

Write your Mobile Number on top of form to get SMS alerts

## **EMPLOYEES' PROVIDENT FUND SCHEME 1952**

### **FORM 19**

### **FOR CLAIMING FINAL SETTLEMENT FROM PROVIDENT FUND INSTRUCTIONS**

#### **WHO CAN APPLY:**

1. Members of the fund after leaving service under conditions mentioned against 3 below.  
In case of the death of the member, the family members/nominee/legal heir should apply through Form 20.

#### **GENERAL INSTRUCTIONS**

1. Members who mention their mobile number on the form will get SMS alerts on different stages of the approval of their claim form.  
The members can also visit the [epfindia.gov.in](http://epfindia.gov.in) website to view the status of their claims through the link, Know Your Claim Status.
2. All the columns in the form should be filled in BLOCK LETTERS without any overwriting.
3. Against the column, "Reason for leaving service" indicate the one applicable
  - (a) Retired from service after attaining the age of 55 year/Attained the age of 55 years.
  - (b) Retired on account of permanent and total incapacity for work due to Bodily/Mental infirmity.
  - (c) Retired under voluntary retirement scheme
  - (d) Migrating from India for permanent settlement abroad/taking up employment abroad.
  - (e) Retrenched from service
  - (f) Discharged from service on receiving compensation under the Industrial Dispute Act, 1947.
  - (g) Resigned-(not employed in any factory to which the Employees' Provident Funds Scheme applies).

If the reason for leaving is (f) or (g) above, the claim form should be submitted after 2 months waiting period from the date of leaving and the members should sign the certificate about non employment under any establishment where he is having another PF Account.

**If the member is already employed in another establishment to which the Act applies, he/she should apply in Form 13 for transfer of his/her account.**

4. Member's Account Number: The account number should have the Region Code (two alphabets), Office Code (three alphabets) code number (maximum 7 digits), extension (sub code, if any, maximum three characters) and account number (maximum 7 digits).

The region codes have changed after creation of the multiple regions in some states, namely Maharashtra, Tamil Nadu, Karnataka, West Bengal, Punjab, Gujarat, Andhra Pradesh, Uttar Pradesh, Haryana and Delhi. For getting the correct Region and Office Codes, please visit **Establishment Search** facility provided under link for Employees through the [epfindia](http://epfindia.gov.in) website [[epfindia.gov.in](http://epfindia.gov.in)].

5. Payment is made by directly crediting the Bank Account mentioned by the claimant. In case the bank account is in a computerised branch, payment may be made faster through electronic mode (NEFT etc). **The claimant should attach a copy of blank/cancelled cheque ensuring that the IFS Code and Account numbers are clearly visible.**

Payment can be made through Money Order only if the total amount is less than 2000/-. The claimant should mention his/her POSTAL ADDRESS correctly with PIN Code so as to receive the money and any communication related to the claim.

#### **ATTESTATION OF CLAIM FORM**

The application should be submitted through the employer under whom the member was last employed. In case the claim is through a form downloaded from the efindia website, all pages should be signed by the claimant as well as the employer.

In case of a closed establishment whose Authorised Signatory/Employer is not available, the claimant may forward the claims duly signed in the presence of any of the following authorized official and got attested over his official seal.

Magistrate/ Gazetted Officer/Post or Sub-Post Master/President of Village Union/ President of the Village Panchayat where there is no Union Board/Chairman or Secretary or Member of the Municipal or District Local Board/Member of Parliament/Legislative Assembly/Member of Central Board of Trustees/Regional Committee of Employees' Provident Fund/Manager of the Bank in which the Saving Bank Account is maintained/Head of any recognized educational Institution

#### **DOCUMENTS TO BE ENCLOSED**

**A copy of the blank/cancelled cheque having the account number and IFS Code** of the branch clearly visible so that the payment may be made in the correct account and through electronic mode for faster credit.

**A medical certificate** from the ESI or if the employee is not covered under the ESI Scheme, the medical Officer designated by the Establishment should be attached - if the member retired on account of permanent and total incapacity (reason for leaving b, mentioned above) due to bodily or mental infirmity,

**Copy of Visa, Passport Journey Ticket** - In case of migration from India for permanent settlement abroad (reason for leaving d mentioned above).

**Offer of appointment letter and Copy of Visa, Passport Journey Ticket** - In case of taking up employment abroad.

#### **INSTRUCTION TO THE EMPLOYER BEFORE FORWARDING THE CLAIMS:**

Contribution card in respect of the member should be enclosed if not already sent to the Commissioner. In case, the contribution is not already paid, it should be remitted by separate challan and receipted triplicate challan should be enclosed to the claim.

From the wage month of March 2012 (paid in April 2012) the Contribution card is not required and in case of nonpayment, the same should be done through monthly ECRs.

**NOTE:** If eligible for monthly pension, please send Form 10D (EPS) and if eligible for Scheme Certificate/Withdrawal Benefit send Form 10C also.