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**OFFICE OF THE SEAMEN'S PROVIDENT FUND COMMISSIONER**  
**(Under Ministry of Shipping)**

ALL REPLIES SHOULD BE  
ADDRESSED TO THE COMMISSIONER

"KRUPANIDHI" 3<sup>RD</sup> FLOOR,  
9, WALCHAND HIRACHAND MARG,  
BALLARD ESTATE, MUMBAI - 400 001.

Ref No. 137/III/ /2015 212

Date: 21 DEC 2015

**CIRCULAR No. 02 of 2015**

**Sub: Guidelines for registration of Shipping Companies with the office of Seamen's Provident Fund Commissioner for the purpose of remitting provident fund of seamen.**

The Shipping Companies agencies or the employers employing seamen to whom the provisions of this Scheme (as per the Para 33 of the Seamen's Provident Fund Scheme, 1966) apply are required to remit provident fund of the seamen and to furnish to the Commissioner in Form II annexed hereto particulars of Owners, Agents, Directors, Partners, Manager or any other person or persons who have ultimate control over the affairs of the Company or Agency and are also required to intimate of any change in such particulars within fifteen days of the same to the Commissioner, SPFO by registered post and in such manner as may be specified from time to time.

2. In this connection, the Shipping Companies submitting such particulars should submit to the Commissioner, SPFO, Mumbai with following (self-attested) documents.

- (i) Memorandum of Article of Associations.
- (ii) Certificate of Incorporation from the Registrar of Companies.
- (iii) RPS License issued by Directorate General of Shipping.
- (iv) Registration of TAN of Company with Income Tax Department.
- (v) Income Tax PAN Number of Individual Directors.

3. All the Shipping Companies agencies, employers concerned are requested to furnish such details accordingly.

4. These guidelines are issued for general information in the public interest.

(Subhash Barguzer)  
Commissioner  
Seamen's Provident Fund Organization  
Mumbai

Encl: As above.

Copy for information to:

- 1) INSA/MASSA/FOSMA/ICCSA/NUSI/MUI
- 2) DDG, E-Gov, DGS with a request to place this circular in the DGS website.

FORM II  
(THE SEAMEN'S PROVIDENT FUND SCHEME, 1966 – Paragraph 33)  
RETURN OF OWNERSHIP TO BE SENT TO THE COMMISSIONER

Name of the Employer.

Name of the Owners/Agent/  
Director/Partner/Manager etc.

Postal Address.

Name of the Managing Agents (if any  
together with Postal address).

Names of Directors with postal address.

Names of Partners with postal address.

Name of Manager with postal address.

Name and postal address(es) of person(s)  
incharge of and responsible for the conduct  
of business of the Employer.

Contact No. and E-mail ID:  
(Individual and Company's)

SIGNATURE OF THE EMPLOYER  
Designation/Stamp.

Date:

- Note :
- 1) Strike out whichever is not applicable.
  - 2) Any change in the information given above should be intimated in writing to the Commissioner within 15 days of such change by Registered post and in the manner prescribed by the Commissioner.

Attachments / Self Attested True Copies to be enclosed with the Form II are as under:

1. Memorandum of Article of Associations.
2. Certificate of Incorporation register with Registrar of Companies.
3. Licenses (RPSL) issued by Directorate General of Shipping.
4. Registration of Tan of Company with Income Tax Department.
5. Income Tax Pan Number of Directors.

- N.B:
- 1) Strike out whichever is not applicable.
  - 2) Any change in the above information should be intimated in writing within 15 days either by E-mail or by Registered post with Self Attested documentary evidence.