

National Pension System

Annexure N4

Covering letter for DDO Registration Application Forms

(To be submitted by PAO/CDDO/DTO in duplicate on official stationery)

To
Karvy CRA,

Date:

From:

PAO/CDDO/DTO Registration Number:

PAO/CDDO/DTO Name:

Pr. AO /DTA Name:

PAO's / CDDO/DDO's contact No.:

Enclosed please find DDO Registration Forms from the respective DDO's for the purpose of registration in the CRA system. The details of the DDO are as listed below

Sr. No	Name of the DDO office	Name of the Department
Total Number of Forms Attached:		

I the authorized signatory, do hereby declare that what is stated above is correct and complete.

Yours faithfully,

Stamp/Signature/Name of authorized signatory of PAO/CDDO/DTO

Acceptance Date & Stamp of CRA

Instructions:

1. This covering letter is to be provided by the PAO/CDDO/DTO along with the DDO registration form.
2. Details of DDO should be same as mentioned in the application forms.
3. The application forms should be arranged in same order as mentioned in the covering letter.
4. The form should be submitted at Central Recordkeeping Agency.

Karvy Fintech Pvt Ltd, Karvy Selenium Tower B, Plot Nos. 31 & 32, Financial District,
Nanakramguda, Serilingampally Mandal, Hyderabad – 500032, India.