

### **Instructions for PAN Application**

In the case of **Indian Citizens, Form 49A** has to be used and in the case of **foreign citizens, Form 49AA** has to be used. Persons who hold the **Overseas Citizen of India also will have to use Form 49AA** only.

- The signatures are to be made in the application form using black ink.
- The signatures are to be made within the boxes provided for only. If any stroke of the signature, comes outside the box, the application will not be accepted.
- Please do not fill in the application form.
- Please sign in the box below the photograph on the right hand side of the application
- Also sign in the box in the left hand side across the place provided for the photograph without affixing the photograph. (In the case of companies, no photograph is required).
- Also sign in the box in the right hand bottom of the second page.
- Provide **strictly** the address proof and identity proof documents as per the table given below. No other documents are accepted as proofs.

In case of any queries, please call **Suresh – 7396367315**

#### **Contact Us**

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## Documents required for 49A

Sr. No	Proof of identity (copy of any one)	Proof of address( copy of any one)
1	School Leaving Certificate	Electricity bill
2	Matriculation Certification	Telephone bill
3	Degree of recognized educational institution	Depository Account Statement
4	Depository Account Statement	Credit Card Statement
5	Bank Account Statement/Passbook	Bank Account Statement/Passbook
6	Credit Card	Employer Certificate
7	Water Bill	Rent receipt
8	Ration Card	Ration Card
9	Property Tax Assessment Order	Property Tax Assessment Order
10	Passport	Passport
11	Voter's Identity Card	Voter's Identity Card
12	Driving License	Driving License
13	Certificate of Identity signed by a member of Parliament or a member of Legislative Assembly or Municipal councilor or a Gazetted Officer	Certificate of Address signed by a member of Parliament or a member of Legislative Assembly or Municipal councilor or a Gazetted Officer

Note in case of Minor, any of the above mentioned documents as proof of Identity and Address of any of parents / guardians of such Minor shall be deemed to be the proof of Identity and Address of the minor applicant.

Note:1)Proof of Address mentioned in Sr No 1 to 7 should not be more than Six months old on the date of application.2) Proof of Address is required for 'Address of communication'.

## Documents required for 49AA

Category of Applicant	Proof of Identity	Proof of Address
<b>Citizen of India located outside India at the time of application for PAN.</b>	Copy of passport	Passport <b>or</b> , Bank account statement in country of residence <b>or</b> NRE bank account statement showing at least two transactions in last six months period and duly attested by Indian Embassy / Consular office / High commission or Apostille or by the manager of the bank in which the account is held.
<b>Foreign Citizen located in India at the time of application for PAN.</b>	Copy of Passport <b>or</b> Copy of Person of Indian Origin (PIO) card issued by Government of India <b>or</b> Copy of Overseas Citizen of India (OCI) card issued by Government of India	Copy of Passport <b>or</b> Copy of Bank account statement in India <b>or</b> Copy of Person of Indian Origin (PIO) card issued by Government of India <b>or</b> Copy of NRE bank account statement** Copy of Overseas Citizen of India (OCI) card issued by Government of India
<b>Foreign Citizen located outside India at the time of application for PAN</b>	Copy of Passport <b>or</b> Other National ID attested by Indian Embassy/Consulate/High Commission/Apostille <b>or</b> Person of Indian Origin (PIO) card issued by Government of India <b>or</b> Copy of Overseas Citizen of India (OCI) card issued by Government of India	Copy of Passport <b>or</b> Other National ID attested by Indian Embassy/Consulate/High Commission/Apostille <b>or</b> Bank account statement in country of residence, duly attested by Indian Embassy/High Commission / Consulate / Apostille in the country where applicant is located <b>or</b> Person of Indian Origin (PIO) card issued by Government of India <b>or</b> NRE bank account statement** Overseas Citizen of India (OCI) card issued by Government of India

Note: To prove the stay in India, the copy of the passport with entry stamp in to India has to be enclosed along with the documents.