# Only 'Individuals' to affix recent photograph (3.5 cm x

State / Union Territory

# Form No. 49A

# **Application for Allotment of Permanent Account Number** [In the case of Indian Citizens/Indian Companies/Entities incorporated in India/ Unincorporated entities formed in India]

Only 'Individuals' to affix recent photograph (3.5 cm x 2.5 cm)

See Rule 114

To avoid mistake (s), please follow the accompanying instructions and examples before filling up the form

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Flat / Room / Door / Block No. Name of Premises / Building / Village Road / Street / Lane/Post Office Area / Locality / Taluka/ Sub- Division Town / City / District State / Union Territory Pincode  15 Documents submitted as Proof of Identity (POI), Proof of Address (POA) and Proof of Date of Birth (POB)  I/We have enclosed as proof of identity, as proof of address and [Please refer to the instructions (as specified in Rule 114 of I.T. Rules, 1962) for list of mandatory certified documents to be submitted as applicable] [Annexure A, Annexure B & Annexure C are to be used wherever applicable]  16 I/We    D D M M Y Y Y Y Y		Salary Income from Business / Profession Income from House property  Representative Assessee (RA) Full name, address of the Representative been given in the column 1-13.  Full Name (Full expanded name: initials Please select title,  as applicable Last Name / Surname First Name	Asses	ssee,	who	is a	ssess		e un	der th	e Inc		Tax	Act				]		Cap Inco No i	oital ome inco	Gair fron me	ns n Otl	her s	sourc	ces
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Date: Applicant (inside the box)	14	Income from Business / Profession Income from House property  Representative Assessee (RA)  Full name, address of the Representative been given in the column 1-13.  Full Name (Full expanded name : initials Please select title, ✓ as applicable Last Name / Surname  First Name  Middle Name  Address  Flat / Room / Door / Block No. Name of Premises / Building / Village Road / Street / Lane/Post Office Area / Locality / Taluka/ Sub- Division Town / City / District State / Union Territory  Documents submitted as Proof of Ident I/We have enclosed as proof of address and [Please refer to the instructions (as specified [Annexure A, Annexure B & Annexure C are I/We do hereby declare that what is stated above	Assess s are S S I I I I I I I I I I I I I I I I I	not p Shri	who  erm  F  F  and  and  and  and  and  and  an	is a sitted	Smt.  Smt.  Addr  as  ules, r applithe a	sible  ress pro 1962	(PCoof of as 2) following and the coordinates of th	CA) are proof or list c	e Inco	oone  oof  ate condate  pacit	M/  of D  of birrory c	Act /s	of E	espe	ect c	OB)	e per	Cap Incc No i	pital pme inco	Gairr fron me nose	part	her s	sourd	ces

### **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 <a href="https://www.utiitsl.com">www.utiitsl.com</a> or <a href="https://www.protean-tinpan.com">www.protean-tinpan.com</a>
- (h) Guidelines for filling the Form 49A:

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3	Have you ever been known by any other name?	If applicant selects 'Y No. 1 with respect to								-	-															Iter	n
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4	Gender	This field is mandatory for Individuals. Field should be left blank in case of other applicants.															
5	Date of Birth/Incorporation /	Date o	cannot	be a	future	date.	Date:	2nd A	ugust	1975 sho	ould b	be wr	ritten	as:			
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8	Address for communication		sarily	indica	te 'Of	fice' a		-									cants should sent at the
00	Telephone Number and Email ID	where (i) Mo Cour cod Where (ii) Mo Cour cod Where (2) It "6 a (3) A	e '91' is ne-mail nd/or f	Count  ine nu  ine nu	mber : S1 Coo 1 country r 9102 ST Coo country story story steriory steriory tatus u	23555 TD de 1 y code 251111 D de y code for the at the PAN 1	of Inc.  of Inc.  of Inc.  e of Inc.  hroug	f Delhi Telepl numb 2 3 dia and dia sh Teleph numb 9 1 dia. plican n be sh e-ma	should hone Ner 0	d be write Number / 5 5 5 the STD be written lumber / 2 5 mentior cted in	tten a / Mob / Cod n as / Mobi / Cod n as / Mobi	as bille  0 5  de of 1  1 1  ther e of	Delh	i. 1 "Tel	ephone repanc	e numbe y in the	No. should  er" or valid application tioned in the

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 'Firm' status.											
11	Registration number	number		es. Othe	Company'. Company should mention registration representation registration numbe								
12	In case of a person, who is required to quote Aadhaar number	As per p	r Number rovisions of section 139AA of Income Tar letter/card shall be provided as pro		961, Aadhaar number has to be provided. Copy Ihaar.								
	or the Enrolment ID of Aadhaar application	Enrolm	ent ID (EID) of application for Aadha	ar									
	form as per section 139AA.	Only if A		— , then El	D (which includes date & time of enrolment) for e provided as proof of enrolment.								
		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 n 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	r Aadhaar application form										
		If the Aadhaar is provided by the applicant, then name as per AADHAAR letter/card has provided;											
		1	ID is provided by the applicant, then n field.	ame as	appearing on EID receipt has to be provided ir								
		114(4) of and Aadl	f Income Tax Rules, 1962 will be applica	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 t			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								
		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								
		10	Government Contractors  Insurance Agency	19 20	Cinema Halls and Other Theatres Others								
14	of Representative Assessee	Section through only as guardiar	160 of Income Tax Act, 1961 provides the Representative Assessee. Therefore, the specified in Section 160 of the Income	hat any 's his colun e-tax Ac , Court o	specified person' (assessee) can be represented nn should be filled in by representative assessed t, 1961, such as, an agent of the non-resident f Wards, Administrator General, Official Trustee								
		This field is minor,	d will contain particulars of the Repre	sentative	e Assessee. This field is mandatory if applican Column 1 to 13 will contain details of person or								
		1											
		Proof of	Identity and Proof of address are also	required	I for representative assessee.								

	Proof of Identity	Proof of Address	Proof of date of birth
nc	lian Citizens (including those located or	utside India)	
าต	lividuals & HUF		
i) i. i. i. i. i. i. i. iii)	Copy of Aadhaar Card issued by the Unique Identification Authority of India; or Elector's photo identity card; or Driving License; or Passport; or Ration card having photograph of the applicant; or Arm's license; or Photo identity card issued by the Central Government or State Government or Public Sector Undertaking; or Pensioner card having photograph of the applicant; or Central Government Health Service Scheme Card or Ex-Servicemen Contributory Health Scheme photo card; or Certificate of identity 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 Bank certificate in Original on letter head from the branch(alongwith name and stamp of the issuing officer) containing duly attested photograph and bank account number of the applicant	(i) Copy of a. Aadhaar Card issued by the Unique Identification Authority of India; or b. 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 (g) Credit card 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 (iv) Employer certificate in original.	Copy of  a. Birth Certificate issued by the Municipa 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  b. Pension payment order; or c. Marriage certificate issued by Registrate of Marriages; or d. Matriculation Certificate or Mark Sheet of recognized board or e. Passport; or f. Driving License; or g. Domicile Certificate issued by the Government; or h. Aadhaar Card issued by the Unique Identification Authority of India; or i. Elector's photo identity card; or j. Photo identity card issued by the Central Government or State Government or Public Sector Undertaking or State Public Sector Undertaking; or k. Central Government Health Service Scheme photo Card or Ex-Servicemer Contributory Health Scheme photo card; or I. Affidavit sworn before a magistrate stating the date of birth.
2.	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.  For HUF, an affidavit made by the Karta of Hindu Undivided Family stating name, father's name and address of all the coparceners on the date of application and copy of any of the above documents in the name of Karta of HUF is required as proof of identity, address and date of birth.	Note:  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 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.

## **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 "Physical PAN Card not required". 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. &amp; sent to 57575 to obtain application status. For example&gt;Type 'PTNPAN 88101010101000' 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.