

Form No. 49AA

Application for Allotment of Permanent Account Number
[Individuals not being a Citizen of India/Entities incorporated outside India/
Unincorporated entities formed outside 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)

Sign/Left Thumb Impression across this photo

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

Signature/Left Thumb Impression

Assessing officer (AO code)

Area code	AO type	Range code	AO No.

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/Mr Smt/Mrs Kumari/Ms 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 No *(Please tick as applicable)*

If yes, please give that other name

Please select title, as applicable Shri/Mr Smt/Mrs Kumari/Ms M/s

Last Name / Surname

First Name

Middle Name

4 Gender (for individual applicants only) Male Female *(Please tick as applicable)*

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

Day Month Year

6 Details of Parents (applicable only for individual applicants).

Father's Name : (Mandatory, Even married women should fill in the father's name only)

Last Name / Surname

First Name

Middle Name

Mother's Name : (optional)

Last Name / Surname

First Name

Middle Name

Select the name of either father or mother which you may like to be printed on PAN card (select one only)
 (In case no option is provided then PAN card will be issued with father's name.)

Father's name Mother's name *(Please tick as applicable)*

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

State / Union Territory

Pincode / Zip code

Country Name

8 Address for Communication		<input type="checkbox"/> Residence	<input type="checkbox"/> Office	(Please tick as applicable)
9 Telephone Number & Email ID details				
Country code	Area / STD Code	Telephone / Mobile number		
Email ID				
10 Status of applicant				
Please select status, <input checked="" type="checkbox"/> as applicable				
<input type="checkbox"/> Individual	<input type="checkbox"/> Hindu undivided family	<input type="checkbox"/> Company	<input type="checkbox"/> Partnership Firm	<input type="checkbox"/> Government
<input type="checkbox"/> Trusts	<input type="checkbox"/> Body of Individuals	<input type="checkbox"/> Local Authority	<input type="checkbox"/> Artificial Juridical Persons	<input type="checkbox"/> Association of Persons
11 Registration Number (for company, firms, LLPs, etc.)				
12. Country of Citizenship				
ISD Code of the Country of Citizenship				
13 Source of Income				
Please select status, <input checked="" type="checkbox"/> as applicable				
<input type="checkbox"/> Salary	<input type="checkbox"/> Income from Business / Profession	Business/Profession code	<input type="checkbox"/> Capital Gains	<input type="checkbox"/> Income from Other sources
<input type="checkbox"/> Income from House property	(For Code: Refer Instructions)		<input type="checkbox"/>	<input type="checkbox"/> No income
14 Representative or Agent of the Applicant in India				
Full name, address of the Representative or Agent				
Full Name (Full expanded name: initials are not permitted)				
Please select title, <input checked="" type="checkbox"/> as applicable				
<input type="checkbox"/> Shri/Mr	<input type="checkbox"/> Smt/Mrs	<input type="checkbox"/> Kumari/Ms	<input type="checkbox"/> M/s	
Last Name / Surname				
First Name				
Middle Name				
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				
15 Documents submitted as Proof of Identity (POI) and Proof of Address (POA)				
I/We have enclosed _____ as proof of identity, _____ as proof of address, and _____ as mandatory certified documents				
(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)				
16 KYC details* [To be filled in by Foreign Institutional Investor or a Qualified Foreign Investor, as prescribed under the regulations issued by the Securities and Exchange Board of India (SEBI)]				
[* "Control" as defined under SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 1997				
* "Beneficial owner" as defined in the para 5.1 of SEBI circular dated December 31, 2010 on Anti Money Laundering.]				
(a) In case of Individuals				
Please select <input checked="" type="checkbox"/> as applicable				
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/Widower				
Citizenship Status <input type="checkbox"/> Foreigner <input type="checkbox"/> Person of Indian origin <input type="checkbox"/> Overseas citizen of India				
In case of Foreigner, country of Citizenship				
Occupation details <input type="checkbox"/> Private sector service <input type="checkbox"/> Public sector/Govt. service <input type="checkbox"/> Business <input type="checkbox"/> Professional				
<input type="checkbox"/> Agriculturist <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Student <input type="checkbox"/> Others				
(b) In case of non individuals				
Please select <input checked="" type="checkbox"/> as applicable				
<input type="checkbox"/> Private Company <input type="checkbox"/> Public Company <input type="checkbox"/> Body Corporate				
<input type="checkbox"/> Financial Institution <input type="checkbox"/> Non Government Organization <input type="checkbox"/> Charitable Organization				
(c) Gross Annual Income - INR				
Networth (Assets less liabilities) in INR				
(d) In case of a Public Company, whether listed on a stock exchange <input type="checkbox"/> Yes <input type="checkbox"/> No				
Please select <input checked="" type="checkbox"/> as applicable				
(e) In case of Non-individuals				
Does it have few persons or persons of the same family holding beneficial ownership and control.				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Please select <input checked="" type="checkbox"/> as applicable				
["Control": Control shall include the right to appoint majority of the directors or to control the management or policy decisions exercisable by a person or persons acting individually or in concert, directly or indirectly, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements or in any other manner.				
"Beneficial owner" means the natural person who ultimately owns or controls the applicant and/or the person on whose behalf a transaction is being conducted, and includes a person who exercises ultimate effective control over a juridical person]				
(f) Is the entity involved / providing any of the following services				
Please select <input checked="" type="checkbox"/> as applicable				
Foreign exchange, Money Changer Services <input type="checkbox"/> Yes <input type="checkbox"/> No				
Gaming/Gambling/Lottery services (Casinos and Betting Syndicates) <input type="checkbox"/> Yes <input type="checkbox"/> No				
Money Lending, Pawning <input type="checkbox"/> Yes <input type="checkbox"/> No				
(g) Whether the applicant or the applicant's authorised signatories/trustees/office bearers is				
(i) a politically exposed person <input type="checkbox"/> Yes <input type="checkbox"/> No				
(ii) related to a politically exposed person <input type="checkbox"/> Yes <input type="checkbox"/> No				
[For definition of politically exposed person refer to guidelines issued under the Prevention of Money Laundering Act (PMLA)]				
(h) Taxpayer identification Number in the country of residence				
17 I/We _____, the applicant, in the capacity of _____				
do hereby declare that what is stated above is true to the best of my/our information and belief.				
Place _____				
Date _____				
Signature / Left Thumb Impression of Applicant (inside the box)				

INSTRUCTIONS FOR FILLING FORM 49AA

- 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 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 written in 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.
- Thumb impression, if used, should be attested by a Notary Public or an authorized officer in respective country of residence under official seal and stamp.
- 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 IT PAN Service Centers (managed by UTITSL) or UTITSL website www.utitsl.com
- At the time of applying for PAN, the applicant has to submit Proof of Identity (POI), Proof of Address (POA), documents.
- Guidelines for filling the Form 49AA:

1. Full Name

Please select appropriate title. Do not use abbreviations in the First and the Last name/Surname

For example **HAVIKANT** should be written as:

Last Name / Surname	R	A	V	I	K	A	N	T												
First Name																				
Middle Name																				

For example **SURESH SARDA** should be written as:

Last Name / Surname	S	A	R	D	A															
First Name	S	U	R	E	S	H														
Middle Name																				

For example **POONAM RAVI NARAYAN** should be written as:

Last Name / Surname	N	A	R	A	Y	A	N													
First Name	P	O	O	N	A	M														
Middle Name	R	A	V	I																

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

Last Name / Surname	R	A	O																	
First Name	S	A	T	Y	A	M														
Middle Name	V	E	N	K	A	T	M	K												

For example **M.S.KANDASWAMY (MADURAI SOMASUNDRAM KANDASWAMY)** should be written as:

Last Name / Surname	K	A	N	D	A	S	W	A	M	Y											
First Name	M	A	D	U	R	A	I														
Middle Name	S	O	M	A	S	U	N	D	R	A	M										

Applicant other than 'Individuals' may ignore above instructions.

Non-Individuals should write their full name starting from the first block of Last Name/Surname. If the name is longer than the space provided for the last name, it can be continued in the space provided for First and Middle Name

For example **KVZ DATA CORPORATION (INDIA) PRIVATE LIMITED** should be written as:

Last Name / Surname	X	Y	Z	D	A	T	A	C	O	R	P	O	R	A	T	I	O	N	(I	N	D
First Name																						
Middle Name																						

For example **MANOJ MAFATLAL DAVE (HUF)** should be written as:

Last Name / Surname	M	A	N	O	J	M	A	F	A	T	L	A	L	D	A	V	E	(H	U	F)
First Name																						
Middle Name																						

In case of Company, the name should be provided without any abbreviations. For example, different variations of 'Private Limited' viz. Pvt Ltd, Private Ltd, Pvt Limited, P.Ltd, P. Ltd., P.Ltd are not allowed. It should be 'Private Limited' only

In case of sole proprietorship concern, the proprietor should apply for PAN in his/her own name.

Name should not be prefixed with any title such as Shri, Smt, Kurnari, Dr., Major, M/s etc.

2. Abbreviation of full name to be printed on the PAN card

Individual applicants should provide full/abbreviated name to be printed on the PAN card. Name, if abbreviated, should necessarily contain the last name. For example:

SATYAM VENKAT M.K.RAO which is written in the Name field as:

Last Name / Surname	R	A	O																		
First Name	S	A	T	Y	A	M															
Middle Name	V	E	N	K	A	T	M	K													

Can be written as in 'Name' to be printed on the PAN Card' column as **SATYAM VENKAT M.K.RAO** or **S.V.M.K.RAO** or **SATYAM V.M.K.RAO** For non individual applicants, this should be same as last name field in item no 1 above.

3. Have you ever been known by any other name?

If applicant selects 'Yes', then it is mandatory to provide details of the other name. Instructions in Item No. 1 with respect to name apply here. Title should be similar to the title mentioned in Item No. 1.

4. Gender This field is mandatory for Individuals. Field should be left blank in case of other applicants.

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

Date cannot be a future date. Date: 2nd August 1975 should be written as:

D	D	M	M	Y	Y	Y	Y
0	2	0	8	1	9	7	5

Relevant date for different categories of applicants is:

Individual: Actual Date of Birth; Company: Date of Incorporation;

Association of Persons: Date of Formation/Agreement; Trustee: Date of creation of Trust

Deed; Partnership Firm: Date of Partnership Deed; LLP: Date of incorporation/registration; HUF: Date of creation of HUF and for ancestral HUF date can be 01-01-0001 where the date of creation is not available.

6. Details of Parents :-

Information in item No. 1 with respect to name apply here. **Father's Name**- It is mandatory for individual applicants to provide father's name. Married women applicant should also give father's name and not husband's name. **Mother's Name**- This is an optional field. Appropriate flag should be selected to indicate the name (out of father's name and mother's given in the form) to be printed on the PAN card. If none of the option is selected then father's name shall be considered for printed on the PAN card.

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.12)

(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/HUF/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: (011) telephone number 2353703 of Delhi should be written as:

Country code	STD Code	Telephone Number/Mobile number
91	11	235355703

Where '91' is the country code of India and 11 is the STD code of Delhi.

(2) Mobile number 910251111 of India should be written as:

Country code	STD Code	Telephone Number / Mobile number
91	0251111	9102511111

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 or the concerned Government Authority of Country of residence.			
12. Country of Citizenship : This field is mandatory for all categories of applicants.			
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, PAN must be obtained from an appropriate business profession code should be mentioned. Please refer the table given below to select the business/profession code:			
Code	Business/Profession	Code	Business/Profession
1	Medical Profession and Business	2	Engineering
5	Interior Decoration	6	Technical Consultancy
9	Government Contractors	10	Insurance Agency
13	Builders and Developers	14	Members of Stock Exchange, Share Brokers and Sub-Brokers
16	Operation of Ships, Hovercraft, Aircrafts or Helicopters	17	Flying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles
18	Ownership of Horses or Jackies	19	Cinema Halls and Other Theatres
		20	Others
3	Company Secretary	4	Chartered Accountant/Accountancy
7	Architecture	8	Legal Practitioner and Solicitors
8	Company Secretary	11	Films, TV and such other entertainment
11	Films, TV and such other entertainment	12	Information Technology

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 the Ward, Administrator General, Official Trustee, receiver, manager, trustee of a Trust including liquidator. This field will contain particulars of Representative Assessee. This field is mandatory if applicant is minor, deceased, idiot, lunatic or mentally retarded. Columns 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 :-
 ** Documents acceptable as proof of identity and address as per Rule 114 (4) of Income Tax Rules, 1962.
For Individuals and HUFs: (i) proof of Identity :- a) Copy of passport or b) Copy of Person of Indian Origin (PIO) card issued by the Government of India. Or c) Copy of Overseas Citizen of India (OCI) card issued by Government of India Or d) Copy of other national or citizenship identification Number or Taxpayer Identification Number duly attested by "Apostille" (in respect of countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorized officials of overseas branches of Scheduled Banks registered in India. Or e) Copy of Person of Indian Origin (PIO) card issued by Government of India Or f) Copy of other national or citizenship identification Number duly attested by "Apostille" (in respect of countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorized officials of overseas branches of Scheduled Banks registered in India Or g) Copy of Bank Account statement in the country of residence Or h) Copy of Non-resident External (NRE) bank account statement in India Or i) Copy of certificate of residence in India or Residential permit issued by the State Police Authorities. Or j) Copy of Registration certificate issued by Foreigner's Registration office showing Indian address Or k) Copy of Visa granted & copy of appointment letter or contract from Indian company & certificate (in original) of Indian address issued by the employer.
Other than Individual (Copy of)
 (i) proof of identity :- a) Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of the countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorized officials of overseas branches of Scheduled Banks registered in India. Or b) Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.
 (ii) proof of Address :- a) Copy of Certificate of Registration issued in the country where the applicant is located, duly attested by "Apostille" (in respect of the countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located or authorized officials of overseas branches of Scheduled Banks registered in India. Or b) Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

16. KYC Details
 It is mandatory to provide KYC details in case of an application filled by a Foreign Institutional Investor or a Qualified Foreign Investor, as prescribed under the regulations issued by Securities and Exchange Board of India (SEBI). Please refer the guidelines issued by the Securities and Exchange Board of India (SEBI) and Prevention of Money Laundering Act for filling these details.

17. 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) Authorized Signatory in Case of AOP, Body of Individuals, Local Authority and Artificial Judicial Person Or (v) Partner in case of Firm/LLP, Or (vi) Trustee Or (vii) Representative assessees 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 INFORMATION FOR PAN APPLICANTS

- Applicants may obtain the application form for PAN (Form 49AA) from any IT PAN Service centers (managed by UTITSL) or any other stationary vendor providing such forms or freely downloaded from the Income Tax Department website www.incometaxindia.gov.in / UTITSL website (<http://www.utitsl.com>).
- The fee for processing PAN application is ₹ 110/- (inclusive service tax). In case, the PAN card is to be dispatched outside India then additional dispatch charge of ₹ 910 /- 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 card/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.
- Applicant will receive an acknowledgment 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 ₹ 110 /- (Inclusive of applicable taxes) -
 With thanks from Shri/Smt/Kum/Ms
 Application form 49 AA Sr no.
 Date of Receipt
 Processing Fee Coupon no.
 Service Tax Regn no. :- (AAACU4411CS1002)
 PAN Service Center Code :-
 PAN Service Center Name:-
 Authorized Signatory
 (With date stamp)

For knowing the PAN you may visit our website: <http://www.utitsl.com>. Any query / correspondence in this connection may be addressed by quoting the Application number / processing Fee Coupon Number to the addresses given below:-

- UTI Infrastructure Technology & Services Ltd. P B NO 20, Plot no 3, Sector-11 CBD -Belapur, Navi Mumbai-400614 Telephone: (022) 67931300 Fax : (022) 67991399 Email ID : utitsl.gpd@utitsl.com
- UTI Infrastructure Technology & Service Ltd. Ground Floor, 128, Ground Floor, Sunlight Building, Ansal Road, New Delhi-110002 Telephone : (011) 2321262, 2321273, 2321274, 2321174, 2321125, 2321187 Email ID :- pan.delhi@utitsl.com
- UTI Infrastructure Technology & Services Ltd. 29, Newaji Subhash Road, Ground Floor, Opp Glandor House & Standard Chartered Bank, Kolkata-700001 Telephone :- 2262-4774481/04783 Fax: (031) 22435217 Email ID :- kolkata@utitsl.com, pan.kolkata@utitsl.com
- UTI Infrastructure Technology & Service Ltd., D-1, First Floor, THIRU-VI-KA Industrial Estate, Guindy, Chennai-600032 Telephone :- 644-22500426 Email ID :- chennai@utitsl.com