



**EMPLOYEES PROVIDENT FUND ORGANISATION**  
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)  
REGIONAL OFFICE, BHAVISYA NIDHI BHAVAN  
NEAR V.M.C-WARD-6, AKOTA, VADODARA-390020



GJ/RPFC/BRD/EDP/2017-18/15

Date :- 11/09/2017

Dear Employers,

EPFO has made several changes in its functioning in order to extend the benefits of e-Governance to its stakeholders. A Unified portal for Employees and Employers was also launched to facilitate service delivery digitally in a convenient manner. Some of these features are explained below:

- 1) **Missing Member Details** – Particulars of some members are missing in their member profile i.e. (Name, Father/Husband Name, DOB, Gender) due to which Demographic Verification is Pending in Employer Unified Portal Login. As a result, the member and employer have to face hardship to get their Aadhaar Seeded with UAN.

The missing details can be completed under the following menu of Employer Unified Portal:

**Member > Member Profile > Missing Details** and Approve the same also through  
**Member > Approve Missing Details**

To find out which data is missing at portal use this menu

**Dashboard -> Active Members** Download this list and check in this file using filter command of excel at column of Date of Birth, Date of Joining and Father Name etc

**This is a onetime activity and the employers are expected to complete it on priority, latest by 25.09.2017**

- 2) **Aadhaar Verification Failure** - This feature is basically used for those who have already uploaded Aadhaar details against UAN in **OTCP Portal (Old Portal)**. It was necessary to provide Member Details (Name, DOB & gender) exactly as per the member's Aadhaar details and needed to be verified for using the Aadhaar KYC information in delivery of various benefits to the member as well as the establishment. But it has been observed that incorrect data has been uploaded which resulted into mismatch with Aadhaar details. A new facility has been provided to check whether all Aadhaar uploaded data is verified or failed verification against UIDAI database. This task can be completed under the following menu of Employer Unified Portal:

**Members - > Aadhaar Verification** (Click on Demographic Verification), After clicking Demographic Verification, if status message is Aadhaar failed it means some data (specially Name, DoB or Gender) is incorrect and you have to get the erroneous data corrected with EPFO or with UIDAI department.

Joint Declaration form of employer & member alongwith the supporting documents is to be submitted in EPF Office for correction of erroneous data in EPF records. For getting Aadhar details corrected, kindly visit [www.uidai.gov.in](http://www.uidai.gov.in) or Aadhaar centers.

**This is a onetime activity and the employers are expected to complete it on priority, latest by 25.10.2017**

- 3) **Online member BANK KYC updation->** Directions were issued by Central Government under Para 78(1) of EPF Scheme, 1952 and accordingly Central Provident Fund Commissioner had issued directives on 17<sup>th</sup> September, 2014 making bank account seeding mandatory in respect of all members having UAN. Therefore, bank Account with IFSC is to be compulsorily seeded against each UAN. Please note that this bank account is used in case of online / Aadhar based Single Page Physical claim settlement of the member and therefore, seeding of erroneous bank account or IFSC makes the employer liable for actions prescribed under EPF & MP Act, 1952.

**This is a routine activity and the employers are expected to complete the remaining bank account seeding, latest by 25.09.2017 and thereafter on regular basis, immediately upon the joining of a new member.**

- 4) **Online member Aadhaar / PAN updation->** In accordance with directives of the Central Government, Central Provident Fund Commissioner had further issued direction on 22<sup>nd</sup> June, 2015 which are being reproduced as under:

- a. *Employer of the establishment covered under the Act is directed to duly seed the KYC details of such members (such as bank account details, PAN, Aadhaar etc.) within **one month of the receipt of UAN** so as to enable them to avail the services from EPFO.*
- b. *Wherever members do not have Aadhaar the employer is directed to obtain a certificate from such member of the fund to the effect that they have no Aadhaar within **one month of receipt of UAN**. As soon as the Aadhaar is submitted by any member, the employer is directed to upload the same on the UAN portal **within 15 days of receipt**.*

For seeding Aadhaar, system checks the name, DOB and gender in both EPF and UIDAI database. In both the database, these entries must be identical. If the Aadhaar seeding fails on account of data mismatch between EPF & UIDAI databases, you have to get the erroneous data corrected with EPFO or with UIDAI department. Joint Declaration form of employer & member alongwith the supporting documents is to be submitted in EPF Office for correction of erroneous data in EPF records. For getting Aadhar details corrected, kindly visit [www.uidai.gov.in](http://www.uidai.gov.in) or Aadhaar centers.

**To find out which KYC is still pending against UAN, Kindly download Active Member list from Dashboard Menu.**

**This is a routine activity and the employers are expected to complete the remaining Aadhaar seeding, latest by 25.10.2017 and thereafter on regular basis, immediately upon the joining of a new member.**

- 5) **KYC Approval** - > KYC of members, uploaded either by Employer or Member, are to be approved in employer unified portal. This task can be completed through menu as shown below:

**Member > Approvals** (KYC seeded against already allotted UAN are populated here)

**Member > Approve KYC Pending For DS** (KYC seeded while generating new UAN through Unified Portal for new joinees) – Since July 2017, new UAN generation is possible only with Aadhaar. Therefore, KYC approval under this menu should be completed immediately after the generation of new UAN on regular basis.

**This is a routine activity and the employers are expected to complete the remaining KYC approval, latest by 25.09.2017 and thereafter on regular basis, immediately upon the joining of a new member.**

- 6) **Member UAN Activation**-> In **OTCP Portal (Old Portal)**, several UAN were activated by the Employees as well as the Employer. Those members whose UAN is still not activated may activate their UAN and link their mobile number. To find which UAN activation is still pending, download Active Member excel file through Dashboard Menu. Kindly make all your employees, who are yet to activate their UAN, aware about the benefits of UAN activation.

Link of Member Portal

<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

- 7) **Exit Member Details** -> Those members who have left job. Insert Exit details of these members through this menu –

**Member -> Exit Bulk or Member – Profile menu** and approve the same also through **Member > Approvals (No Need of Digital Sign)**

**This is a routine activity and the employers are expected to complete the pending exit member details, latest by 25.09.2017 and thereafter on regular basis, immediately upon leaving of a member.**

- 8) **Digital Signature** -> Digital Signature is also a requirement for ensuring hassle free services to member as same is used for KYC authentication, Online Transfer Claims etc. Prior intimation regarding DSC, that is about to expire in coming months, is provided by EPFO through SMS on the registered mobile number of employer. For uploading of Digital signature use this menu

**Establishment -> Digital Signature** (After uploading digital signature, submit DSC letter in duplicate on letter head to EPFO office for approval of the same).

**The employers whose DSC are yet to be submitted are expected to complete this task by 02.10.2017**

- 9) **Online Form 5A**-> Directions were also issued by Central Provident Fund Commissioner on 25<sup>th</sup> February, 2015 under Sub-Para 7 of Para 36 of Employee Provident Fund Scheme, 1952, for online filling of Form 5A in respect of the establishment and same was made mandatory. Kindly update Form 5A through this menu:

**Establishment -> Form 5A**

After filling form 5A, same is to be submitted to EPF office under the sign and seal of valid owners/employers. Please make sure that if your establishment is a concern having only:

- a. Proprietor -> Only Proprietor sign needed
- b. Partners -> All partners name written on Owner Details column and signature made by all the partners.
- c. Directors -> All directors name written on Owner Details column and signature made by all the directors.
- d. Society-> Chairman, Secretary, President, Treasurer and trustees name written in owner's detail column.

Kindly update the complete postal address of the establishment / residential addresses of the employers / correct contact details (mobile and email) in order to avoid missing important communications issued by the department from time to time.

**This is a onetime activity (unless the legal/ownership status of the establishment is changed) and the employers are expected to complete it on priority, latest by 25.09.2017**

- 10) **PMRPY/PMPRPY Benefits** -> The Pradhan Mantri Rojgar Protsahan Yojana (**PMRPY**) has been designed to **incentivize** employers for generation of new employment, where Government of India will be paying the 8.33% EPS contribution of the employer for the new employment **in respect of first time EPF members having salary upto Rs. 15000/-**. Please contact **this** office for **further** clarification **about this scheme or** register on [www.pmrpy.gov.in](http://www.pmrpy.gov.in) to use these benefits. Login Credentials are

**Username -> Pf Code or Lin number and  
Password -> PF or Lin Password**

- 11) **Registration as a principal employer**-> This application is an online facility for the Principal Employers to upload work orders/outsourced job contracts/contract workers related information directly with a motive to provide effective e-governance system in the compliance set up and enhance the coverage to extend provident fund benefits to eligible employees.

Use this menu -- <http://cams.epfoservices.com/epfo>

- 12) **Online Claim Submission** ->
  - a. Form 13 (Transfer Claims) -> Member can file transfer claim through his Member Unified Portal and same will be approved through Employer in Employer Unified Portal. The approval of transfer claim under menu of **Online Services – Transfer Claims**
  - b. Form 19, 10C and 31 -> Members with authenticated Aadhaar and Bank details seeded against their UAN can now submit their PF Withdrawal/Settlement/Advances.

**However, KYC (Bank and Aadhaar) must be seeded & approved in respect of members to avail online claim benefit under Para 11(b) above.**

- 13) **Default Management in EPFO**-> Employers has to pay PF dues and any other remittance through internet banking only. The Employer shall pay the contribution and other charges as envisaged under EPF and MP Act, 1952 and Schemes framed thereunder within fifteen days

of close of every month. Moreover, concession of grace period of 5 days has been withdrawn; therefore last date of remitting dues is fifteen of every month. It has been informed that server response in last 2 days (14<sup>th</sup> & 15<sup>th</sup>) gets delayed during online remittance of dues due to overload. Therefore, it is in the interest of the employers to remit the monthly dues well in advance instead of waiting for due date in order to avoid the penal damages & interest for late payment.

- 14) **Housing Scheme** -> Para 68BD has been inserted in the EPF Scheme, 1952 for the withdrawal of, and financing from, the provident fund for purchasing of dwelling house or flat or the construction of dwelling house. To know more about this scheme, contact this office during office hours of working days.
- 15) **Annexure K and Exempted Return Filing** – These two features are available only for PF exempted establishments.

For Ann K use this menu

**Online Services -> Annexure K** and download as per your requirement

For Exempted return Filing –

**Establishments – Exempted return Filing**

If any technical glitch is encountered or any clarification is required on the above matters, please feel free to contact EPFO office during office hours of working days for solution with screenshots of the technical error, if any. You can also revert back to this office through E-Mail for any clarification/assistance in this regard.



JAI SHANKAR PRASAD  
ASSISTANT PF COMMISSIONER (EDP)

जे. एस. प्रसाद / J.S. PRASAD  
सहायक भ.नि.आयुक्त/Assistant P.F. Commissioner  
कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' P.F. ORGANISATION  
( श्रम एवं रोजगार मंत्रालय, भारत सरकार )  
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)  
क्षेत्रीय कार्यालय, वडोदरा / REGIONAL OFFICE, VADODARA

## Joint Declaration By the Member and The Employer

Date:

To

The Regional P F Commissioner  
RO Vadodara

Sub: Joint declaration by the member and the employer for change in Member details

Dear Sir,

I, \_\_\_\_\_ am / was an employee of  
\_\_\_\_\_ furnishing below herewith correct details  
with aforesaid establishment:

Particulars	Correct	Wrong
Name		
Father / Husband Name		
PF No / UAN		
Date of Birth		
Date of Joining		
Date of Leaving		

I am also enclosing herewith self attested copy of ID proof (PAN card / Voters' Identity Card / Passport / Driving License / Aadhar Card) for your ready reference.

Therefore, you are requested to make necessary changes in your records (if required) under intimation to me.

An early action in this regard will be highly appreciated.

Yours Faithfully

Name & Signature of Applicant:

I declare that the particulars mentioned in the above table pertain to the one and same person employed in my establishment.

Name of Authorized Signatory:

Signature with Establishment Seal: