

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

Sr. No.	Type of Dispatch	Amount
1	For dispatch of PAN card within India	₹ 105 (Including Service Tax)
2	For dispatch of PAN card outside India	₹ 971 (Including Service Tax)

Mode of Payment

❖ For dispatch of PAN card within India

- Credit Card / Debit Card
- Net-banking
- Cheque / Demand draft drawn in favour of '**NSDL-PAN**' payable at Mumbai.

❖ For dispatch of PAN card outside India

- Credit Card / Debit Card
- 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?

- ❖ 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 (for cheque/DD mode of payment) should be sent to NSDL 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 '**NSDLPAN15 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:

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

Please contact us for all further information: