

Central Recordkeeping Agency (CRA) - Protean eGov Technologies Limited. (formerly NSDL e-Governance Infrastructure Ltd.)
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]

Signature and Stamp of POP-SP/DDO/NL-CC

Verified By: _____ Date: _____

(To be filled by Nodal Office as generated by NPSCAN / CRA system)

I hereby request for the following details for the change [Please tick (✓)].

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)

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.)

Marital Status [please tick (✓)] Married ☐ Unmarried ☐ Others ☐

PAN CARD

Spouse Name	F	i	r	s	t					M	i	d	d	l	e			L	a	s	t				
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(Refer Sr. No. 1 of instructions)

[illegible][illegible]

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]

Others	Name of the ID									I	D	N	u	m	b	e	r	Please refer Sr. No. 2 of the instructions.
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UID (Aadhaar)		(UIDI [Aadhaar] number not required.)
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☐ 3. PROOF OF ADDRESS (PoA)	Correspondence Address	Permanent Address
[Please tick (✓), as applicable]	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
#Not more than 2 months old. Please refer Sr. No. 2 of the instructions	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.	C o u n t r y

☐ 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.	C o u n t r y

☐ 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
	State/U.T. C o u n t r y
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
	State/U.T. C o u n t r y
Bank MICR Code	IFS Code

	Signature of Authorized Signatory									
	Name : _____ Place : _____ Designation : _____ Date : <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>d</td><td>d</td><td>/</td><td>m</td><td>m</td><td>/</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table>	d	d	/	m	m	/	y	y	y
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POP / POP-SP Seal										

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	2nd Nominee	3rd Nominee

4. Relationship with the Nominee:		
1st Nominee	2nd Nominee	3rd Nominee

5. Percentage Share:		
1st Nominee %	2nd Nominee %	3rd Nominee %

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
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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): _____

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

Signature of the Authorised Person

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																																																																
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2	2, 3 & 4	Identity, Correspondence & Permanent address details	<table border="1"> <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 for an existing customer.</td> <td>4</td> <td>Certificate of the POP for an existing 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 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. 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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.npskra.nsdl.co.in>

Call: 022-4090 4242

Address: Central Recordkeeping Agency (CRA)

Protean eGov Technologies Limited (*formerly NSDL e-Governance Infrastructure Limited*)

1st Floor, Times Tower, Kamala Mills Compound, Senapati Bapat Marg,

Lower Parel (W), Mumbai - 400013