

INSTANT PAN



Income Tax Department
Central Board of Direct Taxes

A. GENERAL SCHEME OF INSTANT PAN ALLOTMENT

This facility is for allotment of Instant e-PAN (on near-real time basis) for those applicants who possess a valid Aadhaar number. PAN is issued in PDF format to applicants, which is free of cost. The applicant is required to type in her/his valid Aadhaar number and submit the OTP generated on the registered mobile number. Once the process is complete, a 15-digit acknowledgment number is generated. Once request is submitted, the applicant can check the status of the request at any time by providing her/his valid Aadhaar number and on successful allotment can download the PAN. The applicant will also receive a copy of the PAN in the e-mail id registered with the Aadhaar database.

B. THE SALIENT POINTS OF THIS FACILITY ARE

- (a) The applicant should have a valid Aadhaar which is not linked to any other PAN.
- (b) The applicant should have his mobile number registered with Aadhaar.
- (c) This is a paper-less process and applicants are not required to submit or upload any documents.
- (d) The applicant should not have another PAN. Possession of more than one PAN will result in penalty under section 272B (1) of the Income-tax Act, 1961.

C. HOW TO APPLY FOR INSTANT PAN USING AADHAAR

- (a) To apply for PAN, please visit the e-Filing website of Income-tax department. (Url: www.incometax.gov.in)
- (b) Click the link '**Instant e-PAN**'.
- (c) Click '**Get New e-PAN**' button. It will redirect you to the **Get New e-PAN** request webpage.
- (d) Enter your 12-Digit Aadhaar number for PAN allotment and select the **I confirm that** checkbox and click **Continue**. This will take you to the OTP Validation Page.
- (e) On the **OTP validation** page, click **I have read the consent terms and agree to proceed further**. Click **Continue**.
- (f) 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**.
- (g) On the **Validate Aadhaar Details** page, select the **I Accept that** checkbox and click **Continue**.

- (h) 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.

D. HOW TO DOWNLOAD PAN

- (a) To download PAN, please go to the e-Filing website of Income-tax department.
(Url: www.incometax.gov.in)
- (b) Click the link '**Instant e-PAN**'.
- (c) On the e-PAN page, click Continue on the Check Status / Download PAN option.
- (d) On the **Check status/ Download PAN** page, enter your 12-digit Aadhaar and click **Continue**.
- (e) On the **OTP Validation** page, enter the 6-digit OTP received on your mobile number registered with Aadhaar and click **Continue**.
- (f) 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.

E. FREQUENTLY ASKED QUESTIONS (FAQs)

1. What is PAN?

PAN, or Permanent Account Number, is a 10-digit alpha-numeric unique number. The Income-tax department issues PAN as per the Income-tax Act & Rules. PAN is also required by financial institutions and agencies.

2. What is Aadhaar based Instant e-PAN?

Aadhaar-based instant e-PAN allotment service is to allot PAN in near-real time. You are required to quote a valid Aadhaar number issued by Unique Identification Authority of India (UIDAI) and is not linked with any PAN. The e-KYC data of that Aadhaar number is exchanged with the Unique Identification Authority of India (UIDAI). After due process of e-KYC data in Income-tax database, you get a PAN.

3. Is this PAN Valid? Is it different from the PAN issued via other modes of application?

Yes, this PAN is valid. It is not different from the PAN issued by Income-tax department via other modes

of application. However, this PAN is paperless, online and free of cost.

4. If I apply for Instant e-PAN, how will I get the allotted PAN?

You can download your PAN by submitting the Aadhaar number at **Check status / Download PAN**. You will also get the PAN in PDF format by your email, if your email-id is registered with Aadhaar.

5. Do I have to pay for using this facility of Aadhaar based Instant PAN?

No, this facility is free of cost.

6. What is e-PAN?

e-PAN is a digitally signed PAN card issued in electronic format by the Income-tax department.

7. Is e-PAN a valid form of PAN?

Yes, e-PAN is a valid proof of PAN. e-PAN contains a QR code having demographic details of PAN applicant such as name, date of birth and photograph. These details are accessible through a QR code reader. e-PAN is duly recognized by Notification No. 7 of 2018 dated 27.12.2018, issued by the Principal Director General of Income-Tax (Systems).

8. From where can I download the QR code reader?

This can be downloaded from the link provided at the website

9. Can I use this facility if I already have a PAN? Can I apply for another PAN?

No. As per provisions of Section 272B (1) of Income Tax Act, 1961, a person having more than one PAN has to pay a penalty of Rs.10,000.



10. Who can apply for allotment of Instant e-PAN through Aadhaar e-KYC?

PAN applicants who have an Aadhaar number from UIDAI and have registered their mobile number with Aadhaar, can apply.

11. Can foreign citizens apply for PAN through e-KYC mode?

No.

12. Is there any mandatory requirement to apply through e- KYC?

Yes, mobile number of PAN applicant should be registered with UIDAI in Aadhaar database.

13. Can I apply for PAN if my Aadhaar Card is not active?

No, you cannot apply.

14. How is Aadhaar verified through Instant PAN?

UIDAI sends an OTP to the registered mobile number through the process of Aadhaar e-KYC.

15. What if I do not get an OTP?

You can resubmit the Aadhaar e-KYC page to get a new OTP. If you still don't get an OTP, you have to contact UIDAI.

16. How many times can OTP be generated?

Any number of times.

17. If any Aadhaar authentication gets rejected during e-KYC, what should I do?

Aadhaar authentication may get rejected due to wrong OTP. The problem can be resolved by entering the correct OTP. If it still gets rejected, you have to contact the UIDAI.

18. Do I need Digital Signature Certificate (DSC) for applying for PAN card through Aadhaar based Instant PAN facility?

No.

19. Do I need to submit the physical copy of KYC application or proof of Aadhaar Card?

This is an online process. No paperwork is required.

20. Do I need to upload a scanned photo, signature etc. for e-KYC?

No.

21. Do I have to send acknowledgement or any document if an Instant e-PAN is applied through e-KYC Aadhaar mode?

No. PAN applicant can use Aadhaar number to know the status of Instant e-PAN application and generate PAN in PDF.

22. Do I need to do in-person verification (IPV)?

No, Aadhaar based e-KYC does not require any in-person verification.

23. Which are the centres for PAN allotment through e-KYC?

PAN allotment through Aadhaar e-KYC is allowed only through e- Filing website www.incometax.gov.in

24. Can we give an address different from the address on the Aadhaar card?

No. Address as available with UIDAI in Aadhaar database will be saved in PAN database.

25. How do I check my status of Instant e-PAN application?

Once request is submitted, the applicant can check the status of the request by following the below steps:

- (a) To check the status of Instant e-PAN, please go to the e-Filing website of Income-tax department. (Url: <https://www.incometax.gov.in>)
- (b) Click the link-'**Instant E-PAN**'.
- (c) On the E-PAN page, click **Continue** on the Check Status / Download PAN option.
- (d) On the **Check status / Download PAN** page, enter your 12-digit Aadhaar and click **Continue**.
- (e) On the **OTP Validation** page, enter the 6-digit OTP received on your mobile number registered with Aadhaar and click **Continue**.
- (f) 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.

26. Will I get a physical PAN card?

No. You will be issued an e-PAN which is a valid form of PAN

27. How do I get a physical PAN card?

If a PAN has been allotted, you can get a printed physical PAN card by submitting a request through the links below:

<https://www.onlineservices.nsdI.com/paam/ReprintEPan.html>

https://www.utiitsl.com/UTIITSL_SITE/mainform.html

28. Can I make any changes in my existing PAN through this facility?

No. Please use the Change Request Facility provided on the links below:

<https://www.onlineservices.nsdI.com/paam/endUserRegisterContact.html>

https://www.pan.utiitsl.com/panonline_ipg/forms/csfPan.html/csfPreForm

29. If I cannot use the facility of Instant PAN allotment, whom should I contact?

You can mail us at epan@incometax.gov.in







F. FORMAT OF PAN

आयकर विभाग INCOME TAX DEPARTMENT		 भारत सरकार GOVT. OF INDIA	
ई- स्थायी लेखा संख्या कार्ड e - Permanent Account Number (e-PAN) Card XXXXXXXXXX			
नाम / Name	XXXXX XXXX XXX		
पिता का नाम / Father's name	XXXXX XXXX XXX		
जन्म की तारीख / Date of Birth	DD/MM/YYYY		
लिंग / Gender	MF/T		
Photo	Applicant Signature		Digital Signature
	हस्ताक्षर / Signature		
<ul style="list-style-type: none"> ✓ Permanent Account Number (PAN) facilitate Income Tax Department linking of various documents, including payment of taxes, assessment, tax demand tax arrears, matching of information and easy maintenance & retrieval of electronic information etc. relating to a taxpayer. स्थायी लेखा संख्या (पैन) एक कदम है संकीर्ण विभिन्न दस्तावेजों को जोड़ने में आयकर विभाग को सहायक होता है, जिसमें करों के प्रसार, आकलन, कर मांग, देयक बकाया, सूचना के विनिमय और इलैक्ट्रॉनिक जानकारी का अदान-प्रदान व बारीकी जाँच भी शामिल है। ✓ Quoting of PAN is now mandatory for several transactions specified under Income Tax Act, 1961 (Refer Rule 114B of Income Tax Rules, 1962) अथवा अधिनियम, 1961 के तहत निर्दिष्ट कई लेखों के लिए स्थायी लेखा संख्या (पैन) का उल्लेख अब अनिवार्य है (आयकर नियम, 1962 के नियम 114B, का संदर्भ लें) ✓ Possessing or using more than one PAN is against the law & may attract penalty of upto Rs. 10,000. एक से अधिक स्थायी लेखा संख्या (पैन) का कानून का उल्लंघन करना, कारण के बिना है और इसके लिए 10,000 रुपये तक का दंड लगाया जा सकता है। ✓ The PAN Card enclosed contains Enhanced QR Code which is readable by a specific Android Mobile App. Keyword to search this specific Mobile App on Google Play Store is "Enhanced QR Code Reader for PAN Card". आंतर लेखा कार्ड में एडवांस्ड क्यूआर कोड शामिल है जो एक विशिष्ट क्यूआर कोड रीडर ऐप द्वारा पठनीय है। Google Play Store पर इस विशिष्ट कोड रीडर ऐप को खोजने के लिए कीवर्ड "Enhanced QR Code Reader for PAN Card" है। 			



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This Brochure should not be construed as an exhaustive statement of the law. For details reference should always be made to the relevant provisions in the Acts and the Rules

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