

		<p>Name.</p> <p>For example XYZ DATA CORPORATION (INDIA) PRIVATE LIMITED should be written as :</p> <table border="1"> <tr> <td>Last Name/Surname</td> <td>X</td><td>Y</td><td>Z</td><td></td><td>D</td><td>A</td><td>T</td><td>A</td><td></td><td>C</td><td>O</td><td>R</td><td>P</td><td>O</td><td>R</td><td>A</td><td>T</td><td>I</td><td>O</td><td>N</td><td></td><td>(</td><td>I</td><td>N</td><td>D</td> </tr> <tr> <td>First Name</td> <td>I</td><td>A</td><td>)</td><td></td><td>P</td><td>R</td><td>I</td><td>V</td><td>A</td><td>T</td><td>E</td><td></td><td>L</td><td>I</td><td>M</td><td>I</td><td>T</td><td>E</td><td>D</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Middle Name</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><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>For example MANOJ MAFATLAL DAVE (HUF) should be written as :</p> <table border="1"> <tr> <td>Last Name/Surname</td> <td>M</td><td>A</td><td>N</td><td>O</td><td>J</td><td></td><td>M</td><td>A</td><td>F</td><td>A</td><td>T</td><td>L</td><td>A</td><td>L</td><td></td><td>D</td><td>A</td><td>V</td><td>E</td><td></td><td>(</td><td>H</td><td>U</td><td>F</td><td>)</td> </tr> <tr> <td>First Name</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><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Middle Name</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><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>HUFs shall mention HUF after their full name.</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 any title such as Shri, Smt, Kumari, Dr., Major, M/s etc.</p>	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																									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																									
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	Name as you would like it printed on the card	<p>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:</p> <p>SATYAM VENKAT M. K. RAO should be written as :</p> <table border="1"> <tr> <td>Last Name/Surname</td> <td>R</td><td>A</td><td>O</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><td></td><td></td> </tr> <tr> <td>First Name</td> <td>S</td><td>A</td><td>T</td><td>Y</td><td>A</td><td>M</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> <tr> <td>Middle Name</td> <td>V</td><td>E</td><td>N</td><td>K</td><td>A</td><td>T</td><td></td><td>M</td><td></td><td>K</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>Can be written as in .Name to be printed on the PAN Card. column as</p> <p>SATYAM VENKAT M. K. RAO or S. V. M. K. RAO or SATYAM V. M. K. RAO</p> <p>For Non - Individual applicants, this should be same as last name field in Item No. 1 above. Name you would like printed on the card should not be prefixed with titles such as Shri, Smt, Kumari, Dr., Major, M/s etc.</p>	Last Name/Surname	R	A	O																						First Name	S	A	T	Y	A	M																			Middle Name	V	E	N	K	A	T		M		K																																																																																														
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2	Father's Name	<p>Applicable to Individuals only. Instructions in Item No.1 with respect to name apply here. Married women applicants should give only father's name and not husband's name.</p>																																																																																																																																																											
3	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>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <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> </table> <p>Relevant date for different categories of applicants is:</p> <p>Individual: Actual Date of Birth; Company: Date of Incorporation; Association of Persons: Date of formation/creation; Trusts: Date of creation of TrustDeed; 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>	D	D	M	M	Y	Y	Y	Y	0	2	0	8	1	9	7	5																																																																																																																																											
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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. The original PAN card with wrong photograph / signature is to be enclosed with the acknowledgement.																																																																																																																																																											
7	Address for Communication - Residence and office	<p>Indicate either Residence or Office address for communication as the case may be.</p> <p>(1) For Individuals, HUF, AOP, BOI or AJP, either of residential or office address is mandatory. (2) In case of Firm, LLP, Company, Local Authority and Trust, Name of office and complete address of office is mandatory.</p>																																																																																																																																																											

		<p>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.</p> <p>In case, a foreign address is provided then it is mandatory to provide Country Name along with ZIP Code of the country.</p>												
8	Update other address	If applicant wishes to update other address, besides address for communication, box on left margin to be selected and details of address be provided on an additional sheet in similar format as prescribed in Item No. 7.												
9	Telephone Number and E-mail ID	<p>(1) Telephone number should include country code (ISD code) and STD code or Mobile No. should include Country code (ISD Code of telephone number).</p> <p>For example :</p> <p>(i) Telephone number 23555705 of Delhi should be written as</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border: none;">Country code</th> <th style="text-align: center; border: none;">STD Code</th> <th style="text-align: right; border: none;">Telephone Number / Mobile number</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black; text-align: center;">9 1</td> <td style="border: 1px solid black; text-align: center;">1 1</td> <td style="border: 1px solid black; text-align: center;">2 3 5 5 5 7 0 5</td> </tr> </tbody> </table> <p>Where '91' is the country code (ISD code) of India and 11 is the STD Code of Delhi.</p> <p>(ii) Mobile number 9102511111 of India should be written as</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border: none;">Country code</th> <th style="text-align: center; border: none;">STD Code</th> <th style="text-align: right; border: none;">Telephone Number / Mobile number</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black; text-align: center;">9 1</td> <td style="border: 1px solid black; text-align: center;"></td> <td style="border: 1px solid black; text-align: center;">9 1 0 2 5 1 1 1 1 1</td> </tr> </tbody> </table> <p>Where '91' is the country code (ISD code) of India.</p> <p>(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.</p> <p>(3) Application status updates are sent using the SMS facility on the mobile numbers mentioned in the application form. (applicable for Indian mobile numbers).</p> <p>(4) NRI /Foreign National should mention the ISD code of their respective country and City code as applicable in the space provided for ISD/STD code. e. g. Person staying in Chicago should write A1 in the ISD code and 312 in STD code text box. (A1 is ISD code of USA and 312 is City code of Chicago).</p>	Country code	STD Code	Telephone Number / Mobile number	9 1	1 1	2 3 5 5 5 7 0 5	Country code	STD Code	Telephone Number / Mobile number	9 1		9 1 0 2 5 1 1 1 1 1
Country code	STD Code	Telephone Number / Mobile number												
9 1	1 1	2 3 5 5 5 7 0 5												
Country code	STD Code	Telephone Number / Mobile number												
9 1		9 1 0 2 5 1 1 1 1 1												
10	AADHAAR number(in case of citizen of India)	AADHAAR number, if allotted, has to be quoted (supported by copy of AADHAAR letter/card)												
11	Mention other Permanent Account Numbers (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 / Thumb impression & Verification	<p>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.</p> <p>Applications not signed in the given manner and in the space provided are liable to be rejected.</p> <p>It is mandatory to provide Verifier.s name, Verifier capacity and verifier place in the application.</p>												

(h) Documents to be submitted along with the application	
1	Proof of identity and address
	a. Documents which are acceptable as proof of identity and address are mentioned in Detailed instructions for documents to

	<p>be submitted.</p> <p>b. Proof of Identity and address must be in the name of the applicant as mentioned in the application form.</p> <p>c. If the applicant is a minor (i.e. below 18 years of age at the time of application), any of the documents acceptable as proof of identity and address of any of the parents/ guardian of such minor shall be deemed to be the proof of identity and address of the applicant.</p> <p>d. Proof of address in the name of spouse/parents/sibling etc., will not be accepted as valid proof of address.</p> <p>e. Proof of Address is required for the address mentioned in "Address for communication" in item no.7.</p> <p>f. If item no.8 is ticked & filled in, proof of address mentioned therein is also required.</p>
2	Proof of PAN
	<p>a. Proof of PAN is required for the PAN currently in use (i.e. existing PAN). This is required for the PAN mentioned at the beginning of the application before item no. 1</p> <p>b. Proof of PAN is also required in case of cancellation request for any PAN, i.e., for any PAN mentioned in Item No. 10</p> <p>c. Proof of PAN can be one of the following only:</p> <ol style="list-style-type: none"> Copy of PAN card; or Copy of intimation letter issued by the Income Tax Department in lieu of PAN card intimating PAN. In case one of the above proofs are not available, a copy of FIR (stating loss of PAN card) can be submitted. <p>If proof of PAN (as stated above) is not submitted, the application will be processed on a 'good effort' basis even without a copy of FIR. During verification at NSDL, if it is found that there are differences between the PAN or the data provided in the application with the ITD database, the application may not be processed and the processing fee will be forfeited.</p>
3	Proof for change requested
	<p>The applicant shall be required to provide further documentary proof to support request for correction or change in PAN data like name, father's name, date of birth, for example:</p> <ol style="list-style-type: none"> Request for change (marginal correction like spelling correction, expansion of initials, etc.,) in applicant's or father's name will have to be supported with suitable proof of identity containing corrected data. Request for change (significant change) in applicant's or father's name will have to be supported with such proof that will contain proof of change of name from the old to the new in addition to the proof of identity. The documents that shall be accepted as proof in this case are: <ol style="list-style-type: none"> For married ladies - change of name on account of marriage - marriage certificate, marriage invitation card, publication of 'name-change' in gazette, copy of passport showing husband's name (or vice versa). For individual applicants other than married ladies - publication of 'name-change' in gazette. For companies - ROC's certificate for name change. For partnership firms - revised Partnership Deed For other categories which are registered organisations (AOP/Trust/BOI/AJP, etc.) - the revised registration/deed/agreement. For Limited Liability Partnership - Registrar of LLPs certificate for name change Request for correction of date of birth (for individuals) and date of incorporation (non-individuals) will have to be supported with documents issued by competent authority containing the correct date. The address for communication in the ITD database will be updated with the address for communication mentioned in the application, even if change in address for communication is not requested in the application. <p>If the core data relating to the PAN (the applicant's name, date of birth, father's name (for individual), name and date of incorporation [for non-individual]) provided in the application substantially varies with the PAN data in the ITD database and the applicant has not requested for the change in the same with sufficient support documents, the applicant will be intimated of this variance. In such case the applicant will have to provide necessary support documents. If such data substantially matches with the ITD database the PAN card will be printed with the data in the ITD database with only the fields marked for change by the applicant.</p>

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)	Proof of Issuance of PAN (copy of)
1	School Leaving Certificate	Electricity Bill*	PAN Card
2	Matriculation Certificate	Telephone Bill*	PAN Allotment Letter
3	Degree of recognised educational institution	Employer Certificate*	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'.

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 is required to file the same in prescribed format only.	Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer is required to file the same in prescribed format only.
Note :-		Note :-
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. 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.		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.
Other than Individuals and HUF (Indian companies/Entities incorporated in India/Unincorporated entities formed in India)		
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.
For Individuals and HUF (Not being a Citizen of India)		
Proof of Identity (Copy of)		Proof of address (Copy of)
1. Copy of passport, or 2. Copy of Person of Indian Origin (PIO) card issued by Government of India, or 3. Copy of Overseas Citizen of India (OCI) card issued by Government of India, Or 4. 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.		1. Copy of Passport, or 2. Copy of Person of Indian Origin (PIO) card issued by Government of India, or 3. Copy of Overseas Citizen of India (OCI) card issued by Government of India, or 4. Copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested by .Apostille. (in respect of the 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 5. Copy of Bank account statement in the country of residence, or 6. Copy of Non-resident External(NRE) bank account statement in India, or 7. Copy of Certificate of Residence in India or Residential permit issued by the State Police Authorities, or 8. Copy of Registration certificate issued by the Foreigner's Registration Office showing Indian address, or 9. Copy of Visa granted & Copy of appointment letter or contract from

	Indian Company & Certificate (in original) of Indian address issued by the employer.
For other than Individuals and HUF (Foreign companies/Entities incorporated outside India/Unincorporated entities formed outside India)	
<p>1. 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 the Indian Embassy or High Commission or Consulate in the country where the applicant is located, or</p> <p>2. Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</p>	<p>1. 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 the Indian Embassy or High Commission or Consulate in the country where the applicant is located, or</p> <p>2. Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.</p>