

## Frequently asked Questions

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### **GPA & GTL nomination form:-**

1. **Is Insurance form mandatory and what can be the allocation percentage?**  
Yes, it is mandatory. In case of single nominee, the allocation percentage should be 100%. For multiple nominees, the overall allocation should add to 100% e.g. (nominee 1 - 60%, nominee 2 - 40% = 100%)
2. **What will be the Branch and Department?**  
Your joining location will be the 'branch' and you may check with your recruiter or leave it as blank for 'department' details
3. **Who will be the nominee's for insurance, Gratuity and PF?**  
Your direct family members or guardian can be your nominee e.g. (Husband, Father, Mother, Brothers and Sisters).

### **FORM 'F' - (Gratuity Nomination Form)**

4. **Is FORM F mandatory and what is the eligibility for gratuity amount?**  
Yes, it is mandatory. You will be eligible if you have worked for more than 5 years in the organization.
5. **What are the mandatory information's needed?**  
Form F with nominee names, relationship with the employee, age, percentage to be shared and signature of the employee are mandatory.
6. **Who can be considered as witness?**  
As everyone is working from home, you can consider your Family members as witness.

### **Form 2**

7. **Is fathers name mandatory?**  
No.
8. **Is Employee id mandatory?**  
No.
9. **Nominee's DOB is mandatory?**  
Yes, it should be in DD/MM/YYYY format.
10. **Should I do anything with Certificate by employer?**  
Do not fill anything.
11. **Which PF account details need to be filled in point 3?**  
Please leave it blank as DB team will fill the new PF account no once it is created.
12. **Can you please explain Part B?**  
You should be filling the first table if you are married so that your spouse will be eligible for pension. Fill in the second table if you are single.

### **Form No. 11**

13. **Should UAN and PF member ID both be shared?**  
UAN or PF member ID can be filled

14. What is date of Exit of previous member ID?

Last working day of previous Employment.

15. Point 12 in the form, is the scheme certificate mandatory?

No.

16. What should be mentioned in the KYC details?

The first 4 information (Bank account with IFSC in remarks, Aadhaar, PAN and passport/Voter ID) are mandatory.

17. Are point 8 and 9 are mandatory to be filled if candidate is eligible for PF?

Yes, if you have PF and pension in your previous organization, then it should be mentioned as “yes” for both the points. If you are not sure about pension, please check with your previous HR and update the correct details.

18. What should be filled in the Regional provident fund commissioner form?

Only Date, Name and Signature have to be filled.

19. What allocation percentage can be mentioned?

It can be mentioned according to your preference. In case of multiple nominees, the overall allocation must add to 100%.

20. Should the statutory forms be couriered?

Yes. Once all the details are filled correctly, share the soft copy with DB team. It is recommended that you address any queries during your connect with DB team, then courier the hard copy once all the details are filled accurately & completely.

21. Which bank account details need to be filled?

Existing savings account details should be filled along with IFSC.