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		S Financial Ins	titution	N Non Gove	rnment Organization	C Charitat	ole Organization	
( c)	Gross Annual Incor	ne - INR						
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(d)			r listed on a stock excl	nange	Yes	No	Please select	as applicable
	If yes, then indicate	e name of the stoc	k exchange					
(e)	In case of Non-indi	viduals						
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	Money Lending, Pa		asinos and betting syn	ultates	Yes	No		
(g)	Whether the applic (i) a politically exp		nt's authorised signat	ories/trustees/of	ice bearers is Yes	No		
	(ii) related to a pol	litically exposed pe		Ľ	Yes	No		
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(h)	Taxpayer identifica	ition Number in th	e country of residence					
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## **INSTRUCTIONS FOR FILLING FORM 49AA**

- (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 <u>within the box</u> 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 Notary Public or an authorized officer in respective country of residence 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 <u>www.utiitsl.com</u> or <u>www.tin-nsdl.com</u>.

Item	Item Details	Guidelines for fill	ing	th	e f	orn	n																
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		Middle Name																					
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## (h) Guidelines for filling the Form 49AA:

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		Name/Surname First Name	y, s o l. It	the f 'P : sh	na riv	ame ate	e sł e Lin be '	mit Pri	Id ed' vate	A be viz e Li	F pro z. P mi	A ovid vt I ted	led .td, ' or	wi Pr ily.	tho iva	ut te l	Ltd	y a l, P	A bbi vt I	·evi Lim	iati	ons d, I	s. F > Lt	or d, 1	exa P. L	mp td.	ole, , P.
		Name/Surname First Name Middle Name In case of Compandifferent variations Ltd are not allowed In case of sole pro	y, s s o d. It	the f 'P : sh	na riv iou	amo ate ld l	e sh e Lin be '	mit Pri <sup>.</sup> nce	M Id eed' vate	A be viz e Li th	F prc z. P mi e p	A ovid vt I ted	led Ltd, ' or	wi Pr lly.	tho iva sh	ut te l	Ltd d a	y a l, P	A bbi vt I lly	evi Lim	iati ite PA	on: d, I	s. F Lt	or d, 1	exa P. L	mr td.	ole, , P.
2	Abbreviation of the full name to be printed on the	Name/SurnameFirst NameMiddle NameIn case of Compandifferent variationsLtd are not allowedIn case of sole proname.Name should not bIndividual applicationsName, if abbreviate	y, so so d. It opri eg,	the f 'P : sh ref sh sho	na riv oursl ixe oul	ama rate ld l hip	e sh E Lin be ' co with provece	mit Pri <sup>,</sup> nce <u>n ar</u> vid	M Id I red' vata ern, y ti e fu	A be viz e Li th itle	F pro mi e p suc	A ovid vt I ted rop	led Ltd, ' or viat	wi Pr lly. tor <u>hri</u> las	tho iva sh , Sn na	ut te l oul nt, me am	Ltd d a <u>Ku</u> to e. I	y a l, P ma ma	A bbivt I lly e pi exa	revi Lim for Dr.,	iati ite PA <u>Ma</u>	ons d, H N i ajon on	s. F > Lt in h	or d, 1 nis/	exa P. L 'her	mr td.	ole, , P.
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2	the full name to be printed on the	Name/SurnameFirst NameMiddle NameIn case of Compandifferent variation: Ltd are not allowedIn case of sole programe.Name should not bIndividual application Name, if abbreviateSATYAM VENKAT	y, so so l. It ppri nts ed, <b>M</b> .	the f 'P sh etc sh shc <b>K.</b>	na riv oul orsl ixe oul oul <b>R</b> A	ama ate ld l hip d n	e she Lin be ' co with provece	mit Pri <sup>1</sup> nce <u>n ar</u> vid essa ich	M Id ed' vate ern, e fu urily is v	A be viz e Li th itle	F pro mi e p suc	A ovid vt I ted rop	led Ltd, ' or viat	wi Pr lly. tor <u>hri</u> las	tho iva sh , Sn na	ut te l oul nt, me am	Ltd d a <u>Ku</u> to e. I	y a l, P ma ma	A bbivt I lly e pi exa	revi Lim for Dr.,	iati ite PA <u>Ma</u>	ons d, H N i ajon on	s. F > Lt in h	or d, 1 nis/	exa P. L 'her	mr td.	ole, , P.
2	the full name to be printed on the	Name/SurnameFirst NameMiddle NameIn case of Compandifferent variationsLtd are not allowedIn case of sole proname.Name should not bIndividual applicationsName, if abbreviateSATYAM VENKATLastName/Surname	y, soil. It opri e p nts ed, R	the f 'P sh etc sh shc <b>K.</b> A	e na riv oui orsl ixe oul oul oul oul oul oul oul oul oul oul	ama ate ld l hip ld j d n	e she Lin be '' co with pro ece wh	mit Pri <sup>1</sup> nce <u>n ar</u> vid essa ich	M Id ed' vate ern, e fu urily is v	A be viz e Li th	F pro mi e p suc	A ovid vt I ted rop	led Ltd, ' or viat	wi Pr lly. tor <u>hri</u> las	tho iva sh , Sn na	ut te l oul nt, me am	Ltd d a <u>Ku</u> to e. I	y a l, P ma ma	A bbivt I lly e pi exa	revi Lim for Dr.,	iati ite PA <u>Ma</u>	ons d, H N i ajon on	s. F > Lt in h	or d, 1 nis/	exa P. L 'her	mr td.	ole, , P.

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		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	If applicant selects 'Yes', then it is mandatory to provide details of the other name.
	been known by	Instructions in Item No. 1 with respect to name apply here. Title should be similar to the title
-	any other name?	mentioned in Item No. 1.
4 5	Gender Date of	This field is mandatory for Individuals. Field should be left blank in case of other applicants. Date cannot be a future date. Date: 2nd August 1975 should be written as:
5	Birth/Incorporati	Date cannot be a luture date. Date: 2nd August 1975 should be written as:
	on/ Agreement	D D M M Y Y Y Y
	/Partnership or	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
	Trust	
	Deed/Formation of	Delevent date for different estagories of emplicants is
	Body of	Relevant date for different categories of applicants is:
	Individuals/	Individual: Actual Date of Birth; Company: Date of Incorporation; Association of Persons: Date
	Association of	of formation/creation;
	Persons	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	Details of Parents	Instructions in Item No.1 with respect to name apply here.
	(Applicable to	
	Individuals only)	<u>Father's Name:</u> It is mandatory for Individual applicants to provide father's name. Married
		woman applicant should also give father's name and not husband's name.
		<u>Mother's Name:</u> This is an optional field.
		<u>Mother 5 Manle.</u> This is an optional field.
		Appropriate flag should be selected to indicate the name (out of the father's name and
		mother's name 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 printing on the
		PAN card.
7	Address –	R - Residence Address:
	Residence and	For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants
	office	should leave this field blank.
		0 - 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 mendatory to provide Country Name alarg
		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	Individuals/HUFs/AOP/BOI/AJP may indicate either 'Residence' or 'Office' and other
-	communication	applicants should necessarily indicate 'Office' as the Address for Communication.
L		

9	Telephone		munication will be sent at t phone number should inc		y code (ISD code) and STD code or Mobile No.
	Number and E-		ld include Country code (IS	SD Code).	
	mail ID	For example			
			phone number 23555705		
		Countr		-	mber / Mobile
		code		mber	
		9	1 1 1 2	3 5 5	5 7 0 5
		Where '	91' is the country code of I	ndia and 11	is the STD Code of Delhi.
		(ii)Mobi	le number 9102511111 of	India shoul	d be written as
		Countr			mber / Mobile
		code	Code nu	mber	
		9	1 9	1 0 2	5 1 1 1 1 1
			91' is the country code of I		
					ion either their "Telephone number" or valid "e- use of any discrepancy in the application and/or
			eceiving PAN through e-ma		
		(3) App	olication status updates a	are sent us	ing the SMS facility on the mobile numbers
			tioned in the application fo		
	Status of				of applicants. In case of 'Limited Liability
10	Applicant		ship', the PAN will be allot		
11	Registration number				latory for 'Company'. Company should mention of Companies or the concerned Government
11	number		ty of country of residence.	le Registial	of companies of the concerned dovernment
	Country of		d is mandatory for all cate	gories of ap	plicants.
12	citizenship			8P)	F
	Source of Income	It is man	ndatory to indicate at least	one of sour	ce of incomes, as mentioned in the form. In case,
13					elected by the applicant then an appropriate
			-	be mention	ed. Please refer the table given below to select
		Busines	s/profession code:		
		Code	<b>Business/ Profession</b>	Code	Business/ Profession
		01	Medical Profession and Business	11	Films, TV and such other entertainment
		02	Engineering	12	Information Technology
		03	Architecture	13	Builders and Developers
		04	Chartered	14	Members of Stock Exchange, Share Brokers and
			Accountant/Accountancy		Sub-Brokers
		05	Interior Decoration	15	Performing Arts and Yatra
		06	Technical Consultancy	16	Operation of Ships, Hovercraft, Aircrafts or Helicopters
		07	Company Secretary	17	Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles
		08	Legal Practitioner and	18	Ownership of Horses or Jockeys
		09	Solicitors Government Contractors	19	Cinema Halls and Other Theatres
		1 119	Government Contractors	17	Unema nans and Other Theatres
				20	Others
14	Name and	10	Insurance Agency	20 Act. 1961	Others provides that any 'specified person' (assessee)

	Representative Assessee	<ul> <li>in by representative assessee only as specified in Section 160 of the Indian Income-tax Ad 1961, such as, an agent of the non-resident, guardian or manager of a minor, lunatic or idic Court of Wards, Administrator General, Official Trustee, receiver, manager, trustee of a Truincluding Wakf.</li> <li>This field will contain particulars of the Representative Assessee. This field is mandatory applicant is minor, deceased, idiot, lunatic or mentally retarded. Column 1 to 13 will conta details of person on whose behalf this application is submitted.</li> <li>Proof of Identity and Proof of address are also required for representative assessee.</li> </ul>							
15	Proof of Identity and Proof of Address documents	dentity f of <b>Documents should be in the name of applicant</b> . List of documents which will serve proof of identity and address for each status of applicant is as given below:							
		oof of identity and address as per Ru	ule 114(4) of Income Tax Rules, 1962						
For In	dividuals and HUF								
		lentity (Copy of)	Proof of address (copy of)						
2. ( 3. ( 4. ( 4. ( 4. ( 5) 5)	overnment of India, o Copy of Overseas Citiz Government of India, o Copy of other nation Number or Taxpaye ttested by "Apostille re signatories to the he Indian Embassy or he country where uthorised officials scheduled Banks regis	zen of India (OCI) card issued by nal or citizenship Identification er Identification Number duly " (in respect of countries which Hague Convention of 1961) or by High Commission or Consulate in the applicant is located or of overseas branches of tered in India.	<ol> <li>Copy of Passport, or</li> <li>Copy of Person of Indian Origin (PIO) card issued by Government of India, or</li> <li>Copy of Overseas Citizen of India (OCI) card issued by Government of India, or</li> <li>Copy of other national or citizenship Identification Number or Taxpayer Identification Number 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 authorised officials of overseas branches of Scheduled Banks registered in India or</li> <li>Copy of Bank account statement in the country of residence, or</li> <li>Copy of Certificate of Residence in India or Residential permit issued by the State Police Authorities, or</li> <li>Copy of Registration Certificate issued by the Foreigner's Registration Office showing Indian address, or</li> <li>Copy of Visa granted &amp; Copy of appointment letter or contract from Indian Company &amp; Certificate (in original) of Indian address issued by the employer.</li> </ol>						
1. Co wh "Aj sig Inc co off reg	here the applicant postille" (in respect natories to the Hagu lian Embassy or High untry where the applicials of overseas gistered in India	egistration issued in the country is located, duly attested by t of the countries which are e Convention of 1961) or by the commission or Consulate in the plicant is located or authorised branches of Scheduled Banks ertificate issued in India or of	<ol> <li>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 authorised officials of overseas branches of Scheduled Banks registered in India</li> <li>Copy of registration certificate issued in India or of</li> </ol>						

ani	proval granted to set up	office in India by Indian approval granted to set up office in India by Indian
	thorities.	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) Authorised Signature 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 o 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**

- (a) Applicants may obtain the application form for PAN (Form 49AA) from any IT PAN Service Centres (managed by UTIITSL) or TIN-Facilitation Centres (TIN-FCs) / PAN Centres (managed by NSDL e-Gov), or any other stationery vendor providing such forms or download from the Income Tax Department website (<u>www.incometaxindia.gov.in</u>) / UTIITSL website (<u>www.utiitsl.com</u>) / NSDL e-Gov website (<u>www.tin-nsdl.com</u>).
- (b) 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.
- (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 49AA.
- (d) Applicant will receive an acknowledgement containing a unique number on acceptance of this form. This **acknowledgement number** can be used for tracking the status of the application.

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

Mode	Income-tax Department	NSDL e-Gov	UTIITSL
Website	<u>www.incometaxindi</u> <u>a.gov.in</u>	www.tin-nsdl.com	www.utiitsl.com
Call Center	1800-180-1961	020-27218080	022-67931300
Email ID		<u>tininfo@nsdl.co.in</u>	utiitsl.gsd@utiitsl.com
SMS		SMS NSDLPAN <space> Acknowledgement No. &amp; send to 57575 to obtain application status. For example → Type 'NSDLPAN 881010101010100' and send to 57575</space>	
Address		INCOME TAX PAN SERVICES UNIT (Managed by 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.	IT PAN Service Centres(managed by UTIITSL) PB no 20, Plot no 3, Sector- 11, CBDBelapur- Navi Mumbai 400614