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Note: As per provisions of Section 272B of the Income Tax Act., 1961, a penalty of ₹ 10,000 can be levied on possession of more than one PAN.

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 <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.
- (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 <u>www.utiitsl.com</u> or <u>www.protean-tinpan.com</u>
- (h) Guidelines for filling the Form 49A:

ltem No.	Item Details						G	uid	elir	nes	for	fill	ing	th	e fo	orm										
1	Full Name	Please select approp Do not use abbreviat written as :				Fir	rst a	and	the	La	st n	am	e/S	urn	am	e. F	or e	exa	mpl	le R	RAVI	KA	NT	shc	uld	be
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4	Gender	This f	ield is	mand	atory f	or Ind	ividua	ls. Fie	ld sho	buld	be lef	ft bla	anki	in ca	se of	oth	er ap	pplio	cants	.	
5	Date of Birth/Incorporation /	Date	cannot	t be a	future	date.	Date:	2nd A	ugust	t 197	75 sho	buld	be v	writte	en as:						
	Agreement /	D	D	М	М	Y	Y	Y	Y												
	Partnership or Trust	0	2	0	8	1	9	7	5												
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	Association of Persons	Indivi	dual: A	ctual	Date o	f Birth	; Čom	pany:	Date	of In	corpo										rmation/ ^{>} s: Date
		of Inc	orpora	tion/R	Registr	ation;	HUFs		ofci	reatio											e 01-01-
6	Details of Parents						•	ct to n									_				
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		using	mothe	er's na	me or	nly. Fa	ther's	name	shou	ld be	e left l	blan	k.	-		-					optional.
		Fathe	r's Na	me: I	t is ma	ndato	ry for I	Individ	ual ap	oplic	ants ((exc	ept f	for ca	ases \	whe	re m	noth	er is a	a single	e parent) usband's
		name												Ū							
		is a si	ngle p	arent	and ye	ou wis	h to a	pply fo	or PAN	N by	furnis	shing	g mo	othei	's na	me	only	?) is	s sele	ected a	r mother s 'Yes'.
		the fa	ther's	name	and n	nother	's nan	ne give	en in f	the f	orm)	to be	e pri	inted	on th	ne P	PAN	card	d. If th	he 'Mot	e (out of her as a
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8	Address for				ountry		JP ma	ay indi	cate	eithe	er 'Re	eside	ence	e' or	'Offic	e' a	and o	othe	er ap	plicants	s should
	communication	neces addre					as the	Addre	ess fo	or Co	ommı	unica	atior	n. Al	l com	nmu	nica	tion	i will	be ser	nt at the
9	Telephone Number and Email ID		-		umber try coo				ountr	у со	de (Is	SD (code	e) ar	nd ST	Do	code	e or	Mob	ile No.	should
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		(3) A		tion s	tatus i					the	SMS	faci	ility	on th	ne mo	bile	e nur	mbe	ers m	entione	ed in the

10	Status of	This field	his mandatory for all categories of ann	licante l	n case of 'Limited Liability Partnership', the PAN
10	Applicant		llotted in 'Firm' status.	licants. I	n case of Linnieu Liability Farmership, the FAN
11	Registration number	number		es. Othe	Company'. Company should mention registration r applicants may mention registration number
12	In case of a person,	Aadhaa	r Number		
	who is required to quote Aadhaar number or the Enrolment ID of Aadhaar application	of Aadha	rovisions of section 139AA of Income T aar letter/card shall be provided as pro ent ID (EID) of application for Aadha	of of Aac	961, Aadhaar number has to be provided. Copy Ihaar.
	form as per section				D (which includes date & time of enrolment) for
	139AA.		shall be provided. Copy of EID receip		
		dated M (i) residi	lay 11, 2017, it would be optional to ng in the States of Assam, Jammu and	mentior d Kashm	otification No. 37/2017, F. No. 370133/6/2017-TPL Aadhaar 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 Enrolme	ent ID fo	r Aadhaar application form
			e Aadhaar is provided by the applica vided;	ant, then	name as per AADHAAR letter/card has to be
			ID is provided by the applicant, then n field.	ame as	appearing on EID receipt has to be provided in
		114(4) of and Aad	Income Tax Rules, 1962 will be application	able for c 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
		04	Chartered Accountant/ Accountancy Interior Decoration	14 15	and Sub-Brokers
		05	Interior Decoration	15	and Sub-Brokers Performing Arts and Yatra Operation of Ships, Hovercraft, Aircrafts or
		05	Interior Decoration Technical Consultancy	15 16	and Sub-Brokers Performing Arts and Yatra Operation of Ships, Hovercraft, Aircrafts or Helicopters Plying Taxis, Lorries, Trucks, Buses or other
		05 06 07	Interior Decoration Technical Consultancy Company Secretary	15 16 17	and Sub-Brokers Performing Arts and Yatra Operation of Ships, Hovercraft, Aircrafts or Helicopters Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles
		05 06 07 08	Interior Decoration Technical Consultancy Company Secretary Legal Practitioner and Solicitors	15 16 17 18	and Sub-Brokers Performing Arts and Yatra Operation of Ships, Hovercraft, Aircrafts or Helicopters Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles Ownership of Horses or Jockeys
14	Name and address of Representative Assessee	05 06 07 08 09 10 Section through only as guardiar receiver, This field is minor, whose b	Interior Decoration Technical Consultancy Company Secretary Legal Practitioner and Solicitors Government Contractors Insurance Agency 160 of Income Tax Act, 1961 provides the Representative Assessee. Therefore, to specified in Section 160 of the Incom nor manager of a minor, lunatic or idiot manager, trustee of a Trust including d will contain particulars of the Repre	15 16 17 18 19 20 his colun e-tax Aci , Court o Wakf. sentative	and Sub-Brokers Performing Arts and Yatra Operation of Ships, Hovercraft, Aircrafts or Helicopters Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles Ownership of Horses or Jockeys Cinema Halls and Other Theatres Others cothers consective defiled in by representative assessed t, 1961, such as, an agent of the non-resident f Wards, Administrator General, Official Trustee Assessee. This field is mandatory if applican Column 1 to 13 will contain details of person or

	Document acceptable as proof of	identity, address and date of birth as per R	ule 114 of Income Tax Rules, 1962
	Proof of Identity	Proof of Address	Proof of date of birth
	itizens (including those located ou	utside India)	
Individu	als & HUF	1	1
Iden b. Elec c. Drivi d. Pass e. Rati appl f. Arm g. Phoi Gov Publ h. Pens the a i. Cen Sche Con card (ii) Cert by a of L Cou case (iii) Banl head and cont banl	haar Card issued by the Unique tification Authority of India; or etor's photo identity card; or ing License; or sport; or on card having photograph of the licant; or 's license; or to identity card issued by the Central rernment or State Government or lic Sector Undertaking; or sioner card having photograph of applicant; or tral Government Health Service eme Card or Ex-Servicemen tributory Health Scheme photo	 (i) Copy of Aadhaar Card issued by the Unique Identification Authority of India; or 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 (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 	 Copy of 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 Pension payment order; or Marriage certificate issued by Registrar of Marriages; or Matriculation Certificate or Mark Sheet of recognized board or Passport; or Domicile Certificate issued by the Government; or Aadhaar Card issued by the Unique Identification Authority of India; or Elector's photo identity card; or Photo identity card issued by the Central Government or State Government or Public Sector Undertaking; or Central Government Health Service Scheme photo Card or Ex-Servicemen Contributory Health Scheme photo card; or
men iden shal iden appl 2. For Kart stati addr date the Kart	case of Minor, any of the above ntioned documents as proof of atity and address of any of ents/guardians of such minor II be deemed to be the proof of atity and address for the minor licant. HUF, an affidavit made by the ta of Hindu Undivided Family ing name, father's name and ress of all the coparceners on the e of application and copy of any of above documents in the name of ta of HUF is required as proof of atity, address and date of birth.	 Note: Proof of Address is required for residence address mentioned in item no. 7. 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/lunatic/mentally retarded. Applications not signed in the given manner and in the space provided are liable to be rejected.
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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 Protean), 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) / Protean website (www.protean-tinpan.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 **acknowledgment number** can be used for tracking the status of the application.
- (e) For more information / Application status enquiry contact:

Mode	Income-tax Department	Protean
Website	www.incometaxindia.gov.in	www.protean-tinpan.com
Call Center	1800-180-1961	020-27218080
Email ID		tininfo@proteantech.in
SMS		SMS PTNPAN <space>acknowledgment no. & sent to 57575 to obtain application status. For example>Type 'PTNPAN 881010101010100' and sent to 57575</space>
Address		INCOME TAX PAN SERVICES UNIT (Managed by Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Limited), 4th floor, Sapphire Chambers, Baner Road, Baner, Pune 411045.