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## CENTRAL RECORDKEEPING AGENCY

(To avoid mistake) This form is to be used for the purpo Governments and Union Territories.	s), please read		compa	nying i	instruc	tions (	careful						alent	entiti	es in	State
DDO Registration (To be allotted																
We are pleased to inform you that The details required for registration									d to j	oin t	he N	lew P	ensic	on Sy	stem.	
1. DDO TAN (Optional): (Refer to instruction no.11)																_
2. Name of the DDO Office*:																
3. DDO Address: Flat/Unit No, Block no. *																] ]
Name of Premise/Building/Vill Area/Locality/Taluka	lage															]
District/Town/City *																]
State / Union Territory * Country *																]
Pin Code *	Phone No	). * [										7				]
		(5	STD c	ode)		_	(Ph	one l	No.)	1 1						
Alternate Phone No: 4. Official Email ID* (Refer to in	struction n	.5)				Ĺ										
4. Official Email ID* (Refer to III	struction no	).5)														
5. Authorised contact persons des	ignation *:	1							1 1				1 1			
6. Name of the Department:																
7. (a) Name of the Ministry *: (I	Refer to inst	tructio	on no.	6)												
																7

DDO stamp and Signature of Authorised Signatory

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(b) Existing DDO Code*:			Refer	instr	uction	no. 7	<b>'</b> )						
8. DTO Registration Number (To be filled by DTO)	er*:				(Re	fer ins	struct	ion no	0.8)				
9. Name of the State Govt. /	Union Territory*:												
I/We hereby agree and declar	are that the information	provide	ed in	the ap	plica	tion, i	s con	nplete	and true.				
									Date:				
									Place:				
DDO Stown	Signature of A	uthor	ised S	Signa	tory (	of DD	O						
DDO Stamp  Name of Authorised Sig	natory :												
						ı							
To be attested by DTO								Date:					
	Place:												
	Name of Autl								norised Signatory :				
DTO Stamp	Signature of Authorised Signatory ————————————————————————————————————												
DTO Reg. No. (Allotted	by CRA)												
(Refer instruction no.9)	,		'					•					
				•									
Received						on							
Name of the							officer:						
(To be filled at CRA)													
·	A Stamp												
Instructions for filling the form			1										

- 1. The form is to be submitted to the address Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- The form should be filled up completely. **Details marked with (\*) are mandatory fields.**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- Email ID should be the official Email ID of the Drawing and Disbursing Officer & not of any individual person.
- Kindly provide Name of the Ministry under which DDO office is functioning.
- Kindly mention the DDO code allotted by respective State Governments / Union Territories.
- Kindly mention DTO Registration No. allotted by CRA to the District Treasury Office.
- Form has to be duly authorised by DTO registered at CRA. Till it has been registered, it shall retain the forms.
- 10. The application form in the prescribed format can be freely downloaded from the CRA website (http://www.npscra.nsdl.co.in).
- 11. TAN is the Tax Deduction and Collection Account Number allotted. by Income Tax Department. New TAN is a ten character alphanumeric number with the following structure:
  - First four digits (Alphabets), Next Five digits (Numeric) and last digit (Alphabets).
  - It is advisable that DDO verifies from the Income Tax website whether TAN has been allotted as per the new format.
- 12. For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.