## **INSTRUCTIONS FOR FILLING FORM 49A**

- (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 Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.
- (g) AO code (Area Code, AO Type, Range Code and AO Number) of the Jurisdictional Assessing Officer must be filled up by the applicant. These details can be obtained from the Income Tax Office or PAN Centre or websites of PAN Service Providers on <u>www.utiitsl.com</u> or <u>www.tin-nsdl.com</u>.

(h) Guidelines for filling the Form 49A:

Ite	Item Details	Guidelines for filling	the	e fo	rm																		
m No.																							
1	Full Name	Please select appropria	Please select appropriate title.																				
		Do not use abbreviations in the First and the Last name/Surname.																					
		For example RAVIKAN	IT s	shou	ld b	e w	ritte	n as	5 :		-		r	1			r		r	1			
		Last Name/Surname	R	А	V	Ι	К	А	Ν	Т													
		First Name																					1
		Middle Name																					
		For example SURESH	SAI	RDA	sh	ould	l be	writ	ten	as :													
		Last Name/Surname	S		R																		
		First Name	S	U	R	Е	S	Н															
		Middle Name																					
		For example <b>POONAM</b>	R	vi	NA	RA		sho	uld	be	writ	ten	as:	-									
		Last Name/Surname		А	R			A								Ĩ	Γ		Γ			Π	
		First Name	Ρ	0	0	Ν	А	М															
		Middle Name	R	А	۷	I																	
		For example SATYAM	VFI		Т Л	л к 	D/	<u> </u>	bou	ud h		ritte		<u> </u>	•							 	
		Last Name/Surname	R		0									<u> </u>									
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		Middle Name	۷	Ε	Ν	к	А	Т		М		к											
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		For example M C KA		101	///	<u>////</u>		ייר		504	100		ייח	<u> </u>	V ^ '			/ ^ * *	<u>v</u>	har	цd	be /	witt.		NG 1		
		For example M. S. KAI Last Name/Surname						T					אט		<u>KAI</u>		1311		1) 5	SHOL	nd	ue V	VIILLE		15 :	T	1
		First Name	К М	A A	N D			S	-	A	M	Y		-	-		-	╞			$\left  \right $	+	+	-			┢
		Middle Name	S			-			_							-							+	+			
			3	0	Μ	A	3	l	JN	D	R	A	Μ														
		Applicants other than 'Individuals' may ignore above instructions. Non-Individuals should write their full name starting from the first block of Last Name/Surname. If the name is longer than the space provided for the last name, it can be continued in the space provided for First and Middle Name. For example <b>XYZ DATA CORPORATION (INDIA) PRIVATE LIMITED</b> should be written as :																									
		Last Name/Surname	X	Y	Z		D			A		C				0				I				(		Ν	D
		First Name		Å	)	-	P	· F	-	v	A		-	_	Ľ	Ī		1	T	Ē	-	-	-			-	
		Middle Name	-	~	,		-		、	v	~	<u> </u>			-	Ľ		ŀ	-	-	╞	_		-	-		
		For example MANOJ N Last Name/Surname	/IAF	AT	LAL	DA	VE	(H	UF)	shou	ld b	be w	ritte	en a	s :	1	1	T	<b>r</b>	1	T	-	-	-	-	T	1
			Μ	Α	Ν	0	J		Μ	А	F	A	Т	L	A	L		D	А	V	E		(	ŀ	ΙU	F	)
		First Name																									
		Middle Name																									
2	the full name to should necessarily contain the last name. For example: be printed on												nted						lan	ne, i	f abl	orev	/iate	, k			
	the PAN card	SATYAM VENKAT M. Last Name/Surname	<b>к</b> . R				n is v	vrit	tten ir	n the	e Na	ame	fiel	d as	: 	1	Ι	1	1	1	T		1		Т	T	
		First Name			0		-											$\vdash$			$\vdash$	_	-	+	+		
		Middle Name	S	A	Т	Y	_	Ν	_													_			_		
			V	Ε	Ν	K	А	T	Γ	Μ		К															
		Can be written as in 'N	ame	e to	be	prin																					
							S. ۱	V. N	AM VE M. K. AM V.	RAC	)			AO c or													
		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 Birth/Incorporat	Date cannot be a futur	e da	ate.	Dat	e: 2	2nd /	Aug	gust 1	975	sh	ould	l be	wri	tten	as:											
	ion/ Agreement /Partnership or	D D M N		Y		Y		Y	١																		
	Trust Deed/Formation	0 2 0 8		1		9		7	5	5																	
	of																										
	Body of																										

	Individuals/	Relevant date for different categories of applicants is:
	Association of Persons	Individual: Actual Data of Pirth: Company: Data of Incorporation:
	Persons	Individual: Actual Date of Birth; Company: Date of Incorporation; Association of Persons: Date of formation/creation; Trusts: Date of creation of Trust
		Deed; Partnership Firms: Date of Partnership Deed; LLPs : Date of Incorporation/Registration; HUFs: Date of creation
		of HUF and for ancestral HUF date can be 01-01-0001 where the date of 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 –	R - Residence Address:
	Residence and	For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants should leave this field
	office	blank.
		O - Office Address:
		(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].
		(2) In case of Firm, LLP, Company, Local Authority and Trust, name of office and complete address of office is
		mandatory.
		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.
		In case, a foreign address is provided then it is mandatory to provide Country Name along with ZIP Code of the
	Adda a far	country.
8	Address for communication	Individuals/HUFs/AOP/BOI/AJP may indicate either 'Residence' or 'Office' and other applicants should necessarily indicate 'Office' as the Address for Communication.
	communication	
		All communication will be sent at the address indicated in this field.
9	Telephone	(1) Telephone number should include country code(ISD code) and STD code or Mobile No. should include Country
	Number and E-	code(ISD Code).
	mail ID	
		For example : (i) Telephone number 23555705 of Delhi should be written as
		Country code STD Code Telephone Number / Mobile number
		9 1 1 1 2 3 5 5 7 0 5
		Wilkers (01) is the soundary and of India and 11 is the CTD Code of Dalki
		Where '91' is the country code of India and 11 is the STD Code of Delhi.
		(ii) Mobile number 9102511111 of India should be written as
		Country code STD Code Telephone Number / Mobile number
		9 1 9 1 0 2 5 1 1 1 1 1
		Where '91' is the country code of India.
		Where 91 is the country code of mula.
		(2) 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.
		(3) Application status updates are sent using the SMS facility on the mobile numbers mentioned in the application
10	Status of	form. This field is mandatory for all categories of applicants. In case of 'Limited Liability Partnership', the PAN will be
10	Applicant	allotted in 'Firm' status.
11	Registration	Not applicable to Individuals and HUFs. Mandatory for 'Company'. Company should mention registration number
	number	issued by the Registrar of Companies. Other applicants may mention registration number issued by any State or
ĻЦ		Central Government Authority.
12	In case of	AADHAAD number if elletted, besite be queted (supported by eany of AADHAAD letter/cord)
13	citizen of India Source of	AADHAAR number, if allotted, has to be quoted (supported by copy of AADHAAR letter/card) It is mandatory to indicate at least one of the sources of incomes, as mentioned in the form. In case, the income
13	Income	from Business/profession is selected by the applicant then an appropriate business/ profession code should be
		mentioned.

					,						
				iven below to select the							
		Code 01	Business/ P	rofession fession and Business	Code 11	Business/ Profession Films, TV and such other entertainment					
		02	Engineering		12	Information Technology					
		03	Architecture		13	Builders and Developers					
		04	Chartered A	ccountant/Accountancy	14	Members of Stock Exchange, Share Brokers and Sub- Brokers					
		05 Interior Dec		coration 15		Performing Arts and Yatra					
		06	Technical Co		16	Operation of Ships, Hovercraft, Aircrafts or Helicopters					
		07	Company Se	ecretary	17	Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles					
		08		tioner and Solicitors	18	Ownership of Horses or Jockeys					
		09 10	Government Insurance A	t Contractors	19 20	Cinema Halls and Other Theatres Others					
14	Name and	-			_						
14	Name and address of Representative AssesseeSection 160 of Income Tax Act, 1961 provides that any person(assessee) can be represented through Representati address of the Income-tax Act, 1961, such as, an agent of the non-resident, guardian or manager of a minor, lunatic or idio Court of Wards, Administrator General, Official Trustee, receiver, manager, trustee of a Trust including Wakf.										
		deceased applicatio	, idiot, lunation is submitted	or mentally retarded.	Column 1 1	Assessee. This field is mandatory if applicant is minor, to 13 will contain details of person on whose behalf this					
15	Proof of					address with PAN application. Documents should be in					
10	Identity and Proof of Address documents	the nam		ant. List of documents v		serve as proof of identity and address for each status of					
Docu		proof of id	lentity and add	dress as per Rule 114 of	Income Tax	Rules, 1962					
	Individuals and H		4	•							
Sr. No		Proof	f of Identity	(Copy of)		Proof of address (copy of)					
1	School Leaving Ce	ertificate				Electricity Bill*					
2	Matriculation Cert					Telephone Bill*					
3	Degree of recogn	ised educat	ional institutio	n		Employer Certificate*					
4	Depository Accou					Depository Account Statement*					
5	Bank Account Sta	tement / Pa	assbook			Bank Account Statement / Passbook*					
6	Credit Card					Credit Card Statement*					
7 8	Water Bill Ration Card					Rent Receipt*					
9	Property Tax Asse	essment Or	der			Ration Card Property Tax Assessment Order					
, 10	Passport					Passport					
11	Voter Identity Car	ď				Voter Identity Card					
12	Driving License					Driving License					
13	Certificate of iden Legislative Assem prescribed format	bly or Muni	by Member of icipal Councilo	f Parliament or Member o r or Gazetted Officer in t	he	Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or Gazetted Officer in the <u>prescribed format.</u>					
Note :	- :-					Note:					
		<sup>*</sup> parents/gua	ardians of such r	ed documents as proof on ninor shall be deemed to be	e the proof	1. Proof of Address is required for residence address mentioned in item no. 7.					
	For HUF, an affida			of Hindu Undivided Fami ceners on the date of applic	ly stating	<ol> <li>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 statements.</li> </ol>					
2.			nts in the name	or Karta of Hor is required.							
2.	name, father's name	ove documer	nts in the name								
2.	name, father's name copy of any of the ab	ove documer	nts in the name	Copy of Certificate of Re		ssued by the Registrar of Companies.					
2. Other	name, father's name copy of any of the ab r than Individuals a	ove documer	nts in the name	Copy of Certificate of Re		ssued by the Registrar of Companies. issued by the Registrar of Firms or Copy of partnership					

4	Trust	Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner.
5	Association of Person, Body of Individuals, Local Authority, or Artificial Juridical 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.

16	Signature impression	/	Thumb	Application must be signed by (i) the applicant; or (ii) Karta in case of HUF; or (iii) Director of a Company; or (iv) Authorised Signaturee 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 49A) 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(<u>www.incometaxindia.gov.in</u>)/UTIITSL website(<u>www.utiitsI.com</u>)/NSDL website (<u>www.tin-nsdI.com</u>).
- (b) The fee for processing PAN application is Rs. 85/- (plus service tax, as applicable). In case, the PAN card is to be dispatched outside India then additional dispatch charge of Rs 850 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 49A.
- (d) Applicant will receive an acknowledgment containing a unique number on acceptance of this form. This **acknowledgment number** can be used for tracking the status of the application.

	Income-tax Department	NSDL	UTIITSL
Website	www.incometaxindia.gov.in	www.tin-nsdl.com	www.utiitsl.com
Call Center	0124-2438000	020-27218080	022-67931300
Email ID		<u>tininfo@nsdl.co.in</u>	utiitsl.gsd@utiitsl.com
SMS		SMS NSDLPAN <space>Acknowledgement No. &amp; send to 57575 to obtain application status.</space>	
Address		INCOME TAX PAN SERVICES UNIT (Managed by National Securities Depository Limited), 3rd Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411 045.	UTIITSL) PB no 20, Plot no 3, Sector- 11, CBD- Belapur – Navi Mumbai

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