

STEPS FOR CREATING AND UPLOADING SETTLEMENT LIST

OF FORM NO. 1 IN EXCEL FORMAT

The screenshot shows a web browser window with the URL https://atepfo.in/portal/new-atepfo/WAGE/form1_entry.php. The page contains a form with the following sections:

Add	
(i) Net Collections	
(ii) Balance Brought Forward(From Pre. Stmt)	
(iii) Net Cr. Balance of Incoming Transfers	
(iv) Interest Advised by Fund	
(v) Reviving lapse A/C	
(vi) Adjustment	N

Deduct	
(vi) Net Cr. Balance of Outgoing Transfers	
(vii) Lapsed Cont., Interest, Unclaimed Amount	
(viii) Contra-entry Interest @ 15% on arrear PF Contribution	
(ix) Interest on Advance	
(x) Remittance from Board of Trustees	
(xi) Adjustment	N
Balance Carried Forward	

Remarks:

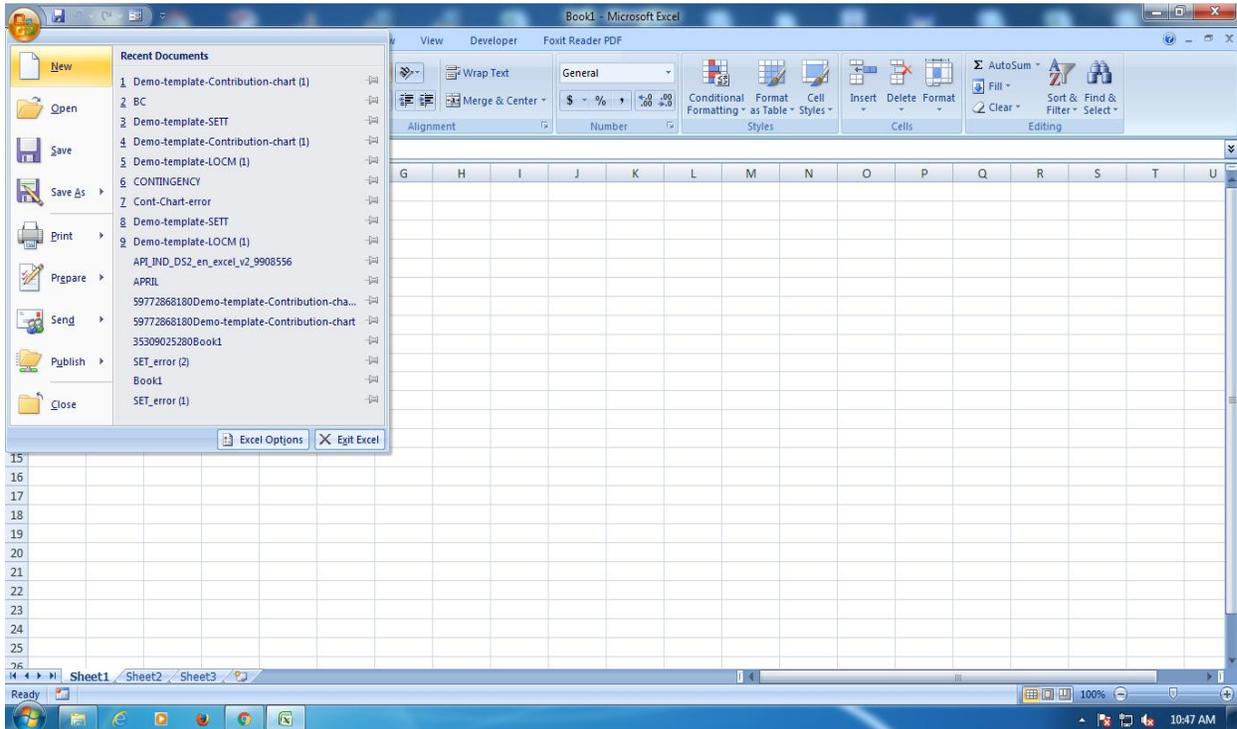
Contribution Chart: Choose File | No file chosen (only) Demo_Template (xls, xlsx formats)

List of Ceased Member(s): Choose File | No file chosen (only) Demo_Template (xls, xlsx formats)

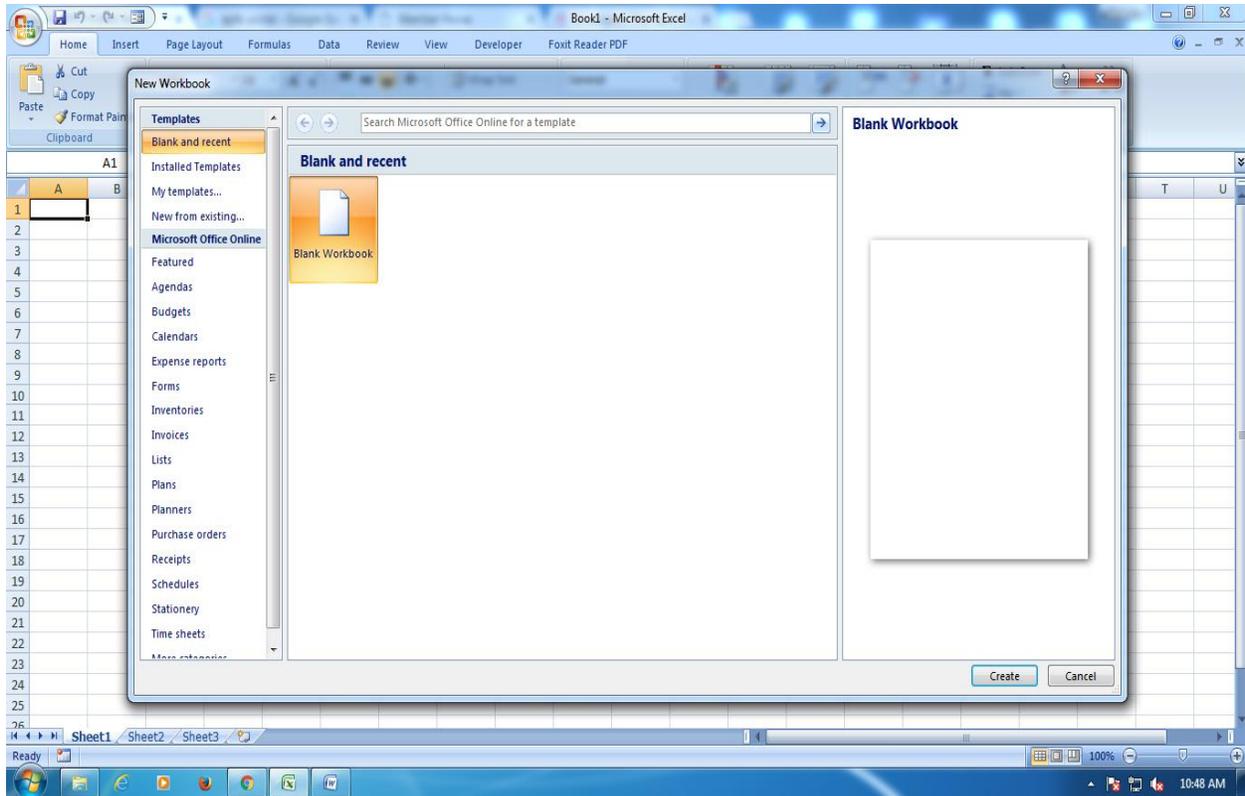
Settlement List: Choose File | No file chosen (only) Demo_Template (xls, xlsx formats)

Next Cancel

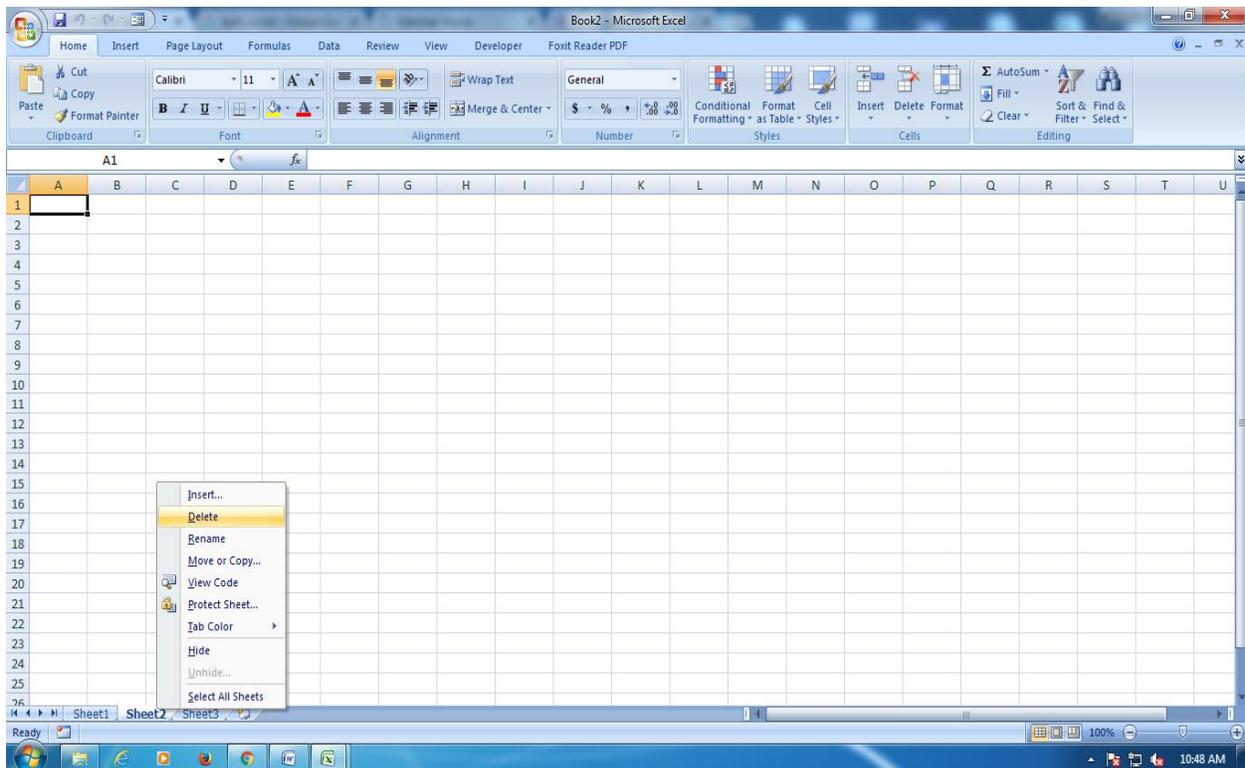
Step1: First Open a new Excel File.



Step 2: Create a Blank Document.

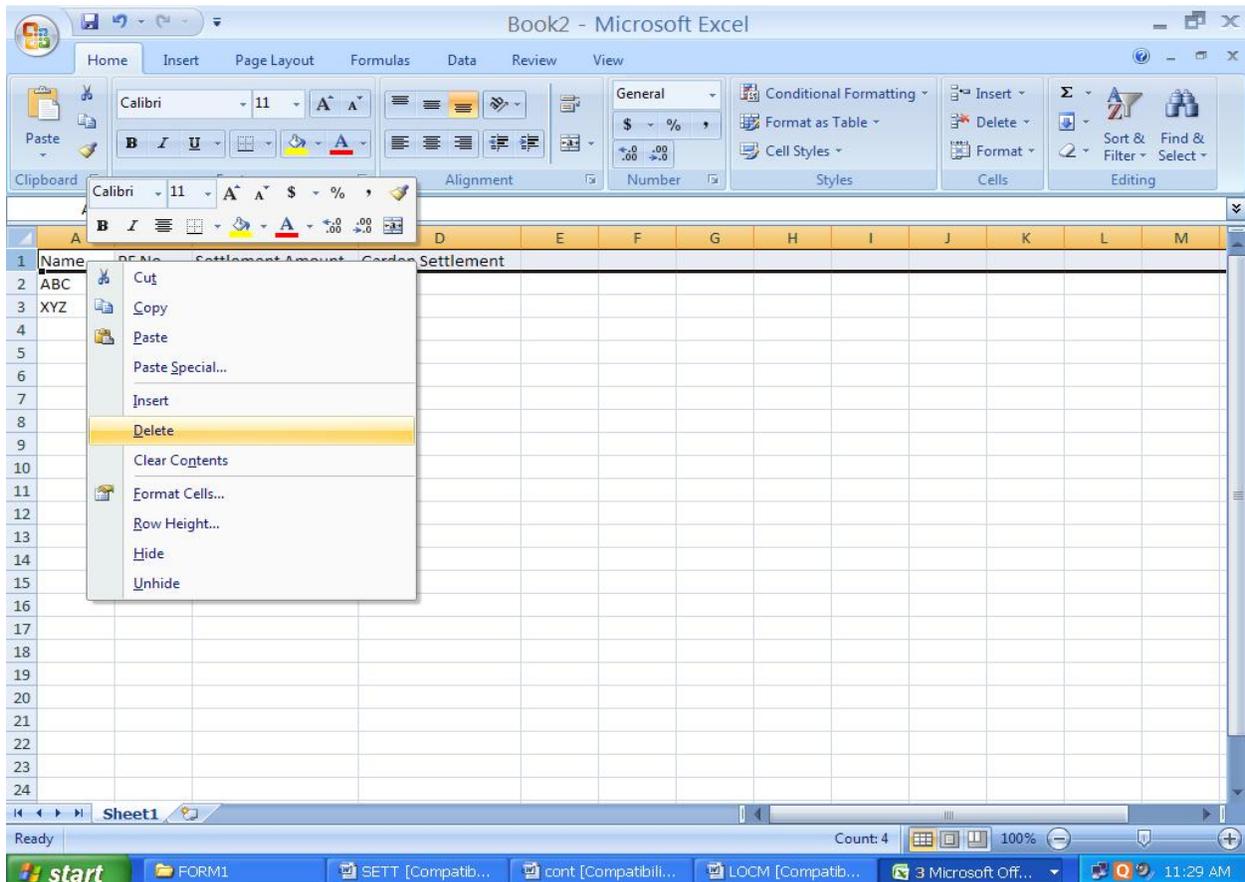


Step3: Delete the Sheet 2 and Sheet 3 form the bottom of the excel sheet.



Step 4: Enter the all records in the respective fields. In garden settlement record, then put Capital "Y" otherwise put Capital "N".

Step 5: After Entering all the values, delete the header by selecting the header row.



Step 6: Save the excel sheet and upload it.