## Form No. 49AA

Only 'Individuals' to affix recent photograph

# **Application for Allotment of Permanent Account Number** [Individuals not being a Citizen of India/Entities incorporated outside India/ Unincorporated entities formed outside India]

Only 'Individuals'

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	4 Gender (for Individual a	pplic	ants on	y)						느	Ma	le		느	Fen	nale								(Ple	ase ti	ck a	s арр	lica	ble)		
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8 Address for Communication	Residence	Office	(Please tick as applicable)
9 Telephone Number & Email ID details  Country code Area / STD Code	Telephone / Mobile num	her	
Country code Area / 515 Code			$\neg$
Email ID			
10 Status of applicant			
Please select status, as applicable			Government
Individual Hindu undivided family	Company	Partnership Firm	Association of Persons
			$\equiv$
Trusts Body of Individuals	Local Authority	Artificial Juridical F	Persons Limited Liability Partnership
11 Registration Number (for company, firms, LLPs, etc.)			
12 Country of citizenship		ISD code of country	of citizenship
		,	
13 Source of Income			Please select status, as applicable
Salary		[	Capital Gains
Income from Business / Profession Business/Profess	ion code [For Code: I	Refer instructions]	Income from Other sources
Income from House property		Γ	No income
14 Representative or Agent of the Applicant in India			
Full name, address of the Representative or Agent			
Full Name (Full expanded name: initials are not permitted)		_	
Please select title, as applicable Shri/Mr	Smt/Mrs Kumari	/MsM/s	
Last Name / Surname			
First Name			
Middle Name			
Address			
Flat/Room/ Door / Block No.			
Name of Premises/ Building/ Village			
Road/Street/ Lane/Post Office			
Area / Locality / Taluka/ Sub- Division			
Town / City / District			
State / Union Territory	Pincode / Zip code		
		]	
	- ( - ( A         (		
15 Documents submitted as Proof of Identity(POI) and Proof			
I/We have enclosed	as proof of iden	ntity,	as
proof of address, and		ertified documents	
[Please refer to the instructions (as specified in Rule 114 of I.T.	Rules, 1962) for list of manda	tory certified documents to	be submitted as applicable]
[Annexure 1 to be used wherever applicable]			

	16 KYC details* [To be filled in by Foreign Institutional Investor or a Qualified Foreign Investor, as prescribed under the regulations issued by the Securities and Exchange Board of India (SEBI)]											
-		under SEBI (Substanti defined in the para 5				, ,	,1997					
(a)	In case of Individua	als							Please select	as applicable		
	Marital Status	Single	Married		Divorced	Wi	idow/Wido	wer				
	Citizenship Status	I Foreigner			P Person of	Indian origin		O Overs	seas citizen of India			
	In case of foreigner	r, country of citizensh	nip									
	Occupation details	Private sec	tor service		Public sector/0	Sovt. service	В	usiness	Professional			
		Agriculturi	st		Retired		H	lousewife	Student	Others		
(b)	In case of non indiv	<i>i</i> iduals							Please select	as applicable		
		R Private Compa	ny		U Public Con	npany		D Body	Corporate			
		S Financial Institu	ution		N Non Gove	rnment Organ	nization	C Chari	table Organization			
( c)	Gross Annual Incor Netwoth (Assets le	me - INR ess liabilities) in INR										
(d)	In case of a Public (	Company, whether li	sted on a stock e	xchan	nge	Yes			Please select	as applicable		
	If yes, then indicate	e name of the stock e	exchange									
(e)	In case of Non-indi	viduals										
	Does it have few	persons or perso	ns of the same	fam	ily holding be	eneficial ow	nership a T <sub>Yes</sub>	nd control.	Please select	as applicable		
	by a person or person or person or sharehold	sons acting individual ders agreements or vo means the natural	ly or in concert, o oting agreements	direct or in nately	ly or indirectly, any other man owns or contro	including by v ner ols the	the manage virtue of the applicant	ement or poli eir shareholdi and/or the p	cy decisons exercisab	le		
(f)	•	ed / providing any of		rvices	;	□w <sub>a</sub> .			Please select	as applicable		
		Money Changer Servi Lottery services (Casi		Syndic	cates)	Yes		No No				
	Money Lending, Pa	wning				Yes		No				
(g)	(i) a politically exp	cant or the applicant posed person	's authorised sign	natori	es/trustees/of	fice bearers is	•	No				
	. ,	litically exposed perso			. , , ,	Yes		No	. (0.4)			
4.3		olitically exposed pers			issued under th	e Prevention (	of Money L	aundering Ac	t (PMLA)]			
(h) 17 i/v		ation Number in the o	country of resider	nce		the applic	ant in the	capacity of				
		that what is state	d above is tru	ue to	the best of my,	_						
	Place											
	Date	D D M M Y	Y Y Y		—			Signa	ture / Left Thumb Imp Applicant (inside the			

#### INSTRUCTIONS FOR FILLING FORM 49AA

- (a) Form to be filled legibly in **BLOCK LETTERS** and preferably in **BLACK INK**. Form should be filled in English only
- (b) Each box, wherever provided, should contain only one character (alphabet /number / punctuation sign) leaving a blank box after each word.
- (c) 'Individual' applicants should affix two recent colour photographs with white background (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.
- (d) 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.
- (e) Signature /Left hand thumb impression should be <u>within the box</u> provided on the right side of the form. The signature should not be on the photograph affixed on right side of the form. 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.
- (f) Thumb impression, if used, should be attested by a Notary Public or an authorized officer in respective country of residence under official seal and stamp.
- (g) AO code (Area Code, AO Type, Range Code and AO Number) of the Jurisdictional Assessing Officermust be filled upby the applicant. These details can be obtained from the Income Tax Office or PAN Centre or websites of PAN Service Providers on www.utiitsl.com or www.tin-nsdl.com.

(h) Guidelines for filling the Form 49AA:

$\overline{}$		lling the Form 49AA:																							
Item	Item	Guidelines for fill	ing	; th	e f	orr	n																		
No.	Details																								
1	Full Name	Please select appro	pri	iat€	e tit	le.																			
		Do not use abbrevi											t n	am	e/	Sui	na	me							
		For example <b>RAVI</b>	KA	NT	sh	oul	d b	e v	vrit	ter	as	<b>:</b>												 	
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		Name/Surname	K	А	v	1	K	А	11	1															
		First Name																							
		Middle Name																							
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		First Name		0	0	N	Α	M	1																
		Middle Name	R	A	V	Ι																			
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		Applicants other the Non-Individuals so Name/Surname. If continued in the sp	ho th	uld e r	v nan	vrit ne	e is l	the	ir ger	fu th	ll n an t	an he	ne : sp	st ac	arti e p	ng rov	fı	om									
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In case of Company, the name sl different variations of 'Private Lim are not allowed. It should be 'Priva In case of sole proprietorship conname.								nite ate once	ed' Lin ern	viz. nite , th	Pvt ed' o ne p	Lt nly roj	td, F y. prie	Pri eto	vate r s	e Lt	d, ld	Pvt i	ly	mit fo	ed,	, P PAN	Ltc	l, P.	. Lte	d.,	Р.
2	Abbreviatio n of the full name to be	Name should not be prefixed with any title such as Shri, Smt, Kumari, Dr., Major, M/s etc.  Individual applicants should provide full/abbreviated name to be printed on the PAN car Name, if abbreviated, should necessarily contain the last name. For example:  SATYAM VENKAT M. K. RAO which is written in the Name field as:  Last Name/Surname  R A O																									
-	printed on the PAN card	Last Name/Surname		_	_	v	Λ	M	-		_	+		+	+	+	+		+	+	+	+	+	+	+	+	
•	the PAN	Last Name/Surname First Name	S	Α	Т		-			M	1	K					+				+						
•	the PAN	Last Name/Surname	S	_	Т		-			М	1	К															

		SATYAM VENKAT M. K. RAO or S. V. M. K. RAO or SATYAM V. M. K. RAO												
		For non individual applicants, this should be same as last name field in item no. 1 above.												
3	Have you ever been known by any other name?	If applicant selects 'Yes', then it is mandatory to provide details of the other name. Instructions in Item No. 1 with respect to name apply here. Title should be similar to the title mentioned in Item No. 1.												
4	Gender	This field is mandatory for Individuals. Field should be left blank in case of other applicants.												
5	Date of	cannot be a future date. Date: 2nd August 1975 should be written as:												
	Birth/Incor													
	poration/	D         D         M         M         Y         Y         Y         Y           0         2         0         8         1         9         7         5												
	Agreement /Partnershi	2 0 8 1 9 7 5												
	p or Trust	evant date for different categories of applicants is:												
	Deed/Format ion of	Individual: Actual Date of Birth; Company: Date of Incorporation; Association of Persons: Date of formation/creation;												
	Body of Individuals/	Trusts: Date of creation of TrustDeed; Partnership Firms: Date of Partnership Deed; LLPs: Date												
	Association	of Incorporation/Registration; HUFs: Date of creation of HUF and for ancestral HUF date can be 01-01-0001 where the date of												
	of Persons	creation is not available.												
6	Father's Name	Applicable to Individuals only. Instructions in Item No.1 with respect to name apply here. Married woman applicant should give father's name and not husband's name.												
7	Address – Residence and office	<b>R - Residence Address:</b> For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants should leave this field blank.												
		<ul> <li>O - Office Address:</li> <li>(1) Name of Office and address to be mentioned in case of individuals having source of income as salary or Business/profession [Item No.13].</li> <li>(2) In case of Firm, LLP, Company, Local Authority and Trust, name of office and complete address of office is mandatory.</li> <li>For all categories of applicants, it is necessary to mention complete address and the details of Town/City/District, State/Union Territory, and PINCODE are mandatory.</li> </ul>												
		In case, a foreign address is provided then it is mandatory to provide Country Name along with ZIP Code of the country.												
8	Address for communicat ion	Individuals/HUFs/AOP/BOI/AJP may indicate either 'Residence' or 'Office' and other applicants should necessarily indicate 'Office' as the Address for Communication.  All communication will be sent at the address indicated in this field.												
9	Telephone Number and E-mail ID	<ul> <li>(1) Telephone number should include country code (ISD code) and STD code or Mobile No. should include Country code (ISD Code).</li> <li>For example:</li> <li>(i) Telephone number 23555705 of Delhi should be written as</li> </ul>												
		Country STD Telephone Number / Mobile code Code number												
		9 1 2 3 5 5 7 0 5												

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			91' is the country code of Ir ile number 9102511111 of		
		Count	ry STD Tel	ephone Nu	mber / Mobile
		code	Code nur	nber	
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		(2) It is mail recei (3) App	id" so that they can be cont ving PAN through e-mail.	ints to mer acted in ca	ntion either their "Telephone number" or valid "e- use of any discrepancy in the application and/or for the SMS facility on the mobile numbers mentioned
10	Status of Applicant		ld is mandatory for all cate I will be allotted in 'Firm' st		oplicants. In case of 'Limited Liability Partnership',
11	Registration number	registra			ndatory for 'Company'. Company should mention ar of Companies or the concerned Government
12	Country of citizenship	This fie	ld is mandatory for all categ	gories of ap	plicants.
13	Source of Income	the inco	ome from Business/profess	ion is selec	arce of incomes, as mentioned in the form. In case, eted by the applicant then an appropriate business Please refer the table given below to select
		Code	Business/ Profession	Code	Business/ Profession
		01	Medical Profession and Business	11	Films, TV and such other entertainment
		02	Engineering	12	Information Technology
		03	Architecture	13	Builders and Developers
		04	Chartered	14	Members of Stock Exchange, Share Brokers and
		05	Accountant/Accountancy Interior Decoration	15	Sub-Brokers Performing Arts and Yatra
		06	Technical Consultancy	16	Operation of Ships, Hovercraft, Aircrafts or Helicopters
		07	Company Secretary	17	Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles
		08	Legal Practitioner and Solicitors	18	Ownership of Horses or Jockeys
		09	Government Contractors	19	Cinema Halls and Other Theatres
		10	Insurance Agency	20	Others
14	Name and address of Representat ive Assessee	be represe as, an a	esented through Represent ntative assessee only as spo agent of the non-resident,	ative Asses ecified in Se guardian	provides that any 'specified person' (assessee) can ssee. Therefore, this column should be filled in by ection 160 of the Indian Income-tax Act, 1961, such or manager of a minor, lunatic or idiot, Court of
		Wards, Wakf.	Auministrator General, Off	iciai Truste	ee, receiver, manager, trustee of a Trust including

		This field will contain particulars of the Representative Assessee. This field is mandatory if applicant is minor, deceased, idiot, lunatic or mentally retarded. Column 1 to 13 will contain details of person on whose behalf this application is submitted.  Proof of Identity and Proof of address are also required for representative assessee.
		From of facility and From of address are also required for representative assessee.
15	Proof of Identity and Proof of Address documents	It is <b>mandatory</b> to attach proof of identity and proof of address with PAN application. <b>Documents should be in the name of applicant</b> . List of documents which will serve as proof of identity and address for each status of applicant is as given below:

Document acceptable as proof of identity and address as per Rule 114(4) of Income Tax Rules, 1962

## For Individuals and HUF

## Proof of Identity (Copy of)

- 1. Copy of passport, or
- 2. Copy of Person of Indian Origin (PIO) card issued by Government of India, **or**
- 3. Copy of Overseas Citizen of India (OCI) card issued by Government of India, **Or**
- 4. Copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested by "Apostille" (in respect of 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 authorised officials of overseas branches of Scheduled Banks registered in India.

## Proof of address (copy of)

- 1. Copy of Passport, or
- Copy of Person of Indian Origin (PIO) card issued by Government of India, or
- **3.** Copy of Overseas Citizen of India (OCI) card issued by Government of India, **or**
- 4. Copy of other national or citizenship Identification Number or Taxpayer Identification Number 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 authorised officials of overseas branches of Scheduled Banks registered in India or
- **5.** Copy of Bank account statement in the country of residence, **or**
- **6.** Copy of Non-resident External (NRE) bank account statement in India, **or**
- **7.** Copy of Certificate of Residence in India or Residential permit issued by the State Police Authorities, **or**
- **8.** Copy of Registration certificate issued by the Foreigner's Registration Office showing Indian address, **or**
- **9.** Copy of Visa granted & Copy of appointment letter or contract from Indian Company & Certificate (in original) of Indian address issued by the employer.

#### For other than Individuals

- 1. 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 authorised officials of overseas branches of Scheduled Banks registered in India
- Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.
- 1. 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 authorised officials of overseas branches of Scheduled Banks registered in India
- **2.** Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

16	KYC Details	It is mandatory to provide KYC details in case of an application filled by a Foreign Institutional Investor or a Qualified Foreign Investor, as prescribed under the regulations issued by Securities and Exchange Board of India (SEBI). Please refer the guidelines issued by the Securities and Exchange Board of India (SEBI) and Prevention of Money Laundering Act for filling these details.
17	Signature / Thumb impression	Application must be signed by (i) the applicant; or (ii) Karta in case of HUF; or (iii) Director of a Company; or (iv) Authorised Signature in case of AOP, Body of Individuals, Local Authority and Artificial Juridical Person; or (v) Partner in case of Firm/LLP; or (vi) Trustee; or (vii) Representative Assessee in case of Minor/deceased/idiot/lunatic/mentally retarded.  Applications not signed in the given manner and in the space provided are liable to be rejected.

#### GENERAL INFORMATION FOR PAN APPLICANTS

- (a) Applicants may obtain the application form for PAN (Form 49AA) from any IT PAN Service Centres (managed by UTIITSL) or TIN-Facilitation Centres (TIN-FCs) / PAN Centres (managed by NSDL), or any other stationery vendor providing such forms or download from the Income Tax Department website (www.incometaxindia.gov.in) / UTIITSL website (www.utiitsl.com) / NSDLwebsite (www.tin-nsdl.com).
- (b) The fee for processing PAN application is ₹ 105/- (including service tax). In case, the PAN card is to be dispatched outside India then additional dispatch charge of ₹ 866/- will have to be paid by applicant.
- (c) Those already allotted a ten digit alphanumeric PAN shall not apply again as having or using more than one PAN is illegal. However, request for a new PAN card with the same PAN or/and Changes or Correction in PAN data can be made by filling up 'Request for New PAN Card or/and Changes or Correction in PAN Data' form available from any source mentioned in (a) above. The cost of application and processing fee is same as in the case of Form 49AA.
- (d) Applicant will receive an acknowledgement containing a unique number on acceptance of this form. This **acknowledgement number** can be used for tracking the status of the application.

## (e) For more information / Application status enquiry contact:

Mode	Income-tax Department	NSDL
Website	www.incometaxindia.gov.in	www.tin-nsdl.com
Call Center	1800-180-1961	020-27218080
Email ID		tininfo@nsdl.co.in
SMS		SMS NSDLPAN <space> Acknowledgement No. &amp; send to 57575 to obtain application status.  For example → Type 'NSDLPAN 881010101010100' and send to 57575</space>
Address		INCOME TAX PAN SERVICES UNIT (Managed by NSDL e-Governance Infrastructure Limited), 5th Floor, Mantri Sterling, Plot No. 341, Survey No. 997/8, Model Colony, Near Deep Bunglow Chowk, Pune - 411 016.