

PAN Card Registration

1. What is PAN?

Permanent Account Number (PAN) is a ten-digit alphanumeric number, issued in the form of a laminated card by an Assessing Officer of the Income Tax Department. A typical PAN is AFRPP1595D.

2. Who must have a PAN?

- i. All existing assesseees or taxpayers or persons who are required to furnish a return of income, even on behalf of others, must obtain PAN.
- ii. Any person, who intends to enter into economic or financial transactions, where quoting PAN is mandatory, must also obtain PAN. The Assessing Officer may allot PAN to any person either on his own or on a specific request from such person.

3. Where to apply for PAN?

In order to improve PAN-related services, the Income Tax Department has authorised UTI Technology Services Ltd (UTITSL) to set up and manage IT PAN Service Centres in all cities or towns where there is an Income Tax office. For the convenience of PAN applicants in big cities, UTITSL has set up more than one IT PAN Service Centre.

4. How to apply for a PAN?

PAN application can be made only on the new Form 49A that may be obtained from IT PAN Service Centre at a cost of Rs. 5/- per form.

5. What documents and information have to be submitted along with the application for Form 49A?

- a. Individual applicants will have to affix one recent, coloured photograph (Stamp Size:3.5 cms x 2.5 cms) on Form 49A;
- b. Any one document listed in Rule 114 must be supplied as proof of 'Identity' and 'Address';
- c. Designation and code of the concerned Assessing Officer of Income Tax Department will have to be mentioned in Form 49A.

6. Which documents will serve as proof of Identity and Address for other applicants?

A copy of the Certificate of Registration issued by the Registrar of Companies or a Copy of the Certificate of Registration issued by the Registrar of Firms or a Copy of the Partnership Deed or a Copy of the Trust deed or a Copy of the Certificate of Registration Number issued by the Charity Commissioner or a Copy of the Agreement or a Copy of the Certificate of the Registration Number issued by the Charity Commissioner or Registrar of the Co-operative Society or any other Competent Authority or any other document originating from any Central or State Government Department, establishing the Identity and Address of such a person.

7. How to find the 'Assessing Officer code'?

The PAN application will considered incomplete without the Assessing Officer code. The Assessing Officer code may be obtained from the Income Tax Office where the return of income is submitted. Applicants who have never filed a return

of income may find the Assessing Officer code with the help of the IT PAN Service Centre or the jurisdictional Income Tax Office.

8. Is a photograph compulsory to make an application for PAN?

A photograph is compulsory only in the case of 'Individual' applicants.

9. What is the procedure for applicants who cannot sign?

In such cases, the Left-Hand Thumb impression of the applicant should be affixed on Form 49A at the place meant for signatures and attested by a Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.

10. Who can apply on behalf of a non-resident, minor, lunatic, idiot or court of wards?

Section 160 of IT Act, 1961 provides that a non-resident, a minor, lunatic, idiot or court of wards or any such other persons may be represented through a Representative Assessee. In such cases, application for PAN will be made by the Representative Assessee.

11. Are there any charges to be paid at IT PAN Service Centres?

UTITSL has been authorised to collect a service charge of Rs.60/- per PAN application and this includes cost of a new tamper-proof PAN card. This amount will have to be paid in cash at IT PAN Service Centre for the purchase of a coupon with a distinctive number that will have to be affixed on form 49A.

12. Who should be contacted for inquiries regarding PAN applications submitted after 1.7.2003?

All such inquiries should be addressed to:

I. The Vice-President

IT PAN Processing Centre, UTI Technology Services Ltd,
Plot No. 3, Sector - 11, CBD Belapur,
Navi Mumbai - 400 614.

e-mail .- utitsl-gsd@uti.co.in

Tel No. 022-27561690

Fax No. 022-27561706

II. Mr. Peter Christopher Raj, Assistant Vice-President

UTI-TSL

26/27, Raheja Towers, 12th Floor,

West Wing, M.G.Road,

Bangalore – 1

Ph: 25595901/02/03

The PAN application number, coupon number and IT PAN Service Centre where the application was submitted should be mentioned in all references.