"**National Pension System – NPS**"
Gujarat Infotech Limited
(*Authorised POP (Point of Presence) appointed by*
"PFRDA")
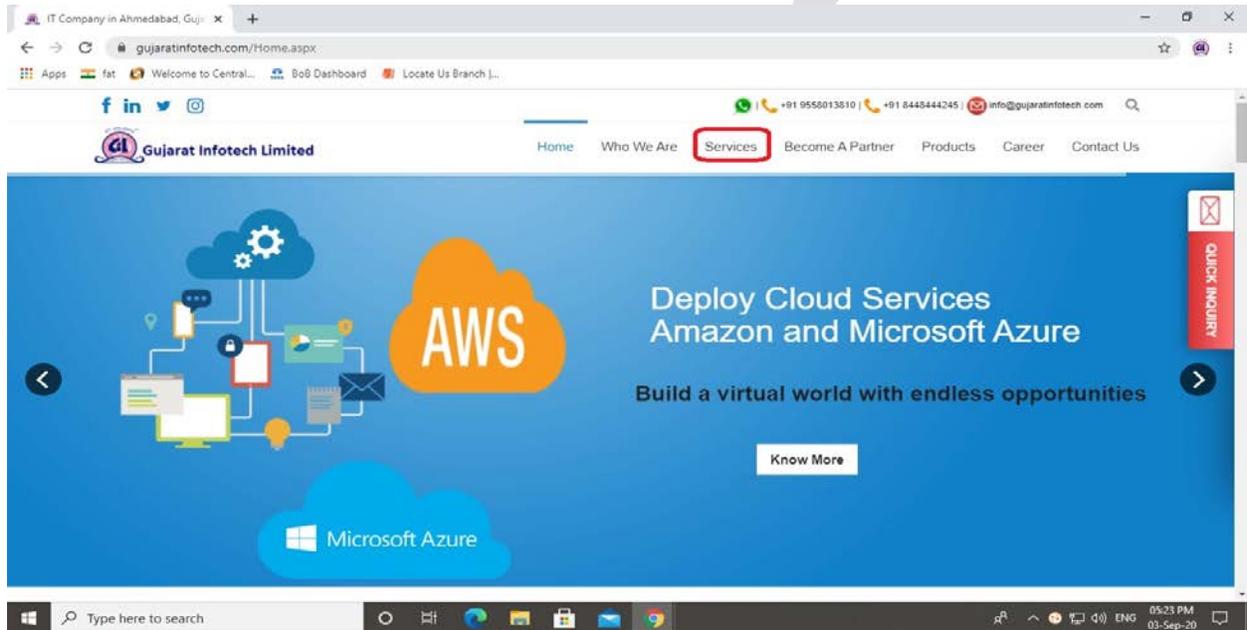(ISO 9001 : 2015 and 27001 : 2013 Certified Company)
E- Mail: info@gujaratinfotech.com, website: www.gujaratinfotech.com, Tel - 079- 27452276

USER MANUAL: Online Registration for NPS (National Pension System) through GIL's Website

➢ Visit to our Website i.e. www.gujaratinotech.com, click on "**Services**" Tab
(Direct Link: www.gujaratinfotech.com/nps)

➢ Click on "**National Pension System (NPS)**", under the "**Services**" Tab
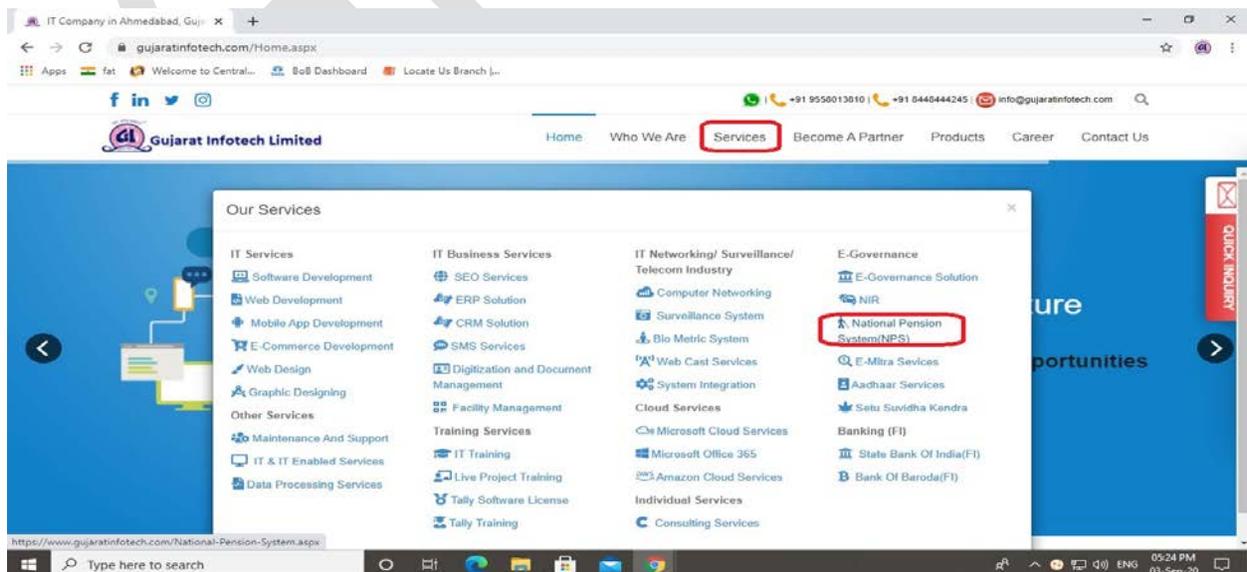
➢ Click on "**NEW SUBSCRIBER REGISTRATION**" button (Direct Link: www.gujaratinfotech.com/nps)

➢ Then, the below screen will be appeared

➤ Just scroll down and Click on "**REGISTRATION**" button

➤ New Registration screen will appeared, click on "**Click Here**" link to redirect UIDAI website for download Aadhaar Offline e-KYC XML File

➢ The page will redirect to below screen. Click on "**Login**" button.
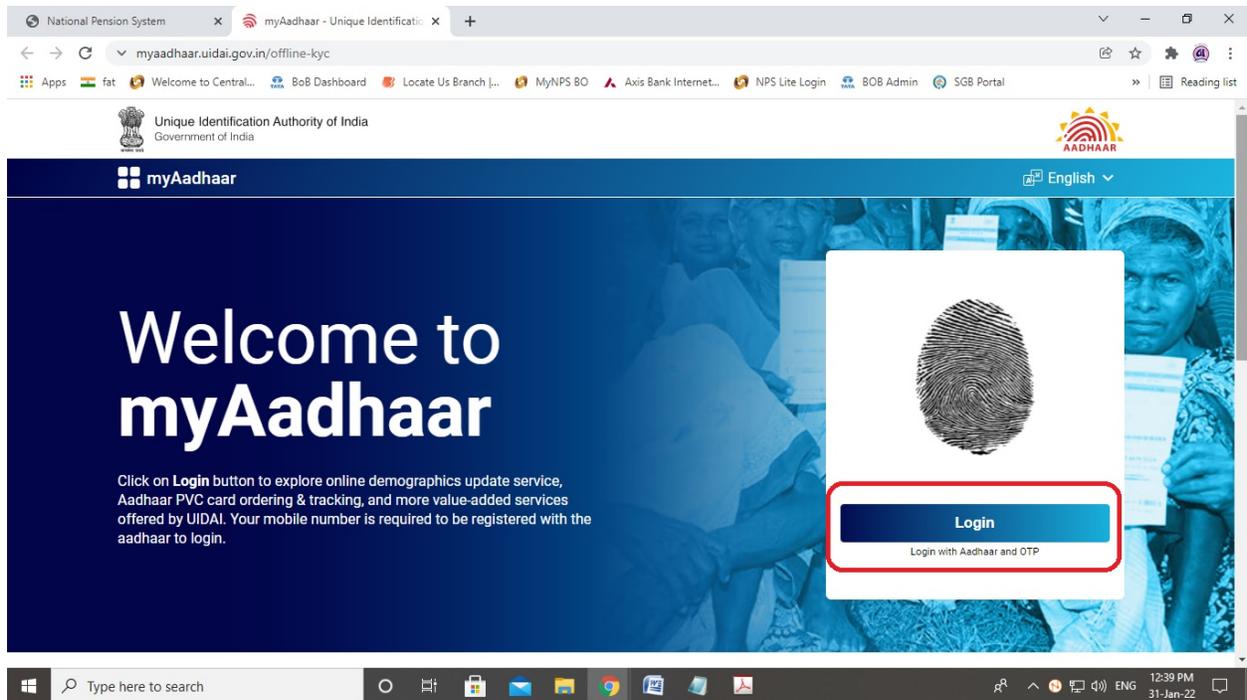
➢ **Enter** Your Aadhaar number, write the given **Captcha** & click on "**Send OTP**" button
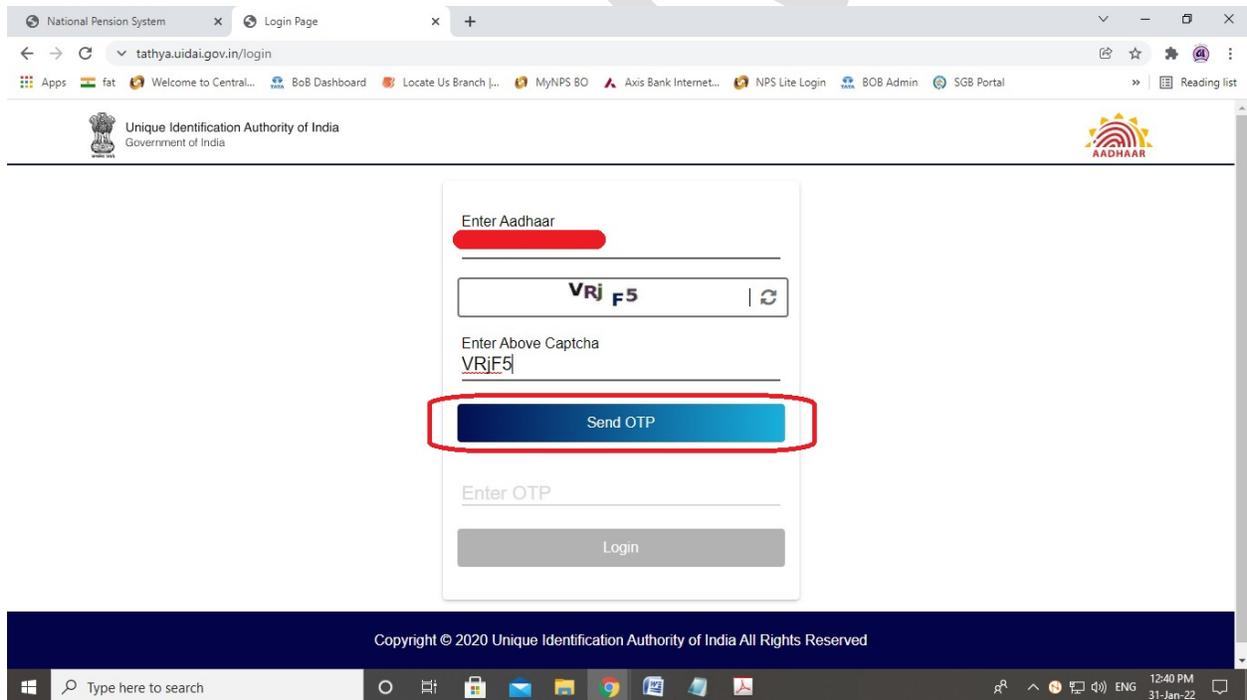
➢ Write the OTP, received on Aadhaar registered Mobile Number & click on "**Login**" button
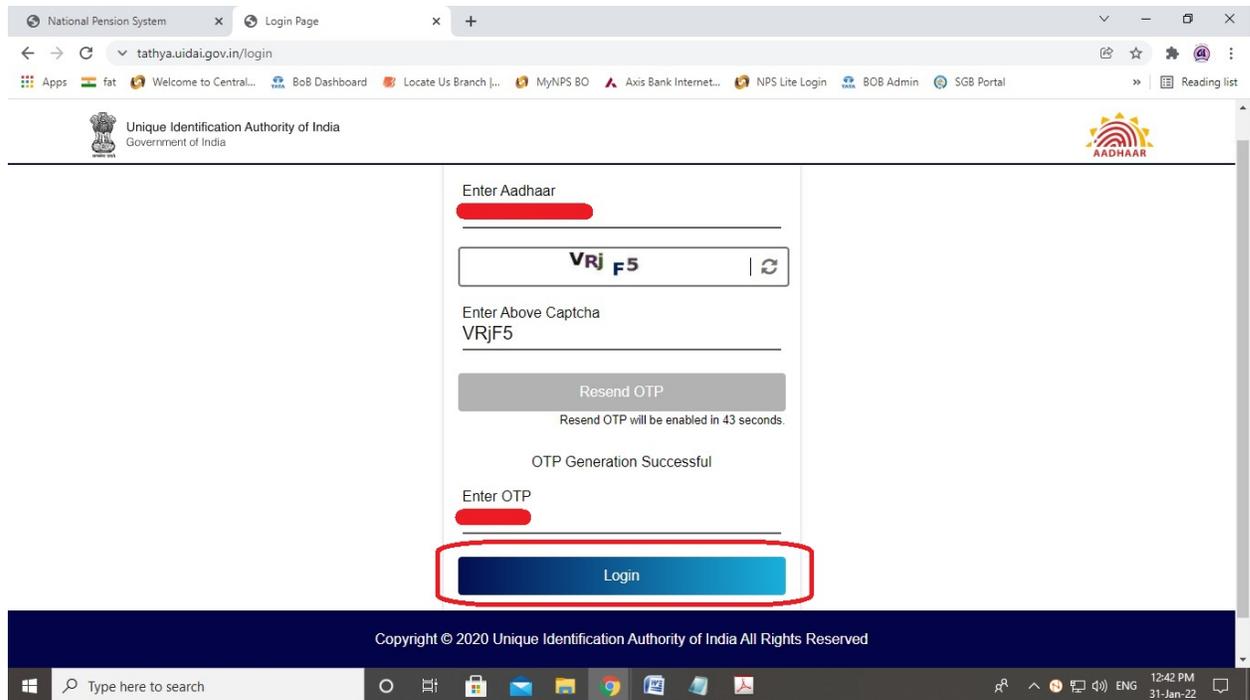
➢ Then below page will be displayed, Click on "**Offline eKYC**" service
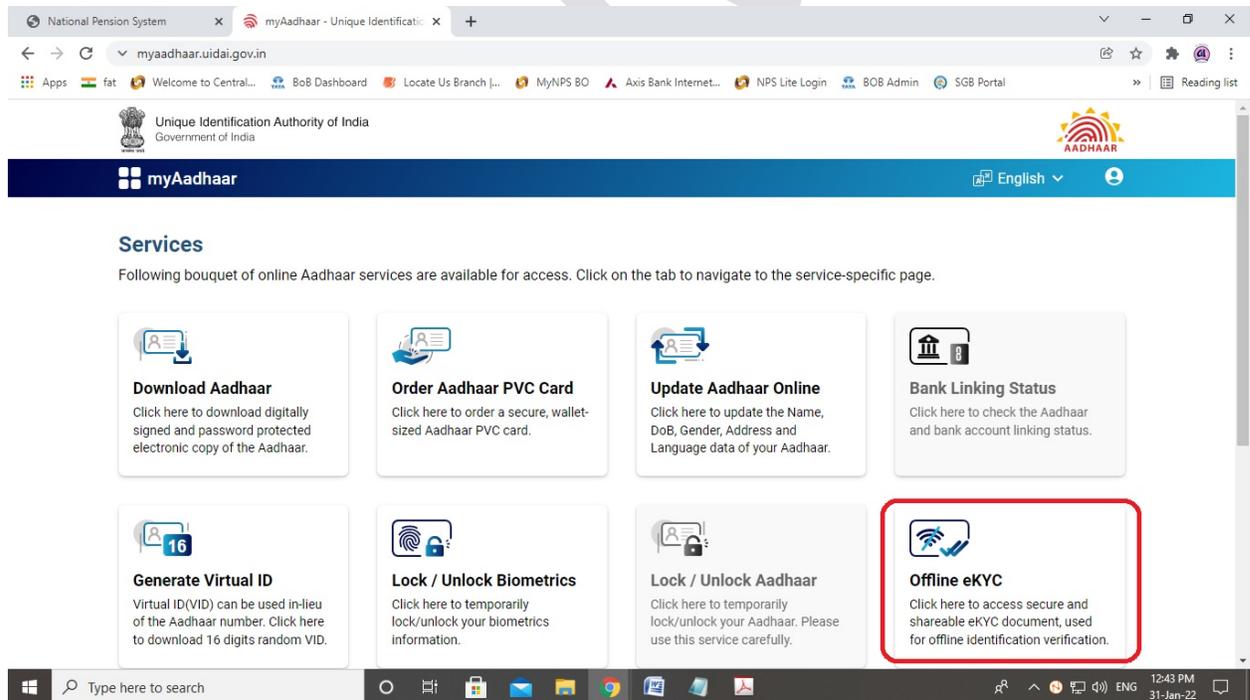
> **Create a Share Code** for your Paperless Offline eKYC (*04 digit – any random number*) & click on "**Download**" button
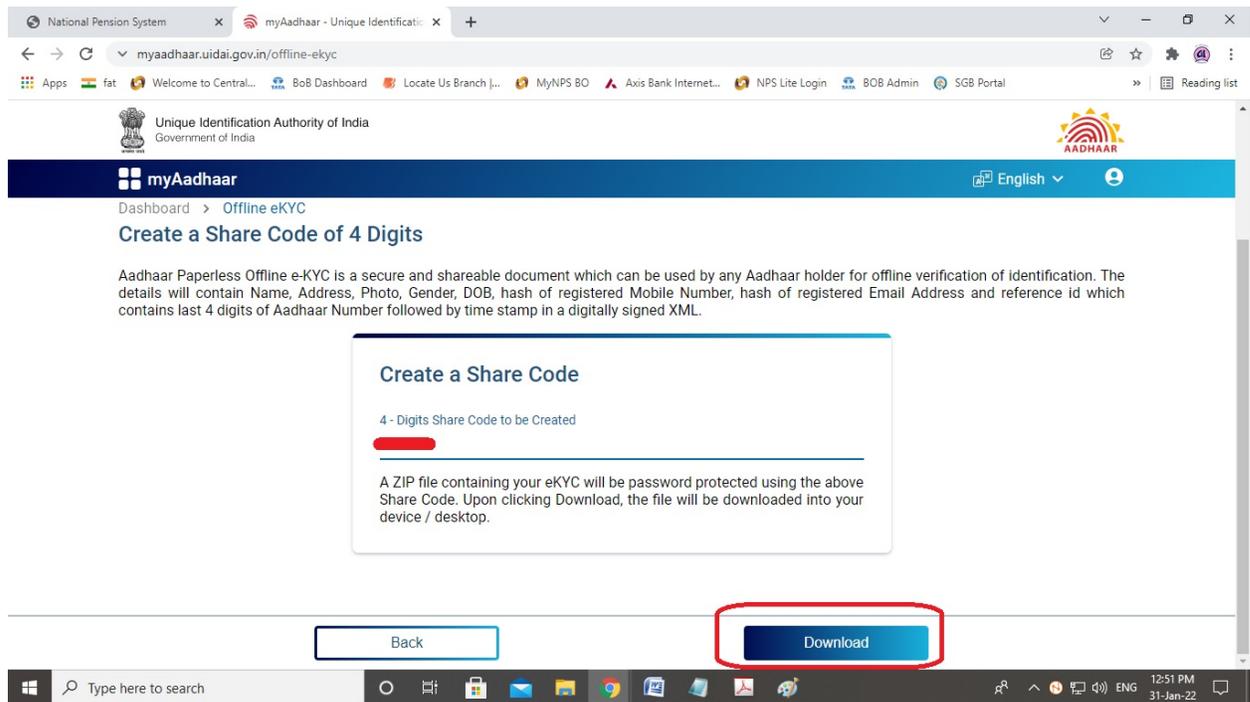
> Zip file will be downloaded, Click on Down arrow and then click on "**Show in folder**" button
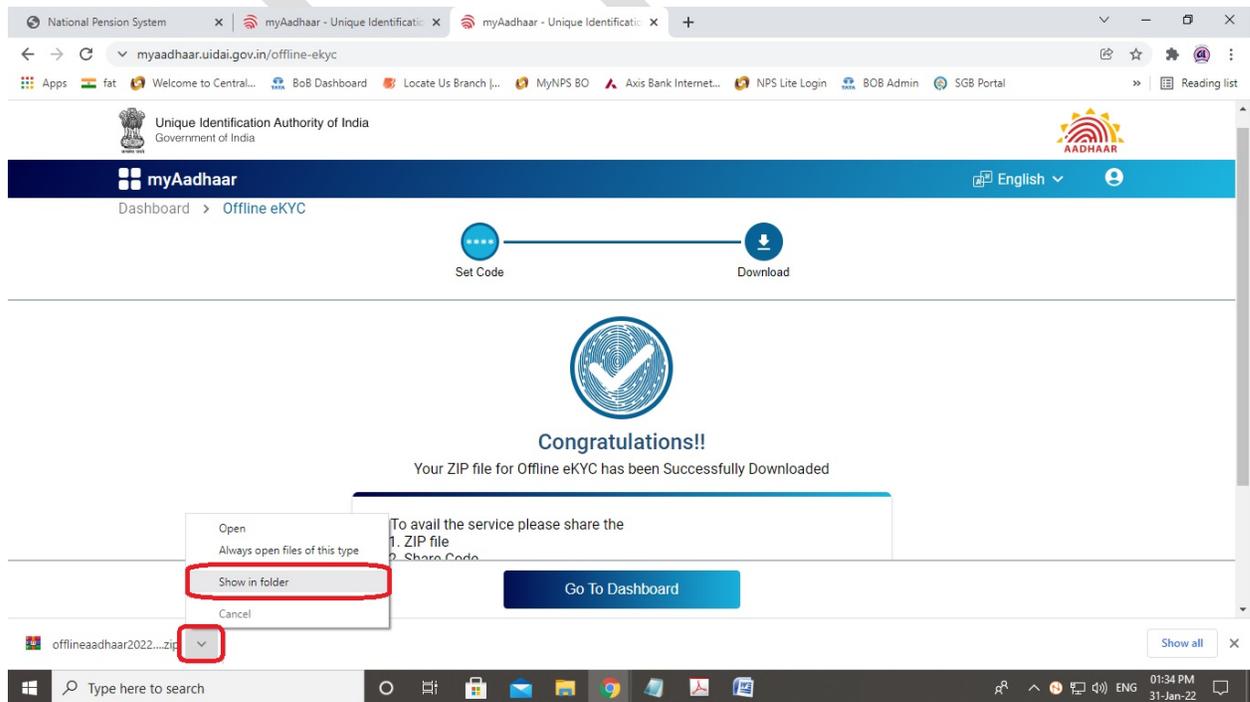
➢ The downloaded Offline eKYC zip file will be shown in your downloads or the folder selected by you
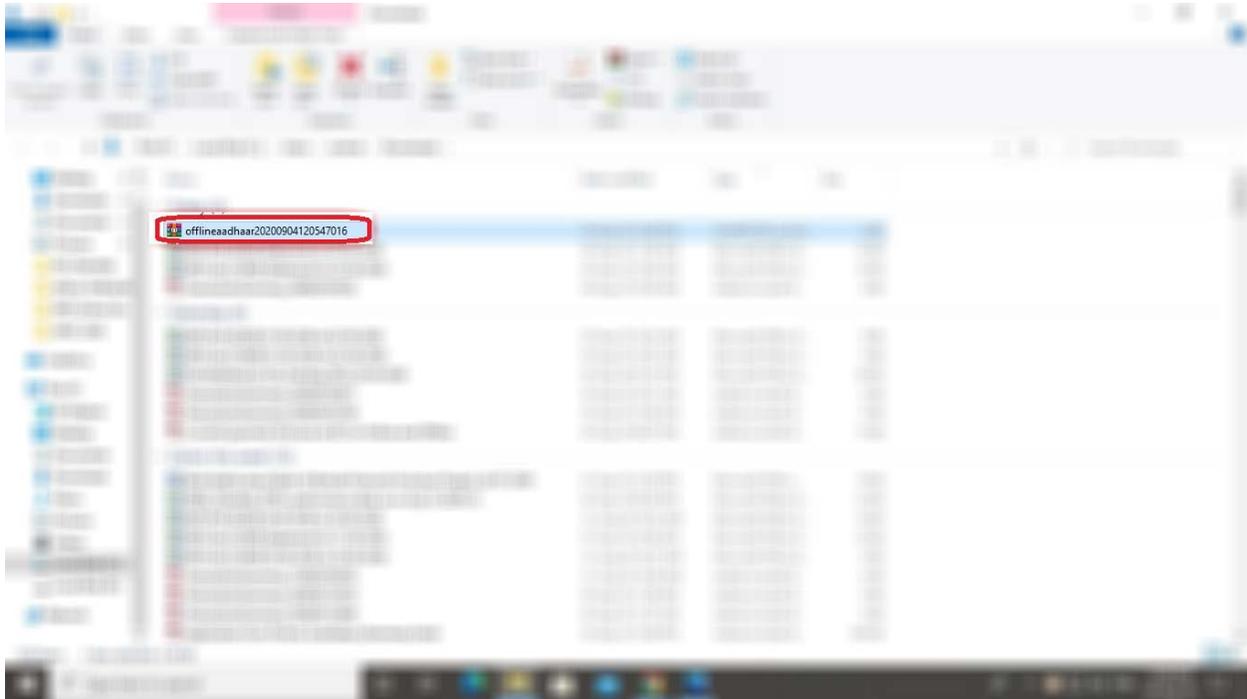
➢ Go to the Registration page, Enter **Aadhaar registered Mobile Number**, **Last digit (12th digit) of your Aadhaar Number**, **Upload downloaded Offline eKYC zip file**, **Enter created Share Code** *(04 digit)* while downloading Offline eKYC Zip file & click on "**Continue**" button
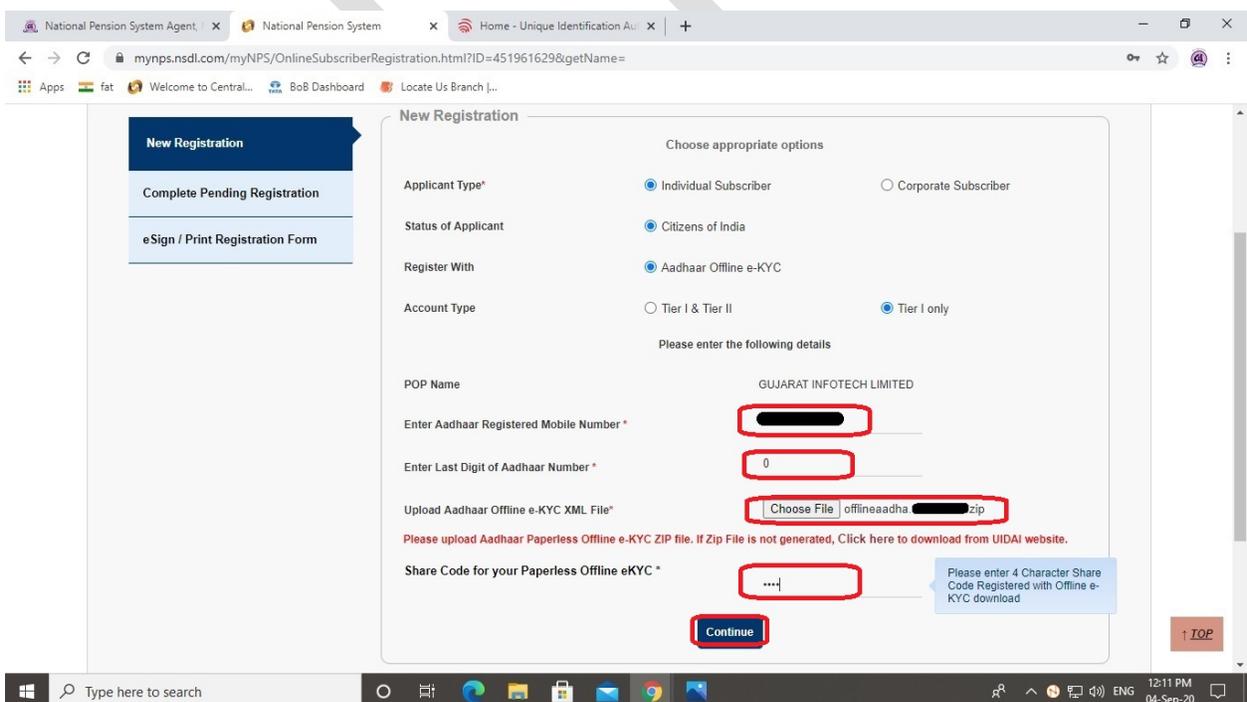
➢ Select/enter **Title**, **Place/City of Birth**, **Country of Birth**, **Marital Status**, **Email ID**, **Father's Title**, **Father's Name**, **Mother's Title**, and **Mother's Name**. Rest details will be fetched by the software from Aadhaar's data

➢ Enter **PAN No**, **Captcha** and Click on **Generate Acknowledgement No** button

➢ Acknowledgement No will be generated, note the same. Click on **OK** button
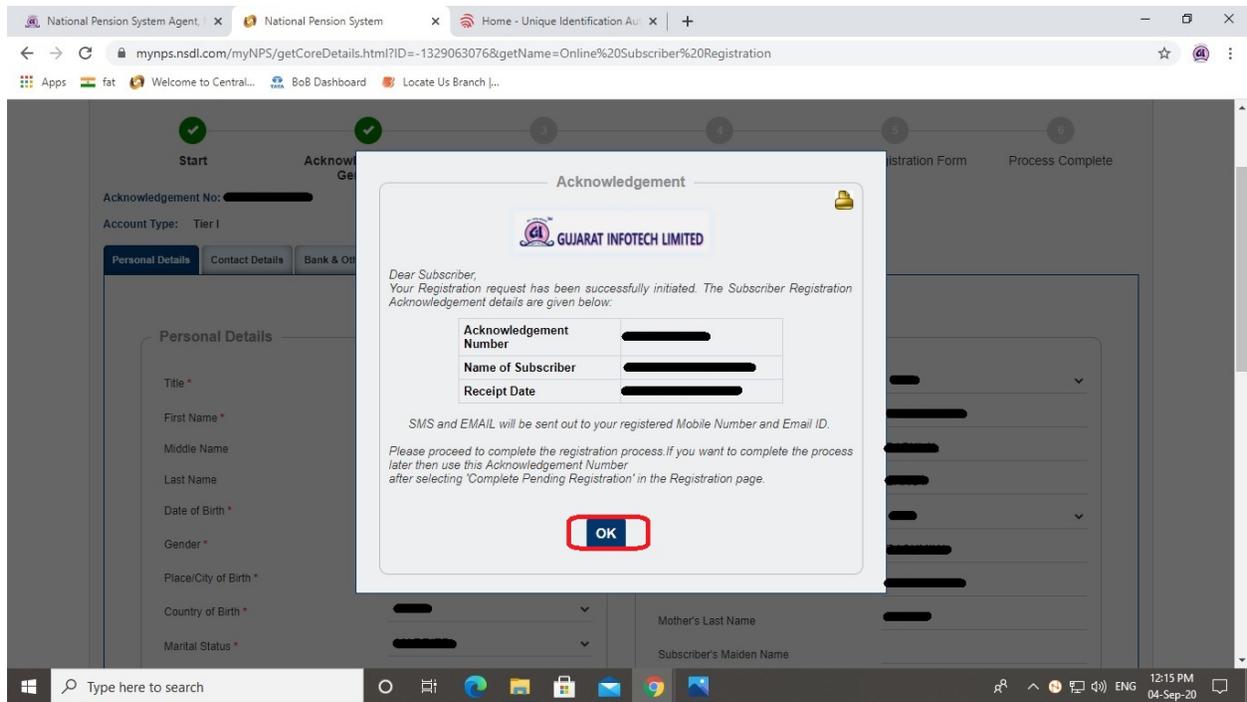

➢ Select Yes/No in **US PERSON** [Select Yes in case of Subscriber is Greencard holder of USA (Amrerica)] Select **Country of Tax residency** (select INDIA), Enter **Address**, select India in **TIN Number Issuing Country**, enter PAN Number in **Tax Identification Number**, enter your State in **FATCA State**, enter your City in **FATCA City**, Entry Pin/Zip Code in **FATCA Zip Code** and Scroll Down the page (Keep the **Validity** field blank)
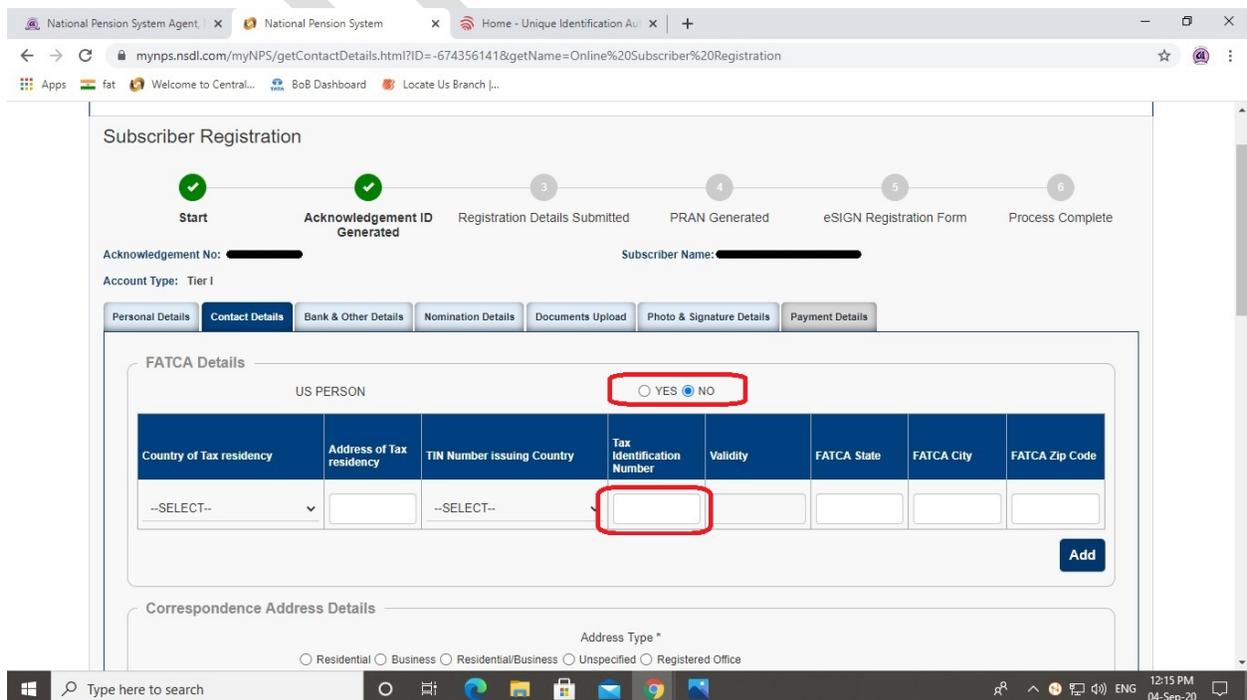
➢ Select **Address Type** (From Residential/Business etc) and Click on **Save & Proceed** button
  (Address will be fetched by the software from Aadhaar's data)
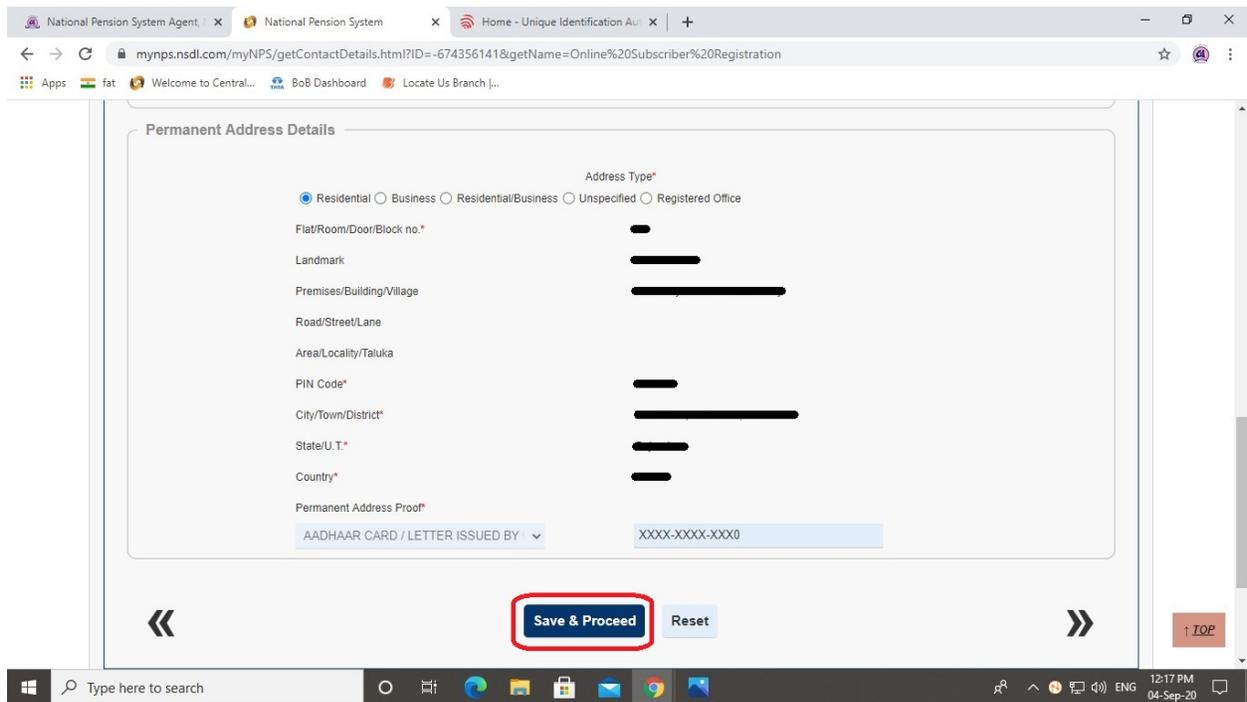
➢ Select your relevant details:
  Mandatory: **Occupation Details**
  Voluntary: Income Range (pa), Educational Qualification etc and Scroll Down the page
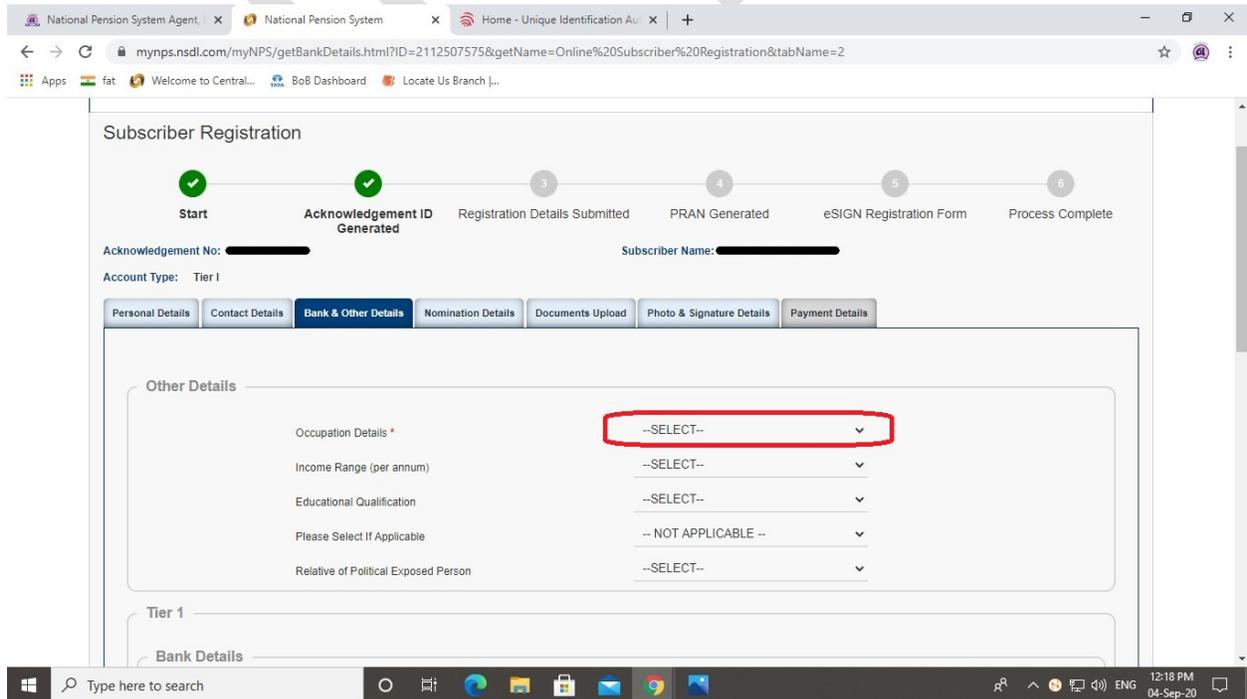
➢ Enter your **Bank Details** and Click on **Save & Proceed** button

➢ Select Pension Fund Manager (PFM) from list, Select Auto/Active from Investment Option and Scroll Down the page (Click on "❓" button for more details)

➤ Fill up the Nominee details and click on **Submit** button (You can opt for maximum 03 Nominees)

➤ Upload your **PAN Card Image** & **Cancelled Cheque Image** by clicking on Choose File and Click on **Upload** button

➢ Upload your Signature Image by clicking on Choose File and Scroll Down the page (Your Photograph will be fetched by the software from Aadhaar's data)
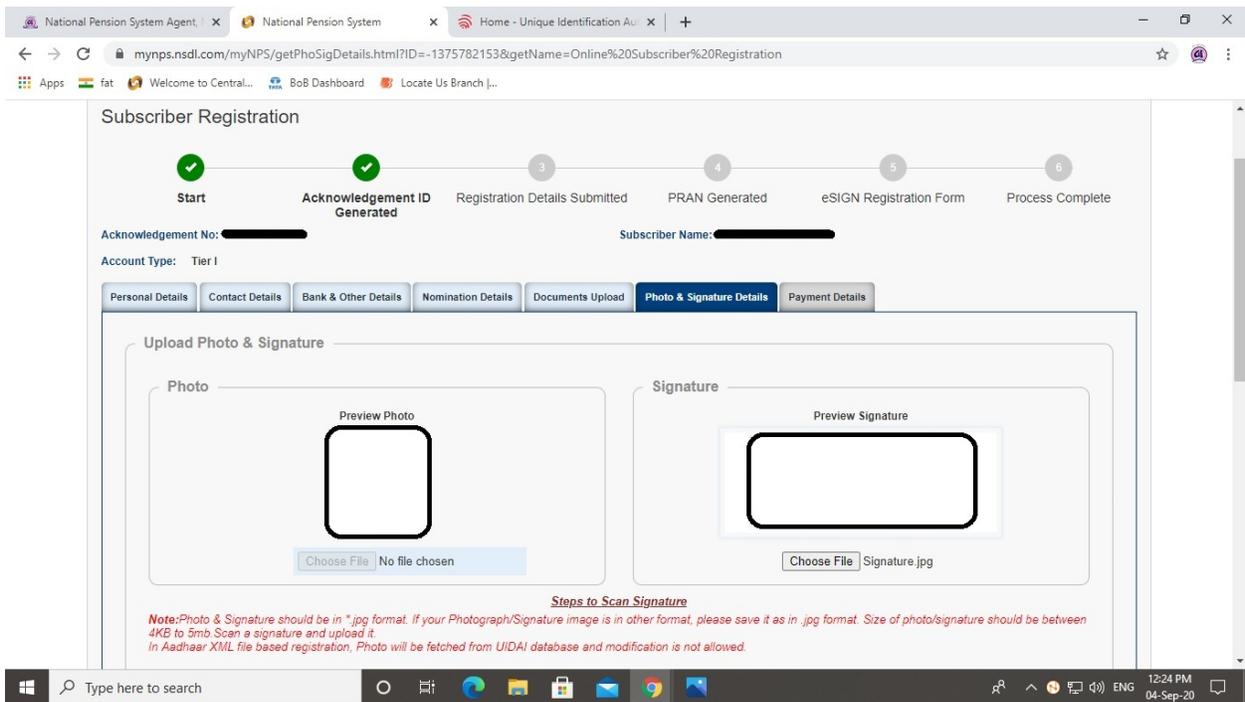
➢ Click on **Save** and then click on **Confirm** button
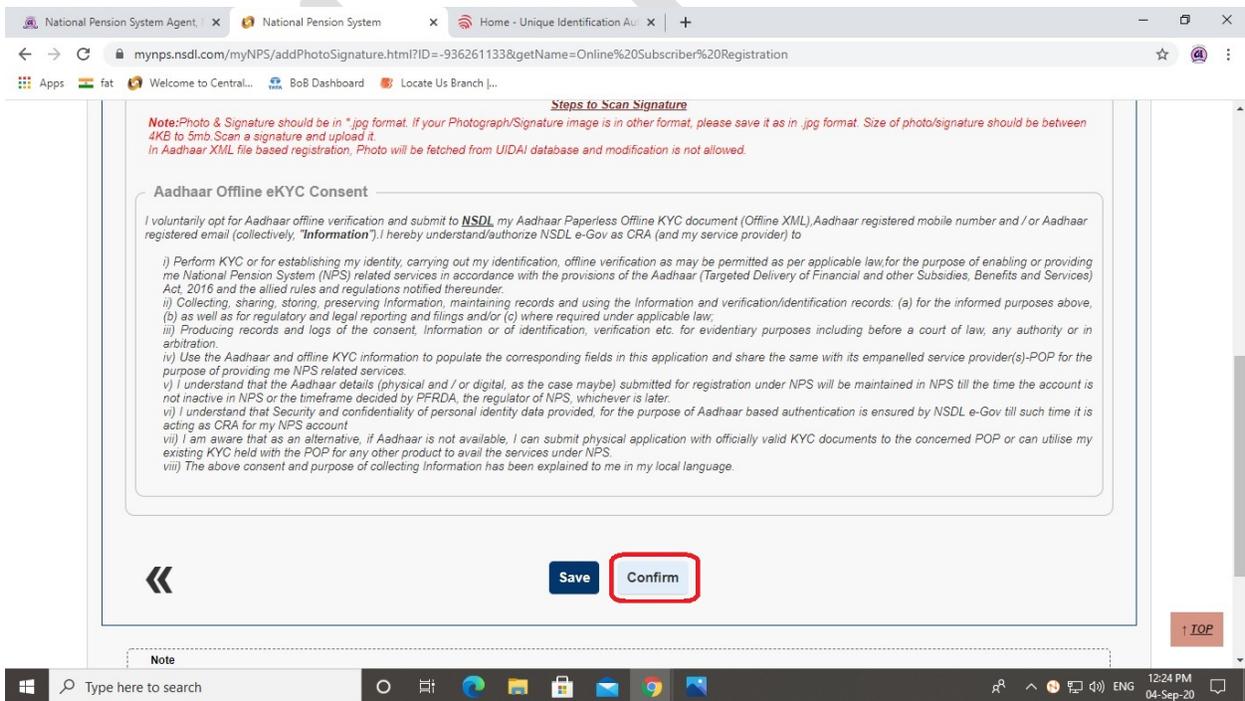
➢ The preview of the details either entered by yours or fetched from Aadhaar's data will be shown as below, Scroll Down the page

➢ Check the details entered by yours, if seems ok then Click on **Next [>>]** button.
   If not OK, then click on **Edit** button, update the details & Click on **Next [>>]** button
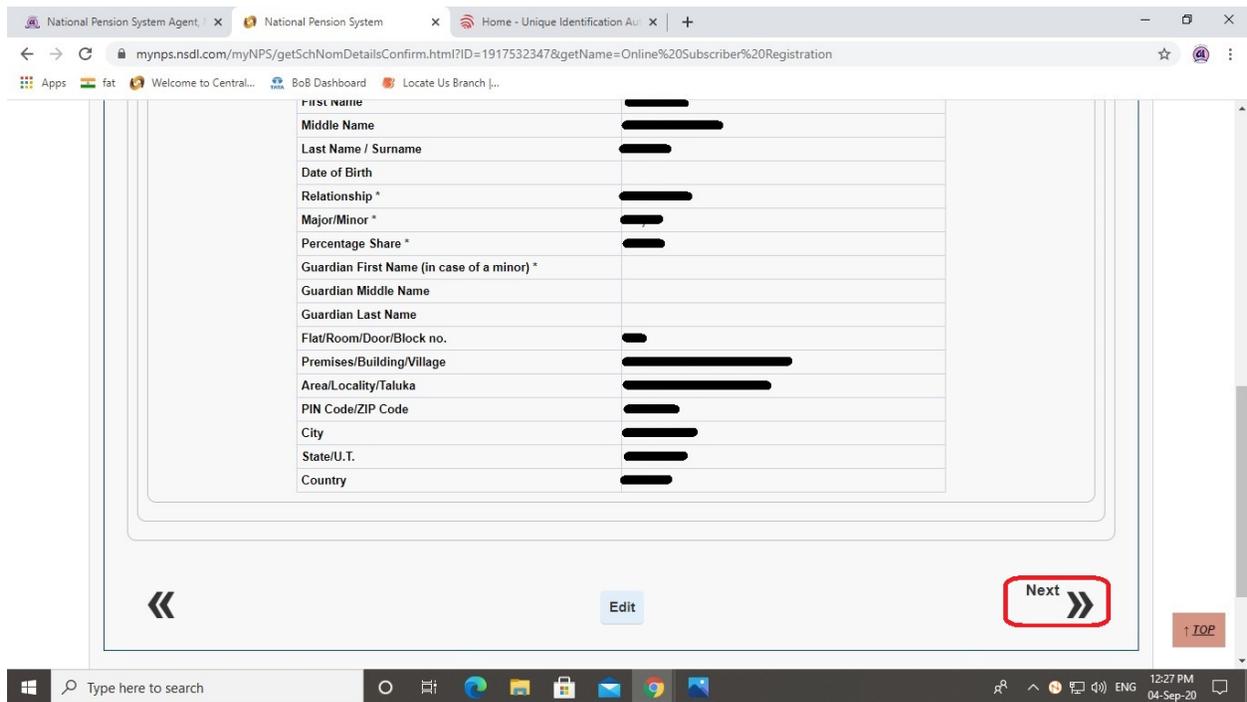
➢ Check the details entered by yours, if seems ok then Click on **Next [>>]** button.
   If not OK, then click on **Edit** button, update the details & Click on **Next [>>]** button
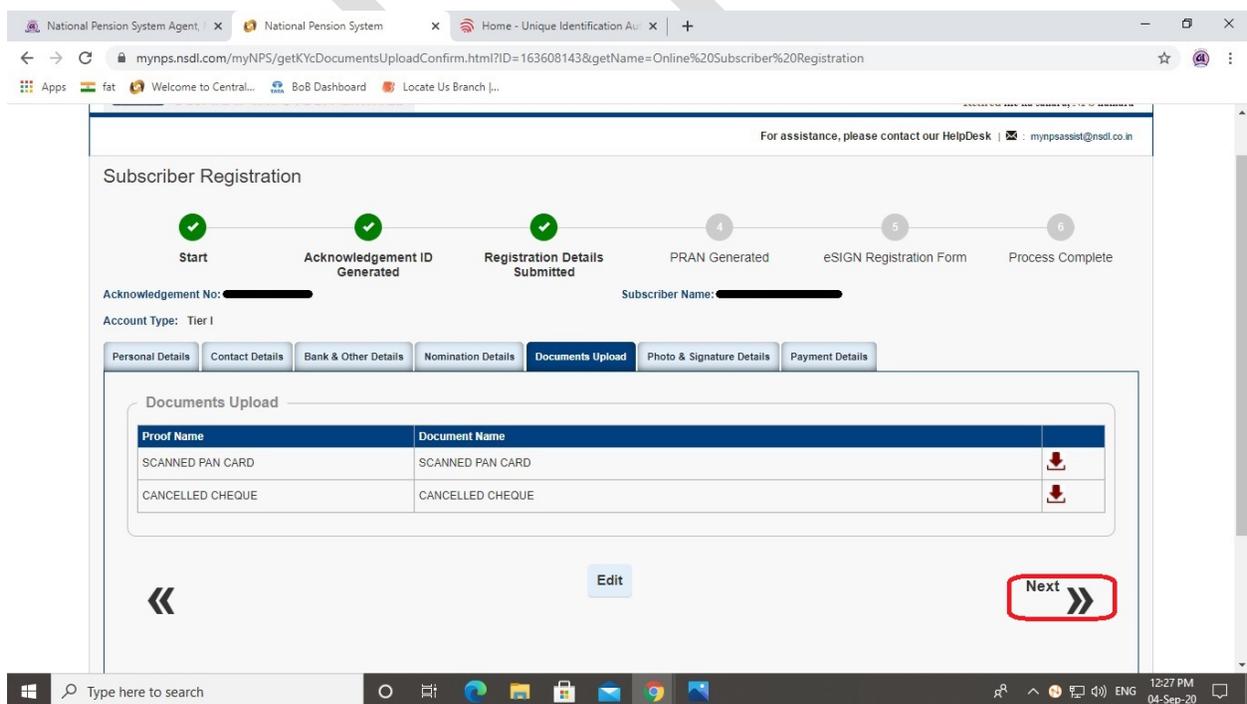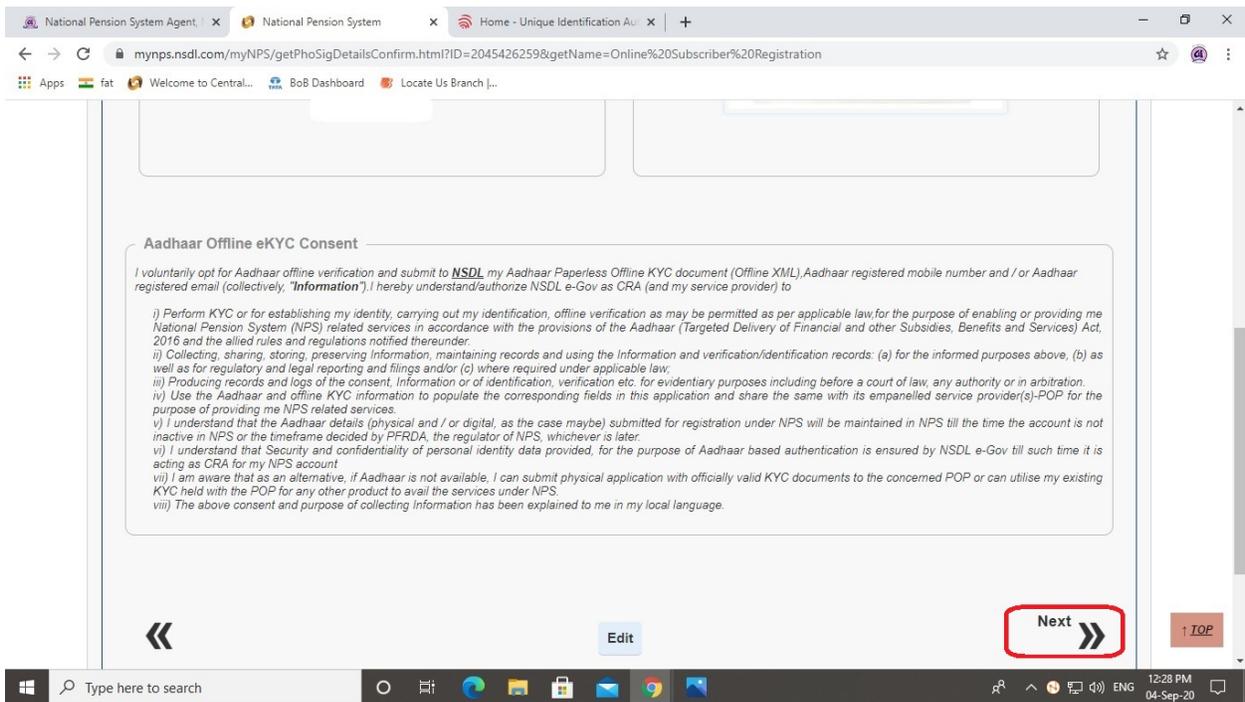

➢ Check the details entered by yours, if seems ok then Click on **Next [>>]** button.
   If not OK, then click on **Edit** button, update the details & Click on **Next [>>]** button

➢ Check the details entered by yours, if seems ok then Click on **Next [>>]** button.
   If not OK, then click on **Edit** button, update the details & Click on **Next [>>]** button

➢ Check the files uploaded by yours, if seems ok then Click on **Next [>>]** button.
   If not OK, then click on **Edit** button, re-upload & Click on **Next [>>]** button

➢ Check the files uploaded by yours, if seems ok then Click on **Next [>>]** button.
  If not OK, then click on **Edit** button, re-upload & Click on **Next [>>]** button

➢ Enter amount you want to contribute (Min. Rs. 500/-) in **First time Tier I Contribution Amount** and Click on **Confirm Payment** button
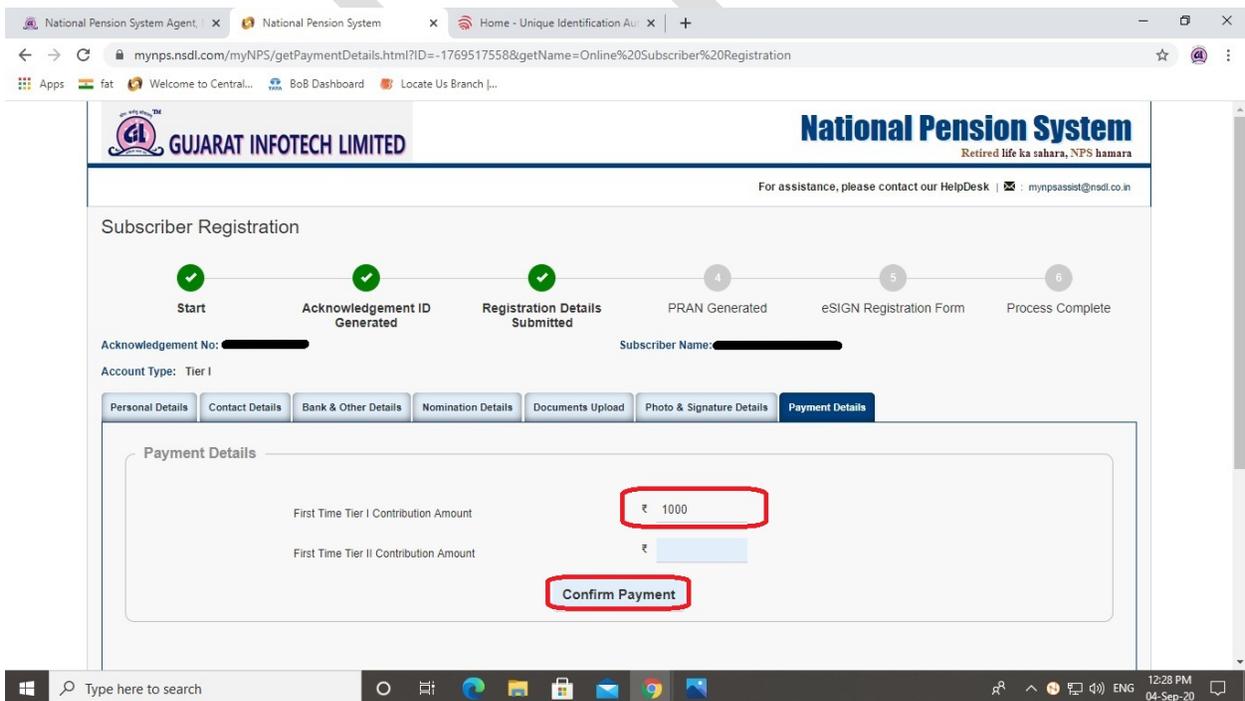
➢ Check the table of calculations mentioned on the screen by the system, **Tick** on the Check Boxes, **Select** radio button regarding requirement of statement (**Email / Physical**) and Scroll Down the page

➢ Click on **Confirm Registration** button

➢ Check the details and Click on **Confirm** button

➢ You will redirected to online payment page, Click on **Internet Banking** button
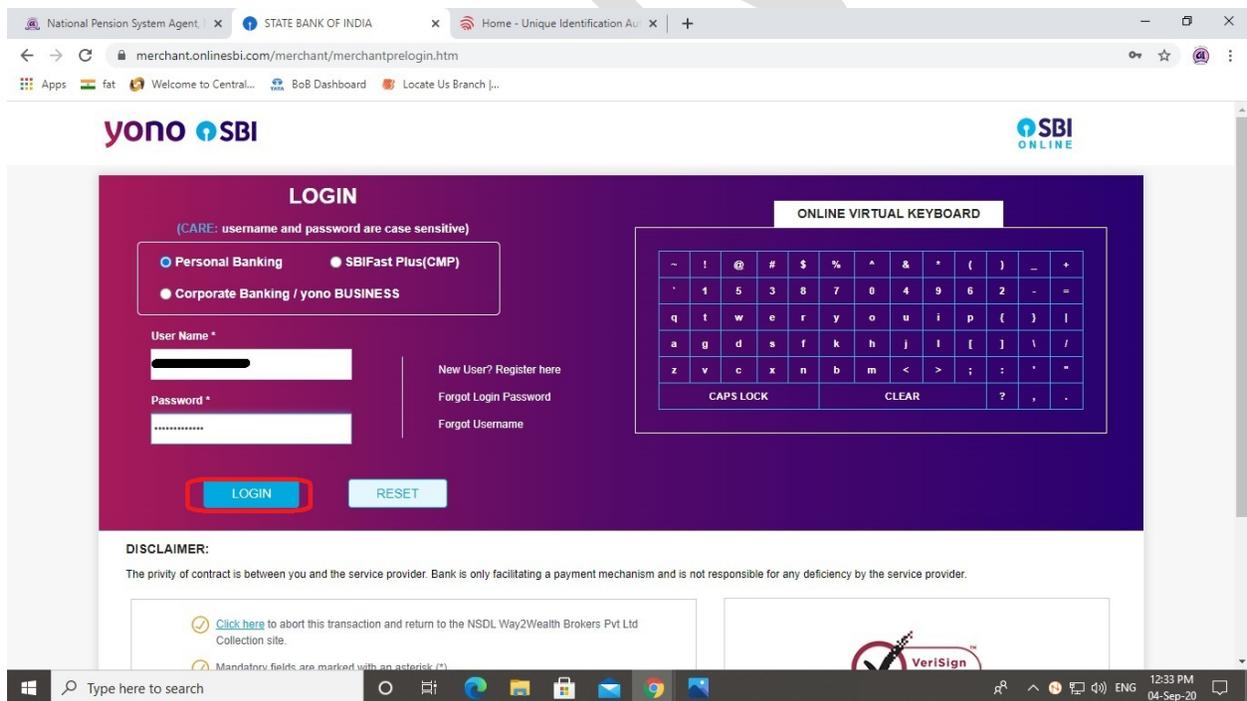
➤ **Select the Bank** from list, where you want to contribute amount online and Click on **Pay Now** button
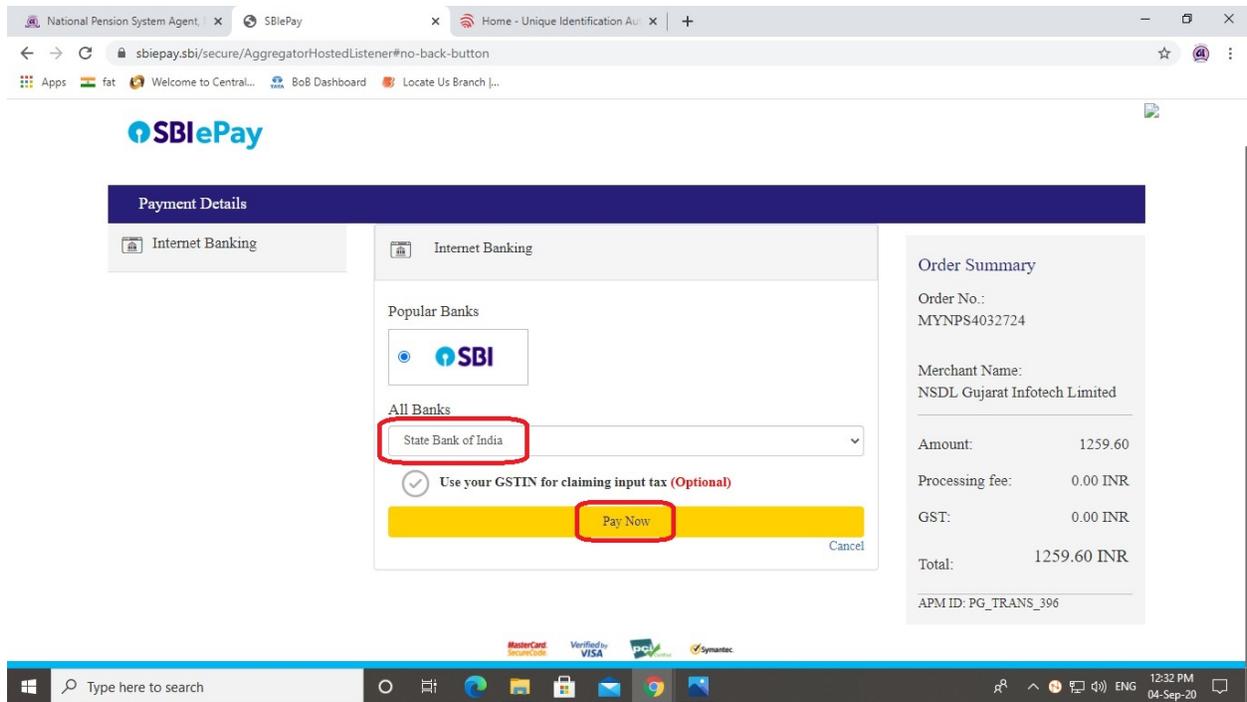
➤ Enter with your credentials and click on **Login** button

➢ Check the amount and Click on **Confirm** button

➢ Check the amount and Click on **Confirm** button

➢ Enter High Security Password (OTP) and Click on **Confirm** button
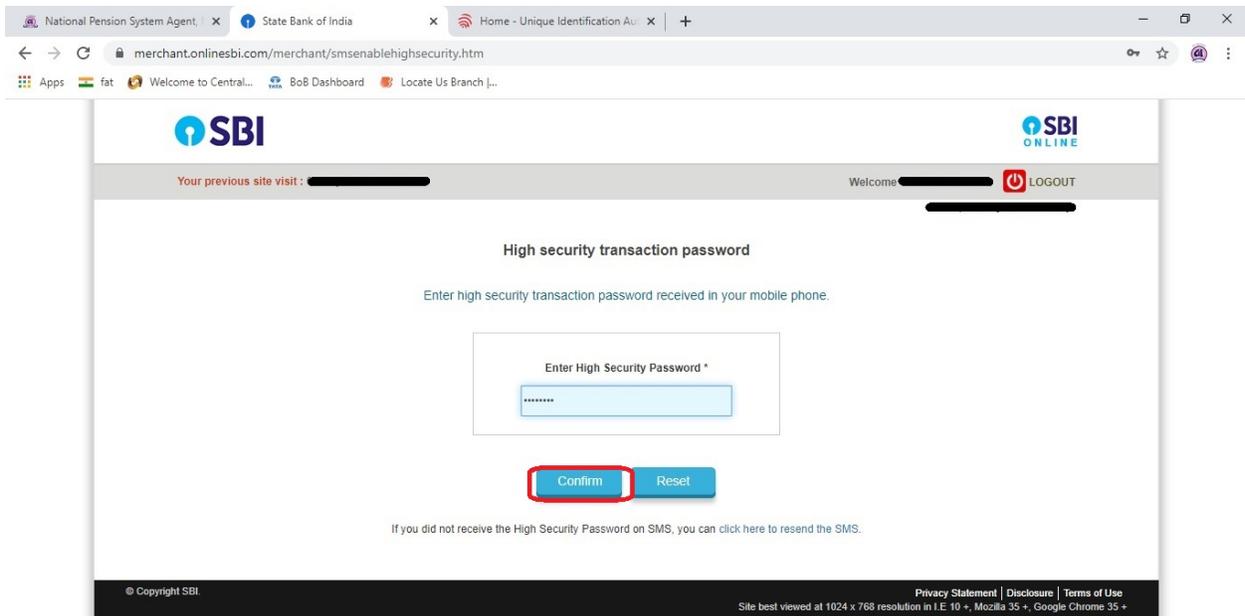
➢ After the successfully payment, you'll redirected to eSign page **OR**
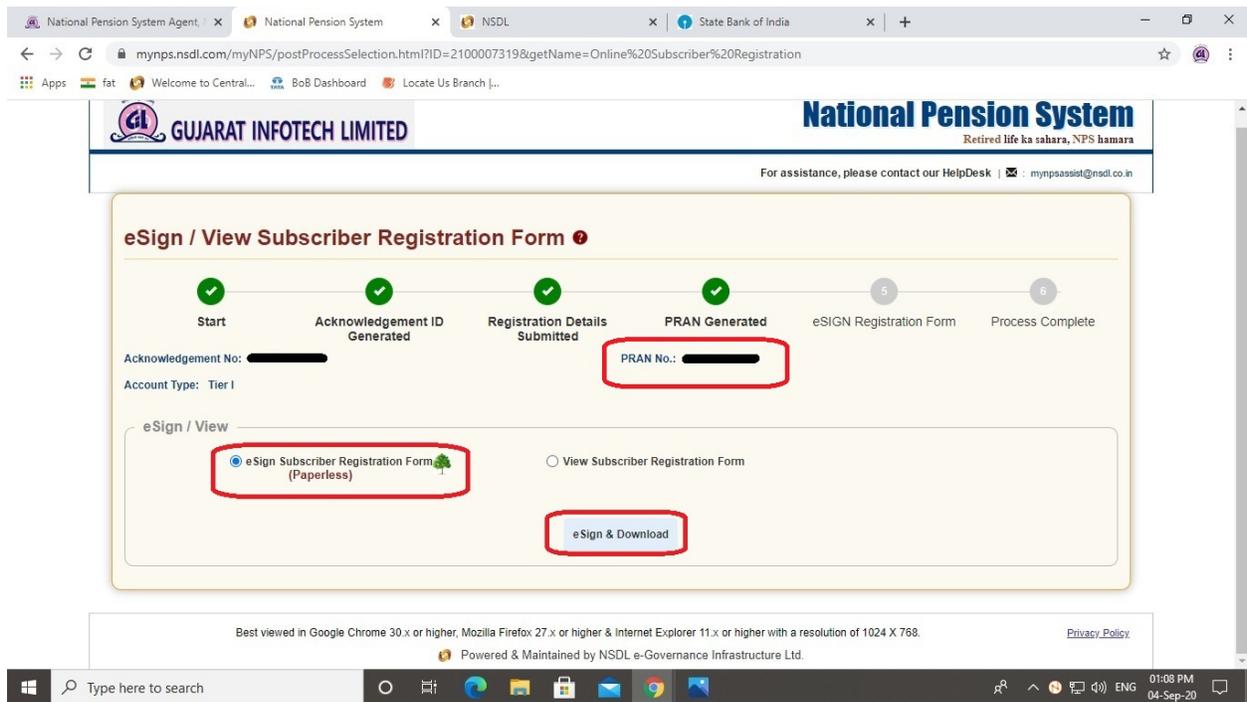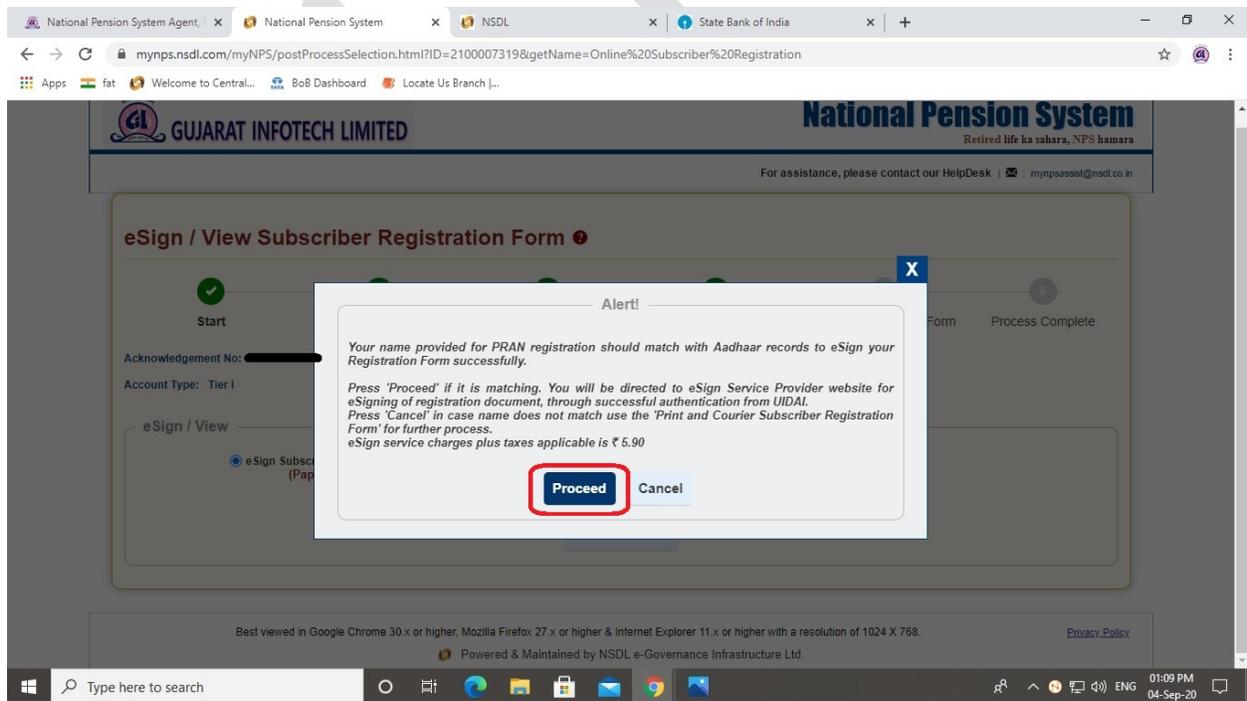You can go to the Online Subscriber Registration page, Click on **eSign / Print Registration Form** and Submit details like **Acknowledgement No**, **Acknowledgement Date**, **Date of Birth**, **Captcha** and Click on **Submit** button
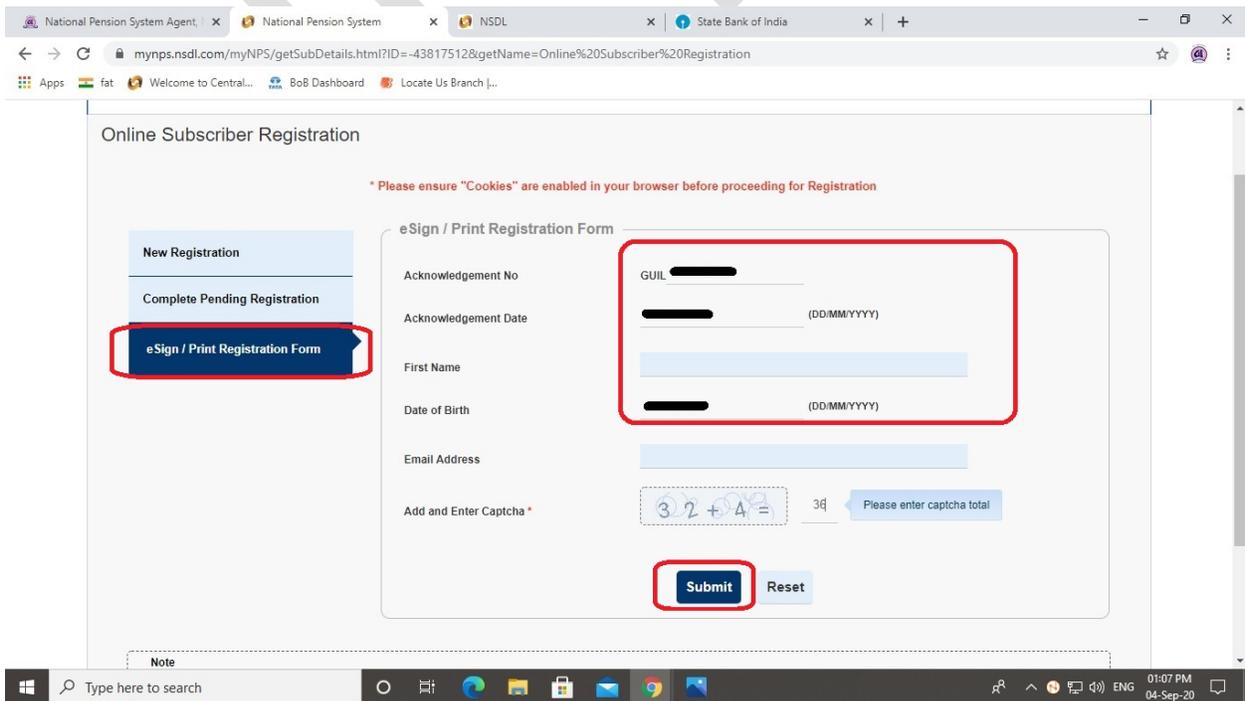
➢ Select **eSign Subscriber Registration Form (*Paperless*)** and Click on **eSign & Download** button
  (Your generated **PRAN No** will also reflected on the screen)

➢ The Alert will be shown on screen related the charges of Rs. 5.90/-. Click on **Proceed** button

➢ Enter your **Aadhaar No / Virtual ID** and Click on **Send OTP** button

➢ Enter the **OTP** (*received on your Aadhaar registered mobile number*) and Click on **Verify OTP** button

➢ After the successfully attempt of OTP, you'll redirected to Print Registration Form page **OR**
You can go to the Online Subscriber Registration page, Click on **eSign / Print Registration Form** and
Submit details like **Acknowledgement No**, **Acknowledgement Date**, **Date of Birth**, **Captcha** and Click
on **Submit** button

➢ Now, you have successfully registered under NPS. Click on **Download E Signed Form** button to
download your application form.
(You will also received SMS / Email related to PRAN generation alert)