

# 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:	<ol style="list-style-type: none"><li>[Name of Partner 1]</li><li>[Name of Partner 2]</li><li>[Add more as applicable]</li></ol>

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).