

Instructions regarding online submission of Supplementary Final CPF claims Date : 15/07/2017

CPF Section has started direct payment of CPF Claims from Apr-2017 onwards for CPF claims.

For direct payment of Supplementary CPF Final Settlement claims also i.e. Board Share claims due to payment of arrears, bank account details is absolutely necessary. Bank Account details documents i.e. cancelled cheque / passbook provided by employee/claimant is to be ascertained by the respective Division Offices.

For submission of supplementary CPF claims, following instructions need to be followed.

- 1) Select the option 'On Behalf Settlement Application'.
- 2) Select 'New Application'. Enter CPF number and search. Name and other details will be displayed.
- 3) Enter the required fields. Select appropriate 'Application Done By'. Select 'Self' if employee is live, else select nominee/succession Certificate/Legal Heir. System may pick up this value as per 10/100% claim. **Before entering the claims for expired employees, HR section must collect the claimant details (nominee/successors/legal heirs) of the employee and their bank account details.**
- 4) Select advance type as 'Supplimentary CPF Final Claim'. **The application will get saved only when that employees 10/100% claim is sanctioned and payment is done.** Without employee's 10/100% claim is settled, supplementary CPF final claim cannot be made.
- 5) Select 'Type of Supplimentary Final claim' depending on the payments of salary/arrears paid. If other is selected, mention the correct type of payment due to which CPF and/or board contribution has become liable for payment.
- 6) Enter 'Employee Share CPF Subsc Claim Amt' if arrears/salary are paid after employee has left service and 12% CPF is deducted from arrears/salary and shown in CPF Schedule and S-Form. If 12% CPF amount is not deducted and the CPF amount is paid to employee along with arrears, enter only 'Board Share Contribution Claim Amt'. Enter 'EPS Contribution' if actual salary (i.e. regular salary) is paid to the employee first time for the period of service. EPS has to be deducted if actual salary is paid for the period before attaining age 58 and EPS for that month was not contributed. EPS amount is not deductible if arrears of salary is paid. The net amount payable will exclude the EPS amount. **In case of only board share contribution claim, CPF section raises JV for the amount so that the amount is credited to CPF trust and then claim is settled.**
- 7) Enter the arrears payment/money receipt details i.e. CV number/money receipt no, CV/Receipt date, amount of wages paid/money receipt amt.
- 8) Save the details and note the web id assigned to the application.

- 9) Select 'Settlement Address/Bank/Nominee' option. System may pick up the last nominee/succession/legal heir details if available, in case of death claim.
- 10) Select each employee/nominee details displayed and click on 'Edit' button to update the rest of the details of the claimants including bank details and contact details. If address not available, you may enter 'NA'. It is preferred to enter mobile no and email id so that SMS can be sent to the employee/claimants.
- 11) Click on 'Update to Grid'. Do the same for other claimants, if any.
- 12) After all claimant details updated, select 'Save nominations'.
- 13) Each entry must be checked individually in the screens. Corrections, if any must be done before Final Submit button clicking.
- 14) Click on 'Final Submit' button for each supplementary claim. **This submission is important as the supplementary claim report will be generated for the cases submitted during a given period.** It is upto the location on how to submit supplementary claims. You may group the claims based on weekly, fortnightly or monthly submission as per convenience.
- 15) After 'Final submit' done for all the required claims having correct bank details and bank documents, generate the reports given under '**CPF Reports for HR section**'.
- 16) Select option '**Board Share Final claim report (Annexure 'B')**' for only board share claims. Enter the period of final submission. Supplementary claims which are final submitted during given period will be displayed in the report. In the same way select '**Both Share Final Suppl claim (Annexure 'A')**' for generating report of claims in which employee CPF contribution also there.
- 17) **If supplementary board share claims were already forwarded** which are not yet sanctioned by CPF section as on 15-Apr-2017, send the bank account details in covering letter along with bank documents in hard copy and send to CPF section by speed post to reduce pendency of the claims. **On envelop, mark as 'Supplementary CPF final Claim - Bank Details of claimants'**.
- 18) **New supplementary CPF claims must be entered in MSEB CPF Portal in the option 'On Behalf Settlement Application' option and generate reports as above and forward to CPF section along with the employee/nominee bank account cancelled cheques and/or passbook.**

These instructions for system generated supplementary CPF final claims are uploaded under the link 'MSEB CPF Portal Instructions' under 'EMPLOYEE PORTAL' of www.mahadiscom.in.

It is instructed to all employees NOT TO CLOSE Salary Saving Bank Account after retirement till all CPF dues are settled and credited in Salary Saving Bank account.