

**PARTICULARS FOR THE GRANT OF RELAXATION/EXEMPTION
UNDER SECTION 17 (1)(a)/PARA 27 A/PARA 79**

NAME AND ADDRESS OF THE ESTABLISHMENT :

CODE NO :

1.	Details of Branches with address & employment strength (if there are more branches a separate sheet may be added)	
2.	Total Employment Strength	
3.	(i) Date of coverage (w.e.f)	
	(ii) reference No. and date	
4.	(i) Relaxation Order No. & date	
	(ii) w.e.f	
5.	If participating in a Trust already exempted, Name of the Trust	
6.	Place where the Trust is functioning	
7.	Code No. allotted to the Trust	

8.	Income Tax recognition order No. & date	
9.	Rate of contribution	
10.	Whether consent of majority of employees for the exemption obtained	
11.	Whether any objections have been received for grant of Exemption	
12.	The number of Trustees representing	
13.	Date of constitution/reconstitution of the Board of Trustees	
14.	Whether contributions at the statutory rate has been transferred to the BOT regularly during the last one year	
15.	Compliance under	
	(i) EPF Scheme, 1952 Paid upto	
	(ii) EPS-1995 Paid upto	
	(iii) EDLI Scheme, 76 Paid upto	
16.	Whether contributions at the statutory rate has been transferred to the BOT regularly during the last one year	
17.	Whether proper records of withdrawals, settlements, transfer etc. are maintained.	

18.	Whether audited balance sheet of the Trust is submitted to Regional PF Commissioner (If yes, please specify the last financial year for which balance sheet submitted)	
19.	Whether amount available for investment after meeting obligatory outgoings are invested according to the pattern of investment during the last two financial years.	
20.	Whether monthly returns are submitted regularly and the period up to which submitted.	
21.	Rate of interest declared for the last two financial years.	
22.	Whether inspection charges/administrative charges are paid regularly and period upto which remittances made.	
23.	Mode of calculation of interest	
24.	The latest financial year for which annual statement of accounts were issued to the members.	
25.	Whether the employer is agreeable to bear the cost of administration of the Provident Fund Scheme.	
26.	Whether the employer is agreeable to accept the past accumulations partly	
27.	Whether the employer is agreeable to make good the loss caused to the P.F due to theft, burglary, defalcation, misappropriation or any other reason.	

28.	Whether the employer is agreeable to meet the differences if any, in income to the Trust to declare the statutory rate of interest.	
29.	Whether the employer is agreeable to remit inspection/administrative charges as fixed from time to time.	

Details of supporting documents enclosed :

- i) Application from exemption duly signed by the employer addressed to the appropriate government.
- ii) Undertaking to abide by the revised conditions governing grant of exemption duly signed by the employer.
- iii) Undertaking that all the eligible employees have been enrolled as members.
- iv) Consent of majority of employees/or that of the representative union in favour of securing exemption.
- v) Names and addresses of the members of the Board of Trustees.
- vi) Two copies of the PF Trust rules incorporating all the amendments approved by the RPFC duly signed by the trustees.
- vii) Copy of the Income Tax Recognition order.
- viii) Copy of the objection if any received from employees for grant of exemption.
- ix) Certificate regarding enrollment of contractors employees including names of the contractors, Code Nos. already allotted to them, if any.
- x) Certificate of undertaking to abide by condition No.22 & 23 of Appendix A to Para 27AA as per Prescribed Proforma.
- xi) Copy of the audited Balance Sheet of the Trust for the last two years.
- xii) Copy of the relation order.
- xiii) Comparison of benefits under the rules of the Trust in the proforma.
- xiv) Undertaking to maintain the accounts electronically.
- xv) Other documents, if any.

(Signature of the Employer with Name & Seal)

The particulars mentioned above, have been verified and found correct. (In case there is any variation, the details may be furnished in a separate covering letter). The establishment may be Exempted u/s 17 (1) (a).

(Signature of the Regional P.F. Commissioner)

ANNEXURE – A**POINTS ON WHICH COMMENTS/INFORMATION ARE TO BE FURNISHED INVARIABLY ALONGWITH
PROPOSAL FOR EXEMPTION.**

i.	Whether a Board of Trustees has been created under the Chairmanship of employer.	
ii.	Whether all the eligible employees are enrolled as members.	
iii.	Whether the accounts will be maintained electronically and members will be able to see their account balance from the computer terminals. If not, the reasons therefore, and by what time accounts are expected to be maintained electronically.	
iv.	Whether Board of Trustees has furnished a copy of prescribed undertaking to RPFC as per the Para 22 of Scheme. If yes, a copy of the same to be enclosed.	
v.	Whether the employer and the Board of Trustees has furnished the undertaking as per Para 23 of Scheme. If yes, a copy of the same to be enclosed.	
vi.	Comparative statement of benefit admissible under EPF & MP Act, 1952 and scheme proposed by establishment, on the basis it is concluded that Scheme of establishment is at least comparable with those of EPF Act.	
vii.	Mechanism proposed by EPFO/RPFC to ensure that establishment is complying with the provisions of conditions for grant of exemption.	
viii.	Name of the RPFC in whose jurisdiction, the establishment falls.	
ix.	Payment, which needs to be made by the establishment, to EPFO even after grant of exemption.	

(Signature of the Regional P.F. Commissioner)

COMPARISON OF BENEFITS UNDER THE RULES OF M/S EMPLOYEES' PROVIDENT FUND TRUST

S. NO	Under the Act/Scheme/Model Rules	As per the rules of the trust	Rule no.
1.	Definition of Employee All persons employed in any work manual of otherwise, in or in connection with the work of an establishment and getting wages directly or indirectly including those employed by or through a contractor.		
2.	Mode of Selection of Trustees Equal membership of employers and employees as per rule 3(ii) and (iii) of Model Rules.		
3.	Rate of Contribution 12% of the Basic Pay + D.A., Case Value of Food Concession and Retaining Allowances, if any,		
4.	Rate of Interest declared 8.5% on monthly running balance		
5.	Withdrawals (i) Purchase of dwelling house/flat or for the construction of a dwelling house including purchase of a suitable site.		

	(ii) Withdrawals for repayment of loans taken from certain approved institutions for the above mentioned purpose. (iii) Financing of members Life Insurance Policies. (iv) Withdrawal for illness in certain cases (v) Withdrawal for marriages or Post Matriculation education of children. (vi) Withdrawal for marriages or Post Matriculation education of children. (vii) Withdrawal for purchase of Special equipment by Physically Handicapped members. (viii) Grant of advances in Special Cases. (ix) Withdrawals one year prior to Retirement.		
6.	Grant of advances in special cases (Para 68H).		
7.	Issue of annual accounts slips within six months of financial year end.		
8.	Settlement of claims within one month of the receipt of the claim application.		
9.	No refundable advances except under para 68H (2).		

(Signature of the Employer)

(FOR OFFICE USE ONLY)

The rules of the trust found to be on par with/more beneficial to the employees. The particulars furnished above are found to be correct.

(Signature of the Regional P.F. Commissioner)