

## Employee Registration for National Pension System (NPS)

### Standing Operating Procedure for Opening of National Pension System (NPS) Account for Corporate employees

To start contributing towards NPS, employees need to perform 2 steps:

1. Create account on NSDL & generate PRAN (if not already)
2. Update contribution to be deducted through employer, on Excelity

Both the steps are described below:

#### 1) Creation of Account on NSDL & generation of PRAN

##### a. Online basis PAN and KYC verification by Bank

**Process Overview:** The objective of the process is to give step-by-step guide to open the NPS account for Corporate employees registered with HDFC Bank (as a Point of Presence - POP) for NPS. Below process can be followed by employees who have an E KYC compliant bank account (All Indian Banks).

**In case your bank name does not appear in the drop down menu in this process, you can follow the physical mode of form submission (details mentioned in this document below)**

**Important Requisites:** As a part of online subscription employee needs to upload image of cancelled cheque, photograph and signature, a minimum contribution of Rs. 500/- will have to be made through online mode of registration.

Employee to use the below link using PAN number for generating PRAN (Permanent Retirement Account Number). Visit website <https://enps.nsdl.com>

Online form filling for e-NPS PAN based subscriber registration:

- 1) Click on "Registration"

**NPS TRUST** National Pension System Trust **eNPS**

HOME MORE ABOUT NPS FAQ

Please Select Your Language **ENGLISH**

Now, you can submit FATCA Self Certification online. For more details, please click FATCA Self Declaration or visit [www.nps.cra.nsdl.co.in](http://www.nps.cra.nsdl.co.in). For online Submission of Form, please login to your account [www.cra.nsdl.com](http://www.cra.nsdl.com)

In order to comply with the new UIDAI guidelines for Virtual ID, paperless facility of e-Sign has been disabled for PRANs generated prior to July 1, 2018. You may submit the physical registration form to CRA which can be downloaded by selecting Print & Courier Subscriber Registration Form.

#### Guidelines for Online Registration

NPS Trust welcomes you to 'eNPS', which will facilitate -

- Opening of Individual Pension Account under NPS (only Tier I / Tier I & Tier II) by All Indian Citizens (including NRIs) between 18 - 65 years
- Making initial and subsequent contribution to your Tier I as well as Tier II account.

For Account opening, you need to:

- ✓ Have Mobile number, email ID and an active Bank account with net Banking facility enabled
- ✓ Have an Virtual ID number (issued by UIDAI against your Aadhaar Number) or a PAN Card
- ✓ In case, an applicant selects to open the individual pension account with PAN, the activation of the PRAN is subject to KYC verification by the empanelled Banks (name and address should match with bank record) selected by applicant during the registration process (not required in case of Virtual ID). To view the list of empanelled banks, [click here](#)
- ✓ Fill up all the mandatory details online
- ✓ [Click here](#) for guidelines on filling details if Applicant residence for tax purposes in jurisdiction (s) outside India.
- ✓ Scan and upload your photograph (optional if verification is done through Virtual ID) and signature
- ✓ Make online payment (Minimum amount of ₹ 500)
- ✓ Print the form, paste photograph & affix signature and submit the Form to CRA

[Read More...](#)

All NPS subscribers can contribute in Tier I & Tier II account through 'eNPS' using SBI ePay and BillDesk. To view the list of Banks associated with SBI ePay, [click here](#) and BillDesk [click here](#).

Government employees who are mandatorily covered under NPS shall approach their Nodal Offices for PRAN generation.

[To post your queries / grievance online click here](#)

#### REGISTRATION

#### CONTRIBUTION

#### TIER II ACTIVATION

#### APY APPLICATION

#### Additional Services

- ✓ Update FATCA details
- ✓ Aadhaar Seeding
- ✓ Update Address (using Virtual ID)
- ✓ Update Email ID/Mobile number
- ✓ Reprint PRAN Card
- ✓ Change in Scheme Preference
- ✓ Tier II Withdrawal
- ✓ View Account Details/Transaction Statement

#### LOGIN WITH PRAN/IPIN

[To "Set/Reset your IPIN" click here](#)

- 2) Click on New Registration
- 3) Click on Corporate Subscriber
- 4) In the filed "Register With", select Permanent Account Number (PAN)
- 5) Enter PAN Details
- 6) Select Your Bank

**(Please select the bank in which you have a savings / current account that you wish to link with your NPS Account. Your KYC verification will be done by the Bank. A onetime fee of up to a maximum of Rs. 125 (plus applicable taxes) will be debited from your Bank account by the Bank as KYC authentication charges.)**

**If your Bank name does not show up in the drop down, please follow the physical mode of submission**

- 7) Input CHO Details (Enter Corporate Name & select CBO details from Drop Down)

**NPS TRUST National Pension System Trust eNPS**

Home > Subscriber Registration

### Online Subscriber Registration

New Registration
  Complete Pending Registration
  e Sign / Print Registration Form

\* Please ensure "Cookies" are enabled in your browser before proceeding for Registration

Aadhaar based registration under NPS is currently disabled. You may instantly open your NPS account through PAN based Registration.

**New Registration**

Choose appropriate options

Individual Subscriber
  Corporate Subscriber


Status of Applicant	<input checked="" type="radio"/> Citizens of India
Register With	<input checked="" type="radio"/> Permanent Account Number (PAN)
Account Type	<input type="radio"/> Tier I & Tier II <input checked="" type="radio"/> Tier I only

Please enter the following details


Enter PAN *	ALTPR5020C
Select your Bank *	HDFC BANK LIMITED
<small>Please select the bank in which you have a savings / current account that you wish to link with your NPS Account. Your KYC verification will be done by the Bank. A onetime fee of up to a maximum of Rs. 125 (plus applicable taxes) will be debited from your Bank account by the Bank as KYC authentication charges.</small>	
Corporate Head Office *	TATA MOTORS FINANCE LIMITED
Corporate Branch Office	TATA MOTORS FINANCE LIMITED

**Continue**

- 8) Fill all mandatory details (fields marked with \* are mandatory for registration),  
Sample fields have been filled in the below screenshot for easy reference
- 9) Enter Captcha and click on Generate Acknowledgement Number and Save the Ack. No. for future reference.



## National Pension System Trust



[Home](#) > [Subscriber Registration](#) > Subscriber Registration (Core Details)

### Subscriber Registration

1 Start

2 Acknowledgement ID Generated

3 Registration Details Submitted

4 PRAN Generated

5 eSIGN Registration Form

6 Process Complete

Account Type: Tier I

Personal Details
Contact Details
Bank & Other Details
Nomination Details
Documents Upload
Photo & Signature Details
Payment Details

Fields marked with \* are mandatory for registration.

**Personal Details**

Title \*

Please add name matching with Bank Account name

First Name \*

Middle Name

Last Name

Gender \*

Date of Birth \*

Place/City of Birth \*

Country of Birth \*

**Family Details**

Father's Title\*

Father's First Name\*

Father's Middle Name

Father's Last Name

Mother's Title \*

Mother's First Name \*

Mother's Middle Name

Mother's Last Name

Subscriber's Maiden Name

Country of Birth \*

Marital Status \*

Name to be printed on Pran card

Mobile \*

Email ID \*

Telephone (Residence No)

Telephone (Office No)

Fax Number

Subscriber's Maiden Name

Spouse First Name\*

Spouse Middle Name

Spouse Last Name

**Identity Details**

PAN

Aadhaar

Passport No

Voter ID

CERSAI ID

Retirement Advisory ID

**Proof of Identity**

Identity Proof \*

ID Number\*

Date of Birth Proof\*

Document Proof ID (if any)

Add and Enter Captcha

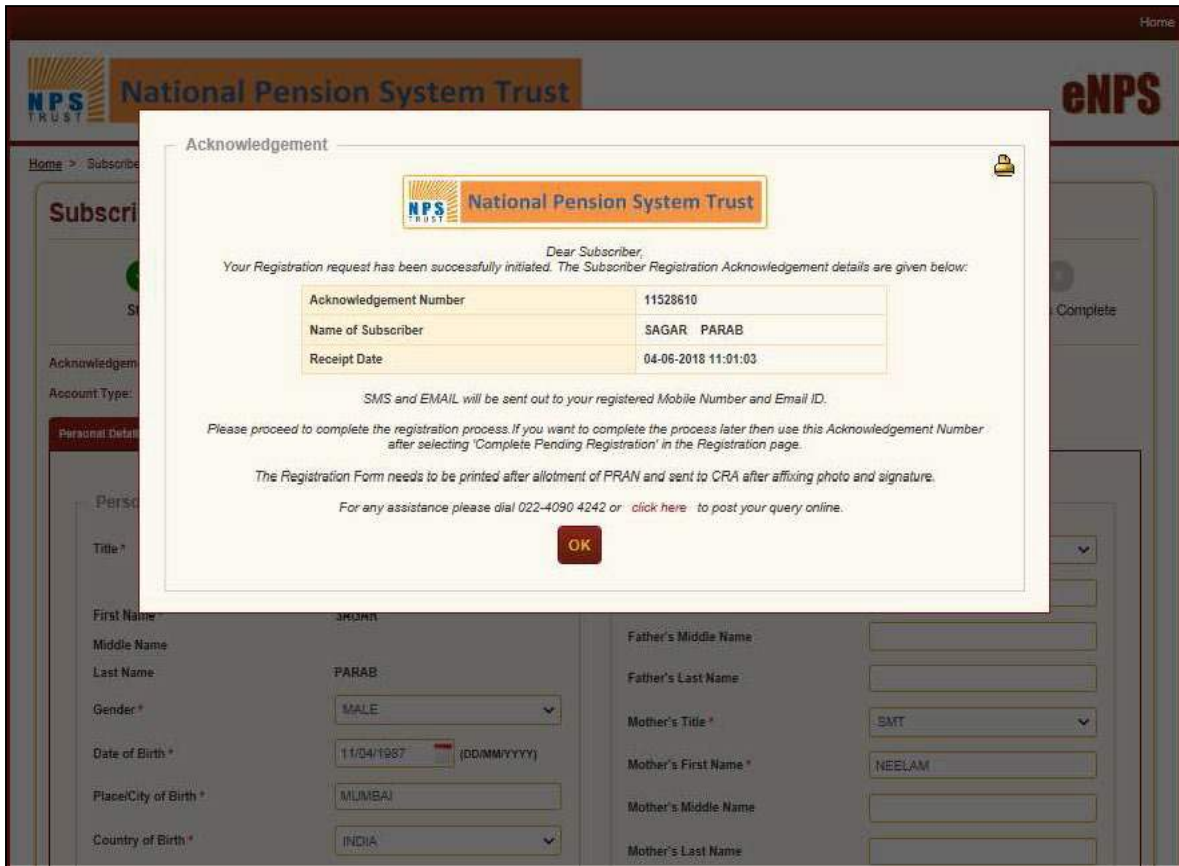
6 2 + 4 =

Generate Acknowledgement No
Reset

➔➔


10) Save the Acknowledgement Number for future reference

If registration process is not completed due to any reason, then Acknowledgement Number can be used to complete the registration process later




11) The Foreign Account Tax Compliance Act (FATCA) declaration\_ Regulatory Requirement:

- Fill FATCA Details and all mandatory details
- Resident of India needs to input Permanent Account Number (PAN) in the field of Tax Identification Number
- Save & Proceed



## National Pension System Trust



Home > Subscriber Registration > Subscriber Registration (Contact Details)

### Subscriber Registration

✓  
Start

✓  
Acknowledgement ID Generated

2  
Registration Details Submitted

3  
PRAN Generated

4  
eSIGN Registration Form

5  
Process Complete

Acknowledgement No: 11628910 Subscriber Name: SAGAR PARAB

Account Type: Tier I

Personal Details
Contact Details
Bank & Other Details
Nomination Details
Documents Upload
Photo & Signature Details
Payment Details

The address entered in eNPS should be the same as entered in Bank records otherwise your request is liable to be rejected.

FATCA Details

US PERSON       YES  NO

Country of Tax residency	Address of Tax residency	TIN Number Issuing Country	Tax Identification Number	Validity	FATCA State	FATCA City	FATCA Zip Code
INDIA	602 SRUSH	INDIA	CCMPB7466E	09/10/2019	RAJASTHA	THANE	400610

Add

Correspondence Address Details

Address Type \*

Unspecified  
  Business  
  Residential  
  Residential/Business  
  Registered Office

Flat/Room/Door/Block no. \*

Landmark

Premises/Building/Village

Road/Street/Lane

Area/Locality/Taluka

PIN Code \*  🔍

PIN Code \*  🔍

City/Town/District \*

State/U.T. \*

Country \*

Correspondence Address Proof \*

Document Proof ID (if any)

Permanent Address Details

Check in case if the address is same as above.

Address Type \*

Unspecified  
  Business  
  Residential  
  Residential/Business  
  Registered Office

Flat/Room/Door/Block no. \*

Landmark

Premises/Building/Village

Road/Street/Lane

Area/Locality/Taluka

PIN Code \*  🔍

City/Town/District \*

State/U.T. \*

Country \*

Permanent Address Proof \*

Document Proof ID (if any)

⏪

Save & Proceed
Reset

⏩



## 12) Bank & Employment Details:

- Fill Bank & Employment Details
  - Date of Retirement will be 60 years from Date of Birth
  - Bank details should be exactly as mentioned in selected Bank Ac to get the KYC verified successfully. The address should be exactly same as mentioned in your bank account. Correspondence & Communication address should be the same
  - Fill all mandatory details (fields marked with \* are mandatory)

Home > Subscriber Registration > Subscriber Registration (Bank Details)

### Subscriber Registration

Start  Acknowledgement ID Generated  Registration Details Submitted  PRAN Generated  eSIGN Registration Form  Process Complete

Acknowledgement No: 11528610 Subscriber Name: SAGAR PARAB  
Account Type: Tier I

Personal Details Contact Details **Bank & Other Details** Nomination Details Documents Upload Photo & Signature Details Payment Details

**Other Details**

Occupation Details *	PRIVATE SECTOR
Educational Qualification	MASTERS
Income Range (per annum)	5 LAC TO 10 LAC
Please Select If Applicable	-- NOT APPLICABLE --
Relative of Political Exposed Person	NO

**Employment Details**

Employee ID *	S264
Date of Joining *	04/06/2018
Date of Retirement *	04/04/2030

Date of Retirement \* 04/04/2030

**Tier 1**

**Bank Details**

\* All details are Mandatory

Account Type *	SAVING ACCOUNT
Bank A/C Number *	00566464646
Bank IFS Code *	HDFC0000542
Bank Name *	HDFC BANK
Branch Name *	MUMBAI - KAMALA MILLS EXTN CTR
Branch Address *	COMPOUNDSENAPATI BAPAT MARG, LOWER PARELMUMBAI MAHARASHTRA 400 013
PIN Code *	400013
State/U.T. *	MAHARASHTRA
Country *	INDIA
Bank MICR Code	400240002
Bank A/c Linked to Aadhaar	<input type="checkbox"/>

« Save & Proceed Reset »

13) NPS Scheme preference & Nominee details:

- Choose Pension Fund Manager (PFM) from dropdown
- Select any one investment option between Auto or Active;
  - If Auto choice selected then subscriber will have to select any one of the following options: Moderate, Conservative or Aggressive;
  - If Active choice is selected, then subscriber will have to define percentage for fund allocation, total of fund allocation across all assets class should be 100%
- Fill nominee details
  - Fill all mandatory details (fields marked with \* are mandatory)
  - Save & Proceed

Home > Subscriber Registration > Subscriber Registration (Scheme & Nomination Details)

### Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted PRAN Generated eSIGN Registration Form Process Complete

Acknowledgement No: 11528610 Subscriber Name: SAGAR PARAB

Account Type: Tier I

Personal Details Contact Details Bank & Other Details **Nomination Details** Documents Upload Photo & Signature Details Payment Details

Tier I

#### Scheme Preference Details

Choose Pension Fund Manager (PFM)\*:

Choose your Investment Option Wisely\*\*:

Auto  Active

Moderate  Conservative  Aggressive

Sr No.	Scheme Name	% Distribution
1	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME E - TIER I	25
2	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME C - TIER I	45
3	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME G - TIER I	30

\* In a case your Corporate has selected the scheme preference on your behalf, the PFM and investment choice details will be auto populated. Otherwise please specify your scheme preference.

#### Nominee Details

Nominee 1

First Name \*

Middle Name

Last Name / Surname

## Subscriber Registration



Start



Acknowledgement ID  
Generated



Registration Details  
Submitted



PRAN Generated



eSIGN Registration Form



Process Complete

Acknowledgement No: 11528610

Subscriber Name: SAGAR PARAB

Account Type: Tier I

Personal Details

Contact Details

Bank & Other Details

Nomination Details

Documents Upload

Photo & Signature Details

Payment Details

Tier I

### Scheme Preference Details

Choose Pension Fund Manager (PFM):\*

HDFC PENSION MANAGEMENT COMPANY LIMITED

Choose your Investment Option wisely:\*

Auto  Active

Moderate  Conservative  Aggressive

Sr No.	Scheme Name	% Distribution
1	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME E - TIER I	25
2	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME C - TIER I	45
3	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME G - TIER I	30

\* In a case your Corporate has selected the scheme preference on your behalf, the PFM and investment choice details will be auto populated. Otherwise please specify your scheme preference.

### Nominee Details

Nominee 1

First Name \* MADHURA  
Middle Name  
Last Name / Surname

Middle Name  
Last Name / Surname

Major/Minor\* MAJOR

Date of Birth 11/04/1989 (DD/MM/YYYY)

Relationship\* WIFE

Percentage Share\* 100 %

Guardian First Name (in case of a minor)

Guardian Middle Name

Guardian Last Name

Flat/Room/Door/Block no.\* 602 SRUSHTI VIHAR

Premises/Building/Village

Area/Locality/Taluka

PIN Code/ZIP Code

City

State/U.T. SELECT

Country SELECT

Add



Save & Proceed

Reset





14) Upload Documents: Cancelled cheque copy, signature and photo

- Save soft copy/ image of cancelled cheque & signature on computer/ laptop
- Click on browse & select path where the respective images are stored
- Click on upload image of cancelled cheque

Photo will be fetched from Aadhaar database, employee may upload the latest color photograph

File size of each image should be between 4 KB to 2MB only

- Click on Save & proceed

The screenshot shows the 'Subscriber Registration' page for document upload. At the top, there is a progress bar with six steps: Start (checked), Acknowledgement ID Generated (checked), Registration Details Submitted (current step), PRAN Generated, eSIGN Registration Form, and Process Complete. Below the progress bar, the Acknowledgement No. is 11528609 and the Subscriber Name is redacted. The account type is Tier I. A navigation menu includes Personal Details, Contact Details, Bank & Other Details, Nomination Details, Documents Upload (active), Photo & Signature Details, and Payment Details. The 'Documents Upload' section contains a table with columns for Proof Name, Document Name, and Attach File. One row is visible with 'CANCELLED CHEQUE' in both the first two columns and a 'Browse...' button in the third. A note below the table states: 'Note: Document should be in \*.jpeg, \*.jpg or \*.pdf format. Size of document should be between 4KB and 2MB.' At the bottom of the section are navigation arrows and an 'Upload' button.

The screenshot shows the 'Subscriber Registration' page for photo and signature details. The progress bar is the same as in the previous screenshot, with 'Registration Details Submitted' as the current step. The Acknowledgement No. is 11528610 and the Subscriber Name is SAGAR PARAB. The account type is Tier I. The navigation menu is the same, but 'Photo & Signature Details' is now the active tab. The 'Upload Photo & Signature' section has two main areas: 'Photo' and 'Signature'. Each area has a 'Preview' box (currently showing 'NO PHOTO' and 'NO SIGNATURE' respectively) and a 'Browse...' button. A note at the bottom states: 'Note: Photo & Signature should be in \*.jpg format. If your Photograph/Signature image is in other format, please save it as in .jpg format. Size of photo should be between 4KB and 12KB. Scan a signature and upload it.' At the bottom of the section are navigation arrows and a 'Save' button.

**NPS TRUST** National Pension System Trust **eNPS**

Home > Subscriber Registration > Subscriber Registration (Photo & Signature Details)

### Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted PRAN Generated eSIGN Registration Form Process Complete

Acknowledgement No: 11520610 Subscriber Name: SAGAR PARAB  
Account Type: Tier I

Personal Details Contact Details Bank & Other Details Nomination Details Documents Upload **Photo & Signature Details** Payment Details

Upload Photo & Signature

Photo

Preview Photo

Signature

Preview Signature

Save or Scan Signature

Note: Photo & Signature should be in \*.jpg format. If your Photograph/Signature image is in other format, please save it as in \*.jpg format. Size of photo should be between 4KB and 12KB. Scan a signature and upload it.

Save

15) Verification:

Employee to verify all details input for NPS registration

Home > Subscriber Confirmation (Core)

### Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted PRAN Generated eSIGN Registration Form Process Complete

Acknowledgement No: 11520610 Subscriber Name: SAGAR PARAB  
Account Type: Tier I

Personal Details Contact Details Bank & Other Details Nomination Details Documents Upload **Photo & Signature Details** Payment Details

Personal Details

Title	SHRI
First Name *	SAGAR
Middle Name	
Last Name	PARAB
Gender *	MALE
Date of Birth *	11/04/1987
Place/City of Birth *	MUMBAI
Country of Birth *	INDIA
Marital Status	MARRIED
Mobile *	+ 91 9920581168
Email ID *	SAGARP@NSDL.CO.IN
Telephone (Residence No)	
Telephone (Office No)	
Fax Number	

Family Details

Father's Title *	SHRI
Father's First Name *	RAVINDRA
Father's Middle Name	
Father's Last Name	
Mother's Title *	MT
Mother's First Name *	NEELAM
Mother's Middle Name	
Mother's Last Name	
Subscriber's Maiden Name	
Spouse First Name*	MADHURA
Spouse Middle Name	
Spouse Last Name	

Identity Details

PAN	CCMP87488B
Aadhaar	
Passport No	
Voter ID	
CER 3AI ID	
Retirement Advisory ID	
Retirement Advisory Name	

Proof of Identity

Identity Proof	PAN CARD
Document ID	CCMP87488B
Date of Birth Proof	VOTER'S IDENTITY CARD
Document Proof ID (if any)	
Document Expiry Date (if any)	

EDIT

### Subscriber Registration

✓ Start
✓ Acknowledgement ID Generated
✓ Registration Details Submitted
PRAN Generated
eSIGN Registration Form
Process Complete

Acknowledgement No: 11528610 Subscriber Name: SAGAR PARAB

Account Type: Tier I

Personal Details
Contact Details
Bank & Other Details
Nomination Details
Documents Upload
Photo & Signature Details
Payment Details

**Tier I**

**Scheme Preference Details**

Choose Pension Fund Manager (PFM):

Choose your Investment Option wisely:

Choose your Investment Option wisely:

Sr No.	Scheme Name	% Distribution
1	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME E - TIER I	25.0
2	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME C - TIER I	45.0
3	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME G - TIER I	30.0

**Nominee Details**

**Nominee 1**

First Name *	MADHUKA
Middle Name	
Last Name / Surname	
Major Minor *	Major
Date of Birth	11/04/1989
Relationship *	Wife
Percentage Share *	100%
Guardian First Name (in case of a minor) *	
Guardian Middle Name	
Guardian Last Name	
Flat/Room/Door/Block no.	802 SHUSHRI VIKAS
Flat/Room/Building/Village	
Area/Locality/Taluka	
PIN Code/ZIP Code	
City	
State/U.T.	
Country	

[Home](#)

## National Pension System Trust

Home > Subscriber Confirmation (Core) > Subscriber Registration (KYC Document Confirmation)

### Subscriber Registration

✓ Start
✓ Acknowledgement ID Generated
✓ Registration Details Submitted
PRAN Generated
eSIGN Registration Form
Process Complete

Acknowledgement No: 11528610 Subscriber Name: SAGAR PARAB

Account Type: Tier I

Personal Details
Contact Details
Bank & Other Details
Nomination Details
Documents Upload
Photo & Signature Details
Payment Details

**Documents Upload**

Proof Name	Document Name	
SCANNED PAN CARD	SCANNED PAN CARD	
CANCELLED CHEQUE	CANCELLED CHEQUE	

⏪
[Edit](#)
⏩



Home » Subscriber Confirmation (Core) » Subscriber Registration (Photo & Signature Confirmation)

### Subscriber Registration



Start



Acknowledgement ID  
Generated



Registration Details  
Submitted



PRAN Generated



eSIGN Registration Form



Process Complete

Acknowledgement No: 11528610

Subscriber Name: SAGAR PARAB

Account Type: Tier 1

Personal Details

Contact Details

Bank & Other Details

Numeration Details

Documents Upload

Photo & Signature Details

Payment Details

Preview Photo



Preview Signature



Edit



Initial NPS contribution & Declaration by the subscriber:


- 1) Enter an initial contribution amount (minimum Rs 500/-) & click on "Confirm Payment"

The screenshot shows the 'Subscriber Registration' page on the NPS eNPS portal. The page header includes the NPS TRUST logo and 'National Pension System Trust' text, along with the 'eNPS' logo. The breadcrumb trail is 'Home > Subscriber Registration > Subscriber Registration (Payment Details)'. A progress bar at the top shows six steps: 'Start' (checked), 'Acknowledgement ID Generated' (checked), 'Registration Details Submitted' (checked), 'PRAN Generated' (not checked), 'eSIGN Registration Form' (not checked), and 'Process Complete' (not checked). Below the progress bar, the Acknowledgement No. is 11520611 and the Subscriber Name is MOHD.AHSANULLAH ZAFAR ALAM SHAIKH. The Account Type is Tier I. A navigation bar contains tabs for 'Personal Details', 'Contact Details', 'Bank & Other Details', 'Nomination Details', 'Documents Upload', 'Photo & Signature Details', and 'Payment Details' (which is highlighted in red). The 'Payment Details' section contains two input fields: 'First Time Tier I Contribution Amount' with a value of ₹ 1000 and a 'Please enter Tier I Contribution Amount' error message, and 'First Time Tier II Contribution Amount' with a value of ₹. A 'Confirm Payment' button is located below the input fields. At the bottom of the page, there is a link for 'Transaction and service charges' and a double left arrow icon.




## 2) Payment finalization

- a. Select payment gateway option
- b. Tick both the declaration boxes
- c. Click on Make Payment (The payment should be made from the Bank Account declared in the steps above for contribution purposes)



# National Pension System Trust



[Home](#) > [Subscriber Registration](#) > [Subscriber Registration \(Payment Details\)](#)

## Subscriber Registration

Start  Acknowledgement ID Generated  Registration Details Submitted  PRAN Generated  eSIGN Registration Form  Process Complete

Acknowledgement No: 11622811

Subscriber Name: MOHD.AH8ANULLAH ZAFAR ALAM SHAIKH

Account Type: Tier I

[Personal Details](#) [Contact Details](#) [Bank & Other Details](#) [Nomination Details](#) [Documents Upload](#) [Photo & Signature Details](#) **[Payment Details](#)**

### Payment Details

First Time Tier I Contribution Amount ₹



First Time Tier II Contribution Amount ₹

[Edit Amount](#)

### Summary

Total contribution amount ( Transaction and service charges additional to this) ₹ 1000.00

**Choose Payment Gateway Option**

### Declaration By Subscriber

**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 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 T-pin (to access CRA/NPSGAN and view details) & T-pin on the CRA website.*

*I agree to take a printout of the registration form from eNPS portal, paste photograph, affix signature and send it to CRA. I understand that my PRAN will be 'frozen' temporarily if the form is not sent to CRA within 90 days from the date of allotment of PRAN. (Applicable only for Aadhaar-based Subscriber Registration).*

*I understand that my initial contribution will be credited in my PRAN but I will not be able to make any further contribution till the KYC compliance is confirmed by the Bank selected by me during registration. Once the KYC compliance is confirmed by Bank, I agree to take a printout of the registration form from eNPS portal, paste photograph, affix signature and send it to CRA. I understand that my PRAN will be 'frozen' temporarily if the form is not sent to CRA within 90 days from the date of allotment of PRAN. (Applicable to Subscribers registering with PAN and subsequent KYC verification by Bank).*

*I hereby declare that I am the bonafide subscriber of NPS and the contribution being paid for this transaction pertains to my PRAN. I further declare that I will make payment from my bank account.*

**Declaration under the Prevention of Money Laundering Act, 2002**  
*I hereby declare that the contribution paid by me has been derived from my 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.*

**NOTE : Please mention 'NPS Contribution' as remark in the payment remark at your banking site.**



[Make Payment](#) [Cancel](#)

Transaction and Service charges

- 3) Confirmation of details for PRAN card & redirection to payment gateway
  - a. After verifying all the details appearing on the screen, click on Confirm
  - b. Click on Proceed for redirection to payment gateway



Personal Details
Contact Details
Bank & Other Details
Workplace Details
Documents Upload
Photo & Signature Details
Payment Details
X

Please confirm your details

<p><b>Name</b> Mohd.ansarulah Zafar Alam Shakil</p> <p><b>Father's Name</b> Zafar</p> <p><b>Date of Birth</b> 22-Oct-1990</p>	<p>Photo</p>  <p>Signature</p> 
---	---

Confirm
Edit

Choose Payment Gateway Option

**Declaration By Subscriber**

**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 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/NPS/CAN and view details) & T-pin on the CRA website.*

*I agree to take a printout of the registration form from eNPS portal, paste photograph, affix signature and send it to CRA. I understand that my PRAN will be 'frozen' temporarily if the form is not sent to CRA within 60 days from the date of allotment of PRAN. (Applicable only for Aadhaar based Subscriber Registration).*

*I understand that my initial contribution will be credited in my PRAN but I will not be able to make any further contribution till the KYC compliance is confirmed by the Bank selected by me during registration. Once the KYC compliance is confirmed by Bank, I agree to take a printout of the registration form from eNPS portal, paste photograph, affix signature and send it to CRA. I understand that my PRAN will be 'frozen' temporarily if the form is not sent to CRA within 60 days from the date of allotment of PRAN. (Applicable to Subscribers registering with PAN and subsequent KYC verification by Bank).*

*I hereby declare that I am the bonafide subscriber of NPS and the contribution being paid for this transaction pertains to my PRAN. I further declare that I will make payment from my bank account.*

**Declaration under the Prevention of Money Laundering Act, 2002**  
*I hereby declare that the contribution paid by me has been derived from my 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.*

NOTE: Please mention 'NPS Contribution' as remark in the payment remark at your banking site.

Make Payment
Cancel

Transaction and Service charges

«

**Transaction Details** | Order Number sNP S6805169 | Amount 2.00 INR + Convenience Fee if applicable will be charged to you.

**Payment Details**

**Net Banking**

- Credit Card
- Debit Card
- PayPal

---

Other Banks: SBIPay Test Bank

Proceed
Cancel



You will now be re-directed to Payment Gateway website. Your Permanent Retirement Account Number (PRAN) will be generated after Successful payment.

Proceed
Cancel

Account type: IMF1

- Personal Details
- Contact Details
- Bank & Other Details
- Verification Details
- Documents Upload
- Photo & Signature Details
- Payment Details

**Payment Details**

First Time Tier I Contribution Amount: ₹

First Time Tier II Contribution Amount: ₹

Edit Amount

**Summary**

Total contribution amount (Transaction and service charges additional to this): ₹ 1000.00

**Choose Payment Gateway Option**

**Declaration By Subscriber**

**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 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 T-pin (to access CRA/NPSCAN and view details) & T-pin on the CRA website.

I agree to take a printout of the registration form from eNPS portal, paste photograph, affix signature and send it to CRA. I understand that my PRAN will be "frozen" temporarily if the form is not sent to CRA within 90 days from the date of allotment of PRAN. (Applicable only for Aadhaar based Subscriber Registration).

I understand that my initial contribution will be credited in my PRAN but I will not be able to make any further contribution till the KYC compliance is confirmed by the Bank selected by me during registration. Once the KYC compliance is confirmed by Bank, I agree to take a printout of the registration form from eNPS portal, paste photograph, affix signature and send it to CRA. I understand that my PRAN will be "frozen" temporarily if the form is not sent to CRA within 90 days from the date of allotment of PRAN. (Applicable to Subscribers registering with PAN and subsequent KYC verification by Bank).

I hereby declare that I am the bonafide subscriber of NPS and the contribution being paid for this transaction pertains to my PRAN. I further declare that I will make payment from my bank account.

**Declaration under the Provision of Money-Laundering Act, 2002**

I hereby declare that the contribution paid by me has been derived from my 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.

**NOTE: Please mention "NPS Contribution" as remark in the payments remark at your banking site**

Make Payment
Cancel

**Transaction and service charges**

4) Receipt for Payment confirmation:

12 digit PRAN Number (beginning with "1") will be generated after successful Payment

- a. Download registration form
- b. Save/ Print payment receipt

**NPS TRUST National Pension System Trust**

HOME MORE ABOUT NPS FAQ

Home >

### Receipt of Payment Confirmation - Subscriber Registration

Start Acknowledgement ID Generated Registration Details Submitted PRAN Generated eSIGN Registration Form Process Complete

Electronic Fund Transfer	
Permanent Retirement Account Number (PRAN)	110102153891
Name of the Subscriber	MOHD.AHSANULLAH ZAFAR ALAM SHAIKH
Contribution Amount*	INR 1000.00
Payment Gateway Charge + Goods & Services Tax (GST)*	INR 2.95
Acknowledgement Number	11528611
Contribution Receipt Number	12639695049998181
Transaction Reference Number	4920905894802
Transaction Date	2018-06-04 12:09:37
Transaction Status	Successful

\* Click on 'Download Registration Form/eSign' for completing the process of e-Sign(digital signing) by submitting the OTP sent by UIDAI to the mobile number registered with UIDAI. Once the process of digitally signing is successfully completed, you need not send the physical copy of the form to CRA.

\* eSign charge ₹ 5 plus Goods & Services Tax (GST)

[Download Registration Form/E Sign](#) [SAVE/PRINT PAYMENT RECEIPT](#)



5) E-sign Verification:

- a. E Sign can be done by simply clicking on "E Sign & Download" Button on the screen
- b. OTP will be sent to registered Mobile Number linked to Aadhaar

**NPS TRUST National Pension System Trust eNPS**

Home > eSign / Print & Courier Subscriber Registration Form

**eSign / Print & Courier**

Start Acknowledgement ID Generated Registration Details Submitted PRAN Generated eSIGN Registration Form Process Complete

Acknowledgement No.: 11528611 PRAN No.: 110102153891

Account Type: Tier I

eSign / Print & Courier

e Sign Subscriber Registration Form (Paperless)  Print & Courier Subscriber Registration Form

eSign Subscriber Registration Form

Aadhaar Number \* XXXXXXXX2402

**E Sign & Download**

**NPS TRUST National Pension System Trust eNPS**

Home > eSign / Print & Courier Subscriber Registration Form

**eSign / Print & Courier**

You will now be re-directed to eSign Service Provider website for eSigning of registration document, through successful authentication from UIDAI.

**Proceed Cancel**

Acknowledgement No.: 11528611 PRAN No.: 110102153891

Account Type: Tier I

eSign / Print & Courier

e Sign Subscriber Registration Form (Paperless)  Print & Courier Subscriber Registration Form

eSign Subscriber Registration Form

Aadhaar Number \* XXXXXXXX2402

**E Sign & Download**





## Welcome To eAuthentication Portal

Aadhaar Number :



I hereby understand/authorize NSDL e-Governance Infrastructure Ltd. acting as Central Recordkeeping Agency (CRA) under Pension Fund Regulatory and Development Authority (PFRDA) regulations for National Pension System (NPS) to:

1. 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.
2. Use my Demographic details obtained through e KYC (Name, Gender and Date of Birth) for eSigning the registration document.
3. I understand that the Aadhaar details (physical and / or digital, as the case maybe) submitted for availing services under NPS will be maintained with NSDL e Gov till the time the account is not inactive in NPS or the timeframe decided by UIDAI / PFRDA (the regulator of NPS), whichever is later.

Generate OTP

Cancel



## Welcome To eAuthentication Portal

Aadhaar Number :



I hereby understand/authorize NSDL e-Governance Infrastructure Ltd. acting as Central Recordkeeping Agency (CRA) under Pension Fund Regulatory and Development Authority (PFRDA) regulations for National Pension System (NPS) to:

1. 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.
2. Use my Demographic details obtained through e KYC (Name, Gender and Date of Birth) for eSigning the registration document.
3. I understand that the Aadhaar details (physical and / or digital, as the case maybe) submitted for availing services under NPS will be maintained with NSDL e Gov till the time the account is not inactive in NPS or the timeframe decided by UIDAI / PFRDA (the regulator of NPS), whichever is later.

OTP was sent to the mobile number and email ID registered with UIDAI and is valid for 30 minutes. If you have not received the OTP, click on 'Resend OTP' button after 60 secs to 'Regenerate OTP'.



[Resend OTP](#)

Submit

Cancel

- c. Put OTP & Submit. Your Registration Process is completed.
- 6) If there is a mismatch of phone number in Adhaar and employee's actual mobile number then the employee will have to submit physical registration form to NSDL within 90 days from PRAN activation date, else the PRAN gets freeze and subscriber will not able to do any transaction related to NPS - Please find process to down load subscriber registration form as below:
- Subscriber to download the Complete eNPS Registration Form from below link:  
<https://enps.nsdl.com/eNPS/OnlineSubscriberRegistration.html?appType=main>
  - Subscribers should paste the photograph (please do not sign across the photograph) & affix signature. The photograph should not be stapled or clipped to the form.
  - Subscriber should sign on the block provided for signature.
  - Subscriber should attach the self-attested KYC Docs. (Photo ID and Address proof)
  - Subscriber to dispatch the physical registration form to CRA (NSDL) on below address:

Central Recordkeeping Agency (eNPS)  
NSDL e-Governance Infrastructure  
Limited, 1st Floor, Times Tower,  
Kamala Mills Compound, Senapati Bapat Marg,  
Lower Parel, Mumbai - 400 013, Maharashtra.

#### Process of Individual Contribution submission

For depositing own NPS Contribution up to Rs. 50K to avail tax benefits u/s 80CCD 1(B)

- Employee can directly contribute by visiting the E-NPS portal or clicking at the below link:  
<https://enps.nsdl.com/eNPS/InitialExistingUser.html>
- On successful contribution processing, receipt is generated immediately which can be submitted to Excelity at the time of IPSF submission for Investment proof purpose.
- Employee can contribute by visiting NSDL site by clicking the below link -  
<https://enps.nsdl.com/eNPS/NationalPensionSystem.html>
- Employee to click on 'Contribution' tab which will lead to the contribution screen and contribution process can be started using PRAN.
- Employee to enter his PRAN Number & Date of Birth, OTP will be sent to his registered number with NSDL
- Employee can check and can do his own contribution after confirmation of OTP Sent. **Please find attached screen shot**

1. Click on Contribution

**NPS TRUST National Pension System Trust** **eNPS**

HOME MORE ABOUT NPS FAQ

Please Select Your Language **ENGLISH**

Now, you can submit FATCA Self Certification online. For more details, please click FATCA Self Declaration or visit [www.npscra.nsdl.co.in](http://www.npscra.nsdl.co.in) . For online Submission of Form, please login to your account [www.cra-nsdl.com](http://www.cra-nsdl.com)

In order to comply with the new UIDAI guidelines for Virtual ID, paperless facility of e-Sign has been disabled for PRANs generated prior to July 1, 2018. You may submit the physical registration form to CRA which can be downloaded by selecting Print & Courier Subscriber Registration Form.

**Guidelines for Online Registration**  
NPS Trust welcomes you to 'eNPS', which will facilitate:-

- ▶ Opening of Individual Pension Account under NPS (only Tier I / Tier I & Tier II) by All Indian Citizens (including NRIs) between 18 - 65 years
- ▶ Making initial and subsequent contribution to your Tier I as well as Tier II account

For Account opening, you need to:

- ✓ Have Mobile number, email ID and an active Bank account with net Banking facility enabled
- ✓ Have an Virtual ID number (issued by UIDAI against your Aadhaar Number) or a PAN Card
- ✓ In case, an applicant selects to open the individual pension account with PAN, the activation of the PRAN is subject to KYC verification by the empanelled Banks (name and address should match with bank record) selected by applicant during the registration process. (not required in case of Virtual ID). To view the list of empanelled banks, [click here](#)

REGISTRATION  
**CONTRIBUTION**  
TIER II ACTIVATION  
APY APPLICATION

2. Employee to input PRAN, DOB in DD/MM/YYYY format and enter captcha and to click on Verify PRAN.

**NPS TRUST National Pension System Trust** **eNPS**

Home > Subscriber Services - Contribution

**Subscriber Services - Contribution**

Subsequent Contribution

\* Please ensure "Cookies" are enabled in your browser before proceeding for payment.

Permanent Retirement Account Number (PRAN)\*

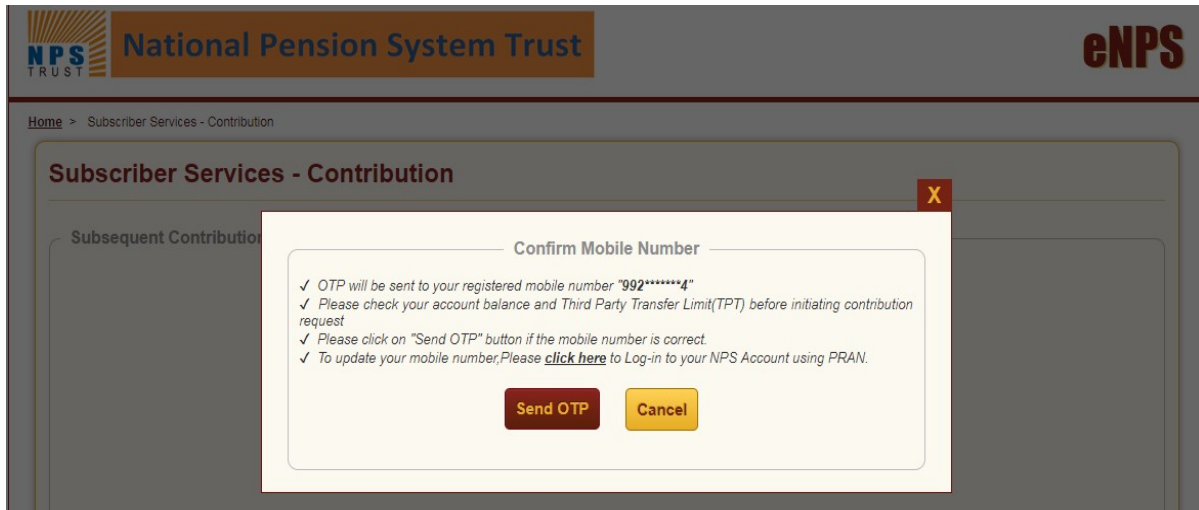
Date of Birth (DD/MM/YYYY)\*

NPS Subscriber Type\*  NPS CRA

Add and Enter Captcha\*

Verify PRAN Cancel

3. Employee to confirm the mobile number
4. Click on OTP
5. OTP will be sent to employees registered number with NSDL,
6. Employee to input OTP in the given screen
7. Employee can view his account balance as well and can do his individual contribution



## b. Physical Mode of Registration

If the employee's bank does not appear in the drop down on the registration page, you can follow the Physical mode of registration.

1. Download the eNPS Registration Form from below link:  
[https://www.npscra.nsdl.co.in/download/government-sector/central-government/forms/Form\\_CSRF\\_Subscriber\\_Registration\\_Form\\_1-5.pdf](https://www.npscra.nsdl.co.in/download/government-sector/central-government/forms/Form_CSRF_Subscriber_Registration_Form_1-5.pdf)
2. Fill the form as per the steps mentioned above in the SOP. (as for online submission).
3. Paste the photograph (please do not sign across the photograph) & affix signature. The photograph should not be stapled or clipped to the form.
4. Sign on the block provided for signature.
5. Attach the self-attested KYC Docs. (Photo ID and Address proof)
6. Submit the documents to HDFC Bank Representative in your campus

## c. Submission of Inter Sector Shifting Form (ISS- 1) – For employees who already have a PRAN

1. If you already have a PRAN, you will need to get the same mapped from Personal to a Corporate account
2. Fill form IIS-1- [https://npscra.nsdl.co.in/download/government-sector/central-government/forms/Inter-Sector-Shifting\(ISS\)-Form.pdf](https://npscra.nsdl.co.in/download/government-sector/central-government/forms/Inter-Sector-Shifting(ISS)-Form.pdf)
3. Submit to the HDFC Bank representative in your campus for change of account type
4. Once confirmation is received, declare contribution on Excelity

2) **Updation of Contribution on Excelity – To be deducted through employer**

- 1) Login to Excelity Portal- Payroll Section
- 2) Click on My Transaction – NPS Declaration

NPS Declaration	
Emp ID	
Emp Name	
Effective Date	01/09/2019
Basic Salary (NPS Eligibility)	85200.00
NPS Contribution (1-10%)	0.00
NPS Contribution Amount (Monthly)	0.00
PRAN	
<input type="button" value="Submit"/>	

- 3) Emp ID, Name & Effective Date are non-editable and will reflect automatically in NPS declaration screen
- 4) Basic Salary (NPS Eligibility) – Monthly Basis salary on which NPS contribution will be calculated
- 5) NPS Contribution (1-10%) – Update percentage of NPS contribution between 1 to 10 %
- 6) NPS Contribution Amount (Monthly) – Basis the NPS percentage and Basic Salary, NPS contribution calculation will happen automatically
- 7) PRAN – PRAN number is mandatory before opting for NPS. Update PRAN and Submit

NPS Declaration	
Emp ID	
Emp Name	
Effective Date	01/09/2019
Basic Salary (NPS Eligibility)	85200.00
NPS Contribution (1-10%)	0.00
NPS Contribution Amount (Monthly)	0.00
PRAN	
<input type="button" value="Submit"/>	