## **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 <b>Jasjit Singh Anand</b> should			
		Last Name/Surname ANAND	First Name JASJIT	Middle Name SINGH	
		name of applicant are mentioned below.			
		Allowed two characters initials in surname, first name & father's name of applicant are mentioned below. OM DE UR UL AL AH AN AO AS BE BI BO BP CH EK EM ES FA FE FK GI GU HA HO ID JI JO KA   KC KE KH KJ KS KU LE LI LO ON PI PT QI SA SE SI SM TA TI TO WO WU 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: EX EX EX EX First and Middle Name.			
		Last Name/Surname NATIONAL SECURITIES DEPOSITY HUFs will mention (HUF) within bracke For example:	-	Middle Name	
		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 prov name should necessarily contain the exp For example	vide abbreviated 'name to b		
		Last Name/Surname RAVAL	First Name RUTVIJ	Middle Name ATULBHAI	
		can be written as RUTVLJ ATULBHAI RAVAL R. A. RAVAL RUTVLJ A. RAVAL			
	'Name to be printed on the card' for Non- Individual applicants should be same as last name field.				
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. Date cannot be a future date.			
3.	Date of Birth/ Incorporation/Agreement				
	/Partnership or Trust Deed/Formation of Body of Individuals/	mation of 0 2 0 8 1 9 7 5 ndividuals/			
	Association of Persons	Relevant date for different category of ap			
		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 dat can be 01010001 where the date of creation is not available.			
4.	Sex	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	should be mentioned as 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	<b>a.</b> 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	