

**APPLICATION FOR FINAL SETTLEMENT OF PROVIDENT FUND ACCOUNT**

The Trustee  
Hindusthan Charity Trust Provident Fund Institution  
78, Syed Amir Ali Avenue,  
KOLKATA – 700 0019

Date \_\_\_\_\_

Dear Sir,

I \_\_\_\_\_ beg to inform you that I/Late \_\_\_\_\_  
\_\_\_\_\_ have/has ceased to be employed with M/s \_\_\_\_\_  
\_\_\_\_\_ with effect from \_\_\_\_\_ and so I request you to refund me the  
amount standing to my/his credit in account No. \_\_\_\_\_ pursuant to your Rules and Regulations. In the above  
connection, I do hereby solemnly declare that I have not been employed in any factory / establishment to which the Employees'  
Provident Funds & Miscellaneous Provisions Act, 1952 applies for a continuous period of not less than two months immediately  
preceding the date given above.

Yours faithfully

\_\_\_\_\_  
Signature/Thumb impression attested by

\_\_\_\_\_  
Signature/thumb impression of the member/claimant

**REMARKS & RECOMMENDATION OF THE EX-EMPLOYER**

The application is forwarded for sanction & payment at the earliest. Relevant particulars required for the purpose are appended below:

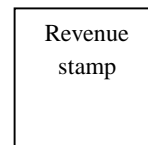
1. Name of the Member \_\_\_\_\_ A/c No \_\_\_\_\_
2. Left Service on \_\_\_\_\_ 3. Reason of leaving \_\_\_\_\_
4. Period of service: From \_\_\_\_\_ to \_\_\_\_\_ 5. Contributed upto \_\_\_\_\_
6. Break in service, if any (state reason) \_\_\_\_\_
7. Date of leaving India (where applicable with reason) \_\_\_\_\_
8. Other remarks, if any \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of the Employer with Seal

**ADVANCE STAMPED RECEIPT**

Received Rs.\* \_\_\_\_\_ (Rupees \* \_\_\_\_\_ ) only from  
Hindusthan Charity Trust Provident Fund Institution in full and final settlement of Provident Fund A/c No. \_\_\_\_\_.



\_\_\_\_\_  
Countersignature of the Employer with Seal

\*This space should be left blank for the use of the Fund's Office

\_\_\_\_\_  
Signature / thumb impression of the member / claimant