**\*\*Following details are required for registering a child level agency\*\***

Agency registration details

1. Agency name\*

2. TIN Number

3. TAN Number

4. PAN Number

5. GST Number

Agency office address details

5. State \*

6. District\*

7. Rural/Urban Select Rural or Urban

8. Block / Tehsil

9. Panchayat / Town

10. Village / Ward

11. Pincode\*

12. Block No/Building/Village/Name of premises\*

13. Road street/Post office

14. Area locality

15. City\*

Agency contact Details

16. Contact person\*

17. Designation

18. Phone number

19. Mobile number\*

20. Email\*

**Save and continue**

**Scheme Bank details**

**21.** Select Scheme\*

22. Select Funding agency\*

23. Bank Name\*

24. Select Branch / IFSC\*

25. Branch address\*

26. Branch name\*

27. Account number\*

28. Agency name as per branch Passbook\*

Please ensure that following information is available with you before initiating

**Registration on PFMS Portal:-**

1. Registration Number in case of NGOs, Registered Societies, Trusts, companies, cooperative societies.

2. The Act/Govt. Order/Registration number through which you organization was registered (in case of Statutory Bodies, PSUs, State PSUs).

3. Agency Name is the name of your organization. Please keep ready full name of your organization. Do not use abbreviations.

(The name in PFMS and in Bank Account Should be identical)

4. City is the town/city where the organization is located.

5. Keep ready TIN/TAN/PAN (as applicable) before starting registration.

6. Unique Agency Code: Unique Agency code is the code given to your organization. This is auto generated by Public Financial Management System(PFMS).The Unique code will be sent to your registered email ID and will also be displayed on the top of registration screen after submitting your details. Please keep the unique code with you for all future reference.

7. Please provide a valid mobile number which will be used to receive login credentials and customized SMS from PFMS.

8. Please ensure that authentic E-mail ID is available at the time of registration and same is filled in. The user ID and Password will be sent on the

E-mail ID registered in the System.

9. Please keep ready the following information:

• Scheme Name (The Scheme under which funds will be received by you.In case of any doubt please contact the concerned Ministry/Funding Agency).

• Details of Funding Agency

• Bank Name.

• Branch details.

• Bank A/C Number (Please ensure that you have complete Bank A/C number as per you passbook, do not ignore the leading zeros).

10. Please try to follow the scheme guidelines, and where ever mentioned, please provide the scheme specific Bank A/C Number in this system.