

Subject: RE: Need to Change the Details in EPFO Records as per Aadhaar (KYC Issue) – Urgent Submission of Self-Attested Documents

Date: Friday, 27 June 2025 at 2:41:47 PM India Standard Time

From: SAP PF help desk

CC: SAP India Payroll

Dear Colleague,

Could you please confirm if the Aadhaar changes have been completed.

Please note that your name in the PF records must match your Aadhaar details. We kindly request you to share a copy of your updated Aadhaar so that we can verify and proceed further, as mentioned in the trial email.

| I No | UAN | Name as per Aadhaar | DOB as per Aadhaar |
|------|-----|---------------------|--------------------|
| | | | |

Looking forward to your response.

Regards,
Retirals team

From: SAP PF help desk

Sent: 26 August 2024 15:52

Cc: SAP India Payroll <india.payroll@sap.com>

Subject: Need to Change the Details in EPFO Records as per Aadhaar (KYC Issue) – Urgent Submission of Self-Attested Documents

Dear Colleague,

We want to inform you that, due to an Aadhaar-authentication issue, we have been unable to remit your monthly PF contributions. Although we have already submitted the joint declaration form at the PF office, the necessary corrections have not yet been made by the department.

The department has now suggested that we make the required changes using the online Joint Declaration (JD) option recently introduced by the EPFO.

To resolve this issue, we request you to submit the following self-attested documents, as EPFO has recently introduced an online process for joint declarations (JD):

1. **Copy of Aadhaar Card**
2. **Copy of PAN Card**
3. **SSC Marks memo**
4. **Passport**
5. **Driving License**
6. **Voter ID**

Please ensure that all the above documents are self-attested (individual documents) before submission. This will help expedite the process and correct the Aadhaar information in the EPFO records. please provide your details in the following format as well

| I No | UAN | Name as per Aadhaar | DOB as per Aadhaar |
|------|-----|---------------------|--------------------|
| | | | |

Once the documents are ready, kindly submit them on or before **29th Aug'24** to avoid further delays in PF contributions.

Please let us know if you need any assistance or further clarification.

Regards,
Retirals Team