

INSTRUCTIONS FOR FILLING FORM 49A

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

(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 (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.

(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) 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.

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

Item No	Item Details	Guidelines for filling the form
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1	Full Name	<p>Please select appropriate title. Do not use abbreviations in the First and the Last name. For example Poonam Ravi Narayan should be written as: Last Name/Surname First Name Middle Name NARAYAN POONAM RAVI</p> <p>Allowed two characters initials in applicant's surname, first name and father's name are mentioned below –</p> <table border="1" data-bbox="435 506 1572 684"> <tr><td>AH</td><td>AI</td><td>AL</td><td>AN</td><td>AO</td><td>AR</td><td>AS</td><td>BE</td><td>BI</td><td>BO</td><td>BP</td><td>Ch</td><td>CY</td><td>DA</td><td>DE</td><td>EE</td><td>EK</td><td>EM</td><td>ES</td><td>FA</td></tr> <tr><td>FE</td><td>FK</td><td>FU</td><td>GI</td><td>GO</td><td>GU</td><td>HA</td><td>HE</td><td>HO</td><td>HU</td><td>ID</td><td>IK</td><td>IL</td><td>IN</td><td>JI</td><td>JO</td><td>KA</td><td>KO</td><td>KE</td><td>KH</td></tr> <tr><td>KJ</td><td>KO</td><td>KS</td><td>KU</td><td>LE</td><td>LO</td><td>LU</td><td>MA</td><td>NA</td><td>NG</td><td>OH</td><td>OM</td><td>ON</td><td>PI</td><td>PT</td><td>QI</td><td>RU</td><td>SA</td><td>SE</td><td>SI</td></tr> <tr><td>SM</td><td>SU</td><td>TA</td><td>TI</td><td>TO</td><td>TU</td><td>UL</td><td>UR</td><td>WO</td><td>WU</td><td>YE</td><td>YH</td><td>YI</td><td>YJ</td><td>YO</td><td>YU</td><td>ZI</td><td>JE</td><td>JR</td><td>JU</td></tr> <tr><td>MU</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>Applicants other than 'Individuals' must ignore above instructions.</p> <p>Non-Individuals should write their full name starting from the first block of Last Name/Surname. If the name is longer than the space provided for the last name, it can be continued in the space provided for First and Middle Name.</p> <p>For example: Last Name/Surname First Name Middle Name GOLDEN STAR INTERNATIONAL FREIGHT CARRIERS PRIVATE LIMITED</p> <p>HUF should mention (HUF) within brackets after its full name. For example: Last Name/Surname First Name Middle Name MANOJ MAFATLAL DAVE (HUF)</p> <p>In case of Company, the name should be provided without any abbreviations. For example, different variations of 'Private Limited' viz. Pvt Ltd, Private Ltd, Pvt Limited, P Ltd, P. Ltd., P. Ltd are not allowed. It should be 'Private Limited' only.</p> <p>In case of sole proprietorship concern, the proprietor should apply for PAN in his/her own name.</p> <p>Name should not be prefixed with titles such as Shri, Smt, Kumari, Dr., Major, M/s etc.</p> <p>The full name as mentioned in the application form will be printed on the PAN card.</p>	AH	AI	AL	AN	AO	AR	AS	BE	BI	BO	BP	Ch	CY	DA	DE	EE	EK	EM	ES	FA	FE	FK	FU	GI	GO	GU	HA	HE	HO	HU	ID	IK	IL	IN	JI	JO	KA	KO	KE	KH	KJ	KO	KS	KU	LE	LO	LU	MA	NA	NG	OH	OM	ON	PI	PT	QI	RU	SA	SE	SI	SM	SU	TA	TI	TO	TU	UL	UR	WO	WU	YE	YH	YI	YJ	YO	YU	ZI	JE	JR	JU	MU																			
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2	Abbreviation of full name to	The applicants have been given a choice to indicate an abbreviation of their full name which can be printed on the PAN card.																																																																																																				

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3	Have you ever been known by any other name?	If applicant selects 'Yes', then it is mandatory to provide details of the other name. Instructions in Item No. 1 with respect to name apply here. Title should be similar to the title mentioned in Item No. 1.																
4	Gender	This field is mandatory for Individuals. Field should be left blank in case of other applicants.																
5	Date of Birth/Incorporation/Agreement /Partnership or Trust Deed/Formation of Body of Individuals / Association of Persons	<p>Date cannot be a future date. Date: 2nd August 1975 should be written as:</p> <table border="1"> <tr> <td>0</td><td>2</td><td>0</td><td>8</td><td>1</td><td>9</td><td>7</td><td>5</td> </tr> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table> <p>Relevant date for different categories of applicants is: Individual: Actual Date of Birth; Company: Date of Incorporation; Association of Persons: Date of formation/creation; Trusts: Date of creation of Trust Deed; Partnership Firms: Date of Partnership Deed; LLPs: Date of Incorporation/registration; HUFs: Date of creation of HUF and for ancestral HUF date can be 01-01-0001 where the date of creation is not available.</p>	0	2	0	8	1	9	7	5	D	D	M	M	Y	Y	Y	Y
0	2	0	8	1	9	7	5											
D	D	M	M	Y	Y	Y	Y											
6	Father's Name	Applicable to Individuals only. Instructions in Item No.1 with respect to name apply here. Married woman applicant should give father's name and not husband's name.																
7	Address – Residential and office	<p>R - Residential Address: For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants should leave this field blank.</p> <p>Applicants should fill complete address details. The details of Town/City/District, State/Union Territory, and ZIPCODE / PINCODE are mandatory.</p> <p>In case, a foreign address is provided then it is mandatory to provide Country Name.</p> <p>O - Office Address: (1) Name of Office and address to be mentioned in case of individuals having source of income as salary [Item No.13]. (2) In case of Firm, LLP, Company, Local Authority and Trust, name of office and complete address of office is mandatory.</p>																

		<p>(3) If applicant is engaged in a business / profession [falling under codes 9, 10, 12, 13, 15, 17 to 20 - refer Item No. 13]] and the area code mentioned is MUM, then it is mandatory to provide office address.</p> <p>(4) For all categories of applicants it is necessary to mention complete address and the details of Town/City/District, State/Union Territory, and ZIPCODE / PINCODE are mandatory.</p> <p>(6) In case a foreign address is provided then it is mandatory to provide Country Name along with ZIP Code of the country.</p>																										
8	Address for communication	<p>R' means Residence and 'O' means Office. Individuals/HUFs/AOP/BOI/AJP may indicate either 'R' or 'O' and other applicants should necessarily indicate 'O' as the Address for Communication.</p> <p>All future communication will be sent at the address indicated in this field.</p>																										
9	Telephone Number and E-mail ID	<p>(1) If Telephone Number is mentioned, STD Code is mandatory. (2) In case of mobile number, country code is mandatory.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Country code</th> <th style="text-align: center;">STD Code</th> <th style="text-align: center;">Telephone Number / Mobile number</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">9</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> </tr> </table> </td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> </td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">9</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> </tr> </table> </td> </tr> </tbody> </table> <p>Where '91' is the country code of India.</p> <p>(3) It is mandatory for the applicants to mention either their “Telephone number” or valid “e-mail id” so that they can be contacted in case of any discrepancy in the application and/or for receiving PAN through e-mail.</p> <p>Application status updates are sent using the SMS facility on the mobile numbers mentioned in the application form.</p>	Country code	STD Code	Telephone Number / Mobile number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">9</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> </tr> </table>		9	1	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>									<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">9</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> </tr> </table>	9	1	0	2	5	1	1	1	1
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10	Status of Applicant	This field is mandatory for all categories of applicants. In case of ‘Limited Liability Partnership’, the PAN will be allotted in ‘Partnership Firm’ status.																										
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	In case of a citizen of India?	This field is mandatory for all categories of applicants. AADHAAR number, if allotted, has to be quoted.																										
13	Source of Income	It is mandatory to indicate at least one of the sources of incomes, as mentioned in the form. In case, the income from Business/profession is selected by the applicant then an appropriate business profession code should be mentioned. Please refer the table given																										

		below to select the business/profession code:																																												
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14	Name and address of Representative Assessee	<p>Section 160 of Income Tax Act, 1961 provides that any assessee can be represented through Representative Assessee.</p> <p>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.</p>
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15	Proof of Identity and Proof of Address documents	<p>It is mandatory to attach proof of identity and proof of address with PAN application. Documents should be in the name of applicant. List of documents which will serve as proof of identity and address for each status of applicant is as given below:</p>
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Document acceptable as proof of identity and address as per Rule 114 of Income Tax Rules, 1962

For Individuals 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 / Passbook	Bank Account Statement / Passbook^
6	Credit Card	Credit Card Statement^
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 Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.	Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.

	<p>Note :-</p> <p>1. In case of Minor, any of the above mentioned documents as proof of identity and address of any of parents/guardians of such minor shall be deemed to be the proof of identity and address for the minor applicant.</p> <p>2. For HUF, any document in the name of Karta of HUF is required.</p>	<p>Note:</p> <p>1. Proof of Address mentioned in Sr. No. 1 to 7 (^) should not be more than six months old on the date of application.</p> <p>2. Proof of Address is required for residential address mentioned in item no. 5.</p>
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	Trust	Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner.
5	Association of Person, 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 applicant. Representative Assessee can sign the application if the applicant is 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).
- (b) The fee for processing PAN application is Rs. 85/- (plus service tax, as applicable).
- (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 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 020-27218080

– e-mail us at tininfo@nsdl.co.in

– SMS NSDLPAN<space>Acknowledgement No. & send to 57575 to obtain application status.

– Write to: INCOME TAX PAN SERVICES UNIT (Managed by National Securities Depository Limited), 3rd Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411 045.