**Retiral Benefits**

**Topics covered under Retiral Benefits:**

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**PF Withdrawal**

* PF accumulation can be withdrawn by the member, if the member remains unemployed for a period of 60 days or more from the date of exit
* PF Settlement forms along with other documents as listed in the table below to be submitted after 60 days from the date of exit or receipt of final settlement (salary) amount whichever is later
* TDS  @10% will be applicable for PF membership less than 5 years
* Settlement will be done within 30 days after the receipt of signed application from the associate
* Download PF statement at <https://www.ess.adp.in/ESS4/> (use Firefox) before the last working day
  + - Client ID – BOSCH
    - Username - RBEI Employee No.
      * **Select : Pay -> Statutory Reports -> Financial Year : 2020-21 -> Month**
* PF statements will not provided after exiting from the company

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| **Sl** | **Documents to be submitted after 60 days of exit for PF Withdrawal** |
| 1 | PF Settlement Application (download the forms [Here](https://inside.bosch.com/irj/portal/fiori#HR_CORE_Forms-overview)) |
| 2 | PF Declaration (download the forms [Here](https://inside.bosch.com/irj/portal/fiori#HR_CORE_Forms-overview)) |
| 3 | PAN card copy |
| 4 | Bank details (**beneficiary name, bank a/c no. IFSC code clearly printed on the document)**   * Cancelled cheque leaf or * Bank pass book or * e-statement |
| 5 | RBEI Relieving letter |

* Scanned copy of the documents to be sent to the below email id’s. No hardcopies required.

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| **Location** | **e-mail id for any queries** |
| Bangalore | [RBEICFA.RetiralBenefits@in.bosch.com](mailto:RBEICFA.RetiralBenefits@in.bosch.com) |
| Coimbatore / Hyderabad | [RBEICFA.RetiralBenefitsCob@in.bosch.com](mailto:RBEICFA.RetiralBenefitsCob@in.bosch.com) |

**Employee Pension Scheme (EPS) Withdrawal**

* EPS accumulation can be withdrawn by the member, if the member remains unemployed for a period of 60 days or more from the date of exit
* EPS is maintained by EPFO, hence member has to raise “EPS online withdrawal” through Member UAN Portal and follow-up with EPFO directly for settling the same.
* EPS withdrawal help document is attached for your reference

**PF and EPS Transfer**

* PF accumulation and services has to be transferred to the new employer, if the member is employed
* PF or EPS withdrawal is not possible, if employed
* Download PF statement at <https://www.ess.adp.in/ESS4/> (use Firefox) before last working day
  + - Client ID – BOSCH
    - Username - RBEI Employee No.
      * **Select : Pay -> Statutory Reports -> Financial Year : 2020-21 -> Month**
* PF statements will not provided after exiting from the company
* PF Transfer form (Form-13) can be initiated after first contribution of PF by the new employer
* Manual Transfer Form is not accepted
* PF Transfer form (Form-13) has to be initiated in EPFO Member UAN portal using below link
  + <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
* Pre-requisites for raising PF Transfer form in UAN Portal
  + UAN, PF No. and Employee Pension Scheme No. (EPS) can be found in Payslip, PF statement
  + UAN activation
  + Updation of KYC in UAN – Bank, PAN and Aadhaar is mandatory
  + Date of exit updation by RBEI (write to below email ID’s, if date of exit is not updated)
  + Help document



* Signed Form-13 generated in UAN portal to be sent by scan to the below contacts: No hardcopies required.

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| **Location** | **e-mail id for any queries** |
| Bangalore | [RBEICFA.RetiralBenefits@in.bosch.com](mailto:RBEICFA.RetiralBenefits@in.bosch.com) |
| Coimbatore / Hyderabad | [RBEICFA.RetiralBenefitsCob@in.bosch.com](mailto:RBEICFA.RetiralBenefitsCob@in.bosch.com) |

* Settlement will be done within 30 days after the receipt of application from the associate
* Mail communication will be sent upon completion to the member personal e-mail id provided during exit clearance along with supporting documents (Annexure K)
* Member has to follow-up with the current employer / EPFO for updation of his transfer amount and services in PF statement or Passbook

**Gratuity**

* Gratuity is a lump sum payment by the employer to the employees for the services rendered by them for the period of employment
* Gratuity is paid during exit / retirement
* Eligibility - Minimum 4 years 240 days of continuous service with an organization
* No statement is available
* Gratuity calculation formula
  + Gratuity = 15 / 26 \* last drawn basic \* no. of years of service completed in Bosch Group
* Sabbatical leave period is not considered for no. of years of service completed
* TDS will be deducted for amount more than Rs.20 Lakhs
* Settlement will be done within 30 days after the receipt of application from the associate

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| **Sl** | **Documents to be submitted during exit clearance- 2 days before last working day** |
| 1 | Gratuity Settlement Application (download the forms [Here](https://inside.bosch.com/irj/portal/fiori#HR_CORE_Forms-overview)) |
| 2 | Gratuity Declaration (download the forms [Here](https://inside.bosch.com/irj/portal/fiori#HR_CORE_Forms-overview)) |
| 3 | PAN card copy |
| 4 | Bank details (**beneficiary name, bank a/c no. IFSC code clearly printed on the document)**   * Cancelled cheque leaf or * Bank pass book or * e-statement |

* Scanned copy of the documents to be sent to the below email id’s. No hardcopies required

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**Superannuation Fund**

Superannuation Fund settlement is applicable to associates who have opted for this scheme and contributing for the fund.

* Annuity(LIC Pension Policy) option is available, if the balance is more than Rs.1,60,000 (Service charges or any other charges to be discussed with LIC agent and to be borne by the associate)
* If the balance is less than or equal to 1,60,000 lakhs, it has to be either withdrawn or can be transferred to NPS account
* TDS applicable @ maximum tax rate in case of withdrawal
* Transfer to NPS account (Portability charges to be borne by the associate)
* Transfer to New employer Superannuation Fund
* Download SAF statement at <https://www.ess.adp.in/ESS4/> (use Firefox) before last working day
  + - Client ID – BOSCH
    - Username - RBEI Employee No.
      * **Select : Pay -> Statutory Reports -> Financial Year : 2020-21 -> Month**
* SAF statements will not provided after exiting from the company
* Settlement will be done within 30 days after the receipt of application from the associate

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| **Sl** | **Documents to be submitted during exit clearance-2 days before last working day** |
| 1 | Superannuation Settlement Application (download the forms [Here](https://inside.bosch.com/irj/portal/fiori#HR_CORE_Forms-overview)) |
| 2 | PAN card copy |
| 3 | Bank details (**beneficiary name, bank a/c no. IFSC code clearly printed on the document)**   * Cancelled cheque leaf or * Bank pass book or * e-statement |
| 4 | NPS Transfer request form and (if transferring to NPS ) |
| 5 | PRAN copy |

* Scanned copy of the documents to be sent to the below email id’s. No hardcopies required

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