

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/EPF 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/EPF 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.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : [redacted] [A] [A] [A] [A] Logout

Home View Manage Account Online Services

UAN Card Account Settings

More Info More Info

Alert

- Kind attention Members. Now Aadhaar is mandatory for filing ECR. [A]
- Important notice about mobile number updation. Click here to read. [A]
- Notification of Section 142 of the Code of Social Security, 2020. Click here to read. [A]
- Important notice about Section 142 of the Code of Social Security, 2020. Click here to read. [A]

Member Profile

UAN	[redacted]
Name	[redacted]
Birth Date	[redacted]
Gender	[redacted]
AADHAAR	[redacted] Verified (DEMOGRAPHIC)
PAN	[redacted]
Bank Account No.	[redacted] (Digitally signed)
Mobile No.	[redacted]
E-mail	[redacted]

More information

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Family Declaration

Having Family? ☐ Yes ☐ No

Nomination History

Sr No.	Status	Nomination Details	Nomination Date & Time
1	✓ Nomination Successful	[redacted]	25-AUG-2022 03:09

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Contact Us FAQs

- 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).

Enter the following details :

PAN *

Aadhaar Number *

Your PAN [redacted] is already linked to given Aadhaar [redacted]

Close

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

Date:

Sign:

Place:

Name:

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

1 Employment Information 2 Personal Data 3 Family Details 4 Emergency Contacts 5 Bank Information 6 CPA Information 7 Employment History 8 Education 9 Attachments 10 Comments 11 Submit

***Required Information**

Attachments [Add Attachment](#) | [Help](#)

*** Please ensure that Aadhaar/ E Aadhaar card uploaded has full DOB in DD/MM/YYYY Format.**
*** Do not upload any password protected document.**
*** Please ensure the Form 11 document is signed and uploaded.**

Document Title	Document Type	Attached by	Attached on

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