

## **ONLINE PF WITHDRAWAL CLAIM PROCESS**

**Using EPFO's online facility, members can apply for PF final settlement, pension withdrawal benefit and PF part withdrawal.**

Employees' Provident Fund Organisation (EPFO) has created an online facility through which its members can withdraw their employee provident fund (EPF) sitting at home. Using EPFO's online facility, members can apply for PF final settlement, pension withdrawal benefit and PF part withdrawal. However, to avail the online facility, the EPFO subscribers need to fulfil certain requirements. Here are these requirements:

### **How to Withdraw EPF online through Unified Member Portal?**

- 1) The member should have activated his Universal Account Number (UAN) and mobile number used for activating UAN should be in working condition.
- 2) Member's Aadhaar details should be seeded in EPFO database and he/she should have access to OTP-based facility for verifying eKYC from UIDAI while submitting the claim.
- 3) Member's bank account along with IFSC code should be seeded in EPFO database.
- 4) Permanent Account Number (PAN) should be seeded in EPFO database for PF final settlement claims in case his/her service is less than 5 years.

If a subscriber does not meet any of the above requirements, then he/she needs to visit EPFO's [e-sewa portal](#) to seed the KYC and other details.

If you meets the above requirements, then he/she can go ahead for online claim submission.

Here is how to do it:

1) Log into the member interface using your UAN and password.



The screenshot shows the login page of the Employees' Provident Fund Organisation (EPFO) India. The header includes the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The main heading is "Universal Account Number (UAN) MEMBER + SEWA". The login form contains fields for "UAN" (with a hint "Enter UAN"), "Password" (with a hint "Password"), and a "Captcha" field showing the number "7 6 1 G 4". There are "Sign in" and "Reset" buttons, and a "Forgot Password" link. On the left, a "Dear EPF Members!!" section lists services like Member Passbook, Aadhaar-based Online Claim Submission, and KYC services. A "Benefits of Registration" section lists downloading/printing the Passbook and UAN Card, and updating KYC information. A yellow "NOTE" box contains instructions for members with unlinked Aadhaar and bank details. An "Important Links" section includes "Activate UAN" and "Know your UAN status".

2) Go to the 'Manage' tab and select 'KYC' to check that details like Aadhaar, PAN and bank account details are available and are correct.



The screenshot shows the member profile page after logging in. The header is the same as the login page. The main navigation bar includes "Home", "View", "Account", and "Online Services". The "Account" tab is selected, showing a "UAN Card" and "Settings" options. The "Member Profile" section displays the following details:

Member Profile	
UAN	XXXXXXXXXX
Name	Mr. XXXXXXXX XXXXX
Birth Date	XXXX/XX/XX
Gender	Male
Mobile No.	XXXXXXXXXX
E-mail	XXXXXXXXXX@epfoindia.com
Last Updated	XX/XX/XXXX
Password Change Date	XX/XX/XXXX

An "Alert" box at the bottom states: "Passbook is available at www.epfindia.gov.in >> Our Services >> For Employees >> Member Passbook."

3) If you are satisfied that all details are available and are correct, then go to the 'Online Services' tab and select 'Claim' from the dropdown menu.



The screenshot shows the EPF India portal interface. The top navigation bar includes 'Home', 'View', 'Manage', 'Account', and 'Online Services'. The 'Online Services' dropdown menu is open, showing options: 'CLAIM (FORM-31, 19A/10C)', 'TRANSFER REQUEST', and 'TRACK CLAIM STATUS'. The 'Member Profile' section on the right displays the following details:

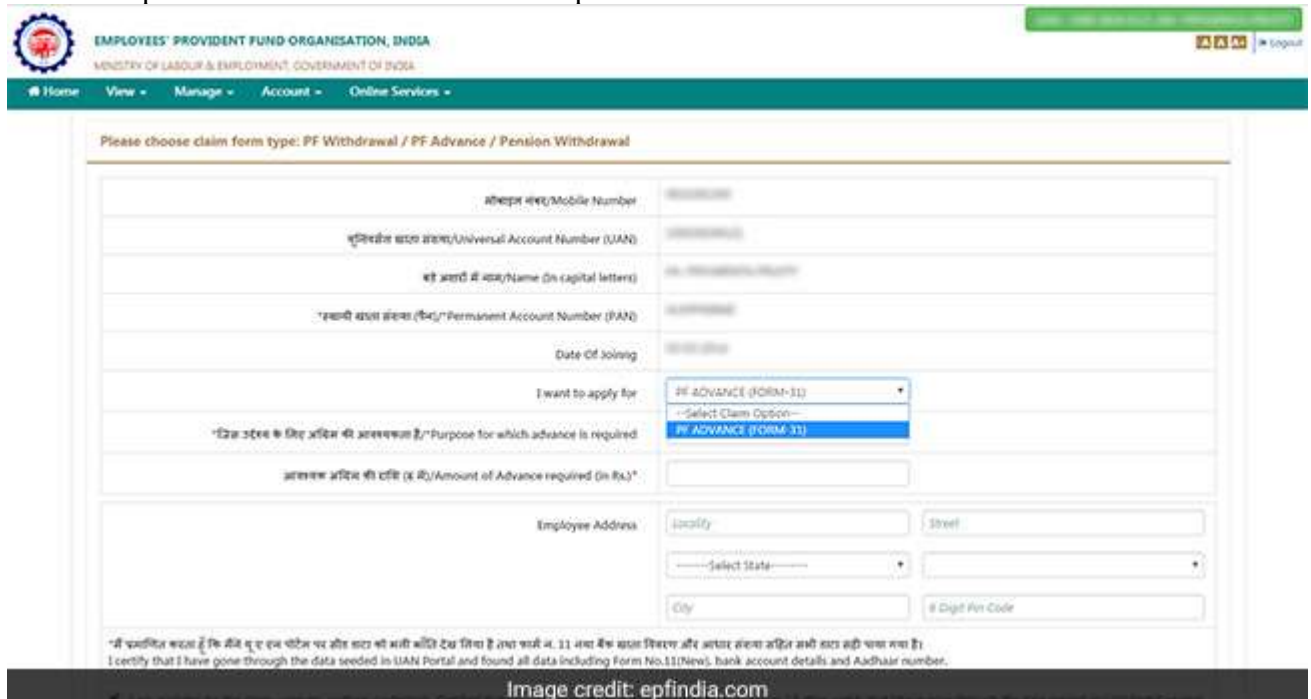
Member Profile	
UAN	XXXXXXXXXX
Name	Mr. XXXXXXXX XXXXX
Birth Date	DD/MM/YYYY
Gender	Male
Mobile No.	XXXXXXXXXX
E-mail	XXXXXXXXXX@epfindia.com
Last Updated	DD/MM/YYYY
Password Change Date	DD/MM/YYYY

An alert message at the bottom states: "Passbook is available at www.epfindia.gov.in >> Our Services >> For Employees >> Member Passbook."

Image credit: epfindia.com

4) On the 'Claim' screen you will find all your member details, KYC details and service details and below that, you will find 'Proceed For Online Claim' tab. Click on the tab to submit your claim form.

5) In the claim form, select the kind of claim you want to submit like PF withdrawal, PF advance or Pension withdrawal, under the 'I Want To Apply For' tab. If you are not eligible for any of the services like PF withdrawal or pension withdrawal, due to the service criteria, then that option will not be shown in the drop-down menu.



The screenshot shows the EPF India portal interface for the 'Claim' form. The top navigation bar includes 'Home', 'View', 'Manage', 'Account', and 'Online Services'. The 'Online Services' dropdown menu is open, showing options: 'CLAIM (FORM-31, 19A/10C)', 'TRANSFER REQUEST', and 'TRACK CLAIM STATUS'. The 'Member Profile' section on the right displays the following details:

Member Profile	
UAN	XXXXXXXXXX
Name	Mr. XXXXXXXX XXXXX
Birth Date	DD/MM/YYYY
Gender	Male
Mobile No.	XXXXXXXXXX
E-mail	XXXXXXXXXX@epfindia.com
Last Updated	DD/MM/YYYY
Password Change Date	DD/MM/YYYY

An alert message at the bottom states: "Passbook is available at www.epfindia.gov.in >> Our Services >> For Employees >> Member Passbook."

The 'Claim' form is displayed with the following fields:

- Please choose claim form type: PF Withdrawal / PF Advance / Pension Withdrawal
- मोबाइल नंबर/Mobile Number
- यूनिवर्सल खाता संख्या/Universal Account Number (UAN)
- वही अक्षरों में नाम/Name (in capital letters)
- स्थायी खाता संख्या (PAN)/Permanent Account Number (PAN)
- Date of Joining
- I want to apply for: PF ADVANCE (FORM-31) (Selected)
- इसका उद्देश्य के लिए अग्रिम की आवश्यकता है./Purpose for which advance is required
- अग्रिम की राशि (₹ ₹)/Amount of Advance required (in ₹.)
- Employee Address: Locality, Street, Select State, City, 8 Digit Pin Code

At the bottom, there is a declaration: "I certify that I have gone through the data seeded in UAN Portal and found all data including Form No.11(New), bank account details and Aadhaar number."

Image credit: epfindia.com

After you select the relevant claim, a detailed form will be displayed. Fill the form and authenticate using Aadhaar OTP to complete the online claim submission.

After you submit your claim, you can check your claim status by selecting the 'Track Claim Status' tab, under the 'Online Services' menu.

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**THANK YOU**

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