

FORM 31

EMPLOYEES' PROVIDENT FUND SCHEME, 1952

Application for Advance From the Fund

Purpose of which Advance is Required Amount of advance required Rs. (In Words
.....)

1 Name in full							
2 Father's/ Husband's Name							
3 Name and address of the factory/Establishment in which the member was last employed.							
4 P.F. Account Number							
5 Monthly basic wages and DA	Basic + D.A =						
6 Full Postal Address Shri/ Smt/ Kumari _____ S/o. W/o. D/o. _____ Address _____ Pincode <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>							
7 Mode of Remittance (a) Incase of Advance for purpose of Site/House/Flat or Contruction through an "agency" or Repayment of housing loan, indicate (i) in whose favour the cheque is to be drawn and (ii) Full Address In other cases put tick mark against any one of the following (b) By account Payee cheque through the Employer (to address given against Serial No.:3) By deposit in Bank Account No..... Name of the Bank (c) Branch Located at (d) By Postal money order at my cost to the address given against item no.6							
I declare that advance is required to meet the expenses in connection with my Sister's / Brother's / Son's / Daughter's marriage. Sh. / KumariAged to be celebrated onAt							
I declare that above particulars are true to the best of my knowledge and I will abide by the conditions governing the grant of advance under the scheme. Certificated / Documents in support of my application is/are furnished enclosed.							
Date :	Signature of the Member						

ADVANCE STAMPED RECEIPT

(TO BE FURNISHED ONLY IN CASE OF 7 (a) or (b) or (c) ABOVE ONLY)

Received a sum of Rs. _____ (Rupees _____ only) from Regional Provident Fund Commissioner _____ by deposit in my saving bank account towards the settlement of my Family Pension Scheme Account.



Signature of the Member

TO BE FURNISHED BY THE EMPLOYER

Certified that the application has been signed by the member in my presence after He/She had read the Contents/ the contents have been explained to him / her by me and that the information given in the application is correct Required Certificate (s) is / a

Signature of the Employer

(For the Use of Commissioner's office)

(Under Rs. _____ P.I.No. _____ M.O/Cheque _____

Account No _____ Section _____

Passed for Payment for

Rs. _____ (in words) Rs. _____

M.O Commission (if any)

(Net amount to be paid by M.O.) _____ Date :

CLERK

HEAD CLERK

ACCOUNTS OFFICER

P.I. NO.

Scroll No.

P.C. TO A.O

(For the Use of Cash Section)

Date :

Paid by inclusion in / Cheque No. _____ Dated _____ Vide cash book (bank)

A/c. No. 3 Debit item No. _____

CLERK

HEAD CLERK

ACCOUNTS OFFICER



DECLARATION FORM TO BE SUBMITTED ALONGWITH FORM 31

for purchase of a dwelling site / house / flat or for construction of a dwelling house, or for addition / alternation of the dwelling house.

1.	Name of the EPF Member		
2.	Father / Husband's name		
3.	Employee's Provident Fund A/c. No		
4.	Permanent Address		
	Complete address of the dwelling site / dwelling house or flat or house under construction for which withdrawal is applied for		
	Name & address of the owner of plot /house from whom purchased / agreement executed.		
5.	Survey no / Plot No. / Khatta no. / Registration number and the year of the title deed		
	Boundary	East	
		West	
		North	
		South	
	Area of site / house / flat - in Sq. feet		
6.	Name of the authority who had approved the site plan with reference no. and date		
7.	Whether copy of agreement for purchase / allotment letter, in case of purchase in enclosed.		
8.	Estimate of value of site / house / flat or estimated cost of construction / addition / alteration		
9.	Whether withdrawal for housing was availed previously, if so the amount, date of sanction, purpose etc.		

10.	Permission / licence no. for construction issued by Local Authority with name of Local body in th area of construction.	
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Declaration & Undertaking

- (i) I, _____ S/o, D/o, W/o _____ do solemnly declare that the information furnished above are true to the best of my knowledge and the above mentioned * (dwelling site or dwelling house / flat or house under construction) is free from all encumbrances. I also declare that I am not purchasing a share in * Joint property or constructing a house on a site owned jointly except with the spouse. I undertake that the * house / site / flat is registered / will be registered in my name / my spouse (name) _____ (give named of * wife / husband) / or jointly in the name of my spouse _____ (give name) and myself.
- (ii) I hereby undertake to submit a copy of Registered * deed / allotment letter / possession memo / construction completion certificate immediately on receipt / completion / within one year whichever is earlier.
- (iii) I also undertake to produce the above documents whenever demanded by the sanctioning authority for future verification.
- (iv) I understand that as per the provisions of Employees' Provident Fund Scheme 1952, I am liable to refund the entire amount of withdrawal in lump sum with penal interest, in case the amount is used for any purpose other than the purposes stated in the application. I authorise the Regional Provident Fund Commissioner to recover the amount sanctioned with penal interest @ 2% p.a. from my wages in case I fail to produce copy of the registered purchase * deed / completion certificate within * six / twelve months after the withdrawal of the amount, as the case may be.

Date :

Signature of EPF Member with name thereunder

Present address _____

I certify that I have verified the above particulars and have read out the content of the declaration of Shri/Smt./ Kum. _____ and he / she has signed / thumb impressed before me.

Counter signed _____

Establishment seal and date

Name & Designation of employer

* Strike out Inapplicable words / phrases