

## **Documents Required for Submission (Death Claim – PF / Pension / EDLI)**

Please ensure that all the following documents are complete and ready before submission:

- 1) **Original Death Certificate**
  - 1 Original
  - 2 Xerox copies (Self-attested & Company attested)
  
- 2) **Family Photograph (Postcard Size)**
  - 3 photocopies (Self-attested & Company attested)
  
- 3) **Children's Birth Certificate & Aadhaar Card**
  - 2 Xerox copies of each document (Self-attested & Company attested)
  
- 4) **Widow's PAN Card & Aadhaar Card**
  - 2 Xerox copies of each document (Self-attested & Company attested)
  
- 5) **Pension Account Passbook & Cheque (Spouse & Children)**
  - 2 copies (Self-attested & Company attested)
  
- 6) **List of Surviving Family Members**
  - 2 copies on Company Letterhead (Company attested)

7) **Death While in Service Certificate**

- 2 copies on Company Letterhead (Company attested)

8) **PF Composite Claim Form**

- 2 copies (Company attested)

9) **Bank Cancelled Cheque (For PF & EDLI – Spouse & Major Children)**

- 1 cancelled cheque for each claimant
- Joint account is NOT allowed
- Name of account holder must be printed on cheque

10) **Descriptive Roll**

- 2 copies for each pensioner

11) **Non-Employment Declaration Letter (By Claimant)**

- 2 copies (Self-attested)