



## **PAN Bulk Verification**

### **GUIDELINES and INSTRUCTIONS**

(1)	<p><b>Online PAN Bulk Verification application is available for: Organizations with categories as approved by ITD viz.</b></p> <ol style="list-style-type: none"> <li>(1) Financial Institutions,</li> <li>(2) Credit card companies/Institutions</li> <li>(3) Government Agencies</li> <li>(4) Mutual Fund</li> <li>(5) Depository Participant</li> <li>(6) Persons required to file Annual Information Returns</li> <li>(7) Any other entity required to furnish Annual Information re turn</li> <li>(8) Insurance Companies</li> <li>(9) Educational Institutions established by Regulatory Bodies.</li> <li>(10) KYC Registration Agency(KRA).</li> <li>(11) Credit Information Companies Approved By RBI.</li> <li>(12) Stock Exchanges/ Commodity Exchanges/ Clearing Corporations.</li> <li>(13) Companies an d Government deductors of TDS for the purpose of verifying PAN of TDS/ T CS deductees.</li> <li>(14) Non-Banking Financial Companies approved by RBI.</li> <li>(15) Insurance Repository.</li> <li>(16) Goods and Services Tax Network -reg.</li> <li>(17) DSC issuing Authorities –reg</li> <li>(18) Housing Finance Companies-reg.</li> <li>(19) Prepaid Payment Instrument Issuers approved by RBI.</li> <li>(20) Stamp and Registration Department.</li> <li>(21) Investment Adviser approved by SEBI</li> <li>(22) Payments Bank approved by RBI</li> <li>(23) Department of Commercial Taxes</li> <li>(24) Insurance Web Aggregators.</li> <li>(25) Income Tax Projects.</li> <li>(26) Payment and Settlement System Operators authorized by RBI.</li> <li>(27) Central Recordkeeping Agency of National Pension System.</li> <li>(28) Pension Fund Regulatory and Development Authority (PFRDA) approved point of Presence (For online Platform).</li> <li>(29) Insurance Regulatory and Development Authority (IRDAI) approved Direct (Life &amp; General) Brokers.</li> <li>(30) Reserve Bank Of India (RBI) approved Authorised Dealer - Category II.</li> <li>(31) Association of Mutual Funds in India (AMFI) registered approved Mutual Fund Advisor.</li> <li>(32) Securities and Exchange Board of India (SEBI) approved Registrar to Issue and Share Transfer Agent.</li> </ol>
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	<b>Approval has to be obtained from CBDT via UTIITSLS, by submitting the indent form to UTIITSLS in prescribed format.</b>
(2)	An applicant shall register online with digital certificate and submit the form. Without a digital certificate no applicant will be able to register.
(3)	If there are any errors while submitting the form, rectify those and re-submit the form.
(4)	In future sessions/transactions on the site, the registered user has to use the same certificate.
(5)	On confirmation, an acknowledgment form shall be displayed. The acknowledgment form shall contain the complete details and a unique inward number <ul style="list-style-type: none"> <li>• Please keep your inward number with you for future communications</li> </ul>
(6)	User is requested to save and print this acknowledgment form.
(7)	<p>Financial schedule</p> <ul style="list-style-type: none"> <li>• All registered entities will have to pay a basic charge of ₹1000/- per month per user ID.</li> <li>• This basic charge will have to be paid in advance for a year (₹12000/- advance payment) under each of the 3 service options.</li> <li>• Before the end of the 12th month every year, the registered entity should effect payment for the next 12 months in advance for the continuation of the service in the next year.</li> </ul> <p><b>Service Option 1. Screen Based Verification:</b></p> <ul style="list-style-type: none"> <li>• All registered users (except software based users) will have access to this service. 750 PAN numbers can be queried per registered user in a day.</li> </ul> <p><b>Service Option 2. File Based Verification:</b></p> <p>Additional minimum charge of ₹5000/- payable in advance.</p> <ul style="list-style-type: none"> <li>• If you select to upload 200 PANs file. Up to 200 PAN numbers maximum can be uploaded in a single file. No limit on number of files uploaded. For each file download, ₹60/- will be deducted from the initial amount (₹5000/-). If the balance amount is less than ₹60/-, file upload will be rejected.</li> <li>• If you select 1000 PANs file. Up to 1000 PAN numbers maximum can be uploaded in a single file. No limit on number of files uploaded. For each file download, ₹300/- will be deducted from the initial amount (₹5000/-). If the balance amount is less than ₹300/-, file upload will be rejected.</li> <li>• This amount of ₹5000/- will have to be replenished, once it is exhausted, for the continuing service.</li> </ul> <p><b>Service Option 3. Software based PAN verification:</b></p> <p>Additional minimum charge of ₹5000/- payable in advance. The service will be charged at 30 paise per PAN number over and above 750 PANs queried per registered user in a day. This amount of ₹5000/- will have to be replenished, once it is exhausted, for the continuing service. GST will be applicable on all above charges. The charges are non-refundable, unless the registration is rejected by ITD.</p>
(8)	<p>For File based verification:</p> <ul style="list-style-type: none"> <li>• If you select to upload 200 PANs file. Please upload only up to 200 PAN numbers in a single upload file. If PAN numbers are more than 200, the file will be rejected.</li> <li>• If you select to upload 1000 PANs file. Please upload only up to 1000 PAN numbers in a single upload file. If PAN numbers are more than 1000, the file will be rejected.</li> </ul>
(9)	For File based verification: Upload file should be in csv format and digitally signed. The file extension expected is <b>filename.csv.sig</b>

<b>(10)</b>	Response will be also digitally signed and will be available for download within 24 hours.
<b>(11)</b>	UTIITSL or Income Tax Department is not responsible for the authenticity of the identity of the PAN holder.
<b>(12)</b>	<p><b>The print out of the indent form, duly filled &amp; signed, along with Demand Draft / Payorder, and proof of identity &amp; proof of address as specified in the application form is to be sent to UTIITSL at the address given below:-</b></p> <p><b>M/s UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LTD.</b>  <b>GOVERNMENT SERVICES DEPARTMENT</b>  <b>UNIT-PAN</b>  <b>PLOT #3, SECTOR #11, C.B.D. BELAPUR</b>  <b>NAVI MUMBAI, PIN – 400614</b></p>
<b>(13)</b>	Super scribe the envelope with 'APPLICATION FOR PAN BULK VERIFICATION - Inward No' (e.g. 'APPLICATION FOR PAN BULK – 50001').
<b>(14)</b>	Your PAN Bulk Verification indent form, duly filled & signed, Demand Draft / Payorder along with the proof of identity and address should reach at the above mentioned address within 15 days from the date of online application.
<b>(15)</b>	For more information, Call UTIITSL Support Desk at 022- 6793 1287 or you may send us a email at: <a href="mailto:utitsl.gsd@utiitsl.com">utitsl.gsd@utiitsl.com</a>