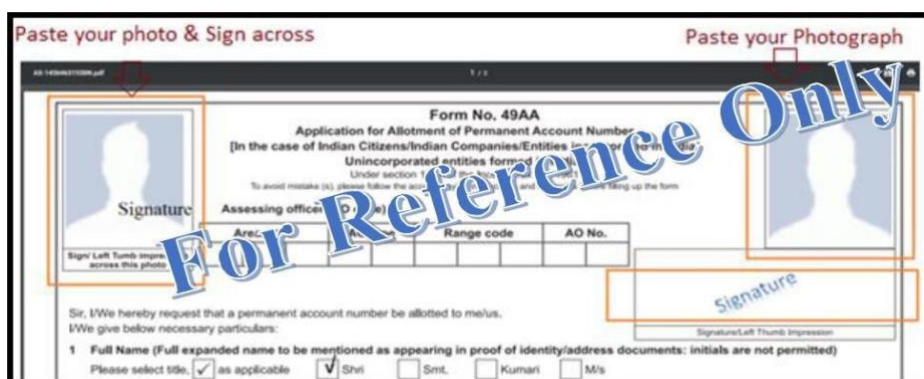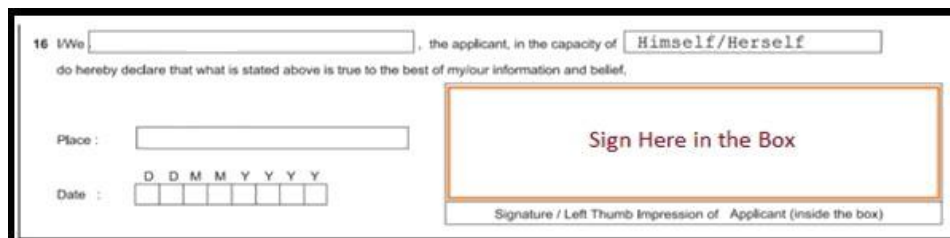# INSTRUCTIONS

Please refer the following steps after Application Form is downloaded and printed.

1. Along with All Information, Kindly Mention Complete Aadhaar Number and Name as per Aadhaar in column 10 of the Application Form with Black Ink Ball Pen Only. Please Note: Aadhaar Number is Mandatory for Further Processing of PAN Application.

2. Once the Application Form is downloaded you should print the same, fill in your details and attach your recent, colored Passport size (3.5cm X 2.5cm) photographs on the prescribed boxes in the form.

Kindly Sign Across the 'Left' photograph (signature should not be done on the face). Sign beneath the 'Right' Photograph in the box provided.

3. If the applicant is unable to sign and choose to put a thumb impression, then the same should be attested by Notary on the form. Make sure that Thumb impression or Notary stamp should not be on the right photograph.

4. Once the form is duly signed and photograph is attached on the form, it should be sent along with self-attested document proofs for Identity, Address and Date of Birth and Payment Confirmation Slip (Click here to make the payment) by Courier/Speed post to the mentioned address i.e.

   The Manager,
   inditab PAN Services Unit,
   G-31, 2F, Sector-3, Delhi NCR
   Noida, Uttar Pradesh-201301
   India

5. The PAN Application process would start once the Completely Filled In, Signed, Photo Affixed form along with necessary documents proof is received in Physical Hard Copy via Courier / Speed Post.

<u>INSTRUCTION MANUAL</u>

- Name on PAN Card will be as per Document Proofs Submitted as ID Proof.

- PAN card would be delivered to the Address mentioned in the Address Proof.

- Address Proof should only be in the Name of Applicant.

- Document Proofs with Initials in Name of Applicant are not accepted and an ID Proof having complete Name of the Applicant should be attached.

- Please send a Valid ID, Address and DOB Proof. (*Refer List of Documents Proofs Accepted*)

- **Please provide PAN Card Copy (if available) to speed up documents verification process.**

- For PAN Card delivery at Office Address kindly send *Annexure B* printed and filled on Office Letter Head as Office Address Proof.

- In Case of Change in Name of Applicant, Annexure A is to be provided in Original (ID and Address Certificate) which needs to be attested by a Gazetted officer/MP/MLA/Municipal Councillor. (*Annexure A*)

- In Case of Change in Father's Name of the Applicant, only a Gazette Notification or Annexure A (*Annexure A*) attested by a Gazetted Officer shall be acceptable.

- **Also attach an Office ID Card copy of the Issuing Gazetted Officer/MP/MLA/Municipal Councillor along with Annexure A.**

- Kindly Mention Complete Aadhaar Number and Name as per Aadhaar in Column of the Application Form with Black Ink Ball Pen Only. Please Note: Aadhaar Number is mandatory for Further Processing of PAN Application.

- Please Make Sure your Payment of Rs. 107/- has been completed and Payment Confirmation Slip is attached-with before you Send your Application form and document proofs via post / courier. Click "MAKE PAYMENT" button below to complete the payment.

<u>MAKE PAYMENT</u>

LIST OF DOCUMENT PROOFS

One ID, Address and DOB Proof is supposed to be sent along with Application form.

Proofs that can be submitted	Template	Identity	Address	DOB
PAN Card Copy		✓	✗	✓
Passport (In Copy)		✓	✓	✓
Voters ID card (In Copy)		✓	✓	✓
Driving License (In Copy)		✓	✓	✓
AADHAAR Card issued by UIDAI (In Copy)		✓	✓	✓
Bank certificate in original on letter head of the branch (along with name & stamp of issuing officer) containing duly attested photograph and bank A/c no of the Applicant (**Annexure-C**)	Download	✓	✗	✗
Photo ID card issued by Government (In Copy)		✓	✗	✓
Health Scheme Card (CGHS/ECHS) (In Copy)		✓	✗	✓
Verification Certificate signed by Gazetted Officer/MP/MLA/Municipal Councillor (**Annexure-A**). [ORIGINAL]	Download	✓	✓	✗
Pensioner ID Card (In Copy)		✓	✗	✓
Ration Card having photograph of the applicant. (In Copy)		✓	✗	✗
Arms License (In Copy)		✓	✗	✗
Allotment letter of accommodation issued by Government (In Copy)		✗	✓	✗
Bank Account Statement (In Copy)		✗	✓	✗
Consumer Gas connection card or book or piped gas bill (In Copy)		✗	✓	✗
Copy Electricity bill. (In Copy)		✗	✓	✗
Copy Land Line telephone Bill or Broad band connection bill. (In Copy)		✗	✓	✗
Credit card statement. (In Copy)		✗	✓	✗
Depository account statement not more than 3 months old (In Copy)		✗	✓	✗
Domicile certificate issued by Government (In Copy)		✗	✓	✗
Employer certificate in ORIGINAL (**Annexure-B**)	Download	✗	✓	✗
Latest Property tax assessment order (In Copy)		✗	✓	✗
Passport of the Spouse (In Copy)		✗	✓	✗
Post office pass book having address of applicant (In Copy)		✗	✓	✗
Property registration document (In Copy)		✗	✓	✗
Water Bill not more than 3 months old (In Copy)		✗	✓	✗
Affidavit sworn before Magistrate stating Date of Birth (In Copy)		✗	✗	✓
Birth Certificate issued by Municipal Authority.		✗	✗	✓
Marriage Certificate issued by Registrar of Marriages (In Copy)		✗	✗	✓
Matriculation certificate or mark sheet of recognised board (In Copy)		✗	✗	✓
Pension payment order (In Copy)		✗	✗	✓

Note: Aadhaar Card having Initials in Name of applicant is not acceptable as Valid Proof.
Kindly Attach one Full Name Proof in the Name of Applicant as a Valid ID Proof.

PAYMENT SUCCESS SCREEN DEMO

Paying to
Inditab

Payment Successful

₹107.00

Kindly send Duly filled Application form with Payment Screenshot on the Address Mentioned in Application form along with Proofs. For any queries, you can reach out to us on pan@inditab.com

Transaction Details

Order ID	**CFPay_pan-card_1512aecmi**
Transaction ID	**2735682155**
Date & Time	**15 May, 2024 6:43 pm**

Payment For

PAN Card Application **107**
Fee

Powered By
Cashfree Payments