Central Recordkeeping Agency



User Manual

for

Nodal Offices

on

Tier- II Operations & Voluntary Contribution processing

Version 1.0

Acronyms and Abbreviations

The following acronyms and abbreviations have been used in this document:

ACRONYM	DESCRIPTION
CRA	Central Recordkeeping Agency
PFRDA	Pension Fund Regulatory and Development Authority
NPS	National Pension System
NSDL e-Gov	NSDL e-Governance Infrastructure Ltd.
PRAN	Permanent Retirement Account Number
PRA	Permanent Retirement Account
Pr.AO	Principal Accounts Office
ΡΑΟ	Pay & Account Office
DTA	Directorate of Treasuries and Accounts
DTO	District Treasury Office
PFMs	Pension Fund Mangers
PF	Pension Fund
NPSCAN	NPS Contribution Accounting Network
FPU	File Preparation Utility
FVU	File Validation Utility
UTs	Union Territories
POP	Point of Presence
POP-SP	POP-Service Provider
CRA-FC	CRA-Facilitation Centre

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1. Introduction

The Government of India (GOI) has introduced a new Defined Contribution Pension Scheme known as the National Pension System (NPS) replacing the existing system of Defined Benefit Pension System. The National Pension Scheme came into operation with effect from 1st January 2004 and is applicable to all new employees to Central Government service, except to Armed Forces, joining Government service on or after 1st January 2004. The employees of Central Autonomous organizations, State Governments/Union Territories (UTs) and the Autonomous organizations of the respective State Government/UT are also eligible to join the NPS. The NPS has been extended to all Citizen of India from 1st May, 2009.

The GOI has established Pension Fund Regulatory and Development Authority (PFRDA) to develop and regulate the Pension Funds under the NPS. PFRDA Act was notified on September 18, 2013 and NSDL e-Gov. has been appointed as CRA for NPS. PFRDA has appointed NSDL e-Governance Infrastructure Limited as the Central Record Keeping Agency (CRA) to maintain the records of contributions and its deployment in various pension fund schemes for the employees. Under NPS, the monthly contributions of the Subscribers are accumulated in their Permanent Retirement Account (PRA) under Tier I which is a non-withdrawal account (can be withdrawn at Exit from NPS).

GOI has also rolled out Tier II investment in PRA in December, 2009 for the existing PRA holders (also to the prospective Subscribers who intended to subscribe for NPS) to undertake investments over and above the investment in normal pension account i.e. Tier I. However, opening of Tier II account for NPS Subscribers is made voluntary. The Tier-II account allowed flexibility to withdraw savings i.e. the subscribers may withdraw his savings from Tier II account as and when required. At present, POP acts as subscriber interface for activation of Tier-II accounts for all Government/non–Government employees. In addition, the Nodal Offices have now been entrusted with responsibility of activating the Tier II account for all Government employees.

Similar to Tier II contributions, the Government subscribers (mandatorily covered under NPS) can approach their associated Nodal Office for making additional investment (Voluntary Contributions) in their PRAN - Tier I account. As per the announcement made in the Union Budget for FY 2015-16, this additional investment (to an extent of Rs. 50,000/-) can be claimed for tax exemption by Subscriber under the applicable sections of the Income Tax Act, 1961.

This manual is intended for the personnel department at Nodal Offices {PAO/DTO or DTA (in Centralized mode of Operations) hereafter referred as PAO} which is responsible for accepting and processing Tier II Operations and Voluntary contributions for Tier I. Subscribers can move to their associated PAO or any POP/POP-SP for activities related to Tier II account and upload of Voluntary contribution in Tier I account.

2. Tier II Activation

2.1. Acceptance of Tier II Application

The existing Government Subscribers are required to submit Tier II Activation Form (Annexure –S10) to the mapped PAO for activation of Tier II account. The PAO shall accept the forms from the IRA subscribers only who at present are associated with them and have an active Tier I account under NPS. The PAO is also required to accept PAN as an additional document for the activation of Tier II account. The PAO shall accept the forms as per the guidelines issued by the concerned Ministry/Government.

2.2. Verification of Tier II Application

On receipt of the form from the Subscriber, PAO shall verify the same before initiating Tier II Activation request in the CRA system. PAO shall carry out the following checks:

- The applicant is IRA compliant subscriber.
- The PRAN mentioned in the Application Form is correct and active in the CRA system.
- The Tier I account of the Subscriber is associated with PAO.
 - In case of contribution based shifting, PAO can raise the Tier II activation request for the subscriber only after the SCF uploaded for Tier I by the target office is settled in the CRA system.
 - In case of Inter sector shifting, PAO can raise the Tier II activation request for the subscriber only after Tier I account of the subscriber is associated to the Target office.
- All the mandatory data fields are completed by the applicant.
- The application form is duly signed by the Subscriber.
- The application form is submitted along with the copy of PAN card.
- The PAO shall ensure that the subscriber has provided copy of PRAN card alongwith the application form.

• Bank Details:

- Bank Details are mandatory for Tier II account. In case, the subscriber had provided Bank details for Tier I, he/she has the option to specify ' same as Tier I' in the application form. PAO is required to check that the complete bank details are entered in the Application.
- A cancelled cheque is required to be submitted, the details of which (bank name and bank account number, etc.,) should match with the bank details provided for Tier II account in the Application Form.
- Nomination Details:
 - If the applicant has provided nomination details, the % distribution among nominee(s) shall be an integer number and sum total of the distribution shall be equal 100%.
 - The nominee mentioned should be different from the Subscriber. However, PFRDA has not prescribed any additional documents in support of nomination other than the details provided in the Application Form.
 - In case, nominee is minor, the subscriber is required to provide date of birth of nominee and complete details of the Guardian.
 - It is required to be checked that the nomination details for the subscriber is not repetitive.
 - The nomination details shall not be registered in case wherein the subscriber has submitted incorrect nomination details in the Application Form. As a matter of good practice, the PAO shall check that the nomination details provided by the Subscriber are correct. The PAO may verify the nomination details submitted in the form along with nomination details present in the service records of the subscriber.
 - The Subscriber may opt for same nomination for Tier II account as already registered for Tier I account. *In case, the nomination details for Tier-II are same as already provided by the subscriber for Tier I, he/she has the option to specify 'same as Tier I' in the application form.*

• Scheme Details:

- Selection of PFM is mandatory both in Active and Auto Choice. In case, subscriber does not indicate a choice of Pension Fund (PF), it is deemed that he/she has indicated the consent in opting for the default option for the PF as prescribed by PFRDA. Currently, SBI Pension Funds Private Limited is the default PFM.
- The subscriber can opt for one PFM only. In case, there are multiple PFMs selected by the applicant, PAO is required to reject the Application Form.
- If the subscriber has opted for 'Auto Choice' in the registration form and also indicated the asset allocation, such asset allocation shall be ignored and

investments shall be made as per Auto Choice under PFM opted by the subscriber / default PFM. PAO may not reject the application form in such cases. However, same is to be informed to the subscriber.

- If the subscriber has opted for 'Active Choice' in the registration form, then it is mandatory for the subscriber to select % allocation of his/her contribution across three asset classes (E, G and C) totaling 100%. In case the total does not equal 100%, or the asset allocation table is left blank, the PAO shall reject the Application Form.
- The PAO User shall ensure that the percentage allocation to Equity (E) in case of a subscriber opting for 'Active Choice' does not exceed 50%. If the applicant has filled a value of more than 50% in Equity (E), the application form will be rejected by the PAO.
- In case both the investment option and asset allocation fields are left blank, the application will be treated as Auto Choice and funds will be invested accordingly. The application form in such cases may not be rejected.
- Alongwith Tier II activation form, the initial contribution to be invested under Tier II is also required to be submitted to PAO. PAO has to accept the contributions from associated Subscribers only. PAO shall collect contribution amount (minimum Rs. 250 as prescribed by PFRDA) as the initial contribution from the Subscribers. PAO may collect the contribution in the form of cash/cheque/DD/deduction from salary as per the guidelines issued by the concerned Ministry/Government.
- The Application Form may be rejected in following scenarios:
 - If the PRAN of the applicant is not active in the CRA system and/or the applicant is non IRA compliant Subscriber.
 - If the Application Form is not as per the format prescribed by CRA.
 - If the Application Form is not filled with all required mandatory details complete.
 - Scheme preference details not filled as per the guidelines provided.

2.3. Issuance of Acknowledgement to the Subscriber

The Application Form received by PAO, if found correct and complete in all respects, PAO shall accept the forms. PAO shall handover the acknowledgement to the Subscriber for the receipt of the application. The PAO shall mention the receipt number, affix the seal as well as authorise the acknowledgment before providing the same to the Subscriber.

For accepted forms, PAO shall initiate the activation of Tier II account in the CRA system.

2.4. Online activation of Tier II account

PAO shall enter/capture the registration data of Tier II account for the following fields. The process of activation of Tier II will be a maker-checker activity i.e. Maker will capture the request and Checker will authorize the same in CRA system.

- √ PRAN
- √ Bank Details
- \checkmark Nomination Details (if provided)
- √ Scheme Details

A. Capturing of Tier II activation request:

- For Activation of Tier II account, the Maker is required to login to CRA system (<u>www.cra-nsdl.com</u>) using Login ID and password.
- On the home page, Maker is required to select the sub-menu 'Tier-2 Activation' under the main menu 'Transaction' as shown in Figure 1 below:

6 NSDL	Central	Recordkee	eping Ag	gency
Welcome Pay and Accounts Office-1001630100	24-Sep-2	015	Hom	ne Logout
Transaction Subscriber Registration Views Grievance Exit Withdrawal Request Reports User Maintenance Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS
Scheme Preference				BackOffice
Change e S1 Submission Details Recruitment Monitoring Authorize Request Knowledge Centre				
Authorize Transaction				
Cier-2 Activation				
Update Subscriber Tier-2 Details				
Subscriber Shifting Welcome to Central Recordkeeping Agency				
Authorize Subscriber Shifting				
Capture DDO Shift Request				
Verify DDO Shift Request				
DDO Shifting Request Status View				
Home Contact Us System Configuration Entrust Secured				

Figure 1

• On selection of 'Tier-2 Activation', Maker is required to enter PRAN of the subscriber and select 'Scheme Preference Type' from the drop-down menu and

'Submit' as shown in **Figure 2** below.

🧔 NSDL						Central 1	Recordkee	ping A	gency
Welcome Pay and Accounts Office-	Welcome Pay and Accounts Office-1001630100 24-Sep-2015								
Transaction Subscriber Registre Error Rectification Module S1 Su	ation Views Grievance ubmission Details Recruitm	Exit Withdrawal Request	Reports Request K	User Maintenance Gnowledge Centre	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
⊗ Tier-2 R	egistration PRAN * 11000000079 Scheme-Preference Type *	Submit Reset							
		Select Auto Active							
		Home	Contact Us	System Configurati	on Entrust Secured	24.4 350			

Figure 2

🙆 NSDL					Central	Recordkee	ping Agen	су
Welcome Pay and Accounts Office-1001630100					24-Sep-2	015	Home Logo	but
Transaction Subscriber Registration Views Grievance	e Exit Withdrawal Request	Reports Use	er Maintenance D	ocument Management	Additional Reports (New)	Master Download	Dashboard CGMS	
							BackO	Office
Error Rectification Module S1 Submission Details Recruit	tment Monitoring Authorize	Request Know	ledge Centre					
Tier-2 Registration								
o ner-r registration								
PRAN * 11000000079	Submit Reset				V	iew Signature		
Seheme Breference Time #	Auto				-			
Scheme-Preference Type	- Addo							
Name NAVEEN CEPHAS BHAND	ARI							
Status Active Tier-1 PAO	Reg. No.			2006045	IRA Compliant		Yes	
L								
Bank Details * Bank D	etails same as Tier-1							
Account No. *	Bank Name *			Bank Branch *				
Bank Address *	State	Select	•	Country	Select	•		
MICR Code *	Pin Code *			Bank Account Type	* SELECT -			
IFS Code	PAN *	AOQPB7937P		PAN Verification FI	ag NO -			
Cancelled Cheque	Existing Customer	SELECT -		Aadhar Linked	SELECT .			
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Noninee Details	uon Details same as mer-r							
Scheme Details *								
Add Remove								
Sr. No				PFM Name				
		_						
		S	ubmit Reset					
	Home	Contact Us	System Configuration	Entrust Secured				
	Best viewed in Internet Exp	lorer 7.0 & above or I	Mozilla Firefox Ver 3 & a	above with a resolution of 1024	X 768.			

Figure 3

• On submission, name of the subscriber, PAO Registration Number, status of the Subscriber i.e. IRA complied (Yes/No) is displayed as shown in **Figure 3** above. The Maker is required to capture details related to activation of Tier II account.

Bank Details:

Bank Details *	Bank Deta	ils same as Tier-1				
Account No. *	366402010010974	Bank Name *	UNION BANK OF INDIA		Bank Branch *	NARODA AHMEDABAD
Bank Address *	NARODA AHMEDABAD	State	Select	•	Country	Select -
MICR Code *	380026019	Pin Code *	382330		Bank Account Type *	SAVINGS -
FS Code		PAN *	AOQPB7937P		PAN Verification Flag	NO 👻
Cancelled Cheque	YES -	Existing Customer	YES -		Aadhar Linked	NO 🗸

Figure 4

Nomination Details:

iominee 1								
First Name *	SHARAD		Middle Name		Last Name	BHANDARI		
Date of Birth		(dd/mm/yyyy)	Relationship *	SON	Percentage Share *	50	%	
Major/Minor *	MAJOR -							
Guardian First Name *			Guardian Middle Name		Guardian Last Name			
Flat/Room/Door/Block no.			Premises/Building/Village		Area/Locality/Taluk			
City			Pin Code		State	Select		-
Country	Select	-	Nominee Invalid Condition					
Remove								
lominee 2								
First Name *	YALA		Middle Name		Last Name	BHANDARI		
Date of Birth		(dd/mm/yyyy)	Relationship *	SON	Percentage Share *	50	%	
Major/Minor *	MAJOR -							
Guardian First Name *			Guardian Middle Name		Guardian Last Name			
Flat/Room/Door/Block no.			Premises/Building/Village		Area/Locality/Taluk			
City			Pin Code		State	Select		•

Figure 5

Scheme details (In case of Auto Choice):

Scheme Details *		
Add Remove		
Sr. No	PFM Name	
1	UTI RETIREMENT SOLUTIONS LIMITED	-
	select-	
	SBI PENSION FUNDS PRIVATE LIMITED	
	UTI RETIREMENT SOLUTIONS LIMITED	
	LIC PENSION FUND LIMITED	
	KOTAK MAHINDRA PENSION FUND LIMITED	
	RELIANCE CAPITAL PENSION FUND LIMITED	
	ICICI PRUDENTIAL PENSION FUNDS MANAGEMENT COMPANY LIMITED	
	HDEC PENSION MANAGEMENT COMPANY LIMITED	

Figure 6

- The Maker is required to capture bank details, nomination details and scheme details of the Subscriber as shown in **Figure 4**, **5 & 6** above.
- In case, if a Subscriber has opted for Auto choice / default PFM, the Maker is required to select the name of the PFM as shown in **Figure 6** above.
- In case, if a Subscriber has opted for Active Choice, the Maker is required to select the PFM and capture scheme percentage allotted by the subscriber in 'E', 'C' & 'G'. (However percentage in scheme 'E' should not exceed 50% maximum limit and the sum of the percentage of all three schemes should be equal to 100%) as shown in Figure 7 below.

Scheme details (In case of Active Choice):

Add Remove			
Sr. No	PFM Name	Scheme Name	Percentage Contribution
	HDFC PENSION MANAGEMENT COMPANY LIMITE -	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME E - TIE 👻	50
:	HDFC PENSION MANAGEMENT COMPANY LIMITE -	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME C - TIE 👻	20
1	HDFC PENSION MANAGEMENT COMPANY LIMITE -	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME G - TIE 👻	30

Figure 7

• On Submission, the following screen will appear. Please refer **Figure 8** below.

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<form> mark windows mark windows mark windows mark mark windows windows windows windows</form>	Account No. *		366402010010974		Bank Name		LINION BANK OF IND	۱۵		
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PM* OOPB7937P PM.Verification Flag Y Schedelik Gibeque Y Existing Oustomer Y Annie Linked N Schedelik Gibeque Y Jonne Details March Bisting Oustomer Y Maine 1 Bisting Oustomer Y Schedelik Gibeque Maine 1 Bisting Oustomer Y Schedelik Gibeque March 2 Bisting Oustomer Y Schedelik Gibeque March 2 Bisting Oustomer Y Schedelik Gibeque March 2 Bisting Oustomer Schedelik Gibeque Schedelik Gibeque March 2 Guardian First Name 1 Guardian Middle Name March 2 Constrains Name 1 Ann Model Name March 2 Primise-Biblioling/Wilage Ann Modele Name Modele Name Date of Bith Ann Modele Name Modele Name Primise-Biblioling/Wilage Ann Modele Name Modele Name Date of Bith Bisting Oustomer 2 Schedelik Rame Schedelik Rame Guardian First Name 1 Bisting Oustomer 2 Schedelik Rame Schedelik Rame Date of Bith Bisting Oustomer 2 Schedelik Rame Schedelik Rame Date of Bith Bisting Oustomer 2	Bank Account Type	-	SAVINGS		IFS Code					
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First Name * AJAY Middle Name Last Name BHANDARI Date of Birth Relationship * SON Percentage Share * 50% Major/Minor * MAJOR Guardian First Name * Guardian Middle Name MaJOR Guardian Last Name FirleRoom/Doco/Bilock no. Premises/Building/Village Premises/Building/Village Area/Locality/Taluk Pin Code City Pin Code Country State Nominee Invalid Condition Country Vominee Invalid Condition	Nominee 2									
Last Name BHANDARI Date of Birth Relationship * SON Percentage Share * 50% Major/Minor * MAJOR Guardian First Name * Guardian Middle Name MAJOR Guardian First Name FilatRoom/Door/Block no. FilatRoom/Door/Block no. Premises/Building/Wilage AreaLocalit/Taluk FilatRoom/Door/Block no. City Pin Code FilatRoom/Door/Block no. FilatRoom/Door/Block no. State Country Nomine Invalid Condition FilatRoom/Door/Block no. Scheme Details Filat Room/Door/Block Filat CoMPANY LIMITED Filat Room/Door/Block Filat Condel FIDEC PENSION MANAGEMENT COMPANY LIMITED Filat Room/Door/Block Filat Condel	First Name *			AJAY	Middl	e Name				
Date of binn Relationship* SON Percentage Share* 50% Major/Minor* MAJOR Guardian First Name* Guardian Middle Name Flat/Room/Door/Block no. Guardian Last Name Flat/Room/Door/Block no. Permises/Building/Village Permises/Building/Village Areal.ocalit/rTaluk Picode City Pin Code Country	LastName			BHANDARI						
Terecentage salare Guardian First Name Guardian Last Name Guardian Last Name Guardian Last Name Premises/Building/Village AreaLocalit/Taluk City City Brin Code County Nominee Invalid Condition	Date of Birth			500/	Relat	ionship *		SON		
Galardin Houter Haffle Galardin Last Name Premises/Building/Village Chy State Scheme Details Scheme Preference Type :AUTO PfM Name HDFC PENSION MANAGEMENT COMPANY LIMITED PfM Same HDFC PENSION MANAGEMENT COMPANY LIMITED PfM Name HDFC PENSION MANAGEMENT COMPANY LIMITED	Cuardian Eirst Nom	•		50%	Major	dian Middle Name		MAJOR		
Permises/Building/Village AreaLocality/Taluk City Print Code State Country Norminee Invalid Condition Scheme Details Scheme Preference Type :AUTO PH Name HDFC PENSION MANAGEMENT COMPANY LIMITED UPPENSION MANAGEMENT COMPANY LIMITED	Guardian Last Nam	e			Flatis	naminioure Name				
City Pin Code State Country Nominee Invalid Condition Scheme Details Scheme Preference Type :AUTO PFM Name HDFC PENSION MAVAGEMENT COMPANY LIMITED Configuration HDFC PENSION MAVAGEMENT COMPANY LIMITED Meme ContectUs System Configuration Entrust Secured	Premises/Building/	/illage			Area/	_ocality/Taluk				
State Country Nominee Invalid Condition Scheme Details Scheme Preference Type :AUTO	City	-			Pin C	ode				
Nominee Invalid Condition Scheme Details Scheme Preference Type :AUTO PFM Name HDFC PENSION MANAGEMENT COMPANY LIMITED Conferr Mome ContactUs System Configuration Entrust Secured	State				Coun	try				
Scheme Details Scheme Preference Type :AUTO PHM Name HDFC PENSION MANAGEMENT COMPANY LIMITED Tonfing Cancel Home ContactUs System Configuration Entrust Secured	Nominee Invalid Co	ndition								
HDFC PENSION MANAGEMENT COMPANY LIMITED	Scheme Details Scheme Preferenc	e Type :AUTO			PFM Name					
Confirm Cancel Home Contact Us System Configuration Entrust Secured				HDFC PENSION N	MANAGEMENT COMP	ANY LIMITED				
Home Contact Us System Configuration Entrust Secured					Confirm Cance					
			Home	Contact Us	System Configuration	I Entrust Secured				

Figure 8

• The Maker is required to re-verify the captured details and confirm the same by selecting '**Confirm'** as shown in **Figure 8** above.

6 NSDL			Central Record	seeping Agency
Welcome Pay and Accounts Office-1001630100			24-Sep-2015	Home Logout
Transaction Subscriber Registration Views Grievand	ce Exit Withdrawal Request Reports	User Maintenance Document Management	Additional Reports (New) Master Down	oad Dashboard CGMS BackOffice
Error Rectification Module S1 Submission Details Recru	itment Monitoring Authorize Request	Knowledge Centre		
Tier-2 Regis PF Ra Ac TT Pe Ca	RAN ame eceipt No. knowledgement No. er-2 Activation Request has been accepted. anding Authorization aptured Timestamp	110000000079 NAVEEN CEPHAS BHANDARI 3000007153 2015-09-24 12:38:38		
	Home Contact Us	System Configuration Entrust Secured		
	Best viewed in Internet Explorer 7.0 & ab	oove or Mozilla Firefox Ver 3 & above with a resolution of 10	24 X 768.	
		Figure 9		

• On confirmation, an Acknowledgment Number will be generated along with a message for successfully captured request as shown in **Figure 9** above. The Acknowledgement Number can be used to check the status of Tier II Registration request.

Exceptions for Tier-II Activation request:

It may be noted that in case mandatory details are not entered at the time of capturing Tier II activation request, CRA system will display a pop-up error message.
 E.g. In case of Bank details, if Bank account no is not captured at the time of Tier II activation, CRA system will display a pop-up error message for the same as shown in Figure 10 below.

Tier-2 Registration	n			
PRAN * Scheme-P	11000000048 Submit Reset Preference Type • Auto •		<u>View Si</u>	gnature
Name SUNDR	RI			
Status Active	Tier-1 PAO Reg. No.	2000342	IRA Compliant	Yes
Bank Details * Account No. * Bank Address * KAMA MICR Code * 40000 IFS Code Cancelled Cheque YES Nominee Details Add Scheme Details *	Bank Details same as Tier-1 Bank Name ALA MILLS CMPD State Pin Code PAN Existing Custom r Nomination Details same as Tier 1	Message from webpage	nch = LOWER PAREL India Jount Typ = SAVINGS - Ication F ag YES - nked NO -	•
Add Remove				
Sr. No		PFM Na	ame	
1	HDFC PENSION MA	NAGEMENT COMPANY LIMITED		
		Submit Reset		
	Home	Contact Us System Configuration Entrust S	Secured	

Figure 10

B. Authorisation of Tier II activation request:

- For authorizing the request of Tier-II activation, PAO Checker (other than Maker) is required to login the CRA system using the User Id & Password.
- The Checker is required to select the sub-menu **'Authorize Transaction**' under the main menu **'Transaction'** as shown in **Figure 11** below:

Ø NSDL	Central Recordkee	ping Agency
Welcome Pay and Accounts Office-1001630101	24-Sep-2015	Home Logout
Transaction Subscriber Registration Views Grievance Exit Withdrawal Request Reports User Maintenance Document Management	Additional Reports (New) Master Download	Dashboard CGMS
Scheme Preference		BackOffice
Change e S1 Submission Details Recruitment Monitoring Authorize Request Knowledge Centre		
Authorize Transaction		
Tier-2 Activation		
Update Subscriber Tier-2 Details		
Subscriber Shifting Welcome to Central Recordkeeping Agency		
Authorize Subscriber Shifting		
Capture DDO Shift Request		
Verify DDO Shift Request		
DDO Shifting Request Status View		
Home Contact Us System Configuration Entrust Secured		
Best viewed in Internet Explorer 7.0 & above or Mozilla Firefox Ver 3 & above with a resolution of 102	24 X 768.	

Figure 11

• On selection of 'Authorize Transaction', the Checker is required to select the Transaction Type as 'Subscriber Tier 2 Registration Request' from the drop-down list as shown in Figure 12 below

🧐 NSDL		Central Recordkee	eping Agency
Welcome Pay and Accounts Office-1001630101		24-Sep-2015	Home Logout
Transaction Subscriber Registration Views Grievance Error Rectification Module S1 Submission Details Recruitme	Exit Withdrawal Request Reports User Maintenance Document Managemen nt Monitoring Authorize Request Knowledge Centre	t Additional Reports (New) Master Download	Dashboard CGMS BackOffice
O Authorize Trans	action	1	
> ••• Enter PRN/Receipt	Transaction Type Select PRAN Select Select Scheme Preference Change Request Withdrawal Request Subscriber Details Change From Date To Date To Date No for Switch transaction and Ack No./Receipt No. for other transactions.	idatory Fields	
	Home I Contact IIs I System Configuration I Entrust Secured		
	Best viewed in Internet Explorer 7.0 & above or Mozilla Firefox Ver 3 & above with a resolution of	1024 X 768.	

Figure 12

 Once the Checker selects 'Subscriber Tier 2 Registration Request' the Checker is required to provide PRAN or Acknowledgement Number (generated at the time of capturing of the request) and click on 'Search' option as shown in Figure 13 below. The Checker can also search the request by providing required date range.

6 NSDL		Central Recordk	eeping Agency
Welcome Pay and Accounts Office-1001630101		24-Sep-2015	Home Logout
Transaction Subscriber Registration Views Grievance	Exit Withdrawal Request Reports User Maintenance Document Management	Additional Reports (New) Master Downlo	ad Dashboard CGMS BackOffice
Error Rectification Module S1 Submission Details Recruitmen	t Monitoring Authorize Request Knowledge Centre		
Authorize Transa	ction		
[* Manda	tory Fields	
	Transaction Type * Subscriber Tier-2 Registration Request -		
	PRAN 11000000079		
	Ack No/PRN **		
	From Date (dd/mm/yyyy)		
	To Date (dd/mm/yyyy)		
	Search Reset		
L			
Enter PRN/Receipt 1	to for Switch transaction and Ack No./Receipt No. for other transactions.		
	Home Contact Us System Configuration Entrust Secured		
	Best viewed in Internet Explorer 7.0 & above or Mozilia Firefox Ver 3 & above with a resolution of 10	24 X 768.	

Figure 13

• The Checker is required to click on the hyperlink available on 'Acknowledgement Number' as shown in Figure 14 below.

6 NSDL	Central Recordkee	ping Agency
Welcome Pay and Accounts Office-1001630101	24-Sep-2015	Home Logout
Transaction Subscriber Registration Views Grievance Exit Withdrawal Request Reports User Maintenance Document Management	Additional Reports (New) Master Download	Dashboard CGMS BackOffice
Error Rectification Module S1 Submission Details Recruitment Monitoring Authorize Request Knowledge Centre		
Acknowledgement No. PRAN Receipt No. Registration Date Registered By 30000077153 110000000079 - 24-09-2015 1001630100	Request Type Ttor-2 Registration Request	
Home Contact Us System Configuration Entrust Secured		

Figure 14

 The Subscriber details will be displayed with an option for the User to 'Authorise' or 'Reject' the request as shown in Figure 15 below. The Maker is required to submit the print out of the Acknowledgement No. along with relevant documents, if any. If the details captured by the Maker are found to be correct and complete in all respect, the Checker is required to authorize the request by selecting the 'Authorise' option. In case of any discrepancy, the Checker may reject the request with valid reasons as 'Reason for rejection' is mandatory.

6 NS	DL							Central	Record	lkeeping	g Agency
Welcome Pay and	Accounts Office-10	001630101						24-Sep-2	2015		Home Logout
Transaction Sub	scriber Registrat	tion Views	Grievance Ex	it Withdrawa	al Request Repor	ts User Maintenan	ce Document Managemer	t Additional Reports (New)	Master Dov	nload Dashbo	oard CGMS
											BackOffic
Error Rectification M	Nodule S1 Sut	bmission Details	Recruitment N	Aonitoring	Authorize Request	Knowledge Centre					
۲	Tier-2 Re	gistration									
									B	ack to Results Par	ae
		PRAN		1100000000	79			V	iew Signature		
		Name		NAVEEN CE	EPHAS BHANDARI			¥	iew orginature		
										1	
Ban	nk Details										
Acc	count No. *		36	6402010010	974	B	ank Name *	UNION BANK OF INDIA			
Bai	ank Branch =		NA	RODA AHME	DABAD	B	ank Address *	NARODA AHMEDABAD			
Sta	ate					С	ountry				
MIC	CR Code *		38	0026019		Pi	n Code *	382330			
Ba	ank Account Type	*	SA	VINGS		IF	S Code				
Exi	isting Customer		Y			A	idhar Link	N			
Ca	ancelled Cheque	-	Ŷ			Pi	N *	AOQPB/93/P			
PA	vv veniication Fla	ig	T								
Non	minee Details					Nominee 1					
Firs	st Name *				SHARAD	Mi	idle Name				
Las	st Name				BHANDARI						
Dat	te of Birth					Re	lationship *		S	ON	
Per	rcentage Share *				50%	Ma	jor/Minor *		М	AJOR	
Gua	ardian First Name	e *				Gu	ardian Middle Name				
Gua	ardian Last Name	e				No	minee Invalid Condition				
Flat	t/Room/Door/Bloc	ck no.				Pr	emises/Building/Village				
Area	a/Locality/Taluk					Ci	y untr				
Pin	Code						unuy				
	0000					Nominee 2					
Firs	st Name *				AJAY	Mi	Idle Name				
Las	st Name				BHANDARI						
Dat	te of Birth					Re	lationship *		S	ON	
Per	rcentage Share *				50%	Ma	jor/Minor *		M	AJOR	
Gua	ardian First Name	e *				Gu	ardian Middle Name				
Gua	t/Room/Door/Ploc	e				INC.	minee invalid Condition				
Area	a/Locality/Taluk	ck no.				Cit	v				
Stat	te					Co	untry				
Pin	Code										
Sch	homo Dotaile										
Sch	heme Preference	Type AUTO									
						PFM Name					
					HDFC PEN	ISION MANAGEMENT	COMPANY LIMITED				
		[(🖲 Authorize 🛛 🕅	teject				
					Reason	for Rejection					
						Confirm					
		L									
				Rest viewed i	Home Contact	US System Config	uration Entrust Secured	1004 V 709			

• On 'Confirmation', a screen containing 'Acknowledgement Number' as shown in **Figure 16** below will be displayed.

6 NSDL			Central	Recordkee	eping A	gency
Welcome Pay and Accounts Office-1001630101			24-Sep-2	015	Ho	me Logout
Transaction Subscriber Registration Views Grid	evance Exit Withdrawal Request Reports Recruitment Monitoring Authorize Request K	User Maintenance Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
• Tier-2 R	egistration					
			Back to Res	ults Page		
	PRAN Name	110000000079 NAVEEN CEPHAS BHANDARI				
	Acknowledgement No. Receipt No. Tier? Registration Request has been Authorized.	3000007153				
	Authorization Timestamp	2015-09-24 12:51:16				
	Home Contact Us Best viewed in Internet Explorer 7.0 & abov	System Configuration Entrust Secured e or Mozilla Firefox Ver 3 & above with a resolution of 10	024 X 768.			

Figure 16

C. Request status View for Tier II activation:

• The User can check the status of captured request by selecting '**Request Status** - **View**' under the main menu '**Views**' as shown in **Figure 17** below:

🧐 NSDL					Central	Recordkee	ping Ag	gency
Welcome Pay and Accounts Office-100163	0100				29-Sep-2	015	Hom	ne Logout
Transaction Subscriber Registration	Views Grievance Subscriber Details Pending Contribution Files Subscriber Retirement Details Request Status - View Subscriber Tier-2 Details Statement of Transaction-New Withdrawal Exit Claim ID Renort	Exit Withdrawal Request	Reports User Maintenance Request Knowledge Centre	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
	e-PRAN PRAO Views							
		Rest viewed in Internet Expl	orer 7.0.8 above or Moralla Eirafox Ver	2.8 above with a resolution of 10	24 V 769			
		Dout viewed in interfiet Expl	or or a above or mozillar netox ver	o a accive with a resolution of To	er a rod.			

Figure 17

• On selection of '**Request Status** - **View**', the User is required to select the Transaction Type as '**Tier-2 Registration Request**' from the drop-down list as shown in **Figure 18** below:

6 NSDL				Central	Recordkee	ping A	gency
Welcome Pay and Accounts Office-1001630100				29-Sep-2	015	Hoi	me Logout
Transaction Subscriber Registration Views Error Rectification Module \$1 Submission Details	Grievance Exit Withdrawal Request Recruitment Monitoring Authorize	Reports User Maintenance Request Knowledge Centre	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
⊛ Stat	us of Maintenance Request						
Note > Please en	Transaction Type * PRAN Ack No./PRN ** Capture From Date Capture To Date ter the Ack No. or PRN/Receipt number prov	Select Scheme Preference Ch Subscriber Defil Reque- Tier-2 Registration Reg Tier-2 Modification Reg 29/09/2015	ange nge st uest uest uest the time of submission of the	* Mandatory Fields			
	Home	Contact Us System Configural	ion Entrust Secured				
	Best viewed in Internet Expl	prer 7.0.& above or Mozilla Firefox Ver	3.8 above with a resolution of 10	24 X 768			

Figure 18

On selection of 'Tier-2 Registration Request', the User is required to provide PRAN or Acknowledgement Number (generated at the time of capturing of the request) and click on 'Search' option as shown in Figure 19 below. The Request status can also be examined by providing the date range.

🧔 NSDL			Central Recordkeeping Agency			
Welcome Pay and Accounts Office-1001630100			29-Sep-2	015	Ho	me Logout
Transaction Subscriber Registration Views Error Rectification Module S1 Submission Details	Grievance Exit Withdrawal Request Repo	rts User Maintenance Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
⊙ Stat	us of Maintenance Request					
	Transaction Type *	Tion 9 De eletertion De event	* Mandatory Fields			
		Tier-2 Registration Request V				
		11000000079				
	Conture From Date	com				
		(dd/mm/yyyy)				
	Capture To Date	(dd/mm/yyyy)				
		Search Reset				
Note > Please er	iter the Ack No. or PRN/Receipt number provided by	the Nodal Office/POP-SP at the time of submission of the	Maintenance request.			
	Home Contac	t Us System Configuration Entrust Secured				
	Best viewed in Internet Explorer 7.0	& above or Mozilla Firefox Ver 3 & above with a resolution of 102-	4 X 768.			

Figure 19

 On submission of the request, User is required to click on the hyperlink available on 'Acknowledgement Number' to view the complete details of Tier II as shown in Figure 20 below.

Ø 1	NSDL					5		/	Central	Recordkee	ping A	gency
Welcome F	ay and Accounts Office	e-1001630100							29-Sep-	2015	Ho	ome Logout
Transaction Error Rectific	Subscriber Regis	tration Views Submission Detail	Grievance s Recruitm	Exit Withdrawal Request ent Monitoring Authorize	Reports Request	User Maintenance Knowledge Centre	Docume	ent Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
	Status	of Tier-2 Regis	stration Rec	juest								
			Name	NAVEEN CEPH	HAS BHANI	DARI						
			PRAN	11000000079	9							
	Sr. No.	Acknowledgemer 3000007153	nt No.	Request Received Da	te	Request Type Tier-2 Registration		Status	Reason	of Rejection		
	Note > For further cla	rification regarding) status of trans	saction, please contact your N	odal Office:	IPOP-SP.			-			
				Home	Contact U	s System Configurat	ion E	ntrust Secured				
							_					

Figure 20

• Similarly, the User may check status of the following requests by selecting the required Transaction Type from drop-down menu as shown in **Figure 18** above:

1) Tier-2 Modification Request

2) Scheme Preference Change

D. Submission of Tier II Activation Forms to CRA:

Once the change request is successfully completed, PAO is required to submit the Form along with supporting documents to CRA on a periodic basis (like exit – withdrawal forms). CRA-FC shall not accept the documents related to Tier II details modification.

3. Subscriber Tier II details Modification:

The Subscribers who have opted Tier II account will have an option to update their Tier II registration details in the CRA system. For updating Tier II details, the subscriber is required to approach their associated PAO. The Subscriber is required to submit the Subscriber details modification Form (Form S2) to the associated PAO. PAO shall verify the form received by the Subscriber and if found correct and complete in all respects,

accept the same. PAO shall prepare an acknowledgement and handover the same to the Subscriber for the receipt of the application (as mentioned above under point no. 2.3.)

For accepted forms, PAO shall update the Tier II details in CRA system.

A. Capturing of Modification request in CRA system:

- The Maker User at PAO is required to login the CRA system (<u>www.cra-nsdl.com</u>) for capturing the subscriber modification request of Tier-II details.
- The Maker is required to select the sub-menu '**Update Subscriber Tier-2 Details**' under the main menu **'Transaction'** as shown in **Figure 21** below for updating the Subscriber's Tier II details.

6 NSD	L								Central	Recordkee	ping A	gency
Welcome Pay and Accor	unts Office-100104	\$1100							24-Sep-2	015	Но	me Logout
Transaction Subscrib	er Registration	Views	Grievance	Exit Withdraw	al Request	Reports	User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS
Scheme Preference Change	e S1 Submis	sion Details	Recruitme	ent Monitoring	Authorize R	equest	Knowledge Centre					BackOffice
Authorize Transaction												
Tier-2 Activation	_											
Update Subscriber Tier-2 Details												
Subscriber Shifting					W	elcome te	o Central Recordkee	eping Agency				
Authorize Subscriber Shifting												
Capture DDO Shift Request												
Verify DDO Shift Request												
DDO Shifting Request Status View												
					Home	Contact Us	System Configurat	ion Entrust Secured				
				Best viewed	in Internet Explo	rer 7 0 & ab	ove or Mozilla Firefox Ver	3.8 above with a resolution of 10	24 X 768			

Figure 21

• On selection of '**Update Subscriber Tier-2 Details**', the Maker is required to capture PRAN of the Subscriber and '**Submit**' the request. Please refer **Figure 22** below.

6 NSDL		Central Recordkee	eping Agency
Welcome Pay and Accounts Office-1001041100		24-Sep-2015	Home Logout
Transaction Subscriber Registration Views Grievance Exit Withd Error Rectification Module S1 Submission Details Recruitment Monitorii	drawal Request Reports User Maintenance Document Manage ing Authorize Request Knowledge Centre	ment Additional Reports (New) Master Download	Dashboard CGMS BackOffice
 Subscriber Tier-2 Details 	s Modification		
PRAN *	1000000048	Mandatory Fields	
	Submt Reset		
	Home Contact Us System Configuration Entrust Secure	ed	

Figure 22

60 N	ISDL			Central	Recordkeep	ing Agency	
Welcome Pa	ay and Accounts Office-1001041100			24-Sep-2	015	Home Logout	
Transaction	Subscriber Registration Views Grievance Exit Withdrawal Request	Reports User Maintenance	Document Management	Additional Reports (New)	Master Download D	ashboard CGMS BackOffice	
Error Rectifica	tion Module S1 Submission Details Recruitment Monitoring Authorize	Request Knowledge Centre					
	Subscriber Tier-2 Details Modification						
	Personal Details				Click here to E	ixpand 🕨	
	Nomination Details				Click here to E	Expand 🕨	
	Bank Details				Click here to E	Expand 🕨	
	Scheme Preference Details				Click here to E	Expand 🕨	
	Service Provider Details				Click here to F	*pand •	
		Edit					
	Home	Contact Us System Configurati	on Entrust Secured				
	Best viewed in Internet Expl	lorer 7.0 & above or Mozilla Firefox Ver	3 & above with a resolution of 10	24 X 768.			

Figure 23

 On submission of the PRAN, the Maker would be able to View the Personal details, Nomination details, Bank details, Scheme preference details and Service Provider details of the subscriber. The Maker can change the personal details in Tier II account only by updating the correct details (i.e., making the relevant changes) in Tier I account. However, the Maker can change Nomination Details and Bank Details through this process. The Maker is required to click 'Edit' button to change the details as shown in Figure 23 above. Once the 'Edit' button is clicked, a screen as shown in Figure 24 below will be displayed to the Maker.

6 NSDL Cent	ral Recordkeep	oing Agency
Welcome Pay and Accounts Office-1001041100 2	24-Sep-2015	Home Logout
Transaction Subscriber Registration Views Grievance Exit Withdrawal Request Reports User Maintenance Document Management Additional Reports	(New) Master Download D	Dashboard CGMS BackOffice
Error Rectification Module S1 Submission Details Recruitment Monitoring Authorize Request Knowledge Centre		
Subscriber Tier-2 Details Modification * Mandatory Fields * Mandatory Fields		
nov noocoove (Jadas, Kente)	View S	Signature
Personal Details	Click here to B	Expand •
Nomination Details	Click here to E	Expand 🕨
Bank Details	Click here to F	Expand •
Sum		
Home Contact Us System Configuration Entrust Secured		
Best viewed in Internet Explorer 7.0 & above or Mozilla Firefox Ver 3 & above with a resolution of 1024 X 768.		

Figure 24

- For the purpose of carrying out the changes, the Maker is required to click on the respective sub menu as shown in **Figure 24** above.
- Once the Maker selects the desired sub menu, a screen as shown in **Figure 25** below is available for carrying out changes. The Maker shall modify the required details in the editable fields as per the change request submitted by the Subscriber.
- The Maker is required to 'Submit' the request after carrying out necessary changes.

6 NSDL					/		Central	Recordkeeping	Agency
Welcome Pay and Accounts Office-1001041100							24-Sep-1	2015	Home Logout
Transaction Subscriber Registration Views	Grievance Exit W	ithdrawal F	Request Reports Us	er Maintenance	Document Managen	nent Additiona	l Reports (New)	Master Download Dashboar	d CGMS BackOffice
Error Rectification Module S1 Submission Deta	ils Recruitment Moni	toring A	Authorize Request Know	ledge Centre					
Subscriber Tier-2 De	etails Modification	1100	00000048 [Status: ACTIV	E]		* Mandatory F	elds		
								<u>View Signature</u>	
Personal Details								Click here to Expand •	
Nomination Details								Click here to Close 🔸	
Nomination Details same a	s Tier-1								
Nominee 1									
First Name *	RAHUL		Middle Name		Las	t Name	BHANDARI		
Date of Birth		Ø	Relationship *	SON	Per	centage Share*	50	%	
Major/Minor *									
Guardian First Name*			Guardian Middle Name		Gua	ardian Last			
Elat/Room/Door/Block			Guardian middle Name		Nar	ne			
R0.			Premises/Building/Village		Are	a/Locality/Taluka			
City			State	SELECT	✓ Cou	Intry	SELECT	•	
PIN			Nominee Invalid Condition				Remove		
Nominee 2									
First Name *	SACHIN		Middle Name		Las	t Name	BHANDARI		
Date of Birth		Ø	Relationshin *	SON	Per	centage Share*	50	04	
	(dd/mm/yyyy)		relationing	0011		onago onaro		70	
Major/Minor *	MAJOR -					rdion Lost			
Guardian First Name*			Guardian Middle Name		Nar	ne			
Flat/Room/Door/Block no.			Premises/Building/Village		Area	a/Locality/Taluka			
City			State	SELECT	✓ Cou	Intry	SELECT	•	
PIN			Nominee Invalid				Remove		
Bank Details								Click here to Close 🔸	
Bank Details same as Tier-	1								
Account No. *			123456		Bank Name *	HDFC BA	NK		
Bank Branch *			LOWER PAREL		Branch Address	KAMALA	MILLS CMPD		
MICR Code *			40000001		Pin Code *	400001			
IFS Code			HDFC0000001		Bank Account Type *	SAVIN	GS 🗸		
State/UT			Maharashtra	•	Country	India		•	
existing bank customer			NO -		Cancelled Cheque FI	ag YES	•		
subscriber account is li	nked with his/her aadhaa	r	NO -						
				Submit					
		ł	Home Contact Us	System Configurati	ion Entrust Secured	I			
	Bes	viewed in Ir	nternet Explorer 7.0 & above or	Mozilla Firefox Ver	3 & above with a resolution	n of 1024 X 768.			

Figure 25

A confirmation screen will be available to the Maker on Submission of the modification request. The changes made by the User is highlighted (shown in a different colour) in the screen. The Maker is required to click on 'Confirm' in order to proceed with the request. The Maker also has an option to cancel the changes in case of any discrepancy by selecting the option 'Cancel' as shown in Figure 26 below.

	g Agency
Welcome Pay and Accounts Office-1001041100 24-Sep-2015	Home Logout
Transaction Subscriber Registration Views Grievance Exit Withdrawal Reguest Reports User Maintenance Document Management Additional Reports (New) Master Download Dash	board CGMS
	BackOffice
From Pactification Module 51 Submission Datails Pacruitment Monitoring Authorize Paguast Knowledge Centre	
Subscriber Tier-2 Details Modification	
PRAN 11000000048 [Status: ACTIVE]	
Personal Details Click here to Expr	nd 🕨
Nomination Details	
Nominee 1	
Name RAHUL BHANDARI Date Of Birth	
Relationship SON Percentage Share 50%	
Major/Minor MAJOR Guardian Name	
FlatRoom/Door/Block no. Premises/Building/Village	
Area/Locality/Taluka City	
State/UT Country	
PIN Nominee Invalid Condition	
Nominee 2	
Name SACHIN BHANDARI Date Of Birth	
Relationship SON Percentage Share 50%	
Major/Minor MAJOR Guardian Name	
Flat/Room/Door/Block no. Premises/Building/Village	
Area/Locality/Taluka City	
State/UT Country	
PIN Nominee Invalid Condition	
	1.
Bank Details Click here to Expa	nd 🕨
	_
Service Provider Details Click here to Expandence of Click	nd 🕨
Confirm Cancel	
Home Contact Us System Configuration Entrust Secured	

Figure 26

• On successful confirmation of request, the screen as shown in **Figure 27** below will display ten digit Acknowledgment No and request status to the Maker.

🚱 NSDL	Central Recordkee	eping Agency	
Welcome Pay and Accounts Office-1001041100	24-Sep-2015	Home Logout	
Transaction Subscriber Registration Views Grievance Exit Withdrawal Request Reports User Maintenance Document Management	Additional Reports (New) Master Download	Dashboard CGMS BackOffice	
Subscriber Tier-2 Details Modification			
PRAN 11000000048 Subscriber Tier-2 Details Modification Request has been accepted. Pending Authorization			
Acknowledgement No. 2500003448 Capture Timestamp 2015-09-24 13:12:27			
Home Contact Us System Configuration Entrust Secured	4 X 700		

Figure 27

• The PAO Checker User (other than the Capturer/ Maker User) is required to verify the request. The change request will be accepted in CRA system once the request is verified by another User.

B. Authorisation of Modification request in CRA system:

- For authorizing the change requests of Tier-II details, PAO Checker shall login to CRA system (<u>www.cra-nsdl.com</u>).
- The Checker is required to select the sub-menu 'Authorize Transaction' under the main menu 'Transaction'. The Checker is then required to select the 'Transaction Type' as 'Tier-2 Modification Request' as shown in Figure 28 below.

6 NSDL Central Recordke	eping Agency
Welcome Pay and Accounts Office-1001630101 24-Sep-2015	Home Logout
Transaction Subscriber Registration Views Grievance Exit Withdrawal Request Reports User Maintenance Document Management Additional Reports (New) Master Download	Dashboard CGMS BackOffice
Error Rectification Module S1 Submission Details Recruitment Monitoring Authorize Request Knowledge Centre • Authorize Transaction Image: Select and the presence of the presen	
Home Contact Us System Configuration Entrust Secured Best viewed in Internet Explorer 7.0 & above or Mozilla Frefox Ver 3 & above with a resolution of 1024 X 768.	

Figure 28

 In addition, the Checker is required to provide the PRAN or the Acknowledgement Number generated at the time of capturing the modification request. The Checker also has an option to search the request by providing the required date range. The Checker is then required to click on 'Search' to find the request. Please refer Figure 29 below.

6 NSDL			Central	Recordkee	ping A	gency
Welcome Pay and Accounts Office-1001041101			24-Sep-2	015	Но	me Logout
Transaction Subscriber Registration Views Grievance Exit Withdrawal Request F	eports User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
Error Rectification Module S1 Submission Details Recruitment Monitoring Authorize Rec	uest Knowledge Centre					
Authorize Transaction						
Transaction T	no * Tion 2 Madification Do	* Manda	atory Fields			
PRAN	11000000048	quest				
Ack No/PRN *	*					
From Date		mm(mm)				
To Date		mm/www)				
	Search Reset					
Enter PRN/Receipt No for Switch transaction and A	:k No /Receipt No, for other tra	nsadions.				
Home C	ntact Us System Configura	tion Entrust Secured				
Best viewed in Internet Explore	7.0 & above or Mozilla Firefox Ve	r 3 & above with a resolution of 10	24 X 768.			

- Figure 29
- In order to view the details of the change request, the Checker is required to click on the hyperlink available at **'Acknowledgement No.'** as shown in **Figure 30 below**.

60 N	ISDI					Central Recordkeeping Agency							
Welcome Pay and Accounts Office-1001041101										24-Sep-2	Home Logout		
Transaction	Subscriber	Registration	Views	Grievance	Exit Withdraw	al Request	Reports	User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
Error Rectifica	ation Module	S1 Submiss	sion Details	Recruitme	ent Monitoring	Authorize	Request	Knowledge Centre					
	<u> </u>	ACK	NOWLEDGE	MENT NO.		PRAN		REGISTRATION DATE	REGISTERED BY	REQUE:	ST TYPE	1	
	L	2500003448			1100000	00048	2015-	-09-24	1001041100	Tier-2 Modification Det	ails		
						Home	Contact Us	I System Configurat	ion Entrust Secured				
					Best viewed	in Internet Exp	orer 7.0 & at	oove or Mozilla Firefox Ver	3 & above with a resolution of 10	24 X 768.			

Figure 30

• The Subscriber details are displayed along with the changed details highlighted in different colour as shown in **Figure 31** below. The Checker has an option to **'Authorise'** or **'Reject'** the request.

🙆 NSDL	NSDL									gency
Welcome Pay and Accounts Office	-1001041101						24-Sen-2	Home LL opput		
Transaction Subscriber Regist	tration Views	Grievance I	Exit Withdrawal Reque	est Rep	orts User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
Error Rectification Module S1 S	Submission Details	Recruitment	t Monitoring Author	rize Reque	st Knowledge Centre					
Subscri	iber Tier-2 Deta	ails Modificat	ion							
	Г					* Changes to be aut	horized are marked in red			
							Back to Results Page			
		PRAN	11000000048	[Status -	ACTIVE]					
	L						,	View Signature		
D	Iomonal Dotaila						Clia	k horo to Evoland N		
P	ersonar Detans						Cild	K HELE TO EXPAND &		
N	Nomination Details						Clic	k here to Close 🔸		
1	Nominee 1									
	Name			RAHUL E	BHANDARI	Date of Birth				
	Relationship	p		SON		Percentage Share	50%			
	Nominee In	valid Condition		MAJOR		Guardian Name				
	Flat/Room/E	Door/Block no.				Premises/Building/Village				
	Area/Localit	y/Taluka				City				
	State					Country				
	Pin Code					Nominee Invalid Condition				
r	Nominee 2 Name			SACHIN F	BHANDARI	Date of Birth				
	Relationshi	p		SON		Percentage Share	50%			
	Major/Minor		1	MAJOR		Guardian Name				
	Nominee In	valid Condition								
	Flat/Room/E	Door/Block no.				Premises/Building/Village				
	Area/Localit State	упацика				Country				
	Pin Code					Nominee Invalid Condition				
В	ank Details						Clic	k here to Expand 🕨		
S	ervice Provider I	Details					Clic	k here to Expand ►		
		Authoriz								
		Autronize	-							
		Reject			onfirm					
			Home	I Conta	act Us System Configurati	ion I Entrust Secured				
			Best viewed in Internet	Explorer 7.0	0 & above or Mozilla Firefox Ver	3 & above with a resolution of 10	24 X 768.			



The Maker is required to submit the print out of the Acknowledgement No. along with relevant documents, if any. The Checker is required to verify the details captured with the change request form and if found in order, shall confirm the request by selecting the 'Authorise' option. On authorisation of the request, the status of the request will be updated as 'Accepted at CRA'. The confirmation screen as shown in Figure 32 below will be displayed.

🙆 NSDL			Central Recordkeeping Agen					
Welcome Pay and Accounts Office-1001041101			24-Sep-20	Home Logout				
Transaction Subscriber Registration Views Grievance Exit Withdrawal Request	Reports User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard CGMS BackOffice			
Subscriber Tier-2 Details Modification	equest knowledge centre							
	Back to Results Page							
PRAN Subscriber Tier-2 Details M Acknowledgement Number Authorization Timestamp	11 Indification Request has been Acc 25 20	000000048 epted 00003448 15-09-24 13:46:28						
Home	Contact Us System Configura	ation Entrust Secured						

Figure 32

• If any discrepancy is observed, the Checker is required to reject the request by selecting the **'Reject'** option. The Checker is required to mention the reason for rejection. On rejection, a message will be displayed along with the reason for rejection.

Exceptions for Tier-II Modification request:

- It may be noted that Change request for a Subscriber will not be allowed to be captured in CRA system, if any previous request is pending for authorization.
- If 'Withdrawal request is captured and authorised (updated in the CRA system) for a Subscriber, PAO may not be allowed to update any changes other than Nomination details.

Once the change request is successfully completed, PAO is required to submit the Form along with supporting documents to CRA on a periodic basis (like exit – withdrawal forms). CRA-FC shall not accept the documents related to Tier II details modification.

4. Processing of Tier II contribution and Voluntary contribution (under Tier I)

PAO is required to accept the contributions for Tier II as well Voluntary contributions for Tier I from the subscribers. PAO has to accept the contributions from the associated Subscribers only. PAO may collect the contribution in the form of cash/cheque/DD/deduction from salary as per the guidelines issued by the concerned Ministry/Government. PAO shall prepare an acknowledgement and handover the same to the Subscriber for the receipt of the contribution (as mentioned above under point no. 2.3.)

For processing of the contributions for Tier II and Voluntary contribution, PAO is required to carry out the following activities:

- Download of FPU & FVU for contribution upload process
- Preparation of Subscriber Contribution File (SCF) for Tier II contributions and Voluntary contributions
- Validation and Upload of SCF in NPSCAN system

4.1.Utilities for contribution upload process

To facilitate the PAO to process the Tier II and Voluntary Contributions of its underlying subscribers, new File Preparation Utility (FPU) & new File Validation Utility (FVU) have been developed by CRA. The utilities can be freely downloaded from CRA website (www.npscra.nsdl.co.in). The minimum software & hardware requirement to install these new utilities as well installation procedure for new utilities will be similar to the regular utilities being used for upload of contribution. PAO shall download these utilities from CRA website and shall prepare Subscriber Contribution File (SCF) for Tier II & Voluntary Contributions using these utilities only. The PAO may consider Tier II contributions and Voluntary contribution while preparing these SCFs so that the cases can be identified uniquely in future apart from regular contributions.

4.2. Preparation of SCF for Tier II contributions and Voluntary contributions

The PAO can download the FPU and FVU freely from CRA website; two drop-down contribution type menus – 'Voluntary contribution' and 'Tier 2' are available in the FPU as shown in **Figure 33**.

🛎 Fi	File Preparation Utility 1.28											
<u>F</u> ile	<u>E</u> dit <u>H</u> elp											
PA	O & Contribution F	ile Details Sub	scriber Details									
-												
	Select DDO Re	eg. No.	All	•	Subscriber F	Records in DDO	2					
	Govt. Contribut	tion	0.00		Subscribers	Contribution	1000.00					
Sr	DDO Reg. No.*(1)	PRAN*(2)	Subscriber Name(3)	Subscribers Contri	Pay Month*(5)	Pay Year*(6)	Cont. Type*(7)	Remarks(8				
1	CGV002170A	110034365179	ABC	500.00	SEPTEMBER	2015	Voluntary Contribution	▲				
2	CGV002170A	110034365179	ABC	500.00	SEPTEMBER	2015	Tier-2					
3					Select	Select	Select					
4					Select	Select	Select					
5					Select	Select	Select					
6					Select	Select	Select					
7					Select	Select	Select					
8					Select	Select	Select					
9					Select	Select	Select					
10					Select	Select	Select					
11					Select	Select	Select	=				
12					Select	Select	Select					
13					Select	Select	Select					
14					Select	Select	Select					
15					Select	Select	Select					
16					Select	Select	Select					
17					Select	Select	Select					
18					Select	Select	Select					
19					Select	Select	Select					
20					Select	Select	Select	_				
21					Select	Select	Select					
22					Select	Select	Select					
1					Colort	Colort	Calaat	▼				
				Create File A	dd Rows	Delete a Row						



The FPU consists of two tabs i.e., '**PAO & Contribution File Details'** and '**Subscriber Details'** similar to the tabs available in FPU used for preparing the normal SCFs for monthly contribution credit. PAO is required to enter other details in the FPU and prepare the Subscriber Contribution File in a similar way as used for preparation of monthly contribution credit file. Once the complete details are captured, PAO shall generate the contribution file by selecting the "**Create File**" button.

4.3. Validation and Upload of SCF in NPSCAN system

Once the SCF is prepared, the same is required to be validated and uploaded in NPSCAN system. PAO is required to validate the SCF using FVU for Tier II contributions and Voluntary contributions. The procedure of validation of contribution file using FVU and upload of the same in the NPSCAN system will be similar to the upload of regular contribution files in NPS.

PAO shall upload the Subscribers contribution details in respect of the Subscribers for whom clear funds are available on daily basis or as per the guidelines issued by the concerned Ministry/Government. The PAO should remit the funds to the Trustee Bank latest on T+1 day (T being the date of receipt of clear funds) post upload of contribution details in the CRA system.

5. Processing of Scheme Preference Change request

Government Subscribers have an option to change their scheme preference and switch their existing units (available in any particular scheme) to any other scheme for Tier II account only. However, they are not allowed to change the scheme preference for Tier I account.

Subscriber is required to submit a Form (Annexure S3) for scheme preference change request for Tier-II account to the associated PAO. Subscribers are allowed to carry out following changes in the Scheme Preference Change request:

- Change of PFM
- Change of investment option Active /Auto
- Change of allocation ratio in the various schemes (E, C & G) offered by the PFMs in case if he opts for Active choice

5.1. Submission of Scheme Preference change request:

Subscriber is required to submit duly filled physical request (as per the format prescribed by PFRDA, available at the CRA website <u>www.npscra.nsdl.co.in</u> - Form (Annexure - S3) to the associated PAO for updating his/her scheme preference in the CRA system. PAO shall accept the request only from the Subscribers associated with it.

PAO is required to carry out following checks with 'Change Request Form'

- For Government sector Subscribers, scheme preference change request is allowed only for Tier II.
- Subscriber will be allowed to raise a Scheme Preference change request for Tier II through associated PAO once in a financial year only.
- Subscriber is required to submit duly filled Scheme Preference Change request form. PAO is required to verify the following:
 - Request form is duly signed by the Subscriber.
 - PRAN provided by the Subscriber is valid
 - PRAN (Subscriber) is associated with the concerned PAO.
 - The subscriber should be having an active Tier-II account for which the request is raised.

- Only one PFM is selected.
- Subscriber can choose Scheme Preference Change between Auto & Active. If subscriber has opted for 'Active' type then,
 - He/she has to mandatorily give percentage of asset allocation.
 - Percentage contribution value for all the schemes must be integer.
 Fractional value is not accepted.
 - The sum of percentage of asset allocation shall be equal to 100% with maximum weightage allowed to 'E' (Equity) is 50%. In addition, the percentage contribution value for any of the schemes cannot be zero.
- In case of 'Auto Choice', the percentage of asset allocation need not be filled by the subscriber.

PAO shall verify the form received by the Subscriber and if found correct and complete in all respects, accept the same. PAO shall prepare an acknowledgement and handover the same to the Subscriber for the receipt of the application (as mentioned above under point no. 2.3.).

For accepted requests, PAO is required to update the scheme preference in the CRA system. Similar to Tier II activation, Scheme Preference Change will be a Maker-Checker activity i.e. Maker is required to capture the request and Checker is required to authorize the same in the CRA system.

5.2. Capturing Scheme Preference change request in CRA system:

- The PAO Maker User is required to login to CRA system (<u>www.cra-nsdl.com</u>) for capturing the Scheme Preference Change request for Tier II.
- The Maker is required to select the sub-menu **'Scheme Preference Change**' under the main menu **'Transaction'** for updating the Subscriber's Scheme Preference Change request for Tier 2as shown in **Figure 34** below:

6 NSDL						Central	Recordkee	ping A	gency
Welcome Pay and Accounts Office-10011	10400					21-Sep-2	015	Hoi	me Logout
Transaction Subscriber Registration Scheme Preference Change e S1 Submis	Views Gi ssion Details	rievance Exit Withdrav Recruitment Monitoring	wal Request Re Authorize Requ	ports User Maintenance est Knowledge Centre	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
Authorize Transaction									
Update Subscriber Tier-2 Details									
Subscriber Shifting			Welco	ome to Central Recordke	eping Agency				
Authorize Subscriber Shifting									
Capture DDO Shift Request									
Verify DDO Shift Request									
DDO Shifting Request Status View									
			Home Con	tact Us System Configura	tion Entrust Secured				
		Best viewed	d in Internet Explorer 7	.0 & above or Mozilla Firefox Ve	r 3 & above with a resolution of 10	24 X 768.			

Figure 34

• CRA system will prompt the Maker to capture the PRAN for which change request is to be updated in the system as shown in **Figure 35** below:

6	N	SD	L								Central	Recordkee	ping A _f	gency
Welco	ome Pay	and Accou	ts Office-1001	110400							21-Sep-2	015	Hom	ne Logout
Transacti Error Rec	ion ctificati	Subscribe	r Registration S1 Subm	n Views ission Details	Grievance	Exit Withdrav	val Request Authorize I	Reports Request	User Maintenance Knowledge Centre	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
	۲	Sche	ne Prefere	nce Chang	e Request	ı								
													Mandatory Field	s
					PRAN *				110060810548	Submit Reset				
					Tier Type *				Tier-2 -					
					Scheme-Pre	eference Type *			- Select - - Select - Active Choice Auto Choice					
							Home	Contact Us	s System Configurat	ion Entrust Secured				
						Best viewed	in Internet Expl	orer 7.0 & at	oove or Mozilla Firefox Ver	3 & above with a resolution of 10	24 X 768.			

Figure 35

• The Maker is required to enter the PRAN & select the Tier Type as Tier II. Further, for

Scheme Preference Type, Maker shall select the revised choice – Active / Auto choice as mentioned in the change request. If the Subscriber is not changing the choice, the existing choice to be mentioned. The Maker is then required to '**Submit'** the request. On Submission of the request, a screen as shown in **Figure 36** below will be displayed. The Maker can also verify signature of the subscriber by clicking on the option '**View Signature**'.

6	NSDL			Central	Recordkeep	oing Agency
Welcor	e Pay and Accounts Office-1001110400			21-Sep-2	015	Home Logout
Transactio	n Subscriber Registration Views Grievance Exit Wi	ndrawal Request Reports User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard CGMS BackOffice
	③ Scheme Preference Change Request					
	PRAN = Tier Type = Scheme-Preference 1 Name	110000010548 Subm Tier-2 Pe Active Choice PANKAJ KUMAR KUSHWAHA	E Reset	View Signature	* M	andatory Fields
	Add Remove					
	Sr No. PFM Name		Scheme Name			Percentage Contribution
		Submit Reset				
	Best	Home Contact Us System Configuration	ation Entrust Secured	24 X 768.		

Figure 36

• The Maker is required to click the 'Add' button as shown in Figure 37 below in order to update the PFM details.

6 NSDL		Central 1	Recordkee	ping Agency
Welcome Pay and Accounts Office-1001110400		21-Sep-20	015	Home Logout
Transaction Subscriber Registration Views Grievance Exit Withdrawal Reque	st Reports User Maintenance Document Management	Additional Reports (New)	Master Download	Dashboard CGMS BackOffice
Scheme Preference Change Request				
PRAN * Tier Type * Scheme-Preference Type * Name	110060810548 Submt Reset Tier-2 ~ Active Choice ~ PANKAJ KUMAR KUSHWAHA	<u>View Signature</u>	- M	landatory Fields
Sr No. PFM Name	Scheme Name			Percentage Contribution
Home Best viewed in Internet	Contact Us System Configuration Entrust Secured Explorer 7.0 & above or Mozilla Firefox Ver 3 & above with a resolution of 1	024 X 768.		

Figure 37

For Active choice, PAO is required to mention the PFM as well as percentage (as mentioned in request form) by adding consecutive row under single PFM by clicking 'Add' button. The Figure 38 given below represents the details added in case of 'Active' choice. In case, a Subscriber requires changing Scheme Preference to Auto choice then PAO is required to select single PFM only.

Ø	NS	BDL		Central Recordkeeping Agen				
Welcom	e Pay and	Accounts Office-1001110400		21-Sep-2015	Home Logout			
Transactio	n Sul	oscriber Registration Views Grievance Exit Withdrawal Req	est Reports User Maintenance Document Management Additiona	al Reports (New) Master Downloa	d Dashboard CGMS BackOffice			
Error Recti	fication	Module S1 Submission Details Recruitment Monitoring Auth	orize Request Knowledge Centre					
	۲	Scheme Preference Change Request						
			110060810548 Cubrel Decat	View Signature	* Mandatory Fields			
			Sublin Read	<u>view orginature</u>				
		Tier Type 🛎	Tier-2 💌					
		Scheme-Preference Type *	Active Choice -					
		Name	PANKAJ KUMAR KUSHWAHA					
	Add R	amove			Percentage			
	Sr No.	PFM Name	Scheme Name		Contribution			
	1	HDFC PENSION MANAGEMENT COMPANY LIMITED	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME E - TIE	RII -	50			
	2	HDFC PENSION MANAGEMENT COMPANY LIMITED	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME C - TIE	R II -	20			
E E	3	HDFC PENSION MANAGEMENT COMPANY LIMITED	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEME G - TIE	RII	30			
		Hor	Contact Us System Configuration Entrust Secured					

Figure 38

• The Maker is required to **'Submit'** the request after entering the required details, as shown in **Figure 38** above. On submission of the request, the Maker will be shown a confirmation screen reflecting the changes done i.e., the revised scheme preference of the Subscriber as shown in **Figure 39** below:

6 NSI	DL		Central	Recordkee	eping A	gency
Welcome Pay and A	ccounts Office-1001110400		21-Sep-2	015	Ho	me Logout
Transaction Subse	Subscriber Registration Views Grievance Exit Withdrawal Request Reports User Maintenance Document Management Additional Report tion Module S1 Submission Details Recruitment Monitoring Authorize Request Knowledge Centre me Preference Change Request Details Confirmation Screen 110060810548			Master Download	Dashboard	CGMS BackOffice
Scheme Pr	eference Change Request Details Confirmation Scree PRAN Name Tier Type Scheme Preference Type	PANKAJ KUMAR KUSHWAHA T2 ACTIVE CHOICE				
	PFM Name	Scheme Name		Percentage Contributi	on	
	HDFC PENSION MANAGEMENT COMPANY LIMITED	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEM	IE E - TIER II	50		
	HDFC PENSION MANAGEMENT COMPANY LIMITED	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEM	IE C - TIER II	20		
	HDFC PENSION MANAGEMENT COMPANY LIMITED	HDFC PENSION MANAGEMENT COMPANY LIMITED SCHEM	IE G - TIER II	30		
		Confirm				
	Hom Best viewed in Inter	ne Contact Us System Configuration Entrust Secured net Explorer 7.0 & above or Mozilla Firefox Ver 3 & above with a resolution of 102-	4 X 768.			

Figure 39

- The Maker is required to verify the modified details against the request submitted by Subscriber and if the request is found to be in order, the Maker is required to confirm the request by clicking on 'Confirm' button. In case of any discrepancy, Maker is required to click 'Cancel' and go back to the request capture screen to update the correct details and re-submit the scheme preference change request.
- On successful confirmation of the request, CRA system will generate an Acknowledgement number as shown in **Figure 40** below. PAO can use the Acknowledgement Number to check status of the change request.

🧐 NSDL			Central I	Recordkee	ping A	gency
Welcome Pay and Accounts Office-1001110400			21-Sep-20	15	Но	me Logout
Transaction Subscriber Registration Views Grie Error Rectification Module \$1 Submission Details R	wance Exit Withdrawal Request Reports	User Maintenance Document Management Knowledge Centre	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
Scheme	Preference Change Request	Print				
	PRAN	110060810548				
	Tier Type	T2				
	Scheme Preference Type	ACTIVE CHOICE				
	Acknowledgement No.	510000000022844				
	Scheme Setup Request has been accepted.					
	Pending Authorization					
	Captured Timestamp	2015-09-21 16:27:37				
	L					

5.3. Authorization of Scheme Preference change request in CRA system:

- The PAO Checker is required to login to CRA system (<u>www.cra-nsdl.com</u>) for authorizing the Scheme Preference Change request for Tier-II details.
- The Checker is required to select **'Authorize Transaction'** under the main menu **'Transaction'** as shown in **Figure 41** below for authorising the Subscriber's Scheme Preference Change request for Tier 2:

Ø	NSI	DL									Central	Recordkee	eping A	gency
Welco	me Pay and Acc	ounts Offi	ice-10011104	01							21-Sep-2	015	Но	me Logout
Transacti	ion Subscr	iber Regi	istration	Views	Grievance	Exit Withdrav	al Request	Reports	User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS
Scheme Pr	reference	-												BackOffice
Change		e St	1 Submissio	on Details	Recruitm	ent Monitoring	Authorize	Request	Knowledge Centre					
Authorize I	ransaction													
Tier 2 activ	ha seib se Tiss O													
Details	oscriber Her-2													
Subscriber	r Shifting						١	Velcome t	to Central Recordkee	eping Agency				
Authorize S Shifting	Subscriber													
Capture DI Request	DO Shift													
Verify DDO	Shift Request													
DDO Shiftii Status Viev	ng Request w													
							Home	Contact Us	s System Configura	tion Entrust Secured				
						Best viewed	in Internet Exp	lorer 7.0 & ab	bove or Mozilla Firefox Ver	3 & above with a resolution of 10	24 X 768.			
										4				

Figure 41

• The Checker is required to select the Transaction Type as "Scheme Preference Change Request" from the drop-down menu as shown in Figure 42 below. The Checker is required to enter the Acknowledgement Number (generated at the time of capture of the change request) or PRAN or date range to search the requests pending for verification.

6 NSDL		Central Recordkee	eping Agency
Welcome Pay and Accounts Office-1001110401		21-Sep-2015	Home Logout
Transaction Subscriber Registration Views Grievance E	xit Withdrawal Request Reports User Maintenance Document Management Monitoring Authorize Request Knowledge Centre	Additional Reports (New) Master Download	Dashboard CGMS BackOffice
• Authorize Transa	ction		
> — Enter PRN/Receipt N	Transaction Type * Scheme Preference Change Request PRAN Ack No/PRN ** \$10000000022844 From Date To Date C(ddmm/yyy) Search Reset	tory Fields	
	Home Contact Us System Configuration Entrust Secured	ng v 768	
	Home Contact Us System Configuration Entrust Secured Best viewed in Internet Explorer 7.0 & above or Mozilla Firefox Ver 3.& above with a resolution of 1	024 X 768.	

Figure 42

• Once the User clicks on '**Search**', the screen as shown in **Figure 43** below will be displayed to the Checker. The Checker is then required to click on the hyperlink available at '**Acknowledgement No.** to view the details of the captured request.

60 N	NSD	L									Central Recordkeeping Agency			
Welcome Pa	ay and Accoun	ts Office-100111	0401								21-Sep-2	015	Но	me Logout
Transaction	Subscribe	r Registration	Views	Grievance	Exit Withdrawa	I Request	Reports	User Maintenance	Document Managem	nent A	dditional Reports (New)	Master Download	Dashboard	CGMS
														BackOffice
Error Rectifica	ation Module	S1 Submise	sion Details	Recruitme	ent Monitoring	Authorize	Request	Knowledge Centre						
		ACKN		MENT NO	PRA	N	REGI	STRATION DATE	REGISTERED BY		REQUESTITY	DE	1	
		5100000000	0022844		11006081054	8	2015-09-21	1	1001110400	SCHE	E PREFERENCE CHANG	SE		
						Home	Contact Us	System Configu	ation Entrust Secured	đ				
					Best viewed in	Internet Exr	lorer 7.0.8 ab	ove or Mozilla Firefox V	er 3 & above with a resolution	n of 1024 3	(768			

Figure 43

• The Scheme Preference details along with the option to 'Authorize' or 'Reject' the request will be displayed to the User as shown in Figure 44 below.

6 NSDL		Central H	Recordkeeping A	gency
Welcome Pay and Accounts Office-1001110401		21-Sep-201	15 Н	ome Logout
Transaction Subscriber Registration Views Grievance Exit Withdrawal Reques	Reports User Maintenance Document Management	Additional Reports (New)	Master Download Dashboard	CGMS BackOffice
Scheme Preference Change Reque Name PRAN Acknowledgement No. Tier Type Scheme Preference Type	PANKAJ KUMAR KUSHWAHA 110080810548 510000000022844 Tie-2 ACTWE CHOICE	<u>Back to Resu</u> <u>View Signature</u>	ills Pace	
PFM Name HDFC PENSION MANAGEMENT COM LIMITED HDFC PENSION MANAGEMENT COM LIMITED HDFC PENSION MANAGEMENT COM LIMITED	Scherme Hame HDFC PENSION MANAGEMENT COMPANY LIMITED S TIER II HDFC PENSION MANAGEMENT COMPANY LIMITED S TIER II HDFC PENSION MANAGEMENT COMPANY LIMITED S TIER II ANY HDFC PENSION MANAGEMENT COMPANY LIMITED S TIER II Image: Company Limited S TIER II Image: Company Limited S TIER II Image: Company Limited S TIER II	Contribution SCHEME E - 50% SCHEME C - 20% SCHEME G - 30%		
Home	Contact Us System Configuration Entrust Secured			

Figure 44

• The Checker is required to verify the details captured by the Maker with the change request form and if found in order shall authorise the request by selecting the 'Authorize' option and click on the 'Confirm' button. On authorisation of the request, the status of the request will be displayed as 'Scheme Setup Request has been Authorized' as shown in Figure 45 below.

6 NSDL				Central	Recordkee	ping A	gency
Welcome Pay and Accounts Office-1001110401				21-Sep-2	2015	Hor	me Logout
Transaction Subscriber Registration Views	Grievance Exit Withdrawal Request	Reports User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
Error Rectification Module S1 Submission Deta	ils Recruitment Monitoring Authorize	Request Knowledge Centre					
⊛ Sc	heme Preference Change Request	:					
				Back to Res	sults Page		
	PRAN	110060810548					
	Name	PANKAJ KUMAR	KUSHWAHA				
	Acknowledgement No.	5100000000228	44				
	Scheme Setup Request has been Authoriz	ed.					
	Authorization Timestamp	2015-09-21 16:39:4	12				
	Hore 1	Contact IIs I System Configurat	ing Entrust Secured				
	Best viewert in Internet Evr	Contact Us System Configurat	ion Entrust Secured	24 X 768			
	Sest viewed in internet CAP			2476100.			

Figure 45

• An e-mail is sent to the Subscribers (provided the email id is available) for successfully accepted change request in CRA system.

Exceptions for Scheme Preference Change request:

- If the new Scheme Preference Change request selected is same as earlier one, this request will not get captured in the CRA system and rejection reason will be displayed to the Maker.
- In case for a PRAN, scheme preference request is entered for the second time (in the same financial year), the request will not be accepted in the CRA system.
- If there is 'Authorized/ In Progress/Completed (complete) withdrawal Request' for that PRAN, the scheme set up request will be rejected by the CRA system.
- PAO shall receive an email alert if the request is rejected in the CRA system.

• Once request is authorized, the changes are affected in subscribers' account.

- In this process of change of PFM and/or change of investment option (active /auto choice) and or change of asset allocation ratio (allocation among asset class Equity/Corporate instruments/Government Securities), switching of units from one PFM to another and/or rebalancing of portfolio takes place.
- For example, in case a subscriber opts for change of PFM i.e, from A to B, all the existing units of PFM A held by subscriber will be redeemed and reinvested in the schemes of PFM B.
- On execution of the request the units from the scheme(s) will be blocked immediately. Redemption (withdrawal of units) will happen on T+1. T being the date of execution. Latest available NAV will be considered for units redemption. On T+4, units as per the revised 'scheme preference' will be credited in the subscriber's account. This is explained with an example as given below
- Scheme preference change request is authorized on September 8, 2015 (referred as T). The request will be executed on the next settlement day i.e, in this example on September 9, 2015 (T +1).
- The latest available NAV (i.e., NAV of September 8, 2015) will be considered for withdrawal of units from the subscriber's PRAN.
- The units will be redeemed by the PFMs on September 9, 2015 on the basis of NAV of September 8, 2015.
- On T+4 day (i.e. on September 14, 2015), units as per new 'scheme preference' will be credited in subscriber's account.

Once the scheme preference change request is successfully completed, PAO is required to submit the Form along with supporting documents to CRA on a periodic basis (like exit – withdrawal forms). CRA-FC shall not accept the documents related to Tier II details modification.

6. Processing of Withdrawal request for Tier II

As Tier-II account has been introduced mainly to have flexibility for withdrawal of savings, Subscribers have an option to withdraw their contributions invested under Tier II. Subscribers are required to submit the Withdrawal request for Tier-II account to the associated PAO. PAO shall execute such requests of the Subscribers as part of the Subscriber servicing in the CRA system. Form (Annexure - S12) is required to be used for full/ partial withdrawal from Tier II account only. It may further be noted that Tier II account will be completely settled in case the subscriber submits withdrawal application for Tier I account and thus there is no need of submission of separate withdrawal request for Tier II.

6.1. Withdrawal request Submission:

Subscriber is required to submit duly filled physical request (as per the format prescribed by PFRDA, available at the CRA website <u>www.npscra.nsdl.co.in</u> Form (Annexure - S12) to the PAO for withdrawal of the contributions under Tier II account. PAO shall accept the request from the associated Subscribers only as each Subscriber is linked to a particular PAO in CRA system. The Subscribers will have the facility of withdrawing full or partial amounts from Tier II account. The Subscribers account will remain active even after execution of partial or full withdrawal request.

PAO is required to check the following while accepting the Withdrawal request Form for Tier II

- All relevant fields including PRAN are filled by the applicant. In case of any incomplete information, the request shall be rejected.
- Request form is duly signed by the Subscriber.
- PRAN provided by the Subscriber is active and valid in the system.
- PRAN (Subscriber) is associated with the concerned PAO.
- PAO is required to ensure that the Subscriber has mentioned the correct type of withdrawal and correct preference for payment mode.
- On successful verification of the withdrawal request, PAO shall accept the same.

PAO shall verify the form received by the Subscriber and if found correct and complete in all respects, accept the same. PAO shall prepare an acknowledgement and handover the same to the Subscriber for the receipt of the application (as mentioned above under point no. 2.3.)

For accepted requests PAO is required to capture the withdrawal request in the CRA

system. Similar to Tier II activation, Tier II withdrawal will be a Maker-Checker activity i.e. Maker is required to capture the request and Checker is required to authorize the same in the CRA system.

A. Capturing of Tier II Withdrawal request:

- The PAO Maker is required to login the CRA system (<u>www.cra-nsdl.com</u>) for capturing the withdrawal request for Tier II.
- The Maker is required to select 'Initiate Withdrawal request' under the main menu 'Exit Withdrawal Request' for capturing Withdrawal request for Tier II as shown in Figure 46 below

6 NSDL					Central Recordkeeping Agency					
Welcome Pay and Accounts Office-1005752900					18-Sep-2	015	Ha	me Logout		
Transaction Subscriber Registration Views Grievance	Exit Withdrawal Request	Reports	User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS		
Error Rectification Module S1 Submission Details Recruitm	Initiate Withdrawal Request Re	equest	Knowledge Centre					BackOffice		
	Verify Subscriber Withdrawal Initiation									
	Withdrawal Request Status View									
	Initiate Generate/Cancel Claim ID									
	Authorize Generate/Cancel Claim ID									
	Claim ID Status View									
	Home I ContactUs I System Configuration I Entrust Secured									
	Best viewed in Internet Explore	rer 7.0 & abo	ove or Mozilla Firefox Ver	3 & above with a resolution of 10	24 X 768.					

Figure 46

• CRA system will prompt the Maker to capture the PRAN for which the Withdrawal request is to be captured. The Maker is required to enter the Subscriber PRAN and click on 'Submit' as shown in Figure 47 below.

6 NSDL	Central Rec	cordkeeping Agency
Welcome Pay and Accounts Office-1005752900	18-Sep-2015	Home Logout
Transaction Subscriber Registration Views Grievance Exit Withdrawal Request Reports User Maintenance Document Management Error Rectification Module \$1 Submission Details Recruitment Monitoring Authorize Request Knowledge Centre	Additional Reports (New) Mast	ter Download Dashboard CGMS BackOffice
PRAN " I10070003339 Gubint Reset Note • Request for Complete Withdrawal would automatically redeem all units lying in Tier 2 account of the subscriber,	if any.]
nome Contact Us System Contiguration Entrust Secured		
Best viewed in Internet Explorer 7.0 & above or Mozilla Firefox Ver 3.8 above with a resolution of 1	024 X 768.	

Figure 47

• On submission of the request, the Maker is required to select the withdrawal due to as **'Tier 2 Partial Withdrawal'** from the drop-down as shown in **Figure 48** below.

🗐 NSDL		5		Central	Recordkee	ping Agency
Welcome Pay and Accounts Office-1005752900				18-Sep-2	015	Home Logout
Transaction Subscriber Registration Views Grie Error Rectification Module S1 Submission Details R	vance Exit Withdrawal Request Report	ts User Maintenance Knowledge Centre	Document Management	Additional Reports (New)	Master Download	Dashboard CGMS BackOffic
PRAN	110070003339	Submit Reset				
Date Of Birth Withdrawal due	to * - Select -					
Note	- Select- Death Premature Exit Superannuation Tier 2 Partial With	abmit Cancel		- 5000		
> Requéstio	r Complete Withdrawal would automatically re-	deem all units lying in Tie	r 2 account of the subscriber, i	f any.		
	Home Contact	Us System Configura	tion Entrust Secured			

Figure 48

 On selection of Tier II Partial Withdrawal request, the Maker is required to select the Withdrawal option i.e. either 'Lumpsum Withdrawal' as shown in Figure 49 below or 'Scheme Wise Units Withdrawal' as shown in Figure 53 below and click on 'Submit':

6 NSDL	Centre	ıl Recordkeep	ping Agency	
Welcome Pay and Accounts Office-1005752900	18-5	ep-2015	Home Logout	
Transaction Subscriber Registration Views Grievance Exit Withdraws Error Rectification Module \$1 Submission Details Recruitment Monitoring	I Request Reports User Maintenance Document Management Additional Reports (Ne Authorize Request Knowledge Centre	w) Master Download	Dashboard CGMS BackOffice	
PRAN	110070003339 [Submit] [Reset]			
Date Of Birth Withdrawal due to *	140111551 Tier 2 Partial Withdrav 👻			
Note Reguest for Complete Withdrawal w	Select Somet Lumpsum Withdrawal Scheme Wise Units Withdrawal ancel pould automatically redeem all units lying in Tier 2 account of the subscriber, if any.			
	Home Contact Us System Configuration Entrust Secured			

Figure 49

If the Maker selects 'Lumpsum Withdrawal', the User is required to enter the amount for Withdrawal (in case partial Withdrawal is required by Subscriber) in 'Withdrawal Amount' as shown in Figure 50 below. In case, complete Withdrawal of Tier II holdings are requested, the User is required to select 'Withdraw Total Holdings'.

Exit Withdrawal Request Reports User Main nt Monitoring Authorize Request Knowledge (uest Details Initiation Screen	nance Document Managemen	18-Sep-201 nt Additional Reports (New)	15 Master Download	Ham Dashboard	e Logaut CGMS BackOffice
Exit Withdrawal Request Reports User Main nt Monitoring Authorize Request Knowledge (uest Details Initiation Screen	nance Document Managemen	nt Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
nt Monitoring Authorize Request Knowledge (ntre				
uest Details Initiation Screen					
N 1 Ity Reg. No. 2 Scriber Name H	0070003339 H4303 RSH BARDANA KUMAR	* Mandator	ry Fields		
	Scriber Name HA	Schber Name HARSH BARDANA KUMAR	Scriber Name HARSH BARDANA KUMAR * Mandato	Schber Name HARSH BARDANA KUMAR * Mendetory Fields Toool Withdraw Total Holdings Submit Cancel	Subert Name HARSH BARDANA KUMAR "Mandatory Fields

Figure 50

On submission of the Withdrawal request, the Maker is required to verify that all the details are correct and confirm the same by clicking 'Confirm' button as shown in Figure 51 below.

60 N	NSDL	/	Central	al Recordkeeping Agency			
Welcome P	ay and Accounts Office-1005752900			18-Sep-2	015	Но	me Logout
Transaction Error Rectifica	Subscriber Registration Views Grievance Exit Withdrawal Request ation Module S1 Submission Details Recruitment Monitoring Authorize	Reports User Maintenance D Request Knowledge Centre	locument Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
	Withdrawal Request Initiation Confirmation Screen						
	Subscriber Details					Hide	
	PRAN	11007000333	39				
	Date of Birth Total Holdings Withdrawal	DANA KUMAR					
		[Confirm][Cancel]					
1	Home	Contact Us System Configuration	1 Entrust Secured				
	Best viewed in Internet Ex	plorer 7.0 & above or Mozilla Firefox Ver 3 & a	above with a resolution of 102	4 X 768.			

Figure 51

• On confirmation of the details, a message along with an 'Acknowledgement No' will be displayed to the User for successfully capturing of the Withdrawal request as shown in **Figure 52** below:

6 NSDL	NSDL									
Welcome Pay and Accounts Office-1005752900			18-Sep-2	015	Hom	ne Logout				
Transaction Subscriber Registration Views Grievance Error Rectification Module S1 Submission Details Recruitment	Exit Withdrawal Request Reports User Maintenance nt Monitoring Authorize Request Knowledge Centre	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice				
③ Withdrawal Req	uest Initiation - Complete									
PRA Nam Date Tota	N 110070003339 e HARSH BARDANA KUMAR of Birth 14/01/1981 I Holdings Withdrawal woledgement No. 8000107878									
Subscriber With Captured Time:	udrawal Initiation Request Details has been Captured. Awaitin stamp 18/09/2015 17:47	g Verification.								
	Home Contact Us System Configure Best viewed in Internet Explorer 7.0 & above or Mozilla Firefox Ve	ation Entrust Secured	24 X 768.							

Figure 52

• In case, Maker has opted for 'Scheme Wise Units Withdrawal', the User is required to enter scheme wise units to be withdrawn from existing schemes and click on 'Submit' as shown in Figure 53 below. It may be noted that the units entered cannot be more than units available in the schemes. Further, the office should monitor and ensure that after withdrawal, the equity percentage should not exceed 50%..

6 NSDL					Central	Recordkee	ping A	gency
Welcome Pay and Accounts Office-1001:	279700				30-Sep-2	015	Ho	me Logout
Transaction Subscriber Registration	n Views Grieva	nce Exit Withdrawal Request Rep	oorts User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
Error Rectification Module S1 Submi	ission Details Red	ruitment Monitoring Authorize Reque	est Knowledge Centre					
	Withdrawa	I Request Details Initiation Scree	en					
		PRAN	110030340	094				
		Entity Reg. No.	2002394					
		Subscriber Name	VIVEK DEV	DHAR				
					* Mandat	ory Fields		
	Select Scheme	Select Scheme PFM Name		Scheme Name	Units to be with	drawn		
	V	SBI PENSION FUNDS PRIVATE LIMITED	SBI PENSION F	UND SCHEME E - TIER II	10			
	V	SBI PENSION FUNDS PRIVATE LIMITED	SBI PENSION F	UND SCHEME C - TIER II	15			
		SBI PENSION FUNDS PRIVATE LIMITED	SBI PENSION F	UND SCHEME G - TIER II	20			
	Remarks *		Scheme wi	se units Withdr				
			Submt Ca	ncel				

Figure 53

• The Maker is required to verify that all the details are correct and confirm the same by clicking **'Confirm'** button as shown in **Figure 54** below.

6 N	NSDL			Central	Recordkee	eping A	gency			
Welcome Pa	ay and Accounts Office-1001279700						30-Sep-2	015	Но	me Logout
Transaction Error Rectifica	Subscriber Registration View	s Grievance E ails Recruitment	xit Withdrawal Reques	t Reports e Request	User Maintenance Knowledge Centre	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
(Withdrawal Request Ini	tiation Confirma	tion Screen						154	
	Subscriber Details	DAN			1100202	40004			Hide	
		Isme			VIVEK DI	40094 IVDUAD				
		Date of Birth			03/04/19	83				
	Partial Withdrawal Details								Hide	
	PF	M Name			Scheme Nar	ne	Units to	be withdrawn		
	SBI PENSION FU SBI PENSION FU SBI PENSION FU	NDS PRIVATE LIMITE NDS PRIVATE LIMITE NDS PRIVATE LIMITE	ED ED ED	SB SB SB	BI PENSION FUND SCH BI PENSION FUND SCH BI PENSION FUND SCH	EME E - TIER II EME C - TIER II EME G - TIER II		10 15 20		
	Remarks Scheme wise units V	/ithdrawal			Confirm	cel				
			Home Best viewed in Internet E	Contact Us	s System Configura	tion Entrust Secured	24 V 768			
			Seat Hered in Intelliet C			-	ET / 1998.			

Figure 54

• On confirmation of the details, a message along with an 'Acknowledgement No' will be displayed to the User for successfully capturing of the Withdrawal request as shown in **Figure 55** below:

🧐 NSDL			Central	Recordkee	ping Ag	gency
Welcome Pay and Accounts Office-1001279700			30-Sep-2	2015	Home	e Logout
Transaction Subscriber Registration Views	Grievance Exit Withdrawal Request R	teports User Maintenance Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
⊛ wi	thdrawal Request Initiation - Complete	2				
	PRAN	110030340094				
	Name	VIVEK DEVDHAR				
	Date of Birth	03/04/1983				
	Acknowledgement No.	8000107881				
	Subscriber Withdrawal Initiation Request Detail	Is has been Captured. Awaiting Verification.				
	Captured Timestamp 30/09/2	2015 12:26				
	Home I CC	nntact IIs I System Confinuration I Entrust Secured				
	Best viewed in Internet Explorer	r 7.0 & above or Mozilla Firefox Ver 3 & above with a resolution of 10	24 X 768.			

Figure 55

B. Verification of Tier II Withdrawal request:

- The PAO Checker is required to login to CRA system for authorizing the Tier II Withdrawal request.
- The Checker is required to click **'Authorize Transaction**' under the main menu **'Transaction'** as shown in **Figure 56** below.

6 NSDL Central Re	ecordkeeping Agency								
Welcome Pay and Accounts Office-1005752901 21-Sep-2015	Home Logout								
Transaction Subscriber Registration Views Grievance Exit Withdrawal Request Reports User Maintenance Document Management Additional Reports (New) Ma	aster Download Dashboard CGMS BackOffice								
Error Rectification Module S1 Submission Details Recruitment Monitoring Authorize Request Knowledge Centre									
Authorize Transaction Mandatory Fields									
Transaction Type * Withdrawal Request •									
P (200)									
From Date Criticity (refirm these)									
To Date Control Contro									
Search Reset									
Enter PRNReceipt No for Switch transaction and Ack No./Receipt No. for other transactions.									
Home Contact Us System Configuration Entrust Secured									
Best viewed in Internet Explorer 7.0 & above or Mozilla Firefox Ver 3 & above with a resolution of 1024 X 768.									

- Figure 56
- The Checker is required to select the 'Transaction Type' as 'Withdrawal Request' and provide the PRAN or the Acknowledgement Number generated at the time of request capture. The User also has an option to search the request by providing the required date range. After entering the details as shown above, the Checker is required to click on 'Search' button. On searching the request, the details of the captured Withdrawal request is available as shown in Figure 57 below.

🚱 NSDL			Central I	Recordkee	ping Agency
Welcome Pay and Accounts Office-1005752901			21-Sep-20	15	Home Logout
Transaction Subscriber Registration Views Grievance Exit With	hdrawal Request Reports User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard CGMS BackOffice
Authorize Withdrawal Initiation - Result					
ACKNOWLEDGEMENT NO.	PRAN REGISTRAT	ION DATE RE	GISTERED BY F	REQUEST TYPE	
8000107878	110070003339 18-09-2	2015 1	005752900	WITHDRAWAL	
	Home Contact Us System Configurat	on Entrust Secured			
Best v	iewed in Internet Explorer 7.0 & above or Mozilla Firefox Ver.	3 & above with a resolution of 102	4 X 768.		

Figure 57

• In order to view the details of the change request, the Checker is required to click on the hyperlink available at **'Acknowledgement No.'**. The Subscriber withdrawal details will be displayed along with the option to **'Authorise'** or **'Reject'** the request as shown in **Figure 58** below:

NSDL Central Recordkeeping A							gency					
Welcome Pay	and Accounts Office-10	05752901							21-Sep-2	015	H	ome Logout
Transaction	Subscriber Registra	ion Views	Grievance	Exit Withdrav	val Request	Reports	User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice
Error Rectificati	ion Module S1 Sut	mission Details	Recruitm	ent Monitoring	Authorize F	Request	Knowledge Centre					
	Authorize Subscriber Details	Withdrawal Sub PRA	Initiation - C scriber Name N	Confirm			HARSH BA 11007000:	RDANA KUMAR 3339		Back to I ゾ	Results Page ew Signature	
		ACK	No.				80001078	78				
		With	drawal Type				Full Withdr	awal				
		Part	al Withdrawal	Option			Lumpsum	Withdrawal				
		100				(Reason fo	● Authorize ◎ Rej or Rejection	ect				
					Home	Contact Us	I System Configurat	ion Entrust Secured				

Figure 58

The Checker is required to verify the captured details with the physical withdrawal request. If all the details are correct, the Checker is required to authorize the request by selecting 'Authorize' button. In case of any discrepancy, Checker is required to enter the necessary reasons for rejection and can reject the request by selecting 'Reject' option. On successful authorization of Withdrawal request, a message as shown in below Figure 59 will be displayed to the User.

6 NSDL	Central Recordkeeping Agency						
Welcome Pay and Accounts Office-1005752901			21-Sep-2	21-Sep-2015		Home Logout	
Transaction Subscriber Registration Views Grievance Exit Withdrawal Re	quest Reports User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS	
						BackOffice	
Error Rectification Module S1 Submission Details Recruitment Monitoring Au	horize Request Knowledge Centre						
③ Withdrawal Request - Complete							
		Back to Results Page					
PRAN	110070003339						
Name	HARSH BARDANA KUMAR						
Date of Birth	14/01/1981						
With drawed Discuss	thee been Authorized						
Acknowledgement	0000107979						
Verification Timesta	mp 21/09/2015 10:03						
Ho	me Contact Us System Configura	ation Entrust Secured					
Best viewed in Inte	rnet Explorer 7.0 & above or Mozilla Firefox Ve	r 3 & above with a resolution of 10	124 X 768.				

Figure 59

On execution of Withdrawal request the units from the scheme(s) will be blocked immediately. Redemption (Units withdrawal) will happen on T or T+1 depending on authorization of request before or after Pay-In (before 1.30 pm). T being the date of execution. Latest available NAV will be considered for units redemption. On T+3, funds will be transferred to the 'Withdrawal account' of the Trustee Bank. The amount shall be credited to the bank account (registered for Tier II account) of the subscriber. This is explained with an example as given below:

- Withdrawal request is authorized on September 8, 2015 before Pay-In (before 1.30 pm approx.)¹ then the request will be executed on the same day i.e. on September 8, 2015 (referred as Day T).
- The units will be redeemed by the PFMs on September 8, 2015 on the basis of NAV of September 7, 2015.

¹ May change as directed by PFRDA/NPS Trust

- The units will be redeemed by the PFMs on September 8, 2015 on the basis of NAV of September 8, 2015. Hence, there may be difference in the amount requested as compared to the amount realized.
- On T+3 day (i.e. on September 11, 2015), funds will be transferred to the Withdrawal account with the Trustee Bank.
- If Withdrawal request is authorized on September 8, 2015 after Pay-In (after 12.30 pm) then the request will be executed on the next day i.e. September 9, 2015 (will be day T) and the latest NAV (i.e. NAV of September 8, 2015) will be considered for unit redemption.
- In this case the funds will be transferred to the Trustee Bank on September 14, 2015 (However while processing the request, only business days will be considered)
- Further, as per instructions issued by CRA, the funds will be transferred on same day to subscriber's bank account from Trustee Bank Withdrawal account.

C. Request Status view for Tier II Withdrawal:

 The User can check the status of captured request by selecting 'Withdrawal Request Status View' under the main menu 'Exit Withdrawal Request' as shown in Figure 60 below:



Figure 60

 On selection of 'Withdrawal Request Status View', the User is required to provide the PRAN, the Acknowledgement Number generated at the time of request capture or Claim ID and 'Submit' as shown in Figure 61 below. The request status can also be examined by providing the date range. However, it may be noted that 'Claim ID' is not applicable in case the withdrawal request is only for 'Tier II' account.

6 NSDL			5		Central 1	Recordkee	ping A	gency	
Welcome Pay and Accounts Office-1005752900					29-Sep-20	015	Home Logout		
Transaction Subscriber Registration Vie	ws Grievance Exit V	Vithdrawal Request Report	ts User Maintenance	Document Management	Additional Reports (New)	Master Download	Dashboard	CGMS BackOffice	
■ 1 300 model • 0 300 model • 0 300 model • 0	Withdrawal Request :	PRAN Acknowledgemer Claim ID From Date To Date	110070003339	* Please	enter any one search criteria				
N	ote :1. Please enter atle	east one search criteria							
Home Contact Us System Configuration Entrust Secured Best viewed in Internet Explorer 7.0 & above or Mozilla Firefox Ver 3 & above with a resolution of 1024 X 768.									

Figure 61

 On submission of the request, User is required to click on the hyperlink available on 'Acknowledgement Number' to view the complete details of Tier II Withdrawal as shown in Figure 62 below.

6 NSDL								Cent	ral Record	lkeeping A	Agency
Welcome Pay and Accounts Office-1005752900								29-Sep-2015 Home Logou			Home Logout
Transaction Sub	scriber Registra	ation Views Gri	evance Exit With	ndrawal Request	Reports User Main	ntenance Docum	ient Management	Additional Reports (New) Master Dov	wnload Dashboard	CGMS BackOffice
Error Rectification M	lodule S1 Su	ubmission Details	Recruitment Monito	ring Authorize Re	equest Knowledge	Centre					
Withdrawal Request Status											
Acknowledgement No.	PRAN	Subscriber Name	Request Creation Date	Claim ID	Withdrawal Type	Maker Entity	Maker Date	Checker Entity	Checker Date	Status	Remarks Forms
<u>8000107878</u>	10070003339	HARSH BARDANA KUMAR	18/09/2015	-	Tier-2 Partial	1005752900	18/09/2015	CRA00008	21/09/2015	Withdrawal Request Completed at CRA.	8 -
	•										
	Home Contact Us System Configuration Entrust Secured										

Figure 62

Exceptions for Tier II Withdrawal request:

- In order to process Tier II Withdrawal request, Status of PRAN must be 'Active' and is required to have unit balance available in Tier II account.
- Tier II of PRAN must be in 'Active' status to process Tier II Withdrawal request.
- Tier II Withdrawal request for a Subscriber can be processed by the mapped PAO and POP/POP-SP.
- It may be noted that Tier II Withdrawal request will not be allowed, if any previous request is pending for authorization in CRA system.