

Important Guidelines for EPF members

- (a) The EPF member is required to be registered on the Member Portal to file an Online Transfer Claim Application.
- (b) As there are certain pre-requisites to file the Transfer Claim Application online i.e. the availability of member IDs in EPFO database and registration of digital signatures of the authorized signatories of the employer, the EPF member is advised to first check his eligibility to file the Transfer Claim Online through the link - **For Employees > Online Transfer Claim Portal (OTCP) > Check eligibility to file Online Transfer Claim** on the Homepage of EPFO website www.epfindia.gov.in.
- (c) Detailed process flow for registration on Member Portal and for filing online claim has been explained on the portal for the convenience of EPF members. The member should go through the process flow before filling up the Online Claim Application.
- (d) Member has the option to get his/her claim form attested by the present or the previous employer. However, if the present establishment is exempted, the member can submit his claim only through the present employer as the Bank Account No. and IFS Code of the exempted trust would be required to be furnished for transfer of P.F. accumulations to the bank account of Trust.
- (e) In case the Previous Account was maintained by PF Trust of the exempted establishment, the member should submit a physical Transfer Claim Form (Form 13) to the Trust while submitting Online Transfer Claim Form (Form 13) to the PF Office for transferring the service details under the Pension Fund to the new account. In such case, the physical Transfer Claim Form (Form 13) to be submitted to the Trust would be available for print from the data entered by the member while filing online claim on the Portal.
- (f) The member is required to take the printout of the submitted online claim application, sign it and submit it to the employer, previous or present, depending on the option chosen by the member while submitting the online claim.