## **INSTRUCTIONS FOR FILLING FORM 49A**

- (a)
- Form to be filled legibly in **BLOCK LETTERS** and in **BLACK INK** only.

  Each box, wherever provided, should contain only one character (alphabet/number/punctuation sign) leaving a blank box after each word. 'Individual' applicants should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph 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. Signature /Left hand thumb impression should be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the applicant, the application will not be accepted. Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp. **Area Code, AO Type, Range Code and AO Number must be filled up** by the applicant. These details can be obtained from the Income Tax Office or TIN Facilitation Centre (TIN-FC) may assist in doing so. **Applicant can also search for AO details on www.tin-nsdl.com** (c) (d)

- Applicant can also search for AO details on www.tin-nsdl.com (g)

tem No		Individuals must state fully owner ded	Guidelines for filling	; the 10tH
1.	Full Name	Individuals must state fully expanded r For example <b>Poonam Laxmishankar</b>		n as:
		Last Name/Surname	First Name	Middle Name
		PRAJAPATI	POONAM	LAXMISHANKAR
		Do not use abbreviations and initials.		
				and father's name are mentioned below -
				EM ES FA FE FK FU GI GU HA HO ID IL
			KU  LE  LI  LO LU NG OM	ON PI PT QI SA SE SI SM TA TI TO UL
		UR WOWU YE YH YI YJ YU ZI		
		Applicants other than 'Individuals' mus		t block of Last Name/Surname. If the name is longer
				e space provided for First and Middle Name.
		For example:		
		Last Name/Surname GOLDEN STAR INTERNATIONAL	First Name	Middle Name PRIVATE LIMITED
		HUF should mention (HUF) within br		
		For example:	<b>***</b> . ***	
		Last Name/Surname MANOJ MAFATLAL DAVE (HUF)	First Name	Middle Name
		In case of Company, the name should to 'Private Limited' viz. Pvt Ltd, Private L	e provided without any abb	previations. For example, different variations of td., 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 title		
2.	Name you would like		ıll / abbreviated name to be	printed on the card. Name, if abbreviated, should
	printed on the card	necessarily contain the last name. For example:		
		Last Name/Surname	First Name	Middle Name
		JAIN	VIKAS	KUMAR
		can be written as VIKAS KUM V. K. JAIN	AR JAIN or or	
		VIKAS K. JA		
		For Non- Individual applicants, this sho		
3.	Have you ever been known by any other name?	with respect to name apply here. Title	should be similar to the title	
4.	Father's Name	Applicable to Individuals only. Instruc Married woman applicant should give		
5.	Address - Residential and Office		P, residential address is mar	ndatory. Other applicants should leave this field
		blank. Out of first four fields, applicant must mandatory.	fill at least two fields. Town	/City/District, State/Union Territory and PIN are
		O - Office Address:		
		(1) Name of Office and address to be mer	ntioned in case of individuals l	naving source of income as salary [Item No.13 (a)]. ons (Trust), name of office and address is mandatory.
				s 9,10,12,13,15,17 to 20 - refer Item No. 13(b)] and the
		area code mentioned is MUM, then it		
		<ul><li>(4) For all categories of applicants, out of</li><li>(5) Town/City/District, State/Union Territo</li></ul>		eids are mandatory.
6.	Address for	'R' means Residence and 'O' means Off	ice. Individuals/HUFs/AOF	/BOI/AJP may indicate either 'R' or 'O' and other
	Communication	applicants should necessarily indicate		
7	Tr.L. ab. a. N. d	All future communication will be sent		
7.	Telephone Number and e-mail ID	should be mentioned as STD Code.  STD Code	STD Code is mandatory. (	2) In case of mobile number, country code
		9 1	9 8 2 0 0	1 1 1 5
		Where '91' is the country code of Inc		
		(3) It is mandatory for the applicants to	mention either their "Teler	phone number" or valid "e-mail id" so that they can
0	0	be contacted in case of any discrepancy	11	<u> </u>
8.	Sex Status of Applicant	This field is mandatory for Individuals		in case of other applicants.
9. 10.	Status of Applicant  Date of Birth/Incorporation/	This field is mandatory for all categorie	**	ittan as
10.	Date of Birth/Incorporation/ Agreement /Partnership or	Date cannot be a future date. Date: 2nd	August 1975 should be Wr	iucii as
	Trust Deed/Formation of	0 2 0 8	1 9 7 5	
	Body of Individuals/ Association of Persons	DD MM	YYYY	
		Relevant date for different categories o Individual: Actual Date of Birth; Con	pany: Date of Incorporation	on;
				of Persons (Trusts): Date of creation of Trust
		can be 01-01-0001 where the date of ca		e of creation of HUF and for ancestral HUF date

11.	Registration Number	Not applicable to Individuals and HUFs. Mandatory for 'Company'. Company should mention registration number issued by the Registrar of Companies. Other applicants may mention registration number issued by any State or Central Government Authority.
12.	Citizen of India	This field is mandatory for all categories of applicants.
13. (a)	Salaried Employee	In case of salaried employee, it is mandatory to mention the name of organisation.
13. (b)	Nature and Code of Business/Profession	This field should be specified if applicant is not covered under 13 (a) or 13 (c). Nature of Business/Profession along with the corresponding code should be selected from the following list:

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

13. (c)	Others	Applicants not covered by column 13(a) and 13(b) must mention any one or combination of (i) income from house property (ii) income from capital gains (iii) income from other sources, as their source of income.
14.	Name and address of Representative Assessee	Section 160 of Income Tax Act, 1961 provides that any assessee can be represented through Representative Assessee. This field will contain particulars of such Representative Assessee. This field is mandatory if applicant is minor, deceased, idiot, lunatic or mentally retarded. Column 1 to 13 will contain details of assessee on whose behalf this application is submitted. Proof of Identity and Proof of address is also required for representative assessee.
15.	Proof of Identity and Address	It is <b>mandatory</b> to attach proof of identity and address with PAN application. <b>Documents should be in the name of applicant.</b> List of documents which will serve as proof of identity and address for each status of applicant is as given below:

	Documents as proof of identity	and address as per Rule 114 of Incon	ne Tax Rules, 1962 for Individual and HUF						
Sr. No.	Proof of Identity (Copy of)		Proof of Address (Copy of)						
1	School Leaving Certificate		Electricity bill^						
2.	Matriculation Certificate		Telephone bill^						
3.	Degree of recognised educational	institution	Employer Certificate^						
4.	Depository Account Statement		Depository Account Statement^						
5.	Bank Account Statement / Passboo	ok	Bank Account Statement / passbook^						
6.	Credit Card		Credit Card Statement <sup>^</sup>						
7.	Water Bill		Rent Receipt^						
8.	Ration Card		Ration Card						
9.	Property Tax Assessment Order		Property Tax Assessment Order						
10.	Passport		Passport						
11.	Voter Identity Card		Voter Identity Card						
12.	Driving License		Driving License						
13.	Certificate of identity signed by a or Member of Legislative Assemblor a Gazetted Officer.		Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer.						
	Note: 1) Proof of Address mentioned in Sr. No. 1 to 7 (^) should not be more than six months old on the date of application. 2) Proof of Address is required for residential address mentioned in item no. 5								
Do	ocuments as proof of identity and a	address as per Rule 114 of Income Tax	x Rules, 1962 for other than Individual and HUF						
1. Com	pany	Copy of Certificate of Registration issue	ed by the Registrar of Companies.						

1.	Company	Copy of Certificate of Registration issued by the Registrar of Companies.
2.	Firm	Copy of Certificate of Registration issued by the Registrar of Firms or copy of partnership deed.
3.	Association of persons (Trusts)	Copy of trust deed or copy of certificate of registration numbers issued by Charity Commissioner.
4.	Association of persons (other than Trusts) or Body of Individuals or 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/ Left thumb	Application must be signed by applicant. Representative Assessee can sign the application if the applicant is
	impression	minor/ deceased/ idiot/ lunatic/ mentally retarded.

## GENERAL INFORMATION FOR PAN APPLICANTS

- (a) Applicants may obtain the application form for PAN (Form 49A) from TIN-Facilitation Centres (TIN-FCs) / PAN Centres, any other stationery vendor providing such forms or download from the TIN website (www.tin-nsdl.com). In case applicant obtains form from TIN-FC / PAN Centre, maximum of Rs. 5/- per form may be charged.
- (b) The fee for processing PAN application is Rs. 60/- (plus service tax, as applicable).
- 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 15-digit unique number on acceptance of this form. This **acknowledgment number** can be used for tracking the status of the application.
- (e) For more information / Application status enquiry
  - Visit us at www.tin-nsdl.com.
  - Call TIN Call Centre at 022-24994650.
  - e-mail us at tininfo@nsdl.co.in.
  - SMS PAN<space>Acknowledgement No. & send to 53030 to obtain application status.
  - Write to: INCOME TAX PAN SERVICES UNIT (Managed by National Securities Depository Limited), 1st Floor, Times Tower, Kamala Mills Compound, S. B. Marg, Lower Parel, Mumbai - 400 013.

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7.	STD Code Tel. No.  Tel. No.  email ID
8. 9.	Sex (For 'Individual' Applicants only) Please Tick  as applicable  Status of the Applicant  Please Tick  as applicable  Individual P
	Hindu Undivided Family H Association of Persons A Local Authority L
10.	Company C Association of Persons (Trusts) T Artificial Juridical Person J  Date of Birth / Incorporation / Agreement / Partnership or Trust Deed / Formation of Body of Individuals / Association of Persons  D D M M Y Y Y Y
11.	Registration Number (In case of Firms, Companies etc.)
12.	Whether citizen of India Please Tick 🗸 as applicable Yes No
13.	(a) Are you a salaried employee? If yes, indicate Government Others  Name of the Organisation where working
	(b) If you are engaged in a business / profession, indicate nature of business or profession and fill the relevant code
	(c) If you are not covered by (a) or (b) above, indicate sources of income, if any
14.	Full name, address of the Representative Assessee, who is assessable under the Income Tax Act in respect of the person, whose particulars have been given in column 1 to 13.  Full Name (Full expanded name: initials are not permitted) Please tick  as applicable  Shri  Smt.  Kumari  M/s
	Last Name / Surname First Name
	Address Flat/Door/Block No.
	Name of Premises / Building / Village
	Road / Street / Lane / Post Office
	Though street / Earle / Fost office
	Area / Locality / Taluka / Sub - Division
	Town / City / District   State / Union Territory   Pin
	(Indicating PIN is mandatory)
15.	I/We have enclosed as proof of identity and as proof of address.
	·
	I/We the applicant, do hereby declare that what is stated above is true to the best of my / our information and belief.
	Verified today, the Verified today, the
	D D M M Y Y Y Y
	Signature / Left Thumb Impression of Applicant (inside the box)