**PROCESS FOR TRANSFER/WITHDRAWAL OF**

**PROVIDENT FUND (PF)**

**&**

**EMPLOYEE PENSION SCHEME (EPS)**

* **Procedure for Transfer of Provident Fund & Employee Pension Scheme:**

Fill in the enclosed Provident Fund Transfer (Form 13) and submit the same in duplicate to your new employer and ask them to forward the same to us along-with their covering letter to our below mentioned HDFC Bank Ltd Covered Employees Provident Fund Trust communication address.

If your new organization does not have EPS facility then you need to withdraw your EPS amount by filling Form 10C. Procedure for EPS withdrawal is mentioned in the note below.

On receipt of your PF Transfer Application your Provident Fund will get transferred to your current Organization / RPFC within next 45 working day, subject to your completion of relieving formalities and Full & Final Settlement.

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* **Procedure for Withdrawal of Provident Fund & Employee Pension Scheme:**
* **Provident Fund Withdrawal Procedure :**

Fill in the enclosed Provident Fund Withdrawal Form and arrange to forward the same to our below mentioned HDFC Bank Ltd Covered Employees Provident Fund Trust communication address.

We will credit your PF withdrawal amount (post tax if applicable) into your HDFC Bank Saving Account or any other account as mentioned on your PF withdrawal form.

If your Service Tenure with HDFC Bank is less than 5 years then Provident Fund will be subject to Tax as per Income Tax Act 1961.



* **Employees Pension Scheme Withdrawal Procedure :**

(Applicable if EPS membership is in between more than 6 month and less than 9.6 months)

Fill in the enclosed EPS Withdrawal Form and arrange to forward the same to our below mentioned HDFC Bank Ltd Covered Employees Provident Fund Trust communication address.

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* **Guidelines to note before sending the PF / EPS Form :-**

Please fill in the PF/EPS Withdrawal Form as per enclosed guidelines; if your form found incomplete in any of the aspect then same will be subject to rejection.

FOR PF FORM :

1. If tenure with HDFC Bank is less than 5 Years then TDS will get deducted on your PF Withdrawal amount.
2. Name of Father / Spouse (For married women ) is Mandatory.
3. Signature on forms is Mandatory wherever required.
4. PF Withdrawal Amount will get credited into your HDFC Bank Account provided the same is active and regular. In case, if it is closed then you have to provide other bank account details along with copy of Cancelled Cheque.

FOR EPS (FORM 10C):

1. Mention your HDFC Bank employee code on right hand side top Corner
2. Signature is mandatory wherever required.
3. Attached copy of Cancelled Cheque of Single Holder Bank Account and don’t close the same till your EPS settlement is done.
4. If service tenure with less than 6 month than not eligible.
5. If service tenure is more than 9 years + 6 month and age is less than 58 Years then you are eligible for Scheme Certificate and please follow the procedure for getting EPS Scheme Certificate
6. In the copy of Cancelled Cheque the name of the employee must get displayed at the bottom at the place of signature, if same is not there then employee need to attached the cover page of passbook copy which clearly specify that you the only Bank Account Holder of the Account mention in Form 10C or attach latest bank statement copy in which your Bank Account no. and Name is getting displayed.
7. Bank account no. mentioned in Form 10C should not be closed till you receive the payment of EPS amount from EPFO/ RPFC (Employee’s Provident Fund Organization). To avoid the lengthy process for re-issue of payment by EPFO/RPFC we request you to keep the Account active until the time of Credit of settlement amount.
8. Please also enclose the copy of Aadhar Card

* PF Settlement / Transfer can be initiated only after completion of your Full & Final Settlement.
* PF will be processed within **20 working days** subject to your completion of relieving formalities and Full & Final Settlement or the Date of Receipt of Documents (whichever is later).
* **Employees’ Pension Scheme – Procedure for getting Scheme Certificate :**

(Applicable if EPS membership is in between more than 9.6 months and age is less than 58 age)

If your total tenure with HDFC Bank is more than 9.6 Years you will not be eligible for EPS withdrawal.

RPFC Office will issue Scheme Certificate which needs to be kept under your custody till you attaining the age of 58, post that you need to fill Form-10D and submit along with the Scheme Certificate to us/New Organisation for further submission to RPFC Office, so that your RPFC will start disbursing your monthly pension.

Fill the attached Form 10C and arrange to send the same to our below mention address along with the copy of Cancelled Cheque and Supporting Documents of Self & Nominee.

**Supporting Documents Required**

**Employee Photo ID Proof** - PAN Card/ Driving License/ Voter ID/Aadhaar Card)

**If Married** - **Spouse Photo ID Proof -** PAN Card/Driving License/Voter ID/Aadhaar Card

**- Children Age Proof** - Either Birth Certificate or Certificate from School/College) Or

**If Un-Married - Father & Mother Photo ID Proof** - PAN Card/Driving License/Voter ID/Aadhaar Card

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**Communication Address:-**

HDFC BANK LTD COVERED EPF TRUST,

HDFC BANK LTD., PAD-FINANCE

KIND ATTN :- Mr. Ravindra Virkar / Mr. Sagar Bhatade

Lodha - I Think Techno Campus, Building – Alpha, 8th Floor,

Kanjur Marg (East), Mumbai - 400 042.

For queries e-mail to “pad.pf@hdfcbank.com"