Form No: UGC/PF/V

UNIVERSITIES PROVIDENT FUND
NOMINATIONS

FOR OFFICE USE

Secretary
University Grants Commission
No 20 Ward Place
Colombo 7

(1) Nomination under section 93 (2A) of the Universities Act No.16 of 1978

I ……
(FULL NAME)

…… of
(PERMANENT ADDRESS)

Presently employed as ……
(DESIGNATION)

In the …… do hereby
(NAME OF THE INSTITUTION)

nominate the person/persons (…..…..in number) named overleaf as the person/persons entitled, to receive on my
(Indicate the number in words)

death, the amount payable to me from my Provident Fund account bearing No ……..……..…
(U.P.F.NUMBER)

In witness whereof I sign these presence at …….....
(Name of Institution)

on this ……..day of ……..……19……..…. I also have read and understood the annexed note regarding the rules governing the nominations.

……..……
Signature of member
(or-left thumb mark of Member who cannot sign)

Signed in the presence of us and each other

……..……
Signature of 1st Witness
Head of the Dept. /Branch (Official seal should be affixed)

……..……..……
Signature of 2nd Witness
A member of the UPF

Name ……..……..……..

National I. D. No ……..……..……..

Designation ……..……..……

Name ……..……..……..

National I. D. No ……..……..……....

Designation ……..……..……..

U. P. F. No ……..……

LIST OF NOMINEES

	FULL NAME	I.D. NUMBER (IF AVAILABLE)	AGE	RELATIONSHIP	SHARE	ADDRESS
(1)	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
(2)	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
(3)	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
(4)	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
(5)	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....

.....

SIGNATURE OF THE NOMINATOR
(OR LEFT THUMB WHO CANNOT SIGN)

DATE: .....

Certificate by the Head of the Institution

(2)

1. **INSTITUTION** ……
2. **FULL NAME** ……
3. **PROVIDENT FUND NUMBER** ……
4. **NATIONAL IDENTITY CARD NUMBER** ……

It is hereby certified that Mr./ Mrs./ Miss./ Rev ……

…… is an employee of this Institution and that the above nomination/ nominations/ was/ were made by the said employee and that the details given in cage 2 are true and correct.

……..
Registrar

Date:

Name:

Designation:

……..
Head of Institution/Institutes

Date:

Name:

Designation:

Official seal has to be affixed

*** In the case of Institutes /AUCs**
Senior Asst. Registrar or Asst. Registrar

RECIEVED AT THE U.G.C. OFFICE ON …….
SINGNATURE OF THE OFFICER:
OFFICIAL SEAL SHOULD BR AFFIXED,

TO BE RETAINED WITH THE CONIRIBUTOR

GUIDELINES AND THE RULES GOVERNING NOMINATIONS

i. Who can be nominated?

(a) A member of the UPF who is married is entitled to nominate only his/her spouse and/or children (including legally adopted children, if any).

(b) All other members of the UPF are entitled to nominate any person or persons of their choice.

Any nomination made prior to his/her marriage shall be deemed to be revoked on the date of his/her marriage.

ii. a) If at the death of a member there is no valid nomination in force or if the nominee or any or all nominees be then dead payment shall be made to the legal heirs of the deceased member.

b) If the person nominated or one of the persons nominated dies during the lifetime of the member, this nomination will be completely invalid. On such occasions the member should submit a fresh nomination form duly perfected.

iii. Where a minor is appointed as nominee and where such minor has not attained majority at the time of the death of the member the benefits due to such nominee shall be deposited in the National Savings Bank to the minor's credit or credited to the member's Testamentary Case (if any) or otherwise disposed of by the Secretary, UGC in accordance with any legal advice.

iv. (i) The signature of a member to a nomination shall be witnessed by:

(1) Head of the Department/Branch: and
(2) A member of the UPF

(ii) Where a person is unable to sign he shall in lieu of his signature, place his left thumb mark before the two witnesses who shall certify the same.

v. Any Nomination made by a Member shall, on delivery to the **SECRETARY, UGC,** a fresh nomination made in conformity with the instructions given in this guidelines be deemed to cancel and revoke all Nominations previously made by him/her.

vi. No Nomination shall be valid or have any effect unless the same shall have been delivered to the **SECRETARY, UGC,** before the death of the Member marking the same.

vii. No Nominee shall, by virtue of a Nomination, be entitled to receive any payment from the Fund except on the death of the Member making such Nomination and, on such death, a nominee shall only be entitled to receive payment:-

a) if the nomination was made by the Member whilst he was still a Member

b) if the nomination is still in force at the date of death of the Member

viii. No payment shall be made to any nominee unless the nominee satisfies the Secretary of the Commission as to his identity.