

**Government of India
Ministry of Railways
(Railway Board)**

RBA No. 57/2005

No. 2005/AC-II/1/5


New Delhi, Dated: ²⁸16/2005

FA&CAOs,
All Zonal Railways & Production Units etc.

Sub: :- Scheme for dematerialization of TDS certificates.

Enclosed please find a copy of Director General of Income Tax (Systems)'s letter no-SWI/3/9/2004-DIT(S)-Demat-2730 dt 19.5.05, for information and necessary action. You are requested to send a list, giving designation, addresses and TAN nos. of all Accounting Officers on your Railway for onward submission to Directorate of Income Tax (Systems) by 05.07.05 positively.

DA:- As above.


(J. Srinivas)
Director Finance (CCA)
Railway Board



9

दूरभाष/Tel. No. : 23593179

फैक्स/ Fax : 011-23555705

ई-मेल/ Email : dlt@nda.vsnl

आयकर निदेशालय (पद्धति)

DIRECTOR GENERAL OF INCOME TAX (SYSTEMS)

ए आर ए सेन्टर, मू-तल, ई-2, झण्डेवाला एक्सटेंशन
ARA Centre, Ground Floor, E-2, Jhandewalan Extension,
नई दिल्ली/New Delhi-110055

F. No. SW/3/9/2004-DIT(S)-Demat 2005

Dated: 19th May, 2005

To

The Executive Director (Accounts)
Railway Board, Rail Bhawan,
Raisina Road,
New Delhi - 110001.

Subject: Scheme for dematerialization of TDS certificates.

Sir/Madam,

The Finance (No. 2) Act, 2004 has made certain amendments in the Income-tax Act to enable dematerialization of certificates of tax deducted at source. This will require certain changes in the procedures relating to filing of returns of tax deducted at source by the deductors. For a complete and effective dematerialization of the certificates, it is essential that all deductors obtain a Tax deduction and collection account number (TAN) and file quarterly statements of tax deducted at source within the due time. It is also essential that all persons and employees who have taxable income obtain a permanent account number (PAN).

2. A brief note in this regard has been prepared by the Directorate and the same is being forwarded for information. Details and forms for application for TAN and PAN are also being forwarded along with the note. The contents of the note may kindly be brought to the notice of all the Drawing and Disbursing Officers under your jurisdiction for compliance.

Yours faithfully,

(V.S. Mathur)

Director General of Income Tax (Systems)

Encl.: As above

Sh. Sanyal
Acc

ED/A
Urgent
keep
also
inform
20/5

DE/CA

901
27/5

Request For New PAN Card Or / And Changes Or Correction in PAN Data

Only 'Individuals'
to affix recent
photograph
(3.5 cm x 2.5 cm)

Permanent Account Number (PAN)

Please read instructions 'f' & 'g' for selecting boxes on left margin of this form.

1 Name

Please Tick as applicable

Shri Smt. Kumari M/s

Signature/Left Thumb Impression

Last Name / Surname First Name

Middle Name

Name as you would like it printed on the card

2 Father's Name (Only 'Individual' applicants : Even married women should give father's name only)

Last Name / Surname First Name

Middle Name

3 Date of Birth / Incorporation / Agreement / Partnership or Trust Deed / Formation of Body of Individuals / Association of Persons
D D M M Y Y Y Y

4 Sex (for 'Individual' applicant only) Male Female

5 Photo Mismatch

6 Signature Mismatch

7 Address for Communication Please indicate if this is Residence or Office

Office Name (to be filled only in case of office address)

Flat / Door / Block No.

Name of Premises / Building / Village

Road / Street / Lane / Post Office

Area / Locality / Taluka / Sub-Division

Town / City / District

State / Union Territory

Pin

(Indicating PIN is mandatory)

8 If you desire to update your other address also, give required details in additional sheet.

STD Code

Tel. No.

9 Tel. No. email ID

10 Mention other Permanent Account Numbers (PANs) inadvertently allotted to you

PAN 1

PAN 3

PAN 2

PAN 4

I , the applicant, do hereby declare that what is stated above is true to the best of my information and belief. I have enclosed (number of documents) in support of proposed changes/corrections.

Verified today, the
D D M M Y Y Y Y

Signature / Left Thumb Impression of Applicant (inside the box)

GENERAL INFORMATION FOR PAN APPLICANTS

- (a) An applicant can obtain the 'Request for New PAN Card or/and Changes or Correction in PAN Data' Form in the format prescribed by Income Tax Department from TIN-FCs, any other stationery vendors providing such forms or freely download it from the NSDL website (<http://tin.nsdli.com>). In case applicants obtain the form from TIN-FCs, they may be charged a maximum of Rs.5/- per form.
- (b) The cost of processing the form is Rs.60/- (plus service tax, as applicable).
- (c) Changes or corrections desired in PAN particulars should be supported by anyone or combination of the relevant documents mentioned below and copies (attestation not required) to be submitted along with filled form.

Category	Documents Required
Individual	<p>For Proof of Identity (Copy of any one of the following):</p> <ol style="list-style-type: none"> 1. School leaving certificate 2. Matriculation certificate 3. Degree of a recognised educational institution 4. Depository account transaction statement (for a period not exceeding one year prior to date of application) 5. Credit card 6. Bank account statement (for a period not exceeding one year prior to date of application) 7. Water bill 8. Ration card 9. Property tax assessment order 10. Passport 11. Voter's Identity Card 12. Driving License 13. 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"> 1. Electricity bill (for a period not exceeding one year prior to date of application) 2. Telephone bill (for a period not exceeding one year prior to date of application) 3. Depository account transaction statement (for a period not exceeding one year prior to date of application) 4. Credit card statement (for a period not exceeding one year prior to date of application) 5. Bank account statement (for a period not exceeding one year prior to date of application) 6. Ration card 7. Employer certificate 8. Passport 9. Voter's Identity card 10. Property tax assessment order 11. Driving License 12. Rent receipt (for a period not exceeding one year prior to date of application) 13. 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 Commissioner.
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.

- (d) Applicant will receive an acknowledgment containing a 15-digit unique number from the TIN-FC on acceptance of this form. This acknowledgment number can be used for tracking the status of the application on <http://tin.nsdli.com>.
- (e) For more information
- Visit us at <http://tin.nsdli.com>
 - Call TIN Support Desk at 022-2499 4650
 - e-mail us at tininfo@nsdl.com
 - Write to: National Securities Depository Limited, A Wing, 3rd Floor, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

INSTRUCTIONS FOR FILLING FORM

- (a) Form to be filled legibly in **BLOCK LETTERS** and in **BLACK INK** only.
- (b) Mention **10 digit PAN** correctly.
- (c) 'Individual' applicant to affix 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 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) 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 old PAN card in original, if issued, or copy of any document/letter issued by the Income Tax Department indicating PAN in case of change in details printed on PAN card (i.e. item nos. 1, 2, 3, 5 & 6).
- (g) 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 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 to be submitted along with the form. In case of Individuals, photograph to be affixed on the form.
- (h) 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 and surrender the same.

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 double 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, Kamesri, 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)																				
Last Name/Surname	First Name	Middle Name																																				
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NATIONAL SECURITIES DEPOSITORY LIMITED																																						
Last Name/Surname	First Name	Middle Name																																				
JASJIT SINGH ANAND (HUF)																																						
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.</p>																																				
3.	Date of Birth/ Incorporation/Agreement/ Partnership or Trust Deed/Formation of Body of Individuals/ Association of Persons	<p>Date cannot be a future date. Date: 2nd August 1975 should be written as:</p> <table style="width: 100%; border: none; 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="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">8</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;">7</td> <td style="border: 1px solid black; padding: 2px;">5</td> </tr> <tr> <td colspan="2">DD</td> <td colspan="2">MM</td> <td colspan="3">YYYY</td> </tr> </table> <p>Relevant date for different category of applicants is: 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 date can be 01010001 where the date of creation is not available.</p>	0	2	0	8	2	7	5	DD		MM		YYYY																								
0	2	0	8	2	7	5																																
DD		MM		YYYY																																		
4.	Sex	<p>This field is mandatory for Individuals. Field should be left blank in case of other applicants</p>																																				
5.	Photo Mismatch	<p>Individuals issued a PAN card with some other person's photograph will tick the box on the left margin. The original PAN card with wrong photograph is to be enclosed with the form.</p>																																				
6.	Signature Mismatch	<p>Individuals issued a PAN card with some other person's signature will tick the box on the left margin. The original PAN card with wrong signature is to be enclosed with the form.</p>																																				
7.	Address for Communication	<p>Indicate either Residence or Office address for communication as the case maybe. 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.</p>																																				
8.	Update other address	<p>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.</p>																																				
9.	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; text-align: center;"> <tr> <td colspan="5" style="text-align: center;">STD Code</td> <td colspan="11" style="text-align: center;">Tel. No.</td> </tr> <tr> <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;">9</td> <td style="border: 1px solid black; width: 20px;">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;">9</td> <td style="border: 1px solid black; width: 20px;">8</td> <td style="border: 1px solid black; width: 20px;">2</td> <td style="border: 1px solid black; width: 20px;">0</td> <td style="border: 1px solid black; width: 20px;">0</td> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;">5</td> </tr> </table> <p>Where '91' is the country code of India. (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.															9	1					9	8	2	0	0	1	1	1	1	5
STD Code					Tel. No.																																	
				9	1					9	8	2	0	0	1	1	1	1	5																			
10.	Mention other Permanent Account Number (PANs) inadvertently allotted to you	<p>All PANs inadvertently allotted other than the one filled at the top of the form (the one currently used) should be mentioned and the corresponding PAN card(s) to be submitted for cancellation with the form.</p>																																				

responsible for making the payment

(c) Company: [This column is applicable only if TAN is allotted to a company as a whole. If separate TAN is applied for different divisions/branches, please fill details in (d) 'Branch/Division of a Company' only]

Tick the appropriate category Government Company/Corporation established under a Central Act Government Company/Corporation established under a State Act Other Company

Title (M/s) tick if applicable

Name of Company

Designation of the person responsible for making the payment

(d) Branch/Division of a Company:

Tick the appropriate category Government Company/Corporation established under a Central Act Government Company/Corporation established under a State Act Other Company

Title (M/s) tick if applicable

Name of Company

Name of Division

Name/Location of Branch

Designation of the person responsible for making the payment

(e) Individual / Hindu Undivided Family (Karta) - (for branch of Individual / HUF, please fill details in (f) only)

Tick the appropriate category Individual Hindu Undivided Family

Title (tick the appropriate entry for individual) Shri Smt. Kumari

Last Name / Surname

First Name

Middle Name

(f) Branch of Individual Business (Sole proprietorship concern) / Hindu Undivided Family (Karta)

Tick the appropriate category Branch of Individual business Branch of Hindu Undivided Family

Individual/ Hindu Undivided Family (Karta):

Title (tick the appropriate entry for individual) Shri Smt. Kumari

Last Name / Surname

First Name

Middle Name

Name/Location of branch

(g) Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person:

[for branch of firm / AOP / AOP (Trust) / BOI / Artificial Juridical Person, please fill details in (h) only]

Grid boxes for entering details under section (g).

(h) Branch of Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person:

Name of Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person:

Grid boxes for entering the name of the firm/association under section (h).

Name/Location of branch

3 Address

Flat / Door / Block No.

Name of Premises / Building

Road / Street / Lane

Area / Locality

Town / City / District

State / Union Territory

PIN code

Tel. No.

e-mail IDs a)

b)

STD Code Phone No.

Grid boxes for entering e-mail IDs under section 3.

4 Nationality of Deductor (Tick the appropriate category)

Indian

Foreign

5 Permanent Account Number (PAN) - (specify wherever applicable)

Grid box for entering PAN number.

6 Mention other Tax Deduction Account Number (TANs) allotted to you, that need to be surrendered/cancelled

TAN 1

TAN 3

TAN 2

TAN 4

Verification

I/We, in my/our capacity as do hereby declare that what is stated above is true to the best of my/our knowledge and belief.

Verified today this day of Year at

Signed (Applicant) box

Signed (Applicant)

		<p>For example, Dinesh Kumar Garg will be written as:</p> <table border="0"> <tr> <td>Last Name/Surname</td> <td>First Name</td> <td>Middle Name</td> </tr> <tr> <td>GARG</td> <td>DINESH</td> <td>KUMAR</td> </tr> </table> <p>Or, if middle name is not there, it will be left blank.</p> <table border="0"> <tr> <td>Last Name/Surname</td> <td>First Name</td> <td>Middle Name</td> </tr> <tr> <td>BANSAL</td> <td>GUNJAN</td> <td></td> </tr> </table> <p>If a Sole Proprietor/HUF has obtained a single TAN in his/her name for all businesses run by him/it, then he/ it shall fill name in this field.</p> <p>Deductor will select its appropriate category (i.e. Individual / Hindu Undivided Family) by ticking against the relevant box for Individual or Hindu Undivided Family.</p> <p>Individual shall select its appropriate category by ticking against the relevant box for 'Shri', 'Smt', 'Kumari'. HUF will leave the mentioned fields blank.</p>	Last Name/Surname	First Name	Middle Name	GARG	DINESH	KUMAR	Last Name/Surname	First Name	Middle Name	BANSAL	GUNJAN	
Last Name/Surname	First Name	Middle Name												
GARG	DINESH	KUMAR												
Last Name/Surname	First Name	Middle Name												
BANSAL	GUNJAN													
2(f)	Branch of Individual Business(Sole Proprietorship concern)/ Hindu Undivided Family (HUF)	<p>This field will be filled only if the form is being submitted for branch of Individual Business (Sole Proprietorship Concern)/Hindu Undivided Family.</p> <p>In case an Individual/HUF has obtained separate TANs for different businesses being run by him/it, this category will be applicable. Hence, the name of the concern will be filled in the field for Name/Location of Branch. Name of Branch should be entered in the relevant field.</p> <p>Other Title (Dr., Late, Smt etc.) related rules mentioned in Item No.2(e) will be applicable here also.</p> <p>For example,</p> <table border="0"> <tr> <td>Last Name/Surname</td> <td>First Name</td> <td>Middle Name</td> </tr> <tr> <td>ANAND</td> <td>JASJIT</td> <td>SINGH</td> </tr> </table> <p>Name/Location of Branch: CHANDAN BOOK STALL.</p> <p>Deductor will select its appropriate category (i.e. Individual / Hindu Undivided Family) by ticking against the relevant box for Individual or Hindu Undivided Family.</p>	Last Name/Surname	First Name	Middle Name	ANAND	JASJIT	SINGH						
Last Name/Surname	First Name	Middle Name												
ANAND	JASJIT	SINGH												
2(g)	Firm/Association of persons/ Association of persons (Trusts)/ Body of Individuals/Artificial Juridical Person	<p>The Name of the Firm/Association of persons/Association of persons (Trusts)/Body of Individuals/Artificial Juridical Person will be written in full in the field provided.</p>												
2(b)	Branch of Firm/Association of persons/Association of persons (Trusts)/Body of Individuals/ Artificial Juridical Person	<p>If a branch of a Firm/AOP etc. is filling the form, this category is applicable. The Name of Firm/AOP etc. will include the description of the branch. Name of Branch should be entered in the relevant field.</p> <p>For example,</p> <p>Name of Firm: Shah & Company</p> <p>Name/Location of Branch: Fort Branch</p>												
3(a)	Address for Communication	<p>Deductor shall mention the address of the location where the tax is being deducted. It is compulsory for the deductor to mention at least two details out of four i.e. (Flat/door/block, Name of Premises/Building, Road/Street/ Lane and Area/Locality), Town/City/District, State and PIN Code are mandatory. The applicant should not mention a foreign address.</p>												
3 (b)	Telephone Number and e-mail ID	<p>(1) If Telephone Number is mentioned, STD Code is mandatory.</p> <p>(2) In case of mobile number, country code should be mentioned as STD Code.</p> <table border="0"> <tr> <td>STD Code</td> <td>Tel. No.</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p>'91' is the country code of India.</p> <p>(3) It is mandatory for applicants to mention either their telephone number or an e-mail id so that they can be contacted in case of any discrepancy in the application form.</p> <p>Applicants may provide their valid e-mail ID for receiving intimation about the status of their application through e-mail.</p>	STD Code	Tel. No.	<input type="text"/>	<input type="text"/>								
STD Code	Tel. No.													
<input type="text"/>	<input type="text"/>													
4	Nationality of Deductor	This field is mandatory for all categories of deductors.												
5	PAN	Deductor will mention the 10-digit Permanent Account Number allotted to it, if any, else leave this field blank.												
6	Mention other Tax Deduction Account Numbers (TANs) inadvertently allotted to you	All TANs inadvertently allotted other than the one filled at the top of the form (the one being used currently by the deductor) should be mentioned for surrendering and cancellation of the same. Please enclose the proof of TAN inadvertently allotted to you, such as TAN allotment letter from ITD or a screen print of the TAN search access on ITD website.												

GENERAL INFORMATION FOR APPLICANTS

- Deductor can obtain 'Form for Changes or Correction in TAN data for TAN allotted' in the format prescribed by Income Tax Department from TIN-FCs, any other stationary vendors providing such forms or freely download it from NSDL website www.tin-nsdl.com or from Income Tax Department website www.incometaxindia.gov.in.
- The fee for processing of Change Request application to be paid to TIN-FCs is Rs. 50/- (Plus service tax, as applicable).
- Deductor will receive an acknowledgment containing a 14 digit unique number from the TIN-FC on submission of the Form. This acknowledgment number can be used by the deductor for tracking the status of its application.
- For more information
 Visit us at <http://www.tin-nsdl.com>
 Call TIN Support Desk at 022- 24994650
 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.

Application for Allotment of Permanent Account Number

Under Section 139A of the Income Tax Act, 1961

(To avoid mistake(s), please follow the accompanying instructions and examples carefully before filling up the form)

Only 'Individuals'
to affix recent
photograph
(3.5 cm x 2.5 cm)

To

The Assessing Officer	Area Code	AO Type	Range Code	AO No.
Ward / Circle				
Range				
Commissioner				

Signature/Left Thumb
Impression

Sir,
I/We hereby request that a permanent account number be allotted to me/us.
I/We give below necessary particulars :

1. Full Name (Full expanded name : initials are not permitted)

Please Tick as applicable Shri Smt. Kumari M/s

Last Name / Surname	First Name
[Grid]	
Middle Name	
[Grid]	

2. Name you would like printed on the card [Grid]

3. Have you ever been known by any other name? Please Tick as applicable Yes No

If yes, please give that other name

(Full expanded name : initials are not permitted)

Shri Smt. Kumari M/s

Last Name / Surname	First Name
[Grid]	
Middle Name	
[Grid]	

4. Father's Name (Only 'Individual' applicants : Even married women should give father's name only)

Last Name / Surname	First Name
[Grid]	
Middle Name	
[Grid]	

5. Address

R. Residential Address

Flat/Door/Block No. [Grid]

Name of Premises / Building / Village [Grid]

Road / Street / Lane / Post Office [Grid]

Area / Locality / Taluka / Sub - Division [Grid]

Town / City / District	State / Union Territory	Pin
[Grid]	[Grid]	[Grid]

O. Office Address (Name of Office) [Grid] (indicating PIN is mandatory)

Flat/Door/Block No. [Grid]

Name of Premises / Building / Village [Grid]

Road / Street / Lane / Post Office [Grid]

Area / Locality / Taluka / Sub - Division [Grid]

Town / City / District	State / Union Territory	Pin
[Grid]	[Grid]	[Grid]

6. Address for communication Please Tick as applicable R or O

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.nsdil.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 colspan="3" style="text-align: center;">NATIONAL SECURITIES DEPOSITORY LIMITED</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 colspan="3" style="text-align: center;">JASJIT SINGH ANAND (HUF)</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. Lid 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)						
Last Name/Surname	First Name	Middle Name																						
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NATIONAL SECURITIES DEPOSITORY LIMITED																								
Last Name/Surname	First Name	Middle Name																						
JASJIT SINGH ANAND (HUF)																								
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, RUTVIJ ATULBHAI RAVAL R. A. RAVAL RUTVIJ A. RAVAL</p> <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																
Last Name/Surname	First Name	Middle Name																						
RAVAL	RUTVIJ	ATULBHAI																						
3.	Have you ever been known by any other name ?	<p>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.</p>																						
4.	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.</p>																						
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	<p>'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.</p>																						
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;">9</td><td style="width: 20px; height: 20px;">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></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;">9</td><td style="width: 20px; height: 20px;">8</td><td style="width: 20px; height: 20px;">2</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">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;">9</td><td style="width: 20px; height: 20px;">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></tr> </table>	9	1					<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;">9</td><td style="width: 20px; height: 20px;">8</td><td style="width: 20px; height: 20px;">2</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">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	1																							
9	8	2	0	0	1	1	1	1	5															
8.	Sex	<p>This field is mandatory for Individuals. Field should be left blank in case of other applicants.</p>																						
9.	Status of Applicant	<p>This field is mandatory for all categories of applicants.</p>																						
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;">0</td><td style="width: 20px; height: 20px;">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;">0</td><td style="width: 20px; height: 20px;">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;">1</td><td style="width: 20px; height: 20px;">9</td><td style="width: 20px; height: 20px;">7</td><td style="width: 20px; height: 20px;">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;">0</td><td style="width: 20px; height: 20px;">2</td></tr> </table>	0	2	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">8</td></tr> </table>	0	8	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">9</td><td style="width: 20px; height: 20px;">7</td><td style="width: 20px; height: 20px;">5</td></tr> </table>	1	9	7	5	DD	MM	YYYY								
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