

SHCIL

Reference No. _____

UPDATION OF PAN NO. (INDIVIDUALS/CORPORATES/CMs)

NSDL DP ID IN Client ID

CDSL Client ID

NAME OF ACCOUNT /1ST HOLDER: _____

PAN/GIR_1: ACCEPT/ REJECT

2ND HOLDER : _____

PAN/GIR_2: ACCEPT/ REJECT

3RD HOLDER : _____

PAN/GIR_3: ACCEPT/ REJECT

Signature of
Sole/First Holder/
I Authorised.Sign.

Signature of
Second Holder/
IInd Authorised .Sign

Signature of
Third Holder/
IIIRD Authorised Sign

(To be filled in at the counter)

Signature of the client/ authorised representative submitting the request at the counter _____

	Verified and accepted	Verified with the ITD website	Authenticated
Emp. Name & Code			
Emp Sign & Date			

Please Note:

1. For submission any one of the a/c holders have to come personally to the branch with the PAN Card of all holders. Incomplete requests will be rejected. For each Account, separate forms should be given.
2. Pan Card details of all holders should be present.
3. Photocopy of PAN Card should be brought along with the **original for Verification**.
4. PAN Card details requested for change should tally with the website of the Income Tax Dept.(ITD).
5. The above requirements are as per **NSDL Circular No. NSDL/POLICY/2006/0007** dated March 3, 2006 and **CDSL Circular No. CDSL/OPS/DP/666** dated March 8, 2006.
6. **Important : From October 1, 2006 onwards, the existing a/c holders will not be able to operate their accounts if they do not produce a PAN card by then.**

Acknowledgement Copy

We acknowledge receipt of Pan Card documents pertaining to Client_id _____ on _____.

We acknowledge having rejected the Pan Card documents for the below mentioned reason :

Employee Name/Code with SHCIL Rubber Stamp