

## **PAN FOR CITIZEN OF INDIA**

1. Form 49A has to be filled and submitted along with below mentioned documents/details-
  - i. 2 passport size photographs (with white background only) of the applicant have to be pasted on the top of the Form. Form to be signed across the photograph on L.H.S and within the below photo box on R.H.S and within the box given on last page.
  - ii. Self-attested copy of Aadhar Card of Applicant.
  - iii. Self-attested copy of proof of date of birth of applicant only if complete date of birth is not mentioned in Aadhar Card
  - iv. Email id and Mobile number to be updated in PAN application
  - v. Source of Income
  
- **Use only BLACK Ink for signing the Form. Please do not fill the form.**

The PAN Card can also be delivered on any other address which is not of applicant through authorised representative.

For this any person (citizen of India) can be added as an authorised representative and PAN Card will be delivered at his/her address.

The Contact Number, Email Id and self-attested copies of PAN Card & Aadhar Card of the authorised representative will be needed in addition to the documents of the applicant.

## **PAN FOR COMPANY INCORPORATED IN INDIA (NON-INDIVIDUAL)**

1. Form 49A has to be filled and submitted along with below mentioned documents/details-
  - i. Copy of Certificate of Incorporation.
  - ii. Copy of Bank statement in the name of Company as a proof of address not older than one month only if the address is different as mentioned on Certificate of Incorporation.
  - iii. Form to be signed on the top within the box (Top Right side below photo box), across the photograph box (Top left photo box) and within the box at the bottom right of the Form on page 3 **(No photograph to be pasted on the Form in case of Company)**.
  - iv. Email Id & Contact number to be filled in the Form.

**The PAN Card can also be delivered on any other address which is not of applicant through authorised representative.**

**For this any person (citizen of India) can be added as an authorised representative and PAN Card will be delivered at his/her address.**

**The Contact Number, Email Id and self-attested copies of PAN Card & Aadhar Card of the authorised representative will be needed in addition to the documents of the applicant.**