

## 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 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:

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"/>        |   |
| Aditya Birla Sun Life 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<br>(Cannot exceed 75%) | C<br>(Max up to 100%) | G<br>(Max up to 100%) | A<br>(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:<br>1. LC 75- It is the Life cycle fund where the Cap to Equity investments is 75% of the total asset<br>2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset<br>3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset<br>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\*:**

| <b>1st Nominee</b>   | <b>2nd Nominee</b>   | <b>3rd Nominee</b>   |
|----------------------|----------------------|----------------------|
| First Name<br>_____  | First Name<br>_____  | First Name<br>_____  |
| Middle Name<br>_____ | Middle Name<br>_____ | Middle Name<br>_____ |
| Last Name<br>_____   | Last Name<br>_____   | Last Name<br>_____   |

**2. Present Communication address of the Nominees\*:**

| <b>Address of 1st Nominee</b> | <b>Address of 2nd Nominee</b> | <b>Address of 3rd nominee</b> |
|-------------------------------|-------------------------------|-------------------------------|
| _____                         | _____                         | _____                         |
| _____                         | _____                         | _____                         |
| _____                         | _____                         | _____                         |

**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\*:**

| <b>1st Nominee</b> | <b>2nd Nominee</b> | <b>3rd Nominee</b> |
|--------------------|--------------------|--------------------|
| _____              | _____              | _____              |

**5. Percentage Share\*:**

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

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

| <b>1st Nominee's Guardian Details</b> | <b>2nd Nominee's Guardian Details</b> | <b>3rd Nominee's Guardian Details</b> |
|---------------------------------------|---------------------------------------|---------------------------------------|
| First Name<br>_____                   | First Name<br>_____                   | First Name<br>_____                   |
| Middle Name<br>_____                  | Middle Name<br>_____                  | Middle Name<br>_____                  |
| Last Name<br>_____                    | Last Name<br>_____                    | Last Name<br>_____                    |

|  |
|--|
|  |
| 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**

| <b>Age (years)</b> | <b>Max. Equity Allocation</b> |
|--------------------|-------------------------------|
| 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.