<u>GUIDELINES FOR PROVIDENT FUND SETTLEMENT</u>

As per the PF Rules, withdrawal of PF accumulations is applicable only if :
The person is currently unemployed for more than 60 days

<u>Reasons for Resignation</u>
1. Resigned from Service
2. Retired from Service after attaining 58 years
3. Resigned not employed in any factory to which the EPF scheme applies.

If you meet any of the above conditions, kindly send your following duly filled forms (Form 19 & 10C)

Form 19 : Provident Fund

1) Name of the Member	(in capital letters) **The Name should be same as per the PF records**. **Any change in name will be rejected by the PF department.**
2) Father's/Husbands Name	Mention your Father's Name as mentioned during joining
3) **Name & Address of Establishment**	**Satyam Computer Services Limited** **Mahindra Satyam Infocity** Unit 12, Plot No. 35/36, Hi-tech City layout, Survey No. 64, Madhapur, Hyderabad, Andhra Pradesh - 500081
4) **Account No.**	**AP /23034** / (PF No)
5) **Date of Leaving Service** -	Pls. mention your Last Working day as per your relieving letter (DD/MM/YYYY)
6) **Reason for Leaving Service** -	As mentioned in **Reasons for Resignation**
7) **Full Postal Address**	Pls. mention your full postal address with PIN code, **E-mail ID** **Mobile no**
8) **Mode for Remittance** -	**Tick 'Option B'** - Credit in Saving Account (**Single Account Only**) Please mention: **Saving Account No.** Bank Name Bank Branch **Full Address of the Branch with PIN code** **(it is mandatory without which the form will not be accepted)** **Please provide 10 or More digits SB(savings a/c) no. as the amount has to be CREDIT THROUGH NEFT by the PF authorities. NRE /NRI Account will be rejected.**
Date of Joining of Establishment	Pls. mention your Date of Joining in Satyam (DD/MM/YYYY)
Date of Birth	Pls. mention your Date of Birth (DD/MM/YYYY)
Contribution for Current Financial Year	Leave it Blank
Sign at three places on Page no. 2. One on the beginning of the page at the space provided , other below the **non-employment declaration & last on the stamp**	
	Continued in page 2

Please Note: **We will not process the withdrawal claim without the following:**

- **PAN Copy / Passport copy** **to verify the signature in the claim.**

- **A Cancelled cheque having your name printed** or Bank Statement attested by bank. **The name in the cheque/bank statement should matches with the PF name.**

- **Any Addition or deletion of name should be supported by attested school leaving certificate or graduation certificate along with an affidavit notorised by notary on Rs 30 stamp paper.**

In addition, in the space provided please **affix Re 1 revenue stamp and sign across on the same**

Rest all details will be filled by us.

Form 10C : Pension

1) **Name of the Member**		(in capital letters) **The Name should be same as per the PF records. Any change in name will be rejected by the PF department.**
2) **Date of Birth**		Pls. mention your Date of Birth (DD/MM/YYYY)
3) **Father's Name / Husband's Name**		Pls. mention your Father's Name
4) **Name & Address of Establishment**		**Satyam Computer Services Limited** **Mahindra Satyam Infocity** Unit 12, Plot No. 35/36, Hi-tech City layout, Survey No. 64, Madhapur, Hyderabad, Andhra Pradesh - 500081
5) **Code No. & Account No**.		**AP /23034** / (PF No)
6) **Reason for Leaving Service & Date of Leaving**		Mentioned on the top page
7) **Full Postal Address**		Pls. mention your full postal address with PIN code, **e-mail ID** & **Mobile no.**
8) **Accept Scheme Certificates**		Pl **tick 'No' to withdraw the amount** **For associate worked more than 10 years** *Pl tick 'Yes' also provide Date of Birth proof of the nominees mentioned in point 9 below.*
9) **Particulars of Family**		Fill Family details (**incomplete details will be rejected**)
10) **In case of death of Member**		Not Applicable
		Continued in page 3

11) **Mode for Remittance**		**Tick 'Option B'** -Credit in Saving Account
		Please mention: **Saving Account No.** **Bank Name** **Bank Branch** **Full Address of the Branch with PIN code** **(it is mandatory without which the form will not be accepted)** **Please provide 10 or More digits SB(savings a/c) no. as the amount has to be CREDIT THROUGH NEFT by the PF authorities.** **NRE /NRI Account will be rejected.**
1) **Availing Pension**		Tick 'Yes' if availing pension from PF else **tick** '**NO'** Sign on at the end of the page at the space provided for signature of the member
Advanced Stamped Receipt (page 3)		In the space provided **please affix Re 1 revenue stamp** and sign across on the same. Rest all details will be filled by us.

Please note: **Associates completed 10 years in Mahindra Satyam cannot withdraw pension amount and have to opt for pension scheme certificate**

Please send the filled up forms along with a self address envelop to the below address:

Satyam Computer Services Ltd
SSL Building - 2nd Floor, Finance Department Payroll PF section,
Plot # 22 to 25 & 27 to 34, Hi-tech City, Madhapur,
Hyderabad - 500 081. Andhra Pradesh
Tel- 040-6737 6488, 3387 6488