



**8 Address for Communication** Residence Office

(Please tick as applicable)

**9 Telephone Number & Email ID details**

Country code

Area/STD Code

Telephone / Mobile number

Email ID

**10 Status of applicant**Please select status,  as applicable Government Individual Hindu undivided family Company Partnership Firm Association of Persons Trusts Body of Individuals Local Authority Artificial Juridical Persons Limited Liability Partnership**11 Registration Number (for company, firms, LLPs etc.)****12 Please mention your AADHAAR number (if allotted)**  **13 Source of Income**Please select,  as applicable Salary Capital Gains Income from Business / Profession

Business/Profession code

 

[For Code: Refer instructions]

 Income from Other sources Income from House property No income**14 Representative Assessee (RA)**

Full name, address of the Representative Assessee, who is assessable under the Income Tax Act in respect of the person, whose particulars have been given in the column 1-13.

**Full Name (Full expanded name : initials are not permitted)**Please select title,  as applicable Shri     Smt.     Kumari     M/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

     **15 Documents submitted as Proof of Identity (POI), Proof of Address (POA) and Proof of Date of Birth (DOB)**I/We have enclosed  as proof of identity, as proof of address and  as proof of date of birth.

[Please refer to the instructions (as specified in Rule 114 of I.T. Rules, 1962) for list of mandatory certified documents to be submitted as applicable]

[Annexure A, Annexure B &amp; Annexure C are to be used wherever applicable]

**16** 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.

Place :

Date :

 D     D     M     M     Y     Y     Y     Y

Signature / Left Thumb Impression of Applicant (inside the box)
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## **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 **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 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 IT PAN Service Centers (managed by UTIITSLS) Or UTIITSLS website [www.utiiitsl.com](http://www.utiiitsl.com)
  - (h) At the time of applying for PAN, the applicant has to submit Proof of Identity (POI), Proof of Address (POA), and Proof of Date of Birth (PDOB).
  - (i) Guidelines for filling the Form 49A:

**10. Status of Applicant**

This field is mandatory for all categories of applicants. In case of 'Limited Liability Partnership' the PAN will be allotted in 'Firm' status.

**11. Registration number**

Not applicable to Individuals and HUFs, Mandatory for 'Company'. Company should mention registration number issued by the Registrar of Companies. Other applicants may mention registration number issued by any State or Central Government Authority.

**12. In case of a citizen of India AADHAAR number, if allotted, has to be quoted (Supported by copy of AADHAAR Letter/Card)**

**13. Source of Income :** It is mandatory to indicate at least one of the sources of incomes, as mentioned in the form. In case, the income from Business/Profession is selected by the applicant then an appropriate business/profession code should be mentioned. Please refer the table given below to select the business/profession code:

Code	Business/Profession	Code	Business/Profession
1	Medical Profession and Business	11	Films, TV and such other entertainment
2	Engineering	12	Information Technology
3	Architecture	13	Builders and Developers
4	Chartered Accountant/Accountancy	14	Members of Stock Exchange, Share Brokers and Sub-Brokers
5	Interior Decoration	15	Performing Arts and 'Yatra'
6	Technical Consultancy	16	Operation of Ships, Hovercraft, Aircrafts or Helicopters
7	Company Secretary	17	Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles
8	Legal Practitioner and Solicitors	18	Ownership of Horses or Jockeys
9	Government Contractors	19	Cinema Halls and other Theaters
10	Insurance Agency	20	Others

**14. Name and address of Representative Assessee**

Section 160 of Income Tax Act, 1961 provides that any 'specified person' (assessee) can be represented through Representative Assessee. Therefore this column should be filled in by representative assessee only as specified in Section 160 of the Income-Tax Act, 1961, such as, an agent of the non resident, guardian or manager of a minor, lunatic or idiot, Court of Wards, Administrator General, Official Trustee, receiver, manager, trustee of a Trust including Wakf. This field will contain particulars of 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.

**15. Proof of Identity and Proof of Address and Proof of Date of Birth**

It is **mandatory** to attach proof of identity, proof of address and proof of date of birth with PAN application. **Documents should be in the name of applicant.** List of documents which will serve as proof of identity, address and date of birth for each status of applicant is as given below: \*\*

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

**For Individual and HUF :** (A) **Proof of Identity:** ->**Copy of a** >Elector's photo identity card Or **b**> Ration card having photograph of the applicant Or **c**> Passport Or **d**> Driving license Or **e**> Arm's license Or **f**> Aadhaar card issued by the Unique Identification Authority of India Or **g**> Photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking Or **h**> Pensioner Card having photograph of the applicant Or **i**> Central Government Health Scheme Card or Ex-servicemen Contributory Health Scheme photo card Or II>**Proof of Identity (Original)** a> Certificate of identity in **original** signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted officer as the case may be; Or **b**> Bank certificate in **original** on letter head from the branch ( alongwith name & stamp of the issuing officer) containing duly attested photograph and bank account number of applicant.

<b>Note</b>	1. In case of a person being a minor, proof of identity, address of the parents or guardian of such minor shall be deemed to be the proof of identity and address.	2. For HUF an affidavit by the Karta of Hindu Undivided Family stating name, father's name and address of all the coparceners on the date of application and documents for identity/address/date of birth in the name of karta of HUF is required as proof of identity, address and date of birth.
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(B)**Proof of Address:-**->**Copy of the following documents not more than three months old** ->a> Electricity Bill Or **b**> Landline telephone or broadband connection bill Or **c**> Water bill Or **d**> Consumer gas connection card or book or piped gas bill Or **e**> Bank Account Statement or as per Note 3 Or **f**> Depository Account Statement Or **g**> Credit Card Statement Or II>**Copy of a** > Post office passbook having address of the applicant Or **b**> Passport Or **c**> Passport of the spouse Or **d**> Elector's photo identity card Or **e**> Latest property tax assessment order Or **f**> Driving License Or **g**> Domicile certificate issued by the Government Or **h**> Aadhaar Card issued by the Unique Identification Authority of India Or **i**> Allotment letter of accommodation issued by the Central Government or State Government of not more than three years old Or **j**> Property registration document Or III>**Proof of address (Original)**-a> Certificate of Address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer, as the case may be Or IV> Employer certificate

<b>Note</b>	1. <b>Proof of Address is required for residence address mentioned in item no 7</b> 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 bank account statement shall be the proof of address	2. Documents followed by '*' should not be more than three months old on the date of application
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(C) **Proof of Date of Birth:** Copy of:->Birth certificate issued by the Municipal Authority or any office authorised to issue Birth and Death Certificate by the Registrar of Birth and Deaths or the Indian Consulate as defined in clause (d) of sub section(1) of section 2 of the Citizenship Act, 1955(57 of 1955); or b> Pension Payment order; or c> Marriage certificate issued by Registrar of Marriages or d> Matriculation certificate or marksheets of recognized board; or e> Passport or f> Driving License or g> Domicile certificate issued by the Government or h> Aadhaar Card by Unique Identification Authority of India or I>Elector's Photo Identity Card or J> Photo Identity Card issued by Central Government or State Government or central public sector undertaking or state public sector undertaking or k> Central government Health Service Scheme photo card or Ex-servicemen Contributory Health Scheme photo card or l> Affidavit sworn before a magistrate stating the date of birth.

**Other than Individuals and HUF**

1	Company	Copy of Certificate of Registration issued by the Registrar of Companies
2	Partnership Firm	a>Copy of Certificate of Registration issued by the Registrar of Firms or b> Copy of partnership deed
3	Limited Liability Partnership	Copy of Certificate of Registration issued by the Registrar of LLPs
4	Association of Persons (Trust)	a> Copy of trust deed Or b> copy of certificate of registration number issued by Charity Commissioner
5	Association of Persons, Body of individuals, Local Authority, or Artificial Juridical Person	a> Copy of Agreement Or b> Copy of certificate of registration number issued by Charity Commissioner or registrar of co-operative society or any other competent authority. Or c> Any other document originating from any Central Government or State Government Department establishing identity and address of such person.

**16. Signature /Thumb impression:**

Application must be signed by (i) applicant Or (ii) Karta in case of HUF Or (iii) Director of a Company Or (iv) Authorized Signatory 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**

- Applicants may obtain the application form for PAN (Form 49A) from any IT PAN Service centers (managed by UTIITS) or any other stationery vendor providing such forms or freely downloaded from the Income Tax Department website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) / UTIITS website (<http://www.utiiitsl.com>).
- The fee for processing PAN application is ₹ 107/- (including service tax). In case, the PAN card is to be dispatched outside India then additional dispatch charge of ₹ 882/- will have to be paid by applicant.
- 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.
- Applicant will receive an acknowledgement containing a 9 digit unique number on acceptance of this form. **This acknowledgement number can be used for tracking the status of the application.**

**ACKNOWLEDGEMENT**

Received ₹ 107/- (inclusive of applicable taxes)- With thanks from Shri/Smt./Kum/M/s	
Application Form 49A Sr. no.	
Date of Receipt	
Processing Fee Coupon no.	

Service-Tax Regn. no. : (AAACU4411CST002)

PAN Service Center Code :-

PAN Service Center Name :-

Authorized Signatory  
(With date stamp)

For knowing the PAN you may visit our website : <a href="http://www.utiiitsl.com">http://www.utiiitsl.com</a> . Any query / correspondence in this connection may be addressed by quoting the Application number/ processing fee Coupon Number to the addresses given below :
<b>Navi Mumbai</b> UTI Infrastructure Technology & Services Ltd P.B. NO 20, Plot no 3, Sector-11 CBD-Belapur, Navi Mumbai-400614 Telephone: (022) 67931300 Fax : (022) 67931399 E-mail ID : <a href="mailto:utiiitsl.gsd@utiiitsl.com">utiiitsl.gsd@utiiitsl.com</a>
<b>New Delhi</b> UTI Infrastructure Technology & Services Ltd 1/28 Sunlight Building, Asaf Ali Road, New Delhi -110002 Telephone: (011) 23211262/23211273-23211274 E-mail ID : <a href="mailto:pan.delhi@utiiitsl.com">pan.delhi@utiiitsl.com</a>
<b>Kolkata</b> UTI Infrastructure Technology & Services Ltd 29, Netaji Subhash Road, Ground Floor, Opp. Gilander House & Standard Chartered Bank Kolkata- 700001 Telephone:-(033) 22108959, 2242 - 4774/4810 Fax : (033) 22435217 E-mail ID: <a href="mailto:Kolkata@utiiitsl.com">Kolkata@utiiitsl.com</a> / <a href="mailto:pan.kolkata@utiiitsl.com">pan.kolkata@utiiitsl.com</a>
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