INSTRUCTIONS FOR FILLING

REQUEST FOR NEW PAN CARD OR / AND CHANGES OR CORRECTION IN PAN DATA

- Form to be filled legibly in **BLOCK LETTERS** and in **BLACK INK** only. (a)
- Mention 10 digit PAN correctly. (b)
- 'Individual' applicant to affix a recent colour photograph (size 3.5 cm x 2.5 cm) on the form in case of change/correction in details which are printed on the PAN card (provide as item nos.1, 2, 3, 5 and 6 in the change request form). The photograph should not be stapled or clipped to (c) the form. The clarity of image on PAN card will depend on the quality and clarity of photograph affixed on the form. Signature / Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there
- (d) is any mark on the 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 Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp. (e)
- Having or using more than one PAN is illegal. If you possess more than one PAN or PAN card, kindly fill the details in Item No.10 of this form (f) and surrender the same.
- For issue of new PAN card without any changes In case you have a PAN but no PAN card and wish to get a PAN card or replace a lost PAN (g) card, fill all columns of the form but do not tick any of the boxes on the left margin. In case of loss of PAN card, a copy of FIR may be submitted along with the form. In case of Individuals, photograph to be affixed on the form.
- (h) For changes or correction in PAN data, fill all columns of the form and tick box on left margin of appropriate row where change/correction is required. Enclose copy of PAN card or Allotment letter issued by income tax department.

Item No.	Item Details	Guidelines for filling the form						
1.	Full Name	Individuals must state full expanded nam For example Jasjit Singh Anand should						
		Last Name/Surname ANAND	First Name JASJIT	Middle Name SINGH				
		Do not use abbreviations and initials. Allowed two characters initials in surname, first name & father's name of applicant are mentioned below.						
		OM DE UR UL AL AH AN AS BE BI BO BP CH EK EM ES FA FE FK GI GU HA HO IJ JO KA						
		KC KE KH KJ KS KU LE LI LO ON PI PT QI SA SE SI SM TA TI TO WOWU YE YH YI YJ YU ZI						
		Applicants other than 'Individuals' i.e. Non-Individuals, must ignore above instructions.						
		Non-Individuals will 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:						
		Last Name/Surname First Name Middle Name NATIONAL SECURITIES DEPOSITORY LIMITED HUFs will mention (HUF) within brackets after their full name. For example:						
		Last Name/Surname JASJIT SINGH ANAND (HUF)	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 sole proprietor should use/apply PAN in his/her personal name. Name should not be prefixed with titles such as Shri, Smt, Kumari, Dr., Major, M/s etc.						
	Name you would like printed on the card	Individual applicants are allowed to provide abbreviated 'name to be printed on the card'. The abbreviated name should necessarily contain the expanded last name. For example						
		Last Name/Surname RAVAL	First Name RUTVIJ	Middle Name ATULBHAI				
		can be written as RUTVIJ ATULBHAI RAVAL R. A. RAVAL RUTVIJ A. RAVAL						
		'Name to be printed on the card' for Non-	Individual applicants should					
2.	Father's Name	Applicable to Individuals only. Instructions in Item No.1 with respect to name apply here. Married women applicants should give only father's name and not husband's name.						
3.	Date of Birth/ Incorporation/Agreement	Date cannot be a future date. Date: 2nd August 1975 should be written as						
	/Partnership or Trust Deed/Formation of Body of Individuals/	0 2 0 8 1 9 7 5 DD MM YYYY						
	Association of Persons	Relevant date for different category of applicants is:						
		Individual: Date of Birth; Company: Date of Incorporation; Association of Persons: Date of Formation/Creation; Association of Persons (Trusts): Date of Creation of Trust Deed; Partnership Firms: Date of Partnership Deed; HUFs: Date of Creation of HUF and for ancestral HUF date						
4.	Sex	can be 01010001 where the date of creation is not available. This field is mandatory for Individuals. Field should be left blank in case of other applicants.						
5 & 6.	Photo/Signature Mismatch	Individuals issued a PAN card with incorrect/unclear photograph/signature will tick the box on the left margin. Copy of PAN card with wrong photograph/signature is to be enclosed with the form.						
7.	Address for Communication	Indicate either Residence or Office address for communication as the case may be. If status of applicant is other than 'Individual' / 'HUF', office name and address is mandatory.						
		Out of first four fields, applicant must fill up at least two fields. Town/City/District, State/Union Territory and PIN are mandatory.						
8.	Update other address	If applicant wishes to update other address, besides address for communication, box on left margin to be ticked and details of address to be provided on an additional sheet in similar format as prescribed in Item No.7.						
9.	Telephone Number and e-mail ID	(1) If Telephone Number is mentioned, STD Code is mandatory. (2) In case of mobile number, country code should be mentioned as STD Code						
		STD Code	Tel. No.					
		Where '91' is the country code of Indi (3) It is mandatory for the applicants to n can be contacted in case of any discrepan	a. nentioned either their "Tel	9 8 2 0 0 1 1 1 1 5 ephone number" or a valid "e-mail id" so that they and/or for receiving PAN through e-mail.				
10.	Mention other Permanent Account Number (PANs) inadvertently allotted to you		in the one filled at the top	of the form (the one currently used) should be				

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, any other stationery vendor providing such forms or freely download it from the NSDL website (http://www.tin-nsdl.com). In case applicants obtain the form from TIN-FCs, they may be charged a maximum of Rs.5/- per form.
- (b) The cost of processing the form is Rs.60/- (plus service tax, as applicable).
- (c) Changes or corrections desired in PAN particulars should be supported by anyone or combination of the relevant documents mentioned below and copies (attestation not required) to be submitted alongwith filled form.

	nts as proof of identity and address as p Individual and HUF	per Rule 114 of Income Tax Rules,		
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^	PAN Card	
2.	Matriculation Certificate	Telephone bill^	PAN Allotment Letter	
3.	Degree of recognised educational institution	Depository Account Statement^	No other document is acceptable as proof of issuance of PAN.	
4.	Depository Account Statement	Credit Card Statement^		
5.	Bank Account Statement / Passbook	Bank Account Statement / passbook^		
6.	Credit Card	Employer Certificate [^]		
7.	Water Bill	Rent Receipt^		
8.	Ration Card	Ration Card		
9.	Property Tax Assessment Order	Property Tax Assessment Order		
10.	Passport	Passport		
11.	Voter's Identity Card	Voter's 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.		
	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.	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		f of identity and address must be in of applicant.
D	ocuments as proof of identity and addre	ess as per Rule 114 of Income Tax Rules	, 1962 for oth	er than Individual and HUF
1.	Company	Copy of Certificate of Registration issu		
2.	Firm	Copy of Certificate of Registration issued partnership deed.		gistrar of Firms or copy of
3.			e of registration	on numbers issued by Charity
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.		
	Support	ing document required for changes in P	AN data	
	pplicant type	Document acceptable for change of a		
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.
married		Publication of name change in official	gazette	
Companies		ROC's certificate for name change		4
Partnersh		Revised partnership deed		4
AOP / Trust / BOI / AJP etc.		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.		
NT 1 1	viduals	Relevant proof of identity having corre	ct date of inco	orporation.

(d) Applicant will receive an acknowledgment containing a 15-digit unique number from the TIN-FC on acceptance of this form. This acknowledgment number can be used for tracking the status of the application on http://www.tin-nsdl.com

(e) For more information

Visit us at http://www.tin-nsdl.com
Call TIN Call Centre at 022-2499 4650

- e-mail us at tininfo@nsdl.co.in

Write to: National Securities Depository Limited, A Wing, 4th Floor, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

Request For New PAN Card Or / And Changes Or Correction in PAN Data Permanent Account Number (PAN)	Only 'Individuals' to affix recent photograph (3.5 cm × 2.5 cm)						
Please read Instructions 'f' & 'g' for selecting boxes on left margin of this form.							
Please Tick 🖌 as applicable Shri Smt. Kumari M/s							
 3 Date of Birth / Incorporation / Agreement / Partnership or Trust Deed / Formation							
Office Name (to be filled only in case of office address)							
Area / Locality / Taluka / Sub-Division Area / Locality / Taluka / Sub-Division Town / City / District 8 If you desire to update your other address also, give required details in additional s	(Indicating PIN is mandatory)						
STD Code Tel. No. 9 Tel. No.]]						
10 Mention other Permanent Account Numbers (PANs) inadvertently allotted to you PAN 1 PAN 3 PAN 2 PAN 4 PAN 4 PAN 4 PAN 5 PAN 4 PAN 6 PAN 4 PAN 7 PAN 4 PAN 8 PAN 4 PAN 9 PAN 4 PAN 9							
	of proposed changes/corrections.						