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Employees' Provident Fund Organisation (EPFO) introduces Composite Claim Form for withdrawal

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Background

- The EPFO has launched the next phase of e-governance reforms with the introduction of Composite Claim Forms (CCF).
- Post implementation of Universal Account Number ("UAN") as well as seeding of the UAN with Know Your Customer ("KYC") details/documents (Aadhar, Permanent Account Number, Bank Account), EPFO has released a single page CCF (Aadhar) replacing the erstwhile requirement of multiple forms.
- The new withdrawal form can be filed by existing members with the respective PF office without attestation of employer in cases where KYC details have been seeded and the UAN activated.
- In cases where KYC details are not seeded, CCF (Non- Aadhar) has to be preferred along with the attestation of employer.
- The EPFO has also notified similar composite claim forms for preferring withdrawal claims relating to deceased employee accounts.
- These new forms are effective from the date of notification.

Key Changes

Single form in lieu of multiple forms

The EPFO has replaced Form 19 (PF final settlement), Form 10D (monthly pension) and Form 31 (PF part withdrawal) relating to withdrawal claims by existing members. Claims relating to deceased members being preferred in Form 20 for PF, Form 5IF for Employees' Deposit Linked Insurance Scheme (EDLI) and Form 10D for pension have also been replaced with a single composite form.

Supporting documents

In case of advances from PF (such as advance for marriage, advance for post-matriculation education of children, advances in abnormal condition) or in case of partial withdrawal of PF for housing loan, purchase of site/house/flat, the new form will be treated as self-certification and a separate declaration/certificate (as was prescribed earlier) is not required to be attached.

In case of claims on account of deceased employees, death certificate, joint photograph of all claimants, birth certificates of children claiming pension and scheme certificate (if applicable) have to be enclosed along with the forms.

Comments

Simplification of the information requirements and substitution of multiple forms with a single document are welcome. This is expected to minimise efforts in preparation and filing of claims and will also reduce the processing time for claim settlement.

Source

Manual/Amendment/2011/Pt/31792 dated 20 February 2017 and Manual/Amendment/2011/Pt 163 dated 3 March 2017

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