

## **Online CPF Nomination Instructions dated 23.12.2019**

Online CPF nomination facility is available in MSEB CPF Portal. At present hard copy is sent to CPF section and on receipt it is approved. Now mandatory provision regarding uploading of scanned documents is made for CPF nomination. CPF section will approve nomination based on the scanned documents. Hard copy is not required to send to CPF section. The steps for using Online CPF nomination facility are as follows.

- 1) Employee or HR user should enter the CPF nomination application details in CPF portal. Take print of the application form. Take necessary signature. Scan the application form.
- 2) In case of change in CPF nomination which contains spouse name or spouse name is not given in nomination, necessary documents need to be submitted. In case of excluding spouse from CPF nomination, affidavit required on stamp paper addressing to the Secretary of the Trust.
- 3) Application Form copy should be scanned in separate file and upload.
- 4) Employee or HR user must upload the documents in CPF portal with the nomination application. After uploading, employee must do final submit of the form.
- 5) After final submit the application will be seen in 'Pending with GAD' option to HR user. HR user must have the CPF special access authorisation for their accounting location. This can be seen in 'View My Privileges' option. Before forwarding the application, HR user must have hard copy of documents & they must check the original documents and uploaded documents in portal. If employee has not uploaded the documents, HR user can ask the employee even if final submission done by employee or HR user should upload the documents before forwarding in portal.
- 6) While opening attached documents, if password is asked, enter as 'anonymous'.
- 7) HR user should click on 'View' and enter forwarding details. Before forwarding in system, HR user must check the form and documents as per checklist shown in nomination system.
- 8) On forwarding by HR, it will be seen in CPF user login who checks and approves/rejects the nomination. Mail and SMS is sent to employees. HR user should generate the list of approved nominations on regular basis. Only approved nominations should be attached in service book by noting the nomination registration number on the hard copy nomination form.
- 9) **Note that the maintenance of the hard copy of nomination approved in CPF Portal will be responsibility of the employee and HR section.**  
**Approved nomination will be visible in blue colour .**