

## **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.

- 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”.

The screenshot shows the EPF portal interface. At the top, there is a navigation bar with the logo of the Employees' Provident Fund Organisation, India, and the Ministry of Labour & Employment, Government of India. The user is logged in as SURESHGHYLA19. The main menu includes Home, Member, Establishment, Claims, Payments, Dashboards, User, and Admin. The 'Member' menu is expanded, showing options like PROFILE, REGISTER - INDIVIDUAL, REGISTER - BULK, KYC - BULK, EXIT - BULK, APPROVALS, KYC VERIFICATION, and PAN VERIFICATION. The 'REGISTER - INDIVIDUAL' option is highlighted. Below the menu, there is a 'What's New' section with a message about FORM 5A Data fields being editable. On the right side, there is an 'Employer Profile' table for SHARP SECURITY FORCE.

| Employer Profile |  |
|------------------|--|
| Est. Id          | DSNHP0011027000  |
| PF               | Un-Exempted  |
| Pension          | Un-Exempted  |
| EDLI             | Un-Exempted  |
| Address          | C-35, SAKET, NEW DELHI, Dist: DELHI, State: DELHI, Pin: 110017 |
| PF Office        | DELHI (SOUTH) [NHP]  |

- 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”.


**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: SURESHOHVILIA19  
 Ext. Id: DSNHP0011027000  
 Name:

support@epfindia.in  
 Language: 1901 | English | Logout  
 Version: 1.4.0.10/11/2016 11:03:57

[Home](#) [Member](#) [Establishment](#) [Claims](#) [Payments](#) [Dashboards](#) [User](#) [Admin](#)

Member Registration Approve Member

**Member Registration**

**Previous Employment**

No  Yes  
 Name \* Mr. Enter Name  
 Date of Birth \* DD/MM/YYYY  
 Gender \*  Male  Female  Transgender  
 Father's/Husband's Name \* Father/Husband Name  
 Marital Status \* --Select--  
 Mobile Enter Mobile No.  
 Qualification --Select--  
 Date of Joining \* DD/MM/YYYY  
 International Worker   
 Differently Abled

Nationality \* INDIAN  
 Relation \* --Select--  
 Email Id Enter Email ID  
 Monthly wages as on joining \* Enter Wages

**KYC Details**

| Select                   | Document Type                | Document Number | Name as per Document | Other     |
|--------------------------|------------------------------|-----------------|----------------------|-----------|
| <input type="checkbox"/> | Bank                         | DOCUMENT NUMBER | NAME AS PER DOCUMENT | IFSC      |
| <input type="checkbox"/> | PAN                          | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | AADHAAR                      | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | Passport                     | DOCUMENT NUMBER | NAME AS PER DOCUMENT | EXPIRY DT |
| <input type="checkbox"/> | Driving License              | DOCUMENT NUMBER | NAME AS PER DOCUMENT | EXPIRY DT |
| <input type="checkbox"/> | Election Card                | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | Ration Card                  | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | National Population Register | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |

Aadhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI

Member details pending for approval View All

| Name               | Father/Husband Name | Relation | Gender | Date Of Birth | Date of Joining | Mobile | E-Mail Id | View | Edit | Delete |
|--------------------|---------------------|----------|--------|---------------|-----------------|--------|-----------|------|------|--------|
| No records to view |                     |          |        |               |                 |        |           |      |      |        |

- The employer has to fill in all the details in the form.
- The fields with red asterisk are mandatory.


**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: SURESHOHVILIA19  
 Ext. Id: DSNHP0011027000  
 Name:

support@epfindia.in  
 Language: 1901 | English | Logout  
 Version: 1.4.0.10/11/2016 11:03:57

[Home](#) [Member](#) [Establishment](#) [Claims](#) [Payments](#) [Dashboards](#) [User](#) [Admin](#)

Member Registration Approve Member

**Member Registration**

**Previous Employment**

No  Yes  
 Name \* Mr. DEEPAK  
 Date of Birth \* 01/11/1984  
 Gender \*  Male  Female  Transgender  
 Father's/Husband's Name \* MANISH  
 Marital Status \* MARRIED  
 Mobile 8333333333  
 Qualification Post Graduate  
 Date of Joining \* 04/11/2014  
 International Worker   
 Differently Abled

Nationality \* INDIAN  
 Relation \* Father  
 Email Id xyz@gmail.com  
 Monthly wages as on joining \* 5000

**KYC Details**

| Select                              | Document Type                | Document Number      | Name as per Document | Other       |
|-------------------------------------|------------------------------|----------------------|----------------------|-------------|
| <input checked="" type="checkbox"/> | Bank                         | 11111111111111111111 | DEEPAK               | ETSP0001188 |
| <input checked="" type="checkbox"/> | PAN                          | AHUPN14998           | DEEPAK               |             |
| <input type="checkbox"/>            | AADHAAR                      | DOCUMENT NUMBER      | NAME AS PER DOCUMENT |             |
| <input type="checkbox"/>            | Passport                     | DOCUMENT NUMBER      | NAME AS PER DOCUMENT | EXPIRY DT   |
| <input type="checkbox"/>            | Driving License              | DOCUMENT NUMBER      | NAME AS PER DOCUMENT | EXPIRY DT   |
| <input type="checkbox"/>            | Election Card                | DOCUMENT NUMBER      | NAME AS PER DOCUMENT |             |
| <input type="checkbox"/>            | Ration Card                  | DOCUMENT NUMBER      | NAME AS PER DOCUMENT |             |
| <input type="checkbox"/>            | National Population Register | DOCUMENT NUMBER      | NAME AS PER DOCUMENT |             |

Aadhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI

Member details pending for approval View All

| Name               | Father/Husband Name | Relation | Gender | Date Of Birth | Date of Joining | Mobile | E-Mail Id | View | Edit | Delete |
|--------------------|---------------------|----------|--------|---------------|-----------------|--------|-----------|------|------|--------|
| No records to view |                     |          |        |               |                 |        |           |      |      |        |

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

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Are you sure you want to save the Member Detail ?  
 Prevent this page from creating additional dialogues.

OK Cancel

Member Registration

Member Registration

Previous Employment

No  Yes

Name \* Mr. DEEPAK

Date of Birth \* 01/11/1984

Gender \*  Male  Female  Transgender

Nationality \* INDIAN

Father's/Husband's Name \* MANISH

Relation \* Father

Marital Status \* MARRIED

Mobile \* 8333333333

Email Id \* xyz@gmail.com

Qualification \* Post Graduate

Date of joining \* 04/11/2014

Monthly wages as on joining \* 5000

International Worker

Differently Abled

KYC Details

| Select                              | Document Type                | Document Number      | Name as per Document | Other      |
|-------------------------------------|------------------------------|----------------------|----------------------|------------|
| <input checked="" type="checkbox"/> | BANK                         | 11111111111111111111 | DEEPAK               | STBPO01188 |
| <input checked="" type="checkbox"/> | PAN                          | AHUPN1499B           | DEEPAK               |            |
| <input type="checkbox"/>            | AADHAAR                      | DOCUMENT NUMBER      | NAME AS PER DOCUMENT |            |
| <input type="checkbox"/>            | Passport                     | DOCUMENT NUMBER      | NAME AS PER DOCUMENT | EXPIRY DT  |
| <input type="checkbox"/>            | Driving License              | DOCUMENT NUMBER      | NAME AS PER DOCUMENT | EXPIRY DT  |
| <input type="checkbox"/>            | Election Card                | DOCUMENT NUMBER      | NAME AS PER DOCUMENT |            |
| <input type="checkbox"/>            | Ration Card                  | DOCUMENT NUMBER      | NAME AS PER DOCUMENT |            |
| <input type="checkbox"/>            | National Population Register | DOCUMENT NUMBER      | NAME AS PER DOCUMENT |            |

Aadhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI

Save Cancel

Member details pending for approval

| Name | Father/Husband Name | Relation | Gender | Date Of Birth | Date of Joining | Mobile | E-Mail Id | View | Edit | Delete |
|------|---------------------|----------|--------|---------------|-----------------|--------|-----------|------|------|--------|
|      |                     |          |        |               |                 |        |           |      |      |        |

Page 1 of 0

- Please click on “OK” button. The following screen would appear for registration of another member through individual mode.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: SURESH KUMAR  
Ext. Id: DSHHP0011027900  
Name:

Member Registration

Member Registration

Previous Employment

No  Yes

Name \* Mr. Enter Name

Date of Birth \* DD/MM/YYYY

Gender \*  Male  Female  Transgender

Nationality \* INDIAN

Father's/Husband's Name \* Father's/Husband Name

Relation \* --Select--

Marital Status \* --Select--

Mobile \* Enter Mobile No.

Email Id \* Enter Email ID

Qualification \* --Select--

Date of joining \* DD/MM/YYYY

Monthly wages as on joining \* Enter Wages

International Worker

Differently Abled

KYC Details

| Select                   | Document Type                | Document Number | Name as per Document | Other     |
|--------------------------|------------------------------|-----------------|----------------------|-----------|
| <input type="checkbox"/> | BANK                         | DOCUMENT NUMBER | NAME AS PER DOCUMENT | IFSC      |
| <input type="checkbox"/> | PAN                          | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | AADHAAR                      | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | Passport                     | DOCUMENT NUMBER | NAME AS PER DOCUMENT | EXPIRY DT |
| <input type="checkbox"/> | Driving License              | DOCUMENT NUMBER | NAME AS PER DOCUMENT | EXPIRY DT |
| <input type="checkbox"/> | Election Card                | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | Ration Card                  | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | National Population Register | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |

Aadhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI

Save Cancel

Member details pending for approval

| Name             | Father/Husband Name | Relation | Gender | Date Of Birth | Date of Joining | Mobile    | E-Mail Id     | View | Edit | Delete |
|------------------|---------------------|----------|--------|---------------|-----------------|-----------|---------------|------|------|--------|
| Mr. HEMANT KUMAR | SURESH KUMAR        | FATHER   | Male   | 01-Nov-1993   | 02-Nov-2010     | 122333333 | abc@gmail.com |      |      |        |

- To edit the member details, click on the “Edit” column against the member.

**Member Registration**

**Previous Employment**

Name: Mr. SANJU  
 Date of Birth: 01/11/1984  
 Gender: Male  
 Nationality: INDIAN  
 Relation: Father  
 Date of Joining: 02/11/2014  
 Monthly wages as on joining: 6000

**KYC Details**

| Select                   | Document Type                | Document Number | Name as per Document | Other     |
|--------------------------|------------------------------|-----------------|----------------------|-----------|
| <input type="checkbox"/> | Bank                         | DOCUMENT NUMBER | NAME AS PER DOCUMENT | IFSC      |
| <input type="checkbox"/> | PAN                          | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | AADHAAR                      | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | Passport                     | DOCUMENT NUMBER | NAME AS PER DOCUMENT | EXPIRY DT |
| <input type="checkbox"/> | Driving License              | DOCUMENT NUMBER | NAME AS PER DOCUMENT | EXPIRY DT |
| <input type="checkbox"/> | Election Card                | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | Ration Card                  | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |
| <input type="checkbox"/> | National Population Register | DOCUMENT NUMBER | NAME AS PER DOCUMENT |           |

Aadhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI

Update Cancel

**Member details pending for approval**

| Name      | Father/Husband Name | Relation | Gender | Date of Birth | Date of Joining | Mobile     | E-Mail Id | View | Edit | Delete |
|-----------|---------------------|----------|--------|---------------|-----------------|------------|-----------|------|------|--------|
| Mr. SANJU | KANNU               | FATHER   | Male   | 01-Nov-1984   | 02-Nov-2014     | 1111111111 |           |      |      |        |

- 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”.

**REGISTER - BULK**

Members registering for the first time your PAN and Name of establishment as per PAN on the portal by using the Update button. The PAN and the name will be verified from the PAN database. Please note that while filling up the Name as per PAN card of your establishment handy and fill up the name exactly as on PAN card. PAN of the proprietor can be provided if your establishment firm and name of the establishment differs from the name in PAN.

**Employer Profile**

**SHARP SECURITY FORCE**

|           |   |
|-----------|---|
| Est. Id   | DSNHP0011027000   |
| PF        | Un-Exempted   |
| Pension   | Un-Exempted   |
| EDLI      | Un-Exempted   |
| Address   | C-35, SAKET NEW DELHI, Dist: DELHI, State: DELHI, Pin: 110017 |
| PF Office | DELHI (SOUTH) [NHP]   |

**What's New**

FORM 5A Data fields made editable. Employer may edit, if required, and print the Form again for submission to PF Office. Validity of challan for online payments through internet 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

Welcome: SURESHHYLIA19  
Est. Id: DSNHP0011027000  
Name:

support@epfindia.in  
Language: [Help](#) | [English](#) | [Logout](#)  
Version 1.4.0 10/11/2016 11:09:57

Home Member Establishment Claims Payments Dashboards User Admin

Member Registration Approve Member

Bulk Member Registration Details

Select Registration File \* :  No file chosen [Help File](#)

Note:

1. Click [here](#) to download sample Member Registration 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

Member Details

| File Name | Upload 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: SURESHHYLIA19  
Est. Id: DSNHP0011027000  
Name:

support@epfindia.in  
Language: [Help](#) | [English](#) | [Logout](#)  
Version 1.4.0 10/11/2016 11:09:57

Home Member Establishment Claims Payments Dashboards User Admin

Member Registration Approve Member

Bulk Member Registration Details

Select Registration File \* :  july.txt [Help File](#)

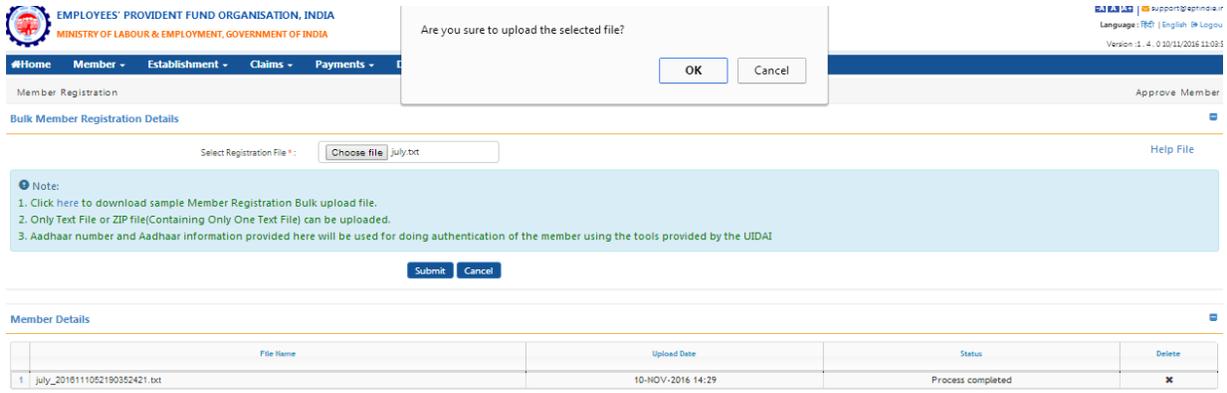
Note:

1. Click [here](#) to download sample Member Registration 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

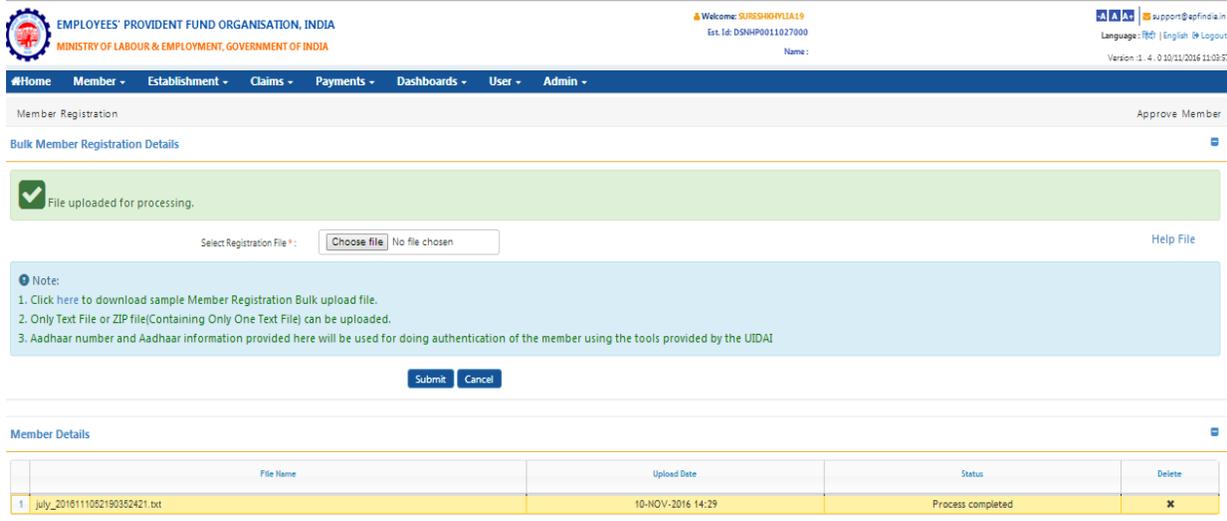
Member Details

| File Name                      | Upload Date       | Status            | Delete                           |
|--------------------------------|-------------------|-------------------|----------------------------------|
| 1 july_2016111002190352421.txt | 10-NOV-2016 14:29 | Process completed | <input type="button" value="X"/> |

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



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



- 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"**.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: SURESHGHYLLA19  
Est. Id: DSNHP0011027000  
Name:

support@epfindia.in  
Language: हिंदी | English | Logout  
Version: 1.4.0 10/11/2016 11:09:57

#Home Member Establishment Claims Payments Dashboards User Admin

PROFILE  
REGISTER - INDIVIDUAL  
REGISTER - BULK  
**KYC - BULK**  
EXIT - BULK  
APPROVALS  
KYC VERIFICATION  
PAN VERIFICATION

Employer Profile

| SHARP SECURITY FORCE |   |
|----------------------|---|
| Est. Id              | DSNHP0011027000   |
| PF                   | Un-Exempted   |
| Pension              | Un-Exempted   |
| EDLI                 | Un-Exempted   |
| Address              | C-35, SAKET,NEW DELHI, Dist: DELHI, State: DELHI, Pin: 110017 |
| PF Office            | DELHI (SOUTH) [NHR]   |

What's New

FORM 5A Data fields made editable. Employer may edit, if required, and print the Form again for submission to PF Office.  
Validity of challan for online payments through internet is 12 days.

- On clicking “KYC – BULK”, the screen would appear as below:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: SURESHGHYLLA19  
Est. Id: DSNHP0011027000  
Name:

support@epfindia.in  
Language: हिंदी | English | Logout  
Version: 1.4.0 10/11/2016 11:09:57

#Home Member Establishment Claims Payments Dashboards User Admin

Upload KYC File

Upload KYC File\*  No file chosen [Help File](#)

Note:

- Click here to download sample KYC 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 the member using the tools provided by the UIDAI

KYC Upload Details

| File Name   | Upload Date | Status | Delete |
|-------------|-------------|--------|--------|
| Page 1 of 0 |             |        |        |

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:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: SURESHGHYLLA19  
Est. Id: DSNHP0011027000  
Name:

support@epfindia.in  
Language: हिंदी | English | Logout  
Version: 1.4.0 10/11/2016 11:09:57

#Home Member Establishment Claims Payments Dashboards User Admin

Upload KYC File

Upload KYC File\*  October.txt [Help File](#)

Note:

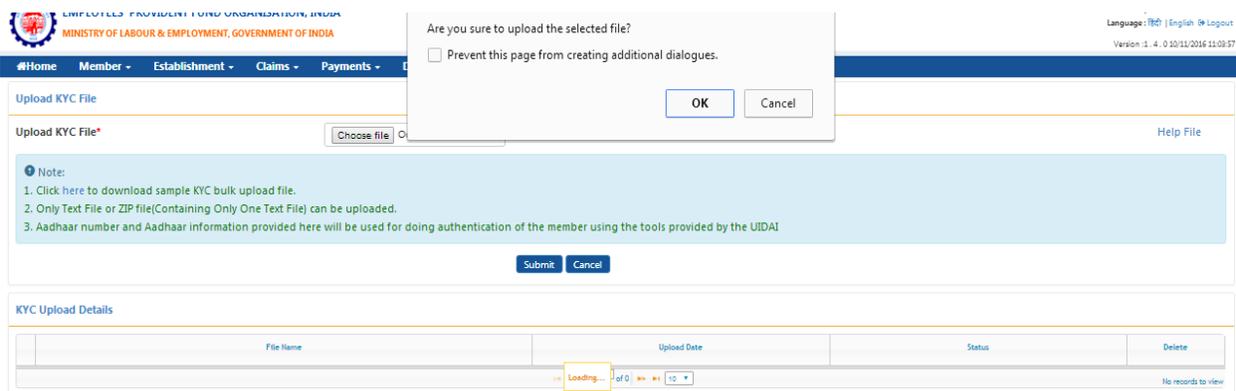
- Click here to download sample KYC bulk upload file.
- Only Text File or ZIP file(Containing Only One Text File) can be uploaded.
- Aadhaar number and Aadhaar information provided here will be used for doing authentication of the member using the tools provided by the UIDAI

KYC Upload Details

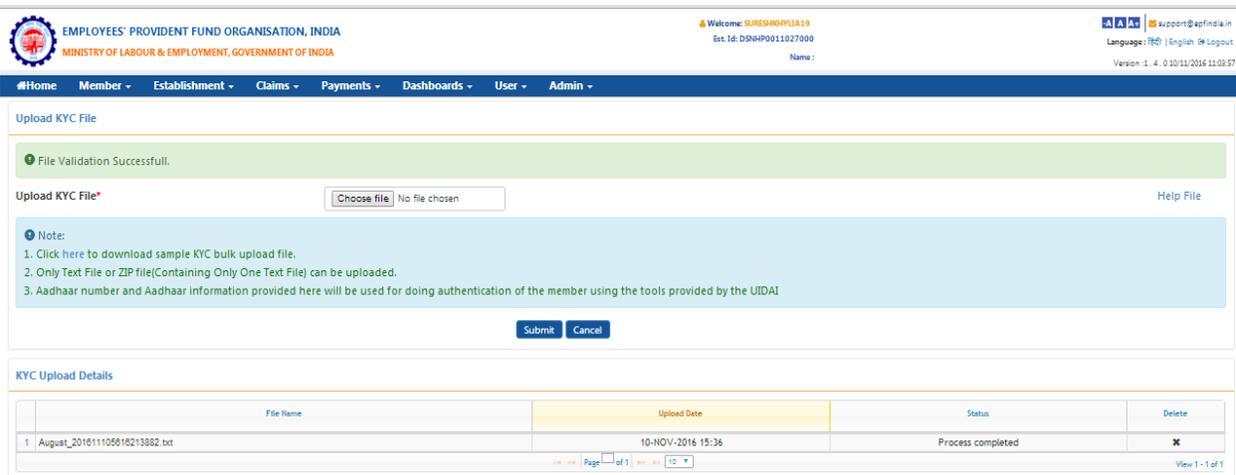
| File Name   | Upload Date | Status | Delete |
|-------------|-------------|--------|--------|
| Page 1 of 0 |             |        |        |

No records to view

- To submit the chosen file, click on “Submit” Button. The screen would appear as below:



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



**(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”**.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: sfa9associate  
Est. Id: DSNHP0034261000  
Language: English | English | Logout  
Version: 1.4.0 10/11/2016 11:09:57

Navigation: #Home Member Establishment Claims Payments Dashboards User Admin

Employer Profile: SFA - ASSOCIATES

|           |   |
|-----------|---|
| Est. Id   | DSNHP0034261000   |
| PF        | Un-Exempted   |
| Pension   | Un-Exempted   |
| EDLI      | Un-Exempted   |
| Address   | R NO- 251, KARAN PALACE, ADJ SURYA CROWN PLAZA HOTEL NEW DELHI, Dist: SOUTH , State: DELHI, Pin: 110025 |
| PF Office | DELHI (SOUTH) [NHP]   |

What's New  
FORM 5A Data fields made editable. Employer may edit, if required, and print the Form again for submission to PF Office.  
Validity of challan for online payments through internet is 12 days.

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- On clicking “EXIT – BULK”, the screen would appear as below:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: sfa9associate  
Est. Id: DSNHP0034261000  
Language: English | English | Logout  
Version: 1.4.0 10/11/2016 11:09:57

Navigation: #Home Member Establishment Claims Payments Dashboards User Admin

Member Exit

Upload Member Exit File\*  No file chosen [Help File](#)

Note:  
1. Click here to download sample Exit 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

| File Name   | Upload Date | Status | Delete |
|-------------|-------------|--------|--------|
| Page 1 of 0 |             |        |        |

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

### EXIT BULK FILE FORMAT (FOR EMPLOYERS)

The Exit Bulk file should be in txt format only.  
File size should not be greater than 2 MB. If file size is greater than 2 MB, single text file in ZIP format will be accepted.  
Each line in text file contains details of single member only.  
The separator between fields should be #-# ( hashtilda hash).

| Sl.No. | Column Name                    | Column width | Is Mandatory | Remarks   |
|--------|--------------------------------|--------------|--------------|---|
| 1.     | Universal Account Number (UAN) | NUMBER(12)   | Yes          | UAN of active member  |
| 2.     | Exit Date                      | DATE         | Yes          | Enter valid date format (dd/mm/yyyy)<br>Date should not be less than joining date |
| 3.     | Exit Reason Code               | CHAR(1)      | Yes          | Exit reason code as per Annexure I  |

Sample text file is as follows for reference:  
100248330106#-#01/02/2014#-#R

#### Annexure I

| Sl.No. | Value                     | Code |
|--------|---------------------------|------|
| 1.     | RETIREMENT                | R    |
| 2.     | DEATH IN SERVICE          | D    |
| 3.     | SUPERANNUATION            | S    |
| 4.     | PERMANENT DISABLEMENT     | P    |
| 5.     | CESSATION (SHORT SERVICE) | C    |
| 6.     | DEATH AWAY FROM 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:

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: sfaassociate  
Est. Id: DSNHP0034261000  
Name:

support@epfIndia.in  
Language: हिंदी | English | Logout  
Version: 1.4.0 10/11/2016 11:08:57

#Home Member Establishment Claims Payments Dashboards User Admin

#### Member Exit

Upload Member Exit File\*  exitbulk.txt [Help File](#)

Note:  
1. Click here to download sample Exit 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

#### Member Exit

| File Name   | Upload Date | Status | Delete |
|-------------|-------------|--------|--------|
| Page 1 of 0 |             |        |        |

No records to view

- To submit the chosen file, click on **“Submit”** Button. The screen would appear as below:

The screenshot shows the 'Member Exit' upload interface. A modal dialog box is open in the center, asking 'Are you sure to upload the selected file?' with a checkbox for 'Prevent this page from creating additional dialogues.' and 'OK' and 'Cancel' buttons. The background page has a header with the logo of the Employees' Provident Fund Organisation, India, and navigation tabs. Below the dialog, there is a 'Choose file' button and a 'Help File' link. A note section contains instructions: 1. Click here to download sample Exit 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. Below the note are 'Submit' and 'Cancel' buttons. At the bottom, there is a table with columns 'File Name', 'Upload Date', 'Status', and 'Delete'. The table is currently empty, showing 'Page 1 of 0' and 'No records to view'.

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

The screenshot shows the 'Member Exit' upload interface after a successful upload. A green message box at the top states: 'File Validation Successful. File Processing is in progress and may take more time. Please Revisit after some time.' The 'Choose file' button now says 'No file chosen'. The note section remains the same. Below the note are 'Submit' and 'Cancel' buttons. At the bottom, the table now contains one record:

|   | File Name                        | Upload Date       | Status            | Delete |
|---|----------------------------------|-------------------|-------------------|--------|
| 1 | exitbulk_2016111138404119202.txt | 11-NOV-2016 10:40 | Process completed | ✕      |

The table footer shows 'Page 1 of 1' and 'View 1 - 1 of 1'.

**(iv) For approval of submitted records:**

- For approval of submitted records, click on **“APPROVALS”** under the menu tab **“Member”**.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: sfaassociate  
Est. Id: DSNHP0034261000  
Name:

support@epfindia.in  
Language: हिंदी | English | Logout  
Version: 1.4.0 10/11/2016 11:03:57

Home Member Establishment Claims Payments Dashboards User Admin

PROFILE  
REGISTER - INDIVIDUAL  
REGISTER - BULK  
KYC - BULK  
EXIT - BULK  
APPROVALS  
KYC VERIFICATION  
PAN VERIFICATION

Employer Profile

| SFA - ASSOCIATES |   |
|------------------|---|
| Est. Id          | DSNHP0034261000   |
| PF               | Un-Exempted   |
| Pension          | Un-Exempted   |
| EDLI             | Un-Exempted   |
| Address          | R NO- 251, KARAN PALACE, ADJ SURYA CROWN PLAZA HOTEL, NEW DELHI, Dist: SOUTH, State: DELHI, Pin: 110025 |
| PF Office        | DELHI (SOUTH) [NHP]   |

What's New

FORM 5A Data fields made editable. Employer may edit, if required, and print the Form again for submission to PF Office.  
Validity of challan for online payments 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

Welcome: sfaassociate  
Est. Id: DSNHP0034261000  
Name:

support@epfindia.in  
Language: हिंदी | English | Logout  
Version: 1.4.0 10/11/2016 11:03:57

Home Member Establishment Claims Payments Dashboards User Admin

Activity Details / Pending View Approved / View Rejected / View All

Pending

| Activity Id   | Type  | Records | View | Approve/Reject | Error |
|---|---|---------|------|----------------|-------|
| Member Individual Registration - 1 Item(s)                      |   |         |      |                |       |
| 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 | Approve        |       |
| Member Bulk Exit - 1 Item(s)                                    |   |         |      |                |       |
| 8969  | Member Bulk Exit                                    | 1       | View | Approve Reject |       |

Page 1 of 1 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:

कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation  
भविष्य निधि भवन, 14, बीकाजी कामा प्लेस, नई दिल्ली - 110066  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066  
11/11/2016

Pending KYC Details

| S.No. | UAN          | Document Type | Document Number      | Name As Per Document | Document Information |
|-------|--------------|---------------|----------------------|----------------------|----------------------|
| 1     | 100615713029 | Bank          | 12344444444444444444 | SANJEEV              | STBP1111111          |

- 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?

OK Cancel

Activity Details / Pending

Pending

| Activity Id   | Type  | Records | View | Approve/Reject | Error |
|---|---|---------|------|----------------|-------|
| Member Individual Registration - 1 Item(s)                      |   |         |      |                |       |
| 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 | Approve        |       |
| Member Bulk Exit - 1 Item(s)                                    |   |         |      |                |       |
| 8969  | Member Bulk Exit                                    | 1       | View | Approve Reject |       |

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

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

- 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:

- On clicking **“View Rejected”**, the following screen would appear:


**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: efoassociate  
 Est. Id: DSNHP0034261000  
 Name:

support@epfindia.in  
 Language: हिंदी | English | Logout  
 Version: 1.4.0 10/11/2016 11:03:57

[Home](#) | [Member](#) | [Establishment](#) | [Claims](#) | [Payments](#) | [Dashboards](#) | [User](#) | [Admin](#)

Activity Details / Pending View Approved / [View Rejected](#) / View All

Pending

| Activity Id   | Type | Records | View | Approve/Reject | Error |
|---|------|---------|------|----------------|-------|
| <a href="#">←</a> <a href="#">→</a> Page <input type="text" value="1"/> of <input type="text" value="1"/> <a href="#">↶</a> <a href="#">↷</a> |      |         |      |                |       |

- On clicking **“View All”**, the following screen would appear:


**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: efoassociate  
 Est. Id: DSNHP0034261000  
 Name:

support@epfindia.in  
 Language: हिंदी | English | Logout  
 Version: 1.4.0 10/11/2016 11:03:57

[Home](#) | [Member](#) | [Establishment](#) | [Claims](#) | [Payments](#) | [Dashboards](#) | [User](#) | [Admin](#)

Activity Details / View All View Pending / View Approved / View Rejected

Search

Activity Type:  Status:

All List

| Id  | Type                           | File Name                          | Upload Date | Error File                  | Status   | View |
|---|--------------------------------|------------------------------------|-------------|-----------------------------|----------|------|
| <b>Member Individual Registration - 6 Item(s)</b> |                                |                                    |             |                             |          |      |
| 8973  | Member Individual Registration |                                    | 11-NOV-2016 |                             | Rejected |      |
| 8972  | Member Individual Registration |                                    | 11-NOV-2016 |                             | Approved |      |
| 8971  | Member Individual Registration |                                    | 11-NOV-2016 |                             | Approved |      |
| 8970  | Member Individual Registration |                                    | 11-NOV-2016 |                             | Approved |      |
| 8932  | Member Individual Registration |                                    | 10-NOV-2016 |                             | Approved |      |
| 8732  | Member Individual Registration |                                    | 08-NOV-2016 |                             | Approved |      |
| <b>Member Bulk Registration - 2 Item(s)</b>       |                                |                                    |             |                             |          |      |
| 8896  | Member Bulk Registration       | november11_2016110961183880668.txt | 09-NOV-2016 |                             | Approved |      |
| 8904  | Member Bulk Registration       | november11_2016110967736982758.txt | 09-NOV-2016 | emor_201611096777805788.txt | Pending  |      |
| <b>Kyc Individual Registration - 1 Item(s)</b>    |                                |                                    |             |                             |          |      |
| 8914  | Kyc Individual Registration    |                                    | 11-NOV-2016 |                             | Pending  |      |
| <b>Member Bulk Exit - 1 Item(s)</b>               |                                |                                    |             |                             |          |      |
| 8969  | Member Bulk Exit               | exitbulk_201611113840418202.txt    | 11-NOV-2016 |                             | Approved |      |

[←](#) [→](#) Page  of  [↶](#) [↷](#)

View 1 - 10 of 15

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- On clicking PDF under the column **“View”**, the pdf file for the record can be viewed as below:

**Approved Member Registration Details**  
**1. Member Details**  
 Name: DEEPAK Member Id : DSNHP0034261000009487

|                         |              |                |             |
|-------------------------|--------------|----------------|-------------|
| UAN/Previous Member Id  | 100615713161 |                |             |
| Name                    | DEEPAK       |                |             |
| Date of joining         | 01-Nov-2016  | Date of Birth  | 06-Nov-1998 |
| Gender                  | Male         | Marital Status | Married     |
| Father's/Husband's Name | DD           |                |             |
| Nationality             | INDIAN       |                |             |
| Mobile                  | 9718880762   |                |             |
| e-Mail ID               | --           |                |             |
| Is International Worker | No           |                |             |
| Country of Origin       | --           | Passport No    | --          |

| Error File                   | Status   | View |
|------------------------------|----------|------|
|                              | Rejected |      |
|                              | Approved |      |
| error_201611095777605786.txt | Pending  |      |
|                              | Pending  |      |
|                              | Approved |      |

8914 Kyc Individual Registration 11-NOV-2016 Pending   
 Member Bulk Exit - 1 Item(s)  
 8969 Member Bulk Exit exitbulk\_2016111138404118202.txt 11-NOV-2016 Approved

Page 1 of 2 View 1 - 10 of 15

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- 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.

Activity Details / View All View Pending / View Approved / View Rejected

Activity Type: Member Bulk Exit Status: Approved

| Id   | Type             | Upload Date | Error File | Status   | View |
|------|------------------|-------------|------------|----------|------|
| 8969 | Member Bulk Exit | 11-NOV-2016 |            | Approved |      |
| 8846 | Member Bulk Exit | 10-NOV-2016 |            | Approved |      |

Page 1 of 1 View 1 - 2 of 2

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


**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: **mfafassociate**  
 Est. Id: DSNHP0034261000  
 Name:

support@epfindia.in  
 Language: **हिंदी** | English | Logout  
 Version: 1.4.0 10/11/2016 11:03:57

[Home](#) - [Member](#) - [Establishment](#) - [Claims](#) - [Payments](#) - [Dashboards](#) - [User](#) - [Admin](#)

Activity Details / View All View Pending / View Approved / View Rejected

Search

Activity Type:  Status:

All List

| ID  | Type                           | File Name                    | Upload Date | Error File                   | Status   | View |
|---|--------------------------------|------------------------------|-------------|------------------------------|----------|------|
| <b>Member Individual Registration - 6 Item(s)</b> |                                |                              |             |                              |          |      |
| 8973  | Member Individual Registration |                              | 11-NOV-2016 |                              | Rejected |      |
| 8972  | Member Individual Registration |                              | 11-NOV-2016 |                              | Approved |      |
| 8971  | Member Individual Registration |                              | 11-NOV-2016 |                              | Approved |      |
| 8970  | Member Individual Registration |                              | 11-NOV-2016 |                              | Approved |      |
| 8932  | Member Individual Registration |                              | 10-NOV-2016 |                              | Approved |      |
| 8732  | Member Individual Registration |                              | 08-NOV-2016 |                              | Approved |      |
| <b>Member Bulk Registration - 4 Item(s)</b>       |                                |                              |             |                              |          |      |
| 8915  | Member Bulk Registration       | july_2016111143109037532.txt | 11-NOV-2016 |                              | Pending  |      |
| 8984  | Member Bulk Registration       | july_201611114303019084.txt  | 11-NOV-2016 |                              | Rejected |      |
| 8983  | Member Bulk Registration       | july_201611114298005745.txt  | 11-NOV-2016 | error_201611114298005699.txt | Pending  |      |
| 8942  | Member Bulk Registration       | july_201611114288001345.txt  | 11-NOV-2016 |                              | Rejected |      |

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


**EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**  
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: **mfafassociate**  
 Est. Id: DSNHP0034261000  
 Name:

support@epfindia.in  
 Language: **हिंदी** | English | Logout  
 Version: 1.4.0 10/11/2016 11:03:57

[Home](#) - [Member](#) - [Establishment](#) - [Claims](#) - [Payments](#) - [Dashboards](#) - [User](#) - [Admin](#)

Activity Details / View All View Pending / View Approved / View Rejected

Search

Activity Type:  Status:

Approved List

| ID                                  | Type             | File Name                        | Upload Date | Error File | Status   | View |
|-------------------------------------|------------------|----------------------------------|-------------|------------|----------|------|
| <b>Member Bulk Exit - 2 Item(s)</b> |                  |                                  |             |            |          |      |
| 8969                                | Member Bulk Exit | exitbulk_2016111138404118202.txt | 11-NOV-2016 |            | Approved |      |
| 8846                                | Member Bulk Exit | Exit_2016111045050938670.txt     | 10-NOV-2016 |            | Approved |      |

Page 1 of 1 View 1 - 2 of 2

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**Member's details for UAN generation/ linking**

| S. No. | Field Name                  | Type        | Mandatory                                  | Remark/Validation                                    |
|--------|-----------------------------|-------------|--|--|
| 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 Name       | Text        | Yes  |  |
| 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 as on joining | Text Box    | Yes  |  |
| 12.    | International Worker        | Check Box   | No   |  |
| 13.    | Country of origin           | Selection   | Yes (If International worker flag checked) | Selection from list of all countries                 |
| 14.    | Passport Number             | Text Box    | Yes (If International worker flag checked) |  |
| 15.    | Passport Valid From         | Date Picker | Yes (If International worker flag checked) |  |
| 16.    | Passport Valid Up to        | Date Picker | Yes (If International                      |  |

|       |                                       |             |  |  |
|-------|---------------------------------------|-------------|--|--|
|       |                                       |             | al worker flag checked)                                  |  |
|       | KYC Details                           |             |  |  |
| 17.   | KYC                                   | Check Box   | No   | Multiple KYC may be checked. Values (Bank, PAN, AADHAR, Passport, Driving License, Election Card, Ration Card, NPR)                                    |
| 17(1) | Document Number (Number given on KYC) | Text Box    | Yes (If respective Check Box is checked)                 | Validation as per KYC checked. If document number is already available in database, system will 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) |  |

UAN Linking Logic

| S. No. | Information available 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      | ✓                                 | ✗   | ✗           | ✓   | ✓   | ✗           | ✓  | ✗   | NA          | ✓       | ✗                  | ✗           |
| 2      | ✓                                 | ✗   | ✗           | ✓   | ✓   | ✗           | ✗  | ✗   | NA          | ✗       | ✗                  | ✓           |
| 3      | ✓                                 | ✓   | ✗           | ✓   | ✓   | ✗           | ✓  | ✗   | NA          | ✗       | ✗                  | ✓           |
| 4      | ✓                                 | ✓   | ✗           | ✓   | ✓   | ✗           | ✗  | ✗   | NA          | ✗       | ✗                  | ✓           |
| 5      | ✓                                 | ✓   | ✗           | ✓   | ✓   | ✗           | ✓  | ✓   | NA          | ✓       | ✗                  | ✗           |
| 6      | ✓                                 | ✓   | ✗           | ✓   | ✓   | ✗           | ✗  | ✓   | NA          | ✗       | ✓                  | ✗           |
| 7      | ✓                                 | ✓   | ✓           | ✓   | ✓   | ✗           | ✗  | ✗   | NA          | ✗       | ✗                  | ✓           |
| 8      | ✓                                 | ✓   | ✓           | ✓   | ✓   | ✓           | ✗  | ✗   | ✗           | ✗       | ✗                  | ✓           |
| 9      | ✓                                 | ✓   | ✓           | ✓   | ✓   | ✓           | ✗  | ✓   | ✗           | ✗       | ✓                  | ✗           |
| 10     | ✓                                 | ✓   | ✓           | ✓   | ✓   | ✓           | ✓  | ✗   | ✗           | ✗       | ✗                  | ✓           |
| 11     | ✓                                 | ✓   | ✓           | ✓   | ✓   | ✓           | ✓  | ✓   | ✗           | ✗       | ✓                  | ✗           |
| 12     | ✓                                 | ✓   | ✓           | ✓   | ✓   | ✓           | ✗  | ✗   | ✓           | ✗       | ✓                  | ✗           |
| 13     | ✓                                 | ✓   | ✓           | ✓   | ✓   | ✓           | ✓  | ✗   | ✓           | ✗       | ✓                  | ✗           |
| 14     | ✓                                 | ✓   | ✓           | ✓   | ✓   | ✓           | ✓  | ✓   | ✓           | ✓       | ✗                  | ✗           |

- 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.