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

Sign/ leftTumb impression across this photo

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

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

Signature/Left Thumb Impression

Permanent Account Number (PAN)

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

1 Full Name (Full expanded name to be mentioned as appearing in proof 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 Bith/Incorporation/Ageement/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 / Citi / 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 PANCARD 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 from. 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- Incase 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.

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 abbreviate 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 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.

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 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 E-mail 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 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/ Thumb Impression

Application must be signed by (i) applicant; or (ii) Karta in case of Huf; or (iii)Director of a Comapany; or (iv)Authorised Signaturee 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.

GENERAL INFORMATION FOR 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 Centres 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 (www.utiitsl.com)

(b) The fee for processing PAN application is ₹. 85/- (plus service tax as applicable). In case the PAN card is to be dispatched outside India then additional dispatch charges of ₹. 866 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 relavant documents mentioned below:

Documents acceptable as proof of identity and address as per rule 114 of Income Tax Rules, 1962

For Individuals and HUF(Citizen of India) --For Proof of Identity (Copy of):--i> School Leaving Certificate Or ii> Matriculation Certificate Or iii>Degree of recognized educational institution Or iv>Depository Account Statement Or v>Bank Account Statement/Passbook Or vi> Credit Card Or vii> Water Bill Or viii> Ration Card Or ix> Property Tax Assessment Order Or x>Passport Or xi>Voter Identity Card Or xii>Driving License Or xiii> Certificate of identity signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer. **For proof of Address**:-- i> Electricity Bill^ Or ii> Telephone Bill^ Or iii>Employer Certificate^ Or iv > Depository Account Statement^ Or v>Bank Account Statement/Passbook^ Or vi>Credit Card Statement^ Or vii> Rent Receipt ^ Or viii> Ration Card Or ix> Property Tax Assessment Order Orx> Passport Or xi>Voter Identity Card Or xi> Driving License Or xiii> Certificate of Address signed by Member of Parliament or Member or Legislative Assembly or Municipal Councillor or a Gazetted Officer

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')

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 any of the above documents in the name of Karta of Huf is required.	1. Proof of Address is required for residential address mentioned in item no. 7 3. 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

Other than Individuals and HUF (Indian companies/Entitiesincorporated in India/Unincorporated entities formed in India)

Company	Copy of Certificate of Registration issued by the Registrar of Companies
Partnership Firm	Copy of Certificate of Registration issued by the Registrar of Firms or Copy of partnership deed
Limited Liability Partnership	Copy of Certificate of Registration issued by the Registrar of LLPs
Trust	Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner
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 of State Government Department establishing identity and address of such person

For Individuals and HUF (Not being a Citizen of India)

For proof of Identity:--i> Copy of passport or ii> Copy of Person of Indian Origin(PIO) card issued by Government of India, or iii> Copy of Overseas Citizen of India (OCI) card issued by Government of India Or iv> 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.
For Proof of Address:--i> Copy of Passport Or ii> Copy of Person of Indian Origin (PIO) card issued by Government of India Or iii>Copy of overseas Citizen of India (OCI) card issued by Government of India, Or iv> 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 v>Copy of Bank Account statement in the country of Residence Or vi> Copy of Non-resident External(NRE) bank account statement in India Or vii> Copy of certificate of Residence in India or Residential permit issued by the State Police Authorities. Or viii> Copy of Registration certificate issued by the Foreigner's Registration office showing Indian address Or ix> 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.

For proof of Identity:--i> Copy of Certificate of Registration issued in the country where the applicant is located, duly attested 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 ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.
For Proof of Address:--i> 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 ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

Supporting document required for changes in PAN data

i>**Married ladies- change in account of marriage**	Marriage certificate or marriage invitation card or publication of name change in official gazette or copy of passport showing husband's name	A Certificate issued by a gazetted officer
ii> Individual applicant other than married ladies	Publication of name change in official gazette	

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

Document acceptable for change of Date of Birth/ Incorporation

Individual	Relevant proof of identity having correct date of birth
Non- individuals	Relevant proof of identity have correct date of incorporation

ACKNOWLEDGEMENT

Received ₹. 96 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: (ST/BAS/STC/BEL/420/2004-2005)

PAN Service Center Code: ---

PAN Service Center Name:--

Authorised Signatory
(With date stamp)

For knowing the PAN you may visit our website: http://www.utiitsl.com . Any query /correspondence in this connection maybe 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, **New Delhi**- 110001 Telephone : (011) 23741282-86 Fax: (011) 23741280 Email ID :-pan.delhi@utiitsl.com

Kolkatta

UTI Infrastructure Technology & Service 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 Kolkata@utiitsl.com, pan.kolkata@utiitsl.com

Chennai

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:- chennai@utiitsl.com /isw.chennai@utiitsl.com

AAYKAR SAMPARK KENDRA (ASK)- Telephone: 0124-2438000