Annexure S5

Covering letter for Subscriber Registration Application Forms
(To be submitted by DDO in duplicate on official stationery)

To NSDL CRA,

From: __________________________
Date: ________________________

DDO Registration Number: __________________________
DDO Name and designation: __________________________
DDO’s contact No.: __________________________

Enclosed please find ____________ (in words) number of Subscriber registration application forms, for the purpose of allotment of Permanent Retirement Account Number (PRAN).

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

Yours faithfully,

______________________________
Signature/Name of authorized signatory

_________________________________________________________________
Acceptance Date and Stamp of FC branch

_________________________________________________________________
Stamp of DDO

Instructions:
1. This covering letter is to be provided by the DDO along with the subscriber registration forms.
2. The total number of forms per covering letter should not exceed 50. If the total subscriber registration forms exceed 50, kindly provide different covering letters.
3. Please quote the correct DDO Reg No. allotted by CRA. The forms are liable to be rejected if incorrect DDO Reg. No. is mentioned.