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# OFFICE OF THE SEAMEN'S PROVIDENT FUND COMMISSIONER
## (Under Ministry of Shipping)

ALL REPLIES SHOULD BE
ADDRESSED TO THE COMMISSIONER

"KRUPANIDHI" 3RD FLOOR,
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BALLARD ESTATE, MUMBAI – 400 001

Ref No. 137/II/ /2015 213

Date: 21 DEC 2015

**CIRCULAR No. 01 of 2015**

**Sub: Guidelines for filing of declaration/nomination by the Seamen for the purpose of opening an account & remittance of Provident Fund.**

The Shipping Companies agencies or employers employing Seaman are required to remit Provident Fund to whom the provisions of the Seamen's Provident Fund Act and Scheme, 1966 apply (as per Para 26 & 31 of the Scheme) and are also required, at the time of engaging a seaman as per the Articles of Agreement for employment on a ship, to ascertain from the seamen whether he is a member or not of the said Provident Fund.

2. In case he is a member, he is required to submit the Account Number allotted to him by the Commissioner of SPFO.

3. In case, he is not a member of SPFO fund, the employer shall require such seaman to furnish to the Commissioner of SPFO, the details of himself and his nominee on the Declaration & Nomination form-I (annexed with this circular as Annexure I), duly filled in complete, thumb impressed & signed by the Seaman in the presence of witnesses along with the seal & rubber stamp attestation of the competent authority.

4. In case of further modifications or other contents of the said Form-I, the seaman is required to furnish such details in Form-IV (Annexed with this circular as Annexure-II).

5. In case of withdrawal from the Provident Fund, the seamen are required to submit to the Commissioner of SPFO, duly filled in details in Application Form for withdrawal (Annexed with this circular as Annexure-III) together with Mandate Form (Annexure – IV), Advance Stamped Receipt (Annexure – V) and Check list in case of living seamen (Annexure – VI) or check list in case of deceased seamen (Annexure – VII).

6. All the Shipping Companies and Seafarers concerned are requested to comply the said provisions.

7. These guidelines are issued for general information in the public interest.

(Subhash Barguzer)
Commissioner
Seamen's Provident Fund Organization
Mumbai

Encl: As above

Copy for information to:

1) INSA/MASSA/FOSMA/ICCSA/NUSI/MUI
2) DDG, E-Gov, DGS with a request to please place this circular in the DGS website.