

**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**

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**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.
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