


 KREATIO MONETIZING CONTENT	Provident Fund Policy	HRPO3
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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/13	Initial Release	Rabindra	Souvik

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1. POLICY PURPOSE

The Employees Provident Fund is a welfare legislation introduced by the Government of India.

As per the Act, the employee contributes 12 % of the Basic Salary every month to the Fund and the Employer contributes an equal amount of 12 % of the employee's Basic Salary. The employee's contribution will be deducted from his/her salary every month.

For more detail please refer to the PF Act.

2. POLICY SCOPE

All employees are members of this Fund and are covered from the first day of their employment with organization

Every employee shall make his/her declaration of nominee/nominees in the nomination form, which is available with the HR Department.

3. POLICY DESCRIPTION

○ Salient Features

In case the employee leaves the services of kreatio to join any other organisation in India, the PF amount to his/ her credit will be transferred to his/her new account, whether it is a PF trust or with the PF Commissioner.

○ Withdrawal & Transfer of PF accumulations:

- Employees who join Kreatio & are willing to transfer the PF accumulations from their respective Previous Employer shall fill the Form13, PF Transfer application form (**Form13 Application for PF Transfer**) & give to the Kreatio HR dept. HR shall forward the Transfer application form to the previous employer. Previous employer shall complete necessary formalities & transfer the amount to Kreatio PF fund with Regional PF commissioner's office. On transfer PF office shall directly intimate the Employee.
- In case employee desires to withdraw the PF accumulation of the previous employer or from Current Employer in case of exit, shall fill the 2 forms (**Form 19 PF withdrawal Form**) & (**Form10C- PF withdrawal Form**) & give it to Kreatio HR dept. Kreatio HR shall submit the forms along with other necessary details to PF office. PF office on payment of the accumulations shall inform the applicant directly.

4. POLICY DEPLOYMENT

The policy is deployed at all departments at all locations in Kreatio software applications by managers/supervisors responsible in coordination with HR department.

5. POLICY REVIEW

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.

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