

PAN Card Service Process Document

- This service facilitates to file **“PAN Card”** application through online.
- Any Citizen can avail this Service from any APOne Center.

Following is the Online Application Process:

- Citizen can visit any APOne center for applying Pan card.
- Operator will login to the APOne home page and clicks on **“PAN Card ”** service link.
- On click of the link, APOne redirects the operator to **UTIITSL PAN Online Services** Website along with APOne user credentials. Operator Clicks on the **“Click Here For Registration”** link for registering the account in to the web site.

Process For New PAN Application:

- Fill Pan Application Form .
- Upload the Pan Form, Photo, Signature and the Supporting document as per scanning guidelines.
- Make Payment.
- Generate Acknowledgment Receipt.
- Create Batch on regular intervals having at least one Application.
- Send courier, having all the required Hard Copies and the Batch Detail Sheet (of all the Batches created), at the end of every month.

Process for Application Under Objection:

- Edit PAN Application Form (Application under Objection).
- Upload the modified Pan Form, Photo, Signature and the Supporting document as per scanning guidelines (Upload Objection Document).
- Create Batch for the same. (Generate Objection Batch)
- Send courier, having all the required Hard Copies and the Objection Batch Detail Sheet (of all the Batches created),at the end of every month.

Instructions for Uploading PAN Form,Picture and Signature:

1. PAN Application form (front & back side), Proof of Identity and Proof of Address as provided by applicant to be scanned in **200dpi color** and create as a single **PDF** file.
2. The PAN Application and Supporting Documents need to be clubbed into a single file and uploaded to the server . The size of complete scanned file can be Maximum up to 2MB.
3. Photo Scanning **300 dpi** , color ,**213 X 213 px (Size less than 30 KB)** in **JPEG** format.
4. Signature scanning **600 dpi –black and white (less than 60 KB)** in **JPEG** format.

Be ensure that the scanning of applications are as per the above specification and clubbed into a single file and uploaded on server with Photo,Signature files. During verification of applications by UTIITSL if any of the documents are not found or are not in desired format the applications may under go rejection.

Important Notes:

Note 1: To know the status of the application, click on **“Track PAN Application”** link under **PAN Services**.

Note 2: After uploading all documents if payment is not done, that particular application will fall under **“Pending Application for Payment”** link under **PAN Services**.

- Reversals and Modification cannot be accepted from APOne side.
- For more information please call APOne Support number **040-45676699**.

Imp Note: All operators are informed that, should not collect extra amount from the Candidates other than the amount printed in the receipt , if any operator found in collecting extra amount, the franchisee will be terminated with immediate effect.