

# Shell India Employees Provident Fund Trust

## Checklist for submission of mandatory documents for Provident Fund Withdrawal

Employee No:

Name:

**Please tick relevant box**

YES

NO

I. Are you employed in last 60 days?

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**If Yes:** Is your employer a covered establishment under PF Act

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Or you have left India for employment purpose to overseas

II. Have you completed 5 years of PF membership?  
(Please consider any transfer of previous employment balance)

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III. Non-employment certificate

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**If you have completed 5 years of PF Membership, please provide below documents:**

1. Completed Form 19 and Form 10 C (2 Sets) duly signed at all relevant places

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2. Cancelled Personalized\* Cheque Leaf of Savings Bank account

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*\*Personalized: Name printed on the cheque leaf and name matches with PF record*

*In case, if cheque is not personalized, attach Passbook copy*

*If the account is Joint account with spouse, attach marriage certificate copy (self attested)*

**If you have not completed 5 years of PF Membership, please provide the below documents:**

1. Form 19 and Form 10 C (2 Sets) duly filled and signed

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2. Cancelled Personalized\* Cheque Leaf of Savings Bank account

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*\*Personalized: Name printed on the cheque leaf and name matches with PF record*

*In case, if cheque is not personalized, attach Passbook copy*

*If the account is Joint account with spouse, attach marriage certificate copy (self attested)*

3. I. Form-16 of previous Transfer-in (when service period is less than 5 Yr.)

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II. PF Contribution Card year wise-for commutation of Tax or else same will be deducted on higher slab rate - if not furnished  
(When service period is less than 5 Yr.)

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4. Copy of PAN card

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5. If the claim is being made after 3 years of leaving Shell, please provide the following:

1. Affidavit on Rs. 100 stamp paper as per the template attached  
(applicable only for withdrawal of the amount from RPFC)

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Date:

Signature of the Member

Documents Verified by:

**Remarks:**

- 1.
- 2.
- 3.