# PAN

## Permanent Account Number

**Why · When · Where · How to Apply**

**Format · Forms · Fees · Online / Offline**

**As per the Income-tax Act, 2025 and the Income-tax Rules, 2026**


**Advocate Dr. S. B. Rathore**

**Tax Doctor**


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# Why to apply for PAN Card

- Identity proof — bank, Demat, mobile, travel tickets, KYC
- Filing Income Tax Return / GST registration and returns
- Payment of Income Tax (Advance Tax / Self-Assessment Tax)
- Opening a bank account (other than a basic savings account), Demat account; credit card
- TDS credit on Salary / Interest / Professional Income
- Cash deposit or withdrawal of ₹10 lacs or more in a year
- Car / motor cycle above ₹5 lacs; immovable property above ₹20 lacs
- Form 121 for no TDS on interest (replaces Forms 15G / 15H)
- Without PAN: TDS at a higher rate
- No PAN? Declaration in Form 97 (in place of Form 60)

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# When is PAN Mandatory? — Section 262

- **Total income exceeds the basic exemption limit**
- **Business / profession turnover above ₹5 lacs in the tax year**
- **Required to file a return of income (Section 263)**
- **Non-individual resident: financial transactions of ₹2.5 lacs or more in a tax year — also its director, partner, trustee, karta**
- **Before entering transactions listed in Rule 159**
- **Anyone else — student, homemaker, minor — may apply voluntarily**
- **Minor without taxable income: quotes parent's / guardian's PAN**

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# Quoting PAN — Rule 159 (1/2)

| No. | Transaction | PAN required when |
|---|---|---|
| 1 | Credit card application | Always |
| 2 | Demat / depository / SEBI-registered account | Always |
| 3 | Payment to RBI for its bonds | Above ₹50,000 |
| 4 | Payment to a mutual fund for units | Above ₹50,000 |
| 5 | Securities other than shares | Above ₹1 lac per transaction |
| 6 | Cash deposits — bank / post office | ₹10 lacs or more in a year |
| 7 | Cash withdrawals — bank / post office | ₹10 lacs or more in a year |
| 8 | Motor vehicle / motor cycle (not tractor) | Above ₹5 lacs |

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# Quoting PAN — Rule 159 (2/2)

| No. | Transaction | PAN required when |
|---|---|---|
| 9 | Shares of an unlisted company | Above ₹1 lac per transaction |
| 10 | Company debentures / bonds | Above ₹50,000 |
| 11 | Immovable property — sale, purchase, gift, JDA | Above ₹20 lacs (value or stamp value) |
| 12 | Bank account (other than basic savings) | Always |
| 13 | Time deposit — bank, PO, Nidhi, NBFC | Above ₹50,000, or ₹5 lacs in a year |
| 14 | Account-based relationship with an insurer | Always |
| 15 | Cash bill — hotel, restaurant, banquet hall | Above ₹1 lac at one time |
| 16 | Any other goods or services | Above ₹2 lacs per transaction |

**No PAN? Form 97 for items 11–16 only. Items 1–10 and property above ₹45 lacs: PAN compulsory.**

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# PAN Formation: AAA P R 1234 H

- **10 Alpha-Numeric Characters**
- **First Three Alphabets: Series (AAA to ZZZ)**
- **Fourth Alphabet: Status of the holder***
- **Fifth Alphabet: First letter of Surname (Individual) / Name (others)**
- **Next Four: Sequential Numbers (0001 to 9999)**
- **Last Alphabet: Check digit**

**Example: Advocate Dr. S. B. Rathore — AAA P R 1234 H**

*** P Individual · H HUF · C Company · F Firm / LLP · A AOP · B BOI · T Trust · L Local Authority · J Artificial Juridical Person · G Government**

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# Decoding PAN — Illustrations

| Name (illustrative) | Status | PAN (made-up) |
|---|---|---|
| Chhotu Kumar Verma | Individual — P | ABC P V 1234 A |
| Chhutki Verma | Individual — P | ABD P V 5678 B |
| Verma & Sons | HUF — H | ABE H V 2468 C |
| Verma Traders | Firm — F | ABF F V 1357 D |
| Sunrise Pvt. Ltd. | Company — C | ABG C S 9753 E |
| Shyam Lal College | Local Authority — L | ABH L S 0637 F |

**PAN card shows: Name, Father's / Mother's Name, Date of Birth, Photo, Signature, QR code — No Address**

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# Verify PAN / Know your AO — Online

- **Website: www.incometax.gov.in (e-Filing portal)**
- **Quick Links → Verify Your PAN: PAN, Name, Date of Birth, Mobile OTP → PAN status (Active / Inoperative)**
- **Quick Links → Know Your AO: PAN + Mobile OTP → Jurisdiction / Assessing Officer**
- **Quick Links → Link Aadhaar and Link Aadhaar Status**
- **Quick Links → Instant e-PAN: new PAN, check status, download e-PAN**

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# Applying PAN On-Line or Off-Line

- Form 93 — Indian citizen · Form 94 — Indian non-individual (HUF, firm, company, trust…)
- Form 95 — Foreign citizen · Form 96 — Foreign entity
- On-line: Protean (NSDL) / UTIITSL — e-KYC & e-Sign (paperless) or scanned documents
- Off-line: PAN centre — Form 93 in BLOCK letters, two colour photographs, sign across photo
- Proof of Identity, Address and Date of Birth — Aadhaar alone does not prove Date of Birth
- Name exactly as in Aadhaar — no initials; no prefix (Mr./Mrs./Dr./Prof./C.A.)
- Married women: husband's name not required
- Father's and Mother's names in the form — either can be printed on the card

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# PAN Fees (inclusive of GST)

| Mode | Fee |
|---|---|
| Physical PAN card — Indian address | ₹107 |
| Physical PAN card — address outside India | ₹1,017 |
| e-PAN only — applied at PAN centre / TIN-FC | ₹72 |
| e-PAN only — paperless online (e-KYC / e-Sign) | ₹66 |
| Instant e-PAN — e-Filing portal | Free |

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# Allotment of Instant e-PAN *(Not Minor)*

**No Submission of Documents or Paying Fees**

- **For applicants with a valid 12-digit Aadhaar linked with Mobile**
- **Easy & Paperless — Aadhaar OTP based e-KYC**
- **Get e-PAN within about 10 Minutes (new applicants)**
- **Holds the same value as a physical PAN card**
- **Website: www.incometax.gov.in**
- **Quick Links → Instant e-PAN**
- **Digitally signed e-PAN based on Aadhaar e-KYC data**

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# After Getting PAN — Take Care

- **Link PAN with Aadhaar — Section 262(6)**
- **Not linked: PAN inoperative — no refund, TDS / TCS at higher rates**
- **Fee to make PAN operative again: ₹1,000**
- **Report change of name / address — Section 262(4)**
- **Never hold more than one PAN — Section 262(8); surrender the extra PAN**
- **Penalty ₹10,000 — Section 467: no PAN, wrong PAN, or not quoting PAN**

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