**CAPGEMINI INDIA PVT.LTD. EMPLOYEES’ PROVIDENT FUND**

Capgemini Knowledge Park IT1 / IT2,

M6 A Block Second Floor HR Block

TTC Industrial Area, Thane-Belapur Road,

AIROLI, Navi Mumbai – 400 708

**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** Capgemini Technology Service India Ltd  Capgemini Knowledge Park IT1 / IT2,  M6 A Block Second Floor HR Block  TTC Industrial Area, Thane-Belapur Road,  AIROLI, Navi Mumbai – 400 708  Emp ID :- |
| Provident Fund Account Number **PU/PUN/31643/EXEM/** |
| **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

**CAPGEMINI INDIA PVT.LTD.EMPLOYEES’ PROVIDENT FUND**

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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.
3. 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:

**For Pune Employee**

Capgemini Technology Service India Ltd

Retirals Benefit Team

A-1, Technology Park, MIDC Talwade, Pune 411062,

**For Mumbai Employee**

Capgemini Technology Service India Ltd

Capgemini Knowledge Park IT1 / IT2,

M6 A Block Second Floor HR Block

TTC Industrial Area, Thane-Belapur Road,

AIROLI, Navi Mumbai – 400 708

Tel: 022 71444283. Ext: 2291320

Or

Alternatively send the same by mail to [cgretirals@allsectech.com](mailto:cgretirals@allsectech.com) 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