

INSTRUCTIONS AND GUIDELINES FOR THE CLAIM FORM 13

Note:

1. Transfer of accounts is required when a member leaves one establishment and joins another and if the EPF and MP Act 1952 applies on both the establishment.
2. In such case the member has a previous PF Account and a present account and the transfer is affected from the previous to the present account.
3. Under Transfer, the PF accumulations are sent to the new account with details and the service details are also sent for the Pension purposes.
4. No fund under the Pension contribution is transferred until the establishment(s) is exempted under the Pension Scheme.
5. No transfer is done for EDLI fund and the benefits are payable to beneficiaries depending the date of death which should be while in service and irrespective of any previous employment.

Since the establishment(s) under which the member was and is employed may be exempted/un-exempted from the EPF Scheme 1952 and/or the EPS 1995, following different cases of transfer may be there:

SL NO	Previous Account Status		Present Account Status		What the member should do	How the transfer will be affected
	EPF Scheme 1952	EPS 1995	EPF Scheme 1952	EPS 1995		
1a	Un-exempted#	Un-Exempted	Un-exempted	Un-Exempted	Apply to EPFO for transfer	Transfer PF and Service Details to EPFO
b			Exempted	Un-exempted	Apply to EPFO for transfer	Transfer PF to Trust and Service History to EPFO
c			Exempted	Exempted	Apply to EPFO for transfer	Transfer PF and also the pension contribution to respective Trusts
2a	Exempted##	Un-exempted	Un-exempted	Un-Exempted	Apply to the PF Trust for PF transfer and to EPFO for service details transfer	Receive and credit PF from Trust in present account and transfer service details to the present account.

b			Exempted	Un-exempted	Apply to the PF Trust for PF transfer and to EPFO for service details transfer	No action under PF. Transfer service details of the member.
c			Exempted	Exempted	Apply to the PF Trust for PF transfer and to EPFO for service details transfer	No action under PF. Transfer pension contribution of the member to the Pension Fund Trust.
3a	Exempted	Exempted	Un-exempted	Un-Exempted	Apply to the respective Trusts for transfer of the PF and Pension Fund.	Receive PF and Pension Contribution with Service details and credit member's present account.
b			Exempted	Un-exempted	Apply to the respective Trusts for transfer of the PF and Pension Fund.	No action under PF. Receive Pension Contribution with Service details and credit member's present account.
c			Exempted	Exempted	Apply to the respective Trusts for transfer of the PF and Pension Fund.	No action

Unexempted means that PF/Pension Account is maintained by EPFO.

##Exempted: means that PF/Pension account is maintained by TRUST.