

Guidelines for Form 11 (EPFO Registration Form), Form 2 (EPFO Nominee Form),

Form F (Gratuity Nomination)

Form 11 (Composite Declaration Form)

Form 11 (Composite Declaration) is for EPFO registration form with Xebia. All the below details are mandatory to fill, please read below step wise details before filling the form.

- Employee Code – Leave the same blank. It is for official purpose.
- 1. Name of the member : Manish Ramlani
- 2. Father's Name/Husband's Name : Mr. Ashok Kumar
- 3. Date of Birth (DD/MM/YYYY) – 13/01/2004
- 4. Gender: Male
- 5. Marital status : Single
- 6. E-mail ID/Mobile Number : +91-9509471583
- 7. Present Employment Details – 01/05/2025
- 8. KYC – Bank Account Number : 2233100100003289 ; IFSC Code : PUNB0223310 ; Aadhar No. : 405979227847 ; PAN No. : FSAPR6087K
- 9. Whether earlier a member of Employees' Provident Fund Scheme, 1952 (Yes/No) – No
- 10. Whether earlier a member of Employees' Pension Scheme, 1995 (Yes/No) : No
- 11. Please fill your details if your previous organization status is a member or un-exempted:
 - a. Establishment Name – N/A
 - b. Establishment Address – N/A
 - c. UAN Universal Account Number – N/A
 - d. PF Account Number – N/A
 - e. Date of Joining in previous organisation – N/A
 - f. Date of Leaving from previous organisation – N/A
 - g. Scheme Certificate (If issued) – N/A
 - h. PPO Number – N/A
 - i. Non-contributory period (NCP Days) – N/A
- 12. Please fill your details if your previous organization status is a member or un-exempted:
 - a. Trust Name – N/A
 - b. Trust Address – N/A
 - c. UAN Universal Account Number – N/A
 - d. PF/EPS Account Number – N/A
 - e. Date of Joining in previous organisation – N/A
 - f. Date of Leaving from previous organisation – N/A
 - g. Scheme Certificate (If issued) – N/A
 - h. Non-contributory period (NCP Days) – N/A
- 13. a. If your Nationality is other than Indian – No

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- b. Please mention your Nationality : Indian
- c. Passport Number – X8107519
- d. Validity of Passport : 26/04/2033

- Below the undertaking section, please mention your DOJ as default date and city in place where you are currently.
 - After filling the form, please take a printout of the same if you have printer access or use 'print to PDF' or 'save to PDF' option from File menu to save the file. Entering the details files does not save the data in file.
 - Please do not fill any details in '**Declaration by Present Employer**' section.
 - If you have printer access, then you can take printout and sign manually and upload scan copy in ZOHO Onboarding portal
 - If you do not have printer access, then after converting the file to saved PDF, please attach your signature in PDF file or you can digitally sign the PDF. Adobe Reader have the option to digitally sign the documents.
 - **Please make sure you fill the correct details and complete details; It is the responsibility of the employee to provide the correct and complete details.**
 - In case, you are not sure about any option please ask HR Team about the same.
 - Please do not left any mandatory fill as 'Blank'.
 - **Providing 'Blank', 'Incorrect Details' or 'without signature form' will affect your EPFO registration, PF Transfer process or any other PF related activities.**
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Form 2 (PF Nomination Form)

Form 2 is nomination declaration form. You provide the details of the person(s) who will be beneficiary of your PF account in case of mishappening. Please be careful while filling this form as this is the most important form. Below are the step wise details to fill:

- Employee Code – Leave the same blank. It is for official purpose.
1. Name in Block Letter (As per Aadhaar card) – MANISH RAMLANI
 2. Father's/Husband Name (As per Aadhaar card) – Ashok Kumar
 3. Date of Birth (As per Aadhar card) – 13/01/2004
 4. Sex : Male
 5. Marital Status : Single
 6. **Account Number – Please leave the same blank. Same is for official purpose.**
 7. Address – 10, Pawan Vihar A, Iskcon Road, Near GenX Clinic, Mansarovar, Jaipur (Rajasthan) 302020

Part A (Mandatory to fill)

Part A is for nominee details for your PF Account.

1. Ashok Kumar (10, Pawan Vihar A, Iskcon Road, Near GenX Clinic, Mansarovar, Jaipur (Rajasthan) 302020) ;
Hema (10, Pawan Vihar A, Iskcon Road, Near GenX Clinic, Mansarovar, Jaipur (Rajasthan) 302020)
2. Father ; Mother
3. 14/08/1978 ; 06/04/1980
4. 50% ; 50%
5. If nominee or any one of nominee is a minor (below 18), then please mention the name and address of guardian.

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Part B (Mandatory to fill if you are married)

Part B is for details of your Spouse and Children for your EPS Account for Widow/Children Pension.

1. Serial Number
 2. Name and address of the Family member as per Aadhaar card.
 3. Date of birth as per Aadhaar card.
 4. Relation with you.
 5. Same details can be filled in the second table as well.
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- Please mention date as your date of joining. After filling the form, please take a printout of the same if you have printer access or use 'print to PDF' or 'save to PDF' option from File menu to save the file. Entering the details files does not save the data in file.
 - Please do not fill any details in '**Certificate by Employer**' section.
 - If you have printer access, then you can take printout and manually sign and upload scan copy in ZOHO Onboarding portal
 - If you do not have printer access, then after converting the file to saved PDF, please attach your signature in PDF file or you can digitally sign the PDF. Adobe Reader have the option to digitally sign the documents on both the places.
 - **Please make sure you fill the correct details and complete details; It is the responsibility of the employee to provide the correct and complete details.**
 - In case, you are not sure about any option please ask HR Team about the same.
 - Please do not left any mandatory fill as 'Blank'.
 - **Providing 'Blank', 'Incorrect Details' or 'without signature form' will affect nomination process and in the event of any odd situations, incorrect or incomplete form will lead to disallow of nominee registration.**
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Form F (Gratuity Nomination Form)

Form F is for gratuity nomination form. You provide the details of the person(s) who will be beneficiary of your gratuity account in case of mishappening. Please be careful while filling this form as this is the most important form. Below are the step wise details to fill:

- Mention company name after To – Xebia IT Architects India Pvt Ltd.
- Mention your name after I, Manish Ramlani
- **Please read point numbers 2 to 6 and strike out whichever is not applicable for you.**
- Fill your Nominee details
 - a. Ashok Kumar (10, Pawan Vihar A, Iskcon Road, Near GenX Clinic, Mansarovar, Jaipur (Rajasthan) 302020) ; Hema (10, Pawan Vihar A, Iskcon Road, Near GenX Clinic, Mansarovar, Jaipur (Rajasthan) 302020)
 - b. Father ; Mother
 - c. 14/08/1978 ; 06/04/1980
 - d. 50% ; 50%
- Please fill the details in Statement. Mention date of appointment as your date of joining.
- Mention date as date of joining and place as city in which you are currently.

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- If you have printer access, then you can take printout and manually sign and upload scan copy in ZOHO Onboarding portal
 - If you do not have printer access, please attach your signature in file or you can digitally sign the file. Adobe Reader have the option to digitally sign the document.
 - Please do not fill any details in '**Certificate by Employer**' section.
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Important Notes:

- Above forms are statutory forms. Please provide the correct and complete details in the forms.
- Please provide signed copy of the forms.
- If you are taking print out before filling the form or scanning the forms after printouts, please make sure clear copies should be uploaded on ZOHO Onboarding portal.
- If you are not able to understand any above point, please contact HR.
- Please do not take these forms casually.
- It is employee's responsibility to provide the correct and complete forms to employer.
- Please read all the guidelines and notes carefully before filling the forms.
- We hope you take care and understand the above-mentioned points.

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