

Checklist details for submission of Retiral Documents




BOSCH

Name of the Associate	Shilpa Narang	
Employee Number	30275942	
Date of Joining	Jul 9, 2010	Completed No. of years: 11
Date of Leaving	Nov 19, 2021	
Email	MAIL.SNARANG@GMAIL.COM	
Mobile No.	+91 9901966334 (9901966334)	

Forms	Received
PF Settlement Form	✓
PF Declaration Form	N/A
EPF Settlement Form (10C)	✓
Gratuity Settlement Form	✓
Gratuity Declaration Form	✓
Superannuation Settlement Form	✓

Supporting Documents	No.of copies	Received
Permanent Account No. (PAN)	2	✓
Cancelled Cheque (Account Holder's name & IFSC code compulsory on Cheque Leaf) Or Letter from bank with Account Holder's Name, IFSC Code and Branch Details in Bank letter Header Or Copy of the passbook with account holder's details(No transaction details)	2	✓
Aadhaar	2	✓

(sent via email)

I hereby confirm & acknowledge that the above checklist has been filled correctly and all information given and supporting documents is true to the best of my knowledge	 Signature(Associate)
--	---

For Office User:				
Signature of Receiver	Date of Receipt	Submission to HR	Receipt from HR	Dispatch to Processing Team