

**TATA CONSULTANCY SERVICES EMPLOYEE'S PROVIDENT FUND**  
**APPLICATION FOR SETTLEMENT OF PROVIDENT FUND ACCOUNT**  
(TO BE FILLED BY APPLICANT)

To,  
The Trustees,  
TATA Consultancy Services Employees Provident Fund,

Dear Sir,

As I have ceased to be an employee of TCS Limited with effect from 1<sup>st</sup> Jan 2014, I request you to settle my Provident Fund account and pay the said amount at an early date.

1. Name: Narendra Samudrala
2. Father's / Husband's Name: Mr Yadgiri Samudrala Address for Correspondence:
3. Employee Number: 3123456 123/B- Pride CHS,
4. Date of Joining Service: 14th Aug 2006 Near Hyper city Mall,
5. Date of Cessation of Service: 1st Jan 2014 G.B Road, Thane West.
6. Period of Service: 7 Years & 4 Months Mobile No: 9123456789
7. PAN Card No: ABCDE1234K Personal Email id: \_\_\_\_\_
8. Bank Account details:

Name of Bank	Branch	Saving Bank Account No.	Account Type	IFSC Code	MICR
Citi Bank	Fort, Mumbai	123456789012	Savings	CITI100001	

9. Reason for leaving service / withdrawal of Provident Fund Accumulations: (Tick any one appropriate option)

- a) Retirement b) Permanent migration from India
- c) Permanent & total Disablement d) Unemployment (More than 2 months)
- e) Getting Married (Only in case of Female members)

Put a tick mark against applicable option, see guidelines for options mentioned below.

**Note:**

PF withdrawal amount is subject to tax, if contributory service (inclusive of service rendered in previous employment is transferred to TCS PF a/c) is less than five years.

**DECLARATION OF NON-EMPLOYMENT**

(This declaration is applicable if you have selected option (d) from the above reason for withdrawal)

I declare that I have not been employed in any Factory/Establishment to which the Act applies for a continuous period of not less than 2 months immediately preceding the date of my application for withdrawal of my Provident Fund money.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

Sign here only if you are unemployed for 2 months and more.

I certify that the particulars given above are true.

\_\_\_\_\_  
Sign here

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Seal & Signature of Employer

## Guidelines for filling PF withdrawal application:

### Option No. 9.

**a) Retirement.**

**“Retirement”** is for those employees who are getting retired at the age of 58 years.

**b) Permanent migration from India.**

Request you to provide copy of current valid **VISA or Petition Copy**.

**c) Permanent & total Disablement**

**“Permanent & Total Disablement”** is for those employees who are permanently disabled (No Hands or Legs) or paralyzed completely.

**d) Unemployment (2 months and more).**

If you are currently unemployed then select this option and sign Declaration of Non-employment.

**e) Getting Married (Only in case of Female members)**

**"Getting Married"** option is only available if marriage is future dated or is scheduled while sending the application, you need to provide copy of your wedding invitation card or marriage certificate as proof of your marriage.

**Please note:** You need to provide cancelled cheque of any Indian bank account like HDFC, ICICI, SBI, Etc, in which you are single holder or joint account with your spouse only (Marriage Certificate needed) and it should be SB a/c or SB NRO only.

If you do not have Cheque copy, you can provide us bank statement which should include details like Bank Account number, IFS Code, Name of the Account Holder, Branch Code, MICR Code, Branch Address etc.