

# National Pension System Inter Sector Subscriber Shifting

(Please fill all the details in CAPITAL LETTERS & in BLACK INK only. All fields / sections marked in \* are mandatory.)  
(Please tick the respective block which is applicable to you)

**A. General Information:**

I) NAME \*

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II) PRAN (Permanent Retirement Account Number) \*

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III) Existing PRAN association (refer Instruction no. I)

a) Sector: \*     Central Government      State Government      All Citizens of India      Corporate Sector

b) DDO / CBO / POP-SP Reg. No: \* \_\_\_\_\_

c) DDO / CBO / POP-SP Name: \* \_\_\_\_\_

IV) Target PRAN association (refer Instruction no. II)

a) Sector: \*     Central Government      State Government      All Citizens of India (UOS)      Corporate Sector

b) DDO / CBO / POP-SP Reg. No: \* \_\_\_\_\_

c) DDO / CBO / POP-SP Name: \* \_\_\_\_\_

**B. Additional information for subscribers shifting to All Citizens**

(i). Subscriber Scheme Preference

a) PFM (Name in alphabetical order)     Please tick only one

HDFC Pension Management Company Limited <input type="checkbox"/>	Reliance Capital Pension Fund Limited <input type="checkbox"/>
ICICI Pension Fund Management Company Limited <input type="checkbox"/>	SBI Pension Funds Private Limited <input type="checkbox"/>
Kotak Mahindra Pension Fund Limited <input type="checkbox"/>	UTI Retirement Solutions Limited <input type="checkbox"/>
LIC Pension Fund Limited <input type="checkbox"/>	Birla Sun life Pension Management Limited <input type="checkbox"/>

(Selection of PFM is mandatory both in Active and Auto Choice. In case you do not indicate a choice of PFM, your application form shall be rejected).

(ii) INVESTMENT OPTION (Available for All Citizen Model and Corporate Model Subscribers)

(Please Tick (√) in the box given below showing your investment option).

Active Choice      Auto Choice

For details on Auto Choice, please refer to the Offer Document. Please note:

- In case you do not indicate any investment option, your funds will be invested in Auto Choice (LC 50).
- In case you have opted for Auto Choice and fill up section III below relating to Asset Allocation, the Asset Allocation instructions will be ignored and investment will be made as per Auto Choice.

(iii) ASSET ALLOCATION (to be filled up only in case you have selected the 'Active Choice' investment option)

Asset Class	E (Cannot exceed 75%)	C (Max up to 100%)	G (Max up to 100%)	Total	<b>Note:</b> 1. The total allocation across E, C and G asset classes must be equal to 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected. 2. Asset class E-Equity and related instruments; Asset class C-Corporate debt and related instruments; Asset class G-Government Bonds and related instruments; including instruments like CMBS, MBS, REITS, AIFs, Invts etc.
Specify %					

(iv) Auto Choice Option (to be filled up only in case you have selected the 'Auto Choice' investment option). In case, you do not indicate a choice of LC, your funds will be invested as per LC 50.

Life Cycle (LC) Funds	Please tick	<b>Note:</b> 1. LC 75- It is the Life cycle fund where the Cap to Equity investments is 75% of the total asset 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset
LC 75	<input type="checkbox"/>	
LC 50	<input type="checkbox"/>	
LC 25	<input type="checkbox"/>	

C) Asset Allocation table (to be filled up only in case you have selected the 'Active Choice' investment option)

Asset Class	E (Cannot exceed 75%)	C	G	A (Cannot exceed 5%)	Total
% share					100%

**Note:-** The allocation across E, C, G and A asset classes must equal 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected by the POP.

II. KYC details (Applicable only if subscriber is shifting from Government Sector) (Refer instruction no. X)

- a) KYC document for identify proof : \_\_\_\_\_
- b) KYC document for address proof : \_\_\_\_\_
- c) Document for Date of birth proof : \_\_\_\_\_

C. Additional information for subscribers shifting to Central Government or State Government (to be filled by target DDO)  
(Please refer to instruction No. VIII & IX)

**I. Subscribers Employment Details to be filled and attested by DDO (All Details are Mandatory)**

a) Date of Joining:         b) Date of Retirement:          
D D M M Y Y Y Y D D M M Y Y Y Y

c) Group of the Employee A  B  C  D

d) Office

e) Department

f) Ministry

g) Basic Salary  h) Pay Scale

l) Employee ID (if any)

D. Additional information for subscribers shifting to Corporate Sector (to be verified by the Corporate Office of the subscriber concerned)

**I. Subscribers Employment and PAN Details**

a) Date of Joining\* :         b) Date of Retirement\* :          
D D M M Y Y Y Y D D M M Y Y Y Y

c) Employee ID\*

**II. Subscriber Scheme Preference (Applicable only if the target Corporate has given the option of selecting scheme preference to the associated employees)**

a) PFM (Name in alphabetical order) Please tick only one

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| HDFC Pension Management Company Limited       | <input type="checkbox"/> | Reliance Capital Pension Fund Limited     | <input type="checkbox"/> |
| ICICI Pension Fund Management Company Limited | <input type="checkbox"/> | SBI Pension Funds Private Limited         | <input type="checkbox"/> |
| Kotak Mahindra Pension Fund Limited           | <input type="checkbox"/> | UTI Retirement Solutions Limited          | <input type="checkbox"/> |
| LIC Pension Fund Limited                      | <input type="checkbox"/> | Birla Sun life Pension Management Limited | <input type="checkbox"/> |

(Selection of PFM is mandatory both in Active and Auto Choice. In case you do not indicate a choice of PFM, your application form shall be summarily rejected).

**(iii) INVESTMENT OPTION (Available for All Citizen Model and Corporate Model Subscribers)**

( Please Tick (√) in the box given below showing your investment option).

Active Choice  Auto Choice

For details on Auto Choice, please refer to the Offer Document. Please note:

- In case you do not indicate any investment option, your funds will be invested in Auto Choice (LC 50).
- In case you have opted for Auto Choice and fill up section III below relating to Asset Allocation, the Asset Allocation instructions will be ignored and investment will be made as per Auto Choice.

**(iv) ASSET ALLOCATION (to be filled up only in case you have selected the 'Active Choice' investment option)**

Asset Class	E (Cannot exceed 75%)	C (Max up to 100%)	G (Max up to 100%)	Total	Note: 1. The total allocation across E, C and G asset classes must be equal to 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected. 2. Asset class E-Equity and related instruments; Asset class C-Corporate debt and related instruments; Asset class G-Government Bonds and related instruments; including instruments like CMBS, MBS, REITS, AIFs, Invts etc.
Specify %					

**(v) Auto Choice Option (to be filled up only in case you have selected the 'Auto Choice' investment option). In case, you do not indicate a choice of LC, your funds will be invested as per LC 50.**

Life Cycle (LC) Funds	Please tick	Note: 1. LC 75- It is the Life cycle fund where the Cap to Equity investments is 75% of the total asset 2. LC 50- It is the Life cycle fund where the Cap to Equity investments is 50% of the total asset 3. LC 25- It is the Life cycle fund where the Cap to Equity investments is 25% of the total asset
LC 75	<input type="checkbox"/>	
LC 50	<input type="checkbox"/>	
LC 25	<input type="checkbox"/>	

**c) Asset Allocation table (to be filled up only in case you have selected the 'Active Choice' investment option)**

Asset Class	E (Cannot exceed 75%)	C	G	A (Cannot exceed 5%)	Total
% share					100%

**Note:-** The allocation across E, C, G and A asset classes must equal 100%. In case, the allocation is left blank and/or does not equal 100%, the application shall be rejected by the POP.

**vi. KYC details (Applicable only if subscriber is shifting from Government Sector)**

(Refer instruction no. X)

- a) KYC document for identify proof : \_\_\_\_\_
- b) KYC document for address proof : \_\_\_\_\_
- c) Document for Date of birth proof : \_\_\_\_\_

**Declaration (Applies to subscribers across all sectors):**

I agree to be bound by the terms and conditions for the target sector (in which my PRAN will belong after processing of this Intersector Shifting request) and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration / Undertaking being signed. Further, I agree to pay all the necessary charges, as applicable, of the target sector.

Date \_\_\_\_\_ Signature/ Thumb impression of Subscriber\* \_\_\_\_\_

*\*Note: Left thumb impression in case of illiterate male claimants and Right thumb impression in case of illiterate female claimants must be obtained.*

Certified that the above declaration has been signed / thumb impressed before me by \_\_\_\_\_ after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her. Also certified that the date of birth and employment details is as per employee records available with the Department

Signature of the Authorised Person \_\_\_\_\_ Stamp of the DDO \_\_\_\_\_  
Designation of the Authorised Person \_\_\_\_\_ Name of the DDO \_\_\_\_\_  
Date : \_\_\_\_\_ Department / Ministry \_\_\_\_\_

Certified that the above declaration has been signed before me by \_\_\_\_\_ after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her. Also certified that the date of birth and employment details is as per employee records available with the Corporate.

Signature of the Authorised Person \_\_\_\_\_  
Designation of the Authorised Person \_\_\_\_\_ Stamp of the Corporate \_\_\_\_\_

Certified that the above declaration has been signed before me by \_\_\_\_\_ after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her.

Signature of the Authorised Person \_\_\_\_\_  
Designation of the Authorised Person \_\_\_\_\_ Stamp of POP/POP-SP \_\_\_\_\_

**For Office use only (To be filled up by the officer accepting the form)**

Received by: \_\_\_\_\_ PAO/POP –SP Registration Number: \_\_\_\_\_  
Received at: \_\_\_\_\_ Date: \_\_\_\_\_ Time Stamp: \_\_\_\_\_  
Details verified by: \_\_\_\_\_ Date: \_\_\_\_\_ Time stamp: \_\_\_\_\_

Receipt Number Issued by the receiving office (only for POP-SP)

## Instructions for filling the form

- I. Details of the DDO / POP-SP with which the PRAN is currently associated.
- II. Details of the DDO / POP-SP with which the PRAN will be associated.
- III. Please quote the correct PRAN and attach a copy of the PRAN Card.
- IV. This form is to be used by the subscriber only.
- V. Sector for 'Existing PRAN association' and 'Target PRAN association' can be the same only if a subscriber is shifting from one State Government to another State.
- VI. Active choice - Under Active choice, subscribers have an option to choose a fund manager and provide the ratio in which his / her funds are to be invested among asset classes.
- PFM selection is mandatory. The form shall be rejected if a PFM is not opted for.
  - Allocation under Equity (E) cannot exceed 75% & Alternative (A) cannot exceed 5%
  - A subscriber opting for active choice may select the available asset classes ("E", "G", "C" & "A"). However, the sum of percentage allocation across all the selected asset classes must equal 100. If the sum of percentage allocations is not equal to 100%, or the asset allocation table is left blank, the application shall be rejected.
- VII. Auto choice - Under Auto choice investment will be made in a lifecycle fund in the schemes of PFM chosen by Subscriber. A subscriber opting for Auto Choice must also select a PFM. The application shall be rejected if the subscriber does not indicate his/her choice of PFM. In case both investment option and the asset allocation table are left blank, the subscriber's funds will be invested as per Auto Choice For more details on investment options and asset classes, please refer to the Offer Document.
- VIII. Employment details are to be captured in CRA system by the target PAO/DTO along with other details, if the subscriber is shifting from All Citizens to Central / State Government sector.
- IX. PAO/DTO have to modify the employment details of the subscriber after the shifting of the PRAN, in case of subscriber shifting from Central Government to State Government or vice versa or across two State Governments, i.e, both existing and new PRAN association are Government Sectors.
- X. Illustrative list of documents acceptable as proof of identity and address.

No.	Proof of Identity (Copy of any one)
i)	School Leaving Certificate
ii)	Matriculation Certificate
iii)	Degree of Recognized Educational Institution
iv)	Depository Account Statement
v)	Bank Account Statement / Passbook
vi)	Credit Card
vii)	Water Bill
viii)	Ration Card
ix)	Property Tax Assessment Order
x)	Passport
xi)	Voter's Identity Card
xii)	Driving License
xiii)	PAN Card
xiv)	Certificate of identity signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.

No.	Proof of Address (Copy of any one)
i)	Electricity bill <sup>^</sup>
ii)	Telephone bill <sup>^</sup>
iii)	Depository Account Statement <sup>^</sup>
iv)	Credit Card Statement <sup>^</sup>
v)	Bank Account Statement / Passbook <sup>^</sup>
vi)	Employer Certificate <sup>^</sup>
vii)	Rent Receipt <sup>^</sup>
viii)	Ration Card
ix)	Property Tax Assessment Order
x)	Passport
xi)	Voter's Identity Card
xii)	Driving License
xiii)	Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.

### Note:

- Proof of Address mentioned in Sr. No. (i) to (vii) (^) should not be more than six months old on the date of application.
- You are required to bring original documents & two self-attested photocopies (Originals will be returned over-the-counter after verification)