

PAN Application Process Flow

<i>Sr. No.</i>	<i>Particulars</i>	<i>Scanning Specifications</i>
1	PAN Application Along With Documents	i. PAN Application Form Along With Supporting Documents Needs To Clubbed And Scanned Into a Single File. ii. PAN Application Form Scanning Should Be Front And Back Side Of The Form. a. 200 DPI. b. Colour Format. c. File in PDF/A format. d. File size of complete scanned PAN application along with documents file can be maximum up to 2MB.
2	Photograph	i. 300 DPI. ii. Colour. iii. 213 X 213 pixel. iv. File Size Less Than 30 KB. v. File in JPEG Format.
3	Signature	i. 600 DPI. ii. Black and White iii. File Size Less Than 60 KB. iv. File in JPEG Format.

Balance Request Process

°PSA ID:-

°PSA NAME:-

°PSA OWNER NAME:-

°PAN Coupons with PAN Card: 1 pic x 107 = 107

°PAN Coupons without PAN Card: 2 pic x 72 = 144

3 pic Rs. 251

°BANK TRANSFER DATE:-

°BANK TRANSACTION ID:-

°PLEASE ATTACH TRANSFER COPY.

°Mail:- billing@smartpay.org.in

Note: Franchise or Master Franchise Must Be Contact Your Business Manager regarding PAN Balance.

Signature of the Trainer

Applicant's Signature & Stamp