Request For New PAN Card Or/ And Changes Or Correction in PAN Data

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

Signature/Left thump impression across this photo

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

Permanent Account Number (PAN)

Please read Instructions 'h' & 'i' for selecting boxes on left margin of this form.

Signature/Left thump impression

☐ **1 Full Name (Full expanded name to be mentioned as appearing in proof of identity/address documents: initials are not permitted)**

Please select title, ☑ as applicable ☐ **Shri** ☐ **Smt** ☐ **Kumari** ☐ **M/s**

Last Name / Surname

First Name

Middle Name

Name you would like it printed on the PAN card

☐ **2 Father's Name (Only 'Individual' applicants: Even married women should fill in father's name only)**

Last Name / Surname

First Name

Middle Name

☐ **3 Date of Birth/Incorporation/Agreement/Partnership/Trust Deed/ Formation of Body of individuals or Association of Persons**

Day **Month** **Year**

☐ **4 Gender (for 'Individual' applicant only)** ☐ **Male** ☐ **Female** (Please tick as applicable)

☐ **5 Photo Mismatch** ☐ **6 Signature Mismatch**

☐ **7 Address for Communication** ☐ **Residence** ☐ **Office** (Please tick as applicable)

Name of Office (to be filled only in case of office 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 Pincode / Zip code Country Name

☐ **8 If you desire to update your other address also, give required details In additional sheet.**

☐ **9 Telephone Number & Email ID details**

Country code **Area/STD/Code** **Telephone / Mobile number**

Email ID

☐ **10 AADHAAR number (if allotted)**

☐ **11 Mention other Permanent Account Numbers (PANs) inadvertently allotted to you**

PAN 1 **PAN 3**

PAN 2 **PAN 4**

☐ **12 Verification**

I/We , **the applicant, in the capacity of**

do hereby declare that what is stated above is true to the best of my/our information and belief.

I/We have enclosed ☐ **(number of documents) in support of proposed changes/corrections.**

Place

Date D D M M Y Y Y Y

Signature / Left Thumb Impression of Applicant (inside the box)

INSTRUCTIONS FOR FILLING REQUEST FOR NEW PAN CARD OR/AND CHANGES OR CORRECTION IN PAN DATA

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

b) Mention 10 digits PAN correctly.

c) Each box, wherever provided, should contain only one character (alphabet/number / punctuation sign) leaving a blank box after each word.

d) 'Individual' applicants should affix two recent colour photographs with white backgrounds (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.

e) 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.

f) 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.

g) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.

h) For issue of new PAN card without any changes- In case you have a PAN but no PAN card and wish to get PAN card, fill all column of the form but do not tick any of the boxes on the left margin. In case of loss of PAN card, a copy of FIR may be submitted along with the form.

i) For changes or correction in PAN data, fill all column of the form and tick box on the left margin of appropriate row where change/correction is required.

j) Having or using more than one PAN is illegal. If you possess more than one PAN, kindly fill the details in item No. 11 of this form and surrender the same.

k) At the time of applying for PAN, the applicant has to submit Proof of Identity (POI), Proof of Address (POA), and Date of Birth (DOB) documents.

Guidelines for filling the Form

1. Full Name :

Please select appropriate title. Do not use abbreviations in the First and the Last name/Surname

For example RAVIKANT should be written as:

Last Name / Surname	R	A	V	I	K	A	N	T																
First Name																								
Middle Name																								

For example SURESH SARDA should be written as:

Last Name / Surname	S	A	R	D	A																			
First Name	S	U	R	E	S	H																		
Middle Name																								

For example POONAM RAVI NARAYAN should be written as:

Last Name / Surname	N	A	R	A	Y	A	N																	
First Name	P	O	O	N	A	M																		
Middle Name	R	A	V	I																				

For example SATYAM VENKAT M.K.RAO should be written as:

Last Name / Surname	R	A	O																					
First Name	S	A	T	Y	A	M																		
Middle Name	V	E	N	K	A	T		M		K														

For example M.S. KANDASWAMY (MADURAI SOMASUNDRAM KANDASWAMY) should be written as:

Last Name / Surname	K	A	N	D	A	S	W	A	M	Y														
First Name	M	A	D	U	R	A	I																	
Middle Name	S	O	M	A	S	U	N	D	R	A	M													

Applicant other than 'Individuals' may ignore above instructions.

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.

For example XYZ DATA CORPORATION (INDIA) PRIVATE LIMITED should be written as:

Last Name / Surname	X	Y	Z		D	A	T	A		C	O	R	P	O	R	A	T	I	O	N		(	I	N	D
First Name	I	A	)		P	R	I	V	A	T	E		L	I	M	I	T	E	D						
Middle Name																									

For example MANOJ MAFATLAL DAVE (HUF) should be written as:

Last Name / Surname	M	A	N	O	J		M	A	F	A	T	L	A	L		D	A	V	E		(	H	U	F	)
First Name																									
Middle Name																									

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. In case of sole proprietorship concern, the proprietor should apply for PAN in his/her own name. Name should not be prefixed with any title such as Shri, Smt, Kumari, Dr., Major, M/s etc.

Abbreviation of full name to be printed on the PAN card

Individual applicants should provide full/abbreviated name to be printed on the PAN card. Name, if abbreviated, should necessarily contain the last name. For example:

SATYAM VENKAT M.K.RAO which is written in the Name field as:

Last Name / Surname	R	A	O																					
First Name	S	A	T	Y	A	M																		
Middle Name	V	E	N	K	A	T		M		K														

Can be written as in 'Name to be printed on the PAN Card' column as SATYAM VENKAT M.K.RAO **or** S.V.M.K.RAO **or** SATYAM V.M.K.RAO

For non-individual applicants, this should be same as last name field in item no. 1 above.

2. 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.

3. Date of Birth/Incorporation/Agreement/Partnership or Trust Deed/Formation of Body of Individuals/Association of Persons

Date cannot be a future date. Date: 2nd August, 1975 should be written as:

D	D	M	M	Y	Y	Y	Y
0	2	0	8	1	9	7	5

Relevant date for different categories of applicants are:
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.

4. Gender This field is mandatory for Individuals. Field should be left blank in case of other applicants.

5 & 6. Photo/Signature Mismatch– Individuals issued a PAN card with incorrect/unclear photograph/signature should tick the box on the left margin.

7. Address for communication- Residence and office

Indicate either Residence or Office address for communication as the case may be.

(1) For individuals, HUF, AOP, BOI or AJP, residential address is mandatory.
(2) In case of Firm, LLP, Company, Local Authority and Trust, Name of office and complete address of office is mandatory.
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.
In case a foreign address is provided then it is mandatory to provide Country Name along with ZIP Code of the country.

8. Update other address

If applicant wishes to update other address, besides address for communication, box on left margin should be ticked and details of address be provided on an additional sheet in similar format as prescribed in item no 7.

9. Telephone Number and Email ID

1. Telephone Number should include country code (ISD code) and STD Code or Mobile No. should include country code (ISD Code).For example : (I)Telephone number 23555705 of Delhi should be written as:

Country code			STD CODE						Telephone Number/Mobile Number							
	9	1					1	1	2	3	5	5	5	7	0	5

Where '91' is the country code of India and 11 is the STD code of Delhi.

(ii) Mobile number 9102511111 of India should be written as :

Country code			STD Code							Telephone Number/Mobile Number									
	9	1								9	1	0	2	5	1	1	1	1	1

Where '91' is the country code of India.

2. It is mandatory for the applicants to mention either their "telephone number" or valid "email Id" so that they can be contacted in case of any discrepancy in the application and/or for receiving PAN through email. (3) Application status updates are sent using the SMS facility on the mobile numbers mentioned in the application form.

10. AADHAAR number (In case of a citizen of India)– AADHAAR number, if allotted, has to be quoted (supported by copy of AADHAAR Letter/Card).

11. Mention other Permanent Account Number (PANs) inadvertently allotted to you

All PANs inadvertently allotted other than the one filled at the top of the form (the one currently used) should be mentioned and the copy of corresponding PAN card(s) to be submitted for cancellation with the form.

12. Signature/Left Thumb Impression:

Application must be signed by (i) applicant; or (ii) Karta in case of HUF; or (iii) Director of a Company; or (iv) Authorized 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. Application not signed in any given manner and in the space provided are liable to be rejected.

GENERAL INFORMATION FOR PAN APPLICANTS

(a) Applicants may obtain the 'Request for new PAN Card or / and Changes or Correction in PAN Data' Form in the format prescribed by Income Tax Department from any IT PAN Service Centers (managed by UTIITSL) or any other stationary vendor providing such form or download from the Income Tax Department website www.incometaxindia.gov.in/ UTIITSL website http:www.utiitsl.com

(b) The fee for processing PAN application is ₹107/- (inclusive service tax). In case, the PAN card is to be dispatched outside India then additional dispatch charges of ₹882/- will have to be paid by applicant.

(c) It is mandatory to attach proof of identity and address with PAN application. Changes or correction desired in PAN particulars should be supported by any one or combination of the relevant documents mentioned below:

Documents Acceptable as proof of Identity and address and Date of Birth as per rule 114 of Income Tax Rules, 1962

1. Individuals and HUF —(A) proof of Identity : I >Copy of -a> Elector's photo identity card Or **b>** Ration card having photograph of the applicant; Or **c>** Passport; Or **d>** Driving license Or **e>** Arm's license; Or **f>** AADHAAR Card issued by the Unique Identification Authority of India Or **g>** Photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking Or **h>** Pensioner Card having photograph of the applicant Or **i>** Central Government Health Scheme Card or Ex- servicemen Contributory Health Scheme photo card; Or **II** > Certificate of identity in **original** signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer, as the case may be Or **III**> Bank certificate in **original** on letter head from the branch (along with name and stamp of the issuing officer) containing duly attested photograph and bank account number of the applicant.

Note : 1 In case of a person being a minor, any of the above documents of any of the parents or guardian of such minor shall be deemed to be the proof of identity and address for the minor applicant	Note: 2 For HUF an affidavit 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 mentioned documents in the name of Karta of HUF is required as proof of identity, address and date of birth.

(B). **Proof of Address:--I> Copy of the 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 Note2 Or **f**>Depository Account Statement Or **g**> Credit Card Statement Or **II> Copy of --a>** Post office passbook having address of the applicant Or **b**> Passport Or **c**> Passport of the spouse Or **d**>Elector's photo identity card Or **e**> Latest property tax assessment order 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**> Allotment letter of accommodation issued by the Central Government or State Government of not more than three years old Or **j**>Property registration document Or **III>**Certificate of Address in original signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer as the case may be Or **IV>** Employer certificate in **original.**

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.

(C).**Proof of Date of Birth: Copy of :- a>**Birth Certificate issued by the Municipal Authority or any office authorized to issue Birth and Death Certificate by the Registrar of Birth and Deaths or the Indian Consulate as defined in clause (d) of sub section(1) of section 2 of the Citizenship Act, 1955(57 of 1955); Or **b**> Pension payment order; Or **c**> Marriage Certificate issued by Registrar of Marriages; Or **d**> Matriculation Certificate; or marksheet of recognized board; or e >Passport or f>Driving license or g>Domicile certificate issued by the Government or h>Aadhar Card issued by Unique Identification Authority of India or i>Elector's Photo identity card or J>Photo identity card issued by Central Government or State Government or central public section undertaking or state public sector undertaking or K> Central Government Health Service Scheme photo card or Ex-servicemen Contributory Health Scheme Photo card or L>Affidavit sworn before a magistrate stating the date of birth.

For Proof of Issuance of PAN (Copy Of) :--i> PAN Card ii> PAN Allotment Letter **(No other document is acceptable as proof of issuance of PAN. If proof is not provided then application shall be accepted on a 'good effort basis')**

Other than Individuals (Indian companies/Entities incorporated in India/Unincorporated entities formed in India)

1	Company registered in India	Copy of Certificate of Registration issued by the Registrar of Companies
2	Firm(including Limited Liability Partnership) formed or registered in India	a> Copy of Certificate of Registration issued by the Registrar of Firms /Limited Liability Partnership Or b> Copy of partnership deed
3	Association of persons (Trusts) formed or registered in India	a> Copy of trust deed Or b> copy of certificate of registration number issued by Charity Commissioner
4	Association of Persons, (other than Trusts) or Body of Individuals, or Local Authority, or Artificial Juridical Person forms or registered in India	a> Copy of Agreement Or b> Copy of certificate of registration number issued by Charity Commissioner or Registrar of Co-operative Society or any other competent authority. Or c> Any other document originating from Central Government or State Government Department establishing identity and address of such person

Individuals Not being Citizen of India

(i) Proof of Identity:--a> Copy of passport or **b**> Copy of Person of Indian Origin Card issued by Government of India, or **c**> Copy of Overseas Citizenship of India Card issued by Government of India Or **d>** Copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested by " Apostille" (in respect of countries which are signatories to the Hague Apostille Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India.

(ii) Proof of Address:--a> Copy of Passport Or **b**> Copy of Person of Indian Origin card issued by Government of India Or **c**> Copy of Overseas Citizenship of India Card issued by Government of India, Or **d**> Copy of other national or Citizenship Identification Number or Taxpayer Identification Number duly attested by "Apostille" (in respect of countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India Or **e>** Copy of Bank Account Statement in the country of Residence Or **f>** Copy of Non-resident External Bank Account Statement in India Or **g>** Copy of Certificate of Residence in India or Residential Permit issued by the State Police Authorities. Or **h>** Copy of Registration Certificate issued by the Foreigner's Registration Office showing Indian address Or **i>** Copy of Visa granted and copy of appointment letter or contract from Indian company and Certificate **(in original)** of Indian address issued by the employer.

For other than individuals (Foreign companies/Entities incorporated outside India/Unincorporated entities formed outside India)

(A) proof of Identity :- a> Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by " Apostille" (in respect of the countries which are signatories to the Hague Convention of 1961) or by Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India OR ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.	**(B). Proof of Address:--**a> Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by " Apostille" (in respect of the countries which are signatories to the Hague Convention of 1961) or by Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorised officials of overseas branches of Scheduled Banks registered in India OR ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

Supporting documents required for change in PAN data

Case/Applicant Type	**– Documents acceptable for change of name/Father's name**
i>**Married ladies- change of name on account of marriage**	– Marriage Certificate or marriage invitation card
	– Publication of name change in official gazette or
	– Copy of passport showing husband's name
	– A Certificate issued by a gazetted officer (only for change in applicant name)
ii> Individual applicant other than married ladies	Publication of name change in official gazette or
	A Certificate issued by a gazetted officer (only for change in applicant name)

iii> Companies- ROC's certificate for name change, **iv> Firms/LLP--** Revised partnership deed**,** Registrar of Firm/LLP's certificate for name change **vi> AOP/TRUST/BOI/AJP/ LOCAL Authority --**Revised registration certificate/deed or agreement

ACKNOWLEDGEMENT

Received ₹ 107/- (inclusive of applicable taxes) with thanks from Shri/Smt/Kum/M/s	
CSF application Sr. no.	
Date of Receipt	
Processing Fee Coupon no.	

Service Tax Regn. No. : (AAACU4411CST002)
PAN Service Center Code :–
PAN Service Center Name :–

Authorized Signatory
(With date stamp)

For knowing the PAN you may visit our website: http://www.utiitsl.com . Any query /correspondence in this connection may be addressed by quoting the Application number/ processing fee Coupon Number to the addresses given below:-

Navi Mumbai

UTI Infrastructure Technology & Service, Ltd P. B. No. 20, Plot No. 3, Sector-11 CBD- Belapur,
Navi Mumbai- 400614 Telephone: (022) 67931300 Fax : (022) 67931399 Email ID : utiitsl.gsd@utiitsl.com

New Delhi

UTI Infrastructure Technology & Service Ltd, Ground Floor, Jeevan Tara Building, Opp. Patel Chowk Metro Station, 5, Parliament Street,
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