

The Shipping Corporation of India Ltd. has constituted SCI Employee Superannuation Trust for the management of Pension for employees who have superannuated from the Company on or after 01.01.2007. Life Insurance Corporation of India (LIC) has been appointed as the fund manager on behalf of the Trust. The annuity shall be remitted by LIC.

Please adhere to the following points while filling up the forms:

#### 1. Intimation of Retirement / Death / Leaving Services

- Point no. 2(a) - Write your Pension ID as mentioned in the letter.
- Point no. 2(b) - Write your Employee Code in the form.
- Point no. 5(a) - Cause of exit can be Superannuation / VRS / Death in Service / VRS on medical grounds.
- Point no. 5(b) - In case of death of the member, please attach a copy of the death certificate.
- Point no 9 - Select the appropriate pension options suiting your needs. Please note pension options once selected cannot be changed later. Details of the options are available on the SCI website.
- Point no 9 - In case you opt for Joint Life Pension, please mention the name and date of birth of spouse in the space provided.
- Point no 10 - Mode of annuity can be Monthly / Quarterly / Half Yearly or Yearly.
- Point no 11 - Mention name of spouse as beneficiary. In case of demise of spouse, do not name anyone as beneficiary.
- Point no 11(iv) - Write your correct bank account number and the IFSC and MICR in the space provided in the forms.
- Point no 11(v) - Primarily, for Pension the servicing branch of LIC shall be in Mumbai. However in case if you need to change your servicing branch at a location nearest to you then provide details of such branch. It is advised not to change the servicing branch at present.

#### 2. Pension Claim Form

##### Section I

- Any one of the following options to be written in the space provided.
  - a. Pension ceasing at death with payout of whole life assurance.
  - b. Pension with guaranteed payments for 10 years + Life
  - c. Pension with guaranteed payments for 5 years + Life
  - d. Pension with guaranteed payments for 15 years + Life
  - e. Pension with guaranteed payments for 20 years + Life
  - f. Joint life and last survivor pension
  - g. Life and 50% to last survivor
  - h. Joint life and last survivor pension with return on capital
  - i. Life pension without any guaranteed payments
  - j. Pension increasing at simple rate 3% p.a.

##### Section II

Do not fill section II of the form, since commutation of Pension is not allowed as per DPE guidelines.

##### Section III

Only mention your name and the PAN in the space provided.

#### Section IV

- A maximum of 5 nominees can be nominated to receive Pension in case of death of member. Please mention exact percentage amount to be given to each nominee. The total should be 100%.
- Every Member shall appoint / nominate his spouse, child / children or dependants as defined under **"FAMILY"**. **"FAMILY"** shall mean the employee's spouse, legitimate children, step children (deceased son's widow, deceased son's legitimate children, deceased son's step children) and dependent parents, sisters and minor brothers. The expression "sons and daughters" shall include children legally adopted by the Member.

#### 3. Miscellaneous

- Fill up the forms in neat handwriting.
- Attach a copy of your Pan card.
- Attach a cancelled cheque. Do not cut the name, bank account no. IFS code and MICR while cancelling a cheque.
- Submit the forms in the SCI Mumbai office at 18<sup>th</sup> Floor by hand delivery or speed post in a box labeled "Pension Forms".