NPS Online Registration Process under "Corporate Model"

(For employees New to NPS)

Employee Registration under Corporate NPS:

Employees need to make a note that company has activated Online Regsitration platform and employees woulding to register under Corporate NPS need to fufill the below criteria:

- A Citizen of India (including NRI)
- Between age group 18 - 65 years
- His Aadhaar number is linked to his mobile number (for performing e-Sign)

Important Points to be noted before initiating NPS Registration process:

Pre-requisite for generation of PRAN:

a. A mobile update in UIDAI database.

b. Aadhaar Offline e-KYC XML file (It will be Zip file). If not available the same can be downloaded from UIDAI website

c. Scanned copy of PAN card having file size between 4KB - 1MB

d. Cancelled Cheque in *.jpeg/ *.jpg/ *.png format having file size between 4KB - 2MB

e. Scanned of Signature in *.jpeg/ *.jpg/ *.png format having file size between 4KB - 3MB

A. Application by the Corporate Employees –

1. For enrolling under Corporate NPS, the employee needs to visit the **Life99 link** generated for the corporate and enter his / her email address and mobile number to proceed and create his / her Life 99 account. The employee has to then enter the required details, set a password for Life99.in and click on"**Ok"** to proceed for filling up the**National Pension System (NPS) registration form**.

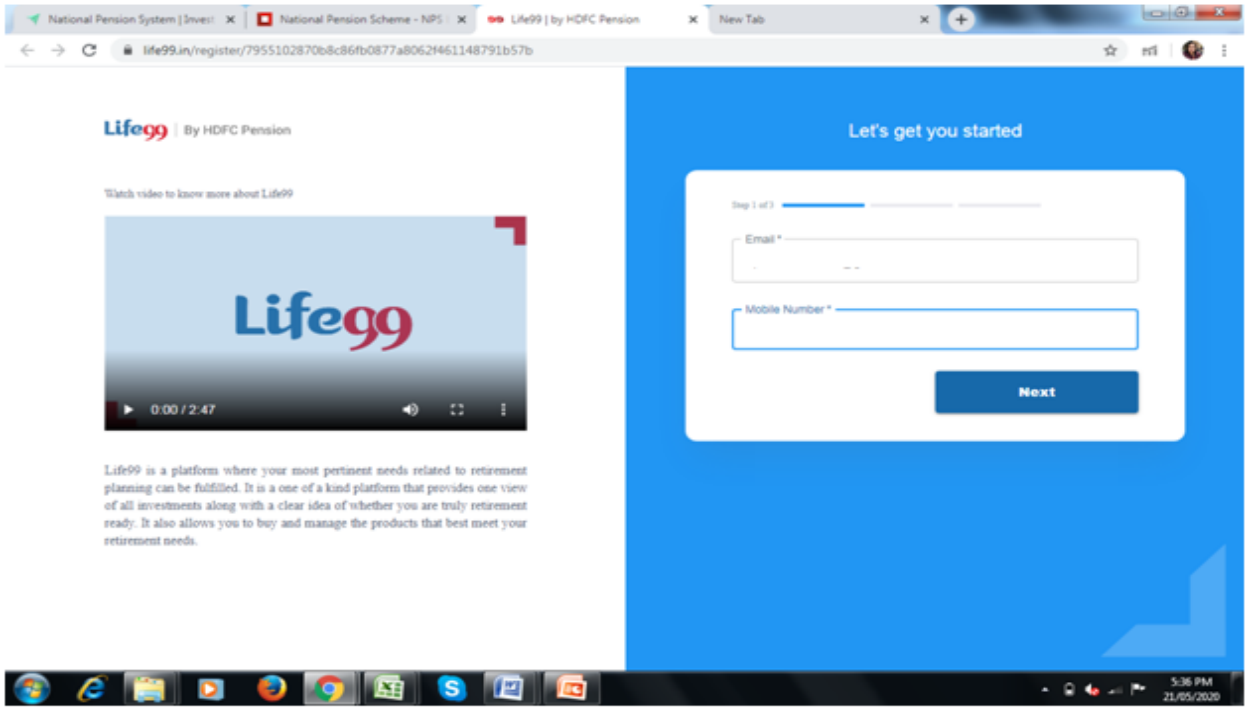


Figure 1

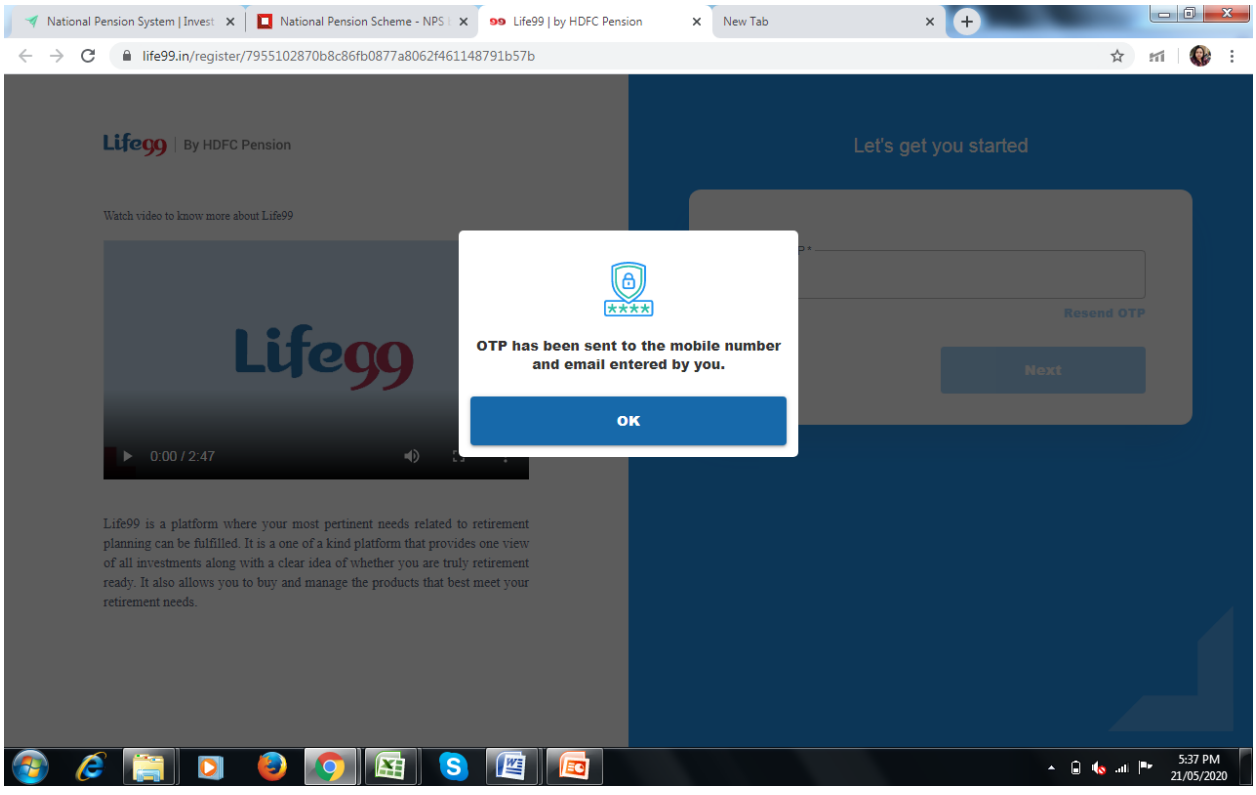


Figure 2

Figure 3

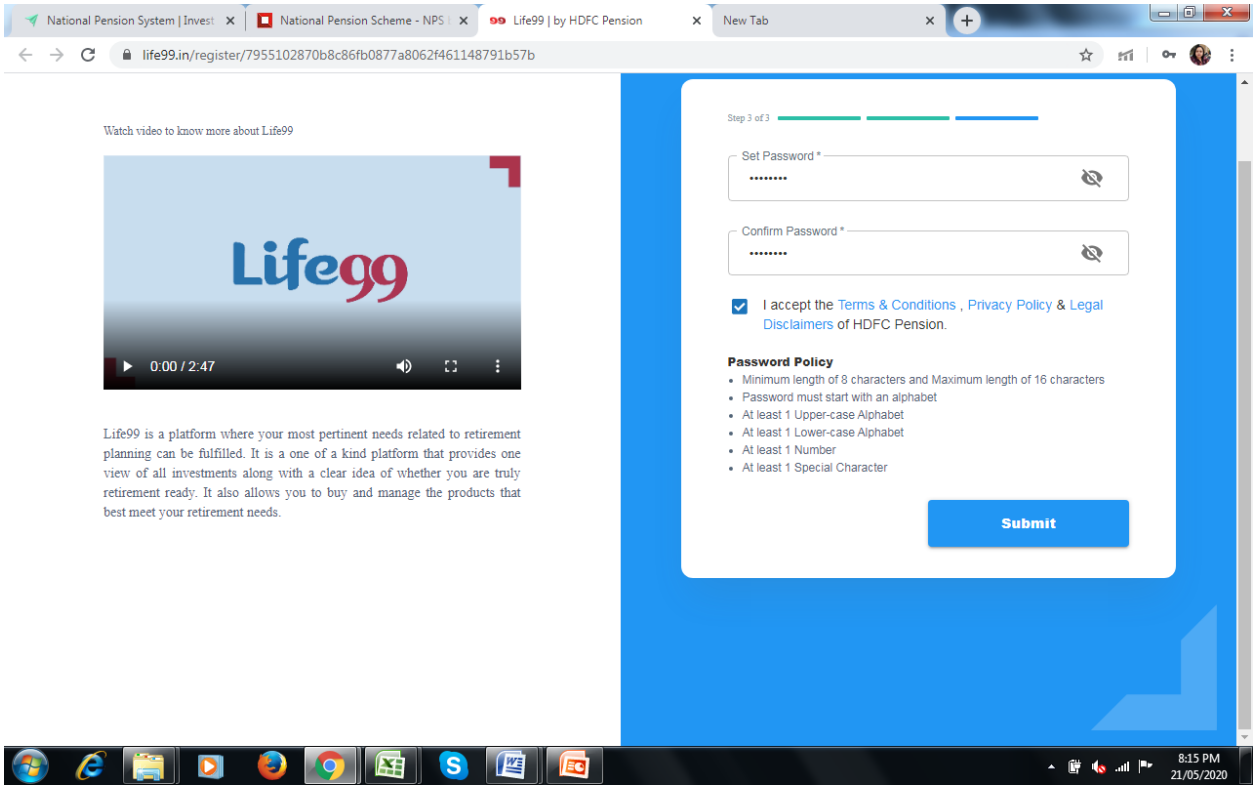


Figure 4

1. On login below screen will open:

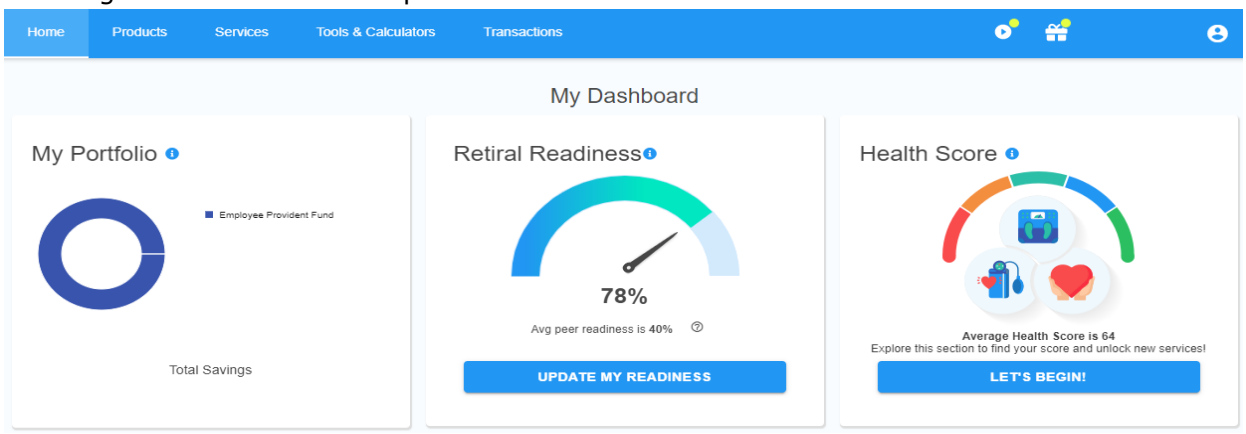


Figure 5

2. Then click on Product Tab, Select National Pension Scheme as below:

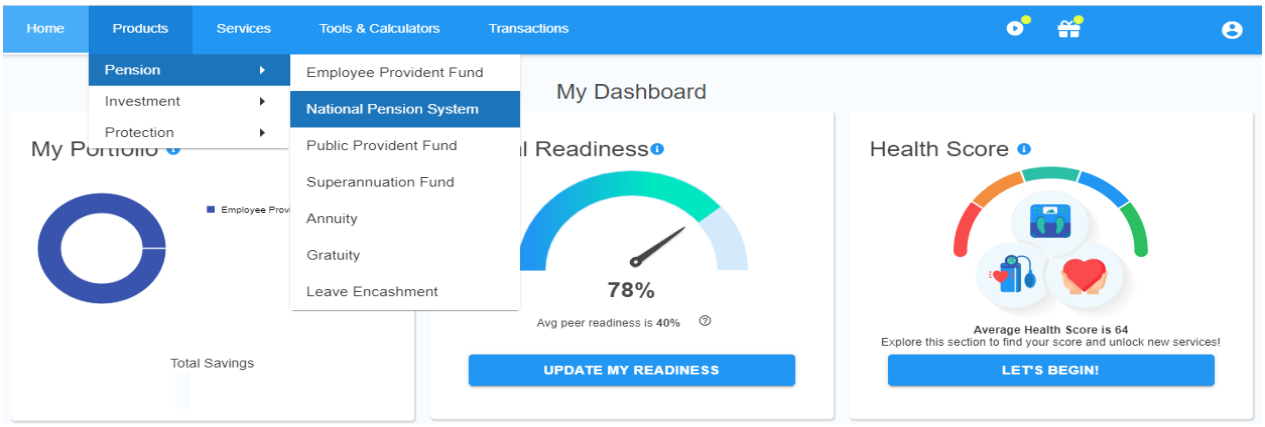


Figure 6

3. On Clicking National Pension Scheme, Following screen will open:

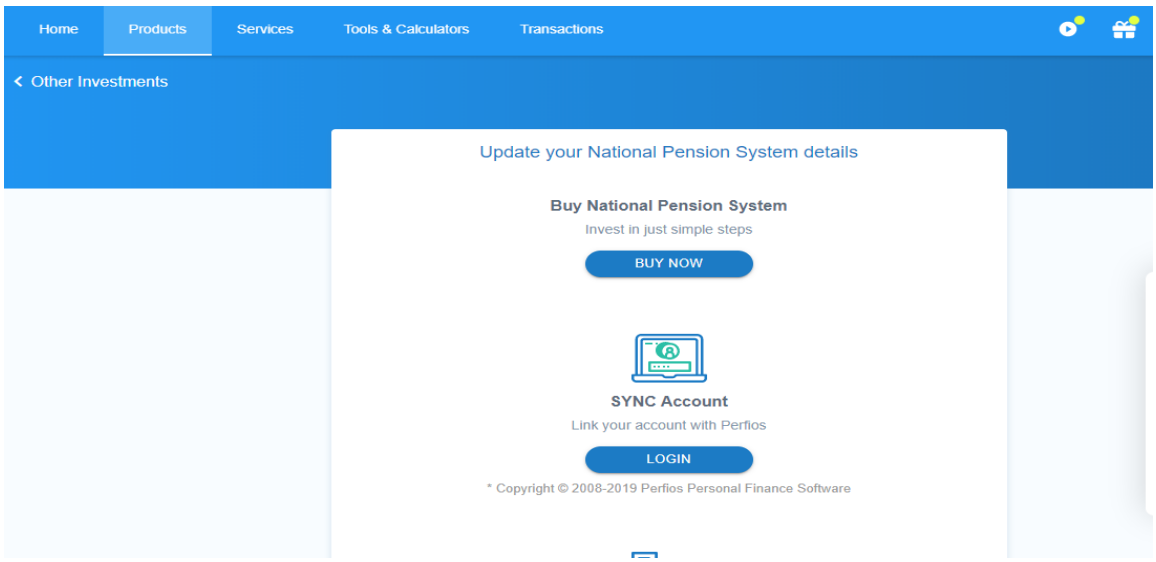


Figure 7

4. Click on " **Buy Now**", Employee would get re-directed to KfinTech CRA webpage for initiating the employee enrollment journey. A Pop-Up box would appear with the set of pre-requisitesdocuments to be uploaded for opening NPS Account using Aadhar and other KYC documents:

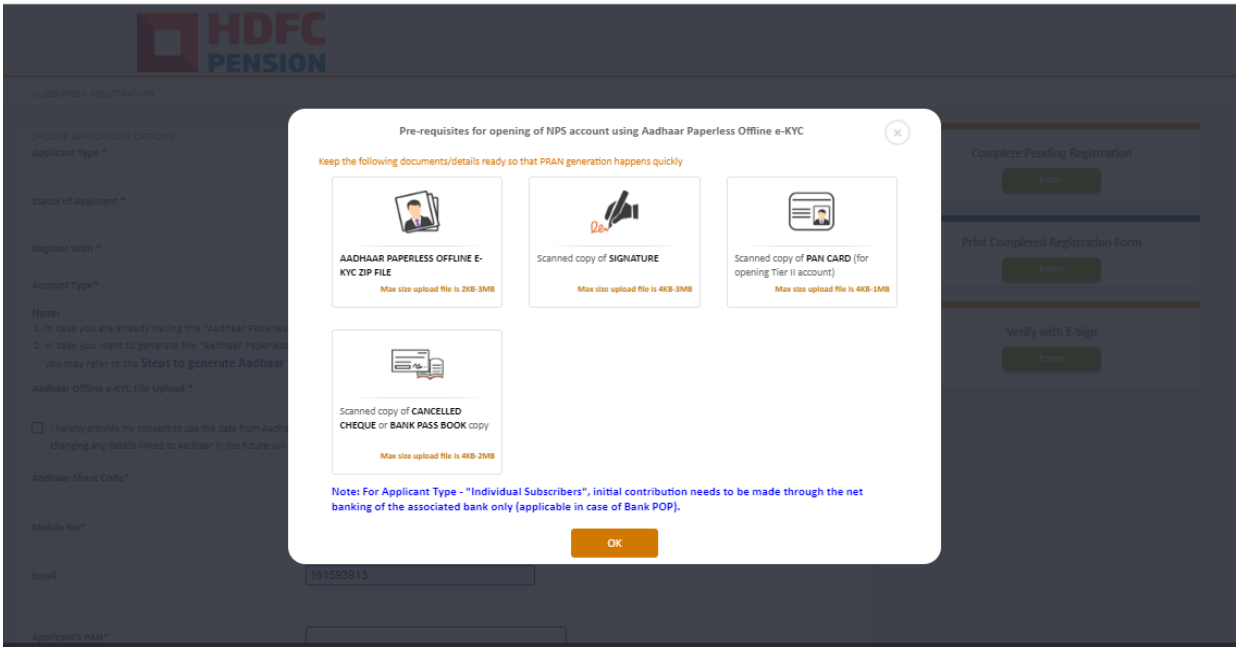


Figure 8

5. Employee to select **'Corporate Subscriber'** option under Applicant Type and select Type of NPS A/c (Tier I/Tier I & II) he/she wishes to open. Employee to enter his/her **PAN#** and type the name of the corporate to select**Corporate Head Office &Corporate Branch Office** of

the resp. corporate he/she is working with and click continue to proceed further:

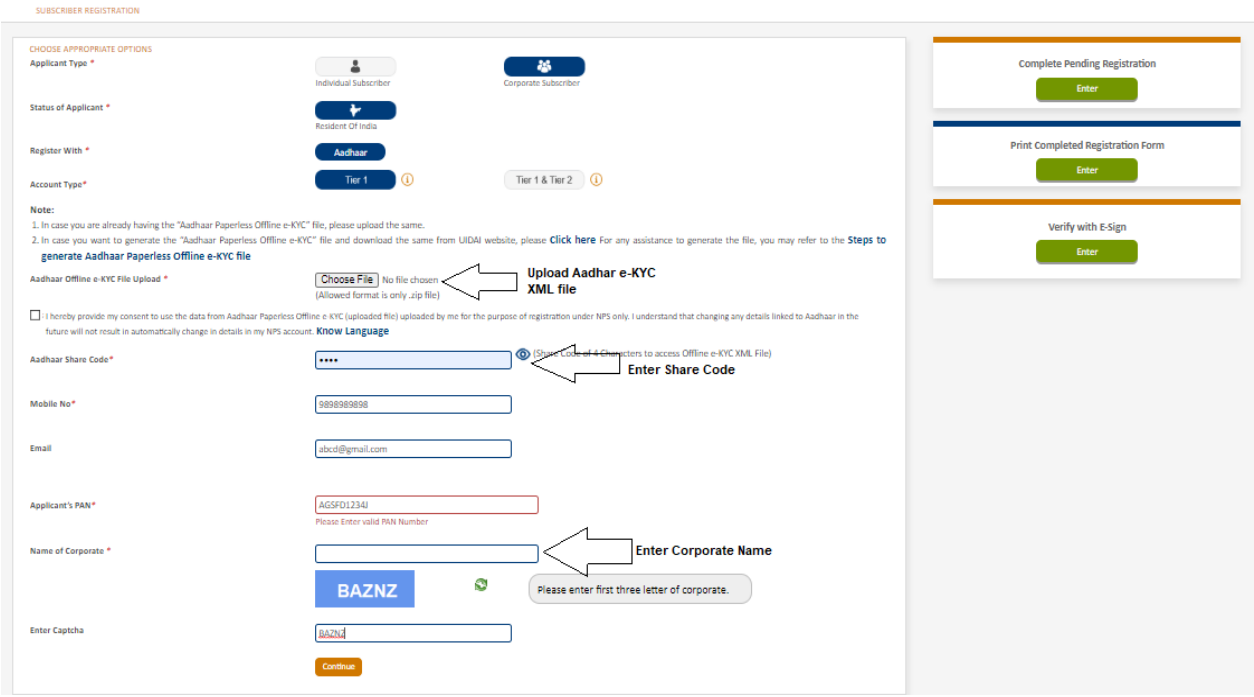


Figure 9

Note: In case employees already have "**Aadhaar Paperless Offline e-KYC ZIP file & Share code, then employees can directly upload.**

In case employees do not have "**Aadhaar Paperless Offline e-KYC ZIP file & Share code, then employees need to follow below process to download:**

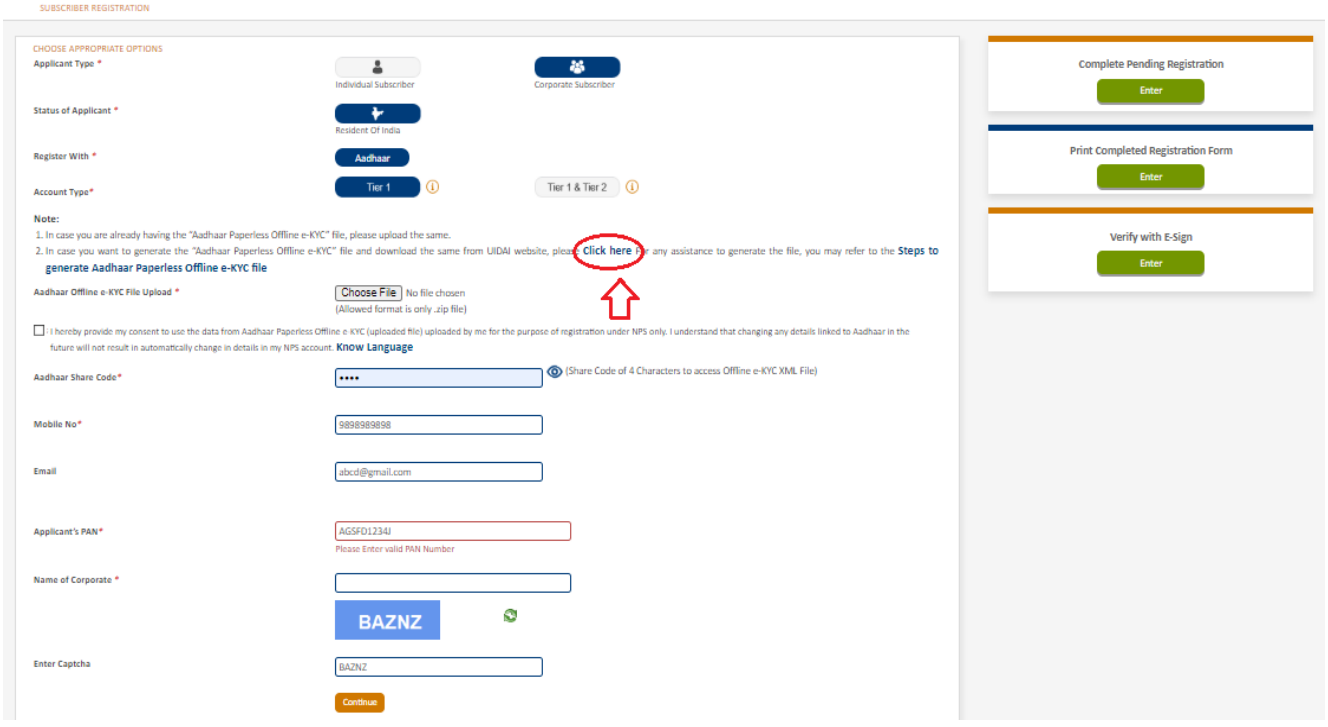


Figure 10

Employees will be redirected to UIDAI Website and need to provide details as per below screen:

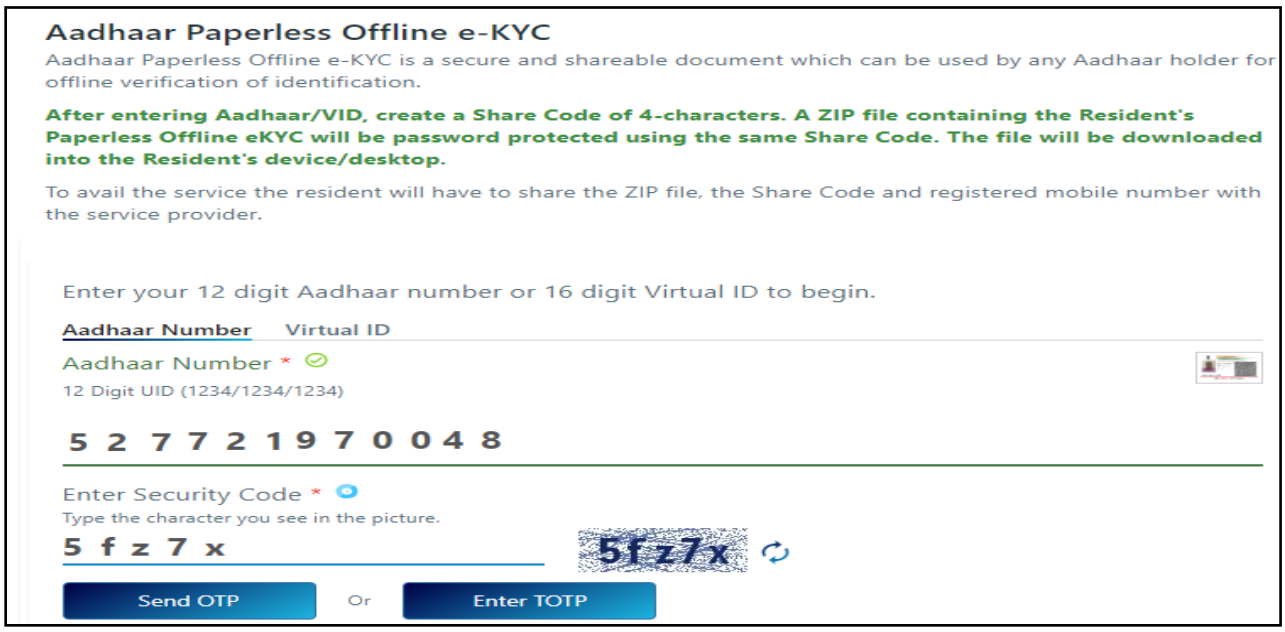


Figure 11

Once employees click on "Send OTP" , Employees need to provide details as per below screen:

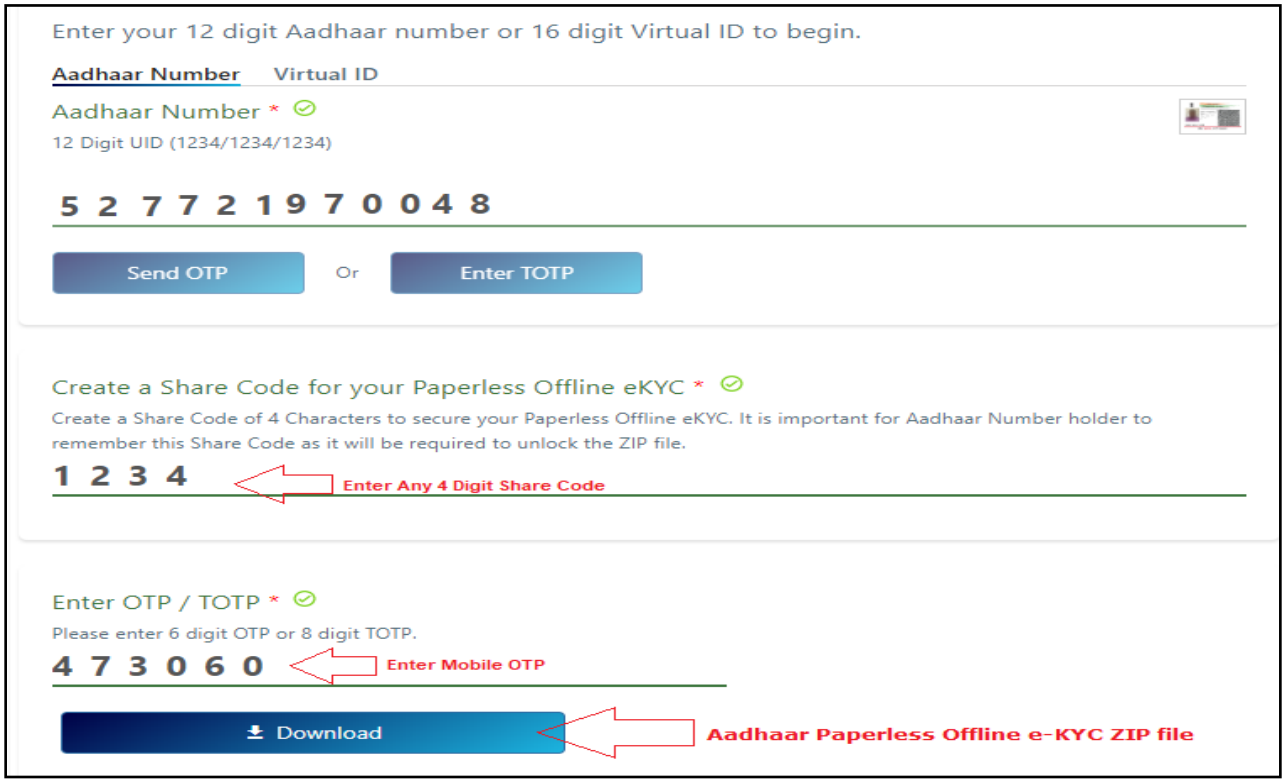


Figure 12

Now Aadhaar Paperless Offline e-KYC ZIP file & Share code is ready for uploading

6. On clicking on "Continue" following screen gets displayed as shown below. The employee must provide his/her **'Pesonal Details'** and verify the mobile number via an OTP validation to **'Generate Acknowldegement Number'**.

   Please note that, Name of the Employee, Date of Birth, Gender, Mobile #, Email Id, City & Country of Birth, Father's/Mother's Name and Parent'sName to be printed on the PRAN card are the mandatory fields at this step:

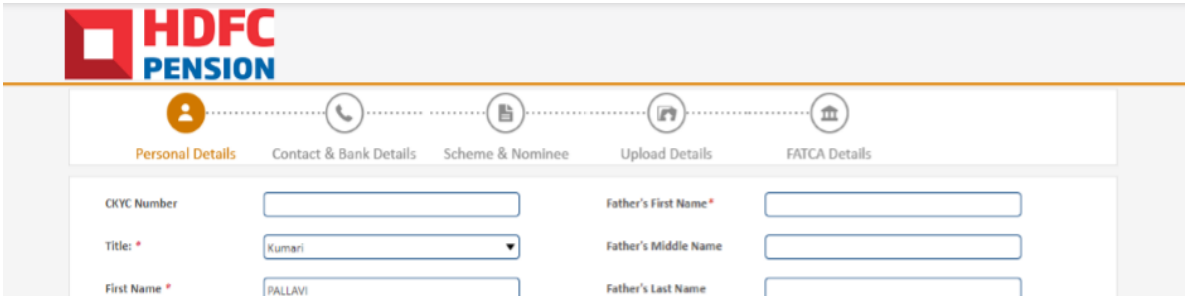


Figure 13

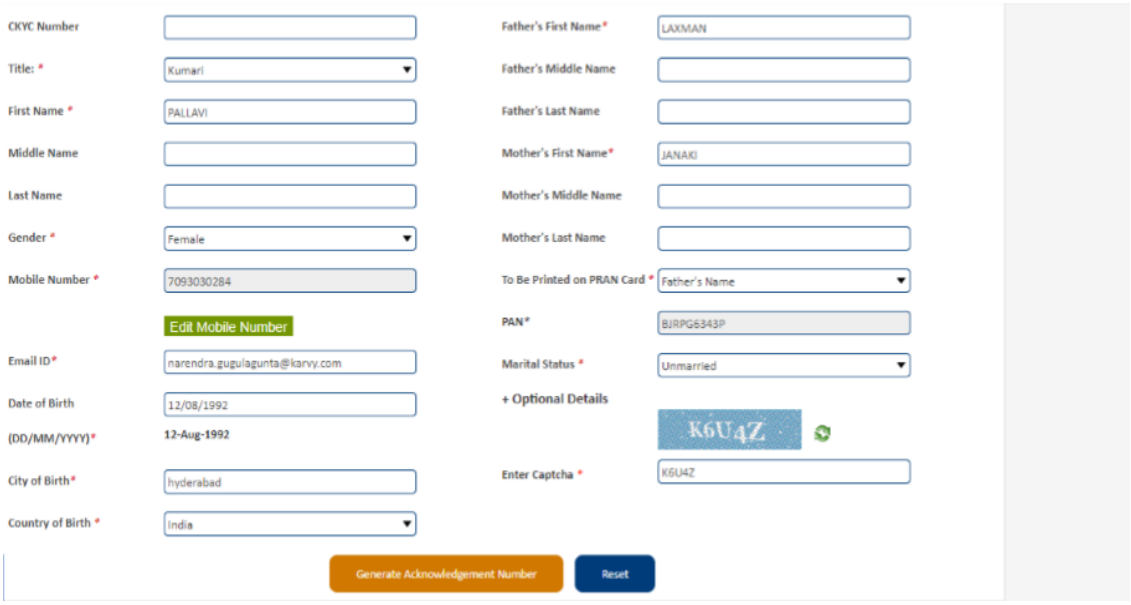


Figure 14

7. An Acknowledgment Number would be displayed on the screen as shown in **Figure 6**. The employee can either **'Save as PDF'** or **'Print'** it before continuing to the next step.This Ack Id number would also be sent to Employee by SMS / e-mail. At any point in time, if employee is logged out of the system he /she can simply click on **"Complete Pending Registration"** and enter this Ack Id no to complete his online NPS registration process.

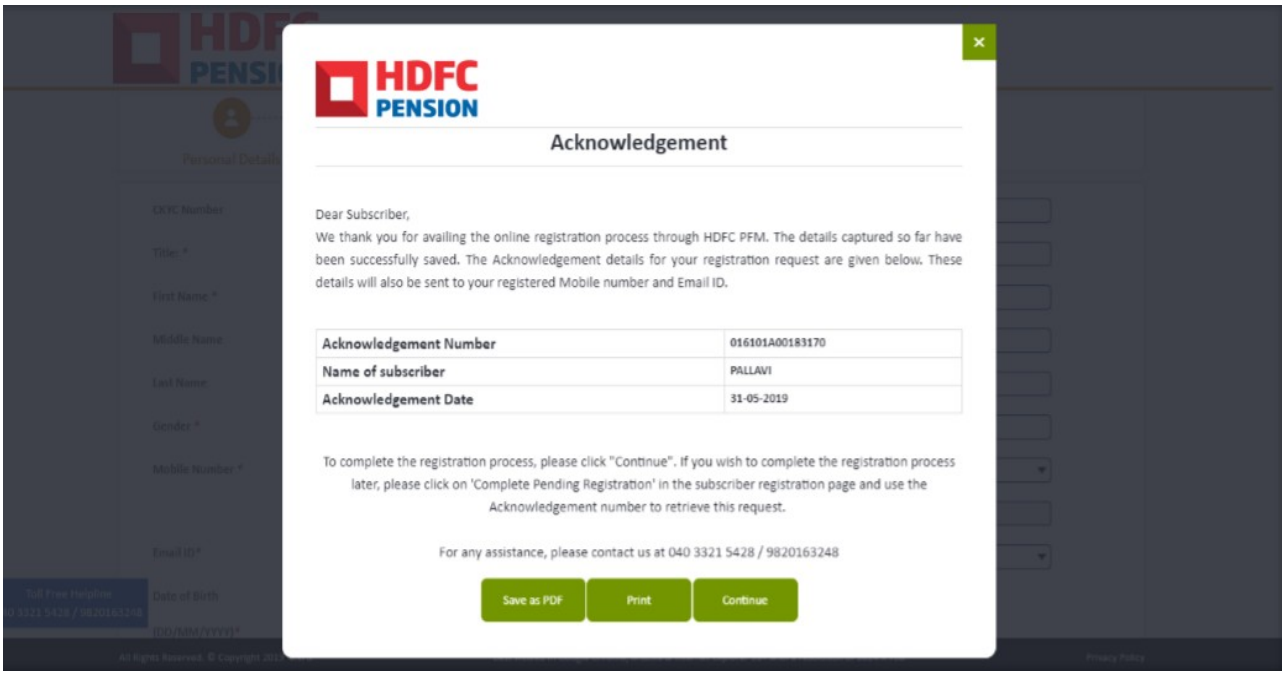


Figure 15

8. Employee to now enter details under different sections (Tabs) viz. **Contact & Bank Details (Figure 7 & 8)**, **Scheme & Nominee Details (Figure 9,10 & 11)**, **Upload Details(Figure 12)** and **FATCA Details (Figure 13)**.
   The Employeehas to provide his /her details under these different sections and once the mandatory details are entered under each section, Employee can "**Save and Proceed**" to the subsequent section:

   Contact & Bank Details:

   - Employee needs to provide Correspondence Details and Bank Details under this tab
   - Under the Bank Details Tab, the Employee has to enter Account type, Bank Account Number, MICR and IFS Code. Once the IFS Code is entered by the Employee, other bank details would get auto populated

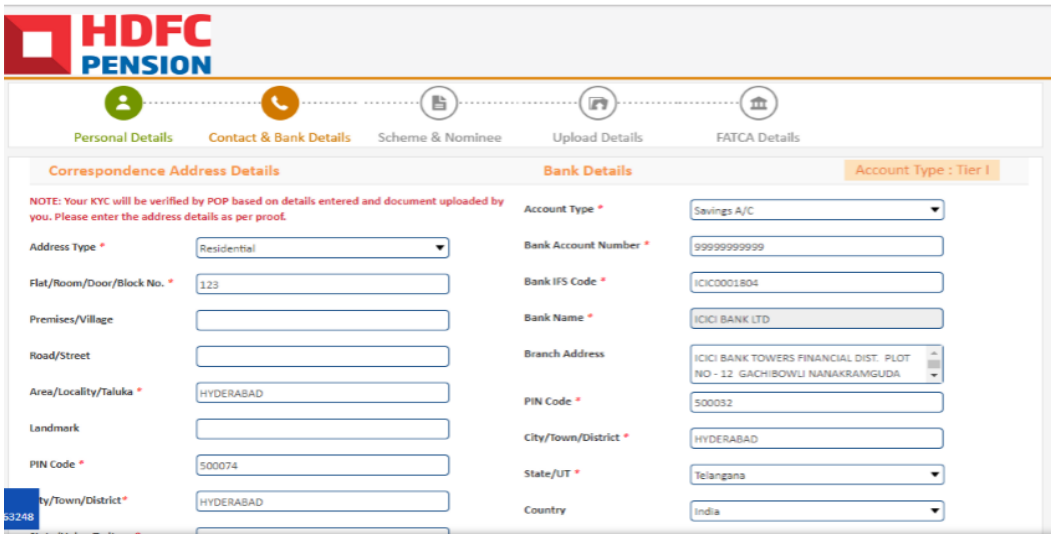


Figure 16

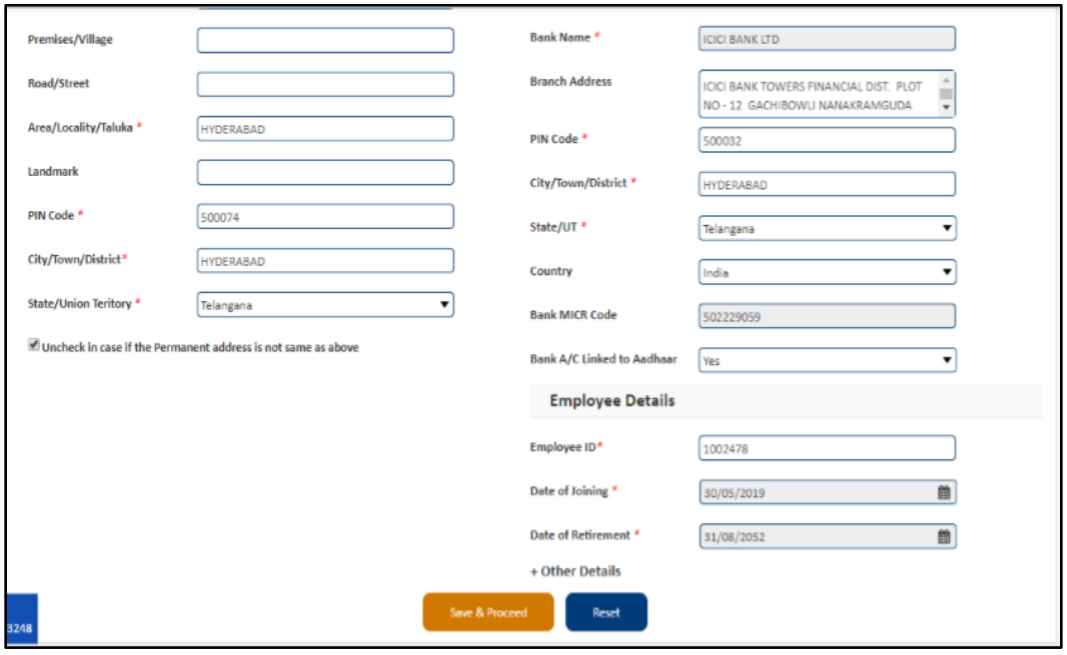


Figure 17

Scheme and Nominee Details:

- Under Scheme Selection Tab, in case opting for "Active Choice", Employee confirms asset allocation from the drop down menu among Equities (E) – capped at 75%, Corporate Bonds (C), Government Securities (G) and Alternate Investment Funds (A) – capped at 5% or In case of Auto Choice Employee needs to further select any of the below Lifecycle Fund option from the menu:
    - LC -75 Aggressive Lifecycle Fund
    - LC -50 Moderate Lifecycle Fund
    - LC -25 Conservative Lifecycle Fund
- Employee moves to next tab "Nomination Details" and confirms the Nomination % allocations

- In case the employee wishes to add more than one nominee, he/she must click on Add and input the details of other nominees and also mention % distribution across all nominees which should total to 100%

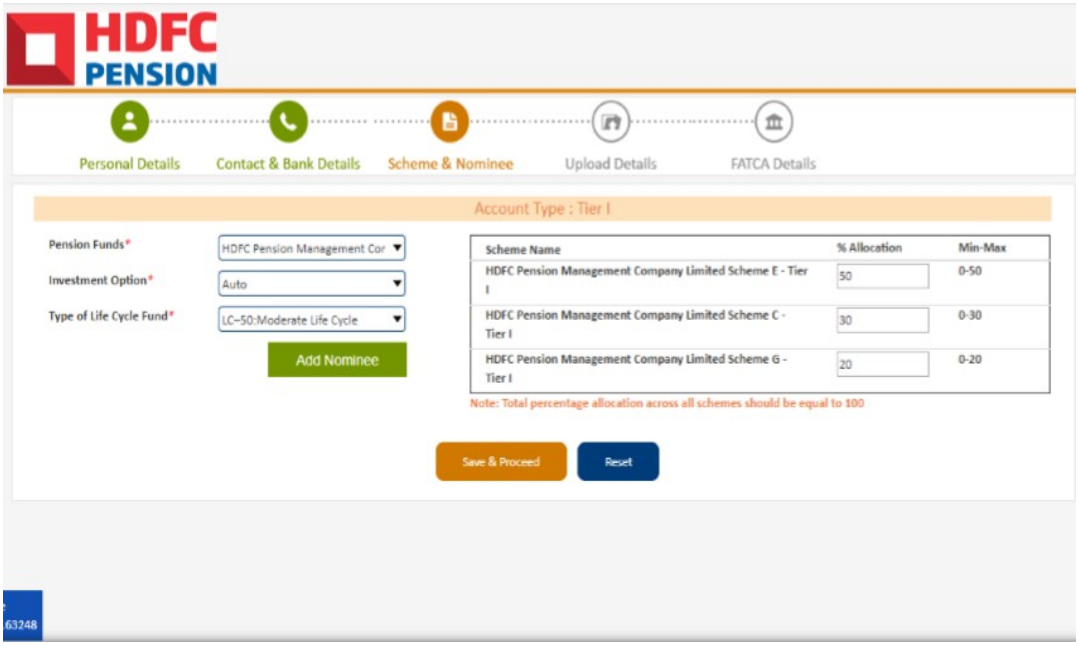


Figure 18

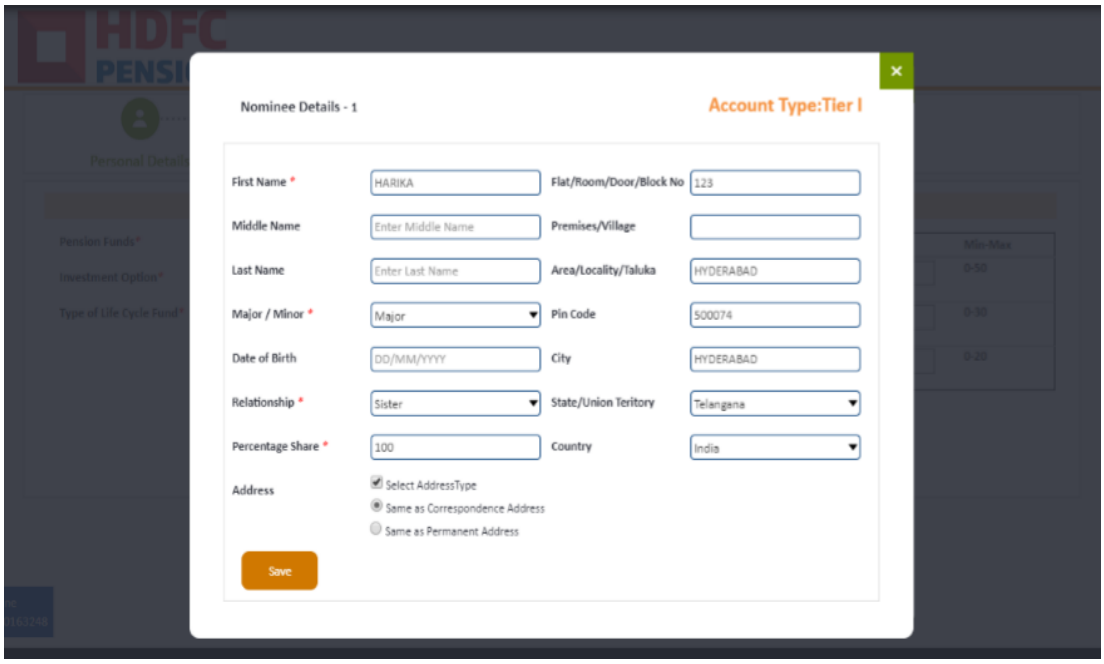


Figure 19

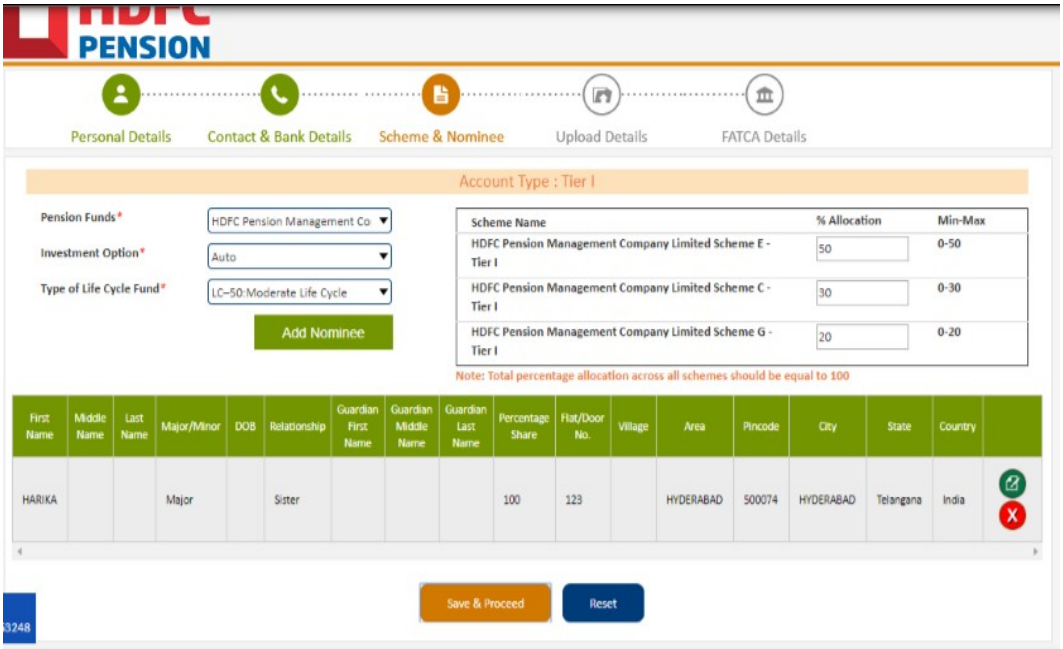


Figure 20

Upload Details:

- Under Upload Tab, the employee needs to upload the below set of documentation to open his/her NPS Account:
    - Self-attested scan copy of PAN
    - Scan Copy of Cancelled Cheque
    - Scan copy of Employee Signature specimen

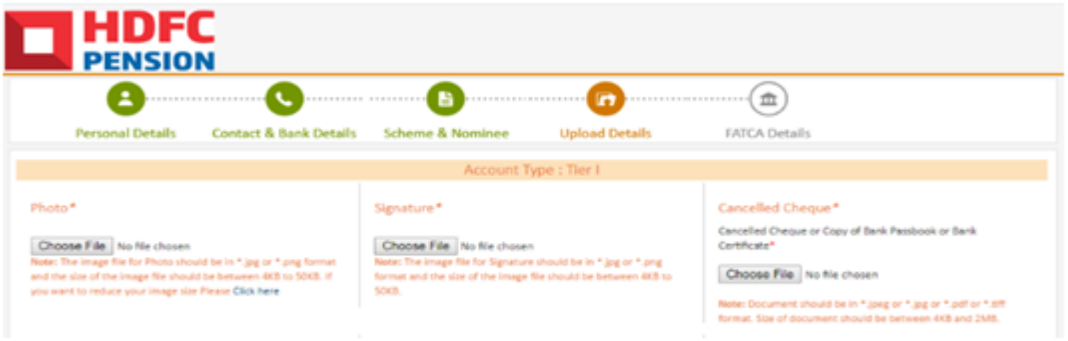


Figure 21

FATCA Details:

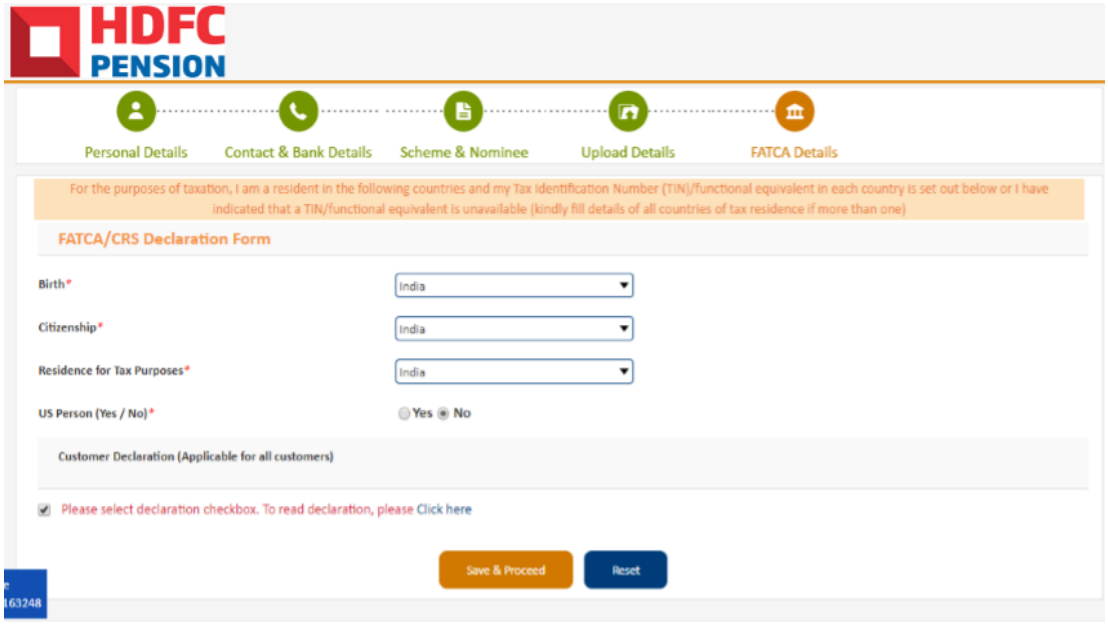
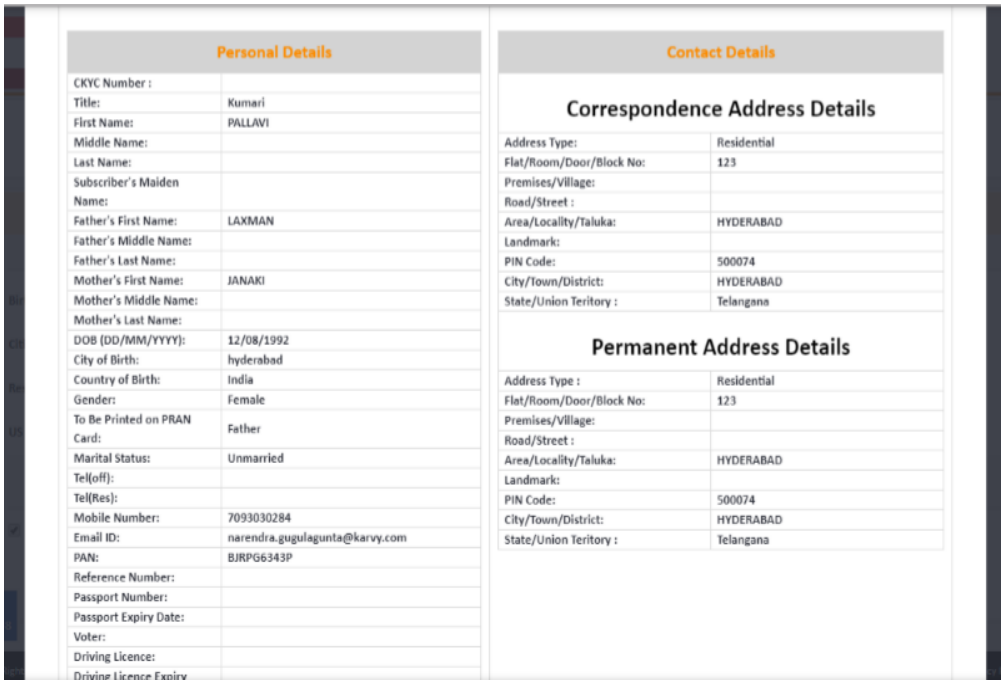


Figure 22

9. After clicking on 'Save and Proceed', a screen would appear, wherein the employee can validated all the details entered by him/her in NPS Account Opening Form and click on **'Confirm'**:



Personal Details

CKYC Number :	
Title:	Kumari
First Name:	PALLAVI
Middle Name:	
Last Name:	
Subscriber's Maiden Name:	
Father's First Name:	LAXMAN
Father's Middle Name:	
Father's Last Name:	
Mother's First Name:	JANAKI
Mother's Middle Name:	
Mother's Last Name:	
DOB (DD/MM/YYYY):	12/08/1992
City of Birth:	hyderabad
Country of Birth:	India
Gender:	Female
To Be Printed on PRAN Card:	Father
Marital Status:	Unmarried
Tel(off):	
Tel(Res):	
Mobile Number:	7093030284
Email ID:	narendra.gugulagunta@karvy.com
PAN:	BJRPG6343P
Reference Number:	
Passport Number:	
Passport Expiry Date:	
Voter:	
Driving Licence:	
Driving Licence Expiry	

Contact Details

Correspondence Address Details

Address Type:	Residential
Flat/Room/Door/Block No:	123
Premises/Village:	
Road/Street :	
Area/Locality/Taluka:	HYDERABAD
Landmark:	
PIN Code:	500074
City/Town/District:	HYDERABAD
State/Union Teritory :	Telangana

Permanent Address Details

Address Type :	Residential
Flat/Room/Door/Block No:	123
Premises/Village:	
Road/Street :	
Area/Locality/Taluka:	HYDERABAD
Landmark:	
PIN Code:	500074
City/Town/District:	HYDERABAD
State/Union Teritory :	Telangana

Figure 23

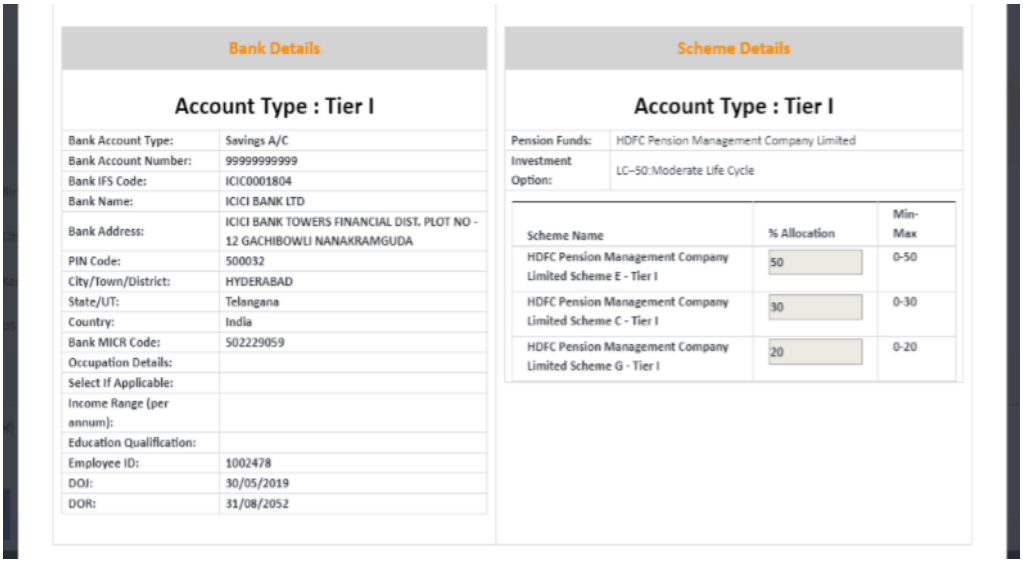


Figure 24

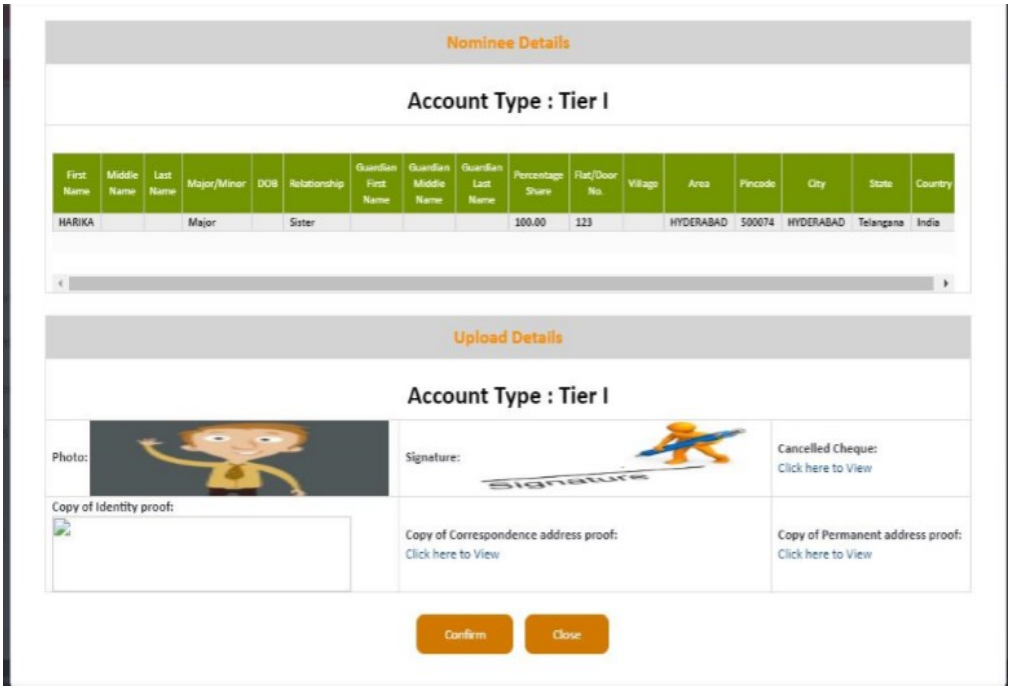


Figure 25

10. PRAN # (Permanent Retirement Account Number) would be allotted to the Employee and the same would be shared with him/her via an Email and SMS on his/her registered contact details

11. Executing E-Sign Process

a. Employee has to select **'Continue Registration with e-Sign'** (as shown in Figure 17) and provide his/her confirmation to complete the entire registration process online usign Aadhaar based e-Sign service to digital sign the Application Form:

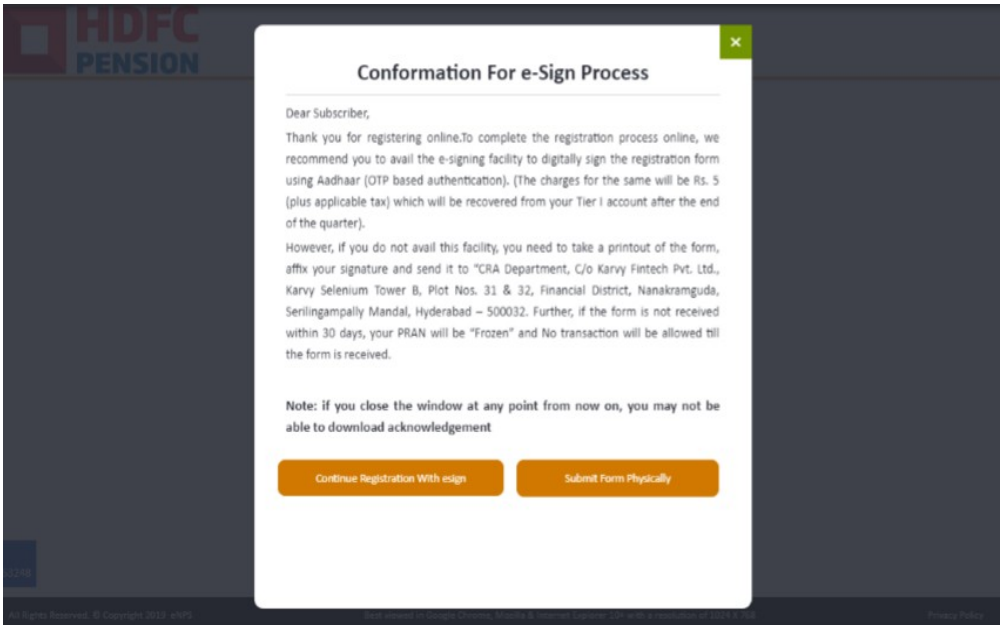


Figure 25

b. Employee to enter his/her Aadhaar or Virtual ID to complete the e-Sign process (as shown in Figure 18) and click on **'Request OTP'**

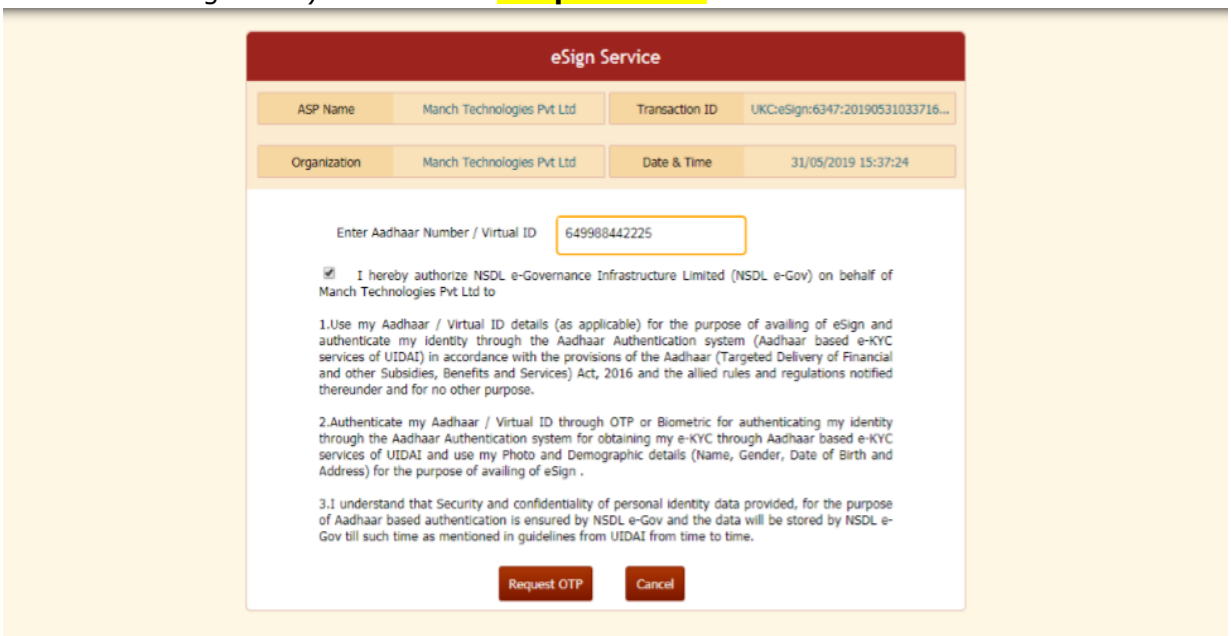


Figure 27

c. Employee to enter the OTP received on his mobile # (linked with Aadhaar #) and click on **'Submit'** to complete the e-Sign process (as shown in Figure 19)

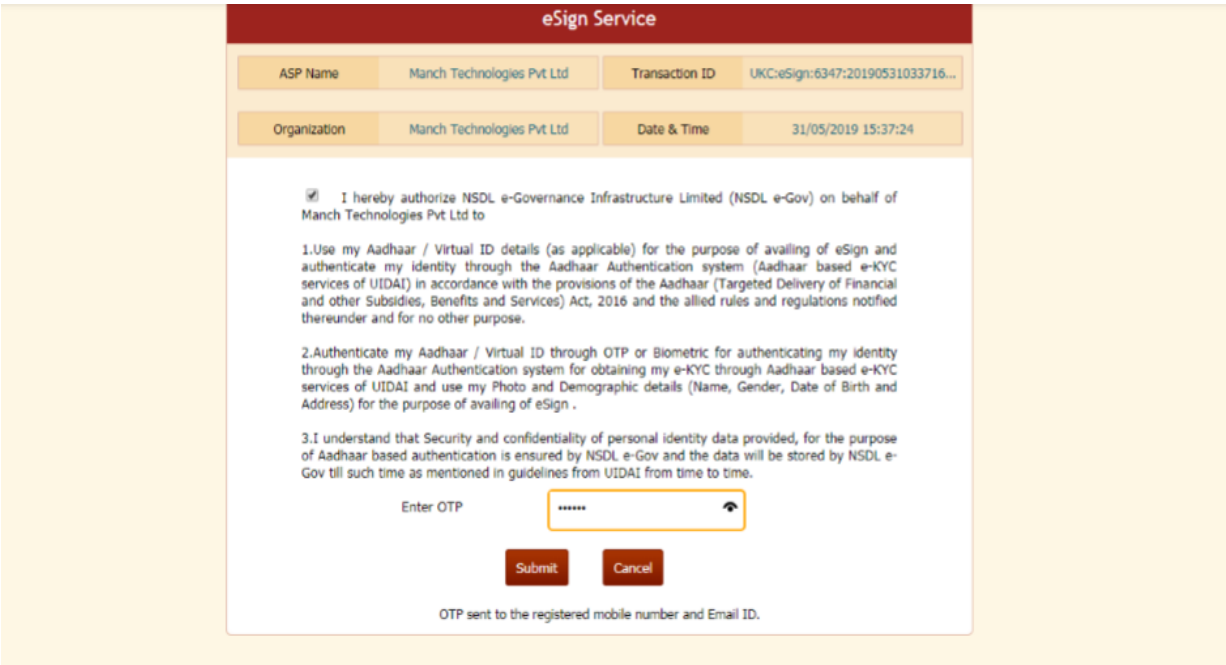


Figure 28

12. A Confirmation screen would be displayed on screen:

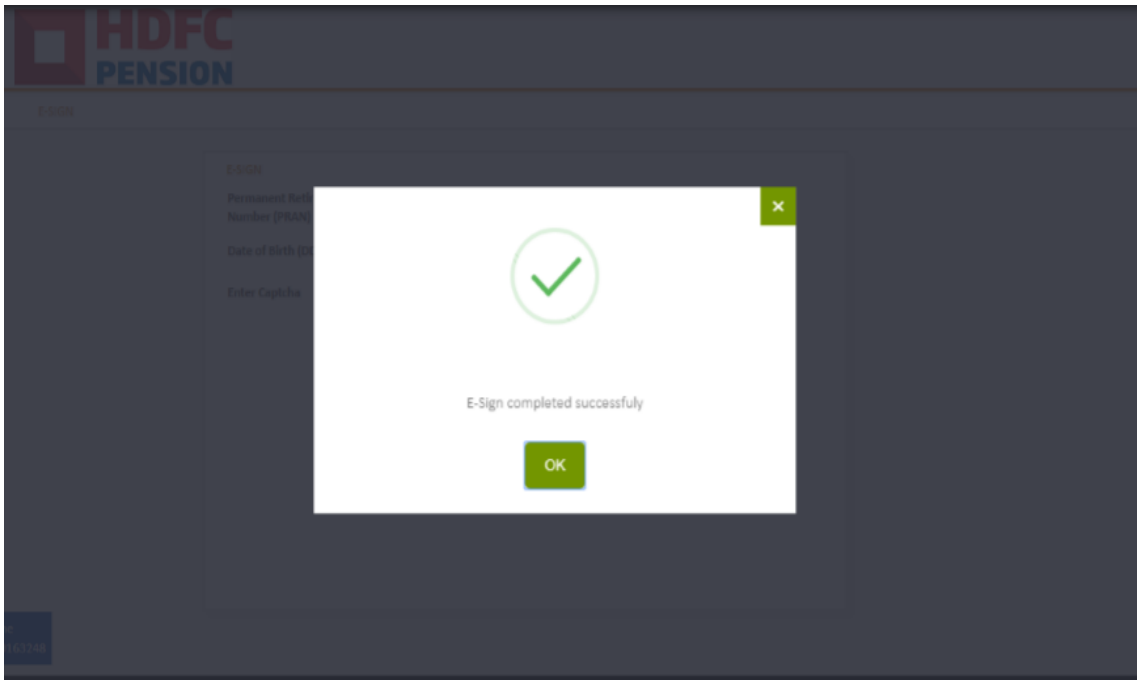


Figure 29

13. Employee to send an email to his/her designated Corporate HR and follow up for authorization of the request and confirm mapping of his/her NPS account under Corporate NPS model.

……XXXX….End…..XXXX……