



## GENERAL INFORMATION FOR APPLICANTS

- (a) An applicant can obtain the 'Request for New PAN Card or/and Changes or Correction in PAN Data' Form in the format prescribed by Income Tax Department from TIN-FCs / PAN Centres, any other stationery vendor providing such forms or download it from the NSDL website ([www.tin-nsdl.com](http://www.tin-nsdl.com)). In case applicant obtains form from TIN-FC / PAN Centre, maximum of Rs. 5/- per form may be charged.
- (b) The cost of processing the form is Rs. 60/- (plus service tax, as applicable).
- (c) It is mandatory to attach proof of identity and address with PAN application. Changes or corrections desired in PAN particulars should be supported by any one or combination of the relevant documents mentioned below –

Documents as proof of identity and address as per Rule 114 of Income Tax Rules, 1962 for Individual and HUF				
Sr. No.	Proof of Identity (Copy of any one)	Proof of Address (Copy of any one)	Proof of Issuance of PAN (Copy of any one)	
1.	School Leaving Certificate	Electricity bill <sup>^</sup>	PAN Card	
2.	Matriculation Certificate	Telephone bill <sup>^</sup>	PAN Allotment Letter	
3.	Degree of recognised educational institution	Employer Certificate <sup>^</sup>	No other document is acceptable as proof of issuance of PAN. If proof is not provided then application shall be accepted on a 'good effort basis'.	
4.	Depository Account Statement	Depository Account Statement <sup>^</sup>		
5.	Bank Account Statement / Passbook	Bank Account Statement / passbook <sup>^</sup>		
6.	Credit Card	Credit Card Statement <sup>^</sup>		
7.	Water Bill	Rent Receipt <sup>^</sup>		
8.	Ration Card	Ration Card		
9.	Property Tax Assessment Order	Property Tax Assessment Order		
10.	Passport	Passport		
11.	Voter Identity Card	Voter Identity Card		
12.	Driving License	Driving License		
13.	Certificate of identity signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.	Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer.		
	<b>Note : 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. For HUF any document in the name of Karta of HUF is required.</b>	<b>Note : 1) Proof of Address mentioned in Sr. No. 1 to 7 (^) should not be more than six months old on the date of application. 2) Proof of Address is required for 'Address for communication' in item no. 7</b>		<b>Note : Proof of identity and address must be in the Name of applicant.</b>
Documents as proof of identity and address as per Rule 114 of Income Tax Rules, 1962 for other than Individual and HUF				
1.	Company	Copy of Certificate of Registration issued by the Registrar of Companies.		
2.	Firm	Copy of Certificate of Registration issued by the Registrar of Firms or copy of partnership deed.		
3.	Association of persons (Trusts)	Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner.		
4.	Association of persons (other than Trusts) or Body of Individuals or Local authority or Artificial Juridical Person	Copy of Agreement or copy of certificate of registration number issued by charity commissioner or registrar of cooperative society or any other competent authority or any other document originating from any Central or State Government Department establishing identity and address of such person.		
Supporting document required for changes in PAN data				
Case / applicant type		Document acceptable for change of name / father's name		
Married ladies – change of name on account of marriage		Mariage certificate or marriage invitation card or publication of name change in official gazette or copy of passport showing husband's name	A certificate issued by a gazetted officer.	
Individual applicants other than married ladies		Publication of name change in official gazette		
Companies		ROC's certificate for name change		
Partnership firms		Revised partnership deed		
AOP / Trust / BOI / AJP / Local authority		Revised registration certificate / deed or agreement as applicable		
Applicant type		Document acceptable for change of Date of Birth / Incorporation		
Individuals		Relevant proof of identity having correct date of birth.		
Non individuals		Relevant proof of identity having correct date of incorporation.		

- (d) Applicant will receive an acknowledgment containing a 15-digit 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
- Visit us at [www.tin-nsdl.com](http://www.tin-nsdl.com)
  - Call TIN Call Centre at 022-24994650.
  - e-mail us at [tininfo@nsdl.co.in](mailto:tininfo@nsdl.co.in).
  - SMS PAN<space>Acknowledgement No. & send to 53030 to obtain application status.
  - Write to: INCOME TAX PAN SERVICES UNIT (Managed by National Securities Depository Limited), 1st Floor, Times Tower, Kamala Mills Compound, S. B. Marg, Lower Parel, Mumbai - 400013.

# Request For New PAN Card Or / And Changes Or Correction in PAN Data

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

Permanent Account Number (PAN)

Please read Instructions 'f' & 'g' for selecting boxes on left margin of this form.

**1 Name**

Please Tick  as applicable Shri  Smt.  Kumari  M/s

Signature/Left Thumb Impression

Last Name / Surname  First Name

Middle Name

Name as you would like it printed on the card

**2 Father's Name** (Only 'Individual' applicants : Even married women should give father's name only)

Last Name / Surname  First Name

Middle Name

**3 Date of Birth / Incorporation / Agreement / Partnership or Trust Deed / Formation of Body of Individuals / Association of Persons**

**4 Sex** (for 'Individual' applicant only) Male  Female

**5 Photo Mismatch**

**6 Signature Mismatch**

**7 Address for Communication** Please indicate if this is Residence  or Office

Office Name (to be filled only in case of office address)

Flat / Door / Block No.

Name of Premises / Building / Village

Road / Street / Lane / Post Office

Area / Locality / Taluka / Sub-Division

Town / City / District  State / Union Territory  Pin

(Indicating PIN is mandatory)

**8 If you desire to update your other address also, give required details in additional sheet.**

STD Code  Tel. No.

**9 Tel. No.**    
email ID

**10 Mention other Permanent Account Numbers (PANs) inadvertently allotted to you**

PAN 1  PAN 3   
PAN 2  PAN 4

I , the applicant, do hereby declare that what is stated above is true to the best of my information and belief. I have enclosed  (number of documents) in support of proposed changes/corrections.

Verified today, the

Signature / Left Thumb Impression of Applicant (inside the box)