



**OFFICE OF THE SEAMEN'S PROVIDENT FUND COMMISSIONER
(Under Ministry of Shipping)**

ALL REPLIES SHOULD BE
ADDRESSED TO THE COMMISSIONER

"KRUPANIDHI" 3RD FLOOR,
9, WALCHAND HIRACHAND MARG,
BALLARD ESTATE, MUMBAI – 400 001.

Ref. No.924/103-112/2014

Date:-03/03/2014

To

The Indian National Shipowners' Association (INSA),
22, Maker Tower – F, 2nd Floor,
Cuffe Parade,
Mumbai – 400 005.

The Foreign Owners Representatives and
Ship Managers Association (FOSMA),
204-06, Landmark Building,
Dr. G. M. Bhosale Marg,
Worli, Mumbai – 400 018.

The Maritime Association of Shipowners
Shipmanagers & Agents (MASSA),
Khetan House, Ground Floor, Bora Bazar,
Behind Anand Bhavan, Fort,
Mumbai – 400 001.

The National Union of Seafarers of India (NUSI),
NUSI Bhavan, 4, Goa Street, Ballard Estate,
Mumbai – 400 001.

The Forward Seamen's Union of India (FSUI),
22/1A, Mohan Chand Road,
(Beside Bankim Chandra Girls' High School),
Kolkatta – 700 023.

The Shipping Master, Mumbai,
Nau Bhavan, 10 R. K. Marg,
Ballard Estate,
Mumbai – 400 001.

The Shipping Master Kolkatta & Liaison Officer,
Shipping House, Marine House,
Hastings,
Kolkatta – 700 022.

The Shipping Master, Chennai,
Anchor Gate Building,
3rd Floor, Rajaji Salal,
Chennai – 600 001.

The Office of the Shipping Master,
Port Management Board,
A & N Islands,
Port Blair – 744 101.

The Seafarers' Welfare Fund Society,
Commerce House, 1st Floor,
Curimbhoy Road, Ballard Estate,
Mumbai – 400 001.

Sub: - Expeditious settlement of Withdrawal Claims from SPF members.

Sir,

As you are aware, the office of the SPFO has been making efforts for expeditious settlement of the partial/final withdrawal applications by the SPF members. It has been observed that the processing of some of the withdrawal requests take unusually long time for final settlement. A review of the withdrawal cases processed in the past indicates that one of the main reasons leading to such delays is the incompleteness of the withdrawal applications and / or the adequacy of supporting documents. As per the practice followed, the completeness of application and supporting documents are not checked at the admission stage of the application, and shortcomings, if any, are noticed only during the processing stages. Consequently, a correspondence with the applicant is initiated to rectify the shortcomings, which usually takes a long time and leads to delay in release of payment. Another major reason for delay is the mismatch between the sea service entries in the CDC and the SPFO records. It is felt that most of the applications can be disposed off in a time bound manner and considerable resources can be saved if these two areas of concern are suitably addressed. The SPFO introduces the following initiatives to address the abovementioned issues, and to reduce the processing time of withdrawal applications.

2. In order to ensure that every withdrawal application received at SPFO is disposed off within a reasonable time, and to ensure that the members are provided with efficient service by the SPFO with regard to their provident fund accounts, the following procedure will be followed for all withdrawal cases, partial and final, with immediate effect.

- a) The SPFO shall prepare the list(s) of documents required to be submitted with every type of withdrawal application and upload them on the SPFO website;
- b) Sufficient copies of such list(s) shall be made available at the reception of SPFO and given to every member /applicant on request;
- c) The applicant should submit all the documents as per the relevant list are enclosed with the application;
- d) Every application should be checked by SPFO for completeness and/or adequacy of supporting documents, as per the relevant list, at the admission stage;
- e) Shortcomings, if any, should be explained to the applicant by SPFO so that the applicant can take suitable and timely corrective action before submission;
- f) The applications that are received by post, should also scrutinized in a similar manner and the applicant informed accordingly by the SPFO.
- g) The applications submitted at Kolkata shall be verified for adequacy as per para (d) before acceptance by the Shipping Master, Kolkata.
- h) In order to promote e-transfer of the withdrawal amount, members/ applicants are invited to provide their bank details (preferably a cancelled cheque) alongwith the application to the SPFO.

3. The SPFO is aiming to achieve a target of 10 working days for settlement of a final withdrawal application (05 working days for partial withdrawal cases), if the withdrawal application is complete with all necessary supporting documents. This target is not unrealistic, and can be achieved with the wholehearted co-operation from those at the office of the SPFO, the applicants, other SPFO members and the stakeholders.

4. In order to achieve the abovementioned objective and for the benefit of the members, the lists of documents required to be submitted along with various types of SPF withdrawal applications are attached herewith (**Annexures 1 to 9**). It is requested that wide publicity may please be given to the above documents among SPF members and so that their claims can be disposed off within the targeted time frame. The lists can be down loaded from the website of SPFO as well (www.spfo.gov.in).

5. Another major reason for delay is the mismatch between the sea service entries in the CDC and the SPFO records. In order to minimize the delay on this account, a facility is being arranged at the SPFO for any member to verify his sea

service records, at any time. The applicants while submitting his application are invited to make use of this facility, so that any error / mismatch can be identified and rectified at submission stage itself.

6. All SPFO members are encouraged to inform the SPFO about their bank details, since it is cheaper, faster and safer to transfer the SPF withdrawal amount to their account by electronic transfer.

7. As a stakeholder interested in the welfare and benefit of seafarers, I request your co-operation in implementing the abovementioned measures initiated by the SPFO, and in providing wide publicity among the seafarers members. You may also suggest any further changes or improvements required, for a better quality of services provided by the SPFO.

Encl: As above

Yours faithfully,
sd/-
(Aji Vasudevan),
Commissioner,
Seamen's Provident Fund Organization,
Mumbai

ANNEXURE - 1

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF FINAL WITHDRAWAL OF
PROVIDENT FUND DUES (LIVING SEAMAN)**

Sr. No.	Particulars	Yes / No (Delete as applicable)	Remark
	Retirement on Superannuation / Voluntary / Medically Unfit		
1	Self attested Application Forms by the Seamen / Applicant.	Yes / No	
2	Self attested Advance Stamp Receipt by the Seamen / Applicant and affix Re.1/- Revenue Stamp and signature.	Yes / No	
3	Self attested photocopy of all pages of CDC Book (Old / New).	Yes / No	
4	Self attested Mandate Form & Bank Cheque Leaf and photocopy of Bank Passbook.	Yes / No	
5	Is the Bank Account is jointly held by a person other than the nominee? (If yes, the seaman is not entitled to receive payment through NEFT / RTGS).	Yes / No	
6	Name of seaman as it appears on CDC Book and Bank Account is the same.	Yes / No	
7	Self attested photocopy of the Registration Cancellation Order or letter from Shipping Master for obtaining Final Withdrawal of Provident Fund is enclosed.	Yes / No	
8	Self attested photocopy of Medical Unfitness Certificate.	Yes / No	
9	If Address differs proof of address	Yes / No	
10	Ensure the Final Withdrawal Application is completed in all respect.	Yes / No	

Date:

Place:

Signature of Applicant
Name & CDC No.

ANNEXURE - 2

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

LIST OF DOCUMENTS FOR APPLICATION OF FINAL WITHDRAWAL OF

PROVIDENT FUND DUES (DECEASED SEAMAN)

Sr. No.	Particulars	Yes / No	Remark
1	Documents in support of the nominee of the deceased seafarer (If applicant is other than nominee; sl.No.8 is required)	Yes / No	
2	Self attested Application Form by the Applicant	Yes / No	
3	Self attested Advance Stamp Receipt by the Seamen / Applicant and affix Re.1/- Revenue Stamp and signature.	Yes / No	
4	Self attested photocopy of all pages of CDC Book (Old / New).	Yes / No	
5	Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook.	Yes / No	
6	Self attested photocopy of Death Certificate of the deceased seaman.	Yes / No	
7	Legal Heirship Certificate from District Magistrate or Succession Certificate from Competent Authority with seal & signature.	Yes / No N. A.	
8	If Address differs proof of address	Yes / No	
9	Ensure the Final Withdrawal Application is completed in all respect.	Yes / No	

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
FOR UN-EMPLOYMENT – Eligible after Completion of 5 Yrs Membership (10% OF
MEMBER'S OWN CONTRIBUTIONS).**

Sr. No.	Particulars	Yes / No	Remark
1.	Self attested NRW Application Form by the seamen	Yes / No	
2.	Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature.	Yes / No	
3.	Ensure un-employed for the period of more than 6 months.	Yes / No	
4.	Self attested photocopy of CDC Book .	Yes / No	
5.	Ensure Signed as per CDC and impressed your Thumb on application & ASR.	Yes / No	
6.	Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook.	Yes / No	
7.	In case, Bank Account jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS).	Yes / No	

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
FOR ILLNESS – (25% OF MEMBER'S OWN CONTRIBUTIONS)**

Sr. No.	Particulars	Yes / No	Remark
1.	Self attested NRW Application Form by the seamen	Yes / No	
2.	Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature.	Yes / No	
3.	Ensure Period completed two years from the date of last withdrawal for illness availed.	Yes / No	
4.	Self attested photocopy of CDC Book .	Yes / No	
5.	Doctor's Certificate specifying probable expenditure to be incurred for medical treatment attached.	Yes / No	
6.	Ensure Signed as per CDC and impressed your Thumb on application & ASR.	Yes / No	
7.	Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook.	Yes / No	
8.	In case, Bank Account jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS).	Yes / No	

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL

FOR PURCHASE OF HOUSE / FLAT 58-C (1) – Eligible after completion of 5 yrs membership (36 months Pay + Leave Pay/75% of Employer and own contribution whichever will be less).

Sr. No.	Particulars	Yes / No	Remark
1.	Self attested NRW Application Form by the seamen	Yes / No	
2.	Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature.	Yes / No	
3.	Ensure Signed as per CDC and impressed your Thumb on application & ASR.	Yes / No	
4.	Self attested Photocopy of Account of Wages indicating Pay + Leave Pay for the last Pay drawn.	Yes / No	
5.	Self attested photocopy of Agreement of Sale containing approved Plan duly registered with Sub-Registrar and Receipt for Registration of Stamp Duty paid towards Registration.	Yes / No	
6.	Self attested photocopy of Certificate from the Builder/Co-operative Housing Society to the effect that "the purchased flat un-lived and new.	Yes / No Not Applicable	
7.	Self attested photocopy of Receipts for the payments made to the builder.	Yes / No	
8.	Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook	Yes / No	
9.	In case, Bank Account jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS).	Yes / No	

Date:
Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
UNDER PARA 58 – C (1)**

FOR CONSTRUCTION OF HOUSE ON HIS OWN LAND OR CONTINUING INCOMPLETE CONSTRUCTION - Eligible after completion of 5 yrs membership (36 months Pay + Leave Pay / 75% of Employer and own contribution whichever will be less).

Sr. No.	Particulars	Yes / No	Remark
1.	Self attested NRW Application Form by the seamen	Yes / No	
2.	Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature.	Yes / No	
3.	Five years membership completed in the fund.	Yes / No	
4.	Ensure Signed as per CDC and impressed your Thumb on application & ASR.	Yes / No	
5.	Self attested Photocopy of Account of Wages indicating Pay + Leave Pay for the last Pay drawn.	Yes / No	
6.	Self attested Photocopy of 7/12 Extract for ownership of the land.	Yes / No	
7.	Self attested Photocopy of No-Objection Certificate for construction from the Municipal Corporation or Panchayat.	Yes / No	
8.	Self attested Photocopy of Approved plan for construction from the Municipal Corporation or Panchayat.	Yes / No	
9.	Self attested Photocopy of Estimates from Architect / Civil Engineer are attached.	Yes / No	
10.	Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook	Yes / No	
11.	In case, Bank Account jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS).	Yes / No N.A.	

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
UNDER PARA 58 – C (1)**

**FOR PURCHASE OF HOUSE SITE - Eligible after completion of 5 yrs membership
(36 months Pay + Leave Pay / 75% of Employer and own contribution whichever
will be less).**

Sr. No.	Particulars	Yes / No	Remark
1.	Self attested NRW Application Form by the seamen	Yes / No	
2.	Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature.	Yes / No	
3.	Five years membership completed in the fund.	Yes / No	
4.	Ensure Signed as per CDC and impressed your Thumb on application & ASR.	Yes / No	
5.	Self attested Photocopy of Account of Wages indicating Pay + Leave Pay for the last Pay drawn.	Yes / No	
6.	Self attested Photocopy of Agreement of Sale duly Registered with Sub-Registrar & Receipt for Registration of Stamp Duty paid.	Yes / No	
7.	Self attested Photocopy of Receipts for the payments made to the Land Owner.	Yes / No	
8.	Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook	Yes / No	
9.	In case, Bank Account jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS).	Yes / No N.A.	

Date:

Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
UNDER PARA 58 – C**

FOR REPAIRING / RENOVATION OF HOUSE – Eligible after completion of 5 yrs of sanction of earlier withdrawal for construction of house (25% of own contribution).

Sr. No.	Particulars	Yes / No	Remark
1.	Self attested NRW Application Form by the seamen	Yes / No	
2.	Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature.	Yes / No	
3.	Five years membership completed in the fund.	Yes / No	
4.	Attested Photocopy of all pages of CDC Book.	Yes / No	
5.	Ensure Signed as per CDC and impressed your Thumb on application & ASR	Yes / No	
6.	Self attested Photocopy of Estimates from the Contractor.	Yes / No	
7.	Self attested Photocopy of No Objection Certificate, if the flat is in Co-operative Housing Society.	Yes / No	
8.	Self attested Mandate form & Bank Cheque Leaf & photocopy of Bank Passbook	Yes / No	
9.	In Case Bank Account is jointly held by person other than the nominee? (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS).	Yes / No	

Date:
Place:

Signature of Applicant
Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

**LIST OF DOCUMENTS FOR APPLICATION OF NON REFUNDABLE WITHDRAWAL
UNDER PARA 58 – E**

For Marriage/Higher Education – Not more than 2 withdrawals in life time (50% of own contribution).

Sr. No.	Particulars	Yes / No	Remark
1.	Self attested NRW Application Form by the seamen	Yes / No	
2.	Self attested Advance Stamp Receipt by the Seamen and affix Re.1/- Revenue Stamp and signature.	Yes / No	
3.	Five years membership completed in the fund.	Yes / No N.A.	
4.	Ensure Signed as per CDC and impressed your Thumb on application & ASR.	Yes / No	
5.	Wedding Card attached.	Yes / No	
6.	Age Proof in respect of your son/daughter/sister is attached.	Yes / No	
7.	Have you attached Dependency Certificate in Affidavit format if you are applying for withdrawal for Sister's Marriage.	Yes / No	
8.	If the withdrawal is for Higher Education whether attested copy of Student's Bonafide Certificate is attached.	Yes / No	
9.	Self attested copy of Schedule of Fees to be paid?	Yes / No	
10.	Self attested Mandated form & Bank Cheque Leaf & photocopy of Bank Passbook	Yes / No	
11.	In Case Bank Account is jointly held by person other than the nominee (If Yes, the seaman is not entitled to receive payment through NEFT / RTGS).	Yes / No	

Date:

Place:

Signature of Applicant
Name & CDC No.