

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.

Documents as proof of identity and address as per Rule 114 of Income Tax Rules, 1962 for Individual and HUF			Proof of Issuance of PAN (Copy of any one)	
Sr. No.	Proof of Identity (Copy of any one)	Proof of Address (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 Councillor 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		Note : Proof of identity and address must be in the Name of applicant.
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 numbers 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		Marriage 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 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.		
Non individuals		Relevant proof of identity having correct date of incorporation.		

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- (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

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

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

D D M M Y Y Y Y

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

D D M M Y Y Y Y

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