

1	<b>What is Form 49A ?</b>
	Form 49A is a Application for Allotment of Permanent Account Number in case of Indian Citizen/ Indian Companies/Entities incorporated in India/Unincorporated entities formed in India
2	<b>Can an application for PAN be made in old Form 49A?</b>
	No, application for PAN can be made only in new Form 49A notified by Central Board of Direct Taxes on 03.04.2012
3	<b>What are the Key features of Form 49A</b>
	<ul style="list-style-type: none"> <li>• Two Passport size Photos required</li> <li>• Left side photo with signature/thumb impression across this photo, in case of Thumb impression should be attested by a Notary Public or an authorized officer in respective country of residence under official seal and stamp.</li> <li>• Right side photo with a signature / thumb impression below the photograph</li> </ul> <p>Full Name :</p> <p><b>Individuals:</b> A separate provision for writing Full Name in case of Individuals given (Refer Instructions)</p> <p><b>For Non Individuals :</b> NI should write their full name starting from the first block of Last Name./Surname , if name is longer than the space provided for the last name, it can be continued in the space provided for the first and Middle name. (Refer Instructions)</p> <p>Address : Pin code/Zip code along with country Name to be mentioned</p> <p>Status of the applicant: Additional 2 categories included: i.e Government &amp; LLP</p> <p>Country of Citizenship : ISD code along with the country of Citizenship to be mentioned</p>
4	<b>Which documents will serve as proof of ‘Identity’ in case of Individual applicants, including minors and HUF applicants for Form 49A ?</b>
	<p><b>For proof of Identity:-- I&gt;Copy of a&gt; Elector’s photo identity card Or b&gt; Ration card having photograph of the applicant Or c&gt; Passport Or d&gt;Driving license Or e&gt;Arm’s license Or f&gt; AADHAAR card issued by the Unique Identification Authority of India Or g&gt; Photo identity card issued by the Cental Government or a State Government or a Public Sector Undertaking Or h&gt; Pensioner Card having photograph of the applicant Or i&gt; Central Government Health Scheme Card or Ex-servicemen Contributory Health Scheme photo card Or II&gt;Proof of Identity ( Original ) a&gt; Certificate of identity in <b>original</b> 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&gt;Bank certificate in <b>original</b> on letter head from the branch ( alongwith name &amp; stamp of the issuing officer) containing duly attested photograph and bank account number of applicant.</b></p> <p>In case of a person being a minor, any of the above documents of any of the parents or guardian of such minor shall be deemed to be the proof of identity and address</p> <p>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 copy of any of the above mentioned documents in the name of Karta of HUF is required as proof of identity, address and date of birth</p>
5	<b>What is proof of ‘Address’ for Individual applicants, including minors and HUF applicants for Form 49A?</b>

	<p><b>For proof of Address:-- I&gt; Copy of the following documents not more than three months old -a&gt; Electricity Bill<sup>^</sup> Or b&gt; Landline telephone or broadband connection bill <sup>^</sup> Or c&gt; Water bill <sup>^</sup>Or d &gt; Consumer gas connection card or book or piped gas bill<sup>^</sup> Or e&gt;Bank Account Statement or as per Note 3;<sup>^</sup> Or f&gt;Depository Account Statement<sup>^</sup> Or g&gt; Credit Card Statement<sup>^</sup> Or II&gt; Copy of --a&gt; Post office passbook having address of the applicant Or b&gt; Passport Or c&gt; Passport of the spouse Or d&gt;Elector's photo identity card Or e&gt; Latest property tax assessment order Or f&gt; Driving License Or g&gt; Domicile certificate issued by the Government Or h&gt; AADHAAR Card issued by the Unique Identification Authority of India Or i&gt; Allotment letter of accommodation issued by the Central Government or State Government of not more than three years old Or j&gt;Property registration document Or III&gt; Proof of address ( Original ):- a&gt; Certificate of Address 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&gt; Employer certificate in original</b></p> <p>In case the PAN applicant is a minor, any of above documents of any of the parents or guardian of such minor shall serve as proof of Address;</p> <p>In case of an Indian Citizen residing outside India, copy of Bank Account statement in country of residence or copy of Non-resident External bank account statements shall be the proof of address</p>										
6	<p><b>Which documents will serve as proof of 'Date of Birth ' in case of Individual applicants, including minors and HUF applicants for Form 49A ?</b></p>										
	<p>a&gt;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&gt; Pension payment order; or c&gt; Marriage certificate issued by Registrar of Marriages; or d&gt; Matriculation certificate; or e&gt; Passport or f&gt;Driving license or g&gt; Domicile certificate issued by the Government or h&gt;Affidavit sworn before a magistrate stating the date of birth.</p>										
7	<p><b>Which documents will serve as proof of Identity and Address for other applicants?</b></p>										
	<table border="0"> <tr> <td style="vertical-align: top;">Company</td> <td>Copy of Certificate of Registration issued by the Registrar of Companies</td> </tr> <tr> <td style="vertical-align: top;">Partnership Firm</td> <td>Copy of Certificate of Registration issued by the Registrar of Firms or Copy of partnership deed</td> </tr> <tr> <td style="vertical-align: top;">Limited Liability Partnership</td> <td>Copy of Certificate of Registration issued by the Registrar of LLPs</td> </tr> <tr> <td style="vertical-align: top;">Trust</td> <td>Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner</td> </tr> <tr> <td style="vertical-align: top;">Association of Person, Body of Individuals, Local Authority, or Artificial Juridical Person</td> <td>Copy of Agreement Or Copy of certificate of registration number issued by Charity Commissioner or registrar of co-operative society or any other competent authority or any other document originating from any Central of Stage Government Department establishing identity and address of such person</td> </tr> </table>	Company	Copy of Certificate of Registration issued by the Registrar of Companies	Partnership Firm	Copy of Certificate of Registration issued by the Registrar of Firms or Copy of partnership deed	Limited Liability Partnership	Copy of Certificate of Registration issued by the Registrar of LLPs	Trust	Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner	Association of Person, Body of Individuals, Local Authority, or Artificial Juridical Person	Copy of Agreement Or Copy of certificate of registration number issued by Charity Commissioner or registrar of co-operative society or any other competent authority or any other document originating from any Central of Stage Government Department establishing identity and address of such person
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8	<p><b>Are there any charges to be paid at IT PAN Service Centers?</b></p>										
	<p>UTIITSL has been authorized to collect a processing charge of Rs. 110/- ( including service tax ) per PAN application and this includes cost of new tamper proof PAN card. This amount will have to be paid in cash at IT PAN Service Center for purchase of a coupon having a distinctive number that will have to be affixed on Form 49A. In case, the PAN card is to be dispatched outside India then additional dispatch charge of Rs 910/- will have to be paid by applicant.</p>										
9	<p><b>Can Form 49A be filled on a typewriter?</b></p>										

	Yes. But typing should be in CAPITAL letters with good impression
10	<b>What if I submit incomplete Form 49A?</b>
	IT PAN Service Centers will assist applicants to correctly fill up form 49A, but shall not receive any incomplete and deficient PAN application.
11	<b>Is it compulsory to mention telephone numbers on Form 49A?</b>
	Telephone number is not mandatory, but if provided it may help in faster communication. If mentioned STD/ISD code is mandatory