

KNOWLEDGE PORTAL FOR CUSTOMER SERVICE AGENTS

1. Pan Card

With effect from 16.1.2014, the fee for issue of PAN card shall be Rs 105/-(including service tax) throughout the country except in the state of Jammu & Kashmir where it will be Rs.93/-.

Application forms for PAN Card are of following types

Sr	Form No	Purpose
1	49-A	Application form for allotment of new PAN Cards for Indian citizen
2	49-AA	Application form for allotment of new PAN Cards for foreign national
3	CSF	Application form for Issue of new PAN Card with existing PAN details with income tax data base For updating changes / changes in details (name, father's name, date of birth, address, photograph, & signatures in existing PAN)

As per revised instructions issued by Department of Income Tax under Provision of Rules 114(4) of Income Tax Act, 1962, effective from 3.2.2014, self attested copies of Proof of Identity (POI), Proof of Address (POA) and Proof of Date of Birth (DOB) are to be submitted along with PAN application. Originals to be produced by the applicant before the bank's officials for verifications.

Documents required are Address proof & photo ID proof

Copy of the following can be accepted as Identity Proof	Copy of the following can be accepted as Address Proof	Copy of the following can be accepted as proof of Date of Birth
<ul style="list-style-type: none"> • Arm's licence • Aadhar Card • Photo identity Card issued by Central govt. or State Govt. or Public Sector Undertaking. • Pensioner Card having photograph of the applicant. • Central Govt. Health Scheme Card or ex-serviceman Contributory Health Scheme Photocard. 	<ul style="list-style-type: none"> • Electricity Bill * • Telephone bill * • Water Bill • Consumer Gas Connection Card or book piped gas bill. • Bank Account Statement /Passbook * • Depository account Statement * • Credit Card Statement * • Passport 	<ul style="list-style-type: none"> • Birth certificate issued by Municipal authority or any office authorized to issue birth and death certificate. • Pension payment order. • Marriage certificate issued by Registrar of Marriages. • Matriculation Certificate.

<ul style="list-style-type: none"> • Driving Licence. • Passport • Voter Identity Card • Certificate of Identity signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted officer in prescribed format. • Bank certificate in original on letter head from the branch containing duly attested photograph and bank account no. of the applicant. 	<ul style="list-style-type: none"> • Voter Identity Card • Driving License • Post office pass book. • Property Tax assessment order • Domicile Certificate. • Employer Certificate * • AAdhar Card • Allotment letter of accommodation issued by Central Govt. or State Govt. of not more than 3 years old. • Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted officer in prescribed format along with the copy of ID card of attesting person. 	<ul style="list-style-type: none"> • Domicile Certificate. • Affidavit sworn before a Magistrate stating the date of birth. • Driving licence. • Passport
<p>The copy of all documents should be within the validity (If validity period is mentioned on the documents)</p>		
<p>Case mark with * in list of address proof should not be more than six months old</p>		