

CAPITA

Statutory Kit Help document

Title: Statutory Compliance Kit help document	Issued to: All Ventura India and Capita India new joiners (on roll employees)
Author: Supriya Chavan	Publish Date: 3-Sept-2020
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TABLE OF CONTENTS

1. OBJECTIVE.....2

2. SECTIONS OF THE FORM TO BE FILLED ONLINE.....2

3. PARTICULARS OF THE ONLINE FORM2

4. POINTS TO REMEMBER WHILE FILLING THE FORM..... 3

5. QUERIES4

6. FORM SCREEN SHOTS.....4

1. OBJECTIVES

1. Purpose: The objective of this document is to help new joiners to fill correct details in all the applicable statutory forms in line with the government guidelines.
2. Coverage: All new joiners on Capita India Private Limited and Ventura (India) private limited rolls.

2. INTRODUCTION

1. Statutory kit comprises of forms that will be shared with various government authorities or filled with us as appropriate to comply to Provident fund (PF), Gratuity and Employee State Insurance Corporation (ESIC) schemes.
2. It includes five forms namely,
 - **Form 2:** To update nominees under PF and Pension funds in the event of death of the employee.
 - **Form F:** Nomination form under Gratuity scheme
 - **Form 11:** To declare personal details and previous UAN details to create Provident Fund account.
 - **Form 1(ESIC):** To register and cover employee and dependents under ESIC scheme as per applicability (if you have Total fixed Pay (TFP) below 21,000 then you fall in the ESIC category).
 - **JOINT DECLARATION under EPF:** Declaration of PF contribution.

3. PARTICULARS OF THE ONLINE FORM

There are 9 sections with total of 93 questions, number of questions may vary as per employee's applicability to each section. So, employee needs to fill only those details which are applicable to them.

1. **Personal Details:** All personal details which are required in the forms issued by various government authorities.
2. **Capita Joining Details:** Joiner must get these details either from Talent Acquisition Team or Letter of Intent.
3. **Previous PF applicability:** Yes, only if the employee has worked previously and contributed to PF Scheme – this can be checked in previous employer's pay slip.
4. **Previous PF Details:** This is applicable to only those who have selected Yes to Section 3. Employee can provide these details from previous employer's Pay slip. These details are mandatory and important to continue your PF contribution in Capita.
5. **International Worker:** This is applicable only to non-Indian citizens.
6. **Form 2 For Employees' Provident Fund and Employees' Pension Nomination:**
For PF Nominee: Make sure all assigned percentages adds up to 100%
For Pension Nominee: Only one person can be nominated
7. **No Family Nomination:** This is applicable to only such employees who do not have an immediate family member alive.
8. **Form F (Gratuity Nomination):** Make sure all assigned percentages add up to 100%
9. **ESIC Form 01:** This section is applicable to only those employees who have Gross Salary/Total Fixed Pay TFP less than INR 21,000.

4.POINTS TO REMEMBER WHILE FILLING THE FORM

1. Please read the subtitles of the question before entering any details.
2. Red asterisk (*) to the question represents mandatory questions.
3. Employee can use the copy paste function for same responses.
4. "Next" button is used to toggle through the sections.
5. "Back" button can be used by the employees to go back and check the details again.
6. Once the final section arrives, the form gives an option to click "Submit" button to finalize the submission of the form.
7. New Joiners are advised to check and ensure that all the provided responses are correct, before clicking the "Submit" button.
8. Kindly check the below details before filling:
 - a. Mobile number: should be 10 digits,
 - b. Aadhar number should be 12 digits,
 - c. PAN number should 10 characters,
 - d. UAN number should be 12 digits.

Note: Incorrect entries to any of the fields will need the entire form to be filled again from the beginning.

9. Respondents will be notified of any incorrect entries through an email which will prompt them to resubmit the form.
10. In PF and Gratuity Nomination, 1st nominee is mandatory, however, if you wish to nominate more than one nominee then select the appropriate option. Additionally, make sure that all the assigned percentage values sum up to be 100% for both PF and Gratuity nomination respectively.
11. There are two entities under Capita brand namely, Capita India Private Limited and Ventura (India) Private Limited.

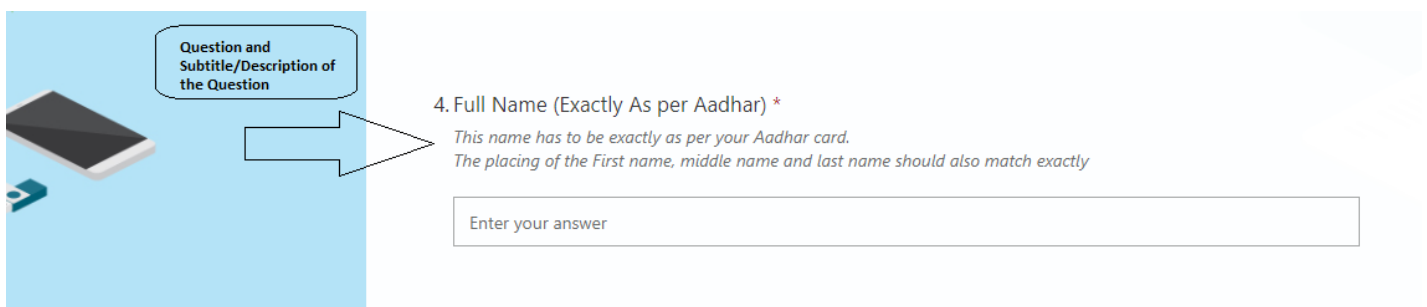
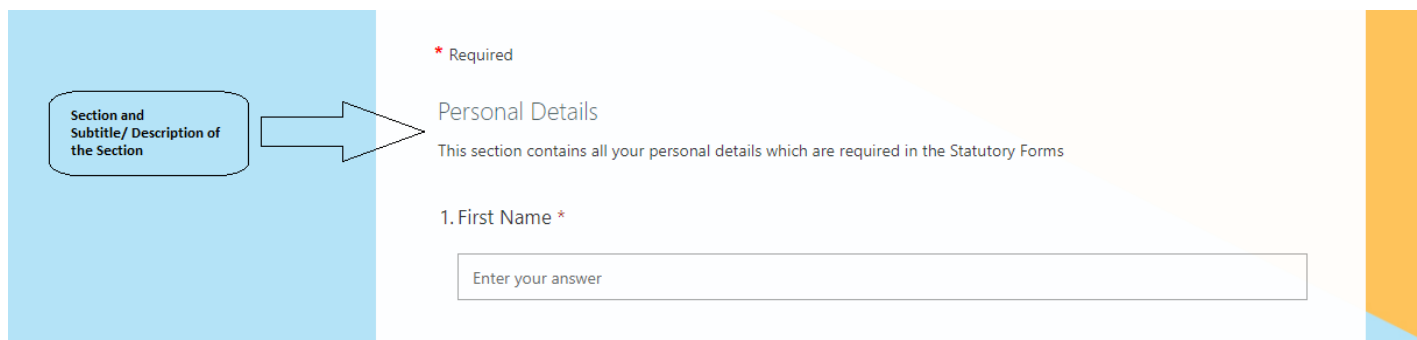
5.QUERIES

Any queries should be directed to the below email ids.

For Capita India Private Limited Joiners: pf.india@capita.co.uk

For Ventura (India) Private Limited Joiners: pf.ventura@capita.co.uk

6.FORM SCREEN SHOTS



END