

ANNEXURE-II

To,
The Regional Provident Fund Commissioner,
Employees PF Organization

Joint Declaration Form

I.....
Having UAN..... PF
account.....and Aadhaar.....is/ was
with establishment M/S..... The personal details furnished
to EPFO earlier were found to be incorrect /blank, and therefore request for
change/updation in the member profile as follows.

S. No.	Details/particulars	Incorrect details	Correct details
1	Aadhaar		
2	Name		
3	DOB		
4	Gender		
5	Father/husband		
6	Relationship		
7	DOJ		
8	DOL		
9	Reason of leaving		
10	Marital Status		
11	Nationality		

I.....s/o....., authorized signatory of
the establishment, have verified the request, document attached and the records of
the establishment and certify that the facts mentioned above are correct. I am also
enclosing.....

..... and (documents of Establishment) in
support of the request of the employee mentioned above.

We.....(Employee) and
(Authorized Signatory) hereby declare we have not concealed any facts and the
above- mentioned facts are correct. We also indemnify that in case of wrong
payment/over payment/under payment because of the above furnished information
shall be jointly held responsible.

Authorized signatory

Name & sign of member
GGID-
Mobile No-
Personal Mail Id-
CG mail id-

Sr.No	Checklist for Joint Declaration Application	Mandatory/Optional
1	E-aadhar card (with complete Date of birth in DD/MM/YYYY format)	Mandatory
2	Passport	Optional; In case of Nationality change request, it is mandatory
3	PAN card	Mandatory
4	Birth Certificate/School Leaving Certificate	Mandatory
5	Driving License	Optional
6	SSC/HSC Certificate/Mark Sheet issued by board	Mandatory
7	Bank Pass Book having Name and Photograph, with a seal by Bank Official	Optional
8	Voter ID/ e-Voter ID	Optional
9	Marriage Certificate(In case name has been changed due to marriage)	Mandatory
10	Divorce Decree (In case of name has been changed due to divorce)	Mandatory
11	Payslip with correct PF number at least for 2 months	Mandatory
12	Bank statement of Salary account of 6 months for K.R.Puram PF Office; Other PF Offices -2 Months	Mandatory
13	Death Certificate (in case of Demise case), Nominee's Aadhar card, PAN card, Marriage certificate (if the deceased person was married)	Mandatory
14	For complete name/first name change request: PF Member needs to submit Gazette notification of new name along with any supporting document of old name with photograph	Mandatory
15	Domicile Certificate issued by the Government	Optional
16	Letter from establishment to modify Date of Joining including ECR copy of the Member (ECR for the month, in which DOJ is to be corrected)	Mandatory; In case of DOJ correction
17	Letter from establishment to modify Date of Exit including ECR copy of the Member (ECR for the month, in which DOE is to be corrected)	Mandatory; In case of DOL correction
18	Letter from establishment to modify reason of leaving including ECR copy of the Member	Mandatory; In case of correction in leaving reason
19	Termination letter issued to employee	Optional; In case of DOL correction
20	Any document as establishment deems fit to establish exit reason of employee duly signed by the Employer or the authorized signatory of the establishment on their letterhead	Optional
21	Valid Visa along with Foreign Passport (valid only) issued in case of Foreign Nationals	Optional; In case of Nationality change request, it is mandatory
22	Scan copy of Capgemini ID card (for Active employee of Organization)	Mandatory