

## INSTRUCTION SHEET FOR FILLING THE COMPOSITE CLAIM FORM (NON-AADHAAR)

1. Purpose of advance & document required: (The purpose may be one of the following):

- I) **Housing Loan/Purchase of site/house/flat or for construction/Addition alternation in existing house/Repayment of Housing loan:** No document is required. New Declaration Form/Utilization Certificate required earlier has been discontinued.
- II) **Illness of member/family:** i) Certificate of doctor and ii) Certificate by employer that ESIC facility is not available to the member may be submitted by the member.
- III) **Marriage of self/son/daughter/bother/sister:** No document/Marriage card is required.
- IV) **Post Matriculation education of children:** No document is required.
- V) **Lockout or closure of factory/Cut in supply of electricity:** No document is required.
- VI) **Natural calamity:** No document is required.
- VII) **Purchasing equipment by physically handicapped:** Medical certificate is required.
- VIII) **One year before retirement:** 90% of total PF balance can be withdrawn. No document is required.
- IX) **Investment in Varistha Pension Bima Yojana:** 90% of total PF balance can be transferred to LIC. No document is required.

2. No Revenue stamp (Re.1/-) is required to be affixed by the member.

3. Income Tax (TDS) is deducted if the service is less the 5 years (60 months). No Income Tax (TDS) is deducted in case the total balance is less than Rs.50, 000/-. However TDS, is deducted @10% if the member submits PAN in such cases. In case PAN is not submitted, then TDS @34.608% is deducted.

4. The total service in the present establishment as well as previous establishment is counted and, therefore, it is advisable to merge all PF accounts.

5. Pension withdrawal benefits can be availed only if the service is less than 10 years.



**EMPLOYEES' PROVIDENT FUNDS ORGANISATION**  
**COMPOSITE CLAIM FORM (NON-AADHAAR)**

**[FORM NO. – 19 (PF FINAL SETTLEMENT) / 10C (PENSION WITHDRAWAL BENEFITS) / 31 (PF PART WITHDRAWAL)]**

1.	<b>Claim applied for:</b> i) Final PF settlement ( ) ii) Pension withdrawal Benefits ( ) iii) PF PART WITHDRAWAL (✓)																																			
(Tick whichever is/are applicable)																																				
2	Name of the member: (IN CAPITAL LETTERS)																																			
3	a): Universal Account Number (UAN)	a):																																		
	b): P.F. Account No.(in case UAN not available)	b):																																		
4	Aadhaar Number (for seeding):																																			
5	a) Father's Name:	a):																																		
	b): Husband's Name:	b):																																		
6	Date of Birth:																																			
7	Date of joining the establishment:																																			
8	Date of leaving service: (not required if applying for PF Part Withdrawal)																																			
9	a) Permanent Account No.(PAN): (Only in case of service less than 5 years) (Please enclose two copies of Form No. 15G/15H, if applicable)  b) Reason of leaving Service: - Service terminated on account of (a) ill health of member (b) Contraction/Discontinuation of employer's business or (c) Other Cause beyond the control of the member - Personal Reasons																																			
10	a) Purpose of PF PART Withdrawal : (Tick ✓ whichever applicable)  b) Amount (in Rs.): _____  c) For purpose of Site/House/Flat or Construction through "agency" or Repayment of Housing Loan or LIC, indicate cheque to be drawn "In favour of" and payee's address.	<table border="1"> <thead> <tr> <th>SN</th> <th>Purpose of PF Part withdrawal</th> <th>✓</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>Housing Loan/Purchase of site/House/Flat or for Construction/Addition, alteration in existing house/Repayment of Housing loan (Para 68B/68BB/68BC)</td> <td></td> </tr> <tr> <td>II</td> <td>Lockout or closure of factory (Para 68H)</td> <td></td> </tr> <tr> <td>III</td> <td>Illness of member/family (Para 68J)</td> <td></td> </tr> <tr> <td>IV</td> <td>Marriage of self/son/daughter/brother/Sister(Para 68K)</td> <td></td> </tr> <tr> <td>V</td> <td>Post Matriculation education of children (Para 68K)</td> <td></td> </tr> <tr> <td>VI</td> <td>Natural calamity (Para 68L)</td> <td></td> </tr> <tr> <td>VII</td> <td>Cut in electricity in establishment (Para 68M)</td> <td></td> </tr> <tr> <td>VIII</td> <td>Advance for Physically handicapped (Para 68N)</td> <td></td> </tr> <tr> <td>IX</td> <td>One year before retirement (Para 68NN)</td> <td></td> </tr> <tr> <td>X</td> <td>Investment in Varistha Pension Bima Yojana (Para 68NNN)</td> <td></td> </tr> </tbody> </table>		SN	Purpose of PF Part withdrawal	✓	I	Housing Loan/Purchase of site/House/Flat or for Construction/Addition, alteration in existing house/Repayment of Housing loan (Para 68B/68BB/68BC)		II	Lockout or closure of factory (Para 68H)		III	Illness of member/family (Para 68J)		IV	Marriage of self/son/daughter/brother/Sister(Para 68K)		V	Post Matriculation education of children (Para 68K)		VI	Natural calamity (Para 68L)		VII	Cut in electricity in establishment (Para 68M)		VIII	Advance for Physically handicapped (Para 68N)		IX	One year before retirement (Para 68NN)		X	Investment in Varistha Pension Bima Yojana (Para 68NNN)	
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11	Bank Account details for payment:  (Please attach a copy of cancelled cheque/attested copy of first page of Pass Book)	Saving Bank Account No.  Name & address of the Bank  IFS Code.....																																		
12	Full Postal address  Pin.....																																			

- The member hereby declares that he has not been employed for two months (Yes/No.)
- Certified that the particulars are true to the best of my knowledge.
- In case the amount is used for any purpose other than stated in column (10) above, I am liable to return the entire amount with penal interest.

Member's Signature

Employer's Signature  
 Designation & seal of Employer