

TO BE FILLED/ATTESTED BY POP-SP/DDO/NL-CC

Certified that the above declaration and nomination details has been signed / thumb impressed before me by Sh/Smt/Ms. _____
_____ after he / she have read the entries / entries have been read over to him / her by me and got confirmed by him / her.

Rubber Stamp of the POP-SP/DDO/NL-CC

Signature of the Authorised Person

POP-SP/DDO/NL-CC Registration Number _____
(Allotted by CRA)

Designation of the Authorised Person : _____

POP-SP/DDO/NL-CC Office Name : _____

Date

d	d	/	m	m	/	y	y	y	y
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TO BE FILLED/ATTESTED BY POP/POP-SP/PAO/DTO/DTA/PrAO/NL-AO/NL-OO

POP/POP-SP/PAO/DTO/DTA/PrAO/NL-AO/NL-OO Registration Number
(Allotted by CRA): _____

Rubber Stamp of the POP/POP-SP/PAO/DTO/DTA/PrAO/NL-AO/NL-OO

Signature of the Authorised Person



Government of Telangana Directorate of Treasuries and Accounts

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- NSDL
- FATCA
- Missing Credits
- Foreign Service Challan

[Foreign Service\(Click Here\)](#)

[CPS Employee Login\(Click Here\)](#)

**[NPS Service Fortnight
\(June 27,2017 to July 21,2017\)](#)**

[CPS Missing Credits-Instructions](#)

[CPS/NPS Exit claims Procedural Instructions](#)

[CPS/NPS Online Withdrawal Request Process Document](#)

News & Events

• Subscriptions upto January 2018 monthly A/cs are Uploaded to CRA-NSDL. Subscribers can

- 1 NPS FS Orga 09012018
- 2 PAO Details as on 09012018
- 3 SAB List 09012018
- 4 Subscriber List Active
- 5 Subscriber List Deactivated
- 6 Subscriber List Freeze Suspended
- 7 Subscriber List Inactive
- 8 State Autonomous Bodies
- 9 State Autonomous Bodies
- 10 Proforma for submission of details of Foreign Service Employees
- 11 Proforma for AM Proposal for Foreign Service Employees
- 12 Instructions on CPS for SAB's and Foreign Service Employees
- 13 G.O.MS.No.37 FINANCE (HRM-V) DEPARTMENT Dated:28/03/2016

NATIONAL PENSION SYSTEM (NPS) – SUBSCRIBER REGISTRATION FORM

Central Recordkeeping Agency (CRA) - NSDL e-Governance Infrastructure Limited

Please select your category [Please tick(✓)]	Central Govt.	<input type="checkbox"/>	State Govt.	<input type="checkbox"/>
	Central Autonomous Body	<input type="checkbox"/>	State Autonomous Body	<input type="checkbox"/>
	All Citizen Model	<input type="checkbox"/>	Corporate Sector	<input type="checkbox"/>
	NPS Lite (GDS)	<input type="checkbox"/>		

Affix
recent photograph of
3.5 cm × 2.5 cm size /
Passport size

To,
National Pension System Trust.
Dear Sir/Madam,
I hereby request that an NPS account be opened in my name as per the particulars given below:

* indicates mandatory fields. Please fill the form in English and BLOCK letters with black ink pen. (Refer general guidelines at instructions page)
KYC Number, Retirement Adviser Code and Spouse Name fields are not applicable for Government & NPS Lite Subscribers

KYC Number (if applicable)		Generated from Central KYC Registry
Retirement Adviser Code (If applicable)		

1. PERSONAL DETAILS: (Please refer to Sr. No.1 of the instructions)

Name of Applicant in full	Shri <input type="checkbox"/>	Smt. <input type="checkbox"/>	Kumari <input type="checkbox"/>												
First Name*															
Middle Name															
Last Name															
Subscriber's Maiden Name (if any)															
Father's Name*	F	i	r	s	t	M	i	d	d	l	e	L	a	s	t
(Refer Sr. No. 1 of instructions)															
Mother's Name*	F	i	r	s	t	M	i	d	d	l	e	L	a	s	t
(Refer Sr. No. 1 of instructions)															
Father's name will be printed on PRAN card. In case, mother's name to be printed instead of father's name [Please tick (✓)]	<input type="checkbox"/>														
Date of Birth*	d	d	/	m	m	/	y	y	y	y	(Date of Birth should be supported by relevant documentary proof)				
City of Birth*															
Country of Birth*															
Gender* [Please tick (✓)]	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Others <input type="checkbox"/>	Nationality*	Indian <input type="checkbox"/>										
Marital Status*	Married <input type="checkbox"/>	Unmarried <input type="checkbox"/>	Others <input type="checkbox"/>												
Spouse Name*	F	i	r	s	t	M	i	d	d	l	e	L	a	s	t
(Refer Sr. No. 1 of instructions)															
Residential Status*	Indian														

2. PROOF OF IDENTITY (PoI)* (Any one of the documents need to be provided along with the identification number)

Passport		Passport Expiry Date	d	d	/	m	m	/	y	y	y	y		
Voter ID Card		PAN Card												
Driving License		Driving License Expiry Date	d	d	/	m	m	/	y	y	y	y		
NREGA JOB Card														
Others	Name of the ID													
														Please refer Sr. No. 2 of the instructions.
UID (Aadhaar)	<input type="checkbox"/>	(UIDI [Aadhaar] number not required.)												

As per the amendments made under Prevention of Money-Laundering (Maintenance of Records) Second Amendment Rules, 2019, PAN or Form 60 is mandatory under NPS. If you do not have PAN at present, please ensure that these details are provided within six months of submission of this Subscriber Registration Form.

3. PROOF OF ADDRESS (PoA)*

[Please tick (✓), as applicable]	Correspondence Address	Permanent Address
#Not more than 2 months old. Please refer Sr. No. 2 of the instructions	Passport /Driving License/UID (Aadhaar)/Voter ID card/NREGA Job Card/Ration Card/Others	Passport /Driving License/UID (Aadhaar)/Voter ID card/NREGA Job Card/Ration Card/Others
	Registered Lease/Sale agreement of residence/Municipal Tax Receipt	Registered Lease/Sale agreement of residence/Municipal Tax Receipt
	#Latest Piped Gas/Water/Electricity/Telephone[Landline or postpaid mobile] Bill	#Latest Piped Gas/Water/Electricity/Telephone[Landline or postpaid mobile] Bill

4.1 CORRESPONDENCE ADDRESS DETAILS*

Address Type*	Residential/Business <input type="checkbox"/>	Residential <input type="checkbox"/>	Business <input type="checkbox"/>	Registered Office <input type="checkbox"/>	Unspecified <input type="checkbox"/>
Flat/Room/Door/Block no.	Landmark				
Premises/Building/Village					
Road/Street/Lane					
Area/Locality/Taluk					
City/Town/District	PIN Code				
State/U.T.	C o u n t r y				

4.2 PERMANENT ADDRESS DETAILS*

Tick (✓) in the box in case the address is same as above.

Address Type*	Residential/Business <input type="checkbox"/>	Residential <input type="checkbox"/>	Business <input type="checkbox"/>	Registered Office <input type="checkbox"/>	Unspecified <input type="checkbox"/>
Flat/Room/Door/Block no.	Landmark				
Premises/Building/Village					
Road/Street/Lane					
Area/Locality/Taluk					
City/Town/District	PIN Code				
State/U.T.	C o u n t r y				

(iii) ACTIVE CHOICE – ASSET ALLOCATION (to be filled up only in case you have selected 'Active Choice' the investment option)

Asset Class	E (Cannot exceed 75%)	C (Max up to 100%)	G (Max up to 100%)	A (Cannot exceed 5%)	Total	Asset class E-Equity and related instruments; Asset class C-Corporate debt and related instruments; Asset class G-Government Bonds and related instruments; Asset Class A-Alternative Investment Funds including instruments like CMBS, MBS, REITS, AIFs, Invlts etc.
Specify %					100%	
Choices in Govt sector	Not available		Available	Not available	In case of Government employee/subscriber the Active choice of Asset Allocation is restricted to Asset Class 'G' only	

Please note:

- Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation.
- From 51 years and above, maximum permitted Equity Investment will be as per the equity allocation matrix provided in Annexure A. The tapering off of equity allocation will be carried out as per the matrix on date of birth.
- The total allocation across E, C, G and A asset classes must be equal to 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected.

(iv) AUTO CHOICE OPTION (to be filled up only in case you have selected the 'Auto Choice' investment option). In case, you do not indicate a choice of LC, your funds will be invested as per LC 50.

Life Cycle (LC) Funds	Please Tick (✓) Only One	Choices in Govt sector	Note: 1. LC 75- It is the Life cycle fund where the Cap to Equity investments is 75% of the total asset 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset 4. Govt. employee can exercise Auto Choice of Asset Allocation for LC 25 & LC 50 only
LC 75		Not available	
LC 50		Available	
LC 25			

11. DECLARATION ON FATCA* (Foreign Account Tax Compliance Act) COMPLIANCE (Please refer to Sr no. 7 of the instructions):**Section I***US Person* Yes No **Section II***

For the purposes of taxation, I am a resident in the following countries and my Tax Identification Number (TIN)/functional equivalent in each country is set out below or I have indicated that a TIN/functional equivalent is unavailable (kindly fill details of all countries of tax residence if more than one):

Particulars	Country (1)	Country (2)	Country (3)
Country/countries of tax residency			
Address in the jurisdiction for Tax Residence	Address Line 1		
	City/Town/Village		
	State		
	ZIP/Post Code		
Tax Identification Number (TIN)/Functional equivalent Number			
TIN/ Functional equivalent Number Issuing Country			
Validity of documentary evidence provided (Wherever applicable)	dd / mm / yyyy	dd / mm / yyyy	dd / mm / yyyy

"I certify that:

- It shall be my responsibility to educate myself and to comply at all times with all relevant laws relating to reporting under section 285BA of the Act read with the Rules 114F to 114H of the Income tax Rules, 1962 thereunder and the information provided in the Form is in accordance with the aforesaid rules,
- the information provided by me in the Form, its supporting Annexures as well as in the documentary evidence are, to the best of my knowledge and belief, true, correct and complete and that I have not withheld any material information that may affect the assessment/categorization of the account as a Reportable account or otherwise.
- I permit/authorise the NPS Trust to collect, store, communicate and process information relating to the Account and all transactions therein, by the NPS Trust and any of NPS intermediaries wherever situated including sharing, transfer and disclosure between them and to the authorities in and/or outside India of any confidential information for compliance with any law or regulation whether domestic or foreign.
- I undertake the responsibility to declare and disclose within 30 days from the date of change, any changes that may take place in the information provided in the Form, its supporting Annexures as well as in the documentary evidence provided by me or if any certification becomes incorrect and to provide fresh self-certification along with documentary evidence,
- I also agree that in case of my failure to disclose any material fact known to me, now or in future, the NPS Trust may report to any regulator and/or any authority designated by the Government of India (GOI) /RBI/IRDA/PFRDA for the purpose or take any other action as may be deemed appropriate by the NPS Trust if the deficiency is not remedied by me within the stipulated period.
- I hereby accept and acknowledge that the NPS Trust shall have the right and authority to carry out investigations from the information available in public domain for confirming the information provided by me to the NPS Trust
- I also agree to furnish such information and/or documents as the NPS Trust may require from time to time on account of any change in law either in India or abroad in the subject matter herein.
- I shall indemnify NPS Trust for any loss that may arise to the NPS Trust on account of providing incorrect or incomplete information.

Date Place : Name of subscriber

Signature/Thumb Impression* of Subscriber in black ink
(* LTI in case of male and RTI in case of females)

12. DECLARATION BY SUBSCRIBER* (Please refer to Sr no. 8 of the instructions)

Declaration & Authorization by all subscribers

I have read and understood the terms and conditions of the National Pension System and hereby agree to the same along with the PFRDA Act, regulations framed thereunder and declare that the information and documents furnished by me are true and correct, to the best of my knowledge and belief. I undertake to inform immediately the Central Record Keeping Agency/National Pension System Trust, of any change in the above information furnished by me. I do not hold any pre-existing account under NPS. I understand that I shall be fully liable for submission of any false or incorrect information or documents.

I further agree to be bound by the terms and conditions of provision of services by CRA, from time to time and any amendment thereof as approved by PFRDA, whether complete or partial without any new declaration being furnished by me. I shall be bound by the terms and conditions for the usage of I-PIN (to access CRA website and view details) & T-PIN.

Declaration under the Prevention of Money Laundering Act, 2002

I hereby declare that the contribution paid by me/on my behalf has been derived from legally declared and assessed sources of income. I understand that NPS Trust has the right to peruse my financial profile or share the information, with other government authorities. I further agree that NPS Trust has the right to close my PRAN in case I am found violating the provisions of any law relating to prevention of money laundering.

Date

Place :

Signature/Thumb Impression* of Subscriber in black ink
(* LTI in case of male and RTI in case of females)

13. DECLARATION BY EMPLOYER

Applicable to Government Subscribers only

(Subscribers Employment Details to be filled and attested by the Deptt. (All Details are Mandatory))

Date of Joining Date of Retirement

Employee Code/ID (If applicable) Employee Code/ID and PPAN are optional. If you intend to provide, mention any one.
PPAN (If applicable)

Group of Employee (Tick as applicable) Group A Group B Group C Group D

Office
Department
Ministry
DDO Registration Number
DTO/PAO/CDDO/DTA/PrAO Registration Number
Basic Pay
Pay Scale

It is certified that the details provided in this subscriber registration form by _____ employed with us, including the address and employment details provided above are as per the service record of the employee maintained by us. Also, it is further certified that he/she has read entries/entries have been read over to him/her by us and got confirmed by him/her.

Signature of the Authorised person (In the box above)	Rubber Stamp of the DDO (In the box above)	Signature of the Authorised person (In the box above)	Rubber Stamp of the DTO/PAO/CDDO/ DTA/PrAO (In the box above)
Designation of the Authorised Person <input type="text"/>		Designation of the Authorised Person <input type="text"/>	
Name of the DDO <input type="text"/>		Name of DTO/PAO/CDDO/DTA/PrAO <input type="text"/>	
Deptt/Ministry <input type="text"/>		Date <input type="text" value="dd/mm/yyyy"/>	

14. DECLARATION BY EMPLOYER/ CORPORATE

Applicable to Corporate Subscribers only

(Subscribers Employment Details to be filled and attested by Corporate (All Details are Mandatory))

Date of Joining Date of Retirement

Employee Code/ID

Corporate Regd. Number (CHO No.) Allotted by CRA

CBO No. allotted by CRA

Certified that the details provided in this subscriber registration form by _____ employed with us, including the employment details provided above are as per the service record of the employee maintained by us. Also, it is further certified that he / she has read the entries / entries have been read over to him / her by us and got confirmed by him / her.

Date

Place

Signature of the Authorised person (In the box above)

Designation of the Authorised Person

Rubber Stamp of the Corporate (In the box above)

15. DECLARATION BY THE AGGREGATOR

Applicable to NPS Lite Subscribers

Authorisation by Aggregator's office (NL - AO)

Certified that the subscriber is registered with the aggregator and he/she has opted to join NPS. I hereby declare that the subscriber is eligible to join NPS and the above declaration has been signed /thumb impressed before me byafter (s)he has read the entries/ entries have been read over to her/him by me.

Signature of the Authorised person (In the box above)	Rubber Stamp of the Aggregator (In the box above)

Name of the Aggregator NPS Lite Account Office (NL-AO) Registration Number NPS Lite - Collection Centre (NL - CC) Registration Number Membership No. allotted by Aggregator (if any) Place Date **16. TO BE FILLED BY POP-SP**Receipt No. (17 digits) POP-SP Registration Number Document accepted for date of Birth Proof: Copy of PAN card submitted YES NO KYC Compliance YES NO Documents Received: (Originals Verified) Self Certified (Attested) True CopiesIdentity Verification : Done **Existing Customer:**

I/we hereby certify/confirm that Shri/Smt/Kum is an existing KYC verified customer The above applicant is having an operative Bank/ Demat/Folio/.....account (specify nature of the account) having account number/client ID.....maintained at.....branch/office. The KYC documents available with us for this customer/client matches the requirement for opening NPS account and are in compliance with PMLA Rules/We further confirm that the Savings Bank a/c of Sh/Smt/Kum is not a 'Basic Savings Bank Deposit Account (applicable in case of Bank PoP)

To be filled by POP-SP		Name:
		Designation: Place:
POP-SP Seal	Signature of Authorized Signatory	Date <input style="width: 100px;" type="text"/>

[To be filled by CRA - Facilitation Centre (CRA-FC)]Received by CRA-FC Registration Number Received at Date Acknowledgement Number (by CRA-FC) PRAN Alloted **ACKNOWLEDGEMENT**Name of the Subscriber: Contribution Amount Remitted: ₹ Date of Receipt of Application and Contribution Amount:

Stamp and Signature of the Employer/PoP:

INSTRUCTIONS FOR FILLING THE SUBSCRIBER REGISTRATION FORM

General Guidelines

- (a) Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by cancelling and re-writing and such corrections should be countersigned by the applicant. Each box, wherever provided, should contain only one character (alphabet / number / punctuation mark) leaving a blank box after each word.
- (b) In case, you mention the KYC number submission of proof for the same is necessary.
- (c) Applications incomplete in any respect and/or not accompanied by required documents are liable to be rejected. The application is liable to be rejected if mandatory fields are left blank or the application form is printed back to back.
- (d) The subscriber should not sign across the photograph. The photograph should not be stapled or clipped to the form. If there is any mark on the photograph such that it hinders the clear visibility of the face of the subscriber, the application shall not be accepted.
- (e) Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification by the nodal office.
- (f) Name and Address of the applicant mentioned on the form, should match with the documentary proof submitted.
- (g) The subscriber's thumb's impression should be verified by the designated officer of POP-SP / Nodal Office.

S. No	Item No.	Item Details	Instructions																																																																
1	1	Personal Details	i. This Form is applicable only for Resident Indians. There is a separate Form for Non Resident Indians & Overseas Citizen of India. ii. Currently, Foreign Nationals / Other Country Individuals (OCI) and Persons of Indian Origin (PIO) are not allowed to open PRAN. iii. The applicant shall mention father's name and mother's name and shall select the option to be printed on PRAN Card.																																																																
		Spouse Name	If married, spouse name is mandatory.																																																																
		Father's Name	i. Father's name is mandatory. ii. If father's name has more than 30 digits, you may fill Annexure II for the same.																																																																
		Mother's Name	i. Mother's name is mandatory ii. If Mother's name has more than 30 digits, you may fill Annexure II for the same.																																																																
		Date of Birth	Please ensure that the date of birth matches as indicated in the document provided in the support.																																																																
2	2, 3 & 4	Identity, Correspondence & Permanent address details	<table border="1" style="width: 100%;"> <thead> <tr> <th>S.No</th> <th>Proof of Identity (Copy of any one)</th> <th>S.No</th> <th>Proof of Address (Copy of any one)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Passport issued by Government of India.</td> <td>1</td> <td>Passport issued by Government of India</td> </tr> <tr> <td>2</td> <td>Ration card with photograph.</td> <td>2</td> <td>Ration card with photograph and residential address</td> </tr> <tr> <td>3</td> <td>Bank Pass book or certificate with Photograph.</td> <td>3</td> <td>Bank Pass book or certificate with photograph and residential address</td> </tr> <tr> <td>4</td> <td>Certificate of the POP for an existing customer.</td> <td>4</td> <td>Certificate of the POP for an existing customer.</td> </tr> <tr> <td>5</td> <td>Voters Identity card with photograph and residential address.</td> <td>5</td> <td>Voters Identity card with photograph and residential address</td> </tr> <tr> <td>6</td> <td>Valid Driving license with photograph</td> <td>6</td> <td>Valid Driving license with photograph and residential address</td> </tr> <tr> <td>7</td> <td>Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly</td> <td>7</td> <td>Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc.</td> </tr> <tr> <td>8</td> <td>PAN Card issued by Income tax department</td> <td>8</td> <td>Certificate of address with photograph signed by a Member of Parliament or Member of Legislative Assembly</td> </tr> <tr> <td>9</td> <td>Aadhar Card / letter issued by Unique Identification Authority of India</td> <td>9</td> <td>Aadhar Card / letter issued by Unique Identification Authority of India clearly showing the address</td> </tr> <tr> <td>10</td> <td>Job cards issued by NREGA duly signed by an officer of the State Government</td> <td>10</td> <td>Job cards issued by NREGA duly signed by an officer of the State Government</td> </tr> <tr> <td>11</td> <td>Identity card issued by Central/State government and its Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings, Scheduled commercial Banks, Public Financial Institutions, Colleges affiliated to universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc.</td> <td>11</td> <td>The identity card/document with address or letter of allotment of accommodation issued by any of the following: Central/ State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Financial Institutions and listed companies for their employees. 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			13	Ex-Service Man Card issued by Ministry of Defence to their employees.	13	Latest Telephone bill (landline & postpaid mobile) in the name of the Subscriber / Claimant and showing the address (less than 2 months old)																																																													
14	Photo Credit card.	14	Latest Property/house Tax receipt (not more than one year old)																																																																
		15	Existing valid registered lease agreement of the house on stamp paper (in case of rented/leased accommodation)																																																																
		Note: (i) If the address on the document submitted for identity proof by the prospective customer is same as that declared by him/her in the account opening form, the document may be accepted as a valid proof of both identity and address. (ii) If the address indicated on the document submitted for identity proof differs from the current address mentioned in the account opening form, a separate proof of address should be obtained. All future communications will be sent to correspondence address. If correspondence & Permanent address are different, then proof for both have to be submitted. (iii) The KYC documents may be submitted within a period of 30 days after generation of PRAN. (Only for Government Subscribers)																																																																	
3	6	Politically Exposed Person	Politically Exposed Persons' (PEPs) are individuals who are or have been entrusted with prominent public functions in a foreign country, for example heads of state or of the government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials.																																																																
4	7	Subscriber's Bank Details	For Tier I & Tier II account, bank details are mandatory and it should be supported by a documentary proof. Please attach a cancelled cheque containing Subscriber Name, Bank Name, Bank Account Number and IFS Code. If cheque is not available or cheque is not preprinted with Subscriber name, a copy of bank passbook or bank statement or bank certificate or letter from Bank mentioning Subscriber Name, Bank Name, Bank Account No. and IFS Code should be submitted.																																																																
5	8	Subscriber's Nomination Details	In case of more than one nominee, percentage share value for all the nominees must be integer. Decimals/Fractional values shall not be accepted in the nomination(s). Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.																																																																
6	10	Pension Fund (PF) Selection and Investment Option	Government employee/subscribers can exercise choice of Pension Funds and allocate their investments either in Asset Class 'G' under 'Active Choice' and in Life Cycle Funds - LC 50 or LC 25 under 'Auto Choice'. In case a Government employee/subscribers does not exercise the choices of Pension Fund, their contributions will be allocated among 03 Pension Funds namely (i) LIC Pension Fund Limited (ii) SBI Pension Funds Pvt. Limited (iii) UTI Retirement Solutions Ltd.																																																																
7	11	Declaration by subscriber on FATCA Compliance	Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India <ul style="list-style-type: none"> Jurisdiction(s) of Tax Residence: Since US taxes the global income of its citizen, every US citizen of whatever nationality, is also a resident for tax purpose in USA. Tax Identification Number (TIN): TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a "Functional equivalent"), the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personal identification/services code/number and resident registration number) If applicant residence for tax purpose in jurisdiction(s) within India, Permanent Account Number (PAN) to be provided as Tax Identification Number (TIN) In case applicant is declaring US person status as 'No' but his/her Country of Birth is US, document evidencing Relinquishment of Citizenship should be provided or reasons for not having relinquishment certificate is to be provided 																																																																
8	12	Declaration by Subscriber	Signature / Thumb impression should only be within the box provided in the form. Thumb impression, if used, should be attested by the designated officer of POP/POP-SP/Nodal office with the official seal and stamp. Left Thumb Impression in case of males and Right Thumb Impression in case of females.																																																																

General Information for Subscribers

- a) The Subscriber can obtain the status of his/her application from CRA and their designated nodal officer.
- b) Subscribers are advised to retain the acknowledgement slip signed/ stamped by the designated nodal officer where they submit the application.
- c) For more information / clarifications, contact CRA:

Website: <https://www.npscra.nsdl.co.in>
 Call: 022-4090 4242
 Address: Central Recordkeeping Agency (CRA)
 NSDL e-Governance Infrastructure Limited
 1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg,
 Lower Parel (W), Mumbai - 400013

Equity Allocation Matrix for Active Choice

Age (years)	Max. Equity Allocation
Upto 50	75%
51	72.50%
52	70%
53	67.50%
54	65%
55	62.50%
56	60%
57	57.50%
58	55%
59	52.50%
60 & above	50%

Please note:

1. Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation.
2. From 51 years and above, maximum permitted Equity Investment will be as per the equity allocation matrix provided above. The tapering off of equity allocation will be carried out as per the matrix on date of birth.

Request for Scheme Preference Change under National Pension System (NPS)**NSDL e-Governance Infrastructure Limited**

(Please fill all the details in CAPITAL LETTERS & in BLACK INK only.)

For Nodal Office# use: Nodal Office Registration No. : _____Receipt No.: _____ Receipt Date: ____/____/____
(Mandatory for POP/POP-SP)

PRAN *: _____ Name of the Subscriber *: _____

Scheme Preference Change: Tier I **I. Default Pension Funds (PFs):**

The following Pension Funds (PFs) will act jointly as default PFs:

(a) LIC Pension Fund Limited (b) SBI Pension Funds Pvt. Limited (c) UTI Retirement Solutions Ltd.

II. Subscriber Scheme Choice

In case of Central Autonomous Bodies (CAB)/ State Government (SG)/State Autonomous Bodies (SAB) employees, selection made under this section is allowed only if choice to employees is notified by the respective State Govt/Ministry.

(i). PENSION FUND SELECTION:

PFM Name (Please select only one)	Please Tick (√) only one
Birla Sunlife Pension Management Limited	<input type="checkbox"/>
HDFC Pension Management Company Limited	<input type="checkbox"/>
ICICI Prudential Pension Funds Management Company Limited	<input type="checkbox"/>
Kotak Mahindra Pension Fund Limited	<input type="checkbox"/>
LIC Pension Fund Limited	<input type="checkbox"/>
SBI Pension Funds Private Limited	<input type="checkbox"/>
UTI Retirement Solutions Limited	<input type="checkbox"/>

* Selection of 01 Pension Fund is mandatory

(ii). INVESTMENT OPTION [Please Tick (√) in the box given below showing your investment option. Please tick only one, either Active Choice or Auto Choice].1. **ACTIVE CHOICE**

Asset Class G	Please Tick (√)	Note:
100%	<input type="checkbox"/>	1. Asset class G-100% of contribution will be invested in Government Bonds and related instruments 2. In case of Government employee/subscriber the Active choice of Asset Allocation is restricted to Asset Class 'G' only

2. **AUTO CHOICE**

Life Cycle (LC) Funds	Please Tick (√) Only One	Note:
LC50	<input type="checkbox"/>	1. Govt. employee can exercise Auto Choice of Asset Allocation for LC 25 & LC 50 only 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset.
LC25	<input type="checkbox"/>	

CRA generated Acknowledgement Number (to be filled by Nodal Office): _____

I _____, the applicant, do hereby declare that
Information stated above is true to the best of my information & belief.Date : _____
D D M M Y Y Y YSignature/ Thumb
Impression of the Subscriber

Scheme Preference Change: Tier II

(i). PENSION FUND SELECTION:

PFM Name (Please select only one)	Please Tick (✓) only one
Birla Sunlife Pension Management Limited	<input type="checkbox"/>
HDFC Pension Management Company Limited	<input type="checkbox"/>
ICICI Prudential Pension Funds Management Company Limited	<input type="checkbox"/>
Kotak Mahindra Pension Fund Limited	<input type="checkbox"/>
LIC Pension Fund Limited	<input type="checkbox"/>
SBI Pension Funds Private Limited	<input type="checkbox"/>
UTI Retirement Solutions Limited	<input type="checkbox"/>

(ii). Investment Option : (Please Tick (✓) in the box given below showing your investment option)Active Choice Auto Choice

Please note:

- In case you select Active Choice fill up section (iii) below and if you select Auto Choice fill up section (iv) below.
- In case you do not indicate any investment option, your funds will be invested in Auto Choice (LC 50)
- In case you have opted for Auto Choice and fill up section (iii) below relating to Asset Allocation, the Asset Allocation instructions will be ignored and investment will be made as per Auto Choice (LC 50).

(iii). Active Choice Asset Allocation (to be filled up only in case you have selected the 'Active Choice' investment option)

Asset Class	E (Cannot exceed 75%)	C (Max up to 100%)	G (Max up to 100%)	Total	Asset class E-Equity and related instruments; Asset class C-Corporate debt and related instruments; Asset class G-Government Bonds and related instruments.
Specify %				100%	

Please note:

- Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation.
- From 51 years and above, maximum permitted Equity Investment will be as per the equity allocation matrix provided in **Annexure A**. The tapering off of equity allocation will be carried out as per the matrix on date of birth.
- The total allocation across E, C, G and A asset classes must be equal to 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected.

iv) Auto Choice Option (To be filled up only in case you have selected the 'Auto Choice' investment option). In case, you do not indicate a choice of LC, your funds will be invested as per LC 50.

Life Cycle (LC) Funds	Please Tick (✓) Only One	Note: 1. LC 75- It is the Life cycle fund where the Cap to Equity investments is 75% of the total asset 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset
LC75	<input type="checkbox"/>	
LC50	<input type="checkbox"/>	
LC25	<input type="checkbox"/>	

CRA generated Acknowledgement Number (to be filled by Nodal Office): _____

I _____, the applicant, do hereby declare that Information stated above is true to the best of my information & belief.

Date :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Signature/ Thumb
Impression of the Subscriber

TO BE FILLED/ATTESTED BY DDO (Mandatory if the request is processed by the associated Nodal Office)

Rubber Stamp of the DDO

Signature of the DDO
Name : _____ Designation: _____

TO BE FILLED/ATTESTED BY NODAL OFFICE

Rubber Stamp of the Nodal Office

Signature of the Nodal Office (PAO/DTO/DTA/POP/POP-SP)
Name : _____ Designation: _____

Acknowledgement to the Subscriber

(To be filled by Nodal Office)

Scheme Preference Change:

Tier I

Tier II

Nodal Office Registration Number: _____

PRAN:

Name of the Subscriber: _____

Date: __/__/____

Time Stamp: _____

Receipt Number
(Mandatory for POP/POP-SP)

1. POP Transaction Charges:

Rs.

2. Tax as applicable:

Rs.

3. Total Charges:

Rs.

Signature/Stamp of Nodal Office/Place

Instructions for filling the Form

- The Government Subscribers shall use this form for Scheme Preference Change for Tier I and Tier II account.
- Nodal Office[#] refers to PAO/DTO/DTA or a POP/POP-SP.
- All fields mark with (*) are mandatory. All Dates should be in DDMMYYYY Format.
- For Tier I, the Subscribers shall submit the application to associated Nodal Office only.
- For Tier II, the Subscribers shall submit the application to associated Nodal Office or POP.
- For more details on scheme preference change, you may visit CRA website (www.npscra.nsdl.co.in).

Equity Allocation Matrix for Active Choice

Age (years)	Max. Equity Allocation
Upto 50	75%
51	72.50%
52	70%
53	67.50%
54	65%
55	62.50%
56	60%
57	57.50%
58	55%
59	52.50%
60 & above	50%

Please note:

1. Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation.
2. From 51 years and above, maximum permitted Equity Investment will be as per the equity allocation matrix provided above. The tapering off of equity allocation will be carried out as per the matrix on date of birth.

National Pension System (NPS) - Request for Subscriber Shifting NSDL e-Governance Infrastructure Limited

(Please fill all the details in CAPITAL LETTERS & in BLACK INK only. All fields / sections marked in * are mandatory.)

Section A - General Information* (Mandatory for all sector Subscribers. Please tick the respective block which is applicable.)

I) Subscriber's Name *: _____
(First Name) (Middle Name) (Last Name)

II) PRAN (Permanent Retirement Account Number) *:

III) Existing PRAN association (Refer Instruction No. I)

a) Sector: * Central Government State Government All Citizens of India (UOS) Corporate Sector

b) DDO / CBO / POP-SP Reg. No: * _____ DDO / CBO / POP-SP Name: * _____

IV) Target PRAN association (Refer Instruction No. II)

a) Sector: * Central Government State Government All Citizens of India (UOS) Corporate Sector

b) DDO / CBO / POP-SP Reg. No: * _____ DDO / CBO / POP-SP Name: * _____

V) PAN

VI) Nomination Details* (Mandatory - You can nominate up to a maximum of 3 nominees and if you desire so please fill Additional Nomination Form provided on Page 5&6. Please refer to Instruction No. VI.)

Nominee's Name: : _____
(First Name) (Middle Name) (Last Name)

Relationship with the Nominee: Date of Birth (In Case of Minor):
D D M M Y Y Y Y

Nominee's Guardian Details (in case of a minor): _____
(First Name) (Middle Name) (Last Name)

Section B - Additional information for Subscribers shifting to Government Sector

I. Employment Details (All Details are Mandatory):

[Subscriber's Employment Details to be filled and attested by DDO. Please refer to Instruction No. VII, VIII & IX]

a) Date of Joining: (dd/mm/yyyy) b) Date of Retirement: (dd/mm/yyyy)

c) Group of the Employee : A B C D

d) Office:

e) Department:

f) Ministry:

g) Basic Salary:

h) Pay Scale:

II. Scheme Preference Details: Please submit Subscriber Scheme Preference details on Page 4.

Certified that the above declaration has been signed / thumb impressed before me by _____ after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her. Also certified that the employment details are as per employee records available with the Department

Signature of the Authorised Person _____

Rubber Stamp of the DDO

Designation of the Authorised Person _____

Name of the DDO _____

Date

Department / Ministry _____

INSTRUCTIONS FOR FILLING THE FORM

- I. Details of the DDO / CBO / POP-SP with which the PRAN is currently associated.
- II. Details of the DDO / CBO / POP-SP with which the PRAN will be associated after shifting.
- III. Please quote the correct PRAN and attach a copy of the PRAN card.
- IV. This form is to be used by the Subscriber only.
- V. Sector for 'Existing PRAN association' and 'Target PRAN association' can be the same only if a Subscriber is shifting from one State Government to another State.
- VI. In case of more than one nominee, percentage share value for all the nominees must be integer. Decimals/Fractional values shall not be accepted in the nomination(s). Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.
- VII. Employment details are to be captured in CRA system by the target PAO/DTO/DTA along with other details, if the Subscriber is shifting from UOS to Central / State Government sector.
- VIII. Nodal Office have to modify the employment details of the Subscriber after the shifting of the PRAN, in case of Subscriber Shifting from Central Government to State Government or vice versa or across two State Governments, i.e, both existing and new PRAN association are Government Sectors.
- IX. On execution of Subscriber Shifting request, Nodal Office shall ensure that the Subscriber is FATCA compliant in the CRA system (Applicable if subscriber is registered on/after July 1, 2014).
- X. Illustrative list of documents acceptable as proof of identity and address.

S.No	Proof of Identity (Copy of any one)	S.No	Proof of Address (Copy of any one)
1	Passport issued by Government of India.	1	Passport issued by Government of India
2	Ration card with photograph.	2	Ration card with photograph and residential address
3	Bank Pass book or certificate with Photograph.	3	Bank Pass book or certificate with photograph and residential address
4	Certificate of the POP for an existing customer.	4	Certificate of the POP for an existing customer.
5	Voters Identity card with photograph and residential address.	5	Voters Identity card with photograph and residential address
6	Valid Driving license with photograph	6	Valid Driving license with photograph and residential address
7	Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly	7	Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc.
8	PAN Card issued by Income tax department	8	Certificate of address with photograph signed by a Member of Parliament or Member of Legislative Assembly
9	Aadhar Card / letter issued by Unique Identification Authority of India	9	Aadhar Card / letter issued by Unique Identification Authority of India clearly showing the address
10	Job cards issued by NREGA duly signed by an officer of the State Government	10	Job cards issued by NREGA duly signed by an officer of the State Government
11	Identity card issued by Central/State government and its Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings, Scheduled commercial Banks, Public Financial Institutions, Colleges affiliated to universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc.	11	The identity card/document with address or letter of allotment of accomodation issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Financial Institutions and listed companises for their employees. Pension or Family Pension Payment Orders issued by Govt. Departments or PSU containing address.
12	Photo. Identity Card issued by Defence, Paramilitary and Police department's	12	Latest Electricity/water/piped gas bill in the name of the Subscriber / Claimant and showing the address (less than 2 months old)
13	Ex-Service Man Card issued by Ministry of Defence to their employees.	13	Latest Telephone bill (landline & postpaid mobile) in the name of the Subscriber / Claimant and showing the address (less than 2 months old)
14	Photo Credit card.	14	Latest Property/house Tax receipt (not more than one year old)
		15	Existing valid registered lease agreement of the house on stamp paper (in case of rented/leased accomodation)

Note:

You are required to bring original documents & two self-attested photocopies for verification.

SUBSCRIBER SCHEME PREFERENCE:**(i). PENSION FUND SELECTION – (TIER I): Please read below conditions before opting for the choice of Pension Funds:**

1. Government Sector: The following Pension Funds (PFs) will act jointly as default PFs, if choice is not exercised by the government employee/subscriber

(a) LIC Pension Fund Limited (b) SBI Pension Funds Pvt. Limited (c) UTI Retirement Solutions Ltd.

In case of Central Autonomous Bodies (CAB)/ State Government (SG)/State Autonomous Bodies (SAB) employees, selection made under this section needs to be ignored, if choice to employees is not notified by the respective State Govt/Ministry.

2. All Citizens of India Sector: Subscribers have the option to choose the available PFs as per their choice in the table below.

3. Corporate Sector: Subscribers shall have the option to choose the available PFs as per the below table in consultation with their respective Employer.

<u>Name of the Pension Fund (Please select only one)</u>	<u>Please Tick (√) only one</u>	<u>Default Choice of Pension Funds</u>
LIC Pension Fund Limited	<input type="checkbox"/>	Available in Government sector, if employee/subscriber does not exercise choice of PF
SBI Pension Funds Private Limited	<input type="checkbox"/>	
UTI Retirement Solutions Limited	<input type="checkbox"/>	
ICICI Prudential Pension Funds Management Company Limited	<input type="checkbox"/>	
Kotak Mahindra Pension Fund Limited	<input type="checkbox"/>	
HDFC Pension Management Company Limited	<input type="checkbox"/>	
Birla Sunlife Pension Management Limited	<input type="checkbox"/>	

* Selection of 01 Pension Fund is mandatory for All Citizens subscriber

(ii). INVESTMENT OPTION [Please Tick (√) in the box given below showing your investment option].

Active Choice Auto Choice

Please note:

- In case you select Active Choice fill up section (iii) below and if you select Auto Choice fill up section (iv) below.
- In case you do not indicate any investment option, your funds will be invested in Auto Choice (LC 50).
- In case you have opted for Auto Choice and fill up section (iii) below relating to Asset Allocation, the Asset Allocation instructions will be ignored and investment will be made as per Auto Choice (LC 50).

(iii) ACTIVE CHOICE-ASSET ALLOCATION (To be filled up only in case you have selected 'Active Choice' the investment option)

Asset Class	E (Cannot exceed 75%)	C (Max up to 100%)	G (Max up to 100%)	A (Cannot exceed 5%)	Total	Note:1. Asset class E-Equity and related instruments; Asset class C-Corporate debt and related instruments; Asset class G-Government Bonds and related instruments; Asset Class A-Alternative Investment Funds including instruments like CMBS, MBS, REITS, AIFs, Invts. Etc.
Specify %					100%	
Choices in Govt sector	Not available		Available	Not available	In case of Government employee/subscriber the Active choice of Asset Allocation is restricted to Asset Class 'G' only	

Please note:

- Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation.
- From 51 years and above, maximum permitted Equity Investment will be as per the equity allocation matrix provided in **Annexure A**. The tapering off of equity allocation will be carried out as per the matrix on date of birth.
- The total allocation across E, C, G and A asset classes must be equal to 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected.

(iv) AUTO CHOICE OPTION (to be filled up only in case you have selected the 'Auto Choice' investment option. In case, you do not indicate a choice of LC, your funds will be invested as per LC 50.)

Life Cycle (LC) Funds	Please Tick (√) Only One	Choices in Govt sector	Note: 1. LC 75- It is the Life cycle fund where the Cap to Equity investments is 75% of the total asset 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset 4. Govt. employee can exercise Auto Choice of Asset Allocation for LC 25 & LC 50 only
LC75	<input type="checkbox"/>	Not available	
LC50	<input type="checkbox"/>	Available	
LC25	<input type="checkbox"/>		

Date: _____ Place: _____

Name of Subscriber: _____

Signature/Thumb Impression* of Subscriber in black ink
(* LTI in case of male and RTI in case of females)

ADDITIONAL NOMINATION FORM

The details of nominees to whom the outstanding pension wealth of the Subscriber is payable in case of the demise of the Subscriber before entire proceeds are withdrawn is to be provided hereunder (Please refer instruction no: VI). Also, please note that in case of demise of the Subscriber after opting for deferred withdrawal, all the outstanding pension wealth present in the NPS account of the Subscriber shall be withdrawn upon receiving the request and paid to the nominees as mentioned in this form and the same would be treated as full and final discharge of the obligation.

I, _____ hereby nominate the person(s) mentioned below who is/are member(s)/ of my family to receive the amount in my PRAN account under National Pension System in the event of my death.

1. Name of the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee
First Name _____	First Name _____	First Name _____
Middle Name _____	Middle Name _____	Middle Name _____
Last Name _____	Last Name _____	Last Name _____

2. Present Communication address of the Nominees*:

Address of 1st Nominee	Address of 2nd Nominee	Address of 3rd nominee
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Date of Birth* (Only in case of a minor. In DD/MM/YYYY):

1st Nominee: ___/___/_____	2nd Nominee: ___/___/_____	3rd Nominee: ___/___/_____
----------------------------	----------------------------	----------------------------

4. Relationship with the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee
_____	_____	_____

5. Percentage Share*:

1st Nominee _____%	2nd Nominee _____%	3rd Nominee _____%
--------------------	--------------------	--------------------

6. Nominee's Guardian Details (Only in case of a minor):

1st Nominee's Guardian Details	2nd Nominee's Guardian Details	3rd Nominee's Guardian Details
First Name _____	First Name _____	First Name _____
Middle Name _____	Middle Name _____	Middle Name _____
Last Name _____	Last Name _____	Last Name _____

Signature/ Thumb Impression* of the Subscriber

Dated this _____ day of _____ 20 at _____

TO BE FILLED/ATTESTED BY POP-SP/DDO

Certified that the above declaration and nomination details has been signed / thumb impressed before me by Sh/Smt/Ms. _____ after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her.

Rubber stamp of the POP-SP/DDO

Signature of the Authorised Person

POP-SP/DDO Registration Number _____
(Allotted by CRA)

Designation of the Authorised Person : _____

POP-SP/DDO Office Name _____

Date: _____

TO BE FILLED/ATTESTED BY POP/POP SP/PAO/DTO/DTA PrAO

POP/POP-SP/PAO/DTO/DTA/PrAO Registration Number
(Allotted by CRA): _____

Rubber Stamp of the POP/POP-SP/PAO/DTO/DTA/PrAO

Signature of the Authorised Person

Equity Allocation Matrix for Active Choice

Age (years)	Max. Equity Allocation
Upto 50	75%
51	72.50%
52	70%
53	67.50%
54	65%
55	62.50%
56	60%
57	57.50%
58	55%
59	52.50%
60 & above	50%

Please note:

1. Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation.
2. From 51 years and above, maximum permitted Equity Investment will be as per the equity allocation matrix provided above. The tapering off of equity allocation will be carried out as per the matrix on date of birth.

Statement showing the subscription particulars under NPS/CPS (to be submitted to the concerned Treasury)

Name of the Employee/Designation:

Name of the Office:

Employee ID:

Designation of the DDO:

PRAN Number:

DDO Code:

Date of Appointment:

Salary for the Month of	Basic Pay	Da/DA Arrears if any	Total (2+3)	Subscription Recovered if any	Token Number/Trans ID of the Bill	Gross Amount of Bill	Net Amount of Bill	Date of Encashment of the Bill	Major Head of the Bill	Remarks
1	2	3	4	5	6	7	8	9	10	11
Totals										

Verified that Total amount of Rs.....(in words is Recovered from the individual towards CPS for the period rom..... to.....

Signature of the DDO

1. Verified Account Statement of the Individual and confirmed the missing credit.
2. Verified Form 47 of the respective month
3. Verified the above records with reference to the CPS Schedule of the respective month
4. Verified reconciliation report of respective month
5. Verified the records with reference to the Text file uploaded to NSDL
6. CPS subscription amount is in our PD Account
7. The above missing credits not uploaded before

Verified

Stamp & Signature of the Treasury Officer

NATIONAL PENSION SYSTEM (NPS)

Central Recordkeeping Agency (CRA) - NSDL e-Governance Infrastructure Limited

Request For Change/Correction in Subscriber Master Details And/Or Reissue of I-PIN/T-PIN/PRAN Card

[To avoid mistake(s), please read the accompanying instructions carefully before filling up the form]

For POP-SP/DDO/NL-CC use:

Registration No. _____

Date of Receipt: _____

Signature and Stamp of POP-SP/DDO/NL-CC

For POP/POP-SP/PAO/DTO/DTA/PrAO/ NL-AO/NL-OO use:

Registration No.: _____

Date of Receipt : _____ POP/POP-SP/PAO/DTO/DTA/PrAO/NL-AO/
NL-OO Stamp:

Entered By : _____ Date: _____

Verified By: _____ Date: _____

Receipt No.: (Mandatory for POP/POP-SP)

Acknowledgement No.

(To be filled by Nodal Office as generated by NPSCAN / CRA system)

I hereby request for the following details for the change [Please tick (✓)].

A) Change or Correction in Subscriber Master Details **B) Reissue of I-PIN or T-PIN** (Not Applicable for NPS-Lite Subscriber) **C) Reissue of PRAN Card** **Permanent Retirement Account Number *:**

I hereby submit the following details of change. [Please tick (✓) the box on left margin of appropriate row where change/correction is required and provide the details in the corresponding rows.]

Section A – Change or Correction in Subscriber Master Details (* Indicates Mandatory Field) **1. PERSONAL DETAILS:** (Please refer to Sr. No.1 of the instructions)Name of Applicant in full Shri Smt. Kumari First Name* Middle Name Last Name Subscriber's Maiden Name **Father's Full Name:**First Name Middle Name Last Name **Mother's Full Name:**First Name Middle Name Last Name Date of Birth

(Date of Birth should be supported by relevant documentary proof. Nodal Office shall verify the same before updating details in the CRA system.)

Gender [please tick (✓)] Male Female Others Marital Status [please tick (✓)] Married Unmarried Others PAN CARD Spouse Name

(Refer Sr. No. 1 of instructions)

KYC Number Generated from Central KYC Registry. Submission of proof for the same is necessary.Retirement Adviser Code **KYC Number, Retirement Adviser Code and Spouse Name fields are not applicable for Government & NPS Lite Subscribers** **2. PROOF OF IDENTITY (PoI)** (Any one of the documents need to be provided along with the identification number) [Please refer Sr. No. 2 of the instructions]Passport Passport Expiry Date Voter ID Card PAN Card Driving License Driving License Expiry Date NREGA JOB Card Others Name of the ID I D N u m b e r Please refer Sr. No. 2 of the instructions.UID (Aadhaar) (UIDI [Aadhaar] number not required.)

<input type="checkbox"/> 3. PROOF OF ADDRESS (PoA)	Correspondence Address	Permanent Address
[Please tick (✓), as applicable] #Not more than 2 months old. Please refer Sr. No. 2 of the instructions	Passport /Driving License/UID (Aadhaar)/Voter ID card/NREGA Job Card/Ration Card/Others	Passport /Driving License/UID (Aadhaar)/Voter ID card/NREGA Job Card/Ration Card/Others
	Registered Lease/Sale agreement of residence/Municipal Tax Receipt	Registered Lease/Sale agreement of residence/Municipal Tax Receipt
	#Latest Piped Gas/Water/Electricity/Telephone[Landline or postpaid mobile] Bill	#Latest Piped Gas/Water/Electricity/Telephone[Landline or postpaid mobile] Bill

4.1 CORRESPONDENCE ADDRESS DETAILS [Please refer Sr. No. 2 of the instructions]

Address Type* Residential/Business Residential Business Registered Office Unspecified

Flat/Room/Door/Block no. _____ Landmark _____

Premises/Building/Village _____

Road/Street/Lane _____

Area/Locality/Taluk _____

City/Town/District _____ PIN Code _____

State/U.T. _____ C o u n t r y _____

4.2 PERMANENT ADDRESS DETAILS [Tick (✓) in the box in case the address is same as above.] (Please refer Sr. No. 2 of the instructions)

Address Type* Residential/Business Residential Business Registered Office Unspecified

Flat/Room/Door/Block no. _____ Landmark _____

Premises/Building/Village _____

Road/Street/Lane _____

Area/Locality/Taluk _____

City/Town/District _____ PIN Code _____

State/U.T. _____ C o u n t r y _____

5. CONTACT DETAILS

Tel. (Off) (with STD code) + _____ Tel. (Res) (with STD code) + _____

Mobile + 9 1 _____ (Mobile Number is required for communication and to get SMS alerts)

Email ID _____

6. OTHER DETAILS (Please refer to Sr no. 3 of the instructions)

► Occupation Details [please tick(✓)]

Private Sector Public Sector Government Sector Professional

Self Employed Homemaker Student Others (Please Specify) _____

► Income Range (per annum) Upto 1 lac 1 lac to 5 lac 5 lac to 10 lac 10 lac to 25 lac 25 lac and above

► Educational Qualifications Below SSC SSC HSC Graduate Masters Professionals (CA, CS, CMA, etc.)

► Please Tick If Applicable Politically exposed person Related to Politically exposed Person (Please refer instruction no.3)

7. SUBSCRIBER BANK DETAILS [All bank details are mandatory except MICR Code.] (Please refer to Sr no. 4 of the instructions)

You want to change Bank details of: Tier I Tier II

(In case you want to change bank details in both Tier I & Tier II Account, tick both check box)

Tier I Account : Savings A/c Current A/c

Bank A/c Number _____

Bank Name _____

Branch Name _____

Branch Address _____ PIN Code _____

State/U.T. _____ C o u n t r y _____

Bank MICR Code _____ IFS Code _____

Tier II Account: If same as Tier I, Please Tick (✓) else, provide the details below:

Savings A/c Current A/c

Bank A/c Number _____

Bank Name _____

Branch Name _____

Branch Address _____ PIN Code _____

State/U.T. _____ C o u n t r y _____

Bank MICR Code _____ IFS Code _____

8. SUBSCRIBERS NOMINATION DETAILS (Please refer to Sr. No . 5 of the instructions)

You want to change Nomination details of: Tier I Tier II

(In case you want to change nomination details in both Tier I & Tier II Account, tick both check box)

Tier I Account :

Name of the Nominee (You can nominate up to a maximum of 3 nominees and if you desire so please fill in Additional Nomination Form provided on page no. 4 & 5 separately.)

First Name	Middle Name	Last Name
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

Relationship with the Nominee Date of Birth (In case of Minor)

Nominee's Guardian Details (in case of a minor)

First Name	Middle Name	Last Name
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

Tier II Account : If same as Tier I, Please Tick (✓) else, provide the details below:

Name of the Nominee (You can nominate up to a maximum of 3 nominees and if you desire so please fill Additional Nomination Form provided on pages 4 & 5 separately)

First Name	Middle Name	Last Name
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

Relationship with the Nominee Date of Birth (In case of Minor)

Nominee's Guardian Details (in case of a minor)

First Name	Middle Name	Last Name
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

Section B – Request for Reissue of I-PIN/T-PIN (Not Applicable for NPS-Lite Subscriber)

I hereby request you to reissue the following

T-PIN I-PIN

Section C – Request for Reissue of PRAN card.

Reissue of T-PIN, I-PIN and reissue of PRAN card will be chargeable to Subscriber/employer by CRA. PRAN Card will be re-printed as per the preference given at the time of registration under NPS.

I _____, the applicant, do hereby declare that the information provided above is true to the best of my knowledge & belief. Date : <input style="width:150px;" type="text"/>	Signature/Thumb Impression* of the Subscriber
--	--

To be filled by POP / POP-SP

KYC Compliance : Yes

KYC document accepted for identify proof : _____

KYC document accepted for address proof : _____

Copy of PAN card submitted : Yes No

PAN Compliance : Yes

	Signature of Authorized Signatory
	Name : _____ Place : _____ Designation : _____ Date : <input style="width:150px;" type="text"/>
POP / POP-SP Seal	

ADDITIONAL NOMINATION FORM
INSTRUCTIONS FOR FILLING IN THE FORM

The details of nominees to whom the outstanding pension wealth of the Subscriber is payable in case of the demise of the Subscriber before entire proceeds are withdrawn is to be provided hereunder (Please refer instruction no: 5). Also, please note that in case of demise of the Subscriber after opting for deferred withdrawal, all the outstanding pension wealth present in the NPS account of the Subscriber shall be withdrawn upon receiving the request and paid to the nominees as mentioned in this form and the same would be treated as full and final discharge of the obligation.

I hereby submit the Nomination details for: (Please Tick{✓}) Tier I Tier II account under NPS.

(Please Tick on above both the option (i.e Tier I and Tier II) in case you want to retain same nomination for both account and in case of different nomination kindly fill separate Nomination Form)

I, _____ hereby nominate the person(s) mentioned below who is/are member(s)/ of my family to receive the amount in my PRAN account under National Pension System in the event of my death.

1. Name of the Nominee:

1st Nominee	2nd Nominee	3rd Nominee
First Name <input type="text"/>	First Name <input type="text"/>	First Name <input type="text"/>
Middle Name <input type="text"/>	Middle Name <input type="text"/>	Middle Name <input type="text"/>
Last Name <input type="text"/>	Last Name <input type="text"/>	Last Name <input type="text"/>

2. Present Communication address of the nominees:

Address of 1st Nominee	Address of 2nd Nominee	Address of 3rd Nominee
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Date of Birth* (Only in case of a minor):

1st Nominee <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2nd Nominee <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	3rd Nominee <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
---	---	---

4. Relationship with the Nominee:

1st Nominee	2nd Nominee	3rd Nominee
<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Percentage Share:

1st Nominee <input type="text"/> %	2nd Nominee <input type="text"/> %	3rd Nominee <input type="text"/> %
------------------------------------	------------------------------------	------------------------------------

6. Nominee's Guardian Details (Only in case of a minor):

1st Nominee's Guardian Details	2nd Nominee's Guardian Details	3rd Nominee's Guardian Details
First Name <input type="text"/>	First Name <input type="text"/>	First Name <input type="text"/>
Middle Name <input type="text"/>	Middle Name <input type="text"/>	Middle Name <input type="text"/>
Last Name <input type="text"/>	Last Name <input type="text"/>	Last Name <input type="text"/>

Dated this _____ day of _____ 20 ____ at _____

Signature/ Thumb Impression* of the Subscriber

*Note: Left thumb impression in case of illiterate male Subscriber and Right thumb impression in case of illiterate female subscriber must be obtained.

TO BE FILLED/ATTESTED BY POP-SP/DDO/NL-CC

Certified that the above declaration and nomination details has been signed / thumb impressed before me by Sh/Smt/Ms. _____
 _____ after he / she have read the entries / entries have been read over to him / her by me and got confirmed by him / her.

Rubber Stamp of the POP-SP/DDO/NL-CC

Signature of the Authorised Person

POP-SP/DDO/NL-CC Registration Number _____
 (Allotted by CRA)

Designation of the Authorised Person : _____

POP-SP/DDO/NL-CC Office Name : _____

Date

d	d	/	m	m	/	y	y	y	y
---	---	---	---	---	---	---	---	---	---

TO BE FILLED/ATTESTED BY POP/POP-SP/PAO/DTO/DTA/PrAO/NL-AO/NL-OO

POP/POP-SP/PAO/DTO/DTA/PrAO/NL-AO/NL-OO Registration Number
 (Allotted by CRA): _____

Rubber Stamp of the POP/POP-SP/PAO/DTO/DTA/PrAO/NL-AO/NL-OO

Signature of the Authorised Person

INSTRUCTIONS FOR FILLING THE FORM**General Guidelines**

- (a) This form is to be used for the purpose of change/correction in Subscriber master details, reissue of I-Pin /T-Pin, reissue of PRAN card.
 (b) The form is to be submitted at the Nodal Office POP/POP-SP for carrying out the necessary changes.
 (c) Please tick the box on the left margin of appropriate row where change/correction is required and provide the details in the corresponding row. Please strike off the remaining blank rows for which no change is requested.
 (d) Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
 (e) Details Marked with (*) are the mandatory fields. Mention 12 digits PRAN correctly.
 (f) All Dates should be in "DD/MM/YYYY" Format.
 (g) Reissue of T-PIN, I-PIN (*Not Applicable for NPS-Lite Subscriber*) and reissue of PRAN card will be chargeable to Subscriber/employer by CRA.

S. No	Item No.	Item Details	Instructions																																																																
1	1	Spouse Name	If married, spouse name is mandatory.																																																																
2	2, 3 & 4	Identity, Correspondence & Permanent address details	<table border="1"> <thead> <tr> <th>S.No</th> <th>Proof of Identity (Copy of any one)</th> <th>S.No</th> <th>Proof of Address (Copy of any one)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Passport issued by Government of India.</td> <td>1</td> <td>Passport issued by Government of India</td> </tr> <tr> <td>2</td> <td>Ration card with photograph.</td> <td>2</td> <td>Ration card with photograph and residential address</td> </tr> <tr> <td>3</td> <td>Bank Pass book or certificate with Photograph.</td> <td>3</td> <td>Bank Pass book or certificate with photograph and residential address</td> </tr> <tr> <td>4</td> <td>Certificate of the POP for an existing customer.</td> <td>4</td> <td>Certificate of the POP for an existing customer.</td> </tr> <tr> <td>5</td> <td>Voters Identity card with photograph and residential address.</td> <td>5</td> <td>Voters Identity card with photograph and residential address</td> </tr> <tr> <td>6</td> <td>Valid Driving license with photograph</td> <td>6</td> <td>Valid Driving license with photograph and residential address</td> </tr> <tr> <td>7</td> <td>Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly</td> <td>7</td> <td>Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc.</td> </tr> <tr> <td>8</td> <td>PAN Card issued by Income tax department</td> <td>8</td> <td>Certificate of address with photograph signed by a Member of Parliament or Member of Legislative Assembly</td> </tr> <tr> <td>9</td> <td>Aadhar Card / letter issued by Unique Identification Authority of India</td> <td>9</td> <td>Aadhar Card / letter issued by Unique Identification Authority of India clearly showing the address</td> </tr> <tr> <td>10</td> <td>Job cards issued by NREGA duly signed by an officer of the State Government</td> <td>10</td> <td>Job cards issued by NREGA duly signed by an officer of the State Government</td> </tr> <tr> <td>11</td> <td>Identity card issued by Central/State government and its Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings, Scheduled commercial Banks, Public Financial Institutions, Colleges affiliated to universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc.</td> <td>11</td> <td>The identity card/document with address or letter of allotment of accommodation issued by any of the following: Central/ State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Financial Institutions and listed companies for their employees. 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			Note: (i) If the address on the document submitted for identity proof by the prospective customer is same as that declared by him/her in the account opening form, the document may be accepted as a valid proof of both identity and address. (ii) If the address indicated on the document submitted for identity proof differs from the current address mentioned in the account opening form, a separate proof of address should be obtained. All future communications will be sent to correspondence address. If correspondence & Permanent address are different, then proof for both have to be submitted.																																																																
3	6	Politically Exposed Person	Politically Exposed Persons' (PEPs) are individuals who are or have been entrusted with prominent public functions in a foreign country, for example heads of state or of the government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials.																																																																
4	7	Subscriber's Bank Details	In case, subscriber provides bank details, it should be supported by a documentary proof. Please attach a cancelled cheque containing Subscriber Name, Bank Name, Bank Account Number and IFS Code. If cheque is not available or cheque is not preprinted with Subscriber name, a copy of bank passbook or bank statement or bank certificate or letter from Bank mentioning Subscriber Name, Bank Name, Bank Account No. and IFS Code should be submitted.																																																																
5	8	Subscriber's Nomination Details	In case of more than one nominee, percentage share value for all the nominees must be integer. Decimals/Fractional values shall not be accepted in the nomination(s). Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.																																																																

General Information for Subscribers

- a) The Subscriber can obtain the status of his/her application from their designated Nodal Officer/employer.
 b) Subscribers are advised to retain the acknowledgement slip signed/ stamped by the Nodal Officer / POP / POP-SP where they submit the application.
 c) For more information, contact CRA:

Website: <https://www.npscra.nsdl.co.in>

Call: 022-4090 4242

Address: Central Recordkeeping Agency (CRA)

NSDL e-Governance Infrastructure Limited

1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg,

Lower Parel (W), Mumbai - 400013

CENTRAL RECORD KEEPING AGENCY

Annexure S7

Request For change in signature and/or change in photograph

(To avoid mistake(s), please follow the accompanying instructions carefully before filling up the form)

Acknowledgement No. (To be filled by FC)	<input type="text"/>	To affix colour photograph (3.5 cm x 2.5 cm)
Subscribers Name	<input type="text"/>	
Permanent Retirement Account Number	<input type="text"/>	
		Subscriber's sign/Thumb impression in black ink only. (Applicable in case of change of Photograph)

I hereby, request you to carry out the following change. The necessary details are provided as below:

Change in signature Change in photograph

Section A: Change in Signature

Reason for change in signature: _____

Section B: Change in photograph

Reason for change in photograph: _____

Subscriber's Signature (New Signature) Date :

<u>For DDO Use</u>	<u>For PAO Use</u>	<u>For FC Use</u>		
Date of Receipt _____	Date of Receipt _____	Date of Receipt _____	Entered by _____	Date _____
_____	_____	_____	_____	_____
Name & Signature of Authorised person/ Stamp of DDO	Name & Signature of Authorised person/ Stamp of PAO	Time of Receipt _____	Verified by _____	Date _____
_____	_____	_____	_____	_____

Instructions

1. This form is to be submitted to CRA appointed Facilitation Centre.
2. Please indicate whether request is for change in signature and/or Photograph by ticking the relevant box.
3. The change request will be chargeable.
4. This request must be accompanied with a DDO Covering letter on official stationery.

Request for Activation of Tier-II account under National Pension System (NPS) NSDL e-Governance Infrastructure Limited

To be used by Subscribers having a pre-existing Tier I account under NPS (To avoid mistake(s), please read the accompanying instructions carefully before filling up the form)

For Nodal Office# use:

Nodal Office Registration No. :

Receipt No.:

(Mandatory for POP/POP-SP)

Entered By : Date: Verified By: Date:

I hereby submit the following details for activation of Tier – II account under NPS.

Permanent Retirement Account Number (PRAN)*:

1. Subscriber's Name*: (First Name) (Middle Name) (Last Name)

2. Bank Details* (All bank details are mandatory except MICR Code):

If same as Tier I, Please Tick (✓) else, provide the details below:

Savings A/c Current A/c (please refer to Sr. No. j of the instructions)

Bank A/c Number*

Bank Name*

Bank Branch*

Bank Address*

Pin Code* Bank MICR Code

IFS code*

3. Subscriber's Nomination Details (Please refer to Sr. No. k of the instructions)

Do you want to retain the same nomination as in your Tier I account? YES NO

If NO, please fill in the details below (You can nominate up to a maximum of 3 nominees and if you desire so please fill Additional Nomination Form provided on Page 3.)

Nominee's Name: (First Name) (Middle Name) (Last Name)

Relationship with the Nominee: Date of Birth (In Case of Minor): (dd/mm/yyyy)

Nominee's Guardian Details (in case of a minor) : (First Name) (Middle Name) (Last Name)

4. Subscriber Scheme Preference (Please refer to Sr. No. l of the instructions for further details):

(i). Pension Fund (PF) Selection* (Select only one PF): Selection of PFM is mandatory both in Active and Auto Choice. In case you do not indicate a choice of PFM, your application form shall be summarily rejected.

*Name of the Pension Funds are given in alphabetical order.

Table with 2 columns: PFM Name (Please select only one), Please Tick (✓) only one. Rows include Birla Sunlife Pension Management Limited, HDFC Pension Management Company Limited, ICICI Prudential Pension Funds Management Company Limited, Kotak Mahindra Pension Fund Limited, LIC Pension Fund Limited, SBI Pension Funds Private Limited, UTI Retirement Solutions Limited.

(ii). Investment Option :[Please Tick (√) in the box given below showing your investment option]

Active Choice Auto Choice

Please note:

1. In case you select Active Choice fill up section (iii) below and if you select Auto Choice fill up section (iv) below.
2. In case you do not indicate any investment option, your funds will be invested in Auto Choice (LC 50).
3. In case you have opted for Auto Choice and fill up section (iii) below relating to Asset Allocation, the Asset Allocation instructions will be ignored and investment will be made as per Auto Choice (LC 50).

(iii). Active Choice Asset Allocation (To be filled up only in case you have selected the ‘Active Choice’ investment option)

Asset Class	E (Cannot exceed 75%)	C (Max up to 100%)	G (Max up to 100%)	Total	Note:1. Asset class E-Equity and related instruments; Asset class C- Corporate debt and related instruments; Asset class G-Government Bonds and related instruments.
Specify %				100%	

Please note:

1. Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation.
2. From 51 years and above, maximum permitted Equity Investment will be as per the equity allocation matrix provided in **Annexure A**. The tapering off of equity allocation will be carried out as per the matrix on date of birth.
3. The total allocation across E, C, and G asset classes must be equal to 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected.

(iv). Auto Choice Option (To be filled up only in case you have selected the ‘Auto Choice’ investment option. In case, you do not indicate a choice of LC, your funds will be invested as per LC 50.)

Life Cycle (LC)Funds	Please Tick (√) Only One	Note:1. LC 75- It is the Life cycle fund where the Cap to Equity investments is 75% of the total asset 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset
LC75		
LC50		
LC25		

5. PAN (Mandatory)*:

6. Declaration & Authorization

I have read and understood the terms and conditions of the National Pension System and hereby agree to the same and declare that the information and documents furnished by me are true and correct, to the best of my knowledge and belief. I undertake to inform immediately the National Pension System Trust, of any change in the above information furnished by me. I understand that I shall be fully liable for submission of any false or incorrect information or documents.

I further agree to be bound by the terms and conditions of provision of services by CRA, from time to time and any amendment thereof as approved by PFRDA, whether complete or partial without any new declaration being furnished by me.

Declaration under the Prevention of Money Laundering Act, 2002

I hereby declare that the contribution paid by me/on my behalf has been derived from legally declared and assessed sources of income. I understand that NPS Trust has the right to peruse my financial profile or share the information, with other government authorities. I further agree that NPS Trust has the right to close my PRAN in case I am found violating the provisions of any law relating to prevention of money laundering.

CRA generated Acknowledgement Number (to be filled by Nodal Office): _____

I _____, the applicant, do hereby declare that the information provided above is true to the best of my knowledge & belief. Date : <input type="text"/> (DD/MM/YYYY)	
	Signature/Thumb Impression* of Subscriber

TO BE FILLED/ATTESTED BY DDO (Mandatory if the request is processed by the associated Nodal Office) Rubber Stamp of the DDO	
	Name : _____ Signature of the DDO Designation: _____

To be filled by Nodal Office (PAO/DTO/DTA/POP/POP-SP) Nodal Office Seal	<input type="text"/>
	Signature of Authorized Signatory Name : _____ Place : _____ Designation : _____ Date : _____

ADDITIONAL NOMINATION FORM

The details of nominees to whom the outstanding pension wealth of the Subscriber is payable in case of the demise of the Subscriber before entire proceeds are withdrawn is to be provided hereunder (Please refer instruction no: k).

I, _____ hereby nominate the person(s) mentioned below who is/are member(s)/ of my family to receive the amount in my PRAN account under National Pension System in the event of my death.

1. Name of the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee
First Name _____	First Name _____	First Name _____
Middle Name _____	Middle Name _____	Middle Name _____
Last Name _____	Last Name _____	Last Name _____
_____	_____	_____

2. Present Communication address of the Nominees*:

Address of 1st Nominee	Address of 2nd Nominee	Address of 3rd nominee
_____	_____	_____
_____	_____	_____

3. Date of Birth* (Only in case of a minor. In DD/MM/YYYY):

1st Nominee: ___/___/_____	2nd Nominee: ___/___/_____	3rd Nominee: ___/___/_____
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4. Relationship with the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee
_____	_____	_____

5. Percentage Share*:

1st Nominee _____%	2nd Nominee _____%	3rd Nominee _____%
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6. Nominee's Guardian Details (Only in case of a minor):

1st Nominee's Guardian Details	2nd Nominee's Guardian Details	3rd Nominee's Guardian Details
First Name _____	First Name _____	First Name _____
Middle Name _____	Middle Name _____	Middle Name _____
Last Name _____	Last Name _____	Last Name _____
_____	_____	_____

Signature/ Thumb Impression* of the Subscriber

Dated this _____ day of _____ 20 at _____

Acknowledgement to the Subscriber

(To be filled by Nodal Office)

Tier II Activation:Nodal Office Registration Number: _____ PRAN:

Name of the Subscriber: _____ Date: __/__/____ Time Stamp: _____

Receipt Number
(Mandatory for POP/POP-SP)1. Transaction Charges: Rs. 2. Tax as applicable: Rs. 3. Total Charges: Rs.

Signature/Stamp of Nodal Office/Place

INSTRUCTIONS FOR FILLING THE FORM

- a) The form is to be filled by the Subscribers having a PRAN card and Tier 1 account under NPS.
- b) Form to be filled legibly in BLOCK LETTERS and in BLACK INK only. Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by cancelling and re-writing and such corrections should be counter-signed by the applicant.
- c) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word. The details marked with (*) are mandatory.
- d) **The Subscriber shall provide copy of PRAN card alongwith the application form.**
- e) Applications incomplete in any respect and/or not accompanied by required documents are liable to be rejected. The application is liable to be rejected if mandatory fields are left blank.
- f) Nodal Office# refers to PAO/DTO/DTA/POP/POP-SP.
- g) Government employees (mandatorily covered under NPS) may submit their application to their associated Nodal Office or to any POP-SP of their choice. The list of POP-SPs rendering services under NPS is available on CRA website www.npscra.nsdl.co.in.
- h) Any Indian citizen (other than government employee mandatorily covered under NPS) may submit the application only to the POP-SP through which they have registered with CRA for Tier 1 account.
- i) Subscribers are advised to retain the acknowledgement slip signed/ stamped by the Nodal Office where they submit the application.
- j) **Bank Details :**
- a. Bank details are mandatory for Tier-II else, account will not be activated. In case bank details are same as Tier I account, tick mark the corresponding option.
- b. Subscriber shall provide **cancelled cheque**, the details of which should match with the details provided under Point No.2 on Page 1. Even if the bank details are same as in Tier I, the Subscriber should provide a 'cancelled cheque'.

k) Subscriber's Nomination Details

Percentage Share	1) Subscriber can nominate a maximum of three nominees. 2) Subscriber cannot fill the same nominee details more than once. 3) Percentage share value for all the nominees must be integer. Decimals/Fractional values shall not be accepted in the nomination(s). 4) Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.
Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details shall be mandatory.
The nomination exercised for Tier I shall not be automatically applicable to Tier II. A Subscriber to Tier II is required to make a fresh nomination. In case, you want to retain the same nomination as in Tier I, please select "YES" by putting tick mark in the box.	

l) Subscriber Scheme Preference

<p>Selection of PFM is mandatory both in Active and Auto Choice.</p> <p>Active choice</p> <ol style="list-style-type: none"> PFM selection is mandatory. Allocation under Equity (E) cannot exceed 75% A Subscriber opting for active choice may select the available asset classes ("E", "C", & "G"). However, the sum of percentage allocation across all the selected asset classes must equal 100. If the sum of percentage allocations is not equal to 100%, or the asset allocation table at Point No. 4 (iii) is left blank, the application shall be rejected. <p>Auto choice</p> <ol style="list-style-type: none"> A Subscriber opting for Auto Choice must also select a PFM. In case both investment option and the asset allocation at Point No. 4 (ii) and Point No. 4 (iii) are left blank, the Subscriber's funds will be invested as per Auto Choice. <p>For more details on 'Investment Option', you may visit CRA website (www.npscra.nsdl.co.in).</p>
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GENERAL INFORMATION FOR SUBSCRIBERS

- The Subscriber can obtain the status of his/her application from the CRA website or through the respective Nodal Office.
- For more information
Visit us at <http://www.npscra.nsdl.co.in>
Call us at 022-4090 4242
Write to: Central Recordkeeping Agency, NSDL e-Governance Infrastructure Limited, 1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

Equity Allocation Matrix for Active Choice

Age (years)	Max. Equity Allocation
Upto 50	75%
51	72.50%
52	70%
53	67.50%
54	65%
55	62.50%
56	60%
57	57.50%
58	55%
59	52.50%
60 & above	50%

Please note:

1. Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation.
2. From 51 years and above, maximum permitted Equity Investment will be as per the equity allocation matrix provided above. The tapering off of equity allocation will be carried out as per the matrix on date of birth.

Withdrawal form for Tier II account under NPS

(Please fill all the details in CAPITAL LETTERS & in BLACK INK only.)

For Nodal Office# use:

Nodal Office Registration No.: _____

Receipt No.:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Mandatory for POP/POP-SP)

Entered By: _____

Date: _____

Verified By: _____

Date: _____

Date :

--	--	--	--	--	--

Acknowledgement Number (Generated by CRA) :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sir/Madam,

I hereby submit withdrawal request for Tier II and give below the necessary details:

PRAN *:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of the Subscriber *: _____

Type of Withdrawal* (Please Tick any one):

I. **Amount Wise Withdrawal** (Please Tick any one)

Partial Withdrawal

--

(Amount in Figures) (Amount in words)

Complete Withdrawal

II. **Scheme Wise Units Withdrawal** Scheme E (No. of Units) Scheme C (No. of Units) Scheme G (No. of Units)

I _____, the applicant, do hereby declare that Information stated above is true to the best of my information & belief.

Date :

--	--	--	--	--	--	--	--

D D M M Y Y Y Y

Signature/ Thumb Impression of the Subscriber

TO BE FILLED/ATTESTED BY DDO (Mandatory if the request is processed by the associated Nodal Office)

Rubber Stamp of the DDO

Signature of the DDO
Name : _____ Designation: _____

TO BE FILLED/ATTESTED BY NODAL OFFICE

Rubber Stamp of the Nodal Office

Signature of the Nodal Office (PAO/DTO/DTA/POP/POP-SP)
Name : _____ Designation: _____

Acknowledgement to the Subscriber

(To be filled by Nodal Office)

Tier II Withdrawal:

Nodal office Registration Number: _____

PRAN:

Name of the Subscriber: _____

Date: __/__/____ Time Stamp: _____

Receipt Number
(Mandatory for POP/POP-SP)

1. Transaction Charges:

Rs.

2. Service Tax (as applicable):

Rs.

3. Total Charges:

Rs.

Signature/Stamp of Nodal Office/Place

Instruction for filling the Form:

1. Nodal Office[#] refers to PAO/DTO/DTA/POP/POP-SP.
2. All fields marked with * are mandatory. All dates should be in DDMMYYYY format.
3. The Subscriber shall submit the application only to the Nodal Office with which they are currently registered with CRA for Tier II .
4. Before submitting the withdrawal form, Subscriber should ensure that the Subscriber's bank account is active. If he/she intends to make any correction in the details he/she can submit Subscriber Details Change Request and should get all the details updated prior to submission of withdrawal request form.
5. In case of complete withdrawal, the total contributions under Tier II will be remitted to the Subscriber.
6. Partial withdrawal request shall be rejected if sufficient balance is not available in Subscriber's Tier II account.
7. In case the subscriber wishes to carry out scheme wise units withdrawal, the % in equity cannot be more than 50% post carrying out the activity of withdrawal.
8. Withdrawal amount received after the execution of the withdrawal request can be different from the requested amount to the extent of difference in NAV of two different days.
9. The redeemed amount shall be directly credited to the bank account of the subscriber as per details available in the CRA database.

Partial Withdrawal, Exit and Annuity (01-02-2020)		
Sl. No.	Topic	Minutes
	Concept & Role of Treasury	215
1	Questions and Answers	5
2	Introduction on NPS	5
3	PFRDA, NPS Trust, Trust Bank, NSDL	10
4	Types of Subscribers	5
5	Functionaries in NPS System	15
6	NPS App	5
7	Forms for generating PRAN & OPGM	5
8	Changes in PRAN & relevant Forms	5
9	Investment Options	15
10	Subscriber Login	25
11	DDO Login and DDO views	5
12	Uploading of Subscriptions to NSDL	15
13	Transfer of Funds to Trustee	5
14	Regular Monthly Subscriptions, Arrear Subscriptions - Procedure to be followed in IFMIS, Schedules	10
15	Subscriber shifting in case of transfer, Inter State transfer	10
	Remittance and Rectification of missing credits	
17	Describe the procedure of rectifying the missing credits.	10
18	Procedures of remittance of CPS for foreign service employees	10
19	Partial Withdrawal	10
20	G.O. 123	10
	Exit policy	
21	Superannuation	10
22	Death	10
23	Annuity	10
24	Registers to be maintained	5
	Total	215

55

70

35



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

PUBLIC SERVICES – New Pension Scheme (Contributory Pension Scheme) - Payment of interest @ 8% per annum on the CPS contributions of the employees and matching contributions of the Government for the legacy period from 01-09-2004 to 31-03-2011 – Orders – Issued.

FINANCE (PENSION-I) DEPARTMENT

G.O.Ms.No. 226

Dated: 29.09.2011

Read the following:-

1. G.O.Ms.No.653, Finance (Pen.I) Department, dt. 22.09.2004.
2. G.O.Ms.No.655, Finance (Pen-I) Department, dt. 22.09.2004.
3. DTA, A.P., Hyderabad, Letter No.D2/10393/2009-11, dated. 15.07.2011.

ORDER:

In the G.O. 1st read above, Government have introduced New Pension Scheme (CPS) to the AP Government employees who were appointed on or after 1-9-2004. In the G.O. 2nd read above, Government have issued operational guidelines. In the New Pension scheme each employee shall pay a monthly contribution of 10% basic pay + DA from his salary and the Government will contribute an equal amount as its share. Government have reviewed the progress of the implementation of New Pension Scheme (Contributory Pension Scheme) and issued instructions to the DTA/PAO, Hyderabad to complete the uploading process of the data relating to the contributions to the individual accounts of the employees concerned for legacy period i.e. from 01-09-2004 to 31-3-2011 in a time bound manner. Further, the DTA was directed to furnish necessary proposals to fix the rate of interest payable on the CPS contributions of the employees and matching contributions of the Government for the legacy period from 01-09-2004 to 31-03-2011 as the said funds are with the State Government only.

2. In the reference 3rd read above, the Director of Treasuries and Accounts duly obtaining information from the O/o the Principal Accountant General (A&E), A.P., Hyderabad has furnished a proposal for fixation of interest rate @ 8% per annum on the CPS contributions of the employees and matching contributions of the Government for the above said legacy period on par with the interest rate being paid for GPF contributions during the period from 01-09-2004 to 31-03-2011.

3. Government, after careful consideration of the matter, hereby order for payment of simple interest @ 8% per annum on yearly basis on the CPS contributions of the employees and on the matching contributions of the Government for the legacy period from 01-09-2004 to 31-03-2011 on par with the interest rate being paid for GPF contributions during the period from 2004.

4. The operational guidelines to the Drawing and Disbursing Officers and Treasury Officers in this regard will be issued separately.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDRHA PRADESH]

RANJEEV R. ACHARYA
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

To

All the Departments of Secretariat.

All Heads of Departments.

The Director of Treasuries and Accounts, A.P., Hyderabad.

The Pay and Accounts Officer, Hyderabad.

The Director of Works and Projects, A.P., Hyderabad.

The Director of State Audit, A.P., Hyderabad.

Copy to P.S. to PFS.

Copy to the P.S. to PFS (FP).

SF/SC.

//FORWARDED : : BY ORDER//

SECTION OFFICER



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

PUBLIC SERVICES – New Pension Scheme (Contributory Pension Scheme) - Payment of interest @ 8% per annum on the CPS contributions of the employees and matching contributions of the Government for the legacy period from 01-04-2011 upto the period of the legacy data is uploaded – Orders – Issued.

FINANCE (PENSION-I) DEPARTMENT

G.O.Ms.No. 142

Dated:17.06.2013

Read the following:-

1	G.O.Ms.No.653, Finance (Pen.I) Department, dt. 22.09.2004.
2	G.O.Ms.No.655, Finance (Pen-I) Department, dt. 22.09.2004.
3	G.O.Ms.No.226, Finance (Pen.I) Department, dt. 29.09.2011.
4	DTA, A.P., Hyderabad, Letter No.D(II)/CPS/14291/2013, dated. 19.02.2013.

ORDER:

In the G.O. 1st read above, Government have introduced New Pension Scheme (CPS) to the AP Government employees who were appointed on or after 01.09.2004. In the G.O. 2nd read above, Government have issued operational guidelines. In the New Pension scheme each employee shall pay a monthly contribution of 10% basic pay + DA from his salary and the Government will contribute an equal amount as its share. Government have reviewed the progress of the implementation of New Pension Scheme (Contributory Pension Scheme) and issued instructions to the DTA/PAO, Hyderabad to complete the uploading process of the data relating to the contributions to the individual accounts of the employees concerned for legacy period i.e. from 01.09.2004 to 31.03.2011 in a time bound manner. Further, the DTA was directed to furnish necessary proposals to fix the rate of interest payable on the CPS contributions of the employees and matching contributions of the Government for the legacy period from 01.09.2004 to 31.03.2011 as the said funds are with the State Government only. In the reference 3rd read above Government have issued orders for payment of simple interest @ 8% per annum on yearly basis on the CPS contributions of the employees and on the matching contributions of the Government for the legacy period from 01.09.2004 to 31.03.2011 on par with the interest rate being paid for GPF contributions during the period from 01.09.2004 to 31.03.2011.

2. In the reference 4th read above, the Director of Treasuries and Accounts has requested to examine for payment of interest for the period beyond 31.03.2011.

3. Government, after careful consideration of the matter, hereby order for payment of simple interest @ 8% per annum on yearly basis on the CPS contributions of the employees and on the matching contributions of the Government for the legacy period from 01.04.2011 upto the period of the legacy data uploaded.

4. The payment of interest on the CPS contributions shall be debitable to the following Head of Account.

- 2049 - Interest Payments
 - 03 - Interest on Small Savings, Provident Funds etc.,
 - 117 - Interest on Defined Contribution Pension Schemes
 - (04) - Interest on Defined Contribution Pension Schemes
(to be opened)
- 450 - Interest (Charged)

5. The Director of Treasuries and Accounts, Pay and Accounts Officer and the Director of Works Accounts should ensure that the legacy data shall be uploaded during this financial year.

6. All the Drawing and Disbursing Officers and Treasury Officers are requested to take necessary action immediately.

7. The Government Order is available on internet and can be accessed at the address <http://goir.ap.gov.in>.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDRHA PRADESH]

**DR. D. SAMBASIVA RAO
PRINCIPAL SECRETARY TO GOVERNMENT (FP)**

To
 All the Departments of Secretariat.
 All Heads of Departments.
 The Director of Treasuries and Accounts, A.P., Hyderabad.
 The Pay and Accounts Officer, Hyderabad.
 The Director of Works and Projects, A.P., Hyderabad.
 The Director of State Audit, A.P., Hyderabad.
 Copy to P.S. to PFS.
 Copy to the P.S. to PFS (FP).
 SF/SC.

//FORWARDED : : BY ORDER//



SECTION OFFICER



GOVERNMENT OF TELANGANA
ABSTRACT

NEW PENSION SCHEME - Contributory Pension Scheme – Procedure for uploading the contributions of the regular Government servants, who come under NPS and who are working on **Foreign Service** –Orders – Issued.

FINANCE (HRM-V) DEPARTMENT

G.O.MS.No. 37

Dated: 28/03/2016.

Read the following:

1. G.O.Ms.No.653, 654 and 655, Dated 24/09/2004 of Finance (Pen-I) Department.
2. Director of Treasuries and Accounts, Telangana Hyderabad Letter No. DI/2331/2015 , Dated 1011-20015.

O R D E R:

In the G.O. 1st read above, Government have introduced New Pension Scheme (NPS), i.e., Contributory Pension Scheme to the AP State Government employees who were appointed on or after 01/09/2004 and issued operational guidelines thereon. In the New pension scheme each employee shall pay a monthly contribution of 10% (Basic Pay + DA) from his salary and the Government will contribute an equal amount as its share.

2. In the reference 2nd read above, the Director of Treasuries and Accounts, Telangana, Hyderabad informed that as per the New Pension Scheme, a Government servant can contribute 10% of his Pay and Dearness Allowance towards his part of contribution and the Government contributes equal amount to the Pension Retirement Account Number (PRAN) of the Government Servant concerned. In respect of regular system, the treasury officers can capture the details of CPS deductions of every Government servant from the pay bills concerned, draw equivalent amount towards the Government contribution and transfer both the components to the NPS account of the Government servant concerned. This kind of procedure is not possible in respect of the Government servants working with certain borrowing authorities on Foreign Service terms, since the pay and allowances of those employees are not drawn from the treasury system. For this purpose the Director of Treasuries and Accounts, Telangana, Hyderabad has proposed a detailed procedure in order to facilitate uploading the data and transfer of CPS contributions of all such employees who are working on Foreign Service.

3. Government after careful examination of the matter here by issue the following detailed procedure for uploading the CPS contribution of employee's as well as employer's share to the Central Record-keeping Agency (CRA) and for transfer of funds to the subscriber's accounts in respect of the Government servants working with certain borrowing authorities on Foreign Service terms :-

- a) The Drawing and Disbursing Officer of the foreign employer (Borrowing authority) registers with the Director of Treasuries and Accounts, who provides an User ID and Password and also a facility for furnishing the details of employee contribution and employer contribution to be transferred to the individuals' account.
- b) The Drawing and Disbursing Officer of the Borrowing Department concerned deducts the CPS subscription from the employees pay and provides the details of employee and his subscription by logging into the treasury system and thereby the system enables to generate two challans - One towards Employee Contribution under the HOA: 8342-00-117-00-04-001-000-NVN and the other towards Employer Contribution under the HOA: 8342-00-117-00-04-003 (Employer Contribution in respect of Government Servants working on Foreign Service) (to be opened). This new Head of Account facilitates distinct identification of all such remittances and their reconciliation.
- c) The Drawing and Disbursing Officer of the borrowing Department remits the two challans to the Government accounts concerned through a Government authorized Bank. The challan once generated will be active for fourteen (14) days from the date of generation. If it is not remitted within the period, it gets lapsed and the Drawing and Disbursing Officer is required to generate a fresh challan.
- d) The details of all challan remittances made as above are captured centralized in the DTA, processed and uploaded to the CRA for crediting into the individual accounts.
- e) The DTA, TS, Hyderabad reconciles the details, draws the funds corresponding to the uploaded data towards both contributions and transfers, the same to the trustee bank as per the procedure prescribed.
- f) For this purpose, to facilitate uploading of the contributions of all the CPS employees working on Foreign Service terms, from the Directorate of Treasuries and Accounts shall take action to create a new drawing and disbursing officer and obtain a separate DTO / PAO Registration No. from the NSDL/ CRA and all the transactions into those subscribers' accounts shall be conducted and monitored through this registration.

- g) The subscribers, who do not have PRAN shall obtain them by submitting the required application to the CRA through the respective appointing authority (Lending department) and the Treasury Officer/ PAO of the respective jurisdiction.
- h) In cases, where the employee subscription was already deducted and remitted in to HoA: 8342-00-117-00-04-001-000-NVN, but the Employers Contributions are not remitted, the borrowing authority is required to remit Employer Contribution under the HOA: 8342-00-117-00-04-003-000-NVN as matching amount and furnish those details together to enable the treasury to verify the details and transfer the data and the funds to the respective subscribers' accounts.
- i) In cases, where the employee contribution was already deducted and kept with them, the CPS amounts so deducted along with the employer contribution shall remitted in to the respective said HoA's.
- j) In cases, where the employee contribution is not at all recovered, the same may be recovered and remitted along with employer contribution to the respective HoA's prescribed.

4. All the Departments of Secretariat and all Heads of Departments are requested to issue necessary instructions to all the Drawing and disbursing Officers where Government servants are working on deputation on foreign services basis to follow the above procedure scrupulously.

5 Necessary amendments to the Andhra Pradesh Fundamental Rules will be issued separately.

6. The Director of Treasuries and Accounts, Telangana, Hyderabad is directed to take action accordingly.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA]

K.RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Accountant General, Telangana, Hyderabad (20 copies).
The Accountant General, Telangana, Hyderabad (by name).
All the Heads of Departments (including Collectors and District Judges).
The Director of Treasuries and Accounts, Telangana, Hyderabad.

The Pay & Accounts Officer, Hyderabad.
 The Director of State Audit, Telangana Hyderabad.
 The Director of Works and Projects, Hyderabad.
 All the District Treasury Officers (with copies to Sub-Treasury Officers)
 The Special Chief Secretary to Governor, Telangana, Hyderabad.
 The Principal Secretary to the Chief Minister and Private Secretaries
 to all Ministers. All the Departments of Secretariat
 The Registrar General, High Court of Judicature at
 Hyderabad for the State of Telangana and the State of
 Andhra Pradesh (with covering letter).
 The Secretary, Telangana Public Service Commission.
 The Managing Director, Telangana GENCO/TRANSCO.
 The V.C. & M.D., Telangana State Road Transport
 Corporation, Hyderabad (with covering letter).
 All District Educational Officers / All Principals of Junior
 Colleges.
 All the Chief Executive Officers, Zilla Praja Parishads.
 All District Panchayat Officers.
 All Secretaries of Zilla Grandhalaya Samasthas through
 Director of Public Libraries, Hyd.
 All Secretaries of Agricultural Market Committees through
 the Commissioner and Director of Agricultural Marketing,
 Telangana, Hyd.
 All Commissioners / Special Officers of Municipalities.
 The Registrar, A.P. Administrative Tribunal, Hyderabad. (with a covering
 letter)
 The Registrar, Acharya Jayashankar University, Hyderabad, Dr. B. R.
 Ambedkar Open University, Hyderabad, English and Foreign
 Languages University, Hyderabad, Jawaharlal Nehru Technological
 University, Hyderabad, Kakatiya University, Warangal, K L University,
 Maulana Azad National Urdu University, Hyderabad, Osmania
 University, Hyderabad, Potti Sreeramulu Telugu University, Hyderabad, ,
 University of Hyderabad, Hyderabad, Andhra Pradesh, Indian Institute of
 Technology Hyderabad, Hyderabad, International Institute of Information
 Technology, Hyderabad, ICFAI University, Hyderabad, NALSAR University
 of Law, Hyderabad, National Institute of Technology, Warangal,
 Telangana University, Nizamabad, Mahatma Gandhi
 University, Nalgonda, National Institute of Fashion Technology,
 Hyderabad, Satavahana University, Karimnagar
 The Chairman, Tribunal for Disciplinary Proceedings, Hyderabad.
 The Vice Chairman, Telangana, Housing Board, Hyderabad.
 The Joint Director, Pension Payment Office, Jambagh, Hyderabad
 All the District Educational Officers.
 The F.A.& C.A.O., N.S. Project, Secretariat Buildings, Hyderabad.
 The Secretary Tungabhadra Project, Via. Hospet, Bellary District.
 The Joint Director(Works & Accounts), N.S. Right Canals, Vijayapuri
 North, Nalgonda District. The Joint Director(Works & Accounts), N.S.
 Left Canals, Tekulapally, Khammam District.
 The Director of Accounts, Sriramsagar Project, Nizamabad
 District.
 All the Secretaries of Agricultural Market Committees through Director of
 Marketing (30 copies).
 All the Commissioners/ Special Officers of Municipalities through the
 Commissioner of Municipalities (50 copies).

The Director General, Dr. M.C.R. H.R.D Institute of A.P.,
Jubilee Hills, Hyderabad. The Chairman, Commission of
Enquiries, Telangana Hyderabad.

The Lokayukta and Upa Lokayukta, A.P. Hyderabad (with a covering letter).
The Resident Commissioner, telangana Bhavan, Ashoka Road,
New Delhi-110 001.

The Pay & Accounts Officer, Government of Telangana, New
Delhi-110 001

All the Pensioners Associations.

The Commissioner, Printing and Stationery, Hyderabad for publication in
Copy to the General Administration (Cabinet) Department.

Copy to the General Administration (SW) Department.

Copy to SF/SCs.

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SECTION OFFICER



**GOVERNMENT OF TELANGANA
ABSTRACT**

CPS – Procedure for drawal of Funds in case of employees who died or retired or resigned before assigning a PRAN Number - Orders - Issued.

FINANCE (HRM.V) DEPARTMENT

G.O.Ms.No. 123

Dated: 31-07-2017

Read the following:

1. G.O. Ms No.62, Finance(Pen-I) Dept., dt.07.03.2014.
2. Lr.No.D1/2281/2016, Date.19.05.2017 of DTA, Telangana, Hyderabad.

@@@

ORDER:

In the reference 1st read above, Govt., have issued guidelines indicating the procedure for withdrawal for NPS subscribers whose PRAN Number was registered and subsequently, retired/died/ pre exited.

2. In the reference 2nd read above, the DTA has brought to the notice to the Government that some of the employees covered under New Pension System were retired from Government Service on Superannuation even without their registering with CRA i.e., NSDL for obtaining Permanent Retirement Account Number (PRAN) during their tenure in the office.

3. The PFRDA, New Delhi informed that retrospective registration(i.e., issue of PRAN after retirement) of employees is not allowed under NPS as the same is out of purview of PFRDA and advised that payment of accumulated amount of such cases may be decided by the competent authority of the State Government

4. The Government after examining the issue hereby order to settle the claims of such of those employees who are covered under New Pension Scheme & Retired/Expired/Exited from service before obtaining PRAN, and their contributions were credited to PD Accounts of DDOs or lying in Government Accounts. The claimants may be paid the accumulated balance (both self & Government contribution) along with interest.

5. The DTA has proposed the following procedure, for drawal of funds in case of employees who had died or retired or resigned without assigning a

PRAN Number., as the funds are credited to the Non-lapsable Deposits and the PD administrators are Treasury Officers.

//2//

A. The DDO of the office where the employee last worked before retirement /death/ resignation may submit the requisition for withdrawal of funds to the concerned Treasury Officer with the following:

i) Retirement order or death certificate as the case may be.

ii) Nominee details for payment of amount (Service Book)

iii) Legal Heir Certificate

iy) Bank Account No., Bank Name, Branch Name, IFSC Code of the beneficiary (1st page of the Bank Pass Book)

v) Indemnity Bond if requires as per T.S. Financial Code

vi) DDO wise statements showing the NPS/CPS subscriptions of the employee duly attested by the DDO concerned and the Treasury Officer concerned.

B. The Treasury Officer in turn may forward to the DTA, TS, Hyderabad through proper channel with his recommendation in the prescribed format duly entering the details in a separate register.

C. An adjustment bill is prepared for the total amount of employee share to be paid from the HOA 8342-117-04-001 to 8342-117-04-002.

D. Another adjustment bill is prepared for the equivalent matching grant from the Govt. to be paid from the HOA 2071- to 8342-117-04-002

5. Another adjustment bill is prepared for the interest on the accumulated on the funds at the rate of 8.5% per annum from the HOA 2071- to 8342-117-04-002.

E. A cheque will be issued by the DTA, TS, Hyderabad in favour of beneficiary from the PD Account No.302 (8342-117-04-002) as per Treasury Procedure.

F. The amount will be adjusted to the beneficiary account through RTGS/ NEFT.

G. In case of employees working under Foreign Service, the request shall be forwarded through their concerned parent HOD.

H. It is the responsibility of the DDO to collect details from the concerned offices based on the details entered in the Service Book.

6. Government after careful examination of the matter hereby order to adopt the above procedure, for drawl of funds in case of employees who had died or retired or resigned before assigning a PRAN Number.

//3//

7. The G.O.is available on Internet and can be accessed at the address <http://goir.telangana.gov.in> and <http://finance.telangana.gov.in>.

(BY ORDER AND IN THE NAME OF THE HONOURABLE GOVERNOR OF TELANGANA)

K.RAMAKRISHNA RAO,
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Principal Accountant General (Audit-I) Telangana, Hyderabad
The Principal Accountant General (Audit-II), Telangana, Hyderabad
The Accountant General (A&E), Telangana, Hyderabad.

The Director of Treasuries and Accounts, Telangana, Hyderabad

The Director of State Audit, Telangana, Hyderabad

The Director of Insurance, Telangana, Hyderabad

The Director of Works Accounts, Telangana, Hyderabad

The Pay & Accounts Officer, Hyderabad

All the Secretariat Departments for information

All the Head of the Departments in the State for information

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SECTION OFFICER

**GOVERNMENT OF TELANGANA
ABSTRACT**

CPS – Procedure for drawal of funds in case of employees who died or retired or resigned before assigning a PRAN Number - Amendment – Orders – Issued.

FINANCE (HRM.V) DEPARTMENT

G.O.Ms.No. 24

Dated: 20-03-2019

Read the following:-

1. G.O.Ms No.123, Finance (HRM.V) Department, dt. 31.07.2017.
2. Lr.No.D1/2281/2016,Dated:21-08-2018 of DTA, Telangana, Hyderabad.

ORDER:

In the G.O. 1st read above, orders were issued indicating the procedure for drawal of funds in case of employees who died or retired or resigned before assigning a PRAN Number.

2. The Director of Treasuries and Accounts in the reference 2nd read above has requested for issue of orders adopting uniform procedure for PRAN and non-PRAN account number holders. Government, after careful examination, hereby issue the following amendment to the orders issued vide G.O.Ms No.123, Finance (HRM.V) Department, dated. 31-07-2017.

AMENDMENT

In para 5.5, the words “Another adjustment bill is prepared for the interest on the accumulated on the funds at the rate of 8.5% per annum from the HOA 2071-to 8342-117-04-002” shall be **read as** “Another adjustment bill shall be prepared for payment of interest on the accumulated fund at the rate of 8% per annum under the HOA 2049-03-117-(04)-450 Interest (Charged)”.

3. The Director of Treasuries and Accounts is requested to take necessary further action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**K.RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Principal Accountant General (Audit-I) Telangana, Hyderabad
The Principal Accountant General (Audit-II), Telangana, Hyderabad
The Accountant General (A&E), Telangana, Hyderabad.
The Director of Treasuries and Accounts, Telangana, Hyderabad
The Director of State Audit, Telangana, Hyderabad
The Director of Insurance, Telangana, Hyderabad
The Director of Works Accounts, Telangana, Hyderabad
The Pay & Accounts Officer, Hyderabad
All the Secretariat Departments for information
All the Head of the Departments in the State for information
Copy to SF/SCs.

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SECTION OFFICER

TIER II DETAILS

I hereby submit the following details for activation of Tier – II account under NPS.

1. PAN card Number (Mandatory) :
2. **Subscribers Bank Details:** (All bank details are mandatory except MICR Code)
 If same as Tier I, Please Tick (✓) else, provide the details below: Savings A/c Current A/c
- Bank A/c Number
- Bank Name
- Branch Name
- Branch Address PIN CODE
- State/U.T. C o u n t r y
- Bank MICR Code IFS Code

Subscriber's Nomination Details

If same as Tier I, Please Tick (✓) else, provide the details below. In case you desire to nominate more than one person, please fill Annexure III.

3. Name of the Nominee:

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Date of Birth (In case of Minor)

5. Relationship with the Nominee:

6. Nominee's Guardian Details (in case of a minor):

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Subscriber Scheme Preference

7. If same as Tier I, Please Tick (✓) else, provide the details below

(i) PENSION FUND SELECTION (Tier II) : Please read below conditions before opting for the choice of Pension Funds:

* Name of the Pension Funds are given in alphabetical order.

Name of the Pension Fund (Please select only one)	Please Tick (✓) Only One
Birla Sunlife Pension Management Limited	<input type="checkbox"/>
HDFC Pension Management Company Limited	<input type="checkbox"/>
ICICI Prudential Pension Funds Management Company Limited	<input type="checkbox"/>
Kotak Mahindra Pension Fund Limited	<input type="checkbox"/>
LIC Pension Fund Limited	<input type="checkbox"/>
SBI Pension Funds Private Limited	<input type="checkbox"/>
UTI Retirement Solutions Limited	<input type="checkbox"/>

* Selection of Pension Fund is mandatory both in Active and Auto Choice.

(ii) INVESTMENT OPTION

(Please Tick (✓) in the box given below showing your investment option).

Active Choice Auto Choice

Please note:

- In case you select Active Choice fill up section (iii) below and if you select Auto Choice fill up section (iv) below.
- In case you do not indicate any investment option, your funds will be invested in Auto Choice (LC 50).
- In case you have opted for Auto Choice and fill up section (iii) below relating to Asset Allocation, the Asset Allocation instructions will be ignored and investment will be made as per Auto Choice (LC 50).

(iii) ACTIVE CHOICE – ASSET ALLOCATION (to be filled up only in case you have selected 'Active Choice' the investment option)

Asset Class	E (Cannot exceed 75%)	C (Max up to 100%)	G (Max up to 100%)	Total	Asset class E-Equity and related instruments; Asset class C-Corporate debt and related instruments; Asset class G-Government Bonds and related instruments.
Specify %				100%	

Please note:

- Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation.
- From 51 years and above, maximum permitted Equity Investment will be as per the equity allocation matrix provided in Annexure A. The tapering off of equity allocation will be carried out as per the matrix on date of birth.
- The total allocation across E, C and G asset classes must be equal to 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected.

(iv) AUTO CHOICE OPTION (to be filled up only in case you have selected the 'Auto Choice' investment option). In case, you do not indicate a choice of LC, your funds will be invested as per LC 50.

Life Cycle (LC)Funds	Please Tick (√) Only One	Note: 1. LC 75- It is the Life cycle fund where the Cap to Equity investments is 75% of the total asset 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset
LC 75		
LC 50		
LC 25		

Declaration & Authorization by subscriber

I have read and understood the terms and conditions of the National Pension System and hereby agree to the same and declare that the information and documents furnished by me are true and correct, to the best of my knowledge and belief. I undertake to inform immediately the National Pension System Trust, of any change in the above information furnished by me. I do not hold any pre-existing account under NPS. I understand that I shall be fully liable for submission of any false or incorrect information or documents.

I further agree to be bound by the terms and conditions of provision of services by CRA, from time to time and any amendment thereof as approved by PFRDA, whether complete or partial without any new declaration being furnished by me. I shall be bound by the terms and conditions for the usage of I-pin (to access CRA/NPSCAN and view details) & T-pin on the CRA website.

Declaration under the Prevention of Money Laundering Act, 2002

I hereby declare that the contribution paid by me/on my behalf has been derived from legally declared and assessed sources of income. I understand that NPS Trust has the right to peruse my financial profile or share the information, with other government authorities. I further agree that NPS Trust has the right to close my PRAN in case I am found violating the provisions of any law relating to prevention of money laundering.

Date:

Place:

**Signature/Thumb Impression* of
Subscriber in black ink
(* LTI in case of male and RTI in case of female)**

To be filled by POP/POP – SP/Nodal OfficePOP-SP/Nodal Office Registration Number Copy of PAN Card Submitted YES NO

		Name:
		Designation:
		Place:
POP-SP/Nodal Office Seal	Signature of Authorised Signatory	Date <input type="text"/>

ADDITIONAL REQUEST DETAILS**1. Name of Father** (required if name exceeds 30 characters and not able to be covered on page 1 of the application form)First Name Middle Name Last Name **2. Name of Mother** (required if name exceeds 30 characters and not able to be covered on page 1 of the application form)First Name Middle Name Last Name **3. Request for Printing Permanent Retirement Account Number (PRAN) card in Hindi (required only if applicant wants PRAN card in Hindi)**

Please provide the following details in Devnagri script for printing the PRAN card in Hindi. Also, please note that the manner in which the names are provided in this annexure will be displayed on the PRAN card. However, date of birth will be printed in English only. All the given below fields are mandatory.

	Subscriber's Full Name in Hindi	Father/Mother's Full Name in Hindi (As selected in the Subscriber Registration form) Please refer Sr. No. 1 of the instructions.
First Name		
Middle Name		
Last Name		

	Name:
	Place:
Signature/Thumb Impression* of Subscriber in black ink	Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

(* LTI (Left Thumb Impression) in case of male and RTI (Right Thumb Impression) in case of female)