



Relationship with the Nominee:

1st Nominee	2nd Nominee	3 <sup>rd</sup> Nominee

Percentage Share:

1st Nominee		%	2nd Nominee		%	3rd Nominee		%
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Nominee's Guardian Details (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

**5. Subscriber Scheme Preference (Please refer to Sr. No. i of the instructions for further details):****(i). PFM Selection for Active and Auto Choice (Select only one PFM)**

<b><u>PFM Name (in alphabetical order)</u></b>	<b><u>Please tick only one (Select only one PFM)</u></b>
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 Ltd	<input type="checkbox"/>
Reliance Capital Pension Fund Limited	<input type="checkbox"/>
SBI Pension Funds Private Limited	<input type="checkbox"/>
UTI Retirement Solutions Limited	<input type="checkbox"/>

(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).

**(ii). Investment Option**

**Active Choice**  **Auto Choice**  (For details on Auto Choice, please refer to the Offer Document)

Note:-

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

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

Asset Class	E (Cannot exceed 50%)	C	G	Total
% share				100%

Note:-

- The allocation across E, C and G asset classes must equal 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected by the POP.



**INSTRUCTIONS FOR FILLING THE FORM**

- a) The form is to be filled by the Subscribers who have been registered in NPS without a PRAN card.
- 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 and PAN card along with 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) Government employees may submit their application to any POP-SP of their choice. The list of POP-SPs rendering services under NPS is available on CRA website <http://www.npsra.nsdl.co.in>
- g) Subscribers are advised to retain the acknowledgement slip signed/ stamped by the POP-SP where they submit the application.
- h) **Bank Details :**
- Bank details are mandatory for Tier-II else, account will not be activated.
  - Except MICR & IFS code, all the bank details shall be mandatory.
  - Subscriber shall provide **cancelled cheque**, the details of which should match with the details provided under Point No.3 on Page 1.

**i) 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.
A subscriber to Tier II is required to make a fresh nomination. The nomination exercised for Tier II shall not be automatically applicable to Tier I.	

**j) Subscriber Scheme Preference**

<p><b>Active choice</b></p> <ol style="list-style-type: none"> <li>PFM selection is mandatory. The form shall be rejected if a PFM is not opted for.</li> <li>Allocation under Equity (E) cannot exceed 50%</li> <li>A subscriber opting for active choice may select the available asset classes ("E", "G", &amp; "C"). 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. 5 (iii) is left blank, the application shall be rejected.</li> </ol> <p><b>Auto choice</b></p> <ol style="list-style-type: none"> <li>A subscriber opting for Auto Choice must also select a PFM. The application shall be rejected if the subscriber does not indicate his/her choice of PFM</li> <li>In case both investment option and the asset allocation at Point No. 5 (ii) and Point No. 5 (iii) are left blank, the subscriber's funds will be invested as per Auto Choice</li> </ol> <p><b>For more details on investment options and asset classes, please refer to the Offer Document.</b></p>
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**k) Instruction to Government Officers who are not IRA Compliant**

Government officers who are not IRA compliant, i.e., those who have not been issued a PRAN card may either produce a letter from their Head of Office as per the format below **OR** submit documents relating to proof of identity and proof of address as mentioned in instruction (k) :

<p>SPECIMEN LETTER TO BE ISSUED BY Head of Office (On official stationery)</p> <p><b>TO WHOMSOEVER IT MAY CONCERN</b></p>	
<p>This is to certify that Shri/Shmt _____ (name of employee) _____ is an employee of _____ (name of office) _____. He/She has been allotted PRAN No: _____ (PRAN) _____. His/Her date of birth as per official records is _____ (date in dd/mm/yyyy) _____. The permanent address of the employee is as under.</p> <p>Flat/Unit No, Block no Name of Premise/Building/Village Area/Locality/Taluka District/Town/City State / Union Territory Country Pin Code</p> <p>Place: Date :</p>	<div style="border: 1px solid black; padding: 5px; width: 100px; height: 100px; margin: auto;"> <p style="text-align: center;">Recent Photograph</p> </div>
	<p>Signature with Office Seal/Stamp (Head of Office)</p>

## INSTRUCTIONS FOR FILLING THE FORM

## 1) Illustrative list of documents acceptable as proof of identity and address

No.	Proof of Identity (Copy of any one)	No.	Proof of Address (Copy of any one)
1	School Leaving Certificate	1	Electricity bill <sup>^</sup>
2	Matriculation Certificate	2	Telephone bill <sup>^</sup>
3	Degree of Recognized Educational Institution	3	Depository Account Statement <sup>^</sup>
4	Depository Account Statement	4	Credit Card Statement <sup>^</sup>
5	Bank Account Statement / Passbook	5	Bank Account Statement / Passbook <sup>^</sup>
6	Credit Card	6	Employer Certificate <sup>^</sup>
7	Water Bill	7	Rent Receipt <sup>^</sup>
8	Ration Card	8	Ration Card
9	Property Tax Assessment Order	9	Property Tax Assessment Order
10	Passport	10	Passport
11	Voter's Identity Card	11	Voter's Identity Card
12	Driving License	12	Driving License
13	PAN Card	13	Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.
14	Certificate of identity signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.		
<b>Note:</b> 1) Proof of Address mentioned in Sr. No. 1 to 7 (^) should not be more than six months old on the date of application. 2) You are required to bring original documents & two self-attested photocopies (Originals will be returned over-the-counter after verification)			

## GENERAL INFORMATION FOR SUBSCRIBERS

- The Subscriber can obtain the status of his/her application from the CRA website or through the respective POP-SP.
- For more information  
Visit us at <http://www.npscra.nsd.co.in>  
Call us at 022-24994200  
e-mail us at [info.cra@nsdl.co.in](mailto:info.cra@nsdl.co.in)  
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.