

**Form S2**

**Request For Change/Correction in Subscriber Master details And/Or Reissue of PRAN Card**

(To avoid mistake(s), please read the accompanying instructions carefully before filling up the form)

**PRAN is mandatory. Fill only the field(s) which is/are to be modified with the revised details.**

POP Reference number   
*(In case of All Citizen Subscriber)*

I hereby request for the following details for the change. **(Please tick )**

- (A) Changes or Correction in Personal details  (C) Reissue of PRAN Card   
(B) Changes or Correction in Nomination details  (D) Changes or Correction in Date of Birth

Permanent Retirement Account Number \*:

I hereby submit the following details of change. **(Please tick the box on left margin of appropriate row where change/correction is required and provide the details in the corresponding rows.)**

Central Government  State Government  All Citizen  Corporate

**Section A: Change in Personal Details** (Please refer to Sr. No.1 to 5 of the instructions for supporting document)

**Change or Correction in Name (\* Indicates Mandatory Field)**

**1. Full Name (Full expanded name: Initials are not permitted)**

Please Tick as applicable Shri  Smt.  Kumari

First Name\*

Middle Name

Last Name

If the correction in the name to be made in Hindi, Yes  (Please provide the details in the annexure)

2. Gender : Male  Female

3. PAN  (PAN should be supported by copy of PAN card)

4. Category (Please tick (√) any one): Government  Private Sector  Self Employed  NRI  Others

**5. Father's Full Name:**

First Name\*

Middle Name

Last Name

**In case of changes in details pertaining to the point 1 or 5, CRA shall reprint the PRAN card and shall send the same to the subscriber. This will be charged by CRA.**

**6. Correspondence Address (NRIs may please refer to Sr. No. 4 of the instructions):**

Flat/Unit No/Block no\*

Name of Premise /Building /Village

Area /Locality/Taluka

District/Town/City\*

State/Union Territory\*

Country\*

Pin Code\*



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**Section B – Change in Subscriber’s Nomination Details** (Please refer to Sr. No.6 and 7 of the instructions)

You want to change Nomination details of: Tier I  Tier II

(In case you want to change nomination details in both Tier I & Tier II Account, tick both check box)

**Tier I Account:**

**1. Name of the Nominee\*:**

1st Nominee	2nd Nominee	3rd Nominee
First Name*	First Name*	First Name*
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

**2.Date of Birth\* (Only in case of a minor):**

1st Nominee	2nd Nominee	3rd Nominee
D D M M Y Y Y Y	D D M M Y Y Y Y	D D M M Y Y Y Y

**3. Relationship with the Nominee\*:**

1st Nominee	2nd Nominee	3rd Nominee

**4. Percentage Share\*:**

1st Nominee	%	2nd Nominee	%	3rd Nominee	%
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**5. Nominee’s Guardian Details\* (Only in case of a minor):**

1st Nominee’s Guardian Details	2nd Nominee’s Guardian Details	3rd Nominee’s Guardian Details
First Name*	First Name*	First Name*
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

**Tier II Account: If same as above for Tier I Yes  else**

**1. Name of the Nominee\*:**

1st Nominee	2nd Nominee	3rd Nominee
First Name*	First Name*	First Name*
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

**2.Date of Birth\* (Only in case of a minor):**

1st Nominee	2nd Nominee	3rd Nominee
D D M M Y Y Y Y	D D M M Y Y Y Y	D D M M Y Y Y Y

**3. Relationship with the Nominee\*:**

1st Nominee	2nd Nominee	3rd Nominee

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**4. Percentage Share\*:**

1st Nominee				%	2nd Nominee				%	3rd Nominee				%
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**5. Nominee’s Guardian Details\* (Only in case of a minor):**

1st Nominee’s Guardian Details	2nd Nominee’s Guardian Details	3rd Nominee’s Guardian Details
First Name*	First Name*	First Name*
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

**Section C- Request for Reissue of PRAN card.**

Reissue of PRAN card will be chargeable by the CRA.

**Section D- Change or Correction in Date Of Birth**

Date of Birth           (\* Employer certification is Mandatory & Please refer to Sr. No.8 of the instructions. )  
D D M M Y Y Y Y

<p>I _____, the applicant, do hereby          Declare that the information provided above is true to the best of my knowledge &amp; belief.           Date of Birth <input type="text"/> <input type="text"/>  <small>D D M M Y Y Y Y</small></p>	<p>Signature/Thumb Impression of the Subscriber</p>
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**Section for Government Employees and Corporate Employees**

\* Certified that the above declaration regarding correction/change in Date of Birth 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 details is as per employee records available with the Corporate.

**Signature of the Authorised Person**

**Stamp of the Office**

**Designation of the Authorised Person :** \_\_\_\_\_ **Name of the Office:** \_\_\_\_\_

Date            
D D M M Y Y Y Y

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<b>To be filled by POP-SP</b>																							
Copy of PAN card submitted :    Yes <input type="checkbox"/> No <input type="checkbox"/>																							
<b>POP-SP Stamp</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><b>Signature of Authorized Signatory</b></td> </tr> <tr> <td style="padding: 5px;">Name : _____</td> <td style="padding: 5px;">Place : _____</td> </tr> <tr> <td style="padding: 5px;">Designation : _____</td> <td style="padding: 5px;">Date : <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">D</td> <td style="text-align: center; font-size: 8px;">D</td> <td style="text-align: center; font-size: 8px;">M</td> <td style="text-align: center; font-size: 8px;">M</td> <td style="text-align: center; font-size: 8px;">Y</td> </tr> </table> </td> </tr> </table>	<b>Signature of Authorized Signatory</b>		Name : _____	Place : _____	Designation : _____	Date : <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">D</td> <td style="text-align: center; font-size: 8px;">D</td> <td style="text-align: center; font-size: 8px;">M</td> <td style="text-align: center; font-size: 8px;">M</td> <td style="text-align: center; font-size: 8px;">Y</td> </tr> </table>									D	D	M	M	Y	Y	Y	Y
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KYC Compliance (Section A – 1,2,3,6 & 7) :    Yes																							
KYC document accepted for identify proof    : _____																							
KYC document accepted for address proof    : _____																							
Document accepted for date of birth proof    : _____																							
Copy of PAN card submitted    : Yes <input type="checkbox"/> No <input type="checkbox"/>																							
<i>(In case submitted as identity proof or date of birth proof or/and for updation of PAN)</i>																							
PAN Compliance    :    Yes <input type="checkbox"/>																							
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**To be filled by CRA**

Received by: \_\_\_\_\_ CRA Registration Number: \_\_\_\_\_

Received at : \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement Number  
(To be provided by CRA) \_\_\_\_\_

**INSTRUCTIONS FOR FILLING THE FORM**

- a. This form is to be used for the purpose of change/correction in subscriber personal details, nominee details, reissue of PRAN card.
- b. The form is to be submitted at the PAO/DTO/POP-SP for carrying out the necessary changes.
- c. Form to be filled legibly in BLOCK LETTERS and in BLACK INK only. Please fill the form in legible handwriting so as to avoid errors in your application processing. Please do not overwrite. Corrections should be made by cancelling and re-writing and such corrections should be countersigned by the applicant.
- d. Please tick the box on the left margin of appropriate row where change/correction is required and provide the details in the corresponding row. Please strike off the remaining blank rows for which no change is requested. Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- e. Details Marked with (\*) are the mandatory fields.
- f. Mention 12 digits PRAN correctly.
- g. All dates Should be in "DDMMYYYY" Format
- h. Application incomplete in any respect and/or not accompanied by required documents is liable to be rejected. The application is liable to be rejected if mandatory fields are left blank.
- i. Reissue of PRAN card will be chargeable by the CRA.
- j. Subscribers are advised to retain the acknowledgement slip signed/ stamped by the POP-SP where they submit the application

## Subscriber's Personal Details

Sr. No.	Item No.	Item Details	Guidelines for Filling the Form
<b>Section A – Subscriber's Personal Details</b>			
1.	1	Full Name	In case of change in name please provide the requisite proof such as marriage certificate or Gazette copy of name change.
2.	2	Gender	Please provide a copy of Gazette Notification supporting the change
3.	4	Category	Fund transfers by NRIs would be subject to regulatory requirements as prescribed by RBI from time to time and FEMA requirements.
4.	6&7	Correspondence Address& Permanent Address	An NRI subscriber would need to furnish an Indian address as present address for communication and bank details within India. All future communications will be sent to present address. List of documents accepted as proof of address is given below.
5.	12	Bank Details	The subscribers shall provide a <b>cancelled cheque</b> , the details of which should match the bank details provided.
<b>Section B - Subscriber's Nomination Details</b>			
6.	1 to 4	Nomination Details	1) Subscriber can nominate a maximum of three nominees. 2) Subscriber cannot fill the same nominee details more than once for same tier. 3) Percentage share value for all the nominees must be integer. Decimals/Fractional values shall not be accepted in the nomination(s). 4) Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.
7.	5	Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details shall be mandatory.
<b>Section D - Subscriber's Date of Birth Details</b>			
8.	1	Date of Birth	Please ensure that this matches with the Date of Birth as indicated in the document provided in support

### Illustrative list of documents acceptable as proof of identity and address

Sr. No.	Proof of Identity (Copy of any one of the given below documents)	Proof of Address (Copy of any one of the given below documents)
a	Passport issued by Government of India	Passport issued by Government of India
b	Ration card with photograph	Ration card with photograph and residential address
c	Bank Pass book or certificate with Photograph	Bank Pass book or certificate with photograph and residential address
d	Voters Identity card with photograph and residential address	Voters Identity card with photograph and residential address
e	Valid Driving license with photograph	Valid Driving license with photograph and residential address
f	PAN Card issued by Income tax department	Letter from any recognized public authority at the level of Gazetted officer like District Magistrate, Divisional commissioner, BDO, Tehsildar, Mandal Revenue Officer, Judicial Magistrate etc.
g	Certificate of identity with photograph signed by a Member of Parliament or Member of Legislative Assembly	Certificate of address with photograph signed by a Member of Parliament or Member of Legislative Assembly
h	Aadhaar Card / letter issued by Unique Identification Authority of India	Aadhaar Card / letter issued by Unique Identification Authority of India clearly showing the address

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Sr. No.	Proof of Identity (Copy of any one of the given below documents)	Proof of Address (Copy of any one of the given below documents)
l	Job cards issued by NREGA duly signed by an officer of the State Government	Job cards issued by NREGA duly signed by an officer of the State Government
j	Photo Identity Card issued by Government, Defence, Paramilitary and Police Department"s	Latest Electricity/water bill in the name of the Subscriber / Claimant and showing the address (less than 6 months old)
k	Ex-Service Man Card issued by Ministry of Defence to their employees	Latest Telephone bill in the name of the Subscriber / Claimant and showing the address (less than 6 months old)
l	Photo Credit card	Latest Property/house Tax receipt (not more than one year old)
m		Existing valid registered lease agreement of the house on stamp paper ( in case of rented/leased accommodation)
<b>NOTE : You are required to bring original documents &amp; two self-attested photocopies(originals will be returned over-the-counter)</b>		

### GENERAL INFORMATION FOR SUBSCRIBERS

- a) For any further clarification please refer to the PFRDA website [www.pfrda.org.in](http://www.pfrda.org.in) or call on toll free no. 1800110708
- b) The Subscriber can obtain the status of his/her application from the CRA website <http://www.enps.karvy.com> or through the respective employer.

प्रान कार्ड हिंदी में मुद्रित कराने के लिए विवरण दें। (कृपया विवरण देवनागरी लिपि में ही दें):

कृपया नोट करे कि इस अनुलग्नक में दिए अनुसार ही आपका नाम प्रान कार्ड पर दर्शाया जाएगा ।  
तथापि, जन्मतिथि केवल अंग्रेजी में ही मुद्रित होगी ।

अभिदाता का पूरा नाम :

प्रथम नाम\* : .....

मध्य नाम : .....

अंतिम नाम : .....

पिता का नाम :

प्रथम नाम\* : .....

मध्य नाम : .....

अंतिम नाम : .....

(\* अनिवार्य स्थान दर्शाता है)

अभिदाता के हस्ताक्षर/अंगूठेकानिशान*

.....  
अभिदाताकानाम : .....