



**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.

S. No.	<b>Part A: Personal Information</b>																																																																																																																																																																																																																																																																																												
<b>1</b>	<p><b>Name &amp; Name as per Aadhaar</b></p>	<p><b>Name on Aadhaar is RAVIKANT, it should be written in S. No. 1 B as:</b></p> <table border="1" style="width: 100%; text-align: center;"> <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> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p><b>Name on Aadhaar is SURESH SARDA, it should be written in S. No. 1 B as:</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>S</td><td>U</td><td>R</td><td>E</td><td>S</td><td>H</td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p><b>Name on Aadhaar is POONAM RAVI NARAYAN, it should be written in S. No. 1 B as:</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>P</td><td>O</td><td>O</td><td>N</td><td>A</td><td>M</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p><b>Name on Aadhaar is M.S. KANDASWAMY (MADURAI SOMASUNDRAM KANDASWAMY), it should be written in S. No. 1 B as:</b></p> <table border="1" style="width: 100%; text-align: center;"> <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><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	R	A	V	I	K	A	N	T																	S	U	R	E	S	H																									P	O	O	N	A	M																															M		S		K	A	N	D	A	S	W	A	M	Y																																			<p><b>Name to be written in S. No. 1 A as:</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>First Name</td><td> </td><td> </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><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><td> </td><td> </td></tr> </table> <p><b>Name to be written in S. No. 1 A as:</b></p> <table border="1" style="width: 100%; text-align: center;"> <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><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><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><td> </td><td> </td></tr> </table> <p><b>Name to be written in S. No. 1 A as:</b></p> <table border="1" style="width: 100%; text-align: center;"> <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><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><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><td> </td><td> </td></tr> </table> <p><b>Name to be written in S. No. 1 A as:</b></p> <table border="1" style="width: 100%; text-align: center;"> <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>	First Name												Middle Name												Last Name	R	A	V	I	K	A	N	T				First Name	S	U	R	E	S	H						Middle Name												Last Name	S	A	R	D	A							First Name	P	O	O	N	A	M						Middle Name	R	A	V	I								Last Name	N	A	R	A	Y	A	N					First Name	M	A	D	U	R	A	I					Middle Name	S	O	M	A	S	U	N	D	R	A	M	Last Name	K	A	N	D	A	S	W	A	M	Y	
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		<ul style="list-style-type: none"> <li>(i) It is a mandatory field.</li> <li>(ii) Name should <b>not</b> be prefixed with any title such as Shri/Mr, Smt/Mrs, Kumari/Ms, Dr., Major etc.</li> <li>(iii) <b>Do not</b> use abbreviations in the Name column of S. No. 1 A.</li> <li>(iv) If Aadhaar name contains initials, then <b>expanded name</b> should be filled in the Name column of S. No. 1 A.</li> <li>(v) <b>Aadhaar name will be printed on the PAN card.</b></li> <li>(vi) For exempt categories, initials in the first and the last name are <b>not</b> allowed.</li> </ul>																																																																																																																																																																																																																																																																																											
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