



**PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY**

**CIRCULAR**

**CIR No.: PFRDA/2020/25/SUP- CRA/4**

**February 19<sup>th</sup>, 2020**


To,

All Stake Holders and subscribers under NPS Lite

**Subject: Online contribution facility for NPS Lite Subscribers - e NPS lite**

In order to ensure convenience of the NPS- Lite subscribers and to promote Digital payments, NSDL-CRA has enabled 'e NPS lite', the online contribution facility for NPS Lite subscribers.

2. Pursuant to the above, NPS Lite subscribers with valid mobile number registered in their account, can visit the link (<https://enps.nsdl.com/eNPS/InitialExistingUser.html>) and make online contributions in their NPS-Lite accounts.
3. The subscribers who do not have their mobile numbers registered in their accounts, can submit a request to their Points of Presence (POP) (erstwhile Aggregator) for registering their mobile number and can thereafter avail the services of online contribution. A format of the request is enclosed for ready reference.
4. The charges for availing the services are Rs 3.75 per transaction payable to NSDL-CRA along with payment gateway charges. The step by step process of contribution is enclosed for ready reference.
5. This circular is being issued in exercise of powers conferred under section 14(1) of Pension Fund Regulatory and Development Authority Act, 2013 for protecting the interest of NPS Subscribers.

  
**(K Mohan Gandhi)**  
General Manager

**Encl.: a/a.**

# PROCESS FOR CONTRIBUTING ONLINE TOWARDS NPS-LITE

1. Enter the website [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in)
2. Click on Open Your NPS Account/Contribute Online

Welcome

**NSDL** NSDL e-Governance Infrastructure Limited  
Central Recordkeeping Agency  
For National Pension System  
Technology, Trust & Reach

HOME ABOUT US SUBSCRIBER'S CORNER GALLERY CIRCULAR LOGIN

Go Paperless Opt for an Email Annual Transaction Statement

News  
Go Paperless Opt for an Email Annual Transaction Statement  
Subscriber Awareness Program  
Venue: Hajar Apollu Bimera, Gurgaon

**Apka Phone. Apka NPS.**

Faster Simpler Smoother

Download the app "NPS by NSDL eGov." from

Available on the App Store | Get it on Google play

3. Click on National Pension System

Welcome

**National Pension System Trust** eNPS

HOME MORE ABOUT NPS F/Q

Please Select Your Language ENGLISH

Now you can make contribution through UPI. Click here to know more about UPI.

To rectify any error in the contribution (amount or Tier type) received through eNPS portal, you are requested to raise a grievance on the CRA portal ([www.cra.nsdl.com](http://www.cra.nsdl.com)) to NPS Trust/CRA within 7 days from the date of transaction.

Aadhar based registration under NPS and APY is currently disabled.

**Guidelines for Online Registration**

NPS Trust welcomes you to 'eNPS' which will facilitate:

- Opening of Individual Pension Account under NPS (only Tier I/Tier II/Tier III) by All Indian Citizens (excluding NRIs) between 18 - 65 years.
- Making initial and subsequent contribution to your Tier I as well as Tier II account.

For Account opening, you need to:

- Have Mobile number, aadhar ID and an active Bank account with net Banking facility enabled.
- In case an applicant wishes to open the individual pension account with PRAN, the activation of the PRAN is subject to KYC verification by the empanelled POP (name and address should match with POP record) selected by applicant during the registration process.

To view the list of empanelled POP, Click Here

- Fill up all the mandatory details online
- Click Here for guidelines on filing details if Applicant residence for tax purposes is in jurisdiction (s) outside India
- Scan and upload your photograph (optional for Aadhaar) and signature
- Make online payment (Minimum amount of ₹ 500)
- In case subscriber unable to do aSign, Print the form, paste photograph & affix signature and submit the Form to CRA

Read More...

**NATIONAL PENSION SYSTEM**

ATAL PENSION YOJANA

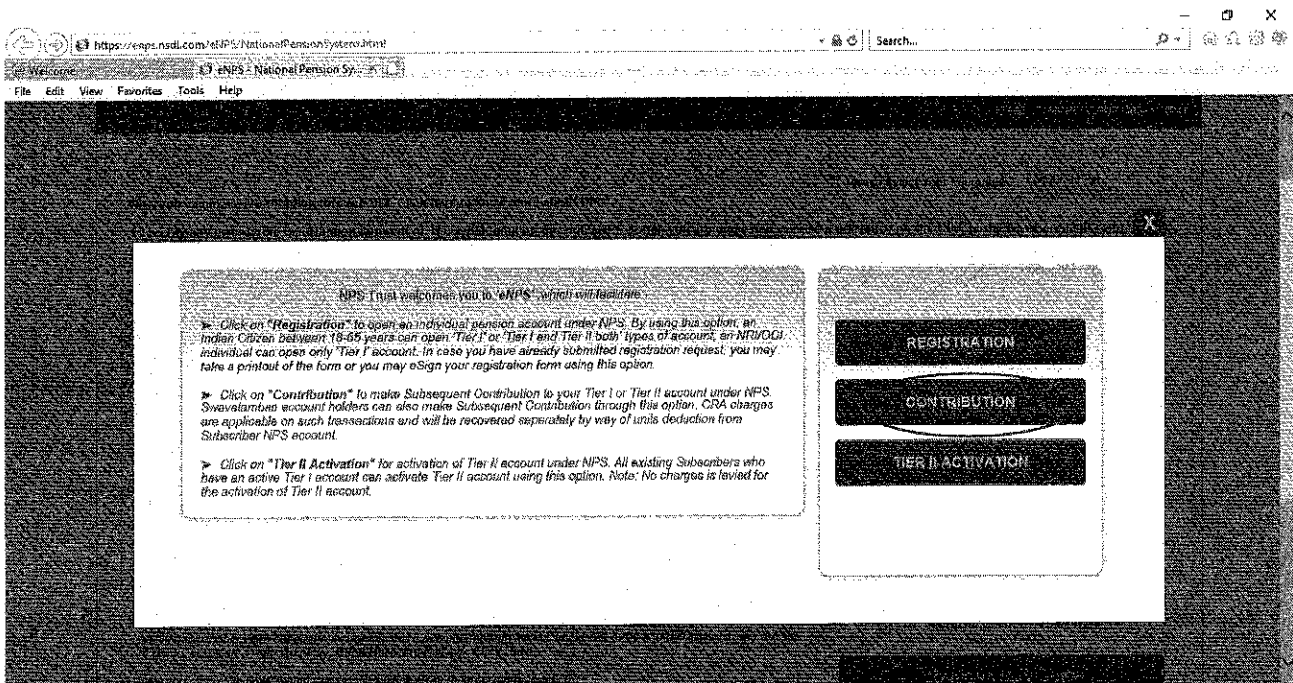
**Additional Services**

- Update FATCA details
- Update Email ID/Mobile number
- Reprint PRAN Card
- Change in Scheme Preference
- Tier II Withdrawal
- View Account Details/Transaction Statement

LOGIN WITH PRAN/PIN

#### 4. Click on Contribution

**\*Please note that subscriber can contribute only till he complete 60 years of age**



Below screen appears

https://enps.nsdl.com/enps/InitialExistingUser.html

Welcome eNPS - National Pension System

**NPS TRUST** National Pension System Trust **eNPS**

Home > Subscriber Services - Contribution

### Subscriber Services - Contribution

#### Subsequent Contribution

\* Please ensure "Cookies" are enabled in your browser before proceeding for payment.

Contributions through eNPS are credited in PRANs on T+2 basis (subject to receipt of clear funds from Payment Gateway Service Provider)

Permanent Retirement Account Number (PRAN) \*

Date of Birth (DD/MM/YYYY) \*

NPS Subscriber Type \*

Request OTP through \*

Add and Enter Captcha \*

DD/MM/YYYY


NPS CRA  NPS Swavalamban

SMS  Email

26 + 4 =

Verify PRAN Cancel

5. Provide NPS-Lite/Swavalamban PRAN
6. Provide Date of Birth
7. Select NPS Swavalamban
8. Select SMS
9. Provide Captcha
10. Select Verify PRAN

**National Pension System Trust**

**eNPS**

[Home](#) > [Subscriber Services - Contribution](#)

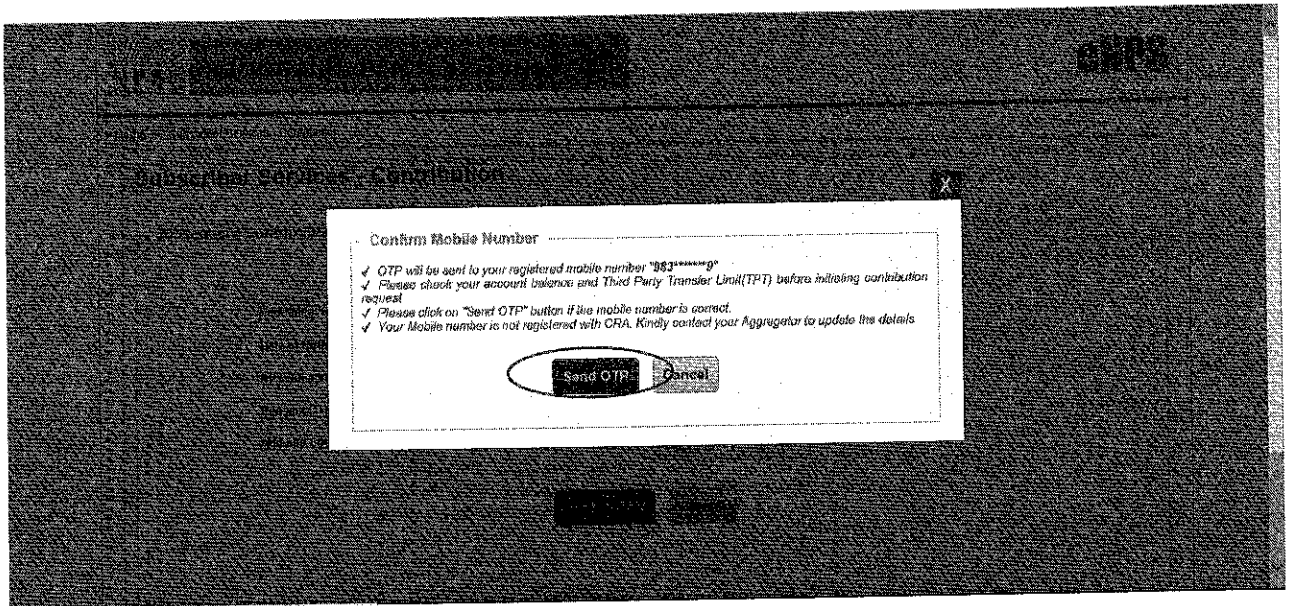
### Subscriber Services - Contribution

Subsequent Contribution

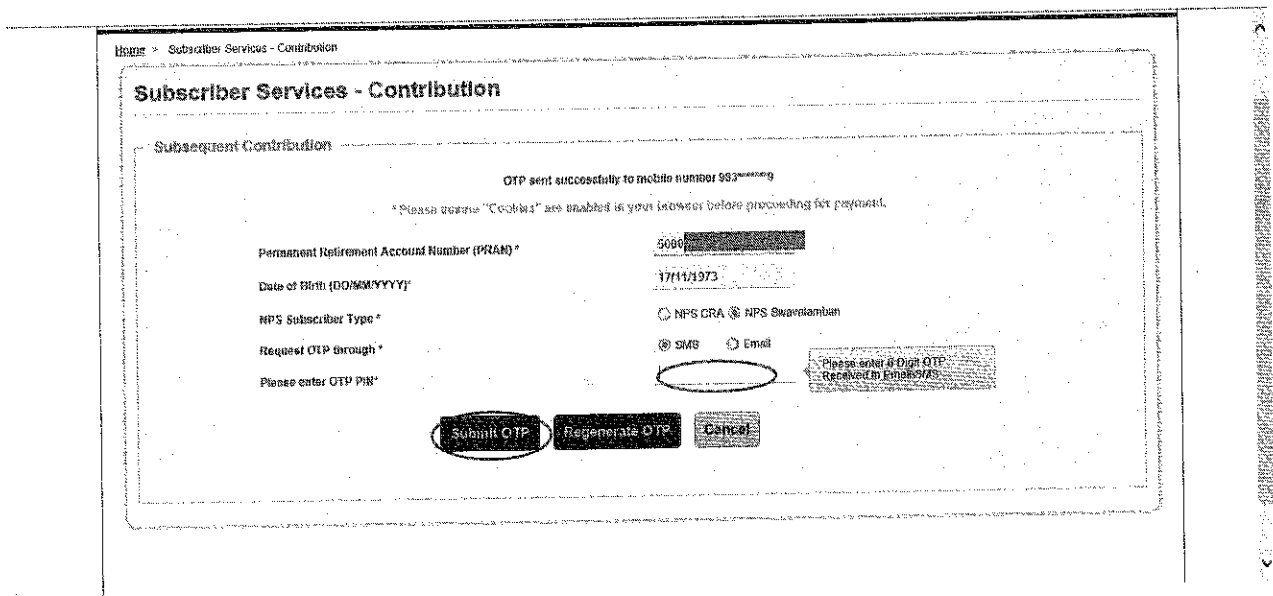
\* Please ensure "Cookies" are enabled in your browser before proceeding for payment.

<b>Permanent Retirement Account Number (PRAN) *</b>	5060 [REDACTED]
<b>Date of Birth (DDMM/YYYY) *</b>	17/11/1973
<b>NPS Subscriber Type *</b>	<input type="radio"/> NPS CRA <input checked="" type="radio"/> NPS Swavalamban
<b>Request OTP through *</b>	<input checked="" type="radio"/> SMS <input type="radio"/> Email
<b>Add and Enter Captcha *</b>	<div style="display: flex; align-items: center;"><div style="border: 1px solid black; padding: 5px; margin-right: 10px;">28 + 3 =</div><div style="margin-right: 10px;">31</div><div style="border: 1px solid black; padding: 5px; font-size: x-small;">Please enter captcha text.</div></div>

11. Select Send OTP



- 12. An OTP will be sent on registered mobile number
- 13. Provide the OTP
- 14. Click SUBMIT OTP



Below screen appears

**Subsequent Contribution**

Subscriber's PRAN: 6000 [REDACTED]  
Mobile No: 983 [REDACTED]

Subscriber's Name: NITESH [REDACTED] MALI  
Email ID: [REDACTED]@co.in

**Subsequent Contribution**  
Request Status View

**Subsequent Contribution**

Tier Type: TIER 1

Voluntary Contribution Amount: ₹ [REDACTED]

₹ 1000   ₹ 2000   ₹ 5000   ₹ 10000

**Confirm**

Total Contribution Amount	₹ [REDACTED]
Transaction Charges *	₹ 0
Goods & Services Tax (GST)	₹ 0
Amount Payable	₹ [REDACTED]

Transaction and Service charges

15. Mention the amount that the subscriber wishes to contribute in Voluntary contribution amount field.

\*Minimum amount acceptable is Rs. 100/-

\*Maximum amount that can be contributed in a financial year is Rs. 50,000/-

**Subsequent Contribution**

Subscriber's PRAN: 600 [REDACTED]  
Mobile No: 983 [REDACTED]

Subscriber's Name: NITESH [REDACTED] MALI  
Email ID: [REDACTED]@co.in

**Subsequent Contribution**  
Request Status View

**Subsequent Contribution**

Tier Type: TIER 1

Voluntary Contribution Amount: ₹ 2000

₹ 1000   ₹ 2000   ₹ 5000   ₹ 10000

**Edit Amount**

Total Contribution Amount	₹ 2000.00
Transaction Charges *	₹ 0.00
Goods & Services Tax (GST)	₹ 0.00
Amount Payable	₹ 2000.00

**Payment Gateway Option**

SBILePay   BILLIDeS   AXIS PAY

Payment through your Debit Card/UPi is only upto ₹ 20000/- (including charges)

15. Select Payment Gateway option
16. Mark the Declarations
17. Click make payment

Amount Payable ₹ 2000.00

**Payment Gateway Option**

Net Banking
  BillDesk
  Axis Pay
  UPI

**Payment through your Debit Card/UPI is only upto ₹ 2000/- (including charges)**

**Declaration by Subscriber**

I hereby declare that I am the bonafide subscriber of NPS and the contribution being paid for this transaction pertains to my PRAN. I further declare that I will make payment from my bank account (applicable in case of Bank POP).

Declaration under the Prevention of Money Laundering Act, 2002

I hereby declare that the contribution paid by me has been derived from my 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.

I hereby declare that I am the bonafide subscriber of NPS and the contribution being paid for this transaction pertains to my PRAN. I further declare that I will make payment from my bank account (applicable in case of Bank POP).

**NOTE : Please mention 'NPS Contribution' as remark in the payment remark at your banking atm.**

Please confirm the declaration by clicking on the above check box to proceed.

**Make Payment**

**Transaction and Service charges**

**Note**

- Contributions are credited in PRANs on T+2 basis (subject to receipt of clear funds from Payment Gateway Service Provider)

**Payment Gateway Charges**

English  हिन्दी

**Net Banking:** ₹ 6.50 per transaction + Goods & Services Tax (GST) @ 18%  
**Credit Card:** 0.60% of the transaction amount + Goods & Services Tax (GST) @ 18%

**Payment through your Debit Card/UPI is only upto ₹ 2000/- (including charges)**

You will now be re-directed to Payment Gateway website. Your Subsequent Contribution against your Permanent Retirement Account Number (PRAN) will be confirmed after Successful payment.



18. Select the option through which payment has to be done and provide bank account details

**Payment Details**

Debit/Credit Card  
 Internet Banking  
 PayPal

**Popular Banks**

SBI

**All Banks**

Please Select

**Order Summary**

Order No.: eNP36809615

Merchant Name: SACHINC

Amount: 2.00

Processing fee:

GST:

Total:

Visit <https://www.npsipay.com> to know the status of your transaction.

Pay Now

Cancel

19. Confirmation receipt is received and status of contribution can be checked using Ack no. provided in the receipt.

The receipt can be saved to check the status of contribution

Home > Subscriber Payment Confirmation

**Receipt of Payment Confirmation - Subsequent Contribution**

**NPS National Pension System Trust**

**Electronic Fund Transfer**

Permanent Retirement Account Number (PRAN)	60000000000000000000
Name of the Subscriber	HITENDRA SACHINC
Contribution Amount*	INR 2000.00
Contribution Tier Type	Tier I
POP Trail Commission + Goods & Services Tax (GST)*	INR 0.90
Payment Gateway Charge + Goods & Services Tax (GST)*	INR 2.85
Acknowledgement Number	18000323
Merchant Order Number	eNP36809615
Contribution Receipt Number	12801906019980919
Transaction Reference Number	5300040563302
Transaction Date	2018-11-07 11:59:26
Transaction Status	Successful

SAVE/PRINT PAYMENT RECEIPT

REQUEST STATUS VIEW

20. Request Status View can be seen as below

Acknowledgement No	Receipt No	Request Received Date	Status	Trac Type	Amount
18003323	12831900078895619	2016-11-07 11:11:42.088	Pending	Tier 1	2000.05



# 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 \_\_\_\_\_ Please refer Sr. No. 2 of the Instructions.

UID (Aadhaar)  (UIDI [Aadhaar] number not required.)

<input type="checkbox"/> <b>3. PROOF OF ADDRESS (PoA)</b> [ Please tick (✓), as applicable ] #Not more than 2 months old. Please refer Sr. No. 2 of the instructions	<b>Correspondence Address</b>	<b>Permanent Address</b>
	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. \_\_\_\_\_

**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. \_\_\_\_\_

**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 \_\_\_\_\_

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 \_\_\_\_\_

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

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

**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

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

**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:100px;" type="text"/>	Signature/Thumb Impression* of the Subscriber
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**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

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

**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	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)**

1st Nominee	dd / mm / yyyy	2nd Nominee	dd / mm / yyyy	3rd Nominee	dd / mm / yyyy
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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

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): \_\_\_\_\_

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Signature of the Authorised Person

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



## 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	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 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. 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 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.			
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