

## **BEL Superannuation Pension Trust**

### **SOP for claiming Pension fund:**

- 1) Retired executive prior to 2014, Sick leave cases: Please contact respective HR for notary formalities.
- 2) Top up cases i.r.o Retired executive prior to 2014: Existence certificate along with that PAN, Aadhar and cancelled cheque has to be submitted.
- 3) Refund corpus: If corpus is less than Rs 25,000/-, refund form along with PAN, Aadhar and cancelled cheque has to be submitted.
- 4) Corpus more than 25,000/-: The following documents are to be submitted for purchase of pension annuity:

### **Documents required:**

#### **a) Pension for Life + ROC**

##### **1. Member:**

- Address proof – 2 copies ( Aadhar card / Passport/ Voter ID)
- Date of Birth proof – 2 copies (PAN Card)
- Bank pass book 1<sup>st</sup> page Xerox – 2 copies
- Cancelled cheque leaf – 1
- Photo -1

##### **2. Nominee:**

- Date of Birth proof – 2 copies(PAN/Aadhar card / Passport/ Voter ID)

##### **For claiming ROC :**

Death certificate of the annuitant

Nominee details: PAN/Aadhar card/Cancelled Cheque

#### **b) Joint Life Pension + ROC**

##### **In addition to the above documents, mentioned for member**

- **Spouse:** Date of Birth proof – 2 copies(PAN/Aadhar card / Passport/ Voter ID)
- **Nominee :** Date of Birth proof – 2 copies(PAN/Aadhar card / Passport/ Voter ID)

##### **For claiming ROC :**

Death certificate of the annuitant

Nominee details: PAN/Aadhar card/Cancelled Cheque

**Please contact, BEL Pension section contact no: 080-22195610 for any clarification.**

**Secretary /BEL Superannuation Pension Fund**