



Protean eGov Technologies Limited

STANDARD OPERATING PROCEDURE (SOP)

Initiation and Authorization of Superannuation Exit request by Nodal Office/Aggregator

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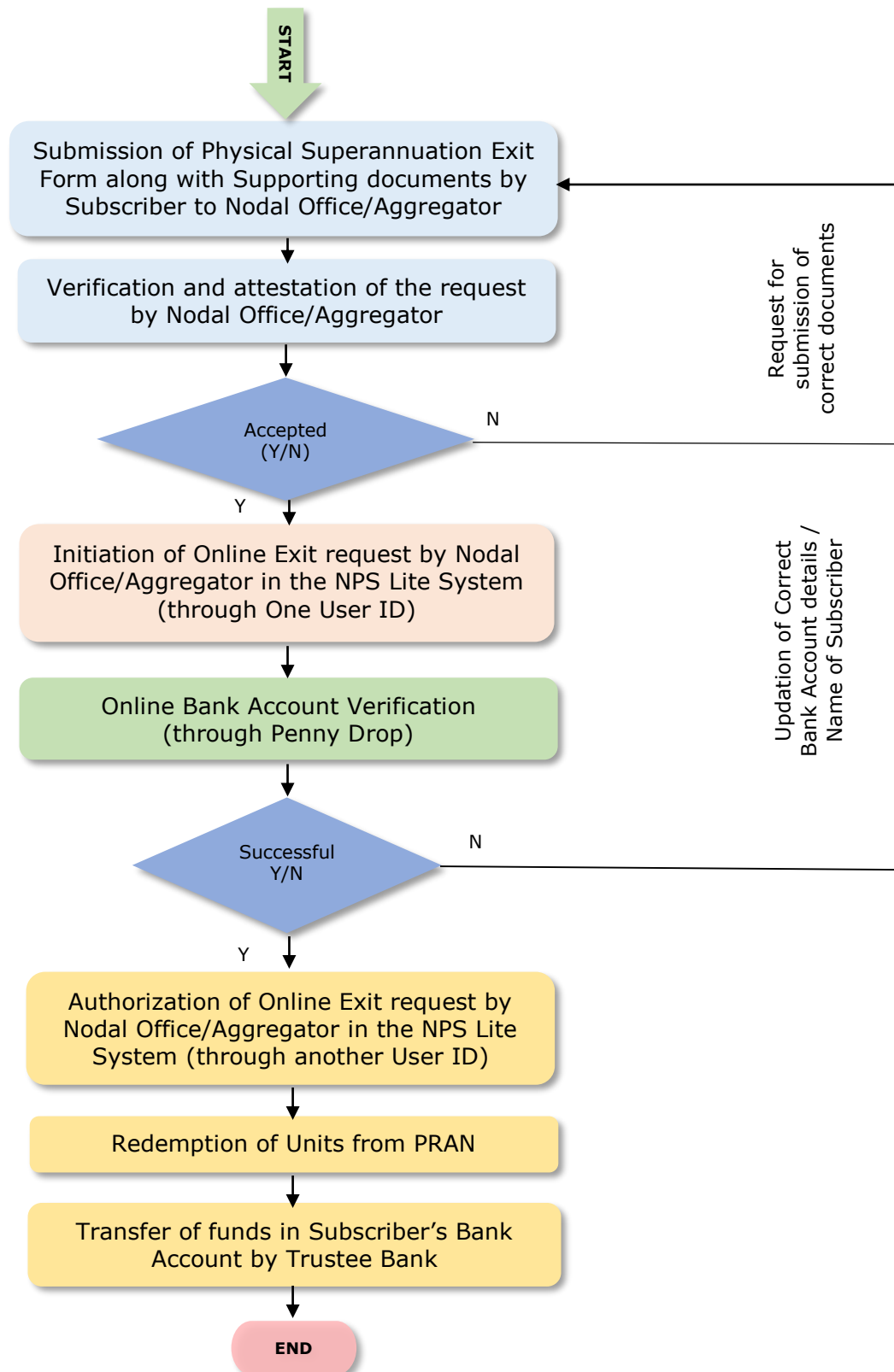
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1. Abbreviations

Abbreviation	Expansion
ASP	Annuity Service Provider
PFRDA	Pension Fund Regulatory & Development Authority
PRAN	Permanent Retirement Account Number
Nodal Office/Aggregator	NLOO/NLAO/NLCC registered under NPS Lite
NPS	National Pension Scheme

2. Process Flow – Processing of Online Superannuation Exit request by Nodal Office/Aggregator



3. Preface

As per Pension Fund Regulatory and Development Authority (PFRDA) Exit Regulations, 2015 & amendments thereto, in case of Superannuation exit from NPS (exit after attaining the age of Superannuation/retirement), at least 40% of the accumulated pension wealth of the Subscriber needs to be utilized for purchase of an Annuity providing for a regular pension to the Subscriber and the balance pension wealth is paid as a lump sum to the Subscriber.

In case, total corpus in NPS account is less than or equal to Rs. 1 Lakh, the Subscriber can avail the option of complete (100%) Withdrawal.

Further, Nodal office/Aggregator can raise Online Superannuation Exit request in NPS Lite System (<https://apy.nps-proteantech.in>) with Maker and Checker concept.

You may refer the regulations/guidelines/circulars available on PFRDA website (www.pfrda.org.in) / CRA website (www.npscra.nsdl.co.in) for more information on exit under NPS.

4. Procedure for Processing Online Superannuation Exit request of Subscriber

Pre-requisite for Online Superannuation Exit request:

- The 10 digit Claim ID is generated by CRA six months before attaining the age of superannuation/retirement. Subscriber may modify details in NPS Record in advance if required.
- The dully filled-up Physical Superannuation Withdrawal Form is submitted by Subscriber along with KYC documents, bank proof and Copy of PRAN card of the Subscriber.
- Bank Account details of the Subscriber are updated in his/her NPS account.

Nodal office/Aggregator should ensure following before initiating Exit request:

- ✓ NPS account is FATCA compliant – Exit from NPS is not allowed if PRAN is not FATCA-compliant.
- ✓ Withdrawal Form duly filled up and signed by Subscriber is provided.
- ✓ Supporting documents like copy of Photo ID proof, copy of Address proof, copy of bank proof, Copy of PRAN card etc. of Subscriber are provided.
- ✓ Name of Subscriber as per CRA record and Name of Subscriber as per bank proof should be matched.
- ✓ Bank details should be correct/valid – *During request initiation, Bank Account and Name of the Subscriber will be verified through online Bank Account Verification (Penny drop facility). **If Online Bank Account Verification (Penny drop) fails, request initiation will not be allowed.***

If required, Subscriber can submit physical request to associated Nodal Office/Aggregator for modification of details (Address, Contact details etc.) in NPS Lite System and then initiate exit request.

Brief Steps – Processing of Online Superannuation Exit request by Nodal Office / Aggregator:

- Verification & Attestation of Physical Superannuation Withdrawal Form and supporting documents by Nodal Office / Aggregator.
- Initiation of request by Nodal Office / Aggregator in the NPS Lite System through One User ID.
- During request initiation, Bank Account and Name of Subscriber will be verified through online Bank Account Verification (Penny drop facility).
- Mandatory Upload of valid and legible Physical Superannuation Withdrawal Form and supporting documents (i.e. Identity & Address Proof, copy of PRAN card/ ePRAN and Bank Proof). Scanned documents should be appropriate i.e. scanned images should be legible and all documents to be uploaded in a single file.
- Submission of Withdrawal request in NPS Lite System.
- Authorization of request by Nodal Office / Aggregator in the NPS Lite System through another User ID.
- **Physical Superannuation Withdrawal Form and supporting documents are not required to be submitted by Nodal Office / Aggregator to Protean-CRA for storage purpose if complete documents are uploaded while capturing online withdrawal request in CRA System.**

For Superannuation Exit, if Subscriber has not completed Superannuation/retirement date, request will get executed in NPS Lite System after completion of Superannuation/retirement.

The detailed procedure to be followed by the Nodal Office/Aggregator for processing Online **Superannuation Exit** requests in the NPS Lite System is provided below:

5. Steps to initiate Online Superannuation Exit request in NPS Lite System by Nodal Office/Aggregator:

In order to initiate Online Superannuation Exit request, Nodal office/Aggregator needs to login to NPS Lite system (<https://apy.nps-proteantech.in>) with one User ID as given below in **Figure 1**.

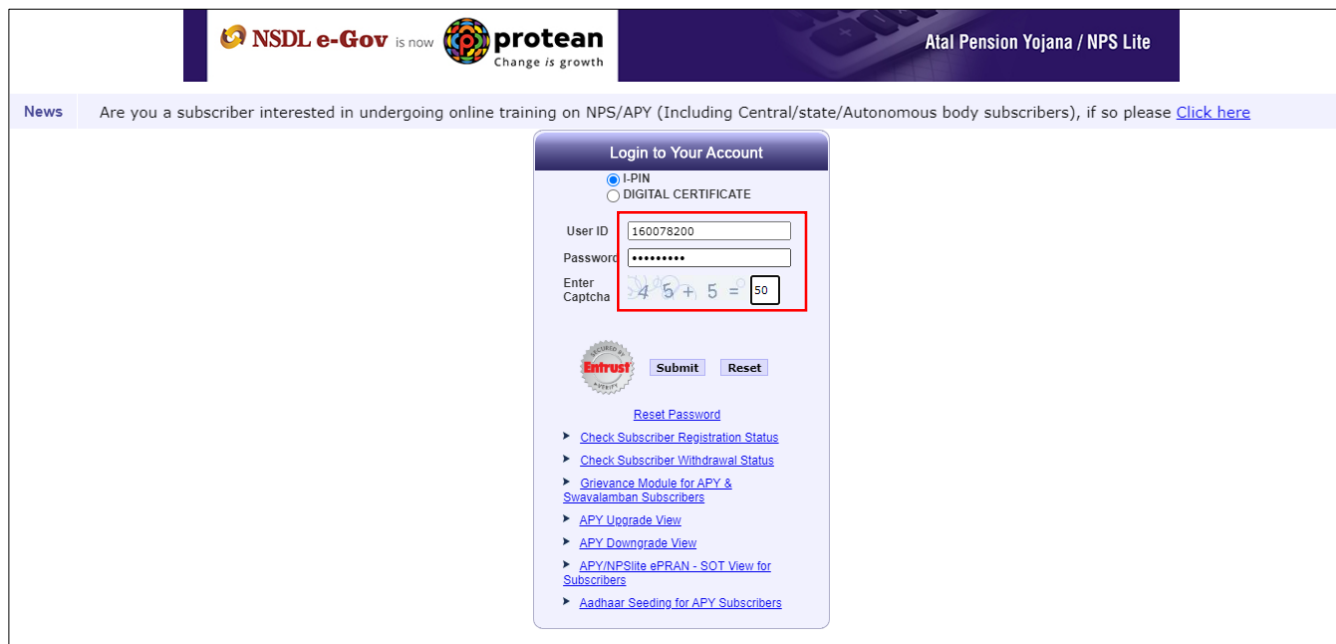


Figure 1

User needs to click on Menu “**Exit Withdrawal Request**” and select sub menu “**Withdrawal Request**” as given below in **Figure 2**.

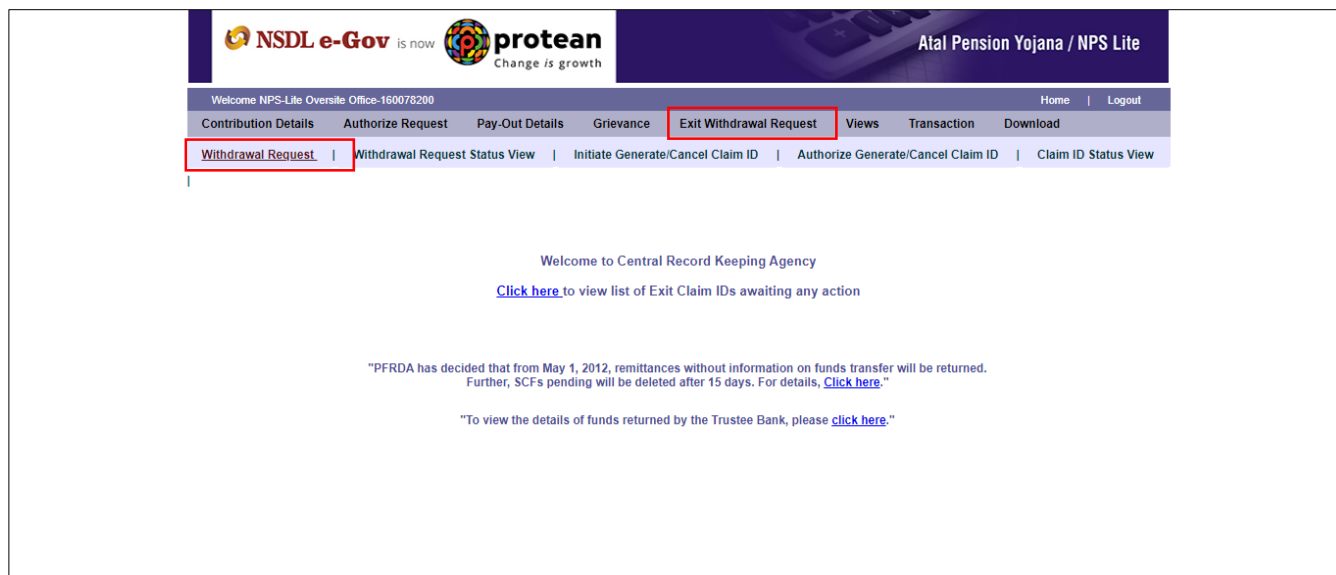
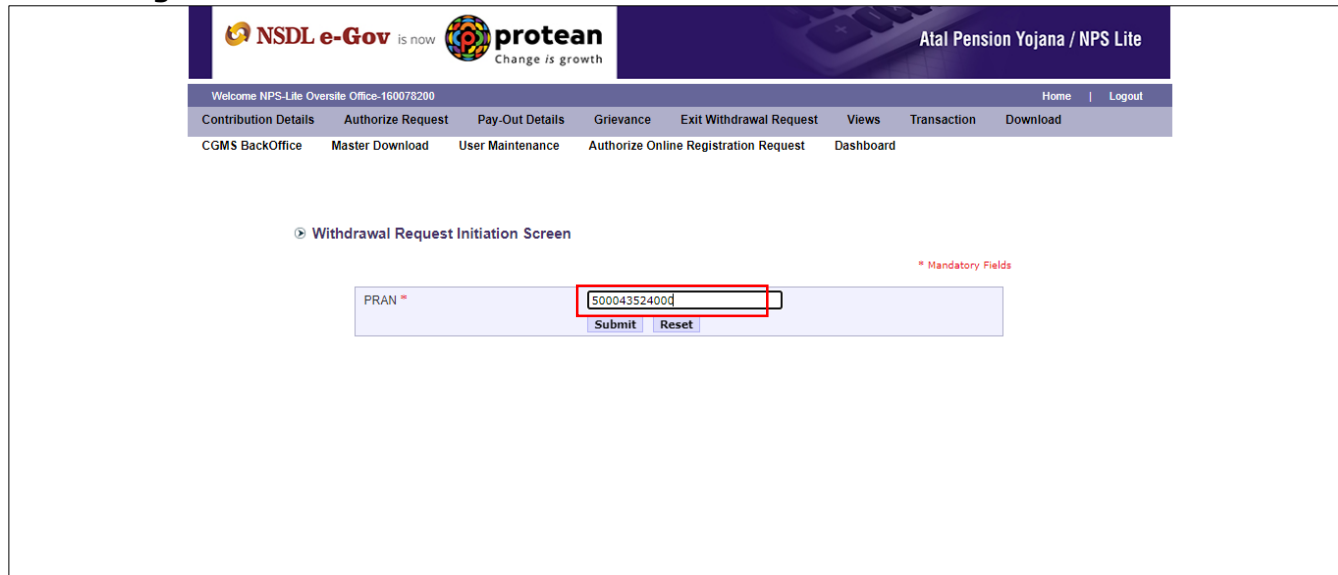


Figure 2

At this stage, User needs to enter PRAN number of subscriber for initiating Exit request as shown below in **Figure 3**.



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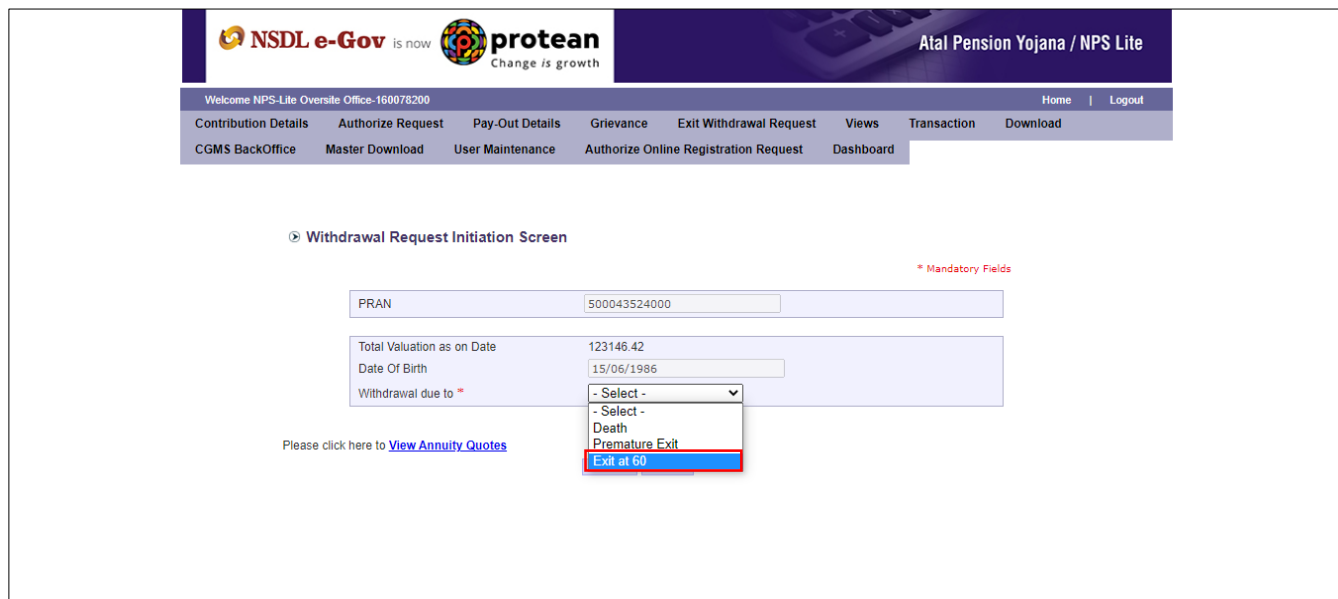
Withdrawal Request Initiation Screen

* Mandatory Fields

PRAN *

Figure 3

At this stage, User needs to select Withdrawal type as "Exit at 60" from the Drop down menu as shown below in **Figure 4**.



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Withdrawal Request Initiation Screen

* Mandatory Fields

PRAN

Total Valuation as on Date

Date Of Birth

Withdrawal due to *

Please click here to [View Annuity Quotes](#)

- Select -
- Select -
- Death
- Premature Exit
- Exit at 60**

Figure 4

At this stage, corpus of the Subscriber as on date is also displayed at the field "Total Valuation as on Date" which helps User to identify whether eligible for complete withdrawal or not. User needs to provide withdrawal fund allocation percentage. In case corpus is greater than 1 Lakh, then percentage towards Lump sum is displayed as 60% and percentage towards annuity as 40%. User can also utilize more than 40% pension wealth for annuity, as per his/her choice. In case corpus is less than or equal to Rs. 1 Lakh, then percentage towards Lump sum is displayed as 100% and percentage towards Annuity as 0%.

Please refer below **Figure 5**.

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Withdrawal Request Initiation Screen * Mandatory Fields

PRAN: 500043524000

Total Valuation as on Date: 123146.42

Claim ID: 2185201264

Date Of Birth: 15/06/1986

Withdrawal due to: **Exit at 60**

Withdrawal Type: Full Withdrawal

Complete Withdrawal sub type: Lump-Sum and ASP Withdrawal

Valuation as on Date of Retirement: 123146.42

Date of Exit: 15/06/2046

Towards Withdrawal (in %): 60 Out of Total NPS Corpus, % of corpus subscriber/claimant will receive in his/her bank account



Towards Annuity (in %): 40 Out of Total NPS Corpus, % of corpus subscriber will be utilized towards pension

Please click here to [View Annuity Quotes](#)

Figure 5

At this stage, User needs to select Marital Status. If Subscriber is Married & Spouse is alive, then User needs to enter Spouse Name, Spouse Gender, Spouse DOB etc. Similarly, the User needs to capture other family member's details.

User needs to select Annuity Service Provider from the drop down list. List of the Annuity Service Providers is displayed on the basis of Age and Corpus of the Subscriber. Further, User needs to select Annuity Scheme. List of Annuity Schemes is displayed on the basis of Marital Status of the Subscriber. User needs to select Annuity Frequency from the drop down menu. Please refer below **Figure 6**.


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▸ **Withdrawal Request Initiation Screen** * Mandatory Fields


PRAN	500043524000
Claim ID	2185201264
Date Of Birth	15/06/1986
Withdrawal due to	Exit at 60
Withdrawal Type	Full Withdrawal
Withdrawal Sub Type	Lump-Sum and ASP Withdrawal
Date of Exit:	15/06/2046
Towards Withdrawal (in %)	60 Out of Total NPS Corpus, % of corpus subscriber/claimant will receive in his/her bank account
Towards Annuity (in %)	40 Out of Total NPS Corpus, % of corpus subscriber will be utilized towards pension
Valuation as on Date of Retirement/Attaining 60 years	123146.42
Total Valuation as on Date	123146.42
Valuation Towards ASP	49259.56
Valuation Towards Withdrawal	73887.85
Percentage Towards ASP	40
Percentage Towards Withdrawal	60
Date of NAV	11/08/2022
Marital status *	Unmarried/Others ▼
Mother Alive	Select ▼
Father Alive	Select ▼
Child 1 Alive	Select ▼
Child 2 Alive	Select ▼
Child 3 Alive	Select ▼
Frequency *	Monthly ▼
<input type="button" value="Select ASP Scheme"/> <input type="button" value="Cancel"/>	
ASP Names*	HDFC Life Insurance Co. Ltd ▼
Scheme Names*	Annuity for life with return of purchase price on death ▼
Beneficiary Name *	Prashant Shantaram Surav
Relation with Subscriber *	Self
<input type="button" value="submit"/> <input type="button" value="Cancel"/>	

[Click here for ASP Quotes](#)

Figure 6

At this stage, various options selected along with existing address are displayed to the User. Also option is available to the User to provide Maiden Name (only in case of female Subscriber) and CKYC Number. However, these two fields Maiden Name & CKYC Number are non-mandatory. Please refer below **Figure 7**.





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▸ **Withdrawal Request Initiation Screen**

Subscriber Details

PRAN	500043524000
Subscriber Name	Prashant Shantaram Gurav
Claim ID	2185201264
Date Of Birth	15/06/1986
Subscriber Gender	Female
Maiden Name	<input type="text"/>
CKYC Number	<input type="text"/>
Marital status	Unmarried
Entity Reg. No.	8019314
Withdrawal due to	Exit at 60
Withdrawal Type	Full Withdrawal
Complete Withdrawal sub type	Lump-Sum and ASP Withdrawal
Date of Exit	15/06/2046
Towards Withdrawal(in %)	60
Towards Annuity(in %)	40

ASP Withdrawal Details

Amount to be invested in Annuity	49258.56
Name of ASP	HDFC Life Insurance Co. Ltd
Scheme	Annuity for life with return of purchase price on death
Beneficiary Name	Prashant Shantaram Gurav
Relation with Subscriber	Self

Subscriber Correspondence Address

Father's Name	KESHAV VISHWANATH TAMBADE
Address 1	POWER HOUSE RD
Address 2	VITA
Address 3	KHANAPUR
City	SANGLI
Pin	415311
State	Maharashtra
Country	India

Proceed
Cancel

Note
 For subscriber- to change the non-editable fields, subscribers have to go to the PAO to change these fields.
 For Nodal Office- to change the non-editable fields, entities have to do subscriber modification.

Figure 7

At this stage, existing bank details of the Subscriber along with Mobile number, email ID of the Subscriber are displayed. If existing bank details, contact details are correct, User needs to click on **“Online bank a/c verification”** Tab to proceed further.

Nodal Office/Aggregator can edit some editable fields at the time of initiating Exit request on the basis of modification request received by Subscriber by clicking on “Edit” button. Please refer below **Figure 8A and Figure 8B**.

Withdrawal Details Capture Screen

Subscriber Details

PRAN	501400760164
Subscriber Name	Dinesh Chandrakant Dalvi
Claim ID	2490101936
Date Of Birth	15/12/1957
Subscriber Gender	Male
Maiden Name	
CKYC Number	
Marital status	Married
Spouse Alive	ALIVE
Spouse Gender	Female
Spouse Name	Nirmala R
Spouse DOB	05/01/1980
Spouse PAN	
Entity Reg. No.	8000355
Withdrawal due to	Exit at 60
Withdrawal Type	Full Withdrawal
Complete Withdrawal sub type	Lump-Sum and ASP Withdrawal
Date of Exit	15/12/2022
Towards Withdrawal(in %)	60
Towards Annuity(in %)	40

Subscriber Bank Details

Transaction Type *	Electronic
Bank Account Number *	1015586206
Bank Name *	HDFC
Bank Branch *	HDFC BUNDI
Bank Address *	PLOT NO-3 GAYATRINAGAR BUNDI RAJASTHAN
Bank Address Pin *	323001
Bank IFS Code *	CBIN0282521
Bank MICR Code	323240002
Mobile No *	9833475380
Alternate Phone No	
Email ID *	dinesh.dalvi@proteantech.in
PAN *	GMHPS9186M
Aadhaar No	

Online bank a/c verification

Note

Bank details shown above is taken from the subscriber details present in CRA records. Kindly confirm or edit the bank details. Please note that the amount will be transferred to this bank account only and it would not be changed at later date.

Online Bank Account Verification will be successful only for Penny Drop with name match successful requests.

Figure 8A

Marital status	Married
Spouse Alive	ALIVE
Spouse Gender	Female
Spouse Name	Nirmala R
Spouse DOB	05/01/1980
Spouse PAN	
Entity Reg. No.	8000355
Withdrawal due to	Exit at 60
Withdrawal Type	Full Withdrawal
Date of Exit	15/12/2022

Subscriber Bank Details	
Transaction Type *	Electronic
Bank Account Number *	1015586206
Bank IFS Code *	CBIN0282521
Bank Name *	HDFC
Bank Branch *	HDFC BUNDI
Bank Address *	PLOT NO-3 GAYATRINAGAR
Bank Address Pin*	323001
Bank MICR Code	323240002
Mobile No *	9833475380
Alternate Phone Number	
Email ID *	dinesh.dalvi@proteantech.
PAN *	GMHPS9186M
Aadhaar No	

I hereby declare that the details of the Aadhaar have been verified with the proof of Aadhaar (copy) submitted by the Subscribers. Further, I have collected Subscriber's consent to authorize NSDL e-Gov as CRA to use his/her Aadhaar details for National Pension System (NPS) and only for the purpose of authenticating his/her identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder.

Online bank a/c verification

Figure 8B

At this stage, after clicking on **“Online bank a/c Verification”** tab, Bank Account and Name of the Subscriber (registered in CRA) will be verified through online Bank Account Verification (Penny drop facility). On successful verification, a Pop-up message will display to the User i.e. **“Online bank a/c**

verification is successful". User needs to click on "OK" button and then click on "**Confirm & Proceed**" button to proceed further. Please refer below **Figure 9**.

Note that Name of Subscriber as per CRA/NPS record and Name of Subscriber as per Bank proof/record should be matched.

Date of birth	18/12/1987
Subscriber Gender	Male
Maiden Name	
CKYC Number	
Marital status	Married
Spouse Alive	ALIVE
Spouse Gender	Female
Spouse Name	Nirmala R
Spouse DOB	05/01/1980
Spouse PAN	
Entity Reg. No.	8000355
Withdrawal due to	Exit at 60
Withdrawal Type	Full Withdrawal
Complete Withdrawal sub type	Lump-Sum and ASP Withdrawal
Date of Exit	15/12/2022
Towards Withdrawal(in %)	60

Online bank a/c verification is successful.

OK

Transaction type	Electronic
Bank Account Number *	1015588206
Bank Name *	HDFC
Bank Branch *	HDFC BUNDI
Bank Address *	PLOT NO-3 GAYATRINAGAR BUNDI RAJASTHAN
Bank Address Pin *	323001
Bank IFS Code *	CBIN0282521
Bank MICR Code	323240002
Mobile No *	9833475380
Alternate Phone No	
Email ID *	dinesh.dalvi@proteantech.in
PAN *	GMHPS9188M
Aadhaar No	

Online bank a/c verification

Confirm & Proceed **Edit** **Cancel**

Note
Bank details shown above is taken from the subscriber details present in CRA records. Kindly confirm or edit the bank details. Please note that the amount will be transferred to this bank account only and it would not be changed at later date.
Online Bank Account Verification will be successful only for Penny Drop with name match successful requests.

Figure 9

At this stage, existing nomination details of the Subscriber are displayed. **User needs to click on "Edit" button to enter Nominee address.** If required, User can add/update nominee details. Please refer below **Figure 10**.

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Withdrawal Request Initiation Screen

Subscriber Details

PRAN	500043524000
Subscriber Name	Prashant Shantaram Gurav
Claim ID	2185201264
Date Of Birth	15/06/1986
Subscriber Gender	Female
Maiden Name	
CKYC Number	
Marital status	Unmarried
Entity Reg. No.	8019314
Withdrawal due to	Exit at 60
Withdrawal Type	Full Withdrawal
Date of Exit	15/06/2046
Towards Withdrawal(in %)	60
Towards Annuity(in %)	40

Nominee Details

TIER 1 Details

Nominee Serial Number	1		
Nominee Name	DHIRAJ VIJAY ROKADE	Nominee Address 1	
Nominee Date of Birth		Nominee Address 2	
Nominee Relation	SON	Nominee Address 3	
Nominee Major/Minor	MAJOR	Nominee City	
Nominee Guardian Name		Pin	
Nominee Share	80 %	State	
Mobile No		Country	
Email ID		Alternate Contact No.	

Nominee Serial Number	2		
Nominee Name	VIJAY RAMDAS ROKADE	Nominee Address 1	
Nominee Date of Birth		Nominee Address 2	
Nominee Relation	HUSBAND	Nominee Address 3	
Nominee Major/Minor	MAJOR	Nominee City	
Nominee Guardian Name		Pin	
Nominee Share	20 %	State	
Mobile No		Country	
Email ID		Alternate Contact No.	

Note

Nomination details shown above is taken from the subscriber details present in CRA records. Kindly confirm or edit the nomination details. It would not be changed at later date.

Figure 10

User can enter maximum of three nominees. User needs to click on "Add" button to add more than one nominee. After entering nominee details and/or address details, User needs to click on "Confirm" button to proceed further. Please refer below **Figure 11**.

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Nominee Details

Tier 1 Details

Nominee 1					
First Name *	<input type="text" value="DHIRAJ"/>	Middle Name	<input type="text" value="VIJAY"/>	Last Name / Surname	<input type="text" value="ROKADE"/>
Date of Birth	<input type="text" value="dd/mm/yyyy"/>	Relationship *	<input type="text" value="SON"/>	Major/Minor *	<input type="text" value="Major"/>
Percentage Share *	<input type="text" value="100"/>	Guardian Date of Birth	<input type="text" value="dd/mm/yyyy"/>		
Guardian Name *	<input type="text"/>	Guardian Middle Name	<input type="text"/>	Guardian Last Name / Surname	<input type="text"/>
Nominee Address:					
Address 1 *	<input type="text" value="FDD"/>	Address 2	<input type="text" value="FDFDFD"/>	Address 3	<input type="text" value="FFDFD"/>
Pin Code *	<input type="text" value="400066"/>	City *	<input type="text" value="MUMBAI"/>	State *	<input type="text" value="Maharashtra"/>
Country *	<input type="text" value="India"/>	Mobile No	<input type="text"/>	Email ID	<input type="text"/>
Alternate Contact No.	<input type="text"/>				

Figure 11

At this stage, Declaration Page is displayed to the User. User needs to select from the drop down menu whether he is politically exposed person, related to politically exposed person and history of conviction under criminal proceedings.

Further, User needs to select Declaration. After selection of declarations, User needs to click on "Confirm" button. Please refer below **Figure 12**.

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Withdrawal Request Initiation Declaration Screen

Are you a Politically Exposed Person	<input type="text" value="No"/>
Are you related to a Politically Exposed Person	<input type="text" value="No"/>
Do you have any history of conviction under any criminal proceedings in India or Abroad	<input type="text" value="No"/>

Declaration by the Proposer:


- I hereby declare that the foregoing statements and informations have been given by me after fully understanding the questions and the annuity options and the same are true, accurate and complete in every manner and respects and that I have not withheld or omitted to give any material information. I understand and agree that the statements in this proposal constitute warranties. I do hereby agree and declare that these statements and this declaration shall be the basis of the contract of assurance between me and Annuity Service Provider (Company) and that if there be any misstatement or suppression of material information or if any untrue statement is contained therein or in case of fraud by me, which comes to the knowledge of the company at any future point of time, the said contract shall be treated as per provisions of Section 45 of the Insurance Act 1938 or any other applicable provisions as amended from time to time.
- I also understand and agree that the company shall additionally levy or recover all the applicable taxes like service tax, surcharges, cess etc. from the premiums which are necessitated by various enactments of central and/or state legislatures from time to time.
- I understand that the contract will be governed by the provisions of the Insurance Act 1938, and other applicable laws in India and that the contract will not commence until a written acceptance of this proposal is issued by the company and that the benefits under the policy shall be subject to the terms and conditions contained in the contract. I also agree that the amount held in proposal/policy deposit shall not earn any interest.
- I further state that the product features and terms and conditions of the policy have been thoroughly explained to me and having understood, I consent to the same.
- I further understand that the final annuity amount would be subject to the actual corpus value to be utilised for purchase of annuity at the time of its issuance.
- I also acknowledge and agree that the funds will not be returned to me in case I choose to cancel the policy under free look period. These funds will be payable by company directly to any other annuity scheme chosen by me which is authorized and approved under the prevalent regulations and applicable rules. Further, no interest will be payable to me on the funds held during this transition period.
- I hereby authorize company to send information and servicing related communication regarding this proposal or resulting policy through Email/SMS/Phone Call.

Declaration by Nodal Office/Aggregator:

- I/we have verified the documents as submitted by the Subscriber/Claimant with the originals and authorized this application for processing of the subject claim of the subscriber/claimant. It is certified that the details as provided in this application form are matching with the information available in the official record maintained by us. The complete information provided in this form including declaration and nomination details have been provided by the Subscriber/Claimant Sh/Smt/MS. after he / she having read the entries / entries have been read over to him / her by me and got confirmed by him / her.
- That all the contributions with respect to the Subscriber's NPS contribution and employer contribution have been transferred in to the PRAN of the subscriber and no further contributions are pending at Nodal Office level. (only for government nodal office).
- That Identity of the Subscriber / Claimant is certified as provided in the withdrawal form above. The name of Subscriber / Claimant as mentioned on the withdrawal form has been verified and can be accepted as final.
- It is certified that the bank account (Salary Account) details provided in the form is as per the salary records maintained in our office. The bank account details (salary account) of subscriber's as provided in bank details section have been checked and verified and the same can be accepted for payment. (only for government nodal office).

Figure 12

At this stage, document Check List is displayed to the User. After selection of document check list, User needs to click on **“Submit”** button. Please refer below **Figure 13**.

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☛ **Withdrawal Request Initiation Document Checklist**

* Mandatory Fields

Withdrawal - Superannuation / Exit at the age of 60

Sl. No.		Document Name
1	<input checked="" type="checkbox"/>	Withdrawal form duly filled and signed stamped by Nodal Office *
2	<input checked="" type="checkbox"/>	NPS - ASP Form (for purchase of Annuity)*
3	<input checked="" type="checkbox"/>	Original PRAN Card / Notarised Affidavit (if PRAN card not submitted) *
4	<input checked="" type="checkbox"/>	Cancelled Cheque / Bank Certificate /Self attested copy of Bank passbook *
5	<input type="checkbox"/>	Advanced Stamped Receipt - Signed alongwith revenue stamp

* Atleast one field should be checked

Proof of Identity - All KYC Documents Need to be attested by Mapped Nodal Office

Sl. No.		Document Name
1	<input type="checkbox"/>	Valid Passport issued by Government of India.
2	<input type="checkbox"/>	Ration Card with Photograph.
3	<input type="checkbox"/>	Bank pass book or Certificate with Photograph
4	<input type="checkbox"/>	Voters Identity Card with Photograph and residential address.
5	<input type="checkbox"/>	Valid Driving license with photograph.
6	<input type="checkbox"/>	PAN Card issued by income tax department.
7	<input type="checkbox"/>	Certificate of identify with photograph signed by a Member of Parliament or Member of Legislative Assembly.
8	<input checked="" type="checkbox"/>	Aadhar Card/Letter issued by Unique Identification Authority of India.
9	<input type="checkbox"/>	Job Cards issued by NREGA duly signed by an officer of the State Government.
10	<input type="checkbox"/>	Photo Identity card issued by Government Defence, Paramilitary and Police Departments.
11	<input type="checkbox"/>	Ex-Service Man Card issued by Ministry of Defence to their employees
12	<input type="checkbox"/>	Photo credit Card.
13	<input type="checkbox"/>	Identity card issued by Central /State government and its Departments, Statuary/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, etc
14	<input type="checkbox"/>	KYC Certification

* Atleast one field should be checked

Proof of Address - All KYC Documents Need to be attested by Mapped Nodal Office

Sl. No.		Document Name
1	<input type="checkbox"/>	Valid Passport issued by Government of India.
2	<input type="checkbox"/>	Ration card with photograph and residential address.
3	<input type="checkbox"/>	Bank Pass book or certificate with photograph and residential address.
4	<input type="checkbox"/>	Voters Identity Card with Photograph and residential address.
5	<input type="checkbox"/>	Valid Driving license with photograph and residential address.
6	<input type="checkbox"/>	Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional Commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc
7	<input type="checkbox"/>	Certificate of identify with photograph signed by a Member of Parliament or Member of Legislative Assembly.
8	<input checked="" type="checkbox"/>	Aadhar Card/Letter issued by unique identification Authority of India Clearly showing the address.
9	<input type="checkbox"/>	Job Cards issued by NREGA duly signed by an officer of the State Government.
10	<input type="checkbox"/>	Latest Electricity/Water bill in the name of the claimant and showing the address (Less than 6 months old).
11	<input type="checkbox"/>	Latest Telephone bill in the name of the claimant and showing the address (less than 6 months old).
12	<input type="checkbox"/>	Latest property/house Tax Receipt (not more than one year old).
13	<input type="checkbox"/>	Existing Valid registered lease agreement of the house on stamp paper (in case agreement of the house on stamp paper (in case of rented/leased accommodation).
14	<input type="checkbox"/>	Identity card issued by Central /State government and its Departments, Statuary/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, etc
15	<input type="checkbox"/>	KYC Certification

Submit
Reset
Cancel

Figure 13

At this stage, details entered by the User are displayed for confirmation.

It is mandatory for User to upload valid and legible scanned copies of Physical Superannuation Withdrawal Form and supporting documents for seamless processing. User is required to upload all documents in a single scanned file upto 5 MB. User needs to click on **“Confirm”** button to complete initiation process. Please refer below **Figure 14**.

Welcome NPS-Lite Oversight Office-160078200

[Home](#) | [Logout](#)
[Contribution Details](#) | [Authorize Request](#) | [Pay-Out Details](#) | [Grievance](#) | [Exit Withdrawal Request](#) | [Views](#) | [Transaction](#) | [Download](#)
[CGMS BackOffice](#) | [Master Download](#) | [User Maintenance](#) | [Authorize Online Registration Request](#) | [Dashboard](#)

Withdrawal Request Initiation Confirmation Screen

Subscriber Details		Hide
PRAN	500043524000	
Name	Prashant Shantaram Gurav	
Subscriber Gender	Female	
Maiden Name		
CKYC Number		
Marital status	Unmarried	
Frequency	Monthly	
Claim ID	2185201264	
Date of Birth	15/06/1986	
Withdrawal due to	Exit at 60	
Withdrawal Type	Full Withdrawal	
Date of Exit	15/06/2046	

ASP Withdrawal Details		Hide
Amount to be invested in Annuity	49258.56	
Name of ASP	HDFC Life Insurance Co. Ltd	
Scheme	Annuity for life with return of purchase price on death	
Beneficiary Name	Prashant Shantaram Gurav	
Relation with Subscriber	Self	
Frequency	Monthly	

Withdrawal Details		Hide
Towards Withdrawal (in %)	60	
Towards Annuity (in %)	40	

Subscriber Corresponding Address		Hide
Address 1	POWER HOUSE RD	
Address 2	VITA	
Address 3	KHANAPUR	
City	SANGLI	
Pin	415311	
State	Maharashtra	
Country	India	

Subscriber Bank Details		Hide
Transaction Type	Electronic	
Bank Account Number	04141140005616	
Bank Name	STATE BANK OF INDIA	
Bank Branch	LOWER PAREL	
Bank Address	KAMALA MILLS	
Bank Address Pin	400092	
Bank IFS Code	HDFC0000414	
Bank MICR Code	415013512	
Mobile No	9819639307	
Alternate Phone Number		
Email Id	prashantg@nsdl.co.in	

PAN	AQDPN6411T
Aadhaar No	

Nominee Details				Hide
TIER 1 Details				Hide
Nominee Serial Number	1			
Nominee Name	DHIRAJ VIJAY ROKADE			
Nominee Date of Birth				
Nominee Relation	SON			
Nominee Major/Minor	MAJOR			
Nominee Guardian Name				
Nominee Share	100 %			
Nominee Mobile No.				
Nominee Email Id		Nominee Address 1	FDD	
Nominee Address 2	FDFDFD	Nominee Address 3	FFDFD	
Nominee City	MUMBAI	Nominee City Pin	400066	
Nominee State	Maharashtra	Nominee Country	India	
Nominee Alternate Contact No.		Nominee Guardian DOB		

Withdrawal Request Declarations			Hide
Sl. No	Declaration	Response	
1	Are you a Politically Exposed Person	NO	
2	Are you related to a Politically Exposed Person	NO	
3	Do you have any history of conviction under any criminal proceedings in India or Abroad	NO	

Withdrawal Request Document Checklist		Hide

Withdrawal - Normal/Exit at the age of 60/Exit from NPS-Lite	
Sr. No.	Document Name
1	Withdrawal form duly filled and signed stamped by Nodal Office
2	NPS - ASP Form (for purchase of Annuity)*
3	Original PRAN Card / Notarised Affidavit (if PRAN card not submitted)
4	Cancelled Cheque / Bank Certificate /Self attested copy of Bank passbook

Proof of Identity	
Sr. No.	Document Name
1	Aadhar Card/Letter issued by Unique Identification Authority of India.

Proof of Address	
Sr. No.	Document Name
1	Aadhar Card/Letter issued by unique identification Authority of India Clearly showing the address.

Declaration by the Proposer*:

1. I hereby declare that the foregoing statements and informations have been given by me after fully understanding the questions and the annuity options and the same are true, accurate and complete in every manner and respects and that I have not withheld or omitted to give any material information. I understand and agree that the statements in this proposal constitute warranties. I do hereby agree and declare that these statements and this declaration shall be the basis of the contract of assurance between me and Annuity Service Provider (Company) and that if there be any misstatement or suppression of material information or if any untrue statement is contained therein or in case of fraud by me, which comes to the knowledge of the company at any future point of time, the said contract shall be treated as per provisions of Section 45 of the Insurance Act 1938 or any other applicable provisions as amended from time to time.

2. I also understand and agree that the company shall additionally levy or recover all the applicable taxes like service tax, surcharges, cess etc. from the premiums which are necessitated by various enactments of central and/or state legislatures from time to time.

3. I understand that the contract will be governed by the provisions of the Insurance Act 1938, and other applicable laws in India and that the contract will not commence until a written acceptance of this proposal is issued by the company and that the benefits under the policy shall be subject to the terms and conditions contained in the contract. I also agree that the amount held in proposal/policy deposit shall not earn any interest.

4. I further state that the product features and terms and conditions of the policy have been thoroughly explained to me and having understood, I consent to the same.

5. I further understand that the final annuity amount would be subject to the actual corpus value to be utilised for purchase of annuity at the time of its issuance.

6. I also acknowledge and agree that the funds will not be returned to me in case I choose to cancel the policy under free look period. These funds will be payable by company directly to any other annuity scheme chosen by me which is authorized and approved under the prevalent regulations and applicable rules. Further, no interest will be payable to me on the funds held during this transition period.

7. I hereby authorize company to send information and servicing related communication regarding this proposal or resulting policy through Email/SMS/Phone Call.

8. I hereby authorize the company to provide me/our details to banks, financial institutions and third party service providers that the company may have tie-ups with, for verification of proposal details and for servicing of policies.

Declaration by Nodal Office/POP/Aggregator*:

1. I/we have verified the documents as submitted by the Subscriber/Claimant with the originals and authorized this application for processing of the subject claim of the subscriber/claimant. It is certified that the details as provided in this application form are matching with the information available in the official record maintained by us. The complete information provided in this form including declaration and nomination details have been provided by the Subscriber/Claimant Sh/Smt/Ms. after he / she having read the entries / entries have been read over to him / her by me and got confirmed by him / her.

2. That all the contributions with respect to the Subscriber's NPS contribution and employer contribution have been transferred in to the PRAN of the subscriber and no further contributions are pending at Nodal Officer level. (only for government nodal office).

3. That identity of the Subscriber / Claimant is certified as provided in the withdrawal form above. The name of Subscriber / Claimant as mentioned on the withdrawal form has been verified and can be accepted as final.

4. It is certified that the bank account (Salary Account) details provided in the form is as per the salary records maintained in our office. The bank account details (salary account) of subscriber as provided in bank details section have been checked and verified and the same can be accepted for payment. (only for government nodal office).

Select File to Upload * : 20182622.pdf


Note : Uploaded Attachment (Allowed File Types: pdf, jpg, jpeg, doc, docx, xls, xlsx, zip, png, Maximum File Size: 5 MB, Number of File can be uploaded: 1)

Figure 14

On clicking on “**Confirm**” button, Exit request will get captured in the NPS Lite System and an Acknowledgement Number will get generated.

At this stage, option is provided to User to view & download system generated Withdrawal Form. Further, message regarding successful completion of initiation is also displayed.

Please refer below **Figure 15**.

NSDL e-Gov is now  protean Change is growth		Atal Pension Yojana / NPS Lite	
Welcome NPS-Lite Oversight Office-160078200		Home Logout	
Contribution Details	Authorize Request	Pay-Out Details	Grievance
CGMS BackOffice	Master Download	User Maintenance	Authorize Online Registration Request
Exit Withdrawal Request	Views	Transaction	Download
Dashboard			

Withdrawal Request Initiation - Complete

PRAN	500043524000
Name	Prashant Shantaram Gurav
Claim ID	2185201264
Date of Birth	15/06/1986
Withdrawal due to	Exit at the age of 60
Withdrawal Type	Full Withdrawal
Date of Exit	15/06/2046
Acknowledgement No.	218520126401
Click Here to view withdrawal form.	

Subscriber Withdrawal Initiation Request Details has been Captured. Awaiting Verification.

Captured Timestamp 05/06/2023 17:30

Figure 15

6. Steps to authorize Online Superannuation Exit request in NPS Lite System by Nodal Office/Aggregator:

In order to authorize Online Superannuation Exit request of Subscriber, Nodal office/Aggregator needs to access NPS Lite System (<https://apy.nps-proteantech.in>) using another User ID as given below in **Figure 16**.

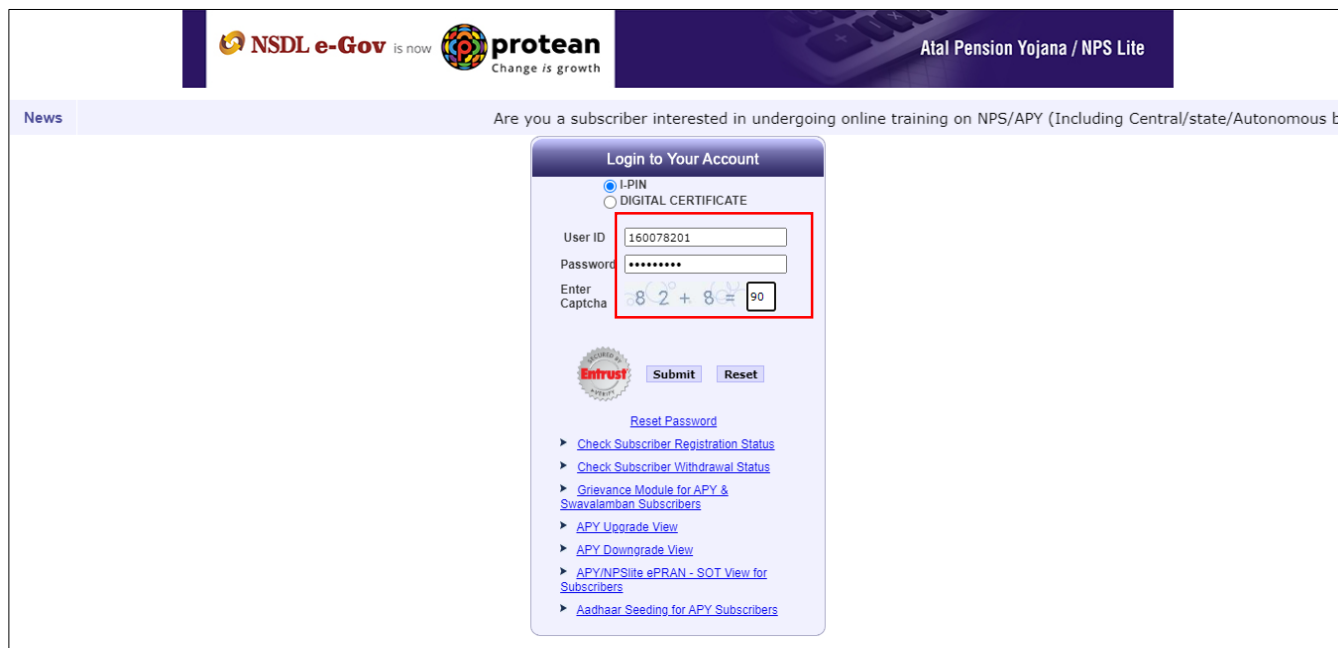


Figure 16

User needs to click on Menu "**Authorize Request**" and select Sub-Menu "**Subscriber**". Please refer below **Figure 17**.

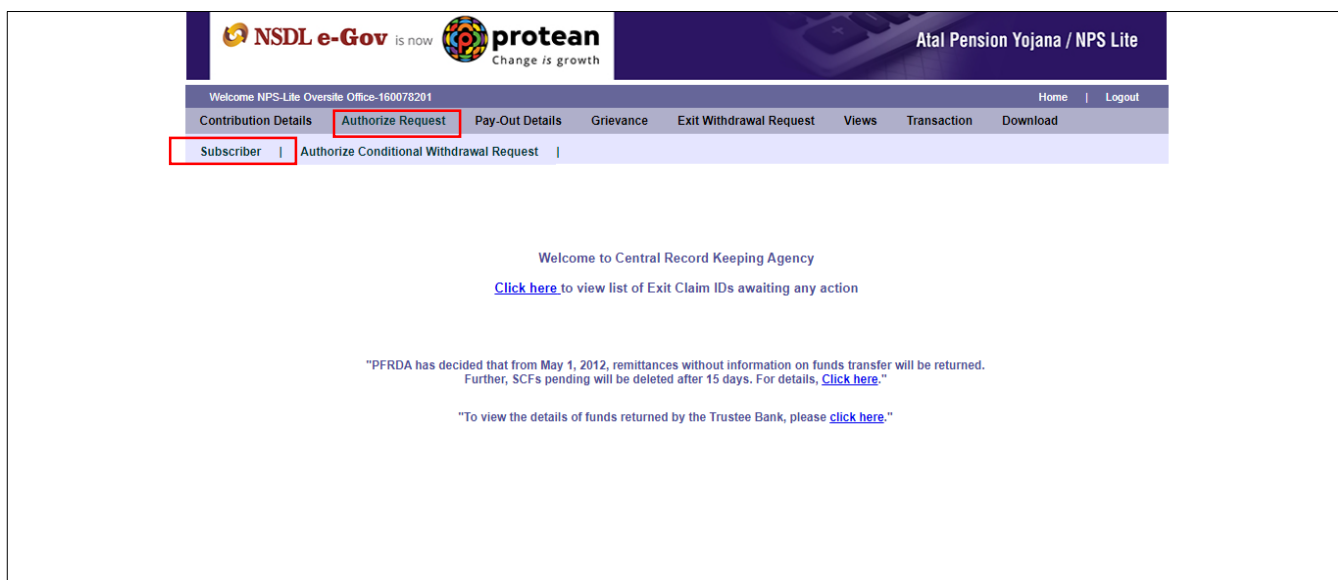
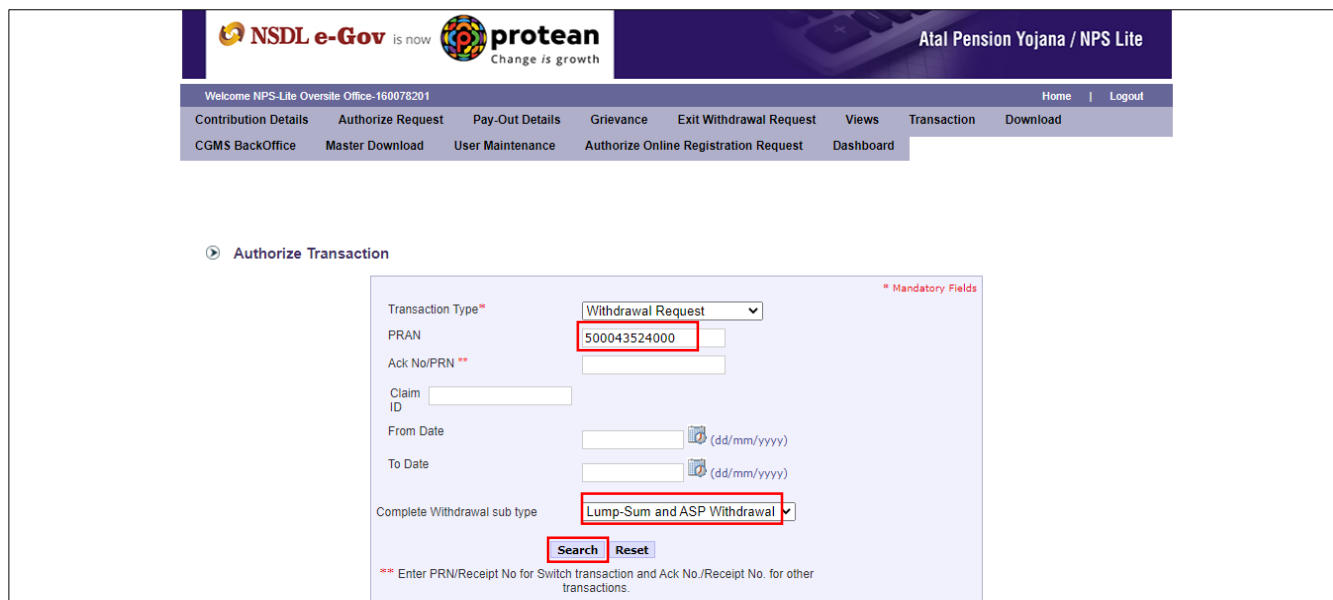


Figure 17

User needs to enter PRAN of the Subscriber and select Complete Withdrawal Sub type as “Lump-Sum and ASP Withdrawal”. User needs to click on “**Search**” Button to search request. Please refer below **Figure 18**.



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Atal Pension Yojana / NPS Lite

Welcome NPS-Lite Oversight Office-160078201 Home | Logout

Contribution Details Authorize Request Pay-Out Details Grievance Exit Withdrawal Request Views Transaction Download

CGMS BackOffice Master Download User Maintenance Authorize Online Registration Request Dashboard

Authorize Transaction

Transaction Type* * Mandatory Fields

PRAN

Ack No/PRN**

Claim ID

From Date (dd/mm/yyyy)

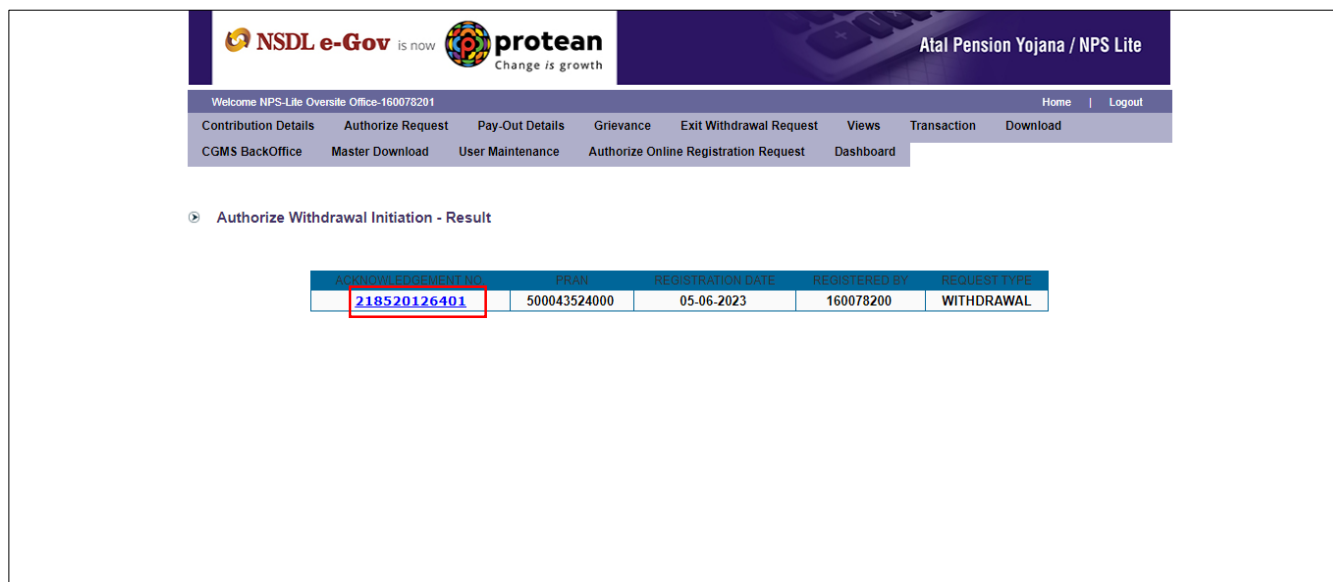
To Date (dd/mm/yyyy)

Complete Withdrawal sub type

** Enter PRN/Receipt No for Switch transaction and Ack No./Receipt No. for other transactions.

Figure 18

At this stage, a table is displayed to the User containing Acknowledgment Number, PRAN, Request Initiation Date, Request Initiated By and Request type. User needs to click on Hyperlink provided on Acknowledgment Number to view and verify details captured at the time of Initiation of Exit request. Please refer below **Figure 19**.



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Atal Pension Yojana / NPS Lite

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Contribution Details Authorize Request Pay-Out Details Grievance Exit Withdrawal Request Views Transaction Download

CGMS BackOffice Master Download User Maintenance Authorize Online Registration Request Dashboard

Authorize Withdrawal Initiation - Result

ACKNOWLEDGMENT NO.	PRAN	REGISTRATION DATE	REGISTERED BY	REQUEST TYPE
218520126401	500043524000	05-06-2023	160078200	WITHDRAWAL

Figure 19

At this stage, if details entered are not correct, User needs to click on “**Reject**” radio button and click on “**Submit**” button. In case of rejection of request, Reason for Rejection is mandatory. If details entered are correct, User needs to click on “**Authorize**” radio button and click on “**Submit**” button to complete the authorization process. Please refer below **Figure 20**.

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Authorize Withdrawal Initiation - Confirm

[Back to Results Page](#)
[View Signature](#)
[Click Here to View subscriber Details](#)

Subscriber Details

PRAN	500043524000
Subscriber Name	Prashant Shantaram Gurav
Subscriber Gender	Female
Maiden Name	
CKYC Number	
Marital status	Unmarried
ACK No.	218520126401
Withdrawal Type	Full Withdrawal
Date of Exit	15/06/2046
Withdrawal due to	Exit at 60
Complete Withdrawal Sub Type	Lump-Sum and ASP Withdrawal
Towards Withdrawal (in %)	60
Towards Annuity (in %)	40

ASP Withdrawal Details

Amount to be invested in Annuity	49258.56
Name of ASP	HDFC Life Insurance Co. Ltd
Scheme	Annuity for life with return of purchase price on death
Beneficiary Name	Prashant Shantaram Gurav
Relation with Subscriber	Self
Frequency	Monthly

Subscriber correspondence Address

Address 1	POWER HOUSE RD
Address 2	VITA
Address 3	KHANAPUR
City	SANGLI
Pin	415311
State	Maharashtra
Country	India

Exit at the age of 60

PFM Name	Scheme Name	Total Units
SBI PENSION FUNDS PRIVATE LIMITED	NPS TRUST A/C-SBI PENSION FUNDS PRIVATE LIMITED- NPS LITE SCHEME - GOVT. PATTERN	4067.2855
		4067.2855

Subscriber Bank Details

Bank Account Number	04141140005616
Bank Name	STATE BANK OF INDIA
Bank Branch	LOWER PAREL
Bank Address	KAMALA MILLS
Bank Address Pin	400092

Bank IFS Code	HDFC0000414
Bank MICR Code	415013512
Mobile No	9819639307
Alternate Phone No	
Email Id	prashantg@nsdl.co.in

Subscriber Details

PAN	AQDPN6411T
Aadhaar No	

Nominee Details

TIER 1 Details

Nominee Serial Number	1		
Nominee Name	DHIRAJ VIJAY ROKADE		
Nominee Date of Birth			
Nominee Relation	SON		
Nominee Major/Minor	MAJOR		
Nominee Guardian Name			
Nominee Share	100 %		
Nominee Mobile No.			
Nominee Email Id			
Nominee Address 2	FDFDFD	Nominee Address 1	FDD
Nominee City	MUMBAI	Nominee Address 3	FFDFD
Nominee State	Maharashtra	Nominee City Pin	400066
Nominee Alternate Contact No.		Nominee Country	India
		Nominee Guardian DOB	

Withdrawal Request Declaration Checklist		
Sr. No.	Document Name	
1	Are you a Politically Exposed Person	NO
2	Are you related to a Politically Exposed Person	NO
3	Do you have any history of conviction under any criminal proceedings in India or Abroad	NO

Withdrawal Request Document Checklist

Withdrawal - Normal/Exit at the age of 60

Sr. No.	Document Name
1	Withdrawal form duly filled and signed stamped by Nodal Office
2	NPS - ASP Form (for purchase of Annuity)*
3	Original PRAN Card / Notarised Affidavit (if PRAN card not submitted)
4	Cancelled Cheque / Bank Certificate /Self attested copy of Bank passbook

Proof of Identity

Sr. No.	Document Name
1	Aadhar Card/Letter issued by Unique Identification Authority of India.

Proof of Address

Sr. No.	Document Name
1	Adhar Card/Letter issued by unique identification Authority of India Clearly showing the address.

Declaration by the Proposer*:

1. I hereby declare that the foregoing statements and informations have been given by me after fully understanding the questions and the annuity options and the same are true, accurate and complete in every manner and respects and that I have not withheld or omitted to give any material information. I understand and agree that the statements in this proposal constitute warranties. I do hereby agree and declare that these statements and this declaration shall be the basis of the contract of assurance between me and Annuity Service Provider (Company) and that if there be any misstatement or suppression of material information or if any untrue statement is contained therein or in case of fraud by me, which comes to the knowledge of the company at any future point of time, the said contract shall be treated as per provisions of Section 45 of the Insurance Act 1938 or any other applicable provisions as amended from time to time.

2. I also understand and agree that the company shall additionally levy or recover all the applicable taxes like service tax, surcharges, cess etc. from the premiums which are necessitated by various enactments of central and/or state legislatures from time to time.

3. I understand that the contract will be governed by the provisions of the Insurance Act 1938, and other applicable laws in India and that the contract will not commence until a written acceptance of this proposal is issued by the company and that the benefits under the policy shall be subject to the terms and conditions contained in the contract. I also agree that the amount held in proposal/policy deposit shall not earn any interest.

4. I further state that the product features and terms and conditions of the policy have been thoroughly explained to me and having understood, I consent to the same.

5. I further understand that the final annuity amount would be subject to the actual corpus value to be utilised for purchase of annuity at the time of its issuance.

6. I also acknowledge and agree that the funds will not be returned to me in case I choose to cancel the policy under free look period. These funds will be payable by company directly to any other annuity scheme chosen by me which is authorized and approved under the prevalent regulations and applicable rules. Further, no interest will be payable to me on the funds held during this transition period.

7. I hereby authorize company to send information and servicing related communication regarding this proposal or resulting policy through Email/SMS/Phone Call.

8. I hereby authorize the company to provide me/our details to banks, financial institutions and third party service providers that the company may have tie-ups with, for verification of proposal details and for servicing of policies.

Declaration by Nodal Office/POP/Aggregator*:

1. I/we have verified the documents as submitted by the Subscriber/Claimant with the originals and authorized this application for processing of the subject claim of the Subscriber / Claimant. It is certified that the details as provided in this application form are matching with the information available in the official record maintained by us. The complete information provided in this form including declaration and nomination details have been provided by the Subscriber / Claimant Sh/Smt/Ms. after he / she having read the entries / entries have been read over to him / her by me and got confirmed by him / her.

2. That all the contributions with respect to the Subscriber's NPS contribution and employer contribution have been transferred in to the PRAN of the subscriber and no further contributions are pending at Nodal Officer level. (only for government nodal office).

3. That identity of the Subscriber / Claimant is certified as provided in the withdrawal form above. The name of Subscriber / Claimant as mentioned on the withdrawal form has been verified and can be accepted as final.

4. It is certified that the bank account (Salary Account) details provided in the form is as per the salary records maintained in our office. The bank account details (salary account) of Subscriber as provided in bank details section have been checked and verified and the same can be accepted for payment. (only for government nodal office).

Please click to view the uploaded document. [View](#)

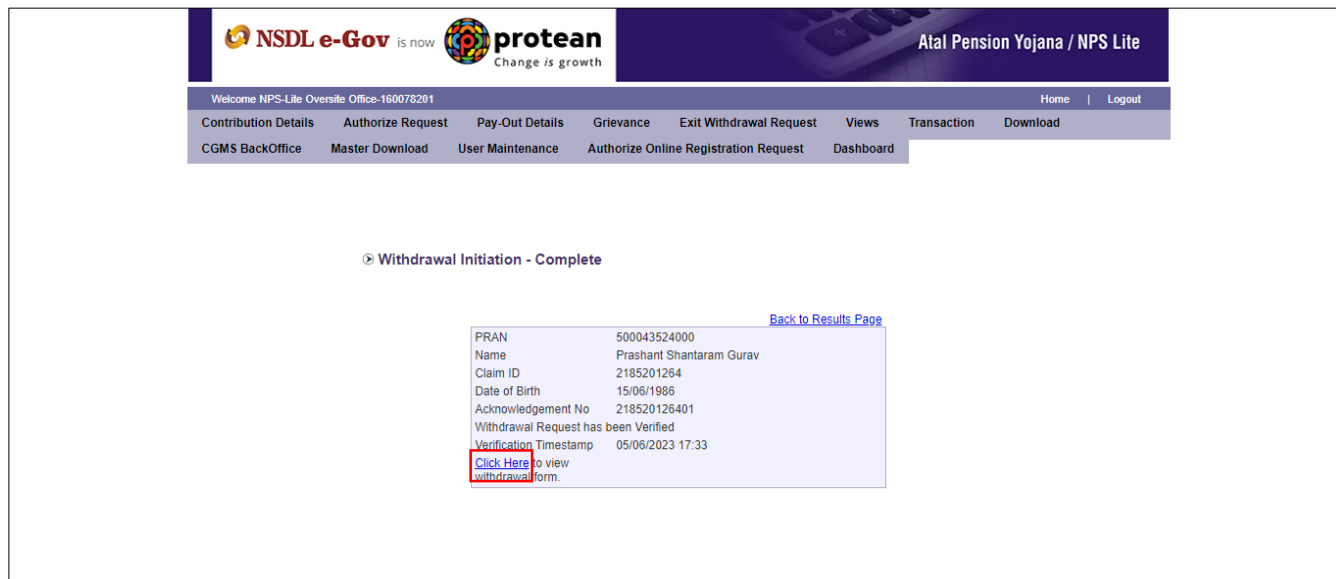
Authorize Reject

Reason for Rejection:

Figure 20

Once User clicks on “**Submit**” button, Exit request will get authorized in the NPS Lite System and confirmation window is displayed to the User as given below in **Figure 21**.

At this stage, option is provided to the User to view & download system generated Withdrawal Form.



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Withdrawal Initiation - Complete [Back to Results Page](#)

PRAN	500043524000
Name	Prashant Shantaram Gurav
Claim ID	2185201264
Date of Birth	15/06/1986
Acknowledgement No	218520126401
Withdrawal Request has been Verified	
Verification Timestamp	05/06/2023 17:33

[Click Here](#) to view withdrawal form.

Figure 21

On successful authorization of Exit request by Nodal Office/Aggregator, same will get executed in the NPS Lite system and Funds will be transferred to Subscriber's Bank Account within stipulated timelines.

Physical Superannuation Withdrawal Form and supporting documents are not required to be submitted by Nodal Office / Aggregator to Protean-CRA for storage purpose if complete documents are uploaded while capturing online withdrawal request in CRA System.

Online Bank Account Verification -

While processing Online Withdrawal request, Online Bank Account Verification will be carried out. Bank details and Name of the Subscriber will be verified through online Bank Account Verification (Penny drop facility). Hence, Bank account number should be active and operative. Also Name of Subscriber as per CRA and bank record should match. **If Online Bank Account Verification (Penny drop) fails, Withdrawal request will be rejected.**

7. Annuity Issuance Process:

On processing of exit request in NPS Lite System, Subscriber details will be shared with Annuity Service Provider (ASP) opted by Subscriber during initiation of exit request, if annuity is applicable. ASP will issue Annuity policy on the basis of details entered by the Subscriber at the time of initiation of exit request.

Subscriber will submit annuity related documents to selected ASP. If documents provided are not sufficient/incorrect or any additional documents required, then ASP may contact Subscriber for completion of annuity formalities. Alternatively, if required, Subscriber may contact ASP. Complete contact details of ASP are available on CRA Website (www.npscra.nsdl.co.in).

On completion of annuity formalities, ASP will confirm Annuity request of the Subscriber online in the NPS Lite System. Funds (Annuity Corpus) will be transferred to ASP by Trustee Bank (Axis Bank) within stipulated timelines.

Annuity policy shall be issued by ASP within T+2 working days of receiving the funds at their end.
