**Superannuation Fund Withdrawal Form**

**Form No.:** SAF–001  
**Date of Submission:** [DATE]

1. **Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | **Muhammad Ali** | Employee ID / Code | **EMP-4587** |
| Designation | **Senior Accountant** | Department | **Finance Department** |
| Date of Birth | **10-Jan-1970** | Date of Joining | **15-Mar-2000** |
| Date of Retirement / Resignation | **30-Sep-2025** | Contact Number | **0300-1234567** |
| Email Address | **m.ali@email.com** | CNIC / ID No. | **35201-9876543-1** |

1. **Employment Details**

|  |  |
| --- | --- |
| **Particulars** | **Details** |
| Name of Employer | **Alpha Financial Services Pvt. Ltd.** |
| Office Address | **Plot 22, Business Avenue, Lahore, Pakistan** |
| Total Years of Service | **25 years** |
| Reason for Withdrawal | ☐ Retirement ☐ Resignation ☐ Death ☐ Other (specify): |

1. **Superannuation Fund Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Opening Balance | **2,500,000** | Employer’s Contribution | **1,200,000** |
| Employee’s Contribution | **1,200,000** | Interest Accrued | **600,000** |
| **Total Fund Balance** | **= 5,500,000** | | |

1. **Payment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Mode of Payment | ☐ Bank Transfer ☐ Cheque ☐ Other (Specify): \_\_\_\_\_\_\_\_\_\_ | | |
| Bank Name: | **Habib Bank Limited** | Account Title | **Muhammad Ali** |
| Account Number | **1234-567890-1** | IBAN | **PK10HABB0000001234567890** |
| Branch Code | **0045** |  |  |

**E. Declaration by Employee**

I, **Muhammad Ali**, hereby declare that the above details are true and correct to the best of my knowledge. I request withdrawal of my accumulated superannuation fund as per company policy and relevant laws.

**Signature of Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Employer / HR Department Verification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Verified By** | **Designation** | **Signature** | **Date** |
| **Sana Ahmed** | **HR Manager** | \_\_\_\_\_\_\_\_\_\_ | **02-Oct-2025** |

1. **Accounts Department Authorization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized By** | **Designation** | **Signature** | **Date** |
| **Zubair Khan** | **Chief Accountant** | \_\_\_\_\_\_\_\_\_\_ | **04-Oct-2025** |

1. **Office Use Only**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount (PKR)** | **Remarks** |
| Total Fund Approved for Payment | **5,500,000** | As per HR verification |
| Tax Deducted (if applicable) | **=5,500,000\*0.05 → 275,000** | 5% withholding |
| **Net Amount Payable** | **=5,500,000 – 275,000→ 5,225,000** | After tax deduction |

**I. Final Acknowledgment by Employee**

I acknowledge receipt of my superannuation fund payment of **PKR 5,225,000** on **10-Oct-2025**.

**Signature of Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_