

ADOBE SYSTEMS EMPLOYEES PROVIDENT FUND

Checklist for the submission for the PF Settlement Application

***To be filled in by the employee**

Full Name of Employee: _____

Employee Code: _____

Sl.No	Checklist Of The Documents To Be Submitted For Settlement Of Provident Fund	Please Tick Wherever Applicable	
		Yes	No
1	Dully Filled And Signed Application Form Towards the Settlement Of Provident Fund		
2	PAN Card Copy		
3	Cancelled Cheque leaf or Letter Issued By Bank Authorities on Confirmation Of Bank A/c		
4	Copies of Form 16s From <u>Date Of Joining To Date Of Leaving</u> In Case if PF Membership is < 5 Years (TDS At The Highest Rate Will Be Deducted If Form 16s Are Not Provided)		
5	Affidavit on e-stamp declaring the Non-employment.		
6	Visa copy in case of going abroad/Permanent settlement abroad.		
7	Admission letter of the University in case of higher studies.		

I hereby confirm & acknowledge that the above checklist has been filled in correctly and all information given above and as attachments is true to the best of my knowledge.

Signature of Employee

Date:

For Office Use Only:

Signature of the Approving Authority with Date:

* Please Proceed With Settlement at the Applicable Tax Rates Where Form 16s Are Not Attached.

ADOBE SYSTEMS EMPLOYEES PROVIDENT FUND

PROVIDENT FUND SETTLEMENT APPLICATION FORM

The Trustees,

ADOBE SYSTEMS EMPLOYEES PROVIDENT FUND, NOIDA

Dear Sir,

I hereby request you to pay the full amount standing to my credit in my provident fund account after making such deductions as may be required under the Income Tax Act 1961.

My particulars are as below:

Sl.No	Particulars	Employee Details
1	Full Name Of Employee (In Capitals)	
2	Father's Name /Husband's Name (In Capitals)	
3	Employee Code	
4	P.F. Account No	
5	Permanent Account Number (PAN)	
6	Date of Birth	
7	Date of Joining	
8	PF Membership start Date (If The Previous PF Accumulations Has Got Transferred To PF A/C At Adobe Systems Employees Provident Fund.	
9	Date of Leaving	
10	Reason For Leaving	
11	Permanent Postal Address Of The Employee Note: Calculation Sheets will be sent to the address given.	
12	Contact Details (Mandatory) Mobile Number : Personal E-mail ID :	
13	Bank A/c Number As Mentioned In The Cancelled Cheque attached	
14	IFSC Code Of The Bank A/c Mentioned in the Sl.No 13	

I certify that the particulars given above are true to the best of my knowledge.

Signature of the Applicant:

Signature and Seal of the Approving
Authority.

Place:

Designation:

Date:

Date: