

INSTRUCTIONS FOR FILLING REQUEST FOR NEW PANCARD OR/AND CHANGES OR CORRECTION IN PAN DATA

- Form to be filled legibly in BLOCK LETTERS and Preferably in BLACK INK. **Form should be filled in English only.**
- Mention 10 digits PAN correctly.
- Each box, wherever provided, should contain only one character (alphabet / number / punctuation sign) leaving a blank box after each word.
- 'Individual' applicants should affix two recent colour photographs with white backgrounds (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.
- 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
- Signature / Left hand thumb impression should be within the box 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.
- Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.
- For issue of new PAN card without any changes- In case you have a PAN but no PAN card and wish to get PAN card, fill all column 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.
- For changes or correction in PAN data, fill all column of the form and tick box on the left margin of appropriate row where change/correction is required.
- Having or using more than one PAN is illegal. If you possess more than one PAN, kindly fill the details in item No 11 of this form and surrender the same.

Guidelines for filling the Form

1. Full Name :

Please select appropriate title. Do not use abbreviations in the First and the Last name/Surname

For example RAVIKANT should be written as:

Last Name / Surname	R	A	V	I	K	A	N	T												
First Name																				
Middle Name																				

For example SURESH SARDA should be written as:

Last Name / Surname	S	A	R	D	A															
First Name	S	U	R	E	S	H														
Middle Name																				

For example POONAM RAVI NARAYAN should be written as:

Last Name / Surname	N	A	R	A	Y	A	N													
First Name	P	O	O	N	A	M														
Middle Name	R	A	V	I																

For example SATYAM VENKAT M. K.RAO should be written as :

Last Name / Surname	R	A	O																	
First Name	S	A	T	Y	A	M														
Middle Name	V	E	N	K	A	T		M		K										

For example M.S.KANDASWAMY (MADURAI SOMASUNDRAM KANDASWAMY) should be written as:

Last Name / Surname	K	A	N	D	A	S	W	A	M	Y										
First Name	M	A	D	U	R	A	I													
Middle Name	S	O	M	A	S	U	N	D	R	A	M									

Applicant other than 'Individuals' may ignore above instructions.

Non-Individuals should 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 XYZ DATA CORPORATION (INDIA) PRIVATE LIMITED should be written as:

Last Name / Surname	X	Y	Z		D	A	T	A		C	O	R	P	O	R	A	T	I	O	N		(I	N	D
First Name	I	A)		P	R	I	V	A	T	E		L	I	M	I	T	E	D						
Middle Name																									

For example MANOJ MAFATLAL DAVE (HUF) should be written as:

Last Name / Surname	M	A	N	O	J		M	A	F	A	T	L	A	L		D	A	V	E		(H	U	F)
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, PLtd, P.Ltd, P. Ltd., are not allowed. It should be 'Private Limited' only. In case of sole proprietorship concern, the proprietor should apply for PAN in his/her own name.

Name should not be prefixed with any title such as Shri, Smt, Kumari, Dr., Major, M/s etc.

Note	1. 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. 2. For HUF any of the above documents in the name of Karta of Huf is required.	1. Proof of Address is required for residential address mentioned in item no. 7 3. 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 statement
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Other than Individuals and HUF (Indian companies/Entities incorporated in India/Unincorporated entities formed in India)

Company	Copy of Certificate of Registration issued by the Registrar of Companies
Partnership Firm	Copy of Certificate of Registration issued by the Registrar of Firms or Copy of partnership deed
Limited Liability Partnership	Copy of Certificate of Registration issued by the Registrar of LLPs
Trust	Copy of trust deed or copy of certificate of registration number issued by Charity Commissioner
Association of Person, Body of Individuals, Local Authority, or 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 of State Government Department establishing identity and address of such person

For Individuals and HUF (Not being a Citizen of India)

For proof of Identity:--i> Copy of passport or ii> Copy of Person of Indian Origin(PIO) card issued by Government of India, or iii> Copy of Overseas Citizen of India (OCI) card issued by Government of India Or iv> Copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested by “ Apostille” (in respect of countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located.

For Proof of Address:--i> Copy of Passport Or ii> Copy of Person of Indian Origin (PIO) card issued by Government of India Or iii>Copy of overseas Citizen of India (OCI) card issued by Government of India, Or iv> Copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested by “ Apostille” (in respect of countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located Or v>Copy of Bank Account statement in the country of Residence Or vi> Copy of Non-resident External(NRE) bank account statement in India Or vii> Copy of certificate of Residence in India or Residential permit issued by the State Police Authorities. Or viii> Copy of Registration certificate issued by the Foreigner’s Registration office showing Indian address Or ix> Copy of Visa granted & copy of appointment letter or contract from Indian company & Certificate (in original) of Indian address issued by the employer.

For other than individuals and HUF (Foreign Companies/Entities incorporated outside India/Unincorporated entities formed outside India.

For proof of Identity:--i> Copy of Certificate of Registration issued in the country where the applicant is located, duly attested Apostille” (in respect of the countries which are signatories to the Hague Convention of 1961) or by Indian Embassy or High Commission or Consulate in the country where the applicant is located OR ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

For Proof of Address:--i> Copy of certificate of Registration issued in the country where the applicant is located, duly attested by “ Apostille” (in respect of the countries which are signatories to the Hague Convention of 1961) or by the Indian Embassy or High Commission or Consulate in the country where the applicant is located OR ii> Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

Supporting document required for changes in PAN data

i>Married ladies- change in 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
ii> Individual applicant other than married ladies	Publication of name change in official gazette	
iii>Companies- ROC's certificate for name change, iv >Firms-- Revised partnership deed, v> LLP--Registrar of LLP's certificate for name change vi >AOP/TRUST/BOI/AJP/LOCAL AUTHORITY--Revised registration certificate/deed or agreement as applicable		
Document acceptable for change of Date of Birth/ Incorporation		
Individual	Relevant proof of identity having correct date of birth	
Non- individuals	Relevant proof of identity have correct date of incorporation	

ACKNOWLEDGEMENT

Received ₹. 96 inclusive of applicable taxes)- With thanks from Shri/Smt/Kum/M/s	
CSF application Sr no	
Date of Receipt	
Processing Fee Coupon no	

Service- tax Regn No: (ST/BAS/STC/BEL/420/2004-2005)

PAN Service Center Code: ---

PAN Service Center Name:--

Authorised Signatory
(With date stamp)

For knowing the PAN you may visit our website: <http://www.utiitsl.com> . Any query /correspondence in this connection may be addressed by quoting the Application number/ processing fee Coupon Number to the addresses given below:-

Navi Mumbai
UTI Infrastructure Technology & Service LTD P. B NO 20, Plot no 3, Sector-11 CBD- Belapur, Navi Mumbai- 400614
Telephone: (022) 67931300 Fax : (022) 67931399 Email ID : utiitsl.gsd@utiitsl.com

New Delhi
UTI Infrastructure Technology & Service LTD Ground Floor, Jeevan Tara Building Opp Patel Chowk Metro Station 5, Parliament Street, New Delhi- 110001 Telephone : (011) 23741282-86 Fax: (011) 23741280 Email ID :-pan.delhi@utiitsl.com

Kolkatta
UTI Infrastructure Technology & Service LTD 29, Netaji Subhash Road, Ground Floor, Opp Gilander House & Standard Chartered Bank, Kolkatta- 700001 Telephone: (033) 22108959, 2242 - 4774/4810/4783 Fax: (033) 22435217 Email ID Kolkatta@utiitsl.com, pan.kolkatta@utiitsl.com

Chennai
UTI Infrastructure Technology & Service LTD 45, Justice Basheer Ahmed Building, Second Floor Second Line Beach, Chennai- 600001 Telephone:-(044) 25341224/ 1265/ 1356 Fax : (044)-25341346 Email ID:- chennai@utiitsl.com /isw.chennai@utiitsl.com