

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	<p>Individuals must state fully expanded name. For example Poonam Ravi Narayan should be written as:</p> <table border="0"> <tr> <td>Last Name/Surname</td><td>First Name</td><td>Middle Name</td></tr> <tr> <td>NARAYAN</td><td>POONAM</td><td>RAVI</td></tr> </table> <p>Do not use abbreviations and initials. Allowed two characters initials in surname, first name & father's name of applicant are mentioned below.</p> <table border="1"> <tr> <td>AH</td><td>AI</td><td>AL</td><td>AO</td><td>AR</td><td>AS</td><td>BE</td><td>BI</td><td>BO</td><td>BP</td><td>CH</td><td>CY</td><td>DA</td><td>DE</td><td>DO</td><td>EE</td><td>EK</td><td>EM</td><td>ES</td><td>FA</td><td>FE</td><td>FK</td><td>FU</td><td>GI</td><td>GO</td><td>GU</td><td>HA</td></tr> <tr> <td>HE</td><td>HO</td><td>HU</td><td>ID</td><td>IK</td><td>IL</td><td>IN</td><td>JI</td><td>JO</td><td>KA</td><td>KC</td><td>KE</td><td>KH</td><td>KI</td><td>KJ</td><td>KO</td><td>KS</td><td>KU</td><td>LE</td><td>LI</td><td>LO</td><td>LU</td><td>MA</td><td>NA</td><td>NG</td><td>OH</td><td>OM</td><td>ON</td></tr> <tr> <td>PI</td><td>PT</td><td>QI</td><td>RU</td><td>SA</td><td>SE</td><td>SI</td><td>SM</td><td>SU</td><td>TA</td><td>TI</td><td>TO</td><td>TU</td><td>UL</td><td>UR</td><td>WO</td><td>WU</td><td>YE</td><td>YH</td><td>YI</td><td>YJ</td><td>YO</td><td>YU</td><td>ZI</td><td>JE</td><td>JR</td><td>JU</td><td>MU</td></tr> </table> <p>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 longer 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)</p> <p>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. Individual applicants should provide full / abbreviated name to be printed on the card. Name, if abbreviated, 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</p> <p>For Non- Individual applicants, this should be same as last name field.</p>	Last Name/Surname	First Name	Middle Name	NARAYAN	POONAM	RAVI	AH	AI	AL	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	JE	JR	JU	MU
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2.	Father's Name	<p>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.</p>																																																																																									
3.	Date of Birth/ Incorporation/Agreement /Partnership or Trust Deed/Formation of Body of Individuals/ Association of Persons	<p>Date cannot be a future date. Date: 2nd August 1975 should be written as</p> <table border="1"> <tr> <td>0</td><td>2</td><td>0</td><td>8</td><td>1</td><td>9</td><td>7</td><td>5</td></tr> <tr> <td colspan="2">DD</td><td colspan="2">MM</td><td colspan="4">YYYY</td></tr> </table> <p>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.</p>	0	2	0	8	1	9	7	5	DD		MM		YYYY																																																																												
0	2	0	8	1	9	7	5																																																																																				
DD		MM		YYYY																																																																																							
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	<p>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.</p>																																																																																									
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	<p>(1) If Telephone Number is mentioned, STD Code is mandatory. (2) In case of mobile number, country code should be mentioned as STD Code.</p> <table border="1"> <tr> <td colspan="4">STD Code</td> <td colspan="4">Tel. No.</td> </tr> <tr> <td>9</td><td>1</td><td></td><td></td><td>9</td><td>8</td><td>2</td><td>0</td><td>0</td><td>1</td><td>1</td><td>1</td><td>1</td><td>5</td><td></td><td></td><td></td><td></td></tr> </table> <p>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.</p>	STD Code				Tel. No.				9	1			9	8	2	0	0	1	1	1	1	5																																																																			
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10.	Mention other Permanent Account Number (PANs) 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

- (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 –

Documents as proof of identity and address as per Rule 114 of Income Tax Rules, 1962 for Individual and HUF			
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 Allotment Letter
3.	Degree of recognised educational institution	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 basis’.
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 ‘Address for communication’ in item no. 7	Note : Proof of identity and address must be in the Name of applicant.
Documents as proof of identity and address as per Rule 114 of Income Tax Rules, 1962 for other than Individual and HUF			
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 number 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.	
Supporting document required for changes in PAN data			
Case / applicant type		Document acceptable for change of name / father’s name	
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.
Individual applicants other than married ladies		Publication of name change in official gazette	
Companies		ROC’s certificate for name change	
Partnership 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	
Individuals		Relevant proof of identity having correct date of birth.	
Non individuals		Relevant proof of identity having correct date of incorporation.	

- (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 NSDLPAN<space>Acknowledgement No. & send to 57575 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

Only 'Individuals'
to affix recent
photograph
(3.5 cm x 2.5 cm)

Permanent Account Number (PAN)

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 ☐

Last Name / Surname

First 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 Name

Middle Name

☐ **3 Date of Birth / Incorporation / Agreement / Partnership or Trust Deed / Formation of Body of Individuals / Association of Persons**

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☐ **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

Road / Street / Lane / Post Office

Area / Locality / Taluka / Sub-Division

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 sheet.**

STD Code

Tel. No.

☐ **9 Tel. No.**

email ID

☐ **10 Mention other Permanent Account Numbers (PANs) inadvertently allotted to you**

PAN 1

PAN 3

PAN 2

PAN 4

I , 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

Signature / Left Thumb Impression of
Applicant (inside the box)