Only 'Individuals'

Form No. 49A

Application for Allotment of Permanent Account Number [In the case of Indian Citizens/Indian Companies/Entities incorporated in India/ Unincorporated entities formed in India]

Only 'Individuals'

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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 PAN Centre or websites of PAN Service Providers on www.utiitsl.com or www.tin-nsdl.com
- (h) Guidelines for filling the Form 49A:

Item No.	Item Details						G	uid	elir	nes	for	fill	ing	the	e fo	rm										
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		First Name																									
		Middle Name																									
		In case of Company, variations of 'Private It should be 'Private I	Lim	itec	l' vi	z. F									-												- 1
		In case of sole propri	eto	rshi	рс	onc	ern	, th	ер	rop	riet	or s	hοι	ıld a	app	ly f	or F	'ΑΝ	l in l	his/	her	ow	n n	am	e.		
		Name should not be	pre	fixe	d w	ith	any	titl/	e sı	uch	as	Shr	i, S	mt,	Κι	ıma	ri, C)r.,	Maj	jor,	M/s	s et	c.				
2	Abbreviation of the full name to be printed on the PAN	Individual applicants abbreviated, should r			-											-		ed	on	the	: PA	AN	car	d. N	√an	ne,	if
	card	SATYAM VENKAT M	ı. K	. R	40	wh	ich	is v	vritt	en i	in th	ne N	lan	ne f	ield	l as	:										
		Last Name/Surname	R	Α	0																						
		First Name	S	Α	Т	Υ	Α	М																			
		Middle Name	V	E	N	K	Α	Т		М		K															
									٠	_				_													
		Can be written as in 'N SATYAM VENKAT M. S. V. M. K. RAO or SATYAM V. M. K. RAO	K. I			-	nte	d o	n th	e P	AN	Car	d c	olu	mn	as											
		For non individual ap		ant	s, th	nis :	sho	uld	be	sar	ne	as I	ast	nar	ne	fiel	d in	iteı	m n	0. 1	ab	ove	€.				
3	Have you ever been known by any other name?	If applicant selects 'Y No. 1 with respect to								-	-															Iter	n

4	Gender	This fi	This field is mandatory for Individuals. Field should be left blank in case of other applicants.															
5	Date of Birth/Incorporation /	Date o	cannot	be a	future	date.	Date:	2nd A	ugust	1975 sh	ould l	be w	ritte	n as:				
	Agreement / Partnership or	D	D	М	М	Υ	Υ	Y	Υ									
	Trust Deed / Formation of	0	2	0	8	1	9	7	5									
	Body of Individuals / Association of Persons	creation	dual: A on; Tru orpora	ctual I ısts: E tion/R	Date of legistra	f Birth creat ation;	; Com ion of HUFs	pany: Trust I : Date	Date of Deed; of cre	of Incorpo Partners eation of	ship F	Firms	s: Da	ite of F	Partner	ship De	te of forma ed; LLPs: can be 0°	Date
6	Details of Parents (Applicable to	Whetl	ner m				-			pply here wish to		oly fo	or P	AN by	/ furni:	shing n	nother's n	ame_
	Individuals only)	This flusing If the fine for the pro-	andato ag sho mothe lag is r's Na	ould be r's na select me: It	e seled me on ted as t is ma	cted a ily. Fa 'No', t ndatoi	s 'Yes ther's hen fa ry for I	only iname name ther's	f (i) M should name ual ap	d be left is mand plicants	a sing blank latory (exce	gle p k. y. For ept fo	aren r suc	t, and th case ses wh	es, mot	ther's na	o apply for ame is opti a single pa not husba	onal. rent)
			er's Na														Vhether m	
		Name the far Single be pri	to be ther's Pare nted o	print name nt' fiel n the	ted on and m d is se PAN C	the Inother elected Card.	PAN c 's nam d as 'Y	ard: Ane give res', th	ppropen in the	riate flag ne form) other's n	g sho to be ame	ould I e prin flag	be sonted shou	elected on the uld onl	d to inc PAN o y be se	dicate the card. If the elected to	ected as 'Y e name (c ne 'Mother for the nar e PAN cal	out of as a ne to
																	AN Card.	u. III
7	Address - Residence and office	this fie O - Ot (1) N or (2) In or Free C	dividueld blandifice A ame or Busin case ffice is or all case ity/Disacase case.	als, H nk. ddres f Officeness/p of Fine mand catego trict, S a for	SS: ce and profess rm, LL datory. pries of State/L	addresion[Ite	ess to em No mpany cants, Territo	be me .13]. y, Loca it is no ry and	ntione al Auth ecessa PINC	d in case nority and ary to me CODE are	e of ind d Tru ention e man	ndivi ust, r n cor ndate	dual name mple ory.	s havior	ng sou fice an Iress a	rce of induction	come as s lete addre etails of T along with	alary ss of own/
8	Address for communication	neces	sarily	indica	te 'Of	fice' a		•									•	
Φ	Telephone Number and Email ID	Individuals/HUFs/AOP/BOI/AJP may indicate either 'Residence' or 'Office' and other applicants should necessarily indicate 'Office' as the Address for Communication. All communication will be sent at the address indicated in this field. (1) Telephone number should include country code (ISD code) and STD code or Mobile No. should include Country code (ISD Code). For example: (i) Telephone number 23555705 of Delhi should be written as Country STD Telephone Number / Mobile code Code number 9 1 1 1 1 2 3 5 5 5 7 0 5 Where '91' is the country code of India and 11 is the STD Code of Delhi. (ii) Mobile number 9102511111 of India should be written as Country STD Telephone Number / Mobile code Code number 9 1 0 2 5 1 1 1 1 1 Where '91' is the country code of India. (2) 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. (3) Application status updates are sent using the SMS facility on the mobile numbers mentioned in the												valid ation				

10	Status of Applicant	ı	d is mandatory for all categories of app llotted in 'Firm' status.	licants. I	n case of 'Limited Liability Partnership', the PAN						
11	Registration number	number		es. Othe	Company'. Company should mention registration representation representation numbers						
12	In case of a person,	Aadhaa	r Number								
	who is required to quote Aadhaar number or the Enrolment ID of	As per p			961, Aadhaar number has to be provided. Copy Ihaar.						
	Aadhaar application	Enrolme	ent ID (EID) of application for Aadha	ar							
	form as per section 139AA.		adhaar is not allotted to the applicant shall be provided. Copy of EID receip		D (which includes date & time of enrolment) for e provided as proof of enrolment.						
		dated M	lay 11, 2017, it would be optional to ng in the States of Assam, Jammu and	mentior d Kashm	notification No. 37/2017, F. No. 370133/6/2017-TPL Addhaar as well as EID for the individuals ir and Meghalaya; (ii) a non-resident as per the more at any time during the previous year;						
		Name a	s per Aadhaar letter/card or Enrolm	ent ID fo	r Aadhaar application form						
		If the Aadhaar is provided by the applicant, then name as per AADHAAR letter/card has to provided;									
		ı	ID is provided by the applicant, then n field.	ame as	appearing on EID receipt has to be provided ir						
		114(4) of and Aadl	f Income Tax Rules, 1962 will be applica	able for d applicant	te of Birth (other than Aadhaar) as specified in Rule ases where there is mismatch in PAN application or the applicant is covered by Ministry of Finance 33/6/2017-TPL dated May 11, 2017.						
13	Source of Income	income f	-		incomes, as mentioned in the form. In case, the plicant then an appropriate business/ profession						
		Please r	efer the table given below to select the	e busines	ss/profession code:						
		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						
14	Name and address of Representative Assessee	through only as guardiar	Representative Assessee. Therefore, t specified in Section 160 of the Incom	his colun e-tax Ac , Court o	specified person' (assessee) can be represented on should be filled in by representative assessed t, 1961, such as, an agent of the non-resident f Wards, Administrator General, Official Trustee						
		is minor,			e Assessee. This field is mandatory if applican Column 1 to 13 will contain details of person or						
		Proof of	Identity and Proof of address are also	required	for representative assessee.						
15	Proof of Identity,	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:									

	Proof of Identity	identity, address and date of birth as per R Proof of Address	Proof of date of birth
10	lian Citizens (including those located or	utside India)	
	lividuals & HUF		
i)	Copy of Aadhaar Card issued by the Unique Identification Authority of India; or Elector's photo identity card; or Driving License; or Passport; or Ration card having photograph of the applicant; or Arm's license; or Photo identity card issued by the Central Government or State Government or Public Sector Undertaking; or Pensioner card having photograph of the applicant; or Central Government Health Service Scheme Card or Ex-Servicemen Contributory Health Scheme photo card; or Certificate of identity in Original signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted officer, as the case may be; or Bank certificate in Original on letter head from the branch(alongwith name and stamp of the issuing officer) containing duly attested photograph and bank account number of the applicant	 (i) Copy of a. Aadhaar Card issued by the Unique Identification Authority of India; or b. Elector's photo identity card; or c. Driving License; or d. Passport; or e. Passport of the spouse; or f. Post office passbook having address of the applicant; or g. Latest property tax assessment order; or h. Domicile certificate issued by the Government; or i. Allotment letter of accommodation issued by Central or State Government of not more than three years old; or j. Property Registration Document; or (ii) Copy of following documents of 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 2; or (f) Depository account statement; or (g) Credit card statement; or (iii) Certificate of address in Original signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted officer, as the case may be; or (iv) Employer certificate in original. 	Copy of a. Birth Certificate issued by the Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Birth and Death or the Indian Consulate as defined in clause (d) of sub-section (1) of session 2 of the Citizenship Act, 1955 (57 of 1955) or b. Pension payment order; or c. Marriage certificate issued by Registrate of Marriages; or d. Matriculation Certificate or Mark Sheet of recognized board or e. Passport; 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. Elector's photo identity card; or j. Photo identity card issued by the Central Government or State Government or Public Sector Undertaking; or k. Central Government Health Service Scheme photo Card or Ex-Servicement Contributory Health Scheme photo card; or I. Affidavit sworn before a magistrate stating the date of birth.
2.	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, an affidavit made by the Karta of Hindu Undivided Family stating name, father's name and address of all the coparceners on the date of application and copy of any of the above documents in the name of Karta of HUF is required as proof of identity, address and date of birth.	Note: 1. Proof of Address is required for residence address mentioned in item no. 7. 2. In case of an Indian citizen residing outside India, copy of Bank Account Statement in country of residence or copy of Non-resident External (NRE) bank account statements (not more than three months old) shall be the proof of address.	

Other	than Individuals and HUF	
1	Company	Copy of Certificate of Registration issued by the Registrar of Companies.
2	Partnership Firm	Copy of Certificate of Registration issued by the Registrar of Firms or Copy of partnership deed.
3	Limited Liability Partnership	Copy of Certificate of Registration issued by the Registrar of LLPs
4	Association of Persons (Trust)	Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner.
5	Association of Persons, Body of Individuals, 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 / Thumb impression	Application must be signed by (i) the applicant; or (ii) Karta in case of HUF; or (iii) Director of a Company; or (iv) Authorised 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/Junatic/mentally retarded. Applications not signed in the given manner and in the space provided are liable to be rejected.

GENERAL INFORMATION FOR PAN APPLICANTS

- (a) Applicants may obtain the application form for PAN (Form 49A) from any IT PAN Service Centres (managed by UTIITSL) or TIN-Facilitation Centres (TIN-FCs) / PAN Centres (managed by NSDLe-Gov), or any other stationery vendor providing such forms or download from the Income Tax Department website (www.incometaxindia.gov.in) / UTIITSL website (www.utiitsl.com) / NSDL e-Gov website (www.tin-nsdl.com).
- (b) The fee for processing PAN application is as under:
 - If physical PAN Card is required, ₹ 107/- (including goods & service tax) will have to be paid by the applicant. In case, the PAN card is to be dispatched outside India then additional dispatch charge of `910/- will have to be paid by applicant.
 - If physical PAN Card is not required ₹ 72/- (including goods & service tax) will have to be paid by the applicant. PAN applicants will have to mention on the top of the application form <u>"Physical PAN Card not required"</u>. In such cases, email ID will have to be mandatorily provided to receive e-PAN Card.
- (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 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.
- (d) Applicant will receive an acknowledgment containing a unique number on acceptance of this form. This **acknowledgement number** can be used for tracking the status of the application.
- (e) For more information / Application status enquiry contact:

Mode	Income-tax Department	NSDL e-Gov
Website	www.incometaxindia.gov.in	www.tin-nsdl.com
Call Center	1800-180-1961	020-27218080
Email ID		tininfo@nsdl.co.in
SMS		SMS NSDLPAN <space> Acknowledgement No. & send to 57575 to obtain application status. For example → Type 'NSDLPAN 88101010101000' and send to 57575</space>
Address		INCOME TAX PAN SERVICES UNIT (Managed by NSDL e-Governance Infrastructure Limited), 5th Floor, Mantri Sterling, Plot No. 341, Survey No. 997/8, Model Colony, Near Deep Bungalow Chowk, Pune - 411 016.