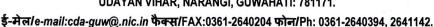


# रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.





NO: DDP/I/NPS/18/Order/VOL-XXVIII

Date: 06.12.2017

### **IMPORTANT CIRCULAR NO: 62**

To

O1. The Officer-In-Charge
Area Accounts office
O2. The Officer-In-Charge
The PAO (Ors) ARC Shillong
O3. The Officer-In-Charge
The PAO (ORs) 58 GTC Shillong
O4. The Officer-In-Charge

All THE AO GEs/AGEs (As per standard list)

Subject:

**NEW SUBSCRIBER REGISTRATION FORM UNDER NPS.** 

It is informed that the existing *Subscriber Registration Form* has been revised and new Subscriber Registration Form (CSRF) has been notified by Pension Fund Regulatory and Development Authority (PFRDA). The revised form is aligned with the regulatory requirements pertaining to *Foreign Account Tax Compliance Act (FATCA)*, *Prevention of Money Laundering Act (PMLA)* and Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI).

Accordingly, all the Nodal Offices are advised to use the new CSRF from **December 1, 2017** available on 'https://www.npscra.nsdl.co.in/central-forms.php' for registration of Subscribers in National Pension System (NPS) and *avoid submitting old CSRF to CRA FC* as the old CSRF form is invalidated w.e.f 01.12.2017.

In case of any further clarification, your Office may contact CG Help Desk (Tel No: 022-4090 4242 Ext. 3314/3315, Email: <a href="mailto:cghelpdesk@nsdl.co.in">cghelpdesk@nsdl.co.in</a> ).

(Amit Kumar)
Sr. Accounts Officer

copy To! - cop section: For uploading in CDA Grussahasti Website (Local) please.

(NILANZAN CHAKRABORTY)
AAO(DDP)

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(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	750/ -51/
LC 75		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
LC 50		3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset
LC 25		•

11. DECLARATION BY SUBSCRIBER* ( Plea	ase refer to Sr no. 7 of the i	instructions)	24460460350	
Declaration & Authorization by all subscribe I have read and understood the terms and condi and declare that the information and documents	itions of the National Pensions furnished by me are true a	and correct, to the best	of my knowledge and belief. I undertake	to inform immediately the Centra
Record Keeping Agency/National Pension Sys understand that I shall be fully liable for submiss	stem Trust, of any change it sion of any false or incorrec	in the above information of information or docume	n furnished by me. I do not hold any p ents.	ore-existing account under NPS.
I further agree to be bound by the terms and c complete or partial without any new declaration details) & T-PIN.	onditions of provision of se	ervices by CRA, from tin	ne to time and any amendment thereof	as approved by PFRDA, whether (to access CRA website and view
Declaration under the Prevention of Money I	Laundering Act, 2002	8 8	7	
I hereby declare that the contribution paid by m the right to peruse my financial profile or share t found violating the provisions of any law relatin	the information, with other g	jovernment authorities. I	lared and assessed sources of income. further agree that NPS Trust has the rig	I understand that NPS Trust ha ght to close my PRAN in case I ar
Date ddd/mmm/1/yy	i i i i i i i i i i i i i i i i i i i			
Place :				74.00 Market 1997
		-	Signature/Thumb Impression* (* LTI in case of male and R	
12. DECLARATION ON FATCA* (Foreign A	ccount Tax Complianc	e Act) COMPLIANCE	F (Please refer to Sr no. 8 of the instruc	tione):
Section I*  US Person* Yes No  Section II*  For the purposes of taxation, I am a resident put below or I have indicated that a TIN/function	in the following countrie:	s and my Tax Identific	cation Number (TIN)/functional equ	ivalent in each country is set
Particulars	onal equivalent is unave	Country (1)	Country (2)	Country (3)
Country/countries of tax residency			Journal (2)	Country (c)
country, social in social conditions	Address Line 1			
Address in the jurisdiction for Tax	City/Town/Village			
Residence	State			
	ZIP/Post Code			
Tax Identification Number (TIN)/Functional	equivalent Number			
TIN/ Functional equivalent Number Issuing	Country			
Validity of documentary evidence provided (W	herever applicable)	đd / mm / yyyy	dd <b>/</b> mm / yyyy	dd I mra I yyyy
It certify that:  a) It shall be my responsibility to educate my with the Rules 114F to 114H of the Incomrules,  b) the information provided by me in the For belief, true, correct and complete and that a Reportable account or otherwise.  c) I permit/authorise the NPS Trust to collect, Trust and any of NPS intermediaries when India of any confidential information for cold) I undertake the responsibility to declare a provided in the Form, its supporting Anney provide fresh self-certification along with cell I also agree that in case of my failure to dia authority designated by the Government of the NPS Trust if the deficiency is not remef) I hereby accept and acknowledge that the domain for confirming the information proving I also agree to furnish such information all India or abroad in the subject matter hereinh) I shall indemnify NPS Trust for any loss the	the tax Rules, 1962 there are tax Rules, 1962 there are, its supporting Annex I have not withheld any a store, communicate annever situated including sumpliance with any law of and disclose within 30 cours as well as in the discoumentary evidence, sclose any material fact of India (GOI) /RBI/IRDA adied by me within the store and the wided by me to the NPS and/or documents as the in.	curves as well as in the material information to dispresse information to regulation whether days from the date of commentary evidence known to me, now or VPFRDA for the purp tipulated period. Trust and authority to Trust MPS Trust may required.	e documentary evidence are, to the that may affect the assessment/cate are lating to the Account and all transisclosure between them and to the domestic or foreign.  If change, any changes that may to provided by me or if any certification in future, the NPS Trust may report ose or take any other action as may be carry out investigations from the interest of the country of the time on account or the document of the country of the time on account or the document of the country of the time on account or the document of the country of the coun	e best of my knowledge and egorization of the account as sactions therein, by the NPS authorities in and/or outside ake place in the information on becomes incorrect and to to any regulator and/or any y be deemed appropriate by information available in public fany change in law either in
Date d d / m m / y y y  Place:			Signature/Thumb Impression*	of Subscriber in black ink
Name of subscriber			(* LTI in case of male and F	RTI in case of females)

(Subscribe				ernment Su								
game.com	rs Employr	nent Detail	s to be filled	and atteste	d by the	e Deptt. (A	II Details	are Man	datory)			
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PPAN (If applicable)					Employee Code/ID and PPAN are optional. If you inte to provide, mention any one.					n you mione		
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Department												
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Pay Scale  It is certified that the details pro							, and the second					
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16. TO BE FILLED BY POP-SP		
Receipt No. (17 digits)		POP-SP Registration Number
Document accepted for date of Birth Pro	oof:	
Copy of PAN card submitted YES [	NO KYC Comp	
	Originals Verified) Self Certified (Attestione	sted) True Copies
Existing Bank Customer:	7.10	
I/we hereby certify/confirm that Shri/Sm	nt/Kum	branch and KYC norms required for opening Bank Account
	ening NPS account have been fully comp	olied with. We further confirm that the S. B. a/c of Sh/Smt/Kum
Adhaar Based KYC Certificate:	Gavingo Bank Bopook Account	
	erof Sh/Smt/Kum Aadhaar card are matching with that mentio	has been checked and the name oned on NPS application form.
To be filled by POP-SP		Name:
		Designation: Place:
,		Designation.
POP-SP Seal	Signature of Authorized Signatory	Date d d / m m / y y y y
	[To be filled by CRA - Facilitation (	Centre (CRA-FC)]
Received by	CRA-FC Registr	ration Number
Received at		Date
Acknowledgement Number (by CRA-FC)		
PRAN Alloted		
garantari garantari	ACKNOWLEDGEME	:NT
Name of the Subscriber:		
Contribution Amount Remitted:  Date of Receipt of Application and Contr	₹	
Date of Necope of Application and Conti		
		Stamp and Signature of the Employer/PoP:
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. F		

### INSTRUCTIONS FOR FILLING THE SUBSCRIBER REGISTRATION FORM

#### **General Guidelines**

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

a blank box after each word.

In case, you mention the KYC number submission of proof for the same is necessary.

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

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.

Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification by the nodal office.

Name and Address of the applicant mentioned on the form, should match with the documentary proof submitted.

The subscriber's thumb's impression should be verified by the designated officer of POP-SP / Nodal Office.

(q) Item No No. This Form is applicable to Resident Indians and there is a separate Form for Non Resident Indians.
 Currently, Foreign Nationals / Other Country Individuals (OCI) and Persons of Indian Origin (PIO) are not allowed to open PRAN.
 The applicant shall mention father's name and mother's name and shall select the option to be printed on PRAN Card. Personal Details If married, spouse name is mandatory. Father's name is mandatory. If father's name has more than 30 digits, you may fill Annexure II for the same. Father'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. Mother's Name Please ensure that the date of birth matches as indicated in the document provided in the support. Date of Birth Proof of Identity (Copy of any one) Proof of Address (Copy of any one) Passport issued by Government of India Passport issued by Government of India. 1 1 2 2 Ration card with photograph and residential address Ration card with photograph. Bank Pass book or certificate with photograph and residential Bank Pass book or certificate with Photograph. 3 3 address Certificate of the POP bank for an existing Bank customer. Certificate of the POP bank for an existing Bank customer. Voters Identity card with photograph and residential address 5 Voters Identity card with photograph and residential address. 5 6 Valid Driving license with photograph Valid Driving license with photograph and residential address Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly 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. Certificate of address with photograph signed by a Member of PAN Card issued by Income tax department Parliament or Member of Legislative Assembly **Identity** 9 Aadhar Card / letter issued by Unique Identification Authority of Aadhar Card / letter issued by Unique Identification Authority Correspondence & Permanent address of India India clearly showing the address details 10 Job cards issued by NREGA duly signed by an officer of the Job cards issued by NREGA duly signed by an officer of the State Government State Government 2,3 & 4 2 Identity card issued by Central/State government and its Departments, statuary/ Regulatory Authorities, Public Sector Undertakings, Scheduled commercial Banks, Public Financial The identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statuary/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions for Institutions, Colleges affiliated to universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc. their employees Latest Electricity/water bill in the name of the Subscriber Claimant and showing the address (less than 3 months old) Photo, Identity Card issued by Defence, Paramilitary and 12 Police department's Latest Telephone bill in the name of the Subscriber / Claimant and showing the address (less than 3 months old) Ex-Service Man Card issued by Ministry of Defence to their 13 employees Latest Property/house Tax receipt (not more than one year old) Photo Credit card. Existing valid registered lease agreement of the house on stamp paper (in case of rented/leased accommodation) 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) 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-Politically Exposed 3 6 owned corporations, important political party officials. For Tier I, bank details are optional. In case, subscriber provides bank details, it should be supported by cancelled cheque.

For activation of Tier II, bank details are mandatory. Please attach a Cancelled cheque (containing Subscriber Name, Bank Account Number and IFS Code) or Bank Certificate containing Name, Bank Account Number and IFS code, for direct credit or electronic transfer. In case if the cheque is not preprinted with name, additionally, a copy of the bank passbook or bank certificate containing Name, Bank Account Number and IFS code should be subpitted. Subscriber's Bank 4 7 Details and IES code should be submitted. 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 Subscriber's 5 8 Nomination Details 100, entire nomination will be rejected. For more details on 'Investment Option', you may 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.

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. Pension Fund (PF) 6 10 Selection and **Investment Option** Declaration by 7 Subscriber Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India

Jurisdiction(s) of Tax Residence: Since US taxes the global income of its citizen, every US citizen of whatever nationality, is also a resident Junsaiction(s) of tax Residence: Since OS taxes the global income of its cluzer, every OS cluzer of whatever nationality, o died detections for tax purpose in USA.

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 Declaration by subscriber on FATCA 8 12 Compliance resident registration number) residence for tax purpose in jurisdiction(s) within India, Permanent Account Number (PAN) to be provided as Tax Identification 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

## General Information for Subscribers

- The Subscriber can obtain the status of his/her application from CRA and their designated nodal officer. Subscribers are advised to retain the acknowledgement slip signed/ stamped by the designated nodal officer where they submit the application.

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