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.

Item No.	Item Details	Guidelines for filling the form
1.	Full Name	Individuals must state fully expanded name.
		For example Poonam Ravi Narayan should be written as: Last Name/Surname First Name Middle Name
		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 BO BP 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 longe 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.
		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.
	Name you would like	Individual applicants should provide full / abbreviated name to be printed on the card. Name, if abbreviated,
	printed on the card	should necessarily contain the last name.
		For example: Last Name/Surname First Name Middle Name
		SAMUEL ROY JAMES
		can be written as ROY JAMES SAMUEL or R. 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/ Incorporation/Agreement	Date cannot be a future date. Date: 2nd August 1975 should be written as
	/Partnership or Trust	
	Deed/Formation of Body of Individuals/	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 is other than 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 Territory and PIN are mandatory.
8.	Update other address	If applicant wishes to update other address, besides address for communication, box on left margin should be ticked and details of address be provided on an additional sheet in similar format as prescribed in Item No.7.
9.	Telephone Number and e-mail ID	(1) If Telephone Number is mentioned, STD Code is mandatory. (2) In case of mobile number, country code 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 Account Number (PANs)	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.
	inadvertently allotted to you	

GENERAL INFORMATION FOR APPLICANTS

- (a) 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).
- (c) 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 –

	nts as proof of identity and address as p Individual and HUF	per Rule 114 of Income Tax Rules,		
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) PAN Card PAN Allotment Letter	
1	School Leaving Certificate	Electricity bill^		
2.	Matriculation Certificate	Telephone bill^		
3.	Degree of recognised educational	Employer Certificate [^]	No other document is acceptable as proof of	
	institution		issuance of PAN. If proof is not provided then	
4.	Depository Account Statement	Depository Account Statement^	application shall be accepted on a 'good effort	
5.	Bank Account Statement / Passbook	Bank Account Statement / passbook^	basis'.	
6.	Credit Card	Credit Card Statement^		
7.	Water Bill	Rent Receipt^		
8.	Ration Card	Ration Card		
9.	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 Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.	Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor 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 of identity and address must be the Name of applicant.	
D	ocuments as proof of identity and addre	ess as per Rule 114 of Income Tax Rules	, 1962 for other than Individual and HUF	
		G CG .:C . CB		
1.	Company	Copy of Certificate of Registration issu		
1. 2.	Company Firm	Copy of Certificate of Registration issurpartnership deed.	led by the Registrar of Firms or copy of	
1.	Company Firm Association of persons (Trusts)	Copy of Certificate of Registration issupartnership deed. Copy of trust deed or copy of certificat Commissioner.	ned by the Registrar of Firms or copy of the of registration number issued by Charity	
1. 2.	Company Firm	Copy of Certificate of Registration issupartnership deed. Copy of trust deed or copy of certificat Commissioner. Copy of Agreement or copy of certificat	ted by the Registrar of Firms or copy of te of registration number issued by Charity ate of registration number issued by charity we society or any other competent authority any Central or State Government	
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- (d) 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.
- (e) 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.

V. 3.2

Request For New PAN Card Or / And Changes Or Correction in PAN Data Permanent Account Number (PAN)		Only 'Individuals' to affix recent photograph (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		ssion						
Last Name / Surname First	t Name								
Middle Name			\Box						
Name as you would like it printed on the card			\exists						
2 Father's Name (Only 'Individual' applicants : Even married women should give father's name only)									
Last Name / Surname First	t Name								
Middle News			Ш						
Middle Name									
3 Date of Birth / Incorporation / Agreement / Partnership or Trust Deed / Formation	ТН		7						
	D D	M M Y Y Y	7						
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)									
Flat / Door / Block No.									
Name of Premises / Building / Village									
Name of Premises / Building / Village									
Road / Street / Lane / Post Office									
Area / Locality / Taluka / Sub-Division									
Town / City / District State / Union Territory		Pin	\neg						
	(Ind	icating PIN is mandate	l ory)						
8 If you desire to update your other address also, give required details in additional s	heet.								
STD Code Tel. No.	1								
email ID									
10 Mention other Permanent Account Numbers (PANs) inadvertently allotted to you PAN 1 PAN 3 PAN 3									
PAN 1 PAN 2 PAN 3 PAN 4 PAN 4									
			_						
, the applicant, do hereby									
true to the best of my information and belief. I have enclosed (number of documents) in support of proposed changes/corrections.									
Verified today, the Verified today, the									
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