

Add online your Nominee  
ऑनलाईन जोडें अपना Nominee



## How to Fill e-Nomination Online- EPFO



Presented by  
V & M Associates  
(Advocates & Solicitors)



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Each and every employee has to submit a declaration and nomination under the Employees' Provident Fund Scheme, 1952 and Employees' Pension Scheme, 1995.

The employee has to file a nomination through the EPF Form 2 so that the nominated person gets the fund accumulated in the account in case of unfortunate death of the employee.



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## Family Members:

A married employee with his or her parents and those who are dependent on the employee or without parents can nominate one or more family members. A member has to keep following points in mind while nominating the family member(s) through Form – 2.

## In Employees' Provident Fund Scheme:

A family is defined in the Employee's Provident Fund Scheme as:

1) In the case of Male Employees, the nomination can be filled for:

- ❖ Wife
- ❖ Children
- ❖ Dependent parents and
- ❖ Widow of son and children



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**In the case of Female Employees, the nomination can be filled for:**

- ❖ Husband
- ❖ Children
- ❖ Dependent parents
- ❖ Husband's dependent parents
- ❖ Spouse's dependent parents
- ❖ Widow of son and children

**In Employee's Pension Scheme:**

**A family is defined as:**

- ❖ Spouse of the employee
- ❖ Minor son and unmarried daughter of an employee
- ❖ Adopted son or daughter who was adopted before the death of an employee



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## Important Points to Remember while Nominating Family Members:

- ❖ The subscriber can change his/her nomination whenever he/she wants to do so.
- ❖ The nomination should be in favor of one or more member(s) of the family.
- ❖ If the member has no family, he or she can nominate anyone.
- ❖ There can be more than one family member as nominees with a defined percentage of the amount to be received by each.
- ❖ Every person who joins an EPF-qualified establishment (where 20 or more persons are employed) on or after 16-11-1995 is compulsorily required to join the EPS provided his or her salary is up to ₹ 15,000 per month.
- ❖ Minimum 10 years of eligible service will entitle the employee for a pension.
- ❖ If the employee has family members, he cannot nominate anybody out of the family.
- ❖ Once an unmarried member marries, he will have to file a fresh nomination again.



# How to Fill e-Nomination Online- EPFO



- ❑ A member who has already registered his UAN at the unified EPF Member Portal can fill his e - Nomination online.
- ❑ In case you have not registered at the EPF member portal, you will have to first activate your UAN and then follow these simple steps for e-Nomination.
- ❑ The form can be filed by the member on the UAN member portal. •
- ❑ The member can file the online nomination form through UAN member portal which is available on URL <https://unifiedportal-mem.epfindia.gov.in/memberinterface/> •
- ❑ The e-nomination facility offered on EPFO website is not only asking for nominees' names and addresses but also various other information that includes Aadhaar number, Bank account number, IFSC code and digital photographs of the nominees. Therefore, if you are going online to update nominees' details, make sure that you have all the information handy before you start the process.

# How to Fill e-Nomination Online- EPFO



- ☐ Login to the EPF member portal using your UAN and password
- ☐ Select the “e-Nomination” option from the “Manage” section






# How to Fill e-Nomination Online- EPFO



- ❑ Enter your “Permanent Address” and “Current Address” in your “Profile” and click on “Save”

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**Profile**

UAN:	101081345
Name:	
Date of Birth:	/02/1992
Gender:	MALE
Father's / Husband's Name:	
Marital Status:	UN-MARRIED
Permanent Address:*	<input type="text"/>
Current Address:*	<input type="checkbox"/> Same as above <input type="text"/>
Date of joining EPF, Scheme 1952:	11/04/2017
Date of joining EPF, Scheme 1971:	Not Provided
Date of joining EPF, Scheme 1995:	11/04/2017
<input type="button" value="Save"/>	



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- ❑ Enter details of the family member such as Aadhaar number, name, date of birth, gender, relation, address, guardian (in case of minors) and click on “Save Family Details”. In case you want to add more nominees, select the “Add Row” option

The screenshot shows the EPFO e-Nomination online form. At the top, there is a header with the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA", and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". Below this is a navigation bar with links: Home, View, Manage, Account, and Online Services. The main section is titled "Family Declaration" and includes a "Having Family?" section with radio buttons for "Yes" and "No". Below this is the "Add Family Details" section, which contains a table with columns: AADHAAR, Name, Date of Birth, Gender, Relation, Address, Guardian, and Remove. The table has one row with input fields for each column. The "AADHAAR" field has a placeholder "Enter AADHAAR No:", the "Name" field has "Max 85 characters", the "Date of Birth" field has "DD/MM/YYYY", the "Gender" field has "--Select Gender--", the "Relation" field has "--Select Relation--", the "Address" field is empty, the "Guardian" field has a plus icon, and the "Remove" field has a minus icon. Below the table are two buttons: "Add Row" and "Save Family Details".

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Family Declaration

Having Family? ☒ Yes ☐ No

Add Family Details

AADHAAR	Name	Date of Birth	Gender	Relation	Address	Guardian	Remove
<input type="text" value="Enter AADHAAR No."/>	<input type="text" value="Max 85 characters"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="--Select Gender--"/>	<input type="text" value="--Select Relation--"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Add Row Save Family Details

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- ❑ Now select the nominees from the list and enter the total amount of share. Now click on “Save EPF Nomination”

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EPF Nomination

Select	AADHAAR	Name	Date of Birth	Relation	Address of Nominee	Name and Address of Guardian	Total amount of share (%)
<input checked="" type="checkbox"/>			05/02/1963	Dependent Father			50.0
<input checked="" type="checkbox"/>			04/11/1967	Dependent Mother			50.0

Save EPF Nomination

- ❑ Your nomination details will be saved and the nominees will get the fund in the proportion mentioned by you in the form.
- ❑ Follow the same steps for the EPS section for availing benefits of the pension scheme.





**THANK  
YOU**

**V & M Associates  
(Advocates & Solicitors)**