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]


To avoid mistake(s), please follow the accompanying instructions and examples before filling up the form

### Assessing officer (AO code)

<table>
<thead>
<tr>
<th>Area code</th>
<th>AO type</th>
<th>Range code</th>
<th>AO No.</th>
</tr>
</thead>
</table>

Sir,

I/We hereby request that a permanent account number be allotted to me/us.

I/We give below necessary particulars:

1. **Full Name** (Full expanded name to be mentioned as appearing in proof of identity/address documents: initials are not permitted)
   - Please select title, as applicable: [ ] Shri [ ] Smt. [ ] Kumari [ ] M/s
   - Last Name / Surname
   - First Name
   - Middle Name

2. **Abbreviation of the above name, as you would like it, to be printed on the PAN card**

3. **Have you ever been known by any other name?**
   - Yes [x] No [ ]
   (Please tick as applicable)
   - If yes, please give that other name
     - Please select title, as applicable: [ ] Shri [ ] Smt. [ ] Kumari [ ] M/s
     - Last Name / Surname
     - First Name
     - Middle Name

4. **Gender** (for Individual applicants only)
   - Male [x] Female [ ]
   (Please tick as applicable)

5. **Date of Birth/Incorporation/Agreement/Partnership or Trust Deed/ Formation of Body of individuals or Association of Persons**

6. **Father’s Name** (Only ‘Individual’ applicants: Even married women should fill in father’s name only)
   - Last Name / Surname
   - First Name
   - Middle Name

7. **Address**
   - **Residence Address**
     - Flat/Room/ Door / Block No.
     - Name of Premises/ Building/ Village
     - Road/Street/ Lane/Post Office
     - Area / Locality / Taluka/ Sub-Division
     - Town / City / District
     - State / Union Territory
     - Pincode / Zip code
     - Country Name

   - **Office Address**
     - Name of office
     - Flat/Room/ Door / Block No.
     - Name of Premises/ Building/ Village
     - Road/Street/ Lane/Post Office
     - Area / Locality / Taluka/ Sub-Division
     - Town / City / District
<table>
<thead>
<tr>
<th><strong>8 Address for Communication</strong></th>
<th><strong>Residence</strong></th>
<th><strong>Office</strong></th>
<th>(Please tick as applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9 Telephone Number &amp; Email ID details</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Country code</strong></td>
<td><strong>Area/STD Code</strong></td>
<td><strong>Telephone / Mobile number</strong></td>
<td></td>
</tr>
<tr>
<td>Email ID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>10 Status of applicant</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please select status, as applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual</td>
<td>Hindu undivided family</td>
<td>Company</td>
<td>Partnership Firm</td>
</tr>
<tr>
<td>Trusts</td>
<td>Body of Individuals</td>
<td>Local Authority</td>
<td>Artificial Juridical Persons</td>
</tr>
<tr>
<td><strong>11 Registration Number (for company, firms, LLPs, etc.)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>12 In case of a citizen of India, then</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please mention your AADHAAR number (if allotted)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>13 Source of Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please select status, as applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>Income from Business / Profession</td>
<td>Business/Profession code</td>
<td></td>
</tr>
<tr>
<td>Income from House property</td>
<td>Capital Gains</td>
<td>Income from Other sources</td>
<td></td>
</tr>
<tr>
<td>No income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>14 Representative Assessee (RA)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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 the column 1-13.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Full Name (Full expanded name: initials are not permitted)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please select title, as applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shri</td>
<td>Smt.</td>
<td>Kumari</td>
<td>M/s</td>
</tr>
<tr>
<td>Last Name / Surname</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat/Room/ Door / Block No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Premises/ Building/ Village</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road/Street/ Lane/Post Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area / Locality / Taluka/ Sub-Division</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town / City / District</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State / Union Territory</td>
<td>Pincode</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>15 Documents submitted as Proof of Identity (POI) and Proof of Address (POA)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I/We have enclosed as proof of identity and as proof of address.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Please refer to the instructions (as specified in Rule 114 of I.T. Rules, 1962) for list of mandatory certified documents to be submitted as applicable]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>16 I/We , the applicant, in the capacity of</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>do hereby declare that what is stated above is true to the best of my/our information and belief.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Signature / Left Thumb impression of Applicant (inside the box)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR FILLING FORM 49A

(a) Form to be filled legibly in BLOCK LETTERS and preferably in BLACK INK. Form should be filled in English 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 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 form.

(d) 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.

(e) 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 application will not be accepted.

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

(g) AO code (Area Code, AO Type, Range Code and AO Number) of the Jurisdictional Assessing Officer must be filled up by the applicant. These details can be obtained from the Income Tax Office or PAN Centre or websites of PAN Service Providers on www.utiitsl.com or www.tin-nsdl.com.

(h) Guidelines for filling the Form 49A:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Details</th>
<th>Guidelines for filling the form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full Name</td>
<td>Please select appropriate title. Do not use abbreviations in the First and the Last name/Surname. For example RAVIKANT should be written as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Name/ Surname</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Middle Name</td>
</tr>
</tbody>
</table>

For example SURESH SARDA should be written as:

<table>
<thead>
<tr>
<th>Last Name/ Surname</th>
<th>S A R D A</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>S U R E S H</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
</tbody>
</table>

For example POONAM RAVI NARAYAN should be written as:

<table>
<thead>
<tr>
<th>Last Name/ Surname</th>
<th>N A R A Y A N</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>P O O N A M</td>
</tr>
<tr>
<td>Middle Name</td>
<td>R A V I</td>
</tr>
</tbody>
</table>

For example SATYAM VENKAT M. K. RAO should be written as:

<table>
<thead>
<tr>
<th>Last Name/ Surname</th>
<th>R A O</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>S A T Y A M</td>
</tr>
<tr>
<td>Middle Name</td>
<td>V E N K A T M K</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>2</td>
<td><strong>Abbreviation of the full name to be printed on the PAN card</strong></td>
</tr>
<tr>
<td></td>
<td><strong>SATYAM VENKAT M. K. RAO</strong> which is written in the Name field as:</td>
</tr>
<tr>
<td>Last Name/ Surname</td>
<td>R A O</td>
</tr>
<tr>
<td>First Name</td>
<td>S A T Y A M</td>
</tr>
<tr>
<td>Middle Name</td>
<td>V E N K A T M K</td>
</tr>
<tr>
<td></td>
<td>Can be written as in ‘Name to be printed on the PAN Card’ column as</td>
</tr>
<tr>
<td></td>
<td>SATYAM VENKAT M. K. RAO or</td>
</tr>
<tr>
<td></td>
<td>S. V. M. K. RAO or</td>
</tr>
<tr>
<td></td>
<td>SATYAM V. M. K. RAO</td>
</tr>
<tr>
<td>3</td>
<td><strong>Have you ever been known by any other name?</strong></td>
</tr>
<tr>
<td>4</td>
<td><strong>Gender</strong></td>
</tr>
<tr>
<td>5</td>
<td><strong>Date of Birth/Incorporation/ Agreement/ Partnership or Trust Deed/Formation of Body of</strong></td>
</tr>
<tr>
<td></td>
<td>D D M M Y Y Y Y</td>
</tr>
<tr>
<td></td>
<td>0 2 0 8 1 9 7 5</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| **Individuals/ Association of Persons** | Relevant date for different categories of applicants is:  
Individual: Actual Date of Birth; Company: Date of Incorporation;  
Association of Persons: Date of formation/creation; Trusts: Date of creation of Trust Deed; 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. |   |
| 6 | Father’s Name | Applicable to Individuals only. Instructions in Item No.1 with respect to name apply here. Married woman applicant should give father’s name and not husband’s name. |
| 7 | Address - Residence and office | **R - Residence Address:**  
For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants should leave this field blank.  
**O - Office Address:**  
(1) Name of Office and address to be mentioned in case of individuals having source of income as salary or Business/profession[Item No.13].  
(2) In case of Firm, LLP, Company, Local Authority and Trust, name of office and complete address of office is mandatory.  
For all categories of applicants, it is necessary to mention complete address and the details of Town/City/District, State/Union Territory, and PINCODE are mandatory.  
In case, a foreign address is provided then it is mandatory to provide Country Name along with ZIP Code of the country. |
| 8 | Address for communication | Individuals/HUFs/AOP/BOI/AJP may indicate either ‘Residence’ or ‘Office’ and other applicants should necessarily indicate ‘Office’ as the Address for Communication.  
All communication will be sent at the address indicated in this field. |
| 9 | Telephone Number and E-mail ID | (1) Telephone number should include country code(ISD code) and STD code or Mobile No. should include Country code(ISD Code).  
For example:  
(i) Telephone number 23555705 of Delhi should be written as  
\[
\begin{array}{c|c|c|c|c|c|c|c|c|c}
\text{Country code} & \text{STD Code} & \text{Telephone Number / Mobile number} \\
\hline
9 & 1 & 1 & 1 & 2 & 3 & 5 & 5 & 7 & 0 & 5 \\
\end{array}
\]
Where ‘91’ is the country code of India and 11 is the STD Code of Delhi.  
(ii) Mobile number 9102511111 of India should be written as  
\[
\begin{array}{c|c|c|c|c|c|c|c|c|c}
\text{Country code} & \text{STD Code} & \text{Telephone Number / Mobile number} \\
\hline
9 & 1 & 1 & 1 & 1 & 1 & 1 & 1 & 1 & 1 \\
\end{array}
\]
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 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. |
### Table: Business/Profession Code

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

### 14 Name and address of Representative Assessee

Section 160 of Income Tax Act, 1961 provides that any 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 the 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 is also required for representative assessee.

### 15 Proof of Identity and Proof of Address documents

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

#### Document acceptable as proof of identity and address as per Rule 114 of Income Tax Rules, 1962

**For Individuals and HUF**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Proof of Identity (Copy of)</th>
<th>Proof of address (copy of)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School Leaving Certificate</td>
<td>Electricity Bill^</td>
</tr>
<tr>
<td>2</td>
<td>Matriculation Certificate</td>
<td>Telephone Bill^</td>
</tr>
<tr>
<td>3</td>
<td>Degree of recognised educational institution</td>
<td>Employer Certificate^</td>
</tr>
<tr>
<td>4</td>
<td>Depository Account Statement</td>
<td>Depository Account Statement^</td>
</tr>
<tr>
<td>5</td>
<td>Bank Account Statement / Passbook</td>
<td>Bank Account Statement / Passbook^</td>
</tr>
<tr>
<td>6</td>
<td>Credit Card</td>
<td>Credit Card Statement^</td>
</tr>
<tr>
<td>7</td>
<td>Water Bill</td>
<td>Rent Receipt^</td>
</tr>
<tr>
<td>8</td>
<td>Ration Card</td>
<td>Ration Card</td>
</tr>
<tr>
<td>9</td>
<td>Property Tax Assessment Order</td>
<td>Property Tax Assessment Order</td>
</tr>
<tr>
<td>10</td>
<td>Passport</td>
<td>Passport</td>
</tr>
<tr>
<td>11</td>
<td>Voter Identity Card</td>
<td>Voter Identity Card</td>
</tr>
<tr>
<td>12</td>
<td>Driving License</td>
<td>Driving License</td>
</tr>
<tr>
<td>13</td>
<td>Certificate of identity signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.</td>
<td>Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.</td>
</tr>
</tbody>
</table>

**Note:**

1. 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.

2. For HUF, an affidavit made by the Karta of Hindu Undivided Family stating name, father's name and address of all the coparceners on the date of application and copy of any of the above documents in the name of Karta of HUF is required.

**For Other than Individuals and HUF**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Proof of Registration issued by the Registrar of Companies (copy of)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Company</td>
</tr>
<tr>
<td>2</td>
<td>Partnership Firm</td>
</tr>
<tr>
<td>3</td>
<td>Limited Liability Partnership</td>
</tr>
</tbody>
</table>

Note:

1. Proof of Address is required for residence address mentioned in item no. 7.

2. In case of an Indian citizen residing outside India, copy of Bank Account Statement in country of residence or copy of Non-resident External(NRE) bank account statements.
GENERAL INFORMATION FOR PAN APPLICANTS

(a) Applicants may obtain the application form for PAN (Form 49A) from any IT PAN Service Centres (managed by UTIITSL) or TIN-Facilitation Centres (TIN-FCs)/PAN Centres (managed by NSDL), or any other stationery vendor providing such forms or download from the Income Tax Department website (www.incometaxindia.gov.in)/UTIITSL website (www.utiitsl.com)/NSDL website (www.tin-nsdl.com).

(b) The fee for processing PAN application is Rs. 85/- (plus service tax, as applicable). In case, the PAN card is to be dispatched outside India then additional dispatch charge of Rs 850 will have to be paid by applicant.

(c) 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.

(d) Applicant will receive an acknowledgment containing a unique number on acceptance of this form. This acknowledgment number can be used for tracking the status of the application.

(e) For more information / Application status enquiry contact:

<table>
<thead>
<tr>
<th>Income-tax Department</th>
<th>NSDL</th>
<th>UTIITSL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call Center</strong></td>
<td>0124-2438000</td>
<td>020-27218080</td>
</tr>
<tr>
<td><strong>Email ID</strong></td>
<td><a href="mailto:tininfo@nsdl.co.in">tininfo@nsdl.co.in</a></td>
<td><a href="mailto:utiitsl.gsd@utiitsl.com">utiitsl.gsd@utiitsl.com</a></td>
</tr>
<tr>
<td><strong>SMS</strong></td>
<td>SMS NSDL PAN&lt;space&gt;Acknowledgement No. &amp; send to 57575 to obtain application status.</td>
<td></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>INCOME TAX PAN SERVICES UNIT (Managed by National Securities Depository Limited), 3rd Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411 045.</td>
<td>IT PAN Service Centres (managed by UTIITSL) PB no 20, Plot no 3, Sector - 11, CBD- Belapur – Navi Mumbai 400614</td>
</tr>
</tbody>
</table>