INSTRUCTIONS FOR FILLING FORM 49A

- Form to be filled legibly in **BLOCK LETTERS** and in **BLACK INK** only.

 Each box, wherever provided, should contain only one character (alphabet/number/punctuation sign) leaving a blank box after each word.
 'Individual' applicants should 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. 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.
 Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp. **Area Code, AO Type, Range Code and AO Number must be filled up** by the applicant. These details can be obtained from the Income Tax Office or TIN Facilitation Centre (TIN-FC) may assist in doing so.

 Applicant can also search for AO details on **www.tin-nsdl.com** (d)

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														
		NARAYAN POONAM RAVI														
		Do not use abbreviations and initials.														
		Allowed two characters initials in applicant's surname, first name and father's name 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 NGOHOM 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 instructions.														
		Non-Individuals should write their full name starting from the first block of Last Name/Surname. If the name is long 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 apply for PAN in his/her own name.														
		Name should not be prefixed with titles such as Shri, Smt, Kumari, Dr., Major, M/s etc.														
2.	Name you would like printed on the card	Individual applicants should provide full / abbreviated name to be printed on the card. Name, if abbreviated, should necessarily contain the last name.														
	printed on the card	For example:														
		Last Name/Surname First Name Middle Name JAIN VISHAL KUMAR														
		can be written as VISHAL KUMAR JAIN or														
		V.K. JAIN or														
		VISHAL K. JAIN														
		For Non- Individual applicants, this should be same as last name field in Item No. 1 above.														
3.	Have you ever been known	If applicant selects 'Yes', then it is mandatory to provide details of the other name. Instructions in Item No. 1														
4	by any other name?	with respect to name apply here. Title should be similar to the title mentioned in Item No. 1.														
4.	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.														
5.	Address - Residential and Office	R - Residential Address: For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants should leave the is field														
	residential and office	blank.														
		Out of first four fields, applicant must fill at least two fields. Town/City/District, State/Union Territory and PIN are														
		mandatory.														
		O - Office Address: (1) Name of Office and address to be mentioned in case of individuals having source of income as salary [Item No 13 (a)]														
		(1) Name of Office and address to be mentioned in case of individuals having source of income as salary [Item No.13 (a)]. (2) In case of Firm, Company, Local Authority and Association of Persons (Trust), name of office and address is mandatory.														
		(3) If applicant is engaged in a business / profession [falling under codes 9,10,12,13,15,17 to 20 - refer Item No. 13(b)] anthe														
		area code mentioned is MUM, then it is mandatory to provide office address. (4) For all categories of applicants, out of first four fields, at least two fields are mandatory.														
		(4) For an categories of appricants, out of first four fields, at least two fields are mandatory. (5) Town/City/District, State/Union Territory and PIN are mandatory.														
6.	Address for	'R' means Residence and 'O' means Office. Individuals/HUFs/AOP/BOI/AJP may indicate either 'R' or 'O' and other														
0.	Communication	applicants should necessarily indicate 'O' as the Address for Communication.														
		All future communication will be sent at the address indicated in this field.														
7.	Telephone Number	(1) If Telephone Number is mentioned, STD Code is mandatory. (2) In case of mobile number, country code														
<i>,</i> .	and e-mail ID	should be mentioned as STD Code.														
		STD Code Tel. No.														
		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.														
8.	Sex	This field is mandatory for Individuals. Field should be left blank in case of other applicants.														
0.	Ct -t C A 1' t	This field is mandatory for all categories of applicants.														
9.	Status of Applicant															
9.	**	Date cannot be a future date. Date: 2nd August 1975 should be written as														
	Date of Birth/Incorporation/ Agreement /Partnership or	Date cannot be a future date. Date: 2nd August 1975 should be written as														
9.	Date of Birth/Incorporation/ Agreement /Partnership or Trust Deed/Formation of															
9.	Date of Birth/Incorporation/ Agreement /Partnership or Trust Deed/Formation of Body of Individuals/	0 2 0 8 1 9 7 5														
9.	Date of Birth/Incorporation/ Agreement /Partnership or Trust Deed/Formation of															
9.	Date of Birth/Incorporation/ Agreement /Partnership or Trust Deed/Formation of Body of Individuals/	DD MM YYYY Relevant date for different categories of applicants is:														
9.	Date of Birth/Incorporation/ Agreement /Partnership or Trust Deed/Formation of Body of Individuals/	DD MM YYYY Relevant date for different categories of applicants is: Individual: Actual Date of Birth: Company: Date of Incorporation:														
9.	Date of Birth/Incorporation/ Agreement /Partnership or Trust Deed/Formation of Body of Individuals/	DD MM YYYY Relevant date for different categories of applicants is:														

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.	Citizen of India	This field is mandatory for all categories of applicants.
13. (a)	Salaried Employee	In case of salaried employee, it is mandatory to mention the name of organisation.
13. (b)	Nature and Code of Business/Profession	This field should be specified if applicant is not covered under 13 (a) or 13 (c). Nature of Business/Profession

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 Accountant/Accountancy	14	Members of Stock Exchange, Share Brokers and Sub-Brokers
05	Interior Decoration	15	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

13. (c)	Others	Applicants not covered by column 13(a) and 13(b) must mention any one or combination of (i) income from house property (ii) income from capital gains (iii) income from other sources, as their source of income.
14.	Name and address of Representative Assessee	Section 160 of Income Tax Act, 1961 provides that any assessee can be represented through Representative Assessee. This field will contain particulars of such Representative Assessee. This field is mandatory if applicant is minor, deceased, idiot, lunatic or mentally retarded. Column 1 to 13 will contain details of assessee on whose behalf this application is submitted. Proof of Identity and Proof of address is also required for representative assessee.
15.	Proof of Identity and Address	It is mandatory to attach proof of identity and address with PAN application. Documents should be in the name of applicant. List of documents which will serve as proof of identity and address for each status of applicant is as given below:

	Documents as proof of identity and address as per Rule 114 of Incom	ne Tax Rules, 1962 for Individual and HUF						
Sr. No.	Proof of Identity (Copy of)	Proof of Address (Copy of)						
1	School Leaving Certificate	Electricity bill^						
2.	Matriculation Certificate	Telephone bill^						
3.	Degree of recognised educational institution	Employer Certificate [^]						
4.	Depository Account Statement	Depository Account Statement^						
5.	Bank Account Statement / Passbook	Bank Account Statement / passbook^						
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 residential address mentioned in item no. 5								
Documents as proof of identity and address as per Rule 114 of Income Tax Rules, 1962 for other than Individual and HUF								

	Documents as proof of identity and	address as per kine 114 of fricome fax kines, 1902 for other than individual and HOF
1.	Company	Copy of Certificate of Registration issued by the Registrar of Companies.
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 numbers issued by Charity Commissioner.
4.	Association of persons (other than Trusts) or Body of Individuals or 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/ Left thumb impression	Application must be signed by applicant. Representative Assessee can sign the application if the applicant is minor/ deceased/ idiot/ lunatic/ mentally retarded.
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GENERAL INFORMATION FOR PAN APPLICANTS

- (a) Applicants may obtain the application form for PAN (Form 49A) from TIN-Facilitation Centres (TIN-FCs) / PAN Centres, any other stationery vendor providing such forms or download from the TIN website (www.tin-nsdl.com).
- (b) The fee for processing PAN application is Rs. 85/- (plus service tax, as applicable).
- (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 o r/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 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.

2.3.2

	Ар	Application for Allotment of Permanent Account Number Under Section 139A of the Income Tax Act, 1961												Only 'Individ						- 1											
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STD Code Tel. No.
7. Tel. No.
email ID
8. Sex (For 'Individual' Applicants only) Please Tick as applicable Male Female
9. Status of the Applicant Please Tick as applicable Individual P Firm Body of Individuals B
Hindu Undivided Family H Association of Persons A Local Authority L L
Company C Association of Persons (Trusts) T Artificial Juridical Person J
10. Date of Birth / Incorporation / Agreement / Partnership or Trust Deed / Formation of Body of Individuals / Association of Persons D D M M Y Y Y Y
11. Registration Number (In case of Firms, Companies etc.)
12. Whether citizen of India Please Tick as applicable Yes No
13. (a) Are you a salaried employee? If yes, indicate Government Others Name of the Organisation where working
(b) If you are engaged in a business / profession, indicate nature of business or profession and fill the relevant code
(c) If you are not covered by (a) or (b) above, indicate sources of income, if any
14. 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 column 1 to 13.
Full Name (Full expanded name : initials are not permitted) Please tick as applicable Shri Smt. Kumari M/s
Last Name / Surname First Name
Address Flat/Door/Block No.
That Devin District.
Name of Premises / Building / Village
Road / Street / Lane / Post Office
Noau / Sileet / Laite / Post Office
Area / Locality / Taluka / Sub - Division
Tour (City (District
Town / City / District State / Union Territory Pin
(Indicating PIN is mandatory)
15. I/We have enclosed as proof of identity and as
proof of address.
I/We , the applicant, do hereby declare that
what is stated above is true to the best of my / our information and belief.
Verified today, the D D M M Y Y Y Y
Signature / Left Thumb Impression of Applicant (inside the box)