



A Comprehensive Guide on how to obtain PAN & TAN for Private Limited Company?

PAN & TAN
for
Private
Limited
Company

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Introduction

Incorporating a Private Limited Company requires the acquisition of essential documents such as the Permanent Account Number (PAN) and Tax Deduction Account Number (TAN). This comprehensive guide will walk you through the process of obtaining and downloading PAN and TAN for your Private Limited Company using the SPICe+ form. PAN and TAN are mandatory requirements issued by the Income Tax Department for tax-paying individuals, partnerships, and companies. Follow the step-by-step instructions outlined below to ensure a smooth and hassle-free application process.

When an application is made for Company incorporation in SPICe + form, it is mandatory to apply for PAN and TAN for a Private Limited Company. So here, in this article we have discussed the full procedure to download PAN and TAN for Private Limited Company.

Download PAN & TAN Card for Private Limited Company

[Registering a Pvt Ltd company](#) and obtaining PAN and TAN is a significant step towards establishing your business and fulfilling your tax obligations. By following the guidelines provided in this comprehensive guide, you can navigate the process with ease and confidence. Remember, PAN and TAN are essential documents that will be required for various tax-related activities throughout the lifespan of your company.

Understanding PAN and TAN

What is a PAN Card?

A Permanent Account Number (PAN) is a unique 10-character alphanumeric code that serves as an identification number for taxpayers. It is essential for individuals, partnerships, companies, and other entities for various tax-related purposes. PAN cards are issued by the Income Tax Department and play a crucial role in complying with tax regulations.

What is TAN ?

A Tax Deduction Account Number (TAN) is a 10-digit alphanumeric code issued by the Income-tax Department. It is mandatory for entities responsible for deducting tax at source (TDS) or collecting tax at source (TCS). TAN facilitates proper tracking and accounting of tax payments made by organizations.

Obtaining PAN and TAN for Private Limited Companies through SPICe+

The SPICe+ form, specifically designed for company incorporation, streamlines the process of obtaining PAN and TAN. With the integration of PAN and TAN application in PART B, it is now mandatory to apply for these numbers within the SPICe+ form.

Upon approval of the SPICe+ forms, the Income Tax Department issues a Certificate of Incorporation (Col) along with the allocated PAN. Additionally, an email is sent to the registered email address of the incorporated company, containing the Col, PAN, and TAN as attachments. It is important to note that these documents are provided in soft copy format, and physical copies are not issued.

Downloading the Soft Copy of PAN and TAN

To download the soft copy of PAN and TAN from the email received, follow these simple steps:

1. Open the email received from the NSDL department. The sender's email ID will be displayed as no-reply@nsdl.co.in.
2. Locate the attachments containing the PAN and TAN documents in PDF format.
3. Enter a valid password to access the PDF files.

To access the soft copy of the PAN and TAN received via email from the NSDL Department, a valid password must be entered. The password requirements differ for PAN and TAN documents. Here's how you can obtain the password for each:

Password for downloading the PAN

The password to open the PAN Card PDF, which is sent from the email ID no-reply@nsdl.co.in, is the date of incorporation of the company. When entering the password, ensure that there are no spaces or punctuation marks included. For example, if a Private Limited Company was incorporated on the 10th of December, 2020, the password to download the PAN would be 10122020.

Password for downloading the TAN:

Similarly, the password to open the TAN PDF, received from the same email ID, is the PIN code (Postal Code) of the registered office address of the company. Remember to exclude any spaces or punctuation marks when entering the password. For instance, if the registered office of the Private Limited Company is located in the Thaltej area of Ahmedabad with a PIN code of 380059, the password to download the TAN would be 380059.

Please note that it is crucial to follow the specified format and guidelines while entering the passwords to successfully access the PAN and TAN documents.

Conclusion

In conclusion, obtaining the PAN and TAN for your Private Limited Company is a mandatory requirement during the incorporation process. By following the step-by-step process detailed in this guide, you can easily apply for and download the PAN and TAN using the SPICe+ form. These documents are crucial for complying with tax regulations and ensuring smooth operations. Remember that the NSDL department provides only soft copies of PAN and TAN, which will be emailed to you upon approval. It is important to store these soft copies securely for future reference.