

INSTRUCTIONS FOR FILLING UP OF OFFLINE ENROLMENT FORM

(Mahatma Gandhi Pravasi Suraksha Yojana)

Please refer the following instructions for completing the form. To avoid rejection, kindly ensure that the form is complete in all respects and all the Supporting Documents are attached.

[Instructions for Completing the MGPSY Enrollment Forms](#)

1. Following documents are mandatory for submission, along with the form:

- 2 Passport Copies (first page and last page)
- Copy of POE clearance
- Copy of Employment Letter
- Copy of Visa
- Three color passport sized photographs
- Cancelled Cheque of the Bank Account, held in India, to be used for processing contribution in MGPSY

2. Ensure all mandatory fields (marked with a star ‘*’) are completed

3. Please complete the Nominee Details, for at least one Nominee, on Page number 2.

- In case the Nominee is a minor (less than 18 years old); please complete Nominee’s Guardian Details on Page number 3.

4. Please provide details of the contribution, i.e., the amount subscriber wants to invest in NPS-Lite (Pension) and UTI (Return & Resettlement) under MGPSY.

- Please provide the periodicity (annually, half-yearly, quarterly or monthly), at which this amount is to be contributed in the scheme.

5. If the subscriber is “an existing investor in Mutual Funds”, please provide the details of the Scheme Invested in and the Folio number allotted against that investment.

6. On ECS Mandate form – Page number 8, in case of doubt please leave the respective fields blank and the same would be completed by Service Provider based on the information provided

7. Sign/put thumb impression (in black ink) as per bank records on the following Pages:

- a. Page Number 1, below the color photograph

INSTRUCTIONS FOR FILLING UP OF OFFLINE ENROLMENT FORM

(Mahatma Gandhi Pravasi Suraksha Yojana)

- b. Page Number 5, in the designated box. Please complete the date and place field in this section.
 - c. Page Number 6 (NPS Lite Form), in the designated box. Complete the declaration by entering your (subscriber) name and date in this section.
 - d. Page Number 7 (UTI Form), in the designated box.
 - e. Page Number 8 (ECS Mandate Form). Also capture the date in this section.
8. The completed Enrolment Form along with all the required documents should to be sent the Ministry Office at the following Address with a caption of “MGPSY Enrolment Form”

Under Secretary (E.P-I)
Room No. 937
9th Floor, Akbar Bhawan,
Chanakya Puri, New Delhi – 110021
India