

Limited Liability Partnership (LLP) PAN Application Format

To,

The Assessing Officer
Income Tax Department
[Address of Income Tax Department]

Subject: Application for Allotment of Permanent Account Number (PAN) in the name of LLP

Dear Sir/Madam,

We, hereby, submit the following details for the allotment of Permanent Account Number (PAN) to our Limited Liability Partnership (LLP) as per rule 114 of the Income Tax Rules, 1962:

- | | | | | |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|-----------------------------|
| 1. Name of LLP: | [Enter Name of LLP as per Registration Certificate] | | | |
| 2. Date of Incorporation/Registration: | [DD/MM/YYYY] | | | |
| 3. Registration Number (LLPIN): | [LLP Identification Number] | | | |
| 4. Registered Address: | [Complete Address as per Registration] | | | |
| 5. Email Address: | [Enter LLP Email] | | | |
| 6. Contact Number: | [Enter LLP Contact Number] | | | |
| 7. Name of Partners: | <table border="0"><tbody><tr><td>1. [Name of Partner 1]</td></tr><tr><td>2. [Name of Partner 2]</td></tr><tr><td>3. [Add more as applicable]</td></tr></tbody></table> | 1. [Name of Partner 1] | 2. [Name of Partner 2] | 3. [Add more as applicable] |
| 1. [Name of Partner 1] | | | | |
| 2. [Name of Partner 2] | | | | |
| 3. [Add more as applicable] | | | | |

We request you to kindly process our application and allot the PAN at the earliest.

Date: [DD/MM/YYYY]

Place: [Location]

For **[Name of LLP]**

(Signature of Authorised Partner)

Name: [Partner's Name]

Designation: Partner

Important Notes:

- Ensure that the LLP name, registration number, and registered address match the details in the Certificate of Incorporation.
- Attach self-attested copies of the Certificate of Incorporation and LLP Agreement.
- The application must be signed by an authorised/designated partner.
- Provide updated and correct contact details for prompt communication.
- Enclose the required supporting documents as specified in the PAN application guidelines (Form 49A).