

To

Ld. District & Sessions Judge (HQs),  
Tis Hazari Courts, Delhi.

**Sub: Submission of NPS (PRAN) Subscriber Registration Form**

Respected Sir

It is submitted that I have joined this office as Junior Judicial Assistant on  
..... I do hereby submit my duly filled in form and enclosures as  
follows:

1. NPS (PRAN) Subscriber Registration Form.
2. Original Cheque duly signed and cancelled.
3. Photocopy of PAN Card.
4. Photocopy of Appointment Letter.

Thanking you

Yours faithfully

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**S,D,W/o** \_\_\_\_\_  
**Roll No.** \_\_\_\_\_  
**Posting:** \_\_\_\_\_  
\_\_\_\_\_  
**Contact No.** \_\_\_\_\_

# NATIONAL PENSION SYSTEM (NPS) – SUBSCRIBER REGISTRATION FORM

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

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

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

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       Smt.       Kumari

First Name\*      [Grid]

Middle Name      [Grid]

Last Name      [Grid]

Subscriber's Maiden Name (if any)      [Grid]

Father's Name\*      [Grid]

(Refer Sr. No. 1 of instructions)

Mother's Name\*      [Grid]

(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 (✓) ]

Date of Birth\*      [Grid]      (Date of Birth should be supported by relevant documentary proof)

City of Birth\*      [Grid]

Country of Birth\*      [Grid]

Gender\* [ Please tick (✓) ]      Male       Female       Others       Nationality\*      In-Indian

Marital Status\*      Married       Unmarried       Others

Spouse Name\*      [Grid]

(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
Voter ID Card	PAN Card
Driving License	Driving License Expiry Date
NREGA JOB Card	
Others	Name of the ID      [Grid]      Please refer Sr. No. 2 of the instructions.

UID (Aadhaar)      [Grid]

I hereby authorize CRA registered with Pension Fund Regulatory and Development Authority (PFRDA) to use my Aadhaar details for National Pension System (NPS) and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder. I understand that the Aadhaar details (physical and / or digital, as the case maybe) submitted for availing services under NPS will be maintained in NPS till the time the account is not inactive in NPS or the timeframe decided by PFRDA, the regulator of NPS, whichever is later. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by CRA registered with PFRDA till such time it is acting as CRA for my NPS account.

As per the amendments made under Prevention of Money-Laundering (Maintenance of Records) Second Amendment Rules, 2017 Aadhaar and PAN are mandatory under NPS. If you do not have Aadhaar and / or PAN at present, please ensure that these details are provided within six months of submission of this Subscriber Registration Form.

<b>3. PROOF OF ADDRESS (PoA)*</b> [ Please tick (✓), as applicable ] <small>#Not more than 3 months old. Please refer Sr. No. 2 of the instructions</small>	<b>Correspondence Address</b> Passport /Driving License/UID (Aadhaar)/Voter ID card/NREGA Job Card/Ration Card/Others Registered Lease/Sale agreement of residence #Latest Gas/Electricity/Telephone[Landline] Bill	<b>Permanent Address</b> Passport /Driving License/UID (Aadhaar)/Voter ID card/NREGA Job Card/Ration Card/Others Registered Lease/Sale agreement of residence #Latest Gas/Electricity/Telephone[Landline] Bill
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**4.1 CORRESPONDENCE ADDRESS DETAILS\***

Address Type\*      Residential/Business       Residential       Business       Registered Office       Unspecified

Flat/Room/Door/Block no.      [Grid]      Landmark      [Grid]

Premises/Building/Village      [Grid]

Road/Street/Lane      [Grid]

Area/Locality/Taluk      [Grid]

City/Town/District      [Grid]      PIN Code      [Grid]

State/U.T.      [Grid]

**4.2 PERMANENT ADDRESS DETAILS\***       Tick (✓) in the box in case the address is same as above.

Address Type\*      Residential/Business       Residential       Business       Registered Office       Unspecified

Flat/Room/Door/Block no.      [Grid]      Landmark      [Grid]

Premises/Building/Village      [Grid]

Road/Street/Lane      [Grid]

Area/Locality/Taluk      [Grid]

City/Town/District      [Grid]      PIN Code      [Grid]

State/U.T.      [Grid]



**(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%	

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
LC 75		
LC 50		
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)	01/01/2011	01/01/2011	01/01/2011

"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" value=""/>	Designation of the Authorised Person <input type="text" value=""/>		
Name of the DDO <input type="text" value=""/>	Name of DTO/PAO/CDDO/DTA/PrAO <input type="text" value=""/>		
Deptt/Ministry <input type="text" value=""/>	Date <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>		

**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)

Rubber Stamp of the Corporate (In the box above)

Designation of the Authorised Person



## 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 to Resident Indians and there is a separate Form for Non Resident Indians. 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 bank for an existing Bank customer.</td> <td>4</td> <td>Certificate of the POP bank for an existing Bank 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, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions for their employees.</td> </tr> <tr> <td>12</td> <td>Photo. 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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. (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 Number 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	For more details on 'Investment Option', please visit CRA website. Subscribers from Government sector are currently not allowed to exercise the investment option. As mentioned, your contribution will be invested by default PFs as per the guidelines issued by the Government.																																																																
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"> <li>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.</li> <li>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)</li> <li>If applicant residence for tax purpose in jurisdiction(s) within India, Permanent Account Number (PAN) to be provided as Tax Identification Number (TIN)</li> <li>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</li> </ul>																																																																
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.



To

**The District & Sessions Judge (HQs)**  
**Tis Hazari Courts,**  
**Delhi**

**Sub: Submission of ECS Form & Annexure-II**

Respected Sir,

With due respect, it is submitted that I have joined this office as Junior Judicial Assistant on dated\_\_\_\_\_. I hereby submitting my duly filed form and enclosures as follows:

1. Electronic Clearing Service (ECS) Form in original.
2. Annexure-II in original.
3. Cheque duly signed and cancelled in original.
4. Photocopy of cheque duly signed and cancelled.
5. Photocopy of PAN Card

Thanking you,

Yours faithfully

( )

S/o, D/o\_\_\_\_\_

W/o\_\_\_\_\_

Roll No.\_\_\_\_\_

Contact No.\_\_\_\_\_

Posting\_\_\_\_\_

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)  
MODEL MANDATE FROM  
OFFICER'S OPTION TO RECEIVE SALARY THROUGH CREDIT  
CLEARING MECHANISM**

1. NAME OF THE OFFICIAL /D.O.B. : \_\_\_\_\_
2. S/O, W/O, D/O : \_\_\_\_\_
3. DESIGNATION : \_\_\_\_\_
4. **10 DIGIT INCOME TAX PERMANENT ACCOUNT NO.**  
(Please attach photocopy of PAN Card) : \_\_\_\_\_
5. Aadhar No. (Please attaché photocopy) : \_\_\_\_\_
6. PARTICULARS OF BANK ACCOUNT
- A. BANK NAME : \_\_\_\_\_
- B. BRANCH NAME : \_\_\_\_\_
- C. ADDRESS : \_\_\_\_\_
- D. TELEPHONE : \_\_\_\_\_
- E. 09-DIGIT CODE NO. OF THE BANK & BRANCH APPEARING ON THE M.I.C.R. CHEQUE ISSUED BY THE BANK : \_\_\_\_\_
- F. ACCOUNT TYPE (S.B. ACCOUNT/ CURRENT ACCOUNT OR CASH CREDIT) WITH CODE 10/11/13 : \_\_\_\_\_
- G. ACCOUNTS NO.(AS APPEARING ON THE CHEQUE BOOK) : \_\_\_\_\_

**NOTE** : Please attach a photocopy of  
A blank cancelled cheque  
With signature.

DATE OF EFFECT :

I hereby declare that the particulars given above are corrects and complete.

Date :

**SIGNATURE**

Mob. No. \_\_\_\_\_

Address : \_\_\_\_\_

E-mail ID \_\_\_\_\_

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)  
MODEL MANDATE FROM  
OFFICER'S OPTION TO RECEIVE SALARY THROUGH CREDIT  
CLEARING MECHANISM**

1. NAME OF THE OFFICIAL /D.O.B. : \_\_\_\_\_
2. S/O, W/O, D/O : \_\_\_\_\_
3. DESIGNATION : \_\_\_\_\_
4. **10 DIGIT INCOME.TAX PERMANENT  
ACCOUNT NO.** : \_\_\_\_\_  
**(Please attach photocopy of PAN Card)**
5. Aadhar No. (Please attaché photocopy) : \_\_\_\_\_
6. PARTICULARS OF BANK ACCOUNT
- A. BANK NAME : \_\_\_\_\_
- B. BRANCH NAME : \_\_\_\_\_
- C. ADDRESS : \_\_\_\_\_
- D. TELEPHONE : \_\_\_\_\_
- E. 09-DIGIT CODE NO. OF THE  
BANK & BRANCH APPEARING  
ON THE M.I.C.R. CHEQUE  
ISSUED BY THE BANK : \_\_\_\_\_
- F. ACCOUNT TYPE (S.B. ACCOUNT/  
CURRENT ACCOUNT OR CASH  
CREDIT) WITH CODE 10/11/13 : \_\_\_\_\_
- G. ACCOUNTS NO.(AS APPEARING  
ON THE CHEQUE BOOK) : \_\_\_\_\_

**NOTE** : Please attach a photocopy of  
A blank cancelled cheque  
With signature.

DATE OF EFFECT :

I hereby declare that the particulars given above are corrects and complete.

Date :

**SIGNATURE**

Mob. No. \_\_\_\_\_

Address : \_\_\_\_\_

E-mail ID \_\_\_\_\_

**ANNEXURE – II**

(In substitution of the certificates prescribed in Annexures II-A and II-B of the Ministry of Finance, O.M. No. F.22(37)-E.II(B)64.dt. 27.11.65).

Certificate to be furnished by all Central Government Servants.

- (1) I certify that I (have applied for the Government accommodation in accordance with the prescribed procedure but) have not been provided with Government accommodation/(have refused the allotment of Government accommodation) during the period in respect of which the allowance is claimed.
- (2) I certify that I am residing in a house hired/owned by me/my wife/husband/son/daughter/father/mother/a Hindu undivided family in which I am a coparcener.
- (3) I certify that I am incurring some expenditure on rent contributing towards rent.

OR

\*\*\* I certify that the rent value of the house owned by me/owned by a Hindu undivided family in which I am a coparcener and in which I am residing is ascertainable in the manner specified in para 7 of O.M. No. F.2(37)-E II (B)/64, dated 27.11.65 I certify that I am paying/contributing towards house or property tax.

- (4) I certify that I am not sharing accommodation allotted to my parent(child) by the State/Central Government, an autonomous public undertaking or semi-Government organization such as municipality, port trust, etc., allotted rent-free to another Government servant.
- (5) I certify that my husband/wife/children/parents who is/are sharing accommodation with me allotted to another employee of the Central/State Government/autonomous public undertakings or semi-Government organizations like municipality, port trust, etc., is/are not in receipt of house rent allowance from the Central/State Government/autonomous public undertakings or semi-Government organization like municipality, port trust, etc.
- (6) I also certify that my wife/husband has not been allotted accommodation at the same station by the Central/State Government/autonomous public undertaking or semi-Government organizations such as municipality, port trust,. Etc.

Dated : \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DESIGNATION \_\_\_\_\_

PRESENT RESIDENCE ADDRESS:

\_\_\_\_\_

Contact No. \_\_\_\_\_