

## Instructions for filling nomination form(s):

1. Only Relevant form, out of the 4 below mentioned forms, is to be furnished: (Download Nomination Form from: [https://agaepts.gov.in/Admin/Forms/Funds\\_2.pdf](https://agaepts.gov.in/Admin/Forms/Funds_2.pdf))  
*I. When the subscriber has a family and wishes to nominate one member thereof.*  
*II. When the subscriber has family and wishes to nominate more than one member thereof.*  
*III. When the subscriber has no family and wishes to nominate one person.*  
*IV. When the subscriber has no family and wishes to nominate more than one person.*
2. The person(s) nominated in **Column.1** or **Col.5** of form-I&III (or) **Column 6** of form-II&IV is/are not a family member(s).

As per AP GPF Rules, if the subscriber has a family, the nomination shall be in favour of members of family only and family includes as follows:-

In case of a **male** subscriber, the wife or wives, parents, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parents of subscriber are alive, paternal grandparents.

### Note:

- I. A Married subscriber cannot nominate any other than his (i) wife or wives; (ii) children or (iii) widow or widows and children of deceased son, so long as they are alive.
  - II. In case the subscriber is a widower and nominates person other than his children or the widow and widows and children of a deceased son, he should certify on the form that he has no issue.
  - III. A nomination with a condition or in favour of legal heirs cannot be accepted.
- In case of a **female** subscriber, the husband, parents, children, minor brothers, **unmarried sisters**, deceased son's widow and children and where no parents of subscriber are alive, paternal grandparents.
3. Form having Corrections using whitener pen/striking off with pen (overwriting) is invalid.
  4. The Nomination may/shall not be filled with **different inks/hand writings**.
  5. Full Address of the nominee is to be furnished (in **column.1** of the form). Age of the nominee is maybe mentioned in relevant column.
  6. The place, where nomination executed may be mentioned.
  7. **Death** should not be mentioned in the contingency column of the form. However,
    - i. The wordings "in the event of legal divorce of Nominee" may be filled (or)
    - ii. A line may be drawn diagonally across the column (or)
    - iii. The wording "in the event of my subsequently acquiring family" (for the subscriber who has **no family**) may be filled.
  8. The percentage of share for each person may be specified in Col.5/ Col.1 of the form.
  9. Address and relationship of the alternate nominee is to be noted in Col.5/Col.6
  10. The alternate nominee (in Column 5 of Form-I&III or Column 6 of Form-II&IV) should be a person other than the principal nominee (in col.1) and the subscriber him/herself.
  11. In case the subscriber has **only one member of his/her family** who has been nominated in col. (1). The alternate nominee in Col. (5) may be filled in with the name of any person, but it should be specified in the column that "*the alternate nomination shall become invalid in the event of the subscriber subsequently acquiring any other member(s) of his/her family*".
  12. If Alternate Nominee is not available to fill in Col.5/Col.6, A line may be drawn diagonally.
  13. Nomination form is to be attested by the DDO.
  14. Nomination form of the DDO should be attested by the next higher authority.
  15. Full signature with date, occupation and address of the subscriber and two witnesses to his/her signature should be given in the space provided for the purpose at the bottom of form.
  16. The date of execution of nomination should agree with the date of signature of the subscriber as well as the witnesses.
  17. **Xerox/Photo** copy of nomination form is not accepted.
  18. GPF Account No. may be furnished, if the Subscriber already had admitted into General Provident Fund.
  19. If the alternate nominee (col.5) is not a member of the family as provided in Rule 2 indicate the reasons. (Read instruction. 11)

**GPF ACCOUNT NO.:** \_\_\_\_\_

**Form of Nomination**

**I. When the subscriber has a family and wishes to nominate one member thereof.**

I hereby nominate the person mentioned below, who is a member of my family as defined in Rule 2 of the General Provident Fund (**Andhra Pradesh**) Rules 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:-

Name and Address of Nominee	Relationship with subscriber	Age	Contingencies on the happening of which the Nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.

Dated: \_\_\_\_\_ Place: \_\_\_\_\_

\_\_\_\_\_  
*Signature of subscriber*

*Name of the subscriber:* \_\_\_\_\_

**Two witnesses to signature:**

i) *Signature:* \_\_\_\_\_ *Name :* \_\_\_\_\_

ii) *Signature:* \_\_\_\_\_ *Name :* \_\_\_\_\_

**^DDO/Head of Office**

**^Nomination proposals of DDO to be counter signed by Next immediate higher authority.**

If the alternate nominee (col.5) is not a member of the family as provided in **Rule 2** indicate the reasons. (**Read instruction. 11**)

GPF ACCOUNT NO.: \_\_\_\_\_

### Form of Nomination

**II. When the subscriber has family and wishes to nominate more than one member thereof.**

I hereby nominate the persons mentioned below who are members of my family as defined in Rule 2 of the General Provident Fund (**Andhra Pradesh**) Rules 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 persons in the manner shown below against their names:-

Name and Address of Nominee	Relationship with subscriber	Age	*Amount or share of accumulation to be Paid on each	Contingencies on the happening of which the Nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.

Dated: \_\_\_\_\_ Place: \_\_\_\_\_

\_\_\_\_\_  
*Signature of subscriber*

*Name of the subscriber:* \_\_\_\_\_

**Two witnesses to signature:**

i) *Signature:* \_\_\_\_\_ *Name :* \_\_\_\_\_

ii) *Signature:* \_\_\_\_\_ *Name :* \_\_\_\_\_

**^DDO/Head of Office**

^Nomination proposals of DDO to be counter signed by Next immediate higher authority

\*Note: This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the fund at any time.

If the alternate nominee (col.6) is not a member of the family as provided in **Rule 2** indicate the reasons. (Read instruction. 11)

GPF ACCOUNT NO.: \_\_\_\_\_

### Form of Nomination

**III. When the subscriber has no family and wishes to nominate one person.**

I , having no family as defined in Rule 2 of the General Provident Fund (**Andhra Pradesh**) Rules, hereby nominate the person mentioned below 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:-

Name and Address of Nominee	Relationship with subscriber	Age	* Contingencies on the happening of which the Nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.

Dated: \_\_\_\_\_ Place: \_\_\_\_\_

\_\_\_\_\_  
*Signature of subscriber*

*Name of the subscriber:* \_\_\_\_\_

**Two witnesses to signature:**

i) *Signature:* \_\_\_\_\_ *Name :* \_\_\_\_\_

ii) *Signature:* \_\_\_\_\_ *Name :* \_\_\_\_\_

**^DDO/Head of Office**

^Nomination proposals of DDO to be counter signed by Next immediate higher authority.

\* Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

If the nominee (col.1)/ alternate nominee (col.5) is not a member of the family as provided in **Rule 2** indicate the reasons. (Read instruction. 11)

GPF ACCOUNT NO.: \_\_\_\_\_

### Form of Nomination

**IV. When the subscriber has no family and wishes to nominate more than one person.**

I, having no family as defined in Rule 2 of the General Provident Fund (**Andhra Pradesh**) Rules, hereby nominate the persons mentioned below 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 persons in the manner shown below against their names:-

Name and Address of Nominee	Relationship with subscriber	Age	*Amount or share of accumulation to be Paid on each	**Contingencies on the happening of which the Nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.

Dated: \_\_\_\_\_ Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of subscriber

Name of the subscriber: \_\_\_\_\_

**Two witnesses to signature:**

i) Signature: \_\_\_\_\_ Name : \_\_\_\_\_

ii) Signature: \_\_\_\_\_ Name : \_\_\_\_\_

**^DDO/Head of Office**

^Nomination proposals of DDO to be counter signed by Next immediate higher authority

\*Note: - This column shall be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

\*\*Note: - Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family. If the nominee (col.1)/ alternate nominee (col.6) is not a member of the family as provided in **Rule 2 indicate the reasons.** (Read instruction. 11)

GPF ACCOUNT NO.: \_\_\_\_\_

**Form of Nomination**

**I. When the subscriber has a family and wishes to nominate one member thereof.**

I hereby nominate the person mentioned below, who is a member of my family as defined in Rule 2 of the General Provident Fund (**Andhra Pradesh**) Rules 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:-

Name and Address of Nominee	Relationship with subscriber	Age	Contingencies on the happening of which the Nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
<b>Name Of the Nominee:</b> (Spouse/Daughter/Son)  <b>Full Address:</b> _____, _____, _____	Spouse /Daughter/Son	---- Years	<b>Read Instruction No.07</b>	<b>Name of the Alternate Nominee(s):</b> 1.Name : Share:_____% Relation : 2. Name: Share:_____% Relation: 3. 4. .. <b>Full Address of the Alternate Nominee :</b>  <b>Note: Read Instruction No.10,11</b>

Dated: \_\_\_\_\_ Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of subscriber

Name of the subscriber: \_\_\_\_\_

**Two witnesses to signature:**

ii) Signature: \_\_\_\_\_ Name : \_\_\_\_\_

ii) Signature: \_\_\_\_\_ Name : \_\_\_\_\_

**^DDO/Head of Office**

^Nomination proposals of **DDO** to be counter signed by Next immediate higher authority.

If the alternate nominee (col.5) is not a member of the family as provided in **Rule 2** indicate the reasons. (Read instruction. 11)

**Form of Nomination****II. When the subscriber has family and wishes to nominate more than one member thereof.**

I hereby nominate the persons mentioned below who are members of my family as defined in Rule 2 of the General Provident Fund (**Andhra Pradesh**) Rules 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 persons in the manner shown below against their names:-

Name and Address of Nominee	Relationship with subscriber	Age	*Amount or share of accumulation to be Paid on each	Contingencies on the happening of which the Nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
<b>Names Of the Nominees:</b> 1.Name : 2. Name: 3.Name : 4. ..... <b>Full Address:</b> _____, _____, _____,	Relation.1 Relation.2 Relation.3	---Years ---Years ---Years	Share. 1:a% Share.2:b% Share.3:c%  <b>Note:</b> $(a+b+c)\% = 100\%$	<b>Read Instruction No.07</b>	Name of the <b>Alternate Nominee(s) :</b> 1.Name : Relation : Share:_% 2. Name: Relation: Share:_% 3. .. <b>Full Address of the Alternate Nominee :</b>  <b>Note: Read Instruction No.10,11</b>

Dated: \_\_\_\_\_ Place: \_\_\_\_\_

\_\_\_\_\_  
*Signature of subscriber*

Name of the subscriber: \_\_\_\_\_

**Two witnesses to signature:**

i) Signature: \_\_\_\_\_ Name : \_\_\_\_\_

ii) Signature: \_\_\_\_\_ Name : \_\_\_\_\_

**^DDO/Head of Office**

^Nomination proposals of **DDO** to be counter signed by Next immediate higher authority

\*Note: This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the fund at any time.

If the alternate nominee (col.6) is not a member of the family as provided in **Rule 2** indicate the reasons. (Read instruction. 11)

GPF ACCOUNT NO.: \_\_\_\_\_

### Form of Nomination

#### III. When the subscriber has no family and wishes to nominate one person.

I, having no family as defined in Rule 2 of the General Provident Fund (**Andhra Pradesh**) Rules, hereby nominate the person mentioned below 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:-

Name and Address of Nominee	Relationship with subscriber	Age	*Contingencies on the happening of which the Nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
<b>Name Of the Nominee:</b> <b>(Sister/Brother/ Son-in-law, Etc.)</b> <b>(Non-Family Member)</b> <b>Full Address:</b> _____, _____, _____,	Relationship	---- Years	<b>Read Instruction No.07</b>	<b>Name of the Alternate Nominee(s)</b> (Non-Family member 1.Name : Relation : Share:_____% 2. Name: Relation: Share:_____% 3. 4. .. <b>Full Address of the Alternate Nominee</b> : <b>Note: Read Instruction No.10, 11</b>

Dated: \_\_\_\_\_ Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of subscriber

Name of the subscriber: \_\_\_\_\_

#### Two witnesses to signature:

i) Signature: \_\_\_\_\_ Name : \_\_\_\_\_

ii) Signature: \_\_\_\_\_ Name : \_\_\_\_\_

**DDO/Head of Office**

^Nomination proposals of DDO to be counter signed by Next immediate higher authority.

Note: - Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

If the nominee (col.1)/ alternate nominee (col.5) is not a member of the family as provided in **Rule 2, indicate the Reason** (Read instruction. 11)



GPF ACCOUNT NO.: \_\_\_\_\_

### Form of Nomination

**IV. When the subscriber has no family and wishes to nominate more than one person.**

I, having no family as defined in Rule 2 of the General Provident Fund (Andhra Pradesh) Rules, hereby nominate the persons mentioned below 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 persons in the manner shown below against their names:-

Name and Address of Nominee	Relationship with subscriber	Age	*Amount or share of accumulation to be paid on each	**Contingencies on the happening of which the Nomination Shall become invalid	Name, address and relationship of the person, if any, to whom the right of thenominee shall pass in the event of his predeceasing the subscriber.
<b>Names Of the Nominee:</b> (Non-Family Member) 1.Name : 2. Name: 3.Name :  <b>Full Address:</b> _____, _____, _____,	Relation.1 Relation.2 Relation.3	---Years ---Years ---Years	Share.1: a% Share.2: b% Share.3 : c%  <b>Note:</b> (a+b+c)% =100%	<b>Read Instruction No.07</b>	<b>Name of the Alternate Nominee(s):</b> Non-Family 1. Name : Relation : Share: __% 2. Name: Relation: Share: __% 3. <b>Full Address of the Alternate Nominee :</b>  <b>Note: Read Instruction No.10 and 11</b>

Dated: \_\_\_\_\_ Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of subscriber

Name of the subscriber: \_\_\_\_\_

**Two witnesses to signature:**

iii) Signature: \_\_\_\_\_ Name : \_\_\_\_\_

ii) Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**DDO/Head of Office**

Nomination proposals of DDO to be counter signed by Next immediate higher authority

\*Note: - This column shall be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

\*\*Note: - Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family. If the nominee (col.1)/ alternate nominee (col.6) is not a member of the family as provided in **Rule 2** indicate the reasons