**User Guide to fill PF Forms**

As per the guidelines from EPFO it is mandatory to fill these forms.

**Declaration Form**

**From Point 1-7** these are your basic details (please refer to Sample forms),

**point 8** if you are contributed towards EPF in your previous organization mention yes if you are experience, but if you are a fresher mention No

**Point 9 To check for EPS contribution**

If you are fresher mention **No**, but if you were employed earlier you can refer your PF passbook from EPFO / Payslip. If some amount was going in pension mention **yes** else **NO**. As per EPFO if EPS contribution was being made earlier it should continue in current organization as well.

**Point 10 From where to get PF & UAN number.**

Please check in the payslip of your previous organization. If you are fresher please leave blank.

**Point 11 UAN Number**

Please check in the payslip of your previous organization

**Point 12,13**

No information required, so you can keep the filed blank.

**Point 14,15**

Basic details (please refer to Sample forms)

**Point 16**

Leave blank

**Point 17 KYC Details**

It is mandatory to fill three KYC details i.e Bank, Aadhar, PAN

**FORM F**

**Point 1-4**

Basic details (please refer to Sample forms)

**Point 5 department/Branch**

The Department needs to be filled according to the your hiring e.g.(Technology, QA, IT, HR, Finance, Marketing, etc)

**Point 6 Post held with ticket**

Need to mention your designation as per the offer letter of Nagarro**.**

**Point 7,8**

Basic details (please refer to Sample forms)

**Who can be witnesses in compliance forms?**

Anyone can be your witnesses e.g. (Family member, Friends, colleague)

**FORM 2**

**Point 1,6**

Basic details (please refer to Sample forms)

**Which bank account details do we need to fill for PF?**

You can mention any of your bank account number. It could be your Saving/Salary account.

**Who can be the nominee for EPS?**

Only your spouse or children can be nominee for EPS.

**Form 11**

**Part 1:** basic details (please refer to Sample forms)

**Part a :** previous organization name (DOE of same organization), last to last organization name (DOJ & DOE of same organization)

**Part b : What details are required to fill**?

Please write” **Employee** provident fund”, DOJ (Date of joining of your last to last organization ) & DOE (the date you left your last to last organization). UAN number of your previous organization.

**What details are required to be filled in case of a fresher.**

In case of a fresher please mention only your name, father/husband name, date and your signature

**Frequently asked questions**

**Are these forms for Transfer/Withdraw process?**

No, these forms are as per the guidelines by EPFO to meet the compliance.

You need to submit the hard copies of these forms after pandemic. As per the compliance it is mandatory to submit the hard copies of these forms.

**Where do we need to upload these forms?**

As currently we are not able to collect the hard copies of these forms, you can send these forms to [pf@nagarro.com](mailto:pf@nagarro.com) for now. You would need to submit the hard copies of these forms later.

**If we don’t have UAN number do we still need to fill these forms**?

Yes, you need to fill these forms and share with us leaving the UAN details blank.