Employee ID:

Mobile No:

To,

The Regional PF Commissioner,

Subject: joint Declaration by the Member & Employer

Dear Sir/Madam,

I am …………………………………………………………………………………………. an employee/ex-employee of M/S

HSBC Software Development (India) Pvt Ltd furnishing below herewith

(Previous/Present company Name for which the correction to be made)

Correct details during my service with aforesaid establishment.

|  |  |  |
| --- | --- | --- |
| Particulars | Correct | Wrong |
| Name |  |  |
| Father/Husband name |  |  |
| PF & EPS Account No. |  |  |
| UAN Number |  |  |
| Date of Birth (DD/MM/YY) |  |  |
| Date of Joining (DD/MM/YY) |  |  |
| Date of Leaving (DD/MM/YY) |  |  |
| Pan number |  |  |

I am also enclosing herewith self- attested copy of **ID proof(Pan)** for your ready reference and **Form 5** details.

You are requested to make the necessary changes in your records.

An early action in this regard will be highly appreciated.

Please acknowledge the receipt.

Yours faithfully,

Employee Name:

Employee Signature: Signature of employer