



# STANDARD OPERATING PROCEDURE

**Surrender of EPF Exemption**





सत्यमेव जयते

75  
Azadi Ka  
Amrit Mahotsav

ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोज़गार मंत्रालय, भारत सरकार  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066  
EPFO, HEAD OFFICE  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
14, BHIKAIJI CAMA PLACE, NEW DELHI 110066  
www.epfindia.gov.in



No. E-III/10(168)2021/SOPforsurrenderofexemption/1612

Date: 30 OCT 2023

To

All ACC-HQ (Zones)/ACC (Zones)  
All RPFC-I/RPFC-II/APFC in charge of Field Offices

Subject: Standard Operating Procedure (SOP) for Surrender of EPF Exemption - regarding

Madam/Sir,

Please find attached herewith the SOP for Surrender of EPF Exemption. With reference to the statutory provisions contained in Section 17(4) of the EPF Act, the SOP for surrender of EPF Exemption is a special case of Cancellation of Exemption which describes the process through which the proposals for surrender of Exemption are to be examined and forwarded with recommendations by the field offices to Head Office, EPFO. The Head Office examines and obtains recommendation of its committees and the Central Board to communicate for the consideration of the appropriate Government.

This SOP is in supersession of all the previous instructions and circulars issued till date. The list of circulars and instructions to be superseded is annexed herewith as Annexure-1.

The ACC(HQ)/ACC (Zones) to ensure compliance of this SOP in their respective office and in the Regional Offices under jurisdiction.

All RPFC-I/RPFC-II/APFC in charge of Field Offices are to ensure the compliance in respective offices. In addition, this SOP may be shared to the establishments which have applied for the Surrender of Exemption under their jurisdiction.

(This issues with the approval of Competent Authority)

Yours faithfully

  
(P Veerabhadra Swamy)  
ACC(Exemption)

Enclosed:

1. Approved SOP for Surrender of EPF Exemption.
2. Annexure-I containing all the previous circulars/instructions superseded.

**SOP Title: Surrender of EPF Exemption**

SOP Number    01  
 SOP Title:     Surrender/Voluntary cancellation of EPF Exemption granted to establishments.

	<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
Author				
Reviewer				
Authorizer				

Effective Date:	
Review Date:	

READ BY			
<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>

## TABLE OF CONTENTS

1. Introduction: .....	4
2. Purpose: .....	4
3. Scope: .....	4
4. Definitions: .....	5
5. Responsibilities: .....	6
6. Specific Procedure : .....	7
7. Forms and Templates to be used: .....	13
8. Matrix of Timelines and Roles and Responsibilities: .....	13
9. Monitoring Mechanism: .....	14
10. Modifications/Amendments: .....	14
11. Internal and External References: .....	15
12. Miscellaneous: .....	15

## 1. Introduction:

Of late the exempted establishments have been found to be surrendering their exemptions granted under the EPF and MP Act 1952 (Act). The reasons primarily are two-fold; their inability to match the benefits under the EPF Scheme and an increasing confidence of the stakeholders in EPFO's publicly delivered services.

As per section 17(4) of the Act, any exemption can be cancelled only by the Authority which granted it if an employer fails to comply with the prescribed statutory conditions.

However, nothing prevents the employer from making a request to the appropriate government to cancel its exemption granted under Section 17 of the Act, on a voluntary basis as indicated above. The CBT in its 215<sup>th</sup> meeting held on 19.12.2016 has delineated the procedure for such situations, as outlined in the departmental Circular dated 27/12/2016.

## 2. Purpose:

This Standard Operating Procedure (SOP)

- a) Standardizes the administrative procedures for surrender of EPF Exemption.
- b) Supersedes all extant procedures and circulars from the date of effect of this SOP.
- c) Prescribes the documents, the formats, the channel, and timelines for various scenarios of surrender of EPF Exemptions and irons out operational issues.
- d) Puts in place a mechanism for monitoring, feedback, and stakeholder management.

## 3. Scope:

The Draft Standard Operating procedure aims to enable all stakeholders to meet the following objectives:

- a) To indicate the manner, mode and format of the surrender proposals and document checklist for the establishments.
- b) To standardize the procedures to be followed by EPFO, in a time bound manner.
- c) To specify the methods for handling of special cases such as those of closed establishments.

#### 4. Definitions:

For this Standard Operating procedure, unless it is required otherwise,

- a) "Act" means Employees' Provident Fund & Miscellaneous Provisions Act 1952.
- b) "Appropriate Government" means, government as defined in Section 2(a) the Act.
- c) "BoT" means the Board of Trustees of the exempted establishment constituted as per the provisions in Para 79-C of the Scheme.
- d) "Cancellation Date" means the date with effect from which the exemption is cancelled by the appropriate Government.
- e) "CBT " means, Central Board as provided under Section 5A of the Act.
- f) "Common Provident Fund Trust" means a Trust with two or more participating establishments with at least one representative each from the participating establishment.
- g) "Conditions of Exemption" means conditions contained in Appendix "A" of Para 27AA of the Scheme read with Section 17 (3) of the Act and any additional conditions that may be provided in the notification granting exemption.
- h) "Draft agenda" means the designated format for collating information for the purpose of surrender of exemption to be put up to EEC and CBT, in a format circulated by H.O, Exemption Division by the email dated 24<sup>th</sup>, January, 2023.
- i) "EEC" means the Exempted Establishments Committee.
- j) "Fund" means the Provident Fund established under a Scheme
- k) "RPFC" means, the Regional Provident Fund Commissioner under whose geographical jurisdiction the exempted establishment is covered
- l) "PA" means Past accumulations as indicated in section 17(5) of the Act read with Para 28 of the Scheme.
- m) "Scheme" means the Employees' Provident Fund Scheme 1952.
- n) "Surrender" means a voluntary request by the establishment for issuance of a formal cancellation order u/s 17(4) of the EPF & MP Act.
- o) "Surrender Date" means the date with effect from which the establishment has been directed by RPFC to comply as un-exempted establishment.
- p) "Surrender proposal" means, the proposal to be sent by RPFCs through their Zonal Offices preferring the surrender application in specified format in a complete shape through to appropriate Government, for formal cancellation of Exemption under section 17(4) of the EPF & MP Act.

## 5. Responsibilities:

### **(a) Establishment:**

- (i) To decide about the prospective date of surrender well in advance.
- (ii) To prepare a complete list of its PF Trust beneficiaries; with and without KYC details as on the date of surrender.
- (iii) To get a Third-Party Audit done in consultation with RPFC for funds to be transferred to EPFO on the desired date of surrender
- (iv) To transfer the PA dues to the CBT as per the provisions of Section 17(5) read with Para 28 of the Scheme
- (iv) To undertake to resolve any grievance pertaining to the period prior to surrender.

### **(b) Regional Office (RO):-**

- (i) To make a basic scrutiny of the application
- (ii) To verify the facts of the application on the basis of office records
- (iii) To permit compliance as an unexempted establishment
- (iv) To prepare the draft agenda with all documents and send to ZO.
- (v) To ensure receipt of PA dues and credit in the account of subscribers as per FORM SE-6
- (vi) To ensure compliance with Para 28(5) of the Scheme, with a Gazette notification.
- (vii) To adhere strictly to the timelines indicated in this SOP.

### **(c) Zonal Office (ZO):-**

- (i) To certify the facts in the Draft agenda and send it to HO with recommendations
- (ii) To adhere strictly to the timelines indicated in the SOP.

### **(d) Head Office (HO):-**

- (i) To scrutinize the Draft agenda thoroughly for placement before EEC
- (ii) To place the EEC approved Draft agenda in the ensuing CBT meeting for ratification
- (iii) To communicate to the appropriate Government the views of the CBT
- (iv) To follow up with the appropriate Govt as regards formal cancellation notification.

## 6. Specific Procedure -:

### (a) Establishment-:

(i) The establishment shall submit an application in **FORM SE-1** addressed to the appropriate Government indicating its intention to surrender the exemption granted to it **from a prospective date**, to the RPFC both by an email and by registered post. The application may be submitted at least 30 days prior to the date of surrender for scrutiny of the proposal.

(ii) The application shall be compulsorily accompanied with the following documents.

(iii) An undertaking signed by the Employer to recoup any loss against the liability incurred by the Trust, in the process of migration.

(iv) A Copy of the notification of Grant of exemption

(v) A certified copy of the Board resolution from the Board of Trustees of the Trust.

(vi) A copy of the latest Compliance audit observations and their replies.

(vii) Details of the corpus with duly audited balance sheet(s) of the Trust in respect of the principal establishment as well as the participating units along with the details of the securities held under various investment categories.

(viii) The employer shall bear the expenses of any third party audit ordered by the RPFC.

(ix) The Past accumulation along with past accumulation statement shall be forwarded to the Regional office within 30 days of commencement as an un-exempted compliance as per Para 28 of EPF Scheme. Any Past Accumulations received after due date, shall attract the levy of penal damages (u/s 14B of the Act) and interest (u/s 7Q of the Act).

(x) Cash component is to be submitted to the Regional Office in demand draft format until online facility is implemented.

(xi) For SDS, the transferor establishment should approach the deposit Bank under intimation to Regional Office which holds the deposit of their fund by preferring an application for transfer of S.D.S. account in favour of Central Board of Trustees, Employees' Provident Fund so as to transfer the balance to the State Bank of India, Mumbai where the S.D.S. account of Central Board of Trustees, Employees' Provident Fund is maintained. The establishment should also furnish the details of deposits made. interest due collected as on the date of cancellation of exemption/coverage to the Regional Provident Fund Commissioner concerned alongwith the S.D.S. pass book.



(xii)The following documents are also required to be furnished by the transferor establishment to the deposit office for onward communication to the Reserve Bank of India. (Public Accounts Department), Mumbai, after completing the necessary formalities by the deposit Office: -

(xiii)Certified copy of order issued by the Regional Provident Fund Commissioner withdrawing the exemption/covering the establishment under the provisions of the Act and for transferring the funds to the Central Board of Trustees, Employees' Provident Fund.

(xiv)Application and certified copy of resolution passed by the Trustees of the Fund to be transferred for transferring the account to Central Board of Trustees, Employees' Provident Fund;

(xv)Pass book of the relevant S.D.S. account;

(xvi)Statement of accounts in quadruplicate.

(xvii)Memorandum in FORM SE-7 addressed to SBI, SSB, Mumbai.

(xviii) For transfer of permitted securities, the designated officer of UTI shall be contacted.

(xix)For members not having UAN or necessary details for generation of UAN, details an authenticated statement shall be given by Employer and the credits shall be made only after generation of Aadhar based UAN in collaboration with the Establishment. The Chairman Board of Trustees shall solely remain responsible for the details furnished in the PA statement containing members' credentials and their EPF balances.

(xx) As regards the surrender of Individual exemption under Section 17(2) read with Para 27 the Establishment / employer may forward the application for surrender of any individual exemption granted under Para 27 directly to the concerned RPFs. The surrender application shall accompany a certified statement of accounts, UAN, Aadhar, PAN, Bank Account.

(xxi)The certified copy of any compliance Audit/Third party audit observations with respect to the member and their replies along with latest copy of return as prescribed under Para 27(2) of the EPF Scheme should be submitted. A copy of the last balances of the member shall additionally be provided indicating Balances and the interest accrued till the date of surrender.

**(b) Regional Office(RO):-**

(i) Applications found incomplete shall be returned back in 7 working days time.

(ii) All surrender proposals within the meaning of para 4 (p) of this SOP shall be treated as a surrender application provided that Legal actions as per the Act & Scheme provisions have been duly initiated in the case of any contravention with the conditions of exemption or any default under the Act and Scheme.

(iii) RPFC may verify point i to xii in FORM SE-1.

(iv) RPFC shall permit liquidation of securities as a precursor to a credit of the PA in terms of the PA statement. Considering the necessity of providing immediate credit to the beneficiaries whose accounts are KYC compliant, RPFC shall allow credit of such accounts using the multiple upload facility, immediately to provide them uninterrupted service. However the liability of the newly inducted members shall be limited to the amount received in their accounts.

(v) RPFC shall cause a Third Party audit of the Trust funds to ascertain the financial health of the Trust fund, whose expenses shall be borne by the employer.

(vi) Subsequent to the aforementioned actions pertaining to scrutiny and verification the RPFC shall allow compliance as an un-exempted unit only after completing the steps from (i) to (v) from the date indicated in the BoT's resolution. To that effect RPFC shall pass an order in **FORM SE-5**, permitting compliance as an un-exempted establishment from the prospective date.

(vii) RPFC, APFC/RPFC-II (Compliance) shall approve change of the status of the establishment from exempted to un-exempted in the establishment master to facilitate filing of ECR and remittance of dues subsequent to the orders passed by RPFC-I in FORM SE-5

(viii) Any observation regarding Trust-related deficiencies found in the previous compliance audits may be intimated to the exempted establishment as well as the Board of Trustees for securing compliance before the final proposal is processed.

(ix) Similarly, all cases of evasion of membership and other compliance related deficiencies previously observed by the compliance audit (s) may be forwarded to the internal compliance / recovery section for ensuring compliance that may be required. Such intimations are required to be forwarded within 20 working days from the date of receipt of application of surrender.

(x) After permission is given to comply as an un-exempted establishment, Section 17(5) of the Act read with Para 28 of the Scheme shall come into force with its concomitant penal consequences.

(xi) As regards the cash component of the PA, the Regional offices are required to adopt the following procedure for crediting the demand draft of cash component received from the establishment on immediate priority till online facility is implemented:

(xii) NDC has informed all field offices about the DR functionality released on FO interface link [the URL of Field Office Interface is > <https://unifiedportal-epfo.epfindia.gov> in FO interface] and field offices have to deposit their collections through VDRs.

(xiii) In this context, VDRs are not to be deposited in the bank accounts maintained at Regional office link branch under the old system.

(xiv) TRRN of the transaction is to be mentioned in the past accumulation column point Xxxiii of FORM S.E.1. This procedure will continue until online facility is implemented.

**(xv) For SDS and government securities**, the procedure is as follows

(xvi) The DA accounts after taking approval from RPFC-II/ APFC (Accounts) shall email from the official email id of the Regional Office only, the details of the amount so credited against SDS/permissible securities to the Investment Division (Head Office) at email id: [so.inv@epfindia.gov.in](mailto:so.inv@epfindia.gov.in)

(xvii) The Investment Division of Head Office shall confirm the amount of SDS/permissible securities so intimated replying to the email back to the Regional Office within 03 working days.

(xviii) Investment Division shall communicate a REFERENCE NUMBER against which the said amount has been accounted as receipt by CBT.

(xix) Upon receipt of such confirmation from the Investment Division, Head Office, the DA accounts shall enter the details of SDS/permissible securities in the software/FO Interface along with the REFERENCE NUMBER mentioned in the confirmation by the Investment Division.

(xx) The facility to upload a copy of the confirmation as well as the copy of intimation received from the RBI/bank shall be provided in the software by the IS Division.

(xxi) There would be multi-level approval process of such receipt from DA (accounts) to APFC (Cash) to RPFC-II (FA) of the Regional Office concerned based on an OTP verification process.

(xxii)The IS division may provide the facility for multiple uploads as well as the total of the receipt of past accumulations so as to enable ease of reconciliation of the entire past accumulation.

(xxiii) In case a correction is required by the Regional Office in respect of the transfer of the Government Securities (including securities guaranteed by appropriate Government) as per para 28 of the Scheme and credit of the Special Deposit Scheme, a request for such correction may be forwarded to the Investment Division, Head Office through the respective RC-I of the Zonal office duly giving the justification and the documentary evidence.

(xxiv)If the past accumulation is found in order, the Regional office shall ensure the credit of past accumulation into respective UANs within 30 days. Where the UAN's are not available, the credit may only be made after UAN generation post necessary requirements of UAN generation such as Aadhar are complete.

(xxv))The legal action as may be required shall start separately and shall have no bearing on the establishment in reporting compliance as an un-exempted unit.

(xxvi)An intimation informing the incoming corpus shall be forwarded to the reporting Zonal Office, Banking and Investment wing, and the Exemption Division at the Head Office. This will be done soon after the decision is taken by the RPFC allowing the establishment to report compliance as an un-exempted establishment.

(xxvii)RO shall begin processing of surrender proposal within 30 days' time from the date of compliance as an un-exempted establishment. Omissions/deficiency, if any, shall be communicated to the employer within the next 7 days by way of e-mail or post. If required, interaction meetings may be conducted with the establishment to resolve any issues related to migration from exempted to un-exempted establishment.

(xxviii)If any compliance audit is pending, the same shall be completed before the final proposal is forwarded to the respective.

(xxix)The compliance audit for the broken period or immediately preceding year shall be completed as soon as the audited balance sheet is finalized, preferably within 60 days of the effective date of surrender of exemption.

(xxx)The resolution of the Board of Trustees signed jointly by the Employees' and Employers' representatives shall be deemed to be with the consent of the majority of the employees.

(xxxi)After the receipt of compliance audit report/ Third Party Audit Report, the process for levy of surcharge and actions for any default including assessment of dues, if required, shall be initiated by the RPFC immediately.

(xxxii) The dues shall include any loss to the Trust within the meaning of Rule 6 and Rule 28 of Appendix A of Para 27 AA of the Scheme apart from the shortfall arising out of non transfer or incomplete transfer of PA.

(xxxiii) The RO shall forward the Draft agenda in **FORM SE-2** to the Z.O

(xxxiv) Surrender proposal shall not be withheld on ground of non-payment of any dues other than the admitted PA dues as compliance action can be taken even after the cancellation of exemption. Initiation of all due legal action will be sufficient to make the proposal complete.

(xxxv) Subsequent to the receipt of the formal notification of cancellation of exemption RPFC shall proceed for a gazette notification under Para 28(5) of the Scheme declaring that the erstwhile fund of the exempted establishment has been vested with the CBT and the subscribers of such provident fund have now become members of the Fund.

**(c) Zonal Office(ZO):-**

(i)The Zonal ACC shall forward the draft agenda sent by RO through a communication in FORM SE-3 in a complete shape, and fit enough to be considered by the Exempted Establishments Committee / CBT, to the Exemption Division, Head Office along with specific recommendations through e-office only.

(ii)All Zonal ACCs shall issue appropriate directions to the field offices under their jurisdiction and insure strict compliance of Head Office directions of depositing their DR collections only in single collection bank account (35896921895-for offline collection maintained at SBI Bhikaji Cama Place. New Delhi- Br. Code 0007755) under the new system.

(iii)The permissible time for processing applications at the Zonal Office is 30 days.

**(d) Head Office (HO):-**

(i)The draft agenda as received from Zonal ACCs shall be scrutinized at the Exemption Division, Head Office before placing the same for perusal of the Exempted Establishments Committee.

(ii) The Investment Division of Head Office shall confirm the amount of SDS/permissible securities so intimated replying to the email back to the Regional Office within 03 working days.

(iii)For cash component Exemption Division shall verify the TRRN provided by Regional Office in Agenda from EPFO Website.

(iv)The recommendations of the Exempted Establishments Committee shall be placed before the Central Board, in its subsequent meeting.

(v)The complete set of documents, along with the recommendations of the EEC and CBT, shall be sent to the Appropriate Government **within 15 days** of the receipt of approved minutes of the Central Board.

(vi)The Head office shall follow up on its own and through the Zonal Offices till formal completion of the desired action from the appropriate Governments.

**7. Forms and Templates to be used:**

- 1) **FORM SE-1:** Application format for Surrender of exemption along with list of documents to be submitted by the establishment.
- 2) **FORM SE-2:** Checklist and documents to be added/verified and **draft agenda** by Regional Office.
- 3) **FORM SE-3:** Format to be forwarded by the Zonal Office.
- 4) **FORM SE-4:** Format for Head Office for sending to the Appropriate Government.
- 5) **FORM SE-5:** Order passed by RPFC to comply as an unexempted establishment
- 6) **Form SE-6:** Past accumulation statement to be submitted by the exempted establishment.
- 7) **Form SE-7:** Memorandum for transfer of Special Deposit Scheme Funds.

**8. Matrix of Timelines and Roles and Responsibilities:**

**a. Timeline for Grant of Permission to start compliance as an Un Exempted establishment:**

T- 0 days(T-0)	T- 0 +7 days (T-1)	T-2	T-2 +30 days	T-3	T-3 + BoT's date for Surrender
Receipt of Application	Basic Scrutiny and communication of deficiencies if any	Receipt of Revised Application	Verification of revised application and communication of final discrepancies	Receipt of Application in final shape including justifications for deficiencies if any	Permission to comply as an Un Exempted Unit

**b. Timeline for Agenda preparation for consideration of appropriate Government:**

T- 0 days(T-1)	T-1+ 30 days from the Receipt of PA statement and Transfer of Funds under Para 28 of Scheme (T-2)	T-2 +20 days (T-3)	T-3 +30 days (T-4)	T-4 + 7 days (T-5)	T-5 +30 days (T-6)
Date of Compliance as	<b>AT RO</b> Finalize an agenda fit	<b>AT ZO</b> Scrutiny of	<b>AT ZO</b> Receipt of	Receipt of Agenda	1. Return to ZO for additional/correct

an Un-exempted establishment	enough for consideration of EEC. Initiate all Legal action as required	Agenda for discrepancies if any.	Revised Agenda from RO	from ZO at HO	information if any Or 2. Present to EEC
------------------------------	------------------------------------------------------------------------	----------------------------------	------------------------	---------------	--------------------------------------------

#### 9. Monitoring Mechanism:

- a. At HO level: Monthly review by ACC Exemption with all ACCs. Quarterly review by CPFC.
- b. At ZO level: Fortnightly review by ACC.
- c. At RO level: Fortnightly review by RPFC
- d. In addition, a monthly report for monitoring to be sent by ZO (by seeking and consolidating reports from RO) to HO is as under:

#### Consolidated report in respect of monthly reports:

Opening Balance*(A)	Number of proposals forwarded to Head Office (B)	Number of Proposals remanded back from Head office (C)	Closing Balance (A-B+C)#	Number of proposals for which Third Party Audit has been conducted.	Number of proposals for which Compliance Audit has been conducted.
---------------------	--------------------------------------------------	--------------------------------------------------------	--------------------------	---------------------------------------------------------------------	--------------------------------------------------------------------

\*: For first OB, if no case is under SOP pipeline and no previous surrender proposal already sent to HO is pending for final action i.e. Approval of CBT, the same may be mentioned as numeric zero i.e. '0'. Otherwise, first OB should be mentioned as = number of previous cases pending for final action i.e. Approval of CBT + Number of proposals sent as per the SOP.

#: Enclose the list of establishment along with respective code number regarding the closing balance mentioned in table.

#### 10. Modifications/Amendments:

First document. No modification proposed.

11. Internal and External References:

**a. Internal References:**

The circular referred in this SOP as indicated in Annexure-1

**b. External References:**

12. Miscellaneous:

**(a) Requirement of Third-Party Audit report:**

The Third party audit shall be submitted in FORM RM-5\* indicated in the SOP on Regulation and management of Exempted Establishments.

\*The requisite form is being prepared.

**(b) Change History:**

**a. Where the SOP is the initial version:**

- SOP No: 1: Version 1
- Effective Date: Date of issue of SOP.
- Significant Changes: As and when incorporated.
- Previous SOP no.: None

**b. Where replacing a previous SOP: None as the present SOP is the First.**

- SOP No: Record the SOP and new version number.
- Effective Date: Record effective date of the SOP.
- Significant Changes: Record the main changes from previous SOP.
- Previous SOP no.: Record SOP and previous version number.

SOP No.	Effective Date	Significant Changes	Previous SOP no.



**Application for Surrender of Exemption  
(To be Submitted in Duplicate)**

To,

The Appropriate Government  
(Through The Secretary, Labour)  
Government of.....

\_\_\_\_\_

(To be submitted only through RPFC)

Subject : **Surrender of exemption in respect of M/s**  
\_\_\_\_\_ **code no.** \_\_\_\_\_  
**-regarding.**

Madam/Sir,

This is to say that our Board of Trustees have resolved to surrender the exemption granted to the establishment (Name and code number).

We are making a voluntary application for surrender of our exemption as per following details:

i.	Name of the applicant Establishment	:	
ii.	P.F. Code No.	:	
iii.	Address of the establishment	:	
iv.	a) Name of the PF Trust	:	
	b) Single PF Trust or Common PF Trust?	:	
	c) If common PF Trust, Details (Name, Code No., etc. of the Principal Establishment Holding the PF Trust)?	:	
v.	Address of the PF Trust	:	
vi.	Kind of Exemption (Under Section 17(1)(a)/Para 27A)	:	

vii.	Date of Grant of Exemption	:	
viii.	Notification No. and Date	:	
ix.	Appropriate Govt.	:	
x.	Case of cancellation through surrender of Exemption?	:	YES
xi.	Copy of resolution of the Board of Trustees	:	
xii.	Intended Date as per BoT's resolution to comply as an un-exempted establishment with EPFO.	:	
xiii	Total number of accounts as on the date of surrender	:	
xiv	Total number of subscribers as on the date of surrender	:	
xv	Total corpus as on date of surrender	:	
xvi	Whether assets are over the liabilities	:	
xvii	Whether all the documents enclosed	:	
xviii	Period up to which the dues have been remitted (mention last month for which contributions deducted and remitted).	:	
xix	Period up to which the member accounts have been updated with interest. (Mention FY year).	:	
xx	Whether Notice has been displayed/Public Notice issued for establishment's intention to surrender exemption (Please enclose a copy of the Notice)	:	
xxii	Whether the establishment has been filing Returns on time. (Mention the last month for which contributions deducted and remitted).	:	
xxiii	Whether the establishment is complying or Closed on the date of application/cancellation.	:	
xxiv	Whether Inoperative Account Deposit (IAD) will be included while transferring the member balance.	:	

xxv	Member grievances pending on the date of application / cancellation.	:	
xxvi	Whether the Trust will be forwarding the details of all types of members – contributory / non-contributory in their statement of past accumulations*	:	
xxvii	Whether the entire corpus as on the proposed date of surrender will be transferred#	:	
Xxxviii	Proposed date from which the establishment is willing to start compliance as an un-exempted establishment	:	
Xxxix	Details of any due amount of PF payable by the employer/Trust such as surcharges/damages/inspection charges/any fine/arrears outstanding due to any case pending before the court of law	:	
Xxxx	Grounds of surrender (Inability to maintain Trust/ Confidence in Governance of EPFO etc.)	:	
Xxxxi	Categorization of investment as per pattern of investment	:	
Xxxxii	Whether the Trust will be transferring all the past accumulations as per the Para 28 of the EPF Scheme along with the past Accumulation Statement	:	
Xxxxiii	Details of any loss to the Trust as a result of any fraud, defalcation, wrong investment decisions, which has been made good by the employer.	:	
Xxxxiv	The rate of interest paid by the Trust over last 5 years and comparison with the statutory rate	:	
Xxxv	Copies of amendments to the rules during period of exemption if any	:	

*\* It will be the liability of the establishment for furnishing Past Accumulation statement within 25 days from the date of issuance of Form SE-5 by RPFC as per Para 28(1)(i) of the EPF Scheme.*

*# It will be the liability of the establishment for transferring the past accumulation within ten days in case of liquid cash in bank and within thirty days in case of securities as per Para 28(1)(2) of the EPF Scheme.*

It is requested to kindly consider the surrender of exemption with effect from and to consider issuance of a formal notification in this regard.

I/We.....do hereby undertake that the information given above is true and correct to the best of my/our knowledge and belief and nothing has been concealed. We also undertake all responsibilities about the correctness of the PA statement containing credentials of the members and their last balances.

Yours truly

(Employer)

Countersigned by

Chairperson Trustees

Note: In special circumstances, as mentioned in the Standard Operating Procedure, the Trustees can also file the surrender proposal/application.

**List of documents to be submitted along with the surrender application:**

1. A request letter seeking approval to comply as an un-exempted establishment from the effective date and to transfer provident fund accumulations from the PF Trust maintained by the Establishment to the EPFO.
2. An application addressed to appropriate Government requesting for surrender of exemption through the RPFC.
3. An undertaking signed by the Employer stating that the Employer will recoup any loss against the liability gap incurred by the Trust, in the process of migration.
4. Certified copy of the Board Resolution from the Company/Establishment, where such board exists.
5. Certified copy of the Board resolution from the Board of Trustees of the EPF Trust indicating the date of surrender of exemption.
6. Compliance audit observations along with replies received from the employer for last three years.
7. A self-certified documents with respect to pending Compliance Audit year, if any, in the form prescribed for the compliance audit as amended from time to time.
8. Details of the corpus with duly audited balance sheet(s) of the Trust in respect of the principal establishment as well as participating units along with the details of the securities held under major investment categories.
9. Advance intimation about any closure/merger/demerger/liquidation/acquisition etc. – The establishment as well as the Trustees should initiate the process of surrender of exemption in advance in the events of any change in the legal status of the establishment/closure/going for liquidation by the Court of Law, duly incorporating the supporting documents.
10. The details of the ongoing court cases related to EPF exemption matters, if any, along with copy of interim orders, if any. If there is no such case, the NIL report may be submitted.
11. In case of those establishments, which have been granted exemption/relaxation status due to any final/interim order passed by the Court of Law, an express order from such courts may be submitted by the establishment in respect of surrender of their exemption. However, RPFCs may take further decision in respect of such instances on the case-to-case basis.
12. List of Directors with address details and contact numbers including email-id.
13. Consent of Employees.
14. Undertaking from the establishments to make good any losses incurred to the Trust.
15. Complete intimation with Breakup of corpus fund as on \_\_\_\_\_(date of surrender)
16. Past accumulation statement including data-wise transfer of funds of employees including inoperative accounts as on date of surrender.
17. Break up of securities (head-wise) as on \_\_\_\_\_.
18. Copy of the Original Exemption Notification of the Establishment.

(Note:

*a. Where original notification for grant of exemption is not available either at the Regional Office or at the exempted establishment/Trust, a copy of such notification may be provided.*

*b. Where the copy of the original notification is also not available, the order number about the grant of exemption may be provided, after exhausting reasonable attempts to obtain the copy of the order from the appropriate government/Gazette Press.*

*c. Where the exemption order is also not available at the offices of the appropriate Government, /Government Press, RPFC shall withdraw the relaxation granted earlier and facilitate the transfer of funds.)*

19. Balance sheet for the last 3 years of PF Trust.

20. Balance sheet for the last 3 years of the Establishment along with Audit reports.

21. Documents related to closure/liquidation/change of legal identity.

**Checklist and documents to be added/verified at RO**

i.	Name of the Establishment	:	
ii.	Code No.	:	
iii.	Date to comply as an un-exempted establishment	:	
iv.	Total number of accounts as on the date of surrender	:	
v.	Total number of active accounts of subscribers as on the date of surrender	:	
vi.	Total corpus as on date of surrender	:	
vii.	Whether assets are over the liabilities (Yes or No)	:	
viii.	Whether all the documents enclosed as per FORM S.E.1.	:	
ix.	Details of any due amount of PF payable and pending by the employer/Trust such as surcharges/damages/inspection charges/any fine/7A/14B/arrears outstanding due to any case pending before the court of law	:	
x.	Categorization of investment as per pattern of investment	:	
xi.	Whether the Trust has transferred all the past accumulations as per the Para 28 of the EPF Scheme along with the past Accumulation Statement	:	
xii.	Details of any loss including those reported in the last three compliance audit reports to the Trust as a result of any fraud, defalcation, wrong investment decisions, which has been made good by the employer.	:	
xiii.	Whether the information about the investments as given in the last three year balance sheet has been matched with the monthly/annual return filed by the Trust/establishments	:	

**Recommendation:** The surrender proposal as per the FORM S.E.1. received from the establishment has been thoroughly scrutinized and it is recommended that the proposal may be considered for placement before the appropriate Government for decision making through the CBT.



## Draft Agenda for Surrender of Exemption

Surrender of Exemption is a special case of cancellation of exemption granted to an establishment. The process of surrender is as per guidelines prescribed by the 215<sup>th</sup> Central Board. In effect, it is a voluntary request for cancellation reflecting an increasing confidence in EPFO's public governance.

Surrender of Exemption is effectively a voluntary request for cancellation.

### 2. Basic Details of the Establishment

Name of the Establishment	
Code No	
Name of the Trust	
Date of Exemption	
Exemption Notification details	
Private/Public/Cooperative establishment	
Working/Closed establishment	
Reported Corpus	
Number of reported EPF members	
Date from which the surrender sought	
Third-Party Audit conducted up to	
Compliance Audit Completed up to	
Rate of interest for last three years (This is at Par with EPFO declared rates)	
Appropriate Government	
Statutory Provisions empowering cancellation	
RPFC	
Zonal Office	

**3. Brief Introduction:**

M/s \_\_\_\_\_ (Code Number\_\_) has applied for surrender of Trust on \_\_application date\_\_ citing the reason of (as indicated in BOT resolution or cover letter). It has started complying as an un-exempted establishment w.e.f. \_\_date of starting unexempted compliance.

**4. Details:**

- a. The establishment has requested the Appropriate Government i.e., Government of \_\_\_\_\_ vide letter dated \_\_\_\_\_ to surrender exemption. The Board of Trustees has passed a resolution dated \_\_resolution date \_\_\_\_\_ to surrender exemption w.e.f. \_\_\_\_\_.
- b. **Total Corpus and the membership:** Based on third party audit report- The RPFC has shared that the total employee strength at the time of surrender of Exemption was \_\_\_\_\_ (include both left and presently working employees) \_\_\_\_\_ and Total corpus of the establishments' trust was Rs. \_\_\_\_\_/- (Rupees \_ in \_ words \_ Only).
- c. The establishment was granted exemption under Section/Para \_\_\_\_\_ vide Notification No. \_\_\_\_\_ dated \_\_\_\_ w.e.f. \_\_\_\_ by Government of \_\_\_\_\_.
- d. **Compliance status/financial health:**
  - i. RPFC has stated that the no liability is likely to arise on EPFO on cancellation of Exemption.
  - ii. RPFC also informed that Surcharges, Damages & Interest have been levied up to \_\_\_\_\_ and applicable the levied dues collected.
  - iii. RPFC has certified that the status of the establishment has been changed in the system as an un-exempted establishment with effect from \_\_\_\_\_.
  - iv. Compliance audit has been conducted up to the year \_\_\_\_\_

**5. Court case / Liquidation matter, if any.**

.....  
.....  
.....  
.....

**6. Past accumulation details:**

- a. The third party vide report dated \_\_\_\_\_ has indicated Past Accumulation of Rs. \_\_\_\_\_/-.
- b. The establishment has transferred Past accumulation of sum of Rs. \_\_\_\_\_/- (Rupees \_ in words\_ Only) for \_\_\_ members as on \_\_\_\_\_.
- c. The Past accumulation statement and the Balance sheet.
- d. The details of the cash part of the transaction is as below:

Nature of Transfer	Mode of Transfer	Amount in Rupees	Supporting document e.g. TRRN/Bank statement etc.
Cash			
SDS			

- e. For securities transferred, the details of the securities are detailed as below:

Sl. No.	Name and Code No. of the Establishment	Description/ Name of Security	Face Value/ Price at which they were purchased as per para 28(2) of Scheme	Date of Transfer

**7. Supporting Documents:**

- a. Draft notification for cancellation (Annexure - J)
- b. Information as per Draft Template of MOLE for Surrender/Cancellation of exemption granted under Para 27A/Section 17(1)(a) of the EPF & MP Act, 1952. (Annexure - L)

**8. Justification about non availability of any prescribed document.**

**Proposal:** The proposal for Surrender of exemption granted in respect of M/s \_\_\_\_\_ bearing code No. \_\_\_\_\_ Under section 17(1)(A)/para 27A Notification No. \_\_\_\_\_ dated \_\_\_\_\_, is placed before the Committee for Exempted Establishments for consideration in accordance to CBT guidelines. The proposal, if allowed shall be further placed before the Central Board of Trustees, for consideration.

**List of documents to be added by the RPFC.**

1. Copy of the relaxation withdrawal order if any.
2. Report of RPFC regarding financial health and up to date compliance status of the Establishment as per formats below:

**(Regarding un-exempted compliance)**

This is to certify that the establishments M/s. \_\_\_\_\_ (code number \_\_\_\_\_) has begun compliance as an un-exempted establishment w.e.f. \_\_\_\_\_ for \_\_\_\_\_ members. The last contributions received is for the wage month of \_\_\_\_\_ for \_\_\_\_\_ members.

**(Where violation on conditions of exemption were detected but the establishment comes for surrender)**

On the basis of compliance audit reports of preceding 3 years from the date of surrender, this is to certify that the establishments M/s. \_\_\_\_\_ (code number \_\_\_\_\_) has been reported to have violated condition no. \_\_\_\_\_ of grant of exemption. However, the said exempted establishment has submitted application for surrender with effect from \_\_\_\_\_ and has remitted the entire corpus to match the past accumulation statement, which has been verified by the Third-Party Audit and/or the Enforcement Officer.

**(Regarding up-to-date compliance status)**

On the basis of the online ECR reports, this is to certify that the establishment M/s. \_\_\_\_\_ (code number \_\_\_\_\_) has started un-exempted compliance w.e.f. \_\_\_\_\_ and post-surrender, their monthly EPF compliance is received up to \_\_\_\_\_.

Further, the entire past accumulation liability has been deposited by the said exempted Trust and their pension fund contributions as well as Administrative Charges contribution is received up to \_\_\_\_\_. Further, all the losses incurred by the Trust, if any, have been liquidated by the establishment.

This certificate is issued without prejudice to any 7A (for evasion of membership) or 14B proceedings for levy of damages/FIR/Prosecution instituted against the establishment as well as any hidden losses not detected by compliance Audit/Third Party Auditors as such proceedings can continue even after surrender of the exemption.

**(Regarding Financial Health of the Establishment)**

This is to certify that the financial health of the establishment M/s. \_\_\_\_\_ bearing code no. \_\_\_\_\_ is healthy and no liability is likely to arise on EPFO as a consequence of Cancellation of Exemption.

3. Copy of third-party audit report along with third party auditor certificate as per below format:

**Prescribed Certificate from Third Party Auditor**

On the basis of Third Party Audit conducted into the books of accounts of the \_\_\_\_\_ - Trust, which was formed due to exemption granted to establishment, M/s. \_\_\_\_\_ (Code no. \_\_\_\_\_), vide notification Number \_\_\_\_\_ dated \_\_\_\_\_ this is to certify that the financial health of the Trust is sound and is sufficient to balance the liability arising out of the subscribers, members and accounts maintained by the said Trust and no liability will occur to EPFO on account to the intended surrender of the corpus of the Trust.

( )  
Chartered Accountant

Office \_\_\_\_\_

Date \_\_\_\_\_

*(Note: Where the third-party audit can't be completed, e.g., closed establishment /establishments under liquidation /establishment/ Trust under seizure by any other law-enforcing authority, the RPFC shall proceed with the Surrender without it, subject to the condition that the reconciliation of funds shall be required at the time of transfer of past accumulations/corpus.*

4. Legal opinion, wherever applicable/necessary.
5. Details of deviations of investment along with the status of recovery of surcharge, if any.
6. Order by the appropriate government/any other law-enforcing agencies/Court of law, if any.

In case of any difficulty arising in the completion of documentary evidence in respect of any exempted establishment, the proposal for Surrender should be forwarded by the Zonal office along with the recommendations of the Zonal ACC explaining the difficulties.

(RPFC)

Office \_\_\_\_\_

Dated \_\_\_\_\_

## Annexure - J (Standard Template)

### APPENDIX NOTIFICATION

Whereas M/s. \_\_\_\_\_ bearing code No. \_\_\_\_\_ in \_\_\_\_\_ Region has applied for surrender of exemption granted by the \_\_\_\_\_ Government under clause (a) of sub-section (1) of section 17 of the Employees Provident Funds and Miscellaneous Provisions Act, 1952 (19 of 1952) (hereinafter referred to as the Act) / para 27A of the EPF Scheme, 1952 (hereinafter referred to as the Scheme) (as applicable).

2 Whereas a notification bearing No. G.O. \_\_\_\_\_ dated \_\_\_\_\_ granting exemption to the said establishment under clause (a) of sub-section (1) of section 17 of the said Act / para 27A of the said Scheme w.e.f. \_\_\_\_\_.

3 And whereas now it has come to the notice to the \_\_\_\_\_ Government that the establishment has desired to surrender its exemption w.e.f. \_\_\_\_\_ as (mention the reason mentioned in trust resolution).

4 Now, therefore, in exercise of the powers conferred by sub-section (4) of section 17 of the said Act, the state Government hereby cancels the exemption granted to the said establishment with effect from \_\_\_\_\_.

(\_\_\_\_\_)  
Secretary to the Government

**Annexure - L**  
**Draft Template for Surrender of Exemption**

Sl. No.	Subject	Status	Remarks
1.	Name & code of the establishment		
2.	Date of Grant of exemption to the establishment and under which section/Para the exemption was granted (i) Whether under Section 17 of the EPF & MP Act, 1952; or (ii) Whether under Para 27 of EPF Scheme, 1952		
3.	Date on which the establishment has started as an un-exempted establishment.		
4.	Date of application of Surrender/Cancellation of exemption by the establishment.		
5.	Date from which Surrender/Cancellation of exemption has been sought? (a) Grounds for Surrender/Cancellation of exemption.		
6.	Whether the establishment followed all the conditions of exemption as specified in Para 27AA of the EPF Scheme, 1952 and pattern of investment as notified from time to time, (i) If no, details thereof (Clearly mention the condition/violation) (ii) Action taken against such violations. (iii) Whether, certificate in this regard has been submitted by the		

	concerned competent authority (also enclose a copy) and details thereof.		
7.	<p>Categorization of investment as per pattern of investment (during the period of exemption)</p> <p>(i) Government Securities and Related Investments</p> <p>(ii) Debt Instruments and Related Investments.</p> <p>(iii) Short-term Debt Instruments and Related Investments</p> <p>(iv) Equities and Related Investments</p> <p>(v) Asset Backed, Trust Structured and Miscellaneous Investments.</p>		
8.	<p>Whether the establishment has transferred all the past accumulations as per Para 28 of the EPF Scheme, 1952 along with Past accumulations statement and compliance as an un-exempted establishment,</p> <p>(a) If yes, details thereof (Category wise, Amount and date)</p> <p>(i) Government Securities and Related Investments</p> <p>(ii) Debt instruments and Related Investments</p> <p>(iii) Short-term Debt Instruments and Related Investments</p> <p>(iv) Equities and Related Investments</p> <p>(v) Asset Backed, Trust Structured and Miscellaneous Investments</p> <p>(b) If Not, details thereof and reason therefor.</p>		



9	Whether the annual statement of accounts or pass books issued to every employee within six months of the close of financial or accounting year free of cost once in the year.		
10.	The amount of interest paid by the establishment to its employees on the PF accumulations during the last three years: (i) First year (ii) Second year (iii) Third year		
11.	(i) Whether the rate of interest paid during the last three years was less than the interest decided by EPFO. (ii) If yes, the reason thereof.		
12.	(i) Whether there is amendment to the rules of the establishment during the period of such exemption? (ii) If yes, whether prior approval of the RPFC was obtained?		
13.	Whether the establishment is regular in filing various monthly and annual returns prescribed by EPFO?		
14.	Whether there is any change of legal status of the establishment after grant of relaxation?		
15.	Whether the establishment is regular in submission of Audited Balance Sheet along with the Auditor's report		

(To be forwarded by the concerned Zonal Office)

Item No. \_\_: Surrender/Cancellation of Exemption under Section 17(1)(a) of the EPF & MP Act, 1952/Para 27A of the EPF Scheme, 1952 in respect of \_\_ code No. \_\_.

Name of the Establishment	
Code No.	
Regional Office	
Zonal Office	
Number of reported EPF members	
Reported Corpus	
Date from which the surrender sought	
Appropriate Government	
Statutory Provisions	

2. M/s. \_\_ bearing code no. \_\_ was granted exemption under section 17(1)(a) of the EPF & MP Act, 1952/Para 27A of the EPF Scheme, 1952 vide notification no. \_\_. The said establishment has provident fund Trust in the name of “\_\_”.

3. The following requirements for Surrender of exemption have been fulfilled by the exempted establishment:

- a. Grounds for surrender of exemption.
- b. Details of establishment’s application and resolution of board of Trustees.

4. Essential Requirements for surrender of exemption have been verified and are found to be in order. The same are detailed below:

- a. Details of compliance of the establishment as un-exempted.
- b. RPFC Certificate of no liability.
- c. Date and details of complete past accumulations transferred.

5.

- a. Grounds for surrender of exemption.
- b. RPFC Certificate of initiating legal action for violation of conditions by the establishment/Trust noticed.

6. The complete proposal along with the supporting documents in FORM S.E.1 and FORM S.E.2 has been examined in the light of statutory provisions, and found to be a fit case to be placed before the Committee on Exempted Establishments for consideration of cancellation/surrender of previously granted exemption and the same is being forwarded to Head Office.

**Agenda: The proposal for surrender/cancellation of exemption granted u/s 17(1)(a) of the EPF & MP Act, 1952/Para 27A of the EPF Scheme, 1952 in respect of M/s. \_\_ bearing code No. \_\_, by Government of \_\_ vide Notification No. \_\_ dated \_\_ is placed before the Committee for Exempted Establishments for considering their recommendations. The proposal, if recommended shall be further placed before the Central Board of Trustees, for consideration.**

(ACC/ACC(HQ))

Zone\_\_\_\_\_

Dated\_\_\_\_\_

**Format for Head Office for sending to appropriate Government**

To,

The **Appropriate Government**

**Subject:** Surrender of exemption in respect of M/s. \_\_\_ bearing code no. \_\_\_ - regarding  
Sir/Madam,

M/s. \_\_\_ bearing code No. \_\_\_ is an establishment granted exemption under Section 17(1)(a) of the EPF & MP Act, 1952/Para 27A of the EPF Scheme, 1952 from the operations of the Employee's Provident Fund Scheme, 1952 by Government of \_\_\_ vide Notification No. \_\_\_ dated \_\_\_.

2. The establishment vide its letter dated \_\_\_ has requested to surrender the exemption granted to it stating that \_\_\_. Accordingly, the Trust has passed the resolution to surrender the exemption w.e.f. \_\_\_. The RPFC, \_\_\_ vide their letter dated \_\_\_ has reported that the establishment has started complying as an un-exempted establishment w.e.f. \_\_\_ and the past accumulations has been transferred by the establishment/Trust.

3. The application of the establishment for cancellation/surrender of exemption was placed before the EEC, in their \_\_\_ meeting held on \_\_\_ and before the Central Board of Trustees, EPF in their \_\_\_ meeting held on \_\_\_. Having considered the application, the Central Board of Trustees opined to recommend the request of the establishment M/s. \_\_\_ bearing code no. \_\_\_ for cancellation/surrender of exemption under Section 17(4) of the EPF & MP Act, 1952 to Appropriate Government which is the Government of \_\_\_ in this case.

4. In this context, please find enclosed the following documents for perusal and consideration of issuance of necessary cancellation order in respect of the aforesaid establishment under Section 17(4) of the EPF & MP Act, 1952 through a formal notification.

- i. Application for cancellation/surrender of exemption by the establishment.
- ii. Copy of resolution of Board of Trustees.
- iii. Copy of notification order granting exemption.
- iv. Specific recommendation of Zonal Office, \_\_\_ vide their letter dated \_\_\_.
- v. Minutes of the \_\_\_ EEC Meeting held on \_\_\_.
- vi. Minutes of the \_\_\_ CBT Meeting held on \_\_\_.

**Encl. – As above.**

**Yours faithfully,**

( )

**Divisional Head (Exemption)**

Copy to: i) Zonal ACC \_\_.

ii) RPFC\_\_.

iii) ACC (Compliance) Head Office: For information



For information and pursuing with the appropriate Government for issuing notification.

**FORM SE-5**

(To be issued by the RPFC-I/OIC (Regional Office) as per paragraph 4(i) of the SOP on Surrender of Exemption)

M/s. \_\_\_\_\_ was notified as an exempted establishment within the meaning of **Section 2(fff)** of the Act by the Government of \_\_\_\_\_ (name) vide office order no \_\_\_\_\_ dated \_\_\_\_\_.

The said establishment has applied to the Government of \_\_\_\_\_ (name) to surrender their exemption with effect from \_\_\_\_\_ (date) consequent to a resolution of the Board of Trustees \_\_\_\_\_ (name of the Trust) dated \_\_\_\_\_.

Considering the facts and circumstances of the application and the relevant documents submitted before me, I \_\_\_\_\_ (name of RPFC-I) do hereby accord provisional sanction to the employer to start complying as an un-exempted establishment with effect from \_\_\_\_\_ (date) till further orders. The said sanction is, however, subject to the completion of all the statutory requirements necessary for the decision of the Govt. of \_\_\_\_\_ (name) on this application of surrender which shall be conveyed to them in due course.

To,

- (1) The Employer
- (2) The Board of Trustees

**FORM SE-6**

Statement of Past Provident Fund Accumulation (As on \_\_\_\_\_)

M/s. \_\_\_\_\_ Establishment code: \_\_\_\_\_

Sl. No.	U A N	Aadhar	Account No./ Employee Id	PF account No. with _____ (trust name)	Name of the member as in Form No. 9 (Revised)	Opening Balance as on _____ (date)		Contribution from _____ (date) to _____ (date)		Interest from _____ (date) to _____ (date)		Withdrawal/Advance from _____ (date) to _____ (date)		Closing Balance as on _____ (date)		Grand Total	Remarks
						Employee	Employer	Employee	Employer	Employee	Employer	Employee	Employer	Employee	Employer		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

Name of the Trust Fund

Signature of the Chairman (BOT)

Signature of Trustee

Signature of Trustee

Signature of Trustee

Signature of Trustee

Past Accumulation amount verified with members P.F. Ledger and found correct

(\_\_\_\_\_)

Signature of concerned Enforcement Officer with Date

REGISTERED A.D.

MEMORANDUM

From:

The Manager,

To

The Manager  
State Bank of India  
Securities Services Branch  
IInd floor, Mumbai Main Branch,  
Mumbai Samachar Marg,  
Mumbai 40023  
Special Deposit Scheme, 1975 -

Transfer of Account

We have been requested by the (Name of the Fund) Whose Special Deposit Account was maintained with this office under the captioned Scheme to transfer the balances to the Special Deposit Scheme Account of Central Board of Trustees (EPFO) maintained with your office.

2. Accordingly a duplicate copy of the application for transfer of balance together with the relative pass book showing a balance of Rs. (in words) and a statement of account is enclosed. The account of Central Board of the Trustees (EPFO) may be credited with the amount of Rs. (in words) and the pass book duly certified may be returned to the transferor account holder at the following address by Registered A/D Post.

3. Interest paid up to \_\_\_\_\_

(Manager)

Copy forwarded for information to the

(Name and address of the Transferor Fund)



CIRCULARS RELATED TO SOP ON SURRENDER OF EXEMPTION (Annexure-1)										
Sl No.	Circular No	Dated	Circular Subject	Para No. of Circular	Para No. of SOP where Circular Para is referenced	whether SOP same, modified or deleted	Justification for Modification	Any reference of Act(Section)	Any reference of Scheme(Para)	Any reference of MAP
1	C- II/Misc./02/06/Ex/Ez/Vol .I/10240	30-07-2014	Transfer of P.A on relaxation withdrawal and surrender	NA				17(5)	28	
2	Invest-I/(Custodian)- SCB/2011/Vol.II/19193	22-03-2019	Transfer of Govt Securities upon exemption cancellation	2	6(b)(xv)	Same		17(5)	28	
3	C- Ex/32(6)13/cancellation order/24832	27-12-2016	Guidelines for processing the cases of surrender of EPF exemption - regarding	Total	6 B (xxxiv and xxxv)	modified	pending compliance action	17(4)		
4	E- III/10(45)2022/Misc/457 8	06-04-2022	Intimation regarding initiation of surrender of exemption process	2	FORM S.E.1	modified	Points in table added in checklist	17(5)	28	

5	File No: WSU/2022/206/Exempti on/17044	13.03.2023	Transfer of Past Accumulations - Receipt of SOS/Permissible Securities - regarding.	Total	6 B	Same		17(5)	28	
6	No. Bkg. I (2)2006 NFMIS Vol. V / 148	18.07.2017	Collection in Single Collection A/c 35896921895- for offline collection with SBI- Releasing of VDR Functionality by NDC - Reg	Total	6 B	same		17(5)	28	
7	No. Bkg. I (2)2006 NFMIS Vol. V / 159	03.08.2017	Deposit of DR cheques in Single Collection Account (35896921895) and discontinuing deposit in the field office accounts under the old system - Reg.	Total	6 B	same		17(5)	28	

**CIRCULARS RELATED TO SOP ON SURRENDER OF EXEMPTION (Annexure-1)**

SI No.	Circular No	Dated	Circular Subject	Para No. of Circular	Para No. of SOP where Circular Para is referenced	whether SOP same, modified or deleted	Justification for Modification	Any reference of Act(Section)	Any reference of Scheme(Para)	Any reference of MAP
1	C- II/Misc./02/06/Ex/Ez/Vol .I/10240	30-07-2014	Transfer of P.A on relaxation withdrawal and surrender	NA				17(5)	28	
2	Invest-I/(Custodian)- SCB/2011/Vol.II/19193	22-03-2019	Transfer of Govt Securities upon exemption cancellation	2	6(b)(xv)	Same		17(5)	28	
3	C- Ex/32(6)13/cancellation order/24832	27-12-2016	Guidelines for processing the cases of surrender of EPF exemption - regarding	Total	6 B (xxxiv and xxxv)	modified	pending compliance action	17(4)		
4	E- III/10(45)2022/Misc/457 8	06-04-2022	Intimation regarding initiation of surrender of exemption process	2	FORM S.E.1	modified	Points in table added in checklist	17(5)	28	

5	File No: WSU/2022/206/Exemption/17044	13.03.2023	Transfer of Past Accumulations - Receipt of SOS/Permissible Securities - regarding.	Total	6 B	Same		17(5)	28	
6	No. Bkg. I (2)2006 NFMS Vol. V / 148	18.07.2017	Collection in Single Collection A/c 35896921895- for offline collection with SBI- Releasing of VDR Functionality by NDC - Reg	Total	6 B	same		17(5)	28	
7	No. Bkg. I (2)2006 NFMS Vol. V / 159	03.08.2017	Deposit of DR cheques in Single Collection Account (35896921895) and discontinuing deposit in the field office accounts under the old system - Reg.	Total	6 B	same		17(5)	28	