



MIRPL-HYD

Provident Fund Form 11 Coversheet

(this is only a coversheet, and not the actual Form 11)

Date :	12/07/2023	Company :	MICROSOFT INDIA (R&D) PRIVATE LIMITED
Employee Code :	0006272316	Employee Name :	Meher Jangra
Date of Joining :	12/09/2022	Date of Rehire (if applicable):	05/06/2023

Steps to be followed by employees

1. Download Form 11.zip file from My Tasks >> My Reference Guide >> Guidance Documents
2. Fill Form 11 as per the Form 11 instructions file (employee section from line item 1 to 11 and section C - Undertaking). Please leave the "DECLARATION BY PRESENT EMPLOYER" section BLANK. Drop the **signed Form 11 along with this cover sheet (signed)** in EY Drop Box.
3. You will get an email alert once your form is received
4. As per the circular from PF office dated 22 June 2015, it is mandatory for an employee to submit his AADHAAR number to PF office. Please ensure that you provide your AADHAAR number under the KYC section (line item 11). Please tick on one of the check boxes below:-
☐ I have provided my AADHAAR details as part of the KYC documents or,
☐ This is to certify that I do not have an AADHAAR number as on the date of submission of this form

Please note that details once updated on the PF Department database CANNOT be changed. Hence please update the details carefully.

This is to confirm that I have validated all the information that is given in the Form 11 (attached) and I certify that all the information is true and to the best of my knowledge and belief.

Date :

Place :

Signature of the employee

Please ensure..

Please ensure your submission in EY Drop Box must contain the following:-

1. This coversheet - **without this your submission cannot be tracked**
2. Completed and signed Form 11
3. Self-attested copies of KYC documents as updated in Form 11 line no.11