N	finor Photo With	Form No. 49A Application for Allotment of Permanent Account Number [In the case of Indian Citizens/Indian Companies/Entities incorporated in India/ Unincorporated entities formed in India] See Rule 114 To avoid mistake (s), please follow the accompanying instructions and examples before filling up the form											line 10t														
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Note: As per provisions of Section 272B of the Income Tax Act., 1961, a penalty of `10,000 can be levied on possession of more than one PAN.

Guidelines for the form 49A

Residence address field is mandatory for Individuals , HUF, AOP, BOI & AJP Categories.

If you want Office address field, you have to fill both residence & Office address fields. You should submit office address proof also.

Office address is field is mandatory for Firm, LLP, Company, Local Authority & Trust Categories. Residence address field should be blank.

Office address should not fill Representative Assessee (RA) field.

In case of Aaadhar card having only year of birth, Additional Date of Birth proof is mandatory. (Like Birth Certificate, SSC/ Matriculation Certificate, Voter ID, Driving Licence and Passport etc.,)

If you submit EID (Enrolment Id), you have to submit any other proofs along with EID (other than Aadhar card) for Identity, Address & Date Of Birth Proofs compulsory .(Ex: Voter card, Driving Licence, Passport, Govt. Employee ID etc..)

Category	Capacity Of Verifier
Individual (Male)	Himself
Individual (Female)	Herself
Individual (Minor)	Representative Assessee
Hindu Undivided Family	Kartha
Firm / LLP	Partner
Trust	Trustee
Company	Authorized Signatory / Director
Association Of Persons	Authorized Signatory
Government	Authorized Signatory
Local Authority	Authorized Signatory
Body Of Individuals	Authorized Signatory
Artificial Juridical Person	Authorized Signatory

Dispatch Of Physical Documents

- > Pls send all physical documents (PAN, TAN, TDS, 24G, SFT) to Head office (Visakhapatnam) only .
- > Physical documents should pack properly & send to head office safely.
- Physical documents should be sealed in tamper-proof envelopes, marked as <u>Restricted Confidential</u> and dispatched through reputed dispatch agencies.
- > The documents should contain Acknowledgement receipt with relative proofs compulsory

If you send documents without Acknowledgement receipt, we will consider that document is not received at Head Office (Visakhapatnam).

Dispatch Address :

Mr.KVS Ramakrishna (Dy.General Manager, e-Governance)
Steelcity Securities Limited # 50-81-18, Sithampeta ,
Visakhapatnam - 530016 (Andhra Pradesh)
Call : 9848192732 , 0891-6770222 .
Any application related Query, Contact : 8121120333, 8121120444, 9393273738, 9848842708 .

Penalty Points Observed in New PAN Application

Quality check errors (Non - Core)							
Error Field	Penalty (Rs)						
Photo & Sign (Not Clear Photo, Not Signed across the Photo)	1000						
DOB	500						
Father's Name	500						
Gender	500						
Name on card	500						
Name on letter	500						
Address	500						

Quality check errors (Non - Core)							
Type of error	Penalty (Rs)						
Verification details incorrect digitized.	100						
Source of Income incorrect digitized	100						
Email ID / Contact number not/incorrect digitized	100						
Verifier name incorrect digitized (for non-individual category)	100						
Registration no. mentioned but not /incorrect digitized	100						
DOB / DOI incorrect digitized	100						
Communication address flag not / incorrect digitized	100						
Incorrect Status digitized	100						
PIN / ZIP CODE not/incorrect digitized	100						
AO code incorrect digitized	100						
Document code incorrectly digitized	100						
Name/Name to be printed on card /Father name is incorrect digitized	100						
PAN Proof details not/incorrect digitized	100						
Verifier name not mentioned/incorrect mentioned	100						
RA's details not/incorrect digitized	100						

Modifications may update every year. If you want updated data, you can check in TOM (TIN Operation Module in PAAM login)

Below initials are accepted in Aadhaar card but additional proof is required compulsory.

AB	BE	EE	GH	IB	KA	LA	NA	PA	SA	UG	YE
AH	BI	EK	GI	ID	KC	LE	NG	PI	SE	UL	YH
AI	BO	EL	GO	II	KE	LI	NI	PO	SI	UM	YI
AJ	BP	EM	GU	IK	KH	LO	NO	PT	SK	UN	YJ
AK	CH	EO	HA	IL	KI	LU	OD	PU	SM	UR	YO
AL	CO	EP	HE	IM	KJ	MA	OE	QI	SO	UZ	YU
AM	CY	ER	НО	IN	KM	MC	OH	QU	SR	VK	ZA
AN	DA	ES	HU	ΙΟ	KN	MD	OI	RA	SU	WA	ZI
AO	DD	EX		IV	KO	MG	OJ	RI	ТА	WO	ZU
AP	DE	FA		JA	KR	MH	OK	RU	TE	WU	
AR	DI	FE		JE	KS	MI	OM		TI	XI	
AS	DJ	FK		JI	KU	MO	ON		ТО	XU	
AU	DN	FU		JO		MU	OR		TU		
AW	DO			JR			OS				
	DU			JU			OU				
							OZ				

If Applicant has initials with name on Aadhaar card, have to submit additional proof forexpanded name.

(Like Voter ID, Driving Licence, Passport and Annexure – A with gazzetted officer attestation with Employee ID Card)

Name has to expand in Login Manager like below :

NAME ON AADHAR CARD	LAST NAME / SURNAME	FIRST NAME	MIDDLE NAME	NAME ON PAN CARD
M BALAJI	BALAJI	MUNUSAMY		MUNUSAMY BALAJI <mark>OR</mark> BALAJI M <mark>OR</mark> M BALAJI
CHANDRAN V	CHANDRAN	VADIVEL		VADEVEL CHANDRAN OR V CHANDRAN OR CHANDRA V
ALAM MD	MD	ALAM		MD ALAM OR ALAM MD
MD AZAD	AZAD	MD		MD AZAD OR AZAD MD
R G VIKRAM	VIKRAM	RAMPURA	GOVINDA	RAMPURA GOVINDA VIKRAM OR VIKRAM R G OR R G VIKRAM
SURESHA K S	SURESHA	KANAKAPURA	SAMBA	KANAKAPURA SAMBA SURESHA OR K S SURESH OR SURESH K S
PONUGUPATI V S S S CHINMAYI	PONUGUPATI	CHINMAYI	VSSS	PONUGUPATI V S S S CHINMAYI

Download e-PAN Card

With

Acknowledgement Number / PAN Number

Acknowledgement Number / PAN Number

200019700123123 / ABCPK1234M

Aadhaar Number (Only for Individual)

5678 1234 9866

Date of Birth / Incorporation / Formation

Month of Birth MM

Year of Birth **YYYY**

Instructions:

a) This facility is available for PAN holders whose latest application was processed through Protean.

b) For the PAN applications submitted to Protean where PAN is allotted or changes are confirmed by ITD within last 30 days, e-PAN card can be downloaded free of cost three times.

c) If the PAN is allotted / changes in PAN Data are confirmed by ITD prior to 30 days then charges applicable for download of e-PAN Card is Rs.8.26/- (inclusive of taxes).

https://www.onlineservices.nsdl.com/paam/requestAndDownloadEPAN.html