

Corporate Contribution process

Let discuss about Contribution process followed for Employee/ Subscribers by the nodal officers / corporate.

Corporate has a nodal officer appointed to communicate with the POP for any contribution processing request.

Nodal officer from the corporate will share the basic details (contribution amount – employer and employee wise, PRAN details, Contribution Month, Year and Type) with POP Team

To Process the Contribution for its Employee, Nodal Officer has to follow below process.

1. Nodal officer/Corporate need to share the contribution file for validation prior to funds remittance with POP team at Email ID: **npspayment@hdfcpension.com**.
2. Validation email request from the nodal officer should mention Subject line as “Validation Process – <Corporate Name>” and provide list of PRAN and information in attached format.

Format of the Contribution File shared by Nodal to POP Team for validation



Validationfile.xlsx

3. Employee - Employer contribution amount should be specifically mentioned and whether the contribution is for the current month (specify the month) or arrear pay to be mentioned in the validation file.
4. POP Team will check the PRAN mapped to corporate and status (Active/ Freeze) and share the Information on Mapped and Not mapped PRAN with Corporate.
5. Corporate need to transfer funds only for mapped PRAN / Ok to Contribute PRAN on post POP confirmation. Transfer Contribution HDFC Pension NPS Pool account through NEFT/RTGS and share Payment Details confirmation email to Pop Team (npspayment@hdfcpension.com.)
6. Corporate need to mandatorily mention the CHO & CBO Number & CBO Name in Transaction particulars at time of fund transfer to POP Account.

Turnaround Time for contribution processing

Contribution amount received in the pool account will be processed in the CRA within T+1 day, If Contribution amount received is matching with amount mentioned in Validation file for mapped PRAN / Ok to Contribute PRAN.