



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)
मुख्यालय / Head Office

भविष्य निधि भवन, 14 भीमवल्ली कामा प्लेस, नई दिल्ली - 110066.
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www.epfindia.gov.in www.epfindia.nic.in

No: Manual/Amendment/2011

Date: 23 SEP 2016

To

All ACC (Zones)
All Regional P.F. Commissioners
In-charge of Regional/Sub Regional Offices.

Sub: Introduction of Declaration Form (New Form No. 11) to replace existing Form No. - 11 (New).

Sir/Madam,

In exercise of power conferred on the Central Provident Fund Commissioner under para 36(7) read alongwith the provisions of para 34 & 57 of EPF Scheme 1952 and para 24 of the Employees' Pension Scheme, 1995 hereby orders replacement of erstwhile Form No. 11(New) with the Declaration Form (New Form No. 11) placed at Annexure-I. The copy of the order issued by the Central P.F. Commissioner, in this regard, is enclosed for kind information.

2. The Declaration Form (New Form No. 11) will also replace Form No. 13 in all such cases where existing member to the Provident Fund makes a request for transfer of his fund availing the facility of UAN.
3. The members who have been allotted UAN and where KYC details have been digitally verified by the previous employer, are not required to fill separate Form No. 13. Rest of the employees will continue to fill Form No. 13 alongwith New Form No. 11.
4. The employees/employers can access fillable Declaration Form (New Form No. 11) on the member portal which will be pre-filled with all the relevant information already in our database.

Encl: As above.

Yours faithfully,

M. Narayanappa
23/9/16
(M. Narayanappa)
ACC(F&A)

Copy to:

- 1) PS to CPFC
- 2) PS to CVO
- 3) All ACC (Head Office)
- 4) Director (NATRSS)
- 5) Director (Audit)/DD (Audit)/AD (Audit)/Zonal Audit Parties
- 6) RPFC (NDC) for uploading the same in the website of EPFO
- 7) DD (OL) for issuing Hindi version.

web Admin
Sanjay
26/9/2016

Sanjay
(Sanjay Kumar)
Regional P.F. Commissioner-I (F&A)



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Date:

23 SEP 2016

ORDER

In the matter of Introduction of Declaration Form (New Form No.-11) to replace the existing Form No.-11 (New)

1. Employees' Provident Fund Organisation has embarked upon its next phase of e-governance reforms with a view to make its services available to its stakeholders in an efficient and transparent manner. EPFO has implemented the allotment of Universal Account Number (UAN) to its subscribers and to seed the UAN with Aadhar, PAN and Bank account details. The Online Transfer Claim Portal (OTCP) has also been made functional. It is now possible for subscribers, who have activated UAN with KYC details, to submit claims directly to EPFO without the intervention of employers.
2. In exercise of powers conferred under para 36(7) of the Employees' Provident Funds Scheme, 1952 read with paras 34 and 57 of the Employees' Provident Funds Scheme, 1952 and para 24 of Employees' Pension Scheme, 1995, the introduction of Declaration Form [New Form No. 11] in place of the existing Form No.-11 (New) is ordered with immediate effect. This order is in supersession of order No. Manual/Amendment/2011/30992 dated 02.01.2015 issued in this regard.
3. The Declaration Form [New Form No.-11] will also replace Form No.-13 in all such cases where existing member of the Provident Fund makes a request for transfer of his fund availing the facility of Universal Account Number (UAN).

(Dr. V.P. Joy)
Central Provident Fund Commissioner

Encl: Declaration Form (New Form No.-11)

EMPLOYEES' PROVIDENT FUND ORGANISATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

1.	Name of the member	
2.	Father's Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	
3.	Date of Birth: (DD / MM / YYYY)	
4.	Gender: (Male/Female/Transgender)	
5.	Marital Status: (Married/Unmarried/Widow/Widower/Divorced)	
6.	(a) Email ID: (b) Mobile No.:	
7.	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8.	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
9.	Previous employment details: [if Yes to 7 AND/OR 8 above] a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
	e) Pension Payment Order (PPO) No. (if issued)	
10.	a) International Worker:	Yes / No
	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
11.	KYC Details: (attach self attested copies of following KYCs) a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account.
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:

Place:

Signature of Member

DECLARATION BY PRESENT EMPLOYER

- The member Mr./Ms./Mrs. has joined on and has been allotted PF Number
- In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
 - **(Post allotment of UAN)** The UAN allotted for the member is
 - **Please Tick the Appropriate Option:**
 - The KYC details of the above member in the UAN database
 - ☐ Have not been uploaded
 - ☐ Have been uploaded but not approved
 - ☐ Have been uploaded and approved with DSC
 - In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
 - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - **Please Tick the Appropriate Option:-**
 - ☐ The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
 - ☐ As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date:

Signature of Employer with Seal of Establishment