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For any queries please contact your concern location Hr Team.

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- 1 -

• What is UAN

- UAN stands for Universal Account Number to be allotted by EPFO.
- The UAN will act as an umbrella for the multiple PF Account Numbers allotted to an employee by different establishments (Companies).
- The idea is to link multiple PF Account Numbers (Member Id) allotted to a single employee under single Universal Account Number.
- This will help the employee to view details of all the PF Account Numbers (Member Id) linked to it.
- If a employee is already allotted Universal Account Number (UAN) then he / she is required to provide the same on joining in new establishment to enable the employer to in-turn mark the new allotted PF Account Number (Member Id) to the already allotted Universal Identification Number (UAN).

• Benefit under UAN

- Download Passbook
- Download UAN Card
- List previous PF Account Numbers
- Enter KYC Details
- Check eligibility for online transfer claim
- Edit personal details

► UAN Activation

- 3 -

For UAN activation Mobile number is mandatory.

*It is better if your mobile number linked with your Aadhaar Card.

.....

• How to know your UAN

• Contact you're HR Department or It is printed on your salary slip.

• How to Activate UAN

Before starting UAN activation process keep readily below details.

- 1) UAN -12 Digit
- 2) Name as per PF records for this contact your concern HR Dept.
- 3) Date of Birth as PF records- for this contact your concern HR Dept.

(Note - You can change or modify details after UAN activation)

Steps are below.

- 1. Visit to website http://epfindia.gov.in >>
 - > Our Services >> For Employees >> Member UAN/Online service (OCS/OTCP)>>

w.epfindia.com/site_en/For_Employees.php?id=sm2_index		🕈 🔍 Search 🔄 🔿
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For EMPLOYEES The three Social Security Schemes run by the E engaged in the Industries and establishments ar services. Information regarding all the available es Pensioners are available for download and the pro the documents and FAQs. The women employees a benefits for the employees who had to leave the pri the country who are our potential customers eith also collect all information on the facilities and the b	mployees" P F Organisation are for the employees ind EPFO constantly makes effort to provide better rvices and the application forms for Employees and cess for availing the benefits thave been explained in re also given the benefits at par and there are special esent job due to physical incapacitation. The youth of ir by becoming an entrepreneur or an employee can enefits provided by the EPFO.	Introduction of Universal Account Number for EPFO Subscribers
SERVICES UAN Services (Member) Member Passbook @ Member UAN/Online Service (OCS/OTCP) @ Know Your Calim Status The link shall takeyou to a EPFIGMS (Register your Finder Service) Fieldble Application Form for COC @ Pensioner's Portal @ Topperative A/C Helpdesk @ One FPM Account @ Pensioner Service (Service)	IMPORTANT LINKS Locate an EPFO Office (? Know Which Claim Form to Submit Status - IWU Certificate of Coverage Issued (? wethpage outlide www.splindia.com. For any gary le Inked page, please contact the webmaster of the	Contribution Rate Vage Celling Rate of Interest Process for Change in Name & Basic Details of Members Help - Establishment Search Use EPFO - Mobile Application @ UAN Presentation Besolution on Service Delivery Ethics
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2. Activate UAN

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Dear EPF Members !!		
Member Passbook service is available at www.epfindia.gov.in [Our Services >	> For Employees >> Member Passbook]	UAN Enter UAN
Aadhaar Based Online Claim Submission		Password Password
Seeded Aadhaar against activated UAN is mandatory for online daim submis	lion.	4 B
Other frequently used services are available at www.epfindia.gov.in		w ¹ z
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3. Fill the UAN, Name as per UAN, Date of Birth, Mobile no. >> Get authorized Pin>> Put the OTP and Submit.

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• Change Mobile Number in UAN if forgotten password.

Steps are below.

- 1) Visit to website http://epfindia.gov.in >>
- 2) Click on forgot Password as shown in image below.

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3) Enter your UAN number and Captcha. Click on Verify.

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- 5 -

4) The mobile number mapped to your UAN will be shown. If you want to change the mobile Number you can click on **No.**

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Do you want to confirm this Mobile Num	iber ? (OTP will be sent on this m	obile number. Click 'No' to Ye	

5) You will see the screen asking for your Name, Date of Birth, and Gender. Click on verify. If you get an error such as *Details not matching*, check with your employer as to which Aadhaar Number or PAN number is linked with your UAN.

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Document Number : *	Ĺ	Verify
Laxmichand	Chheda Consultanc	y Pvt Ltd.

6) Validate your details against Aadhaar or PAN. Click on *Verify* near the document number. If you get *Details not matching error*, check with your employer as to which Aadhaar Number or PAN number is linked with your UAN.

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- If you see Details Validated then you can enter a new mobile number. Click on Get OTP.
- Once you enter OTP sent to your new mobile number, you will enter new password twice.
- You will see *Password changed successfully message*. You can click on Login to log with your new password.

≻ KYC Update

- KYC of Aadhaar Card, Pan Card & Bank Account Number with IFSC is mandatory in UAN profile.
- Your Name as on Aadhaar card should be exactly match with PF records otherwise you have to send name change or Modification online request.

.....

• Aadhaar Card KYC

Update digitally verified Aadhaar Card KYC. If unable to update KYC, then you have to send online name change request. (Please refer attachment for the same)

.....

• PAN Card KYC

Your personal information details on **Income Tax portal** should be same as on mention in Aadhaar card. (Even a slight variance with an extra space etc will result in rejection as the data is verified online.)

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• Bank Account Number with IFSC code

Update your bank account number with IFSC code.

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KYC Updation Process is below.

1) Login into UAN Interface >> Click on Manage option >> KYC.

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2) Add KYC.

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Add KYC				•
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	PAN	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
	AADHAAR	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
	Passport	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
	Driving License	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
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3) Yoı	ı can see your	Pending & App	rove KYC.	

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** Only verifie	d KYC such as AADH/	VAR, PAN which are	digitally approved will be (considered for availing any serv	vices.				

Benefits after completion of KYC

Members with KYC completed will get benefits with following services.

- ➤ ✓ Smooth transfer of Service
- ➤ ✓ Smooth withdrawal of PF Amount
- Transparency in their accounts
- Members who have activated their account would get a monthly SMS intimation of their monthly PF.

> PF Passbook (Member Passbook)

Steps are below.

- 1) Visit to website http://epfindia.gov.in >>
- 2) Click on Our services>>For Employees>>Member Passbook

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3) Login with UAN & password.



- 10 -

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7) View your passbook

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Correction or Modification in Basic Details

PF department provided online facility to employees who want to correct or modify their basic details in PF records.

.....

Name ->

This facility is on Aadhaar base, employee can send an online request through UAN Interface.

Date of Birth ->

The correction in date of birth employee have to submit duly signed a joint declaration letter along with supporting document i.e, SSC Mark sheet, SSC passing certificate, Passport & Birth certificate.

Father Name ->

If there is any change in your father name in PF record. In that case, you have to fill joint declaration form along with supporting document. (Documents should be Aadhaar Card, PAN card where your father name is printed.)

Husband Name ->

Female employees have to submit Joint Declaration letter along with Marriage Certificate, Update Aadhaar card & Gazette name correction.

(Note Joint Declaration Form attached herewith. Kindly modify according changes as per requirement.)

➢ eNomination

PF office stops accepting Form-2 (Nomination) in physical copy and replace with the same in eNomination which can be file online. Through Member UAN Interface login.

Following Documents are required for eNomination.

- 1 Need to update profile. & passport size scanned photo less then 100kb
- The photograph is to be restricted to size of 3.5 cm x 4.5 cm before uploading
- The image should have face prominently visible (80% of the image) with both ears visible.
- The image should be in jpeg or jpg or png format only.
- Also update nominees basic details & passport size scanned photo less than 100kb.
- Always Keep Father Name in 1st nominee (for Unmarried).
- Always Keep Spouse Name in 1st nominee (for married).
- Update bank details nominees+ member.
- Virtual ID no. is required for final submission
- (<u>https://resident.uidai.gov.in/vid-generation</u>)

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Online/Auto Transfer

If previous employer not updated **Date of Exit** on PF portal then new UAN will be allotted to you from the present employer and also auto transfer claim will not be actionable.

To avoid this mistake you have to activate your UAN and also update KYC and same will be approved from your previous employer.

Steps for Online Transfer of Claim

Step 1: Login into UAN

Step 2: Member should check the conditions mentioned above in the UAN Portal

Step 3: Bank account and bank IFSC code of employee should be seeded against the UAN Seeding Aadhar number and PAN against UAN is not mandatory for raising transfer claims.

Step 4: The employer should have approved the e-KYC

Step 5: Employee should make request for transfer request by following steps. The previous/current employer should have digitally registered authorized signatories in EPFO PF account number of both previous and current employment of an employee should be entered in EPFO database

Only one transfer request against the previous member ID can be accepted.

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> Online Partial PF Withdrawal

Employee can take partial PF withdrawal benefit while in service.

Types of Partial Withdrawal	Minimum Years Service in PF
Construction of House	5 Years
Illness	NA
Marriage	7 Years
Natural Calamities	NA
Power Cut	NA
Purchase of Handicap equipment	NA
Higher Education	NA

Online PF withdrawal Process

Please note the PF Schemes are Social Security Measures initiated by the Govt. of India with an objective of providing benefits to its member at the time of retirement, hence try to retain it till you attain your retirement age. Moreover, claiming it prematurely is not only violation of the PF Act, but will also attract penal action by the concern authorities.

Who Can Apply?

- 1) Withdrawal of PF Claims can be done only by those employees who are not employed.
- Please check your Bank A/C No and IFSC from your KYC menu, update correct Bank details and other KYCs (KYC Option under Manage Menu) before initiating online withdrawal.
- 3) You will be receiving the OTPs to your registered mobile linked with Aadhaar and PF. Hence, get your Aadhaar and PF updated with your current Mobile No.
- 4) In certain browsers, the claims form 19&10C will be indicated separately and combined in some browsers, you have to select based on the option available.
- 5) Portal or Aadhaar/PAN servers may be down at the time of verification or during the claim process. Please keep trying it till your claim process is completed.
- 6) You cannot claim the PF withdrawal on the portal through online, if you have not completed **60 days of waiting period** from your last working day, as per the Norms.
- If PF Tenure is More than 9 years 6 months, you can Claim only PF (Form-19), for EPS (Form-10C) employee should obtain Scheme Certificate from RPFC.
- If, PF Tenure less than 6 months, you can Claim only PF (Form-19), EPS(Form-10C) is not applicable. You have to obtain Scheme Certificate from RPFC.





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	MEMBER DETAILS				
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	DATE OF BIRTH	-11-10-1570	MOBILE		
	KYC DETAILS				
PF & FS	AADHAAR No.	200245744024	PAN No.	A CIDULTO IN	
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	BRANCH NAME & ADDRESS	,51511115			
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Laxmichand Chheda Consultancy Pvt Ltd.

NOT ELIGIBLE FOR ONLINE CLAIM DUE TO FOLLOWING REASON(5): (A) FOR PENSION:- DATE OF EXIT IS LESS THAN 2 MONTHS FROM TODAY OR TOTAL SERVICE IS LESS THAN 6 MONTHS (B) FOR PF WITHDRAWAL:- EXCEPTION: PLEASE TRY AGAIN LATER

Date Of Joinng

I want to apply for

स्रोड़ने का दिनांक/Date of Leaving

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PF & ESIC Helpdesk-HGSL



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	- 20 -	
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA		
Online Claim Submission Under Process	Employee Address	
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Online Claim Submission process completed & PDF Generated By PF Portal. PF Dept. will settle the claim to the Bank A/c updated by you in KYC.

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≻ Claim Status (View)

Steps are below.

- 1) Visit to website http://epfindia.gov.in >>
- 2) Click on Our services>>For Employees>>Member Passbook

G eptindia.gov.in/site_en/For_Employees.pnp			¥
than 'uma	NG', FOR EPFO RELATED SERVICES.	KINDLY BEWARE OF Skip to main content A*	A A
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Help - Establishment Search Use 😕 (501.8KB)

3) Login with UAN & password.

Enter Your UAN		
Sign 🗗 🛂 Passbook & Claim Status	Important	
UAN / Universal Account Number	1. This facility is to view the Member	Passbook for the members registered on the Unified Member Portal.
	2. Passbook will be available after 6	Hours of registration at Unified Member Portal.
Password	3. Changes in the credentials at Unit	ied Member Portal will be effective at this Portal after after 6 Hours.
75 - 2 =	4. Passbook will have the entries wh	ich has been reconciled at the EPFO field offices.
	5. Passbook facility not be available	for the Exempted Establishments Members / Settled Members / InOperative Members.
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✔ Member e-Sewa Portal		UMANG
 EPF i Grievance Management System 		Official App for availing online EPFO services and various other government
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		Download UMANG App now.
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- 30 -

5) Claim on view claim status

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♥ View Passbook ▲ Download Passbook ■ View Claim Status Click here to View Claim Status
Click here to View Claim Status
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• Online Death Case Process

Who Can Apply?

A family member (Nominee) can apply after death of employee. But online eNomination should be completed by the employee before he/she deceased (Expired /Death).

Further assistant please contact your concern location Hr Or PF Help Desk.

Steps are below

- 1. Visit to website http://epfindia.gov.in >>
 - > Our Services >> For Employees >> Member UAN/Online service (OCS/OTCP)>>



Laxmichand Chheda Consultancy Pvt Ltd.

- 32 -

2. Click on Death Claim filing by beneficiary

← → C 🔒 unifiedportal-mem.epfindia.gov.in/mem	nberinterface/	¶i ⇔ ☆ ☎ Θ
	ION, INDIA	Universal Account Number (UAN) MEMBER e-SEWA
 Other frequently used services are available at www.epfr 	ndia.gov.in	· - M
 EPFO services are now available on the UMANG (Unifie 9718397183. The APP can also be downloaded from UMA¹ One Member - One EPF Account can be availed after log 	d Mobile APP for New Governance). The UMANG APP can be downloaded by giving a missed call NG website or from the play/app stores. Erstwhile EPF mobile services are being discontinued gin under Online Services.	Captcha Sign in Reset
		Forgot Password
 Benefits of Registration Download/Print your Updated Passbook anytime. Download/ Print your UAN Card. Update your KYC information. 	 Members with authenticated Aadhaar and Bank details seeded against their UAN can now submit their PF Withdrawal/Settlement/Transfer claims online. One mobile number can be used for one registration only. A member can view the passbooks of the EPF accounts which has been tagged with UAN. 	 Important Links Activate UAN Know your UAN status Direct UAN Allotment by Employees Death claim filing by beneficiary
3. Fill below form. → C • unifiedportal-mem.epfindia.gov.in/mem	berinterface/no-auth/nomineeAppForm/viewNomineeAppForm?_HDIV_STATE_=10-9-718D91	FC8A021A19EDF050DC9A 📢 🕶 🛧 🗂
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• Manual Death Case Process (Offline)

• Who Can Apply?

A family member (Nominee) can apply after death of employee. Further assistant please contact your concern location Hr Or PF Help Desk.

List of Document required in as below table.

S.No	Document required	Employee	In	In
			Married	UnMarried
			Case	Case
1.	Original Death Certificate (3 Copies)	\checkmark	-	-
2.	Birth Proof & Photo Id Proof (Aadhaar Card &	\checkmark	-	-
	Pan card)			
3.	Birth Proof & Photo Id Proof of wife &	-	\checkmark	-
	Children (Aadhaar Card & Pan card)			
4.	Birth Proof & Photo Id Proof of Father &	-	-	\checkmark
	Mother (Aadhaar Card & Pan card)			
5.	Saving Bank Account Cancelled Cheque Or	-	\checkmark	\checkmark
	Passbook first page copy for each nominee			
6.	Pension Account in Nominated Bank	-	\checkmark	\checkmark
7.	3 Joint Photo & Photos of all nominees in	-	\checkmark	\checkmark
	Passport size			
8.	Heights of Nominees	-	\checkmark	\checkmark
9.	Two Identification Mark of Nominees	-	\checkmark	\checkmark
10.	Residential Address proof of Nominees	-	\checkmark	\checkmark
11.	Contact Or Mobile Number of Nominees	-	\checkmark	\checkmark

