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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 preferably in BLACK INK. Form should be filled in English only.
- b) Mention 10 digits PAN correctly.
- $c) \ \ Each box, wherever provided, should contain only one character (alphabet/number/punctuation sign) leaving a blank box after each word.$
- d) 'Individual' applicants should affix two recent colour photographs with white backgrounds (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.
- e) Signature/Left hand thumb impression should be provided <u>across the photo</u> 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.
- f) Signature / Left hand thumb impression should be <u>within the box</u> 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.
- g) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.
- h) For issue of new PAN card without any changes- In case you have a PAN but no PAN card and wish to get PAN card, fill all column 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.
- i) For changes or correction in PAN data, fill all column of the form and tick box on the left margin of appropriate row where change/correction is required.
- j) Having or using more than one PAN is illegal. If you possess more than one PAN, kindly fill the details in item No. 11 of this form and surrender the same.
- k) At the time of applying for PAN, the applicant has to submit Proof of Identity (POI), Proof of Address (POA), and Date of Birth (DOB) documents.

Guidelines for filling the Form

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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 any title such as Shri, Smt, Kumari, Dr., Major, M/s etc.

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• Su wh	Aadhaar Numb PAN. Copy of Aa Name as per Aa ppporting docume here there is mism overnment of Indi	adhaar lette dhaar lette nts of Proo natch in PA	r/card er/card f of Ide N appl	shall b I:- If the continuity, a continuity, a continuity.	he provi he Aad Addres and A	ided lhaar ss an adha	as proor is prov d Date of aar data	of of Aavided b of Birt or wh	adhaar by the a th (othe ere the	epplica or than PAN	ant, th Aadl holde	nen nan haar) as er has b	ne as p s spec	er AA	DH 1 Ru	IAAR lett ule 114(4)	er/car	d has to	to be p Tax Ri	orov ules	ided; , 1962 v	vill be	applic	eab!	le for cases	
11. Me	ention other Pe	rmanent	Accou	ınt N	umbe	r (P.	ANs) i	nadv	ertent	ly all	ottec	d to yo	u													
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12. Sign	nature/Left Thun	nb Impress	ion:																							
Aut	plication must be thority and Artific plication not signe	ial Juridica	l Perso	n; or (v	v) Parti	ner ii	n case o	f firm/	/LLP; c	or (vi)	Trust	ee; or (
					-	GEI	NERAI	LINF	ORM	ATIO	N F	OR PA	N AI	PPLIC	CAN	NTS										

- (a) Applicants may 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 any IT PAN Service Centers (managed by UTIITSL) or any other stationary vendor providing such form or download from the Income Tax Department website www.incometaxindia.gov.in/UTIITSL website http://www.utiitsl.com
- (b) The fee for processing PAN application is ₹ 107 /- (inclusive GST). In case, the PAN card is to be dispatched outside India then additional dispatch charges of ₹ 910/- will have to be paid by applicant.
- (c) It is mandatory to attach proof of identity and address with PAN application. Changes or correction desired in PAN particulars should be supported by any one or combination of the relevant documents mentioned below:

Documents Acceptable as proof of Identity and address and Date of Birth as per rule 114 of Income Tax Rules, 1962

1. Individuals and HUF—(A) proof of Identity: I>Copy of -a> Elector's photo identity card Or b> Ration card having photograph of the applicant; Or c> Passport; Or d> Driving license Or e> Arm's license; Or f> AADHAAR Card issued by the Unique Identification Authority of India Or g> Photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking Or h> Pensioner Card having photograph of the applicant Or i> Central Government Health Scheme Card or Ex- servicemen Contributory Health Scheme photo card; Or II > Certificate of identity in original signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer, as the case may be Or III> Bank certificate in original on letter head from the branch (along with name and stamp of the issuing officer) containing duly attested photograph and bank account number of the applicant.

pare	ee: 1 In case of a person being a minor, any of the above documents of any of the ents or guardian of such minor shall be deemed to be the proof of identity an ress for the minor applicant										
bill Cor Or i	B). Proof of Address:I> Copy of the following documents of not more than three months old -a> Electricity Bill Or b> Landline telephone or broadband connection bill Or c> Water ill Or d > Consumer gas connection card or book or piped gas bill Or e>Bank Account Statement or as per Note2 Or f>Depository Account Statement Or g> Credit Card Statement Or II> Copy ofa> Post office passbook having address of the applicant Or b> Passport Or c> Passport of the spouse Or d> Elector's photo identity card Or e> Latest property tax assessment order Driving License Or g> Domicile Certificate issued by the Government Or h> AADHAAR Card issued by the Unique Identification Authority of India Or i> Allotment letter of commodation issued by the Central Government or State Government of more than three years old Or j> Property registration document Or III> Certificate of Address in original signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer as the case may be Or IV> Employer certificate in original.										
Not	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 Non-resident External (NRE) bank account statements (not more than three months old) shall be the proof of address.										
or t Reg h>A pub L>A For	C). Proof of Date of Birth: 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 Deaths rethe Indian Consulate as defined in clause (d) of subsection(1) of section 2 of the Citizenship Act, 1955(57 of 1955); Or b> Pension payment order; Or e> Marriage Certificate issued by egistrar of Marriages; Or d> Matriculation Certificate; or marksheet of recognized board; or e>Passport or f>Driving license or g>Domicile certificate issued by Horique Identification Authority of India or i>Elector's Photo identity card or J>Photo identity card issued by Central Government or central ublic section undertaking or state public sector undertaking or K> Central Government Health Service Scheme photo card or Ex-servicemen Contributory Health Scheme Photo card or PAffidavit sworn before a magistrate stating the date of birth. Tor Proof of Issuance of PAN (Copy Of):i> PAN Card ii> PAN Allotment Letter (No other document is acceptable as proof of issuance of PAN. If proof is not provided ther pplication shall be accepted on a 'good effort basis')										
Otl	Other than Individuals (Indian companies/Entities incorporated in India/Unincorporated entities formed in India)										
1	Company registered in India	Copy of Certificate of Registration issued by the Registrar of Companies									
2	Firm(including Limited Liability Partnership) formed or registered in India	a> Copy of Certificate of Registration issued by the Registrar of Firms/Limited Liability Partnership Or b> Copy of partnership deed									
3	Association of persons (Trusts) formed or registered in India	a> Copy of trust deed Or b> 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 forms or registered in India a> Copy of Agreement Or b> Copy of certificate of registration number issued by Charity Commissioner or Registrar of Coperative Society or any other competent authority. Or c> Any other document originating from Central Government or State Government Department of State Government Department or State Government Or State Gover										
Ind	lividuals Not being Citizen of India										
Gov sign over (ii) Gov sign bran g>(rernment of India Or d> Copy of other national or citizenship Identification Nu latories to the Hague Apostille Convention of 1961) or by the Indian Embassy or seas branches of Scheduled Banks registered in India. Proof of Address:—a> Copy of Passport Or b> Copy of Person of Indian Or erernment of India, Or d> Copy of other national or Citizenship Identification Nu latories to the Hague Convention of 1961) or by the Indian Embassy or High Coches of Scheduled Banks registered in India Or e> Copy of Bank Account Statem Copy of Certificate of Residence in India or Residential Permit issued by the Statem Copy of Certificate of Residence in India or Residential Permit issued by the Statem Copy of Certificate of Residence in India or Residential Permit issued by the Statem Copy of Certificate of Residence in India or Residential Permit issued by the Statem Copy of Certificate of Residence in India or Residential Permit issued by the Statem Copy of Certificate of Residence in India or Residential Permit issued by the Statem Copy of Certificate of Residence in India or Residential Permit issued by the Statem Copy of Certificate of Residence in India or Residential Permit issued by the Statem Copy of Certificate of Residence in India or Residential Permit issued by the Statem Copy of Certificate of Residence in India or Residential Permit issued by the Statem Copy of Residential Permit issued by the Statem	rigin Card issued by Government of India, or c> Copy of Overseas Citizenship of India Card issued by mber or Taxpayer Identification Number duly attested by "Apostille" (in respect of countries which are or High Commission or Consulate in the country where the applicant is located or authorised officials of igin card issued by Government of India Or c> Copy of Overseas Citizenship of India Card issued by mber or Taxpayer Identification Number duly attested by "Apostille" (in respect of countries which are ommission or Consulate in the country where the applicant is located or authorised officials of overseas tent in the country of Residence Or t> Copy of Non-resident External Bank Account Statement in India Or the Police Authorities. Or h> Copy of Registration Certificate issued by the Foreigner's Registration Office contract from Indian company and Certificate (in original) of Indian address issued by the employer.									

For other than individuals (Foreign companies/Entities incorporated outside India/Unincorporated entities formed outside India)

(A) proof of Identity:- a> Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of the countries which are signatories to the Hague Convention of 1961) or by Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India OR ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

(B). Proof of Address:--a> Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of the countries which are signatories to the Hague Convention of 1961) or by Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India OR ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

Supporting documents required for change in PAN data									
Case/Applicant Type	- Documents acceptable for change of name/Father's name								
	- Marriage Certificate or marriage invitation card								
i>Married ladies- change of name on account of marriage	- Publication of name change in official gazette or								
1/warried ladies- change of name on account of marriage	- Copy of passport showing husband's name								
	- A Certificate issued by a gazetted officer (only for change in applicant name)								
iis Individual applicant other than magnied ladice	Publication of name change in official gazette or								
ii>Individual applicant other than married ladies	A Certificate issued by a gazetted officer (only for change in applicant name)								
	·								

iii> Companies- ROC's certificate for name change, iv> Firms/LLP-- Revised partnership deed, Registrar of Firm/LLP's certificate for name change vi> AOP/TRUST/BOI/AJP/LOCAL Authority -- Revised registration certificate/deed or agreement