



Group Emails

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## Revised Joint Declaration Process - reg

REGIONAL OFFICE HYDERABAD &lt;ro.hyderabad1@epfindia.gov.in&gt;

Thu, Nov 2, 2023 at 11:43 AM

महोदया/ महोदय/ Madam/Sir,

Dear Employer,

It is to inform that the process for submission of Joint Declaration (JD) by the Employee and Employer for any of the following corrections in Member Profile is being made completely online wherein such request submitted by the Employee in his UAN Login will reflect in Employer's Portal for further necessary verification and approval.

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

In this connection, till the software provision for the online submission is made available, such **physical requests for any of the above corrections in Member Profile are to be strictly submitted in the attached Joint Declaration Format in the letter head of the establishment.** Further, the necessary proofs to be submitted for correction in each of the details is also enclosed.

It is requested to henceforth submit the JDs accordingly and also intimate all the Employees for any such submission, as **any JD submitted in the earlier/previous formats shall not be accepted by this office and returned.**

सादर/With Regards,

क्षेत्रीय कार्यालय, बरकतपुरा / Regional Office, Barkatpura

बेहतर ईपीएफ सेवा के लिए: आधार, पैन और बैंक खाते को यूएएन नंबर से लिंक करें

FOR BETTER EPF SERVICE: LINK YOUR AADHAR, PAN AND BANK ACCOUNT TO YOUR UAN NUMBER

\* क भ नि सं की ऑनलाइन सेवाओं के लिए उमंग ऐप का प्रयोग करें \*

\*\*\* USE UMANG APP for all EPFO online services\*\*\*

**Joint Declaration-LIST OF ACCEPTABLE DOCUMENTS FOR CORRECTING / UPDATING THE PARAMETERS AS MENTIONED BELOW.**

S.No.	Document	1. Name 2.Gender	3. Date of Birth	4.Father/Mother Name 5.Relationship	6. Marital Status	7. Date of Joining	8. Reason of Leaving	9. Date of Leaving	10.Nationality	11. Aadhaar Number
1	Aadhaar (mandatory)	✓	✓	x	✓	x	x	x	x	✓
2	Passport	✓	✓	x	✓	x	x	x	✓	x
3	Death Certificate	✓	x	x	x	x	x	x	x	x
4	Birth Certificate	✓	✓	✓	x	x	x	x	x	x
5	Driving License	✓	x	x	x	x	x	x	x	x
6	Service photo Identity card Issued by Central Govt./State Govt./ UT Govt./ PSU/ Banks	✓	x	x	x	x	x	x	x	x
7	School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC certificate/Mark Sheet Issued by board/ University containing name, date of Birth and/or photograph	✓	✓	x	x	x	x	x	x	x
8	Bank Pass Book having name and Photograph Cross Stamped by bank official.	✓	x	x	x	x	x	x	x	x
9	PAN Card/ e-PAN	✓	✓	x	x	x	x	x	x	x
10	Ration / PDS photo Card	✓	x	x	x	x	x	x	x	x
11	Voter ID/ e-Voter ID	✓	x	x	x	x	x	x	x	x
12	Pensioner Photo Card/Freedom Fighter Photo Card	✓	x	✓	x	x	x	x	x	x
13	CGHS/ ECHS/ Medi-Claim Card with Photo Issued by State/ Central Govts./ PSUs/ Rashtriya Swasthya Bima Yojana (RSBY) Card having Photo & Date of Birth	✓	✓	✓	x	x	x	x	x	x
14	ST/ SC/ OBC certificate with photograph ST/ SC/ OBC certificate with photograph.	✓	x	x	x	x	x	x	x	x
15	For Full name/first name change requests: PF Member to submit the Gazette notification of new name along with any supporting document of old name with photograph (Even for 1st instance of the Full name/ first name change)	✓	x	x	x	x	x	x	x	x
16	Valid Visa along with Foreign Passport (valid only) Issued in case of other Foreign Nationals.	✓	x	x	x	x	x	x	x	x
17	Freedom Fighter Card having photo	✓	x	x	x	x	x	x	x	x
18	Copy of Person of Indian Origin (PIO) card Issued by Government of India.	✓	x	x	x	x	x	x	✓	x
19	Copy of Overseas Citizen of India (OCI)card Issued by Government of India.	✓	x	x	x	x	x	x	x	x
20	Tibetan Refugee Card (Accompanied by one more ID)	✓	x	x	x	x	x	x	x	x
21	Certificate based on the service records of the Central/State Government Organizations.	x	✓	x	x	x	x	x	x	x
22	In the absence of proof of date of birth as above, Medical Certificate Issued by Civil Surgeon after examining the member medically and supported with an affidavit on oath by the member duly authenticated by a Competent Court.	x	✓	x	x	x	x	x	x	x
23	Central/ State Pension Payment Order	x	✓	x	x	x	x	x	x	x
24	Domicile Certificate Issued by the Government.	x	✓	x	x	x	x	x	x	x
25	Passport of Father/Mother	x	x	✓	x	x	x	x	x	x
26	Ration card/PDS Card	x	x	✓	x	x	x	x	x	x
27	Marriage Certificate Issued by the Government	x	x	✓	✓	x	x	x	x	x
28	Photo ID card Issued by Central/ State Govt. like Bhamashah, Jan-Aadhaar, MGNREGA, ARMY Canteen card etc.	x	x	✓	x	x	x	x	x	x
29	Divorce Decree	x	x	x	✓	x	x	x	x	x
30	Employee register	x	x	x	x	✓	x	x	x	x
31	Attendance register	x	x	x	x	✓	x	x	x	x
32	Appointment letter or any other document as establishment maintain under any central or State labour act	x	x	x	x	✓	x	x	x	x
33	Letter of establishment on their letter head clearly stating the date of joining and duly signed by Employer or the authorized signatory supported by ECR of the employee during the said period	x	x	x	x	✓	x	x	x	x
34	Resignation letter/Termination letter	x	x	x	x	x	✓	✓	x	x
35	Letter from establishment on their letter head clearly stating the reason of leaving supported by ECR of the employee during the said period	x	x	x	x	x	✓	x	x	x

**Joint Declaration-LIST OF ACCEPTABLE DOCUMENTS FOR CORRECTING / UPDATING THE PARAMETERS AS MENTIONED BELOW.**

S.No.	Document	1. Name 2.Gender	3. Date of Birth	4.Father/Mother Name 5.Relationship	6. Marital Status	7. Date of Joining	8. Reason of Leaving	9. Date of Leaving	10.Nationality	11. Aadhaar Number
36	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	x	x	x	x	x	✓	x	x	x
37	Experience certificate or any other document as establishment maintain under any central or State labour act	x	x	x	x	x	x	x	x	x
38	Wage slip/salary slip/full and final letter	x	x	x	x	x	x	x	x	x
39	Letter of establishment on their letter head clearly stating the date of joining and duly signed by Employer or the authorized signatory	x	x	x	x	x	x	x	x	x
40	Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country Issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jain, Parsis and Christians.	x	x	x	x	x	x	x	✓	x
41	Valid Visa along with Foreign Passport (valid only) issued in case of Foreign Nationals.	x	x	x	x	x	x	x	✓	x
42	Tibetan Refugee Card (Accompanied by one more ID)	x	x	x	x	x	x	x	✓	x

**TABLE- 2&3 (Minor/Major Definition & Processing Authorities)**

S.No.	Parameter	Type of Change	Description of Correction/Change
1	Member Name	Major	i. If more than 2 alphabets change and the name also gets changed phonetically.
			ii. If less than 2 alphabets change and the name also gets changed phonetically.
		Minor	iii. If expanding the name.
	Gender	Minor	i. If 2 or less than 2 alphabets get changed and the name not changing phonetically.
		Minor	ii. If adding surname in case of female after marriage.
		Minor	iii. If removing salutations like Shri, Dr. Mr. Mrs., Miss etc.
2	Gender	Minor	Male/Female/Others change
3	Date of Birth	Major	>3 Years
		Minor	<=3 Years
4	Father/Mother Name	Major	1. If more than 2 alphabets change and the name also gets changed phonetically.
			2. If inserting a name for the first time.
	Relationship	Minor	3. If expanding the name.
			1. If 2 or less than 2 alphabets get changed and the name not changing phonetically.
			2. If removing only salutations like Shri,Dr., Mr., Mrs., Miss etc.
5	Relationship	Minor	Father/Mother change
6	Marital Status	Major	Change after the death of the member
		Minor	All other cases
7	Date of Joining	Major	Change after the death of the member
		Minor	All other cases
8	Reason of Leaving	Major	Change after the death of the member
		Minor	All other cases
9	Date of Leaving	Major	Change after the death of the member
		Minor	All other cases
10	Nationality	Major	Non-SSA to SSA country
			1. Non-SSA to non-SSA country change
			2. SSA to SSA country change
			3. SSA to non-SSA country change
11	Aadhaar	Major	All types of changes or updation related to Aadhaar
<b>Documentary Proof:</b> All minor and major corrections requests will have to be supported by documentary proof as prescribed.			
i. For Minor Changes, at least two documents are required from the list of documents with relevant parameters of the change.			
ii. For Major Changes, at least three documents are required to be provided by the applicant from the list of documents with respect to the relevant parameters in those changes.			