**Abhishek Pandey**

| | |
|---|---|
| **From:** | Vineet Rawat |
| **Sent:** | Tuesday, March 11, 2025 2:37 PM |
| **To:** | Abhishek Pandey; Preeti Sharma [External] |
| **Cc:** | Rhythm Chawla; COC Compliance |
| **Subject:** | RE: Compulsory COC Notification |

Classification: **Internal**

Hi Abhishek,

Your COC request # 20311032500006701288 has been acknowledged from our end, the same is subject to EPFO approval. Kindly proceed accordingly.

*Thanks and Regard*
*Vineet Rawat*
**HCLTech**
Supercharging Progress™
hcltech.com

**From:** Abhishek Pandey <abhishek_pan@hcltech.com>
**Sent:** 11 March, 2025 2:33 PM
**To:** Preeti Sharma [External] <preetish@hcltech.com>; Vineet Rawat <vineet_rawat@hcltech.com>
**Cc:** Rhythm Chawla <rhythm.chawla@hcltech.com>; COC Compliance <COCsupport@hcltech.com>; Vineet Rawat <vineet_rawat@hcltech.com>
**Subject:** Re: Compulsory COC Notification

@Vineet Rawat

Resubmitted a new form now as discussed

Thanks
Abhishek

Get Outlook for iOS

**From:** Abhishek Pandey
**Sent:** Tuesday, March 11, 2025 1:33:27 PM
**To:** Preeti Sharma [External] <preetish@hcltech.com>
**Cc:** Rhythm Chawla <rhythm.chawla@hcltech.com>; COC Compliance <COCsupport@hcltech.com>; Vineet Rawat <vineet_rawat@hcltech.com>
**Subject:** RE: Compulsory COC Notification

Classification: **Confidential**

Hi Preeti,

Please find the COC form signed and also I uploaded in COC website.

Thanks
Abhishek

**From:** Abhishek Pandey
**Sent:** Tuesday, March 11, 2025 7:50 AM
**To:** Preeti Sharma [External] <preetish@hcltech.com>
**Cc:** Rhythm Chawla <rhythm.chawla@hcltech.com>; COC Compliance <COCsupport@hcltech.com>; Vineet Rawat <vineet_rawat@hcltech.com>
**Subject:** RE: Compulsory COC Notification

Classification: **Confidential**

Hi Preeti,

The COC link is down, Do we have any offline method of doing this COC form filing and submission ?

Thanks

Abhishek

**From:** Preeti Sharma [External] <preetish@hcltech.com>
**Sent:** Monday, March 10, 2025 3:15 PM
**To:** Abhishek Pandey <abhishek_pan@hcltech.com>
**Cc:** Rhythm Chawla <rhythm.chawla@hcltech.com>; COC Compliance <COCsupport@hcltech.com>; Vineet Rawat <vineet_rawat@hcltech.com>
**Subject:** RE: Compulsory COC Notification

Classification: **Confidential**

Hi Abhishek,

Please to inform you that your UAN is linked with the HCLTech.



Therefore, request you to please wait for some time and then try, your member id will reflect with (starting with GNGGN), selecting the same you can raise COC application.

Please be informed that COC needs to be raised in the EPFO portal by clicking on Application for COC, after which you need to login using your UAN Id.

After you upload the self-attested COC form, do share the soft copy of the COC form and also provide the first and last copy of the passport for me to check and acknowledge.

**Please note: -**

1. Aadhaar details are mandatory to be filled on COC form.
2. Permanent Address should match word by word, line by line with the address mentioned on the passport.
3. Please raise COC as per your current travel date or DOJ to onsite(mention under WP detail).
4. COC application form should be self-attested manually and then uploaded on the EPFO portal. Employer's signature we will provide post approval of COC on the Portal itself.
5. Name should be in full and name format on COC application form should be First name followed by Last name (Surname).
6. Business Activity will be Industry.

Attaching the COC guidelines for your help.

Regards

Preeti Sharma
HCL PF Team

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**From:** Abhishek Pandey <abhishek_pan@hcltech.com>
**Sent:** Monday, March 10, 2025 3:04 PM
**To:** Preeti Sharma [External] <preetish@hcltech.com>; Vineet Rawat <vineet_rawat@hcltech.com>
**Cc:** Rhythm Chawla <rhythm.chawla@hcltech.com>; COC Compliance <COCsupport@hcltech.com>
**Subject:** @RE: Compulsory COC Notification

Classification: **Internal**

@Vineet Rawat Could you please update here ?

Thanks

Abhishek

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**From:** Abhishek Pandey
**Sent:** Monday, March 10, 2025 12:26 PM
**To:** Preeti Sharma [External] <preetish@hcltech.com>
**Cc:** Vineet Rawat <vineet_rawat@hcltech.com>; Rhythm Chawla <rhythm.chawla@hcltech.com>; COC Compliance <COCsupport@hcltech.com>
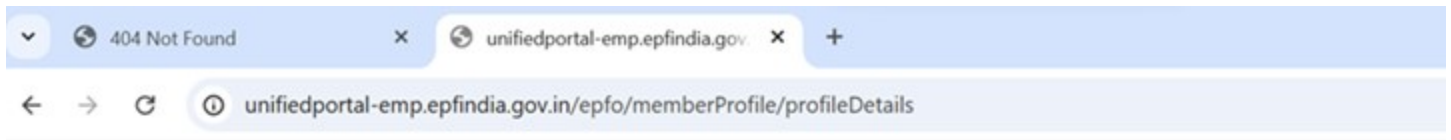**Subject:** RE: Compulsory COC Notification

Classification: **Internal**

Hi Preeti,

Any update here ?

Thanks

Abhishek

Classification: **Internal**

Do we have any update ?

Thanks

Abhishek

Classification: **Internal**

Hi Abhishek,


Please to inform you that EPFO portal is not working. Please find screenshot also. We are unable to link your UAN with HCLT. Please allow us some time once the portal is up we will update the same.

## This page isn't working

**unifiedportal-emp.epfindia.gov.in** is currently unable to handle this request.

HTTP ERROR 500

Reload

Regards

Preeti Sharma
HCL PF Team

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**From:** Abhishek Pandey <abhishek_pan@hcltech.com>
**Sent:** Wednesday, March 5, 2025 12:51 PM
**To:** Preeti Sharma [External] <preetish@hcltech.com>
**Cc:** Vineet Rawat <vineet_rawat@hcltech.com>; Rhythm Chawla <rhythm.chawla@hcltech.com>; COC Compliance <COCsupport@hcltech.com>
**Subject:** RE: Compulsory COC Notification

Classification: **Internal**

Hi Preeti,

Please find below details.

1 Aadhaar Copy: Attached

2 Monthly Basic salary at the time of joining. 62490

3 UAN No. (If any) : 100073236797

Thanks

Abhishek

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Classification: **Internal**

Hi Abhishek,

As you require COC for travelling, and as per our record you are non-pension member. Therefore, we will link/generate the UAN for your travel purpose.

Kindly share below details with us:-

1 Aadhaar Copy: Attached

2 Monthly Basic salary at the time of joining.

3 UAN No. (If any) : 100073236797

Once Your UAN is linked with HCLT which might take some time & your HCLT pension no. reflects on EPFO portal (starting with GNGGN), selecting the same you can raise COC.

Regards

Preeti Sharma
HCL PF Team

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**From:** Abhishek Pandey <abhishek_pan@hcltech.com>
**Sent:** Tuesday, March 4, 2025 6:23 PM
**To:** COC Compliance <COCsupport@hcltech.com>
**Cc:** Preeti Sharma [External] <preetish@hcltech.com>; Vineet Rawat <vineet_rawat@hcltech.com>; Rhythm Chawla

<[rhythm.chawla@hcltech.com](mailto:rhythm.chawla@hcltech.com)>
**Subject:** RE: Compulsory COC Notification

Classification: **Internal**

Hi Team,

I am trying to follow the process but its not showing my HLC member ID and only showing past IDs.



Thanks

Abhishek

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**From:** COC Compliance <[COCsupport@hcltech.com](mailto:COCsupport@hcltech.com)>
**Sent:** Friday, February 7, 2025 4:00 PM
**To:** Abhishek Pandey <[abhishek_pan@hcltech.com](mailto:abhishek_pan@hcltech.com)>

**Cc:** Preeti Sharma [External] <preetish@hcltech.com>; Vineet Rawat <vineet_rawat@hcltech.com>; Rhythm Chawla <rhythm.chawla@hcltech.com>; COC Compliance <COCsupport@hcltech.com>
**Subject:** Compulsory COC Notification

Classification: **Internal**

Dear **Abhishek Pandey 52031439**

Hope this mail find you in the best of your & your family in good health.

As you have got your ESS for filling visa to **Netherlands (05)** on a totalization model therefore you should have a valid COC document along with your Visa copy before travel.

As COC is a compliance related mandatory document required at the time of transfer to onsite for running your payroll in your deployed country, in this context please take care of below mentioned points as per scenario applicable to you.

- Visit EPFO Portal
- Apply for COC ( application for COC ) as per below mentioned "COC Process Guidelines"
- Employee Name should be as per the passport.
- Adhar Number is mandatory.
- Permanent Address and Pin Code should be as per the passport
- Work Permit details(date should be next day of your previous COC expiry date).
- After Submission You need to download the COC application and do manual signature with date and upload on the EPFO portal in PDF format.
- Do upload the _self-attest_ COC form on the EPFO portal, employer signature is _not_ required at this stage.
- Also share the _same self-attested_ COC form (which you uploaded on EPFO portal, Along with that Pls share the _first_ and _last page_ of passport with **PF team SPOCs, while replying** keep <Vineet_rawat@hcltech.com> in "To" and keep <cocsupport@hcltech.com> in "CC"

  - Also update COC in : My HCL >>My profile (ESS)>> My Information Personal >>COC Dashboard >> Initiate New COC

**Note - You should have valid COC at the time of transfer. Your COC Start date cannot be future date with respect to your landing date and work permit start date at onsite.**

For any queries kindly connect with us on this mail or through SSD using the below path.

_MY HCL-> SSD-> Service Request->EHS (Employee Services)->Provident Fund->COC._

# Certificate of Coverage (COC) Process Guidelines

Employee has to fill all the COC applications online at https://epfoportals.epfindia.gov.in/iwu/ for the countries given in annexure below. For travel to a country not mentioned in the annexure COC will not be required..

Please find below instructions to file online COC-

Select Application for COC. A new page will be opened, you have to enter your UAN details there, it will automatically fetch the Pension Number of HCL Tech/ HCL ComNet as applicable.

Newly generated UAN will take minimum of a week's time to reflect online due to approvals at end of EPFO. You can only apply for COC once your UAN gets linked with EPF. Linking is done by EPFO (a Govt. organization). You need to keep trying and wait for EPFO to complete their linking process.

UAN details are available in PF Statement that is generated after every monthly payroll

Please ensure that the following guidelines are adhered strictly in COC application

**DETAILS OF THE EMPLOYEE**

1. Your name should be **as per passport**
2. Permanent address should be **as per passport (irrespective of current residence address)**

**DETAILS OF THE EMPLOYER & PLACE OF WORK IN COUNTRY**

1. Name of firm/ establishment should be as per mandate i.e the registered address of HCL in Host Country
2. The work permit details in the COC Application should be same as coverage period mentioned below, irrespective of the work permit which you are currently holding
3. Irrespective of employees posting period, COC coverage period duration (mentioned as work permit details in online COC Application) invariably should be as per country level coverage period provided hereunder
4. **In case your passport validity lesser than this duration. Please mention the end date as per the passport expiry date**
5. Mention your end date of coverage period as a day less than your start date

For the benefit of HCLites, common reasons of rejections are:

i. When Permanent address does not match with that mentioned on the passport.
ii. Permanent Address MUST match word by word, line by line with the address mentioned on the passport.
iii. Missing mandatory Aadhaar details.
iv. Address to travelling country in incorrect.
v. Where COC application form is not self-attested.
vi. When Business Activity is incorrectly selected.
vii. If employees name format or name is written incorrectly and does not match with passport.
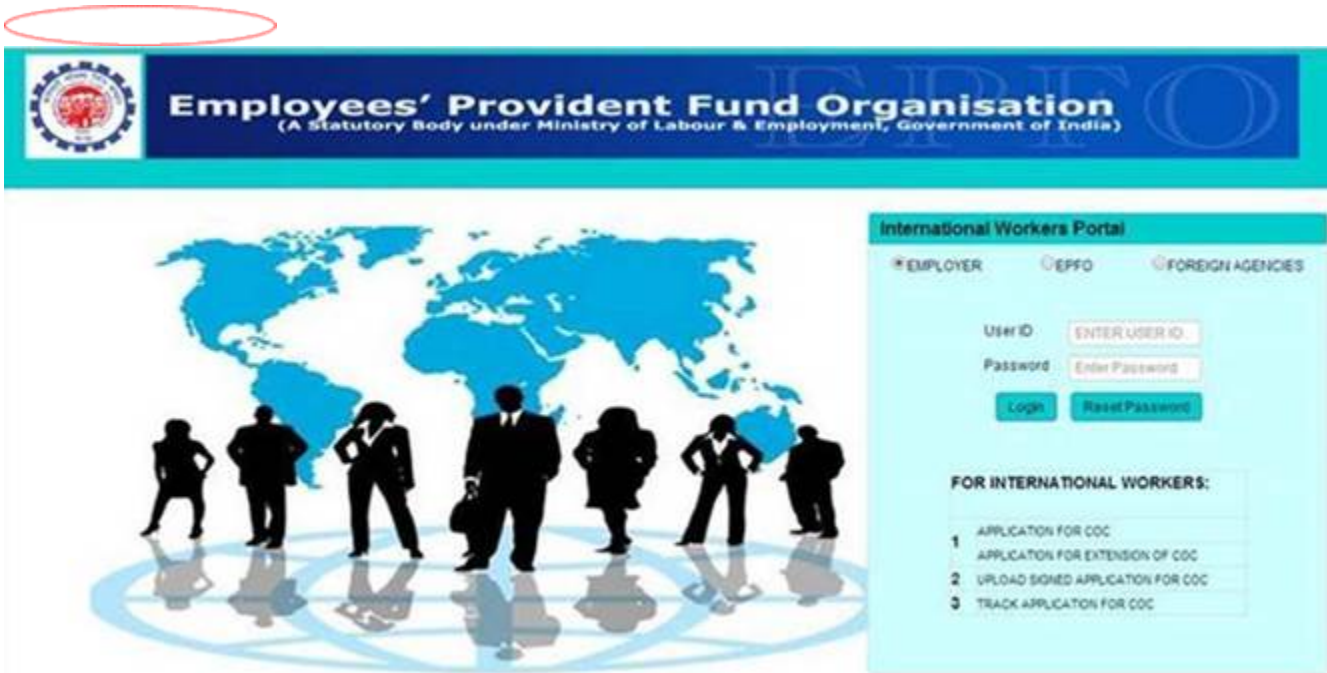


**You have to submit the application, take a print-out and upload the signed copy of COC Application (employee signature) on International Workers (IW) Portal (mentioned in point 2 of screenshot above).**

PF Team will review your request on IW Portal and approve the same. After 1st stage of approval, PF Team will upload the signed copy (employer signature) on IW Portal and it will be further sent for EPFO's approval.

**For COC Acknowledgement**- employee has to track the application and when the status pendency will be at EPFO's end, then take the screenshot of that status. It will serve as your COC Acknowledgement. We will not share any scanned copy of COC Acknowledgement as EPFO does not accepts hard copy now.

Once EPFO Officials approve the request, they will upload the Detachment Certificate online. Employee can track the status of application on International Worker's Portal following the below process: -

For tracking status, please click on

1. https://epfoportals.epfindia.gov.in/iwu/trackAppStatus
2. Then Click on **Track Application for COC,**
3. Insert the **COC reference no.** and your **Date of Birth** . (dd/mm/yyyy format)

**Regards**,

**Global Mobility Care-HR**

Global Mobility Care-HR <GlobalMobilityCare@hcl.com>