



EPFO – Online Joint Declaration

Online Joint Declaration

Further to the Employees' Provident Fund Organization notifications dated 23rd Aug 2023 and 11th March 2024.

EPFO has now issued an updated SOP dated 26th March 2024. You are requested to go through these contents and educate your employees accordingly

This communication is with respect to employee profile data on the member portal for Provident Fund. If there are corrections to be made to employee profile, employee should fill a joint declaration form. This form is a combined form for employees and employers. Employees will have to update the correction on the portal along with documentary evidence. Upon submission of the online form, this would be reflected in the employer portal for verification and approval. Post the approval from the employer, a request would be placed with the PF office for corrections.

It is necessary to have the correct details in the member profile for the provident fund to ensure seamless online processing of partial withdrawals, transfers out and settlements.

Online Joint Declaration – Important addition

As the joint declaration form is in the member login, It required aadhaar seeding to be completed to receive OTP on the registered mobile number. Hence members who did not fall in the above category could not apply for online joint declarations for making correction to their member profile

Now, for Members who do not have an UAN OR member having UAN where in mis-match is there between aadhaar OR Member UAN is not activated OR Member UAN is not linked with aadhaar.

In such scenarios as mentioned above, employer has an option to upload the member profile correction along with necessary document. The further process would remain same as detailed in this document except member view on joint declaration status

Online Joint Declaration

EPFO had introduced standard operating procedure for processing of joint declaration for member profile updation in PF records .

Subsequent on 24th Feb 2024, user manual is received, there was no official notification / time and signature on the this document

Member profile correction consists of:

1. Name
2. Gender
3. Date of Birth
4. Father Name/ Name
5. Relationship
6. Marital Status
7. Date of Joining
8. Reason of Leaving
9. Date of Leaving
10. Nationality
11. Aadhaar Number



Process of filing JD:

- Application by the member
- Approval by the employer
- Approval / rejection by PF office

Online Joint Declaration

Frequency of corrections

S. No.	Parameter	No. of times changes allowed
1.	Member name	1
2.	Gender	1
3.	Date of birth	1
4.	Father/Mother Name	1
5.	Relationship	1
6.	Marital status	2
7.	Date of Joining	1
8.	Date of leaving	1
9.	Reason of leaving	1
10.	Nationality	1
11.	Aadhaar number	1

During the normal course, a member may be allowed to seek changes in up to five (05) parameters out of the above 11, whether submitted through single or multiple JD requests

Changes that may lead to a complete change in the identity of the individual and may result in fraud. In case the changes are in more than five parameters, the matter will be thoroughly examined by the OIC, and only after duly recording the reasons in the file such cases should be processed.

The number of changes allowed in various parameters should be strictly as per Table 6 of notification. However, in case of any exception, the matter will be thoroughly examined by the OIC, and only after duly recording the reasons in the file such cases should be processed.

Online Joint Declaration

Documentary proof to be uploaded

- All major and minor correction will have to be supported with documentary proof
- For minor changes any two documents as mentioned in list of documents below
- For major changes any three documents as mentioned in the list of documents below

List of documents required

I. Name and Gender (1&2)

1. Aadhaar
2. Passport
3. Death Certificate
4. Birth Certificate
5. Driving License
6. Service photo identity card issued by Central Govt./State Govt./ UT Govt./PSU/ Banks
7. School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC certificate/Mark Sheet issued by board/ University containing name
8. Bank Pass Book having name and Photograph Cross Stamped by bank official
9. PAN Card/ e-PAN
10. Ration / PDS photo Card
11. Voter ID/ e-Voter ID
12. Pensioner Photo Card/Freedom Fighter Photo Card
13. Copy of Person of Indian Origin (PIO) card issued by Government of India
14. Copy of Overseas Citizen of India (OCI)card issued by Government of India
15. ST/ SC/ OBC certificate with photograph ST/ SC/ OBC certificate with photograph
16. For Full name/first name change requests: PF Member to submit the Gazette notification of new name along with any supporting document of old name with photograph (Even for 1st instance of the Full name/ first name change)
17. Valid Visa along with foreign passport (valid only) issued in case of other foreign nationals

Online Joint Declaration

Categorization of major and minor changes

S. No.	Parameter	Type Of Change	Description Of Correction/Change
1	Member Name	Major	<ol style="list-style-type: none"> 1. If more than 2 alphabets change and the name also gets changed phonetically. 2. If less than 2 alphabets change and the name also gets changed phonetically. 3. If expanding the name.
		Minor	<ol style="list-style-type: none"> 1. If 2 or less than 2 alphabets get changed and the name not changing phonetically. 2. If adding surname in case of female after marriage. 3. If removing salutations like Shri, Dr. Mr. Mrs., Miss etc.
2	Gender	Minor	Male/Female/Others change
3	Date of Birth	Major	>3 Years
		Minor	< =3 Years
4	Parent Name (edited in this version)	Major	<p>If more than 2 alphabets change and the name also gets changed phonetically.</p> <p>If inserting a name for the first time.</p> <p>If expanding the name.</p>
		Minor	<p>If 2 or less than 2 alphabets get changed and the name not changing phonetically.</p> <p>If removing only salutations like Shri, Dr., Mr., Mrs., Miss etc.</p>

Continued in the next slide...

Online Joint Declaration

Categorization of major and minor changes (... contd.)

S. No.	Parameter	Type Of Change	Description Of Correction/Change
5	Relationship	Minor	Father//Mother change
6	Marital Status	Major	Change after the death of member
		Minor	All other cases
7	Date of Joining	Major	Change after the death of member
		Minor	All other cases
8	Reason of Leaving	Major	Change after the death of member
		Minor	All other cases
9	Date of Leaving	Major	Change after the death of member
		Minor	All other cases
10	Nationality	Major	Non-SSA to SSA country
		Minor	Non-SSA to non-SSA country change
			SSA to SSA country change
11	Aadhaar	Major	SSA to non-SSA country change
			All types of changes or updation related to Aadhaar

Online Joint Declaration

List of documents required

II. Date of Birth (3)

1. Birth Certificate issued by the Registrar of Births and Deaths.
2. Marksheet issued by any recognized Government Board or University. School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC certificate containing Name and Date of Birth
3. Certificate based on the service records of the Central/State Government Organizations.
4. In the absence of proof of date of birth as above, Medical Certificate issued by Civil Surgeon after examining the member medically and supported with an affidavit on oath by the member duly notarized.
5. Aadhaar (While this exists, Govt (UIDAI) has removed this as proof for DOB)
6. Passport
7. PAN by IT department
8. Central/ State Pension Payment Order
9. CGHS/ ECHS/ Medi-Claim Card issued by Centre/ State/ UTs Govts./PSUs having Photo & Date of Birth
10. Domicile Certificate issued by the Government
11. Ration card / PDS card of the member

III. Father/Mother Name. Relationship (4&5)

1. Aadhaar card of the member bearing parent name
2. PAN card of member
3. 10th or 12th school certificate / mark sheet of the member bearing father / mother name
4. Driving license of member
5. Passport of member
6. Ration card/PDS Card of member
7. CGHS/ECHS/ Medi-Claim Card with photo issued by Centre/ State Govts./PSUs.
8. Pension Card of member
9. Birth Certificate issued by of Birth, Municipal Corporation and other notified local Government bodies like Taluk, Tehsil etc.
10. Marriage Certificate issued by the Government
11. Photo ID card issued by Central/ State Govt. like Bhamashah, Jan-Aadhaar, MGNREGA, ARMY Canteen card etc.

Online Joint Declaration

List of documents required

IV. Marital Status (6)

1. Marriage Certificate issued by the government / local bodies like municipality / Gram Panchayat
2. Aadhaar Card
3. Divorce Decree

4. Passport
5. Affidavit on oath by the member duly not raised
6. Ration card / PDS card
7. Voter ID

V. Date of Joining (7)

1. Employee register
2. Attendance register
3. Appointment letter or any other document as establishment

- maintain under any central or State labour act
4. Letter of establishment on their letter head clearly stating the date of joining and duly signed by Employer or the authorized signatory supported by ECR of the employee during the said period

VI. Reason of Leaving (8)

1. Resignation letter
2. Letter from establishment on their letterhead clearly stating the reason for leaving supported by ECR of employee during the said period

3. Termination letter issued to employee
4. Any document as establishment deems fit to establish exit reason of employee duly signed by employer or the authorized signatory of the establishment on their letter head

Online Joint Declaration

List of documents required

VII. Date of Leaving (9)

1. Resignation letter/termination letter
2. Experience certificate or any other document as establishment maintain under any central or State Labour Act
3. Wage slip/salary slip/full and final letter
4. Letter of establishment on their letter head clearly stating the date of joining and duly signed by Employer or the authorized signatory including date of leaving

VIII. Nationality (10)

1. Copy of passport
2. Copy of Person of Indian Origin (PIO) card issued by Government of India
3. Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jain, Parsis and Christians
4. Valid Visa along with Foreign Passport (valid only) issued in case of Foreign Nationals
5. Tibetan Refugee Card (Accompanied by one more ID)

IX. Aadhaar (11)

1. Aadhaar card/e-aadhaar card with linked active mobile phone

ID – Navigation Document

URL for member login: <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

1. Login to the member interface using your UAN. After login into your member account go to menu, click on Manage tab and under it click on Joint Declaration. An aadhaar based OTP would be generated. This OTP has to be entered to open the JD form

The screenshot displays the EPFO member interface. At the top, the logo of the Employees' Provident Fund Organisation, India, is visible, along with the text 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The user's UAN is shown as 1234 6722 2407. The navigation menu includes 'Home', 'View', 'Manage', 'Account', 'OTCP', and 'Online Services'. The 'Manage' menu is open, showing options: 'BASIC DETAILS', 'JOINT DECLARATION' (highlighted), 'CONTACT DETAILS', 'KYC', 'E-NOMINATION', and 'MARK EXIT'. A 'UAN Card' section is visible on the left. On the right, the 'Member Profile' section shows details for UAN 123467222407, Name, Birth Date (30/07/2000), and Gender (MALE). There are also sections for 'Profile information' and 'More information'. At the bottom, there are links for 'Contact Us' and 'FAQs'. A red box highlights the 'Manage' menu and the 'JOINT DECLARATION' option.

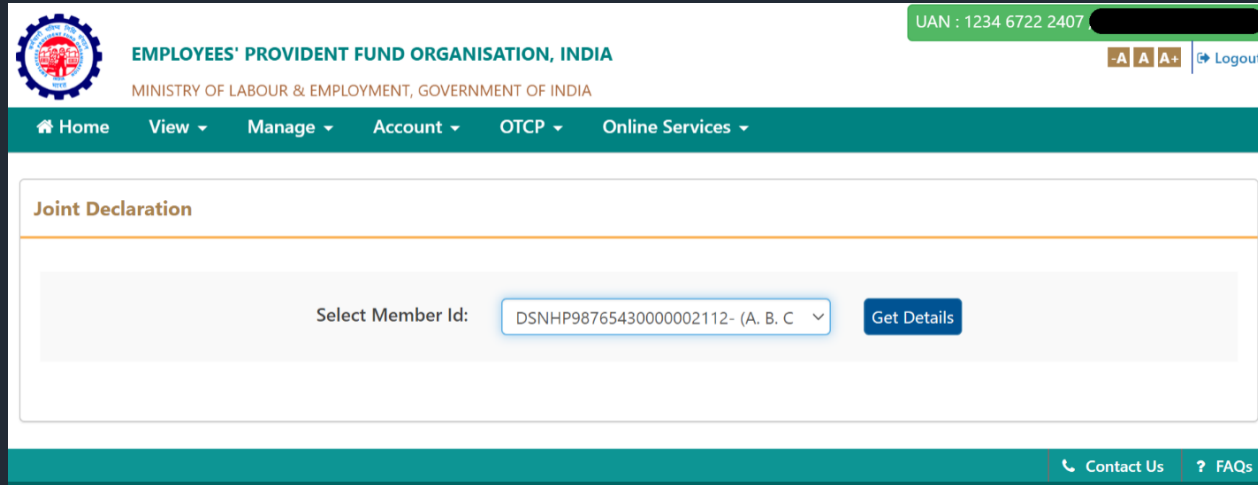
Kind attention Members. Now Aadhaar is mandatory for filing ECR.

Important notice about mobile number updation. Click here to read.

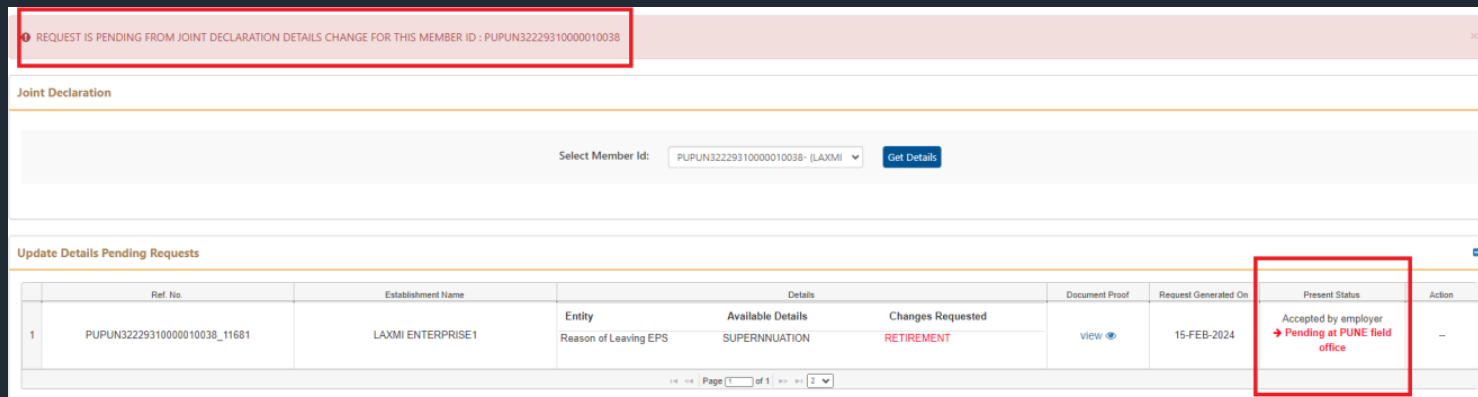
How to file e Nomination. Click here to read

ID – Navigation Document

2. Select the appropriate Member Id/ PF account no. and Establishment for which you need to make changes and then click on Get Details.



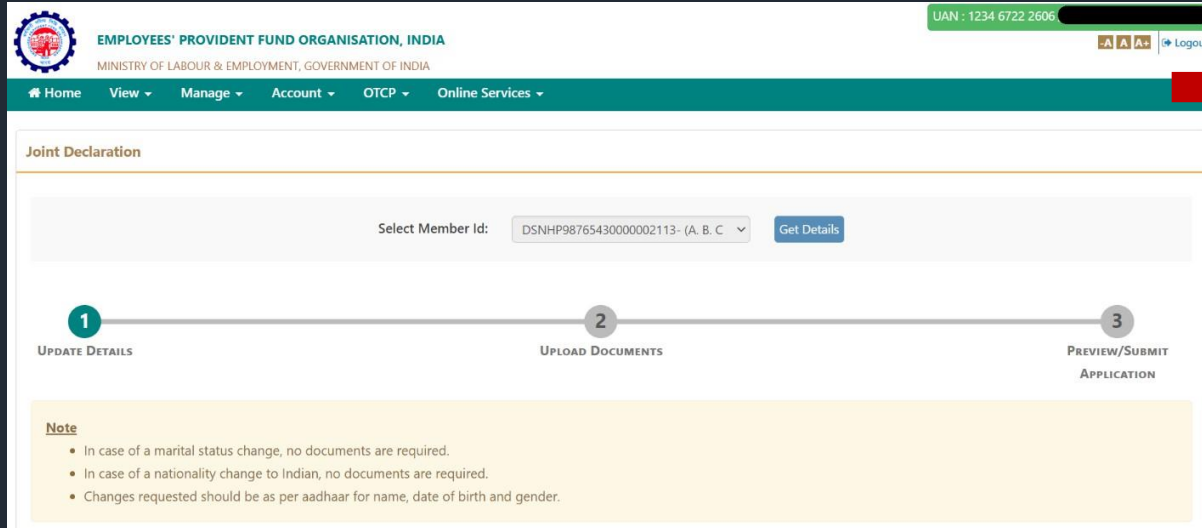
- 2.1 If there is already a previous pending request in process for that Member Id/PF account no. then error is encountered as shown in the image below



Ref. No.	Establishment Name	Details	Document Proof	Request Generated On	Present Status	Action
1	PUPUN32229310000010038_11681	LAXMI ENTERPRISE1 Entity: Available Details Reason of Leaving EPS: SUPERANNUATION Changes Requested: RETIREMENT	view	15-FEB-2024	Accepted by employer → Pending at PUNE field office	--

ID – Navigation Document

3. The information pertaining to the member-id/PF account no. present in the database shall be displayed on the screen. The information not available in the database shall be displayed as blank or not available. To enable changes to the required information click on the pencil icon besides the corresponding input boxes. Provide the correct information desired to be updated against your profile in the corresponding input boxes.



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

UAN : 1234 6722 2606

Home View Manage Account OTCP Online Services

Joint Declaration

Select Member Id: [Get Details](#)

1 UPDATE DETAILS 2 UPLOAD DOCUMENTS 3 PREVIEW/SUBMIT APPLICATION

Note

- In case of a marital status change, no documents are required.
- In case of a nationality change to Indian, no documents are required.
- Changes requested should be as per aadhaar for name, date of birth and gender.

Update personal details

Entity	Available details	Changes requested**
Aadhaar No.	*****0192	*****0192
Name	██████████R	██████████R
Date of Birth	22/09/1999	22/09/1999
Gender	MALE	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
Father/Mother Name	██████████	██████████
Relationship	FATHER	FATHER
Marital Status	UNMARRIED	UNMARRIED
Nationality	INDIAN	INDIAN

Update service details

Entity	Available details	Changes requested**
Date Of Joining EPF	01/11/2022	01/11/2022
Date Of Leaving EPF	NOT AVAILABLE	DD/MM/YYYY
Reason Of Leaving EPF	NOT AVAILABLE	--Select--
Date Of Joining EPS	NOT AVAILABLE	DD/MM/YYYY
Date Of Leaving EPS	NOT AVAILABLE	DD/MM/YYYY
Reason Of Leaving EPS	NOT AVAILABLE	--Select--

मैं अपनी पहचान स्थापित करने के उद्देश्य से आधार आधारित प्रमाणीकरण के लिए अपना आधार नंबर डेटा प्रदान करने के लिए सहमत हूँ
I hereby consent to provide my Aadhaar Number, for the purpose of establishing my identity for joint declaration

[Proceed](#) [Cancel](#)

ID – Navigation Document

4. In order to proceed with the submission of the application, you have to provide your consent regarding changes required in the profile information and get aadhaar OTP for aadhaar OTP based authentication. Click on the checkbox for consent and click on **Proceed**.

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

UAN : 1234 6722 2606

Home View Manage Account OTCP Online Services

Joint Declaration

Select Member Id: DSNHP9876543000002113- (A. B. C) [Get Details](#)

1 UPDATE DETAILS 2 UPLOAD DOCUMENTS 3 PREVIEW/SUBMIT APPLICATION

Note

- In case of a marital status change, no documents are required.
- In case of a nationality change to Indian, no documents are required.
- Changes requested should be as per aadhaar for name, date of birth and gender.

Update personal details

Entity	Available details	Changes requested**
Aadhaar No.	*****0192	*****0192
Name	PR [REDACTED] AR	PR [REDACTED] KA ✕
Date of Birth	22/09/1999	22/09/1996 ✕
Gender	MALE	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender ✕
Father/Mother Name	A [REDACTED] AR	A [REDACTED] A ✕
Relationship	FATHER	MOTHER ✕
Marital Status	UNMARRIED	MARRIED ✕
Nationality	INDIAN	ANDORRA ✕

Update service details

Entity	Available details	Changes requested**
Date Of Joining EPF	01/11/2022	01/11/2022 ✕
Date Of Leaving EPF	NOT AVAILABLE	DD/MM/YYYY ✕
Reason Of Leaving EPF	NOT AVAILABLE	--Select-- ✕
Date Of Joining EPS	NOT AVAILABLE	DD/MM/YYYY ✕
Date Of Leaving EPS	NOT AVAILABLE	DD/MM/YYYY ✕
Reason Of Leaving EPS	NOT AVAILABLE	--Select-- ✕

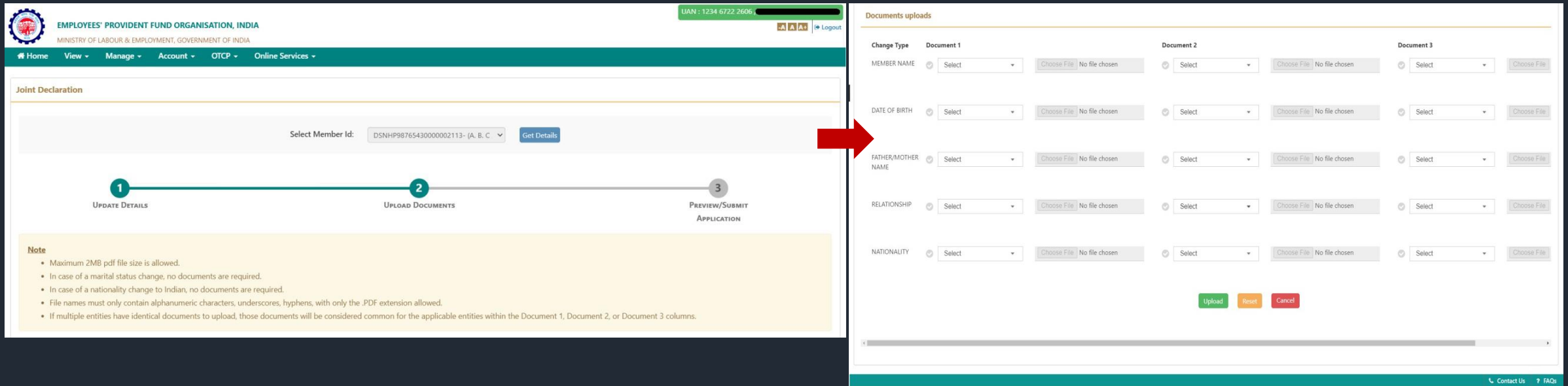
अपनी पहचान स्थापित करने के उद्देश्य से आधार आधारित प्रमाणीकरण के लिए अपना आधार नंबर डेटा प्रदान करने के लिए सहमत हूँ
I hereby consent to provide my Aadhaar Number, for the purpose of establishing my identity for joint declaration

[Proceed](#) [Cancel](#)

Contact Us FAQs

ID – Navigation Document

5. Documents are required to be uploaded against the attributes to be changed. All those attributes against which the information is requested to be changed shall appear for upload of necessary required document. Select the document proof that you have available for the particular fields. Keep the scanned copy of the document proof ready for updation. Refer Annexure for details.



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

UAN : 1234 6722 2606

Home View Manage Account OTC Online Services Logout

Joint Declaration

Select Member Id: DSNHP9876543000002113- (A. B. C) [Get Details](#)

1 UPDATE DETAILS 2 UPLOAD DOCUMENTS 3 PREVIEW/SUBMIT APPLICATION

Note

- Maximum 2MB pdf file size is allowed.
- In case of a marital status change, no documents are required.
- In case of a nationality change to Indian, no documents are required.
- File names must only contain alphanumeric characters, underscores, hyphens, with only the .PDF extension allowed.
- If multiple entities have identical documents to upload, those documents will be considered common for the applicable entities within the Document 1, Document 2, or Document 3 columns.

Documents uploads

Change Type	Document 1	Document 2	Document 3
MEMBER NAME	Select <input type="button" value="Choose File"/> No file chosen	Select <input type="button" value="Choose File"/> No file chosen	Select <input type="button" value="Choose File"/>
DATE OF BIRTH	Select <input type="button" value="Choose File"/> No file chosen	Select <input type="button" value="Choose File"/> No file chosen	Select <input type="button" value="Choose File"/>
FATHER/MOTHER NAME	Select <input type="button" value="Choose File"/> No file chosen	Select <input type="button" value="Choose File"/> No file chosen	Select <input type="button" value="Choose File"/>
RELATIONSHIP	Select <input type="button" value="Choose File"/> No file chosen	Select <input type="button" value="Choose File"/> No file chosen	Select <input type="button" value="Choose File"/>
NATIONALITY	Select <input type="button" value="Choose File"/> No file chosen	Select <input type="button" value="Choose File"/> No file chosen	Select <input type="button" value="Choose File"/>

Contact Us FAQs

ID – Navigation Document

6. Upload the supporting documentary proof for the document you have selected. To upload click the **Choose file** button.

6.1. Please ensure the following before uploading the documents

- No two documents should have the same name.
- There shouldn't be any space in the name of the documents.

- File name must only contain alphanumeric characters, underscores, hyphens.
- Only .pdf extension is allowed.
- Maximum allowed size for the pdf document is 2MB.

6.2. If a specific type of document is selected for a particular attribute, and the corresponding proof of that document is uploaded, there's no need to upload the same document again for any other changes that require the same type of document.

6.3. When all documents are uploaded then click on **Upload** to proceed.

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

UAN: 1234 6722 2506

Home View Manage Account OTCP Online Services

Joint Declaration

Select Member Id: DSNHP9876543000002113- (A, B, C) [Get Details](#)

1 UPDATE DETAILS 2 UPLOAD DOCUMENTS 3 PREVIEW/SUBMIT APPLICATION

Note

- Maximum 2MB pdf file size is allowed.
- In case of a marital status change, no documents are required.
- In case of a nationality change to Indian, no documents are required.
- File names must only contain alphanumeric characters, underscores, hyphens, with only the .PDF extension allowed.
- If multiple entities have identical documents to upload, those documents will be considered common for the applicable entities within the Document 1, Document 2, or Document 3 columns.

Documents uploads

Change Type	Document 1	Document 2	Document 3
MEMBER NAME	Birth Certificate <input type="button" value="Choose File"/> dummy.pdf	Passport <input type="button" value="Choose File"/> dummy2.pdf	Driving License <input type="button" value="Choose File"/> dummy11.pdf
DATE OF BIRTH	Birth Certificate	Passport	School Transfer Cert... <input type="button" value="Choose File"/> dummy12.pdf
FATHER/MOTHER NAME	Birth Certificate	Pensioner Photo Card <input type="button" value="Choose File"/> dummy6.pdf	Passport of Father... <input type="button" value="Choose File"/> dummy13.pdf
RELATIONSHIP	Birth Certificate	Pensioner Photo Card	Passport of Father...
NATIONALITY	Copy of Person of In... <input type="button" value="Choose File"/> dummy5.pdf	Passport	Valid Long Term Vis... <input type="button" value="Choose File"/> dummy4.pdf

Contact Us FAQs

ID – Navigation Document

7. The summary of the changes requested will be displayed. Verify the requested changes from the summary and check the uploaded supporting documents by clicking on **View all Uploaded Documents**.

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

UAN : 1234 6722 2606

Home View Manage Account OTCP Online Services

Joint Declaration

Select Member Id: DSNHP9876543000002113- (A. B. C) Get Details

1 UPDATE DETAILS 2 UPLOAD DOCUMENTS 3 PREVIEW/SUBMIT APPLICATION

Preview Details Changes

Entity	Available details	Changes requested
MEMBER NAME	PR [REDACTED] AR	PR [REDACTED] KA
DATE OF BIRTH	22/09/1999	22/09/1996
FATHER/MOTHER NAME	A [REDACTED] AR	A [REDACTED] A
RELATIONSHIP	FATHER	MOTHER
MARITAL STATUS	UNMARRIED	MARRIED
NATIONALITY	INDIAN	ANDORRA

[View All Uploaded Documents](#)

I, [REDACTED] A having UAN 123467222606, PF account DSNHP9876543000002113 and Aadhaar [REDACTED] is/ was with establishment M/S A. B. C AND SONS master. The personal details furnished to EPFO earlier were found to be incorrect /blank, and therefore request for change/updation in the member profile as above.

मैं अपनी पहचान स्थापित करने के उद्देश्य से आधार आधारित प्रमाणीकरण के लिए अपना आधार नंबर, बायोमेट्रिक और/या वन टाइम पिन (ओटीपी) डेटा प्रदान करने के लिए सहमत हूँ
I hereby consent to provide my Aadhaar Number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purpose of establishing my identity.

[Get OTP](#) [Cancel](#)

Contact Us FAQs

ID – Navigation Document

7. The summary of the changes requested will be displayed. Verify the requested changes from the summary and check the uploaded supporting documents by clicking on **View all Uploaded Documents**.

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

UAN: 1234 6722 2606

Home View Manage Account OTCP Online Services

Joint Declaration

Select Member Id: DSNHP9876543000002113 - (A. B. C) Get Details

1 UPDATE DETAILS 2 UPLOAD DOCUMENTS 3 PREVIEW/SUBMIT APPLICATION

Preview Details Changes

Entity	Available details	Changes requested
MEMBER NAME	PR [REDACTED] AR	PF [REDACTED] KA
DATE OF BIRTH	22/09/1999	22/09/1996
FATHER/MOTHER NAME	A [REDACTED] AR	A [REDACTED] A
RELATIONSHIP	FATHER	MOTHER
MARITAL STATUS	UNMARRIED	MARRIED
NATIONALITY	INDIAN	ANDORRA

[View All Uploaded Documents](#)

I, [REDACTED] A having UAN 123467222606, PF account DSNHP9876543000002113 and Aadhaar [REDACTED]s/ was with establishment M/S A. B. C AND SONS master. The personal details furnished to EPFO earlier were found to be incorrect /blank, and therefore request for change/updation in the member profile as above.

मैं अपनी पहचान स्थापित करने के उद्देश्य से आधार आधारित प्रमाणीकरण के लिए अपना आधार नंबर, बायोमेट्रिक और/या वन टाइम पिन (ओटीपी) डेटा प्रदान करने के लिए सहमत हूँ।
I hereby consent to provide my Aadhaar Number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purpose of establishing my identity.

[Get OTP](#) [Cancel](#)

Contact Us FAQs

Uploaded Supporting Documents

Sr no.	Document name	View document
1	Birth Certificate	View
2	Passport	View
3	Driving License	View
4	School Transfer Certificate (TC)	View
5	Pensioner Photo Card	View
6	Passport of Father/Mother	View
7	Copy of Person of Indian Origin (PIO) card issued by Government of India	View
8	Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jain, Parsis and Christians	View

[View All Uploaded Documents](#)

ID – Navigation Document

8. After verification, read the consent message and if you agree click the two checkboxes for consent-
- The consent for reason for change and application of the same jointly with the establishment .
 - The consent for aadhaar OTP based authentication and then click on **Get OTP**.

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

UAN : 1234 6722 2606

Home View Manage Account OTC Online Services

Joint Declaration

Select Member Id: DSNHP98765430000002113- (A. B. C) Get Details

1 UPDATE DETAILS 2 UPLOAD DOCUMENTS 3 PREVIEW/SUBMIT APPLICATION

Preview Details Changes

Entity	Available details	Changes requested
MEMBER NAME	PR [REDACTED] AR	PR [REDACTED] A
DATE OF BIRTH	22/09/1999	22/09/1996
FATHER/MOTHER NAME	A [REDACTED] R	A [REDACTED] A
RELATIONSHIP	FATHER	MOTHER
MARITAL STATUS	UNMARRIED	MARRIED
NATIONALITY	INDIAN	ANDORRA

View All Uploaded Documents

PR [REDACTED] A having UAN 123467222606, PF account DSNHP98765430000002113 and Aadhaar [REDACTED] is/was with establishment M/S A. B. C AND SONS master . The personal details furnished to EPFO earlier were found to be incorrect /blank, and therefore request for change/update in the member profile as above.

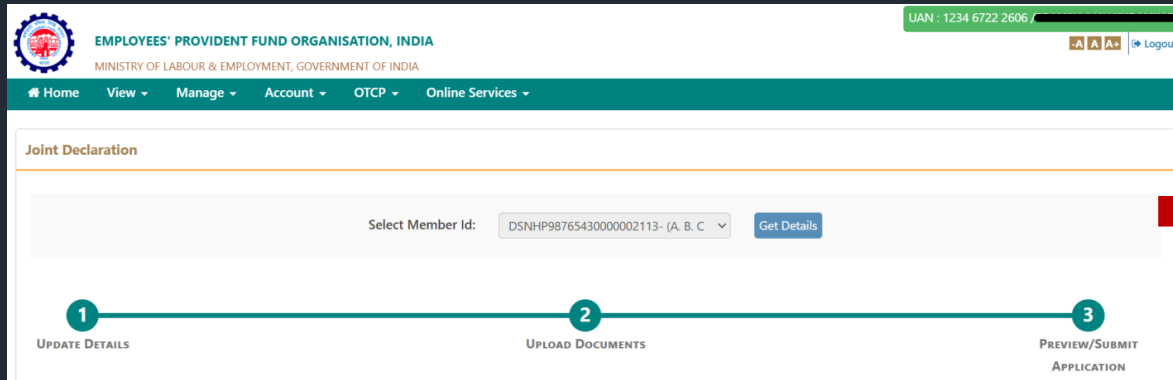
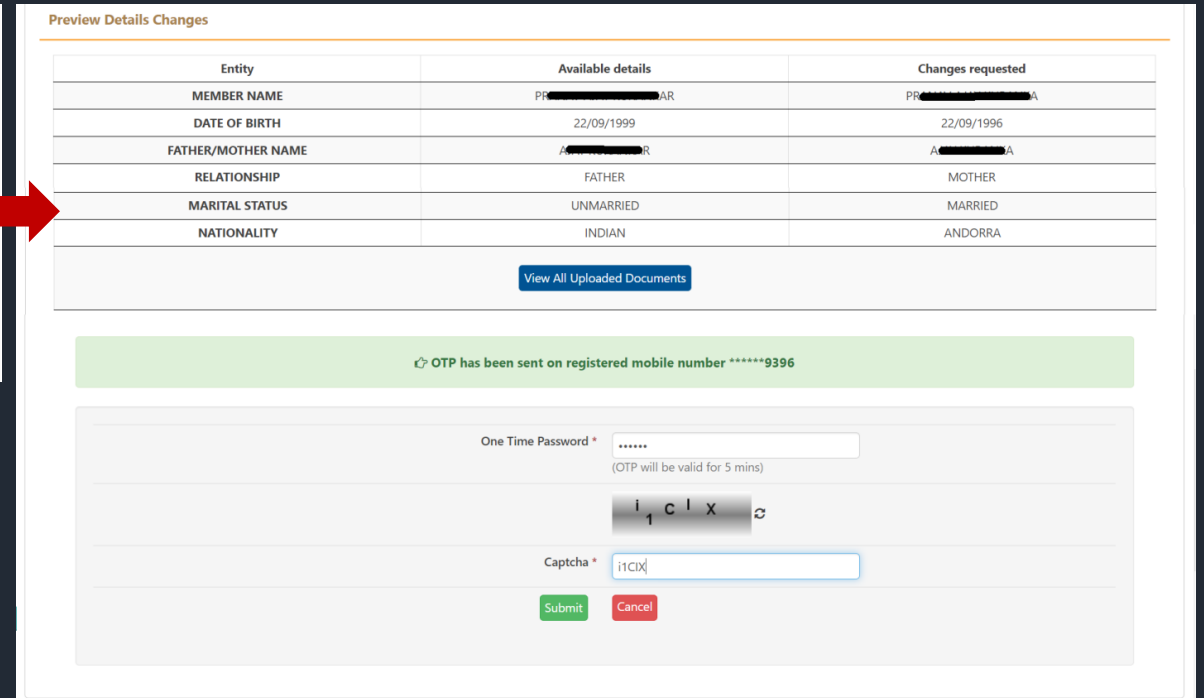
मैं अपनी पहचान स्थापित करने के उद्देश्य से आधार आधारित प्रमाणीकरण के लिए अपना आधार नंबर, बायोमेट्रिक और/या वन टाइम पिन (ओटीपी) डेटा प्रदान करने के लिए सहमत हूँ
I hereby consent to provide my Aadhaar Number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purpose of establishing my identity.

Get OTP Cancel

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9. An OTP will be sent to your Aadhaar registered mobile number. Enter the OTP received on your mobile and the Captcha displayed and click on **Submit**.

Entity	Available details	Changes requested
MEMBER NAME	PR [REDACTED] AR	PR [REDACTED] A
DATE OF BIRTH	22/09/1999	22/09/1996
FATHER/MOTHER NAME	A [REDACTED] R	A [REDACTED] A
RELATIONSHIP	FATHER	MOTHER
MARITAL STATUS	UNMARRIED	MARRIED
NATIONALITY	INDIAN	ANDORRA

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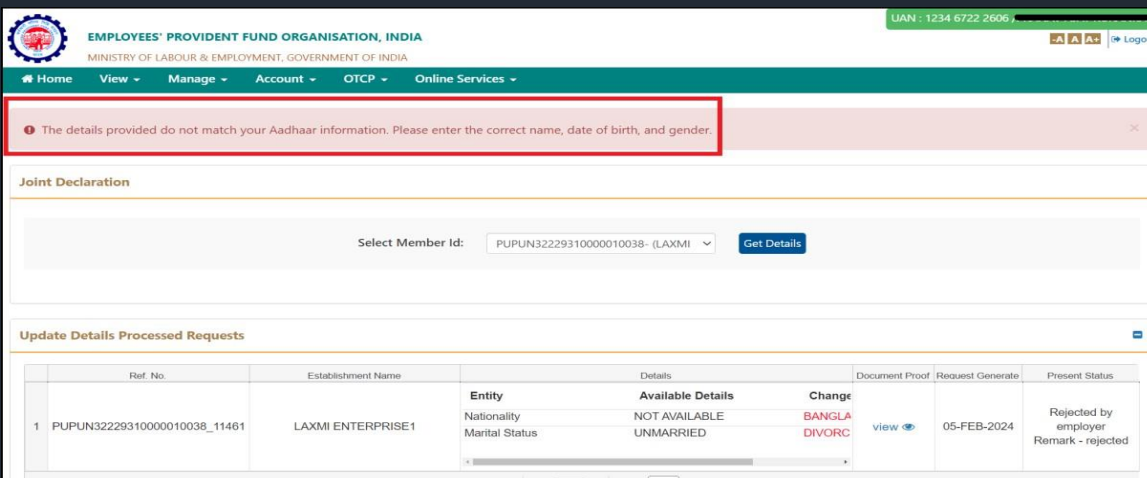
OTP has been sent on registered mobile number *****9396

One Time Password * [REDACTED]
(OTP will be valid for 5 mins)

Captcha * i1CIX

Submit Cancel

9.1. If the details entered are incorrect and Aadhaar authentication is not successful, then an error is shown as below



The details provided do not match your Aadhaar information. Please enter the correct name, date of birth, and gender.

Joint Declaration

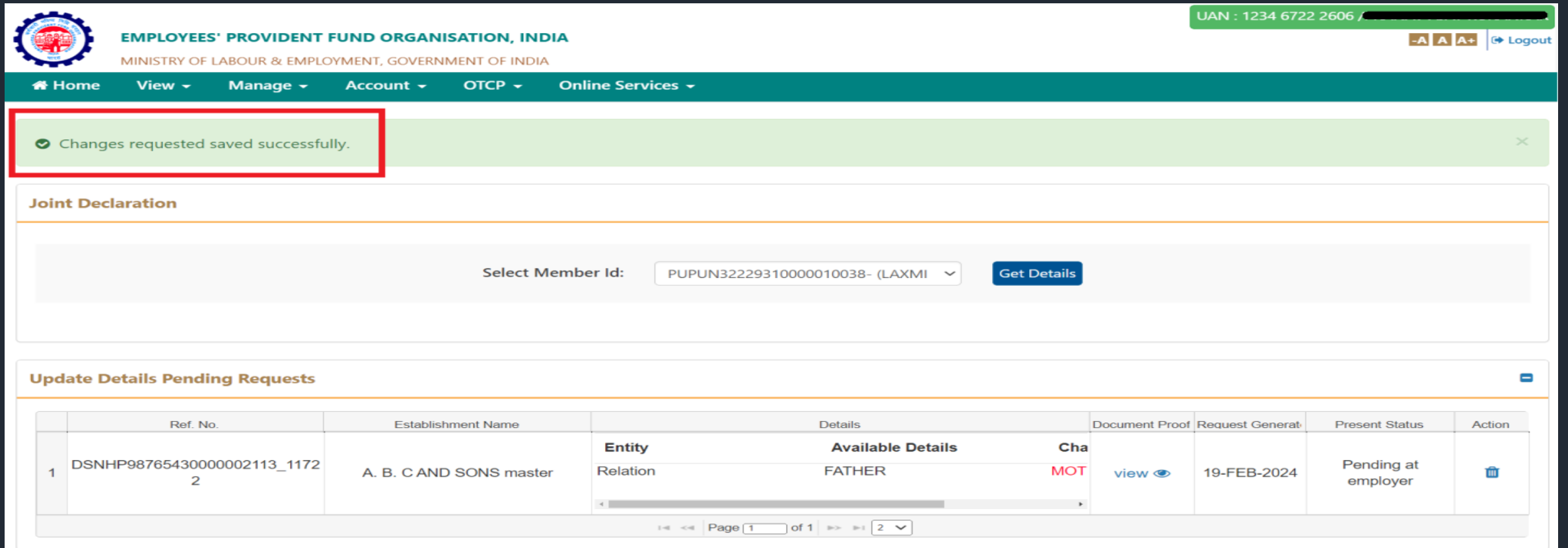
Select Member Id: PUPUN32229310000010038 - (LAXMI) Get Details

Update Details Processed Requests

Ref. No.	Establishment Name	Details	Document Proof	Request Generate	Present Status			
1	PUPUN32229310000010038_11461	LAXMI ENTERPRISE1	Entity Nationality Marital Status	Available Details NOT AVAILABLE UNMARRIED	Change BANGLA DIVORC	view	05-FEB-2024	Rejected by employer Remark - rejected

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10. If the verification is successful then you will get a message- **Changes requested saved successfully.**
You can view the submitted request on the same page under the tab – **Update Details Pending Requests.**



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UAN : 1234 6722 2606

Home View Manage Account OTCP Online Services

Changes requested saved successfully.

Joint Declaration

Select Member Id: PUPUN32229310000010038- (LAXMI) Get Details

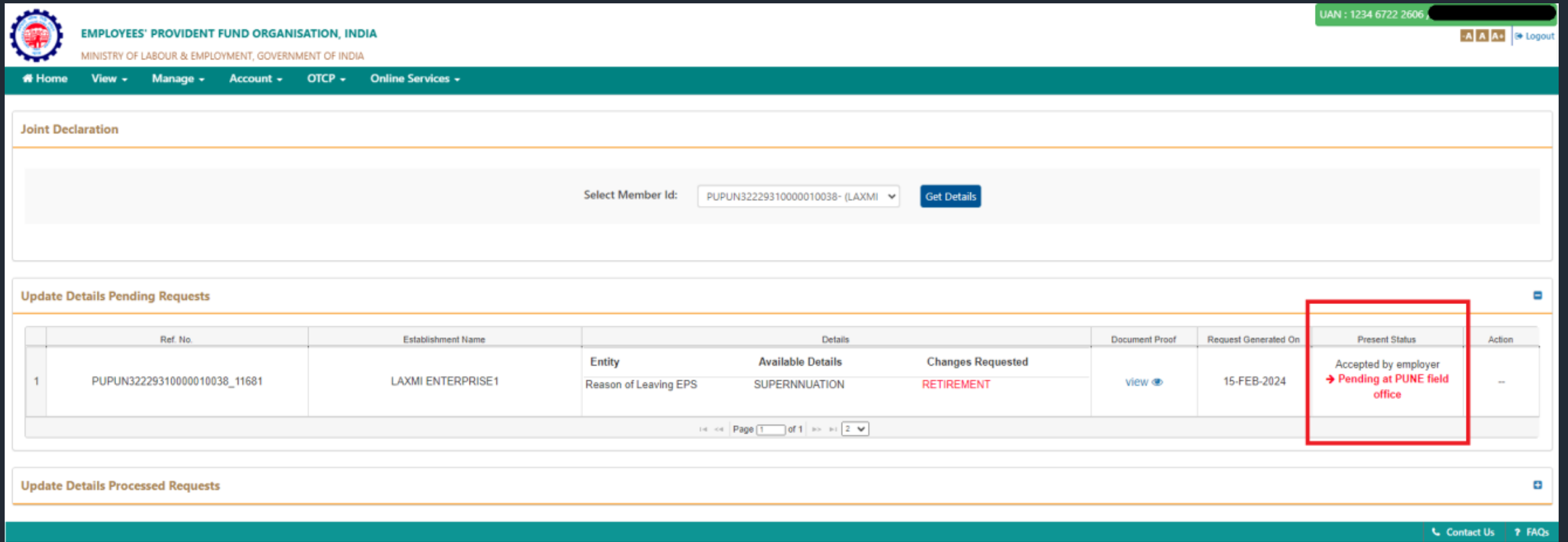
Update Details Pending Requests

Ref. No.	Establishment Name	Details	Document Proof	Request Generat	Present Status	Action
1	DSNHP98765430000002113_1172 2	A. B. C AND SONS master				
		Entity Relation		Available Details FATHER	Cha MOT	view
					19-FEB-2024	Pending at employer

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11. The status of the request keeps changing as it passes through various stages. It can be checked in – **Update Details Pending Requests** tab under the column **Present Status**.



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
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UAN : 1234 6722 2606

Home View Manage Account OTCP Online Services

Joint Declaration

Select Member Id: PUPUN32229310000010038- (LAXMI) Get Details

Update Details Pending Requests

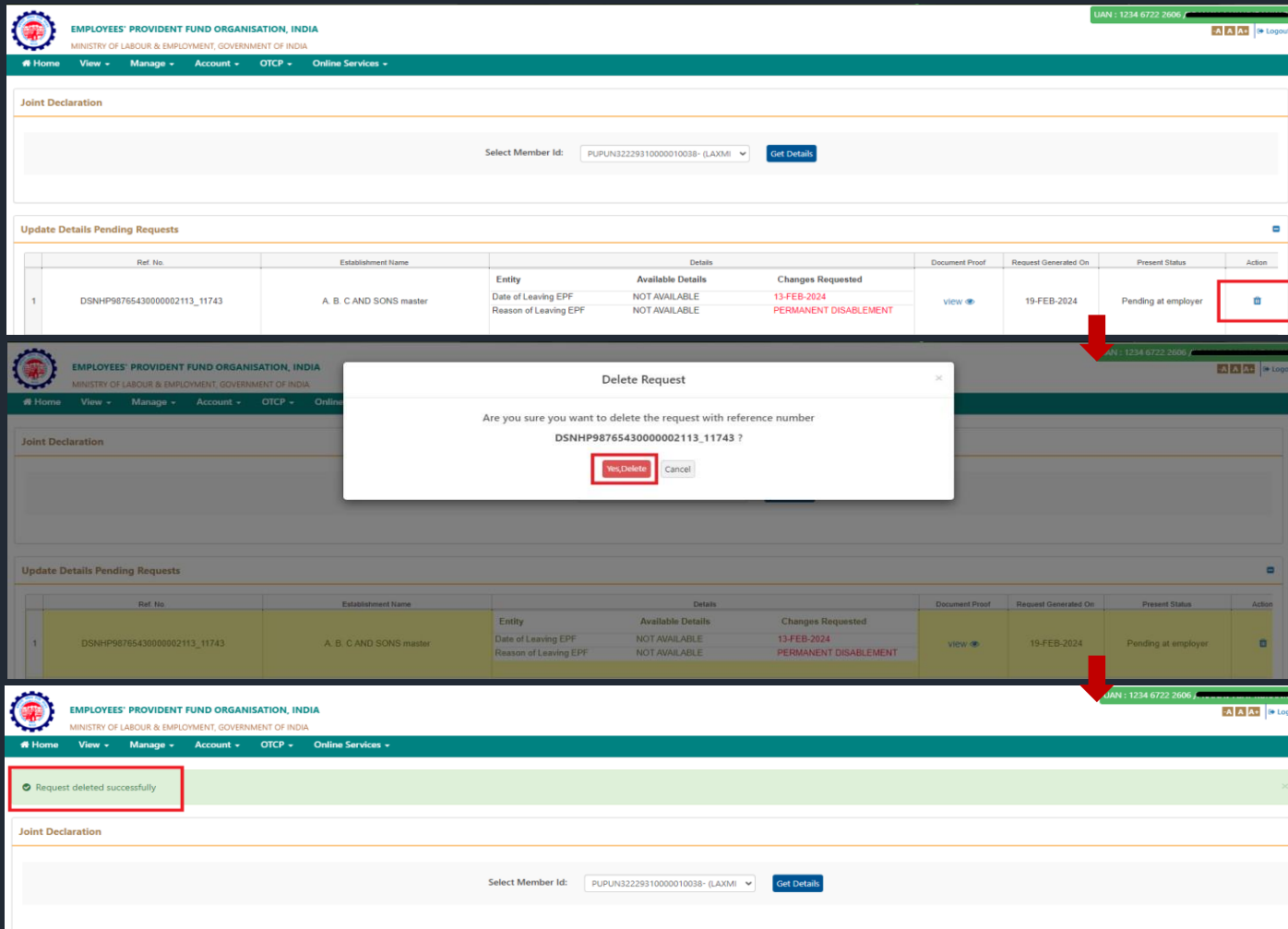
Ref. No.	Establishment Name	Details	Document Proof	Request Generated On	Present Status	Action
1	PUPUN32229310000010038_11681	LAXMI ENTERPRISE1				
		Entity Available Details Changes Requested				
		Reason of Leaving EPS SUPERNUATION RETIREMENT	view	15-FEB-2024	Accepted by employer → Pending at PUNE field office	--

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12. A pending request can be deleted by clicking on the bin icon in the Action columns under the tab **Update Details Pending Requests**. But note that it can only be deleted till it has not been processed by the employer.



The screenshot shows the 'Update Details Pending Requests' section of the portal. A table lists pending requests, with a red box highlighting the bin icon in the 'Action' column for the first row. A red arrow points from this icon to a 'Delete Request' dialog box. The dialog box asks for confirmation to delete the request with reference number DSNHP9876543000002113_11743. A red box highlights the 'Yes Delete' button. Below the dialog, a green notification banner states 'Request deleted successfully'. The table below the dialog shows the request is still listed but with a greyed-out status.

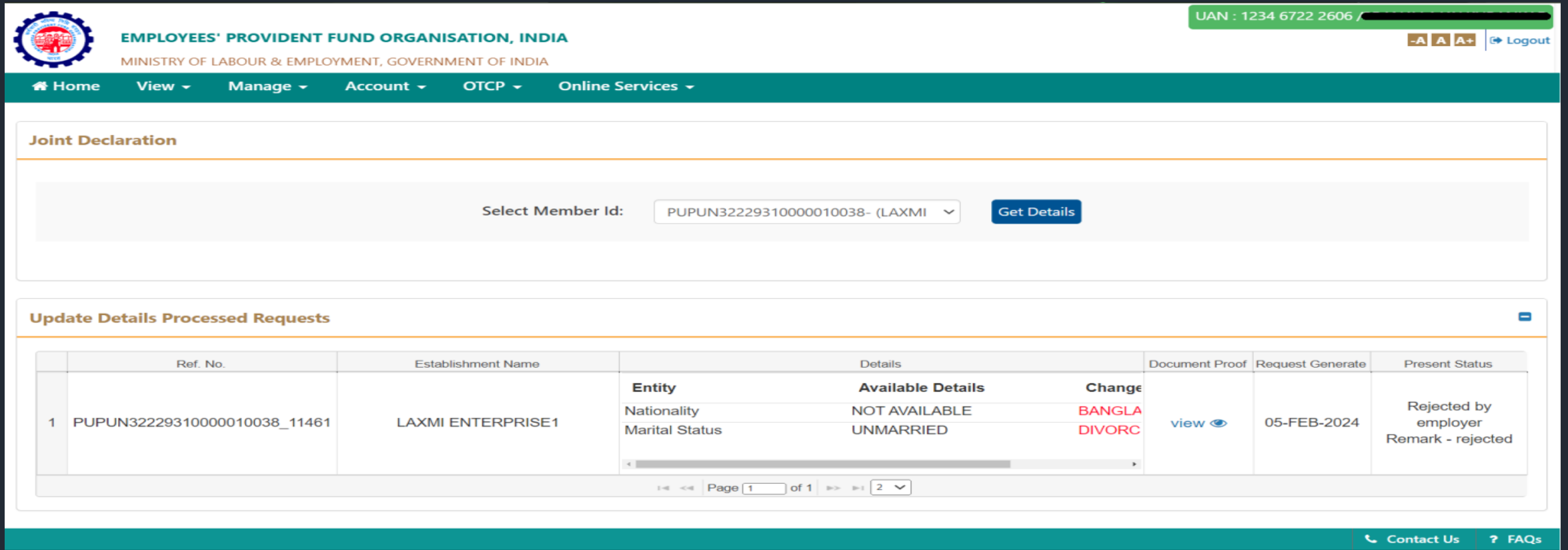
Ref No	Establishment Name	Entity	Available Details	Changes Requested	Document Proof	Request Generated On	Present Status	Action
1	DSNHP9876543000002113_11743	A. B. C AND SONS master	Date of Leaving EPF Reason of Leaving EPF	NOT AVAILABLE NOT AVAILABLE	13-FEB-2024 PERMANENT DISABLEMENT	view	19-FEB-2024	Pending at employer

Employer verifications

Employer will verify the documents uploaded and will approve using aadhaar OTP based e-sign on the PF portal if the details are found correct, else the application will be rejected by updating the reason

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13. Finally when the request is processed at field office level or if it gets rejected at employer level, then it gets under the tab – **Update Details Processed Requests**. Under this tab all the previous request history which was approved/ rejected can be seen.



The screenshot displays the website interface for the Employees' Provident Fund Organisation, India. The header includes the organization's name and logo, the UAN number (1234 6722 2606), and navigation links like Home, View, Manage, Account, OTCP, and Online Services. The main content area is divided into two sections: 'Joint Declaration' and 'Update Details Processed Requests'. The 'Update Details Processed Requests' section contains a table with one entry for a rejected request.

Ref. No.	Establishment Name	Details	Document Proof	Request Generate	Present Status									
1 PUPUN32229310000010038_11461	LAXMI ENTERPRISE1	<table border="1"><thead><tr><th>Entity</th><th>Available Details</th><th>Change</th></tr></thead><tbody><tr><td>Nationality</td><td>NOT AVAILABLE</td><td>BANGLA</td></tr><tr><td>Marital Status</td><td>UNMARRIED</td><td>DIVORC</td></tr></tbody></table>	Entity	Available Details	Change	Nationality	NOT AVAILABLE	BANGLA	Marital Status	UNMARRIED	DIVORC	view	05-FEB-2024	Rejected by employer Remark - rejected
Entity	Available Details	Change												
Nationality	NOT AVAILABLE	BANGLA												
Marital Status	UNMARRIED	DIVORC												

Process for Certain Special Categories

S. No.	Case	Description
1	The establishment is marked as closed	JD will be received in the form attached in Annexure-II, signed by the member/employee and from any one of the authorities mentioned in para 6.15 of this document. Once received in the office, then the JD will be scanned and uploaded in the FO interface by the office. A registered JD letter and an e- mail will be sent to the authority who has signed the JD to confirm the antecedents of the signing authority on his / her official email and address. On receipt of Authority confirmation from the concerned, the same will be handled online on the FO interface as mentioned above.
2	Where the establishment is not marked as closed	The establishment will be marked as closed based on EO's report, and thereafter, the process mentioned in Sr.no. -1 above will be used to further process the case.
3	Member is dead	JD form will be signed by Nominee as mentioned in Form-2. Thereafter, Dealing Assistant will scan the JD, and it will be further processed in the FO interface, with the option to revert the request to the establishment for any query online. In case there is more than one nominee in Form-2, then the consent of all nominees/family members/Legal heirs will be required for filing the JD request. The rest of the process remains the same.

In case of the death of a member without an Aadhaar, then the nominee's Aadhaar will be saved in the system, and the nominee may be allowed to sign the JD form. Other processes will remain the same. There may be cases where the deceased member has not filed a nomination during his lifetime. In the absence of a valid nomination, one of the family members/legal heirs of the member may be allowed to attest the JD and submit his/her Aadhaar with the consent of other family members/legal heirs.

Authorities to Attest the Claims in case of Closed Establishments

Magistrate, A Gazetted Officer, Post/Sub post master, Member of Parliament, Legislative Assembly, Member of Municipalities and Municipal Corporations, Member of Central Board of Trustees, Regional Committee Employee's Provident Fund, Manager of the Bank where the Bank Account of the claimant is maintained, Head of any recognized educational institution, Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas), Village Panchayat Secretary or VRO or equivalent (for rural areas), Tehsildar, Any authorized official as may be approved by the Commissioner.

Verification Process at the Department

Minor Corrections

S. No.	Parameter	Approver	Verifier	Initiator
1.	Member Name	RPFC-II/APFC	SS	DA
2.	Father/Mother/ Name	RPFC-II/APFC	SS	DA
3.	Nationality	APFC	SS	DA
4.	Date of Birth (<=3 Years)	AO	SS	DA
5.	Marital Status	-	SS	DA
6.	Date of Joining	AO	SS	DA
7.	Date of Leaving	AO	SS	DA
8.	Reason of Leaving	AO	SS	DA
9.	Gender	-	SS	DA
10.	Relationship	-	SS	DA

Verification Process at the Department

Major Corrections

S. No.	Parameter	Approver	Verifier	Initiator
1.	Aadhaar	OIC	AO	DA
2.	Member Name	OIC	AO	DA
3.	Father/Mother/ Name	OIC	AO	DA
4.	Date of Birth (>3 Years)	RPFC-II/APFC	SS	DA
5.	Nationality	RPFC-II/APFC	SS	DA
6.	Date of Joining	RPFC-II/ APFC	SS	DA
7.	Date of Leaving	RPFC-II/ APFC	SS	DA
8.	Reason of Leaving	RPFC-II/ APFC	SS	DA
9.	Marital Status	AO	SS	DA



THANK YOU

