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टेलीफोन 022-22 62 04 02 (आयुक्त)
ई-मेल: spfoac@gmail.com/ spfo@mtnl.net.in
वेब: www.spfo.gov.in
फैक्स: 022-22 61 62 02

Tel: 022-22 66 20 44/22 61 69 25
Tel: 022-22 62 04 02 (Commissioner)
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आयुक्त नाविक भविष्य निधि कार्यालय, मुंबई
(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय)
OFFICE OF THE SEAMENS PROVIDENT FUND COMMISSIONER
(UNDER MINISTRY OF PORTS, SHIPPING AND WATERWAYS)

कृपया सभी पत्र व्यवहार आयुक्त के पते पर करें
All Replies should be Addressed to the Commissioner

कृपानिधि, 3रा माला, / KRUPANIDHI, 3rd floor,
9, वालचंद हीराचंद मार्ग/ Walchand Hirachand Marg,
बैलार्ड इस्टेट, / Ballard Estate.
मुंबई-400 001/ Mumbai-400 001

Ref.No.601/Vol-XX/PD/ /2021 Date 24 MAR 2021

Circular

Sub : Online submission of Final Withdrawal and Non-Refundable Withdrawal of Provident Fund Claim

Sir,

This is to inform you that Seamen's Provident Fund Organisation has launched new application for online submission of Final Withdrawal and Non-Refundable Withdrawal of Provident Fund claim in SPFO website www.spfo.gov.in. The seafarers' are requested to submit their Final Withdrawal and Non-Refundable Withdrawal applications online.

2. Accordingly, you are required to note the following:

(a) Annexure – I is attached herewith and User Manual file is provided in the software for the seafarer for better understanding.

(b) Further, if any query, you can always e-mail us at employee-commr@spfo.gov.in or call at022- 22616925

3. Online submission of Final Withdrawal/Non Refundable Withdrawal of Provident Fund Claim will be mandatory with effect from 01.04.2021.

Digitally signed by SURENDRA KUMAR
Date:Tue Mar 23 11:38:34 IST 2021
Reason:Approved

(Surendra Kumar)
Commissioner
Seamen's Provident Fund Organization
Mumbai

To,
MASSA/ INSA/ FOSMA/ NUSI/SWFS/MUI/FUSI/SHIPPING MASTER MUMBAI, KOLKATTA with a request to give wide publicity amongst the seafarers members.

Annexure - I

Steps to Login to a website as Seafarer for submission of Final Withdrawal and Non-Refundable Withdrawal of Provident Fund claim are mentioned below:

Step: 1 Go to URL : www.spfo.gov.in
Step: 2 Click on **Seafarer Login**
Step: 3 Go to User Type – Select – **Seafarer**
Step: 4 Go to User ID – Type your **CDC No.(full CDC No. without space)**
Step: 5 Go to Password – Type your password as : **test@1234 (by default password)**
Step: 6 Enter the **Captcha**
Step: 7 Click on **Login** button
Step: 8 After first login, it is mandatory to change your password.

Profile:

- If user clicks on the profile then user will able to see Change password & Logout.

Change Password

- If user wants to change the password the user should clicks on the <Change Password> button.
- After clicking of <Change Password> user will navigate to new page.
- In this page user has to provide the old password, new password & confirm the new password in the confirm password.
- After providing the password user has to clicks on the <Save> button.

Bank account Details:

- User must have to add a bank details in the system. For adding the bank account user has to clicks on the <Bank account details> tab.
- If user clicks on the <Bank account details> tab then user will navigate to new page.
- In this page user will bale to see the added bank detail like the account number, bank name, IFSC code & Status of the bank details.
- The status of bank details shows the Pending, Approved or Rejected.
- If user wants to add bank account then user will clicks on the <Add Bank Details> button.
- After clicking on the <Add Bank Details> button user will navigate to new page.

- In this page user has to provide IFSC Code, Account Number, Confirm Account number & Attach passbook first page.
- The Bank name, Centre & Branch will come automatically by providing the IFSC code.
- For attaching the passbook, user has to clicks on the Browser button

- After clicking on Browser button user has to search the file in the system or user will choose the file in the system.
- After chosen file, user has to click on the open button to attach the file.
- User should clicks on the declaration tick box and enters the submit button.
- User provided details must go for Approval in spfo office.

Request For NRW/FW:

- If User wants to request for NRW or FW then user should clicks on the <Request For NRW/FW> tab.
- After clicks on the <Request for NRW/FW> tab, user will navigate to new page.

- In this page user has to choose the PF withdrawal Type.

Request For NRW:

- If user chooses the Non Refundable Withdrawal (NRW) then user has to choose the purpose of withdrawal from the drop down.
- In the below table, there are some information regarding the purpose of the withdrawal.
- If user choose the 58(A)- Jobless then user will get 10% of Seafarer Contribution.
- If user choose the 58(B)- Medical then user will get 25% of Seafarer Contribution.
- If user choose the 58(C)- House construction then user will get 75% of Seafarer's & Employer's Contribution.
- If user choose the 58(CR)- House Repair then user will get 25% of Seafarer Contribution.
- If user choose the 58(E)- Marriage/Higher education then user will get 50% of Seafarer Contribution.
- According to purpose of withdrawal all the amount has been calculated in the given table.
- If user enter more than predefined amount according to the table then system will restrict the user to move forward.
- If user provides "Amount Requested" according to the purpose then user should clicks on the <Next> button.
- If user clicks on the <Next> button then user will navigate to new page.
- In this page user has to attach the Cancelled cheque leaf/ Passbook first page/ Bank statement(in PDF format only).
- User has to upload the CDC & Upload document(like Aadhar or Passport or Driving license).

- User also has to provide the Address details & Bank details.
- User should clicks on the declaration tick box and clicks on the <Request> button.
- After clicks on the <Request> button user will get a Request-id number.

Request For FW

- If user chooses the Final Withdrawal (FW) then user has to choose the purpose of withdrawal from the drop down.
- The purposes of withdrawal are Superannuation, Medically unfit, Voluntary Retirement & Misconduct.
- After choosing the appropriate purpose of withdrawal then user should clicks on the <Next> button.
- If user clicks on <next> button then user will navigate to new page.
- In this page user has to attach the Cancelled cheque leaf/ Passbook first page/ Bank statement(in PDF format only).
- User has to upload the CDC & Upload document (like Aadhar or Passport or Driving license).
- User also has to provide the Address details & Bank details.
- User should clicks on the declaration tick box and clicks on the <Request> button.
- After clicks on the <Request> button user will get a Request-id number.

Home:

- If user wants to come back to home page from other page then user should clicks on the <Home>button.

Request Status:

- If user wants to know about the requested PF the user should clicks on the Request Status.
- After clicks on the Request Status, user will navigate to new page.
- In this page user will able to see the List of request where user will able to know the inward number, inward date, PF Type, Remarks & status of request(Success or pending).
- If user wants to see the details then user should clicks on the <Eye>button.