

Online application procedure for PAN

Application forms

Sr. No.	Type of Application	Citizenship	Prescribed form
1	For obtaining PAN (i.e. PAN is not allotted)	Indian	Application for allotment of PAN – Form 49A
		Foreign	Application for allotment of PAN – Form 49AA
2	Reprint of the PAN card	Indian	'Request for new PAN card or/and Changes or correction in PAN data'
		Foreign	
3	For Change / Correction in PAN Data	Indian	'Request for new PAN card or/and Changes or correction in PAN data'
		Foreign	

Application Fee

(a) If Physical PAN Card is required:

While submitting PAN application form, applicant will have to indicate whether physical PAN card is required. If applicant opts for physical PAN Card, then physical PAN card will be printed & dispatched at communication address. The e-PAN card in PDF format will be dispatched at e-mail ID mentioned in PAN application form, if the same is provided. Fees applicable are as follows:-

Sr. No.	Particulars	Fees (exclusive of applicable taxes) (₹)	Fees (inclusive of applicable taxes) (₹)
PAN applications submitted Online using physical mode (i.e. Physical documents forwarded to NSDL e-Gov.)			
1	Dispatch of physical PAN Card in India (Communication address is Indian address)	91	107
2	Dispatch of physical PAN Card outside India (where foreign address is provided as address for communication)	862	1,017
PAN applications submitted Online through paperless modes (e-KYC & e-Sign / e-Sign scanned based / DSC scanned based):			
1	Dispatch of physical PAN Card in India (Communication address is Indian address)	86	101
2	Dispatch of physical PAN Card outside India (where foreign address is provided as address for communication)	857	1,011

(b) If physical PAN Card is not required:

PAN applicant will have to indicate at the time of submission of PAN application, if the physical PAN Card is not required. In such cases, email ID will be mandatory & e-PAN Card will be sent to the PAN applicant at the email ID. Physical PAN Card will not be dispatched in such cases. Fees applicable are as follows:-

Sr. No.	Particulars	Fees (exclusive of applicable taxes) (₹)	Fees (inclusive of applicable taxes) (₹)
PAN applications submitted Online using physical mode (i.e. Physical documents forwarded to NSDL e-Gov.)			
1	e-PAN Card will be dispatched at the email ID mentioned in the PAN application form	61	72
PAN applications submitted Online through paperless modes (e-KYC & e-Sign / e-Sign scanned based / DSC scanned based):			
1	e-PAN Card will be dispatched at the email ID mentioned in the PAN application form	56	66

Mode of Payment

- ❖ Payment may be made online using Credit / Debit card and Net-banking facility
- ❖ Alternatively, the payment may be made by Demand draft drawn in favour of 'NSDL-PAN' payable at Mumbai.

Supporting documents

- ❖ Proof of Identity (POI), Proof of Address (POA) and Proof of Date of Birth (PODB) as per Rule 114(4) of Income Tax Rules, 1962
- ❖ Proof of AADHAAR (Copy of AADHAAR Card), if AADHAAR is mentioned.
- ❖ Additional documents for PAN Change Request application
 - ✓ **Proof of PAN** – Copy of PAN card/allotment letter
 - ✓ **Proof of Change Requested** – Documents indicating change of name (i.e. Name/Father's name) from old name to new name

Important Check Points while filling form

- ❖ No initials/abbreviations to be used in name/father's name (except for Middle name).
- ❖ No prefixes such as Dr, Col, Major, etc. should be mentioned in 'Name', father's name and 'Name to be printed on card' fields.
- ❖ Representative Assessee (RA) details mandatory for minor/lunatic/idiot/deceased cases.
- ❖ POI, POA and PODB should indicate exactly the same name as mentioned in the application.

How to apply for PAN?

- ❖ Paperless online PAN application facility based on eSign (i.e. Aadhaar based e-Signature) and Digital Signature Certificate (DSC) has been provided to applicant enabling PAN applicants to furnish their application for PAN online, upload scanned images of supporting documents, photo & signature and digitally sign the application online.

No physical documents are required to be sent by the PAN applicants for eSign and DSC based PAN applications.

- ❖ Alternatively, applicant may opt to process online PAN application by forwarding application documents physically as given below:
 - ❖ On successful submission of online application and payment (for online mode of payment), an acknowledgement receipt is generated.
 - ❖ Save and take a print out of the acknowledgement receipt.
 - ❖ The duly signed and photos affixed acknowledgement receipt alongwith prescribed supporting documents should be sent to **'INCOME TAX PAN SERVICES UNIT (Managed by NSDL e-Governance Infrastructure Limited)'** at 5th Floor Mantri Sterling , Plot No. 341, Survey No. 997/8, Model Colony, Near Deep Bungalow Chowk, Pune-411 016.
 - ❖ The 15 digit acknowledgement no. appearing on the acknowledgement receipt can be used for tracking status of application.

Track Status of PAN Application

Use 15-digit acknowledgement number for tracking the status of application, as under:

- ✓ Check status at TIN website –please [click here](#)
- ✓ SMS '**NSDLPAN 15 digit ack. no.**' to 57575.
- ✓ E-mail us at tininfo@nsdl.co.in
- ✓ Contact our Call Centre at (020) - 2721-8080
- ✓ Fax us your queries at (020) - 2721-8081
- ✓ Write to us at following address:

INCOME TAX PAN SERVICES UNIT (Managed by NSDL e-Governance Infrastructure Limited), 5th Floor Mantri Sterling , Plot No. 341, Survey No. 997/8, Model Colony, Near Deep Bungalow Chowk, Pune-411 016

Please read instructions and guidelines carefully before filling online application forms