

CAPGEMINI CONSULTING INDIA PRIVATE LIMITED EMPLOYEES PROVIDENT FUND

Checklist for the submission for the PF Settlement Application

***To be filled in by the employee**

Full Name of Employee: _____

Employee Code: _____

SL No	Checklist Of The Documents To Be Submitted For Settlement Of Provident Fund	Please Tick Wherever Applicable	
		Yes	No
1	Dully Filled And Signed Application Form Towards the Settlement Of Provident Fund		
2	PAN Card Copy (Self attested)		
3	UAN Card Copy (Self attested)		
4	Cancelled Cheque leaf with name printed and IFSC Code / Attested Bank passbook / Attested Bank Statement		
5	Copies of Form 16s From Date Of Joining To Date Of Leaving In Case if PF Membership is < 5 Years (TDS Will Be Deducted at the highest rate If Form 16s Are Not Provided) * If applied for transfer from previous company Form-16 need to be provided from previous DOJ to Capgemini DOL		

I hereby confirm & acknowledge that the above checklist has been filled in correctly and all information given above and as attachments is true to the best of my knowledge.

(Signature of Employee)

Date:

For Office Use Only:

For Capgemini India Employees Provident fund

Signature of the Approving Authority with Date:

* Please Proceed With Settlement at the Applicable Tax Rates Where Form 16s Are Not Attached.

CAPGEMINI CONSULTING INDIA PRIVATE LIMITED EMPLOYEES PROVIDENT FUND

PROVIDENT FUND SETTLEMENT APPLICATION FORM

The Trustees,

Dear Sir(s),

I hereby request you to pay the full amount standing to my credit in my provident fund account after making such deductions as may be required under the Income Tax Act 1961.

My particulars are as below:

SL NO	PARTICULARS	EMPLOYEE DETAILS
1	Full Name Of Employee (In Capitals)	
2	Father's Name /Husband's Name (In Capitals)	
3	Employee Code	
4	P.F. Account No	
5	Permanent Account Number (PAN)	
6	Date of Birth	
7	Date of Joining	
8	PF Membership start Date (If The Previous PF Accumulations has Got Transferred To Capgemini Consulting India Private Limited Employees Provident Fund PF Account)	
9	Date of Leaving	
10	Reason For Leaving	
11	Permanent Postal Address of The Employee Note: Calculation Sheets will be sent to the address given	
12	Mobile Number	
13	Personal E-mail ID	
14	Member Savings Bank account number (Also enclose savings bank cancelled Cheque leaf)	
15	Savings Bank IFSC Code	

I certify that the particulars given above are true to the best of my knowledge.

I Declare that I Have not been employed in any factory or other establishment to which the employee's provident fund and miscellaneous provision act, 1952 applies for a continuous period of not less than 2 months immediately processing the date of my application for the final withdrawal of my provident fund money. I further declare that I do not propose to join any job in India in the near future.

Self-Certified true copy of document in support of my application is/are furnished/ enclosed

For Capgemini Consulting India Private Ltd Employees Provident Fund

(Signature of the Member)

Place:

Date:

(Signature and Seal of the Approving Authority)

Date: