

APPLICATION FOR GRANT OF REFUNDABLE P.F. LOAN

S.NO.....

REGION.....

SECTION.....

EMP.CODE :

The Trustees
Provident Fund of
The Institute of Chartered Accountants of India
I. P. Estate
New Delhi-110002

Dear Sir,

Re : P. F. LOAN OF RS. _____

Kindly sanction me the above mentioned loan for the purpose of
..... which is incumbent upon me to perform by my
religion Hindu/ permissible under Rule 68 (i) (c) and may
be recovered in 48/ monthly instalments.

I hereby confirm that no P.F. Loan is outstanding in my name.

Name Designation.....

Basic Pay Rs.

Dated.....

Signature of the Employee

To be filled in by HRD-P & A Section

Certified that Mr./Ms. is a confirmed employee of the
Institute. His/her date of joining is

S.O./E.O./Sr. E.O.

To be filled in by the office

It is recommended that the P.F. Loan of Rs.
may be sanctioned which is permissible under Rule 68 (1) (c) and may be recovered in 48/
.....instalments. His own contribution is Rs.
upto.....

The previous loan given to him/her if any has been recovered in full.

E.O/Sr. E.O.

Asstt. Secretary (A/cs.)

Joint Secretary (A/cs.)

Secretary/Trustee

Trustee

(Loan paid vide/SBI Cheque/D.D. No..... dated..... for Rs.....)

RECEIPT

Received with thanks from the Institute of Chartered Accountants of India, New Delhi,
a sum of Rs..... /- (Rs.....)
being Provident Fund Loan vide Cheque No./Demand Draft No..... Dated
Name..... Address.....

Signature of the Employee

Dated.....

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**APPLICATION FOR NON-REFUNDABLE P.F. WITHDRAWAL**

Region _____ Employee Code _____

Name of the Employee _____ Designation _____

Basic Pay _____ Date of Appointment _____

Purpose _____

Cost of House/Flat/Plot/Site/Construction/Renovation/Repairs Rs. _____

Whether HBA has been availed from the office on the said property? If yes, please furnish the amount and date of such advance _____

Whether any Refundable P.F. Loan is still continuing? If yes, please furnish the amount and date of such Loan _____

Amount of loan sought Rs. _____

Checklist of documents to be attached: -

1. Attested copy of Approved Site/Building Plan.
2. Attested copy of Original Deeds or documents of the Owner/Seller/Promoter.
3. Non-Encumbrance Certificate duly issued by an advocate preferably a Govt. Pleader or appropriate authority or sub-registrar as the case may be.
4. No objection certificate from the promoter.
5. Attested copy of latest tax payment receipt.
6. Attested copy of the advance money paid for booking the property.
7. Attested copy of the agreement with the seller, if any.
8. Attested copy of latest Pay slip.

I hereby declare that the above information and the documents attached are true and correct to the best of my knowledge and belief.

(Signature of the Employee)

(Signature of Regional Head)

Note: Other additional documents may also be required if deemed necessary by the Legal Section at H.O.