

CALCUTTA PORT TRUST

Form No. - M.

(Form to be used for claiming payment of P.F. dues of a deceased member).

The Senior Accounts Officer,
Provident Fund,
Calcutta Port Trust,
Calcutta.

Through _____
(Head of Department)

Sub: Payment of the amount standing at the credit of the P.F. Accounts of Late Shri/Shrimati _____

Sir,

I, having been nominated by late Shri/Shrimati _____ to receive the above amount/

*being one of the eligible heirs of the abovenamed deceased/*being holder of a succession certificate/letter of Administration/probate apply for the payment to me of the above amount/ a share thereof. I, being the natural guardian of the minor(s) nominee(s)/heir(s) whose particulars are given below also apply for the payment of P.F. dues on his/her behalf (only in case of a Hindu ~~minor~~ minor).

Name and address.	Sex	Age or year of birth.	Marital Status	Relationship with deceased member.	Husband's name and address in case of a female claimant.
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2. The particulars in respect of the abovenamed deceased employee are given below :

- i) Name and address
- ii) Religion
- iii) Father's name (husband's name in case of a married woman)
- iv) Date of death
- v) Place of death
- vi) Proof of death: (vide note 1 below).
- vii) Last employed in (Section/ Department).
- viii) Provident Fund Account No.

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3. Details of the surviving members of the family of the deceased on the date of death of the abovenamed deceased member :

Relationship to the deceased.	Present address.	Present age.	Marital status.	Whether alive on the date of this claim letter.
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4. Full particulars of the minor child/children on whose behalf the claim is preferred by me as a natural guardian :

Name	Present age/date of birth (documentary evidence is enclosed)	Address	Marital Status.	Relation-ship with the deceased.	Relation-ship with the claimant.	Share of P.F. dues.	Share of Spl. Cont. if any.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

5. i) Amount of P.F. dues(claimant's share only).

ii) Amount of special contribution (claimant's share only).

iii) Payment may be made

(1) by postal money order at my own cost at _____

(2) by credit to my Savings Bank A/C

No. _____ in _____

(Banker's name and address)

(The Bank's certificate and proforma advance stamped receipt duly filled in and attested are enclosed),

(3) in cash/ by cheque on identification at the Head Office Cash Counter by the following co-workers of the abovenamed deceased member :

(P.F. dues of an employee in Classes I/II/III shall be paid by cheque only)

- i) Sri/Smt _____ Section _____ Deptt _____
- ii) Sri/Smt. _____ Section _____ Deptt _____
- iii) Sri/Smt. _____ Section _____ Deptt _____
- iv) Sri/Smt. _____ Section _____ Deptt _____

- 6. The Estate Duty Clearance Certificate is enclosed - (put Yes or No).
- 7. Affidavit in lieu of (i) is enclosed -
(Put Yes or No).
- 8. The original succession certificate/letter of Administration/Probate is enclosed (mention the document submitted).
- 9. To the best of my knowledge the abovenamed deceased left no will (Put Yes or No).
- 10. An indemnity bond with the one surity duly executed is enclosed for receiving the payment of Special Contribution.
(vide note 3 below) (Put Yes or No).
- 11. An indemnity bond with one surity duly executed is enclosed .
(vide note 3 below) (Put Yes or No).

Dated :

Place :

Enclosures:

- 1.
- 2.
- 3.

A recent pass-port size photograph to be pasted here duly attested.

Yours faithfully,

Signature/L.T.I. of the Claimant.

Full Name _____

(To be attested by any one of the following persons-vide note 2 below).

I certify that Shri/Shrimati _____
 son/daughter/wife/husband of _____
 is personally known to me. He/she has signed/put his/her/L.T.I. in my presence.

Place :

Date :

Official Seal.

Signature _____
 Full Name _____
 Designation _____
 Office Address _____
 Home Address _____

S.A.O., P.F.

The form has been duly filled in. The certification appears to be in order. The enclosures, if any, have been verified and found to be in order.

Date

Official Seal.

Signature _____

Department _____

Notes :

1. Proof of death (vide item 2(vi) as above) .
A death certificate granted by the Municipality or by the office of the Anchal Pradhan, as the case may be is to be submitted.
2. To be certified by a Class I Magistrate/ a Gazetted Govt. Officer/a Class I/Class II Officer of a Major Port Trust/ a Notary Public/a Post/Sub-Post Master or President of the Panchayat or Block Development Officer or Head Master of a High School of the village or locality in which the claimant resides, provided he knows the claimant.
3. In case the deceased employee had left no nomination or the nomination does not subsist the person/s entitled to receive the payment shall execute an indemnity bond with one surity provided that the total amount of P.F. dues excluding special contribution does not exceeds Rs.5,000/- . The person(other than a nominee widow/s / a Succession Certificate holder) eligible to receive the Special Contribution shall also execute an indemnity bond with one suraty.

* Strike out whichever is not applicable.