

## INSTRUCTIONS FOR FILLING

## REQUEST FOR NEW PAN CARD OR / AND CHANGES OR CORRECTION IN PAN DATA

- (a) Form to be filled legibly in **BLOCK LETTERS** and in **BLACK INK** only.
- (b) Mention 10 digit PAN correctly.
- (c) 'Individual' applicant to affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph 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 within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the applicant, the application will not be accepted.
- (e) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.
- (f) For issue of new PAN card without any changes In case you have a PAN but no PAN card and wish to get a PAN card, fill all columns 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.
- (g) For changes or correction in PAN data, fill all columns of the form and tick box on left margin of appropriate row where change/correction is required.
- (h) Having or using more than one PAN is illegal. If you possess more than one PAN, kindly fill the details in Item No.10 of this form and surrender the same.

| em No. | Item Details   | Guidelines for filling the form  |  |  |  |  |
|--------|--|--|--|--|--|--|
| 1.     | Full Name  | Individuals must state fully expanded name. For example <b>Poonam Ravi Narayan</b> should be written as:   |  |  |  |  |
|        |  | Last Name/Surname First Name Middle Name NARAYAN POONAM RAVI   |  |  |  |  |
|        |  | Do not use abbreviations and initials.  Allowed two characters initials in surname, first name & father's name of applicant are mentioned below.   |  |  |  |  |
|        |  | AH AI AL AN AO AR AS BE BI BOBP CH CY DA DE DO EE EK EM ES FA FE FK FU GI GO GU HA HE HO HU ID IK IL IN JI JO KA KC KE KH KI KJ KO KS KU LE LI LO LU MA NA NG OH OM ON PI PT QI RU SA SE SI SM SU TA TI TO TU UL UR WO WU YE YH YI YJ YO YU ZI   |  |  |  |  |
|        |  | Applicants other than 'Individuals' must ignore above instruction.  Non-Individuals should write their full name starting from the first block of Last Name/Surname. If the name is lon than the space provided for the last name, it can be continued in the space provided for First and Middle Name.  For example:  |  |  |  |  |
|        |  | Last Name/Surname First Name Middle Name GOLDEN STAR INTERNATIONAL FREIGHT CARRIERS PRIVATE LIMITED HUF should mention (HUF) within brackets after its full name.  |  |  |  |  |
|        |  | For example: Last Name/Surname First Name Middle Name MANOJ MAFATLAL DAVE (HUF)  |  |  |  |  |
|        |  | In case of Company, the name should be provided without any abbreviations. For example, different variations of 'Private Limited' viz. Pvt Ltd, Private Ltd, Pvt Limited, P Ltd, P. Ltd., P. Ltd are not allowed. It should be 'Private Limited' only.   |  |  |  |  |
|        | Name you would like printed on the card  | In case of sole proprietorship concern, the proprietor should use/apply PAN in his/her own name.  Name should not be prefixed with titles such as Shri, Smt, Kumari, Dr., Major, M/s etc.  Individual applicants should provide full / abbreviated name to be printed on the card. Name, if abbreviated, should necessarily contain the last name.   |  |  |  |  |
|        | P  | For example: Last Name/Surname Last Name/Surname SAMUEL ROY JAMES  |  |  |  |  |
|        |  | can be written as  ROY JAMES SAMUEL  or  ROY J. SAMUEL  or  ROY J. SAMUEL  |  |  |  |  |
|        | For Non- Individual applicants, this should be same as last name field.  |  |  |  |  |  |
| 2.     | 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.   |  |  |  |  |
| 3.     | Date of Birth/<br>Incorporation/Agreement<br>/Partnership or Trust<br>Deed/Formation of<br>Body of Individuals/  | Date cannot be a future date. Date: 2nd August 1975 should be written as    0 2     0 8     1 9   7 5  |  |  |  |  |
|        | Association of Persons   | DD MM YYYY   |  |  |  |  |
|        |  | Relevant date for different category of applicants is:  Individual: Date of Birth; Company: Date of Incorporation; Association of Persons: Date of formation/creation: Association of Persons (Trusts): Date of creation of Trust Deed; Partnership Firms: Date of Partnership Deed; HUFs: Date of Creation of HUF and for ancestral HUF date can be 01010001 where the date of creation is not available. |  |  |  |  |
| 4.     | Sex  | This field is mandatory for Individuals. Field should be left blank in case of other applicants.   |  |  |  |  |
| 5 & 6. | Photo/Signature Mismatch   | Individuals issued a PAN card with incorrect/unclear photograph/signature should tick the box on the left margin.  |  |  |  |  |
| 7.     | Address for Communication  Indicate either Residence or Office address for communication as the case may be. If status of applicant Individual/HUF/AOP/BOI/AJP, office name and address is mandatory.  Out of first four fields, applicant must fill up at least two fields. Town/City/District, State/Union Territ mandatory. |  |  |  |  |  |
|        |  |  |  |  |  |  |
| 9.     | Telephone Number and e-mail ID  (1) If Telephone Number is mentioned, STD Code is mandatory. (2) In case of mobile number, cour should be mentioned as STD Code.  STD Code  Tel. No.   |  |  |  |  |  |
|        |  | 9 1 9 8 2 0 0 1 1 1 1 5  |  |  |  |  |
|        |  | Where '91' is the country code of India.  (3) It is mandatory for the applicants to mention either their "Telephone number" or valid "e-mail id" so that they can be contacted in case of any discrepancy in the application and/or for receiving PAN through e-mail.  |  |  |  |  |
| 10.    | Mention other Permanent<br>Account Number (PANs)<br>inadvertently allotted to you  | All PAN/s inadvertently allotted other than the one filled at the top of the form (the one currently used) should be mentioned and the copy of corresponding PAN card(s) to be submitted for cancellation with the form.   |  |  |  |  |

## GENERAL INFORMATION FOR APPLICANTS

- An applicant can obtain the 'Request for New PAN Card or/and Changes or Correction in PAN Data' Form in the format prescribed by Income Tax Department from TIN-FCs / PAN Centres, any other stationery vendor providing such forms or download it from the NSDL website (www.tin-nsdl.com).
- (b) The fee for processing PAN application is Rs. 85/- (plus service tax, as applicable).
- It is mandatory to attach proof of identity and address with PAN application. Changes or corrections desired in PAN particulars should be supported by any one or combination of the relevant documents mentioned below

| Sr. No. Proof of Identity (Copy of any one)            |  | Proof of Address (Copy of any one)  | Proof of Issuance of PAN (Copy of any one)   |   |
|--|--|---|--|---|
| 1  | School Leaving Certificate   | Electricity bill^   | PAN Card   |   |
| 2.   | Matriculation Certificate  | Telephone bill^   | PAN Allotm   | nent Letter                                     |
| 3.   | Degree of recognised educational   | Employer Certificate^   | 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 |   |
|  | institution  |   |  |   |
| 4.   | Depository Account Statement   | Depository Account Statement^   |  |   |
| 5.   | Bank Account Statement / Passbook  | Bank Account Statement / passbook^  | basis'.  |   |
| 5.   | Credit Card  | Credit Card Statement^  |  |   |
| 7.   | Water Bill   | Rent Receipt^   |  |   |
| 3.   | Ration Card  | Ration Card   |  |   |
| ).   | Property Tax Assessment Order  | Property Tax Assessment Order   |  |   |
| 10.  | Passport   | Passport  |  |   |
| 11.  | Voter Identity Card  | Voter Identity Card   |  |   |
| 12.  | Driving License  | Driving License   |  |   |
| 13.  | Certificate of identity signed by a<br>Member of Parliament or Member of<br>Legislative Assembly or Municipal<br>Councillor or a Gazetted Officer.   | Certificate of address signed by<br>a Member of Parliament or<br>Member of Legislative<br>Assembly or Municipal Councilor<br>or a Gazetted Officer.   |  |   |
|  | Note: In case of Minor, any of the above mentioned documents as proof of Identity and Address of any of parents/guardians of such minor shall be deemed to be the proof of identity and address for the minor applicant. For HUF any document in the name of Karta of HUF is required. | Note: 1) Proof of Address mentioned in Sr. No. 1 to 7 (^) should not be more than six months old on the date of application. 2) Proof of Address is required for 'Address for communication' in item no. 7  | Note: Proof<br>the Name o  | f of identity and address must be if applicant. |
| D  | _  | ess as per Rule 114 of Income Tax Rules   |  | er than Individual and HUF                      |
| l.   | Company  | Copy of Certificate of Registration issu  |  |   |
| 2.   | Firm   | Copy of Certificate of Registration issued by the Registrar of Firms or copy of partnership deed.   |  |   |
| 3.   | Association of persons (Trusts)  | Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner.  |  |   |
| 1.   | Association of persons (other than<br>Trusts) or Body of Individuals or<br>Local authority or Artificial Juridical<br>Person   | Copy of Agreement or copy of certificate of registration number issued by charity commissioner or registrar of cooperative society or any other competent authority or any other document originating from any Central or State Government Department establishing identity and address of such person. |  |   |
|  | Support  | ting document required for changes in P   | 'AN data   |   |
|  | pplicant type  | Document acceptable for change of i   |  |   |
| Married ladies – change of name on account of marriage |  | Mariage 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.     |
| ndividu:<br>narried l                                  | al applicants other than<br>ladies   | Publication of name change in official  | gazette  |   |
| Companies  |  | ROC's certificate for name change   |  |   |
|  | nip firms  | Revised partnership deed  |  |   |
| AOP / Trust / BOI / AJP / Local authority              |  | Revised registration certificate / deed or agreement as applicable  |  |   |
| Applicant type   |  | Document acceptable for change of Date of Birth / Incorporation   |  |   |
| <b>Applica</b><br>Individua                            |  | Relevant proof of identity having corre   |  |   |

- Applicant will receive an acknowledgment containing a 15-digit unique number on acceptance of this form. This acknowledgment number can be used for tracking the status of the application.
- For more information / Application status enquiry

  Visit us at www.tin-nsdl.com

  - Call TIN Call Centre at 020-27218080.
  - e-mail us at tininfo@nsdl.co.in.
  - SMS PAN<space>Acknowledgement No. & send to 53030 to obtain application status.
  - Write to: INCOME TAX PAN SERVICES UNIT (Managed by National Securities Depository Limited), 3rd Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411 045.

| Request For New PAN Card Or / And Changes Or Correction in PAN Data  Permanent Account Number (PAN)                                  | Only 'Individuals'<br>to affix recent<br>photograph<br>(3.5 cm × 2.5 cm) |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
| Please read Instructions 'f' & 'g' for selecting boxes on left margin of this form.  |  |  |  |  |  |  |  |  |
| 1 Name   |  |  |  |  |  |  |  |  |
| Please Tick as applicable Shri Smt. Kumari M/s   | Signature/Left Thumb Impression  |  |  |  |  |  |  |  |
| Last Name / Surname First  | t Name   |  |  |  |  |  |  |  |
| Middle Name  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Name as you would like it printed on the card  |  |  |  |  |  |  |  |  |
| 2 Father's Name (Only 'Individual' applicants : Even married women should give father's name only)                                   |  |  |  |  |  |  |  |  |
| Last Name / Surname First  | t Name   |  |  |  |  |  |  |  |
| Middle Now a   |  |  |  |  |  |  |  |  |
| Middle Name  |  |  |  |  |  |  |  |  |
| 3 Date of Birth / Incorporation / Agreement / Partnership or Trust Deed / Formation  |  |  |  |  |  |  |  |  |
| 느  |  |  |  |  |  |  |  |  |
| 4 Sex (for 'Individual' applicant only) Male Female  |  |  |  |  |  |  |  |  |
| 5 Photo Mismatch   |  |  |  |  |  |  |  |  |
| 6 Signature Mismatch   |  |  |  |  |  |  |  |  |
| 7 Address for Communication Please indicate if this is Residence or Office Office Name (to be filled only in case of office address) |  |  |  |  |  |  |  |  |
| Office Name (to be filled only in case of office address)  |  |  |  |  |  |  |  |  |
| Flat / Door / Block No.  |  |  |  |  |  |  |  |  |
| Name of Premises / Building / Village  |  |  |  |  |  |  |  |  |
| Name of Femiliaes / Building / Village   |  |  |  |  |  |  |  |  |
| Road / Street / Lane / Post Office   |  |  |  |  |  |  |  |  |
| Area / Locality / Taluka / Sub-Division  |  |  |  |  |  |  |  |  |
| Area / Eccarry / Faraka / Gub-bivision   |  |  |  |  |  |  |  |  |
| Town / City / District State / Union Territory   | Pin  |  |  |  |  |  |  |  |
|  | (Indicating PIN is mandatory)  |  |  |  |  |  |  |  |
| 8 If you desire to update your other address also, give required details in additional sh  | ` "  |  |  |  |  |  |  |  |
| STD Code Tel. No. 9 Tel. No.   |  |  |  |  |  |  |  |  |
| email ID   |  |  |  |  |  |  |  |  |
| 10Mention other Permanent Account Numbers (PANs) inadvertently allotted to you   |  |  |  |  |  |  |  |  |
| PAN 1 PAN 3  |  |  |  |  |  |  |  |  |
| PAN 2 PAN 4 PAN 4  |  |  |  |  |  |  |  |  |
| , the applicant, do hereby declare that what is stated above is  |  |  |  |  |  |  |  |  |
| true to the best of my information and belief. I have enclosed (number of documents) in support of proposed changes/corrections.     |  |  |  |  |  |  |  |  |
| Verified today, the D. D. M. M. Y. Y. Y. Y.  |  |  |  |  |  |  |  |  |
|  | Left Thumb Impresion of  |  |  |  |  |  |  |  |
|  | ant (inside the box)   |  |  |  |  |  |  |  |

V. 1.0