Workflow for revised process of UAN generation and linking under the revised version of UAN

Introduction: The revised process of UAN generation and linking is based on the following principles:

- a. The Electronic Challan cum Return would be UAN based.
- b. The UAN in respect of member with first time employment would be got generated by the employer prior to filing of ECR by employer for that member.
- c. Also the linking of the existing UAN of the member with the present employment would necessarily be done by the employer before filing of UAN based ECR.
- d. The member details i.e. name of member, date of birth, father's / Husband's name etc. would be same for all the employments, since the details would be fetched from UAN database of member.

Based on above principles, the process of generation of UAN and linking employment has been revised as under:

A) The member has joined EPF for the first time: In such a case, the employer can obtain UAN upfront from EPFO portal on the basis of information furnished by the member in the declaration form. The employer can submit ECR in respect of this member only after the UAN has been obtained from the portal. The process flow is as follows:

- The employer would obtain the Universal Account Number (UAN) for first time member from EPFO through an online functionality on the portal.
- The employer is required to furnish the details of member i.e. member's name, father's/husband's name, date of birth, date of joining and his KYC details on the portal. The fields required to be furnished information in respect of such members are placed at Annexure 'A'.
- The employer should furnish the member details on the basis of KYC document Aadhaar to avoid future complications about member's name, name of father/spouse, date of birth, gender etc.
- The employer would get UAN from the portal and the same would be available for validation for the ECR file of the employer.

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• It is reiterated that this process is mandatory for the employer to include the new members in the ECR.

B) The member was earlier member of EPF prior to joining the present establishment: In such cases, the process has been revised as follows:

- The member declares the UAN/ EPF Account Number details to the employer through declaration form as per the existing process.
- The employer is required to link the present employment with the provided Universal Account Number before filing ECR.
- The member details as available in the provided UAN would be used in the ECR of the present employment.
- The employer can start remitting dues through ECR for this linked UAN.

Process flow: The process flow for various tasks under UAN are detailed below:

(i) Registration of member for UAN generation or linking

- This can be done through individual or bulk mode.
- On log-in by the employer, the following screen would appear.
- (a) Individual registration: For registration of member for UAN generation or linking, click on "REGISTER – INDIVIDUAL" under the menu tab "Member".

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	esti			in PAN.						Pension	Un-Exempted
		APPROVALS								EDLI	Un-Exempted
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		PAN VERIFICA	TION								DELHI, Pin: 110017
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	Wh	at's New									
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FO	DRM 5	A Data fields i	nade editable. Ei	nployer may edit,	if required, and j	print the Form agair	n for submi	ssion to PF Offi	ce.		
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 On clicking "REGISTER – INDIVIDUAL", the Member Registration form will look as below and by default, Previous Employment option would be "No", which is valid for all first time employment cases. For members with previous employment, the option has to be changed to "Yes".

	FUND ORGANISATIO	N, INDIA DF INDIA					Welcome: SURESHIGHYLIA19 Est. Id: DSNHP0011027000 Name :			A A Langu Vers	age: 15차   English St Logout on:1.4.010/11/2016 11:02:57
#Home Member - Establ	ishment - Claims -	Payments	- Dashb	ooards -	User - Admin	•					
Member Registration											Approve Member
Member Registration											•
Previous Employment		® No (	> Yes								
	Name*	Mr.	• Er	nter Name							
	Date of Birth	DD/MM/Y	YYY	m							
	Gender*	⊛ _{Male} ©	Female O T	Transgender			Nationality*	INDIAN	*		
	Father's/Husband's Name*	Father/Hus	band Name				Relation*	Select	•		
	Marital Status *	Select		٣							
	Mobile	Enter Mob	ile No.				Email Id	Enter Email ID			
	Qualification	Select		•							
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Select Document T	ype		D	ocument Nu	mber		Name as per Docu	iment		Other	
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PAN				DOCUMENT NUI	MBER		NAME AS PER DOCUM	MENT			
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Passport			-	DOCUMENT NUI	MBER		NAME AS PER DOCUM	MENT		EXPIRY DT	
Driving Licer	nse		1	DOCUMENT NUI	MBER		NAME AS PER DOCUM	MENT		EXPIRY DT	
Election Car	d			DOCUMENT NUI	MBER		NAME AS PER DOCUM	MENT			
Ration Card				DOCUMENT NUI	MBER		NAME AS PER DOCUM	MENT			
National Po	pulation Register			DOCUMENT NUI	MBER		NAME AS PER DOCUM	MENT			
O Aadhaar number and Aadha	ar information provide	d here will be	used for doir	ng authentic	ation of the memi	ber using the tools pr	ovided by the UIDAI				
Member details pending for appr	oval										View All
Name	Father/Husband Name	Relation	Gender	Date Of Birth	Date of Joining	Mobile	E-Matl Id	View Edit	Delete		
			1	14 44 Page	of 0 -> +1 20 *				No records to view	~	

• The employer has to fill in all the details in the form.

EMPLOYEES' PR	OVIDENT FUND ORGANISATION,	INDIA			St. Id:	: SURESHIGHYLIA19 DSNHP0011027000 Name :		A A Canguag Version	e: 1551   English & Logout n:1.4.010/11/2016 11:03:57
#Home Member -	Establishment • Claims •	Payments - Dasl	hboards 🗸 🛛	User - Admin -					
Member Registration									Approve Member
Member Registration									•
Previous Employment		No ○ Yes     Yes							
	Name*	Mr. •	DEEPAK						
	Date of Birth *	01/11/1984	m						
	Gender*	Male   Female	Transgender			Nationality*	INDIAN		
	Father's/Husband's Name*	MANISH				Relation*	Father *		
	Marital Status *	MARRIED	*						
	Mobile	833333333				Email Id	xyz@gmail.com		
	Qualification	Post Graduate	*						
	Date of Joining *	04/11/2014	m		Monthly w	ages as on Joining *	5000		
	International Worker								
	Differently Abled								
KYC Details									
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O Aadhaar number an	nd Aadhaar information provided	here will be used for de	oing authentic	ation of the member u Save	using the tools provided b	y the UIDAI			
Member details pending	for approval								Uiew All
Name	Father/Husband Name	Relation	Gender	Date Of Birth	Date of Joining	Nobile	E-Mail Id	View Edit	Delete
				Page	of 0				

• The fields with red asterisk are mandatory.

• After filling the member's details, click on "Save" button.

	EES' PROVIDENT FUND ORGA	ANISATION,	INDIA INDIA	Are you sure	you want to save the N	/lember Detail ? additional dialoques.				Language : R Version :1.4	support@epfindia.in ਹੀ  English B+Logout 4.010/11/201611-02-57
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Member Registrat	ion					ок	Cancel			Ap	prove Member
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	D	ate of Birth *	01/11/1984	ŕň							
		Gender*	Male O Female	Transgender			Nationality *	INDIAN *			
	Father's/Husba	ind's Name*	MANISH				Relation*	Father *			
	Ma	arital Status *	MARRIED	*							
		Mobile	833333333				Email Id	xyz@gmail.com			
	c	Qualification	Post Graduate	•							
	Dat	e of Joining *	04/11/2014	m		Monthly	wages as on Joining *	5000			
	Internat	tional Worker	-								
	Diffe	erently Abled									
KYC Details											
Select	Document Type			Document Nu	mber		Name as per Docur	nent	Other		
	Bank			1111111111	1111111		DEEPAK		STBPOOD	1188	
8	PAN			AHUPN1499B			DEEPAK				
	AADHAAR			DOCUMENT NU	IMBER		NAME AS PER DOCUM	ENT			
	Passport			DOCUMENT NU	IMBER		NAME AS PER DOCUM	ENT	EXPIRY D	T	
	Driving License			DOCUMENT NU	IMBER		NAME AS PER DOCUM	ENT	EXPIRY D	T	
	Election Card			DOCUMENT NU	IMBER		NAME AS PER DOCUM	ENT			
	Ration Card			DOCUMENT NU	IMBER		NAME AS PER DOCUM	ENT			
	National Population Regi	ister		DOCUMENT NU	IMBER		NAME AS PER DOCUM	ENT			
Aadhaar nun	nber and Aadhaar informatio	on provided I	here will be used for	doing authentic	ation of the member u Save	sing the tools provided	by the UIDAI				
Member details pe	nding for approval										View All
Nan	ne Fathe	er/Husband Name	Relation	Gender	Date Of Birth	Date of Joining	Mobile	E-Mail Id	View	Edit	Delete
		_			In the Page	of 0 🏎 🖬 20 🔻					No records to vi

• Please click on **"OK"** button. The following screen would appear for registration of another member through individual mode.

EMPLOYEES' PROVIDENT FUND ORGANISATION, MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF	INDIA			Welcome: SURESHKHYLLA19 Est. Id: DSNHP0011027000 Name :			A A 1 Support Sepfindia in Language : 1507   English (+ Logout Version :1.4.0 10/11/2016 11:03:57
#Home Member - Establishment - Claims -	Payments - Dashbo	oards - User -	Admin -				
Member Registration							Approve Member
Member Registration							
Previous Employment	® No ◎ Yes						
Name*	Mr. * Ent	ter Name					
Date of Birth *	DD/MM/YYYY	m					
Gender *	● Male ◎ Female ◎ Tr	ansgender		Nationality*	INDIAN *		
Father's/Husband's Name *	Father/Husband Name			Relation*	Select *		
Marital Status *	Select	*					
Mobile	Enter Mobile No.			Email Id	Enter Email ID		
Qualification	Select	•					
Date of Joining *	DD/MM/YYYY	m		Monthly wages as on Joining *	Enter Wages		
International Worker							
Differently Abled							
KYC Details							•
Select Document Type	Do	cument Number		Name as per Do	cument	Other	
Bank Bank	D	OCUMENT NUMBER		NAME AS PER DOC	UMENT	IFSC	
PAN	D	OCUMENT NUMBER		NAME AS PER DOC	UMENT		
AADHAAR	D	OCUMENT NUMBER		NAME AS PER DOC	UMENT		
Passport	D	OCUMENT NUMBER		NAME AS PER DOC	UMENT	EXPIRY DT	
Driving License	D	OCUMENT NUMBER		NAME AS PER DOC	UMENT	EXPIRY DT	
Election Card	D	OCUMENT NUMBER		NAME AS PER DOC	UMENT		
Ration Card	D	OCUMENT NUMBER		NAME AS PER DOC	UMENT		
National Population Register	D	OCUMENT NUMBER		NAME AS PER DOC	UMENT		
Aadhaar number and Aadhaar information provided	nere will be used for doin	g authentication of	the member using the tools p	rovided by the UIDAI			
			Save Cancel				
Member details pending for approval			Save Cancel				∎ View All
Member details pending for approval           Name         Father/Husband Name	Relation	Gender Date	Save Cancel	vg Mobile	E-Metild	View Edit	Uiew All

• To edit the member details, click on the "Edit" column against the member.

	OYEES' PROVIDEN	T FUND ORGAN	NISATION,	INDIA INDIA					a Est	Welcome: sfa9associate .Id: DSNHP0034261000 Name :			Lang Va	unge : 1907   English Gr Logout suinge : 1907   English Gr Logout strion : 1 . 4 . 0 10/11/2016 11:02:57
#Home Me	ember - Establ	ishment + 🔹	Claims +	Payments	- Da	shboards +	User +	Admin -						
Member Regis	stration													Approve Member
Member Regist	tration													•
Previous Empl	loyment			® No (	) Yes									
			Name *	Mr.	٣	SANJU								
		Dat	e of Birth *	01/11/1984			m							
			Gender*	⊛ _{Male} ©	Female	Transgende	r			Nationality*	INDIAN *			
		Father's/Husband	l's Name *	KANNU						Relation*	Father *			
		Marit	al Status *	UN-MARF	IED	*								
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		Internatio	nal Worker											
		Differe	ently Abled											
KYC Details														•
Select	Document 1	ype				Document	Number			Name as per Docun	nent	0	ther	
	Bank					DOCUMEN	NUMBER			NAME AS PER DOCUM	ENT		IFSC	
	PAN					DOCUMEN	I NUMBER			NAME AS PER DOCUM	ENT			
	AADHAAR					DOCUMEN	NUMBER			NAME AS PER DOCUM	ENT			
•	Passport					DOCUMEN	NUMBER			NAME AS PER DOCUM	ENT		EXPIRY DT	
	Driving Lice	nse				DOCUMEN	NUMBER			NAME AS PER DOCUM	ENT		EXPIRY DT	
•	Election Car	d				DOCUMEN	T NUMBER			NAME AS PER DOCUM	ENT			
	Ration Card					DOCUMEN	NUMBER			NAME AS PER DOCUM	ENT			
	National Po	pulation Regis	ter			DOCUMEN	NUMBER			NAME AS PER DOCUM	ENT			
le Aadhaar r	number and Aadha	aar information	provided	here will be	used for (	doing authe	ntication of	the member Upda	using the tools provide	d by the UIDAI				
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	Name	Father/H	usband Name		Relation	Gender	De	te Of Birth	Date of Joining	Mobile	E-Mail Id	View	Edit	Delete
1 Mr.SANJU		KANNU			FATHER	Male	01-	Nov-1984	02-Nov-2014	111111111		0	C	×

- After editing the details, click on the "Update" button. The edited details would be saved.
- (b) Bulk registration: For registration of member for UAN generation or linking, click on "REGISTER – BULK" under the menu tab "Member".

(	) = M	MPLOYEES' F	PROVIDENT FUN	ND ORGANISATION	I, INDIA FINDIA				Welcome: SURESHICHYLIA19     Est. Id: DSNHP0011027000     Name :				A A C Support@epfindia.in Language: 統計  English & Logou Version :1. 4. 0 10/11/2016 11:03:1
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		PROFILE									Constants Desi	e	
1	AR	REGISTER -	INDIVIDUAL							<u> </u>	Employer Pro	me	
	DP	REGISTER -	BULK	yers registering f	or the first time)	your PAN and Nam	e of establ	ishment as per P	AN on the portal by using the Update			SHARP SECURITY FORCE	
	Pro	KYC - BULK		N card of your es	e name will be ve stablishment han	dy and fill up the i	i database. name exact	ly as on PAN card	t the while filling up the Name as per d. PAN of the proprietor can be provided	Est. I	d	DSNHP0011027000	
	if y	EXIT - BULK		orship firm and r	name of the estat	olishment differs fr	om the nar	me in PAN.		PF		Un-Exempted	
		APPROVALS								Pensi	ion	Un-Exempted	
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		PAN VERIFI	CATION							Addr	ress	C-35, SAKET,NEW DELHI, Dist: D 110017	ELHI, State: DELHI, Pin:
										PF O	ffice	DELHI (SOUTH) [NHP]	
	Wh	at's New											
F	DRM !	5A Data field	s made editable	. Employer may edi	t, if required, and	d print the Form ag	ain for sub	omission to PF O	ffice.				
V	alidity	of challan f	or online payme	ents through intern	et is 12 days.								

• On clicking "**REGISTER – BULK**", the Member Registration form will look as below:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA	& Welcom: SURESHORMLIA19 Est. Id: DSNHP0011027000 Name :	ा वि Langu Veri	4 Support@epfindia.in rage: 龍倉   English G+Logout ion :1.4.010/11/2016 11:03:57
#Home Member - Establishment - Claims - Payments - Dashboards - User -	Admin -		
Member Registration			Approve Member
Bulk Member Registration Details			•
Select Registration File * : Choose file No file chosen			Help File
Note:     I. Click here to download sample Member Registration Bulk upload file.     Z. Only Text File or ZIP file(Containing Only One Text File) can be uploaded.     Aadhaar number and Aadhaar information provided here will be used for doing authentication of t	he member using the tools provided by the UIDAI		
Submit Cancel			
Member Details			
File Name	Uploed Date	Status	Delete

• Please click on **"Choose file".** After choosing text file from the appropriate drive (where the text file is saved), the screen appears as below:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA	& Welcome: SURESHIGHYLLA19 Est. Tat: DSNHP0011027000 Name :	Ka 🔺 Lang Ver	As Support@epfindia.in uage : 한차   English & Logout sion :1. 4. 0 10/11/2016 11:02:57
#Home Member - Establishment - Claims - Payments - Dashboards - User -	Admin +		
Member Registration			Approve Member
Bulk Member Registration Details			۰
Select Registration File *: Choose file july.txt			Help File
Note:     I. Click here to download sample Member Registration Bulk upload file.     Only Text File or ZIP file(Containing Only One Text File) can be uploaded.     Aadhaar number and Aadhaar information provided here will be used for doing authentication of t	the member using the tools provided by the UIDAI		
Submit Cancel			
Member Details			
File Name	Upload Date	Status	Delete
1 july_2016111052190352421.bxt	10-NOV-2016 14:29	Process completed	×

- Please click on **"Submit"** button.
- The screen would appear as below:

۲	EMPLOYEES' PF	ROVIDENT FUND ORG	GANISATION,	INDIA NDIA	Are you sure to uplo	ad the selected file?				Li La La La support@eptindia.ir Language: 花行   English ほ Logou Version:1.4.010/11/2016 11:03:5
<b>#Home</b>	Member -	Establishment +	Claims +	Payments +		01	Cancel			
Member	Registration									Approve Member
Bulk Men	nber Registratio	n Details						_		•
		Select Re	gistration File * :	Choose file ju	ily.txt					Help File
Note:     Note:     Only     Aadhi	: here to downlo Text File or ZIP f aar number and	ad sample Member R ile(Containing Only ( I Aadhaar informatio	legistration Bu One Text File) n provided he	ilk upload file. can be uploaded. re will be used for	doing authentication of t	he member using the tools provide	d by the UIDAI			
					Submit Cancel					
Member	Details									
			File Name			Upload Date			Status	Delete
1 july_2	2016111052190352	421.txt				10-NOV-2016 1	4:29	Proces	is completed	×

- Please click on **OK**.
- The screen would appear as below:

<b>()</b>	EMPLOYEES' PF	ROVIDENT FUND ORG	GANISATION,	INDIA			Welcome: SURESHIGHYLA19 Est. Id: DSNHP0011027000 Name :	E3   Lat	a A a support@epfindie.in guage: 1957   English & Logout ersion :1. 4. 0 10/11/2016 11:02:57
<b>#Home</b>	Member -	Establishment -	Claims -	Payments -	Dashboards +	User +	Admin +		
Member I	Registration								Approve Member
Bulk Mem	ber Registratio	n Details							۵
File	e uploaded for	processing.							
		Select Re	gistration File * :	Choose file	No file chosen				Help File
<ul> <li>Note:</li> <li>1. Click h</li> <li>2. Only T</li> <li>3. Aadha</li> </ul>	here to downlo fext File or ZIP f aar number and	ad sample Member F ile(Containing Only I Aadhaar informatio	Registration B One Text File) n provided he	ulk upload file. can be uploaded re will be used f	l. or doing authenti	cation of th	he member using the tools provided by the UIDAI		
					Submit Ca	ncel			
Member D	Details								۰
			File Name				Upload Date	Status	Delete
1 july_2	016111052190352	421.txt					10-NOV-2016 14:29	Process completed	×

- Since earlier there have been cases of wrong linking of the current employment of the member with a UAN, which does not pertain to the member, the member's data in present employment is validated against the UAN being submitted for linking with the present employment. In case of discrepancies, the employer would verify the details on the system along with his KYC details already seeded in his UAN database.
- The UAN linking logic has been elaborated in Annexure 'B'.

#### (ii) Bulk upload of KYC of members:

For bulk upload of KYC of members, click on "**KYC – BULK**" under the menu tab "**Member**".

Air     REGISTER - INDIVIDUAL     Imployer Profile       Pro     REGISTER - BULK     The PAN and the name will be verified from the PAN database. Please note that the while filling up the Name as per PAN     SHARP SECURITY FORCE       REGISTER - BULK     The PAN and the name will be verified from the PAN database. Please note that the while filling up the Name as per PAN     SHARP SECURITY FORCE       If y     EUIT - BULK     N card of your establishment differs from the name in PAN.     SHARP SECURITY FORCE       If y     EUIT - BULK     N card of your establishment differs from the name in PAN.     SHARP SECURITY FORCE       If y     EUIT - BULK     N card of your establishment differs from the name in PAN.     SHARP SECURITY FORCE       If y     EUIT - BULK     N card of your establishment differs from the name in PAN.     SHARP SECURITY FORCE       If y     PAN VERIFICATION     N card of your establishment differs from the name in PAN.     SHARP SECURITY FORCE       If y     PAN VERIFICATION     PAN VERIFICATION     Un-Exempted       If y     PAN VERIFICATION     C		ployer Profile								PROFILE	
Proprior     REGISTER - BULK     ref registering for the first time) your PAN and Name of establishment as per PAN on the portal by using the Update The PAN and the name will be verified from the PAN database. Please note that the while filling up the Name as per N card of your establishment handy and iill up the name exactly as on PAN card. PAN of the proprietor can be provided if y     EXIT - BULK     Exit - BULK       KYC - BULK     orship firm and name of the establishment differs from the name will be used the establishment differs from the name will be name exactly as on PAN card. PAN of the proprietor can be provided APPROVALS     orship firm and name of the establishment differs from the name in PAN.       MYC - BULK     APPROVALS     Un-Exempted       MYC - VERIFICATION     Address     C.35, SAKET.NEW DELHI, Dist. DELI 10017			Emp						INDIVIDUAL	REGISTER - I	Ale
Inclusion         Inclusion <t< td=""><td>RITY FORCE</td><td>SHARP SECURITY</td><th></th><td>hment as per PAN on the portal by using the Update</td><td>and Name of establis</td><td>your F</td><td>r the first time) y name will be ver</td><td>yers registering fo</td><td>BULK</td><td>REGISTER - E</td><td>EP Pro</td></t<>	RITY FORCE	SHARP SECURITY		hment as per PAN on the portal by using the Update	and Name of establis	your F	r the first time) y name will be ver	yers registering fo	BULK	REGISTER - E	EP Pro
If y         EXIT - BULK         PF         Un-Exempted           APPROVALS         Pension         Un-Exempted         Pension         Un-Exempted           KYC VERIFICATION         KYC VERIFICATION         EDI1         Un-Exempted         EDI1         Un-Exempted           N VERIFICATION         VERIFICATION         EXEMPTED         EXEMPTED         EXEMPTED         EXEMPTED	0	DSNHP0011027000	Est. Id	as on PAN card. PAN of the proprietor can be provided	I up the name exactly	ndy an	ablishment han	N card of your est		KYC - BULK	PAI
APPROVALS     Persion     Un-Exempted       KYC VERIFICATION     EDL     Un-Exempted       PAN VERIFICATION     Address     C35, SAKET NEW DELHI, Dis DELI DIOUT     Diout		Un-Exempted	PF	e in PAN.	differs from the nam	blishm	me of the estab	orship firm and na		EXIT - BULK	if y
EDL         Un-Exempted           EVEX VERIFICATION         Address         C-35, SAKET/NEW DELHI, Dist DELI 10017         C-35, SAKET/NEW DELHI, Dist DELI 10017		Un-Exempted	Pension							APPROVALS	
Address C-35, SAKET/NEW DELHI, Dis DELI PAN VERIFICATION C-35, SAKET/NEW DELHI, Dis DELI 10017		Un-Exempted	EDLI						CATION		
	DELHI, Dist: DELHI, State: DELHI, Pin:	C-35, SAKET,NEW DELH 110017	Address						CATION	PAN VERIFIC	
PP OTICE DELTI (SOUH) [NHP]	IHP]	DELHI (SOUTH) [NHP]	PF Office								
What's New										at's New	Wha
FORM 5A Data fields made editable. Employer may edit. If required, and print the Form again for submission to PF Office.				nission to PF Office.	Form again for sub	d prin	if required, and	Employer may edit.	made editable. E	A Data fields	RM 5
Validity of challan for online payments through internet is 12 days.					-		t is 12 days.	ts through interne	r online payment	of challan fo	lidity

• On clicking "**KYC – BULK**", the screen would appear as below:

EMPLOYEES: PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA	▲ Welcome: SURESHERVLA19 Est. Id: DSNHP0011027000 Name :	A In State State     Action 1.4.032(112)								
#Home Member - Establishment - Claims - Payments - Dashboards - User -	Admin -									
Upload KYC File										
Upload KYC File* Choose file No file chosen		Help File								
Note:     1. Click here to download sample KYC bulk upload file.     Only Text File or ZIP file(Containing Only One Text File) can be uploaded.     Adahaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI										
KYC Upload Details	CYC Upload Details									
File Name	Upload Date	Status Delete								
	He er Page of 0 >> >1 TO Y	No records to view								

• Please click on **"Choose file".** After choosing text file from the appropriate drive (where the text file is saved), the screen appears as below:

۹.	EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA						& Welcome: SURESHOW/LA19 Est. Id: DSNHP0011027000 Name :	Lang Ve	uage : 18값   English & Logout rsion :1. 4. 0 10/11/2016 11:08:57
#Home	Member +	Establishment +	Claims +	Payments +	Dashboards +	User +	Admin -		
Upload KY	C File								
Upload KY	Jpload KYC File* Choose file Octoberbit Help File								
<ul> <li>Note:</li> <li>1. Click h</li> <li>2. Only T</li> <li>3. Aadha</li> </ul>	Note:  I. Click here to download sample KYC bulk upload file. 2. Only Text File or ZIP file(Containing Only One Text File) can be uploaded. 3. Aadhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI								
KYC Uploa	Submit Cancel								
			File Name				Upload Date	Status	Delete
	te ce [segs⊡ art] te st c v								No records to view

• To submit the chosen file, click on **"Submit"** Button. The screen would appear as below:

HIDE COLLS FROM DEAL FOR DOWNERT FOR DOWNE	Are you sure to upload the selected file?  Prevent this page from creating additional dialogues.	Langi Veri	Hage: 形式   English 日 Logout ion :1 . 4 . 0 10/11/2016 11:09:57							
Upload KYC File Upload KYC File*	OK Cancel		Help File							
Note:     I. Click here to download sample KYC bulk upload file.     Only Text File or ZIP file(Containing Only One Text File) can be uploaded.     Addhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI										
	Submit Cancel									
KYC Upload Details	KYC Upload Details									
File Name	Uplosd Date	Status	Delete							
	tet Loading of 0 +> +1 to +		No records to view							

- Please click on **OK**.
- The screen would appear as below:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA	& Welcome: SURGNOVLA19 Est. Id: DSN4P0011027000 Name :	🔝 🖾 🚺 🖬 supportiĝer findia in Language: Tikî   English & Logou Version :1. 4. 0.10/11/2015 11:02*
#Home Member - Establishment - Claims - Payments - Dashi	s + User + Admin +	
Upload KYC File		
File Validation Successfull.		
Upload KYC File* Choose file No file		Help File
<ul> <li>Note:</li> <li>Click here to download sample KYC bulk upload file.</li> <li>Chly Text File or ZIP file(Containing Only One Text File) can be uploaded.</li> <li>Aadhaar number and Aadhaar information provided here will be used for doing</li> </ul>	entication of the member using the tools provided by the UIDAI	
	Submit Cancel	
KYC Upload Details		
File Name	Upload Date	Status Delete
1 August_201611105616213882.txt	10-NOV-2016 15:36	Process completed X
	Id of Page of 1 as at 10 T	

## (iii) For submission of Exit cases by employers in bulk

• For submission of Exit cases by employers in bulk, click on "EXIT – BULK" under the menu tab "Member".

~	Meniber - Establishme	ent + Claims +	Payments +	Dashboards +	User +	Admin +			
Ale	PROFILE							Employ	er Profile
BP	REGISTER - INDIVIDUAL	yers registering fo	or the first time) y	our PAN and Nam	e of establi	SFA - ASSOCIATES			
Pro PAI	KYC - BULK	The PAN and the N card of your es	name will be ver tablishment han	ified from the PAN dv and fill up the r	database. ame exact	Please note that Iv as on PAN card	the while filling up the Name as per . PAN of the proprietor can be provided	Est. Id	DSNHP0034261000
if y	EXIT - BULK	orship firm and n	ame of the estab	lishment differs fr	om the nar	me in PAN.		PF	Un-Exempted
I.	APPROVALS							Pension	Un-Exempted
	KYC VERIFICATION							EDLI	Un-Exempted
	PAN VERIFICATION							Address	R NO- 251, KARAN PALACE, ADJ SURYA CROWN PLAZA HOTEL,NEW DELHI, Dist. SOUTH , State: DELHI, Pin: 11002
								PF Office	DELHI (SOUTH) [NHP]
Wha	at's New								
RM 5	A Data fields made editable	. Employer may edit	t, if required, and	l print the Form ag	ain for sub	omission to PF O	fice.		
idity	of challan for online payme	nts through intern	et is 12 days.						

• On clicking "EXIT – BULK", the screen would appear as below:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA	& Welcome: sfor associate Est. Id: DSNHP0034261000 Name :	Language: 時付   English 伊 Logout     Version 1. 4. 0 30/11/2036 110857							
#Home Member - Establishment - Claims - Payments - Dashboards - User	+ Admin +								
Member Exit									
Upload Member Exit File:* Choose file No file chosen		Help File							
Note:     1. Click here to download sample Exit bulk upload file.     2. Only test file or ZIP file(Containing Only One Text File) can be uploaded.     Adhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI									
Submit Cancel									
Member Exit									
File Name	Upload Date	Status Delete							
	14 <4 Page of 0 >> >1 10 *	i No records to view							

• On clicking on the "Help file" option, the exit bulk file format is available for the convenience of employers.

exitBulkHelpFile			1/1			¢	Ŧ	ē	Î
The File s Each The s	Exit Bulk file should be in txt ize should not be greater tt line in text file contains det eparator between fields sh	EXIT BULK (FOR EMI tormat only, nan 2 MB. If file size is grea allis of single member only, ould be #~# ( hashtilda has	FILE FORMA PLOYERS) ter than 2 MB, h).	NT single text file in ZIP format will be accepted.					
SI.No	. Column Name	Colunm width	ls Mandatory	Remarks					l
1.	Universal Account Number (UAN)	NUMBER(12)	Yes	UAN of active member					l
2.	Exit Date	DATE	Yes	Enter valid date format (dd/mm/yyyy) Date should not be less than joining date					l
3.	Exit Reason Code	CHAR(1)	Yes	Exit reason code as per Annexure I					l
Sam 1002 Ann	ole text file is as follows for 48330106#~#01/02/2014#~ exure I	reference: -#R							
SI.N	o. Value		Code						
1.	RETIREMENT		R						ſ
2.	DEATH IN SERVICE		D						
3.	SUPERNNUATION		S					-	
4.	PERMANENT DISAE	BLEMENT	P						
5.	CESSATION (SHOR	T SERVICE)	C						
6.	DEATH AWAY FROM	I SERVICE	A					+	
								-	

• Please click on **"Choose file".** After choosing text file from the appropriate drive (where the text file is saved), the screen appears as below:

	PLOYEES' PRO	DVIDENT FUND ORG	GANISATION,	INDIA			Kekome: sfs9ass Est. Id: DSNHP00342	citie IX	A A S support@epfindia.in Language: 能計  English & Logout Version :1.4.010/11/201611:08:5	
#Home I	Member -	Establishment 🗸	Claims +	Payments +	Dashboards +	User •	Admin -			
Member Exit										
Upload Mem	pload Member Exit File.* Choose file exitbulk.bt Help File									
<ul> <li>Note:</li> <li>1. Click here</li> <li>2. Only Text</li> <li>3. Aadhaar</li> </ul>	Note:     I. Click here to download sample Exit bulk upload file.     Only Text File or ZIP file(Containing Only One Text File) can be uploaded.     Addhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI									
					Submit Ca	ncel				
Member Exit	Member Exit									
			File No	ame			Upload Date	Status	Delete	
	i ← ← i Page and i ← → ← i ⊂ ▼									

• To submit the chosen file, click on **"Submit"** Button. The screen would appear as below:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA #Home Member - Establishment - Claims - Payments - Member Exit Upload Member Exit Files* Choose file @	Are you sure to upload the selected file?  Prevent this page from creating additional dialogues.  OK Cancel	Ed Ed AG ( 👼 Popo Language: Ref ( En Verion 1.4.010 Help	prtglepfindiaun glish GH Logout (11/2016 11:09:57							
Note:      Click here to download sample Exit bulk upload file.      Cohy Text File or ZIP file(Containing Only One Text File) can be uploaded.      Adhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI										
	Submit Cancel									
Member Exit	Member Exit									
File Name	Upload Date	Status Delet	te							

- Please click on **OK**.
- The screen would appear as below:

١	EMPLOYEES' PR	COVIDENT FUND OR	GANISATION, DVERNMENT OF	INDIA INDIA			& Welcome: s1s9 Est. Id: DSNHP003	ssociate 4261000 Name :	A A T Support@epfindia.in Language: Rt   English & Logout Version :1. 4. 0 10/11/2016 11:02:57	
#Home	Member +	Establishment +	Claims +	Payments +	Dashboards +	User +	Admin -			
Member E	Member Exit									
• File Va	alidation Succe	ssfull.File Processing	g is in progres	s and may take i	nore time. Please R	levisit after	some time.			
Upload M	pload Member Exit File:* Choose file No file chosen Help File									
<ul> <li>Note:</li> <li>1. Click h</li> <li>2. Only T</li> <li>3. Aadha</li> </ul>	Note:     I. Click here to download sample Exit bulk upload file.     Only Text File or ZIP file[Containing Only One Text File] can be uploaded.     Adhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI									
					Submit Ca	incel				
Member E	ixit									
			File N	ame			Upload Date	Status	Delete	
1 exitbul	k_20161111384041	16202.txt					11-NOV-2016 10:40	Process completed	×	
	(< << Rage□of1 >> >+ 10 ▼ View1-1of1									

# (iv) For approval of submitted records:

• For approval of submitted records, click on "APPROVALS" under the menu tab "Member".

me	Member - Establis	ıment - Claims - Payments - Dashboards - User - Admin -		Version 11.4.0 10/10/2016	
Ale	PROFILE		Employer I	Profile	
₿P Dra	REGISTER - INDIVIDUAL	yers registering for the first time) your PAN and Name of establishment as per PAN on the portal by using the Update	SFA - ASSOCIATES		
PA	KYC - BULK	N card of your establishment handy and fill up the name exactly as on PAN card. PAN of the proprietor can be provided	Est. Id	DSNHP0034261000	
if y	EXIT - BULK	orship firm and name of the establishment differs from the name in PAN.	PF	Un-Exempted	
	APPROVALS		Pension	Un-Exempted	
	ATTROTALS		EDLI	Un-Exempted	
	PAN VERIFICATION		Address	R NO- 251, KARAN PALACE, ADJ SURYA CROWN PLAZA HOTEL,NEW DELHI, Dist: SOUTH , State: DELHI, Pin: 11002	
			PF Office	DELHI (SOUTH) [NHP]	
w	hat's New				
ORM	5A Data fields made edita	ble. Employer may edit, if required, and print the Form again for submission to PF Office.			
alidit	y of challan for online pay	ments through internet is 12 days.			

• On clicking "APPROVALS", the screen would appear as below:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA		<b>&amp; Welcome: sfa9ar</b> Est. Id: DSNHP0034	sociate 1261000 Name :	E.	A A a support@epfindie.in anguage : 武武   English & Logout Version :1. 4. 0 10/11/2016 11:03:57					
#Home Member - Establishment - Claims - Paym	ents + Dashboards + User + Admin +									
Activity Details / Pending View Approved / View Rejected / View All										
Pending										
Activity Id	Туре	Records	View	Approve/Reject	Error					
Member Individual Registration - 1 Item(s)			1		1					
8932	Member Individual Registration	1	View	Approve Reject						
B Member Individual Registration - KYC Pending For DS - 1 Item(s)										
8732	Member Individual Registration - KYC Pending For DS	1	View	Approve						
B Member Bulk Exit - 1 Item(s)										
8969	Member Bulk Exit	1	View	Approve Reject						
	i∢ ≪  Page□of1  ≫ ≫i				View 1 - 3 of 3					

- In the screen, there are pending activities shown.
- Against the activities, there are options View, Approve and Reject.
- On clicking on "View", the screen would appear as below:

	গবিচ্য havishya N	E খৰিম্ব নি Bhavishya Nidhi	কৰ্মৰাহী খৰিচ্য mployees' Provident I ই পৰন, 14, গীকাসী ৰ Bhawan, 14, Bhikaji	লিয়ি ৰ্যণতল Fund Organisation নশা প্ৰেয়, নই বিল্পী - 4 Cama Place, New De	110066 lhi - 110066 11/11/2016		View Approved / Vi	nguage: 1927  English (B Logout Version :1.4.010/11/2016110257 ew Rejected / View All
			Pending KYC Det	ails			Approve/Reject	Error
			L				Approve Reject	
S.No.	UAN	UAN Docu Type	ment Document Number	Name As Per Document	Document Information		Арргоче	
1 100	0615713029	100615713029 Bank	1234444444444444	SANJEEV	STBP111111		Approve Reject	View 1 - 3 of 3
						C		

• On clicking on the **"Approve"** button, the screen would appear as below:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA	Are you sure you want to Approve?			י Language: (16:0) [English @ Logout Version: 1.4.0 10/11/2016 1108 57							
#Home Member - Establishment - Claims - Payment	s - C OK	OK Cancel View Approved / View Rejected / View									
Activity Details / Pending											
Pending											
Activity Id	Туре	Type Records Vi			Error						
B Member Individual Registration - 1 Item(s)					1						
8932	Member Individual Registration	1	View	Approve Reject							
■ Member Individual Registration - KYC Pending For DS - 1 Item(s)											
8732	Member Individual Registration - KYC Pending For DS	1	View	Арргоче							
8 Member Bulk Exit - 1 Item(s)											
8969	Member Bulk Exit	Member Bulk Exit 1 View									
in <i is="" page□d1="" sin="" td="" ven1-3d3<=""></i>											

- Please click on **OK**.
- On clicking on the **"Reject"** button, the screen would appear as below:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA	Are you sure you want to Reject?			La La La La La La La porte principal Language: Tito (Languin 9-Lagout Version 1.4.0.001/2016/110857						
#Home Member - Establishment - Claims - Payments -	ОК	OK Cancel								
Activity Details / Pending				View Approved / Vi	iew Rejected / View All					
Pending	·									
Activity Id	Туре	Records	View	Approve/Reject	Error					
Member Individual Registration - 1 Item(s)										
8973	Member Individual Registration	1	View	Approve Reject						
Member Individual Registration - KYC Pending For DS - 1 Item(s)										
8732	Member Individual Registration - KYC Pending For DS	1	View	Арргоче						
iκ κ γ β ₂₀₀ → σ1 μ μ μ μ μ μ μ μ μ μ μ μ μ μ μ μ μ μ										

- Please click on **OK** to reject the record.
- The pending activities can be viewed by clicking on "Pending" button.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA		& Welcome: sfa9as Est. Id: DSNHP0034	sociate 261000 Name :		A A a Support@epfindia.in Language: 한차   English & Logour Version :1. 4. 0 10/11/2016 11:03:5				
#Home Member - Establishment - Claims - Payme	nts - Dashboards - User - Admin -								
Activity Details / Pending				View Approved /	View Rejected / View All				
Pending									
Activity Id	Туре	Records	View	Approve/Reject	Error				
Member Individual Registration - KYC Pending For DS - 1 Item(s)									
8732	Member Individual Registration - KYC Pending For DS	1	View	Approve					
14 44 βage⊡art1 H≥ 11 Ver1-1a									

- The records approved and rejected can be viewed by using buttons "View Approved", "View Rejected" and "View All".
- On clicking "View Approved", the following screen would appear:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA		& Welcome: sfa9as Est. Id: DSNHP0034	ssociate 1261000 Name :	ی د	<mark>-≴ ▲ ▲ →</mark> ■ support® spfindiu in Language: TRT   English ⊕ Logout Version 1. 4. 01011/2015 11:0857		
#Home Member - Establishment - Claims - Payme	nts + Dashboards + User + Admin +						
Activity Details / Pending				<u>View Approved</u> / Vi	ew Rejected / View All		
Pending							
Activity Id	Туре	Records	View	Approve/Reject	Error		
B Member Individual Registration - KYC Pending For DS - 1 Item(s)	1		1		1		
8732	Member Individual Registration - KYC Pending For DS	1	View	Approve			
	id ≺d  Page□of1  >> >i				View 1 - 1 of 1		

• On clicking "View Rejected", the following screen would appear:

۲	EMPLOYEES' PF MINISTRY OF LABO	OVIDENT FUND ORG	GANISATION,	INDIA INDIA				Welcome: sfa9as Est. Id: DSNHP0034	sociate 261000 Name :	2	A A 모 두 Support@epfindia.in Language : 译슈   English 용 Logour
#Home	Member -	Establishment +	Claims +	Payments -	Dashboards +	User +	Admin +				
Activity	Details / Pendi	ng								View Approved / V	iew Rejected / View All
Pending											
	Activity Id T						ype	Records	View	Approve/Reject	Error
	in ext page of item in										

• On clicking "View All", the following screen would appear:

۲	EMPLOYEES' PROVI MINISTRY OF LABOUR &	DENT FUND OR	GANISATION, 1	INDIA INDIA				å Est.	Welcome:sfa9associate Id: DSNHP0034261000 Name :		- A A 전 8 support@epfindia.in Language: 태양   English & Logou Version :1. 4. 0 10/11/2016 11:03:5
<b>#Home</b>	Member - E	stablishment 🗸	Claims +	Payments +	Dashboards +	User +	Admin +				
Activity	Details / View All									View Pendin	g / View Approved / View Rejected
Search											
Activity	Туре	5	elect			• 9	itatus		Select	٣	
Search	Cancel										
_											
All List											
Id		Туре			File Nam	e		Upload Date	Error File	Status	View
8 Membe	r Individual Registratic	n - 6 Item(s)									
8973	Member Individual Re	gistration						11-NOV-2016		Rejected	7
8972	Member Individual Re	gistration						11-NOV-2016		Approved	7
8971	Member Individual Re	gistration						11-NOV-2016		Approved	"♥
8970	Member Individual Re	gistration						11-NOV-2016		Approved	7
8932	Member Individual Re	gistration						10-NOV-2016		Approved	7
8732	Member Individual Re	gistration						08-NOV-2016		Approved	7
⊟ Membe	r Bulk Registration - 2	Item(s)									
8896	Member Bulk Registra	tion		november11_20	16110961183680668	bd		09-NOV-2016		Approved	2
8904	Member Bulk Registra	tion		november11_20	16110957736982758	bxt		09-NOV-2016	error_2016110957777605786.txt	Pending	₹
B Kyc Indi	ividual Registration - 1	Item(s)									
8914	Kyc Individual Registra	ation						11-NOV-2016		Pending	₱
B Member	r Bulk Exit - 1 Item(s)										
8969	Member Bulk Exit			exitbulk_201611	1138404116202.txt			11-NOV-2016		Approved	2
							14 44 Page	of 2 🍉 🖬 10 🔻			View 1 - 10 of 15

• On clicking PDF under the column "View", the pdf file for the record can be viewed as below:

	۲	কর্মবাদী গৰিব Employees: Provide পৰিত্ব বিয়ি খবন, 14, গীকানী Bhavishya Nichi Bhawan, 14, Bhika	य निधि संगठन st Fund Organisation ' कामा फ्रेस , नई दिल्ली - 110066 aji Cama Piace, New Delhi - 110066	s Printed On	:11/11/2016	kome: sfa9axsociate DSNHP0034261000 Name :		A A 本 Support @epfindia lin Language: 時前 [English 号 Logou Version:1.4.010/11/2016 11:02:
	1. <u>Member Details</u> Name: DEEPAK	Approved Member	Registration Details	ld : DSNHP003426100	00009487	Select	View Pending /	View Approved / View Rejected
	UAN/Previous Member Id	100615713161				Error File	Status	View
	Name	DEEPAK						
	Date of joining	01-Nov-2016	Date of Birth	06-Nov-1998			Rejected	
	Gender	Male	Marital Status	Married			Approved	
11	Father's/Husband's Name	DD		1			Approved	-
	Nationality	INDIAN					Approved	Click here to View
	Mobile	9718880762					Approved	2
	e Meil ID	0110000102					Approved	7
- 1								
	Is international worker	NO				error 2018110957777805798 tvt	Panding	<u>⊼</u>
	Country of Origin	-	Passport No	-	<b>.</b>		rending	Ł
891-	4 Kyc Individual Registration		les contrates	1	1-NOV-2016		Pending	2
8969	Member Bulk Exit	exitbulk	_2016111138404116202.txt	1	1-NOV-2016		Approved	-
			-	re <e 2<="" of="" page="" td=""><td>►&gt; ►I 10 ¥</td><td></td><td></td><td>View 1 - 10 of 1</td></e>	►> ►I 10 ¥			View 1 - 10 of 1
_								1011
				©2015.Powered	by EPFO			

- In the above screen, the Activity Type can be selected and the status Pending, Approved, Rejected- can be known for the selected activity.
- For instance, the Activity Type selected in the next screen is Member Bulk Exit.

۲	EMPLOYEES' PRO	VIDENT FUNE	ORGANISATION,	INDIA INDIA				👗 Welc Est. Id: C	& Welcome:stAlexsociate Est. M:: DSNHP9034265000 Name :			<ul> <li>A A な Support @ epfindia.in</li> <li>Language: 形式   English G+Logout</li> <li>Version: 1.4.010/11/2016 11:03:57</li> </ul>	
<b>#Home</b>	Member -	Establishmen	t + Claims +	Payments +	Dashboards +	User +	Admin +						
Activity	Activity Datalis / View All View Approved / View Rejected Search												
Search	_					_							
Activity Search	Activity Type Member Bulk Exit Search Cancel Member Bulk Registration Member Bulk Registration Kyre Bulk Registration Kyre Bulk Registration				• S	tatus		Approved	•				
Id	Approved List Member Bulk Exit Id Type Femily Details Individual Member Exit Individual							Upload Date	Error File	Status	v	lew	
B Member	r Bulk Exit - 2 Item(	s)	Member Individua	I Кус									
8969	8969 Member Bulk Exit exitbulk_2016111138404116202.txt						11-NOV-2016		Approved	7			
8846	8846 Member Bulk Exit Exit_2016111045050938870.txt							10-NOV-2016		Approved	7		
							re ke Page	of 1 🕨 🖬 10 🔻				View 1 - 2 of 2	

• The status can be selected - pending or approved or rejected as shown below:

۲	EMPLOYEES' PR MINISTRY OF LABO	OVIDENT FUND O	RGANISATION, GOVERNMENT OF	INDIA				Est	도 같이 한 아이가 있는 것이 아이가 있다. 것이 아이가 있는 것이 이가 있는 것이 아이가 있는 것이 아이가 있다. 것이 아이가 있는 것이 아이가 있다. 것이 아이가 있는 것이 아이가 있다. 것이 아이가 있는 것이 아이가 있는 것이 있는 것이 이 아이가 있는 것이 아이가 있다. 것이 아이가 있는 것이 아이가 있는 것이 이 아이가 있다. 것이 이		
#Home	Member +	Establishment -	- Claims -	Payments +	Dashboards +	User +	Admin +				
Activity	Details / View A	a l								View P	ending / View Approved / View Reject
Search											
Activity 1	vne	0	Member Bulk Evit				tatus		Approved		1
Activity Type Wember Buik Exit							all s		Select		-
Search	Cancel								Pending		
									Rejected		
All List											
Id		Туре			File Name			Upload Date	Error File	Status	View
a Member	Individual Regist	ration - 6 Item(s)									
8973	Member Individu	al Registration						11-NOV-2016		Rejected	₹
8972	Member Individu	al Registration						11-NOV-2016		Approved	7
8971	Member Individu	al Registration						11-NOV-2016		Approved	7
8970	Member Individu	al Registration						11-NOV-2016		Approved	7
8932	Member Individu	al Registration						10-NOV-2016		Approved	7
8732	Member Individu	al Registration						08-NOV-2016		Approved	7
a Member	Bulk Registration	1 - 4 Item(s)									
8915	Member Bulk Reg	istration		july_2016111143	3109087532.txt			11-NOV-2016		Pending	7
8984	Member Bulk Reg	istration		july_2016111143	303019664.txt			11-NOV-2016		Rejected	7
8983	Member Bulk Reg	istration		july_2016111142	2966063745.txt			11-NOV-2016	error_2016111142966505959.t	xt Pending	7
8942	Member Bulk Reg	istration		july_2016111142	288001345.txt			11-NOV-2016		Rejected	7
							La ca Pros	of 2			

• For instance, the status "Approved" is selected. The following screen would appear:

۲	EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA								& Welcome: sh/exactine Est. Id: DSH4P0034225000 Name :			
#Home	Member -	Establishment +	Claims +	Payments -	Dashboards +	User +	Admin +					
Activity	Activity Datalis / View All View Andring / View Approved / View Rajacted											
Search	earch											
Activity T	Activity Type Member Bulk Exit   Status Approved											
Search	Cancel											
Approved	d List											
ы		Туре			File Name			Upload Date	Error File	Status	View	
8 Member	Bulk Exit - 2 Iter	n(s)										
8969	8969 Member Bulk Exit exitbulk_2016111138404116202.txt							11-NOV-2016		Approved	7	
8846	Member Bulk Exit			Exit_201611104	5050938670.txt			10-NOV-2016		Approved	7	
				i < <   Page ☐ d1   => =1 (5 *)								

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## Member's details for UAN generation/ linking

S.	Field Name	Туре	Mandatory	Remark/Validation
No.				
1.	Personal Title	Selection	Yes	Values (Mr., Ms., Mrs.)
2.	Name	Text	Yes	
3.	Gender	Selection	Yes	Values (Male, Female,
				Transgender)
4.	Date of Birth	Date Picker	Yes	Should not be future date and prior
				to 1916
5.	Father's/Husband	Text	Yes	
	Name			
6.	Relation	Selection	Yes	w.r.t S.No. 5 Values (Father,
				Husband)
7.	Marital Status	Selection	Yes	Values (Married, Unmarried,
				Widow/Widower, Divorcee)
8.	Mobile Number	Text Box	No	10 digit numeric
9.	Email ID	Text Box	No	
10.	Date of Joining	Date Picker	Yes	Should not be future date and prior
				to 1952
11.	Monthly Wages	Text Box	Yes	
	as on joining			
12.	International	Check Box	No	
	Worker			
13.	Country of origin	Selection	Yes (If	Selection from list of all countries
			Internation	
			al worker	
			flag	
			checked)	
14.	Passport Number	Text Box	Yes (If	
			Internation	
			al worker	
			flag	
			checked)	
15.	Passport Valid	Date Picker	Yes (If	
	From		Internation	
			al worker	
			flag	
			checked)	
16.	Passport Valid Up	Date Picker	Yes (If	
	to		Internation	

	1			-
			al worker	
			flag	
			checked)	
	KYC Details			
17.	КҮС	Check Box	No	Multiple KYC may be checked.
				Values (Bank, PAN, AADHAR,
				Passport, Driving License, Election
				Card, Ration Card, NPR)
17(1)	Document	Text Box	Yes (If	Validation as per KYC checked. If
	Number (Number		respective	document number is already
	given on KYC)		Check Box	available in database, system will
			is checked)	throw the error that previous
				employment is available.
17(2)	Name as per KYC	Text Box	Yes (If	
			respective	
			Check Box	
			is checked)	
17(3)	IFSC Code	Text Box	Yes (If Bank	
			is selected	
			as KYC)	
17(4)	Expiry Date	Date Picker	Yes (If	
			Passport or	
			Driving	
			License are	
			selected as	
			KYC)	

#### Annexure 'B'

S. No.	against UAN			Information provided by Present Employment at the time of registration/ linking		Matching status between information against UAN and Present Employer			Linking			
	Name	DOB	Aadhar /PAN	Name	DOB	Aadhar /Pan	Name	DOB	Aadhar /PAN	Allowed	Allowed with Alert	Not Allowed
1	✓	×	×	✓	✓	×	$\checkmark$	×	NA	✓	×	×
2	✓	×	×	$\checkmark$	✓	×	×	×	NA	×	×	✓
3	$\checkmark$	<b>~</b>	×	$\checkmark$	<b>~</b>	×	$\checkmark$	×	NA	×	×	$\checkmark$
4	$\checkmark$	<b>~</b>	×	$\checkmark$	$\checkmark$	×	×	×	NA	×	×	$\checkmark$
5	<b>~</b>	<b>~</b>	×	$\checkmark$	<b>~</b>	×	<b>&gt;</b>	<b>~</b>	NA	$\checkmark$	×	×
6	<b>~</b>	<b>~</b>	×	$\checkmark$	<b>~</b>	×	×	<b>~</b>	NA	×	✓	×
7	<b>~</b>	<b>~</b>	$\checkmark$	$\checkmark$	<b>~</b>	×	×	×	NA	×	×	$\checkmark$
8	✓	<b>~</b>	✓	✓	~	$\checkmark$	×	×	×	×	×	$\checkmark$
9	$\checkmark$	<b>~</b>	✓	✓	<ul> <li>✓</li> </ul>	$\checkmark$	×	<b>~</b>	×	×	✓	×
10	$\checkmark$	<b>~</b>	✓	✓	~	$\checkmark$	$\checkmark$	×	×	×	×	$\checkmark$
11	✓	<b>~</b>	✓	✓	✓	✓	✓	<b>~</b>	×	×	✓	×
12	<b>√</b>	✓	✓	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	×	×	$\checkmark$	×	✓	×
13	<b>√</b>	$\checkmark$	✓	$\checkmark$	✓	$\checkmark$	<b>√</b>	×	$\checkmark$	×	✓	×
14	$\checkmark$	<b>~</b>	✓	✓	✓	$\checkmark$	$\checkmark$	<b>~</b>	$\checkmark$	✓	×	×

#### UAN Linking Logic

- In case of individual registration/ linking and "Allowed with alert", an alert message will be shown to employer and his/her consent will be obtained that employer wants to link UAN even there are discrepancies between information available against UAN and provided by employer. In case employer wants to continue with linking, information available with UAN will be carried forward and same may be changed later through separate functionalities.
- In case of bulk registration and "Allowed with alert", alert message will be displayed in PDF with the advice that if employer approves the pdf file these entries will be ignored and if employer wants to link UAN even with discrepancies, the same can be done only through individual registration.
- If employer declares an employee as a fresh new employment and provides Aadhaar/PAN at the time of registration, if the same Aadhaar/PAN is already seeded with some UAN, the employer will be prompted that this KYC is already seeded with some UAN and employer has either to provide UAN or register without KYC. However, after registration, the employer can seed same KYC with new UAN.