

Important information for persons making application for allotment of PAN (Form 49A)

Do's	Dont's
1. Do use 'Form 49A' for making application for allotment of PAN. 2. Do fill the application in block letters in English and preferably with black ink. 3. Do paste a recent colour photograph (size 3.5 cm X 2.5 cm). 4. Do provide the signature within the box. 5. If thumb impression is put on the application form, do get the thumb impression attested by Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp. 6. Do provide correct AO code in the application. 7. Do specify AO code as below if applicant is a defence employee - Army – PNE W 55 3 Navy – MUM W 11 8 Air Force – DEL W 72 2 8. Do attach Proof of Identity (POI) and Proof of Address (POA) as per <u>Rule 114 (4)</u> of Income Tax Rules, 1962. 9. Do provide the POI and POA which have name exactly as written in the application. 10. Do provide details of Representative Assessee in column 14 of application form, if applicant is Minor, Idiot, Lunatic or Deceased. 11. Do provide POI and POA for Representative Assessee also, if Representative Assessee is appointed. 12. Do write the complete postal address in the application with landmark. 13. Do mention correct pin code in the address field.	1. Do not overwrite or make corrections in the application. 2. Do not pin or staple the photograph. 3. Do not sign across the box (i.e. signature should be within the box) 4. Do not provide POI and POA which are not in the name of the applicant. 5. Do not write any additional details (date, designation, rank, etc.) along with the signature in the box. 6. Do not mention Husband's name in the Father's Name column. 7. Do not abbreviate your name or do not use initials. 8. Do not apply for a new PAN if you already have one.

14. Do mention telephone number / e-mail id in the application.

Important information for persons making application for a new PAN card / corrections ('Request for Reprint of PAN Card Or/ And Changes Or Correction in PAN Data')

Do's

Dont's

mail id.

14. Do attach proof of PAN (copy of PAN card or PAN allotment letter issued by Income Tax Department, if any.) with the application.