



कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

श्रम एव रोजगार मंत्रालय भारत सरकार

Ministry of Labour & Employment, Govt. Of India

मुख्यकार्यालय/Head Office

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Website : epfindia.gov.in

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Dated 08.09.2015

To

24663

- 9 SEP 2015

All Additional Central P.F. Commissioners (Zones),
All Regional P.F. Commissioners (Officer-in-charge),
Regional Office/Sub-Regional Offices.

Sub: Seeding of KYC by EPFO offices in respect of employers having employees less than 50 and without any Digital Signature registered with EPFO-reg.

Sir/Madam,

It may be recalled that EPFO has made it mandatory for all the employers having employees more than 50 to have Digital Signature registered with EPFO to carry out various digital verification activities including KYC seeding. A number of representations have been received from various field offices for providing a functionality for digital verification of KYCs by the field offices in respect of employers with less than 50 employees which are not required to have digital signature as mandated by EPFO.

2. Accordingly, a functionality has been provided to facilitate the employers with less than 50 employees to get their KYCs approved digitally by their concerned field offices. The functionality introduced can be operated by field offices by creation of authorized users and registering their digital signature on the OTCP portal. The choice of authorized users is to be made strictly in accordance with the instructions issued earlier by Head Office vide its letter No. IS 1(3)2003/Norms/8284 dated 11.09.2014. All the field offices are requested to go through the said letter. However, a few points are being reiterated for the sake of understanding the functionality as below:

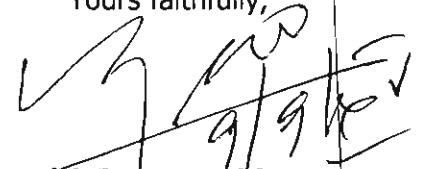
- The employer would upload the KYC on his own as detailed in User Manual and take a print out of the member details with KYC. He shall verify the same by putting the physical signature and seal of the authorized signatory and submit the same to EPFO offices;
- Upon receipt of these documents, an APFC or any other officer not below the rank of AO/EO authorized by OIC shall verify these documents before approving such KYC

details on the UAN Portal. The verification will be done using digital signature of the officer so authorized, just as it is being done by the employer;

- The storage of the KYC documents physically verified and submitted by the employer and subsequently verified by APFC or any other officer so authorized by OIC on the portal will also be important for future reference. Therefore, these KYC documents may be scanned by the officer and uploaded on the UAN Portal for which necessary facility shall be provided on the portal, very shortly. As a matter of abundant precaution, the verified physical documents received are to be got hard bound by the OIC and stored safely for future reference and retrieval as and when required since the development of the software is likely to take some time;
- This facility shall be restricted to only in respect of those employers who on the date of allotment of UAN had 50 or less employees;
- This facility shall be enabled by offices on receipt of specific request from such establishments.

3. As explained above, the functionality would require action at the end of employer as well as field offices. The process flow has been explained in detail at Annexure. Accordingly, it is requested to make use of this functionality of KYC details in respect of smaller employers that is with less than 50 employees and not possessing Digital Signature.

Yours faithfully,



(V. Ranganath)

Regional PF Commissioner-I (IS)

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2. P.S. to FA & CAO
3. P.S. to Chief Vigilance Officer, HQrs
4. P.S. to All Additional Central P.F. Commissioner, Head Office
5. RPFC- II (NDC): For webupload please.