Form-ISS-1
National Pension System (NPS) Subscriber Shifting
(Please fill all the details in CAPITAL LETTERS & in BLACK INK only. All fields / sections marked in * are mandatory.)
(Please tick the respective block which is applicable to you)
A. General Information:
I) NAME *
II) PRAN (Permanent Retirement Account Number) *
III) Existing PRAN association (refer Instruction no. I)
a) Sector: * Central Government State Government All Citizens of India (UOS) Corporate Sector
b) DDO / CBO / POP-SP Reg. No: *
c) DDO / CBO / POP-SP Name: *
IV) Target PRAN association (refer Instruction no. II)
a) Sector:* Central Government State Government All Citizens of India (UOS) Corporate Sector
b) DDO / CBO / POP-SP Reg No: *
c) DDO / CBO / POP-SP Name: *
B. Additional information for subscribers shifting to All Citizens of India - UOS
V. Subscriber Scheme Preference         *Name of the Pension Funds are given in alphabetical order.         a) PFM Name (Please select only one)         Please Tick (√) only one
1 Birla Sunlife Pension Management Limited       5 LIC Pension Fund Limited         2 HDFC Pension Management Company Limited       6 Reliance Capital Pension Fund Limited         3 ICICI Pension Fund Management Company Limited       7 SBI Pension Funds Private Limited         4 Kotak Mahindra Pension Fund Limited       8 UTI Retirement Solutions Limited
(Selection of PFM is mandatory both in Active and Auto Choice. In case you do not indicate a choice of PFM, your application form shall be summarily rejected).
b) Investment Option (refer Instruction no. VI & VII)
Active Choice
Note:- 1. In case you do not indicate any investment option, your funds will be invested in Auto Choice 2. In case you have opted for Auto Choice, DO NOT fill up section (V.c) below relating to Asset Allocation. In case you do, the Asset Allocation instructions will be ignored and investment will be made as per Auto Choice.
c) Asset Allocation table (to be filled up only in case you have selected the 'Active Choice' investment option)
E C G Total
Asset Class     (Cannot exceed 50%)       % share     100%
Note:- The allocation across E, C and G asset classes must equal 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected by the POP.
VI. KYC details (Applicable only if subscriber is shifting from Government Sector) (Refer instruction no. X)
a) KYC document accepted for identify proof :
b) KYC document accepted for address proof :
C. Additional information for subscribers shifting to Central Government or State Government (to be filled by target DDO) (Please refer to instruction No. VIII & IX)
VII. Subscribers Employment Details to be filled and attested by DDO (All Details are Mandatory)
a) Date of Joining: D D M M Y Y Y Y b) Date of Retirement: D D M M Y Y Y Y
c) Group of the Employee         A         B         C         D

d) Office								1	T	1		1			Т	1		Т	Т	-			-	Т	T	I		T	Т	T		Т	Т		
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h) Pay Scale																																			
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VIII. Subscriber's Bank a) Bank A/c Number b) Bank Name c) Bank Branch d) Bank Address e) Pin Code f) Bank MICE Cada					e sh								the			f wh							k de			vid	ed)								
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XI. Subscriber Scheme Preference (Applicable only if the target Corporate has given the option of selecting scheme preference to the associated employees)
*Name of the Pension Funds are given in alphabetical order. <u>a) PFM Name (Please select only one)</u> Please Tick ( $$ ) only one
1 Birla Sunlife Pension Management Limited       5 LIC Pension Fund Limited         2 HDFC Pension Management Company Limited       6 Reliance Capital Pension Fund Limited         3 ICICI Pension Fund Management Company Limited       7 SBI Pension Funds Private Limited         4 Kotak Mahindra Pension Fund Limited       8 UTI Retirement Solutions Limited
(Selection of PFM is mandatory both in Active and Auto Choice. In case you do not indicate a choice of PFM, your application form shall be summarily rejected).
b) Investment Option (refer Instruction no. VI & VII)
Active Choice Auto Choice (For details on Auto Choice, please refer to the Offer Document)
<ol> <li>In case you do not indicate any investment option, your funds will be invested in Auto Choice</li> <li>In case you have opted for Auto Choice, DO NOT fill up section (V.c) below relating to Asset Allocation. In case you do, the Asset Allocation instructions will be ignored and investment will be made as per Auto Choice.</li> </ol>
c) Asset Allocation table (to be filled up only in case you have selected the 'Active Choice' investment option)
Asset Class E C G Total
Note:- The allocation across E, C and G asset classes must equal 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected by the POP.
XII. KYC details (Applicable only if subscriber is shifting from State / Central Government Sector)       (Refer instruction no. X)         a) KYC document accepted for identify proof :
Declaration (Applies to subscribers across all sectors): I agree to be bound by the terms and conditions for the target sector (in which my PRAN will belong after processing of this Intersector Shifting request) and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration / Undertaking being signed. Further, I agree to pay all the necessary charges, as applicable, of the target sector.
Date     Signature/Left Thumb impression of Subscriber*
For Officie use only (To be filled up by the officer accepting the form)
Received by: PAO/POP – SP Registration Number:
Received at:         Date: Time Stamp:
Details verified by: Time stamp: Time stamp:
Receipt Number Issued by the receiving office (only for POP-SP)
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

## Instructions for filling the form

I. Details of the DDO / POP-SP with which the PRAN is currently associated.

II. Details of the DDO / POP-SP with which the PRAN will be associated.

III. Please quote the correct PRAN and attach a copy of the PRAN  $\operatorname{Card}$ 

IV. This form is to be used by the subscriber only

V. Sector for 'Existing PRAN association' and 'Target PRAN association' can be the same only if a subscriber is shifting from one State Government to another State VI. Active choice - Under Active choice, subscribers have an option to choose a fund manager and provide the ratio in which his / her funds are to be invested among asset classes.

a. PFM selection is mandatory. The form shall be rejected if a PFM is not opted for.

b. Allocation under Equity (E) cannot exceed 50%

c. A subscriber opting for active choice may select the available asset classes ("E", "G", & "C"). However, the sum of percentage allocation across all the selected asset classes must equal 100. If the sum of percentage allocations is not equal to 100%, or the asset allocation table is left blank, the application shall be rejected. VII. Auto choice - Under Auto choice investment will be made in a lifecycle fund in the schemes of PFM chosen by Subscriber.

- A subscriber opting for Auto Choice must also select a PFM. The application shall be rejected if the subscriber does not indicate his/her choice of PFM.
- In case both investment option and the asset allocation table are left blank, the subscriber's funds will be invested as per Auto Choice

For more details on investment options and asset classes, please refer to the Offer Document..

VIII. Employment details are to be captured in CRA system by the target PAO/DTO along with other details, if the subscriber is shifting from UOS to Central / State Government sector

IX. PAO/DTO have to modify the employment details of the subscriber after the shifting of the PRAN, in case of subscriber shifting from Central Government to State Government or vice versa or across two State Governments, i.e., both existing and new PRAN association are Government Sectors X. Illustrative list of documents acceptable as proof of identity and address

No.	Proof of Identity (Copy of any one)	No.	
i)	School Leaving Certificate	i)	Ele
ii)	Matriculation Certificate	ii)	Tel
iii)	Degree of Recognized Educational Institution	iii)	De
iv)	Depository Account Statement	iv)	Cre
v)	Bank Account Statement / Passbook	v)	Baı
vi)	Credit Card	vi)	Em
vii)	Water Bill	vii)	Rei
viii)	Ration Card	viii	)Rat
ix)	Property Tax Assessment Order	ix)	Pro
x)	Passport	x)	Pas
xi)	Voter's Identity Card	xi)	Vot
xii)	Driving License	xii)	Dri
xiii)	PAN Card		Cer
	Certificate of identity signed by a Member of	Ĩ	Par
xiv)	Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.	xiii	)Mu

	Proof of Address (Copy of any one)
i)	Electricity bill^
ii)	Telephone bill^
iii)	Depository Account Statement^
iv)	Credit Card Statement^
v)	Bank Account Statement / Passbook^
vi)	Employer Certificate <sup>^</sup>
vii)	Rent Receipt^
viii)	Ration Card
ix)	Property Tax Assessment Order
x)	Passport
xi)	Voter's Identity Card
xii)	Driving License
	Certificate of address signed by a Member of
	Parliament or Member of Legislative Assembly or
xiii)	Municipal Councillor or a Gazetted Officer.

## Note:

1) Proof of Address mentioned in Sr. No. i) to vii) (^) should not be more than six months old on the date of application.

2) You are required to bring original documents & two self-attested photocopies (Originals will be returned over-thecounter after verification)