

### **Guidelines for filing of Nomination under Employees' Provident Fund Scheme, 1952:**

All the employees on joining the Provident Fund should file their nomination through concerned department in the prescribed form (in three copies) conferring the right to receive the provident fund amount in the event of death of the member. The nomination, so received is registered by the PF trust and kept in safe custody. One copy of the registered nomination is retained in PF section and the remaining two copies of registered nomination (one for department and another for member) are returned to the department. Final settlement of PF dues is made to the nominees of deceased member after verifying the hard copy of registered PF nomination.

A member may in his nomination, distribute the amount that may stand to his credit in the Fund amongst his nominees at his own discretion. If a member has a family at the time of making a nomination, the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by such member in favour of a person not belonging to his family shall be invalid.

As per Para 2(g) of EPF Scheme'1952: Family means :-

(i) In the case of a male member, his wife, his children, whether married or unmarried, his dependent parents and his deceased son's widow and children; and

(ii) In the case of a female member, her husband, her children, whether married or unmarried, her dependent parents, her husband's dependent parents, her deceased son's widow and children.

- A married male member can nominate: His Wife, Children, dependent parents & his deceased son's widow & children.
- A married female member can nominate: Her Husband, Children, dependent parents, her husband's dependent parents & her deceased son's widow & children.
- An unmarried member with no family can nominate any person but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the member shall make a fresh nomination in favour of one or more persons belonging to his family.

If the nominee predeceases the member and there is no alternate nominee, the interest of the nominee shall revert to the member who may make a fresh nomination in respect of such interest. A member can change his/her nomination any number of times any time. Each fresh nomination would supercede over the earlier nomination provided by the member.

**Note:-** If any member observes discrepancy in the PF nomination displayed in RSP portal, then member is requested to submit fresh nomination immediately. Subsequent to filing of such fresh nomination, member should obtain his copy of registered nomination after signed & sealed by officials of F&A-PF section from the concerned department.

