

CHANGE IN PROCEDURE FOR PAN ALLOTMENT

Circular

The Subsequent to notification S. No. 3794(E) dated 23.12.2013, the Procedure of PAN Allotment & application fees process, will undergo the following changes w.e.f. 03.02.2014.:

1. The fee for processing a PAN application shall be Rs. 105/- (inclusive of all taxes).
2. From the date of effect onwards, every PAN applicant has to submit self-attested copies of proof of Identity (POI), Proof of Address (POA) and Date of Birth (DOB) documents and also produce original documents of such POI/ POA/ DOB documents for verification at the counter of PAN facilitation centers and instruction are given in list of documents of Form 49A/ 49AA.
3. The copies of POI, POA and DOB documents attached with PAN application form, will be verified vis a vis their original documents at the time of submission of PAN application at PAN facilitation Centers.
4. Original documents shall not be retained by the PAN facilitation Centers and will be returned back to the applicant after verification.