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).

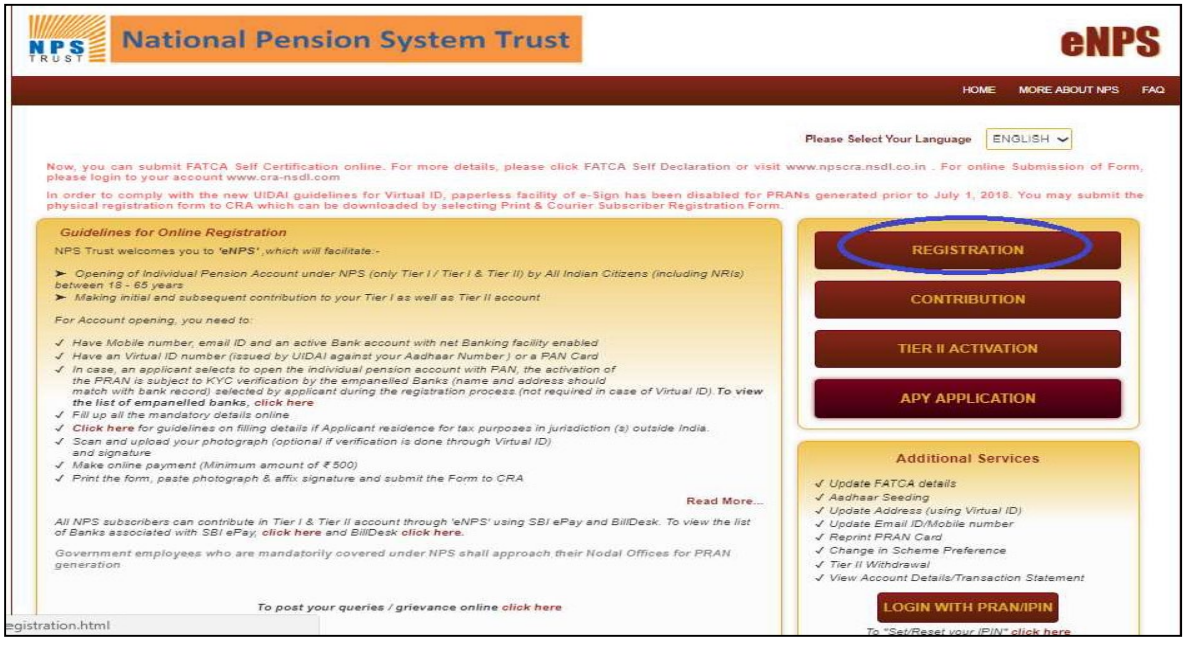
In case your bank name does not appear in the drop down menu in this process, you can follow the physical mode of form submission (details mentioned in this document below)

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"

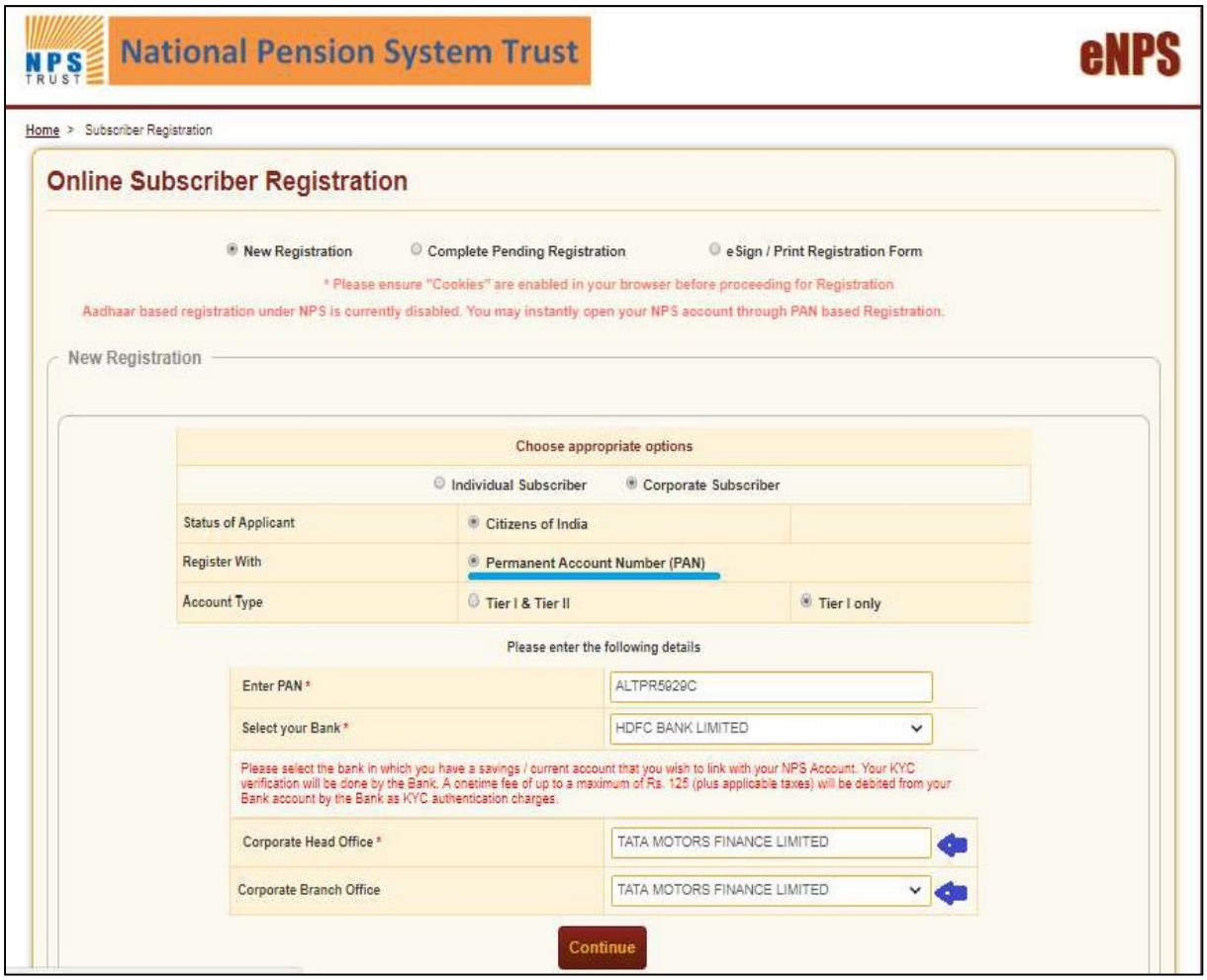


2) Click on New Registration
3) Click on Corporate Subscriber
4) In the filed "Register With", select Permanent Account Number (PAN)
5) Enter PAN Details
6) Select Your Bank

   (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.)

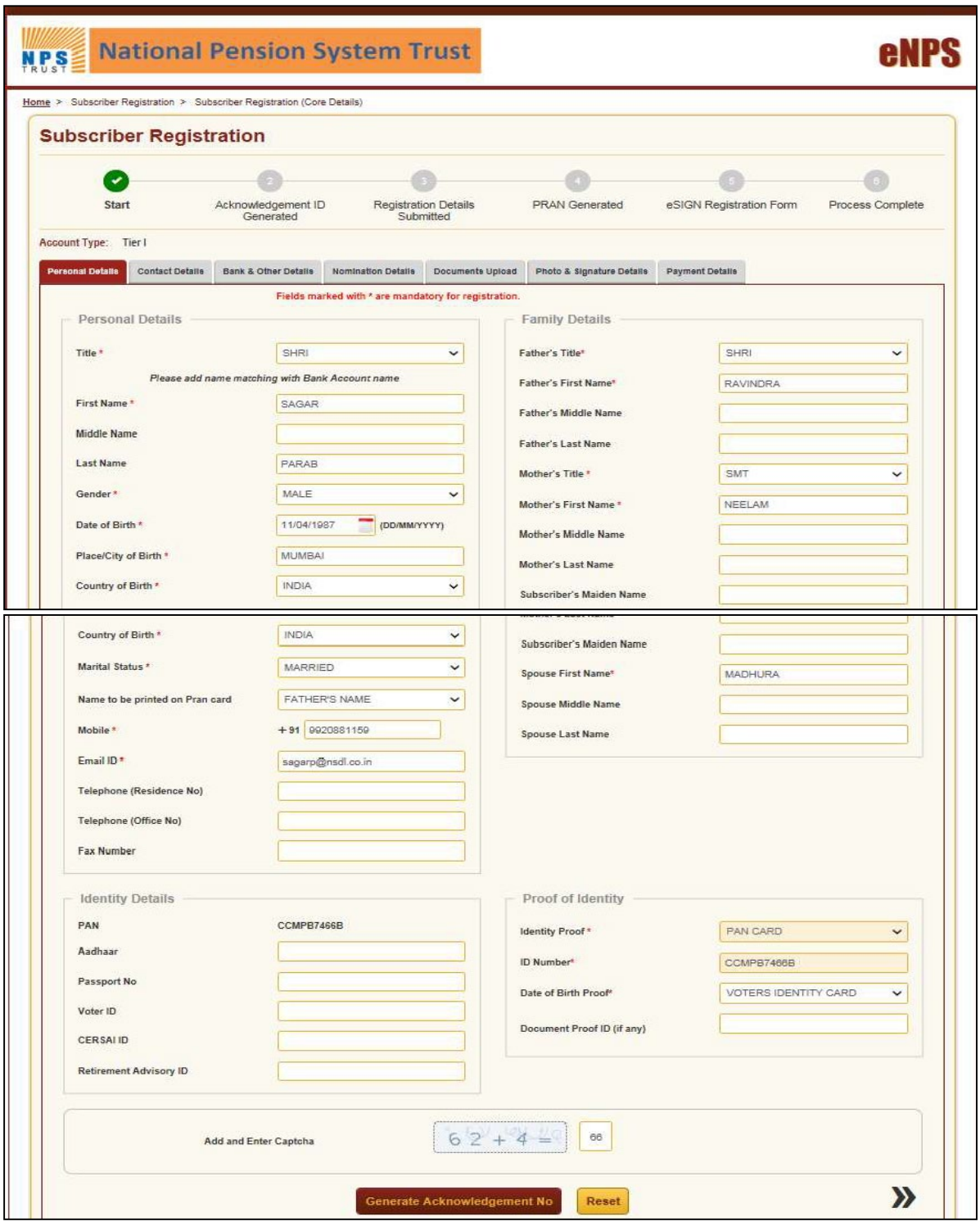
   If your Bank name does not show up in the drop down, please follow the physical mode of submission

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



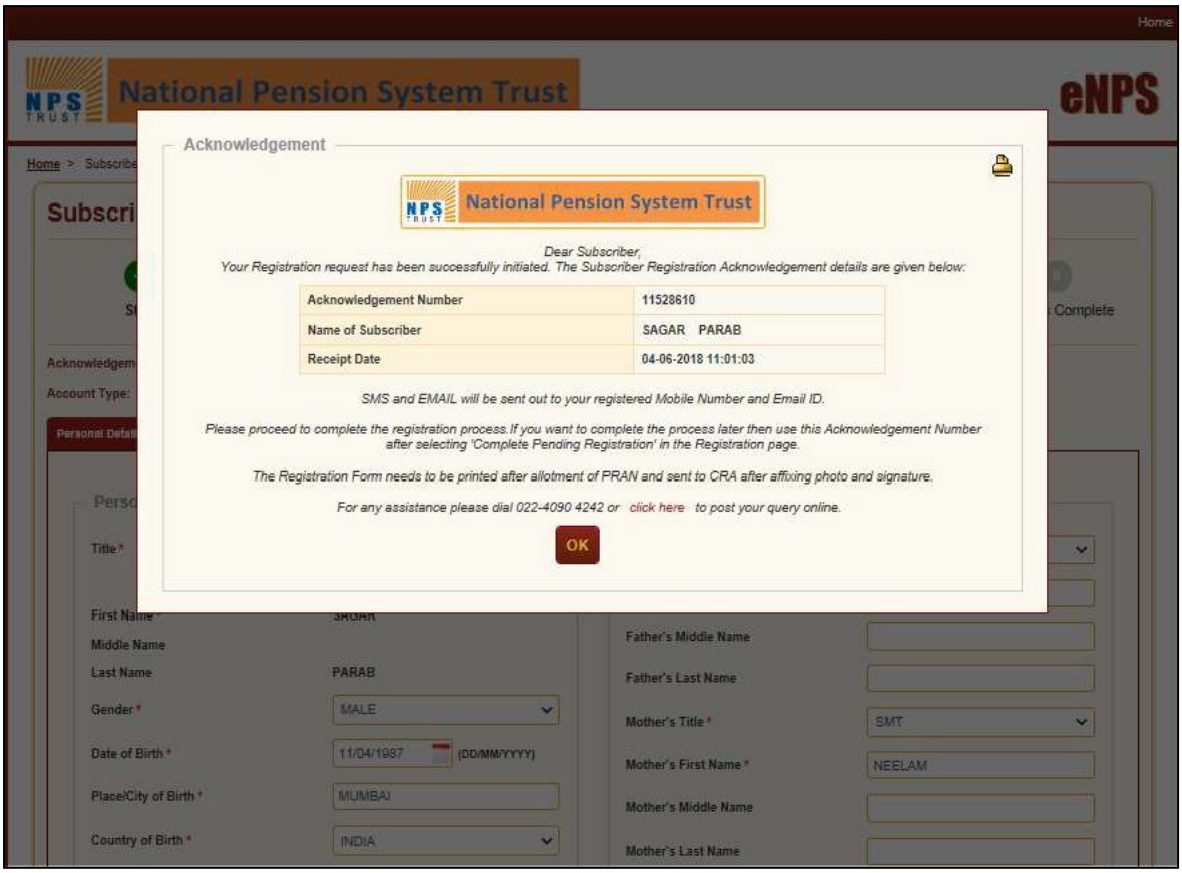
8) Fill all mandatory details (fields marked with * are mandatory for registration),
Sample fields have been filled in the below screenshot for easy reference

9) Enter Captcha and click on Generate Acknowledgement Number and Save the Ack. No. for future reference.

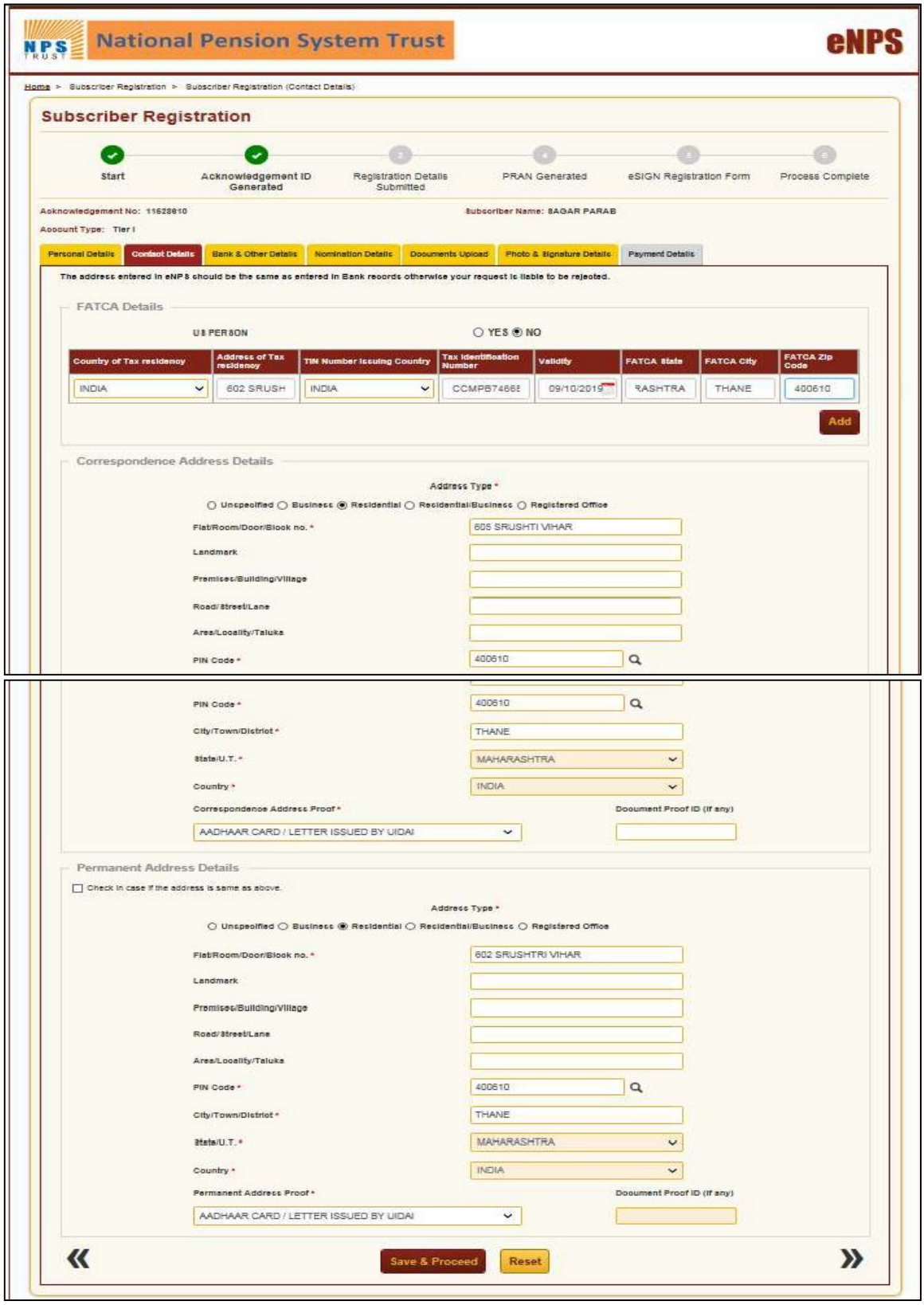


10) Save the Acknowledgement Number for future reference

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

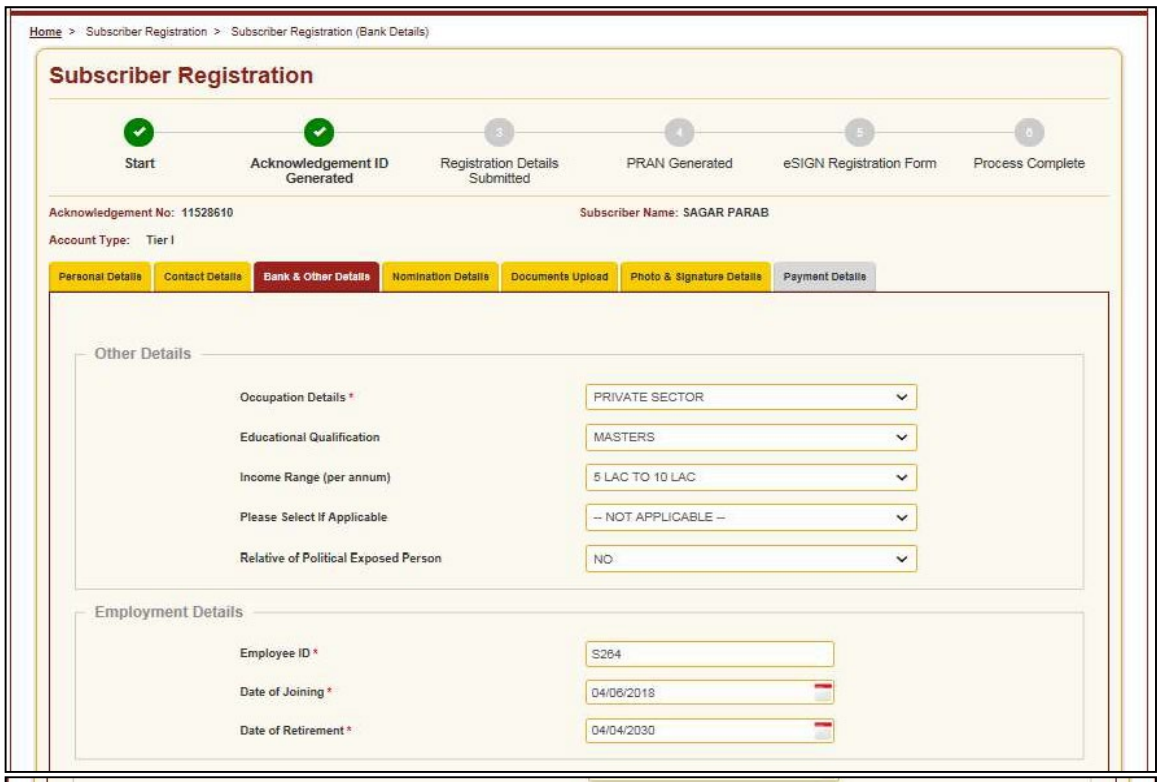


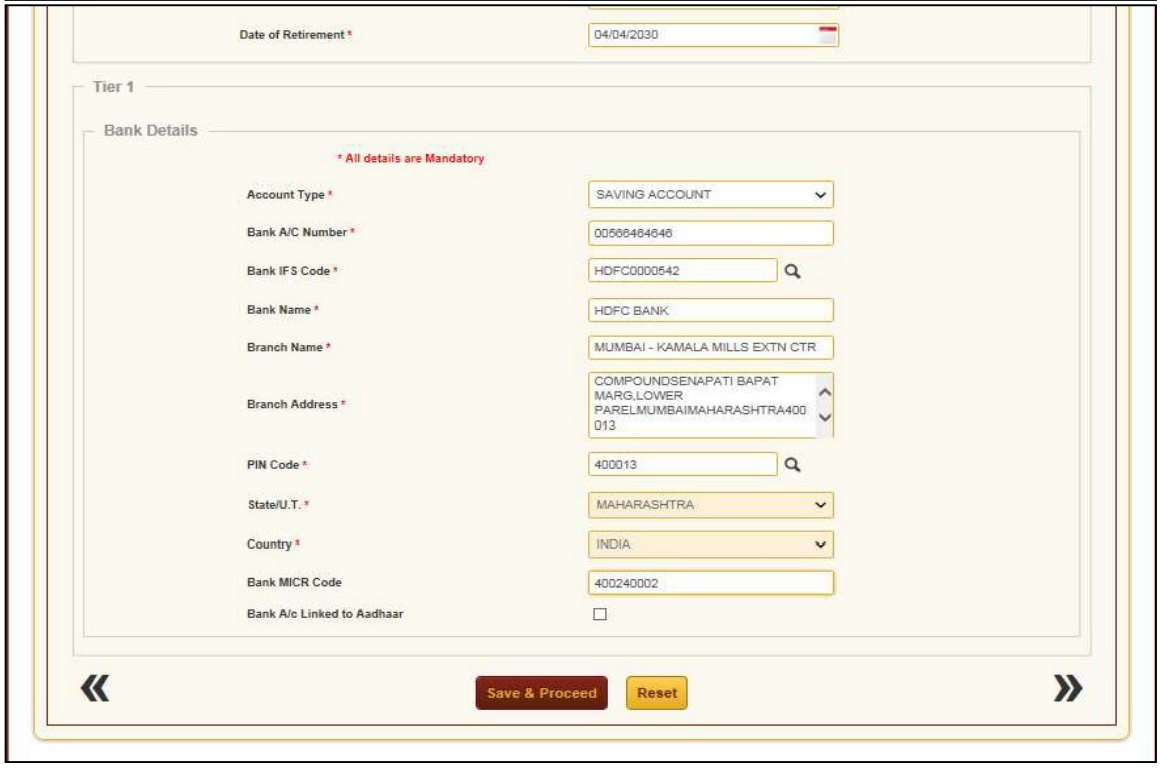
11) The Foreign Account Tax Compliance Act (FATCA) declaration_ Regulatory Requirement:
    - Fill FATCA Details and all mandatory details
    - Resident of India needs to input Permanent Account Number (PAN) in the field of Tax Identification Number
    - Save & Proceed



12) Bank & Employment Details:

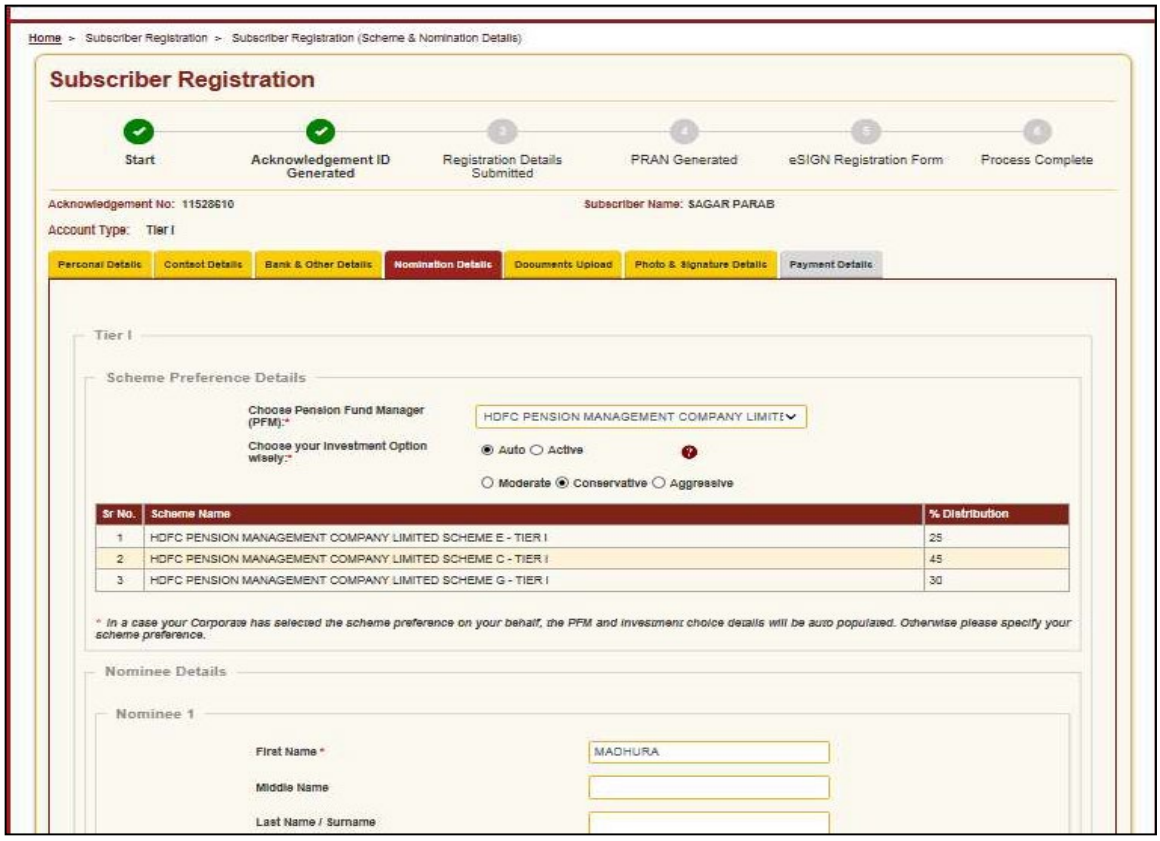
- Fill Bank & Employment Details
  - Date of Retirement will be 60 years from Date of Birth
  - Bank details should be exactly as mentioned in selected Bank Ac to get the KYC verified successfully. The address should be exactly same as mentioned in your bank account. Correspondence & Communication address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

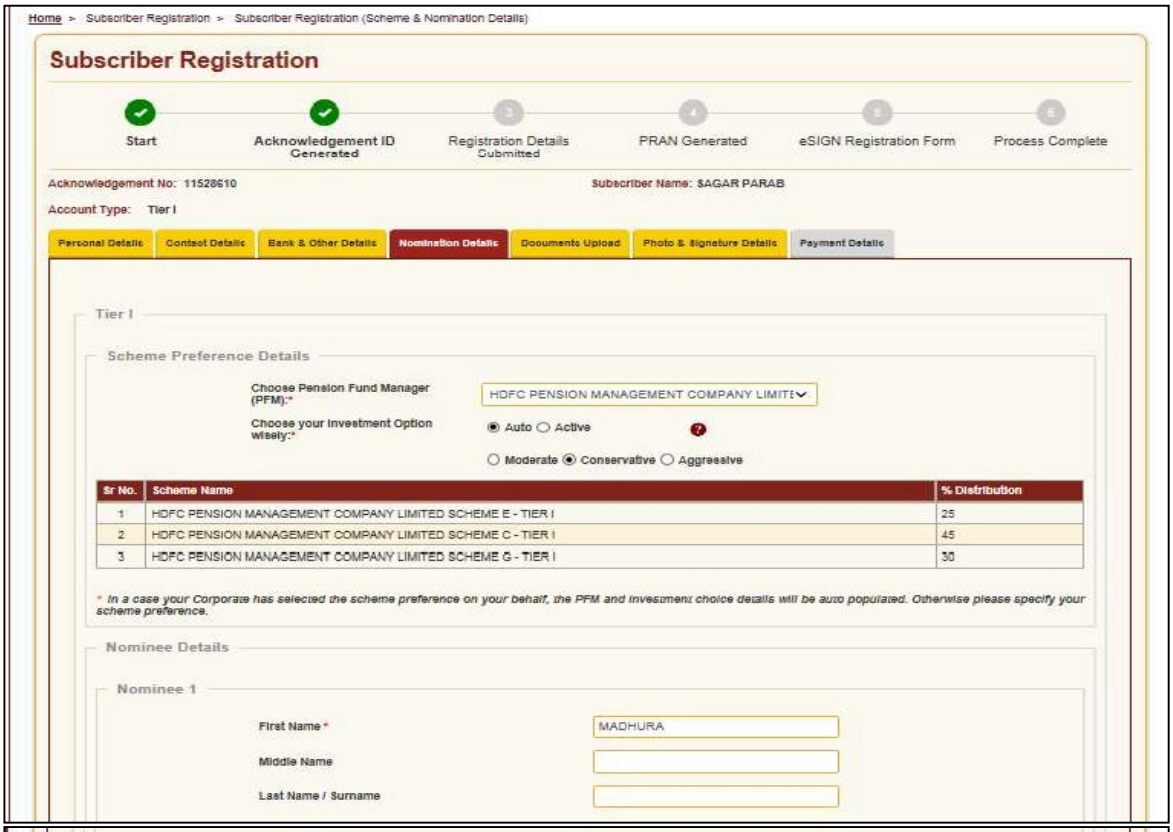


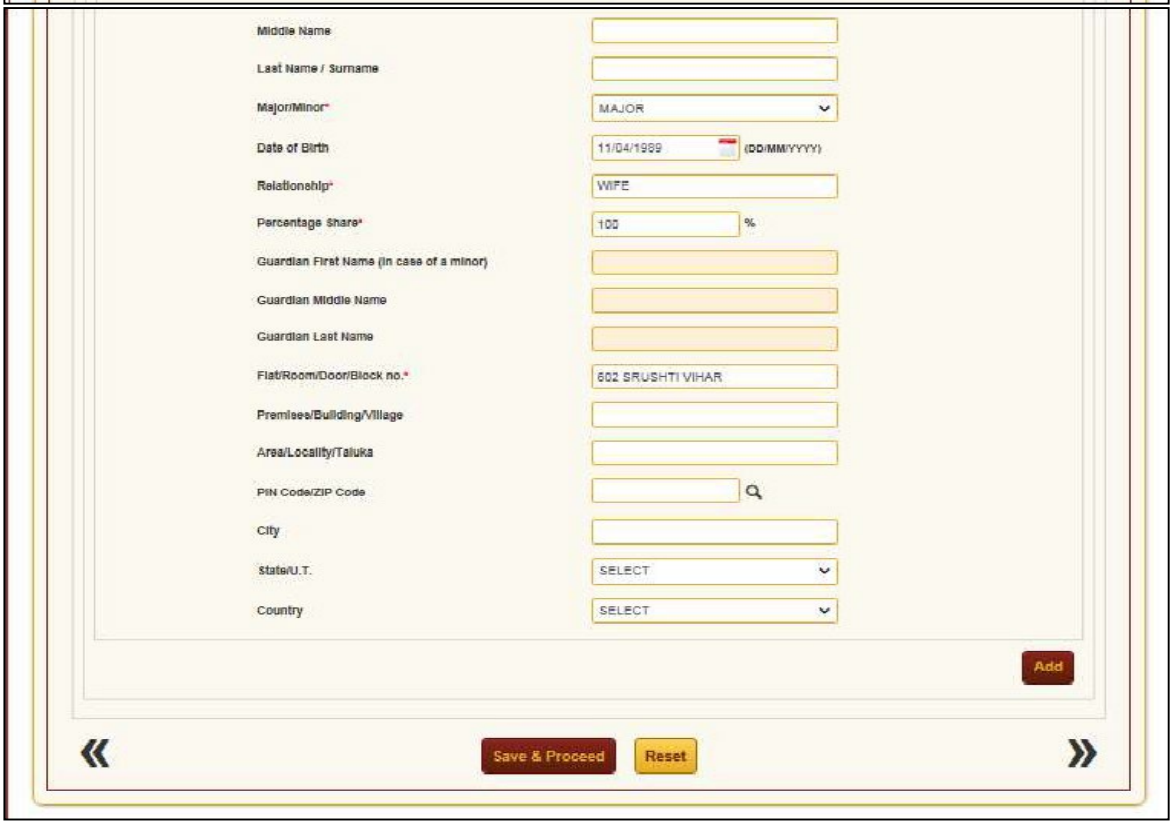


13) NPS Scheme preference & Nominee details:

- Choose Pension Fund Manager (PFM) from drop down
- 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):*
HDFC PENSION MANAGEMENT COMPANY LIMITE
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

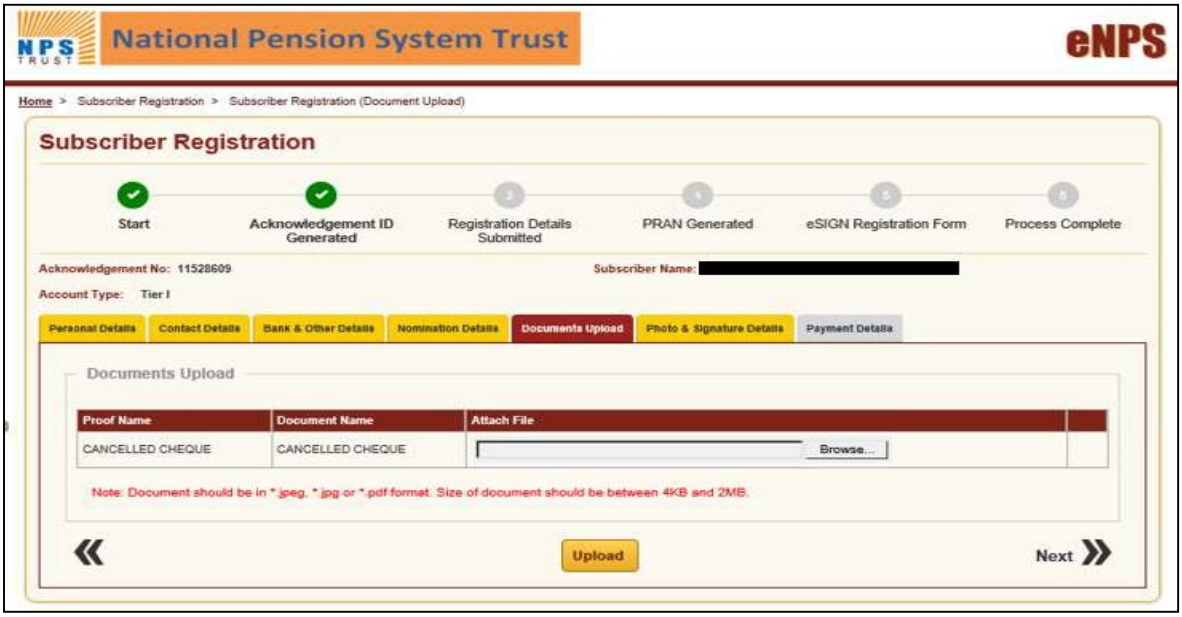

Middle Name
Last Name / Surname
Major/Minor*
MAJOR
Date of Birth
11/04/1989
(DD/MM/YYYY)
Relationship*
WIFE
Percentage Share*
100
%
Guardian First Name (in case of a minor)
Guardian Middle Name
Guardian Last Name
Flat/Room/Door/Block no.*
602 SRUSHTI VIHAR
Premises/Building/Village
Area/Locality/Taluka
PIN Code/ZIP Code
City
State/U.T.
SELECT
Country
SELECT
Add
Save & Proceed
Reset

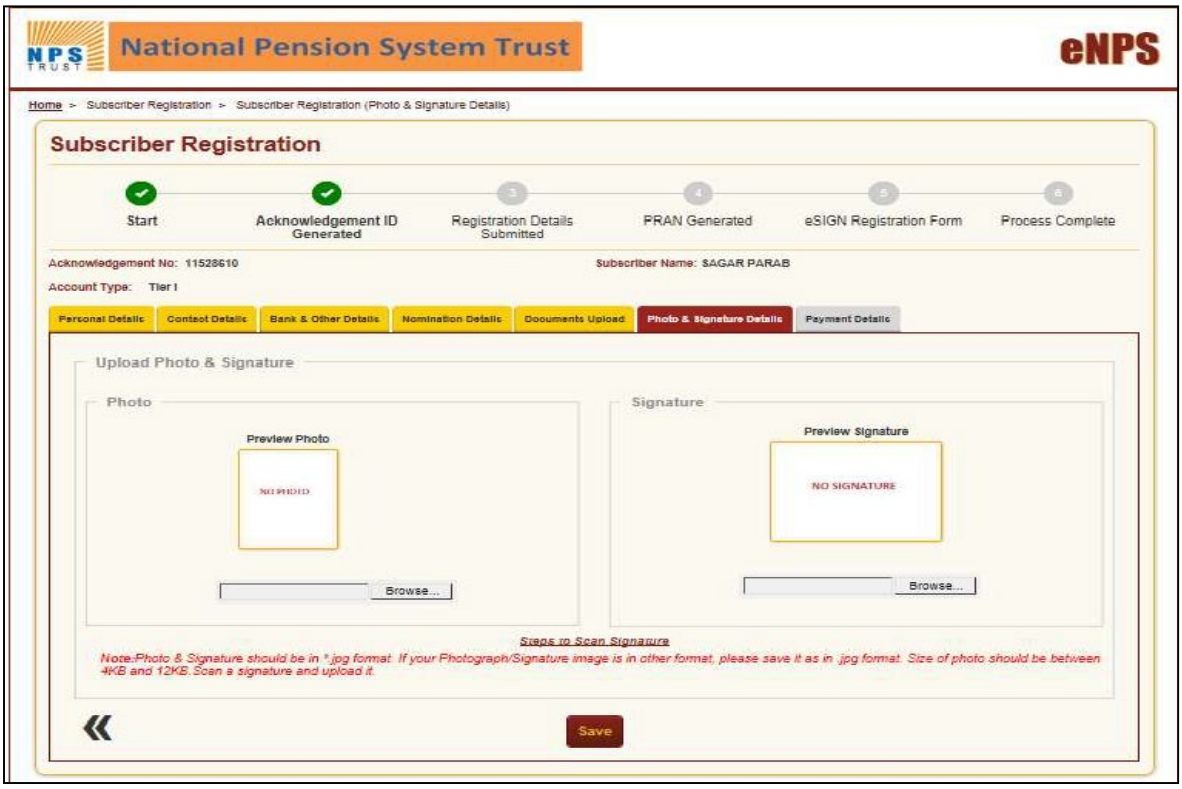
14) Upload Documents: Cancelled cheque copy, signature and photo

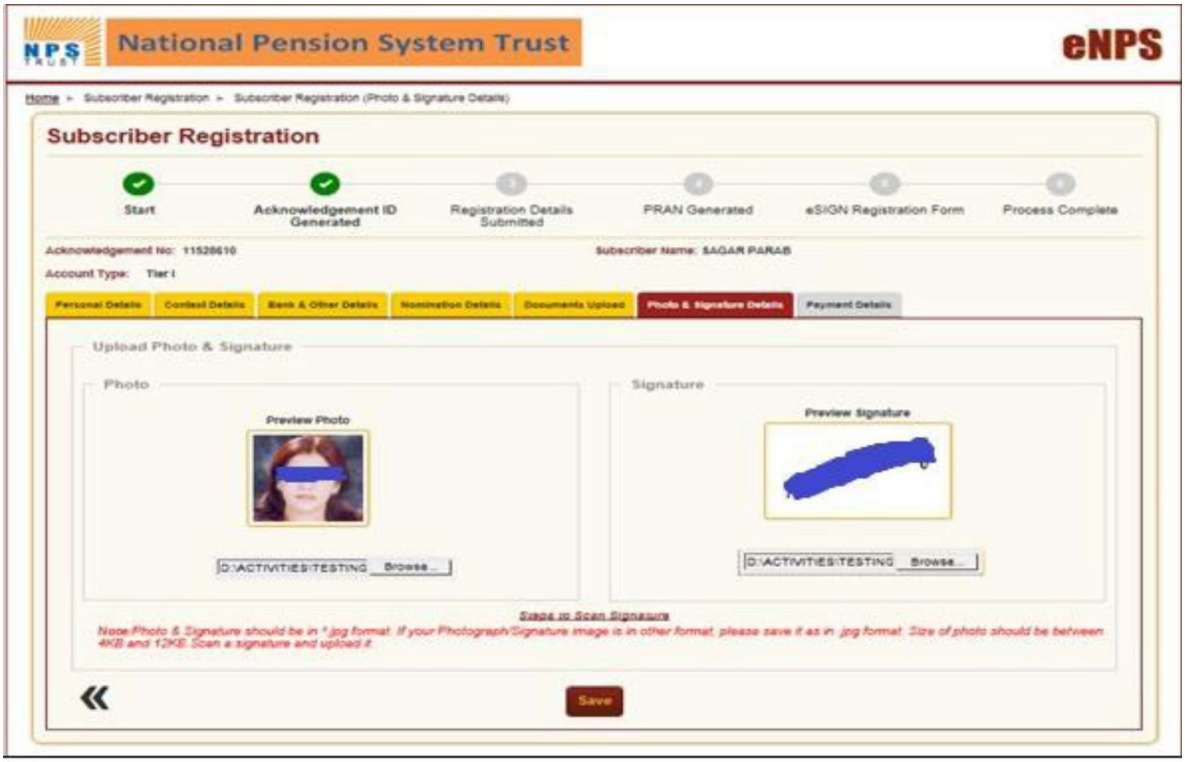
- Save soft copy/ image of cancelled cheque & signature on computer/ laptop
- Click on browse & select path where the respective images are stored
- Click on upload image of cancelled cheque

  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

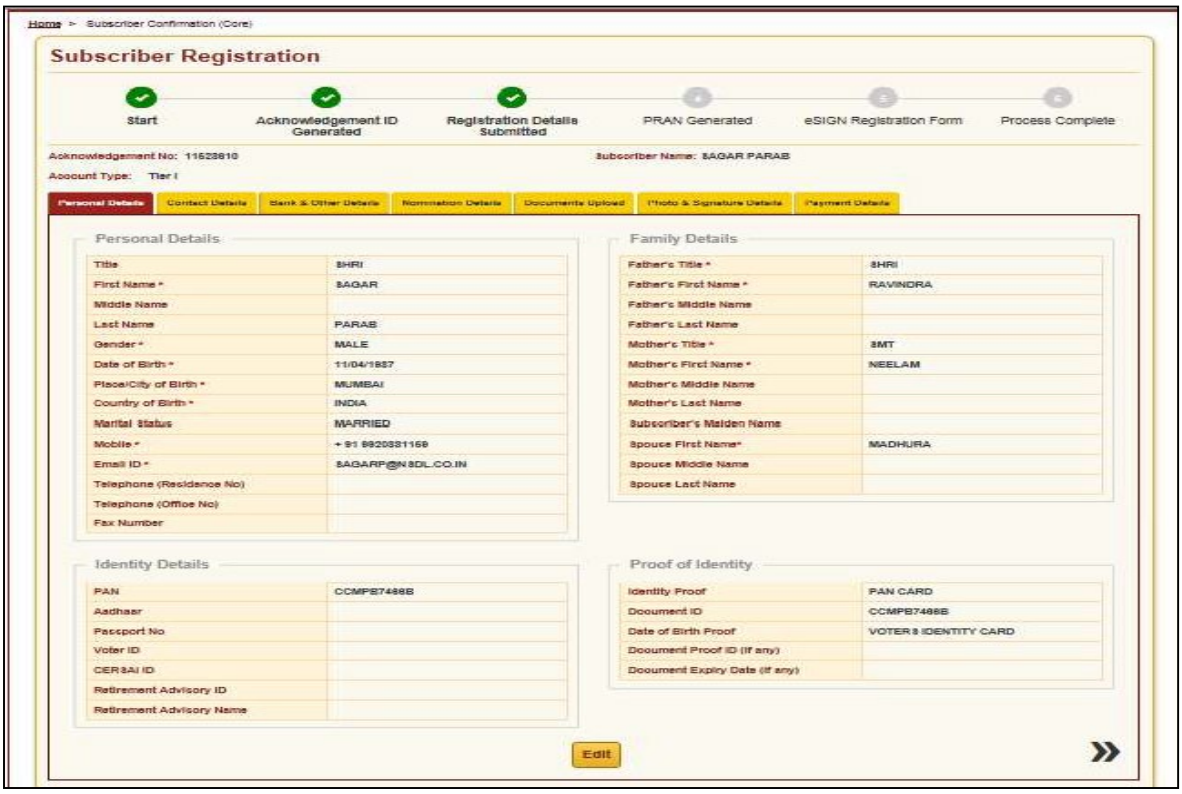




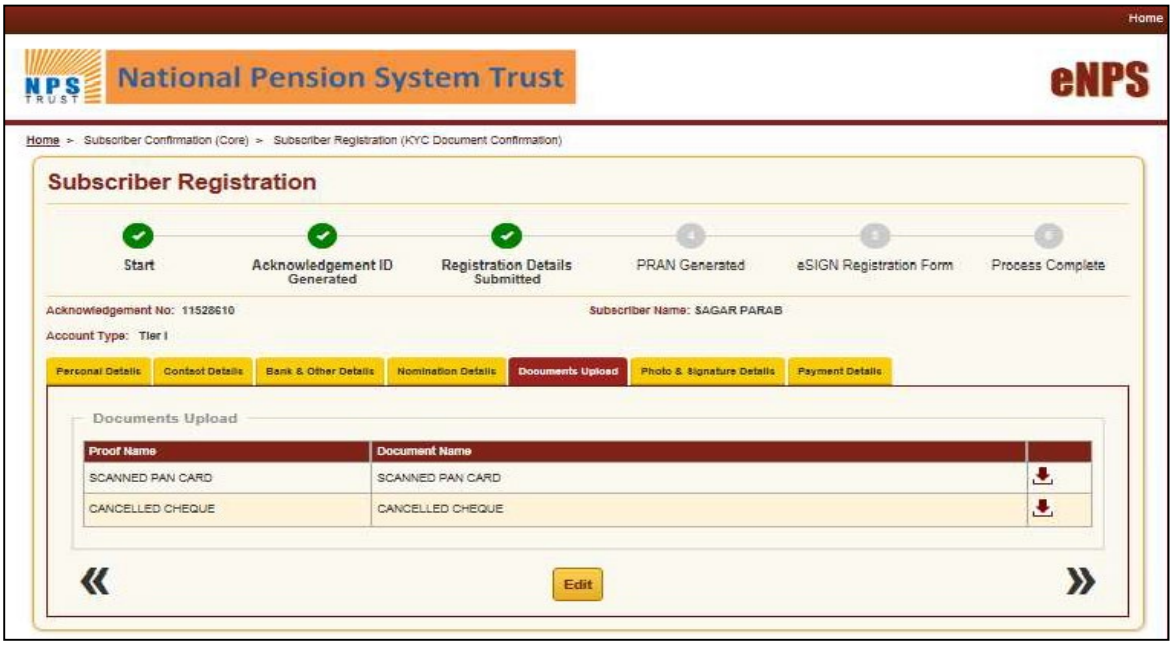


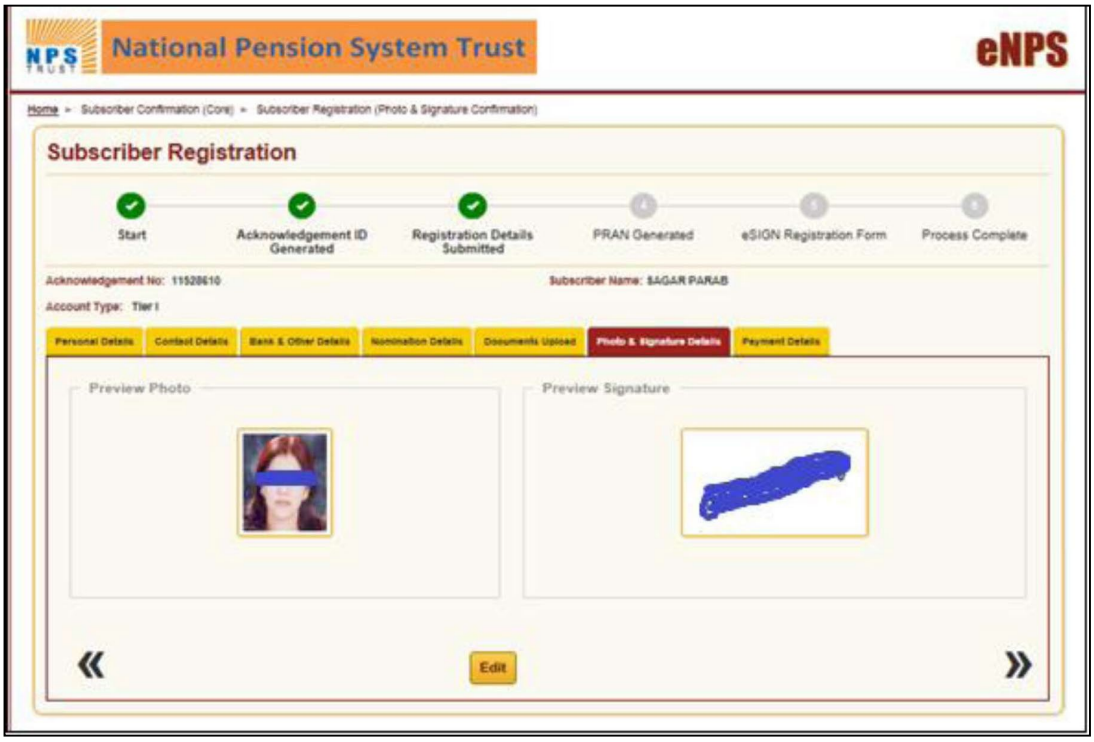
15) Verification:

Employee to verify all details input for NPS registration



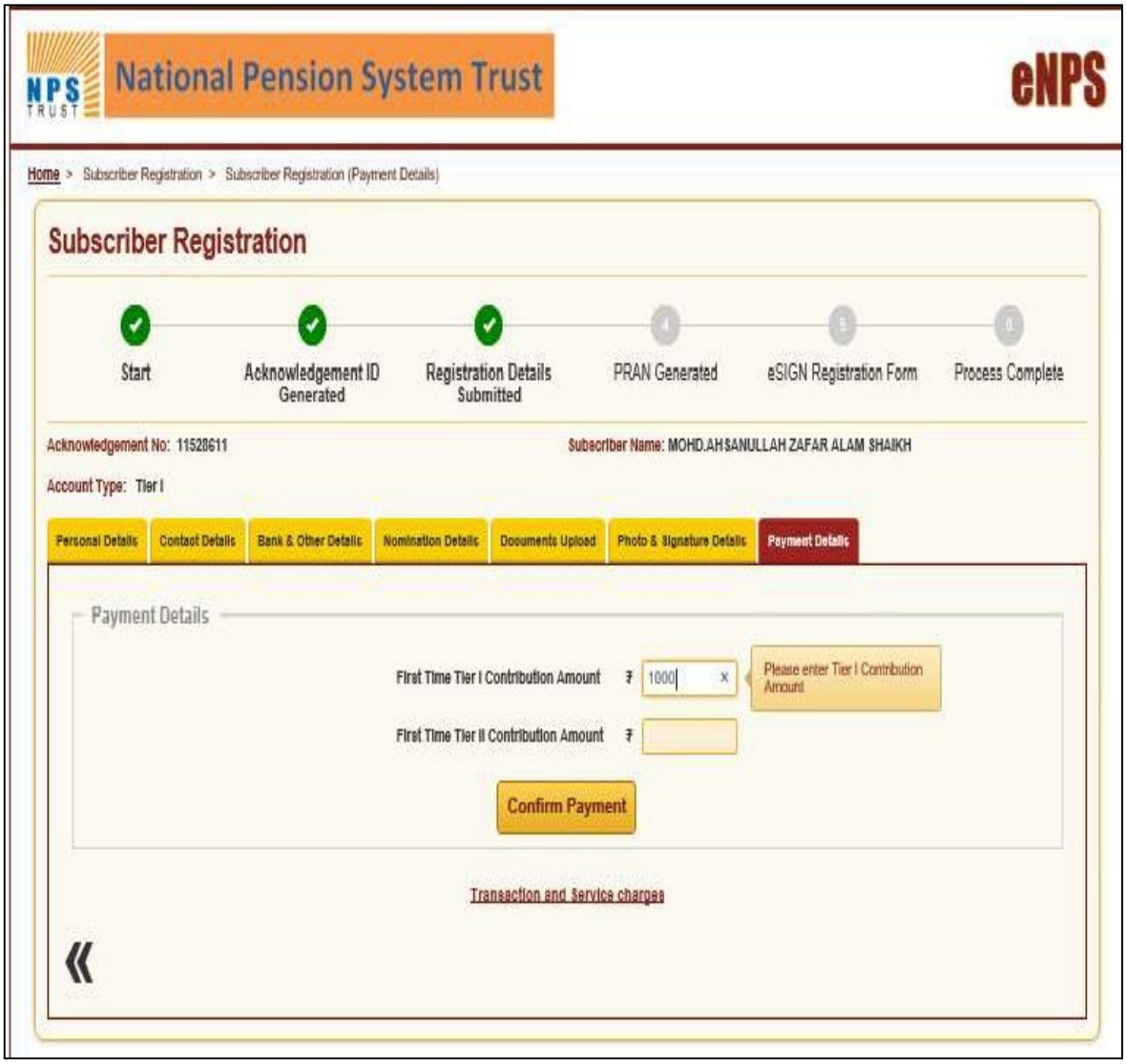
Subscriber Registration
Start
Acknowledgement ID Generated
Registration Details Submitted
PRAN Generated
eSIGN Registration Form
Process Complete
Acknowledgement No: 11528610
Subscriber Name: SAGAR PARAB
Account Type: Tier I
Tier I
Scheme Preference Details
HDFC PENSION MANAGEMENT COMPANY LIMITED
Auto
Conservative
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
MADHURA
Major
11/04/1989
WIFE
100%
602 SIKUSHI VIHAR


Home
National Pension System Trust
eNPS
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


National Pension System Trust
eNPS
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 I
Personal Details
Contact Details
Bank & Other Details
Nomination 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"

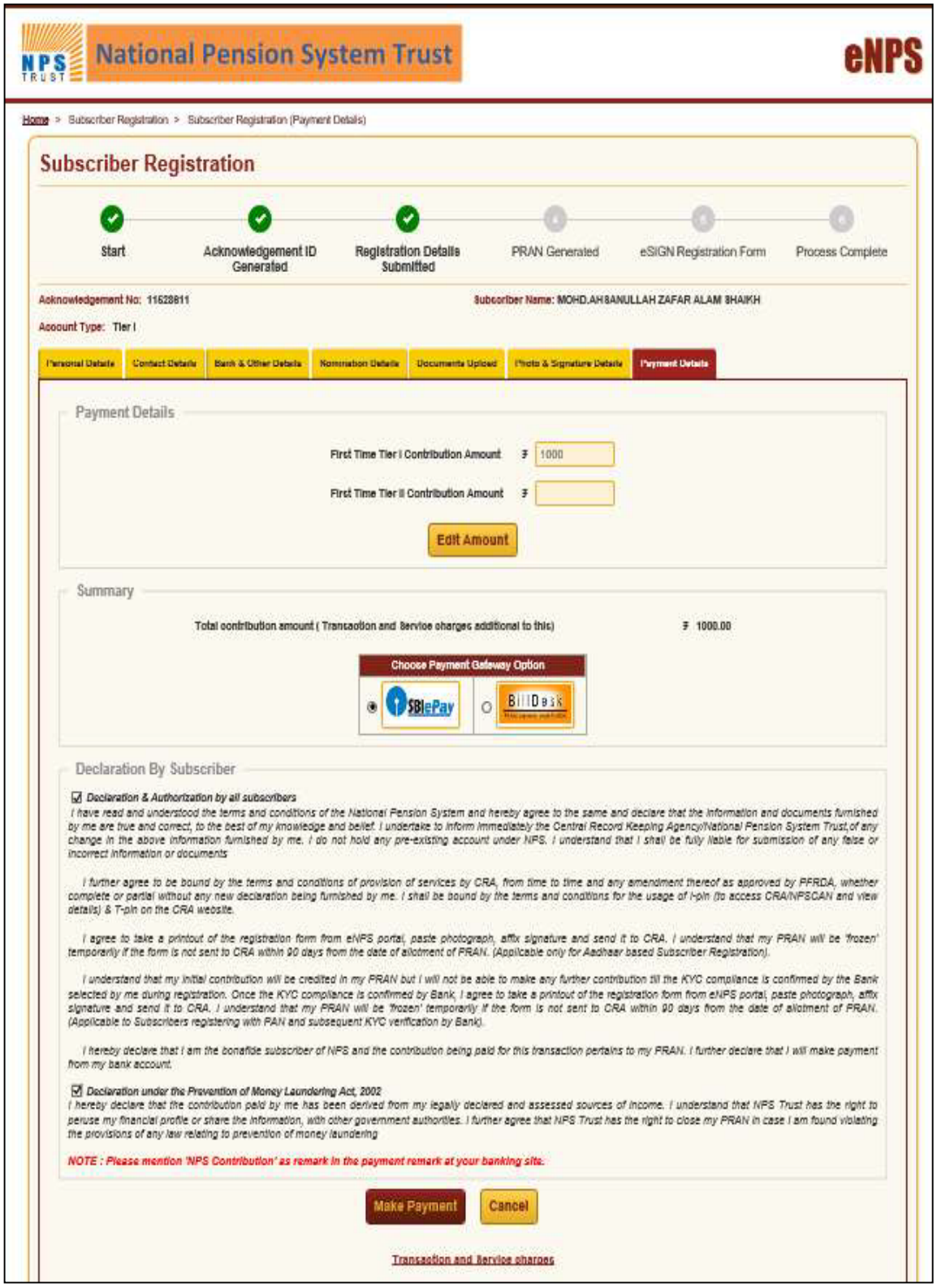


2) Payment finalization

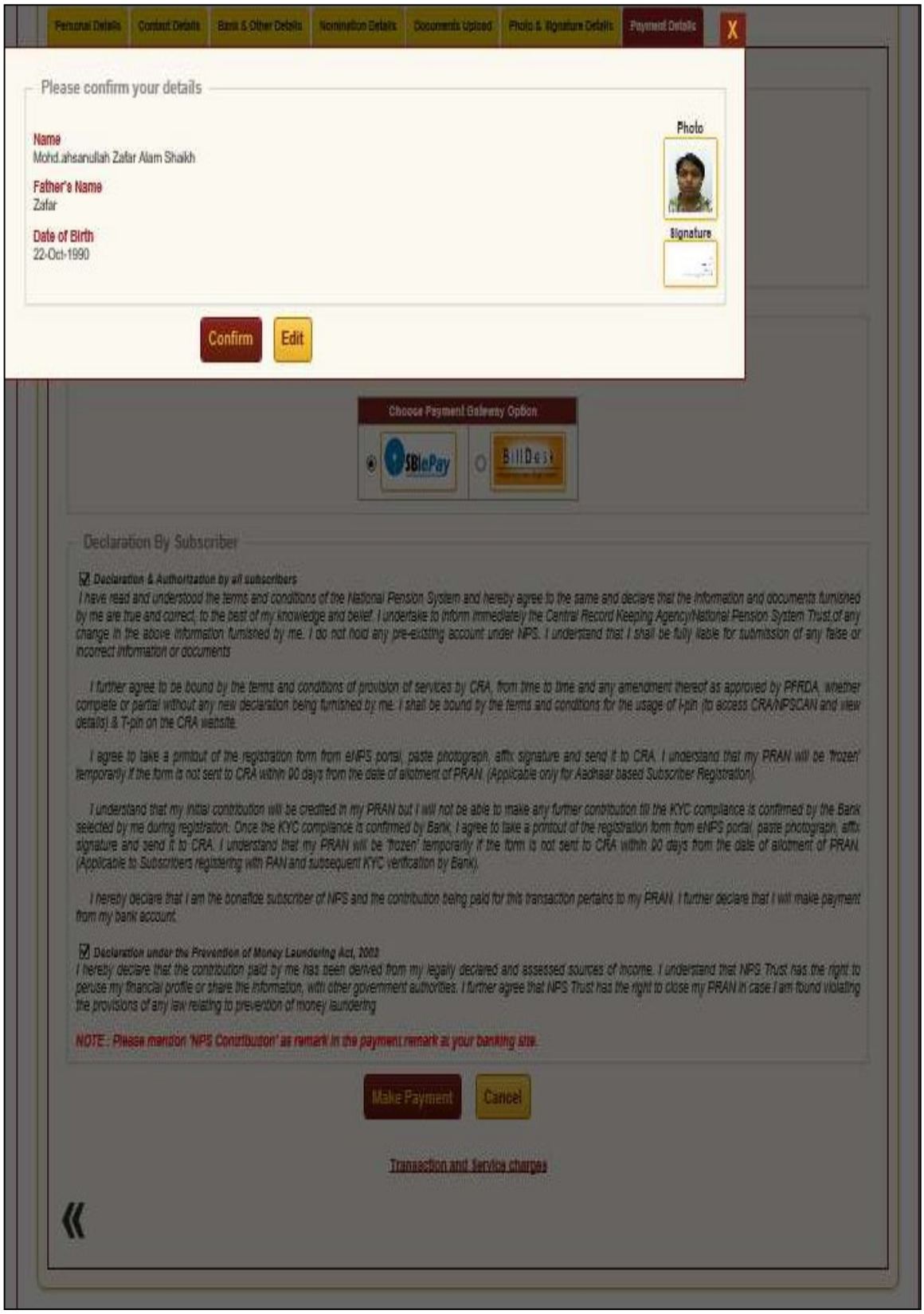
a. Select payment gateway option

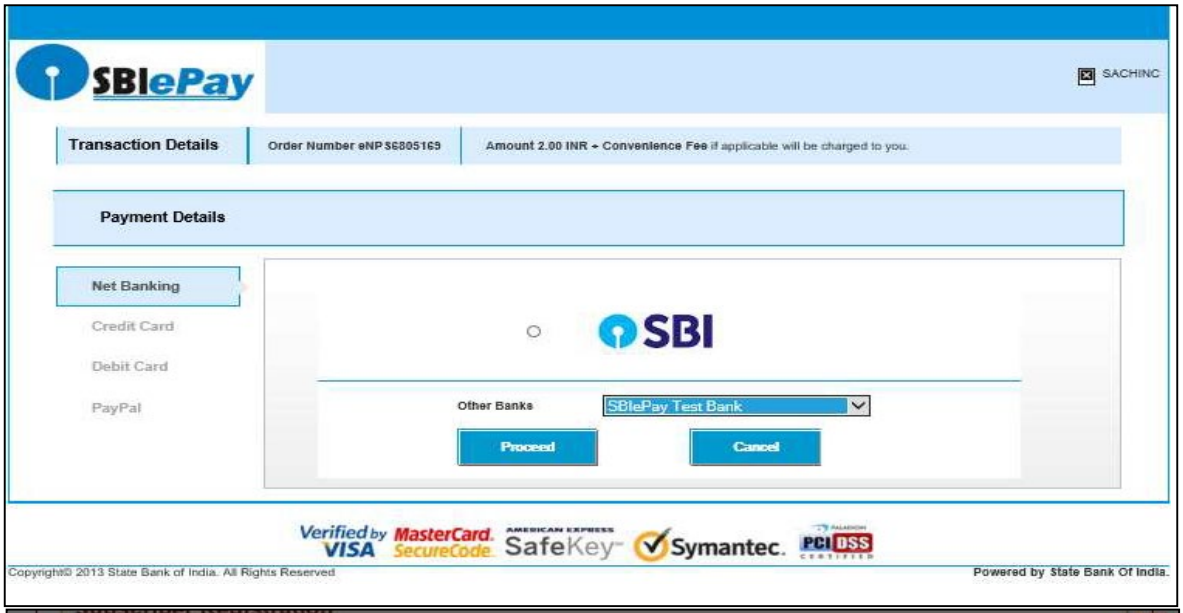
b. Tick both the declaration boxes

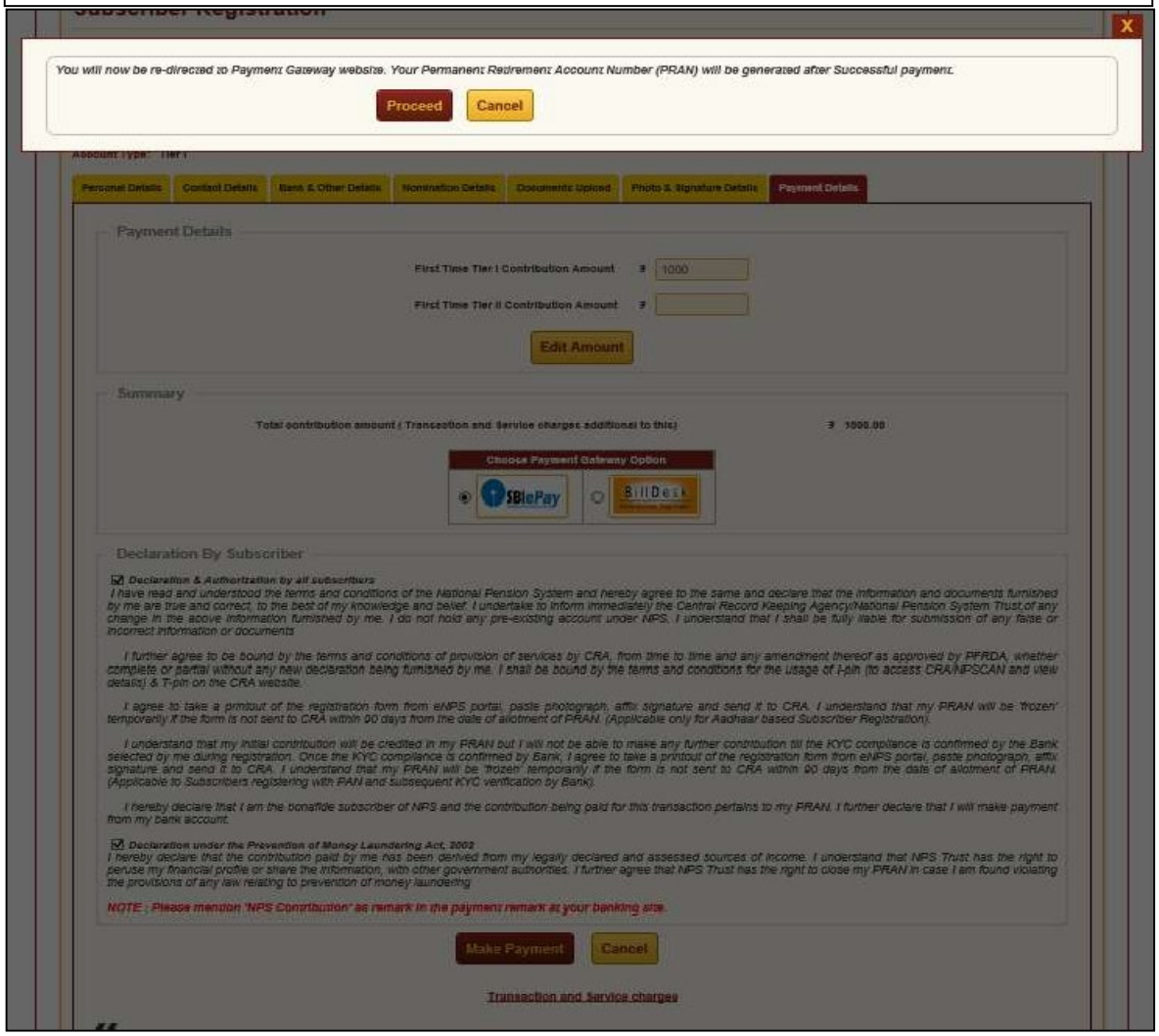
c. Click on Make Payment **(The payment should be made from the Bank Account declared in the steps above for contribution purposes)**



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




SBIePay
SACHINC
Transaction Details
Order Number eNPS680S169
Amount 2.00 INR + Convenience Fee if applicable will be charged to you.
Payment Details
Net Banking
Credit Card
Debit Card
PayPal
SBI
Other Banks
SBIePay Test Bank
Proceed
Cancel
Verified by VISA
MasterCard SecureCode
AMERICAN EXPRESS SafeKey
Symantec.
PCI DSS
Copyright© 2013 State Bank of India. All Rights Reserved
Powered by State Bank Of India.

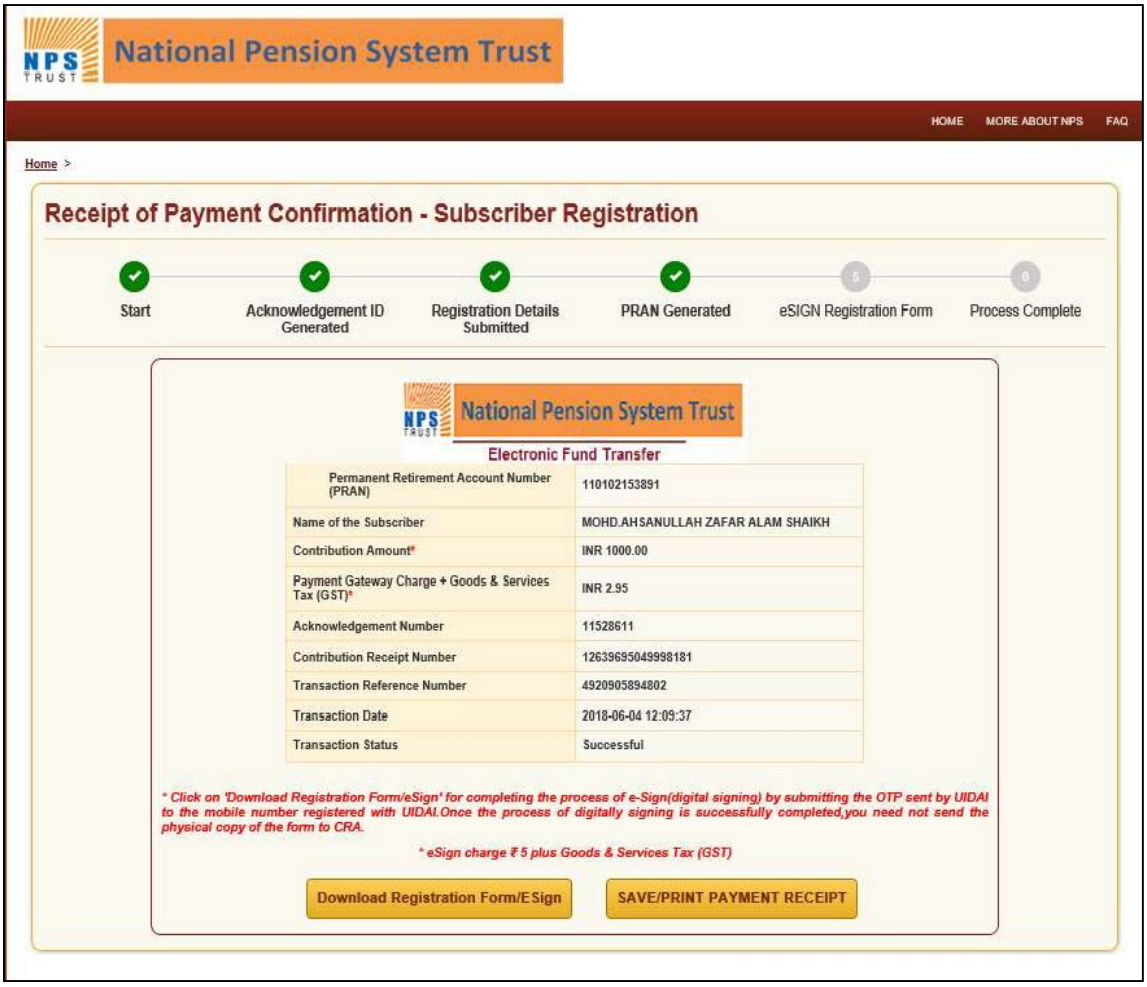

You will now be re-directed to Payment Gateway website. Your Permanent Retirement Account Number (PRAN) will be generated after Successful payment.
Proceed
Cancel
Personal Details
Contact Details
Bank & Other Details
Nomination Details
Documents Upload
Photo & Signature Details
Payment Details
Payment Details
First Time Tier I Contribution Amount
1000
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
SBIePay
BillDesk
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/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 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

4) Receipt for Payment confirmation:

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

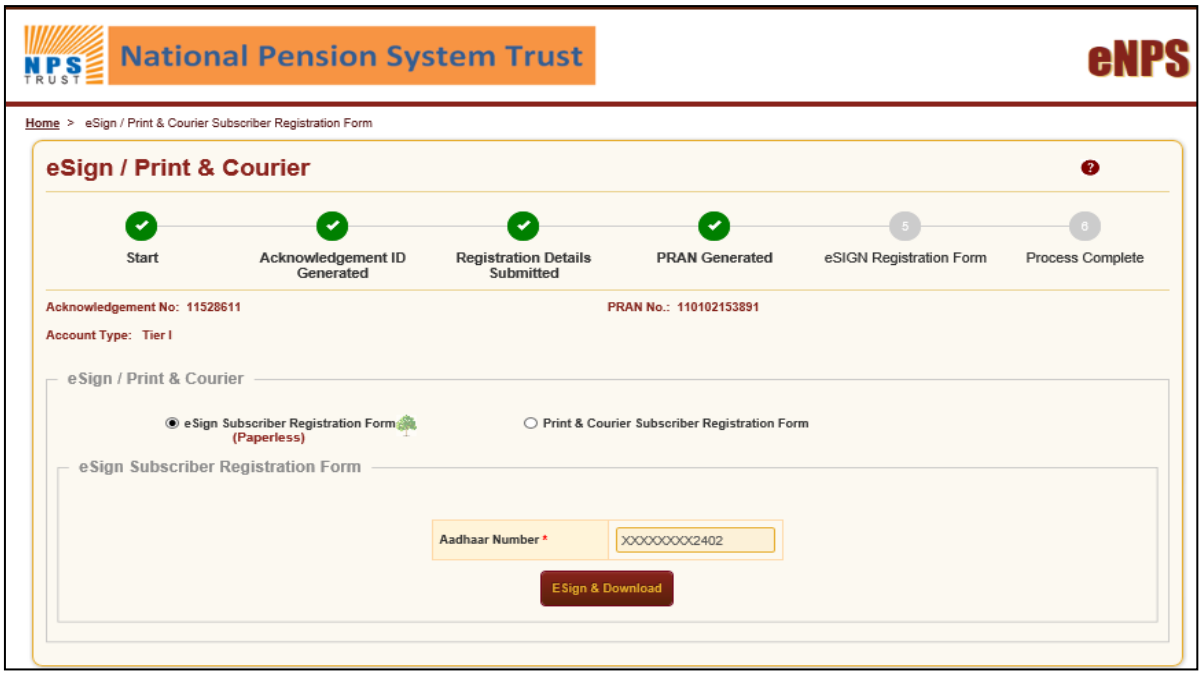
a. Download registration form

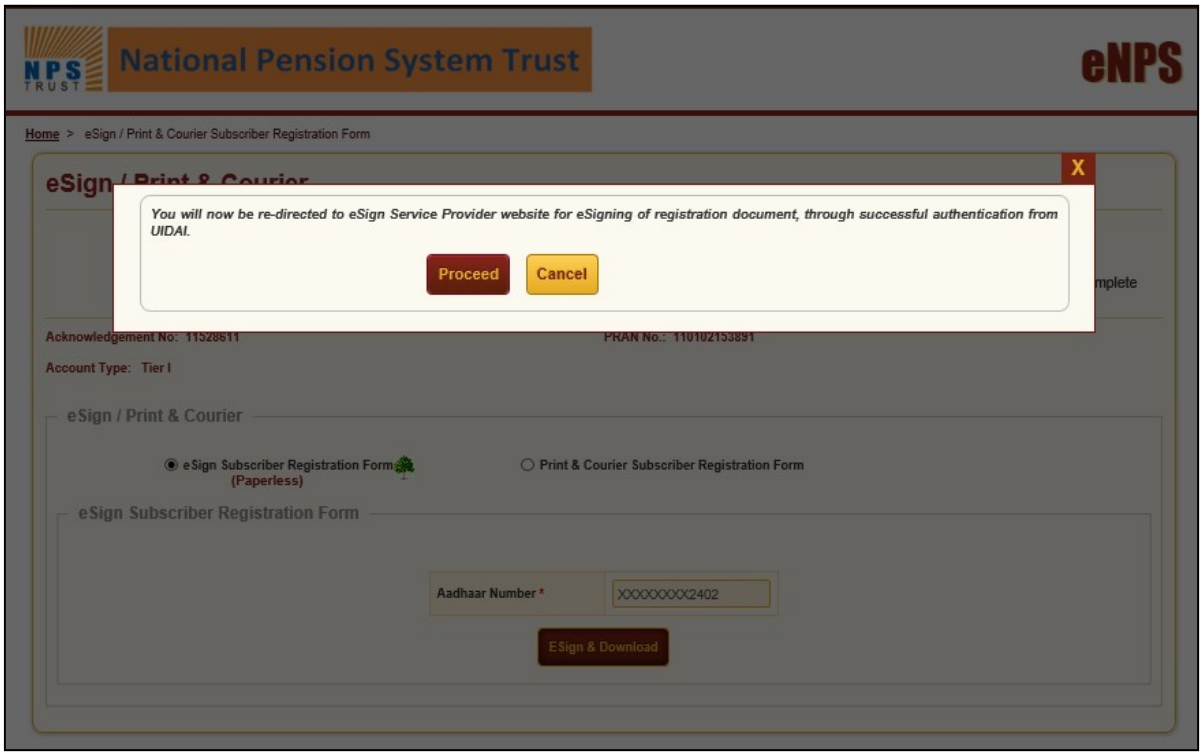
b. Save/ Print payment receipt

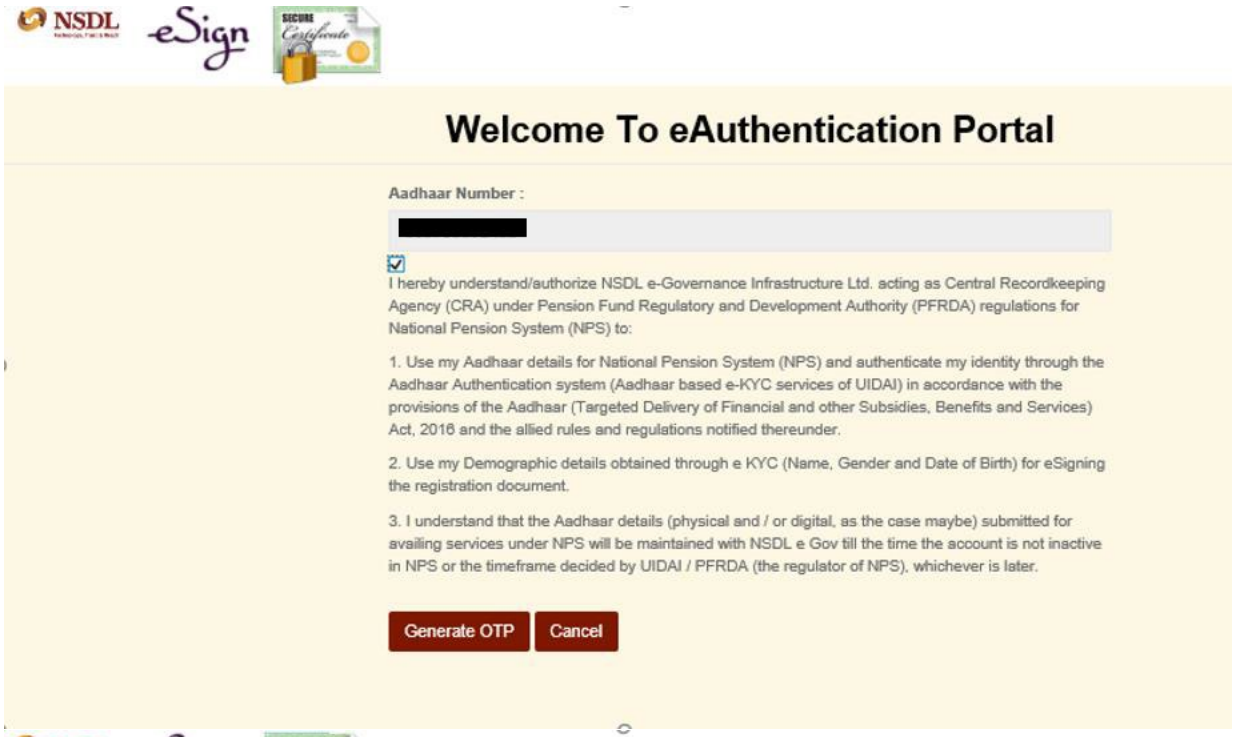


5) E-sign Verification:

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







Welcome To eAuthentication Portal

Aadhaar Number :

[redacted]

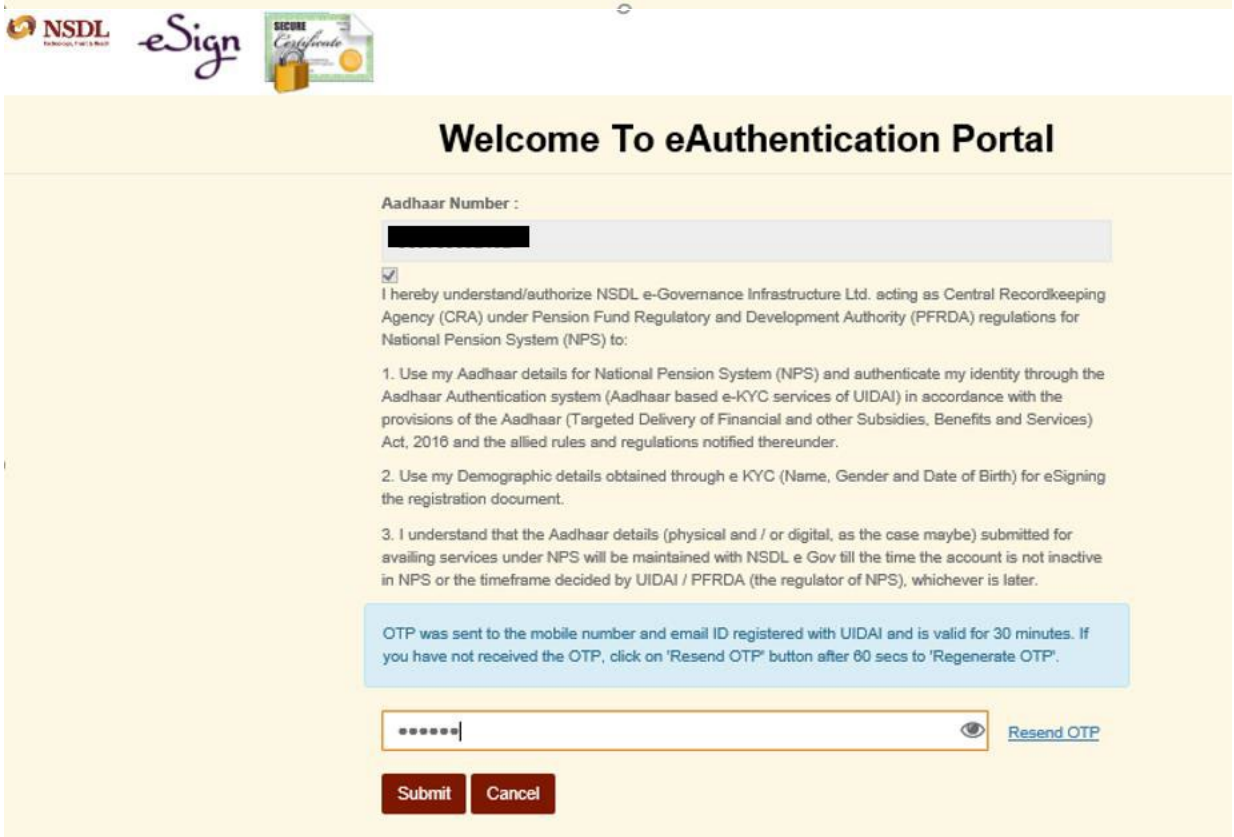
I hereby understand/authorize NSDL e-Governance Infrastructure Ltd. acting as Central Recordkeeping Agency (CRA) under Pension Fund Regulatory and Development Authority (PFRDA) regulations for National Pension System (NPS) to:

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 :

[redacted]

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 from 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:
   a. Subscriber to download the Complete eNPS Registration Form from below link: https://enps.nsdl.com/eNPS/OnlineSubscriberRegistration.html?appType=main
   b. 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.
   c. Subscriber should sign on the block provided forsignature.
   d. Subscriber should attach the self-attested KYC Docs. (Photo ID and Address proof)
   e. 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.

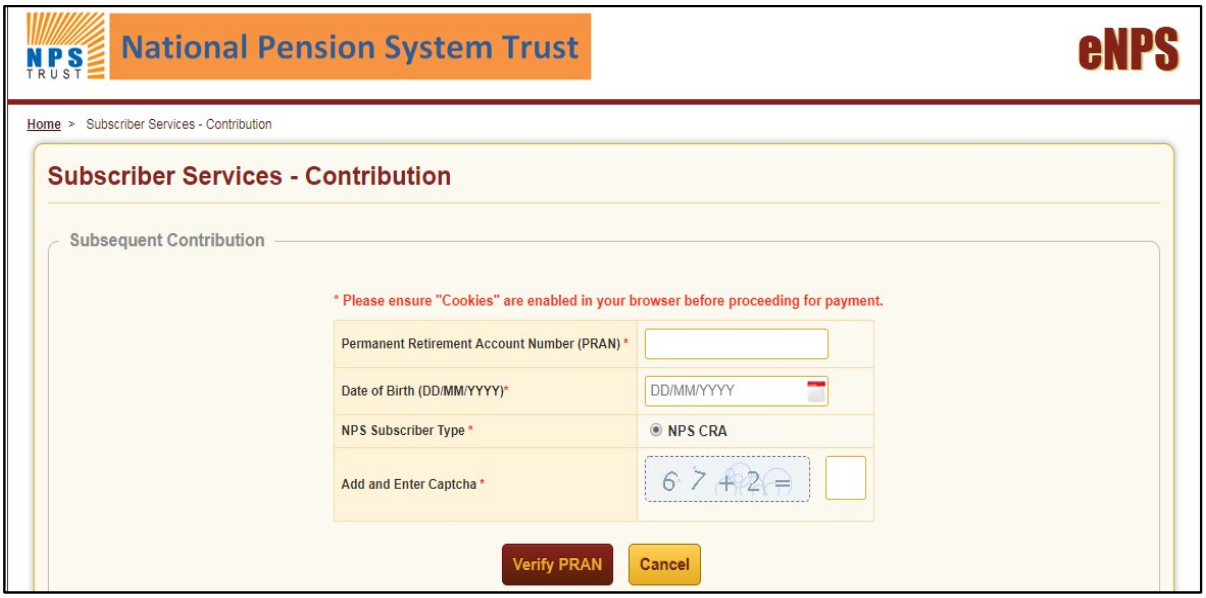
Process of Individual Contribution submission

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

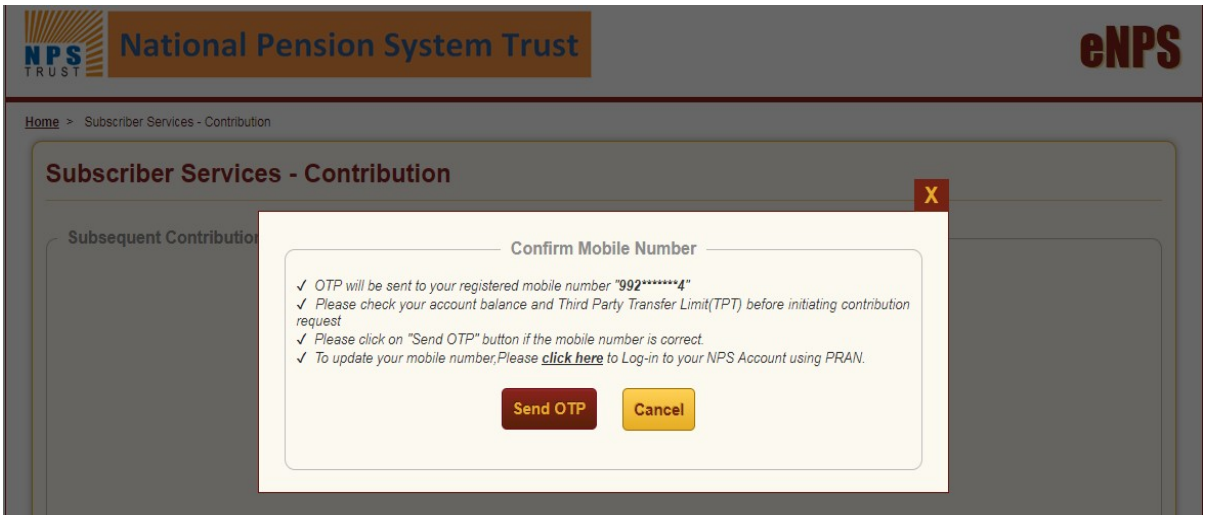
- Employee can directly contribute by visiting the E-NPS portal or clicking at the below link: https://enps.nsdl.com/eNPS/InitialExistingUser.html
- On successful contribution processing, receipt is generated immediately which can be submitted to Excelity at the time of IPSF submission for Investment 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

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



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.

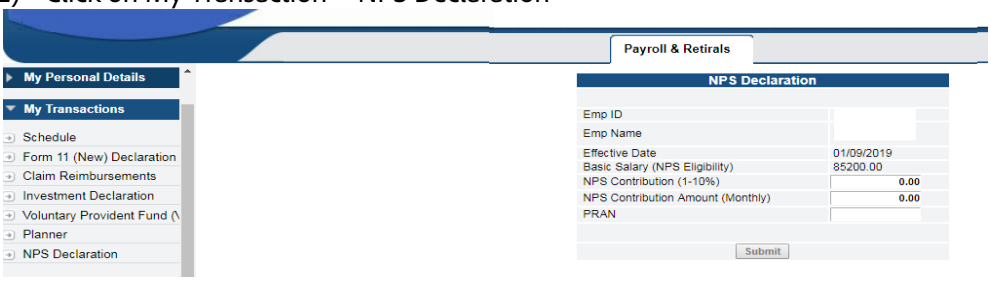
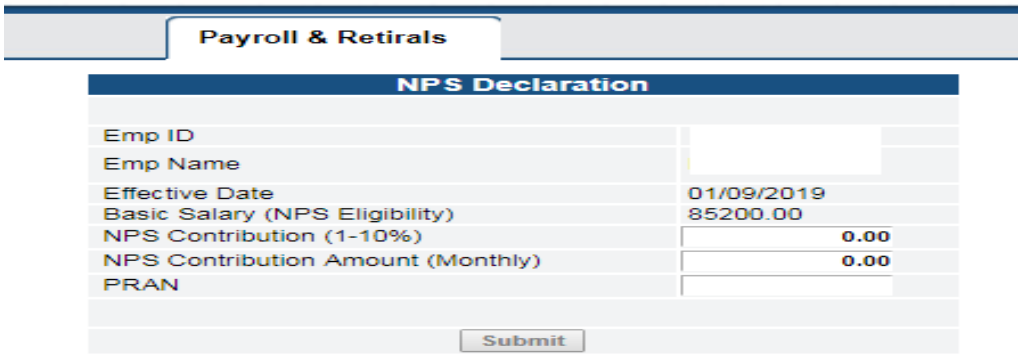
1. Download the eNPS Registration Form from below link: https://www.npscra.nsdl.co.in/download/government-sector/central-government/forms/Form_CSRF_Subscriber_Registration_Form_1-5.pdf
2. Fill the form as per the steps mentioned above in the SOP. (as for online submission).
3. Paste the photograph (please 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 forsignature.
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
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) **<u>Updation of Contribution on Excelity – To be deducted through employer</u>**

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



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