Form ISS

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 *

II) PRAN (Permanent Retirement Account Number) *

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

I) Employee ID (if any)

Scheme Preference Details. Please Submit Subscriber Scheme Preference details in section D.

☐ **C. Additional information for subscribers shifting to Corporate Sector & All Citizens(to be verified by the Corporate Office of the subscriber concerned)**

I. Subscribers Employment and PAN Details

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

c) Employee ID*

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 : _____

Scheme Preference Details. Please Submit Subscriber Scheme Preference details in section D.

If Subscriber is shifting to Corporate sector, applicable only if the target Corporate has given the option of selecting scheme Preference to the associate employee.

D. PENSION FUND (PF) SELECTION AND INVESTMENT OPTION* (Please refer to Sr no. 6 of the instructions)

(I) PENSION FUND SELECTION (Tier I) : Please read below conditions before opting for the choice of Pension Funds:

1. **Government Sector :** The following Pension Funds (PFs) will act jointly as default PFs, if choice is not exercised by the government employee/subscriber (a) LIC Pension Fund Limited (b) SBI Pension Funds Pvt. Limited (c) UTI Retirement Solutions Ltd. In case of Central Autonomous Bodies (CAB)/ State Government (SG)/State Autonomous Bodies (SAB) employees, selection made under this section will be ignored, if choice to employees is not notified by the respective State Govt/Ministry.
2. **All Citizen Model :** Subscribers under All Citizen model have the option to choose the available PFs as per their choice in the table below.
3. **Corporate Model :** Subscribers shall have the option to choose the available PFs as per the below table in consultation with their respective Employer.
4. **Default Choice of Pension Funds :** Available in Government sector, if employee/subscriber does not exercise choice of PF

Name of the Pension Fund (Please select only one)	Please Tick (✓)	Default Choice of Pension Funds
LIC Pension Fund Limited		Available in Government sector, if employee / subscriber does not exercise choice of PF
SBI Pension Funds Private Limited		
UTI Retirement Solutions Limited		
ICICI Prudential Pension Funds Management Company Limited		
Kotak Mahindra Pension Fund Limited		
HDFC Pension Management Company Limited		
Birla Sunlife Pension Management Limited		

* Selection of one Pension Fund is mandatory for All Citizen subscriber

(ii) INVESTMENT OPTION

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

Active Choice ☐ Auto Choice ☐

Please note:

1. In case you select Active Choice fill up section (iii) below and if you select Auto Choice fill up section (iv) below.
2. In case you do not indicate any investment option, your funds will be invested in Auto Choice (LC 50).
3. 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 (LC 50).

(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%)	A (Cannot exceed 5%)	Total	Asset class E-Equity and related instruments; Asset class C-Corporate debt and related instruments; Asset class G-Government Bonds and related instruments; Asset Class A-Alternative Investment Funds including instruments like CMBS, MBS, REITS, AIFs, Invlts etc. **Please Note** 1. Upto 50 years of age, the maximum permitted Equity Investment is 75% of the total asset allocation. 2. From 51 years and above, maximum permitted Equity Investment will be as per the asset allocation matrix provided In Annexure IV. The tapering off of equity allocation will be carried out as per the matrix on date of birth. 3. The total allocation across E, C, G and A 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. 4. In case of Active Choice, if the equity asset allocation selected is more than what has been permitted as per PFRDA guidelines (e.g. a person of age 53 selecting 75% in equity as against permitted limit), the permitted limit will be allotted in remaining portion will be allocated to asset class G.
Specify %						
Choices in Govt Sector	Not available		Available	Not available		In case of Government employee/subscriber the Active choice of Asset Allocation is restricted to Asset Class 'G' only

(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 (✓) Only One	Choices in Govt. sector	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 4. Govt. employee can exercise Auto Choice of Asset Allocation for LC 25 & LC 50 only
LC 75		Not available	
LC 50		Available	
LC 25			

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 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 Corporate

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 _____

Designation of the Authorised Person _____

Date :

Registration Number of DDO/POP-SP_____

Name of the DDO/POP-SP _____

Department / Ministry _____

To be filled by POP/DTO/PAO/DTA/PrAO

Registration Number of DTO/PAO/DTA/PrAO/POP_____

Signature of the Authorised Person

Designation of the Authorised Person

Stamp of DTO/PAO/DTA/PrAO/POP

For Officie 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 Governemnt 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.

a. PFM selection is mandatory. The form shall be rejected if a PFM is not opted for.
b. Allocation under Equity (E) cannot exceed 75% & Alternative (A) cannot exceed 5%
c. 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 shiifting from All Citizens to Central / State Governemnt 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^
ii)	Telephone bill^
iii)	Depository Account Statement^
iv)	Credit Card Statement^
v)	Bank Account Statement / Passbook^
vi)	Employer Certificate^
vii)	Rent Receipt^
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:

1) Proof of Address mentioned in Sr. No. (i) to (vii) (^) should not be more than six months old on the date of application.

2) You are required to bring original documents & two self-attested photocopies (Originals will be returned over-the-counter after verification)