

Date:

The Trustees  
Burns Philp India Pvt. Ltd. Employees' Provident Fund  
Kanchana, 7/1, Russel Street, (14<sup>th</sup> Floor)  
Kolkata – 700 071

Date of Birth :  
Date of Joining :  
Date of Retirement / Resignation :  
PF Membership No :

Dear Sir,

Request for Settlement of PF

I have retired / resigned from the services of the company effective \_\_\_\_\_.

I would be grateful if you could kindly settle my Provident Fund and other dues at the earliest.

For your ready reference, I am furnishing below my present address & banker's details.

Name :

Present Address :

Contact No. :

Name & Address of the Bank :

S. B Account No :

Name of the Nominee / Age :

Thanking You

Yours faithfully,

(SIGNATURE)

(FORWARDED BY UNIT HEAD)