

Guidelines to fill Form -11 (Employee Declaration) for Provident Fund

Step by Step approach to fill Form-11

Point a:

Candidate should fill the current employer full name and registered address along with the last day worked.

- (i) Previous employer full name and address, Date of Joining and Last working day required in case the Provident fund account was not transferred to the current employer. If transfer done, then this information can be updated as "N/A".

Point b:

Government authority request you to declare the details of your current and previous provident fund account(s) and Pension fund account(s) along with the period of contribution and who has maintained such account numbers.

Please note:

If you do not hold the PF account during your employment history then you can fill "*Not applicable*".

Please update "*Employee*" if your current PF account (current employer) with Government else update "*Full Name of the Provident Fund Trust of your current employer*" if your current employer maintains a Provident Fund trust.

- (i) Please tick "*and also*" if you have updated "*Employee*"
- (ii) Please tick "*but not of*" if you have updated "*Name of the Provident Fund Trust of your current employer*" and pension fund managed by the government
- (iii) Please provide the period of employment for all your active provident fund account(s)
- (iv) Please provide the PF account number(s) of all such active provident fund account(s)

Any of the below Illustration_would apply to you.

Illustration 1: If you have only one employment, then the name of the current employer and the PF A/c # should be disclosed along with date of joining and date of exit from your current employer.

Illustration 2: If you have worked in two or more employments, then

- (a) If you have **transferred** your previous employments PF accounts to your current employer, then the **details of the current employer** and the PF A/c # alone should be disclosed along with date of joining and date of exit from your current employer.
- (b) If you have **not transferred** your previous employments PF accounts to the **current employer before joining Cognizant**, then the **details of all such previous employer(s)** and the PF A/c #(s) should be disclosed along with date of joining and date of exit from Provident Fund for each of the employment period.

Point c:

- (i) Please tick **"have"**, **"Provident fund"** and **"Pension fund"** if you have initiated your closure or closed your provident fund and pension fund
- (ii) Please tick **"have not"**, **"Provident fund"** and **"Pension fund"** if you have not initiated your closure or not closed your provident fund and pension fund
- (iii) Please tick **"have"**, **"Provident fund"** or **"Pension fund"** if you have initiated your closure or closed your provident fund **or** pension fund
- (iv) Please tick **"have not"**, **"Provident fund"** or **"Pension fund"** if you have not initiated your closure or not closed your provident fund **or** pension fund

Any of the below Illustration_would apply to you.

Illustration 1: If you have worked in one or more employment(s) and closed or submitted closure of your Provident Fund & Pension Fund for all employments, then you should fill (**I have withdrawn the amount of my Provident Fund / Pension Fund**).

Illustration 2: If you have worked in one or more employment(s) and **not** closed or not submitted closure of your Provident Fund & Pension Fund even in any one of the employment, then you should fill (**I have not withdrawn the amount of my Provident Fund / Pension Fund**).

Illustration 3: If you have worked in one or more employment(s) and closed or submitted closure of your Provident Fund alone and not closed your pension fund, even in any one of the employment, then you should fill (**I have withdrawn the amount of my Provident Fund**) - This is possible only if you have requested for Scheme Certificate for any of the employment's Pension Fund.

Point d:

- (i) Please tick **"have not"**, since your age is less than 58 years. This question has no relevance to the "Superannuation Fund contribution" if you have opted in your current or previous employment(s).

Hence you should fill **(I have not drawn any superannuation benefits in respect of my past service from any employer).**

Point e:

- (i) Please tick **"have"**, if you filled **"not applicable"** for Point b.
- (ii) Please tick **"have not"** if you filled **"Employee"** or **"Provident Fund trust name"** for point b.

Any of the below Illustration_would apply to you.

Illustration 1: If you have worked in one or more employment(s) and **contributed** to Provident Fund & Pension Fund even in any one of the employment(s) and such account(s) is active, then you should fill **(I have been a member of any Provident Fund and Pension Fund).**

Illustration 2: If you have worked in one or more employment(s) and **contributed** to Provident Fund & Pension Fund even in any one of the employment(s) and such account(s) is closed, then you should fill **(I have not been a member of any Provident Fund and Pension Fund).**

Illustration 3: If you have worked in one or more employment(s) and **not contributed** to Provident Fund & Pension Fund in any of the employment(s), then you should fill **(I have not been a member of any Provident Fund and Pension Fund).**

Point f:

Please note: If you have crossed 50 years and applied for early pension, only then you are eligible for this Pension under EPS scheme 1995.

- (i) Please tick **"drawing"**, if you are receiving Pension under EPS scheme 1995.
- (ii) Please tick **"not drawing"**, if you are not receiving Pension under EPS scheme 1995.

Point g:

"Scheme Certificate" is a document issued by the provident fund organization, if you have opted to close your Provident fund account and retain the pension account. This retention of pension account is to use the service period to get eligibility for pension in later point of time.

Any of the below Illustration_would apply to you.

Illustration 1: If you have worked in one or more employment(s) and contributed to Provident Fund & Pension Fund and closed your provident fund(s) and retained your pension account by opting for Scheme certificate, then you should fill (**I am holder of Scheme Certificate**).

Illustration : If you have worked in one or more employment(s) and contributed to Provident Fund & Pension Fund and currently if you pension fund is closed or transferred or active, then you should fill (**I am not holder of Scheme Certificate**).

Point h:

Please note: If you have updated “***I am holder of Scheme Certificate***” for previous question, then respond to this question, else you can say “Not applicable”

- (i) Please tick “**surrendered**”, if you have submitted Scheme Certificate.
 - (ii) Please tick “**not surrendered**”, if you have not submitted Scheme Certificate.
-