank account statement |
|------------------------------|--|---|--|
| Ot | ther than Individuals and HUF (Indi | an companies/Entitiesincorpora | ted in India/Unincorporated entities formed in India) |
| | Company | Copy of Certificate of Registrat | tion issued by the Registrar of Companies |
| | Partnership Firm | Copy of Certificate of Registrat | tion issued by the Registrar of Firms or Copy of partnership deed |
| | Limited Liability Partnership | Copy of Certificate of Registra | tion issued by the Registrar of LLPs |
| | Trust | Copy of trust deed or copy of c | ertificate of registration number issued by Charity Commissioner |
| | Association of Person, Body of Individuals, Local Authority, or Artificial Juridical Person | Commissioner or registrar of c | of certificate of registration number issued by Charity o-operative society or any other competent authority or any other y Central of State Government Department establishing identity |
| Fo | or Individuals and HUF (Not being a | Citizen of India) | |
| of Ta 190 Fo | Overseas Citizen of India (OCI) card in expayer Identification Number duly attested or Proof of Address:i> Copy of Passp | ssued by Government of India Or ted by "Apostille" (in respect of a Commission or Consulate in the co ort Or ii> Copy of Person of India | Origin (PIO) card issued by Government of India, or iii> Copy iv> Copy of other national or citizenship Identification Number or countries which are signatories to the Hague Convention of ountry where the applicant is located. In Origin (PIO) card issued by Government of India Or iii> Copy iv> Copy of other national or citizenship Identification Number or |
| Ta: 190 | expayer Identification Number duly attes (61) or by the Indian Embassy or High (| ted by "Apostille" (in respect of commission or Consulate in the co | countries which are signatories to the Hague Convention of ountry where the applicant is located Or v>Copy of Bank at External (NRF) bank account statement in India Or vii> Copy |

1. Proof of Address is required for residential address

1. In case of Minor, any of the above mentioned documents as

from Indian company & Certificate (in original) of Indian address issued by the employer.

For other than individuals and HUF (Foreign Companies/Entities incorporated outside India/Unincorporated entities formed outside India.

of certificate of Residence in India or Residential permit issued by the State Police Authorities. Or viii> Copy of Registration certificate issued by the Foreigner's Registration office showing Indian address Or ix> Copy of Visa granted & copy of appointment letter or contract

For proof of Identity:--i> Copy of Certificate of Registration issued in the country where the applicant is located, duly attested Apostille" (in respect of the countries which are signatories to the Hague Convention of 1961) or by Indian Embassy or High Commission or Consulate in the country where the applicant is located OR ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

For Proof of Address:--i> Copy of certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of the countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High

Commission or Consulate in the country where the applicant is located OR ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

| i>Married ladies- change in account of marriage | Marriage certificate or marriage invitation card or publication of name change in official gazette or copy of passport showing husband's name | A Certificate issued by a gazetted officer |
|--|---|--|
| ii> Individual applicant other than married ladies | Publication of name change in official gazette | |
| | te for name change, iv > Firms Revised partnership deed, BOI/AJP/LOCAL AUTHORITYRevised registration co | |
| | change of Date of Rirth/Incorporation | |
| | change of Date of Birth/ Incorporation Relevant proof of identity having correct date of birth | |
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Service- tax Regn No: (ST/BAS/STC/BEL/420/2004-2005)

PAN Service Center Code: ---

Note

Authorised Signatory (With date stamp)

PAN Service Center Name:--

For knowing the PAN you may visit our website: http://www.utiitsl.com. Any query /correspondence in this connection maybe addressed by quoting the Application number/ processing fee Coupon Number to the addresses given below:-

Navi Mumbai

UTI Infrastructure Technology & Service LTD P. B NO 20, Plot no 3, Sector-11 CBD- Belapur, Navi Mumbai- 400614 Telephone: (022) 67931300 Fax: (022) 67931399 Email ID: utiitsl.gsd@utiitsl.com

New Delhi

UTI Infrastructure Technology & Service LTD Ground Floor, Jeevan Tara Building Opp Patel Chowk Metro Station 5, Parliament Street, New Delhi- 110001 Telephone: (011) 23741282-86 Fax: (011) 23741280 Email ID:-pan.delhi@utiitsl.com

Kolkatta

UTI Infrastructure Technology & Service LTD 29, Netaji Subhash Road, Ground Floor, Opp Gilander House & Standard Chartered Bank, **Kolkata**- 700001 Telephone: (033) 22108959, 2242 - 4774/4810/4783 Fax: (033) 22435217 Email ID <u>Kolkata@utiitsl.com</u>, pan.kolkata@utiitsl.com

Chennai

UTI Infrastructure Technology & Service LTD 45, listice Basheer Ahmed Building, Second Floor Second Line Beach, **Chennai**- 600001 Telephone:-(044) 25341224/ 1265/ 1356 Fax: (044)-25341346 Email ID:- <a href="mailto:chennai@utiitsl.com/isw.chennai.