Joint declaration filling by employer

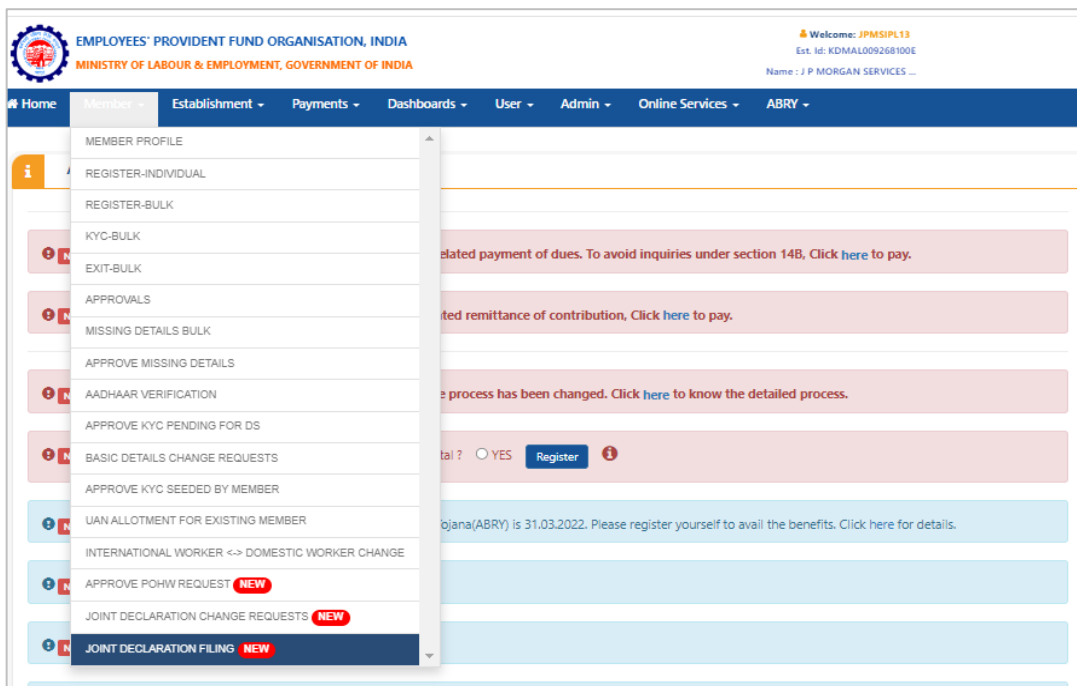## Step 1:

Employer will login to Employer Interface of Unified Portal
https://unifiedportal-emp.epfindia.gov.in/epfo/

Step 2:

Employer can view the Joint declaration filling option in EPFO employer login by clicking on "**Member > Joint declaration filling**"

Step 3:

The employer can fetch the employee's details by searching **UAN number**, and selecting the **Member ID** and clicking on **Get Details**.

| Home | Member ▾ | Establishment ▾ | Payments ▾ | Dashboards ▾ | User ▾ | Admin ▾ | Online Services ▾ | ABRY ▾ |

Joint Declaration

UAN/Member ID * [100336_____] [🔍 Search]   Select Member Id: [KDMAL_____947- (J P M(▾] [Get Details] [⟳ Reset]

Step 4:

Once clicked on **Get Details,** the employer can view updated employee personal details, and updated service details available as per EPFO.

Employee personal details

UAN/Member ID * [_____] [🔍 Search]   Select Member Id: [_____ ▾] [Get Details]

① UPDATE DETAILS ——————— ② UPLOAD DOCUMENTS ——————— ③ PREVIEW/SUBMIT APPLICATION

Note
- 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.
- Aadhaar field can be edited only if the Aadhaar has not been verified

Update personal details

Entity	Available details	Changes requested**
Aadhaar No.	NOT AVAILABLE	Enter AADHAAR ✎
Name	SANDEEP SINGH	SANDEEP SINGH ✎
Date of Birth	26/08/1978	26/08/1978 ✎
Gender	MALE	⦿ Male ○ Female ○ Transgender ✎
Father/Mother Name	_____	KRISHNAPRASAD ✎
Relationship	FATHER	FATHER ▾ ✎
Marital Status	UNMARRIED	UNMARRIED ▾ ✎
Nationality	NOT AVAILABLE	Select ▾ ✎

Update Service details:

Update service details

Entity	Available details	Changes requested**
Date Of Joining EPF	17/05/2010	17/05/2010 ✎
Date Of Leaving EPF	NOT AVAILABLE	DD/MM/YYYY ✎
Reason Of Leaving EPF	NOT AVAILABLE	--Select-- ▾ ✎
Date Of Joining EPS	17/05/2010	17/05/2010 ✎
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]

Step 6:

Once completed, click on proceed.

1. Employer has to verify the supporting documents.
2. Employer will have the option to upload supporting documents.

Current Problems:
1. No option to revert back to the employee.
2. No option to refer to EO for verification.
3. No MIS dashboard of all processed requests.
4. EO login not present in FO interface.
5. EO is unable to upload their report on FO interface and forward it to DA for onward transmission to competent authority.

Solutions:
1. Option to be added to revert the request back to the employee.
2. Option to refer it to EO to be included. It is to take the request to EO.
3. MIS dashboard for all processed requests to be shown in all logins: DA, SS, AO, EO, APFC, RPFC-II, RPFC-I.
4. EO login, similar to that of DA, needs to be made in the FO interface.
5. EO report to be forwarded to DA login, then to the competent authority.
6. For cases reverted back or rejected, a message is to be sent to the login of the employee for his information and necessary action .