टेलीफोन: 022 – 22662044 / 22616925
टेलीफोन: 022 – 6220402 (आयुक्त)
ई: मेल: spfo-commr@spfo.gov.in
वेब: www.spfo.gov.in
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आयुक्त नाविक भविष्य निधि कार्यालय, मुंबई
पतन, 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
9, वालचंद हीराचंद मार्ग, / W. H. Marg
बेलार्ड एस्टेट / Ballard Estate,
मुंबई - 400 001 / Mumbai - 400 00

Ref No:69/IX/796/2026 **Date: 11 AUG 2026**

Office order No. 31 /2026

In supersession of the previous Office Orders, the undersigned hereby directs that, in accordance with the directives issued during the 154th meeting of the Board of Trustees held on 09.01.2026, the old check list has been amended to make the payment process easier and more efficient for the seafarers. Provident Fund dues shall be disbursed exclusively through electronic modes. In this regard, suggestions on the checklist were sought from all the members of the Board of Trustees, based on which this check list has been newly formed. The details of the new check list are mentioned below:

1.	FW Checklist of living Seaman below 60 years.	**ANNEXURE 1**
2.	FW Checklist of deceased seaman.	**ANNEXURE 2**
3.	NRW Checklist for un-employment.	**ANNEXURE 3**
4.	NRW Checklist for illness.	**ANNEXURE 4**
5.	NRW Checklist for purchase of house / flat 58-C (1).	**ANNEXURE 5**
6.	NRW Checklist for construction of house on this land or continuing incomplete construction. -UNDER PARA 58 – C (1).	**ANNEXURE 6**
7.	NRW Checklist for purchase of house site – UNDER PARA 58 -C (1).	**ANNEXURE 7**
8.	NRW Checklist for repairing / renovation of house. UNDER PARA 58 -C (8).	**ANNEXURE 8**
9.	NRW Checklist for Marriage / Higher Education – UNDER PARA 58 -E.	**ANNEXURE 9**
10.	FW Checklist for living seaman above 60 years.	**ANNEXURE 10**

11/8/26

(Capt. Nitin Mukesh)
Commissioner.

Copy to:

i. Office Oder Register.
ii. Circular to Officers / Staff.
iii. Circular to NUSI and FUSI, also uploaded to SPFO and DGS website.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

Revised checklist vide Office Order No. 31 /2026

Date: 11 AUG 2026

Annexure –1

LIST OF DOCUMENTS FOR APPLICATION OF FINAL WITHDRAWAL OF PROVIDENT FUND DUES (LIVING SEAMEN below 60 years of age)

-

Sr No.	REVISED CHECKLIST	REMARK
1	Apply online on SPFO Portal https://spfo.gov.in	
2	Uploaded Self-attested photocopy of all pages of CDC Book (Old / New).	
3	Upload cancelled Bank Cheque Leaf (name of the claimant to be mentioned) or photocopy of Bank Passbook.	
4	Single operated Bank a/c of Seafarer or Joint account with nominee.	
5	Name of Seafarer as it appears on CDC Book and Bank Account should be same.	
6.	Upload Self-attested photocopy of CDC Cancellation Order or letter from Shipping Master for Final Withdrawal of Provident Fund (for those seafarers below 60 yrs claiming FW)	
7.	If Address differs with SPFO records, proof of address shall be attached in such case.	

Date -

Place -

Signature of applicant

Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

Revised checklist vide Office Order No. 31/2026

Date: 11 AUG 2026

Annexure – 2

LIST OF DOCUMENTS FOR APPLICATION OF FINAL WITHDRAWAL OF PROVIDENT FUND DUES (DECEASED SEAMAN)

-

Sr No.	REVISED CHECKLIST	REMARK
1	Self-attested Application Form by the Claimant / Nominee	
2	Self-attested photocopy of all pages of CDC Book (Old / New)	
3	Self-attested cancelled Bank Cheque Leaf (name of the claimant to be mentioned) or photocopy of Bank Passbook	
4	Self-attested photocopy of Death Certificate of the deceased seafarer.	
5	If Address differs with SPFO records, proof of address shall be attached in such case.	
6	Ensure the Final Withdrawal Application is completed in all respect.	

Date -

Place -

Signature of applicant

Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

Revised checklist vide Office Order No. 31 /2026

Date: 11 AUG 2026

Annexure - 3

List of Documents for application of non-refundable withdrawal for un- employment Eligible after completion of 5 yrs Membership (10% of Members own contributions) Seamen should be un-employed for more than 06 months.

Sr No.	REVISED CHECKLIST	REMARK
1.	Apply online on SPFO Portal https://spfo.gov.in	
2.	Upload Self attested photocopy of CDC Book wherein last voyage is mentioned	
3.	Upload cancelled Bank Cheque Leaf (name of the claimant to be mentioned) or photocopy of Bank Passbook.	
4.	Single operated Bank a/c of Seafarer or Joint account with nominee.	

Date -

Place -

Signature of applicant

Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

Revised checklist vide Office Order No. 31 /2026

Date: 11 AUG 2026

ANNEXURE - 4

LIST OF DOCUMENTS FOR APPLICATION OF NON-REFUNDABLE WITHDRAWAL FOR ILLNESS – (25% OF Member's own contributions, Withdrawal after every 2 yrs)

Sr. No.	REVISED CHECKLIST	REMARKS
1.	Apply online on SPFO Portal https://spfo.gov.in	
2.	Upload Self attested photocopy of CDC Book.	
3.	Upload Doctors certificate for medical treatment required for seafarer & family.	
4.	Upload cancelled Bank Cheque Leaf (name of the claimant to be mentioned) or photocopy of Bank Passbook.	
5.	Single operated Bank a/c of Seafarer or Joint account with nominee.	

Date -

Place -

Signature of applicant

Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

Revised checklist vide Office Order No. 31 /2026

Date: 11 AUG 2026

Annexure - 5

LIST OF DOCUMENTS FOR APPLICATION OF NON-REFUNDABLE WITHDRAWAL FOR PURCHASE OF HOUSE / FLAT 58-C (1) – Eligible after completion of 5 yrs membership (36 months Pay + Leave Pay/75% of Employer and own contribution whichever will be less).

Sr. No.	REVISED CHECKLIST	REMARKS
1.	Apply online on SPFO Portal https://spfo.gov.in	
2.	Upload Self attested photocopy of CDC Book.	
3.	Upload photocopy of agreement of purchase of flat / House.	
4.	Upload cancelled Bank Cheque Leaf (name of the claimant to be mentioned) or photocopy of Bank Passbook.	
5.	Single operated Bank a/c of Seafarer or Joint account with nominee.	

Date -

Place -

Signature of applicant

Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

Revised checklist vide Office Order No. 31 /2026

Date: 11 AUG 2026

Annexure – 6

LIST OF DOCUMENTS FOR APPLICATION OF NON-REFUNDABLE WITHDRAWAL UNDER PARA 58 – C (1)

FOR CONSTRUCTION OF HOUSE ON HIS OWN LAND OR CONTINUING INCOMPLETE CONSTRUCTION - Eligible after completion of 5 yrs membership (36 months Pay + Leave Pay / 75% of Employer and own contribution whichever will be less).

Sr. No.	REVISED CHECKLIST	REMARKS
1.	Apply online on SPFO Portal https://spfo.gov.in	
2.	Upload Self attested photocopy of CDC Book.	
3.	Upload self-attested photocopy of NOC from Gram Panchayat / Tahsil Office / Competent authority	
4.	Upload cancelled Bank Cheque Leaf (name of the claimant to be mentioned) or photocopy of Bank Passbook.	
5.	Single operated Bank a/c of Seafarer or Joint account with nominee.	

Date -

Place -

Signature of applicant

Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

Revised checklist vide Office Order No. 31 /2026

Date: 11 AUG 2026

Annexure - 7

LIST OF DOCUMENTS FOR APPLICATION OF NON-REFUNDABLE WITHDRAWAL UNDER PARA 58 – C (1)

FOR PURCHASE OF HOUSE SITE - Eligible after completion of 5 yrs membership (36 months Pay + Leave Pay / 75% of Employer and own contribution whichever will be less).

Sr. No.	REVISED CHECKLIST	REMARKS
1.	Apply online on SPFO Portal https://spfo.gov.in	
2.	Upload Self attested Photocopy of CDC Book.	
3.	Upload Self attested Photocopy of Agreement of Sale duly Registered with Competent authority	
4.	Upload cancelled Bank Cheque Leaf (name of the claimant to be mentioned) or photocopy of Bank Passbook.	
5.	Single operated Bank a/c of Seafarer or Joint account with nominee.	

Date -

Place -

Signature of applicant

Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

Revised checklist vide Office Order No. 31 /2026

Date: 11 AUG 2026

Annexure – 8

LIST OF DOCUMENTS FOR APPLICATION OF NON-REFUNDABLE WITHDRAWAL UNDER PARA 58 – C (8)

FOR REPAIRING / RENOVATION OF HOUSE – Eligible after completion of 5 yrs of sanction of earlier withdrawal for construction of house (25% of own contribution).

Sr. No.	REVISED CHECKLIST	REMARKS
1.	Apply online on SPFO Portal https://spfo.gov.in	
2.	Upload Self attested Photocopy of CDC Book.	
3.	Upload Self declaration estimates for repairing of house	
4.	Upload cancelled Bank Cheque Leaf (name of the claimant to be mentioned) or photocopy of Bank Passbook.	
5.	Upload Single operated Bank a/c of Seafarer or Joint account with nominee.	

Date -

Place -

Signature of applicant

Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

Revised checklist vide Office Order No. 31 /2026

Date: 11 AUG 2026

Annexure - 9

LIST OF DOCUMENTS FOR APPLICATION OF NON-REFUNDABLE WITHDRAWAL UNDER PARA 58 – E

For Marriage/Higher Education – Not more than 2 withdrawals in life time (50% of own contribution).

Sr. No.	REVISED CHECKLIST	REMARKS
1.	Apply online on SPFO Portal https://spfo.gov.in	
2.	Upload Self attested Photocopy of CDC Book.	
3.	Upload Self declaration for his education or marriage.	
4.	Upload cancelled Bank Cheque Leaf (name of the claimant to be mentioned) or photocopy of Bank Passbook.	
5.	Upload Single operated Bank a/c of Seafarer or Joint account with nominee.	

Date -

Place -

Signature of applicant

Name & CDC No.

SEAMEN'S PROVIDENT FUND ORGANIZATION, MUMBAI

Revised checklist vide Office Order No. 31 /2026

Date: 11 AUG 2026

Annexure - 10

New Annexure No.10 added.

LIST OF DOCUMENTS FOR APPLICATION OF FINAL WITHDRAWAL OF PROVIDENT FUND DUES (LIVING SEAMAN ABOVE 60 YEARS)

For retirement on superannuation/ voluntary/ medically unfit.

Sr. No.	REVISED CHECKLIST	REMARKS
1.	Apply online on SPFO Portal https://spfo.gov.in	
2.	Upload Self -attested photocopy of all pages of CDC Book (Old / New).	
3.	Single operated Bank a/c of Seafarer or joint with nominee.	
4.	Name of Seafarer as it appears on CDC Book and Bank Account is the same.	
5.	If Address differs with SPFO records proof of address shall be attached in such case.	
6.	Ensure the Final Withdrawal Application is completed in all respect.	

Date -

Place -

Signature of applicant

Name & CDC No.