



**DIRECTORATE OF INCOME TAX (SYSTEMS)**  
**ARA Centre, Ground Floor, E-2, Jhandewalan Extension,**  
**New Delhi-110055**

F.No: oPAN/1/3/2003/Part

Dated: 24.1.2014

**Sub: Change in procedure for PAN allotment.**

1. The fee for processing a PAN application shall be Rs 105/- (inclusive of all taxes).
2. Subsequent to notification **S.O.No 3794(E) dt 23.12.2013**, the procedure for PAN allotment process will undergo a change w.e.f. **03.02.2014**.
  - 2.1 From 03.02.2014 onwards, every PAN applicant has to submit self-attested copies of Proof of Identify (POI), Proof of Address (POA) and Date of Birth (DOB) documents and also produce original documents of such POI/POA/DOB documents for verification at the counter of PAN facilitation centers. List of documents of POI/POA/DOB is given in the Instructions part of Form 49A/49AA.
  - 2.2 The copies of Proof of Identity (POI), Proof of Address (POA) and Date of Birth (DOB) documents attached with PAN application form, will be verified vis a vis their original documents at the time of submission of PAN application at PAN facilitation Centres.
  - 2.3 Original documents shall not be retained by the PAN Facilitation Centres and will be returned back to the applicant after verification.

Sd/-

(N.J. Singh)  
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