

SOS SPF Documents Required for Refund Applications

- a) The following are the documents required for refund applications:
- i) **ALL CASES** - Mandatory documents as follows:
- Completed original withdrawal form with signatures of claimant and witness.
 - Passport - Current and previous copies showing bio-data and signature pages (if available).
 - Seamen book - Current and previous copies showing bio-data & sailing period
 - Birth certificate or equivalent
 - Any form of photo ID (e.g.: driving licence, library card, Identification card, residential card)
- **Secondary documents** (if members cannot provide all the mandatory supporting documents due to loss of documents):
- SOS Membership Card
 - Seamen card
- ii) **DECEASED CASES** - Additional mandatory supporting documents as follows:
- Death certificate copy
 - Lawyer letter to prove claimant as the duly authorized nominee of the Participant, his assign or successor in title or such legal representative duly recognized in law applicable to the Participant;
 - Married certificate copy (if claimant is the Spouse of deceased)
 - Birth certificate copy (if claimant is the parent/ child /sibling of deceased)
 - Claimant passport copy
- b) All documents except withdrawal form must be **certified true copies and signature of claimant in withdrawal form is to be witnessed by** either one of the following groups of people:
- Justice of Peace
 - Public Notary
 - Lawyer
 - Document Issuing Authorities
 - SOS / Seacare Regional Offices (if applicable)
- c) All forms and supporting documents must be **submitted by post or in person.**

SOS Seafarers' Provident Fund



seAcAre

Seacare Thrift Pte Ltd
52 Chin Swee Road #08-00
Seacare Building Singapore 169875
Tel: +65-63795666
Fax: +65-68363976
E-mail: thrift@seacare.com.sg
Website: www.seacare.com.sg

Application Form for Withdrawal of SPF

I/We hereby apply to receive SOS Provident Fund.

For SOS use only

Thrift ID:

IMPORTANT:

Please write clearly and provide correct and complete information as incomplete withdrawal form will delay the application process.

Please enclosed certified true copies of required documents. Signature of claimant is to be witnessed by authorised personnel.

SPF Account Holder's Personal Particulars

Name as in Passport			
Residential Address			
Passport Number		Date of Birth	
Contact Numbers			
Email			

Member / Nominee's Bank Details

Payment Mode: Cheque / Bank Draft / Telegraphic Transfer (Please specify one only, Bank charges applies)			
Type of Currency			
Name as per Bank Account			
Bank Name			
Bank Swift Code		Branch Name	
IFSC Code #			
Account Number			
Address of Bank			

Note: # For Bank accounts in India, please fill in.

**** This section is only to be completed by nominee / beneficiary under labour agreement, otherwise please ignore.**

Nominee / Beneficiary's Name			
Relationship to Member		Contact Number	
Nominee / Beneficiary's Signature & Date		Witness's Name, Signature, Stamp & Date	

Application Form for Withdrawal of SPF

Terms and Conditions of Withdrawal

- 1) This withdrawal is subject to the terms and conditions of the Scheme of Administration for the SPF moneys (the Scheme).
- 2) All incomplete application form will be rejected.
- 3) All application for withdrawal of SPF moneys shall be made by 31st August 2021 being 30 days before the expiry of the Scheme. Application for withdrawal received after 31 August 2021 shall not be entertained.
- 4) By filling in this application form, you acknowledge and accept that disclosure of your Information to our Affiliates or Participants or such other third party for the purpose of providing you with the required services. Such disclosure and use of such Information may be necessary or inevitable for the purposes of giving effect to any Instruction from you. Failure to allow such disclosure, access to or use of your Information may result in our inability to offer or continue to offer the Services to you. Seacare Thrift Pte Ltd as the Manager of the Scheme reserves the rights to request for further supporting documents or verification to determine the proper identification of the Member or the Member's proper claimant.
- 5) By providing Personal Data relating to a third party (e.g. information of your dependent, spouse, children and/or parents) to us, you represent and warrant that the consent of that third party has been obtained for the collection, use and disclosure of the Personal Data for the purposes listed above.
- 6) You may withdraw your consent given for any or all purposes set out in this application in writing to us. If you withdraw your consent to any or all purposes and depending on the nature of your request, SOS and Seacare Thrift Pte Ltd may not be in a position to continue to provide our products or services to you.
- 7) Your Personal Data is retained to the extent one or more of the purposes for which it was collected remains valid and for other legal or business purposes for which retention may be necessary.
- 8) Our authority to collect, use or disclose Information as set out in this Clause shall survive the termination of this Part, and our rights and abilities under this Clause shall be in addition to and without prejudice to our other rights of disclosure under and pursuant to the Singapore Personal Data Protection Act or any other statutory provisions and in law and nothing herein is to be construed as limiting any of those other rights.
- 9) All bank and remittance charges shall be borne by the Member or the Member's proper claimant. The final payout of the SPF moneys is subject to the terms and conditions of the Scheme of Administration.
- 10) The payout amount of the SPF moneys as approved by Seacare Thrift Pte Ltd and the Administrative Committee of the Scheme shall be final and conclusive.
- 11) The SOS, the Executive Committee of SOS, the Administrative Committee of the Scheme and Seacare Thrift Pte Ltd shall not be liable to any claims whatsoever suffered by you or any User as a result of any disclosure of any Information which you have consented to us collecting, using or disclosing or where such collection, use or disclosure is allowed under the applicable laws in Singapore upon payment of the SPF moneys to the Member or the Member's proper claimant.
- 12) For any enquiries on personal data protection matters, please refer to www.osea.org.sg.

PLEASE SIGN HERE

Applicant's Signature / Date

Witness's Name / Organisation Name & Stamp

Witness's Signature / Date