**TLG India Pvt. Ltd. Employees Provident Fund Trust**

**15th Floor, Urmi Estate, Tower A, 95 Ganpat Rao Kadam Marg,**

**Lower Parel (W), Mumbai - 400013 India**

**PROVIDENT FUND WITHDRAWAL FORM**

Form to be used by a member of the Provident Fund for claiming the Provident Fund dues

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| --- |
| Name of Member  (block letter)  (Last) (First) (Middle) |
| **Father’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Husband’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (for married women only) |
| **Name and Address of the Establishment TLG India Pvt. Ltd. Employees Provident Fund Trust**  **15th Floor, Urmi Estate, Tower A, 95 Ganpat Rao**  **Kadam Marg Lower Parel (W), Mumbai - 400013**  Employee ID :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Employee ID = Payroll ID, please refer your payslip for payroll ID) |
| Provident Fund Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date of Joining Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Date of Leaving Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Reason for Leaving Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Full Postal Address (in Block Letter)  **PAN no (MANDATORY)**  **Mobile no: E-mail id:** |
| **Mode of Remittance: S. B. Account No. : Name of the Bank : Branch :**  **By account payee cheque to be sent direct to Address of the :**  **the Bank for credit to my SB A/c under**  **intimation to me (Advanced Stamped Receipt Branch**  **furnished below) IFSC code** |

Signature of Member

, **TLG India Pvt. Ltd. Employees Provident Fund Trust**

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**Declaration of Non-Employment**

I declare that I have not been employed in any factory / establishment to which the Employee’s Provident Fund & Miscellaneous Provisions Act & Scheme, 1952 applies for a continuous period not less than 2 months immediately preceding the date of my application for final withdrawal of my Provident Fund money.

**Date:**

**Signature of Member**

Instructions to follow:

1. Tax will be applicable if member has not completed 5 yrs of membership. Membership will be considered based on Date of Joining and leaving. Credit will be given for service period transferred from previous employer establishment.
2. Please quote your Employee ID, PAN number.

(Employee ID = Payroll ID, refer your payslip for the same)

1. Please refer your payslip for Date of joining, PF number and other details to fill this form
2. Reason of leaving service should be mentioned as follow :

o Resignation

o Higher Studies

o Going Abroad

1. PF settlement amount will be through NEFT/RTGS and hence employee have to furnish the details of Bank account.
2. PF Withdrawal forms have to submit after 60 days from last working day.

In case of retirement & Member going abroad, member can submit PF withdrawal Form immediately.

1. You can submit/courier PF Withdrawal form to below mentioned address:

**TLG India Pvt. Ltd. Employees Provident Fund Trust**

**15th Floor, Urmi Estate, Tower A, 95 Ganpat Rao Kadam Marg,**

**Lower Parel (W), Mumbai - 400013 India**

Or

upload on the ESS portal.

Documents Required for PF Withdrawal:

1) Mandatory documents:

* + PF withdrawal Form.
  + Declaration of Non-Employment, as per specified format.
  + Cancelled cheque.
  + Bank Statement or Bank Passbook copy

2) Additional Documents:

 Visa copy if going abroad for employment

 Education certificate/Fees receipt if pursuing higher studies without taking any further employment

 Identity Proof if submitting PF withdrawal Form after 12 months from Date of

Leaving