

## INSTRUCTIONS FOR FILLING CHANGE REQUEST FORM

(Please [click here](#) for Instructions in Hindi language)

- (a) Form to be filled in English only.  
 (b) Fields marked by asterisk (\*) are mandatory.  
 (c) **Mention 10 digit PAN correctly.**

Item No.	Item Details	Instructions for filling the form																																																																																																
1	Full Name	<p>Please select appropriate title.            Individuals must state full expanded name. If Last Name and Middle Name are entered, then applicant must enter First Name also. Do not use abbreviations and initials in first and last name.            For example, <b>Poonam Ravi Narayan</b> should be written as:  <b>Last Name/Surname First Name Middle Name</b>  <b>NARAYAN POONAM RAVI</b>            Allowed two characters initials in surname, first name, middle name &amp; father's name of applicant are mentioned below.</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>AH</td><td>AI</td><td>AL</td><td>AN</td><td>AO</td><td>AR</td><td>AS</td><td>BE</td><td>BI</td><td>BO</td><td>BP</td><td>CH</td><td>CY</td><td>DA</td><td>DE</td><td>DO</td><td>EE</td><td>EK</td><td>EM</td><td>ES</td><td>FA</td><td>FE</td><td>FK</td><td>FU</td> </tr> <tr> <td>GI</td><td>GO</td><td>GU</td><td>HA</td><td>HE</td><td>HO</td><td>HU</td><td>ID</td><td>IK</td><td>IL</td><td>IN</td><td>JE</td><td>JI</td><td>JO</td><td>JR</td><td>JU</td><td>KA</td><td>KC</td><td>KE</td><td>KH</td><td>KI</td><td>KJ</td><td>KO</td><td>KS</td> </tr> <tr> <td>KU</td><td>LE</td><td>LI</td><td>LO</td><td>LU</td><td>MA</td><td>MU</td><td>NA</td><td>NG</td><td>OH</td><td>OM</td><td>ON</td><td>PI</td><td>PT</td><td>QI</td><td>RU</td><td>SA</td><td>SE</td><td>SI</td><td>SM</td><td>SU</td><td>TA</td><td>TI</td><td>TO</td> </tr> <tr> <td>TU</td><td>UR</td><td>UL</td><td>WO</td><td>WU</td><td>YE</td><td>YH</td><td>YI</td><td>YJ</td><td>YO</td><td>YU</td><td>ZI</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>Applicants other than 'Individuals' must ignore above instructions.            For example:  <b>Name of the Company</b>  <b>NATIONAL SECURITIES DEPOSITORY LIMITED</b>            HUFs shall mention HUF after their full name. Mention HUF in bracket ( ).            For example:  <b>Name of HUF</b>  <b>MANOJ MAFATLAL DAVE ( HUF )</b>            In case of Company, 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' or '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.</p>	AH	AI	AL	AN	AO	AR	AS	BE	BI	BO	BP	CH	CY	DA	DE	DO	EE	EK	EM	ES	FA	FE	FK	FU	GI	GO	GU	HA	HE	HO	HU	ID	IK	IL	IN	JE	JI	JO	JR	JU	KA	KC	KE	KH	KI	KJ	KO	KS	KU	LE	LI	LO	LU	MA	MU	NA	NG	OH	OM	ON	PI	PT	QI	RU	SA	SE	SI	SM	SU	TA	TI	TO	TU	UR	UL	WO	WU	YE	YH	YI	YJ	YO	YU	ZI												
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	Name you would like printed on the card	<p>Individual applicants are allowed to provide abbreviated 'Name to be printed on the card'. The abbreviated name should necessarily contain the expanded Last Name/Surname.            For example:  <b>Last Name/Surname First Name Middle Name</b>  <b>SAMUEL ROY JAMES</b>            can be written as,  <b>ROY JAMES SAMUEL</b>  <b>R. J. SAMUEL</b>  <b>ROY J. SAMUEL</b>  <b>For Non - Individual applicants, this should be same as last name field in Item No. 1 above.</b>            Name you would like printed on the card should not be prefixed with titles such as Shri, Smt, Kumari, Dr., Major, M/s etc.</p>																																																																																																
2	Father's Name	<p>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.            Father's Name should not be prefixed with titles such as Shri, Smt, Kumari, Dr., Major, M/s etc.</p>																																																																																																
3	Date of Birth / Incorporation / Agreement /	<p>Date cannot be a future date.            Date 2nd August 1975 should be written as :</p> <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="width: 100px;"></td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">8</td> <td style="width: 100px;"></td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">9</td> <td style="border: 1px solid black; padding: 2px;">7</td> <td style="border: 1px solid black; padding: 2px;">5</td> </tr> </table>	0	2		0	8		1	9	7	5																																																																																						
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	Partnership or Trust Deed / Formation of Body of Individuals / Association of Persons	<b>D D M M Y Y Y Y</b> Relevant date for different category of applicants is: <b>Individual:</b> Date of Birth; <b>Company:</b> Date of Incorporation; <b>Association of Person:</b> Date of Formation/Creation; <b>Association of Persons (Trusts):</b> Date of Creation of Trust Deed; <b>Partnership Firms:</b> Date of Partnership Deed; <b>HUFs:</b> Date of creation of HUF and for ancestral HUF, date can be 01010001 where the date of creation is not available.																										
4	Sex	This field is mandatory for Individuals.																										
5	Photo Mismatch	Individuals issued a PAN card with some other person's photograph will select the box on the left margin. The original PAN card with wrong photograph is to be enclosed with the acknowledgment.																										
6	Signature Mismatch	Individuals issued a PAN card with some other person's signature will select the box on the left margin. The original PAN card with wrong signature is to be enclosed with the acknowledgment.																										
7	Address for Communication	(1) Please select either 'Residential' or 'Office' address as the address for communication. (2) Address for communication can be Residential Address only if the applicant is an Individual / HUF / Body of Individuals / Association of Persons / Artificial Juridicial Person. (3) All future communication will be sent at the address indicated in this field. (4) If Address for Communication is selected as 'Office', Office Name and Address is mandatory. (5) Out of first four address fields, applicant must fill up atleast two fields. (6) Town/City/District, State/Union Territory and PIN are mandatory. (7) If the applicant wants to enter foreign address, option for "outside India" should be selected from the drop down list in the field of "State/Union Territory". (8) Further, applicant should select the name of the country and enter the ZIP code as applicable.																										
8	Update other address	If applicant wishes to update other address, besides address for communication, box on left margin to be selected and details of address to be provided in the relevant fields.																										
9	Telephone Number and e-mail ID	(1) Telephone Number is mandatory along with STD Code. (2) In case of mobile number, country code should be mentioned as STD Code. <table style="margin-left: auto; margin-right: auto;"><tr><td colspan="4" style="text-align: center;"><b>ISD/STD Code</b></td><td colspan="4" style="text-align: center;"><b>Tel. No.</b></td></tr><tr><td style="border: 1px solid black; width: 20px; text-align: center;">9</td><td style="border: 1px solid black; width: 20px; text-align: center;">1</td><td style="border: 1px solid black; width: 20px;"></td><td style="border: 1px solid black; width: 20px;"></td><td style="border: 1px solid black; width: 20px;"></td><td style="border: 1px solid black; width: 20px;"></td><td style="border: 1px solid black; width: 20px; text-align: center;">9</td><td style="border: 1px solid black; width: 20px; text-align: center;">8</td><td style="border: 1px solid black; width: 20px; text-align: center;">2</td><td style="border: 1px solid black; width: 20px; text-align: center;">0</td><td style="border: 1px solid black; width: 20px; text-align: center;">0</td><td style="border: 1px solid black; width: 20px; text-align: center;">1</td><td style="border: 1px solid black; width: 20px; text-align: center;">1</td><td style="border: 1px solid black; width: 20px; text-align: center;">1</td><td style="border: 1px solid black; width: 20px; text-align: center;">1</td><td style="border: 1px solid black; width: 20px; text-align: center;">5</td><td style="border: 1px solid black; width: 20px;"></td><td style="border: 1px solid black; width: 20px;"></td></tr></table> <b>Where '91' is the country code of India.</b> However, in case of WLL mobiles (e.g. Reliance, TATA Indicom, etc.), STD Code should be mentioned. (3) NRI /Foreign National should mention the ISD code of their respective country and City code as applicable in the space provided for ISD/STD code. e.g. Person staying in Chicago should write 1312 in the ISD/STD code text box.(1 is ISD code of USA and 312 is City code of Chicago). (4) E-mail ID is mandatory. Applicants must provide their valid e-mail ID for receiving intimation about the status of their application through e-mail.	<b>ISD/STD Code</b>				<b>Tel. No.</b>				9	1					9	8	2	0	0	1	1	1	1	5		
<b>ISD/STD Code</b>				<b>Tel. No.</b>																								
9	1					9	8	2	0	0	1	1	1	1	5													
10	Mention other Permanent Account Numbers (PANs) inadvertently allotted to you	All PAN(s) inadvertently allotted should be mentioned and the corresponding PAN card(s), if any, to be submitted for cancellation alongwith the acknowledgment. PAN to be cancelled should not be same as PAN (the one currently used) mentioned at the top of the form.																										

**(d) Documents to be submitted along with the application****1 Proof of identity and address**

- a. Documents which are acceptable as proof of identity and address are mentioned in [Detailed instructions for documents to be submitted.](#)
- b. Proof of Identity and address must be in the name of the applicant as mentioned in the application form.
- c. If the applicant is a minor (i.e. below 18 years of age at the time of application), any of the documents acceptable as

proof of identity and address of any of the parents/ guardian of such minor shall be deemed to be the proof of identity and address of the applicant.

- d. Proof of address in the name of spouse/parents/sibling etc., will not be accepted as valid proof of address.
- e. Proof of Address is required for the address mentioned in "Address for communication" in item no.7.
- f. If item no.8 is ticked & filled in, proof of address mentioned therein is also required.

## 2 Proof of PAN

- a. Proof of PAN is required for the PAN currently in use (i.e. existing PAN). This is required for the PAN mentioned at the beginning of the application before item no. 1
- b. Proof of PAN is also required in case of cancellation request for any PAN, i.e., for any PAN mentioned in Item No. 10
- c. Proof of PAN can be one of the following only:
  - i. Copy of PAN card; or
  - ii. Copy of intimation letter issued by the Income Tax Department in lieu of PAN card intimating PAN.
  - iii. In case one of the above proofs are not available, a copy of FIR (stating loss of PAN card) can be submitted.

**If proof of PAN (as stated above) is not submitted, the application will be processed on a 'good effort' basis even without a copy of FIR. During verification at NSDL, if it is found that there are differences between the PAN or the data provided in the application with the ITD database, the application may not be processed and the processing fee will be forfeited.**

## 3 Proof for change requested

The applicant shall be required to provide further documentary proof to support request for correction or change in PAN data like name, father's name, date of birth, for example:

- a. Request for change (marginal correction like spelling correction, expansion of initials, etc.,) in applicant's or father's name will have to be supported with suitable proof of identity containing corrected data.
- b. Request for change (significant change) in applicant's or father's name will have to be supported with such proof that will contain proof of change of name from the old to the new in addition to the proof of identity. The documents that shall be accepted as proof in this case are:
  - i. **For married ladies - change of name on account of marriage** - marriage certificate, marriage invitation card, publication of 'name-change' in gazette, copy of passport showing husband's name (or vice versa).
  - ii. **For individual applicants other than married ladies** - publication of 'name-change' in gazette.
  - iii. **For companies** - ROC's certificate for name change.
  - iv. **For partnership firms** - revised Partnership Deed
  - v. **For other categories which are registered organisations (AOP/Trust/BOI/AJP, etc.)** - the revised registration/deed/agreement.
  - vi. **For all categories of applicants** - A certificate from a gazetted officer stating name change.
- c. Request for correction of date of birth (for individuals) and date of incorporation (non-individuals) will have to be supported with documents issued by competent authority containing the correct date.
- d. The address for communication in the ITD database will be updated with the address for communication mentioned in the application, even if change in address for communication is not requested in the application.

**If the core data relating to the PAN (the applicant's name, date of birth, father's name (for individual), name and date of incorporation [for non-individual]) provided in the application substantially varies with the PAN data in the ITD database and the applicant has not requested for the change in the same with sufficient support documents, the applicant will be intimated of this variance. In such case the applicant will have to provide necessary support documents. If such data substantially matches with the ITD database the PAN card will be printed with the data in the ITD database with only the fields marked for change by the applicant.**

## Documents to be submitted as Proof of Identity and Address

### I For Individuals

#### 1. Citizen of India located in India at the time of application for PAN

Proof of Identity		Copy of any of the following:
	1	School leaving certificate
	2	Matriculation certificate
	3	Degree of a recognised educational institution
	4	Depository account statement
	5	Credit card statement
	6	Bank account statement/ bank pass book
	7	Water bill
	8	Ration card
	9	Property tax assessment order
	10	Passport
	11	Voters Identity Card
	12	Driving License
	13	Certificate of identity signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or Gazetted Officer.

Proof of Address		Copy of any of the following
	1	Electricity bill*
	2	Telephone bill*
	3	Depository account statement*
	4	Credit card statement*
	5	Bank account statement/bank pass book*
	6	Rent receipt*
	7	Employer certificate*
	8	Passport
	9	Voters Identity card
	10	Property tax assessment order
	11	Driving License
	12	Ration card
	13	Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councilor or Gazetted Officer.
		* documents submitted as proof of address for serial numbers 1 to 7 should not be more than six months old from the date of application.

## 2. Citizen of India located outside India at the time of application for PAN

Proof of Identity		Copy of passport
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Proof of Address		Copy of any of the following
	1	Copy of passport
	2	Copy of bank account statement in country of residence
	3	Copy of NRE bank account statement **

## 3. Foreign Citizen located in India at the time of application for PAN

Proof of Identity		Copy of any of the following
	1	Copy of passport
	2	Copy of Person of Indian Origin (PIO) card issued by Government of India

Proof of Address		Copy of any of the following
	1	Copy of passport

	2	Copy of bank account statement in India
	3	Residential permit issued by the State Police Authorities
	4	Registration certificate issued by the Foreigner's Registration Officer
	5	Copy of Person of Indian Origin (PIO) card issued by Government of India
	6	Copy of NRE bank account statement**
	7	Copy of Visa application to Indian authorities and Copy of Visa granted and Copy of appointment letter/contract from Indian Company and Certificate (in original) of Indian address issued by employer***
		*** The certificate should be on employer's letterhead mentioning PAN of the employer. Copy of PAN card for the PAN mentioned in the employer's certificate should be submitted.

**Note:** If the applicant has provided an Indian office address, then all the following five documents are mandatory along with any of the first six above mentioned documents:-

1. Copy of Visa application to Indian authorities and
2. Copy of Visa granted and
3. Copy of appointment letter/contract from Indian Company and
4. Certificate (in original) of address in India of applicant issued by authorized signatory of employer on employer's letter head mentioning the PAN of the employer.
5. Copy of PAN card for the PAN mentioned in the employer's certificate.

#### 4. Foreign Citizen located outside India at the time of application for PAN

Proof of Identity	1	Copy of passport
	2	Copy of other National ID attested by Indian Embassy/Consulate/High Commission/Apostille
	3	Copy of Person of Indian Origin (PIO) card issued by Government of India

Proof of Address		Copy of any of the following
	1	Copy of passport
	2	Copy of other National ID attested by Indian Embassy/Consulate/High Commission/Apostille
	3	Copy of bank account statement in country of residence, duly attested by Indian Embassy/High Commission/Consulate/Apostille in the country where applicant is located
	4	Copy of Person of Indian Origin (PIO) card issued by Government of India
	5	Copy of NRE bank account statement**
		** showing at least two customer induced transactions in last six months period and duly attested by Indian Embassy / Consular office / High commission or Apostille or by the manager of the bank in which the account is held. The applicant may be a joint holder.

## II For Categories other than Individuals

i.e. Firm, BOI, HUF, AOP, AOP(Trust), Local Authority, Company, Artificial Judicial Person

### 1. Having office of their own in India

Proof of Identity and Address		
HUF		Any document prescribed in the case of individuals in respect of Karta of the HUF.
Company		Copy of Certificate of Registration issued by Registrar of Companies.
Firms		Copy of Certificate of Registration issued by Registrar of Firms or Copy of Partnership Deed.
AOP (Trusts)		Copy of Trust Deed or Copy of Certificate of Registration issued by Charity Commissioner.

AOP/BOI/Local Authority/Artificial Juridical Person	Copy of Agreement or Copy of Certificate of Registration issued by Charity Commissioner or Registrar of Co-operative 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.
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## 2. Having no office of their own in India

Proof of Identity and Address	Copy of any of the following
	a) Copy of registration certificate of the respective country duly attested by Indian Embassy/Consulate/High Commission/Apostille in the country where applicant is located.
	b) Copy of certificate of registration with the competent authority in India
	c) Copy of approval issued by the competent authority in India
	d) Copy of the accompanying documents alongwith the approval issued by competent authority in India*
	e) Copy of the application (duly acknowledged) made by the applicant before the competent authority in India*
	*This document can be provided only if applicant mentions an address in India in the PAN application.