What is Self-Declaration letter?

Self-declaration letter is a mandatory document which provides the details on employee personal details, their KYC linking status with UAN and their PAN linking status with their Aadhaar.

Who needs to fill Self-Declaration letter?

All New hires joining the firm must submit the Self-Declaration letter along with Form 11.

Structure of Self-Declaration letter?

Self-Declaration letter is mainly divided in to two groups.

- 1. For New Hires / Hires without any previous PF/EPS membership):
- 2. For Experienced Hires / Hires with a previous PF/EPS membership):

New Hires:

- Member to certify that all his personal details are correctly and completely updated in all his KYC documents (Bank, PAN and Aadhaar).
- Member to authorize that in case of incomplete/incorrect data in KYC details submitted,
 Deloitte can take disciplinary action.

Experienced Hires:

- Member to certify that all his personal details are correctly and completely updated in all his KYC documents (Bank, PAN and Aadhaar).
- Member must certify that all his 3 KYC details are linked with his existing UAN and E-Nominations is submitted on UAN portal.
- Member to authorize that in case of incomplete/incorrect data in KYC details submitted,
 Deloitte can take disciplinary action.

What are the actions to be taken?

• To select the appropriate check box (as applicable for him/her) and take print of the self-declaration letter along with Form 11.

1. For New Hires / Hires without any previous PF/EPS membership):

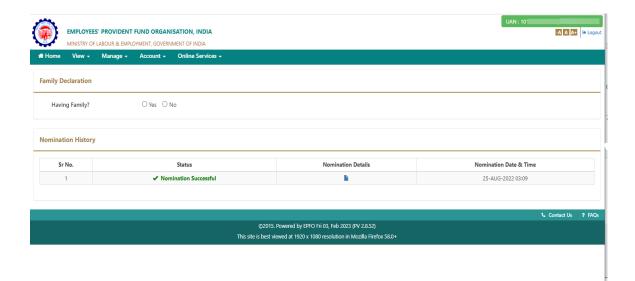
I certify that the below particulars are true and to the best of my knowledge.

2. For Experienced Hires / Hires with a previous PF/EPS membership):

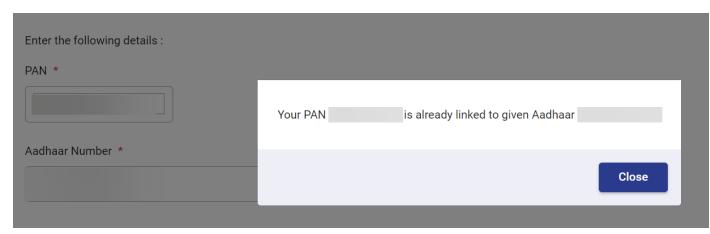
I certify that the below particulars are true to the best of my knowledge.

• If member is an experienced hire, he/she must take the screenshot of the member profile from UAN member portal to confirm that their KYC is linked with UAN, and E-Nomination is submitted on UAN member portal.





In the PAN- Aadhaar linking status section provide the screen shot of the ITR portal confirming the linking status. This section is applicable to all kinds of hires (experienced/ new hires).



Sign the Self-Declaration letter and merge the letter with Form 11.



Upload the document under self-declaration in 'Attachments' tab on HR online portal.

