

**SINGAPORE MARITIME OFFICERS' UNION**75 Jellicoe Road, #02-01, Wavelink Building, Singapore 208738
Tel: 6396 0123 Fax: 6339 5436 Website: www.smou.org.sg**Request to Withdraw SMOU (Officers) Seafarers' Provident Fund**

I / We hereby apply to receive SMOU (Officers) Seafarers' Provident Fund under the Scheme of Administration.

IMPORTANT:

Please write clearly and provide correct and complete information as incomplete withdrawal form will delay the application process. Please enclose copies of birth certificate, new & old passports, seafarer's handbook, bank book/statement and any other form of identification for verification. *See reverse for documents required.

Particulars of Member

SMOU NUMBER	(* leave blank if information is not available)	THRIFT NUMBER	(*leave blank if information is not available)
MEMBER'S NAME (as in Passport)			
MEMBER'S ADDRESS			
PASSPORT NUMBER		DATE OF BIRTH	
EMAIL ADDRESS		CONTACT NUMBER	
COMPANY'S NAME			

Member/ Nominee's Bank Details

MODE OF PAYMENT {Tick and complete either (A) or (B)}	<input type="checkbox"/> A) TELEGRAPHIC TRANSFER TO OVERSEAS' BANK ACCOUNT (*bank charges apply)	BANK BRANCH / STATE (if any)	
	BANK'S SWIFT CODE (compulsory field)		
	<input type="checkbox"/> B) DIRECT FUNDS TRANSFER TO LOCAL (SINGAPORE-BASED) BANK ACCOUNT (*bank charges may apply)		
ACCOUNT NUMBER		CURRENCY TYPE (SGD or USD preferred. Please tick one)	<input type="checkbox"/> SGD <input type="checkbox"/> USD <input type="checkbox"/> Others Specify currency for "Others" _____
NAME AS IN BANK ACCOUNT			
BANK NAME			
ADDRESS OF BANK			

This section must be completed if member would like to transfer the fund to his nominee/beneficiary OR if application is by the Nominee/Beneficiary. * Please attach copies of marriage certificate/birth certificate of Nominee/Beneficiary, whichever is applicable

NOMINEE / BENEFICIARY'S NAME			
PASSPORT / NRIC		RELATIONSHIP TO MEMBER	
EMAIL ADDRESS		CONTACT NUMBER	
VERIFIED BY 2 WITNESSES	_____		_____
	NAME & SIGNATORY (1)		NAME & SIGNATORY (2)

I have read and understood the Terms and Conditions of Withdrawal under the Scheme of Administration. I hereby authorise you to withdraw and transfer my/our Provident Fund to the specified bank as detailed above.

I consent to my Personal Data being collected, used and retained by SMOU/Wavelink Thrift for the purposes of processing, administering and managing my SPF withdrawal. I consent to my Personal Data being disclosed by SMOU/Wavelink Thrift to authorised third parties for the purposes of managing SPF withdrawal. I consent to be contacted by SMOU/Wavelink Thrift via telephone, email, text messages, fax and/or post for matters relating to SPF withdrawal. For the purposes of SPF withdrawal related issues, I consent to SMOU/ Wavelink Thrift obtaining my Personal Data and relevant data relating to my employment from my company.

I consent to participate in interviews, to the use of quotes and the taking of my photograph and/or video recordings of me by the SMOU/Wavelink Thrift. I also grant the SMOU/Wavelink Thrift the right to edit, use and reuse the photographs and/or video recordings for non-profit purposes, for news and publicity purposes, including for use in print, on online/electronic platforms and all other forms of media. I acknowledge that SMOU/Wavelink Thrift owns all rights to the photographs and/or video recordings. I agree to hold harmless SMOU/Wavelink Thrift, its management, officers, and employees against all claims, demands, proceedings, liability, damages and costs associated with the above.

I further declare that the personal data pertaining to my spouse and dependant(s) are true and correct and that these persons are aware of and consent to SMOU/Wavelink Thrift managing their information for authorised purposes.

Applicant's Signatory: _____**For Official Use:****Application Approval: APPROVED / REJECTED / KIV**_____
Authorised & Endorsed by the Advisory Committee of the SMOU Scheme of Administration_____
Date



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Request to Withdraw SMOU (Officers) Seafarers' Provident Fund

The SMOU, the Executive Committee of SMOU, the Advisory Committee of the Scheme and Wavelink Thrift Pte Ltd shall not be liable to any claim whatsoever upon payment of the SPF moneys to the Member or the Member's proper claimant.

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) Wavelink 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.
- 4) All application for withdrawal of SPF moneys shall be made by 1st December 2021 being 30 days before the expiry of the Scheme. Application for withdrawal received after 1st December 2021 shall not be entertained.
- 5) 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.
- 6) An administrative fee of 2.8%, approved by the SPF Advisory Committee shall be deducted from the SPF money due to the Member before the payout to the Member or the Member's proper claimant.
- 7) The payout amount of the SPF moneys as approved by Wavelink Thrift Pte Ltd and the Administrative Committee of the Scheme shall be final and conclusive.

A) REQUIRED DOCUMENTS FOR SPF WITHDRAWAL APPLICATION

- 1) Duly completed Withdrawal Form (can be downloaded from www.ispf.org.sg)
- 2) Copy of NRIC/Passport (both old and new ones)
- 3) Copy of Seaman Handbook(s)
- 4) Copy of the Bank Book or Statement, clearly showing the name of the bank, member's name and member's bank account number.
- 5) Indicate mode of payment as:-
 - i) "Telegraphic Transfer" for members who are based overseas. (*Note: bank charges apply).
It is compulsory to provide the "Swift Code" of the overseas (beneficiary) bank account.
or
 - ii) "Direct Funds Transfer to a Local (Singapore-based) Bank Account. (*Note: bank charges may apply)
- 6) Provide additional documents like Birth/Death/ Marriage Certificate if payout is in the name of the nominee/beneficiary.

B) ADDITIONAL DOCUMENTS IF PAYOUT IS IN THE NAME OF NOMINEE/BENEFICIARY

For Nominee/Beneficiary

- Letter of Administration from the court or lawyer (to certify claimant is the beneficiary)
- Copy of nominee/beneficiary's passport
- Copy of birth certificate
- Copy of marriage certificate
- Copy of child's birth certificate

Deceased

- Copy of deceased's passport
- Copy of death certificate
- Letter of Administration from the court or lawyer (to certify claimant is the beneficiary)
- Copy of beneficiary's passport
- Copy of deceased's birth certificate (if claimant is parent)
- Copy of marriage certificate (if claimant is spouse)
- Copy of claimant's birth certificate (if claimant is child)

C) SUBMISSION CHANNELS

The duly completed Withdrawal Form and all relevant documentation may be submitted via the available channels:-

@ Email : spf@wavelink.com.sg

✉ Post : Wavelink Thrift Pte Ltd, 75 Jellicoe Road #02-01, Wavelink Building, Singapore 208738

Please call +65 6390 1661 or email spf@wavelink.com.sg if any clarifications on the completion of this form is required.