



## कर्मचारी भविष्य निधि संगठन

### Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय / Head Office

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No: Manual/Amendment/2011/Pt

31792

**ORDER**

Date: 20.02.2017

**20 FEB 2017**

### **In the matter of Introduction of Composite Claim Forms (Aadhar and Non-Aadhar) to replace existing Claim Forms No. 19, 10C & 31 and Forms No. 19 (UAN), 10C(UAN) & 31 (UAN)**

Employees' Provident Fund Organisation has embarked upon its next phase of e-governance reforms with a view to make its services available to its stakeholders in an efficient and transparent manner. EPFO has since implemented Universal Account Number (UAN) for its subscribers. It is now possible for subscribers, who have seeded with Aadhar number and Bank account details, to submit claim forms directly to EPFO without the attestation of employers.

2. The Central Provident Fund Commissioner vide order No. WSU/10(1)2011/Changes in MAP/34106 dated 01.12.2015 had prescribed new Forms No. 19 (UAN), 10C(UAN) & 31(UAN) for all employees whose Aadhar number and Bank account details had been seeded with Universal Account Number (UAN). The said order is being modified to prescribe a Composite Claim Form (Aadhar) to replace the existing Forms No. 19 (UAN), 10C(UAN) & 31(UAN) with a view to simplify the submission of claim forms by subscribers. This new Composite Claim Form (Aadhar), enclosed herewith can be submitted to respective jurisdictional EPFO office, without the attestation of employers.

3. In pursuance of provisions of paragraph 72(5) of the Employees' Provident Funds Scheme, 1952, Central Provident Fund Commissioner, hereby prescribes the new Composite Claim Form (Non-Aadhar) to replace the existing Forms No. 19, 10C & 31 with a view to simplify the submission of claim forms by subscribers. The new Composite Claim Form (Non-Aadhar), enclosed herewith shall be submitted with the attestation of employers to the respective jurisdictional EPFO office.

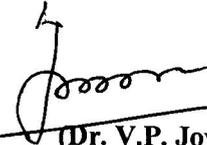
4. Further, the submission of Composite Claim Form (Aadhar) / Composite Claim Form (Non-Aadhar) will be further simplified and modified to include self-certification by EPF subscribers in place of various certificates prescribed at present. These include:-

- I. **Para 68B:** The "New Declaration Form" required to be appended with Form No. 31 for housing loan/purchase of site/house/flat or for construction/addition, alteration in existing house/repayment of housing loan shall stand discontinued. Similarly, the present practice of calling for "Utilization Certificate" shall also be dispensed with. No document would be required to be submitted by the subscriber in respect of these partial withdrawals.
- II. **Para 68H:** Grant of advances in case of closure of factories: No document would be required to be submitted by the subscriber along with the Composite Claim Form (Aadhar) / Composite Claim Form (Non-Aadhar).
- III. **Para 68K:** Marriage advance & for availing advance for post-matriculation education of children: No document, including marriage card, would be required to be submitted by the subscribers.
- IV. **Para 68L:** Advance in abnormal condition: Member may self-certify that his property has been damaged. No document would be required to be submitted by the subscriber.

V. **Para 68 J & 68N:** Orders in respect of certificates under these paras will be issued separately.

5. It may be noted that the submission of Composite Claim Form (Aadhar) / (Composite Claim form (Non-Aadhar) duly signed by the EPF subscriber shall be construed as 'self-certification' for the above said partial withdrawals, for which no document as specified above would be required to be submitted to the EPFO offices.

6. This order shall be made operational with immediate effect.

  
(Dr. V.P. Joy)  
Central P.F. Commissioner

Enclosures:

1. Composite Claim Form (Aadhar)
2. Composite Claim Form (Non- Aadhar).



**EMPLOYEES' PROVIDENT FUNDS ORGANISATION**  
**COMPOSITE CLAIM FORM (AADHAR)**

(APPLICABLE IN CASES WHERE EMPLOYEES' COMPLETE DETAILS IN FORM-11 (NEW), AADHAR NUMBER AND BANK ACCOUNT DETAILS ARE AVAILABLE ON UAN PORTAL AND UAN HAS BEEN ACTIVATED)

**[ FORM NO. - 19 (PF FINAL SETTLEMENT) / 10C (PENSION WITHDRAWAL BENEFITS) / 31 (PF PART WITHDRAWAL)]**

1	Claim applied for: i) Final PF Settlement ( ) ii) Pension Withdrawal Benefits ( ) iii) PF PART WITHDRAWAL ( ) (Tick whichever is/are applicable)																																		
2	Name of the member: (IN CAPITAL LETTERS)																																		
3	Universal Account Number (UAN)																																		
4	Aadhar Number:																																		
5	Date of joining the establishment:																																		
6	<p>a) Purpose of PF PART Withdrawal: (Tick ✓ whichever applicable)</p> <p>b) Amount (in Rs.): _____</p> <p>c) For purpose of Site/House/Flat or Construction through "agency" or Repayment of Housing Loan or LIC, indicate cheque to be drawn "in favour of" and payee's address.</p>	<table border="1"> <thead> <tr> <th>SN</th> <th>Purpose of PF Part Withdrawal</th> <th>✓</th> </tr> </thead> <tbody> <tr> <td>i</td> <td>Housing Loan/Purchase of site/House/Flat or for Construction/Addition, alteration in existing house/Repayment of Housing loan (Para 68B/68BB/68BC)</td> <td></td> </tr> <tr> <td>ii</td> <td>Lockout or closure of factory (Para 68H)</td> <td></td> </tr> <tr> <td>iii</td> <td>Illness of member/family (Para 68J)</td> <td></td> </tr> <tr> <td>iv</td> <td>Marriage of self/son/daughter/brother/sister (Para 68K)</td> <td></td> </tr> <tr> <td>v</td> <td>Post Matriculation education of children (Para 68K)</td> <td></td> </tr> <tr> <td>vi</td> <td>Natural calamity (Para 68L)</td> <td></td> </tr> <tr> <td>vii</td> <td>Cut in electricity in establishment (Para 68M)</td> <td></td> </tr> <tr> <td>viii</td> <td>Purchasing equipment by physically handicapped (Para 68N)</td> <td></td> </tr> <tr> <td>ix</td> <td>One year before retirement (Para 68NN)</td> <td></td> </tr> <tr> <td>x</td> <td>Investment in Varistha Pension BimaYojana (Para 68NNN)</td> <td></td> </tr> </tbody> </table>	SN	Purpose of PF Part Withdrawal	✓	i	Housing Loan/Purchase of site/House/Flat or for Construction/Addition, alteration in existing house/Repayment of Housing loan (Para 68B/68BB/68BC)		ii	Lockout or closure of factory (Para 68H)		iii	Illness of member/family (Para 68J)		iv	Marriage of self/son/daughter/brother/sister (Para 68K)		v	Post Matriculation education of children (Para 68K)		vi	Natural calamity (Para 68L)		vii	Cut in electricity in establishment (Para 68M)		viii	Purchasing equipment by physically handicapped (Para 68N)		ix	One year before retirement (Para 68NN)		x	Investment in Varistha Pension BimaYojana (Para 68NNN)	
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7	Date of leaving service: (not required if applying for PF Part Withdrawal)																																		
8	<p>a) Permanent Account No.(PAN): (Only in case of service less than 5 years) (Please enclose two copies of Form No. 15G/15H, if applicable)</p> <p>b) Reason of leaving Service:</p> <ul style="list-style-type: none"> <li>- Service terminated on account of (a) ill health of member (b) Contraction /Discontinuation of employer's business or (c) Other Cause beyond the control of the member</li> <li>- Personal Reasons</li> </ul>																																		
9	Full Postal address																																		
		Pin.....																																	

- Certified that the particulars are true to the best of my knowledge. I certify that I have gone through the data seeded in UAN Portal and found all data, including Form No.-11 (New), bank account details and Aadhar number, to be correct. Please make the payment in the bank account mentioned in the UAN Portal. A cancelled cheque (containing member's name, bank account number and IFS Code) is attached herewith.
- In case the amount is used for any purpose other than stated in column (6) above, I am liable to return the entire amount with penal interest.

Member's Signature

## INSTRUCTION SHEET FOR FILLING COMPOSITE CLAIM FORM (AADHAR)

1. The Composite Claim Form (Aadhar) is applicable in cases where a member's complete details in Form-11 (New), Aadhar number and bank account details are available on the UAN Portal and UAN has been activated. Such members can submit this form directly to the concerned EPFO office, without attestation of claim form by the employers.
2. Purpose of advance & documents required: (The purpose may be one of the following):
  - i) **Housing Loan/Purchase of site/house/flat or for construction/Addition alteration in existing house/Repayment of Housing loan:** No document is required. New Declaration Form/Utilization Certificate required earlier has been discontinued.
  - ii) **Illness of member/family:** i) Certificate of doctor and ii ) Certificate by employer that ESIC facility is not available to the member may be submitted by the member.
  - iii) **Marriage of self/son/daughter/brother/sister:** No document/Marriage Card is required.
  - iv) **Post Matriculation education of children:** No document is required.
  - v) **Lockout or closure of factory/Cut in supply of electricity:** No document is required
  - vi) **Natural calamity:** No document is required.
  - vii) **Purchasing equipment by physically handicapped:** Medical certificate is required.
  - viii) **One year before retirement:** 90% of total PF balance can be withdrawn. No document is required.
  - ix) **Investment in Varistha Pension Bima Yojana:** 90% of total PF balance can be transferred to LIC. No document is required.
3. No Revenue stamp (Re. 1/-) is required to be affixed by the member.
4. Income Tax (TDS) is deducted if the service is less than 5 years (60 months). No Income Tax (TDS) is deducted in case the total balance is less than Rs. 50,000/-. However, TDS is deducted @10% if the member submits PAN in such cases. In case PAN is not submitted, then TDS @34.608% is deducted.
5. The total service in the present establishment as well as previous establishment is counted and, therefore, it is advisable to merge all PF accounts.
6. Pension Withdrawal benefits can be availed only if the service is less than 10 years.



**EMPLOYEES' PROVIDENT FUNDS ORGANISATION  
COMPOSITE CLAIM FORM (NON-AADHAR)**

**[ FORM NO. - 19 (PF FINAL SETTLEMENT)/10C (PENSION WITHDRAWAL BENEFITS)/31 (PF PART WITHDRAWAL)]**

1	<b>Claim applied for:</b> i) Final PF Settlement ( ) ii) Pension Withdrawal Benefits ( ) iii) PF PART WITHDRAWAL ( ) (Tick whichever is/are applicable)																																		
2	Name of the member:(IN CAPITAL LETTERS)																																		
3	a): Universal Account Number(UAN) b): P.F. Account No.(in case UAN not available)	a): b):																																	
4	Aadhar Number (for seeding):																																		
5	a) Father's Name: b) Husband's Name:	a): b):																																	
6	Date of Birth:																																		
7	Date of joining the establishment:																																		
8	Date of leaving service: (not required if applying for PF Part Withdrawal)																																		
9	a) Permanent Account No.(PAN): (Only in case of service less than 5 years) (Please enclose two copies of Form No. 15G/15H, if applicable) b) Reason of leaving Service: - Service terminated on account of (a) ill health of member (b) Contraction /Discontinuation of employer's business or (c) Other Cause beyond the control of the member - Personal Reasons																																		
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11	Bank Account details for payment: (Please attach a copy of cancelled cheque/attested copy of first page of Pass Book)	Saving Bank Account No. ..... Name& address of the Bank ..... ..... IFC Code .....																																	
12	Full Postal address	Pin.....																																	

- The member hereby declares that he has not been employed for two months (Yes/No.)
- Certified that the particulars are true to the best of my knowledge.
- In case the amount is used for any purpose other than stated in column (10) above, I am liable to return the entire amount with penal interest.

Member's Signature

Employer's Signature  
Designation& Seal of Employer

## INSTRUCTION SHEET FOR FILLING THE COMPOSITE CLAIM FORM (NON-AADHAR)

1. Purpose of advance & documents required: (The purpose may be one of the following):
  - i) **Housing Loan/Purchase of site/house/flat or for construction/Addition alteration in existing house/Repayment of Housing loan:** No document is required. New Declaration Form/Utilization Certificate required earlier has been discontinued.
  - ii) **Illness of member/family:** i) Certificate of doctor and ii ) Certificate by employer that ESIC facility is not available to the member may be submitted by the member.
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