

VPF DECLARATION FORM

To
The Regional Provident Fund Commissioner
Kolkata.

Declaration by the Employee :

I,, Son of / Daughter
of / Wife of, working in ITC
Infotech India Limited, bearing Provident Fund Account no WB/53510/....., am willing to
contribute to the 'Employees Provident Fund', above the statutory rate as provided under Proviso to Para
29(2) of the Employees Provident funds scheme, 1952. I also agree to abide by the conditions contained in
the Employees Provident funds scheme, 1952.

I am aware of the provisions of Para 29 of Employees Provident funds scheme, 1952 that my employer
shall not be under any obligations to pay any contributions over and above the contributions payable at
the prescribed statutory rate.

Kindly permit to contribute% of my basic salary towards Voluntary Provident Fund effective
1st (mention the month in which you would to commence VPF contribution).

Signature of the employee

Guidelines for Voluntary provident Fund

- VPF contribution is a '**voluntary**' scheme which an employee can make to his/ her PF account.
There is '**nil**' matching contribution from the Company.
- There is no limit for contribution; however, the **max** contribution possible (% of basic) cannot
exceed one's basic salary per month.
- Once contribution is started, the same **cannot** be stopped or altered in between the PF
accounting i.e. March.2013 – February 2014 and so on.
- At the end of the PF accounting year, the contributions to VPF (in the next PF accounting year)
shall automatically get renewed at the same percentage that the employee had chosen, unless
altered / stopped by the employee.
- Only in the case of resignation / retirement, VPF contributions will automatically cease.
- VPF contributions shall earn the same interest rate as declared by the EPFO every year.

Name :
Place :
Date :
PS ID :

Signature of the employee

The above VPF declaration details are checked and the same is approved for processing.

HR Manager :

Date :