

Employees Provident Fund Scheme Form 16

The Employees' Provident Funds Scheme, 1952

Application for advance from the Fund under Paragraph 68-B

PART I

(To be completed by the member)

- (1) Name of the member (in block letters).....
- (2) Father's name (or husband's name in the case of married woman)
.....
- (3) Name of the Factory/Establishment
- (4) Account No.
- (5) Rate of monthly basic wages and dearness allowance.....
- (6) Amount of advance required.....
- (7) Purpose for which advance is required :
 - (a) Purchasing a dwelling-house.
 - (b) Purchasing a dwelling site.
 - (c) Construction of a dwelling-house.
 - (d) Addition/substantial alteration or substantial improvements necessary to the dwelling-house owned by member.
 - (e) Completing the construction of the dwelling-house already commenced by member.
 - (f) Acquiring a flat in a building.
- (8) Whether any advance has been sanctioned for any of the purposes mentioned against Serial No. 7. If so, the date of sanction thereof
.....
- (9) Area and location of the dwelling site/house intended to be purchased/constructed/already purchased/constructed. Whether the site purchased/intended to be purchased/constructed is within or outside municipal area
- (10) Name and address of the present owner of the dwelling site/house intended to be purchased
- (11) Present state of the dwelling-house or the stage at which the construction is now on [to be filled in if the advance is required for purpose (d) or (e) mentioned against Serial No. 7
- (12) Desired mode of remittance and the address to which remittance is desired.
 - (a) By postal money order at member's cost
 - (b) By crossed cheque through post. (Please send advance receipt in the enclosed form).

- (13) List of Documents to be enclosed in case of 7(a) and 7(b) –
- (i) Title Deed of proposed seller.
 - (ii) Non-encumbrance certificate in respect of the dwelling site/house to be purchased.
 - (iii) Agreement with the vendor for the purchase of site/house.
 - (iv) An estimate of the cost of construction in the case of the advance for the construction of the house.
- 7(c) and 7(d) –
- (i) Original title deed for certificate from appropriate revenue authority regarding ownership and non-encumbrance of the land.
 - (ii) Sanctioned construction plan.

Conditions

- (14) I undertake to comply with the following conditions :
- (i) The amount of advance shall be utilised for the purpose applied for.
 - (ii) If the amount of advance is in excess of the actual expenditure incurred for the purpose for which the advance was granted the excess shall be refunded to the Fund within 30 days of the finalisation of the purchase or completion of the construction or completion of the additions to the dwelling-house as the case may be.
 - (iii) If the advance is for construction of dwelling-house, the construction shall be commenced within six months of the withdrawal of the first instalment and completed within six months of the final instalment
 - (iv) If the advance is for the purchase of the dwelling site or house, the purchase shall be completed within six months of the withdrawal.
 - (v) The amount of the advance shall not be utilised for constructing a dwelling-house on land which is not owned solely by me.
 - (vi) The amount of advance shall not be utilised in purchasing a dwelling site or house which is not free from encumbrances and which is a share in a joint property.
 - (vii) Such title deeds, plans, other documents and information related to the intended purchase, construction or addition as may be called for by Commissioner from time to time shall be furnished to him on demand.
 - (viii) A declaration in form prescribed by the Commissioner shall be furnished to him immediately on finalisation of the purchase or completion of the construction or addition to the house.
 - (ix) If the purchase or construction for which the advance is granted does not materialise or if there is any breach of the conditions specified herein or in the EPF Scheme the entire amount of the advance together with interest thereon at the rate of 6.14% per annum shall be refunded to the Fund.

Declaration

- (15) I declare that –
- (i) I have not taken any advance from the fund under Paragraph 68-C of the EPF Scheme.
 - (ii) The dwelling site/house intended to be purchased out of the advance applied for is free from encumbrances and is not a share in joint property.
 - (iii) Without the further advance now applied for the construction already commenced cannot be completed/the additions which are essential cannot be made.
 - (iv) I am the sole owner of the land on which I intend to construct a dwelling-house out of the advance applied for
 - (v) I have not taken any advance from the Fund under Paragraph 68-B/68-B(5).
 - (vi) All requirements of the local authorities in connection with the intended construction/purchase have been satisfied.

Date

Signature or left/right hand thumb impression of the member.

Postal Address :

Part II

(To be filled in by the employer)

Certified that the application has been signed by
Employed in my factory/establishment after he/she has read the contents/the contents have been explained to him/her by me and that the Account No. and the rate of monthly basic wages given in the application are correct. Following documents furnished by him are enclosed herewith :

- (i) Original title deed.
- (ii) Non-encumbrance certificate in respect of the dwelling site/house to be purchased, duly signed with official seal from appropriate revenue authorities.
- (iii) Extract of Property Register/VI/XII duly signed with official seal by appropriate revenue authority.
- (iv) Agreement with the vendor for the purchase of the site/house.
- (v) Sanctioned construction plan and an estimate of the cost of construction in the case of the advance for construction of the house.
- (vi) Non-agricultural use certificate from appropriate revenue authority (in respect of agricultural land) on which dwelling-house is proposed to be constructed.
- (vii) Bank advance receipt duly ** signed by the applicant.

Date

Signature of the employer or an authorised official of the factory/establishment

Regd. No. of the factory/Establishment

Designation of the signing official with Stamp of the factory/Establishment

Code No. of the factory/ Establishment

Payment Authorised		
No.		
Auditor	H.C.	A.O.

Part III

(For use in Regional Commissioner's Office)

- (a) Years of service put in by the member.....
- (b) Total of accumulations standing to the credit of the member as his own share of contribution..... As on
- (c) Whether in case of construction of house any proof to show that the land belongs to the member of his/her spouse has been submitted.....
 - (i) Original title deed.
 - (ii) Non-encumbrance certificate from appropriate revenue authority
- (d) Whether in case of purchase of dwelling site/house title deed of the proposed seller has been produced along with an agreement with the vendor for the purchase of site/house as the case may be.
- (e) Recommendations by the clerk with his dated initials.
- (f) Recommendations by the H.C. with his dated initials.
- (g) Recommendations by the Accounts Officers
- (h) Orders of the Regional Commissioner.