

**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 215th 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.

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

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,

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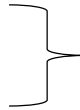
Divisional Head (Exemption)

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 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	

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/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	



सत्यमेव जयते

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Employees' Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)



(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

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File No. E.III/10(74)/2024/CDAC / 4168

Dated: 7 3 AUG 2024

To,

All Addl. Central Provident Fund Commissioners (Zones)
All Regional Provident Fund Commissioners/Officers-in-charge (Regions)

Subject: Deployment of Online System for Surrender of Exemption and Transfer of Past Accumulations – regarding

Madam/Sir,

The EPFO Headquarters is pleased to inform about the launch of a new online system concerning the surrender of exemption and the transfer of members' previous accumulations. This system can be accessed through the Employer's Login of the Unified Portal. It is designed for employers from exempted establishments to file their applications and necessary documents online, which will then be processed by the Regional Offices. The system adheres to the Standard Operating Procedure (SOP) for the Surrender of Exemption, issued on 30/10/2023 (attached copy).

Key Features of the New Online System:


- **Online Submission:** Employers can now submit their applications for surrender of exemption and related documents online, which replaces the previous system of physical submission.
- **Automated Validation:** The system conducts an initial check to validate applications, ensuring that only those which are complete are processed further.
- **Real-time Status Tracking:** Regional Offices can verify and update the status of applications online, allowing establishments to track progress using a tracking ID.
- **Past Accumulation Upload:** Employers can upload member-wise past accumulation data through their login, facilitating the smooth transfer of funds from the Trust account to the statutory fund account.
- **Streamlined Fund Transfer:** The system supports the transfer of funds, including governments securities, and ensures that the members' balances are credited to their EPF accounts in the statutory fund.

Please note that this system applies only to new surrender proposals submitted after its deployment. ACC (HQ), ACC (Zones) and RC-I (OICs) are requested to ensure wide publicity of this new system among the exempted establishments within their jurisdiction.

This communication is issued with the approval of the Competent Authority.

Enclosure: As stated above.

Yours faithfully,


(P. Veerabhadra Swamy)
ACC (Exemption)