

## INSTRUCTIONS FOR FILLING FORM 49A

- (a) Form to be filled legibly in **BLOCK LETTERS** and in **BLACK INK** 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 a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph 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 within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the applicant, the application will not be accepted.
- (e) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.
- (f) **Area Code, AO Type, Range Code and AO Number must be filled up** by the applicant. These details can be obtained from the Income Tax Office or TIN Facilitation Centre (TIN-FC) may assist in doing so.
- (g) Applicant can also search for AO details on **[www.tin-nsdl.com](http://www.tin-nsdl.com)**

V. 3.2

|         |                                        |                                                                                                                                                                                                                                                         |
|---------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.     | Registration Number                    | 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. |
| 12.     | Citizen of India                       | This field is mandatory for all categories of applicants.                                                                                                                                                                                               |
| 13. (a) | Salaried Employee                      | In case of salaried employee, it is mandatory to mention the name of organisation.                                                                                                                                                                      |
| 13. (b) | Nature and Code of Business/Profession | This field should be specified if applicant is not covered under 13 (a) or 13 (c). Nature of Business/Profession along with the corresponding code should be selected from the following list:                                                          |

| Code | Business/Profession               | Code | Business/Profession                                               |
|------|-----------------------------------|------|-------------------------------------------------------------------|
| 01   | Medical Profession and Business   | 11   | Films, TV and such other entertainment                            |
| 02   | Engineering                       | 12   | Information Technology                                            |
| 03   | Architecture                      | 13   | Builders and Developers                                           |
| 04   | Chartered Accountant/Accountancy  | 14   | Members of Stock Exchange, Share Brokers and Sub-Brokers          |
| 05   | Interior Decoration               | 15   | Performing Arts and Yatra                                         |
| 06   | Technical Consultancy             | 16   | Operation of Ships, Hovercraft, Aircrafts or Helicopters          |
| 07   | Company Secretary                 | 17   | Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles |
| 08   | Legal Practitioner and Solicitors | 18   | Ownership of Horses or Jockeys                                    |
| 09   | Government Contractors            | 19   | Cinema Halls and Other Theatres                                   |
| 10   | Insurance Agency                  | 20   | Others                                                            |

|         |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. (c) | Others                                      | Applicants not covered by column 13(a) and 13(b) must mention any one or combination of (i) income from house property (ii) income from capital gains (iii) income from other sources, as their source of income.                                                                                                                                                                                                                                                         |
| 14.     | Name and address of Representative Assessee | Section 160 of Income Tax Act, 1961 provides that any assessee can be represented through Representative Assessee. This field will contain particulars of such Representative Assessee. This field is mandatory if applicant is minor, deceased, idiot, lunatic or mentally retarded. Column 1 to 13 will contain details of assessee on whose behalf this application is submitted. Proof of Identity and Proof of address is also required for representative assessee. |
| 15.     | Proof of Identity and Address               | It is <b>mandatory</b> to attach proof of identity and 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:                                                                                                                                                                                                             |

| Documents as proof of identity and address as per Rule 114 of Income Tax Rules, 1962 for Individual and HUF |                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sr No.                                                                                                      | Proof of Identity (Copy of)                                                                                                                                                                                                                                                                    | Proof of Address (Copy of)                                                                                                                                                                                           |
| 1.                                                                                                          | School Leaving Certificate                                                                                                                                                                                                                                                                     | Electricity bill^                                                                                                                                                                                                    |
| 2.                                                                                                          | Matriculation Certificate                                                                                                                                                                                                                                                                      | Telephone bill^                                                                                                                                                                                                      |
| 3.                                                                                                          | Degree of recognised educational institution                                                                                                                                                                                                                                                   | Employer Certificate^                                                                                                                                                                                                |
| 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 a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.                                                                                                                                                      | Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.                                                                             |
|                                                                                                             | <b>Note : 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. For HUF any document in the name of Karta of HUF is required.</b> | <b>Note : 1) Proof of Address mentioned in Sr. No. 1 to 7 (^) should not be more than six months old on the date of application. 2) Proof of Address is required for residential address mentioned in item no. 5</b> |

| Documents as proof of identity and address as per Rule 114 of Income Tax Rules, 1962 for other than Individual and HUF |                                                                                                                     |                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                                                     | Company                                                                                                             | Copy of Certificate of Registration issued by the Registrar of Companies.                                                                                                                                                                                                                               |
| 2.                                                                                                                     | Firm                                                                                                                | Copy of Certificate of Registration issued by the Registrar of Firms or copy of partnership deed.                                                                                                                                                                                                       |
| 3.                                                                                                                     | Association of persons (Trusts)                                                                                     | Copy of trust deed or copy of certificate of registration numbers issued by Charity Commissioner.                                                                                                                                                                                                       |
| 4.                                                                                                                     | Association of persons (other than Trusts) or Body of Individuals or 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. |
| 16.                                                                                                                    | Signature/ Left thumb impression                                                                                    | Application must be signed by applicant. Representative Assessee can sign the application if the applicant is minor/ deceased/ idiot/ lunatic/ mentally retarded.                                                                                                                                       |

### GENERAL INFORMATION FOR PAN APPLICANTS

- Applicants may obtain the application form for PAN (Form 49A) from TIN-Facilitation Centres (TIN-FCs) / PAN Centres, any other stationery vendor providing such forms or download from the TIN website ([www.tin-nsdl.com](http://www.tin-nsdl.com)). In case applicant obtains form from TIN-FC / PAN Centre, maximum of Rs. 5/- per form may be charged.
- The fee for processing PAN application is Rs. 60/- (plus service tax, as applicable).
- 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.
- Applicant will receive an acknowledgment containing a 15-digit unique number on acceptance of this form. This **acknowledgment number** can be used for tracking the status of the application.
- For more information / Application status enquiry
  - Visit us at [www.tin-nsdl.com](http://www.tin-nsdl.com)
  - Call TIN Call Centre at 020-27218080
  - e-mail us at [tininfo@nsdl.co.in](mailto:tininfo@nsdl.co.in)
  - SMS PAN<space>Acknowledgement No. & send to 53030 to obtain application status.
  - Write to: INCOME TAX PAN SERVICES UNIT (Managed by National Securities Depository Limited), 3rd Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411 045.



|          |          |
|----------|----------|
| STD Code | Tel. No. |
|----------|----------|

7. Tel. No.

email ID

8. Sex (For 'Individual' Applicants only) Please Tick ☐ as applicable Male ☐ Female ☐

9. Status of the Applicant Please Tick ☐ as applicable

|                                                       |                                                                |                                                            |
|-------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------|
| Individual <input type="text" value="P"/>             | Firm <input type="text" value="F"/>                            | Body of Individuals <input type="text" value="B"/>         |
| Hindu Undivided Family <input type="text" value="H"/> | Association of Persons <input type="text" value="A"/>          | Local Authority <input type="text" value="L"/>             |
| Company <input type="text" value="C"/>                | Association of Persons (Trusts) <input type="text" value="T"/> | Artificial Juridical Person <input type="text" value="J"/> |

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

|                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| D                    | D                    | M                    | M                    | Y                    | Y                    | Y                    | Y                    |

11. Registration Number (In case of Firms, Companies etc.)

12. Whether citizen of India Please Tick ☐ as applicable Yes ☐ No ☐

13. (a) Are you a salaried employee? If yes, indicate Government ☐ Others ☐

Name of the Organisation where working

(b) If you are engaged in a business / profession, indicate nature of business or profession and fill the relevant code

(c) If you are not covered by (a) or (b) above, indicate sources of income, if any

14. Full name, address of the Representative Assessee, who is assessable under the Income Tax Act in respect of the person, whose particulars have been given in column 1 to 13.

Full Name (Full expanded name : initials are not permitted) Please tick ☐ as applicable Shri ☐ Smt. ☐ Kumari ☐ M/s ☐

|                                                                    |                                                                    |
|--------------------------------------------------------------------|--------------------------------------------------------------------|
| Last Name / Surname                                                | First Name                                                         |
| <input style="width: 100%; border: 1px solid black;" type="text"/> | <input style="width: 100%; border: 1px solid black;" type="text"/> |
| Middle Name                                                        |                                                                    |
| <input style="width: 100%; border: 1px solid black;" type="text"/> |                                                                    |

Address

Flat/Door/Block No.

Name of Premises / Building / Village

Road / Street / Lane / Post Office

Area / Locality / Taluka / Sub - Division

|                                                                    |                                                                    |                                                                    |
|--------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|
| Town / City / District                                             | State / Union Territory                                            | Pin                                                                |
| <input style="width: 100%; border: 1px solid black;" type="text"/> | <input style="width: 100%; border: 1px solid black;" type="text"/> | <input style="width: 100%; border: 1px solid black;" type="text"/> |

(Indicating PIN is mandatory)

15. I/We have enclosed  as proof of identity and  as proof of address.

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

Verified today, the

D D M M Y Y Y Y

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