

INSTRUCTIONS FOR FILLING FORM 49 A

- a) Use BLACK INK for filling the FORM and SIGNATURE.
- b) 'Individual' applicants should paste one recent, coloured photograph (stamp size : 3.5 cms x 2.5 ems). The photograph should not be stapled or clipped. The clarity of image on PAN card will depend on the quality and clarity of photograph pasted on the form.
- c) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.
- d) Each box, wherever provided, should contain only one character (alphabets/number/punctuation sign) leaving a box blank after each word.
- e) Area and AO code should be filled by the applicant, in consultation with IT PAN Service Center, if required.

Item No.	Item Details	How to fill in the form												
1.	Full name	<p>Individuals must state full extended name. Do not use abbreviations and initials, Single and double characters in Last Name and FirstName except OM, DE, UR, UL and AL are treated as initials</p> <p>For example SatyaPrakash Sharma should be written as :</p> <table border="0"> <tr> <td>Last Name/Surname</td> <td>First Name</td> <td>Middle Name</td> </tr> <tr> <td>SHARMA</td> <td>SATYA</td> <td>PRAKASH</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 border="0"> <tr> <td>Last Name/Surname</td> <td>First Name</td> <td>Middle Name</td> </tr> <tr> <td>UTI TECHNOLOGY SERVICES LIMITED</td> <td></td> <td></td> </tr> </table> <p>HUFs will mention (HUF) within brackets after their full name. For example: Last Name/Surname First Name Middle Name SATYAPRAKASH SHARMA(HUF)</p> <p>In case of Company, the name should be provided without any abbreviation. For example, different variations of 'Private Limited' viz Pvt. Ltd., Private Ltd., Pvt. Limited, P. Ltd., are not allowed. It should be 'Private 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>	Last Name/Surname	First Name	Middle Name	SHARMA	SATYA	PRAKASH	Last Name/Surname	First Name	Middle Name	UTI TECHNOLOGY SERVICES LIMITED		
Last Name/Surname	First Name	Middle Name												
SHARMA	SATYA	PRAKASH												
Last Name/Surname	First Name	Middle Name												
UTI TECHNOLOGY SERVICES LIMITED														
2.	Name to be printed on PAN Card	<p>Individual Applicant : since the PAN Card cannot carry name exceeding 25 characters, applicants with longer names should suitably abbreviate the name but without using any nickname or aliases. For example : SATYAM VENKATAYAH MK. REDDY, can be abbreviated as SATYAM VMK REDDY</p> <p>Non-Individual Applicant : Full applicant name will be printed on PAN Card</p>												
3.	Earlier Name	Applicable to Individuals only and instructions in item no.1 for writing name apply.												
4.	Father's Name	Applicable to Individuals only and instructions in item no.1 for writing name apply. Married women applicants should also give only father's name and not husband's name.												
5.	Address-Residential & Office	<p>For Status of Individual applicant residence address is compulsory. If the status is non-individual then office address is compulsory. For Individual applicants having salary /business income then office name & address is also compulsory Town / City / District / State / Union Territory and Pin for both Residence and office (wherever available) address is mandatory</p>												
6.	Address for communication	All future communications will be sent at the address indicated in this column. R means residence address and 0 means office address.												
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. For example:</p> <table border="0"> <tr> <td>STD Code</td> <td>TeL Number</td> </tr> <tr> <td>9 1</td> <td>9 8 2 0 1 1 1 1</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 faster Communication.</p>	STD Code	TeL Number	9 1	9 8 2 0 1 1 1 1								
STD Code	TeL Number													
9 1	9 8 2 0 1 1 1 1													
10.	Date of Birth	<p>Date 21.9.1956 should be written as</p> <table border="0"> <tr> <td>2 1 1</td> <td>0 9 1</td> <td>1 9 5</td> </tr> </table> <p>Relevant date for different category of PAN applicants is: Individuals : Actual Date of Birth; Companies: Date of Incorporation; Association of Persons: Date of Formation/Creation; Association of Persons (Trusts) : Date of Creation or Trust Deed; Partnership Firms : Date of Partnership Deed; and HUFs: Date of Creation of HUF</p>	2 1 1	0 9 1	1 9 5									
2 1 1	0 9 1	1 9 5												
11.	Registration NO.	Not applicable to Individual and HUF applicants. ' Company' applicants should mention registration number issued by the Registrar of Companies. Other applicants may mention registration number issued by any State or Central Govt. Authority.												
13 (a)	Salaried employee	Write name of the Organisation where employed.												
13 (b)	Nature and code of Business/Profession	Choose relevant code corresponding to your business / profession from the list mentioned at Point No.5 Overleaf (General Information for PAN Applicants)												
13 (c)	Others	Applicants other than those covered by column 13 (a) & 13 (b) must mention their source of income or give reasons for applying for PAN.												
14	Name and address of Representative Assessee	Section 160 of IT Act, 1961 provides that a non-resident, a minor, etc. can be represented through Representative Assessee. This column will contain particulars of such Representative Assessee whereas column 1 to 13 will contain details of person on whose behalf this application is submitted In such cases Representative Assessee will sign the form.												
15.	Enclosures	List of documents that will serve as proof of Identity and Address are available at Point No.4 overleaf (General Information for PAN Applicants)												

GENERAL INFORMATION FOR PAN APPLICANTS

1. Applicants can obtain the application form for PAN (Form 49A) in the format prescribed by Income Tax Department, from any IT PAN Centers, any other stationery vender providing such forms or freely downloaded from the UTITSL website. (<http://www.panear.d.utitslco.in>). In case applicants obtain PAN application forms from IT PAN **Service** Center (managed by UTITSL), PAN application forms may be issued at free of cost.
2. Before submission of form, a Processing Fee Coupon of Rs. 85/- (plus service tax, as applicable) should be obtained from IT PAN Service Center and affixed on the top of the form.
3. Those already allotted a ten digit alphanumeric PAN shall not apply again as having or using more than one PAN are illegal. Such allottees may, however, request for the new tamper proof PAN card, with several security features, on payment of Rs.85/- (plus service tax, as applicable) at IT PAN Service Center by mentioning his/her existing Permanent Account Number (PAN) underneath AO Code blocks. Such applicant may also apply on CSF (form for new PAN card or / and change or correction in PAN Data) available separately at IT PAN Service Center.
4. Documents to be submitted alongwith application for PAN (Column 1.5 of Form 49 A)

Category	Documents Required
Individuals	<p>For proof of Identity : Copy of school leaving certificate or matriculation certificate or degree of a recognised educational institution or depository account or credit card or bank account or water bill or ration card or property tax assessment order or passport or voter identity card or driving licence or certificate of identity signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer, as the case may be.</p> <p>For proof of Address : Copy of electricity bill or telephone bill or depository account or credit card or bank account or ration card or employer certificate or passport or voters identity card or property tax assessment order or driving license or rent receipt or certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer, as the case may be.</p> <p>In case of a person being 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 the Certificate of Registration issued by the Registrar of Companies.
Firms	Copy of Certificate of Registration issued by the Registrar of Firms or Copy of Partnership Deed.
AOP (Trusts)	Copy of the 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.

5. Business / Professions along with codes (Column 13(b) of Form 49 A) :

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 Theaters
10	Insurance Agency	20	Others

A C K N O W L E D G E M E N T

Received Rs. 94:- (Inclusive of applicable Taxes) with thanks from Shri I Smt I Kum i Ws.

1. APPLICATION FORM 49A BEARING APPLICATION SR. NO. FOR ISSUE OF PAN.

2. DATE OF RECEIPT

3. PROCESSING FEE COUPON NUMBER

4. PROOF OF IDENTITY

5. PROOF OF ADDRESS

6. OTHERS (please specify)

Service-tax Rego Nu (ST/13AS1STUBEL420/2004-2005)

PAN Service Center Code :

PAN Service Center Name :

**AUTHORISED SIGNATORY
(with date stamp)**

(Note : THE PAN card will be issued within 15 working days from the date of receipt at PAN Service Center)

For knowing the PAN you may visit our Website : <http://www.pancurititsl.com>

Any person concerned in this connection may be contacted by quoting the Application Number / Processing Fee Coupon Number to the addresses given below:

TITSL

LITI Technology Services Limited (Government Service Department)

P.B. No. 20, Plot No.3. Sector 11, Cl3p - Belour, Novi Mum hal - 4530614 Telephone I: (022) 6 793 1300 - 04 Fax : (022) 6793 1394 Email ID : utitsi.god@utitsl.com New Delhi

TITI Technology Services Limited (Government Service Department)

174-175, 1st Floor, Rajendra Bhawan (DDA Building), Rajendra Place, New Delhi - 11053 08 Telephone : (011) 2585 3115 -119 Fax : (011) 2385 0231 Email ID : ewdelhi@utitsl.com Kiparatu

VII technology Services Limited (Government Service Department)

29, Netaji & Athos! Road, Ground Floor, Kollenta - 700 0551 Telephone : (033)2242 4810/478314797, 2243 5425/5255 Fax t (033) 2243 5117 E-mail III : kulkalogutitil.cmin@utitsl.com Chenninmi

I; Ti Technology Services Limited (Government Service Department)

45, Justice Basheer Ahmed Building, Second Line Beach, Chennai - 606 064 Telephone i (044) 2534 1224 f 1265 f 1356 Fax : (044) 2534 1346 Email ID : rhentia@utitsl.com

AAV KA R SA HI PARK KENDRA (ASK)
Telephone : 0124-24314000