

# EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम मंत्रालय, भारत सरकार)/( Ministry of Labour & Employment, Govt. of India)

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## **How to file e-Nomination through Online**

On becoming a member of EPF/EPS, it is mandatory for the members to nominate their nominees conferring the right to receive the PF amount that stands to their credit and the Pension benefits in the event of death. In order to facilitate the filing of nomination instead of submission of Form 2 (physical) the members can file their nomination through online for which EPFO has launched one more e-initiative i.e., **Aadhaar based e- nomination.**

**The steps to be followed by the EPF/EPS members to furnish their nominees details through online:**

**Kindly use Desktop version of Mozilla Firefox 58.0+ browser for using this facility.**

1. Member's mobile number should be linked with his Aadhaar.
2. Log on to EPFO's website, <https://unifiedportal-mem.epfindia.gov.in/memberinterface/> and enter your UAN (Universal Account Number) and password to login.
3. Click on "View" tab and then click on "Profile" option to upload your profile photo (less than 100 kb) in jpg/jpeg format and update the required details including permanent/current address.
4. Then go to click on "Manage" tab and then click on "E-nomination" option.
5. Details like UAN, Name, Date of birth, Gender, Father's/Husband's Name, Marital Status, Permanent/ Current Address, Date of Joining in EPF and Date of Joining in EPS appear on the screen. On verification of the said details, click "Proceed" option.
6. Now, click on "yes" to update family declaration. Members can nominate more than one nominee and also distribute the amount in (%) percentage that may stand to his credit in the Fund amongst his/ her nominees at his/her own discretion.
7. Go to "add family details" and add the details of people you want to nominate. You need to enter the Aadhaar Number, Name & date of birth as per Aadhaar, Relationship, Address of the nominee, Bank account details and upload the photo (less than 100 kb) of the nominee, then click "Save family details." If the nominee is a minor, please furnish the details of the Guardian i.e., name of the guardian, relationship and address. You can also add more than one nominee by clicking on "Add Row".
8. Go to "nomination details" and declare the total amount of share in percentage (%) among your nominees. In case, you would like to nominate only one person as your nominee then you can declare 100% as share.
9. Click on "save EPF nomination" box.
10. Now, click on e-sign button and enter your Virtual id number (VID) of Aadhaar to generate OTP, which will be sent to the registered mobile number, which is linked to your Aadhaar card.
11. The Aadhaar e-sign facility helps in approving the e-nomination form. Enter the OTP (one-time password).
12. After this the e-nomination gets registered with the EPFO. A readily available nomination in the system enables to easily file the Pension Claim and in the event of the demise to the member his/her nominee will be able to file online claim based on the OTP on his/her Aadhaar Linked Mobile. One doesn't need to apply any physical document to the employer or ex-employer after the online nomination is done.

**Please remember that the following banks are designated for disbursing EPS pension in Tamilnadu:**

State Bank of India, Indian Overseas Bank, Indian Bank, HDFC Bank, ICICI Bank & Axis Bank.

### **Eligible Nominees in EPF/EDLI & EPS**

Nominees are very important in all Savings & Insurance Schemes. In EPFO also, nominees are very important to get their share of PF accumulations/EDLI and the Pension benefits in case of any calamity i.e., after the death of Member.

There are two types of Nominees for EPF/EDLI and Pension Schemes based on member's marital status.

#### **If the member is a Bachelor or Spinster "having Family" :**

<b>GENDER</b>	<b>EPF / EDLI SCHEME</b>	<b>EPS SCHEME</b>
MALE or FEMALE	Dependent Parents (or) Any one of the family members (Nomination can be made for one or more persons belonging to his family duly mentioning the Percentage of Share)	Dependent Parents (or) Any one of the family members

#### **If the member is a Bachelor or Spinster and "no Family" :**

<b>GENDER</b>	<b>EPF / EDLI SCHEME</b>	<b>EPS SCHEME</b>
MALE or FEMALE	Any person or persons (Nomination can be made for one or more persons duly mentioning the Percentage of Share)	Any person

#### **If the member is a Married Person:**

<b>GENDER</b>	<b>EPF / EDLI SCHEME</b>	<b>EPS SCHEME</b>
<b>MALE</b>	-his Wife -his Children (whether married or unmarried) -his dependent parents -his deceased son's widow and children	His Wife, sons and daughters (including legally adopted children)
<b>FEMALE</b>	-her Husband -her children (whether married or unmarried) -her dependent parents -her deceased son's widow and children	Her Husband, sons and daughters (including legally adopted children)
	(Nomination can be made for one or more persons belonging to his family duly mentioning the Percentage of Share)	

- If a member has a family at the time of making a Nomination, the nomination shall be in favour of one or more persons belonging to his family for EPF/EDLI Schemes and any nomination made by such member in favour of a person not belonging to his family shall be **invalid**.
- A fresh nomination shall be made by the member on his marriage and any nomination made before such marriage shall be deemed to be **invalid**.
- At the time of making a nomination, if the member has no family, the nomination may be in favour of any person or persons but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be **INVALID** and the member shall make a fresh nomination.

**"Members may nominate their nominees any number of times through e-Nomination in member portal and the latest nomination only will be valid"**

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