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

### Form No. 49A Application for Allotment of Permanent Account Number [In the case of Indian Citizens/Indian Companies/Entities incorporated in India/ Unincorporated entities formed in India]

Under section 139A of the Income Tax act, 1961
To avoid mistake (s), please follow the accompanying instructions and examples before filling up the form

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

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11 Registration Number (for company, firms, LLPs	etc.)														
12 Please mention your AADHAAR number (if allott	ted)														
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14 Representative Assessee (RA)															
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Town / City / District															
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15 Documents submitted as Proof of Identity (POI),	Proof of	Address _	(POA)	and P	roof c	of Date	of B	irth (	(DOB)				_		
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as proof of address and			as p	oof of	date c	of birth.									
[Please refer to the instructions (as specified in Rul	le 114 of I	.T. Rules	, 1962)	for list	of ma	andator	y cer	tified	docur	ments t	o be	subm	itted	as ap	plicable]
[Annexure A, Annexure B & Annexure C are to be use	ed whereve	r applica	ble]												
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## **INSTRUCTIONS FOR FILLING FORM 49A**

- Form to be filled legibly in BLOCK LETTERS and preferably in **BLACK INK.** Form should be filled in English only.

- Form to be filled legibly in BLOCK LETTERS and preferably in BLACK INK. Form should be filled in English only.

  Each box, wherever provided, should contain only one character (alphabet/number/ punctuation sign) leaving a blank box after each word.

  Individual' applicants should affix two recent colour photographs with white background (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 left side of the form. 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.

  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 form. If there is any mark on this photograph such that it hinders the clear visibility of the face of the applicant, the applicant, the application will not be accepted.

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

  AC code (Area Code, AC) Type, Range Code and AC) Number) of the Jurisdictional Assessing Officer must be filled up by the applicant. These details can be obtained from the Income Tax Office Or IT PAN Service

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Where '91' is the country code of India

2. 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. (3) Application status updates are sent using the SMS facility on the mobile numbers mentioned in the application form.

#### 10. Status of Applicant

This field is mandatory for all categories of applicants. In case of 'Limited Liability Partnership' the PAN will be allotted in 'Firm' status.

#### 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. In case of a citizen of India AADHAAR number, if allotted, has to be quoted (Supported by copy of AADHAAR Letter/Card)

13. Source of Income: It is mandatory to indicate at least one of the sources of incomes, as mentioned in the form. In case, the income from Business/Profession is selected by the applicant then an appropriate business/profession code should be mentioned. Please refer the table given below to select the business/profession code:

Co	ode Business/Profession	Code	Business/Profession
	1 Medical Profession and Business	11	Films, TV and such other entertainment
	2 Engineering	12	Information Technology
	3 Architecture	13	Builders and Developers
	4 Chartered Accountant/Accountancy	14	Members of Stock Exchange, Share Brokers and Sub-Brokers
-	5 Interior Decoration	15	Performing Arts and 'Yatra'
	6 Technical Consultancy	16	Operation of Ships, Hovercraft, Aircrafts or Helicopters
	7 Company Secretary	17	Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles
	8 Legal Practitioner and Solicitors	18	Ownership of Horses or Jockeys
	9 Government Contractors	19	Cinema Halls and other Theaters
1	10 Insurance Agency	20	Others

#### 14. Name and address of Representative Assessee

Section 160 of income Tax Act, 1961 provides that any 'specified person' (assessee) can be represented through Representative Assessee. Therefore this column should be filled in by representative assessee only as specified in Section 160 of the Income-Tax Act, 1961, such as, an agent of the non resident, guardian or manager of a minor, lunatic or idiot, Court of Wards, Administrator General, Official Trustee, receiver, manager, trustee of a Trust including Wakf. This field will contain particulars of Representative Assessee. This field is mandatory if applicant is minor, deceased, idiot, lunatic or mentally retarded. Column 1 to 13 will contain details of person on whose behalf this application is submitted.

Proof of Identity and proof of address are also required for representative assessee.

#### 15. Proof of Identity and Proof of Address and Proof of Date of Birth

It is **mandatory** to attach proof of identity, proof of address and proof of date of birth with PAN application. **Documents should be in the name of applicant.** List of documents which will serve as proof of identity, address and date of birth for each status of applicant is as given below: \*\*

which while serve as proof of identity, address and date of birth of each status of applicant as given below.

\*\*Document acceptable as proof of identity, address and date of birth as per Rule 114 (4) of Income Tax Rules, 1962

1. For Individual and HUF: (A) Proof of Identity:--I>Copy of a> Elector's photo identity card Or b> Ration card having photograph of the applicant Or c> Passport Or d> Driving license Or e> Arm's license Or f> AADHAAR card issued by the Unique Identification Authority of India Or g> Photo identity card issued by the Cental Government or a State Government or a Public Sector Undertaking Or h> Pensioner Card having photograph of the applicant Or i> Central Government Health Scheme Card or Exservicemen Contributory Health Scheme photo card Or II> Proof of Identity (Original) a> Certificate of identity in original signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted officer as the case may be; Or b> Bank certificate in original on letter head from the branch (alongwith name & stamp of the issuing officer) containing duly attested photograph and bank account number of applicant.

In case of a person being a minor, proof of identity, address of the parents or guardian of such minor shall be deemed to be the proof of identity and address.
 2. For HUF an affidavit by the Karta of Hindu Undivided Family stating name, father's name and address of all the coparceners on the date of application and documents for identity, address/date of birth in the name of karta of HUF is required as proof of identity, address and date of birth.

| C ) Proof of Date of Birth: Copy of:-a>Birth certificate issued by the Municipal Authority or any office authorised to issue Birth and Death Certificate by the Registrar of Birth and Deaths or the Indian Consulate as defined in clause (d) of sub section(1) of section 2 of the Citizenship Act, 1955(57 of 1955); or b> Pension Payment order; or c> Marriage certificate issued by Registrar of Marriages or d> Matriculation certificate or marksheet of recognized board; or c> Passport or f> Driving License or g> Domicile certificate issued by the Government or h> Adhaar Card by Unique Identification Authority of India or I>Elector's Photo Identity Card or j> Photo Identity Card issued by Central Government or State Government or central public section undertaking or k> Central government Health Service Scheme photo card or Ex-servicemen Contributory Health Scheme photo card or I> Affidavit sworn before a magistrate stating the date of birth.

#### Other than Individuals and HUF

1	Company	Copy of Certificate of Registration issued by the Registrar of Companies
2	Partnership Firm	a>Copy of Certificate of Registration issued by the Registrar of Firms or b> Copy of partnership deed
3	Limited Liability Partnership	Copy of Certificate of Registration issued by the Registrar of LLPs
4	Association of Persons (Trust)	a> Copy of trust deed Or b> copy of certificate of registration number issued by Charity Commissioner
5	Association of Persons, Body of individuals, Local Authority, or Artificial Juridical Person	a>Copy of Agreement Or b> Copy of certificate of registration number issued by Charity Commissioner or registrar of co-operative society or any other competent authority. Or c> Any other document originating from any Central Government or State Government Department establishing identity and address of such person.

#### Signature /Thumb impression:

Application must be signed by (i) applicant Or (ii) Karta in case of HUF Or (iii) Director of a Company Or (iv) Authorized 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. Applications not signed in the given manner and in the space provided are liable to be rejected.

#### GENERAL INFORMANTION FOR PAN APPLICANTS

- $Applicants\ may\ obtain\ the\ application\ for\ PAN\ (Form\ 49A)\ from\ any\ IT\ PAN\ Service\ centers\ (managed\ by\ UTIITSL)\ or\ any\ other\ stationery\ vendor\ providing\ such forms\ or\ freely\ downloaded\ from\ the\ Income\ Tax\ Department\ website\ \underline{www.incometaxindia.gov.in}/UTIITSL\ website\ (\underline{http://www.utiitsl.com}).$
- The fee for processing PAN application is ₹ 107/- (including service tax). In case, the PAN card is to be dispatched outside India then additional dispatch charge of ₹882/- will have to be paid by applicant.
- 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 acknowledgement containing a 9 digit unique number on acceptance of this form. This acknowledgement number can be used for tracking the status of the application.

ACKNOWLEDGEMENT								
Received ₹ 107/-(inclusive of applicable taxes)- With thanks from Shri/Smt./Kum/M/s								
Application Form 49A Sr. no.								
Date of Receipt								
Processing Fee Coupon no.								

Service-Tax Regn. no.: (AAACU4411CST002)

PAN Service Center Code :-

PAN Service Center Name :-

Authorized Signatory (With date stamp)

For knowing the PAN you may visit our website: http://www.utiitsl.com. Any guery / correspondence in this connection may be addressed by quoting the Application number/ processing fee Coupon Number to the addresses given below

Navi Mumbai
UTI Infrastructure Technology & Services Ltd P.B. NO 20, Plot no 3, Sector-11 CBD-Belapur, Navi Mumbai-400614 Telephone: (022) 67931300
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