

HOW IT WORKS ?

How to Apply for a Permanent Account Number (PAN)

Applying for a Permanent Account Number (PAN) in India can be done online or offline. Here's a step-by-step guide for both methods:

Online Application

1. Visit the Official Website:

- Go to the Income Tax Department's official website: [NSDL e-Governance](#) or [UTIITSL](#).

2. Select the PAN Application Option:

- Click on "Services" and select "PAN" from the dropdown menu. Choose "Apply Online" under the PAN section.

3. Choose the Form:

- Select the appropriate form for PAN application:
 - Form 49A: For Indian citizens.
 - Form 49AA: For foreign citizens.

4. Fill in the Application Form:

- Provide all necessary details such as name, date of birth, address, etc. Upload the required documents (proof of identity, address, and date of birth).

5. Pay the Application Fee:

- Pay the applicable fee online using a debit/credit card or net banking. Fees vary based on the mode of PAN application (Indian or foreign address).

6. Submit the Application:

- After completing the form and payment, submit the application.

7. Receive the Acknowledgment:

- You will receive an acknowledgment receipt with a 15-digit acknowledgment number. Keep this for tracking your application status.

8. Track Your Application:

- You can track the status of your PAN application using the acknowledgment number on the same website.

9. Receive PAN Card:

- Once your application is processed, your PAN card will be dispatched to the address provided in your application.

Offline Application

1. **Obtain the Application Form:**

- You can download Form 49A from the Income Tax Department's website or get a physical form from any NSDL or UTIITSL center.

2. **Fill in the Application Form:**

- Complete the form with accurate details.

3. **Attach Required Documents:**

- Attach self-attested copies of the necessary documents:
 - Proof of identity.
 - Proof of address.
 - Proof of date of birth.
 - Recent passport-sized photographs.

4. **Submit the Application:**

- Submit the completed form along with the documents to the nearest NSDL or UTIITSL office.

5. **Pay the Application Fee:**

- Pay the fee in cash or through a demand draft, as per the guidelines at the submission center.

6. **Receive the Acknowledgment:**

- Obtain an acknowledgment receipt upon submission, which can be used to track your application status.

7. **Receive PAN Card:**

- Your PAN card will be mailed to your registered address after processing.

Important Tips:

- Ensure that all details are filled accurately to avoid delays.
- Keep track of your application using the acknowledgment number.
- Link your PAN with your Aadhaar number, as it is mandatory for various financial transactions and filing taxes.