

There are many CPF Final settlement cases which were forwarded by HR section without entering the case details in system even after instructing the same. The list of all cases which are pending with CPF section as on 17-Apr-2017 is displayed under Employee Portal as 'Pending CPF Final case not applied in Portal as on 17-Apr-2017' and 'Pending CPF Advance case not applied in Portal as on 17-Apr-2017'. It is instructed to HR section to enter the Final Settlement and CPF Advance application details in system. Send the case details in covering letter by mentioning the CPF Number, Name of employee, 'WEB ID', details of cancelled cheque of salary account of the employees/nominee (in case of death claim) if already not sent with the original form or not yet sent separately. All the cancelled cheques of existing cases must be sent separately by speed post.

Even if the case is already dispatched to CPF section without entering the application details in system and/or not forwarded cancelled cheque of salary account of employee, the same must be entered in system and send the cancelled cheque as mentioned above.

For entering the application details of above cases, HR section must send (if not yet sent) the CPF Special Access Form no 102 as per CPF Circular No. 201 dated 29.12.2016. This circular is available under 'CPF Circulars' under 'EMPLOYEE PORTAL' of [www.mahadiscom.in](http://www.mahadiscom.in)

**No case will be processed by CPF section without the application details entered in system and cancelled cheques of salary Saving Account of employees/nominees attached with the new applications.**

**For New Applications, necessary instructions sent for Advance and Final Settlement application entry by employee self. Insist employees to enter the new application details in system and print form from system. Provision for system generated form for Refundable CPF Advance, Employee 90% CPF, Employee 10% CPF, Employee 100% CPF settlement is already existing.**

In case of Non-Refundable cases, insist employees to enter the application details in system and mention the 'WEB ID' in original old form and send to CPF section along with necessary documents.