User Manual for Online Nomination Form

For Larsen & Toubro Limited – Shared Service Centre Retirement Benefits Section



Record of Release

Version No.	Release Date	Description
1.0	01.06.2018	Initial Document
2.0	01.05.2022	Sign Form Upload provision

Nomination

If you are concerned about how your provident fund and gratuity benefits will be distributed after your death, a proper nomination can give you peace of mind

Your provident fund and gratuity is likely to be one of your most valuable assets. However, you may not realize that it does not automatically become part of your estate on your death.

1. What is nomination?

Nomination is a right conferred on the member of provident fund or gratuity holder on his own life to appoint a person or persons to receive the moneys in the event of the death of the member.

2. Who is a nominee?

The person designated by the member to receive the proceeds of a provident fund or gratuity, upon the death of the member.

3. Who can nominate?

Any member, who is a major, can make a Nomination.

Some basic facts:-

Whom can you nominate?

If a member has a family at the time of making a nomination, the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by such Member in favour of a person not belonging to his family shall be invalid.

What does family mean?

	Gratuity Act	Provident Fund Act
Male member	In case of a male member, himself, his wife, his children, whether married or unmarried, his dependent parents [and the dependent parents of his wife and the widow] and children of his predeceased son, if any.	In case of a male member, his wife, his children, whether married or unmarried, his dependent parents and his deceased son's widow and children.
Female member	In case of a female employee, herself, her husband, her children, whether married or unmarried, her dependent parents and the dependent parents of her husband and the widow and the children of her predeceased son, if any.	In case of a female member, her husband, her children, whether married or unmarried, her dependent parents, her husband's dependent parents and her deceased son's widow and children.

If at the time of making a nomination the **Member has no family**, the nomination may be in favour of any person or persons but if the Member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid, and the Member shall make a fresh nomination in favour of one or more persons belonging to his family.

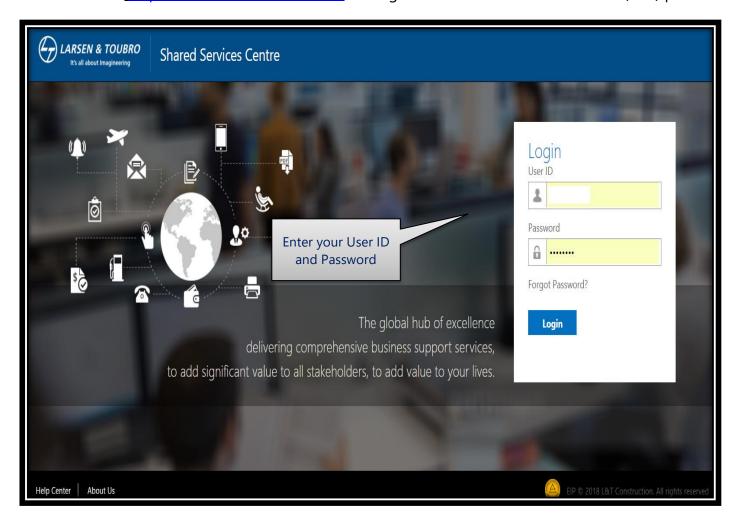
• When to make a fresh nomination?

- I. Whenever any change of nomination is intended by the member.
- II. Change in marital status.
- III. Nominated person pre-deceasing the member.

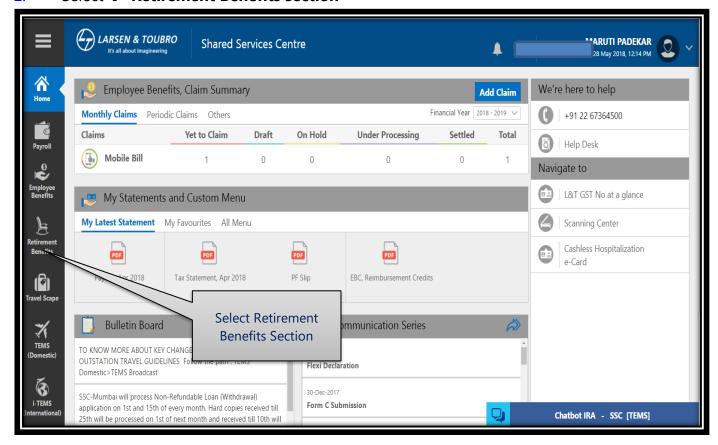
Where should I update the nominations?

<u>Path: SSC Portal (https://ssc.larsentoubro.com/) > Retirement Benefits>> Application Form>> Provident Fund/Gratuity>> Nomination Form >> Add Nomination.</u>

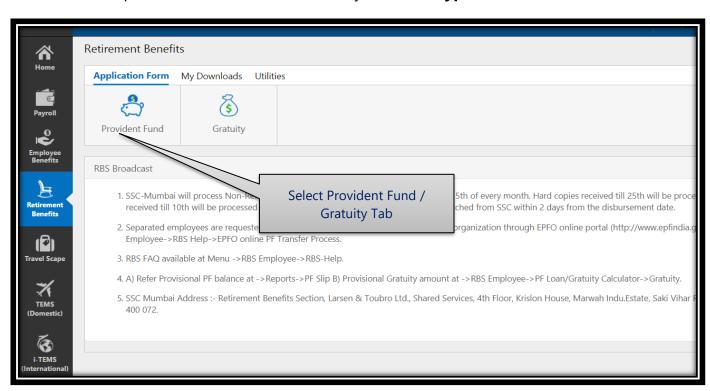
1. Use URL → https://ssc.larsentoubro.com/ and log on L&T Shared Services Centre (SSC) portal.



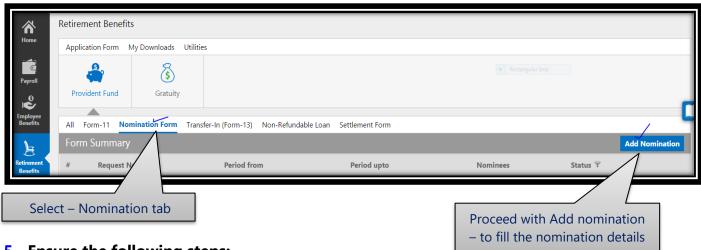
2. Select → Retirement Benefits section



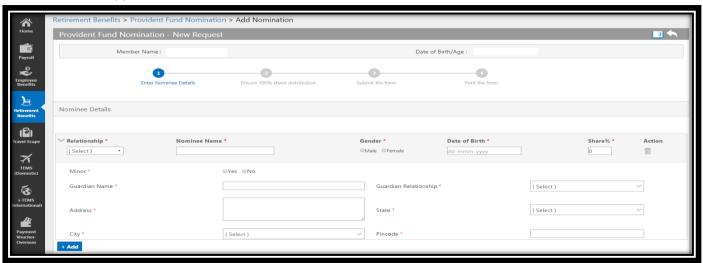
3. Select → respective (Provident Fund / Gratuity) Benefit type



Select → respective (Provident Fund / Gratuity) Benefit type → Nomination Form →Add
Nomination



- 5. Ensure the following steps:-
 - **Step-1** → Select Relationship and fill all the details
 - **Step-2** → You may add the multiple nominations with +Add button
 - **Step-3** → **SAVE** nomination details, review the same
 - **Step-4** → **Print** prefilled form, sign it, get witness signature
 - **Step-5** → **Upload** duly singed Form and then proceed with **SUMBIT** button
- ✓ Total Nomination(s) share % should be 100%





Instructions:-

- ✓ Fill separate nomination form for Provident fund and Gratuity.
- ✓ Ensure that the form is signed by you and 2 witnesses before upload in system.
- ✓ If a member has a family at the time of making a nomination, the nomination shall be in favour of one or more persons belonging to his family as **Provident Fund or Gratuity act family definition**.
- ✓ If at the time of making a nomination the Member has no family, the nomination may be in favour of any person or persons.
- ✓ But if the Member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid, and the Member shall make a fresh nomination in favour of one or more persons belonging to his family.

When to make a fresh nomination?

I. Whenever any change of nomination is intended by the member.

II. Change in marital status.

III. Nominated person pre-deceasing the member.

For any queries, you may raise a ticket or call at SSC Helpdesk 022 – 67364500

The SSC team is always happy to help you!

Thanks.....