

**PF Guidelines for Mphasis Employees
With PF numbers starting from
KN/16573 and KN/46330**



"Mphasis Group Employees' Provident Fund"

Mphasis Ltd. has obtained exemption order from Ministry of Labour to operate its own PF Trust for Mphasis and Finsource entities. The Trust became effective from July 2013 and since then, PF settlements and PF transfers are actioned by Mphasis directly, and not by the PF office.

However, processing of Pension Transfer and Pension Settlement will still be handled by PF Office.

1. Scenarios for PF withdrawal

1. Retirement
2. Termination
3. Resignation
 - 3..1. After which employee is not employed in any factory to which the Employees' Provident Fund Scheme applies
 - 3..2. After which employee relocates abroad

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

The claim form for withdrawal should be submitted after 2 months waiting period from the date of leaving and the members should sign the declaration of non-employment under any establishment where he is having another PF account (the declaration is part of the claim form itself).

2. PF Transfer Procedure

In order to apply for a PF transfer,

1. An employee would need to submit Form 13, duly filled, signed and attested by present employer, to the Mphasis PF Team.
2. Once the completed form has been received by the team, intimation will be sent out to the employee's email id as mentioned in the form, regarding receipt of the same.
3. If there is any insufficiency or error in the forms, they would be rejected and employee will be notified within 10 working days of the first intimation so that he/ she can resubmit the same with complete/ correct details to the Mphasis PF team.
4. The PF would be transferred as per the details mentioned in the application form within 20 days from the date of receipt of the completed form with correct details.

3. PF Settlement Procedure

1. In accordance with PF norms, upon resignation or termination, PF withdrawal application should be submitted 60 days after the last working day at Mphasis.
2. In order to withdraw PF, an employee would need to submit Trust Form duly filled and signed, to the Mphasis PF Team. *(refer address in the Instructions section) or Send Soft Copies to pfqueries@mpbasis.com mail Id.



3. Once the completed forms have been received by the team, intimation will be sent out to the employee's email id as mentioned in the forms, regarding receipt of the same.
4. If there is any insufficiency or error in the forms, they would be rejected and employee will be notified within 10 working days of the first intimation so that he/ she can resubmit the same with complete/ correct details to the Mphasis PF team.
5. For PF, the amount would be credited to the bank account as per the a/c no. details updated in the application form within 20 days from the date of receipt of the completed form with correct details.

Note:

Part A of the Schedule Four of the Income Tax Act, 1961 prescribes that tax be deducted on the provident fund settlement, if the member has not completed 5 years of membership. Membership period is computed from the date of joining till the date of leaving. In case if transfer in is received from your previous provident fund account, your previous employment period would also be considered in calculating the membership period.

For example: If you have been employed in Mphasis from 1st August 2013 to 1st August 2014, with no prior employment, your membership period would be calculated as 1 year. However, if you were employed with another company before that, from 1st July 2011 to 1st July 2013, and you got your PF amount transferred to Mphasis, then the total membership period calculated would be 3 years.



4. General Instructions for filling the Trust Form for PF withdrawal

1. Refer the sample form carefully while filling up the claim form
2. All the columns in the form should be filled in BLOCK LETTERS without any overwriting
3. Details of the form:

Page 1:

SI Nos. 1, 2, 3:

Fill in all mandatory fields marked with*, including the reason for leaving

Please ensure you do not forget to fill in phone number and email id, as the application will be rejected if these fields are incomplete

Kindly place your signature on the left bottom corner of the form above "Signature of employee"

Page 2: Declaration

Ensure that you read both the sections on this page, ie. Declaration of Non-Employment and Deduction of Income Tax.

Indicate your understanding and agreement with these sections by placing your signature/ left hand thumb impression above "Signature of employee"

4. The address to which you can courier the filled form is as per below:

Provident Fund Team,

Mphasis Limited,

Bagmane World Technology Center 3, 1st Floor B Block, Outer Ring Road,

Mahadevapura, Doddanekundi Village, Bangalore - 560048

5. Documents to be enclosed

1. A copy of the 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
2. Copy of Visa, Passport Journey Ticket - In case of migration from India for permanent settlement abroad
3. Offer of appointment letter and Copy of Visa, Passport Journey Ticket - In case of taking up employment abroad.



Employee Code:

APPLICATION FORM TOWARDS PROVIDENT FUND SETTLEMENT

To,
The Trustees

Date:

Mphasis Group Employees Provident Fund
Bagmane World Technology Centre 3, Block B, 1st floor,
Marthahalli Outer Ring Road, Doddanekundi, Mahadevpura,
Bangalore - 560 048.

1. *I Mr /Mrs/ Ms.(Name in **block letter**)

ceased to

be an employee of M/S Mphasis Limited with effect from (**Date of Leaving**)

on account of:-

(tick the below appropriate box)

Reason for leaving

Retirement Medical unfitness Death End of Contract Permanent settlement abroad
 Resignation Retrenchment VRS Termination others (specify) _____

*2) Parent Name (Husband name in case of married women): _____

•3) Address for Communication : _____

City: _____

*Pin Code: _____

*Phone: _____

*Email: _____

• Gender		*PF No.	KN/	*PAN	
*Employee Code		EPS No.	KN/		
*Date of Birth		*Date of Joining			
• Bank A/c no.			*Bank Name		
*Branch IFSC Code			*Branch Name		

• Signature of Employee

Signature of Employer/Authorized official



DECLARATION

1) Declaration of Non-Employment

You are requested to settle my Provident Fund Account **KN/** _____

I here by declare that I have not been employed in any factory/establishment to which the Employees' Provident Funds and Miscellaneous Provisions Act,1952 applies for a continuous period of not less than two months immediately preceding the date of my application for final withdrawal of my Provident Fund money.

* Signature of Employee

2) Authorizing for Deduction of Income Tax

The Board of Trustees of Mphasis Group Employees' Provident Fund or any person authorized by it shall deduct Income Tax as per the provisions of Income Tax from the payment of accumulated balance due to be paid which is not exempted from Tax and liable to be included in the total income as provided under the Rule 8 or 10 of Part A of the 4th Schedule of the Income Tax Act, 1961.

I hereby agree with the terms and conditions described above.

* Signature of Employee