

Guidelines for Filling up the Forms

A Form-19

- 1 Fill up all relevant details against sr. no. 1 to 8
- 2 Sign on page 1 & 2
- 3 Affix 1 Rs revenue stamp and sign on it on page 2
- 4 Attach your Form-16 for your service period with MNYL.
- 5 Tax Sheet for the period of 2014-15 (in case of Current Year LWD)
- 6 Attach 1-Self attested cancelled Cheque
- 7 Attach 1- Self attested NEFT form
- 8 Attach Pan card photo copy

B Form-10-C

- 1 Fill up all relevant details against Sr.no. 1 to 12
- 2 Sign on page no 1, 2 & 3
- 3 Affix 1 Rs revenue stamp and sign on it on page 3
- 4 Attach 1-Self attested cancelled Cheque OR Attested copy of first page of bank passbook showing IFS Code of the branch, Bank a/c no, name and address.
- 5 Attach 1- Self attested NEFT form
- 6 Attach Pan card photo copy

Photocopy of Form-16

1. If your total P.F. membership is less 5 years then tax is to be deducted at source at average rate calculated on the basis of form16/Income tax return for the period you served with Max Life Insurance Company. In case you fall in this category please send form 16 /Income Tax Return along with form 19.While calculating 5 years membership you have to include membership of previous RPF/ PF Trust if PF accumulations thereof have since been transferred to us.

Pls write your bank a/c no & IFS Code with full address on the forms 19 &10-C
Pls write your PAN no, Emp ID, Personal email ID & Contact on the form 19 & 10-C
Pls send these forms to Mr. Nitesh Kumar at given below address.

Mr. Nitesh Kumar (HRHelpdesk)
Max Life Insurance Co.Ltd.
90-A, Sector-18, Udyog vihar
Ground Floor
Gurgaon-122015 (Haryana)