

Government of National Capital Territory of Delhi
Directorate of Small Savings & Lotteries
5th Floor, N-Block, Vikas Bhawan, I.P. Estate, I.T.O. New Delhi.

The renewal process of the agencies of Small Savings/Documents to be attached .

- (i) The agent has to apply in the prescribed form. For the renewal of SAS agency the form is AAS-1. for MPKBY agency is ASLAAS-1 and for PPF agency the form is Revised form PPF, A-2.
- (ii) Declaration Form duly attested by the Notary on stamp paper of Rs.10/-.
- (iii) Residential proof duly attested by Gazetted Officer,
- (iv) Two conduct certificate duly issued by the two Gazetted Officer.
- (v) Nomination Form.
- (vi) Agreement Form duly signed by the agent before two witnesses. In the case of renewal of P.P.F. agency the agreement form is not required.
- (vii) The form indicating the business mobilized by the agents during last year (for SAS & MPKBY agents only).
- (viii) The SAS agent should mobilize the minimum business of Rs. 5,00,000/- during the last year. The MPKBY agent should mobilized the minimum business of Rs. 5,00,000/- during the last year or being maintained 250 account at the time of renewal of the agency.
- (ix) The PPF agent should canvas minimum 30 new applications (accounts) pertaining to the different subscriber during the tenure of his/her agency.
- (x) The agent should apply for renewal of his agency to the Appointing Authority 45 days prior to the date of expiry of the agency failing which a penalty of Rs. 10 per day will be imposed.