

Instructions to Members for filing claims u/p 68 L

A Eligibility to file online claim for the purpose “Outbreak of pandemic (COVID-19)”

1. UAN should be activated.
2. Verified Aadhaar should be linked with UAN
3. Bank Account with IFSC code should be seeded with UAN

B Eligible Amount

Upto 75% of PF balance (Employee share and Employer Share) or 3 months PF wages or the claimed amount by the member whichever is the least.

C. How to file online advance claim for the purpose “Outbreak of pandemic (COVID-19)”

1. Login to Member Interface of Unified Portal
(<https://unifiedportal-mem.epfindia.gov.in/memberinterface>)
2. Go to Online Services>>Claim(Form-31,19,10C & 10D)
3. Enter Bank Account Number (as seeded against UAN) and verify
4. Click on “Proceed For Online Claim”
5. Select PF Advance (Form 31) from the drop down
6. Select purpose as “Outbreak of pandemic (COVID-19)” from the drop down
7. Enter amount required and Upload scanned copy of cheque and enter your address
8. Click on “Get Aadhaar OTP”
9. Enter the OTP received on Aadhaar linked mobile.
10. Claim is submitted