

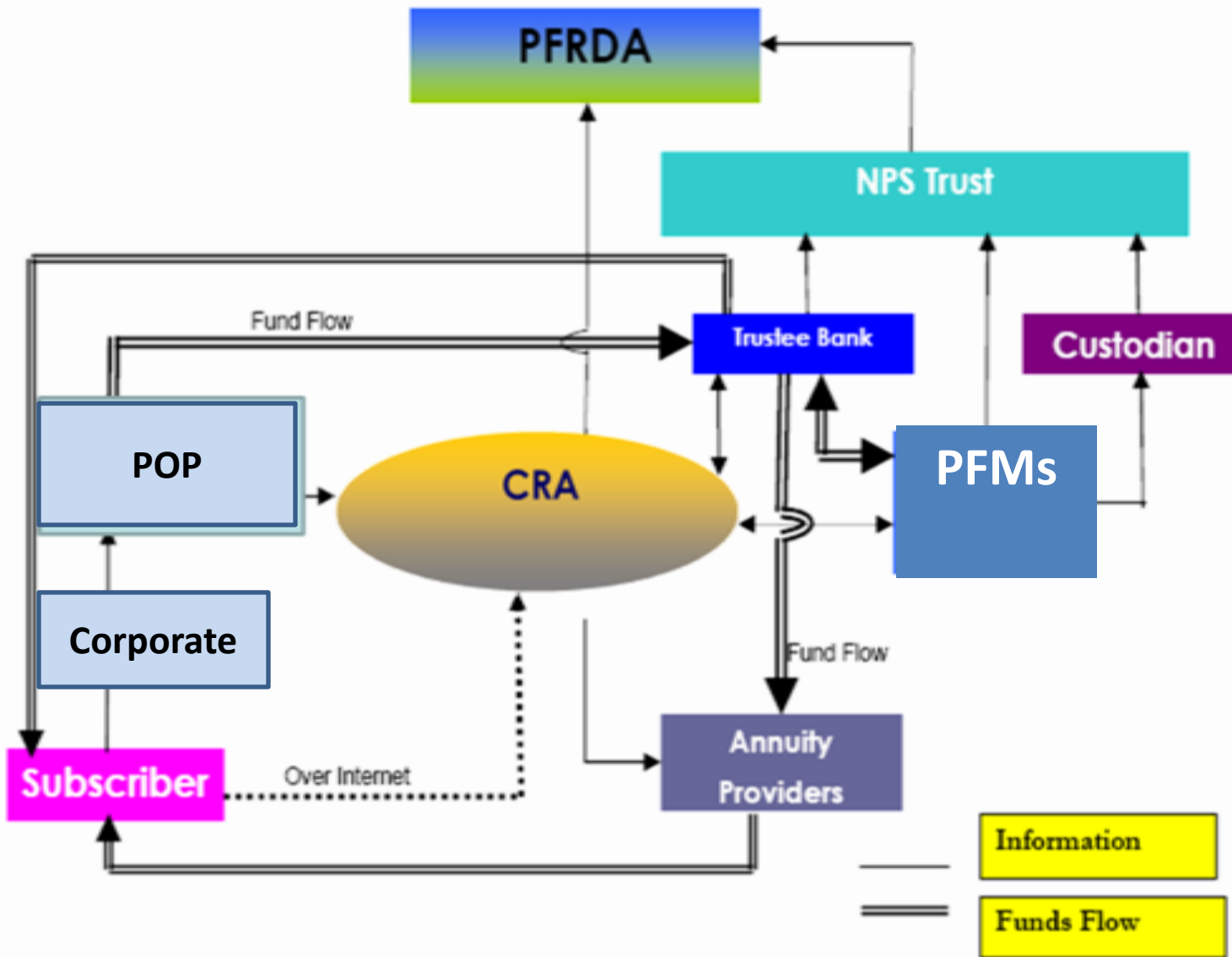
NSDL e-Governance Infrastructure Limited

# Subscriber Registration and Contribution



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# Architecture





- Acceptance of Subscriber forms:
  - ✓ Subscriber registration forms(CAF)- UOS-S1  
(either Tier I or Tier I and Tier II both)
- Acceptance of Contribution through NCIS
- Tier II activation request:
  - ✓ IRA Compliant – UOS-S10
  - ✓ Non-IRA Compliant – UOS-S11



# Subscriber Registration – operational guidelines

- Acceptance of Subscriber form (CAF)
- Checking the completeness of form
- Verification of KYC documents
- Issuance of acknowledgement with 17 digit receipt number
  - **First 2 digits** (from left) – Type of request (Starting with 11 for Subscriber registration)
  - **Next 7 digits** - Registration Number of POP-SP
  - **Next 8 digits** - Running sequence number
  - **E.g., 11 6621904 00000001**

# Subscriber Registration – operational guidelines Contd.....

- POP-SP registration number and receipt Number to be mentioned in the form
- Minimum data entry and provide details to POP
- Consolidation of Subscriber Registration forms by POP-SP in lot of maximum 999 applications.
- Covering letter in duplicate mentioning receipt number generated for Subscriber registration .
- Consolidation & Submission of Subscriber Registration forms along with KYC documents & covering letter to nearest CRA-FC.
- TAT – latest by T+1 to CRA-FC

# Subscriber Registration – operational guidelines Contd.....

Suppose a subscriber wants to open both Tier I and Tier II A/c together using a CAF

- The application needs to be checked, accepted and only 1 receipt number starting with '**11**' has to be issued.
- The NPS Contribution Instruction Slip (NCIS) should be checked and receipt no. beginning with '**12**' is to be issued.

# ■ Handling the Funds

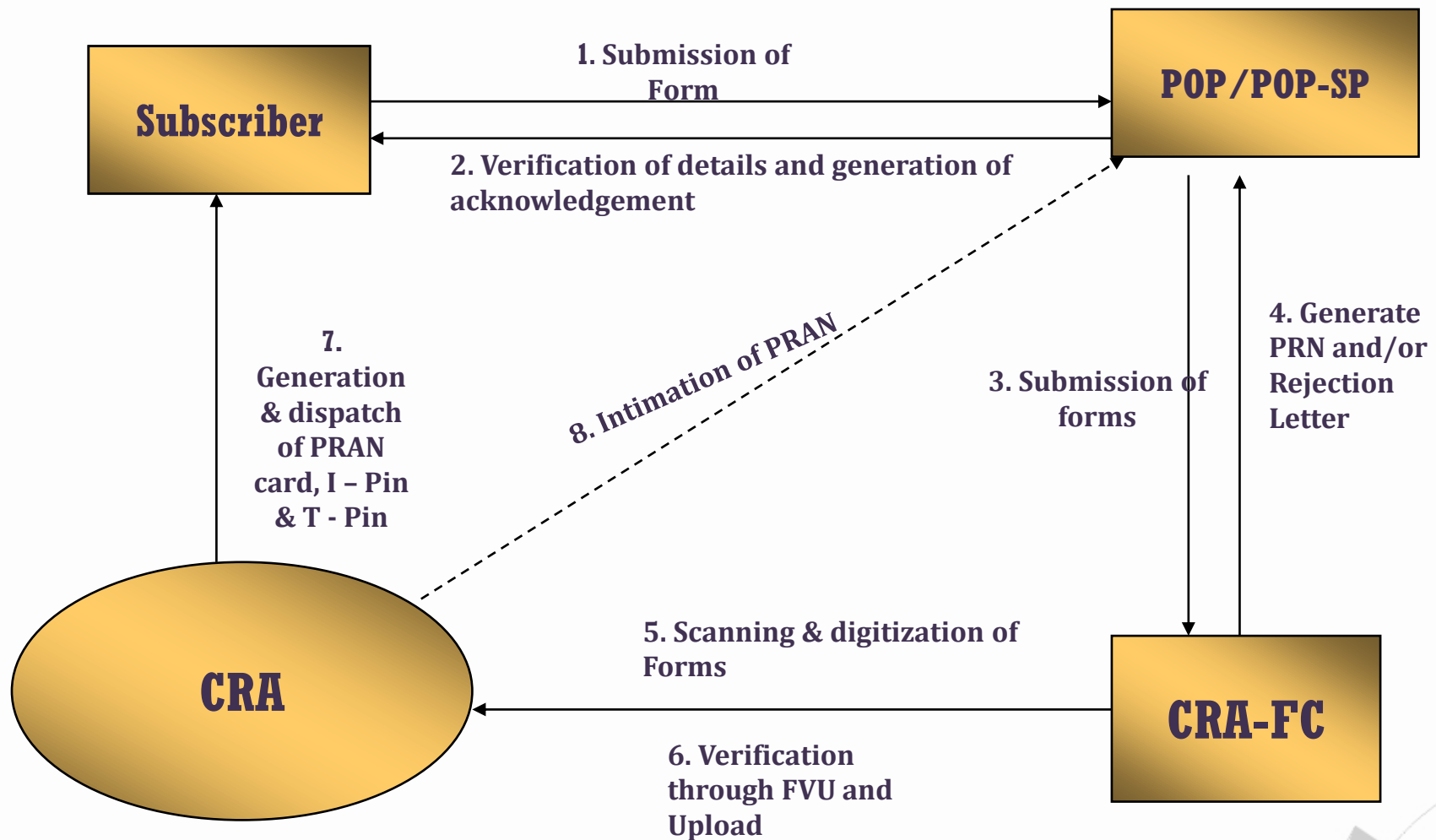
- The instrument for both the contribution has to be accepted but these should not be banked till subscriber's PRAN is generated.
- Once the PRAN is generated, a system generated e-mail alert goes to the POP. Only after receipt of the confirmation of the PRAN generation, the instrument is to be banked.

# Registration of Subscriber – Corporate Sector

- Filling up the form by the subscriber – CS-S1
- Authorisation of filled up form by Corporate office
- Checking and Authorisation of the forms and KYC documents by POP
- Submission of forms at CRA FC
  - Separate lot for UOS and Corporate subscribers
  - Forms for two Corporate not be clubbed
  - CBO Reg. No. on the covering letter



# Registration Snapshot



# Subscriber Form Verification



## Discrepancy in Mandatory Fields

1. Date of Birth not mentioned
2. Name/Father's name not mentioned
3. Address incomplete/Pin code not mentioned
4. Incomplete employment details
5. Subscriber scheme preference
6. Cancelled cheque in case bank details not provided
7. Employee ID not mentioned

## Discrepancy in Optional Fields

1. Incomplete Nominee details
2. Incomplete Bank details
3. Phone no./E-mail ID not mentioned
4. PAN not mentioned/wrongly mentioned



If choice provided to subscriber for Corporate Sector subscriber

## Tier II activation

- Acceptance of Subscriber form
  - UoS S10 – (IRA compliant PRANs)
  - UoS S11 – (Non IRA compliant PRANs)
- Checking the completeness of form
- Verification of KYC documents (UoS S11)
- Issuance of acknowledgement with 17 digit receipt number
  - **First 2 digits** (from left) – Type of request (21 for Tier II activation)
  - **Next 7 digits** - Registration Number of POP-SP
  - **Next 8 digits** - Running sequence number
  - **E.g., 21 6621904 00000001**

# Check list for Tier II forms



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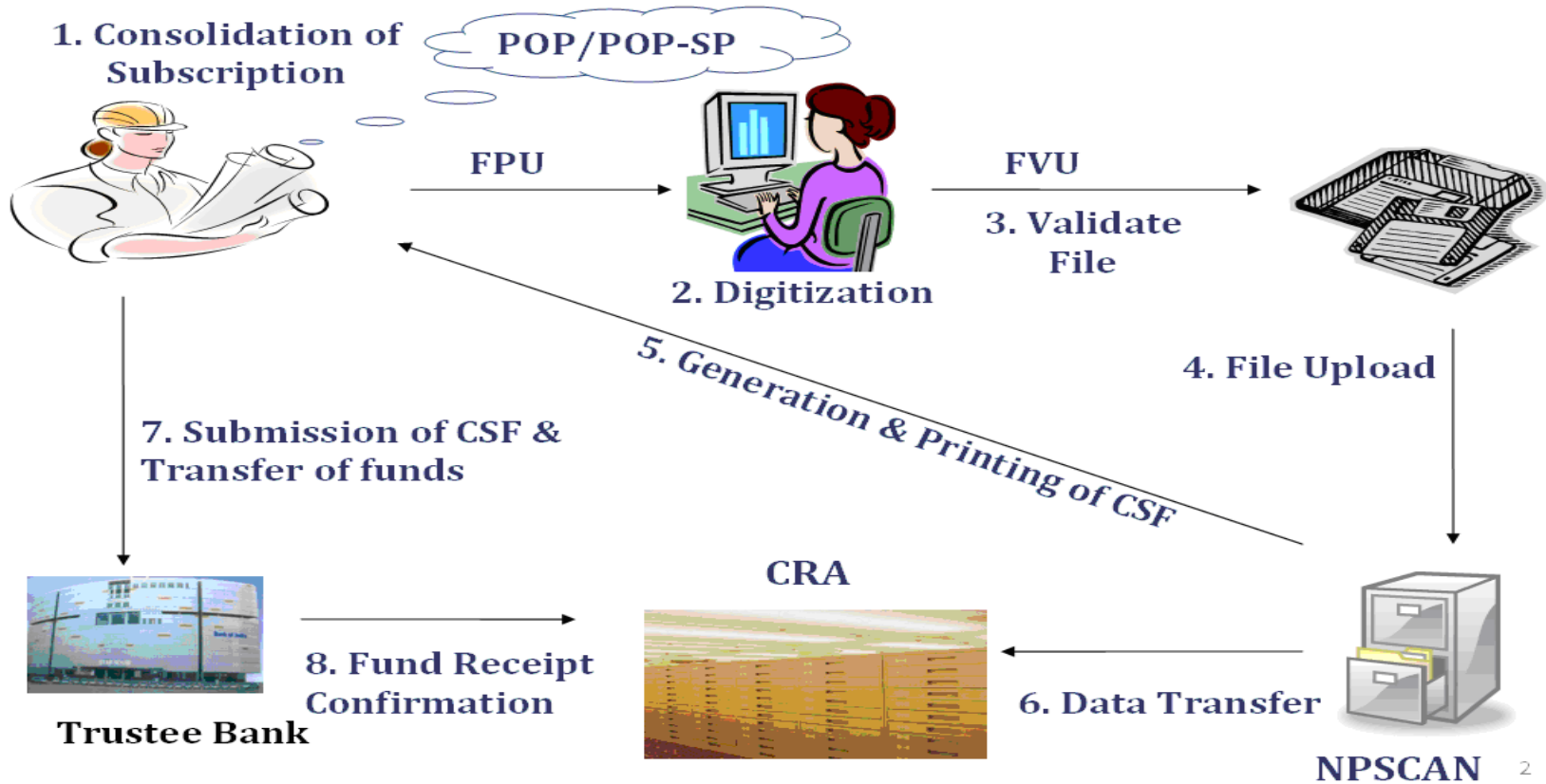
<b>Particulars</b>	<b>IRA compliant Subscribers</b>	<b>Non IRA compliant Subscribers/CAF</b>
<b>Copy of PRAN Card</b>	√	<b>Not Applicable</b>
<b>Subscriber's Full Name</b>	√	√
<b>Subscriber's Address</b>	<b>Not Applicable</b>	√
<b>Proof of Identity and Address (or Certificate issued by Head of office in case of Non IRA Compliant Subscribers) and its verification</b>	<b>Not Applicable</b>	√
<b>Bank Details</b>	√	√
<b>Cancelled cheque</b>	√	√
<b>Nomination Details (Not mandatory)</b>	√	√
<b>Scheme Preference</b>	√	√

# Subsequent Contribution

- Acceptance of NCIS with funds
  - Checking the completeness of form
  - Issuance of acknowledgement with 17 digit receipt number
    - **First 2 digits** (from left) – Type of request (12 for contribution)
    - **Next 7 digits** - Registration Number of POP-SP
    - **Next 8 digits** - Running sequence number
    - E.g., **12 6621904 00000001**
- Getting the clearance of the financial instrument
- Minimum data entry and provision of details to the POP

# Contribution Snapshot

## Subscriber Contribution Processing



# ■ Overview on Contribution

- Subscriber to submit the Contribution (Tier I/Tier II) along with NPS Contribution Instruction Slip (NCIS)
- Generation of 17 digit Receipt Number by POP-SP in its back office against NCIS received
- Preparation of SCF using FPU provided by CRA only for the cleared funds
- MIS of the funds transferred including dishonored cheques before upload of SCF.

# Points to remember

- **POP/POP-SP shall accept NCIS from subscriber after verifying**
  - PRAN (only for existing subscriber)
  - Subscriber Name
  - Payment details
  - Signature/thumb impression
- **Acceptance of contribution:**
  - Govt. employees (mandatorily covered under NPS) - only Tier II
  - Govt. employees (not covered under NPS) - Tier I and Tier II.
  - All other Subscribers - Tier I and Tier II
- **Minimum contribution to be accepted for Tier I and / or Tier II**



# Operating Guidelines – Contribution Upload

- NCIS should be in the format prescribed by CRA
- All mandatory details including 12 digit Subscriber's PRAN, full name, payment details, etc. are provided in the NCIS
- Separate slip for each type of payment (Cash/DD/Cheque)
- To ensure that Signature/Thumb Impression of Subscriber has been provided in the NCIS
- Copy of PAN card submitted if contribution amount exceeds Rs.50000.00
- Maintain hard copies of NCIS for its records after issuing receipt to the subscriber.

# THANK YOU

Contact Us:

Central Recordkeeping Agency

Trade World “A” Wing, Kamala Mills Compound

Senapati Bapat Marg, Lower Parel, Mumbai – 400013

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Email: [info.cra@nsdl.co.in](mailto:info.cra@nsdl.co.in),

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