



We wish to inform you that Brillio has tied up with HDFC Pension Management Company Limited as Point of Presence (POP) and Central Recording Agency KFinTech for all NPS related services to our employees.

If you have opted for NPS as part of payroll flexible reimbursement, please follow the below instructions for opening of New Permanent Retirement Account (PRAN) or map the existing PRAN a/c to Brillio Corporate model. Once you complete this process we shall start remitting your NPS contribution under corporate model and which is entitled for Income Tax exemption under section 80CCD(2) up to a maximum contribution of 10% Basic Salary.

### **1. New account opening.**

Please note that Brillio has activated Online Registration platform and request you to register under **Corporate NPS**. Before initiating the process of account opening, please keep the following documents handy for upload:

- mobile Number update in UIDAI database.
- Aadhaar Offline e-KYC XML file (It will be Zip file). If not available, the same can be downloaded from UIDAI website
- Scanned copy of PAN card having file size between 4KB - 1MB
- Cancelled Cheque in \*.jpeg/ \*.jpg/ \*.png format having file size between 4KB - 2MB
- Scanned of Signature in \*.jpeg/ \*.jpg/ \*.png format having file size between 4KB - 3MB

Link to Open new account: <https://life99.in/register/d76ccf2846>

Please refer to New account opening guide under document upload to open a new account.

### **2. Exiting PRAN Shifting (for the PRAN series starting "1")**

Fill the ICSS shifting form and excel sheet and share the scanned copy with payroll team and we will submit the forms to HDFC to map the PRAN to Brillio Corporate model.

Documents are uploaded under the document upload section:

- Excel format \_for Inter Sector Shift
- KFinTech\_ICSS\_Form
- ICSS Sample to refer

For any clarifications please send a email to : [npscorgqueries@hdfcpension.com](mailto:npscorgqueries@hdfcpension.com) with cc to [ajay.g53@hdfclife.in](mailto:ajay.g53@hdfclife.in) . For any assistance, please contact to **18002081516**



**Note: Employees can avail NPS if declared in flexi benefits portal.**

**For Existing employees:** Flexi window will open in April and October. Declare NPS in the portal and complete the New PRAN a/c opening or shifting before 20th of April in case declaring in April or 20th of October in case declaring in Oct. If not completed, we will cancel your allocation and refund NPS allocated amount along with the subsequent month salary.

**For New joiners:**

Flexi window will open in the month of joining. Declare NPS in the portal and complete the New PRAN a/c opening or shifting of PRAN within the month of joining.

Note : PRAN no. is mandatory for making declaration in portal.