CHECK LIST FOR ISSUANCE OF NO PROVIDENT FUND DUES CERTIFICATE

Application for No PF Dues certificate is examined as under:

Sr. No.	Particulars	Remark
1.	Name and Address of the Company	
2.	Whether the company is registered With SPFO A) If yes, provide details of registration, Unique ID Provided by SPFO and date of registration. B) If No, give reason for not registering the company with SPFO	
3.	If RPSL is Manning vessels then: Whether Owner of the ship has obtained NOC for the concerned vessel if yes then no. need to issue No. dues certificate.	
4	Application for No. dues certificate	
5.	Undertaking towards payment of unpaid dues or future Provident Fund liability respect of seafarers engaged on the ship	
6.	Type of work of the RPSL	
7.	Number of Vessel holding	
8	If recruiter , 1) Name of the shipping Company paying PF dues 2) Agreement copy of owner and recruiter 3) Whether any agreement with Indian Union.	
9	Whether RPSL cancelled or not (Date of cancellation)	
10	Date from which the vessel is registered under Indian flag by the ship owner	
11	Date of making the first and last Provident fund Contribution deposit to Seamen`s Provident Fund Organization from	
12	If manning/recruiting for foreign owners: 1)Agreement of seafarer and the recruiter/owner	
13	For Office use Outstanding dues if any i)Whether Provident Fund Contribution for the said ship received. ii)Adminstrative Charges paid or not iii)any other dues (Damages)due for paid.	
14	Un-posted items	

Signature/Stamp of the company