1. SCOPE OF WORK FOR PF CONSULTANT

The Scope of Professional Services to be rendered by the Agency are mentioned below:

1.1 DRAFTING & FILING OF RELEVANT PAPERWORK

The Agency will prepare the relevant documentation required to file the surrender application in EPFO.

1.2 EMPLOYEE DATA UPDATION ON PF PORTAL

The Agency will review the existing data of the employees on the portal and will update the 'missing details' of the employees which includes Date of joining,Gender,Date of joining EPS,Date of leaving and etc.

1.3 PORTFOLIO ANALYSIS

A detailed assessment of Trust portfolio will be carried out to give an indicative idea about the value.

1.4 GUIDELINES REGARDING SALE OF SECURITIES

The Agency will share the guidelines pertaining to the various nuances for sale of securities.

1.5 PREPARATION OF ANNEXURE K

The past accumulations of the employees will be transferred through Annexure K, which will be generated by the Agency on the basis of details of total contribution, interest accrued from the investment and etc as provided by the Client in a format prescribed by the Agency. The Annexure K completed in all respect will be submitted in the department.

1.6 TRANSFER OF REMITTANCE AS AN UNEXEMPTED ESTABLISHMENT

a) The Agency will assist the Client in generating the challans and transfer the remittance to the RPFC as an unexempted establishment till 3 months from the date of surrender.

b) The Agency will keep on providing the advisory regarding the challan generation as and when required, till the amount is credited in the accounts of employees.

1.7 UPDATION OF GENERAL DATA AND KYC

a) The Agency shall update the Form 5 A and Digital Signature and submit the same in EPFO.

b) The Agency will prepare a fresh Form 9 of all the working employees and submit it in the EPFO.

1.8 ASSISTANCE IN PREPARATION FOR COMPLIANCE AUDIT

The Agency will verify the existing records/documentation of the Trust and render advisory services which will come in handy for the preparation of the Compliance Audit by EPFO.

1.9 COORDINATION WITH EPFO

a) The Agency will act as a single Point of Contact (PoC) for the Client with EPFO and facilitate the communication between both the stakeholders during the entire procedure.

b) The Agency will respond to all the queries/observations of the department, if any, basis the information provided by the Client, as and when required.

c) The Agency will facilitate the transfer of past accumulations in the accounts of members after the Annexure K are submitted in the department.

1.10 Any other activity not specifically defined in the Scope of Work but essential for completion of the process to achieve the target of activities related to surrender/cancellation of AADF PF Trust to EPFO will be responsibility of the Agency and no additional payment shall be considered towards such activities.