

ANNEXURE - 1

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF FINAL WITHDRAWAL OF
PROVIDENT FUND DUES (LIVING SEAMAN)**

| Sr. No. | Particulars | Yes / No (Delete as applicable) | Remark |
|----------------|--|--|---------------|
| | Retirement on Superannuation / Voluntary / Medically Unfit | | |
| 1 | Self attested Application Forms by the Seamen / Applicant. | Yes / No | |
| 2 | Self attested Advance Stamp Receipt by the Seamen / Applicant and affix Re.1/- Revenue Stamp and signature. | Yes / No | |
| 3 | Self attested photocopy of all pages of CDC Book (Old / New). | Yes / No | |
| 4 | Self attested Mandate Form & Bank Cheque Leaf and photocopy of Bank Passbook. | Yes / No | |
| 5 | Is the Bank Account is jointly held by a person other than the nominee? (If yes, the seaman is not entitled to receive payment through NEFT / RTGS). | Yes / No | |
| 6 | Name of seaman as it appears on CDC Book and Bank Account is the same. | Yes / No | |
| 7 | Self attested photocopy of the Registration Cancellation Order or letter from Shipping Master for obtaining Final Withdrawal of Provident Fund is enclosed. | Yes / No | |
| 8 | Self attested photocopy of Medical Unfitness Certificate. | Yes / No | |
| 9 | If Address differs proof of address | Yes / No | |
| 10 | Ensure the Final Withdrawal Application is completed in all respect. | Yes / No | |

Date:

Place:

Signature of Applicant
Name & CDC No.

ANNEXURE - 2

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

LIST OF DOCUMENTS FOR APPLICATION OF FINAL WITHDRAWAL OF

PROVIDENT FUND DUES (DECEASED SEAMAN)

| Sr. No. | Particulars | Yes / No | Remark |
|----------------|---|-------------------|---------------|
| 1 | Documents in support of the nominee of the deceased seafarer (If applicant is other than nominee; sl.No.8 is required) | Yes / No | |
| 2 | Self attested Application Form by the Applicant | Yes / No | |
| 3 | Self attested Advance Stamp Receipt by the Seamen / Applicant and affix Re.1/- Revenue Stamp and signature. | Yes / No | |
| 4 | Self attested photocopy of all pages of CDC Book (Old / New). | Yes / No | |
| 5 | Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook. | Yes / No | |
| 6 | Self attested photocopy of Death Certificate of the deceased seaman. | Yes / No | |
| 7 | Legal Heirship Certificate from District Magistrate or Succession Certificate from Competent Authority with seal & signature. | Yes / No N. A. | |
| 8 | If Address differs proof of address | Yes / No | |
| 9 | Ensure the Final Withdrawal Application is completed in all respect. | Yes / No | |

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
FOR UN-EMPLOYMENT – Eligible after Completion of 5 Yrs Membership (10% OF
MEMBER'S OWN CONTRIBUTIONS).**

| Sr. No. | Particulars | Yes / No | Remark |
|----------------|---|-----------------|---------------|
| 1. | Self attested NRW Application Form by the seamen | Yes / No | |
| 2. | Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature. | Yes / No | |
| 3. | Ensure un-employed for the period of more than 6 months. | Yes / No | |
| 4. | Self attested photocopy of CDC Book . | Yes / No | |
| 5. | Ensure Signed as per CDC and impressed your Thumb on application & ASR. | Yes / No | |
| 6. | Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook. | Yes / No | |
| 7. | In case, Bank Account jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS). | Yes / No | |

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
FOR ILLNESS – (25% OF MEMBER'S OWN CONTRIBUTIONS)**

| Sr. No. | Particulars | Yes / No | Remark |
|----------------|---|-----------------|---------------|
| 1. | Self attested NRW Application Form by the seamen | Yes / No | |
| 2. | Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature. | Yes / No | |
| 3. | Ensure Period completed two years from the date of last withdrawal for illness availed. | Yes / No | |
| 4. | Self attested photocopy of CDC Book . | Yes / No | |
| 5. | Doctor's Certificate specifying probable expenditure to be incurred for medical treatment attached. | Yes / No | |
| 6. | Ensure Signed as per CDC and impressed your Thumb on application & ASR. | Yes / No | |
| 7. | Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook. | Yes / No | |
| 8. | In case, Bank Account jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS). | Yes / No | |

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL

FOR PURCHASE OF HOUSE / FLAT 58-C (1) – Eligible after completion of 5 yrs membership (36 months Pay + Leave Pay/75% of Employer and own contribution whichever will be less).

| Sr. No. | Particulars | Yes / No | Remark |
|----------------|--|----------------------------|---------------|
| 1. | Self attested NRW Application Form by the seamen | Yes / No | |
| 2. | Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature. | Yes / No | |
| 3. | Ensure Signed as per CDC and impressed your Thumb on application & ASR. | Yes / No | |
| 4. | Self attested Photocopy of Account of Wages indicating Pay + Leave Pay for the last Pay drawn. | Yes / No | |
| 5. | Self attested photocopy of Agreement of Sale containing approved Plan duly registered with Sub-Registrar and Receipt for Registration of Stamp Duty paid towards Registration. | Yes / No | |
| 6. | Self attested photocopy of Certificate from the Builder/Co-operative Housing Society to the effect that "the purchased flat un-lived and new. | Yes / No Not Applicable | |
| 7. | Self attested photocopy of Receipts for the payments made to the builder. | Yes / No | |
| 8. | Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook | Yes / No | |
| 9. | In case, Bank Account jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS). | Yes / No | |

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
UNDER PARA 58 – C (1)**

FOR CONSTRUCTION OF HOUSE ON HIS OWN LAND OR CONTINUING INCOMPLETE CONSTRUCTION - Eligible after completion of 5 yrs membership (36 months Pay + Leave Pay / 75% of Employer and own contribution whichever will be less).

| Sr. No. | Particulars | Yes / No | Remark |
|----------------|---|------------------|---------------|
| 1. | Self attested NRW Application Form by the seamen | Yes / No | |
| 2. | Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature. | Yes / No | |
| 3. | Five years membership completed in the fund. | Yes / No | |
| 4. | Ensure Signed as per CDC and impressed your Thumb on application & ASR. | Yes / No | |
| 5. | Self attested Photocopy of Account of Wages indicating Pay + Leave Pay for the last Pay drawn. | Yes / No | |
| 6. | Self attested Photocopy of 7/12 Extract for ownership of the land. | Yes / No | |
| 7. | Self attested Photocopy of No-Objection Certificate for construction from the Municipal Corporation or Panchayat. | Yes / No | |
| 8. | Self attested Photocopy of Approved plan for construction from the Municipal Corporation or Panchayat. | Yes / No | |
| 9. | Self attested Photocopy of Estimates from Architect / Civil Engineer are attached. | Yes / No | |
| 10. | Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook | Yes / No | |
| 11. | In case, Bank Account jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS). | Yes / No N.A. | |

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
UNDER PARA 58 – C (1)**

**FOR PURCHASE OF HOUSE SITE - Eligible after completion of 5 yrs membership
(36 months Pay + Leave Pay / 75% of Employer and own contribution whichever
will be less).**

| Sr. No. | Particulars | Yes / No | Remark |
|----------------|---|------------------|---------------|
| 1. | Self attested NRW Application Form by the seamen | Yes / No | |
| 2. | Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature. | Yes / No | |
| 3. | Five years membership completed in the fund. | Yes / No | |
| 4. | Ensure Signed as per CDC and impressed your Thumb on application & ASR. | Yes / No | |
| 5. | Self attested Photocopy of Account of Wages indicating Pay + Leave Pay for the last Pay drawn. | Yes / No | |
| 6. | Self attested Photocopy of Agreement of Sale duly Registered with Sub-Registrar & Receipt for Registration of Stamp Duty paid. | Yes / No | |
| 7. | Self attested Photocopy of Receipts for the payments made to the Land Owner. | Yes / No | |
| 8. | Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook | Yes / No | |
| 9. | In case, Bank Account jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS). | Yes / No N.A. | |

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
UNDER PARA 58 – C**

FOR REPAIRING / RENOVATION OF HOUSE – Eligible after completion of 5 yrs of sanction of earlier withdrawal for construction of house (25% of own contribution).

| Sr. No. | Particulars | Yes / No | Remark |
|----------------|---|-----------------|---------------|
| 1. | Self attested NRW Application Form by the seamen | Yes / No | |
| 2. | Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature. | Yes / No | |
| 3. | Five years membership completed in the fund. | Yes / No | |
| 4. | Attested Photocopy of all pages of CDC Book. | Yes / No | |
| 5. | Ensure Signed as per CDC and impressed your Thumb on application & ASR | Yes / No | |
| 6. | Self attested Photocopy of Estimates from the Contractor. | Yes / No | |
| 7. | Self attested Photocopy of No Objection Certificate, if the flat is in Co-operative Housing Society. | Yes / No | |
| 8. | Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook | Yes / No | |
| 9. | In Case Bank Account is jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS). | Yes / No | |

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
UNDER PARA 58 – E**

For Marriage/Higher Education – Not more than 2 withdrawals in life time (50% of own contribution).

| Sr. No. | Particulars | Yes / No | Remark |
|----------------|--|------------------|---------------|
| 1. | Self attested NRW Application Form by the seamen | Yes / No | |
| 2. | Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature. | Yes / No | |
| 3. | Five years membership completed in the fund. | Yes / No N.A. | |
| 4. | Ensure Signed as per CDC and impressed your Thumb on application & ASR. | Yes / No | |
| 5. | Wedding Card attached. | Yes / No | |
| 6. | Age Proof in respect of your son/daughter/sister is attached. | Yes / No | |
| 7. | Have you attached Dependency Certificate in Affidavit format if you are applying for withdrawal for Sister's Marriage. | Yes / No | |
| 8. | If the withdrawal is for Higher Education whether attested copy of Student's Bonafide Certificate is attached. | Yes / No | |
| 9. | Self attested copy of Schedule of Fees to be paid? | Yes / No | |
| 10. | Self attested Mandated form & Bank Cheque Leaf & photocopy of Bank Passbook | Yes / No | |
| 11. | In Case Bank Account is jointly held by person other than the nominee (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS). | Yes / No | |

Date:

Place:

Signature of Applicant
Name & CDC No.