UAN Activation

As per the revised PF norms, it has become a mandate to activate your UAN and upload the KYC details. Below mentioned are the steps to be followed:

Step 1: Visit the EPFO Unified member portal and click on the tab "Activate UAN".

Step 2: By entering UAN, name, date of birth and mobile number, an authorisation pin is generated. The UAN gets activated once this pin is entered and authenticated.

In case of any detail mismatch (Name or DoB) please contact your previous employer to get the details corrected.

Note: If you are not sure about your password, please click on **'Forgot Password'** link and reset your password with your mobile no.

Step 3: Verification and correction of basic details

Once the UAN is activated please check the below information:
- Your name (as in PF records) should match with the bank account and aadhaar card
- Your date of birth and father's name (as in PF records) should match with the identity proof.
- Exit date should be updated in the PF records

To check your basic details in UAN records, please click on **View >> Profile**

If there is a mismatch in your basic details, it should be corrected as per Aadhaar.

Online	Offline
• Employee Name • DOB (If the difference between correct and incorrect DOB is more than 1 year, please upload the copy of aadhaar, PAN or passport specifying your correct & full DOB) • Gender • Email ID • Mobile number • Marital status • Salutation (Mr/Ms/Mrs)	• Father's name – can be corrected by filling a joint declaration form. The process to fill the form is given below.

Please note:
- Online: Once you raise the request for correction of your basic details, it will be first approved by us and then by the PF authority. The details would be corrected within 10-15 days
- Offline: For father's name correction, declaration form will be filled, please refer to Annexure 1. For further details in this regard, you may write to mohd.anas@zomato.com

Step 4: Please mention your bank account details, PAN, and Aadhar once your details get updated, if any,

Step 5: All the KYC details will then come to the previous employer for approval. Once these are approved you may transfer or withdraw (if not employed) the PF amount.
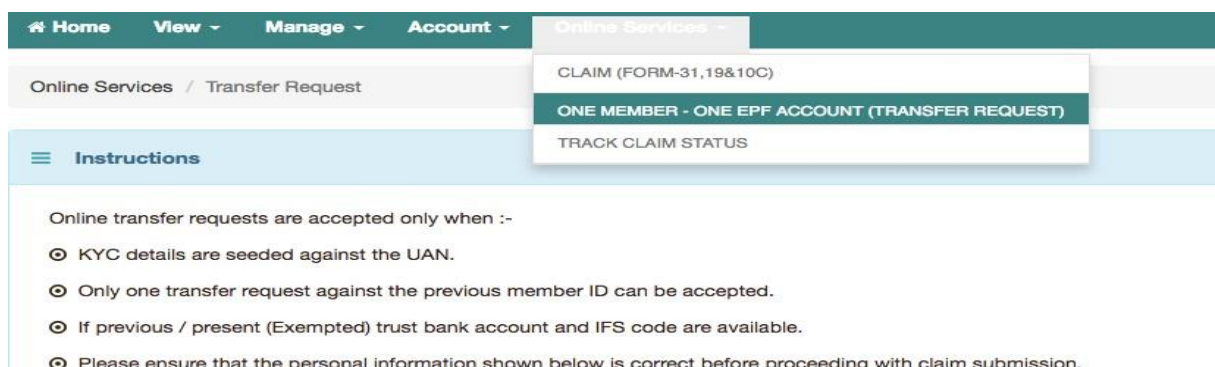
Note: Please make sure that you share a scanned copy of the relevant documents for any KYC and change request approval

PF transfer

As per the EPFO norms if a person is currently employed in an organization, he/she can only transfer the PF balance from the previous PF account to his/her current PF account. It is **against the PF rules** if you withdraw the PF account balance of an earlier job while you are still employed.

Guideline for Online Provident Fund (PF) transfer:

Step 1: In the home page, go to **'Online Services'** Menu and select **'Transfer request'** to proceed with the online transfer claim application.

Step 2: 'Transfer Request' page shows all your personal details including Provident Fund Number, UAN, your date of joining with the PF, birth date. You need to make sure all these details are accurate including your Aadhaar number. All your details should match each other, and then only transfer claim application can be processed through online.

Note: If your details mismatch and you are unable to online transfer your PF. Please correct your details through previous employer. Also, you could transfer your PF manually by submitting Form 13 in case the online process shows an error.

Step 3: Please fill in the details of your previous PF account number or UAN. Then select through which employer (previous employer or current employer) you want the transfer claim to be attested and mention the UAN of the employer chosen. In case of same UANs, enter PF member ID.

Step 4: Once you fill in all the details please click on 'Get OTP' link as shown in the picture. Fill in the OTP received on your registered mobile number and then click on Submit button.

Step 5: The employer present/previous as chosen by you will also receive a notification regarding your online EPF transfer application. After necessary changes, in case if any, then the employer will forward it to the Employees Provident Fund Organisation through Online. Your claim application will be processed there after by EPFO

PF withdrawal

- Can only be applied if you do not have any job for more than 2 months and not going to get a job
- **Non-refundable advance -** EPF introduced a new scheme for Non- refundable advance to a member in case of continuous unemployment for a period of not less than 1 month The authority may permit a non-refundable advance upto 75% of the amount standing to his credit in the fund if the member fulfills the above eligibility criteria

Process for Online PF withdrawal

- All the KYC details (Aadhaar, Bank account & PAN) should be updated
- In the home page, go to **'Online Services'** Menu and select **'Claim (Form 31,19 & 10C)'** to proceed with the online withdrawal claim application
- For withdrawal the options available to you will be Form 19 & Form 10c
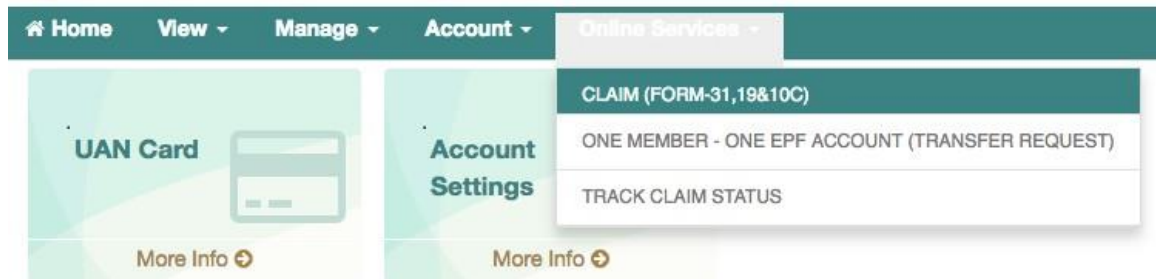
For any further assistance please feel free to reach out to us at hr@zomato.com.

<u>**Annexure 1**</u>

<u>**(Revised Form 5/10)/Joint Declaration Form**</u>

Date:

To

The Regional Provident Fund Commissioner,
Regional Office, Plot No-43, Sector-44
Gurgaon- 122003 (Haryana)

Sub: Correction of member details in respect of
Sh./Smt._____**UAN.**_____

Sir,

This is to inform that the member details as available on EPFO Member Portal are not correct in respect of the

member mentioned below:-

Particulars	Data as per EPFO Office	Corrected data of the member
Name		
Father/ Husband Name		
PF / EPS Account No.		
Date of Birth (DD/MM/YYYY)		
Date of joining (DD/MM/YYYY)		
Date of leaving (DD/MM/YYYY)		

The following documents as evidence in respect of _____are enclosed.

<u>**Documentary Evidence**</u>
1.
2.
3.

It is requested that the member data may be corrected accordingly.

Yours Faithfully,

Name & Signature of Applicant

Name of Authorized Signatory: Daminee Sawhney

Signature With Establishment Seal