



eCircular

SyndicateBank

Head Office: Manipal – 576 119 [Karnataka]

**PERSONNEL DEPARTMENT
STAFF WELFARE DIVISION**

Circular No. 003/2000/BC/PD/02/SWD

Date : 04/01/2000

PERMANENT UTILITY

NOMINATION FOR EPF & GRATUITY.

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Kind attention of Branches/Offices is invited to the following circulars on the captioned subject:

1. 312/83/BC/20/ACC dtd 29.10.83
2. 255/89/BC/6/ACC/EPF dtd 10.08.89
3. 26/90/BC/PD/4/IRD dtd 27.07.90
4. 248/90/BC/PD/48/IRD dtd 19.09.90.

Attention of our branches/offices is drawn to Rule-25 of the Provident Fund and Rule No.32 of Gratuity Fund according to which all members are required to nominate in writing any one or more members of their family to receive the amount of EPF/Gratuity in the event of death, while in service of the Syndicate or before his claim on Fund.

IMPORTANCE AND IMPLICATIONS OF FILING NOMINATION:

On the death of a member who had made a nomination, the full amount of EPF/Gratuity payable to him/her shall be paid to his/her nominee and such payment shall be good discharge to the Trustees against all claims whatsoever in respect of the said fund by any one. The claim settlement in respect of deceased members are disposed quickly where nominations are registered by obtaining discharge from the nominees. Whereas on the death of a member not survived by a nominee under the above rules, the settlement of claims will be delayed due to legal requirements, such as obtaining details of legal heirs, Succession Certificate and getting their discharge etc. And where the amounts are paid accordingly, the shares of minors are dealt as per rules and regulations at the discretion of the Trustees. Further, in case of any litigation in obtaining legal heirs/succession certificates, the claim settlement gets further delayed until the clearance from court is obtained.

Hence, it is advisable that all the members register the nomination in their own interest in respect of both EPF and Gratuity.

INFORMATION AS REGARDS NOMINATION ALREADY FILED:

The members who have already registered their nomination, the nomination registration numbers in respect of EPF/Gratuity are reported in the EPF balance confirmatory as on 31.03.1999. And also an acknowledgement for having registered the nomination has been sent to branch/office and also to the member along with the nomination registration number. Further, each time while issuing EPF balance confirmatory, we have printed the instructions to members to verify whether they have filed nomination and if not they were requested to file fresh/change of nomination. In spite of this, it is observed that the number of employees who have registered nomination is less than 43% and hence many of our members have not submitted nomination forms to the Trustees of Employees' Provident Fund and Gratuity Fund and got them registered.

We have separately arranged to provide a list of employees as on 30.09.1999 with details of EPF/Gratuity nomination registration numbers, wherever it is registered. The branches/offices may followup with those employees who have not registered their nomination and arrange to submit the fresh nomination forms for registration.

Separate acknowledgement have been sent to all those who have filed nomination after 31.03.1999 and the status of nomination will find a place in their EPF confirmatories as on 31.03.2000.

All the members are once again requested to file the nominations (if not already done) or modify the nomination (if necessary) and avoid future complications. The formats of nomination for fresh (Annexure - A) and modification of existing nomination (Annexure - B) for both EPF/Gratuity are appended to this circular.

The Branches/Offices are requested to get the required number of forms from our HO:SRD.

PROCEDURE FOR NOMINATION:

All the members, kindly take note that -

- 1.All columns are to be filled properly.
- 2.Age of nominee is to be mentioned, if the nominee is a minor, date of birth and the name of guardian are to be mentioned. If the guardian is from outside the family, the sanction from competent court is to be provided/obtained.
- 3.Share payable is to be filled, in case where more than one person are appointed as nominee.
- 4.Both the Witness columns are to be filled/ completed.
- 5.Manager's signature is to be put with branch seal.
- 6.Declaration of family is to be given properly without ambiguity.
- 7.For modification of existing nomination, fresh forms for nomination (Annexure-A) are not to be used instead form as per Annexure-B is to be used.
- 8.Nominees full address is to be furnished.
- 9.If an employee has a family at the time of making a nomination, the nomination shall be made in favour of one or more members of his family and any nomination made by such employee in favour of person who is not a member of his family shall be void.
- 10.A nomination made by an employee may, at any time be revoked/modified by submitting a fresh form (Annexure-B) for registration to the Trustees. A fresh nomination or modification shall take effect from the date of receipt of the same by the Trustees and the latest nomination registered by the Fund will be valid.

The nominee shall be only from amongst the members of the family. We are furnishing herebelow the definition of Family :

a.For the purpose of EPF:- "FAMILY" means the employee's spouse, legitimate children, step children, deceased son's widow, deceased son's step children and dependent parents, sisters and minor brothers.

b.For the purpose of Gratuity:- "FAMILY" means employee's spouse, legitimate children, whether married or unmarried, dependent parents, dependent parents of his/her wife or husband and the widow and children of the predeceased son if any.

11.If the personal law of an employee permits adoption by him of a child, any child lawfully adopted by him will be deemed to be a member of his family. If the child of an employee has been lawfully adopted by another person, such child will be excluded from the family of the employee.

12.If at the time of making a nomination, the employee has no family, the nomination can be made in favour of any person, but if the employee, subsequently acquires a family, such nomination shall forthwith become invalid and the employee shall make within 90 days a nomination in favour of one or more members of his family.

Branches/Offices are requested to properly verify the forms and forward the same duly certified and avoid discrepancies. Branches/Offices are also requested to mention the nomination registration numbers in the staff card of respective staff member as soon as the communication of registration of nomination is received from the Trustees for their future reference.

WHERE TO SEND ?

The nomination forms duly filled/completed and forwarded through the Branch/Office are to be addressed to **Employees Provident Fund/Gratuity Fund Trust, Personnel Department, Staff Welfare Division, HO: Manipal.**

This circular should be circulated among all the members of the Fund. The Managers/Heads of the Departments are requested to obtain nomination form for EPF/Gratuity from all the members working under them wherever the nomination has not been done and forward the same to HO:SWD on or before 31.03.2000.

BZYEN:YRRCY:YRUBR
CHECKWORD

(Y. M. PAI)
EXECUTIVE TRUSTEE

SYNDICATE BANK EMPLOYEES' PROVIDENT FUND**ANNEXURE-A****NOMINATION FORM**

1. Name of Employee in full _____ 2. Emp.No. _____
3. Designation _____ 4. Sex _____ 5. Religion _____
6. Father's Name _____ 7. Husband's Name _____
(for married women only) 8. Marital Status _____ (whether unmarried,
married, widow or widower) 9. Date of Birth: Day _____ Month _____
Year _____ 10. Permanent Address: Village _____ Taluk _____
Post Office _____ District _____ State _____
11. Name of the Branch/Office _____
12. Date of joining the Bank _____ 13. Date of confirmation _____

I hereby nominate the person/s mentioned below to receive the amount that may stand to my credit in the Provident Fund in the event of my death before that amount becomes payable or having become payable, has not been paid, and direct that the said amount shall be distributed among the said person/s in the manner shown against their name:

Name & Address of Nominee or Nominees	Nominee's relationship with the Employee	Age of nominee (in case of minor, date of birth and name of Guardian)	Amount of share of accumulations in the Provident Fund (in percentage)
(1)	(2)	(3)	(4)

*1. Certified that I have no family and should I acquire a family hereafter, the above nomination should be deemed as cancelled.

*2. Certified that my father/mother/sister(s)/minor brother(s)/is/are dependent upon me.
Dated this.....day of20.... at.....

First Witness**Second Witness**

Signature
1. Name & Address

Signature
2. Name & Address

Signature of Employee

Certified that the above declaration has been signed before me by Sri/Smt.....

*Delete the inapplicable words

BRANCH:

DATE :

Signature of the Manager with Seal

Received onRegistered on No.....

MANIPAL

DY. CHIEF MANAGER TRUSTEE

DATE:

SYNDICATE BANK GRATUITY FUND**ANNEXURE-A****NOMINATION FORM**

1. Name of Employee in full _____ 2. Emp.No. _____
 3. Designation _____ 4. Sex _____ 5. Religion _____
 6. Father's Name _____ 7. Husband's Name _____
 (for married women only) 8. Marital Status _____ (whether unmarried,
 married, widow or widower) 9. Date of Birth: Day _____ Month _____
 Year _____ 10. Permanent Address: Village _____ Taluk _____
 Post Office _____ District _____ State _____
 11. Name of the Branch/Office _____
 12. Date of joining the Bank _____ 13. Date of confirmation _____

I hereby nominate the person/s mentioned below to receive the amount that may stand to my credit in the Gratuity Fund in the event of my death before that amount becomes payable or having become payable, has not been paid, and direct that the said amount shall be distributed among the said person/s in the manner shown against their name:

Name & Address of Nominee or Nominees	Nominee's relationship with the Employee	Age of nominee (in case of minor, date of birth and name of Guardian)	Amount of share of accumulations in the Gratuity Fund (in percentage)
(1)	(2)	(3)	(4)

*1. Certified that I have no family and should I acquire a family hereafter, the above nomination should be deemed as cancelled.

*2. Certified that my father/mother/sister(s)/minor brother(s)/is/are dependent upon me.

Dated this.....day of20.... at.....

First Witness**Second Witness**

Signature

Signature

Signature of Employee

1. Name & Address

2. Name & Address

Certified that the above declaration has been signed before me by Sri/Smt.....

*Delete the inapplicable words

BRANCH:

Signature of the Manager with Seal

DATE :

Received onRegistered on No.....

MANIPAL

DY. CHIEF MANAGER

TRUSTEE

DATE:

SYNDICATE BANK EMPLOYEES' PROVIDENT FUND**ANNEXURE-B****FORM NO.40 B****FORM FOR MODIFICATION OF NOMINATION**

EMP.NO. _____

I, hereby cancel the nomination made by me previously as regards the disposal of the amount that may stand to my credit in the Provident Fund in the event of my death and hereby nominate the person(s) mentioned below to receive the amount that may stand to my credit in the Provident Fund in the event of my death before that amount becomes payable or, having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown against their names:

Name & Address of Nominee or Nominees	Nominee's relationship with the Employee	Age of nominee (in case of minor, date of birth and name of Guardian)	Amount of share of accumulations in the Provident Fund
(1)	(2)	(3)	(4)

*1.Certified that I have no family and should I acquire a family hereafter, the above nomination should be deemed as cancelled.

*2.Certified that my father/mother/sister(s)/minor brother(s)/is/are dependent upon me.

Dated this.....day of20.... at.....

First Witness**Second Witness**

Signature
1. Name & Address

Signature
2. Name & Address

Signature of Employee

Certified that the above declaration has been signed before me by Sri/Smt.....

*Delete the inapplicable words

BRANCH:

DATE :

Signature of the Manager with Seal

Received onRegistered on No.....

MANIPAL
DATE:

DY. CHIEF MANAGER

TRUSTEE

SYNDICATE BANK GRATUITY FUND**ANNEXURE-B**

FORM G/H(RULE 68)

FORM FOR MODIFICATION OF NOMINATION

EMP.NO. _____

I, hereby cancel the nomination made by me previously as regards the disposal of the amount of Gratuity in the event of my death and hereby nominate the person(s) mentioned below to receive the amount of Gratuity in the event of my death before that amount becomes payable or, having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown against their names:

Name & Address of Nominee or Nominees	Nominee's relationship with the Employee	Age of nominee (in case of minor, date of birth and name of Guardian)	Proportion by which Gratuity to be paid to each nominee
(1)	(2)	(3)	(4)

*1.Certified that I have no family and should I acquire a family hereafter, the above nomination should be deemed as cancelled.

*2.Certified that my Father/Mother/Sister(s)/Father-in-Law/Mother-in-Law/minor Brother(s)/is/are dependent upon me.

Dated this.....day of20.... at.....

First Witness

Second Witness

Signature

Signature

Signature of Employee

1. Name & Address

2. Name & Address

Certified that the above declaration has been signed before me by Sri/Smt.....

*Delete the inapplicable words

BRANCH:

Signature of the Manager with Seal

DATE :

Received onRegistered on No.....

MANIPAL

DY. CHIEF MANAGER

TRUSTEE

DATE: