

**Hindustan Copper Limited  
Corporate Office**

No. HCL/HR/CPRMS/2025/1

06.12.2024

CIRCULAR

**Sub: Online registration and documentation for availing benefits of Contributory Post Retirement Medical Scheme (CPRMS) - 2025 for eligible Ex-employees and/or their spouses at the Company's Ex-employee portal.**

In order to ensure ease of process for CPRMS 2025, a portal for eligible ex-employees at Company's website (Ex-employee section) has been developed for uploading required documents for personal, financial information and official records.

The renewal and/or addition/deletion of CPRMS membership and their premium payment, etc. is to be done using the new online portal only. Each Unit/Office is required to check and verify the data for CPRMS-2025 filled in by ex-employee members retiring from the respective Units/Offices

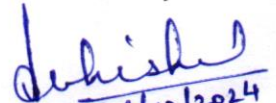
Some important guidelines for the registration process in the CPRMS portal at Hindustan Copper Limited website is provided in Annexure-1.

All the existing and new members of HCL CPRMS are requested to visit HCL Portal (Ex-employee section) and arrange to submit the data as required and get the successful submission report.

The required premium amount shall be intimated at the HCL portal after finalization of Insurance provider for CPRMS-2025 and assessment of share ratio inclusive of GST.

In case of any clarification and assistance, please contact us at [hcl\\_medical@hindustancopper.com](mailto:hcl_medical@hindustancopper.com) or our Company empaneled Insurance intermediary M/s Salasar Services (Insurance Brokers) Pvt. Ltd.

This issues with the approval of the Competent Authority.

  
06/12/2024  
(Abhishek)  
AGM (HR)

**Distribution:**

1. Unit Heads - MCP, KCC, ICC, TCP, GCP
2. ED (F) / CO
3. GM (HR) / CO
4. Regional Manager - RSO-Delhi
5. All HR Heads of Units / Offices
6. AGM (Systems) / CO - For uploading at Company Website
7. GS - OA of Units & Offices
8. GS - Recognized Unions of Units & Offices

**Copy for kind information to:**

1. CMD-(I/c) & D(F)
2. D(M) & D(Op)-I/c
3. CVO

## Annexure-1

### Important guidelines for registering for CPRMS at Hindustan Copper Limited website

#### A. General

1. The fields marked with (\*) are mandatory.
2. For any HR/Medical related query only, respective Unit/Office HR-Medical sections may please be contacted. Further, if required, contact us at [hcl\\_medical@hindustancopper.com](mailto:hcl_medical@hindustancopper.com) or [somnath@salasarservices.com](mailto:somnath@salasarservices.com).
3. List of documents to be uploaded, (detailed in Table-1) will be required to keep ready before online form fill-up:
  - a) Scanned recent color passport size photograph [ 3.5 X 4.5 cm], Size less than 50 KB in either gif, jpeg, jpg, png format.
  - b) Scanned copies certificates (Experience, Life, Employee id. Cards, etc.), size less than 250 KB either in Pdf / 50 KB in gif, jpeg, jpg, png format.
  - c) Government id.s
  - d) Bank details - cancelled cheque copy

Table-1

Sr. No.	Document Name	Type	Frequency of uploading
1	Scanned recent color passport size photograph of ex-employee	Size less than 50 KB in either gif, jpeg, jpg, png format	One time at the time of first registration only
2	Scanned recent color passport-size photograph of beneficiary spouse	Size less than 50 KB in either gif, jpeg, jpg, png format	One time at the time of first registration only
3	Service Certificate	Size less than 50KB in either gif, jpeg, jpg, png format / 250 KB in pdf format	One time at the time of first registration only
4	Life Certificate	Size less than 50KB in either gif, jpeg, jpg, png format / 250 KB in pdf format	Every year at the time of paying premium
5	Aadhar Card	Size less than 50 KB in either gif, jpeg, jpg, png format / 250 KB in pdf format	One time at the time of first registration only
6	Aadhar Card of beneficiary spouse	Size less than 50 KB in either gif, jpeg, jpg, png format / 250 KB in pdf format	One time at the time of first registration only
7	PAN Card	Size less than 50 KB in either gif, jpeg, jpg, png format / 250 KB in pdf format	One time at the time of first registration only
8	PAN Card of beneficiary spouse	Size less than 50 KB in either gif, jpeg, jpg, png format / 250 KB in pdf format	One time at the time of first registration only
9	Cancelled Cheque	Size less than 50 KB in either gif, jpeg, jpg, png format / 250 KB in pdf format	One time at the time of first registration only
10	Life certificate of beneficiary spouse	Size less than 50 KB in either gif, jpeg, jpg, png format / 250 KB in pdf format	Every year at the time of paying premium
11	Death Certificate of beneficiary spouse [if any]	Size less than 50 KB in either gif, jpeg, jpg, png format / 250 KB in pdf format	One time [if applicable]
12	Death certificate of ex-employee [if any]	Size less than 50 KB in either gif, jpeg, jpg, png format / 250 KB in pdf format	One time [if applicable]