

**Confidential & Restricted Information**

Emp No.:

**Form 11 (Revised)****THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (Paragraph 34)**

AND

THE EMPLOYEES' PENSION SCHEME, 1995 (Paragraph 24)

Declaration by a person taking up employment in an establishment in which the Employees' Provident Funds & Employees' Pension Scheme enforce

<b>1. Employee ID:</b>	<b>2. Name:</b> Name as per Aadhaar, if you have UAN then fill name as per UAN only
<b>3. Aadhar:</b> Mention Aadhaar Number	<b>4. Previous Employer EPS Number:</b> If you were employed previously & the company is exempted establishment, then provide EPS number. In all other cases NA
<b>5. UAN:</b> If you were employed previously, then UAN mandatory to provide. If fresher then NA	<b>6. Previous Employer PF Number:</b> If you were employed previously, then PF number mandatory to provide. If fresher then NA
<b>7. Mobile No:</b> Mention mobile number	<b>8. Personal Email id:</b> Mention personal Email ID

- I Name as per Aadhaar, if you have UAN then fill name as per UAN only Son/ wife/ daughter of \* Sh. Mention Father / Husband Name  
 (Name of Employee)
- do hereby solemnly declare that :-
- (a) I was employed in M/s Mention immediate previous organization (Prior to Oracle) name & address, if fresher then NA  
 (Name and Full Address of the immediate previous employer)  
 and left service on Date of exit with the immediate previous employer, if fresher then NA prior to that, I was employed in  
 (Date of leaving with immediate previous employer)  
 Mention Name & address of the second last employer, if any from Mention DOJ & DOL with second last employer if any  
 (Name and Full Address of the second last employer, if any) (Date of joining & leaving with second last employer, if any)
- (b) I was member of Mention Name & Address of PF office / Trust of immediate previous employer  
 (Name of PF Trust / Address of PF Office of immediate previous employer)  
 Provident Fund and also/but not\* of the Pension Fund from Mention DOJ & DOL with immediate previous employer if any  
 (Date of joining & leaving with immediate previous employer).  
 and my account number (s) was/were Mention PF number with Est code of previous employer, if fresher then NA  
 (PF No. with Establishment Code of immediate previous employer)
- (c) I **have / have not\*** withdrawn the amount of my Provident Fund/Pension Fund.
- (d) I **have / have not\*** drawn any superannuation benefits in respect of my past service from any employer.
- (e) I **have / have never\*** been a member of any Provident Fund and/or Pension Fund.
- (f) I am **drawing / not drawing\*** Pension under EPS 95.
- (g) I am a **holder / not holder\*** of scheme Certificate.
- (h) Scheme certificate **surrendered / not surrendered\***

*\*Strike out whichever is not applicable.*

Date (Date of joining of employee)

Signature

Shri/Smt. \_\_\_\_\_ is appointed as in \_\_\_\_\_ with effect from \_\_\_\_\_ P.F. Account Number  
 (PF No with Estt Code) \_\_\_\_\_

Date

Signature of the Employer/Manager or Other Author-  
 ised Officer with Office Seal



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**Form No.11 (New)**  
**Declaration Form**

(To be retained by the Employer for future reference)

**Employees' Provident Fund Organization**

**THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (PARAGRAPH-34 & 57)**  
**&**  
**THE EMPLOYEES' PENSION SCHEME, 1995 (PARAGRAPH-24)**

**DECLARATION BY A PERSON TAKING UP EMPLOYMENT IN AN ESTABLISHMENT ON WHICH EMPLOYEES' PROVIDENT FUND SCHEME, 1952 AND/OR EMPLOYEES' PENSION SCHEME, 1995 IS APPLICABLE.**

**(PLEASE GO THROUGH THE INSTRUCTIONS)**

- 1) NAME (TITLE) : Name as per Aadhaar, if you have UAN then fill name as per UAN only
- 2) DATE OF BIRTH : Date of birth as per Aadhaar, if you have UAN then fill your DOB as per UAN
- 3) FATHER'S / HUSBAND NAME : Father / Husband Name

- 4) RELATION IN RESPECT OF (3) ABOVE

(PLEASE TICK)

FATHER	HUSBAND
Mention relation with the Name mentioned in point-3	

- 5) GENDER

(PLEASE TICK)

MALE	FEMALE	TRANSGENDER
Gender as in Aadhaar		

- 6) MOBILE NUMBER :

Mobile number linked with Aadhaar

- 7) EMAIL ID (IF ANY) :

Mention email ID

- 8) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PROVIDENT FUND SCHEME, 1952?

PLEASE TICK

YES

☐

NO

☐

If you were employed with an organization registered in EPF, 1952 and PF contribution was there then it should be "Yes". If you are a fresher then mention "No"

- 9) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PENSION SCHEME, 1955?

PLEASE TICK

YES

☐

NO

☐

"Yes" is applicable on those employees who have worked prior to 01/09/2014 and their PF/EPS dues are still laying with previous PF A/c. Note: To know the EPS membership status, please review your PF passbook of the previous employer and compare both employee and employer share, if there is a difference of upto 1250/- then you would be the member of EPS. If fresher, then mention "No"

**IF RESPONSE TO ANY OR BOTH OF (8) & (9) ABOVE IS YES, THEN MANDATORILY FILL UP THE PREVIOUS EMPLOYMENT DETAILS AT (10, 11&12):**

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### A. PREVIOUS EMPLOYMENT DETAILS

- 10) THE DETAILS OF THE UNIVERSAL ACCOUNT NUMBER (UAN): *If you were employed previously, then UAN mandatory to provide. If fresher then NA*  
OR PREVIOUS PF MEMBER ID : *If you were employed previously, then PF number mandatory to provide. If fresher then NA*
- 11) DATE OF EXIT FOR PREVIOUS MEMBER ID (DD/MM/YYYY) *Mention date of exit with previous employer*
- 12) (A) IF SCHEME CERTIFICATE ISSUED FOR PREVIOUS EMPLOYMENT, THEN SCHEME CERTIFICATE NUMBER:  
*If you have obtained then provide, otherwise NA*
- (B) IF PENSION PAYMENT ORDER (PPO) ISSUED FOR PREVIOUS EMPLOYMENT, THEN PPO NUMBER:  
*If you have obtained then provide, otherwise NA*

### B. Other DETAILS

#### 13) INTERNATIONAL WORKER

Yes	No

(PLEASE TICK) *Any person holding other than Indian Passport, working in a company where PF act applies should be considered as International Worker*

IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(A), 13(B) & 13(C):

13(A) COUNTRY OF ORIGIN (Please Tick)

INDIA	OTHER THAN INDIA (If YES, PLEASE MENTION NAME OF THE COUNTRY)
<i>If Nationality is other than Indian, please provide your Nationality</i>	

13(B) PASSPORT NUMBER : *If you are an International worker, fill your passport number*

13(C) PASSPORT VALID *If you are an International worker, mention your passport details and share a copy*

FROM							
TO							

14) EDUCATIONAL QUALIFICATION

(PLEASE TICK)

ILLITRATE	NON-MATRIC	MATRIC	SENIOR SECONDARY	GRADUATE	POST GRADUATE	DOCTOR	TECHNICAL PROFESSIONAL
<i>Select your highest educational qualification</i>							

15) MARITAL STATUS (PLEASE TICK)

MARRIED	UNMARRIED	WIDOW/ WIDOWER	DIVORCEE
<i>Mention marital status</i>			

16) SPECIALLY ABLED (PLEASE TICK)

Yes	No

*Select specially abled status*

IF YES, TICK THE CATEGORY		
LOCOMOTIVE	VISUAL	HEARING

*If selected "Yes" for specially abled status, then select appropriate option*

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#### 17. KYC DETAILS Mention Bank, Aadhaar & Pan KYC details mandatorily

KYC DOCUMENT TYPE	NAME AS ON KYC DOCUMENT	NUMBER	REMARKS, IF ANY
BANK ACCOUNT-1*			IFSC CODE*
NPR/AADHAAR			
PAN No.			
PASSPORT			EXPIRY DATE
DRIVING LICENCE			EXPIRY DATE
ELECTION CARD			
RATION CARD			
ESIC CARD			

\* Mandatory Field (NOTE: BANK ACCOUNT NUMBER (ALONG WITH IFSC CODE) IS MANDATORY. YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCS TO AVAIL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM.

### C. UNDERTAKING:

- A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
- B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,
- (I) I HAVE ENSURED THE CORRECTNESS OF MY UAN/ PREVIOUS PF MEMBER ID.
- (II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT P.F. ACCOUNT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PREVIOUS EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).
- (III) I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER PORTAL.

DATE:

PLACE:

SIGNATURE

### DECLARATION BY PRESENT EMPLOYER

- A. THE MEMBER Mr./Ms./Mrs. HAS JOINED ON \_\_\_\_ AND HAS BEEN ALLOTTED PF MEMBER ID .....
- B. 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
- C. IN CASE THE PERSON WAS EARLIER A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
- ☐ THE ABOVE MEMBER ID 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