





# **GUIDELINES TO INDIVIDUAL PANCARD APPLICATION**

## **PHOTO & SIGNATURE SCANNING PROCESS**

**RESOLUTION : 200 DPI**

**IMAGE : COLOUR**

**FORMAT : JPEG**

## **APPLICATION SCANNING PROCESS**

**( ACK RECEIPT + PAN APPLICATION + RELATED PROOFS )**

**RESOLUTION : 200 DPI**

**IMAGE : GREYSCALE**

**FORMAT : PDF**

## **IF YOU WANT TO DISPATCH PANCARD TO OFFICE ADDRESS**

- \* YOU HAVE TO SUBMIT OFFICE LETTER HEAD WITH APPLICANT DETAILS ( WITH PHOTO )  
THEN**
- \* YOU HAVE TO FILL IN APPLICATION AND UPDATE DATA IN THE BACK OFFICE IN  
OFFICE ADDRESS COLUMN & RESIDENCE ADDRESS COLUMN BOTH COMPULSORY**
- \* DO NOT FILL & UPDATE OFFICE ADDRESS IN REPRESENTATIVE ASSESSE COLUMN**

## **IF YOU SUBMIT ENROLMENT ID OR APPLICANT NAME WITH INITIALS IN AADHAR CARD**

- \* YOU HAVE TO SUBMIT ANY OTHER PROOFS ( OTHERTHAN AADHAR CARD ) WITH AADHAR CARD XEROX**

## Dispatch of Physical Documents

- > Pls send all physical documents (**PAN / TAN / E-TDS / 24G / AIR**) within 12 days to Head office ( **Gajraula** ) Only
- > The Physical documents should be send properly & safely  
(1)Ack Receipt+(2)PAN Application+(3)Related Proofs
- > If you send documents without Ack Receipt , we will consider that document is not received at Head Office (Visakhapatnam )

## Dispatch Address

**SECURE LIFE EDUCATION Pvt. Ltd.**

**Khad Gujar road jawahar nagar first building II  
floor Gajraula,**

**Distt:- Amroha , Pin code: 244235 (U.P)**

**Whatsapp /Contact No.+91- 9927300836**

**Email Id- sheoraj81@gmail.com**

## Category

## Capacity Of Verifier

**Individual**

**Himself (Male)**

**Individual**

**Herself (Female)**

**Huf**

**Karta**

**Company**

**Director**

**Firm/LLP**

**Partner**

**Trust**

**Trustee**

**AOP**

**Authorized Signatory**

**Government**

**Authorized Signatory**

**Local Authority**

**Authorized Signatory**

**Artificial Judicial Person**

**Authorized Signatory**

**Body Of Individuals**

**Authorized Signatory**

# Penalty Points Objerved in New PAN Application

## Quality check errors ( Core )

Error Field	Penalty for digitization errors(Rs)
Photo & Sign(Not Clear & Colour Photo)(Not Signed Across The Photo & Sign not Cropped Properly)	1000
DOB	500
Father's Name	500
Gender	500
Name on card	500
Name on letter	500
Address	500

## Quality check errors ( Non - Core )

Type of error	Penalty for digitization errors(Rs)
Verification details incorrect digitized.	100
Source of Income incorrect digitized	100
Email ID / Contact number not/incorrect digitized	100
Verifier name incorrect digitized (for non-individual category)	100
Registration no. mentioned but not /incorrect digitized	100
DOB / DOI incorrect digitized	100
Communication address flag not / incorrect digitized	100
Incorrect Status digitized	100
PIN / ZIP CODE not/incorrect digitized	100
AO code incorrect digitized	100
Document code incorrectly digitized	100
Name/Name to be printed on card /Father name is incorrect digitized	100
PAN Proof details not/incorrect digitized	100
Verifier name not mentioned/incorrect mentioned	100
RA's details not/incorrect digitized	100