



Colleague Experience
Group

National Pension System

Onboarding Process



ONLINE NPS REGISTRATION



Complete Paperless Journey



Minimum Pre-Requisites while opening PRAN



Instant PRAN Generation

PRE-REQUISITES FOR ONLINE REGISTRATION:

Mobile update in UIDAI database

- Aadhaar Offline e-KYC XML file (.zip file). If the file is not available, please download from the UIDAI website
- Scanned copy of PAN card and cancelled cheque in *.jpeg/ *.jpg/ *.png format (file size max 2MB)
- Scanned copy of signature in *.jpeg/ *.jpg/ *.png format (file size max 5MB).



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Process for Fresh NPS Registrations

- [Click here to register in NPS](#)
- Please select “Corporate Subscriber”
- Select Aadhaar Offline e-KYC and upload the XML file (which can be generated real time through UIDAI website)
- Select *Corporate Name*. Enter the first 4 letters of the Corporate Name and select the entity
- Complete the Online Form including personal details, bank details, fund manager, nominee, FATCA and more. Submit all of the necessary documents.
- Instant PRAN (Permanent Retirement Account Number) will be generated.





Get your Annual Transaction Statement over Email

Welcome to "myNPS" - A faster, hassle free and paperless mode of opening NPS Account - Online.
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

- ✓ 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.npsra.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](#)

[REGISTRATION](#)

[FAQ](#)

Online Subscriber Registration

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

New Registration

Complete Pending Registration

e Sign / Print Registration Form

New Registration

Choose appropriate options

Applicant Type*

☐ Individual Subscriber

☒ Corporate Subscriber

Status of Applicant

☒ Citizens of India

Register With

☒ Aadhaar Offline e-KYC

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*

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 *

Corporate Head Office *

AMER|

American Express India Private

American Express Banking Corp

American Express Services Inc

American Express Business

Please search Corporate Head Office Name by entering minimum 3 characters

1

Start

2

Acknowledgement ID Generated

3

Registration Details Submitted

4

PRAN Generated

5

eSIGN Registration Form

6

Process Complete

Account Type: Tier I

Personal Details

Contact Details

Bank & Other Details

Nomination Details

Documents Upload

Photo & Signature Details

Payment Details

Fields marked with * are mandatory for registration.

Personal Details

Title *
SHRI

Please add name matching with Bank Account name

First Name *
S

Middle Name

Last Name

Date of Birth *
03/09/1982

Gender *
Male

Place/City of Birth *
MUMBAI

Country of Birth *
INDIA

Marital Status *
SINGLE

Name to be printed on Pran card
FATHER'S NAME

Mobile *
+91 999

Email ID *
sac

Telephone (Residence No)

Telephone (Office No)

Fax Number

Family Details

Father's Title *
SHRI

Father's First Name *
GHANASHYAM

Father's Middle Name

Father's Last Name

Mother's Title *
SMT

Mother's First Name *
KAVITA

Mother's Middle Name

Mother's Last Name

Mother's Maiden Name

Identity Details

PAN *
AHPPS6258N

Passport No

Voter ID

CERN ID

Agency Code

Proof of Identity

Identity Proof *
AADHAAR CARD / LETTER ISSUED BY

ID Number*
XXXX-XXXX-XXXX

Date of Birth Proof *

Document Proof ID (if any)
XXXX-XXXX-XXXX

Add and Enter Captcha

8 7 + 5 = 12

Generate Acknowledgement No

Reset

»



Online Subscriber Registration

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

New Registration

Complete Pending Registration

e Sign / Print Registration Form

Complete Pending Registration

Acknowledgement No BJCL _____

Acknowledgement Date _____ (DD/MM/YYYY)

First Name _____

Date of Birth _____ (DD/MM/YYYY)

Add and Enter Captcha *

9 7 + 3 = _____

Submit

Reset

Note

- Acknowledgement No, Acknowledgment Date and Date of Birth given at the time of registration
- or
- First Name, Date of Birth and Email Address given at the time of registration

Process for Existing NPS Subscribers

- PRAN (Permanent Retirement Account Number) should be in Active Status. In case the PRAN is freezed, please connect with the existing POP (Point of Presence).
- Send an email to nps@bajajcapital.com to shift your individual NPS Account to the
- Corporate Account. (*format uploaded on The Square*)

For Intersector Shifting:	Documents Required
1	Duly filled and signed inter-sector shifting request
2	PRAN Card copy - self attested
3	Screen shot of MyInfo portal with your employment details



Particulars	Fresh Registration	Inter-sector Shifting
One Time Registration Fees	Rs. 200/-	0
Monthly Contribution	Rs. 20/- or 0.25% whichever is higher	Rs. 20/- or 0.25% whichever is higher
GST on above charges	18%	18%
Total Charges	Rs. 500/-	Rs. 250/-

Need help?

Send an email to nps@bajajcapital.com, call 1800 313 123 123 (toll-free). For more information, [click here](#) to check the NPS page on The Square.

Note: NPS is a completely voluntary program, and all transactions are made between the employee and the service provider (POP). American Express India has no functional role.



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