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8	Address for Communication						Res	ide	nce			[Off	ice			(F	Pleas	se ti	ick a	is app	olica	ıble)
9	Telephone Number & Email ID de	atails																							
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15	Documents submitted as Proof of	f Ident	ity (P	OI), F	Proc	of of <i>i</i>	Addro	ess	(PO	A) ar	nd P	roof	of [Date	e of E	Birth	(DC)B)							
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	[Annexure A, Annexure B & Annexure	∍ C are	e to be	used	l whe	ereve	r appl	ical	ble]					_										_	
16	I/We					,	the a	app	lican	t, in t	he c	apad	city c	of											
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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 IT PAN Service Centers (managed by UTIITSL) Or UTIITSL website <u>www.utiitsl.com</u>
- (h) At the time of applying for PAN, the applicant has to submit Proof of Identity (POI), Proof of Address (POA), and Proof of Date of Birth (PDOB).
- (I) Guidelines for filling the Form 49A:

1. Full Name :	
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In case of Company, th Limited' viz. Pvt Ltd, Pri In case of sole propriet Name should not be pro	ivate orship efixeo	Ltd, F con I with	Pvt Li cern, any	the title	d, P. propr such	Ltd, I ietor as S	P. Ltd shou hri, S	l., P l Ild ap Smt, I	td. a ply fo tuma	re no or PA	t allo N in	wed. his/h	lt sh er ov	iould vn na	be 'F										
2. Abbreviation of f				· ·																					
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3. Have you ever b								dotai	ls of t	he o	hor r	amo	Ine	tructi	one i		n No	1 w	ith ro	snor		name		lv.	
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Individual: Actual Date Association of Persons Partnership Firms: Date	Date	of fo	ormat	tion/c	reati	on; T	rusts	: Dat	e of o						s. D	ate o	f crea	ation	of Hl	JF a	ndi	for			

	6. Details of Parents (applicable to indivi	duals only)		
	Instructions in item No.1 with respect to name Whether mother is a single parent and you w It is mandatory for individual applicants to select This flag should be selected as 'Yes' only if (i) Mott It the flag is selected as 'No', then father's name i Father's Name: It is mandatory for individual ap should also give father's name and not husband Mother's Name: This is an optional field. Mother furnishing mother's name only?) is selected as 'N Name to be printed on the PAN card: Appropr to be printed on the PAN card. If the 'Mother as a on the PAN card. If none of the option is selected, then father's nan considered for printing on the PAN Card. 7. Address – Residence and office R - Residence Address: For Individuals, HUF, AOP, BOI or AJP, residen O - Office Address : (1) Name of Office and address to be mentione (2) In case of Firm, LLP, Company, Local Author is necessary to mention complete address and	apply here. ish to apply for PAN b it the flag (i.e. 'Yes' or 'No her is a single parent and is mandatory. For such oplicants (except for ca 's name. ar's name is mandatory. Yes'. riate flag should be seled a Single Parent' field is me shall be considered that address is mandation or the details of Town/Ci	o'). d (ii) You wish to apply for PAN using mother's name only. Father's name	ed woman applicant to apply for PAN by e given in the form) name to be printed her's name shall be
	8. Address for communication Individuals/HUFs/AOP/BOI/AJP may indic Address for Communication. All communication		ce' or 'Office' and other applicants should necessarily indica t the address indicated in this field.	te 'Office' as the
	9. Telephone Number and E-mail ID			
	For example : (I) Telephone number 23555 Country code STD CODE 9 1 Where '91' is the country code of India and (ii) Mobile number 9102511111 of India show Country code STD Code 9 1 Where '91' is the country code of India 2. It is mandatory for the applicants to mention case of any discrepancy in the application a	in the state of the strength interpretation interpretation	none Number/Mobile Number 3 5 5 7 0 5 Delhi ne Number/Mobile Number 0 2 5 1 1 1 1 ne number" or valid "e-mail Id" so that they can be contacted in N through e-mail. (3) Application status updates are sent using the	
	SMS facility on the mobile numbers mention			
	10. Status of Applicant			
This	field is mandatory for all categories of applicants. Ir	n case of 'Limited Liab	ility Partnership' the PAN will be allotted in 'Firm' status.	
	11. Registration number			
	applicable to individuals and HUFs, Mandatory for '0		hould mention registration number issued by the Registrar of	
Con	panies. Other applicants may mention registration r	number issued by any	State or Central Government Authority.	
	12. In case of a citizen of India AADHAAR numb	er, if allotted, has to be	e quoted (Supported by copy of AADHAAR Letter/Card)	
		nt then an appropriate	urces of incomes, as mentioned in the form. In case, the income fro business/profession code should be mentioned. Please refer the tab	
Code	Business/Profession	Code	Business/Profession	
1	Medical Profession and Business	11	Films, TV and such other entertainment	
2	Engineering	12	Information Technology	
3	Architecture	13	Builders and Developers	-
4	Chartered Accountant/Accountancy	14	Members of Stock Exchange, Share Brokers and Sub-Brokers	1
5	Interior Decoration	15	Performing Arts and 'Yatra'	1
6	Technical Consultancy	16	Operation of Ships, Hovercraft, Aircrafts or Helicopters	1
7	Company Secretary	17	Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles	1
8	Legal Practitioner and Solicitors	18	Ownership of Horses or Jockeys	1
9	Government Contractors	19	Cinema Halls and other Theaters	
10	Insurance Agency	20	Others	
		I	1	1
	14. Name and address of Representative Asses			
should be of a minor, of Represe whose beh	illed in by representative assessee only as specified ir unatic or idiot, Court of Wards, Administrator General	n Section 160 of the Inc , Official Trustee, recei is minor, deceased, idi	can be represented through Representative Assessee. Therefore th come-Tax Act, 1961, such as, an agent of the non resident, guardian or ver, manager, trustee of a Trust including Wakf. This field will contain p ot, lunatic or mentally retarded. Column 1 to 13 will contain details of p	manager articulars
	15. Proof of Identity and Proof of Address and	Proof of Date of Birt!	1	
document: **Docume 1. For Indi Or d> Driv Governme Scheme C Parliamen	tory to attach proof of identity, proof of address and which will serve as proof of identity, address and date at acceptable as proof of identity, address and date vidual and HUF: (A) Proof of Identity:I>Copy of ng license Or e> Arm's license Or f> AADHAAR card at or a State Government or a Public Sector Under ard or Ex-servicemen Contributory Health Scheme ph	proof of date of birth w e of birth for each status of birth as per Rule 14 a> Elector's photo ider d issued by the Unique taking Or h> Pensione toto card Or II> Proof of uncillor or a Gazetted of	ith PAN application. Documents should be in the name of applica of applicant is as given below:** 4(4) of Income Tax Rules, 1962 tity card Or b> Ration card having photograph of the applicant Or c> Identification Authority of India Or g> Photo identity card issued by th er Card having photograph of the applicant Or i> Central Governme of Identity (Original) a> Certificate of identity in original signed by a N fficer as the case may be; Or b> Bank certificate in original on letter H	Passport e Central ent Health flember of

Note	1. In case of a person being a minor, proc parents or guardian of such minor shall be identity and address.		2. For HUF an affidavit by the Karta of Hindu Undivided Family stating name, father's name and address of all the coparceners on the date of application and documents for identity/address/date of birth in the name of karta of HUF is required as proof of identity, address and date of birth.
connection Account Sta spouse Or Or h> AAD Governmer	bill Or C > Water bill Or d > Consumer gas contement Or g > Credit Card Statement Or II > d > Elector's photo identity card Or e > Latest p HAAR Card issued by the Unique Identification t of not more than three years old Or j > Proper	nnection card or book or piped Copy ofa> Post office pass roperty tax assessment order n Authority of India Or i> Allo ty registration document Or III	e months old -a> Electricity Bill Or b> Landline telephone or broadband d gas bill Or e> Bank Account Statement or as per Note 2; Or f> Depository sbook having address of the applicant Or b> Passport Or c> Passport of the Or f> Driving License Or g> Domicile certificate issued by the Government otment letter of accommodation issued by the Central Government or State > Proof of address (Original):-a>Certificate of Address signed by a Member icer, as the case may be Or IV> Employer Certificate
Note	1. Proof of Address is required for reside	ence address mentioned in	item no 7
Note	2. In case of an Indian Citizen residing outsid account statement shall be the proof of addre		statement in country of residence or copy of Non-resident External bank
of Birth and order; or c> License or g Identity Car	Deaths or the Indian Consulate as defined in Marriage certificate issued by Registrar of M > Domicile certificate issued by the Governmen d issued by Central Government or State Gove	clause (d) of sub section(1) of larriages or d> Matriculation t or h> Adhaar Card by Unique ernment or central public secti	y or any office authorised to issue Birth and Death Certificate by the Registrar f section 2 of the Citizenship Act, 1955(57 of 1955); or b> Pension Payment certificate or marksheet of recognized board; or e> Passport or f> Driving e Identification Authority of India or I>Elector's Photo Identity Card or j> Photo ion undertaking or state public sector undertaking or k> Central government o card or I> Affidavit sworn before a magistrate stating the date of birth.
Other than	Individuals and HUF		
1	Company	Copy of Certificate of Regist	ration issued by the Registrar of Companies
2	Partnership Firm	a> Copy of Certificate of Reg	gistration issued by the Registrar of Firms or b> Copy of partnership deed
3	Limited Liability Partnership	Copy of Certificate of Regist	ration issued by the Registrar of LLPs
4	Association of Persons (Trust)	a> Copy of trust deed Or b>	copy of certificate of registration number issued by Charity Commissioner
5	Association of Persons, Body of individuals, Local Authority, or Artificial Juridical Person	society or any other compete	nating from any Central Government or State Government Department
Applic Indivic	uals, Local Authority and Artificial Juridical F	erson Or (v) Partner in case	ector of a Company Or (iv) Authorized Signaturee in case of AOP, Body of of Firm/LLP Or (vi) Trustee Or (vii) Representative Assessee in case of manner and in the space provided are liable to be rejected.