

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]

Under section 139A of the Income Tax Act, 1961
avoid mistake (s), please follow the accompanying instructions and examples before filling up the form

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

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

Assessing officer (AO code)

Sign/ leftThumb impression across
this photo

Table with 4 columns: Area code, AO type, Range code, AO No.

Signature/Left Thumb Impression

I/We hereby request that a permanent account number be allotted to me/us.

I/We give below necessary particulars:

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

Please select title, [checked] as applicable [ ] Shri [ ] Smt. [ ] Kumari [ ] M/s

Grids for Last Name / Surname, First Name, Middle Name

2 Abbreviation of the above name, as you would like it, to be printed on the PAN card

Grid for name abbreviation

3 Have you ever been known by any other name? [ ] Yes [ ] No (Please tick as applicable)

If yes, please give that other name

Please select title, [checked] as applicable [ ] Shri [ ] Smt. [ ] Kumari [ ] M/s

Grids for Last Name / Surname, First Name, Middle Name

4 Gender (for Individual applicants only) [ ] Male [ ] Female (Please tick as applicable)

5 Date of Birth/Incorporation/Agreement/Partnership or Trust Deed/ Formation of Body of individuals or Association of Persons

Grids for Day, Month, Year

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

Grids for Last Name / Surname, First Name, Middle Name

7 Address

Residence Address

Grids for Residence Address: Flat/Room/Door/Block No., Name of Premises, Road/Street/Lane/Post Office, Area, Town/City/District, State/UT, Pincode/Zip code, Country Name

Office Address

Grids for Office Address: Name of office, Flat/Room/Door/Block No., Name of Premises, Road/Street/Lane/Post Office, Area, Town/City/District, State/UT, Pincode/Zip code, Country Name

8 Address for Communication [ ] Residence [ ] Office (Please tick as applicable)



**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 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.
- 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 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) of the Jurisdictional Assessing Officer must be filled up by the applicant. These details can be obtained from the Income Tax Office Or IT PAN Service Centers may (managed by UTIITSL) Or UTIITSL website [www.utiitsl.com](http://www.utiitsl.com)
- h) Guidelines for filling the Form49A:

<b>1. Full Name :</b>							
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 I A )						
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.							
<b>2. Abbreviation of full name to be printed on the PAN card</b>							
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.							
<b>3. Have you ever been known by any other name?</b>							
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.							
<b>4. Gender</b> This field is mandatory for Individuals. Field should be left blank in case of other applicants.							
<b>5. Date of Birth/Incorporation/ Agreement /Partnership or Trust Deed/Formation of Body of Individuals/ Association of Persons</b>							
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 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.							
<b>6. Father's Name</b>							
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.							
<b>7. Address – Residence and office</b>							
<b>R - Residence Address:</b> For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants should leave this field blank.							
<b>O - Office Address:</b> (1) Name of Office and address to be mentioned in case of individuals having source of income as salary or Business/profession [ Item No.13] (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 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.							
<b>8. Address for communication</b>							
Individuals/HUFs/AOP/BOI/AJP may indicate either 'Residence' or 'Office' and other applicants should necessarily indicate 'Office' as the Address for Communication. All communication will be sent at the address indicated in this field.							
<b>9. Telephone Number and E mail ID</b>							
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		2 2 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 1					
Where '91' is the country code of India.							
2. 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. (3)Application status updates are sent using the SMS facility on the mobile numbers mentioned in the application form.							

<b>10. Status of Applicant</b>	
This field is mandatory for all categories of applicants. In case of 'Limited Liability Partnership', the PAN will be allotted in 'Firm' status.	
<b>11. Registration number</b>	
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	
<b>12. In case of a citizen of India?</b>   AADHAAR number if allotted has to be quoted (Supported by copy of AADHAAR Letter/Card)	
<b>13. Source of Income:</b> 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	
<b>Code</b>	<b>Business/Profession</b>
1	Medical Profession and Business
2	Engineering
3	Architecture
4	Chartered Accountant/Accountancy
5	Interior Decoration
6	Technical Consultancy
7	Company Secretary
8	Legal Practitioner and Solicitors
9	Government Contractors
10	Insurance Agency
11	Films, TV and such other entertainment
12	Information Technology
13	Builders and Developers
14	Members of Stock Exchange, Share Brokers and Sub-Brokers
15	Performing Arts and Yatra
16	Operation of Ships, Hovercraft, Aircrafts or Helicopters
17	Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles
18	Ownership of Horses or Jockeys
19	Cinema Halls and Other Theatres
20	Others
<b>14. Name and address of Representative Assessee</b>	
Section 160 of Income Tax Act, 1961 provides that any person (assessee) can be represented through Representative Assessee. Therefore this column should be filled by representative assessee only as specified in Section 160 of the Income-Tax Act, 1961, such as, an agent of the non resident, guardian or manager of a minor, lunatic or idiot, Court of wards, Administrator General, Official Trustee, receiver, manager, trustee of a Trust including Wakf. This field will contain particulars of Representative Assessee. This field is mandatory if applicant is minor, deceased, idiot, lunatic or mentally retarded. Column 1 to 13 will contain details of person on whose behalf this application is submitted. Proof of Identity and Proof of address is also required for representative assessee.	
<b>15. Proof of Identity and Proof of Address documents</b>	
It is <b>mandatory</b> to attach proof of identity and proof of 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: ** ** Document acceptable as proof of identity and address as per Rule 114 of Income Tax Rules, 1962 <b>For Individuals and HUF(Copy of ) For proof of Identity:--i&gt; School Leaving Certificate Or ii&gt; Matriculation Certificate Or iii&gt;Degree of recognized educational institution Or iv&gt;Depository Account Statement Or v&gt;Bank Account Statement/Passbook Or vi&gt; Credit Card Or vii&gt; Water Bill Or viii&gt; Ration Card Or ix&gt; Property Tax Assessment Order Or x&gt;Passport Or xi&gt;Voter Identity Card Or xii&gt;Driving License Or xiii&gt; Certificate of identity signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer. For proof of Address:--(Copy of )i&gt; Electricity Bill Or ii&gt; Telephone Bill Or iii&gt; Employer Certificate Or iv &gt; Depository Account Statement Or v&gt;Bank Account Statement/Passbook Or vi&gt;Credit Card Statement Or vii&gt; Rent Receipt Or viii&gt; Ration Card Or ix&gt; Property Tax Assessment Order Or x&gt; Passport Or xi&gt;Voter Identity Card Or xi&gt; Driving License Or xiii&gt; Certificate of Address signed by Member of Parliament or Member or Legislative Assembly or Municipal Councillor or a Gazetted Officer</b>	
<b>Note</b>	<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 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.</p> <p>1. Proof of Address is required for residential address mentioned in item no. 7</p> <p>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 statement</p>
<b>Other than Individual and HUF</b>	<p>Company   Copy of Certificate of Registration issued by the Registrar of Companies</p> <p>Partnership Firm   Copy of Certificate of Registration issued by the Registrar of Firms or Copy of partnership deed</p> <p>Limited Liability Partnership   Copy of Certificate of Registration issued by the Registrar of LLPs</p> <p>Trust   Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner</p> <p>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 co-operative 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</p>
<b>16. Signature/Thumb impression:</b>	
Application must be signed by (i)applicant Or(ii) Karta in case of HUF or (iii)Director of a Company or (iv) Authorized Signaturee in Case of AOP, Body of Individuals,Local Authority and Artificial Judicial 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.	
<b>GENERAL INFORMATION FOR PAN APPLICANTS</b>	
<p>a. Applicants may obtain the application form for PAN (Form 49A) from any IT PAN Service centers ( managed by UTIITSL ) any other stationary vendor providing such forms or freely downloaded from the Income Tax Department website <a href="http://www.incometaxindia.gov.in">www.incometaxindia.gov.in</a> / UTIITSL website ( <a href="http://www.utiitsl.com">http://www.utiitsl.com</a>).</p> <p>b. The fee for processing PAN application is Rs. 85/ (plus service tax, as applicable). In case, the PAN card is to be dispatched outside India then additional dispatch charge of Rs. 850 will have to be paid by applicant.</p> <p>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.</p> <p>d. Applicant will receive an acknowledgment containing a 9 digit unique number on acceptance of this form. This <b>acknowledgment number</b> can be used for tracking the status of the application</p>	
<b>ACKNOWLEDGEMENT</b>	
Received Rs. 94/ ( inclusive of applicable taxes )-	
With thanks from Shri/Smt/Kum/M/s	
Application form 49 A Sr no	
Date of Receipt	
Processing Fee Coupon no	
Service- tax Regn no: (ST/BAS/STC/BEL/420/2004-2005)	
PAN Service Center Code: ---	Authorized Signatory
PAN Service Center Name:--	(With date stamp)
For knowing the PAN you may visit our website: <a href="http://www.utiitsl.com">http://www.utiitsl.com</a> . Any query /correspondence in this connection may be addressed by quoting the Application number/ processing fee Coupon Number to the addresses given below:-	
<b>Navi Mumbai</b>	
UTI Infrastructure Technology & Services Ltd. P. B NO 20, Plot no 3, Sector-11 CBD- Belapur, Navi Mumbai- 400614 Telephone: (022) 67931300 Fax : (022) 67931399 Email ID : <a href="mailto:utiitsl.gsd@utiitsl.com">utiitsl.gsd@utiitsl.com</a>	
<b>New Delhi</b>	
UTI Infrastructure Technology & Services Ltd. Ground Floor, Jeevan Tara Building Opp Patel Chowk Metro Station 5, Parliament Street, New Delhi- 110001 Telephone : (011) 23741282-86 Fax: (011) 23741280 Email ID :- <a href="mailto:pan.delhi@utiitsl.com">pan.delhi@utiitsl.com</a>	
<b>Kolkata</b>	
UTI Infrastructure Technology & Services Ltd 29,Netaji Subhash Road, Ground Floor, Opp Gilander House & Standard Chartered Bank, Kolkata- 700001 Telephone: (033) 22108959, 2242 - 4774/4810/4783 Fax: ( 033) 22435217 Email ID : <a href="mailto:Kolkata@utiitsl.com">Kolkata@utiitsl.com</a> , <a href="mailto:pan.kolkata@utiitsl.com">pan.kolkata@utiitsl.com</a>	
<b>Chennai</b>	
UTI Infrastructure Technology & Service Ltd 45, Justice Basheer Ahmed Building, Second Floor Second Line Beach, Chennai- 600001 Telephone:-(044) 25341224/ 1265/ 1356 Fax : ( 044)- 25341346 Email ID:- <a href="mailto:chennai@utiitsl.com">chennai@utiitsl.com</a> / <a href="mailto:isw.chennai@utiitsl.com">isw.chennai@utiitsl.com</a>	