NDC/APPLDEV/2017/e-Form9/ ~~13901~~   Dated: 14-11-2017   **1 5 NOV 2017**

To,

All Addl. CPFCs (Zones),
All Regional Provident Fund Commissioners (In-Charge of Regional Offices)

Sub:-   Provision of functionality for generation e-Form-9.

Sir/Madam,

A functionality to generate e-Form-9 for the establishments/members joining EPF Scheme on or after 1st October 2017, has already been provided in the EPFO application software vide version no 5.68 dated 22-09-2017.

This facility has been extended for the members/establishments joined on or after 1st April 2012 as well. Accordingly, in the EPFO Application Software version 5.82 dated 10-11-2017, there are two functionalities provided:

- Approval of Form-9 membership data i.e. "Approve Form-9 Data (April 2012 to Sept 2017)" and
- Generation of e-Form-9 data "Generate e-Form-9 (April 2012 to September 2017)".

The above provision has been made with the intention to generate e-Form-9 for the members/Establishments joined on or after 1st April 2012 in the EPFO Application Software and thereby reduce the usage of papers and bulk registers.

Usage of this functionality involves a two stage process.
- The first step is a onetime approval of membership data along with updation of the same, if any, by the respective AO (Accounts).
- Then e-Form-9 can be generated in respect of those approved members/Establishments joined on or after 1st April 2012 to 30th September 2017.

All Regional offices are advised to approve and generate e-Form-9 within 2 months period so that electronic records of members are made available.

Yours faithfully,

(K.V. Sarveswaran)
Additional C.P.F.C (Hqrs) (IS)

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1. PS to CPFC for information
2. RPFC(NDC) with a request to upload on website