INSTRUCTIONS FOR FILLING FORM 49A

- (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 Magistrate or a Notary Public or a Gazetted Officer 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 www.utiitsl.com or <a href="https://www.utiitsl.com"

(h) Guidelines for filling the Form 49A:

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	Individuals/ Association of	Relevant date for different categories of applicants is:
	Persons	Individual: Actual Date of Birth; Company: Date of Incorporation;
		Association of Persons: Date of formation/creation; 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	Father's Name	Applicable to Individuals only. Instructions in Item No.1 with respect to name apply here. Married woman applicant should give father's name and not husband's name.
7	Address –	R - Residence Address:
	Residence and office	For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants should leave this field blank.
		O - 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 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 applicants should necessarily
	communication	indicate 'Office' as the Address for Communication.
		All communication will be sent at the address indicated in this field.
9	Telephone	(1) Telephone number should include country code(ISD code) and STD code or Mobile No. should include Country
	Number and E- mail ID	code(ISD Code).
	mail 1D	For example :
		(i) Telephone number 23555705 of Delhi should be written as
		Country code STD Code Telephone Number / Mobile number
		Where '91' is the country code of India and 11 is the STD Code of Delhi.
		(ii) Mobile number 9102511111 of India should be written as
		Country code STD Code Telephone Number / Mobile number
		9 1 0 2 5 1 1 1 1
		Where '91' is the country code of India.
		(2) It is mandatory for the applicants to mention either their "Telephone number" or valid "e-mail id" so that they can be contacted in case of any discrepancy in the application and/or for receiving PAN through e-mail.
		(3) Application status updates are sent using the SMS facility on the mobile numbers mentioned in the application form.
10	Status of Applicant	This field is mandatory for all categories of applicants. In case of 'Limited Liability Partnership', the PAN will be allotted in 'Firm' status.
11	Registration number	Not applicable to Individuals and HUFs. Mandatory for 'Company'. Company should mention registration number issued by the Registrar of Companies. Other applicants may mention registration number issued by any State or Central Government Authority.
12	In case of	
12	citizen of India	AADHAAR number, if allotted, has to be quoted (supported by copy of AADHAAR letter/card)
13	Source of Income	It is mandatory to indicate at least one of the sources of incomes, as mentioned in the form. In case, the income from Business/profession is selected by the applicant then an appropriate business/ profession code should be mentioned.
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		Please ref	er the table given below to select t	ne business/pr	ofession code:
		Code	Business/ Profession	Code	Business/ Profession
		01 02	Medical Profession and Business	11 12	Films, TV and such other entertainment
		03	Engineering Architecture	13	Information Technology Builders and Developers
		04	Chartered Accountant/Accountant		Members of Stock Exchange, Share Brokers and Sub- Brokers
		05	Interior Decoration	15	Performing Arts and Yatra
		06	Technical Consultancy Company Secretary	16 17	Operation of Ships, Hovercraft, Aircrafts or Helicopters Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles
		08	Legal Practitioner and Solicitors	18	Ownership of Horses or Jockeys
		09 10	Government Contractors	19 20	Cinema Halls and Other Theatres Others
14	Name and		Insurance Agency		erson(assessee) can be represented through Representative
14	address of				epresentative assessee only as specified in Section 160 of
	Representative Assessee	the Incon	ne-tax Act, 1961, such as, an age	nt of the non-	resident, guardian or manager of a minor, lunatic or idiot, eiver, manager, trustee of a Trust including Wakf.
		deceased			Assessee. This field is mandatory if applicant is minor, to 13 will contain details of person on whose behalf this
		Proof of I	dentity and Proof of address is also	required for re	anrasantativa assassa
15	Proof of				address with PAN application. Documents should be in
	Identity and	the nam	e of applicant. List of documen		serve as proof of identity and address for each status of
	Proof of	applicant	is as given below:		
	Address documents				
Docu		proof of id	entity and address as per Rule 114	of Income Tax	Rules, 1962
	Individuals and H		,		
Sr. No		Proof	of Identity (Copy of)		Proof of address (copy of)
1	School Leaving Co	ertificate			Electricity Bill*
2	Matriculation Cert				Telephone Bill*
3	Degree of recogn				Employer Certificate*
3 4	Depository Accou	nt Stateme	nt		Depository Account Statement*
3 4 5	Depository Accou Bank Account Sta	nt Stateme	nt		Depository Account Statement* Bank Account Statement / Passbook*
3 4 5 6	Depository Accou Bank Account Sta Credit Card	nt Stateme	nt		Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement*
3 4 5	Depository Accou Bank Account Sta	nt Stateme	nt		Depository Account Statement* Bank Account Statement / Passbook*
3 4 5 6 7	Depository Accou Bank Account Sta Credit Card Water Bill Ration Card Property Tax Asso	nt Stateme tement / Pa	nt Issbook		Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement* Rent Receipt*
3 4 5 6 7 8	Depository Accou Bank Account Sta Credit Card Water Bill Ration Card Property Tax Asso Passport	nt Statement / Pa	nt Issbook		Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement* Rent Receipt* Ration Card
3 4 5 6 7 8 9 10	Depository Accou Bank Account Sta Credit Card Water Bill Ration Card Property Tax Asso Passport Voter Identity Cal	nt Statement / Pa	nt Issbook		Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement* Rent Receipt* Ration Card Property Tax Assessment Order Passport Voter Identity Card
3 4 5 6 7 8 9 10 11	Depository Accou Bank Account Sta Credit Card Water Bill Ration Card Property Tax Asso Passport Voter Identity Cal Driving License	nt Statement / Pa	nt assbook der		Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement* Rent Receipt* Ration Card Property Tax Assessment Order Passport Voter Identity Card Driving License
3 4 5 6 7 8 9 10	Depository Accou Bank Account Sta Credit Card Water Bill Ration Card Property Tax Asso Passport Voter Identity Cal Driving License Certificate of ider	essment Ord https://doi.org/10.1001/10	nt Issbook	er of in the	Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement* Rent Receipt* Ration Card Property Tax Assessment Order Passport Voter Identity Card
3 4 5 6 7 8 9 10 11	Depository Accou Bank Account Sta Credit Card Water Bill Ration Card Property Tax Asse Passport Voter Identity Cal Driving License Certificate of ider Legislative Assemprescribed format	essment Ord https://doi.org/10.1001/10	nt assbook der by Member of Parliament or Memb	er of in the	Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement* Rent Receipt* Ration Card Property Tax Assessment Order Passport Voter Identity Card Driving License Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or
3 4 5 6 7 8 9 10 11 12 13	Depository Accou Bank Account Sta Credit Card Water Bill Ration Card Property Tax Asso Passport Voter Identity Cal Driving License Certificate of ider Legislative Assemprescribed format	essment Ord and tity signed ably or Munit.	above mentioned documents as productions of such minor shall be deemed to	er of in the	Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement* Rent Receipt* Ration Card Property Tax Assessment Order Passport Voter Identity Card Driving License Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or Gazetted Officer in the prescribed format. Note: 1. Proof of Address is required for residence address mentioned in item no. 7.
3 4 5 6 7 8 9 10 11 12 13 Note	Depository Accou Bank Account Sta Credit Card Water Bill Ration Card Property Tax Asse Passport Voter Identity Cal Driving License Certificate of ider Legislative Assemprescribed format In case of Minor, and address of any of identity and address For HUF, an affidaname, father's name	essment Ord and titty signed ably or Munit. any of the f parents/guass for the minuit made band address	above mentioned documents as productions of such minor shall be deemed to	er of in the of identity be the proof amily stating opplication and	Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement* Rent Receipt* Ration Card Property Tax Assessment Order Passport Voter Identity Card Driving License Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or Gazetted Officer in the prescribed format. Note: 1. Proof of Address is required for residence address
3 4 5 6 7 8 9 10 11 12 13 Note	Depository Accou Bank Account Sta Credit Card Water Bill Ration Card Property Tax Asse Passport Voter Identity Cal Driving License Certificate of ider Legislative Assemprescribed format In case of Minor, and address of any of identity and address For HUF, an affidaname, father's name	essment Ord and tity signed ably or Munit. any of the parents/guass for the minute made to and address ove documen	above mentioned documents as producion of such minor shall be deemed to or applicant. y the Karta of Hindu Undivided Fof all the coparceners on the date of a	er of in the of identity be the proof amily stating opplication and	Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement* Rent Receipt* Ration Card Property Tax Assessment Order Passport Voter Identity Card Driving License Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or Gazetted Officer in the prescribed format. Note: 1. Proof of Address is required for residence address mentioned in item no. 7. 2. In case of an Indian citizen residing outside India, copy of Bank Account Statement in country of residence or copy of
3 4 5 6 7 8 9 10 11 12 13 Note	Depository Accou Bank Account Sta Credit Card Water Bill Ration Card Property Tax Asso Passport Voter Identity Cal Driving License Certificate of ider Legislative Assem prescribed format In case of Minor, and address of any of identity and address For HUF, an affida name, father's name copy of any of the ab	essment Ord and tity signed ably or Munit. any of the parents/guass for the minute made to and address ove documen	above mentioned documents as procrdians of such minor shall be deemed to or applicant. y the Karta of Hindu Undivided F of all the coparceners on the date of a ts in the name of Karta of HUF is required. Copy of Certificate of Copy of Certificate Option Copy of	er of in the of identity be the proof amily stating oplication and ed.	Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement* Rent Receipt* Ration Card Property Tax Assessment Order Passport Voter Identity Card Driving License Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or Gazetted Officer in the prescribed format. Note: 1. Proof of Address is required for residence address mentioned in item no. 7. 2. In case of an Indian citizen residing outside India, copy of Bank Account Statement in country of residence or copy of
3 4 5 6 7 8 9 10 11 12 13 Note	Depository Accou Bank Account Sta Credit Card Water Bill Ration Card Property Tax Asse Passport Voter Identity Car Driving License Certificate of ider Legislative Assemprescribed format :- In case of Minor, and address of any of of identity and address For HUF, an affidaname, father's name copy of any of the abover than Individuals and Company	essment Ord and tity signed ably or Munit. any of the f parents/guass for the minuit made to and address ove document.	above mentioned documents as procrdians of such minor shall be deemed to or applicant. y the Karta of Hindu Undivided F of all the coparceners on the date of a ts in the name of Karta of HUF is required. Copy of Certificate of deed.	er of identity of the proof amily stating oplication and ed. Registration is a frequency of the proof amily stating oplication and ed.	Depository Account Statement* Bank Account Statement / Passbook* Credit Card Statement* Rent Receipt* Ration Card Property Tax Assessment Order Passport Voter Identity Card Driving License Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or Gazetted Officer in the prescribed format. Note: 1. Proof of Address is required for residence address mentioned in item no. 7. 2. In case of an Indian citizen residing outside India, copy of Bank Account Statement in country of residence or copy of Non-resident External(NRE) bank account statements.