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After carefully filling out this form attached necessary documents submit it to the nearest IT PAN Service Centers (managed by UTITITSL) or TIN-Facilitation Centers (TIN-FCs)/PAN Centers (managed by NSDL e-Gov) and you will get the acknowledged receipt. You can also send it to the following address via speed post or normal post: Income Tax PAN Services Unit, NSDL e-Governance Infrastructure Limited, 5th Floor, Mantri Sterling, Plot No. 341, Survey No. 997/8, Model Colony, Near Deep Bungalow Chowk, Pune - 411 016. PAN Card Correction Form PDF 2022 - Online Form Apply Procedure Step 1: Applicants must visit the NSDL official website or they can directly click this link. PAN Card Correction Form PDF Online Documents Required for PAN Card Correction The applicant shall be required to provide further documentary proof to support the request for correction or change in PAN data like name, father's name, date of birth, for example: Request for change (marginal correction like spelling correction, expansion of initials, etc.) in the applicant's or father's name will have to be supported with a suitable proof of identity containing corrected data. The request for change (significant change) in the applicant's or father's name will have to be supported with such proof that it will contain proof of a change of name from the old to the new in addition to the proof of identity. The documents that shall be accepted as proof in this case are: For married ladies - change of name on account of marriage - marriage certificate, marriage invitation card, the publication of 'name-change in the gazette, copy of passport showing husband's name (or vice versa). For individual applicants other than married ladies - publication of 'name-change in the gazette. For companies - ROC's certificate for the name change. For partnership firms - revised Partnership Deed For other categories which are registered organizations (AOP/Trust/BOI/AJP, etc.) - the revised registration/deed/agreement. For Limited Liability Partnership - Registrar of LLPs certificate for the name change For Foreign Citizens:- Passport, Person of Indian Origin (PIO) Card, Overseas Citizen Card, Bank Statement, NRE Bank account, Citizenship identification number of the applicant (if they are a citizen of another country), Taxpayer identification number attested by Apostille, the Indian Embassy, the Indian High Commission, the Indian Consulate, or authorized officials of scheduled banks registered in India which have branches overseas Request for correction of date of birth (for individuals) and date of incorporation (non-individuals) will have to be supported with documents issued by competent authority containing the correct date. PAN Card Address Change/Update Procedure For Address Update in PAN card as mentioned in Aadhaar Number using the link - Address Update In this link, you can update your Address Update facility through Aadhaar based e-KYC This facility can be used by those users who want to update their addresses in the PAN database as per Aadhaar. To avail Address Update facility, Aadhaar is mandatory and a Mobile number/email ID should have been registered in Aadhaar. A one-time password (OTP) would be sent to your mobile number/email ID linked with your Aadhaar to generate Aadhaar Based e-KYC. After the generation of Aadhaar based e-KYC, the address as per Aadhaar will be updated in PAN Database. After the update of the address in the PAN Database, an intimation of the same will be sent via email to the mobile number and e-mail ID mentioned by the user while using this facility. Mobile number & e-mail ID would be updated in the PAN database of the Income Tax Department. How to Apply for PAN Card Name Change Visit the official UTI website. On the left-hand side of the screen, click on 'For change/correction in PAN card click here. Now, click on 'Apply for Change/Correction in PAN Card details (CSF)' This will take you to a page wherein you will be allowed to enter details you would like to change. Upload the documents as requested in the form and click on 'Submit'. Your changes will then be reflected in a few days. Pan Card Correction Form Fee The fee for processing PAN applications is as under: If a physical PAN Card is required: 107/- (including goods & service tax) will have to be paid by the applicant. In case, the PAN card is to be dispatched outside India, then an additional dispatch charge of 910/- will have to be paid by the applicant. If a physical PAN Card is not required: 72/- (including goods & service tax) will have to be paid by the applicant. PAN applicants will have to mention on the top of the application form "Physical PAN Card not required". In such cases, an email ID will have to be mandatorily provided to receive an e-PAN Card. Contact Details Website www.incometaxindia.gov.in, www.tin-nsdl.com Call Center 1800-180-196, 1 020-27218080 Email ID tininfo@nsdl.co.in HomeTaxFormsFinancePPFSSYWidgetsMisc. About Fillable forms compiled by us A. Fillable PDF forms These forms retain the Original Format of the form. These forms open in PDF readers with fields meant for filling of data / information highlighted. These forms may / may not contain formulas for auto calculation. These forms can be easily filled in Adobe Acrobat Reader 9 or above ( or any other modern PDF reader software). If you have any difficulty in opening / filling the form, please visit Adobe Acrobat Reader site for free download and installation of the latest version of the PDF reader software on your computer. These forms can be filled on your PC / laptop / mobile easier than a form compiled in Excel or Word. B. Fillable Forms in Excel We try to match the format of the forms compiled in Excel to the original format of forms. These forms contain formulas for auto calculation and are protected by password to prevent accidental deletion of inbuilt formulas / spoil formatting and to check their unauthorized publication. The password of the forms is not shared with any person. However, requests for amending / altering the form are considered on merit. C. Download forms afresh whenever you want to use them because forms are amended on an ongoing basis to Remove errors / omissions noticed by us and / or advised by the users. Replace old version with new version of the form and / or incorporate changes made in the forms by the form issuing department / agency. The forms are available for free download for personal use only and not for publishing on any other web site / blog. Requests for updating the form / correction of any errors / omissions in the forms will be promptly attended to. Other requests will be entertained on merits. Due diligence is exercised in compiling forms. However, inadvertent errors / omissions are not ruled out. This site makes no claim that the forms made available for free download are correct and / or up-to-date. Please download and use the forms at your own risk and responsibility. This site will not be responsible for any loss or damage caused / arising to any person or persons or any body whatsoever by using the forms downloaded from this site. If you like this form compiled by Karvitt (formerly Finotax), please share it with your friends / colleagues. Click / Tap to accept above terms and conditions for download and use of the form. 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However, a Qualified Foreign Investor (QFI) has to apply for PAN in Form 49AA through a Depository Participant only. DOWNLOAD FROM 49AA Download Automatic Excel Utility Reprint of PAN Card / Change/Correction in PAN Data Reprint of PAN Card This application should be used when PAN has already been allotted to the applicant but applicant requires a PAN card. A new PAN card bearing the same PAN is issued to applicant. While filling this form, applicant should not select any of the check boxes on the left margin of the form. However, the check box for item no. 7. Address for communication will be selected by default as this address will be updated in the records of ITD. Change/Correction in PAN Data This application should be used when PAN has already been allotted to the applicant but applicant wants to make change/correction in PAN data. A new PAN card bearing the same PAN with updated details will be issued to applicant. Appropriate check boxes in front of the relevant core details (i.e. name, father's name, date of birth) should be selected, in order to update the details. DOWNLOAD PAN REPRINT/CORRECTION FORM

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