

**Company Name:**  
**Address & Contact Details:**

**Superannuation Settlement Form**

Employee Code No	
Employee Name	
Location	
Department	
Designation	
Date of Birth	
Date of Joining the Company	
Normal Retirement Date	
Date of Joining the Superannuation Fund	
Date of discontinuance	
Superannuation Account / Folio Number	
PAN/GIR Number	
Bank Name	
Bank Account Number	Saving / Current :
Bank Branch	

Reason of Leaving :
<input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Death before Retirement

**Option Opted :**

<input type="checkbox"/>	Transfer my benefit to my new employer's superannuation fund.	
	• Name of the fund :	
	• Bank Name and Branch :	
	• Account type and Account Number :	
<input type="checkbox"/>	Continue my benefits with this superannuation fund.	
<input type="checkbox"/>	Withdraw from the superannuation fund and receive cash. #	
<input type="checkbox"/>	Buy annuity plan from _____ (Commutation: Yes / No) (If Yes, What _____%) *	
	If you are eligible for gratuity benefit than you can commute amount not exceeding 1/3 .i.e.33.33% Tax free and buy annuity for balance accumulation of 2/3 i.e.66.67%	
	If you are not eligible for gratuity benefit than you can commute amount not exceeding 1/2 .i.e.50.00% Tax free and buy annuity for balance accumulation of 1/2 i.e.50.00%	
	If you want to take full accumulation to buy an annuity plan/pension plan.	

• # Income Tax rate calculation is as follows :

		FY 2016-17	FY 2017-2018	FY 2018-2019
A	Income under Head Salary			
B	Tax as per Form-16			
C	% of B to A			
D	Average Tax Rate	(Maximum Tax Rate 33.66%)		

## HR Department

The above information is correct and we can go ahead with the settlement of the Superannuation accumulation for Mr/Ms. \_\_\_\_\_.  
(Member/Employee Name)

\_\_\_\_\_  
Authorised Signatory  
(HR Department)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

### For Office Use : Total Units accumulated in retirement account

1	Total Number of Units	Money Market Fund	Gilt Fund	Bond Fund	Balanced Fund	
1.1	Employers Contribution					
1.2	Members Contribution					
1.3	Members Voluntary Contributions					
1.4	Transfer's In					
2	Net Asset Value (Selling Price as on Benefit Calculation date) ( / / )					
3	Total Amount (1 x 2)					
4	Total Amount (3)					
5	Gross Total					
6	Income Tax at					
7	Net Total					

Please find enclosed herewith the cheque number \_\_\_\_\_, dated \_\_\_\_\_ drawn on \_\_\_\_\_ for Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only)  
favouring \_\_\_\_\_ for full & final settlement of your Superannuation Fund.

Prepared By : \_\_\_\_\_ For \_\_\_\_\_

Check By : \_\_\_\_\_ Trustee

**Date :**

**Employee's/Member's Signature:**

\_\_\_\_\_  
Kotak Mahindra Life Insurance Ltd., Group Operation Department :