

CHECKLIST FOR FORM 49A (PAN)

- Form has been filled in **BLOCK LETTERS** and in **BLACK INK** only.
- All the fields in the form have been properly filled up.
- Colour photograph of 3.5cm x 2.5cm size has been affixed in case of individual applicant.
- Signature/Left Thumb Impression has been done inside the box provided for the same
- Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.

ITEM NO.1: NAME

- Name should be in expanded form. Abbreviations and initials not allowed.
- Last Name/Surname mandatory.
- Applicants other than 'Individuals' will write their name under Last Name/Surname from the first block.
- In case of company only 'PRIVATE LIMITED' should be mentioned. Variations like 'PVT. LTD.', 'PRIVATE LTD.' 'PVT LIMITED' 'P LTD' not allowed.
- In case of sole proprietorship concern, the sole proprietor should apply for PAN in his/her name.
- Name should not be prefixed with titles such as Shri, Smt., Dr., M/s etc.,.
- Name to be printed on the card: Individual applicants can provide abbreviated name to be printed on the card. The abbreviated name should necessarily contain the expanded last name.

For Example:

VENUGOPAL RAMAPRASAD SANDESH SHETTY, can be abbreviated as
V.R.S. SHETTY

Other applicants name to be printed should be same as Last Name/Surname.

- Father's Name** mandatory for Individual applicants, for others to be left blank.
- Residential Address:** Applicants other than 'Individuals/HUF' will leave this field blank.

Out of the first four fields, applicant must fill up at least two fields.

Town/City/District, State/Union Territory and PIN are mandatory fields.

- Office Address:** For applicants other than Individuals/HUF office address is mandatory.

For Individual/HUF if item no. 6 (address for communication) selected is 'O', then it is mandatory to mention office name and address.

Office name and address mandatory for individual applicants who have mentioned source of income [item no. 13(a)] as salary.

Out of first four fields, applicant must fill up atleast two fields.

Town/City/District, State/Union Territory and PIN are mandatory fields.

- Address for Communication:** 'R' means residence and 'O' means office. Individuals/HUFs may indicate either 'R' or 'O'

It is mandatory for Other applicants to indicate 'O' (office address) as address for communication.

- Telephone No.:** If telephone number is mentioned, STD code is mandatory.

In case of mobile number, country code should be mentioned as STD code.

For example:

STD Code

Tel. No.

9	1						
---	---	--	--	--	--	--	--

9	8	2	0	0	1	1	1	1	5				
---	---	---	---	---	---	---	---	---	---	--	--	--	--

Where '91' is the country code of India.

- Sex:** This field is mandatory for Individuals.
- Status of Applicant:** Mandatory for all categories of applicants.
- Date of Birth/Incorporation/Agreement/Partnership or Trust Deed/Formation of Body:** Date cannot be a future date.
- Registration Number:** Mandatory for applicant type 'Company'. Not applicable to Individuals/HUFs.
- Citizen of India:** This field is mandatory for all categories of applicants.
- Salaried Employee:** In case applicant selects 13(a), it is mandatory for him/her to indicate name of organisation.

SONY C.L & ASSOCIATES
1st Floor, Adam Bazar, Thrissur.
Ph.No.2446952.

- Item Nos. 13 (a), (b) & (c):** indicating one of the three is mandatory for all categories of applicants.
- Name and address of Representative Assessee:** Only an Individual can be a Representative Assessee. Column 1 to 13 will contain details of assessee on whose behalf the application is submitted. Column 14 will contain details of the Representative Assessee.
- Applicant has submitted the Proof of Identity and Proof of Address as mentioned in the form.
- Form is duly signed.