

GENERAL INFORMATION FOR PAN APPLICANTS

- 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 stationary vender providing such forms or freely downloaded from the UTITSL website (<http://www.pancard.utitsl.co.in>).
- 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.
- 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.60/- (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.
- Documents to be submitted alongwith application for PAN (Column 15 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

ACKNOWLEDGEMENT

Received Rs.67/- with thanks from Shri / Smt / Kum / M/s.

1. APPLICATION FORM 49 A 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)

Processing Fee Charges : Rs. 85/-
Service Tax : Rs. 09/-
Total Amount Received : Rs. 94/-
Service-tax Regn No. :
(ST/BAS/STC/BEL/420/2004-2005)

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.pancard.utitsl.co.in>

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 Technology Services Limited (Government Service Department)

P.B. No. 20, Plot No.3, Sector 11, CBD - Belapur,

Navi Mumbai - 400614 Telephone : (022) 6793 1010 Fax : (022) 6793 1399 Email ID : utitsl.gsd@utitsl.co.in

New Delhi

UTI Technology Services Limited (Government Service Department)

174-175, 1st Floor, Rajendra Bhawan (DDA Building), Rajendra Place,

New Delhi - 110008 Telephone : (011) 2585 3115 - 119 Fax : (011) 2585 0231 Email ID : newdelhi@utitsl.co.in

Kolkata

UTI Technology Services Limited (Government Service Department)

29, Netaji Subhash Road, Ground Floor, Kolkata - 700 001

Telephone : (033) 2242 4810/4783/4797, 2243 5425/5258 Fax : (033) 2243 5217 E-mail ID : kolkata@utitsl.co.in

Chennai

UTI Technology Services Limited (Government Service Department)

45, Justice Basheer Ahmed Building, Second Line Beach,

Chennai - 600 001 Telephone : (044) 2534 1224 / 1265 / 1356 Fax : (044) 2534 1346 Email ID : chennai@utitsl.co.in

Hyderabad

UTI Technology Services Limited (Government Service Department)

1st Floor, Surabhi Arcade, Bank Street, Koti,

Hyderabad - 500 001 Telephone : (040) 2473 1626-27 Email ID : isw-hyderabad@utitsl.co.in

AAYKAR SAMPARK KENDRA (ASK)

Telephone : 0124-2438000