

How to apply for a PAN Card

Spoken Tutorial Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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IIT Bombay

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Learning Objectives



Learning Objectives

- ▶ Applying for a PAN Card



Learning Objectives

- ▶ **Applying for a PAN Card**
- ▶ **Documents for proof of identity**



Learning Objectives

- ▶ **Applying for a PAN Card**
- ▶ **Documents for proof of identity**
- ▶ **Tracking the status of the application**



Application for a PAN Card

- ▶ The PAN Card application form is called Form 49A



Application for a PAN Card

- ▶ This form can be downloaded from the link given below-

[http://www.utiitsl.com/forms/Forms 49A.pdf](http://www.utiitsl.com/forms/Forms%2049A.pdf)



Application for a PAN Card

Some of them are-



Application for a PAN Card

Some of them are-

- ▶ **an agent of the non-resident**



Application for a PAN Card

Some of them are-

- ▶ an agent of the non-resident
- ▶ guardian or manager of a minor, lunatic or idiot



Application for a PAN Card

Some of them are-

- ▶ **an agent of the non-resident**
- ▶ **guardian or manager of a minor, lunatic or idiot**
- ▶ **Court of Wards etc**



Application for a PAN Card

Representative assesseees are mandatory for applicants who are



Application for a PAN Card

Representative assesseees are mandatory for applicants who are

- ▶ **minors,**



Application for a PAN Card

Representative assesseees are mandatory for applicants who are

- ▶ **minors,**
- ▶ **mentally retarded,**



Application for a PAN Card

Representative assesseees are mandatory for applicants who are

- ▶ minors,
- ▶ mentally retarded,
- ▶ deceased,



Application for a PAN Card

Representative assesseees are mandatory for applicants who are

- ▶ minors,
- ▶ mentally retarded,
- ▶ deceased,
- ▶ idiot or



Application for a PAN Card

Representative assesseees are mandatory for applicants who are

- ▶ minors,
- ▶ mentally retarded,
- ▶ deceased,
- ▶ idiot or
- ▶ a lunatic



Application for a PAN Card

- ▶ **Attaching proof of identity and**



Application for a PAN Card

- ▶ **Attaching proof of identity and**
- ▶ **proof of address**



Application for a PAN Card

- ▶ **Attaching proof of identity and**
- ▶ **proof of address**
- ▶ **with a PAN application is mandatory**



Application for a PAN Card

- ▶ **These documents should be in the name of applicant**



Application for a PAN Card

- ▶ **These documents should be in the name of applicant**
- ▶ **Representative assesseees must also attach these documents**



Application for a PAN Card

E.g. Proof of identity for Individual applicants and HUF are-



Application for a PAN Card

E.g. Proof of identity for Individual applicants and HUF are-

- ▶ **School leaving certificate**



Application for a PAN Card

E.g. Proof of identity for Individual applicants and HUF are-

- ▶ **School leaving certificate**
- ▶ **Ration Card**



Application for a PAN Card

E.g. Proof of identity for Individual applicants and HUF are-

- ▶ School leaving certificate
- ▶ Ration Card
- ▶ Driver's license etc



Application for a PAN Card

Documents for proof of address are -



Application for a PAN Card

Documents for proof of address are -

- ▶ **Electricity bill**



Application for a PAN Card

Documents for proof of address are -

- ▶ **Electricity bill**
- ▶ **Telephone Bill**



Application for a PAN Card

Documents for proof of address are -

- ▶ **Electricity bill**
- ▶ **Telephone Bill**
- ▶ **Passport etc**



Application for a PAN Card



Application for a PAN Card

- ▶ The fee for processing PAN application is Rs.96.00



Application for a PAN Card

- ▶ **The fee for processing PAN application is Rs.96.00**
- ▶ **Rs.85.00 + 12.36% service tax**



Application for a PAN Card

Payment can be made by-



Application for a PAN Card

Payment can be made by-

- ▶ **Demand Draft**



Application for a PAN Card

Payment can be made by-

- ▶ **Demand Draft**
- ▶ **Cheque**



Application for a PAN Card



Application for a PAN Card

- ▶ For addresses outside India, the processing fee is Rs. 962.00



Application for a PAN Card

- ▶ **For addresses outside India, the processing fee is Rs. 962.00**
- ▶ **Application fee 85.00 + Dispatch Charges 771.00 + 12.36% service tax**



Application for a PAN Card



Application for a PAN Card

For foreign addresses,



Application for a PAN Card

For foreign addresses,

- ▶ **payment can be made**



Application for a PAN Card

For foreign addresses,

- ▶ **payment can be made**
- ▶ **only by way of Demand Draft**



Application for a PAN Card

For foreign addresses,

- ▶ **payment can be made**
- ▶ **only by way of Demand Draft**
- ▶ **payable at Mumbai**



Application for a PAN Card



Application for a PAN Card

- ▶ Applicants will receive an acknowledgment on acceptance of this form



Application for a PAN Card

- ▶ **Applicants will receive an acknowledgment on acceptance of this form**
- ▶ **This will contain the Unique Identification number**



Application for a PAN Card

This number



Application for a PAN Card

This number

- ▶ can be used for tracking the status of the application



Application for a PAN Card

- ▶ You can track its status



Application for a PAN Card

- ▶ You can track its status
- ▶ using the Income-tax Department website

www.incometaxindia.gov.in



Application for a PAN Card



Application for a PAN Card

OR these websites-



Application for a PAN Card

OR these websites-

- ▶ [tin.tin.nsdl.com
/tan/StatusTrack.html](http://tin.tin.nsdl.com/tan/StatusTrack.html)



Application for a PAN Card

OR these websites-

- ▶ [tin.tin.nsdl.com
/tan/StatusTrack.html](http://tin.tin.nsdl.com/tan/StatusTrack.html)
- ▶ [www.myutiitsl.com
/PANONLINE/panTracker.do](http://www.myutiitsl.com/PANONLINE/panTracker.do)



Application for a PAN Card



Application for a PAN Card

- ▶ One can also get PAN status details via SMS



Application for a PAN Card

- ▶ One can also get PAN status details via SMS
- ▶ SMS- NSDLPAN<space>15-digit Acknowledgement No. and send to 57575



Application for a PAN Card

The postal addresses are as shown



Application for a PAN Card

The postal addresses are as shown

- ▶ **INCOME TAX PAN SERVICES UNIT**

(Managed by National Securities Depository Limited)

3rd floor Sapphire chambers,
Near baner telephone exchange,
Baner,
Pune - 411045



Application for a PAN Card



Application for a PAN Card

- ▶ IT PAN Service Centres
(managed by UTIITSL)
PB no 20, Plot no 3,
Sector- 11,
CBD Belapur,
Navi Mumbai - 400614



Summary



Summary

- ▶ Procedure to apply for PAN Card



Summary

- ▶ **Procedure to apply for PAN Card**
- ▶ **Documents for proof of identity**



Summary

- ▶ **Procedure to apply for PAN Card**
- ▶ **Documents for proof of identity**
- ▶ **Tracking the Status of PAN**



About the Spoken Tutorial Project

- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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- ▶ If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Acknowledgements

- ▶ **Spoken Tutorial Project is a part of the Talk to a Teacher project**
- ▶ **It is supported by the National Mission on Education through ICT, MHRD, Government of India**
- ▶ **More information on this Mission is available at**

<http://spoken-tutorial.org/NMEICT-Intro>



Thank You

Thanks for joining
<http://spoken-tutorial.org>

