E-MAIL: spfo@mtnl.net.in
WEB SITE: www.spfo.gov.in

TEL: 2261 62 02 (P) COMMISSIONER
FAX: 022 – 2261 62 02
TEL OFFICE: 2261 69 25 /24

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

ALL REPLIES SHOULD BE
ADDRESSED TO THE COMMISSIONER

"KRUPANIDHI" 3RD FLOOR,
9, WALCHAND HIRACHAND MARG,
BALLARD ESTATE, MUMBAI – 400 001.

Ref No. 137/II/ /2015 212 Date: 21 DEC 2015

CIRCULAR No. 02 of 2015

Sub: Guidelines for registration of Shipping Companies with the office of Seamen's Provident Fund Commissioner for the purpose of remitting provident fund of seamen.

The Shipping Companies agencies or the employers employing seamen to whom the provisions of this Scheme (as per the Para 33 of the Seamen's Provident Fund Scheme, 1966) apply are required to remit provident fund of the seamen and to furnish to the Commissioner in Form II annexed hereto particulars of Owners, Agents, Directors, Partners, Manager or any other person or persons who have ultimate control over the affairs of the Company or Agency and are also required to intimate of any change in such particulars within fifteen days of the same to the Commissioner, SPFO by registered post and in such manner as may be specified from time to time.

2. In this connection, the Shipping Companies submitting such particulars should submit to the Commissioner, SPFO, Mumbai with following (self-attested) documents.

(i) Memorandum of Article of Associations.
(ii) Certificate of Incorporation from the Registrar of Companies.
(iii) RPS License issued by Directorate General of Shipping.
(iv) Registration of TAN of Company with Income Tax Department.
(v) Income Tax PAN Number of Individual Directors.

3. All the Shipping Companies agencies, employers concerned are requested to furnish such details accordingly.

4. 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 place this circular in the DGS website.