

INSTRUCTIONS FOR FILLING FORM 49A

- (a) Form to be filled legibly in **BLOCK LETTERS** and in **BLACK INK** 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 a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph 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 thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there 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.
- (e) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.
- (f) Applicants are required to provide their Ward/Circle, Range and Commissioner details in the application. These details can be obtained from the Income Tax Office.
- (g) **Area Code, AO Type, Range Code and AO Number must be filled up** by the applicant. If the applicant is unable to determine the details, TIN Facilitation Centre (TIN-FC) may assist it in doing so.
- (h) Applicant can also search for its AO details on <http://tin.nsdli.com>

Item No.	Item Details	Guidelines for filling the form																							
1.	Full Name	<p>Individuals must state full expanded name. Do not use abbreviations and initials. Single and two characters in Last Name and First Name except OM, DE, UR, UL and AL are treated as initials. For example Jasjit Singh Anand should be written as:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Last Name/Surname</td> <td style="text-align: center;">First Name</td> <td style="text-align: center;">Middle Name</td> </tr> <tr> <td style="text-align: center;">ANAND</td> <td style="text-align: center;">JASJIT</td> <td style="text-align: center;">SINGH</td> </tr> </table> <p>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:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Last Name/Surname</td> <td style="text-align: center;">First Name</td> <td style="text-align: center;">Middle Name</td> </tr> <tr> <td style="text-align: center;">NATIONAL SECURITIES DEPOSITORY LIMITED</td> <td></td> <td></td> </tr> </table> <p>HUFs will mention (HUF) within brackets after their full name. For example:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Last Name/Surname</td> <td style="text-align: center;">First Name</td> <td style="text-align: center;">Middle Name</td> </tr> <tr> <td style="text-align: center;">JASJIT SINGH ANAND (HUF)</td> <td></td> <td></td> </tr> </table> <p>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.</p> <p>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>	Last Name/Surname	First Name	Middle Name	ANAND	JASJIT	SINGH	Last Name/Surname	First Name	Middle Name	NATIONAL SECURITIES DEPOSITORY LIMITED			Last Name/Surname	First Name	Middle Name	JASJIT SINGH ANAND (HUF)							
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2.	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. For example</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Last Name/Surname</td> <td style="text-align: center;">First Name</td> <td style="text-align: center;">Middle Name</td> </tr> <tr> <td style="text-align: center;">RAVAL</td> <td style="text-align: center;">RUTVIJ</td> <td style="text-align: center;">ATULBHAI</td> </tr> </table> <p>can be written as,</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">RUTVIJ ATULBHAI RAVAL</td> </tr> <tr> <td style="text-align: center;">R. A. RAVAL</td> </tr> <tr> <td style="text-align: center;">RUTVIJ A. RAVAL</td> </tr> </table> <p>'Name to be printed on the card' for individuals should contain maximum 25 characters. 'Name to be printed on the card' for Non- Individual applicants should be same as last name field in Item No.1 above.</p>	Last Name/Surname	First Name	Middle Name	RAVAL	RUTVIJ	ATULBHAI	RUTVIJ ATULBHAI RAVAL	R. A. RAVAL	RUTVIJ A. RAVAL														
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3.	Have you ever been known by any other name ?	If applicant selects 'Yes', then it is mandatory to provide details of the other name. Instructions in Item No.1 with respect to name apply here.																							
4.	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.																							
5.	Address - Residential and Office	<p>R - Residential Address: Out of first four fields, applicant must fill up at least two fields. Further, Town/City/District, State/Union Territory and PIN are mandatory. Applicants other than Individuals/HUF will leave this field (Residential address) blank.</p> <p>O - Office Address: (1) In case of Individuals/HUF, if Item No.6 (Address for Communication) is selected as "O" then Office Address is mandatory. (2) Name of Office and address to be mentioned in case of individuals having source of income as salary [Item No.13 (a)]. (3) In case of other applicants, name of office and address is mandatory. (4) For all category of applicants out of first four fields, at least two fields are mandatory (5) Town/City/District, State/Union Territory and PIN are mandatory.</p>																							
6.	Address for Communication	'R' means Residence and 'O' means Office. Individuals/HUFs may indicate either 'R' or 'O' and other applicants will necessarily indicate 'O' as the Address for Communication. All future communication will be sent at the address indicated in this field.																							
7.	Telephone Number and e-mail ID	<p>(1) If Telephone Number is mentioned, STD Code is mandatory. (2) In case of mobile number, country code should be mentioned as STD Code</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">STD Code</td> <td style="text-align: center;">Tel. No.</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">8</td><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">5</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </td> </tr> </table> <p>Where '91' is the country code of India.</p> <p>(3) It is suggested that applicants mention their telephone number so that they can be contacted in case of any discrepancy in the application form. (4) Applicants may provide their valid e-mail id for receiving PAN through e-mail.</p>	STD Code	Tel. No.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>	9	1						<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">8</td><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">5</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>	9	8	2	0	0	1	1	1	1	5		
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9	8	2	0	0	1	1	1	1	5																
8.	Sex	This field is mandatory for Individuals Field should be left blank in case of other applicants.																							
9.	Status of Applicant	This field is mandatory for all categories of applicants.																							
10.	Date of Birth/Incorporation/Agreement/Partnership or Trust Deed/Formation of Body of Individuals/Association of Persons.	<p>Date can not be a future date. Date: 2nd August 1975 should be written as</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">2</td></tr> </table> </td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">8</td></tr> </table> </td> <td style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">7</td><td style="width: 20px; height: 20px; text-align: center;">5</td></tr> </table> </td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td style="text-align: center;">YYYY</td> </tr> </table> <p>Relevant date for different category of applicants is: Individual: Actual 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 can be 01010001 where the date of creation is not available.</p>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">2</td></tr> </table>	0	2	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">0</td><td style="width: 20px; height: 20px; text-align: center;">8</td></tr> </table>	0	8	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">9</td><td style="width: 20px; height: 20px; text-align: center;">7</td><td style="width: 20px; height: 20px; text-align: center;">5</td></tr> </table>	1	9	7	5	DD	MM	YYYY									
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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.	Citizen of India	This field is mandatory for all categories of applicants.
13. (a)	Salaried Employee	In case of salaried employee this is a mandatory field and Name of Organisation should be mentioned.
13 (b)	Nature and Code of Business/Profession	This field should be specified if applicant is not covered under 13 (a) or 13 (c). Corresponding Business/Profession Code should be mentioned from the list given in Point No. (e) below (General Information for PAN Applicants).
13 (c)	Others	Applicants not covered by column 13(a) and 13(b) must mention any one or combination of (i) income from house property (ii) income from capital gains (iii) income from other sources, as their source of income.
14.	Name and address of Representative Assessee	Section 160 of Income Tax Act, 1961 provides that any assessee can be represented through Representative Assessee. Representative Assessee can be an individual only. This column will contain particulars of such Representative Assessee. Column 1 to 13 will contain details of assessee on whose behalf this application is submitted.
15.	Proof of Identity and Address	It is mandatory to attach proof of identity and address with PAN application. List of documents which will serve as proof of identity and address for each category of applicant is given in point (f) below (General Information for PAN Applicants).

GENERAL INFORMATION FOR PAN APPLICANTS

- (a) Applicants can obtain the application form for PAN (Form 49A) in the format prescribed by Income Tax Department from TIN-Facilitation Centres (TIN-FCs), any other stationery vendors providing such forms or freely download from the NSDL website (<http://tin.nsd.com>). In case applicants obtain forms from TIN-FCs, TIN-FCs may charge a maximum of Rs. 5/- per form.
- (b) The fee for processing of PAN application to be paid to TIN-FCs is Rs. 60/- (plus service tax, as applicable).
- (c) Those already allotted a ten digit alphanumeric PAN shall not apply again as having or using more than one PAN is illegal. However, request for a new PAN card with the same PAN or/and changes or correction in PAN data can be made by filling up 'Request for New PAN Card or/and Changes or Correction in PAN Data' form available from any source mentioned in (a) above. The cost of application and processing fee is same as in the case of Form 49A.
- (d) Applicants will receive an acknowledgment containing a 15 digit unique number from the TIN-FC on submission of Form 49A. This acknowledgment number can be used by the applicant for tracking the status of his/her application on <http://tin.nsd.com>
- (e) List of Business Professions along with codes (Column 13(b) of Form 49A).

Code	Business/Profession	Code	Business/Profession
01	Medical Profession and Business	11	Films, TV and such other entertainment
02	Engineering	12	Information Technology
03	Architecture	13	Builders and Developers
04	Chartered Accountant/Accountancy	14	Members of Stock Exchange, Share Brokers and Sub-Brokers
05	Interior Decoration	15	Performing Arts and Yatra
06	Technical Consultancy	16	Operation of Ships, Hovercraft, Aircrafts or Helicopters
07	Company Secretary	17	Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles
08	Legal Practitioner and Solicitors	18	Ownership of Horses or Jockeys
09	Government Contractors	19	Cinema Halls and Other Theatres
10	Insurance Agency	20	Others

- (f) Documents to be submitted alongwith application for PAN (column 15 of Form 49A)

Category	Documents Required
Individual	<p>For Proof of Identity (Copy of any one of the following):</p> <ol style="list-style-type: none"> School leaving certificate Matriculation certificate Degree of a recognised educational institution Depository account Credit card Bank account Water bill Ration card Property tax assessment order Passport Voter's Identity Card Driving License Certificate of identity signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer. <p>For Proof of Address (Copy of any one of the following):</p> <ol style="list-style-type: none"> Electricity bill Telephone bill Depository account Credit card Bank account Ration card Employer certificate Passport Voter's Identity card Property tax assessment order Driving License Rent Receipt Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer. <p>In case of a minor, any of the above documents of any of the parents or guardian of such minor shall be deemed to be the proof of identity and address.</p>
HUF	For proof of identity and address, 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 Number issued by Charity Commissioners.
AOP/BOI/Local Authority/Artificial Juridical Person	Copy of Agreement or Copy of Certificate of Registration Number 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.

- (g) For more information

Visit us at <http://tin.nsd.com>

Call TIN Support Desk at 022-2499 4650

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

Write to: National Securities Depository Limited, A Wing, 3rd Floor, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.