	Perm □ Please read Instructions 'h anded name to be mentioned as app √ as applicable □ Shri	Card Or/And Changes Or Correction	his from	Only 'Individuals' to affix recent photograph (3.5 cm x 2.5 cm) Signature/Left Thumb Impression
Name you would like	it printed on the PAN card			
Last Name / Surname First Name Middle Name	pration/Ageement/Partnership/Trust [d women should fill in father's name only)	Deciation of Persons	
4 Gender (for 'Individe	ual' applicant only)	Male Female		(Please tick as applicable)
5 Photo Mismatch				
6 Signature Mismatch	1			
				(Disess field as smalleshield)
7 Address for Commu	inication	Residence Off	ice	(Please tick as applicable)
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INSTRUCTIONS FOR FILLING REQUEST FOR NEW PANCARD OR/AND CHANGES OR CORRECTION IN PAN DATA

- a) Form to be filled legibly in BLOCK LETTERS and Preferably in BLACK INK. Form should be filled in English only.
- b) Mention 10 digits PAN correctly.
- c) Each box, wherever provided, should contain only one character (alphabet / number / punctuation sign) leaving a blank box after each word.
- d) '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.
- e) 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
- f) Signature /Left hand thumb impression should be <u>within the box</u> provided on the right side of the form. The signature should not be on the photograph affixed on right side of the from. 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.
- g) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.
- h) For issue of new PAN card without any changes- Incase you have a PAN but no PAN card and wish to get PAN card, fill all column of the form but do nottick 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.
- i) 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.
- j) Having or using more than one PAN is illegal. Ifyou possess more than one PAN, kindly fill the details in item No 11 of this form and surrender the same.

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Guidelines for filling the Form

Abbreviation of full name to be printed on the PAN card								
Individual applicants should provide full/abbreviated name to be printed on the PAN card. Name if abbreviate should necessarily								
contain the last name. For example								
SATYAM VENKAT M.K.RAO which is written in the Name field as:								
R A O								
First Name S A T Y A M								
Middle Name V E N K A T M K								
Can be written as in 'Name to be printed on the PAN Card' column as SATYAM VENKAT M.K.RAO or S.V.M.K.RAO								
or SATYAM V.M.K.RAO For non individual applicants, this should be same as last name field in item no 1 above.								
2. Father's Name								
Applicable to Individuals only. Instructions in Item No.1 with respect to name apply here. Married woman applicant should give father's name								
and not husband's name.								
3. Date of Birth/Incorporation/ Agreement /Partnership or Trust Deed/Formation of Body of Individuals/ Association of Persons								
Date cannot be a future date. Date: 2nd August 1975 should be Relevant date for different categories of applicants is:								
written as: Individual: Actual Date of Birth; Company: Date of Incorporation;								
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LLPs: Date of Incorporation/registration; HUFs: Date of creation of								
HUF and for ancestral HUF date can be 01-01-0001 where the date of								
creation is not available.								
4 Gender 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 should tick the								
Box on the left margin 7. Address for communication—Residence and office								
Indicate either Residence or Office address for communication as the case may be.								
(1) For Individuals, HUF, AOP, BOI or AJP, residentiabddress is mandatory								
(2) In case of Firm, LLP, Company, Local Authority and Trust, Name of office and complete address of office is mandatory								
For all categories of applicants it is necessary to mention complete address and the details of Town/City/District, State/Union Territory, and								
PINCODE are mandatory.								
In case a foreign address is provided then it is mandatory to provide Country Name along with ZIP Code of the country.								
8 Update other address								
If applicant wishes to update other address, besides address for communication, box on left margin should be ticked and details of								
address be provided on an additional sheet in similar format as prescribed in item no 7.								
9. Telephone Number and E-mail ID								
1. Telephone Number should include country code (ISD code) and STD Code or Mobile No. should include country code (ISD Code). For example : (i)Telephone number 23555705 of Delhi Should be written as:								
Country code STD CODE Telephone Number/Mobile number								
9 1 1 1 2 3 5 5 7 0 5								
Where'91' is the country code of India and 11 is the STD code of Delhi								
.(ii) Mobile number 9102511111 of India should be written as :								
Country code STD Code Telephone Number / Mobile number								
9 1 9 1 0 2 5 1 1 1 1 1								
Where '91' is the country code of India.								
2. It is mandatory for the applicants to mention either their "Telephone number" or valid "email id" so that they can be contacted in								
case of any discrepancy in the application and/or for receiving PAN through email. (3)Application status updates are sent using the								
SMS facility on the mobile numbers mentioned in the application form.								
10. AADHAAR number(In case of Citizen of India) AADHAAR number, if allotted, has to be quoted (supported by copy of AADHAAR letter/ card.)								
11. Mention other Permanent Account Number (PANs) inadvertently allotted to you								
All PANs inadvertently allotted other than the one filled at the top of the form (the one currently used) should be mentioned and the								
copy of corresponding PAN card(s) to be submitted for cancellation with the form. 12. Signature/ Thumb Impression								
Application must be signed by (i) applicant; or (ii) Karta in case of Huf; or (iii)Director of a Comapany; or (iv)Authorised Signaturee in								
case of AOP, Body of Individuals, Local Authority and Artificial Juridical Person; or (v)Partner in case of Firm/LLP; or (vi) Trustee ;or (vii)								
Representative Assessee in case of Minor/deceased/idiot/lunatic/mentally retarded.								
GENERAL INFORMATION FOR APPLICANTS								
(a) Applicants may 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 any IT PAN Service Centres managed by UTIITSL or any other stationary vendor providing such form or download from the Income Tax Department website (<u>www.incometaxindia.gov.in)</u> /UTIITSL website (<u>www.utiitsl.com</u>)								
(b) The fee for processing PAN application is $\overline{\mathbf{x}}$. 85/- (plus service tax as applicable). In case the PAN card is to be dispatched outside India								
then additional dispatch charges of ₹. 866 will have to be paid by applicant.								
(c) It is mandatory to attach proof of identity and address with PAN application. Changes or correction desired in PAN particulars should be supported by any one or combination of the relevant documents manipulated below:								
supported by any one or combination of the relavant documents mentioned below: Documents acceptable as proof of identity and address as per rule 114 of Income Tax Rules, 1962								
For Individuals and HUF(Citizen of India) For Proof of Identity (Copy of):i> School Leaving Certificate Or ii> Matriculation								
Certificate Or iii>Degree of recognized educational institution Or iv>Depository Account Statement Or v>Bank Account Statement/Passbook								
Or vi> Credit Card Or vii> Water Bill Or viii> Ration Card Or ix> Property Tax Assessment Order Or x>Passport Or xi>Voter Identity Card								
Or xii>Driving License Or xiii> Certificate of identity signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer. For proof of Address: i> Electricity Bill^ Or ii> Telephone Bill^ Or ii> Employer Certificate^ Or iv>								
Depository Account Statement' Or v>Bank Account Statement/Passbook' Or vi>Credit Card Statement' Or vi> Rent Receipt ^ Or viii>								
Ration Card Or ix> Property Tax Assessment Order Orx> Passport Or xi>Voter Identity Card Or xi> Driving License Or xiii> Certificate of								
Address signed by Member of Parliament or Member or Legislative Assembly or Municipal Councillor or a Gazetted Officer								
For Proof of Issuance of PAN (Copy Of) :- -i> PAN Card ii> PAN Allotment Letter (No other document is acceptable as proof of issuance of PAN. If proof is not provided then application shall be accepted on a 'good effort' basis')								
issuance of PAN. If proof is not provided then application shall be accepted on a 'good effort basis')								

Note	 In case of Minor, any of the a proof of Identity and Address of such minor shall be deemed to address for the minor applicant. For HUF any of the above of Karta of Huf is required. 	f any of parents/guardians of be the proof of identity and	 Proof of Address is required for residential address mentioned in item no. 7 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 				
Other the	an Individuals and HUF (India	n companies/Entitiesincorpora	ted in India/Unincorporated entities formed in India)				
Com			tion issued by the Registrar of Companies				
Partn	nership Firm	Copy of Certificate of Registrat	tion issued by the Registrar of Firms or Copy of partnership deed				
Limi	ted Liability Partnership	Copy of Certificate of Registra	tion issued by the Registrar of LLPs				
Trust	t	Copy of trust deed or copy of c	ertificate of registration number issued by Charity Commissioner				
Indiv	ciation of Person, Body of /iduals, Local Authority, or icial 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 Indiv	viduals and HUF (Not being a	Citizen of India)					
of Overse Taxpayer 1961) or For Proo of overse: Taxpayer 1961) or I Account s of certifi- issued by from Indi For other	eas Citizen of India (OCI) card is Identification Number duly attest by the Indian Embassy or High C of of Address:i> Copy of Passpo as Citizen of India (OCI) card iss Identification Number duly attest by the Indian Embassy or High C statement in the country of Resid cate of Residence in India or Res the Foreigner's Registration offic ian company & Certificate (in orig r than individuals and HUF (Fore	sued by Government of India Or ed by "Apostille" (in respect of commission or Consulate in the co rt Or ii> Copy of Person of India, or ed by "Apostille" (in respect of commission or Consulate in the co ence Or vi> Copy of Non-resider idential permit issued by the Stat e showing Indian address Or ix> ginal) of Indian address issued b ign Companies/Entities incorpor	 Origin(PIO) card issued by Government of India, or iii> Copy iv> Copy of other national or citizenship Identification Number or countries which are signatories to the Hague Convention of buttry where the applicant is located. iv> Copy of other national or citizenship Identification Number or countries which are signatories to the Hague Convention of buttry where the applicant is located Or v>Copy of Bank it External (NRE) bank account statement in India Or vii> Copy e Police Authorities. Or viii> Copy of Registration certificate Copy of Visa granted & copy of appointment letter or contract y the employer. rated outside India/Unincorporated entities formed outside India. n the country where the applicant is located, duly attested 				
Apostille or Consul set up off For Proo Apostille Commiss	" (in respect of the countries where the applice in India by Indian Authorities. of of Address:i> Copy of certifit" (in respect of the countries where the countri	nich are signatories to the Hague of olicantis located OR ii> Copy of cate of Registration issued in the ich are signatories to the Hague of where the applicant is located O	n the countrywhere the applicant is located, duly attested Convention of 1961) or by Indian Embassy or High Commission f registration certificate issued in India or of approval granted to country where the applicant is located, duly attested by " Convention of 1961) or by the Indian Embassy or High R ii> Copy of registration certificate issued in India or of approval				

Marriage certificate or marriage invitation card or publication of name change in official gazette or copy of passport showing husband's name Publication of name change in official gazette for name change, iv >Firms Revised partnership deed,	A Certificate issued by a gazetted officer					
for name change, iv >Firms Revised partnership deed,	-> IID Desister of IID's contificate for					
OI/AJP/LOCAL AUTHORITYRevised registration cer						
Relevant proof of identity having correct date of birth						
Non- individuals Relevant proof of identity have correct date of incorporatio						
ACKNOWLEDGEMENT	-					
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a R 1	ange of Date of Birth/ Incorporation televant proof of identity having correct date of birth televant proof of identity have correct date of incorporation ACKNOWLEDGEMENT					

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 maybe 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, Kolkata- 700001 Telephone: (033) 22108959, 2242 - 4774/4810/4783 Fax: (033) 22435217 Email ID Kolkata@utiitsl.com, pan.kolkata@utiitsl.com UTI Infrastructure Technology & Service LTD 45, Justice Basheer Ahmed Building, Second Floor Second Line Beach, Chennai- 600001

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