Recent colour photograph of the applicant (4.5 cm x 3.5 cm) with Sign/Left thumb impression across the photo of the applicant

PAN CR-01

Request For Changes Or Correction in PAN Data

[For an Individual]

Permanent Account Number (PAN)

Aadhaar Number

Recent colour photograph of the applicant (4.5 cm x 3.5 cm)

Sr. No.	Tick Box	PART A - Personal Information

1. Tick **A. Name**

First Name

Middle Name

Last Name

Tick **B. Name** *(as per Aadhaar)*

2. Tick **Gender** *(select one)* Tick Male Tick Female Tick Transgender

3. Tick **Date of Birth** d d m m y y y y

4. Tick **Address**

Tick Residence Tick Office *(select one)*

Flat/Door/Building

Road/Street/Block/Sector

Post Office

Area/Locality/Town/City

District

State/Union Territory Country/Region PIN / ZIP CODE

5. Tick **Passport Number**

6. Tick **Taxpayer Identification Number in the Country of Residence**

7. Tick **Contact Details**

(i) Mobile Number Country Code Mobile Number

(ii) Email ID

(iii) Landline No. with Country/ISD Code and Area/STD Code *(if any)* Country/ISD Code Area/STD Code

Landline Number

PART B - Details of Parents

8. Tick **Father's First Name**

Father's Middle Name

Father's Last Name

9. Tick **Mother's First Name**

Mother's Middle Name

Mother's Last Name

10. Name of parent to be printed on Permanent Account Number card *(select one)* Tick Father Tick Mother

Part C: Declaration by Applicant or by Representative Assessee on behalf of the Applicant

11. Documents submitted as Proof of Identity, Proof of Address, Proof of Date of Birth of the Applicant & Proof of Change in support of proposed changes / corrections requested by the Applicant

Tick (i) Proof of Identity Tick (ii) Proof of Address Tick (iii) Proof of Date of Birth

Tick (iv) Documentay proof in support of other changes Tick (v) Copy of PAN

Verification & Declaration

a. I , ……..…., in the capacity of ….....……..(Self/Representative Assessee) do hereby declare that what is stated above is true to the best of my knowledge and belief.

Place……

Date…..

(Signature /Left Hand Thumb Impression of Applicant or Representative Assessee)

GUIDELINES FOR FILLING REQUEST FOR CHANGES OR CORRECTION IN PAN DATA

(For an INDIVIDUAL)

a) Form to be filled legibly in **BLOCK LETTERS** and preferably in **BLACK INK**. **Form should be filled in English only**.

b) Mention your PAN correctly. Applicant to provide copy of PAN card with this form. In case of loss of PAN card, a copy of FIR to be submitted along with this form.

c) Aadhaar number is mandatory except for exempt category. Every Person who possesses Aadhaar shall mandatorily quote Aadhaar in the application.

d) Each box, wherever provided, should contain only one character (alphabet /number / punctuation sign) leaving a blank box after each word.

e) All applicants (including minor, mentally ill, unsound mind) should affix two recent colour photographs with white background (size 4.5 cm x 3.5 cm) in the space provided on the form. The photographs should not be stapled or clipped to the form. The clarity of image on PAN card will depend on the quality and clarity of photograph affixed on the form.

f) Signature / Left hand thumb impression should be provided **across the photo** affixed on the left side of the form in such a manner that portion of signature/impression is on photo as well as on form. The photograph affixed on right side of the form should be clear and without any mark.

g) Signature /Left hand thumb impression should be **within the box** provided at the bottom right side of the form.

h) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or an Oath Commissioner or a Gazetted Officer under official seal and stamp.

i) For reprint of PAN card without any changes- PAN holders may visit any of the following websites:

i) www.utiitsl.com

ii) www.tinpan.proteantech.in

j) For changes or correction in PAN data, tick box on the left margin of appropriate S. No. where change/correction is required and fill that field along with the other mandatory fields in the form.

<table>
<tr><th>S. No.</th><th colspan="3">Part A: Personal Information</th></tr>
<tr><td>1</td><td>Name & Name as per Aadhaar</td><td>
Name on Aadhaar is RAVIKANT, it should be written in S. No. 1 B as:
<table><tr><td>R</td><td>A</td><td>V</td><td>I</td><td>K</td><td>A</td><td>N</td><td>T</td></tr></table>
Name on Aadhaar is SURESH SARDA, it should be written in S. No. 1 B as:
<table><tr><td>S</td><td>U</td><td>R</td><td>E</td><td>S</td><td>H</td><td></td><td>S</td><td>A</td><td>R</td><td>D</td><td>A</td></tr></table>
Name on Aadhaar is POONAM RAVI NARAYAN, it should be written in S. No. 1 B as:
<table><tr><td>P</td><td>O</td><td>O</td><td>N</td><td>A</td><td>M</td><td></td><td>R</td><td>A</td><td>V</td><td>I</td><td></td><td>N</td><td>A</td><td>R</td><td>A</td><td>Y</td><td>A</td><td>N</td></tr></table>
Name on Aadhaar is M.S. KANDASWAMY (MADURAI SOMASUNDRAM KANDASWAMY), it should be written in S. No. 1 B as:
<table><tr><td>M</td><td></td><td>S</td><td></td><td>K</td><td>A</td><td>N</td><td>D</td><td>A</td><td>S</td><td>W</td><td>A</td><td>M</td><td>Y</td><td></td></tr></table>
</td><td>
Name to be written in S. No. 1 A as:
<table><tr><td>First Name</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Middle Name</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Last Name</td><td>R</td><td>A</td><td>V</td><td>I</td><td>K</td><td>A</td><td>N</td><td>T</td><td></td></tr></table>
Name to be written in S. No. 1 A as:
<table><tr><td>First Name</td><td>S</td><td>U</td><td>R</td><td>E</td><td>S</td><td>H</td><td></td><td></td><td></td></tr><tr><td>Middle Name</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Last Name</td><td>S</td><td>A</td><td>R</td><td>D</td><td>A</td><td></td><td></td><td></td><td></td></tr></table>
Name to be written in S. No. 1 A as:
<table><tr><td>First Name</td><td>P</td><td>O</td><td>O</td><td>N</td><td>A</td><td>M</td><td></td><td></td><td></td></tr><tr><td>Middle Name</td><td>R</td><td>A</td><td>V</td><td>I</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Last Name</td><td>N</td><td>A</td><td>R</td><td>A</td><td>Y</td><td>A</td><td>N</td><td></td><td></td></tr></table>
Name to be written in S. No. 1 A as:
<table><tr><td>First Name</td><td>M</td><td>A</td><td>D</td><td>U</td><td>R</td><td>A</td><td>I</td><td></td><td></td><td></td><td></td></tr><tr><td>Middle Name</td><td>S</td><td>O</td><td>M</td><td>A</td><td>S</td><td>U</td><td>N</td><td>D</td><td>R</td><td>A</td><td>M</td></tr><tr><td>Last Name</td><td>K</td><td>A</td><td>N</td><td>D</td><td>A</td><td>S</td><td>W</td><td>A</td><td>M</td><td>Y</td><td></td></tr></table>
</td></tr>
<tr><td></td><td></td><td colspan="2">(i) It is a mandatory field.
(ii) Name should not be prefixed with any title such as Shri/Mr, Smt/Mrs, Kumari/Ms, Dr., Major etc.
(iii) Do not use abbreviations in the Name column of S. No. 1 A.
(iv) If Aadhaar name contains initials, then expanded name should be filled in the Name column of S. No. 1 A.
(v) Aadhaar name will be printed on the PAN card.
(vi) For exempt categories, initials in the first and the last name are not allowed.</td></tr>
<tr><td>2</td><td>Gender</td><td colspan="2">It is mandatory to select one of the options as applicable.</td></tr>
</table>

<table>
<tr><td>3</td><td>Date of Birth</td><td>(i) It is a mandatory field.
(ii) Date: 2nd August 1975 should be written as:
<table><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td>0</td><td>2</td><td>0</td><td>8</td><td>1</td><td>9</td><td>7</td><td>5</td></tr></table></td></tr>
<tr><td>4</td><td>Address</td><td>(i) It is mandatory to select one of the options as applicable and fill complete address details for dispatch of PAN card.
(ii) It is mandatory to provide Country Name and ZIP Code, if a foreign address is provided.</td></tr>
<tr><td>5</td><td>Passport Number</td><td>If applicant is Non-resident/Resident but not ordinarily resident, Passport Number is mandatory.</td></tr>
<tr><td>6</td><td>Taxpayer Identification Number (TIN) in the Country of Residence</td><td>It is mandatory to provide TIN for an individual not being Citizen of India. If TIN is not available, other Citizenship/National Identification number to be provided in the TIN field along with copy of the self-attested document.</td></tr>
<tr><td>7</td><td>Contact Details</td><td>a) It is mandatory for the applicants to mention their “Mobile Number” and “e-mail id”.
b) Mobile Number should include Country Code (ISD Code) and Landline Number (if any) should include Country/ISD Code and Area/STD Code.

(i) Mobile Number 9102511111 of India should be written as:
Country Code | Mobile Number
<table><tr><td></td><td>9</td><td>1</td></tr></table> <table><tr><td>9</td><td>1</td><td>0</td><td>2</td><td>5</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr></table>
Where ‘91’ is the Country Code of India.

(ii) Email ID: -

(iii) Landline Number 011 23555705 of Delhi, India should be written as:
Country/ISD Code | Area/STD Code | Landline Number
<table><tr><td></td><td>9</td><td>1</td></tr></table> <table><tr><td></td><td>1</td><td>1</td></tr></table> <table><tr><td>2</td><td>3</td><td>5</td><td>5</td><td>5</td><td>7</td><td>0</td><td>5</td></tr></table>
Where ‘91’ is the ISD Code and ‘11’ is the STD Code of Delhi, India.</td></tr>
<tr><td></td><td colspan="2"><u>Part B: Details of Parents</u></td></tr>
<tr><td>8</td><td>Father’ Name</td><td>(i) It is a mandatory field. Married woman applicant shall give her father’s name and not husband’s name.
(ii) To be filled as First Name/ Middle Name/Last Name.</td></tr>
<tr><td>9</td><td>Mother’s Name</td><td>To be filled as First Name/ Middle Name/Last Name.</td></tr>
<tr><td>10</td><td>Parent Name to be printed on the PAN card</td><td>It is mandatory to select one of the parents’ whose name is to be printed on the PAN card.</td></tr>
</table>