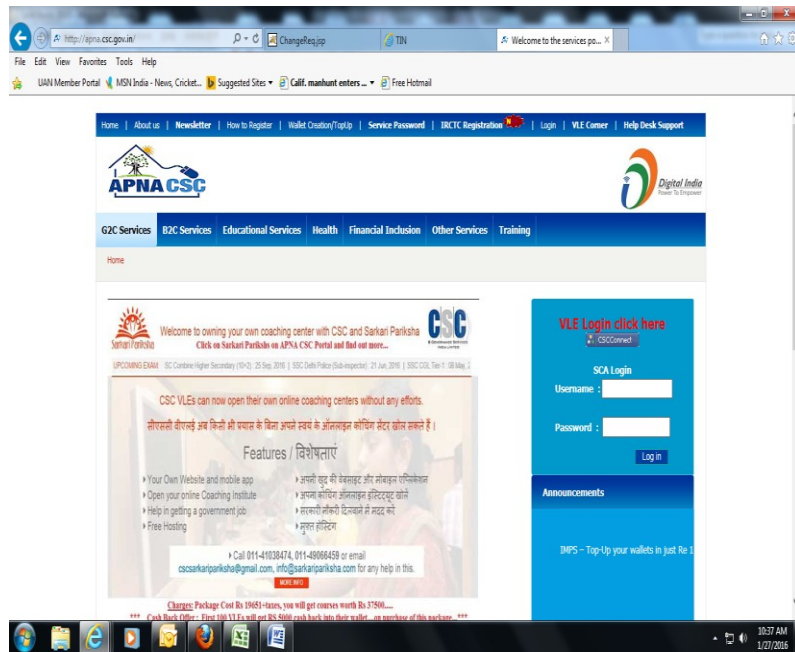


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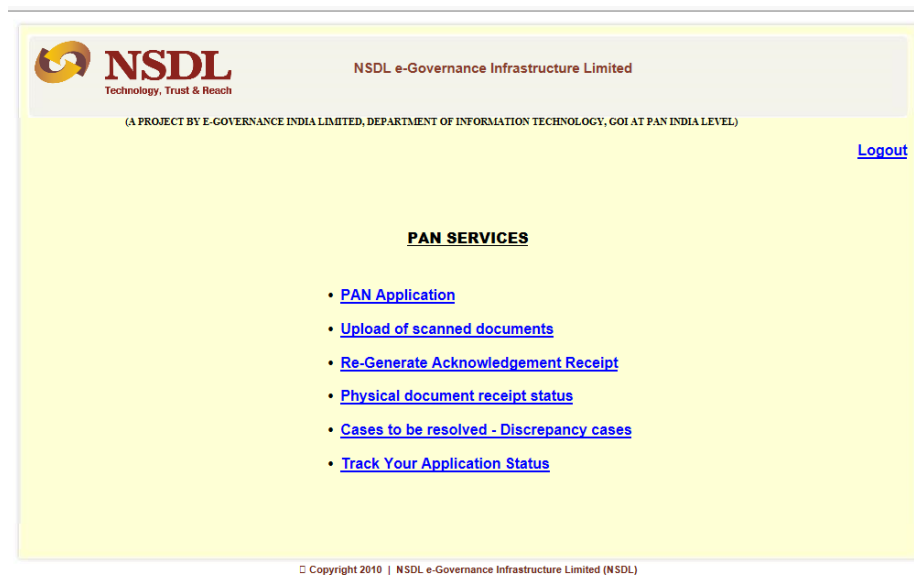
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1. Process :

- a. CSC portal would have two separate hyperlinks of NSDL e-Gov & UTIITSL. VLEs desirous of making an online new PAN and PAN change request application may select either of the links of its choice.



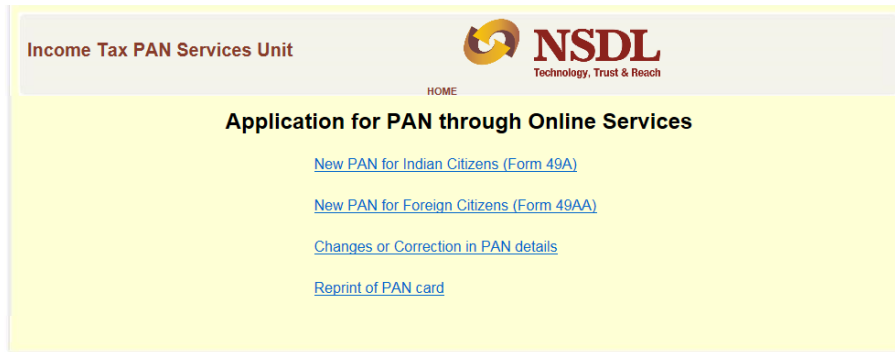
- b. On selecting NSDL e-Gov services, below options will get displayed:



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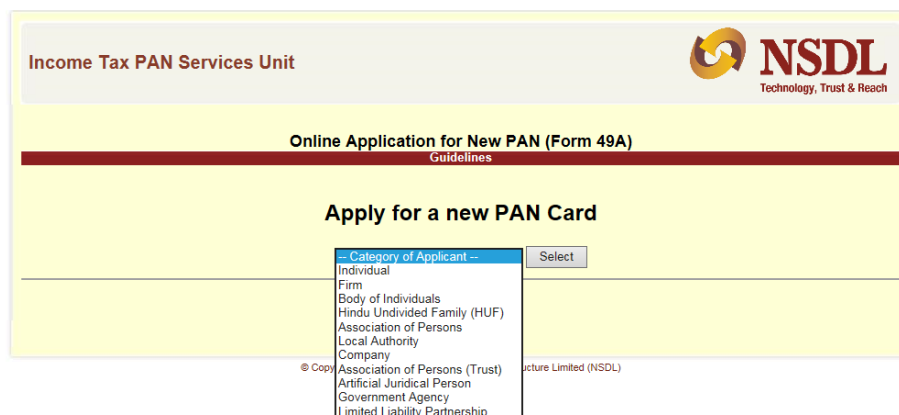
PAN application –

a. On selecting 'PAN application', below screen will get displayed to the user:



1. **'Form 49A'** to be used for new PAN application for Indian Citizen.
2. **'Form 49AA'** to be used for new PAN application for Foreign Citizen.
3. **'Changes or Correction in PAN data'** to be used to update details in existing PAN.
4. **'Re-print of PAN card'** to be used for print PAN card with existing details (no change in existing PAN details).

b. On selecting any of the above form, below screen will get displayed to the user for 'Category selection'.



c. In case of 49A, 49AA, the user has to select AO code as shown in below screen given by the applicant in the application form:

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Form No. 49
Application for Allotment of Permanent Account Number
Under Section 139A of the Income Tax Act, 1961
Fields marked with * (asterisk) are mandatory. To avoid mistakes, please refer guidelines and instructions.

If you are a Defence Personnel select the appropriate category: Army Air Force
Other Individuals Don't know AO details?
For Non International Taxation AO details [Click here](#)
For International Taxation AO details [Click here](#)

* Area Code: [] AO Type: [] Range Code: [] AO Number: []

Sir,
I/We hereby request that a permanent account number be allotted to me/us.
I/We give below necessary particulars:

* 1. Full Name (Initials are not permitted in first and last name. Applicant's proof of identity, proof of address and proof of date of birth should contain the exact name mentioned in this field)
Please select Title: Shri/Mr Smt./Mrs. Kumari/Ms M/s
Last Name/Surname: [] First Name: [] Middle Name: []

* 2. Name you would like printed on the card (Prefix like Shri, Smt, Kumari, Late, Dr, CA, Ms, Mr, Mrs, M/s, Alias etc. are not allowed)
Please enter name to be printed on card: []

3. Have you ever been known by any other name? Yes No

* 4. Gender: Male Female

* 5. Date of Birth/Incorporation/Agreement/Partnership or Trust Deed/Formation of Body of Individuals/Association of Persons
DD: [] MM: [] YYYY: []

* 6. Father's Name (Even married women should give father's name only. Prefix like Shri, Smt, Kumari, Late, Dr, CA, Ms, Mr, Mrs, M/s, Alias etc. are not allowed)
Last Name/Surname: [] First Name: [] Middle Name: []

* 7. Address
(R) Residential Address: [] (O) Office Address: []

- d. The user has to fill the online application as per details given in the application form submitted by applicant.
- e. For any error committed by the user (e.g. mandatory field left blank) while filling the online form, application will show the error description as shown in below screen shot in red color. The same needs to be rectified by the user and has to click the “Submit” button.

Form No. 49A
Application for Allotment of Permanent Account Number
Under Section 139A of the Income Tax Act, 1961
Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.

Please rectify the errors marked in red
Please enter Area code
Please enter AO Type
Please enter Range Code

If you are a Defence Personnel select the appropriate category: Army Air Force
Other Individuals Don't know AO details?
For Non International Taxation AO details [Click here](#)
For International Taxation AO details [Click here](#)

* Area Code: [] AO Type: [] Range Code: [] AO Number: []

Sir,
I/We hereby request that a permanent account number be allotted to me/us.
I/We give below necessary particulars:

* 1. Full Name (Initials are not permitted in first and last name. Applicant's proof of identity, proof of address and proof of date of birth should contain the exact name mentioned in this field)
Please select Title: Shri/Mr Smt./Mrs. Kumari/Ms M/s
Please enter Last Name/Surname: [] First Name: [] Middle Name: []

* 2. Name you would like printed on the card (Prefix like Shri, Smt, Kumari, Late, Dr, CA, Ms, Mr, Mrs, M/s, Alias etc. are not allowed)
Please enter name to be printed on card: []

3. Have you ever been known by any other name? Yes No

* 4. Gender: Male Female

* 5. Date of Birth/Incorporation/Agreement/Partnership or Trust Deed/Formation of Body of Individuals/Association of Persons
DD: [] MM: [] YYYY: []

* 6. Father's Name (Even married women should give father's name only. Prefix like Shri, Smt, Kumari, Late, Dr, CA, Ms, Mr, Mrs, M/s, Alias etc. are not allowed)
Please enter Last Name/Surname: [] First Name: [] Middle Name: []

* 7. Address
(R) Residential Address: [] (O) Office Address: []

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- f. On successful submission of application form, ‘**Confirmation page**’ will get displayed.

| Form No. 45A Application for Allotment of Permanent Account Number (Under Section 139A of the Income Tax Act, 1961) To avoid mistakes, please refer instructions and cautions | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------|-----------------------------------------------------|
| Please verify the completed application form and confirm. | | | |
| Area Code | AO Type | Range Code | AO Number |
| SI | C | 151 | 1 |
| I/we hereby request that a permanent account number be allotted to me/us. I/We give below necessary particulars: | | | |
| 1. Full Name (Initials are not permitted) | | | |
| Title | Last Name Surname | | First Name |
| TESTING | TESTING | | TEST |
| 2. Name you would like printed on the card | | | |
| TEST TESTING | | | |
| 3. Have you ever been known by any other name? Yes No <input type="checkbox"/> <input type="checkbox"/> | | | |
| 4. Gender | | | |
| | | Male <input type="checkbox"/> | Female <input type="checkbox"/> |
| 5. Date of Birth | | | |
| DDMMYYYY 02-05-1981 | | | |
| 6. Father's Name (Even married women should give father's name only) | | | |
| Last Name Surname | | First Name | |
| TESTING | | | |
| 7. Address | | | |
| (R) Residential Address | | (O) Office Address | |
| Flat/Door/Block No. | ASDFJKL | Flat/Door/Block No. | |
| Name of Premises/Building/Village | LPJLKL | Name of Office | |
| Road/Street/Lane/Post Office | ADPJKL | Road/Street/Lane/Post Office | |
| Area/Locality/Taluka Sub-Division | LKJPLKL | Area/Locality/Taluka Sub-Division | |
| Town/City/District | LKJPLKL | Town/City/District | |
| State/Union Territory | MadhyaPr | State/Union Territory | |
| Pin (indicating PIN is mandatory) | 490011 | Pin (indicating PIN is mandatory) | |
| Country | | Country | |
| 8. Address for communication | | | |
| | | Residential <input type="checkbox"/> | Office <input type="checkbox"/> |
| 9. Telephone No. | | | |
| | | Country code (ISO code) | 91 |
| | | Mobile No. | |
| | | Area/STD Code | |
| | | Telephone No. | |
| | | Telephone No./Mobile No. | 982000002 |
| E-mail ID | | | |
| ABC@NSDL.CO.IN | | | |
| 10. Status of the Applicant | | | |
| | | Individual (I) <input type="checkbox"/> | Partnership Firm (F) <input type="checkbox"/> |
| | | Hindu Undivided Family (H) <input type="checkbox"/> | Association of Persons (A) <input type="checkbox"/> |
| | | Company (C) <input type="checkbox"/> | Trust (T) <input type="checkbox"/> |
| | | Limited Liability Partnership (L) <input type="checkbox"/> | Government (G) <input type="checkbox"/> |
| 11. Registration Number (in case of Firms, companies etc.) | | | |
| 12. In case of a citizen of India, then please mention your Aadhaar Number (if allotted) | | | |
| 13. (a) Are you a salaried employee? | | | |
| (b) If you are engaged in a business/profession, indicate nature of business/profession and 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 | | | |
| (Representative Assessee details to be filled only in special cases like minor, lunatic, idiot etc., as provided in Sec. of Income Tax Act, 1961) | | | |
| Appointing Representative Assessee? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| 15. Documents enclosed | | | |
| I/We have enclosed: Copy of passport as proof of identity and Copy of Bank account statement as proof of Address Copy of Marriage certificate issued by Registrar of Marriage as proof of Date of Birth | | | |
| 16. I/We: <input type="checkbox"/> I/We being the applicant in the capacity of: <input type="checkbox"/> Himself/Herself <input type="checkbox"/> do hereby declare that what is stated above is true to the best of my/our information and belief. | | | |
| Place: MUMBAI | | | |
| DD MM/YYYY | | | |
| Verified today, the 02-02-2016 | | | |
| Other Details | | | |
| 1. Depository Account Details | | | |
| DP ID: Client ID: | | | |

- g. On ‘Confirmation page’, user has to check all the details once again and if any error is observed (e.g. typo error) then user may change the detail by clicking ‘**EDIT**’ button.
- h. On clicking ‘**Edit**’ option, user will be re-directed to the application form where the user can make the changes and submit the application form and confirmation will get displayed again. On clicking ‘**Confirm**’ button on confirmation page, user will be directed to transaction id page.
- i. The user has to note down the 12 digit ‘**Transaction number**’ for future reference.

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| Payment through VLE Wallet | |
|----------------------------|-----------------------|
| TRANSACTION NUMBER: | 401000728284 |
| TRANSACTION TYPE: | ONLINE-PAN-CORRECTION |
| AMOUNT: | ₹ 107.00 |
| PAYMENT MODE: | VLE WALLET |

Please note the unique 12-digit Transaction Number mentioned above for your reference and for tracking the status of your application in case of loss of connectivity at any time from this screen onwards.

NOTE:

- On agreeing to the contents of this page, the applicant will be taken to the Citibank payment gateway web-site. Applicant will provide his credit card details there. NSDL respects the privacy and security of applicants, hence credit card details are not collected at TIN web-site.
- On successful credit card payment, an acknowledgment screen will be displayed by NSDL. This acknowledgment screen will contain a unique 15 digit acknowledgment number. The applicant shall save and print this acknowledgment. Thereafter, affix photograph (in case of 'individual' applicants), sign and attach proof of identity and address and send the same to NSDL.
- Allotment of PAN:** Applications with payment through credit card will be forwarded to Income Tax Department for allotment of PAN without waiting for the supporting documents. If the application is in order PAN will be forwarded by email **within five working days of the application**.
- Despatch of PAN card:** PAN card will be despatched at the address for communication indicated in the application only on receipt of relevant documents (proof of identity and address along with duly signed acknowledgment). Please note that forwarding of supporting documents is mandatory. In case valid documents are not forwarded, PAN card will not be despatched and may also attract penal action by the Income Tax Department.
- Connectivity:** If the applicant gets disconnected at any point (either at the Citibank payment gateway or the NSDL PAN application site) after **transaction number** is displayed, he can check status of his application by entering the transaction number in the transaction status link provided on the Online PAN application page.
- Refund:** The fee charged is for processing of the application. Applications with payment through credit card are processed immediately and forwarded to Income Tax Department and therefore it is non-refundable and irreversible.


- j. On clicking 'Make Payment' option, user will be directed to e-Wallet payment screen.

The screenshot shows the 'PAYMENT DETAILS' section of the NSDL e-Gov portal. It displays the transaction information: NSDL_PAN, Amount(Rs.) 107.00, and mitem. Below this, there are input fields for OMT ID and Wallet Password. A checkbox labeled 'I have read & accepted terms of use.' is present, followed by a 'Pay Now' button. At the bottom, a security notice states 'This payment solution is secured using 128 bit SSL encryption'.

- k. On successful payment, acknowledgement receipt in PDF will get displayed.
- l. User can save the acknowledgement receipt and print the acknowledgement receipt. On saving, the PDF file will get saved having acknowledgement number as the file name.
- m. User would be required to take a print out of the acknowledgement receipt, affix photo and get the acknowledgement receipt signed by the applicant and take supporting documents.

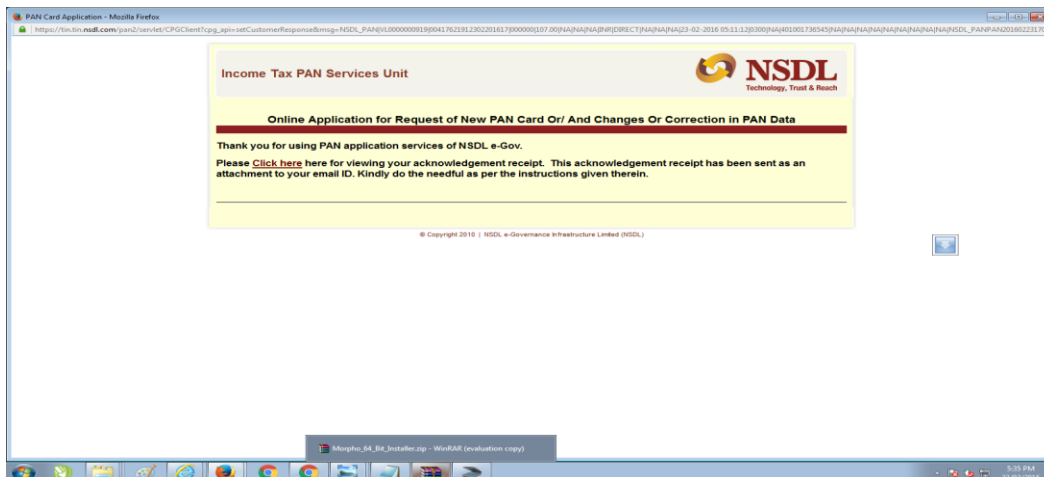
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Acknowledgement for request for new PAN card (Form 49A)

ACKNOWLEDGEMENT NUMBER: N- **881060127779322** 

| | | |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Affix recent photograph (3.5cm x 2.5cm) | <p>Citizen of India Y</p> <p>Category Individual</p> <p>Name Shri LJFLJL JLJFLJ ASKLDFJLJ</p> <p>Name to be printed on card LJFLJL JLJFLJ ASKLDFJLJ</p> <p>Father's Name Shri LJFLJLJ ASKLDFJLJ</p> <p>Date of Birth 03-04-1980</p> <p>Residential Address LKDJLJ LJFLJL LJFLJL LJFLJL LJFLJL - 400018 Maharashtra</p> <p>Office Address SALFJLKJL LJFLJL LJFLJL LJFLJL LJFLJL LJFLJL - 400018 Maharashtra</p> <p>Address for Communication RESIDENTIAL</p> | Affix recent photograph (3.5cm x 2.5cm) |
| Signature/ Left Thumb Impression across this photo | | |

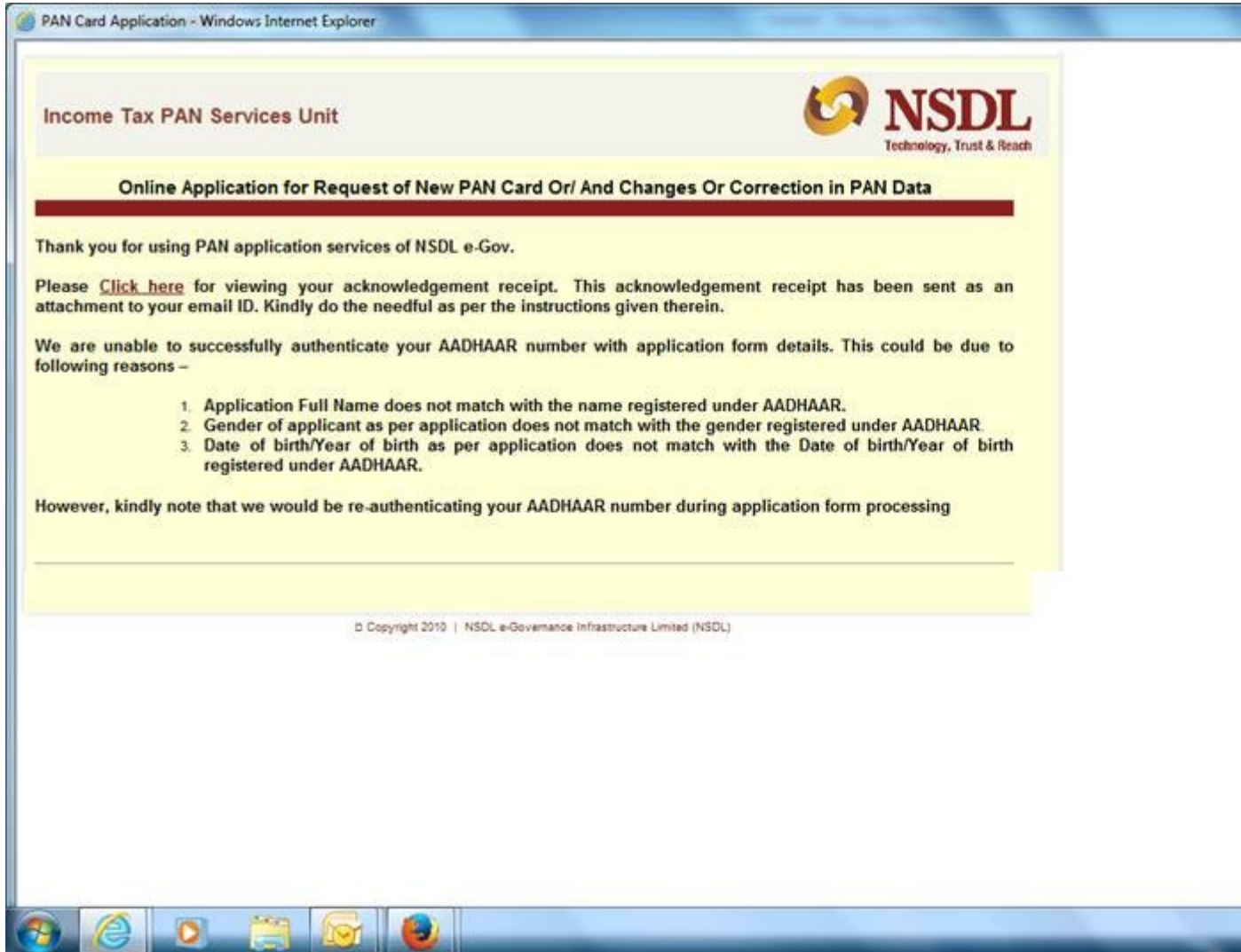
If the applicant has given Aadhaar and provided application data is matching successfully with UID database, then below screen will be displayed for generating acknowledgment number.



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If the applicant has given Aadhaar and provided application data is matching unsuccessfully with UID database, then below screen will be displayed for generating acknowledgment number. In that case, VLE's has to take other than Aadhaar proof from the application for processing the PAN application



The screenshot displays a web browser window titled "PAN Card Application - Windows Internet Explorer". The page header includes "Income Tax PAN Services Unit" and the NSDL logo with the tagline "Technology, Trust & Reach". The main heading is "Online Application for Request of New PAN Card Or/ And Changes Or Correction in PAN Data".

The message on the page reads:

Thank you for using PAN application services of NSDL e-Gov.

Please [Click here](#) for viewing your acknowledgement receipt. This acknowledgement receipt has been sent as an attachment to your email ID. Kindly do the needful as per the instructions given therein.

We are unable to successfully authenticate your AADHAAR number with application form details. This could be due to following reasons –

1. Application Full Name does not match with the name registered under AADHAAR.
2. Gender of applicant as per application does not match with the gender registered under AADHAAR.
3. Date of birth/Year of birth as per application does not match with the Date of birth/Year of birth registered under AADHAAR.

However, kindly note that we would be re-authenticating your AADHAAR number during application form processing

At the bottom of the page, there is a copyright notice: "© Copyright 2010 | NSDL e-Governance Infrastructure Limited (NSDL)".

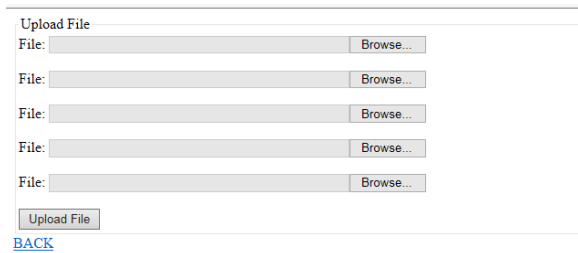
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Upload of Scanned Document

a. User will then scan and save these documents along with acknowledgement receipt with below scanning specifications :

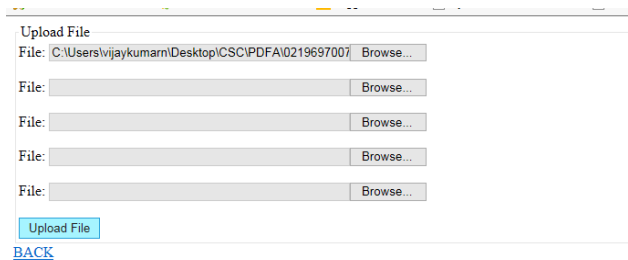
- Resolution – 200 DPI (Dot Per Inch)
- Type of scanning - Color
- File format - PDF/A

b. The user is required to upload the scanned document using the tab available on main screen.



The screenshot shows a web form titled "Upload File". It contains five rows, each with a "File:" label, an empty text input field, and a "Browse..." button. Below the input fields is a button labeled "Upload File" and a blue link labeled "BACK".

c. User has to scan the above acknowledgement receipt, supporting documents and save as a single file with name as **881060127779322.pdf**. The user can upload single file or multiple file (max 5) at a time. The error “**Please upload standard format file** “will be displayed if file uploaded is in wrong format.



The screenshot shows the same "Upload File" form as in the previous image. The first "File:" input field is now populated with the file path "C:\Users\vijaykumarn\Desktop\CSC\PDFA\0219697007". The "Upload File" button is highlighted in blue, and the "BACK" link remains visible below it.

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Upload File

File:

File:

File:

File:

File:

[BACK](#)

Please upload standard file

- d. After browsing required file/files, user needs to click the button **'Upload'**.
- e. User can upload single as well as multiple files (maximum five) again with same acknowledgement number.

Re-Generate acknowledgement receipt

In case, acknowledgement receipt could not be generated due to connectivity issue, internet problem etc, the user need not fill a new application again. In such case, through **'Re-generate acknowledgement receipt'** option, user can generate acknowledgement receipt by entering required details such as transaction number, applicant name, Date of birth.

The screenshot shows a web browser window with the URL <https://121.240.246.22/panb/serial/>. The page title is "Transaction Status for VLE". The form contains the following elements:

- Radio buttons for "Transaction Number" and "Acknowledge Number" followed by a text input field.
- A note: "(Transaction Number is the number displayed on the 'Payment through Credit Card / Debit Card / Net Banking' screens)."
- Fields for "Name": "Last Name/Surname", "First Name", and "Middle Name".
- Fields for "Date of Birth/Incorporation/ Agreement/Partnership or Trust Deed/Formation of Body of Individuals/Association of Persons": "DD MM YYYY" and "DD | MM | YYYY".
- A note: "(All details should be as mentioned in the application form. Applicants other than 'Individuals' should write their name in the field for Last Name/Surname only)."
- A "Show Status" button.

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On clicking the link '**Re-Generate acknowledgement receipt**' below screen will get displayed through which VLE can re-generate acknowledgement receipt by entering details (Transaction number/Acknowledgment number, name, date of birth).

Discrepancy Cases – To be resolved

- a. On this page, user can see those applications where NSDL e-Gov has observed and marked discrepancy while verification of documents and user is required to resolve those cases by providing proper documents. Once NSDL e-Gov resolves a case, the application will get removed from this screen.
- b. An e-mail will be sent to the applicant on their e-mail id mentioned in the application form and VLE for cases resolved and marked in discrepancy by NSDL e-Gov.

Physical document receipt status

- a. On this screen, those acknowledgement numbers will get displayed for which scanned images have been uploaded but physical document has not been sent by VLE to NSDL e-Gov.
- b. Documents (in bulk) will be sent by VLE's to NSDL e-Gov office at Pune office. These acknowledgement numbers will get removed from the list displayed on 'Physical Document receipt status'. **VLE needs to put a stamp as 'CSC' with csc user id mentioned in it on each physical application before sending it to NSDL e-Gov.**

During Pilot period, CSC branches has to send Online application at below address :

NSDL e-Governance Infrastructure Limited

1st Floor, Times Tower,
Kamala Mills Compound,
Senapati Bapat Marg,
Lower Parel,
Mumbai – 400 013

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After Pilot period, CSC branches has to send Online application at below address :

**Income Tax PAN Services Unit,
NSDL e-Governance Infrastructure Limited,
5th Floor, Mantri Sterling,
Plot No. 341, Survey No. 997/8, Model Colony,
Near Deep Bungalow Chowk,
Pune – 411 016.**

Track your application status

User can check the status of an application through this link.