

## FORM B

### Application for grant of certificate for Registration/Renewal as Retirement adviser for other than Individuals

(Company, Corporates, Proprietary concerns, Firms, Limited Liability Partnerships, Trust, Society, and Registered Partnership Firms.)

#### INSTRUCTIONS FOR FILLING UP FORM –

1. Please refer the PFRDA (Retirement Adviser) Regulations, 2016, carefully before filling this form.
2. 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.
3. Applicants must submit to the PFRDA a completed application form duly signed together with appropriate supporting documents, accompanied by an application fee as specified in the Second Schedule to these regulations, to the Authority at its head office at New Delhi.
4. Applications incomplete in any respect and/or not accompanied by required documents are liable to be rejected. ‘\*’ denotes mandatory fields and the application is liable to be rejected if such mandatory fields are left blank or the application form is printed back to back.

#### Part I

### 1. General details of the applicant

#### 1.1. Applicant Details

Name of the Applicant *	
PAN no *	
TIN no *	
CIBIL Score (Not below 700, not older than 6 months from the date of application – For applicants other than financial institutions and business correspondence) *	
<b>Registered Office address for Communication</b>	<b>Principal Place of Business (if different)</b>
Address*:	Address:
Mobile no. *	Mobile no.
Telephone	Telephone
Fax No.	Fax No.
E-mail Address*	E-mail Address
Website (if any):	

1.2. Constitution / Legal structure of applicant. Tick the appropriate one; \*

Company		Body Corporate	
Proprietorship Firm, Partnership Firm #		Society	
Limited Liability Partnership		Trust	

# With minimum 5 years' experience of advisory.

1.3. Details of Incorporation and Establishment; \* (Including incorporated outside India)

Date of Incorporation / Establishment and Corresponding Act	
Place of incorporation / Establishment	
CIN No./ Registration No.	

1.4. Profile of Directors / Trustees / Office bearer of Societies / Proprietor / Partners \*

Name	Designation	Address	Mobile	Tel.no	Email Id	PAN number	Aadhaar No.

1.5. Details of graduation\*/ professional qualification/s of at least one person above under point 1.4. (Details of others will have to be submitted in the same format on a separate sheet along with application of registration.)

Name of the Course / Qualification	
Name of the Institution	
Affiliated University	

1.6. Number of employees / agents hereinafter referred to as representatives (who shall be providing RA services): \_\_\_\_\_.

1.7. Details of at least one person above under point 1.6 regarding certification of Retirement Adviser issued by National Institute of Securities Markets (NISM) or CFP/AFP awarded by Financial Planning Standards Board India (FPSB India) or registration as an Investment Adviser with SEBI.\*

Details	NISM (RA)	FPSB (CFP/AFP)	SEBI (IA)
Certificate number			
Date of Issue			
Valid up to			

1.8. Details of Compliance Officer \*:

Name	Designation	Address	Mobile	Tel.no	Email Id

## **PART II**

### **2. OTHER INFORMATION/DECLARATIONS/ REGULATORY ACTIONS:- (Applicable to All)**

**The self-attested copy of the following documents should be submitted along with the proposal with required details in a forwarding sheet as per the order given below. All pages and paragraphs of the proposal should be numbered and all the papers should be properly bound together. A proper index should be prepared giving the details of page numbers etc. in respect of the different sections of the proposal.**

<b>1. Mandatory Enclosures</b>	
1.1. PAN card, Aadhar card, Graduation Certificate of Directors / Partners / Proprietors, members, trustees, etc.	<b>Yes/No</b>
1.2. NISM / FPSB Certificate /SEBI –Investment Adviser (Certificate of registration) of Representatives.	<b>Yes/No</b>
1.3. Proposed business plan & means of achieving the same.	<b>Yes/No</b>
1.4. Details of shareholding pattern of the applicant/s (shareholding of 5 % and above)	<b>Yes/No</b>
1.5. Process for risk profiling of the subscriber and for assessing suitability of advice.	<b>Yes/No</b>
1.6. Details of office infrastructure, communication and research facilities for undertaking retirement advisory services.	<b>Yes/No</b>
1.7. Credit report (score of more than 700, not older than 6 months from CIBIL) For applicants other than financial institutions and banking companies.	<b>Yes/No</b>
1.8. Assets and Liabilities / Net worth certificate issued by a chartered accountant, not more than six months old along with membership number of the chartered accountant.	<b>Yes/No</b>
<b>Additional Enclosures, if applicable</b>	
1.9. Details of application for grant of certificate made directly or indirectly connected with the applicant, if rejected by the Authority.	<b>Yes/NA</b>
1.10. Details of any disciplinary action or orders of restraint, debarment or prohibition of any orders of such like nature has been taken by the Authority or any other regulatory authority or government against any person directly or indirectly connected with the applicant under the Act or the regulations made there under in the last 5 years immediately preceding the date of application	<b>Yes/ NA</b>
1.11. Details of the applicant/directors/promoters/ partners who have been convicted/ indicted/involved in any economic offence or involving moral turpitude in the last 5 years immediately preceding the date of application.	<b>Yes/ NA</b>
1.12. Details of all settled and pending disputes in the last 5 years.	<b>Yes/ NA</b>
1.13.	<b>Yes/No</b>
1.14. Copy of the registration issued by SEBI, RBI, IRDAI or PFRDA to the applicant / associated companies.	<b>Yes/NA</b>
1.15. Details in case applicant is engaged in Retirement advisory services prior to making application under these regulations.	<b>Yes/NA</b>
1.16. Copy of approval from RBI for undertaking retirement advisory services in case applicant is a Bank or NBFC.	<b>Yes/NA</b>
1.17. Experience of at least five years in activities relating to advice in financial products or retirement products or fund or asset or portfolio management, in case applicant is proprietor / partnership firm.	<b>Yes/NA</b>
1.18. Details in case of a body corporate offer distribution or execution services to its subscribers through a subsidiary or separately identifiable dept. or division.	<b>Yes/NA</b>
1.19. List of associated companies if registered with SEBI, RBI, IRDAI or PFRDA.	<b>Yes/NA</b>
1.20. Any other information considered relevant to the nature of services to be rendered by the applicant.	<b>Yes/No</b>

**DECLARATION**

THIS DECLARATION IS TO BE SIGNED BY APPLICANT / AUTHORISED SIGNATORY REPRESENTING THE COMPANY / CORPORATES / PROPRIETARY CONCERNS / FIRMS / LIMITED LIABILITY PARTNERSHIPS / TRUST / SOCIETY / REGISTERED PARTNERSHIP FIRMS:

I/We hereby agree and declare that the information supplied in the application, including the attachment sheets, is complete and true.

I/We hereby declare that I/We, am/are fit and proper person/s based on the criteria as specified by Pension Fund Regulatory and Development Authority (Retirement Adviser) Regulations, 2016

I/We hereby declare that I/We have the necessary infrastructure to effectively discharge the activities of a retirement adviser.

I/ we further agree that, I/we shall notify the Authority immediately of any change in the information provided in the application. I/ We further agree that I/ we shall comply with, and be bound by the Pension Fund Regulatory and Development Authority Act, 2013 and the rules and regulations made there under including the Pension Fund Regulatory and Development Authority (Retirement Advisers) Regulations, 2016, and any guidelines/circulars/notifications/directions and instructions as may be issued by the Authority from time to time.

I/We hereby declare that I/We, including our representatives, currently comply with the certification and qualification requirements under Regulation 7 and shall continue to ensure with the compliance at all times.

I/We hereby declare that I/We including our representatives, shall obtain fresh certification before expiry of the validity of the existing certification to ensure continuity in compliance with certification requirements.

I/ We further agree that as a condition of registration, I/ we shall abide by such operational instructions/directives as may be issued by the Authority from time to time.

I/ We further declare that I/ We shall not obtain any consideration by way of remuneration or compensation or any other form whatsoever, from any person other than the subscriber being advised, in respect of the underlying products or securities for which advice is provided to the subscriber.

For and on behalf of  
(Name of the applicant)

Authorized signatory / Applicant /  
Proprietor / Partner / Director / Trustee  
Office bearer of Societies

(Signature)

Authorized signatory / Applicant /  
Proprietor / Partner / Director / Trustee  
Office bearer of Societies

(Signature)

Place:

Date:

Place:

Date:

## General Information

### FEES (Pension Fund Regulatory and Development Authority (Retirement Adviser) Regulations, 2016 [Regulation 9])

1. Every applicant other than individuals shall pay non-refundable application fees of five thousand rupees, along with the application for grant or renewal of certificate of registration.
2. Applicants which are firms/body corporate/ registered trust /society shall pay a sum of ten thousand rupees as registration/ renewal fee at the time of grant or renewal of certificate by the Authority.
3. The fee referred to in paragraph 2 and 3 shall be paid by the applicant within fifteen days from the date of receipt of intimation from the Authority by a demand draft in favour of 'PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY' payable at New Delhi. or as specified by the Authority from time to time.
4. The quantum of fee under this schedule may be revised by the Authority from time to time by issuing appropriate circulars, directions or notifications. The Applicant shall be required to pay the applicable fee as notified by the authority.

### CODE OF CONDUCT FOR RETIREMENT ADVISER (Pension Fund Regulatory and Development Authority (Retirement Adviser) Regulations, 2016 [See sub-regulation (14) of regulation 15] )

1. Honesty and fairness - A retirement adviser shall act with integrity, honesty, fairness and in the best interests of its subscribers and for orderly growth of National Pension System and pension sector at all times..
2. Diligence - A retirement adviser shall act with due skill, care and diligence in the best interest of the subscribers and shall ensure that its advice is offered after thorough analysis and taking into account available alternatives.
3. Capabilities - A retirement adviser shall have and employ effectively appropriate resources and procedures which are needed for the efficient performance of its business activities.
4. Information about prospects/subscribers - A retirement adviser shall seek from its prospects or subscribers, information about their financial situation, investment experience and retirement objectives relevant to the services to be provided and maintain confidentiality of such information.
5. Information to its subscribers - A retirement adviser shall make adequate disclosures of relevant material information while dealing with its prospects or subscribers.
6. Fair and reasonable charges - A retirement adviser advising a prospect may charge fees, subject to any ceiling as may be specified by the Authority, if any. The retirement adviser shall ensure that the fee charged to the subscribers is fair and reasonable.
7. Conflicts of interest - A retirement adviser shall try to avoid conflicts of interest as far as possible and when they cannot be avoided, it shall ensure that appropriate disclosures are made to the prospects and that the prospects are fairly treated.
8. Compliance - A retirement adviser including its representative(s) shall comply with all regulatory requirements applicable to the conduct of its business activities so as to promote the best interests of subscribers and maintain integrity in its dealings.
9. Responsibility of senior management - The senior management of a body corporate which is registered as retirement adviser shall bear the primary responsibility for ensuring the maintenance of appropriate standards of conduct and adherence to proper procedures by the body corporate. A retirement adviser shall place the interest of the subscriber over his self interest in conducting his activities under the National Pension System A retirement adviser shall refrain from making any derogatory, disparaging remarks or statements against the National Pension system or the Authority or other intermediaries.