

ICMAI The Institute of Cost Accountants of India



(Statutory Body under an Act of Parliament) www.icmai.in

PRACTICAL GUIDE FOR Application of PAN

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

Headquarters: CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi - 110003

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> > **Direct Tax**

About the Institute

The Institute of Cost Accountants of India (ICMAI) is a statutory body set up under an Act of Parliament in the year 1959. The Institute as a part of its obligation, regulates the profession of Cost and Management Accountancy, enrols students for its courses, provides coaching facilities to the students, organizes professional development programmes for the members and undertakes research programmes in the field of Cost and Management Accountancy. The Institute pursues the vision of cost competitiveness, cost management, efficient use of resources and structured approach to cost accounting as the key drivers of the profession. In today's world, the profession of conventional accounting and auditing has taken a back seat and cost and management accountants increasingly contributing towards the management of scarce resources like funds, land and apply strategic decisions. This has opened up further scope and tremendous opportunities for cost accountants in India and abroad.

The Institute is headquartered in New Delhi having four Regional Councils at Kolkata, Delhi, Mumbai and Chennai, 117 Chapters in India and 11 Overseas Centres. The Institute is the largest Cost & Management Accounting body in the world with about 1,00,000 qualified CMAs and over 5,00,000 students pursuing the CMA Course. The Institute is a founder member of International Federation of Accountants (IFAC), Confederation of Asian and Pacific Accountants (CAPA) and South Asian Federation of Accountants (SAFA). The Institute is also an Associate Member of ASEAN Federation of Accountants (AFA) and member in the Council of International Integrated Reporting Council (IIRC), UK.

Vision Statement

"The Institute of Cost Accountants of India would be the preferred source of resources and professionals for the financial leadership of enterprises globally."

Mission Statement

"The CMA Professionals would ethically drive enterprises globally by creating value to stakeholders in the socio-economic context through competencies drawn from the integration of strategy, management and accounting."

Institute Motto

असतोमा सद्गमय तमसोमा ज्योतिर् गमय मृत्योर्मामृतं गमय ॐ शान्ति शान्ति शान्तिः From ignorance, lead me to truth From darkness, lead me to light From death, lead me to immortality Peace, Peace, Peace



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About e-PAN

n e-PAN is a digitally signed Permanent Account Number (PAN) card issued by the Income Tax Department of India. It serves as a valid proof of identity and is accepted across various platforms for financial and identification purposes, just like its physical counterpart.

Key Features:

- Digital Format: It's issued electronically in PDF format.
- Validity: It holds the same validity as a physical PAN card.
- Accessibility: It can be easily stored on digital devices and accessed anytime.
- Security: It is digitally signed, providing enhanced security.
- **QR Code:** Some e-PANs come with a QR code containing demographic details and photograph, which can be used for quick verification.

Benefits of having an e-PAN:

- **Convenience:** Easy to carry and use for online transactions and verification.
- **Speed:** Can be obtained instantly in some cases, especially if you have a valid Aadhaar number.
- **Eco-friendly:** Reduces the need for a physical card, contributing to less paper usage.
- **Cost-effective:** Applying for or downloading an e-PAN is often cheaper than applying for a physical card.
- Wide Acceptance: Accepted as a valid proof of identity and for all financial transactions where a PAN is required, such as:
 - Filing income tax returns.
 - Opening bank accounts.
 - Making investments.
 - Applying for loans or credit cards.
 - Purchasing or selling property.



Importance of PAN

he Permanent Account Number (PAN) is a unique 10-digit alphanumeric identity issued by the Income Tax Department of India. It serves as a crucial identifier for individuals and entities involved in financial transactions within the country. Its importance spans across various aspects of the Indian financial and regulatory landscape.

Here's a breakdown of the importance of PAN in India:

1. Identification of Taxpayers:

- Unique Identification: PAN provides a unique identification number to each taxpayer, enabling the Income Tax Department to link all financial transactions, investments, and tax liabilities to the correct individual or entity.
- **Tracking Financial Transactions:** It allows the tax authorities to monitor all financial dealings of a PAN holder, which is vital for assessing tax liability and preventing tax evasion.
- **Preventing Duplicate Accounts:** By assigning a unique PAN, the government can prevent individuals or entities from creating multiple accounts to evade taxes or engage in fraudulent activities.

2. Mandatory for Tax-Related Activities:

- Filing Income Tax Returns (ITR): PAN is mandatory for filing income tax returns. It serves as the primary identifier when reporting income, claiming deductions, and fulfilling tax obligations.
- **Tax Deduction at Source (TDS) and Tax Collection at Source (TCS):** Quoting PAN is essential for avoiding higher rates of TDS on income and for claiming credits for TDS/TCS.
- **Business Registration:** For businesses, PAN is a prerequisite for obtaining a Tax Registration Number (TRN) and for various tax-related compliances like GST registration and filing returns.

3. Essential for Financial Transactions:

- **Opening Bank Accounts:** Banks require PAN for opening all types of accounts (savings, current, fixed deposits) exceeding a certain limit to comply with Know Your Customer (KYC) norms and anti-money laundering regulations.
- **High-Value Cash Transactions:** As per RBI guidelines, PAN submission is mandatory for cash deposits and withdrawals exceeding ₹50,000 in a single day.



- Investments: PAN is crucial for making significant investments like opening a Demat account for stock market investments, purchasing mutual funds exceeding ₹50,000, and buying bonds or debentures above specified limits.
- **Property Transactions:** Quoting PAN is mandatory for the sale or purchase of immovable property, especially for transactions above ₹10 lakh, to track financial flows and prevent benami (proxy) transactions.
- Loans and Credit Cards: Financial institutions require PAN for processing loan applications and issuing credit cards to verify the applicant's identity and assess their creditworthiness.
- **Purchase of Vehicles:** Except for two-wheelers, providing PAN details is usually mandatory for the sale or purchase of motor vehicles.
- Foreign Exchange Transactions: For purchasing foreign currency exceeding ₹50,000, quoting PAN is necessary under the Foreign Exchange Management Act (FEMA).

4. Serves as a Valid Proof of Identity:

- **Nationally Recognized ID:** PAN card is accepted as a valid proof of identity across India for various purposes, including applying for a passport, voter ID, driving license, and obtaining utility connections.
- **Includes Photograph and Signature:** The PAN card contains the cardholder's photograph and signature (in the case of individuals), which facilitates identity verification.

5. Promotes Financial Transparency and Discipline:

- **Tracking High-Value Transactions:** By mandating PAN for significant financial transactions, the government can easily track the financial activities of individuals and entities, promoting transparency and discouraging the circulation of black money.
- Linking with Aadhaar: The mandatory linking of PAN with Aadhaar helps to curb practices like obtaining multiple PAN cards by a single person to evade taxes.
- **Faster Access to Credit:** Providing PAN enables financial institutions to verify applicant details online, leading to faster loan processing and disbursal.

In summary, the Permanent Account Number is more than just a tax identification number in India. It has become a central element of the financial system, playing a vital role in tax administration, facilitating financial transactions, serving as a crucial identity proof, and promoting transparency and accountability in the economy. Possessing and quoting PAN is essential for individuals and businesses to participate smoothly in the financial landscape and comply with regulatory requirements in India.



Instant e-PAN User Manual

(Source: www.incometax.gov.in)

1. Overview

The Instant e-PAN service is available to all Individual taxpayers, who have not been allotted a Permanent Account Number (PAN) but possess Aadhaar. This is a pre-login service, where you can:

- 1. Obtain digitally signed PAN in electronic format, free of cost, with the help of Aadhaar and your mobile number linked with Aadhaar
- 2. Update PAN details as per Aadhaar e-KYC
- 3. Create e-Filing account based on e-KYC details after allotment / updation of PAN, and
- 4. Check status of pending e-PAN request / Download e-PAN either before or after logging in to the e-Filing portal.

2. Prerequisites for availing this service

- Individual who has not been allotted a PAN
- Valid Aadhaar and mobile number linked to Aadhaar
- User not a minor as on date of request; and
- User not covered under the definition of Representative Assessee u/s 160 of the Income Tax Act.



3. Step-by-Step Guide

3.1 Generate New e-PAN

Step 1: Go to the e-Filing portal homepage, click Instant e-PAN.

		Call Us ∽ 🛛 ⊕ English ∽ :		
Know about tax deductors across India	Mark important due dates	A services Know more about the Tax services	Ar Com Register notice by ITD Know if notice/order received is authentic	
Know Your AO Know about your Jurisdictional Assessing Officer	Instant E-PAN Apply for a new PAN/Update PAN details//Deck PAN Status	Know Payment Status Know your payment status	TDS On Cash Withdrawal TDS on cash withdrawal U/s 194N	
Report Account Misuse/Phishing	Verify Service Request			9

Step 2: On the e-PAN page, click Get New e-PAN.

e-PAN facility is for allotment of Instant PAN (on near-real t number. PAN is issued in PDF format to applicants, which is	time basis) for those applicants who possess a valid Aadhaa s free of cost.	r
Warning : As per provisions of Section 139A of Incom with the provisions of section 139A i.e. if a person po	ne Tax Act, 1961, a person should not possess more than on ossesses more than one PAN, it will attract a penalty of Rs. 10	PAN and as per Section 272B(1) If a person fails to comply 0,000.
Easy & Paperless Process	Iolds Same Value as All You Need is Aa hysical PAN Card Linked Mobile Nur	dhaar Card & nber
Get New e-PAN e-PAN is a digitally signed PAN card issued in electronic format based on e-KYC data of aadhaar.	Check Status/ Download PAN Check status of pending e-PAN request / Download e-PAN.	
Get New e-PAN	Continue	



Step 3: On the Get New e-PAN page, enter your 12-digit Aadhaar number, select the I confirm that checkbox and click Continue.

		📞 Call Us 🗸 🛛 🖶 Eng	olish ~ 🛛 🗛 🗍 🛈	Login Register	
Get New e-PAN		* Indicates mandatory fields			
Remember: It's an Aadhaar e-KYC bas be generated and issued to the applic Enter your 12 digit Aadhaar number fo 2110 2110 2031 iiii confirm that * 1. I have never been allotted a Permane 2. My active mobile number is linited wi 3. My complete dare of bim (DD-MKY) 4. I am not minor as on application deter	ed process and allotment of PAN is int. Help? « PAN allotment * nt Account Number (PAN) nt Account Number (PAN) nt Account Number (PAN) of Permanent Account Number (PAN)	s free of cost. A pdf file of PAN will			
Cancel		Continue]		
About Us	Contact Us	Using the Portal	Related Sites	ITD Mobile App	
About the Portal History of Direct Taxation Vision, Mission, Values	Helpdesk Numbers Grievances View Grievance	Website Policies Accessibility statement Site Map	Income Tax India NSDL TRACES	Coogle play	Chatbot

Note:

- If the Aadhaar is already linked to a valid PAN, the following message is displayed Entered Aadhaar Number is already linked with a PAN.
- If the Aadhaar is not linked with any mobile number, the following message is displayed Entered Aadhaar Number is not linked with any active mobile number.



Step 4: On the OTP validation page, click I have read the consent terms and agree to proceed further. Click Continue.

Request for generating OTP by SMS to your Aadhaar linked Mobile Number will be sent to UIDAI - Please read the terms and provide consent						
equest for generating OTP by SMS to your Aadhaar linked Mobile Number will be sent to UIDAI Please read the terms and provide consent						
Consent Declaration for Generation of new PAN based on Aadhaar e-KYC details:		1				
 I have understood the process of authentication described herein and hereby gran Aadhaar loentry information (through Aadhaar baaed e-KYC authentication facilit of authentication of my identity in accordance with the provisions of the Aadhaar Financial and other Subsidies, Benefits and Services) Act, 2016 and allied rules ar thereunder, and for purposes of venfying and validating my credentials as mainta Department. 	t consent for use of m y of UIDAI) for purpose (Targeted Delivery of d regulations notified ned by the income Tay	y 0				
2. I hereby grant consent to the income Tax Department for recording, storing, using processing e-KYC data received through Aadhar based eKYC authentication serving demographic information and photographic for purposes of - (a) authenticating identity on the e-filing portal www.incometaxinatisefiling gov:in through measures One Time-Teaseword/07P, end/or (o) generating and allotting a PAN numeer and u on the PAN database in accordance with my Adhaer e-KYC data. I dealar that m VYC data end/or using interval and into characteria and end/or of them of them.	updating, and ices of UIDAL including and verifying my including use of pdating my informatio y consent relating to e to information.					
In over understood that bear the sole responsibility for maintaining opti-odate inf Addhaar, PAN and any other related information provided to the income Tax Deps Tax Department shall not be liable in any manner whatsower for any actions take my failure to update or correct any such information. 4. I have understood that the income Tax Department shall deploy reasonable security	ormation linked to my tment, and the incom- n, or lack thereof, due ty practices and	10				
sateguards to protect the security and confidentiality of data and information in the Income Tax Department, and that such data and information will be stored for prescribed by regulations issued by the UIDAI and other applicable law.	such time as may be					
 I hereby Certify that I do not have any PAN Allotted to me and in case I am found I than one PAN then I shall be liable for penalty of Rs 10,000/- under section 2728(e in possession of mo).	re				

Step 5: On the OTP validation page, enter the 6-digit OTP received on the mobile number linked with Aadhaar, select the checkbox to validate the Aadhaar details with UIDAI and click Continue.

TP Validation	* Indicates mandatory fields
Check your phone	
Please enter Aadhaar OTP received on your Aadhaar registered mobile n	umber
Enter the OTP *	
· · · · · · · · · ·	
OTP expires in 14:50 min 3 Attempts remaining	
Resend OTP (Available in 09:50 min)	



Note:

- OTP will be valid for 15 minutes only.
- You have 3 attempts to enter the correct OTP.
- The OTP expiry countdown timer on screen tells you when the OTP will expire.
- On clicking Resend OTP, a new OTP will be generated and sent.

Step 6: On the Validate Aadhaar Details page, select the **I Accept that** checkbox and click Continue.

=		ta Call in +	O Copies - K D K	0 Login Register	
Enter Authur O	P Valdeten Aather In Details In	A lines & Modern			
nella	Details	-KIC			
Photo					
Authan Number	2551				
Nama Date of Birth	Annu Gupta 04-03-1989				
Gender	Fernale				
Mobie Number Email id	99*****26 shurap@coolincometax.gov.v	n: Validate email			
Address					
Lacept that * 1. The above details are correct 2. In case 1 am found be in peak section 2728(1) 3. Lagree that Permanect Account income Tax Rules 11902.	end I hereity certify that I do not have any PAN soun of more than one PAN then I shall be ha rt Number may be allotted based on Aadhaar	allotted to me. sile for penalty of Rs 10,000- unde as per with Bule 114 (18) of	,		
Cancel		Continue >]		
11.00		Industrial Product	Parland Piter	and such in the	1



Note:

- Linking / Validating email ID (registered with your Aadhaar) is optional.
- If you have updated your email ID in Aadhaar but it has not been validated, click Validate Email. On the Validate Email ID page, enter the 6-digit OTP received on your mobile number linked with Aadhaar and click Continue.
- If you have not updated your email ID in Aadhaar, click Link Email ID. On the Validate Email ID page, enter the 6-digit OTP received on your mobile number linked with Aadhaar and click Continue.

On successful submission, a success message is displayed along with an Acknowledgement Number. Please keep a note of the Acknowledgement ID for future reference. You will also receive a confirmation message on your mobile number linked with Aadhaar.

Home Inc	fividual/HUF ~	Company *	Non-Company ~	Tax Professionals & Others ~	Downloads	Help
Home						
-	→☑					
Enter Aadhar Number	OTP Validation	Validate Aadha Details	r Select & Update PAN Details			
Your	r request for e-P	AN has been su	bmitted successfu	lly		
Ackn Pleas down	owledgement Numb te save the Acknowl load the e-PAN. The	er for the same is F edgement Number f Acknowledgement	OS000000042198 for future purposes to c number has also been	heck the status or to sent by SMS to the		
Mobi	le Number. You will i	receive e-PAN short	iy.			



3.2 Update PAN details as per Aadhaar e-KYC

Step 1: Go to the e-Filing portal homepage and click Instant e-PAN.

Theore Tax Department, Government of the	de			
Know about tax deductors across India	Mark important due dates	€ Call Us ~ ⊕ English ~ Δ" services Know more about	A* 0 Login Register notice by ITD Know if notice/order	
		the Tax services	received is authentic	
			(A)	
Know Your AO Know about your Jurisdictional Assessing Officer	Instant E-PAN Apply for a new PAN/Update PAN details/Check PAN Status	Know Payment Status	TDS On Cash Withdrawal TDS on cash withdrawal u/s 194N	
	<u></u>			
Report Account	Verify Service Request			6

Step 2: On the e-PAN page, click Update PAN.

	company *	won company -	Tax Processorioles & Others	oownioadis neip
Home > instant-e-pan				
e-PAN				
e-PAN facility is for allotment of Inst. number. PAN is issued in PDF format	nt PAN (on near-real to applicants, which	time basis) for those appli is free of cost.	cants who possess a valid Aadhaar	
	6			0
Easy & Paperless Proc		Set e-Pan within 10 Minutes	Holds Same Value as Physical PAN Card	All You Need is Aadhaar Card & Linked Mobile Number
Get New e-PAN		Update PAN	Details	Check Status/ Download PAN
e-PAN is a digitally signed PAN c electronic format based on e-KY	ard issued in C data of	Update your PAN o	letails as per aadhaar e-KYC.	Check status of pending e-PAN request / Download e-PAN.
aadhaar.				
	Get New e-PAN		Update PAN	Continue
Need Hein?				



Step 3: On the Update PAN Details page, enter your 12-digit Aadhaar number, select the I confirm that checkbox and click Continue.

Home	Individual/HUF ~	Company *	Non-Company *	Tax Professionals & Others ~	Downloads	Help	
1	2		3				
		P Validation	Check Status/Download				
Enter Aadha	ar Number 01		DAN				
Enter Aadh	ar Number 011		PAN				
Enter Aadh	k Status/ De	ownload P/	AN AN				
Enter Aadh	k Status/ De	ownload P/	PAN	* Indicates mandatory fields			
Enter Aadhi Checl Aadha	k Status/ De	ownload P/	PAN AN	* Indicates mandatory fields			
Enter Aadhu Check Aadhau 2110	k Status/ Do	ownload P/	AN	* Indicates mandatory fields			

Note:

- If the Aadhaar is already linked to a valid PAN, the following message is displayed Entered Aadhaar Number is already linked with a PAN.
- If the Aadhaar is not linked with any mobile number, the following message is displayed Entered Aadhaar Number is not linked with any active mobile number.

Step 4: On the OTP Validation page, enter the 6-digit OTP received on your mobile number registered with Aadhaar and click Continue.

OTP Validation	* Indicates mandatory fields
Check your phone	
Please enter Aadhaar OTP received on your Aadhaar registered mobile nu	nber
Enter the OTP *	
· · · · · · 🗞	
OTP expires in 14:50 min 3 Attempts remaining	
Resend OTP (Available in 09:50 min)	
 I agree to validate my Aadhaar details with UIDAL After successful validat for e-KYC Aadhaar data will be fetched from UIDAL 	ion of OTP entered by you, the request



Note:

- OTP will be valid for 15 minutes only.
- You have 3 attempts to enter the correct OTP.
- The OTP expiry countdown timer on screen tells you when the OTP will expire.
- On clicking Resend OTP, a new OTP will be generated and sent.

Step 5: After OTP validation, Aadhaar e-KYC details along with the details registered with PAN is displayed. Select the details to updated as per Aadhaar e-KYC by clicking on the respective checkboxes to be updated as per Aadhaar details and click Continue.

Select	Fields	Aadhaar Detalls (======2012)	PAN Details (+>>>>>001A.)
	Proto		
	Name		
	Date of Birth	04-03-1989	02-02-1995
2	Gender	female	Female
	Moode Number	59	8790
	Email Id	anurag@cpc.incometax.gov.in 🕝 Venfied	anuraç@cpc.incometax.gov.m

Please note that only the following details can be updated as per Aadhaar Details:

- Photo
- Name
- Date of Birth (If you only have year of birth in PAN, you will have to update it in Aadhaar before updating it in PAN).
- Mobile Number (It is updated by default)
- Email ID (You need to validate the email ID to be updated in PAN details)
- Address



Step 6: After selecting all the details which you want to update as per Aadhaar details, click Confirm.

Following fields in your PA	IN will be updated according to your Aadhaa	ir details	sc incometax gov in	
Fields	Current details	After updating		
Photo				
Date of Birth	04-03-1989	02-02-1995		
Mobile Number	87*****90	99*****26		Conti
Email Id	anurag@cpc.incometax.gov.in	anurag@cpc.incometax.gov.in		

On confirmation, a success message will be displayed with an Acknowledgement Number. Please keep a note the Acknowledgement ID for future reference. You will also receive a confirmation message on your mobile number and email ID linked with Aadhaar.

~				
nter Aadhar lumber	OTP Validation	Validate Aadhar Details	Select & Update PAN Details	
You bas suc	r request for upda ed on e-KYC detai cessfully.	ting PAN details o Is as per your Aad	with Income Tax Department Ihaar has been submitted	
Ackr Plea down	owledgement Number se save the Acknowled nload the e-PAN. The A ber and email id.	for the same is FOS0 gement Number for fu cknowledgement num	00000042199 ture purposes to check the status or to ber has also been sent to your mobile	



Downloading of PAN

1.1 Check status of pending e-PAN request / Create e-Filing Portal account / Download e-PAN (Source: www.incometax.gov.in)

Step 1: Go to the e-Filing portal homepage and click Instant e-PAN.

		€ Call Us ~ 🛛 @ English ~ 1		
Know about tax deductors across India	Mark important due dates	A services Know more about the Tax services	Ar G Logn segular Notice by ITD Know if notice/order received is authentic	
		(Internet internet in		
Know Your AO Know about your Jurisdictional Assessing Officer	Instant E-PAN Apply for a new PAN/Update PAN details/Check PAN Status	Know Payment Status Know your payment status	TDS On Cash Withdrawal TDS on cash withdrawal u/s 194N	
Report Account Misuse/Phishing	Verify Service Request			9

Step 2: On the e-PAN page, click Continue on the Check Status / Download PAN option.

	ompany * Non-C	ompany * Tax Professi	onals & Others * Down	iloads Help	
Home > instant-e-pan					
e-PAN facility is for allotment of instant PAN number. PAN is issued in PDF format to app	I (on near-real time basis) licants, which is free of co	for those applicants who posses st.	s a valid Aadhaar bids Same Value as tysical PAN Card	All You Need is Aa	dhaar Card & nber
Get New e-PAN e-PAN is a digitally signed PAN card iss electronic format based on e-KYC data aadhaar.	Up ued in Upd	date PAN Details ate your PAN details as per aadh	aar e-KYC. Check Downk	K Status/ Download status of pending e-PAN rec aad e-PAN.	1 PAN uest /
Get N	ew e-PAN		Update PAN		Continue



Step 3: On the Check status / Download PAN page, enter your 12-digit Aadhaar and click Continue.

Home	n constanty	Hon-Company *	Tax Processionals & Ulbers *	Downloads	нер
1	2	3			
Enter Aadhar Number	OTP Validation	Check Status/Download PAN			
Check Status	s/ Download P	AN			
Check Status	s/ Download P	AN	* Indicates mandatory fields		
Check Status	s/ Download P	AN	* Indicates mandatory fields		
Check Status Aadhaar Number *	s/ Download P	AN	* Indicates mandatory fields		

Step 4: On the OTP Validation page, enter the 6-digit OTP received on your mobile number registered with Aadhaar and click Continue.

		' Sali Us ∽ ⊕ English ∽ .	A* 0
Enter Aadhar Number	2 OTP Validation Check Status/Download PAN		
OTP Validation	1	* Indicates mandatory fields	
Check your phoi Please enter Aadhaar OTP Enter the OTP * 	10 received on your Aadhaar registered mobile number 	entered by you, the request	
india.gov.in	Feedback (Website 2021	the Policies (Accessibility Statement (Site Map) Browser Support. Last reviewed and u Copyrignt @ income Tax Department, Ministry of Finance, Oovernment of India.	oons on 1 Mar- All Rights Reserved Charbot



Note:

- OTP will be valid for 15 minutes only.
- You have 3 attempts to enter the correct OTP.
- The OTP expiry countdown timer on screen tells you when the OTP will expire.
- On clicking Resend OTP, a new OTP will be generated and sent.

Step 5: On the Current status of your e-PAN request page, you will be able to see the status of your e-PAN request. In case the new e-PAN has been generated and allotted, click View e-PAN to view or Download e-PAN to download a copy. Click Create e-Filing Account to register on the e-Filing portal.

Hon			t₄ Cali Us ∽ 🛛 🖶 En	glish ~ A 🖪 A* O	Login Register	
Ent	er Aadhar Number OTP Vi	alidation Check Status PAN	/Download			
c	New e-PAN allotted O4-Mar-2021 Request for new e-PAN allo	Your New e-PAN R	Request	View e-PAN	wnload e-PAN	
	01-Mar-2021			Cri	eate e-Filing Account >	
	About Us About the Portal History of Direct Taxation	Contact Us Helpdesk Numbers Grievances	Using the Portal Website Policies Accessibility statement	Related Sites Income Tax India NSDL	ITD Mobile App	Chatbot

Note: If did not validate your email ID (as per your Aadhaar KYC) when generating your e-PAN, or while updating PAN details, it is compulsory to do so during registration.



1.2 Download e-PAN – Post Login (Source: www.incometax.gov.in)

Step 1: Log in to the e-Filing portal using your User ID and password.



Note: You need to Register yourself on the e-Filing portal after receiving e-Pan. Only after successful registration, you can log in to the portal. Go to the <u>Register for e-Filing (Taxpayer)</u> user manual to learn more.

Step 2: On your Dashboard, click Services > View / Download e-PAN.

board	efile~	Authorised Partners ~	Services *	Pending Actions ~	Griev	wnces ~ Help	Session Time 1	: 5 0	
			Tax Credit M	ismatch					
			Rectification						
	Welcome to e-Filing po Your one step solution to Income Tax Ne Profile Completion: 80% Completed		Refund Reiss	sue					
N Y			Condonation	Request					
P			Challan Corre	ections					
٢	/ou can av	ail following services:	Generate Ele (EVC)	ctronic Verification Code	e	Profile to avail follo	wing services		
	File File	Return eturn through e-file menu	Manage ITD Number (ITD	Reporting Entity Identificat REIN)	ion	Condonation Request	t		
	File File	Forms forms through e-file menu	View/Down	nload E-PAN		Download Pre-filled X	OML		
	Verif	rify Return y your return			0	Register as Represen	tative		
	Othe	er Services other available services			0	Register to Act on bel Person	half of Another		
F	or more detail	: View Guided Tour			0	Authorize Another Pe behalf of Self	rson to act on		
					0	Manage ITD Reportin	g Entity		-



Step 3: On the Enter Aadhaar Number page, enter your 12-digit Aadhaar number and click Continue.

e-Filing Asystem Asystem	Call Us ∽ ⊕ English ∽ A 🖸 A	Aarshita Kothari ~ Individual	
Dashboard e-File - Authorised Partners - Servi	ces - Pending Actions - Grievances - I	Help Session Time 1 4 : 4 8	
Dashboard + view/Download e-PAN			
1 2 3			
Enter Aadhar Number OTP Validation Check PAN	Status/Download		
Check Status / Download DAN			
Check Status/ Download PAN	* indicates mandatory fields		
Aadhaar Number *			
2110 2110 2012			
Cancel	Continue		
	Feedback (Website Policies (Accessibility Statement (Site Map Br 2021	owder Support. Last reviewed and update on: 1-Mar-	
	Copyright 🕲 Income Tax Department, Minis	itry of Finance, Government of India. All Rights Reserved	-
			Chatbot

Step 4: On the OTP Validation page, enter the 6-digit OTP received on your mobile number registered with Aadhaar and click Continue.

	' ⊆ Call Us ∽ ⊕ English ∽ A □ A Φ	
2 Enter Aadhar Number OTP Validation	3 Check Datos/Download PAN	
OTP Validation	* Indicates mandatory fields	
Check your phone Please enter Aadhaar OTP received on your Aadhaar ref Enter the OTP * OTP explices in 14:35 min 3 Attempts remain Recent OTP (Available in 59:35 min)	pistered mobile number	
I agree to validate my Aadhaar details with UIDAL Afte for e-KYC Aadhaar data will be fetched from UIDAL Cancel	r successful validation of OTP entered by you, the request	
india.gov.in	Feedback //Website Policies /Accessibility Statement (Site Map) Browser Support. Last Inviewed and uptate on :1-Mar- 2021 Copyright © Income Tax Department, Ministry of Finance, Sovernment of India. All Rights Reserved	Chatbet



Note:

- OTP will be valid for 15 minutes only.
- You have 3 attempts to enter the correct OTP.
- The OTP expiry countdown timer on screen tells you when the OTP will expire.
- On clicking Resend OTP, a new OTP will be generated and sent.

Step 5: On the View / Download e-PAN page, you will be able to see the status of your e-PAN request. In case the new e-PAN has been generated and allotted, click View e-PAN to view or Download e-PAN to download a copy.

	e-Filing	Q Anywhere Anytime artment, Gevernment of India	📞 Call Us	· → ⊕ English → A 🖪	A* O harshita Kotha Individual	uti ~
2	Dashboard e	File - Authorised Partners -	Services - Pendi	ng Actions - Grievances -	Help Session Tir	ne 14:12
	Dashboard > view/Dov	vnload e-PAN				
	~					
	Enter Aadhar Numb	er OTP Validation	Check Status/Download PAN			
	Current S	tatus of Your Upd	late e-PAN Requ	iest		
	New e-PAN allotte 04-Mar-2021	d		S View e-PAN	는 Download e-PAN	
	Request for new e 01-Mar-2021	-PAN allotment submitted				
					Go To Dashboard	
	About Us	Contact Us	Using the P	ortal Related S	ites ITD Mobile App	
	About the Portal History of Direct Taxat	Helpdesk Numbers	Website Poli Accessibility sta	sies Income Tax Income Tax NSDL	India	Chatbot



Link Aadhaar User Manual

(Source: www.incometax.gov.in)

1. Overview

For new applicants of PAN card, the Aadhaar PAN linking is done automatically during the application stage. For existing PAN holders, who were allotted PAN on or before 01-07-2017 it is mandatory to link PAN with Aadhaar. The Link Aadhaar service is available to individual taxpayers (both registered and unregistered on e-Filing Portal). If you do not link your PAN with the Aadhaar till 30th June 2023, your PAN will become inoperative. However, people who fall under the exempted category will not be subject to the effects of PAN becoming inoperative.

2. Prerequisites for availing this service:

- Valid PAN
- Aadhaar number
- Valid mobile number

3. How to make payment of Aadhaar Pan link fee on e-Filing Portal

Step 1: Visit the e-Filing Portal Home page and click on Link Aadhaar in Quick Links section. Alternatively, login to e-filing portal and click on Link Aadhaar in Profile section.





Step 2: Enter your PAN and Aadhaar Number.

and been and	Verification	Status	
ink Aadh	aar		* Indicates mandatory fields
eligible to 500 till 30 Please pa informati In case p Please m	obtain Aadhaar number is requ th June, 2022 and thereafter a t ly the applicable fee of Rs. 1000 on. ayment is already done on Prote ake sure fee payment is done u	ired to link PAN with AADHA lee of Rs. 1000 will be applic 1through e-Pay Tax service 5 san (NSDL) portal, please try nder Minor head 500 - Other	LAR on or before 31st March, 2022. Targapyers who failed to do so are liable to pay a fee of Rs. able before submission of PAH-AADHAAR Initage request. o proceed with submission of Aachaar-PAN linking request. Click here for payment related linking after 4-5 working days from the date of payment. Receipts(500) and Major head 0021 [income Tax (Other than Companies)] in single challan.
PAN *		٦	③ Note
			Following categories are exempted from Aadhaar-PAN linking
Aadhaar Number	•		(i) NRIs (ii) Not a citizen of India (iii) age > 80 years as on date (iv) state of residence is ASSAM, MEGHALAYA or JAMMU & KASHMIR: the Winne

Step 3: Click on Continue to Pay Through e-Pay Tax.

AQRPS0525P	Canus * e enginin *	
Aadhaar Number * 访	(\mathbf{i})	× rom Aadhaar-PAN linking
411404486239	Payment Details not found for this PAN.	GHALAYA or JAMMU & KASHMIR
	 If the payment is not done for Aadhaar-PAN linking, kindly complete the fee payment of Rs. 1000 in a single challan under Minor head 500 on Protean (NSDL) portal 	ation no 37/2017 dated 11th May
	 Submit Aadhaar-PAN linking request on e-filing portal after 4-5 working days from the date of fee payment 	
Back	 If the fee payment has already been done for Aadhaar-PAN linking on Protean (NSDL), please wait for 4-5 working days from the date of fee payment before raising a request for Aadhaar-PAN Linkage on the e-filing portal. 	Validate >
	 In case you are still not able to submit the request, kindly check whether the payment has been made in minor head code 500 or not. If yes, then lodge grievance or contact Helpdesk. If no then make a request for challan correction 	
out Us Co	Cancel Continue To Pay Through E-Pay Ta	x tes
out the Portal He	pasak Kompana - Mapana Pontesa - Indones	



Step 4: Enter your PAN, confirm PAN, and any mobile number to receive OTP.

	Individual/HUF ~	Company ~	Non-Company ~	Tax Professionals & Others ~	Downloads	Help
Home > e	-Pay Tax					
e-Pa	y Tax					
Please fill (v) Payme	in the below details for taken the below details for taken the below details for these bank	x payment through (i)	Net Banking (ii) Debit Card	(iii) Over the Counter (iv) NEFT/RTGS		
(1)1 0)	ne outerray for <u>mese same</u>	-		* Indicates the mandatory fields		
PAN /	TAN *		Confirm PAN / TAN			
Enter	Mobile Number for OTP ve	rification				
Mobil	e *					
=	•					
		ALL MODEL MARK AND A	nt name for other banks (Pr	ank of Paroda LIDEC Pank IDPI Pank		

Step 5: Post OTP verification, you will be redirected to e-Pay Tax page.

Home Home > e-Pay	Individual/HUF ~	Company ~	Non-Company ~	Tax Professionals & Others ~	Downloads	
e-Pay	Tax					
V ou	have successfully verif	ied through mobile O	TP. Click Continue to make	e a new payment.		



Individual/HUF * Company * Non-Company * Tax Professionals & Others * Downloads Home Help Home > e-Pay Tax e-Pay Tax PAN Find your tax payment category Income Tax Equalisation Levy/ STT/ CTT Fee/ Other Payments Advance Tax (100), Self Assessment Tax Equalisation Levy (119), Commodities Fees, Wealth Tax, Fringe Benefit Tax, (300), Tax on Distributed Income to Unit Transaction Tax (800), Securities Banking Cash Transaction Tax, Interest Tax, Holders (107)... Read More Transactions Tax (ST._ Read More Hotel Receipts... Read More Proceed Proceed Proceed < Back

Step 6: Click on Proceed on the Income Tax tile.

Step 7: Select the relevant Assessment Year and Type of Payment as Other Receipts (500) and click Continue.

= E-Filing	Acyatere Acytime patient, Covernment of India		t₄ Call Us ∨ ⊕ English ∨ A 🖪 A* O
1 Add Tax Applicable Details	Add Tax Break Up Details	Add Payment Details	
New Paymer	nt		* Indicates the mandatory fields
Assessment Year * 2024-25 Financial Year is 202 for the selected Assessment Year 20 Sub-type of Paymen Fee for delay in lini Late fees u/s 2340 Appeal Fees Compounding Cha	• 3-24 24-25 d * king PAN with Aadhaar () prom 108D & 108E) rges	Type of Payment (Minor Head) * Other Receipts (500) Tax Applicable (Major Head) is Income Tax (Other than Companies)(0021)	
< Back			Continue >



Step 8: Applicable amount will be pre-filled against Others. Click Continue.

lew Payme	t	* indicates the ma	ndetor
(a) Tax		2	0
(b) Surcharge		2	0
(c) Cess		र ।	1
(d) Interest		र	1
(e) Penalty			
(f) Others		र	1,00
Total (a + b + c + d + In words	e + f)	Rupees One Thous	₹ 1,0 and 0

Now, challan will be generated. On the next screen, you have to select the mode of payment. After selecting the mode of payment, you will be re-directed to the Bank website where you can make the payment.

Post payment of fee, you can link your Aadhaar with PAN on the e-Filing Portal.

4. How to Submit the Aadhaar PAN link request post Payment of Fee

Aadhaar PAN link request can be made both in the Post login as well as in Pre-login mode.

The steps for each of the mode are detailed below one by one:

Submit Aadhaar PAN link Request (Post login):

Step 1: Go to e-filing Portal > Login > On Dashboard, in Profile section under the Link Aadhaar to PAN option, click Link Aadhaar.



ard e-File * Authorised Partners *	Serv	vices ~ Al	S Pending Actions ~	Grievances ~	Help	Sension Time 1 4 1 5
ubbard						
Welcome Back,		Assessme	ent Year 2020-21 filing			
Logged in As		S Fill Note proc	led successfully at We will process your filing cessing status below.	and make sure it is co	mpleted at the early	est. Please find the return
Self Profile : 80% Completed	•	File Revis	ed Return Download	Filed Return		
Contact Details Upd Bank Account Upd	tate fate	> тах	Deposit			
Link Aadhaar to PAN Li Your account is not Secure Acco	Jank .	> Las	t 3 years Returns			
Certificate of Appreciation		> Pen	ding Actions 🔲			

Or alternatively, click on Link Aadhaar in personal details section.

and an	Contraction of the second	Authorised Partners		ervices -	AID	Penaing Action	s - Grievances -	resp	(Service)	New 1 4 : 5
Daateo	and a star Product		*	Perso	nal De	tails			Compare With F	AN & Andhaar
Pro	Langua	pe Profesence: English leted		Prof	ile •		Date of Birth		PAN	× 641
My B	Attening Pro	De last updated 1 year ago.		Gend	er Gupta		PAN Status Active		Aadhar Number Link Aadhaar	
My D	emat Account			Critar India	n n		Do you have a valid Par Number? No	isport.	Passport Number	
Regis	ster DSC ng Vault-Highe	r Security		Real	lential that lent	ture				
Secu	re Access Mes	isage								
State	e Password			Con	tact					Z 888
	and the second s			1941	contact det	tacs were be used for	or all future communication			



Step 2: Enter the Aadhaar number and click on Validate.

1			
nter Details	Verification	thatian	
ink Aadhaa	r		
			* Indicates mandatory field
number is re 1000 will be Please pay t In case pays	quired to link PAN with AADHAAR applicable before submission of P he applicable fee of Rs. 1000 throu ment is already done on Protean (N	on or before 31st March, 2022. Taxpayer AN-AADHAAR linkage request gh e-Pay Tax service to proceed with sub SDL) portal, please try linking after 4-5 w	who failed but have been approximately a fact of Rs. 500 bill 30th June, 2022 and thereafter a fee of Rs. mission of Addhae-PAN Iming request. Click here for payment related information. ming days from the date of earment.
number is re 1000 will be Please pay Please main Please main	igured to link PAN with AADHAAR applicable before submission of P he applicable fee of Rs. 1000 timus nort is aiready done on Problem (N e sure fee payment is done under M	on or before 31 st March, 2022. Taxpayer AN-AADHAAR Innage request on e-Pay Tax service to proceed with sub OSL) ports, losses try innag after 4-5 w tinor head 500 - Other Receipts(500) and	who have the second second second as have a second se
number is re 1000 wit te Please pay t in case pay Please make PAN	iquired to link PAN with AADHAAR applicable before submission of P me applicable de of Re. 1000 throu nent is already done on Probein (N e sure fee payment is done under N	on or before 31 st March, 2022. Taxpayer AR-AADHAAR innage request. on e-Pay Tax service to proceed with sub SDL) portal, please try linking after 4-5 w inor head 500 - Other Receipts(500) and	who failed do do so are labele of pays after of fits. Doll 2005 June 2022 and thereafter a fee of Rs. mission of Aachaa-PAN insing request. Click here for payment related information. orling days from the date of payment. Major head 0021 [Income Tax (Other than Companies]] in single chaltan.
number is re 1000 wit be Prease pay is no case pay Peak Paak Aadhaar Number * (spared to link PAN with AADHAAR applicable before submission of P me applicable before submission of P me applicable evol 78. 1000 throu nent is already done on Proben (N e suire fee payment is done under M	on or before 31 st March, 2022. Taxpayer AN-AADHAAR Innage request. On ePay Tax service to proceed with sub SEL) ports, please try linking after 4-5 w Inor head 500 - Other Receipts(500) and	who failed to do so are liable to pay a fee of Rs. 100 bit 30th June, 2022 and thereafter a fee of Rs. mission of Aakthaan-PAN Issuing request. Click here for payment related information. onling days from the date of payment. Major head 0021 [Income Tax (Other than Companies]] is single chaltan.

Submit Aadhaar PAN link Request (Pre-login):

Step 1: Go to e-filing portal home page and click on Link Aadhaar under Quick Links.

Home	Individual/HUF Company	Non-Company	Tax Professionals & Others	Downloads H	lelp	Q
Quic	k Links	Ns. 5. Form 58	IA to be filed under rule 8B(6) for F	Y 2021-22 is available	for filing on portal, 6	A Help vide
63	e- Verify Return	My Prof	ile			
(17	Link Aadhaar	Update your P	rofile to avail accurate		LITELATE	1
6	e-Pay Tax	pre-mi and en	lanced user experie	C		
Ē	Income Tax Return (Update You	r Profile			
1.0	Verify Your PAN	• • • • •				
13	Know TAN Details	Latest Up	dates			View All →
0	Tax Information	Date : 14-Jur	n-2022 News	Date : 23-May-2	022 e-Campaign	
1.0	Link Aadhaar Status	ITR5 is also Excel offlin	o now available for efiling. e Uti	Dear AExxxxx 10BD by 31st	x4D, File Form May 2022. Kindly	ivate V



Step 2: Enter the PAN and Aadhaar and click Validate.

 Information :As per CBDT circular F. No. 370142/14/2; eligible to obtain Aadhaar number is required to link P4 500 till 30th June, 2022 and thereafter a fee of Rs. 100 Please pay the applicable fee of Rs. 1000 through e-Pa information. In case payment is already done on Protean (NSDL) po Please make sure fee payment is done under Minor he 	TPL dated on 30th March 2022, every person who has been allotted a PAN as on 1st July 2017 and is N with AADHAAR on or before 31st March, 2022. Tarpayers who failed to do so are liable to pay a fee of Rs. 0 will be applicable before submission of PAN-AADHAAR linkage request. y Tax service to proceed with submission of Aadhaar-PAN linking request. Click here for payment related rtal, please try linking after 4-5 working days from the date of payment. ad 500 - Other Receipts(500) and Major head 0021 [income Tax (Other than Companies)] in single challan.
NN *	Note Following categories are exempted from Aadhaar-PAN linking (i) NRIs (ii) NOt a critizen of India (iii) age > 80 years as on date (iv) state of residence is ASSAM, MEGHALAYA or JAMMU & KASHMIR Refer Department of Revenue Notification no 37/2017 dated 11th May 2017

Step 3: Enter the mandatory details as required and click on **Link Aadhaar**.

1 2	1 3	
nter Details Verification	Status	
ink Aadhaar		
		* Indicates mandatory fields
PAN	Andhaar Number	③ Note
- Anno 199		Name, Date of Birth and Gender as per PAN will be validated against your Aadhaar Details
Name	Mobile Number *	2. Please ensure that 'Aadhaar Number' and Norma at ter Aadhaar' is exactly the same as
		printed on your Aadhaar card.
i have only year of birth in Aadhaar card		 UIDAL Circular F. No. K-11022/401/2017-UIDAL with regard to discontinuation of partial match in
I agree to validate my Aadhaar details		Demographic Authentication wef 1-2-2017 by UIDAI



Step 4: Enter the 6-digit OTP received on mobile number mentioned in the previous step and click on **Validate**.

2					
Enter Details Ver	ification	Status	* indicates mandatory fi	ekts	
Verification					
Please enter the one time passe	oord (OTP) sent via tex	A mensional SKRN As up	or mobile comber		
		requirements of the second second second	Or modely nomber .		
Mobile OTP +		n meninger, sond to yo	ar mouve namper ;		
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Mobile OTP + OTP express in 14:58 Resend OTP (00:07%) (Allowed	3 Attempt(s) Remain only once)	ung	ur straugene trautinuers (

Step 5: Request for link of Aadhaar has been submitted successfully, now you can check the Aadhaar-PAN link status.

2	4 5	
Verification Please enter the one time paraward (OTP) Soluble OTP *	Vour request for Aadhaar #AN linking has been sent to UKDAI for validation. Please check the status later by clicking on 'Link Aadhaar Status' link on Home Page.	



Scenario 1: If the payment details are not verified on the e-Filing Portal.

Step 1: After validating PAN and Aadhaar, you will see a pop-up message that **"Payments details not found**". Click on **Continue To Pay Through e-Pay Tax** for the payment of fee as payment of fee is the pre-requisite to submit the Aadhaar PAN link request.



Note: If you have already paid the fee, then wait for 4-5 working days. After that, you can submit the request.

Note: Please ensure you link your correct Aadhaar with your PAN.

If Aadhaar and PAN are already linked or PAN linked to some other Aadhaar or vice versa, you will get following errors:



Scenario 2: PAN is already linked with the Aadhaar or with some other Aadhaar:

	Enter Details	Verification	Status
k Aadhaar			
Information :As per CBDT cir	cular F.No. 370142/14/22-TPL dated or	n 30th March 2022, every person	who has been allotted a PAN as on 1st July 2017 and is eligible
to obtain Aadhaar number is June, 2022 and thereafter a s NSDL portal to proceed with date of payment.	fee of Rs.1000 will be applicable before submission of Aadhaar-PAN linking req	submission of PAN-AADHAR lini uest.In case payment is already	upper two finates to do so are made to pay a new of NS-SOO in SOUTH and the applicable for a source of NSDL URLS done on NSDL portal, please try linking after 4-5 days from the
to obtain Aadhaar number is June, 2022 and thereafter a f NSDL portal to proceed with date of payment.	required to this Polynomia Polynomia before ree of Rs. 1000 will be applicable before submission of Aadhaar-PAN linking req	submission of PAN-AADHAR lini juest.In case payment is already	types who have a bus to be an endow of pay a ree or heads of an soft age request. Please pay the applicable for on <u>ANSDL</u> URL≥ done on NSDL portal, please try linking after 4-5 days from the
to obtain Aadhaar number is June, 2022 and thereafter a 1 NSDL portal to proceed with date of payment. VAN *	required to six-rev wait Poor-Pool	submission of PAN-AADHAR lini uest.In case payment is already Folio () N () N ()) N ()) 2	types who named to do as an in made to pay a new of heal-oot an soon age request. Please pay the applicable for on _ANSOL URLs done on NSOL portal, please try linking after 4-5 days from the lote wing categories are exempted from Aadhaar-PAN linking tis to a citizen of India go > 80 years as on date tate of residence is ASSAM, MEGHALAYA or JAMMU & KASHMIR

You may need to contact your Jurisdictional Assessing Officer and submit a request for delinking your Aadhaar with incorrect PAN.

To know your AO's contact details, visit <u>https://eportal.incometax.gov.in/iec/foservices/#/pre-login/knowYourAO</u> (Pre login)

Or <u>https://eportal.incometax.gov.in/iec/foservices/#/dashboard/myProfile/jurisdictionDetail</u> (Post login)



Scenario 3: If you have made payment of Challan and payments and details are verified at e-filing Portal.

Step 1: After validating PAN and Aadhaar you will see a pop-up message that" Your **payment details are verified".** Please click **Continue** on the pop-up message to submit Aadhaar PAN linking request.

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a Dia - Antonesi Para						
/ Line Author						
		\bigcirc		×		
Nadhaar		\odot				
	Your payment details are verified. submission of Aadhaar-PAN linkin	Please click on Com girequest*	inue to proceed with			
to alitan Andrew Andrew Margares June 2012 and Terration a fee of Ro	Please reconfirm your Aadhear nun linking request as this payment is v	nber and PAN before alid for one Aadhaar	submitting the PAN Inking only.		e Balde to pay a fe st spylicable feet of	e of Re. 200 all 300s
from the same of payment.	Challan Serial Number: 12323 Amount: 500	BSR Code: Date of pay	123JGFD ment 12-Mar-2022		a by lotting shor 3	it multing dage
-						
IEMUSATTA			Cuidian	-		
and Number 4						NAME & GAD IN CT
13-2808-4567						

Step 2: Enter the required details and click on Link Aadhaar button.

ter Details	Verification	Status		
ink Aadha	aar			
			 Indicates mandatory heids 	
Name as per PAN		DOB as per PAN		Note
				 Name, Date of Birth and Gender as per PAN will be validated against your Aadhaar Details
Gender as per PAJ Female	N	Aadhaar Number		2. Please ensure that 'Aadhaar Number' and 'Name as per
Norma and an Andreas				Aadhaar' is exactly the same as printed on your Aadhaar card.
Name as per Aadnaa	r ·	_		3.UIDAI Circular F. No. K-11022/631/2017-UIDAI with
				regard to discontinuation of partial match in Demographic Authentication wef 1-2-2017 by UIDAI
I have only year	of birth in Aadhaar card			
I agree to valida	te my Aadhaar details			



Step 3: Request for link of Aadhaar PAN has been submitted successfully, now you can check the Aadhaar PAN link status.

	Te Co	
tree brun vertures		
Same at per 1436 Denotes au per 1436 Temain Name at per Authors -	X Vour request for Australer-PAN inving has been sent to UKAH for validation. Status of your request will be sent to your e-mail bit and mobile number registered with e-filing portal	Note: • Date of Both and Denter as per Path with a el agente rout Authors Details in encore that Kaliface Former, est Tame es per er is exactly the same as proved as topor Authors Decore F. No. 5111220051 2011 (Upper with
Latent Jappend these ency year strattin Author son son Lagree 14 vectors my Author: Anney	a	 deconfrequence of partial watch in Demographic Scattery web 1-5-2017 mg UB046
Cancel	Sin Antone 1	

5. View Link Aadhaar Status (Pre-Login)

Step 1: On the e-Filing Portal homepage, under Quick Links, click Link Aadhaar Status.





Step 2: Enter your PAN and Aadhaar Number, and click **View Link Aadhaar Status**.

Home Individual/HEF -	Converty -	Non-Company -	Tes Professionals & Others -	Coerikada Help
Link Aadhaar S	tatus			
Enter the following details				
PAN +				
·				
Aathaar Number *				
Cancel				View Link Aadhaar Status >

On successful validation, a message will be displayed regarding your Link Aadhaar Status.

If the Aadhaar-PAN link is in progress:

e-Filing Assessment Assessment of Bala		€ Call Us + @ English +	A 🛛 A O Lope Register
Home Individual/HUF - Co	ompany • Non-Company •	Tax Professionals & Others +	Downloade Help
Link Aadhaar Status			
Enter the following details PAN * Audioan Number *	Your Aadhaar-PAN linking request ha check the status later by clicking on T	s been sent to UIDAI for validation. Please Liek Aadhaar Status' link on Home page Clos	
Cancel			View Link Aadhaar Status >



If the Aadhaar-PAN linking is successful:

e-Filing Assulan Assire Insure to Separate Comment (2006		t _a call us ∽ @ English ∽	A" 🗖 A*	O Login Register
Home Individual/HUF - Comp	any - Non-Company -	Tax Professionals & Others -		
Link Aadhaar Status				
Enter the following details : PAN *	Your PAN BGJOODOXX6F is alread	y linked to given Aadhaar 36X000000068 Close		
Aadhaar Number *				
Cancel				View Link Aadhaar Status >

6. View Link Aadhaar Status (Post-Login)

Step 1: On your Dashboard, click Link Aadhaar Status.

NAME DATA		22.5	And and a second second	No. of Concession, Name		
e-File - Authorised I	farbers - Services -	AIS	Pending Actions -	Grievances -	Hulp	Service Time 1 5 2 0 0
Settions						
Welcome Back		Assessm	nent Year 2020-21 fills	9		
		-				
			Filed successfully			
		2	eter, voe will process your fill rocessing status below.	ng and make sure it is co	emplehed at the east	est. Please find the return
LopperinAs						
Set	•	File Rev	teed feeture Downlo	ed Filed Return		
Profile 80% Completed						
Custact Details	Update	> Ta	a Deposit			
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LINE Auditors to PAN	Link Auditate Status		at 2 sease Datume			
Your account is not secure with e-way!	Secure Account		ist 3 years keturns			
Control of a	parteciation	> Pe	ending Actions 🔳			
See Harriston						



Step 2: Alternatively, you can go to **My Profile > Link Aadhaar Status**.

(If your Aadhaar is already linked, Aadhaar number will be displayed. If Aadhaar is not linked **Link Aadhaar Status** is displayed).

Language Parliveror: English Profile EOL Completed	Personal D Profile	etails	Compare With FAN & Audular
Language Preference: English Profile SDS: Completed	Profile		Cardinanaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
Profile 82% Completed			× 641
Among Polician spland 1 per spi	Name	Date of Beth	PAN
Jy Bank Account	* Gender Male	Park Status Active	Author Number Link Aadhaar Datus
By Demait Account	> Cripenship Indian	Do you have a valid Pat Number?	esport Passgort Number
Register DSC	* Residential 2	tatus	
-filing Vault-Higher Security	> Resident		
Secure Access Message			
itatic Password	> Contact		240

Note:

- If the validation fails, click **Link Aadhaar** on the **Status** page, and you will need to repeat the steps to link your PAN and Aadhaar.
- If your request to link PAN and Aadhaar is pending with UIDAI for validation, you will need to check the status later.
- You may need to contact the Jurisdictional AO to delink Aadhaar and PAN if:
 - your Aadhaar is linked with some other PAN
 - your PAN is linked with some other Aadhaar

On successful validation, a message will be displayed regarding your Link Aadhaar status.

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Verify Your PAN User Manual

(Source: www.incometax.gov.in)

1. Overview

Verify Your PAN is a pre-login (login to the portal is not required) service on the e-Filing portal for all users other than External Agencies. External Agencies can access this service after log in. With this service, you can:

- Check if the details of PAN, such as Name on the PAN card, Date of Birth etc. are correct or not
- Verify if PAN is active

2. Prerequisites for availing this service

- Valid PAN
- Valid mobile number (accessible to you)
- For External Agencies: Registered user on the e-Filing portal with valid user ID and password

3. Step-by-Step Guide

3.1 Verify Your PAN

Step 1: Go to e-Filing portal homepage.





Step 2: Click	Verify Your	PAN on	the e-Filing	homepage.
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e-Pay Tax Pay your pending taxes online	Income Tax Return (ITR) Status Track status of e-filed Income Tax Returns	Verify Your PAN Ensure your PAN-details are correct	Calculate Tax Calculate your total tax liabilities
	Show	/ More 🎽	
II			Chatbo

Step 3: On the Verify Your PAN page, enter your PAN, Full Name, Date of Birth and Mobile Number (accessible to you) and click Continue.

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Enter Details Verif	3	
Verify Your PAN		* Indicates mandatory fields
PAN * BQHR\$2345A		
Full Name *		
Date of Birth *		
Mobile Number *		
Cancer		



Step 4: On the Verification page, enter the 6-digit OTP received on the mobile number entered in Step 3 and click Validate.

Home Individual/HUF ~ Company ~	Non-Company * Tax Professionals & O	thers ~ Downloads Help	
Home > Verify Your PAN			
✓2	3		
Enter Details Verification	PAN Status		
Verify Your PAN			
	* Indicates mandator	r fields	
Please provide the OTP sent to 89XXXXX99		① Instructions	
	8	 Fields marked with asterisk (*) are mandatory. 	
0TP expires in 14:40		 Please enter the OTP received on the Mobile Number and click on validate button. 	
Resend OTP			
Resend OTP 3 attempt(s) remaining			
Resend OTP 3 attempt(s) remaining			

Note:

- OTP will be valid for 15 minutes only.
- You have 3 attempts to enter the correct OTP.
- The OTP expiry countdown timer on screen tells you when the OTP will expire.
- The OTP timer displays the time remaining to regenerate an OTP. On clicking Resend OTP, a new OTP will be generated and sent.



On successful verification, your PAN status will be displayed.

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Home Individual/HUF ~ Company ~) 	Non-Company - Tax Professionals & Others - Downloads Help	
Enter Details Verify Your PAN	PAN Status	
PAN is Active and details are as per PAN	4.	
Go To Homepage		
About Us Contact U About the Portal Helpdeak Nam History of Direct Taxation Grievance Vision, Mission, Values View Grievan Who We Are Feedback	Js Using the Portal Related Sites ITD Mo tabers Website Policies Income Tax India a Accessibility statement accessibility statement accessibility statement bit Browser Support TRP Scheme	bile App Fight play p Store
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Changes / Corrections in PAN

Need to change / correct PAN card details? Whether it's a typo in your name, a change in address, or an updated photo, one can request corrections in PAN card information either online or through offline channels. This covers updates to various fields like your name, date of birth, photograph, signature, father's name, Aadhaar details, gender, mobile number, email ID, and address.

A. PAN Correction Offline:

1. Obtain the Application Form:

Download the "Request For New PAN Card Or/ And Changes Or Correction in PAN Data" application (Request for New PAN Card Or / And Changes or Correction in PAN Data).

2. Complete the Application:

Accurately fill in all mandatory fields within the application form. Ensure the information provided for correction or update is precise.

3. Affix Photograph and Signature:

Affix a recent passport-sized photograph in the designated space on the application form.

Ensure signature is placed within the specified signature box.

4. Submit the Application and Supporting Documents:

Submit the completed application form along with self-attested copies of the required supporting documents at the nearest authorized PAN center. Please refer to the guidelines for the list of acceptable documents.

5. Remit Applicable Fees:

Pay the prescribed fee for PAN card update or correction. Accepted modes of payment will be specified at the PAN center.

6. Obtain Acknowledgement:

Upon successful submission, you will receive an acknowledgement number. Please retain this number for future reference and to track the status of your application.



B. PAN Correction Online: Through NSDL

Step 1: Visit https://www.protean-tinpan.com/

PAN & Tax Information Network Services For Income Tax Department	Formerly NSDL e-Governance Infrastructure Ltd				Search	С
🔂 Home		About us Services *	Facilitation Center	Downloads 🔭 FAQ	s Customer	Care 🔹
	We Welcome to the ne	le have Upgraded! ew look of the PAN Service	ıs Page.			
				Fill the form 1		_
Get your PAN in i	iuct	2 Make p	payment			
Get your PAN in	iust	2 Make p	oayment			
Get your PAN in J four simple steps	just !	2 Make p	bayment	Submit Docume	ents 3	
Get your PAN in four simple steps	just :!	2 Make ;	Get your PAN card	Submit Docume	ents 3	



Step 3: Fill the details and click submit

Tax Information Network of Income Tax Department		
As per ITD guidelines, Request for New PAN Card or/and Changes Aadhaar with PAN, please click here. As per provisions of Section 272B of the Income Tax Act., 1961, a p	or Correction in PAN Data' application is presently to be used only enalty of ₹ 10,000 can be levied on possession of more than one i	y <u>for update/correction in PAN database.</u> For procedure to link PAN.
Select PAN Application Type* (New or Change Request) Changes or Correction in existing PAN Data / Repri Y	Select Applicant Category* (Individual, Trust, HUF,) INDIVIDUAL ~	
Applicant information ()		
Title* Shri v		
Last Name / Surname*	First Name	Middle Name
Date of Birth / Incorporation / Formation (DD/MM/YYYY)*	Email ID*	Mobile Number*
Whether Citizen of India*	PAN NUMBER*	
Yes No By submitting data to us and/or using our Protean e-Gov TIN we data/information that you submit to avail tax related services from mandated by law or otherwise, shall be dealt with by us in the mexpressly agree to be bound by the Privacy Policy <u>https://www.totome.using.com/op/100000000000000000000000000000000000</u>	b sile <u>https://www.onlineservices.Protean.com/paam/endUserReg</u> m Protean eGov Technologies Limited may be received, stored, pr anner and for the purposes specified / as described in the privacy <u>rotean-tingan.com/privacy-golicy.html</u> , Disclaimer and web-site us	isterContact.html you give your consent that all personal ocessed, transmitted and or made available for view /use as policy or as mandated by law. I have also read, understood and age guidelines as published by Protean on its website from time
Reset Submit		



Step 4: Once submitted the following screen is displayed along with token number, click on continue

Online PAN application

Your application is submitted & Token Number (<u>170905410</u>) is successfully generated.
It is sent to your registered email id.
Click on "Continue with PAN Application Form" below to complete your PAN application.
Please note that the token number is valid for 30 days only.
Kindly complete your application within this period to avoid cancellation of the application.
Continue

Step 5: The following application will open. To complete the entire process online through Aadhaar OTP, select 'Submit digitally through e-KYC & e-Sign (Paperless)' for updating your PAN. Fill the details or changes and click next

Tax Information Network of Income Tax Department			RAVI KISHORE NITTA Temporary Token number: 0179205410 ~
Application Type: Form CR - PAN FORM FOR CORRECTION IN F	PAN DATA		📔 Save Draft
Category: INDIVIDUAL			
✓		3	4
Guidelines	Personal Details	Contact & other details	Document details
How do you want to submit your PAN application d	ocuments?*		
Submit digitally through e-KYC & e-Sign (Paperless) (1)	 Submit scanned in 	nages through e-Sign 👔 Protean (e-Sir 🗸 🔿	Forward application documents physically (
Important instructions for paperless PAN application through e-K	YC / e-Sign -		
 To avail e-KYC / e-Sign Services, Aadhaar is mandatory and d application form to authenticate Aadhaar 	etails given in Aadhaar sho	uld be exactly matched with applicant's Full name,	Date of Birth and Gender as mentioined in this
2. Once authentication of Aadhaar is successful then one time pa	assword (OTP) would be se	nt on your mobile number/email ID linked with your	Aadhaar to generate Aadhaar Based e-Sign.
3. To check registered mobile number/email ID in Aadhaar, pleas	e visit at https://resident.uid	lai.gov.in/verify-email-mobile.	
5.In e-KYC & e-Sign (Paperless), no need to upload Photo, Sign	and supporting document. 1	The photograph used in Aadhaar card would be prin	ted in PAN card.
6.e-KYC & e-Sign (Paperless) and e-Sign facility is not available	for Minor applicants and ot	her categories of applicants as provided u/s 160 of	ncome-tax Act, 1961 where Representative



Whether Physical PAN Card is required?
Yes Fees Application No** Fees Application
" Important Note: As you have selected for not availing physical PAN Card, your email ID will be required mandatorily. You will receive only digitally signed e-PAN Card at the email ID given in your application.
Permanent Account Number (PAN)*
C Aadhaar Number (Only for Individual) 0
Enter Aadhaar last four digits.
30000001
I hereby agree that my photograph as available in Aadhaar shall be printed on the PAN Card."
Pause Select ×
Note: If you do not wish your photograph as per Aadhaar to be printed on PAN Card, opt for e-Sign & physically mode of submission.
Name As Per Aadhaar (Only for Individual) 👔

Goods & Services Tax Number 👔

Full Name of the Applicant ()

Tite*		
Shri 👻		
Last Name / Surname*	First Name	Middle Name
Name that you would like printed on PAN card 🚷		
Date of Birth / Incorporation / Formation (DD/MM/YYYY)*	Gender (Only for Individual)*	
03/08/1972	Please Select	v.



Photo Mismatch	Signature Mismatch	Details of Parents (Applicable only for Individual applicants)		
Whether mother is a single parent and you wish to apply for PAN by furnishing the name of your mother only ? O Yes No (Please tick as applicable) If yes, please fill in mother's name in the appropriate space provided below. If yes, please fill in mother's name in the appropriate space provided below. If yes, please fill in mother's name in the appropriate space provided below. If yes, please fill in mother's name in the appropriate space provided below.				
Father's Name (Even married wom	en should fill in father's name only)			
Father's Last Name / Surname*	Father's First Name	Father's Middle Name		
Mother's Name (Optional)				
Mother's Last Name / Surname	Mother's First Name	Mother's Middle Name		
Parents name to be printed on the l Father's Name Mother's N 	PAN Card 1			
← Back Next →				

Step 6: On clicking next the following personal details screen appears, fill the appropriate columns and click next

✓	✓	4	
Guidelines	Personal Details	Contact & other details Document details	
Address for communication *			
Please tick as applicable Residence Office 	Important instructions for paperless PAN applicatio 1. The address used in Aadhaar card would be use 2. PAN card will be dispatched at address mention 3. If length of address as per Aadhaar database ex service.	n through e-KYC (Only For Individual)- ed in PAN application as residence address and no need to fill residential address. ed in Aadhaar. sceeds the length as specified by Income Tax Department then you will not be able to a	vail e-KYC
Address			
Flat / Room / Door / Block No.	Name of Premises/Building/Village	Road/Street/Lane/Post Office	
Area/Locality/Taluka/Sub-Division	Town/City/District	Country Name	
		Select	~
State/Union Territory	Pin Code	Zip Code	
Select			



ountry code (ISD code)*	Area / STD C	xde	Telephone / Mobile Number*	
Select	~			
nal ID*				
Mantian other Dermanant A	accust Numbers (DANs) if acculate	when the effective discussion		
Monoon onor Permanent A	coount reambers (PARs) it any, inc	severality allocate to you		
			DAM 4	
AN 1	PAN 2	PAN 3	179/14	

Step 7: on clicking next Documents submitted as Proof of Identity (POI), Proof of Address (POA) and Proof of Date of Birth (DOB)* screen will appear, based on the particulars updated, attach the proof document along with a copy of PAN. fill appropriate details and click submit

Documents submitted as Proof of Identity (POI), Proof of Address (POA) and Proof of Date of Birth (DOB)*					
I/We have enclosed Proof of identity AADHAAR Card issued by the Uniq ~	Proof of address	Proof of date of birth AADHAAR Card issued by the Uniq	Proof of PAN		
Declaration*					
Declaration I/We , the app	licant, in the capacity of				
do hereby declare that what is stated above is true to the best of my/our information and belief.					
I/We have enclosed	(number of documents) in support of propose	ed changes/corrections.			
Place*	Date 10/05/2025				
← Back Submit ✔					

Step 8:

- a. Fill the declaration section
- b. Attach photograph and signature
- c. Preview the form and submit
- d. Make payment of appropriate fees in the payment screen
- e. Complete KYC process in the next screen
- f. OTP will be sent to Aadhaar registered mobile
- g. Enter the OTP sent to your Aadhaar Registered mobile number and verify. Download the acknowledgement. The password to open this file is your date of birth



Notes

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