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10 Status of applicant																			
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Full name, address of the R	lepresentati	ve or Age	nt																
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15 Documents submitted	as Proof o	f Identit	ty(POI	I) and P	Proof o	of Add	dress	(POA	.)										
I/We have enclosed proof of address, and										dentit y certi		docu		+c				a	IS
[Please refer to the instru	ictions (as s	pecified	in Rule	e 114 of	I.T. Ru	les, 19	_								ubmitt	ed as ap	oplicable	]	
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16 KYC details* [To be fill the Securities and Exch	-	-			ivesto	or or a	i Qua	lified	Fore	ign In	vesto	or, a	s pre	escribed unde	r the r	egulatio	ons issu	ed by	
["Control" as defined un "Beneficial owner" as d	der SEBI (S	ubstantia	l Acqu	isition o	-								y Lai	undering.]					
(a) In case of Individuals	-		-											-	Pleas	e select	✓	as applica	ble
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Occupation details		Private	a cort	or con	vice	ſ		hublic	soc	tor/G	out	con	ico	Busine			Profess	ional	

Agriculturist Retired Housewife Stud	ent Others
(b) In case of non individuals	Please select 🖌 as applicable
R Private Company U Public Company	D Body Corporate
S Financial Institution N Non Government Organization	C Charitable Organization
( c) Gross Annual Income - INR	
Netwoth (Assets less liabilities) in INR	
(d) In case of a Public Company, whether listed on a stock exchange Yes If yes, then indicate name of the stock exchange	No Please select 🖌 as applicable
(e) In case of Non-individuals	
Does it have few persons or persons of the same family holding beneficial ownership an Yes	nd control. No Please select  as applicable
["Control" :Control shall include the right to appoint majority of the directors or to control the manag by a person or persons acting individually or in concert, directly or indirectly, including by virtue of the rigths or shareholders agreements or voting agreements or in any other manner. "Beneficial owner" means the natural person who ultimately owns or controls the applicant is being conducted, and includes a person who exercises ultimate effective control over a juridic	neir shareholding or management and/or the person on whose behalf a transaction
(f) Is the entity involved / providing any of the following services         Foreign exchange, Money Changer Services       Yes         Gaming/Gambling/Lottery services (Casinos and Betting Syndicates)       Yes         Money Lending, Pawning       Yes	Please select as applicable
(g) Whether the applicant or the applicant's authorised signatories/trustees/office bearers is         (i) a politically exposed person         (ii) related to a politically exposed person         [For definition of politically exposed person refer to guidelines issued under the Prevention of Money Letter and the prevention o	No No aundering Act (PMLA)]
(h) Taxpayer identification Number in the country of residence	
17 I/We, the applicant, in the do hereby declare that what is stated above is true to the best of my/our information and belief.	
Place	
D D M M Y Y Y Y Date	Signature / Left Thumb Impression of Applicant (inside the box)

## **INSTRUCTIONS FOR FILLING FORM 49AA**

- (a) Form to be filled legibly in BLOCK LETTERS and preferably in BLACK INK. Form should be filled in English 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 two recent colour photographs with white background(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.
- (d) 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.
- (e) 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 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.
- (f) Thumb impression, if used, should be attested by a Notary Public or an authorized officer in respective country of residence under official seal and stamp.
- (g) AO code (Area Code, AO Type, Range Code and AO Number) of the Jurisdictional Assessing Officer must be filled up by the applicant. These details can be obtained from the Income Tax Office or PAN Centre or websites of PAN Service Providers on <u>www.utiitsl.com</u> or <u>www.tin-nsdl.com</u>.

Item No.	Item Details	Guidelines for filling	the	e fo	rm																			
1	Full Name	Please select appropriat Do not use abbreviation For example <b>RAVIKAN</b>	ns ir	n th	e Fii					nar	ne/S	Surn	ame	9.										
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(h) Guidelines for filling the Form 49A:

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	of Body of Individuals/ Association of Persons	Individual: Actual Date of Birth; Company: Date of Incorporation; Association of Persons: Date of formation/creation; Trusts: Date of creation of Trust Deed; Partnership Firms: Date of Partnership Deed; 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.
6	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.
7	Address – Residence and office	<b>R - Residence Address:</b> For Individuals, HUF, AOP, BOI or AJP, residential address is mandatory. Other applicants should leave this field blank.
		<ul> <li>O - Office Address:</li> <li>(1) Name of Office and address to be mentioned in case of individuals having source of income as salary or Business/profession[Item No.13].</li> </ul>
		(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	Address for communicatio n	Individuals/HUFs/AOP/BOI/AJP may indicate either 'Residence' or 'Office' and other applicants should necessarily indicate 'Office' as the Address for Communication.
9	Telephone Number and E-mail ID	All communication will be sent at the address indicated in this field.         (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.       1
		(ii) Mobile number 9102511111 of India should be written as
		Country code     STD Code     Telephone Number / Mobile number       9     1     0     2     5     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 "e-mail id" so that they can be contacted in case of any discrepancy in the application and/or for receiving PAN through e-mail.
		(3) Application status updates are sent using the SMS facility on the mobile numbers mentioned in the application
10	Status of Applicant	form. This field is mandatory for all categories of applicants. In case of 'Limited Liability Partnership', the PAN will be allotted in 'Firm' status.
11	Registration	Not applicable to Individuals and HUFs. Mandatory for 'Company'. Company should mention registration number issued by the Registrar of Companies or the concerned Government Authority of country of residence.
12	Country of citizenship	This field is mandatory for all categories of applicants.
13	Source of Income	It is mandatory to indicate at least one of source of incomes, as mentioned in the form. In case, the income from Business/profession is selected by the applicant then an appropriate business profession code should be mentioned. Please refer the table given below to select Business/profession code:
i	1	

		Code	Business/ Profession	Code	Business/ Profession
		01	Medical Profession and Business	11	Films, TV and such other entertainment
		02	Engineering	12	Information Technology
		03	Architecture Chartered Accountant/Accountancy	13 14	Builders and Developers 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 Commerci Vehicles
		08	Legal Practitioner and Solicitors	18	Ownership of Horses or Jockeys
		09 10	Government Contractors Insurance Agency	19 20	Cinema Halls and Other Theatres Others
4	Name and address of Representative Assessee	Represe Section minor, lu including This fiel decease	ntative Assessee. Therefore, this column 160 of the Indian Income-tax Act, 1961, unatic or idiot, Court of Wards, Administra g Wakf. d will contain particulars of the Repres	a should be such as, ator Gener entative A	hat any person(assessee) can be represented through e filled in by representative assessee only as specified in an agent of the non-resident, guardian or manager of a al, Official Trustee, receiver, manager, trustee of a Trust assessee. This field is mandatory if applicant is minor, a 13 will contain details of person on whose behalf this
		Proof of	Identity and Proof of address is also requ	ired for re	nresentative assessee
5	Proof of Identity and Proof of Address documents	<b>the nar</b> applican		h will serve	dress with PAN application. <b>Documents should be in</b> as proof of identity and address for each status of
	dividuals and HUF		inity and address as per Rule 114 or frico		
			Identity (Copy of)		Proof of address (copy of)
	1. Copy o	of passpor		1.	Copy of Passport, <b>or</b>
			of Indian Origin (PIO) card issued by		Copy of Person of Indian Origin (PIO) card issued by
	Goverr	nment of I	India, <b>or</b>		Government of India, <b>or</b>
			s Citizen of India (OCI) card issued		Copy of Overseas Citizen of India (OCI) card issued by
		vernment	of India, <b>Or</b>		Government of India, <b>or</b>
	by Gov 4. Copy c Numbe	of other na er or Tax	ational or citizenship Identification payer Identification Number duly	4.	Copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested
	by Gov 4. Copy o Numbe atteste	of other na er or Tax ed by "Apo	ational or citizenship Identification	4.	Copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested by "Apostille" (in respect of the countries which are
	by Gov 4. Copy o Numbe atteste are sig	of other na er or Tax ed by "Apo natories t	ational or citizenship Identification payer Identification Number duly ostille" (in respect of countries which	4.	Copy of other national or citizenship Identification
	by Gov 4. Copy of Numbe atteste are sig by the	of other na er or Tax ed by "Apo natories t Indian Er	ational or citizenship Identification payer Identification Number duly ostille" (in respect of countries which o the Hague Convention of 1961) or	4.	Copy of other national or citizenship Identification Number or Taxpayer Identification Number duly attested by "Apostille" (in respect of the countries which are signatories to the Hague Convention of 1961) or by the
	by Gov 4. Copy of Numbe atteste are sig by the	of other na er or Tax ed by "Apo natories t Indian Er late in the	ational or citizenship Identification payer Identification Number duly ostille" (in respect of countries which o the Hague Convention of 1961) or nbassy or High Commission or	<b>4</b> . <b>5</b> .	Copy of other national or citizenship Identification Number or Taxpayer Identification Number 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, <b>or</b>
	by Gov 4. Copy of Number atteste are sig by the Consul	of other na er or Tax ed by "Apo natories t Indian Er late in the	ational or citizenship Identification payer Identification Number duly ostille" (in respect of countries which o the Hague Convention of 1961) or nbassy or High Commission or	4. 5. 6.	Copy of other national or citizenship Identification Number or Taxpayer Identification Number 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, <b>or</b> Copy of Bank account statement in the country o residence, <b>or</b>
	by Gov 4. Copy of Number atteste are sig by the Consul	of other na er or Tax ed by "Apo natories t Indian Er late in the	ational or citizenship Identification payer Identification Number duly ostille" (in respect of countries which o the Hague Convention of 1961) or nbassy or High Commission or	4. 5. 6. 7.	Copy of other national or citizenship Identification Number or Taxpayer Identification Number 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, <b>or</b> Copy of Bank account statement in the country of residence, <b>or</b> Copy of Non-resident External(NREO bank account
	by Gov 4. Copy of Number atteste are sig by the Consul	of other na er or Tax ed by "Apo natories t Indian Er late in the	ational or citizenship Identification payer Identification Number duly ostille" (in respect of countries which o the Hague Convention of 1961) or nbassy or High Commission or	4. 5. 6. 7. 8.	Copy of other national or citizenship Identification Number or Taxpayer Identification Number 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, <b>or</b> Copy of Bank account statement in the country o residence, <b>or</b> Copy of Non-resident External(NRE0 bank account statement in India, <b>or</b> Copy of Certificate of Residence in India or Residentia

For other than I	ndividuals and HUF		
1.	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, <b>or</b>	1.	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, <b>or</b>
2.	Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.	2.	Copy of registration certificate issued in India or of approval granted to set up office in India by Indian Authorities.

16	KYC Details	It is mandatory to provide KYC details in case of an application filled by a Foreign Institutional Investor or a Qualified Foreign Investor, as prescribed under the regulations issued by Securities and Exchange Board of India (SEBI). Please refer the guidelines issued by the Securities and Exchange Board of India (SEBI) and Prevention of Money Laundering Act for filling these details.
17	Signature / Thumb impression	Application must be signed by (i) the applicant; or (ii) Karta in case of HUF; or (iii) Director of a Company; 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. Applications not signed in the given manner and in the space provided are liable to be rejected.

## **GENERAL INFORMATION FOR PAN APPLICANTS**

- (a) Applicants may obtain the application form for PAN (Form 49A) from any IT PAN Service Centres(managed by UTIITSL) or TIN-Facilitation Centres(TIN-FCs)/PAN Centres (managed by NSDL), or any other stationery vendor providing such forms or download from the Income Tax Department website(<u>www.incometaxindia.gov.in</u>)/UTIITSL website(<u>www.utiitsI.com</u>)/NSDL website (<u>www.tin-nsdl.com</u>).
- (b) The fee for processing PAN application is Rs. 85/- (plus service tax, as applicable). In case, the PAN card is to be dispatched outside India then additional dispatch charge of Rs 850 will have to be paid by applicant.
- (c) Those already allotted a ten digit alphanumeric PAN shall not apply again as having or using more than one PAN is illegal. However, request for a new PAN card with the same PAN or/and Changes or Correction in PAN data can be made by filling up 'Request for New PAN Card or/and Changes or Correction in PAN Data' form available from any source mentioned in (a) above. The cost of application and processing fee is same as in the case of Form 49A.
- (d) Applicant will receive an acknowledgment containing a unique number on acceptance of this form. This **acknowledgment number** can be used for tracking the status of the application.

	Income-tax Department	NSDL	UTIITSL
Website	www.incometaxindia.gov.in	www.tin-nsdl.com	www.utiitsl.com
Call Center	0124-2438000	020-27218080	022-67931300
Email ID		<u>tininfo@nsdl.co.in</u>	utiitsl.gsd@utiitsl.com

(e) For more information / Application status enquiry contact:

SMS	SMS NSDLPAN <space>Acknowledgement No. &amp; send to 57575 to obtain application status.</space>	
Address	INCOME TAX PAN SERVICES UNIT (Managed by National Securities Depository Limited), 3rd Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411 045.	IT PAN Service Centres(managed by UTIITSL) PB no 20, Plot no 3, Sector- 11, CBD- Belapur – Navi Mumbai 400614