

**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

Retirement Adviser Code

Generated from Central KYC Registry. Submission of proof for the same is necessary.

KYC Number, Retirement Adviser Code and Spouse Name fields are not applicable for Government &amp; 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.)

**3. PROOF OF ADDRESS (PoA)**

[ Please tick (✓), as applicable ]

[Not more than 2 months old]

Please refer Sr. No. 2 of the instructions

**Correspondence Address**

Passport / Driving License / UD (Aadhaar) / Voter ID card / NREGA Job Card / Ration Card / Others

Registered Lease/Sale agreement of residence / Municipal Tax Receipt

[Latest Piped Gas/Water/Electricity/Telephone] and/or postpaid mobile Bill

**Permanent Address**

Passport / Driving License / UD (Aadhaar) / Voter ID card / NREGA Job Card / Ration Card / Others

Registered Lease/Sale agreement of residence / Municipal Tax Receipt

[Latest Piped Gas/Water/Electricity/Telephone] and/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 &amp; 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 : / /

Signature/Thumb  
Impression\* of the Subscriber

**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 ☐

|                   |                                                              |
|-------------------|--------------------------------------------------------------|
| POP / POP-SP Seal |                                                              |
|                   | Signature of Authorized Signatory                            |
|                   | Name : _____ Place : _____<br>Designation : _____ Date : / / |

# **ADDITIONAL NOMINATION FORM** **INSTRUCTIONS FOR FILLING IN THE FORM**

C.R.

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 process 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 / /

**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                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | 1        | Spouse Name                                                                                                                                                                                                                                                                                                                                                         | If married, spouse name is mandatory.                                                                                                                                                                                                                                                                                                                                                                                                                        |
|       |          | <b>Identity, Correspondence &amp; Permanent address details</b>                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2     | 2, 3 & 4 |                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|       |          | <b>Proof of Identity (Copy of any one)</b>                                                                                                                                                                                                                                                                                                                          | <b>Proof of Address (Copy of any one)</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |
|       |          | 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)                                                                                                                                                                                                                                                                                                                                            |
|       |          | <b>Note:</b>                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|       |          | (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.npsra.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