

PAN Card



The Permanent Account Number (PAN) card is an important document for conducting even the most simplest of financial transactions like opening a savings bank account, applying for a debit/credit card and so on.

It is a 10-digit alphanumeric identity allotted by the income tax department to an individual, company, Hindu Undivided Family (HUF) or any other person.

Earlier, to apply for PAN, an individual had to fill up forms offline specified by the income tax department (i.e., form 49A for resident individuals) and provide supporting documents for proof of identity, address, and date of birth.

These days you can apply for PAN online, albeit partially. This is because once all the steps have been completed, you still have to send the acknowledgment receipt to National Securities Depository (NSDL) or UTI Infrastructure Technology (UTIITL) - agencies authorised by the income tax department to facilitate PAN applications on its behalf.

Remember while applying for a new PAN card, you are mandatorily required to provide your Aadhaar details.

List of Identity proof for Applying Pan Card

- * Aadhar Card
- * Voters ID
- * Driving license
- * Passport Copy
- * Ration Card with Applicant Photograph
- * Bank Certificate
- * Arms License
- * Ex- Servicemen Health Card
- * Photo ID card central/state
- * Certificate from Gazette Officer
- * Pension Card with Applicant Photograph
- * Certificate of Identity in Original issued by Member of Parliament/Member of Legislative Assembly/Municipal Councillor

Here are few things you should know before you start filling up form 49A to apply for your PAN:

1. While filling in your application, you should fill your surname before your first name. However, on the PAN card, your name will appear in the sequence of 'First name Surname'.
2. There is a paperless facility called e-KYC and e-sign where your Aadhaar details will be used. You don't have to upload images such as photo, signature or other supporting documents. Your Aadhaar photograph will appear in your PAN if you use the e-KYC and e-sign facility.
3. There is a second method which is a standalone e-sign facility where you are required to upload your photograph, signature (in black ink) and specified supporting documents in a prescribed format, unlike in the e-KYC and e-Sign option.
4. However, for minor applicants and cases where a representative assessee is appointed, then the e-KYC and e-sign facility is not allowed.
5. You should only use the e-Sign or e-KYC methods if your mobile/email is linked with Aadhaar as you will be required to undergo the Aadhaar authentication process.

Step by Step guide

1. Visit the NSDL website <https://www.onlineservices.nsdl.com/paam/endUserRegisterContact.html>
2. Click on 'Application Type' and select the form applicable to you - - form 49A for resident individuals and form 49AA for non-resident individuals (NRIs) and foreign nationals.

Tax Information Network
of Income Tax Department

Application Type* Category*

—Please Select— —Please Select—

Applicant information ⓘ

Title*
—Please Select—

Last Name / Surname* First Name Middle Name

Date of Birth / Incorporation / Formation (DD/MM/YYYY)* Email ID* Mobile Number*

Captcha Code *

HVTWR

3. Select category: 'Individual'

4. Fill in rest of the information asked such as name, and date of birth. Information marked with an asterisk sign has to be filled in mandatorily.

5. Once you have clicked on the 'submit' button, a token number will be generated. You will be required to click on the link to continue with your PAN Application. You can keep a screenshot of the page displaying the token number for your record just in case the token number does not get sent to ..

Tax Information Network
of Income Tax Department

Home / Login

Online PAN application

We thank you for using online PAN application service of NSDL e-Gov.

Your request is successfully Registered with Token Number 122756 and the same has been sent on your email id provided in the PAN application.

Kindly click below button to fill remaining PAN application form

Continue with PAN Application Form

6. A new page will appear on your screen. There will be three options asking you how you want to proceed with your application. The three options are (i) Submit digitally through e-KYC and e-sign (Paperless) (ii) Submit scanned images through e-Sign and (iii) Forward application documents physically.

✓

Guidelines

✍

Personal Details

3

Contact & other details

4

Ao Code

5

Document details

How do you want to submit your PAN application documents?

☒ Submit digitally through e-KYC & e-Sign (Paperless)
 ☐ Submit scanned images through e-Sign NSDL e-Gov
 ☐ Forwarded application documents physically

Important instructions for paperless PAN application through e-KYC / e-Sign -

1. To avail e-KYC / e-Sign Services, Aadhaar is mandatory and details given in Aadhaar should be exactly matched with applicant's Full name, Date of Birth and Gender as mentioned in this application form to authenticate Aadhaar.
2. Once authentication of Aadhaar is successful then one time password (OTP) would be sent on your mobile number/email ID linked with your Aadhaar to generate Aadhaar Based e-Sign.
3. To check registered mobile number/email ID in Aadhaar, please visit at <https://resident.uidai.net.in/verify-email-mobile>.
4. In e-Sign Service, applicant needs to upload Photo, Sign and supporting document as per prescribed format.
5. In e-KYC & e-Sign (Paperless), no need to upload Photo, Sign and supporting document. The photograph used in Aadhaar card would be printed in PAN card.
6. e-KYC & e-Sign (Paperless) and e-Sign facility is not available for Minor applicants and other categories of applicants as provided u/s 160 of Income-tax Act, 1961 where Representative Assessee is appointed by the applicant.

7. Enter your details such as Aadhaar number, parents name, etc. You can have the option to get either your father's or mother's name printed on the PAN card.

Aadhaar Number (Only for Individual)

EID Number (If Aadhaar Number is not allotted-Only for Individual)

Name as per Aadhaar

Full Name of the Applicant

Title*

Shri

Last Name / Surname*

First Name

Middle Name

Name that you would like printed on PAN card*

Details of Parents (Applicable only for Individual applicants)

Parents name to be printed on the PAN Card

☒ Father's Name
 ☐ Mother's Name

Father's Name (Even married women should fill in father's name only)

Last Name / Surname*

First Name

Middle Name

Mother's Name (Optional)

Last Name / Surname

First Name

Middle Name

Back

Next

8. Once you have filled all the relevant data, click on 'Next'. A new page will appear asking you to fill in additional personal details such as source of income, address, contact details.

Source of Income*

Please tick as applicable

☐ Salary
 ☐ Income from Business / Profession

☐ Income from House property
 ☐ Income from Other sources
 ☐ Capital Gains

☐ No income

Address for communication*

Please tick as applicable

☐ Residence
 ☐ Office

Important instructions for paperless PAN application through e-KYC (Only For Individual)-

1. The address used in Aadhaar card would be used in PAN application as residence address and no need to fill residential address.
2. PAN card will be dispatched at address mentioned in Aadhaar.
3. If length of address as per Aadhaar database exceeds the length as specified by Income Tax Department then you will not be able to avail e-KYC service.

Residence Address

Flat / Room / Door / Block No.
 Name of Premises/Building/Village
 Road/Street/Lane/Post Office

Area/Locality/Taluka/Sub-Division
 Town/City/District
 Country Name

State/Union Territory
 Pin Code
 Zip Code

Telephone Number & Email ID details*

Country code (ISO code)*
 Area / STD Code
 Telephone / Mobile Number

Email ID

Representative Assessee

Appointing Representative Assessee?

☐ Yes
 ☒ No

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 Next

9. After filing up all the personal details, click on 'Next'.

10. In the next step, you will be required to enter your area code, AO (assessing officer) type, range code and AO number. You can find these details in this window itself.

Area code*	AO type*	Range code*	AO No.*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For help on AO code, select from the following

☐ Indian Citizens
 ☐ NRIs and Foreign Citizens
 ☐ Defence Employees
 ☐ Government Category

Choose AO Code

11. Once these details are filled, click on 'Next'.

12. At the last step, you will be asked to choose and upload the supporting documents along with your photograph and signature.

Documents submitted as Proof of Identity (POI), Proof of Address (POA) and Proof of Date of Birth (DOB)*

I/We have enclosed		
Proof of identity	Proof of address	Proof of date of birth
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Declaration

Declaration*

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

Upload Photo / Signature

Upload Photo



No file selected

Photo Accepted format: JPEG, 200 DPI, Color and Dimension should be 3.5x2.5 cms. Max File size 50kb

Upload

Upload Signature



No file selected

Signature Accepted format: JPEG, 200 DPI, Color and Dimension should be 2x4.5 cms, Max File size 50kb

Upload

Upload Supporting Documents

Add Document Upload

Document Accepted format: PDF, Max size of per page 300kb

No file selected

Back Submit

13. According to NSDL helpline, once the documents are uploaded you will have to make the payment of Rs 115.90 excluding additional bank charges, if any. You can pay using your debit or credit cards, Net banking or demand draft. (If you have chosen to send the physical documents instead of opting for e-KYC or e-Sign, then you will have to pay Rs 110).

14. Once you have made the payment, you will be required to undergo the Aadhaar authentication process. An OTP will be sent to the mobile/email linked to your Aadhaar

15. If your Aadhaar authentication process is successful, then take a print out of the receipt with the 15 digit unique acknowledgement number, sign it and send it to the NSDL office at: Income Tax PAN Services Unit, NSDL e-Governance Infrastructure Limited, 5th Floor, Mantri Sterling, Plot No. 341, Survey No. 997/8, Model Colony, Near Deep Bungalow Chowk, Pune - 411016.

16. In case your Aadhaar authentication process is not successful or your mobile number is not linked to Aadhaar, according to NSDL helpline, then take a print out of acknowledgment receipt, paste your photograph and sign the receipt. You will also have to send a photocopy of the documents uploaded by you.

You should super-scribe the envelope with 'APPLICATION FOR PAN -N-15 DIGIT ACKNOWLEDGEMENT NUMBER' (For e.g. 'APPLICATION FOR PAN -- N-881010200000097'). You can send this envelope via post or courier and it should reach NSDL within 15 days from the date of online application.

The turn around time to process PAN application is 15-20 days. You can also track your application using this link: <https://tin.tin.nsdl.com/pantan/StatusTrack.html>