

List of documents required to claim gratuity

➤ DEATH CASES

List of documents to be furnished,

- Nominees need to apply with an application for Gratuity / PF.
- Bank details of Nominee (Passbook Front Page copy or Cancelled Cheque)
- **Original** CDC Booklet for verification purpose.
- Self-attested copies of all CDC books.
- Legal Heirship Certificate or Company NOK Declaration
- Marriage Certificate (If any)
- Death Certificate of Seafarer.
- Identity documents of Nominee (PAN/Aadhar copies)
(Please make sure all Xerox Copies are readable & clear).

➤ OTHER CASES (Superannuation /Voluntary/Medically Unfit)

List of documents to be furnished,

- Original CDC Books (verification purpose)
- Cancellation Order-Copy
- Identity documents of seafarer (PAN/Aadhar copy)
- Bank details Passbook Front Page Copy or Cancelled Cheque (Indian Saving Account of your name or joint)
- Gratuity Application form duly filled with details (Correct address with PINCODE/Mob No.)
(Please make sure all Xerox Copies are readable & clear).

Post or Courier all documents along with signed application to:

SEAFARERS' WELFARE FUND SOCIETY

(Autonomous Body of Ministry of Ports, Shipping & Waterways Government of India)

Nav Bhavan Building, Ground Floor, Ramji Kamani Marg, Ballard Estate, Mumbai-400 001.

T. No. 8097553700,8097552900, Email-swfs1966@gmail.com

नाविक कल्याण निधि सोसायटी

SEAFARERS' WELFARE FUND SOCIETY

(बंदरगाह मंत्रालय, जहाजरानी और जलमार्ग भारत सरकार का स्वायत्त निकाय)
(Autonomous Body of Ministry of Ports, Shipping & Waterways Government of India)

नौ भवन, भूतल, रामजी भाई कमानी मार्ग, बेल्गार्ड ईस्टेट, मुंबई-400 001
Nav Bhavan Building, Ground Floor, Ramji Kamani Marg, Ballard Estate, Mumbai-400 001
संपर्क: 8097553700,8097552900, E-mail: swfs1966@gmail.com
Contact No.. 8097553700,8097552900, Email-swfs1966@gmail.com

Application form for claiming Gratuity dues (for Seafarers)

From: _____

CDC No: _____

Address: _____

Mobile/ Tel.No.: _____

Date: _____

To:
Chief Administrative & Accounts Officer,
Seafarers' Welfare Fund Society,
Gr. Floor, Nau Bhavan, R.K. Marg,
Ballard Estate Mumbai-400 001

Dear Sir,

I wish to submit that —

- (i) I am over 50 years of age now and below the age of retirement, but declared PERMANANTLY UNFIT by the DG Shipping approved medical practitioner Dr. _____ on _____ and hence no more in seafaring proSession.(Copy of order issued by Government Shipping Office is enclosed)
- (ii) I have retired on _____(Copy of order issued by Government Shipping Office is enclosed)

I also enclose herewith Original CDC Book/s for your reference and the same be returned to me at my residential address as given above.

I now request you to kindly settle my Gratuity dues deposited with you by the Shipping companies at the earliest.

I hereby authorize you to direct your bankers, to remit the gratuity amount due to me, through RTGS/NEFT on the basis of my Savings Bank Account details furnished below. (Mandatory- to be furnished, without which the claim will not be processed.)

- (i) Name of the Bank _____] Note : Kindly attach front page
- (ii) Bank's Branch Name _____) of Bank Pass-book where
- (iii) Branch IFSC Code _____) these details are printed and
- (iv) Savings Bank Account No.: _____} 1 (one) cancelled Cheque leaf.

Yours faithfully,

Signature: _____

Name: _____

नाविक कल्याण निधि सोसायटी

SEAFARERS' WELFARE FUND SOCIETY

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय का स्वायत्त निकाय, भारत सरकार)

(Autonomous Body of Ministry of Ports, Shipping and Waterways Government of India)

नौ भवन बिल्डिंग, भूतल, 10, आर. के. मार्ग, बलार्ड एस्टेट, मुंबई -400 001

Nau Bhavan Building, Ground Floor, R. K. Marg, Ballard Estate, Mumbai-400 001

Contact No. 8097552900, 8097553700, Email-swfs1966@gmail.com

Application form for claiming Gratuity dues (Death Cases)

ग्रेच्युटी बकाया का दावा करने के लिए आवेदन पत्र

From: _____

wife/father/mother/son/daughter of _____

CDC Book No. : _____

Address: _____

Mob:- _____

Date:- _____

To:

नाविक कल्याण निधि सोसायटी

Seafarers' Welfare Fund Society,

Ballard Estate Mumbai-400 001

Dear Sir,

I wish to submit that my husband / son late Shri _____ holding CDC No. _____ expired on _____ I enclose herewith the copy of the Death Certificate dated _____ issued by _____

I also enclose herewith Original CDC Book/s for your reference and the same be returned to me at my residential address as given above.

I now request you to kindly settle my late husband's/son's Gratuity dues deposited with you by the Shipping companies at the earliest.

I hereby authorize you to direct your bankers, to remit the gratuity amount due to me through RTGS/NEFT on the basis of my Savings Bank Account details furnished below.

(i) Name of the Bank _____] Note : kindly attach front page

(ii] Bank's Branch Name _____) of Bank Pass book where

(iii) Branch IFSC Code _____) these details are printed and

(iv) Savings Bank Account No.: _____] 1 (one) cancelled Cheque leaf.

Thanking you,

Yours

faithfully,

Signature _____

Name _____