**TRANSFER CLAIM FORM CLAIM ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FORM 13 (REVISED)** (For EPFO Use only)

**EMPLOYEES’ PROVIDENT FUND SCHEME, 1952**

**(PARA 57)**

[APPLICATION FOR THE TRANSFER OF EPF ACCOUNT FROM UNEXEMPTED ESTABLISHMENT TO

EXEMPTED OR UNEXEMPTED ESTABLISHMENT]

To, To,

The Regional P F Commissioner, Trust Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trust Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please see instruction 3) (in case the PF A/C is with Exempted Establishment)

**Sir,**

I request that my provident fund balance along with my pension service details may please be transferred to

my present account under intimation to me. My details are as under:

**PART A: PERSONAL INFORMATION**

1. \*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \*Father’s/Husband’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. E-mail id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Bank A/C number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. IFS code of Bank branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART B: DETAILS OF PREVIOUS ACCOUNT (WHICH IS TO BE TRANSFERRED)**

1. (a)\*PF Account No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (b) \* UAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*In case the previous establishment is exempted under Employees’ Provident Fund Scheme, 1952*

Pension Fund Account No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \*Name and Address of the previous establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \*PF Account is held by: (Name & address EPF Office/ PF Trust) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \*Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dd/mm/yyyy) 5. \*Date of joining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_(dd/mm/yyyy)

6. \*Date of leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_ (dd/mm/yyyy)

**PART C: DETAILS OF PRESENT ACCOUNT**

1. \*PF Account No.: \_\_\_ GNGGN0005572\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*In case the previous establishment is exempted under Employees’ Provident Fund Scheme,1952*

Pension Fund Account No.: \_ GNGGN0005572\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \*Name and Address of the present establishment: **HCL TECHNOLOGIES LIMITED**

**Plot no. 3, Udyog Vihar Phase-1, Gurgaon- 122016 (Haryana)**

3. \*Account is held by: (Name of EPF Office / PF Trust) \_**PF TRUST\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

4. \*Date of joining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(dd/mm/yyyy).

5. #Name of Trust (to whom funds are to be paid in case of present establishment being exempted

under EPF Scheme, 1952) : **HINDUSTAN INSTRUMENTS LIMITED EPF TRUST \_\_\_\_\_**

6. #Employee code under the Trust: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(\* indicates mandatory fields) (# Strike off if not applicable)***

**I, Certify that all the information given above is true to the best of my knowledge and I have ensured**

**the correctness of my present and previous account numbers.**

**Signature of the Member**

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

**IMPORTANT: *Member has the option to get the claim form attested by present or previous employer.***

***In case of attestation by the previous employer, time taken in settlement will be relatively less.***

Certified that I have verified the data in Part B in respect of the member mentioned in Part A of this form and the signature of the member.

**Signature of Previous Employer**

Seal of the Establishment **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OR**

1. Certified that I have verified the data in Part C in respect of the member mentioned in Part A of this form.
2. In case of NEFT/RTGS our bank details are as follows. Hard copy needs to be dispatched at address provided column 2 of part C for enabling us to credit the amount in beneficiaries a/c)

Name of beneficiary    : **HINDUSTAN INSTRUMENTS LIMITED EPF TRUST**.

Bank Name : HDFC Bank Ltd.

Branch Address : B-1, Vanijya Kunj, Enkay Tower, Udyog Vihar,

Phase V, Gurgaon-122001, Haryana

Bank account number : 04851110000043

RTGS/NEFT IFSC : HDFC0000485

Seal of the Establishment **­­­­ For HCL TECHNOLOGIES LIMITED**

**(AUTHORISED SIGNATORY)**

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

**INSTRUCTIONS AND GUIDELINES**

1. The Bank A/C details are for verification purpose even if the Fund is transferred to the EPFO Office/Trust maintaining the present account number.

2. In case the Previous Account was maintained by PF Trust of the exempted establishment, the member should submit a Transfer Claim Form {Form-13(Revised)} to the Trust while sending another Transfer Claim Form {Form-13(Revised)} to the PF Office for transferring the service details under the Pension Fund to the new account.

3. The Form should be submitted to that PF Office under which previous or the present account is maintained, depending upon as to which employer has attested the claim. (In case the claim is attested by the present employer, claim should be submitted with the PF Office under which the present account is maintained, and so on).

4. The mobile number (wherever provided) of the member would be used for sending an SMS alert informing him/her the processing of his/her claim and is non-mandatory for Physical form.

