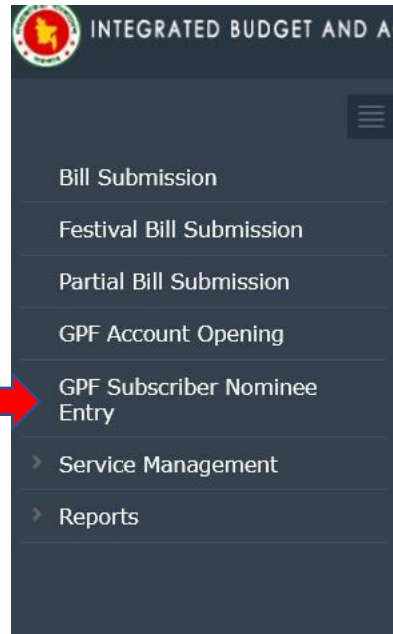


INSERTION OF NOMINEE INFORMATION

MENU NAME: GPF Subscriber Nominee Entry

This menu enables the Self Drawing Officers (Budget Execution Module User with iBAS++ user id) to insert or to change **Nominee Information** against the employee in the iBAS++ System.

GPF SUBSCRIBER NOMINEE ENTRY




Click on **“GPF Subscriber Nominee Entry”** menu.

GPF SUBSCRIBER NOMINEE ENTRY

GPF Subscriber Nominee Entry

Pay Point : **CAFO CAG**





Click on the
Go button

EMPLOYEE BASIC INFO, SUBSCRIPTION INFO and APPROVED NOMINEE INFO (if exists) will be displayed automatically.

GPF SUBSCRIBER NOMINEE ENTRY



NEW NOMINEE INFO ENTRY



Nominee Type	NID	Birth Registration No	Date of Birth	Nominee Name	Guardian Name	Relation	Address	Share(%)		
Select Type ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Relationship ▼	<input type="text"/>	<input type="text"/>	Add	Cancel
Adult	██████████		██████████	██████████		Spouse	d	100	Save	Remove

Save Print



Insert information in the NEW NOMINEE INFO ENTRY and then click on the **Save** button.

- Click “Add” if want to add more than one Nominee.
- If Nominee Type is “Adult”, insert NID and Date of Birth of Nominee. Nominee Name will appear automatically. Then, insert Relation, Address and Share.
- If Nominee Type is “Minor”, insert Birth Registration No, Date of Birth, Nominee Name, Guardian Name, Relation, Address and Share.
- Click **Save** button for saving information.

GPF SUBSCRIBER NOMINEE ENTRY

NEW NOMINEE INFO ENTRY

Nominee Type	NID	Birth Registration No	Date of Birth	Nominee Name	Guardian Name	Relation	Address	Share(%)		
Select Type ▼						Select Relationship ▼			Add	Cancel
Adult	1 [REDACTED]		[REDACTED]	[REDACTED]		Spouse	d	100	Edit	Remove

Save Print



Click on the **Print** button.

GPF NOMINEE FORM

I hereby nominate the person(s) mentioned below in the New Nominee Information, who is (are) member(s) of my family as defined in the General Provident Fund Rules, 1979, to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable, has not been paid, and direct that the said amount shall be distributed among the said person(s) in the manner shown below in the New Nominee Information against their names:

SUBSCRIBER INFORMATION

Subscriber's Name: _____
 Subscriber's NID: _____
 GPF Account Number: _____ Old Number: r _____
 Father's Name: _____
 Designation: _____
 Basic: _____
 Office: _____
 Religion: _____
 Marital Status: _____

PREVIOUSLY APPROVED NOMINEE INFORMATION

Nominee Type	Nominee Name	Guardian Name	NID	Birth Reg No.	Date Of Birth	Relation	Address	Share (%)

NEW NOMINEE INFORMATION

Nominee Type	Nominee Name	Guardian Name	NID	Birth Reg No.	Date Of Birth	Relation	Address	Share (%)
Adult								

SIGNATURE, DESIGNATION AND ADDRESSES OF TWO WITNESSES

1. _____
 2. _____

 Signature (with Date) of Subscriber



After clicking the **Print** button, this doc will be downloaded in another Tab. Print it and put Signature, Designation, Address of two witnesses and then put signature of Subscriber. Scan the document.

GPF SUBSCRIBER NOMINEE ENTRY



Upload Nominee Form :

(pdf/doc/image format file size maximum 5 MB)

Upload the previously scanned doc by clicking “Select File” button. Then click on the “Submit” button.

- After clicking on the Submit button, an OTP will be sent to the user’s registered mobile phone number. Type the OTP and then click Ok.
- This is the end of insertion/change of Nominee Information process by Self Drawing Officers (Budget Execution Module User with iBAS++ user id).

GPF SUBSCRIBER NOMINEE ENTRY

APPROVED NOMINEE INFO

Nominee Type	NID	Birth Registration No	Date of Birth	Nominee Name	Guardian Name	Relation	Address	Share(%)
Adult	██████████	██████████	██████████	██████████	██████████	Spouse	Dhaka	50
Minor	██████████	██████████	██████████	██████████	██████████	Son	Dhaka	50

- When Accounts Office will Approve the request, Nominee Info will be displayed in the same menu as “Approved Nominee Info”.
- The user will also get an SMS in his registered Mobile.