

National Pension System



Process Note - Digital Account Opening - Corporate Subscribers

The subscriber clicks on the below link to start the account opening journey through **Aadhaar**

<https://mynps.nsdl.com/myNPS/NationalPensionSystem.html?appType=main&authId=ZTZHWXZWVDRPcFntYXJWRnNGeEx3QT09>

Scroll Down and click on Registration

Requirement for opening NPS Account through "myNPS"

- A valid Mobile number and Email ID
- There are two modes of registration as mentioned below:
 - a. Aadhaar Paperless Offline eKYC based registration
 - b. Permanent Account Number (PAN) based registration
- Active Bank account with Net Banking facility with one of the Banks linked with Payment Gateway Service Provider ([click here](#) for List of Banks)
- Scanned copy of photograph (Option for Aadhaar based registration) and signature in *.jpeg/*.jpg/*.png format having file size between 4KB - 5MB each
- Scanned copy of PAN card and Cancelled Cheque in *.jpeg/*.jpg/*.png format having file size between 4KB - 2MB each
- Online payment of initial contribution (Minimum amount ₹ 500) through Internet Banking
- Subscriber can eSign the registration form
- In case you are unable to eSign, please print the form, paste your photograph (please do not sign across the photograph) & affix signature and send to NSDL. Please note the form should be attested by nodal office
- In case of Corporate Subscriber registration, Online payment of initial contribution is not required



Please ask the subscriber to keep the mentioned documents handy before starting the digital account opening journey

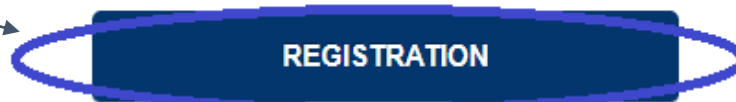
- ✓ NPS account can be opened by All India Citizens between 18-65 years through "NSDL NPS" (Except NRIs)
- ✓ PRAN in NPS is portable across sectors and locations
- ✓ Government employees mandatorily covered under NPS, are requested to approach their Nodal Office for opening NPS account
- ✓ NPS Subscribers can claim tax deduction up to 10% of gross income under Sec 80 CCD (1) with in the overall ceiling of Rs. 1.5 lac under Sec 80 CCE
- ✓ An additional deduction for investment up to Rs. 50,000 in NPS (Tier I account) is available exclusively to NPS subscribers under subsection 80CCD (1)

For features and benefits of NPS please visit NSDL CRA website. www.npscra.nsdl.co.in

In case of Aadhaar Paperless Offline e-KYC based registration, the basic details like Name, DOB, Address and Photo would be pre-fetched from the UIDAI database. There will be no separate KYC verification process.

In case of PAN based registration, please ensure you have an existing active account (Bank Account/Mutual Fund/Demat Account/Insurance, etc) with the POP before initiating the registration. Also ensure that the details provided for your NPS account (address and Date of Birth) should match with the records available with the POP for which KYC will be carried out. The name provided under NPS should match with the name appearing on PAN.

[Steps for Registration](#)



[FAQ](#)

Subscriber to choose all the sections circled and as shown in the image.

Tier 1 is a mandatory/default account. All tax benefits are associated with it and liquidity is subject to several conditions.

Please refer to NPS presentation further details

*** Please ensure "Cookies" are enabled in your browser before proceeding for Registration**

New Registration
 Complete Pending Registration
 eSign / Print Registration Form

New Registration

Choose appropriate options

Applicant Type*
☐ Individual Subscriber
☒ Corporate Subscriber

Status of Applicant
☒ Citizens of India
☒ Aadhaar Offline e-KYC

Register With
☐ Tier I & Tier II
☒ Tier I only

Account Type

Please enter the following details

Enter Aadhaar Registered Mobile Number *

Enter Last Digit of Aadhaar Number *

Upload Aadhaar Offline e-KYC XML File* Choose File No file chosen

Please upload Aadhaar Paperless Offline e-KYC ZIP file. If Zip File is not generated, Click here to download from UIDAI website.

Share Code for your Paperless Offline eKYC *

Account Type ☐ Tier I & Tier II ☒ Tier I only

Please enter the following details

Enter Aadhaar Registered Mobile Number *

Enter Last Digit of Aadhaar Number *

Upload Aadhaar Offline e-KYC XML File*

Please upload Aadhaar Paperless Offline e-KYC ZIP file. If Zip File is not generated, [Click here to download from UIDAI website.](#)

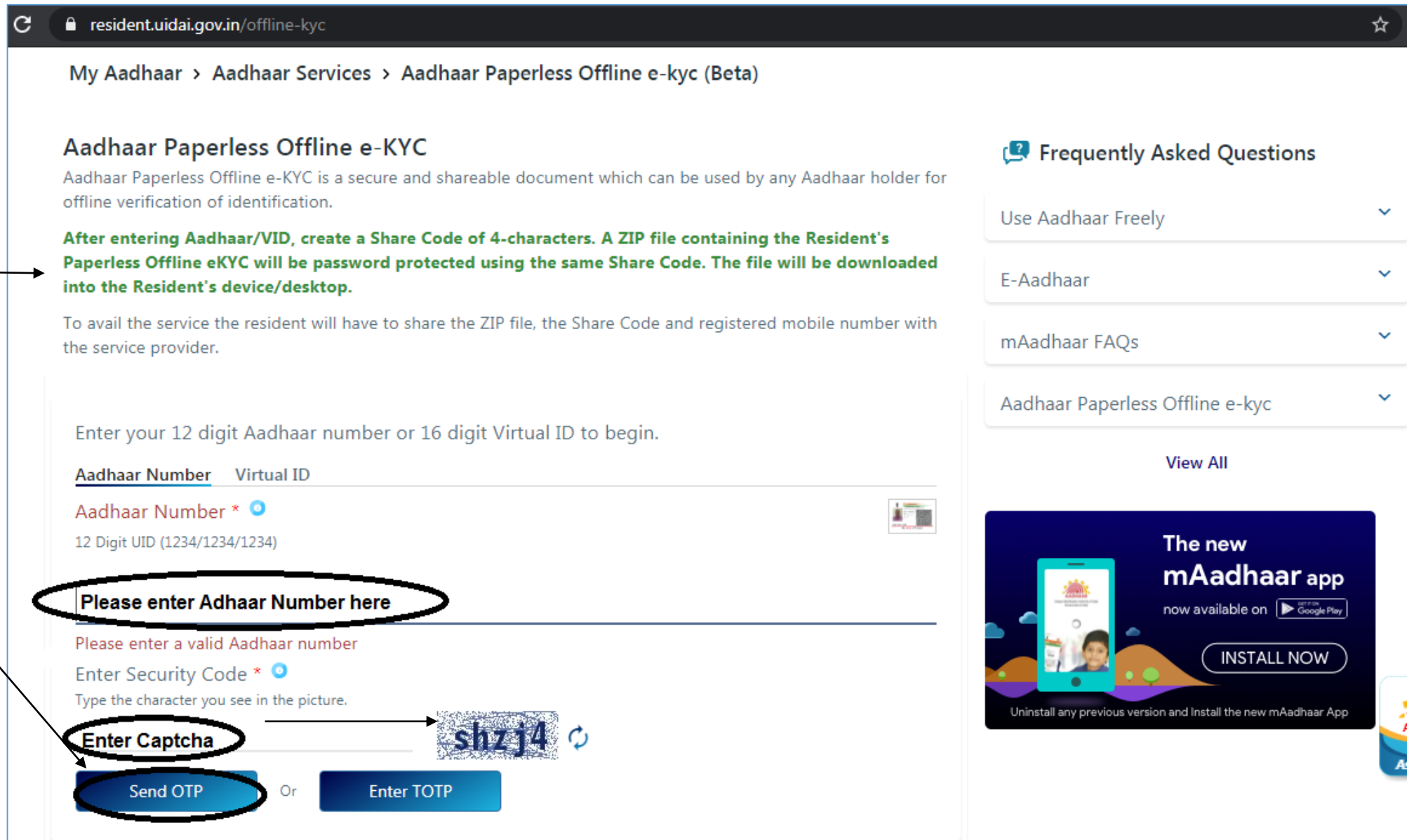
Share Code for your Paperless Offline eKYC *

Enter the mobile number that is linked to Aadhaar

Subscriber must download Aadhaar Offline e-KYC XML file (It will be Zip file)

Once the subscriber click on the red link, he will be redirected to this page of UIDAI to download XML file (Zip file) of his Aadhaar.

He must click here to get the OTP on his Aadhaar linked mobile Number.



resident.uidai.gov.in/offline-kyc

My Aadhaar > Aadhaar Services > Aadhaar Paperless Offline e-kyc (Beta)

Aadhaar Paperless Offline e-KYC


Aadhaar Paperless Offline e-KYC is a secure and shareable document which can be used by any Aadhaar holder for offline verification of identification.

After entering Aadhaar/VID, create a Share Code of 4-characters. A ZIP file containing the Resident's Paperless Offline eKYC will be password protected using the same Share Code. The file will be downloaded into the Resident's device/desktop.

To avail the service the resident will have to share the ZIP file, the Share Code and registered mobile number with the service provider.

Enter your 12 digit Aadhaar number or 16 digit Virtual ID to begin.


Aadhaar Number Virtual ID

Aadhaar Number * 

12 Digit UID (1234/1234/1234)

Please enter Aadhaar Number here

Please enter a valid Aadhaar number

Enter Security Code * 

Type the character you see in the picture.


Enter Captcha

Send OTP Or **Enter TOTP**

Frequently Asked Questions

- Use Aadhaar Freely
- E-Aadhaar
- mAadhaar FAQs
- Aadhaar Paperless Offline e-kyc

[View All](#)

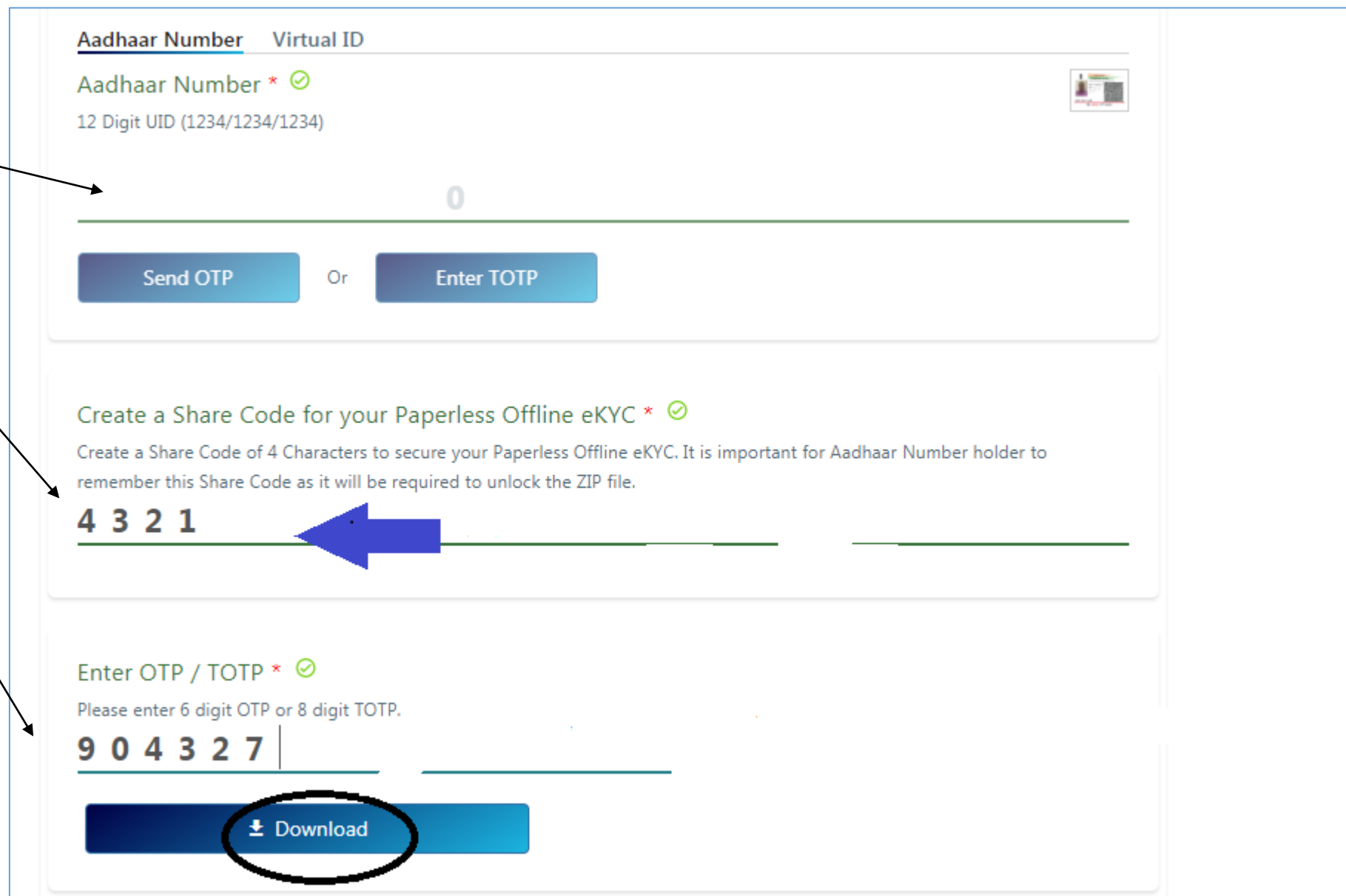
The new mAadhaar app
now available on 
INSTALL NOW
Uninstall any previous version and Install the new mAadhaar App

Subscriber Aadhaar number will automatically appear here.

Create a share code- Can be any 4 digit number which can be easily remembered and reused at the time of file upload

Enter the OTP and click download.

(A XML / Zip file will get downloaded and saved in Download folder of the computer)



The screenshot displays the UIDAI Step 2 interface. At the top, there are tabs for 'Aadhaar Number' and 'Virtual ID'. Below the 'Aadhaar Number' tab, the text 'Aadhaar Number * ✓' is followed by '12 Digit UID (1234/1234/1234)'. A large '0' is displayed in the center. Below this, there are two buttons: 'Send OTP' and 'Enter TOTP', separated by the word 'Or'. The 'Enter TOTP' button is highlighted. Below the buttons, there is a section titled 'Create a Share Code for your Paperless Offline eKYC * ✓'. It includes a sub-instruction: 'Create a Share Code of 4 Characters to secure your Paperless Offline eKYC. It is important for Aadhaar Number holder to remember this Share Code as it will be required to unlock the ZIP file.' Below this instruction, there is a text input field containing the digits '4 3 2 1'. A large blue arrow points to this field. Below the share code section, there is a section titled 'Enter OTP / TOTP * ✓'. It includes a sub-instruction: 'Please enter 6 digit OTP or 8 digit TOTP.' Below this instruction, there is a text input field containing the digits '9 0 4 3 2 7'. At the bottom of the form, there is a large blue button labeled 'Download' with a download icon, which is circled in black.

XML / Zip file to be uploaded here.

Mention 4 digit share code and click continue to proceed ahead

The subscriber must enter first 3 alphabets of his employer name to get the list of entities in the drop down

Please enter the following details

Enter Aadhaar Registered Mobile Number * 7506196506

Enter Last Digit of Aadhaar Number * 0

Upload Aadhaar Offline e-KYC XML File* No file chosen

Please upload Aadhaar Paperless Offline e-KYC ZIP file. If Zip File is not generated, Click here to download from UIDAI website.

Share Code for your Paperless Offline eKYC *

Corporate Head Office * |

Please search Corporate Head Office Name by entering minimum 3 characters

Subscriber details such as Name, Date of Birth are auto Populated. Other details such as Father's and Mother's name must be filled manually

Subscriber Registration

✓

2

3

4

5

6

Start

Acknowledgement ID Generated

Registration Details Submitted

PRAN Generated

eSIGN Registration Form

Process Complete

Account Type: Tier I

Personal Details

Contact Details

Bank & Other Details

Nomination Details

Documents Upload

Photo & Signature Details

Declaration Details

Fields marked with * are mandatory for registration.

Personal Details

Title *SHRI

Please provide the name matching with the Account maintained with the POP.

First Name *

Middle Name

Last Name

Date of Birth *

Gender *MALE

Place/City of Birth *

Country of Birth *INDIA

Marital Status *

Family Details

Father's Title *SHRI

Father's First Name *

Father's Middle Name

Father's Last Name

Mother's Title *SMT

Mother's First Name *

Mother's Middle Name


Mother's Last Name

Subscriber's Maiden Name

8

- Once the Personal details are submitted, an Acknowledgement is generated with the date.
- This Acknowledgement number must be saved.
- In case the journey is dropped, same can be used to restart the process from where it was left.
- An email and SMS is also sent to the subscriber bearing the same

Acknowledgement



*Dear Subscriber,
Your Registration request has been successfully initiated. The Subscriber Registration Acknowledgement details are given below:*

Acknowledgement Number	HDSE11022216
Name of Subscriber	<input type="text"/>
Receipt Date	22-06-2020 16:36:26

SMS and EMAIL will be sent out to your registered Mobile Number and Email ID.

Please proceed to complete the registration process.If you want to complete the process later then use this Acknowledgement Number after selecting 'Complete Pending Registration' in the Registration page.

OK

The Subscriber must fill in FATCA details –

1. Address
2. Tax Identification Number- PAN detail
3. FATCA State- Subscriber's state
4. FATCA City- Subscriber's city
5. FATCA Zip Code- Pin Code of the city

Subscriber Registration

✓

✓

3

4

5

6

Start

Acknowledgement ID Generated

Registration Details Submitted

PRAN Generated

eSIGN Registration Form

Process Complete

Acknowledgement No: HDSE11022398

Subscriber Name:

Account Type: Tier I

Personal Details

Contact Details

Bank & Other Details

Nomination Details

Documents Upload

Photo & Signature Details

Declaration Details

FATCA Details

US PERSON

☐ YES
 ☒ NO

Country of Tax residency	Address of Tax residency	TIN Number issuing Country	Tax Identification Number	Validity	FATCA State	FATCA City	FATCA Zip Code
INDIA	RESIDENT	INDIA	<input type="text"/>	<input type="text"/>	MAHARAS	MUMBAI	400706

Add

Screen 4- Correspondence Address Details

The address is auto- filled

Correspondence Address Details

Address Type *

☒ Residential ☐ Business ☐ Residential/Business ☐ Unspecified ☐ Registered Office

Flat/Room/Door/Block no.*

Landmark

Premises/Building/Village

Road/Street/Lane

Area/Locality/Taluka

PIN Code*

City/Town/District*

State/U.T.*

Maharashtra

Country*

India

Correspondence Address Proof *

Document Proof ID (if any)

AADHAAR CARD / LETTER ISSUED BY | ▾

XXXX-XXXX-XXX0

The Subscriber address is auto populated through Adhaar

Permanent Address Details

Address Type*

☒ Residential ☐ Business ☐ Residential/Business ☐ Unspecified ☐ Registered Office

Flat/Room/Door/Block no.*

Landmark

Premises/Building/Village

Road/Street/Lane

Area/Locality/Taluka

PIN Code*

City/Town/District*

State/U.T.*

Country*

Permanent Address Proof*

AADHAAR CARD / LETTER ISSUED BY |

XXXX-XXXX-XXXX

Subscriber to confirm Permanent Address details. Same will be auto populated through Aadhaar

«

Save & Proceed

Reset

»

Click Save and Proceed ahead

Subscriber to fill in Occupation, Income and Qualification details

Subscriber Registration

✓
Start

✓
Acknowledgement ID Generated

3
Registration Details Submitted

4
PRAN Generated

5
eSIGN Registration Form

6
Process Complete

Acknowledgement No: HDSE11022398

Subscriber Name:

Account Type: Tier I

Personal Details

Contact Details

Bank & Other Details

Nomination Details

Documents Upload

Photo & Signature Details

Declaration Details

Other Details

Occupation Details *	PRIVATE SECTOR	▼
Income Range (per annum)	<input type="text"/>	▼
Educational Qualification	<input type="text"/>	▼
Please Select If Applicable	-- NOT APPLICABLE --	▼
Relative of Political Exposed Person	NO	▼

Please select 'yes' if you are Political Exposed person's relative

Subscriber to fill in Employment details

Employee has to enter correct details (employee id, date of joining and date of retirement) as per company records to avoid any rejection

Employment Details

Employee ID *	<input type="text"/>
Date of Joining *	<input type="text" value="08/07/2018"/>
Date of Retirement *	<input type="text" value="28/03/2020"/>

Subscriber to enter account number and IFS code.

Rest of the bank details will automatically be fetched through IFS code.

Tier 1

Bank Details

* All details are Mandatory

Account Type

SAVINGS ACCOUNT

Bank A/C Number

123456789

Bank IFS Code

HDFC0000258

Bank Name

HDFC BANK

Branch Name

MUMBAI - NERUL

Branch Address

CORAL CRESTPLOT NO 3 SECTOR 23
NEAR NERUL STATION NAVI
MUMBAI MAHARASHTRA 400706

PIN Code

400706

State/U.T.

MAHARASHTRA

Country

INDIA

Bank MICR Code

400240041

Bank A/c Linked to Aadhaar

☒

«

Save & Proceed

Reset

»

Screen 6- Scheme Preference Details

The subscriber is free to choose a Pension Fund Manager of his choice.

In case of Active choice, the subscriber can invest in one of the 3 funds- Moderate, Aggressive or Conservative.

Please refer to NPS presentation for further details.

Subscriber Registration

✓

✓

3

4

5

6

Start

Acknowledgement ID Generated

Registration Details Submitted

PRAN Generated

eSIGN Registration Form

Process Complete

Acknowledgement No: HDSE11022398

Subscriber Name:

Account Type: Tier I

Personal Details

Contact Details

Bank & Other Details

Nomination Details

Documents Upload

Photo & Signature Details

Declaration Details

Tier I

Scheme Preference Details

Choose Pension Fund Manager (PFM):*

--SELECT--

Choose your Investment Option wisely:*

☒ Auto

☐ Active

☐ Moderate

☐ Aggressive

☐ Conservative

* 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.

Screen 6- Scheme Preference Details

The subscriber is free to choose a Pension Fund Manager of his choice.

In case of Active choice, the subscriber can invest up to 75% in equities, up to 100% in Government and Corporate Bonds, and 5% in alternate funds.

However the total sum of investment must be equal to 100%

Subscriber Registration

✓

✓

3

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6

Start

Acknowledgement ID Generated

Registration Details Submitted

PRAN Generated

eSIGN Registration Form

Process Complete

Acknowledgement No: HDSE11022216

Subscriber Name:

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):*

Choose your Investment Option wisely:*

☐ Auto
 ☒ Active

?

Sr No.

Scheme Name

% Distribution

1	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME E - TIER I	<input type="text"/>
2	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME C - TIER I	<input type="text"/>
3	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME G - TIER I	<input type="text"/>
4	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME A - TIER I	<input type="text"/>

The subscriber has to provide the asset allocation in case he chooses to invest in Active choice.

Subscriber to fill in choice of PFM and Investment

Click. Invest. Grow.

The subscriber must fill in the nomination details like First name, relationship and percentage share.

**In case the nominee is a minor,
Guardian details are
mandatory.**

Fill in Falt/ Room No.

The subscriber must upload Jpeg images of their PAN card and cancelled cheque

Subscriber Registration

✓
Start

✓
Acknowledgement ID
Generated

3
Registration Details Submitted

4
PRAN Generated

5
eSIGN Registration Form

6
Process Complete

Acknowledgement No: HDSE11022398

Subscriber Name:

Account Type: Tier I

Personal Details

Contact Details

Bank & Other Details

Nomination Details

Documents Upload

Photo & Signature Details

Declaration Details

Documents Upload

Proof Name	Document Name	Attach File
SCANNED PAN CARD *	SCANNED PAN CARD	<div>Choose File ty.jpg</div>
CANCELLED CHEQUE *	CANCELLED CHEQUE	<div>Choose File ty.jpg</div>

Note: Document should be in *.jpeg, *.jpg or *.pdf format. Size of document should be between 4KB and 2MB.

«

Upload

»

The photograph of the subscriber will be automatically captured from Adhaar.

A clear JPG image of the signature must be uploaded here

Subscriber Registration

✓
Start

✓
Acknowledgement ID Generated

3
Registration Details Submitted

4
PRAN Generated

5
eSIGN Registration Form

6
Process Complete

Acknowledgement No: HDSE11022398

Subscriber Name:

Account Type: Tier I

Personal Details

Contact Details

Bank & Other Details

Nomination Details

Documents Upload

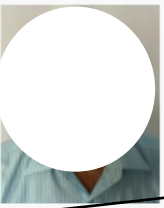
Photo & Signature Details

Declaration Details

Upload Photo & Signature

Photo

Preview Photo




Choose File

No file chosen

Signature

Preview Signature



Choose File

ty.jpg

[Steps to Scan Signature](#)

Aadhaar Consent

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Screen 9- Declarations and Confirmation

Subscriber to Accept the declarations and confirm registration.

Once the subscriber Confirms and Submit the request, he will be prompted to verify all the details before final submission.

After the verification is completed, the PRAN will be generated.

Subscriber Registration

✓

✓

✓

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Start

Acknowledgement ID Generated

Registration Details Submitted

PRAN Generated

eSIGN Registration Form

Process Complete

Acknowledgement No: HDSE11022398

Subscriber Name:

Account Type: Tier I

Personal Details

Contact Details

Bank & Other Details

Nomination Details

Documents Upload

Photo & Signature Details

Declaration Details

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 to POP, 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.

☒ **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 NSDL NPS has the right to peruse my financial profile or share the information, with other government authorities. I further agree that NSDL NPS has the right to close my PRAN in case I am found violating the provisions of any law relating to prevention of money laundering

☒ *I want Annual Transaction Statement in email only*
☐ *I want physical Annual Transaction Statement*

Confirm Registration

Cancel

Post successful completion of PRAN generation, subscriber has two options.

- This is a completely paperless process. Under this option, Subscriber can e-Sign the form. On successful completion of e-Sign process, subscriber need not submit the physical form. It is recommended to utilize this option to avoid inconvenience.
- Subscriber can take a print out of the form, affix the photo, attest the form from Nodal Office/POP (Service Provider) and submit the same to NSDL CRA. Please note by opting to choose this process, the Subscriber is obliged in complying with the stipulated timelines for form submission.

eSign / View Subscriber Registration Form

✓

✓

✓

✓

5

8

Start
Acknowledgement ID Generated
Registration Details Submitted
PRAN Generated
eSIGN Registration Form
Process Complete

Acknowledgement No:
PRAN No.:

Account Type: Tier I

eSign / View

☒ eSign Subscriber Registration Form (Paperless)
☐ View Subscriber Registration Form

Aadhaar Number * XXXX-XXXX-XXXX

- Post clicking on e-sign and download - the customer will be prompted to complete the procedure with eSign and this will be charged Rs. 5.95 (debited from the customer's bank account).
- The subscriber has to click on Proceed. Enter the Aadhaar number to complete the e-sign via OTP.
- Download the e-signed form.
- If the e-Sign process is not successful, then subscriber is required to take a print out of registration form, affix photo, attest the form from Nodal Office/POP and send it to NSDL CRA within 30 Days of PRAN generation (account opening) else the PRAN will be temporarily kept in "Freeze" status until the receipt of documents.
- Address for dispatch of forms (post authorization by POP):
 - Central Recordkeeping Agency (myNPS)
 - NSDL e-Governance Infrastructure Limited,
 - 1st Floor, Times Tower, Kamala Mills Compound,
 - Senapati Bapat Marg, Lower Parel,
 - Mumbai - 400 013
- In case of any assistance, please write to mynpsassist@nsdl.co.in and corporaterelationships@hdfcsec.com