



SURAT PEKELILING PERBENDAHARAAN NO. 10 TAHUN 1977.

Kepada:
Semua Kementerian dan Jabatan,

Pindaan Kepada Pekeliling Perbendaharaan No. 3 Tahun 1960

Surat Pekeliling ini adalah tertujuan untuk meminda Pekeliling Perbendaharaan No. 3/1960 bagi mengatasi beberapa masalah yang di hadapi oleh Bahagian Pencen, Jabatan Perkhidmatan Awam untuk mendapatkan penyata kira-kira caruman Kumpulan Wang Simpanan Pekerja (KWSP) bagi Pegawai-pegawai Kerajaan yang akan/telah bersara bagi maksud kiraan pencen. Masalah-masalah yang dihadapi sekarang ini telah menyebabkan kelewatan untuk membuat pembayaran pencen. Dengan itu pindaan-pindaan ini dibuat untuk memudahkan caracara mendapatkan penyata kira-kira KWSP dan diharap dapat mempercepatkan proses pengiraan faedah-faedah pencen pegawai-pegawai Kerajaan.

2. Bagi maksud yang tersebut diatas sila gantikan perenggan 10, 11 dan 12 di Lampiran "A" kepada Pekeliling Perbendaharaan No. 3/1960, mengenai 'Government's Share of Contributions' dengan pindaan-pindaan sebagaimana yang tersebut dibawah ini:-

"10. For the purpose of determining the Government's share of contributions in respect of an employee the Head of Department should complete Appendix E with all the relevant information and forward it to the E.P.F. Board six months prior to date of retirement after having the lower portion of the Appendix signed by the member concerned. Only the following particulars will be supplied by the E.P.F. Board:-

(a) For a contributor who has not withdraw his contributions -

A tabular statement showing the total amount standing to his credit on the 31st December, of the preceding year and the total contributions credited in respect of him during the current year. This statement will exclude contributions paid prior to joining Government Service if Appendix E is

fully completed.

(b) For contributor who has withdrawn his contributions -

The total amount standing to his credit on the 31st December of the year preceding the year of withdrawal, the total contributions credited in respect of him during the year of withdrawal and the interest on the amount standing to his credit on the 31st December of the year preceding the year of withdrawal calculated at the rate declared for the previous year on the number of completed months elapsed during the year of withdrawal. This statement will also exclude contributions paid prior to joining Government Service if Appendix E is fully completed.

11. Only the above information is therefore available for the purpose of preparing the gratuity papers of a contributor. The total contributions with interest made by Government on the officer's behalf up to the date of retirement (excluding penalty payments) will be assumed to be fifty percent of the total sum in the statement supplied by the E.P.F. Board in the case of contributions made prior to September 1975. In the case of contributions made from September 1975 onwards the employees and the Government share will be apportioned in the ratio of 6:7 respectively.

12(a) For the purpose of calculating the gratuity which is due under the Pensions Ordinance to an officer who dies in service and which may be payable to a person different from the officer's nominee as recipient of his Employees Provident Fund benefits, the Head of Department will submit Appendix E to the Employees Provident Fund for obtaining a Statement of Account. The General Manager, Employees Provident Fund, will state the total amount standing to the credit of account as at 31st December of the year preceding date of death, the total contribution credited during the year of death and the interest on the amount standing to his credit on the 31st December of the year preceding the year of death calculated at the rate declared for the previous year on the number of completed months elapsed during the year of death.

12(b) If the Head of Department concerned requires the name of the nominee of the officer who died in service in addition to the statement required under item 12(a) above, he should forward the request for the information in a covering letter to the Employees Provident Fund together with the completed Appendix E".

3. Appendix "E" kepada Pekeliling Perbendaharaan No. 3/1960 adalah dibatalkan dan digantikan dengan Appendix "E" yang baru sebagaimana di Lampiran kepada Pekeliling ini. Appendix "F" dan "G" kepada Pekeliling Perbendaharaan No.3/1960 adalah dengan ini dimansuhkan.

4. Ketua-ketua Jabatan hendaklah mematuhi peraturan ini mulai daripada tarikh Pekeliling ini dikeluarkan.

(TAN SRI DATO' ABDULLAH BIN AYUB)
Ketua Setiausaha Perbendaharaan.

Lampiran `A'

APPENDIX "E" TO TREASURY CIRCULAR NO.3 OF 1960
(Para.10, 11 & 12 of Appendix A to The Circular)

Department:
Address:

To:

The General Manager,
Employees Provident Fund,
Petaling Jaya.

Dear Sir,

Statement for Purposes of Calculating Terminal Service Benefits

I shall be grateful if you would let me have a Statement of the undermentioned member's account in duplicate. The member's consent is given below/The member died on while still in service. (*Delete whichever is not applicable.)

1. The particulars of the member are as follows:-

(a) Name according to NRIC:

(In Block Capitals)

(b) N.R.I.C. No

(c) Employees Provident Fund Account No

2. For an officer who is eligible for retirement benefits:-

(i) From..... To:.....

(ii) From..... To:.....

(Where service is broken, periods of recognisable service should be stated separately).

3. For an officer who is on contract:-

State Date of Commencement and Expiry of contract

for which statement is required.

From:.....To:

.....

Signature of Head of Dept.

The General Manager,

E.P.F., P.J.

Please supply a Statement of Account of my credit in the Fund in duplicate to my Head of Department. *I am in possession of one EPF Account Number only/My other Account Numbers are:

* I have/I do not have other contributions to the E.P.F. paid by other employers before joining government service. (*delete whichever is not applicable).