

Reprint of PAN Card – Revised Guidelines, Instructions, Procedure

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This application should be used when PAN has already been allotted to the applicant but applicant requires a PAN card. A new PAN card bearing the same PAN is issued to applicant.

While filling this form, applicant should not select any of the check boxes on the left margin of the form.

However, the check box for Item no. 7. Address for communication will be selected by default as this address will be updated in the records of ITD.

Guidelines for online Application for Reprint of PAN Card

1. STEPS FOR ONLINE APPLICATION

a.	Applicant will fill PAN Change Request Form online and submit the form. The same form will be applicable for citizens as well as non-citizens of India.
b.	If the data submitted fails in any format level validation, a response indicating the error(s) will be displayed on the screen.
c.	The applicant shall rectify the error(s) and re-submit the form.
d.	If there are no format level error(s), a confirmation screen with data filled by the applicant will be displayed.
e.	If the applicant requires any amendment to this data, then choose the edit option, else it shall choose the confirm option.
f.	For Changes or Correction in PAN data, fill all mandatory fields (marked with *) of the Form and select the corresponding box on left margin of appropriate field where correction is required.
g.	If the application is for re-issuance of a PAN card without any changes in PAN related data of the applicant, fill all fields in the Form but do not select any box on left margin.
h.	In case of either a request for Change or Correction in PAN data or request for re-issuance of a PAN Card without any changes in PAN data, the address for communication will be updated in the ITD database using address for communication provided in the application.
i.	For cancellation of PAN, fill all mandatory fields in the Form, enter PAN to be cancelled in Item No.10 of the Form and select the check box on left margin. PAN to be cancelled should not be same as PAN (the one currently used) mentioned at the top of the Form.

2. PAYMENT

j.	If communication address is within India then the fee for processing PAN application is Rs. 96.00 Rs. 85.00 + 12.36% service tax). Payment can be made either by Demand Draft Cheque Credit Card / Debit Card Net Banking If any of addresses i.e. office address or residential address is a foreign address, the payment can be made only by way of demand draft payable at Mumbai.
k.	If communication Address is outside India, then the fee for processing PAN application is Rs. 962.00 [(Application fee Rs. 85.00 + Dispatch Charges Rs. 771.00) + 12.36% service tax]. Payment can be made only by Demand Draft payable at Mumbai. At present this facility is available for a select list of countries. Applicants from other countries may contact NSDL at the contact details given in point (5) below.
l.	Demand draft / cheque shall be in favour of 'NSDL – PAN'. <u>Demand draft should be payable at Mumbai and should be sent to NSDL.</u>
m.	Name of the applicant and the acknowledgment number should be mentioned on the reverse of the demand draft / cheque.
n.	Applicants making payment by cheque shall deposit a local cheque (drawn on any bank) with any HDFC Bank branch across the country (except Dahej). The applicant shall mention NSDL-PAN on the deposit slip.
o.	Credit card / Debit card / Net banking payment – Persons authorised to make Credit card / Debit card / Net banking payment are as below:

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Category of Applicant	Payment by Credit Card / Debit Card / Net Banking can be made by / for
Individual	Self, immediate family members (parents, spouse, children)
HUF	Karta of the HUF
Company	Any Director of the Company
Firm/ Limited Liability Partnership	Any Partner of the Firm
Association of Person(s) / Body of Individuals / Association of Person(s) Trust / Artificial Juridical Person / Local Authority	Authorised Signatory covered under section 140 of Income Tax Act, 1961

Applicants making credit card / debit card payment will be charged an additional surcharge of Rs. 5.00 + service tax by the bank providing payment gateway facility.

Applicants making payment through Net Banking facility will be charged an additional surcharge of Rs. 4.00 +service tax for payment gateway facility.

	On successful credit card / debit card / net banking payment, acknowledgment will be displayed. Applicant shall save and print the acknowledgment and send it to NSDL as mentioned in point 'x – Mode of Submission of Documents' below.
p.	Applicant shall select appropriate mode of payment and fill relevant details in the application.

3. ACKNOWLEDGMENT

q.	On confirmation, and in case of credit card / debit card / net banking payment (on successful payment), an acknowledgment screen will be displayed. The acknowledgment consists of: A 15-digit unique acknowledgment number Category of applicant Permanent Account Number (PAN) Name of applicant Father's Name (in case of 'Individual') Date of Birth/Incorporation/Agreement/Partnership or Trust Deed/Formation of Body of Individuals/Association of Persons Address for Communication Space for Photograph (in case of 'Individual') Payment Details Space for Signature Details of Proof of Identity and Address Aadhaar No. Acknowledgment will also indicate fields in which change/correction is requested.
r.	Applicant shall save and print this acknowledgment.
s.	'Individual' applicants making a "PAN Change Request Application" should affix two recent colour photographs (3.5 cm x 2.5 cm) in the space provided in the acknowledgment. The photograph should not be stapled or clipped to the acknowledgment. (The clarity of the image on PAN card will depend on the quality and clarity of the photograph affixed on the form).
t.	Signature / Left hand thumb impression should be provided across the photo affixed on the left side of the acknowledgement in such a manner that portion of signature/impression is on photo as well as on acknowledgement receipt.
u.	The signature should not be on the photograph affixed on right side of the acknowledgement. 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.
v.	Signature / left thumb impression should only be within the box provided in the

	acknowledgment. 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.
w.	Thumb impression, if used, should be attested by a Magistrate or a Notary Public or Gazetted Officer, under official seal and stamp.

4. MODE OF SUBMISSION OF DOCUMENTS

x.	The acknowledgment duly signed, affixed with photographs (in case of 'Individuals') along with demand draft/cheque, if any, proof of existing PAN, proof of identity & address as specified in the application along with any other relevant proof as specified (in Item No.IV – Documents to be submitted along with the application) is to be sent to NSDL at 'National Securities Depository Limited, 3rd floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune – 411045'.
y.	In case, AADHAAR is mentioned in the application then the copy of AADHAAR allotment letter should also be enclosed along with the acknowledgment
z.	Superscribe the envelope with 'APPLICATION FOR PAN CHANGE REQUEST-Acknowledgment Number' (e.g. 'APPLICATION FOR PAN CHANGE REQUEST-881010200000097').
aa.	Your acknowledgment, demand draft/cheque, if any, and proofs, should reach NSDL within 15 days from the date of online application.
bb.	Applications received with demand draft or cheque as mode of payment shall be processed only on receipt of relevant proofs and realisation of payment.
cc.	Applications received with credit card / debit card / net banking as mode of payment shall be processed on receipt of relevant documents (acknowledgment and proofs).

5. CONTACT US

dd.	For more information Call TIN Call Centre at 020 – 27218080 Fax: 020-27218081 E-mail us at: tininfo@nsdl.co.in SMS NSDL PAN < space > Acknowledgement No. & send to 57575 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 – 411045
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Instructions for online Application for Reprint of PAN Card

- Form to be filled in English only.
- Fields marked by asterisk (*) are mandatory.
- Mention 10 digit PAN correctly.
- Please do not tick check boxes on the left of the form, if only new PAN card is required. For any change/correction in PAN data, check box in front of the relevant field where change is required should be selected.

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Relevant date for different category of applicants is:

- 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.

5. Gender

This field is mandatory for Individuals.

6. Photo Mismatch

Individuals issued a PAN card with some other person's photograph will select the box on the left margin.

The original PAN card with wrong photograph is to be enclosed with the acknowledgment.

7. Signature Mismatch

Individuals issued a PAN card with some other person's signature will select the box on the left margin.

The original PAN card with wrong signature is to be enclosed with the acknowledgment.

8. Address for Communication

- Please select either 'Residential' or 'Office' address as the address for communication.
- Individual / HUF / Body of Individuals / Association of Persons / Artificial Juridical Person applicants may provide either of the residential or office address as Address for communication.
- In case of Company/Firm/LLP/Trust/Government/Local Authority, office address is mandatory.
- If Address for Communication is selected as 'Office', Office Name and Address is mandatory.
- Out of first four address fields, applicant must fill up at least two fields.
- Town/City/District, State/Union Territory and PIN are mandatory.
- If the applicant wants to enter foreign address, option for "outside India" should be selected from the drop down list in the field of "State/Union Territory".
- Further, applicant should select the name of the country and enter the ZIP code as applicable.

9. 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 to be provided in the relevant fields.

10. Telephone Number and e-mail ID

Telephone number should include country code(ISD code) and STD code or Mobile No. should include Country code(ISD Code).

For example

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.

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.

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).

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.

Application status updates are sent using the SMS facility on the mobile numbers mentioned in the application form (applicable only for Indian mobile numbers).

It is suggested that applicants mention their telephone number so that they can be contacted in case of any discrepancy in the application form.

Applicants must provide their valid e-mail ID for receiving PAN through e-mail.

11. AADHAAR number (in case of 'Individual' citizen of India)

AADHAAR number, if allotted, has to be quoted (supported by copy of AADHAAR letter/card).

12. Mention other Permanent Account Numbers (PANs) inadvertently allotted to you

All PAN(s) inadvertently allotted should be mentioned and the corresponding PAN card(s), if any, to be submitted for cancellation along with the acknowledgment. PAN to be cancelled should not be same as PAN (the one currently used) mentioned at the top of the form.

13. Signature / Thumb impression

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.

It is mandatory to provide Verifier's name, Verifier capacity and verifier place in the application.

Documents to be Submitted Along with the Application

Proof of Identity and Address

- Documents which are acceptable as proof of identity and address are mentioned in detailed instructions for documents to be submitted.
- Proof of Identity and address must be in the full expanded name of the applicant as mentioned in the application form.
- 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.
- Proof of address in the name of spouse/parents/sibling etc will not be accepted as valid proof of address.
- Proof of Address is required for the address mentioned in "Address for communication" in item no.7.
- If item no.8 is ticked & filled in, proof of address mentioned therein is also required.

Proof of PAN

- 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
- Proof of PAN is also required in case of cancellation request for any PAN, i.e., for any PAN mentioned in

Item No. 10

- Proof of PAN can be one of the following only:
 - 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.

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.

Proof for Change Requested

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:

- 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:
- For married ladies – change of name on account of marriage – marriage certificate, marriage invitation card, publication of 'name-change' in gazette, a certificate from a gazetted officer stating name change, copy of passport showing husband's name.
- For individual applicants other than married ladies – publication of 'name-change' in gazette, a certificate from a gazetted officer stating name change.
- 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.
- 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.

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.

Documents to be Submitted for online Application for Reprint of PAN Card

For Individuals

1. Citizen of India located in India at the Time of Application for PAN

Proof of Identity

Copy of any of the following:

- School leaving certificate
- Matriculation certificate

- Degree of a recognised educational institution
- Depository account statement
- Credit card statement
- Bank account statement/ bank pass book
- Water bill
- Ration card
- Property tax assessment order
- Passport
- Voters Identity Card
- Driving License
- Certificate of identity signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or Gazetted Officer.

Proof of AddressCopy of any of the following:

- Electricity bill*
- Telephone bill*
- Depository account statement*
- Credit card statement*
- Bank account statement/bank pass book*
- Rent receipt*
- Employer certificate*
- Passport
- Voters Identity card
- Property tax assessment order
- Driving License
- Ration card
- Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or Gazetted Officer.

* documents submitted as proof of address for serial numbers 1 to 7 should not be more than six months old from the date of application.

2. Citizen of India Located Outside India at the Time of Application for PAN

Proof of Identity

Copy of Passport

Proof of Address

Copy of any of the following

• <u>Copy of passport</u> • <u>Copy of bank account statement in country of residence</u> • <u>Copy of NRE bank account statement **</u>	
	<u>3. Foreign Citizen Located in India at the Time of Application for PANProof of Identity</u> <u>Copy of any of the following</u>
• <u>Copy of passport</u> • <u>Copy of Person of Indian Origin (PIO) card issued by Government of India</u>	
	<u>Proof of Address</u> <u>Copy of any of the following</u>
• <u>Copy of passport</u> • <u>Copy of bank account statement in India</u> • <u>Residential permit issued by the State Police Authorities</u> • <u>Registration certificate issued by the Foreigner's Registration Officer</u> • <u>Copy of Person of Indian Origin(PIO) card issued by Government of India</u> • <u>Copy of NRE bank account statement**</u>	
	<u>4. Foreign Citizen Located Outside India at the Time of Application for PANProof of Identity</u>
• <u>Copy of passport</u> • <u>Copy of other National ID attested by Indian Embassy/Consulate/High Commission/Apostille</u> • <u>Copy of Person of Indian Origin(PIO)card issued by Government of India</u>	
	<u>Proof of Address</u> <u>Copy of any of the following</u>
• <u>Copy of passport</u> • <u>Copy of other National ID attested by Indian Embassy/Consulate/High Commission/Apostille</u> • <u>Copy of bank account statement in country of residence, duly attested by Indian Embassy/High Commission/Consulate/Apostille in the country where applicant is located</u> • <u>Copy of Person of Indian Origin (PIO) card issued by Government of India</u> • <u>Copy of NRE bank account statement**</u>	
	○ <u>** showing at least two customer induced transactions in last six months</u> ○ <u>period and duly attested by Indian Embassy / Consular office / Highcommission or</u> ○ <u>Apostille or by the manager of the bank in which the account is held. The applicant may be a joint holder.</u>
	<u>For Categories other than Individuals</u> <u>i.e. Firm, BOI, HUF, AOP, AOP(Trust), Local Authority, Company, Artificial Juridical Person</u> <u>1. Having Office of their Own in India</u>

Proof of Identity and Address

- HUF : Any document prescribed in the case of individuals in respect of Karta of the HUF.
- Company : Copy of Certificate of Registration issued by Registrar of Companies.
- Firms : Copy of Certificate of Registration issued by Registrar of Firms or Copy of Partnership Deed.
- AOP (Trusts) : Copy of Trust Deed or Copy of Certificate of Registration issued by Charity Commissioner.
- AOP/BOI/Local Authority/Artificial Juridical Person : Copy of Agreement or Copy of Certificate of Registration 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.

2. Having No Office of their Own in India

Proof of Identity and Address

Copy of any of the following

- Copy of registration certificate of the respective country duly attested by Indian Embassy/ Consulate/ High Commission/ Apostille in the country where applicant is located.
- Copy of certificate of registration with the competent authority in India.
- Copy of approval issued by the competent authority in India.
- Copy of the accompanying documents alongwith the approval issued by competent authority in India.
- Copy of the application (duly acknowledged) made by the applicant before the competent authority in India.

*This document can be provided only if applicant mentions an address in India in the PAN application.

Do's and Don'ts for online Application for Reprint of PAN Card

Do's

- Do use form Request for New PAN Card Or/ And Changes Or Correction in PAN Data for reprint of PAN card or for making changes/correction in PAN data.
- Do fill the application in block letters in English and preferably with black ink.
- Do paste a recent colour photograph (size 3.5 cm X 2.5 cm).
- Do provide the signature within the box.
- Do mention correct PAN.
- 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.
- Do attach Proof of Identity (POI) and Proof of Address (POA) as per Rule 114 (4) of Income Tax Rules, 1962.
- Do make sure that, the Name mentioned in application matches exactly with name mentioned in POI and (POA).

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- Do tick the column where change is required.
 - Do provide proof to support the requested change.
 - Do write the complete postal address in the application with landmark.
 - Do mention correct pin code in the address field.
 - Do mention telephone number / e mail id.
 - Do attach proof of PAN (copy of PAN card or PAN allotment letter issued by Income Tax Department, if any.) with the application.

Don'ts

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- Do not overwrite or make corrections by canceling any data in the application.
 - Do not pin or staple the photograph.
 - Do not sign across the box (i.e. signature should not be spread outside the box).
 - Do not provide POI and POA which is not in the name of applicant.
 - Do not write any details (date, designation, rank, etc.) along with the signature in the box. Do not mention Husband's name in the Father's Name column.
 - Do not abbreviate your name or do not use initials.

For further assistance :

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- Call TIN Call Centre at 020 – 27218080
 - e-mail us at: tininfo@nsdl.co.in
 - For tracking the Status of application log on to <https://tin.tin.nsdl.com/pan/index.html>
 - Write to: National Securities Depository Limited, 3rd floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner Pune – 411045
 - SMS NSDLPAN <space> Acknowledgment No. & send to 57575 to obtain application status.