

Process flow for furnishing of details by employers in respect of new members joining the establishment (having previous membership)

IMPORTANT: It may please be noted that for new members joining an establishment, there are two possibilities:

- (i) The new member doesn't have any previous P.F. membership. Such member is to be identified by the employer for allotment of Universal Account Number (UAN) by EPFO.***
- (ii) The new member has previous P.F. membership which is to be linked with present member ID through his Universal Account Number (UAN). There would be auto generation of transfer request in case the KYC details seeded with UAN are also approved by present employer using his Digital Signature Certificate registered with EPFO.***

The Universal Account Numbers were allotted initially to the contributing members where the remittances have been received during the period from 1st January, 2014 to 30th June, 2014.

For the period thereafter, based on the ECR submitted by the employer in the subsequent months, the member IDs in respect of new members (i.e. not having UANs linked to present member IDs) will be identified by the system and will be provided under the UAN >> Confirm Previous Employment in the employer log-in under UAN services on EPFO website.

The employers are to fill details of members who have joined the establishment through the functionality to either ensure the generation of UAN for first time members or link the present P.F. membership with the UAN of the member and facilitate portability by approving the KYC seeded with the UAN of member.

The step-wise process flow to operate the functionality is provided below:

Step 0: In the employer log-in, the following screen would appear on clicking UAN>> Confirm Previous Employment.

As detailed earlier, for new members joining an establishment, there are two possibilities:

Possibility (i): The new member doesn't have any previous P.F. membership. Such member is to be identified by the employer for allotment of UAN by EPFO.

Possibility (ii): The new member has previous P.F. membership which is to be linked with present member ID through his UAN. There would be auto generation of transfer request in case the KYC details seeded with UAN are also approved by present employer using his Digital Signature Certificate registered with EPFO.

For Possibility (i), the step-wise process is continued as follows:

Step 1: For members with first time employment, the employer shall fill Date of Birth, Date of Joining, Father's/ Spouse Name, and Relationship, if not filled up earlier while filing ECR. Then select the radio button "**First Time employment**" in "**Enter Previous Details**" column. Then check the select box from "**Select**" column. The following screen would appear.

Note:

- Employers are requested to go through the [process flow](#).
- It is requested to collect the [declaration form](#) from each employee joining the establishment.
- To confirm previous employment of members, either provide previous member ID or UAN ID and click Display. Details of member against the Member ID/ UAN provided by you shall be displayed in case there is no difference between the DOB of present and previous member ids. KYCs approved by the previous employer are also to be reconfirmed by you to complete the linking / auto-trigger process.

Next Last Total Members : 11 Enter Member ID : MRAGR [] [] Search [Submit/Change]

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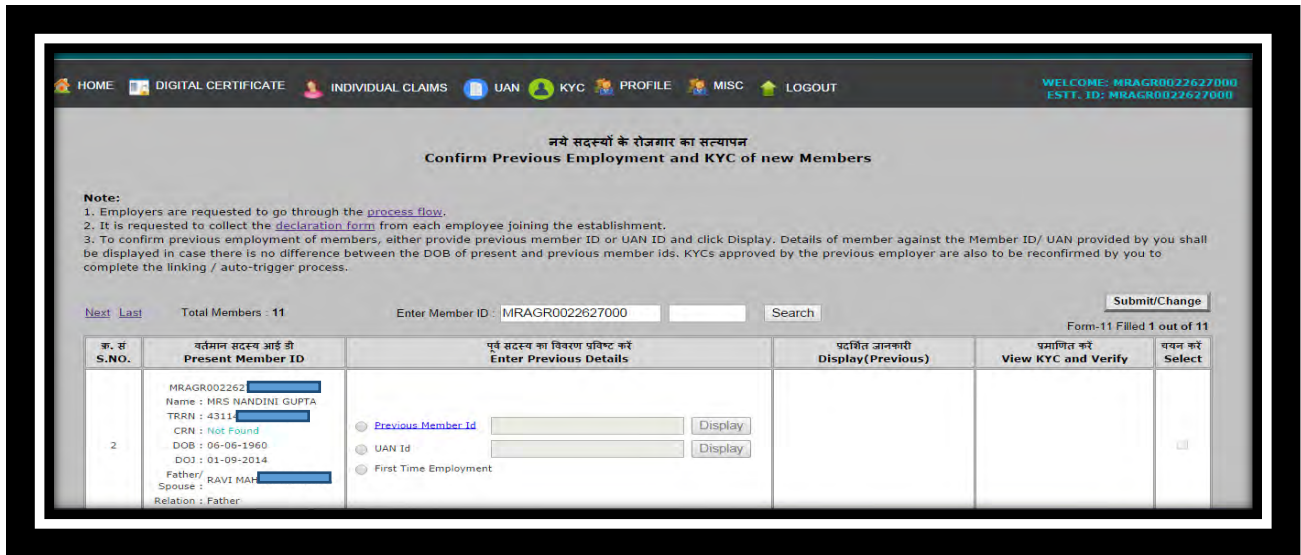
क्र. सं S.NO.	वर्तमान सदस्य आई डी Present Member ID	पूर्व सदस्य का विवरण प्रविष्ट करे Enter Previous Details	प्रदर्शित जानकारी Display(Previous)	प्रमाणित करे View KYC and Verify	चयन करे Select
2	MRAGR002262 [] Name : MRS NANDINI GUPTA TRRN : 43114 [] CRN : Not Found DOB : 06-06-1960 DOJ : 01-09-2014 Father/ Spouse : RAVI MAH [] Relation : Father	<input type="radio"/> Previous Member Id [] [Display] <input type="radio"/> UAN Id [] [Display] <input type="radio"/> First Time Employment			
3	MRAGR002262 [] Name : P P JOHANY TRRN : 43114 [] CRN : Not Found DOB : 03-0 [] DOJ : 01-01-2000 Father/ Spouse : LATE [] Relation : Father	<input type="radio"/> Previous Member Id [] [Display] <input type="radio"/> UAN Id [] [Display] <input type="radio"/> First Time Employment			

Step 2: Select “OK” button, if satisfied. If you are not satisfied with the given information, click on “Cancel” button.

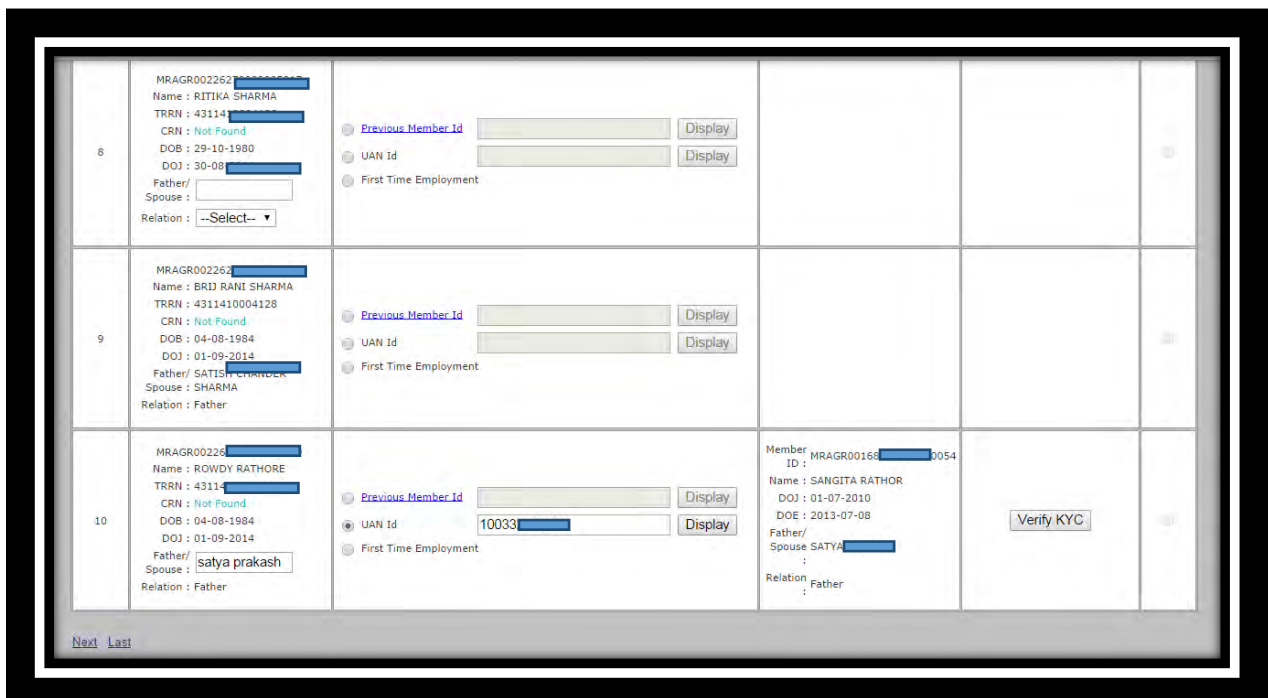
The subsequent steps would be carried out along with the cases belonging to possibility (ii) as explained at **Step 7** onwards.

For Possibility (ii), the step-wise process is continued as follows:

Step 1: For members with previous membership, the employer shall fill the Universal Account Number (UAN) or previous member ID as declared by the member while joining the establishment. The employer shall also fill up the Date of Birth, Date of Joining, Father’s/ Spouse Name, and Relationship, in case the details are not submitted through ECR. Initially the following screen shall appear.



Step 2: In case the member has furnished the details of his Universal Account Number in the declaration form, the same should be filled up by the employer against the present member ID as shown in the screen shown below. On clicking **Display** button, the details of member pertaining to his previous PF membership would appear as in the screen below.



Step 3: In case the member has furnished the details of his previous member ID in the declaration form, the same should be filled up by the employer against the present member ID as shown in the screen shown below. On clicking **Display**

button, the details of member pertaining to his previous PF membership would appear as in the screen below.

7	Relation : Father MRAGR002262 Name : RITIKA SHARMA TRRN : 4311 CRN : Not Found DOB : 29-10-1980 DOJ : 30-08-2014 Father/ Spouse : Relation : --Select--	<input type="radio"/> Previous Member Id <input type="radio"/> UAN Id <input type="radio"/> First Time Employment	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="button" value="Display"/> <input type="button" value="Display"/>	
8	MRAGR00226 Name : BRIJ RANI SHARMA TRRN : 4311 CRN : Not Found DOB : 04-08-1984 DOJ : 01-09-2014 Father/ SATI Spouse : SHARMA Relation : Father	<input type="radio"/> Previous Member Id <input type="radio"/> UAN Id <input type="radio"/> First Time Employment	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="button" value="Display"/> <input type="button" value="Display"/>	
9	MRAGR0022 Name : ROWDY RATHORE TRRN : 4311 CRN : Not Found DOB : 04-08-1984 DOJ : 01-09-2014 Father/ SATYA PRAKASH Spouse : Relation : Father	<input checked="" type="radio"/> Previous Member Id <input type="radio"/> UAN Id <input type="radio"/> First Time Employment	MRAGR001688 <input type="text"/> 054 <input type="text"/> <input type="text"/>	<input type="button" value="Display"/> <input type="button" value="Display"/>	UAN : 1003 Name : SANGITA RATHOR DOJ : 01-07-2010 DOE : 2013-07-08 Father/ SATYA Spouse : Relation : Father <input type="button" value="Verify KYC"/>

Step 4: UAN, if allotted against the previous member ID, would be displayed. If not allotted against the previous member Id, the UAN generation request would be made for allotment of UAN. The Date of Exit is to be provided by the previous employer through ECR. However if the same is not provided, the present employer shall fill up the Date of Exit as provided by the member in the declaration form. The button **Verify KYC** would be active only in case of employers with Digital Signature Certificate (DSC) registered with EPFO.

On clicking the button **Verify KYC**, the following pop-up would appear with list of KYC document details seeded with the UAN of member.

Verify KYC Approved By Previous Employer - Google Chrome

Please Verify and Approve one or more KYC Documents from the list below

List of KYC Documents available in the system

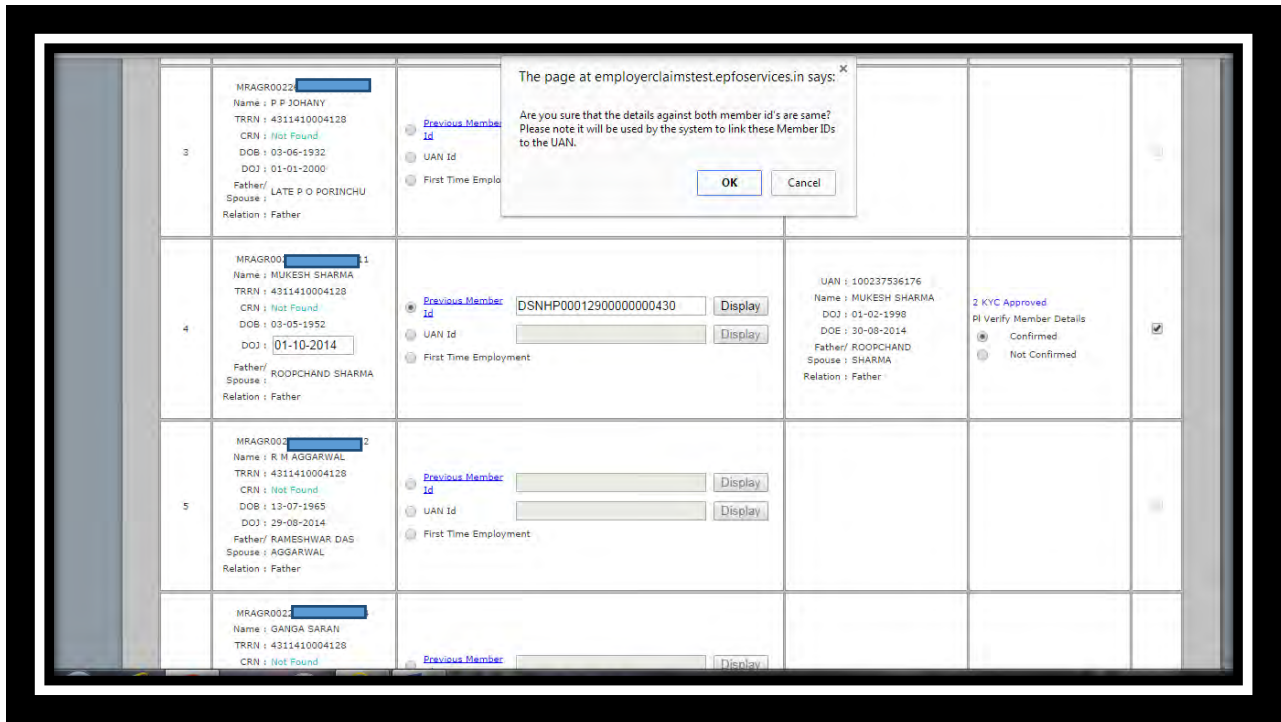
Member ID - DSNHP000 UAN - 100

S.NO.	Document Type	Name as on Document	Document Number	Verify and Approve this KYC
1	Bank Account Number / IFSC	UMA SHANKER SINGH	Account Number : 123456789014 IFSC Code : SBIN0007641	<input checked="" type="checkbox"/>
2	Permanent Account Number	UMA SHANKER SINGH	Number : ALJPS3474Q	<input checked="" type="checkbox"/>

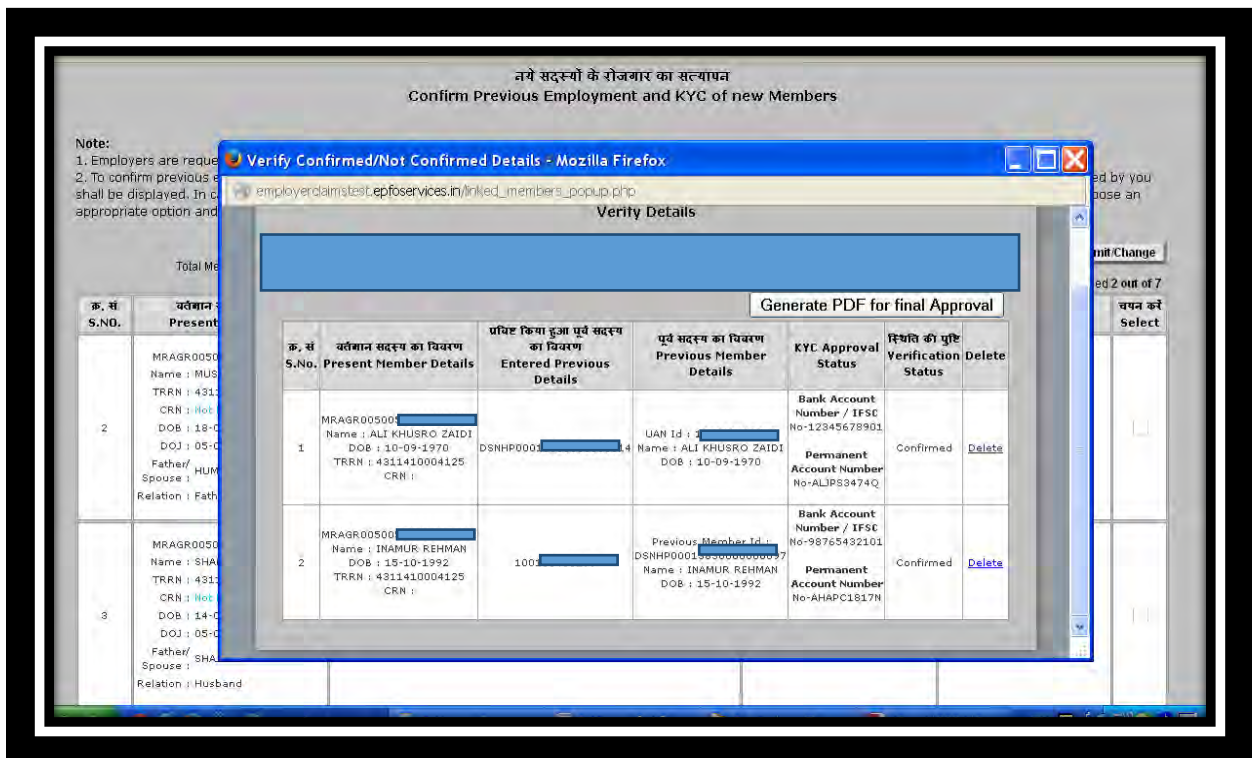
Submit Ignore

Step 5: The employer would enter the KYC details furnished by the member in the Declaration Form. The member is required to furnish the KYC details in the Declaration Form along with self-attested copies of the documents. The employer is required to satisfy himself with the KYC details before entering the same in the system. The employer may accordingly select the respective KYC under the column **Verify and Approve this KYC**.

Step 6: The KYC details for the member are to be finalized for approval by clicking on **Submit** button. The following screen would appear.



Step 7: After furnishing the details of the new members with or without previous P.F. membership, select the **“Submit/Change”** button available on the top at Right Hand Side. The following pop-up with title **“Verify Details”** would appear:



Step 8: If you are not satisfied with the member detail, you may delete the particular information of the member by selection the “Delete” button at Right Side in “Delete” column. After confirmation, click on the “Generate PDF for final approval” button available at the Right Hand Side. The following screen will appear.



Step 9: Click on PDF logo in “Click on icon to view the pdf file” column to see what you have submitted prior to approval of the information and details of the each member.



EMPLOYEES' PROVIDENT FUND ORGANISATION
Confirm Previous/ First Time Employment and KYC of Members

Establishment Name : M/S RAJENDRA LOHIA VIDYA MANDIR

Establishment Code : MRAGR0022627000


Date time of generation of pdf file: 14-10-2014 15:33

Total Members in PDF : 1 Total Fresh Employment : 0 Total Members Linked : 1

S.No.	Present Member Details	Previous Member Linked Details	Verified KYC Details	Verification Status
1	MRAGRO0022627000 Name : RAVI M GUPTA TRRN : 4311410004128 CRN : DOB : 05-08-1967 DOJ : 30-08-2014 Father/Spouse : LATE M K GUPTA Relation : Father	DSNHP0022627000 UAN Id : Name : RAVI M GUPTA DOB : 05-08-1967 DOJ : 01-11-1985 DOE : 30-08-2014 Father/Spouse : LATE M K GUPTA Relation : Father	Bank Acc No/IFSC (SBIN0007641) -123456789014	Confirmed by employer. Member-ID linked subject to verification by EPFO.


Step 10: The generated pdf file must be approved by the Employer using the DSC registered with EPFO in case the KYC details are to be approved by the employer for linking of various member IDs under one UAN and to facilitate portability. For other cases, where the employer has not registered the DSC with EPFO, the above process would be completed without digital approval leading only to linking of various member IDs under one UAN without any portability

The approved PDF files would be available in the employer log-in as shown below:



Employees' Provident Fund Organisation, India

(A statutory body under Ministry of Labour and Employment, Government of India)







[HOME](#)
[DIGITAL CERTIFICATE](#)
[INDIVIDUAL CLAIMS](#)
[UAN](#)
[KYC](#)
[PROFILE](#)
[MISC](#)
[LOGOUT](#)

WELCOME: MRAGR0050055000
 ESTT. ID: MRAGR0050055000

डाउनलोड अनुमोदित पीडीएफ

Download Approved PDF

(Note: Only last 10 pdf files are shown.)

क्रम संख्या S.NO.	पीडीएफ निर्मित तिथि PDF Creation Date	पीडीएफ अनुमोदित तिथि PDF Approved Date	Approved Using DSC	पीडीएफ फाइल Verification PDF File	पीडीएफ फाइल Claim PDF File
1	07-10-2014 05:59:58	07-10-2014 06:01:46	YES		
2	07-10-2014 04:30:39	07-10-2014 04:31:05	NO		Not Found
3	22-09-2014 12:02:41	22-09-2014 12:02:44	NO		Not Found

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2013, System powered by TCIL and VSPL

A transfer request would be auto-generated from digitally approved details, which, **on activation of UAN based Member e-Sewa Portal by member**, would be pushed to the transferor office, where previous member ID is maintained for further processing to ensure portability of PF accounts.

Process flow for furnishing of details by employers in respect of new members (without any previous P.F. membership) joining the establishment for allotment of UAN to such members by EPFO

IMPORTANT: It may please be noted that

- **This functionality has been provided to employers ONLY for new members (with first time employment).**

The Universal Account Numbers were allotted initially to the contributing members where the remittances have been received during the period from 1st January, 2014 to 30th June, 2014.

Based on the ECR submitted by the employer in the subsequent months, the member IDs in respect of new members (i.e. not having UANs linked to present member IDs) will be identified by the system and will be provided under the UAN >> Confirm Previous Employment in the employer log-in under UAN services on EPFO website.

It is reiterated that as of now, the employers are to fill details of members having no previous membership so that they will be allotted UAN by EPFO. Functionality to declare Previous Member ID or UAN will be released shortly.

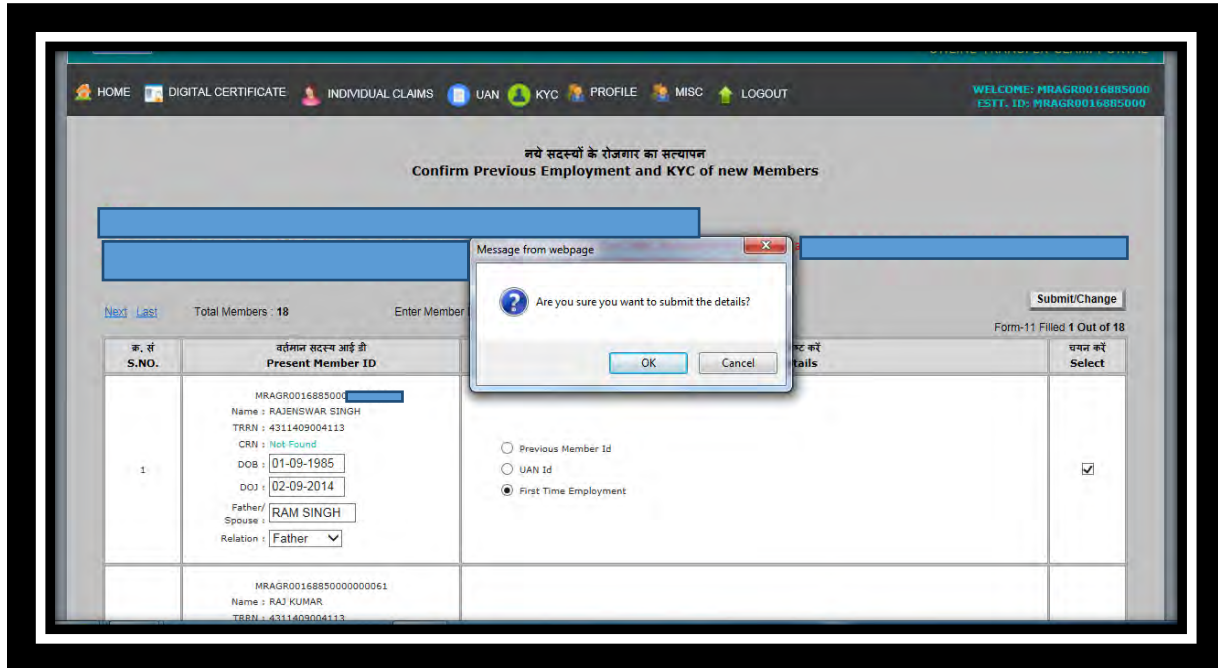
The step-wise process flow to operate the functionality is provided below:

Step 1: In the employer log-in, the following screen would appear on clicking UAN>> Confirm Previous Employment.

The screenshot displays the EPFO website interface for confirming previous employment and KYC of new members. The page title is "नये सदस्यों के रोजगार का सत्यापन" (Confirm Previous Employment and KYC of new Members). The interface includes a search bar with "Enter Member ID : MRAGR0016885000" and a "Search" button. Below the search bar is a table with two rows of member details. Each row contains a member ID, name, TRRN, CRN, and options to select previous member ID, UAN ID, or first-time employment. The table also includes a "घचन करें" (Select) column.

क्र. सं S.NO.	वर्तमान सदस्य आई डी Present Member ID	पूरे सदस्य का विवरण प्रविष्ट करें Enter Previous Details	घचन करें Select
1	MRAGR0016885000 Name : GITANJALI TRRN : 4311409004113 CRN : Not Found DOB : <input type="text"/> DOI : <input type="text"/> Father/ Spouse : <input type="text"/> Relation : -Select-	<input type="radio"/> Previous Member Id <input type="radio"/> UAN Id <input type="radio"/> First Time Employment	<input type="checkbox"/>
2	MRAGR0016885000 Name : RAJENSWAR SINGH TRRN : 4311409004113 CRN : Not Found DOB : <input type="text"/> DOI : <input type="text"/> Father/ Spouse : <input type="text"/> Relation : -Select-	<input type="radio"/> Previous Member Id <input type="radio"/> UAN Id <input type="radio"/> First Time Employment	<input type="checkbox"/>

Step 2: ONLY for members with first time employment, the employer shall fill Date of Birth, Date of Joining, Father's/ Spouse Name, and Relationship. Then select the radio button **"First Time employment"** in **"Enter Previous Details"** column. Then check the select box from **"Select"** column. The following screen would appear.



Step 3: Select **"OK"** button, if satisfied. If you are not satisfied with the given information, click on **"Cancel"** button. After furnishing the details of the new members without previous P.F. membership, select the **"Submit/Change"** button available on the top at Right Hand Side. The following pop-up with title **"Verify Details"** would appear:

