



## Form N3 CG

(b). Existing DDO Code\*:  (Refer instruction no. 7)

8. PAO/CDDO Registration Number\*:  (Refer instruction no. 8)  
(To be filled by PAO/CDDO)

I/We hereby agree and declare that the information provided in the application, is complete and true.

<b>DDO Stamp</b>		<b>Date:</b>
	<b>Signature of Authorised Signatory of DDO</b>	<b>Place:</b>
<b>Name of Authorised Signatory:</b>		
<b>To be attested by PAO</b>		
<b>PAO/CDDO Stamp</b>		<b>Date:</b>
	<b>Signature of Authorised Signatory</b>	<b>Place:</b>
<b>Name of Authorised Signatory :</b> _____		
<b>PAO/CDDO Reg.No. (Allotted by CRA)</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

To be filled at CRA (Refer instruction no.8)

<b>CRA Stamp</b>	<b>Received on</b> _____
	<b>Name of the officer:</b> _____
	<b>Signature of the officer:</b> _____

### Instructions for filling the form:

1. The form is to be submitted to the address - Central Recordkeeping Agency , KFin Technologies Pvt. Ltd., Selenium Building, Tower-B, Plot No- 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddi, Telangana, India, 500032.
2. Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
3. The form should be filled up completely. Details marked with (\*) are mandatory fields.
4. Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
5. Kindly provide Name of the Ministry under which DDO office is functioning.
6. CDDOs requires to register both as DDO and PAO. CDDOs must also submit Form N2 (PAO registration form) for registration as a PAO.
7. Kindly mention the DDO code allotted by CGA (Controller General of Accounts) or respective accounting formations.
8. Kindly mention PAO/CDDO Registration No. allotted by CRA to the PAO/CDDO.
9. For NCDDO, form has to be duly authorised by PAO registered at CRA. CDDOs are required to directly submit the form to CRA. Till the concerned PAO/CDDO has been registered, it shall retain the DDO registration forms.
10. The application form in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) can be downloaded from the CRA website (<https://nps.karvy.com/>).
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 Toll Free No:1800 208 1617 or write to Central Recordkeeping Agency ,KFin Technologies Pvt. Ltd., Selenium Building, Tower-B, Plot No- 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddi, Telangana, India, 500032.