**Steps to Correct EPF Details**

**Step 1**:  Employee prepares joint request letter

Fill only the information which must be corrected.

* Once the form is filled, you can mention the documents that you are going to provide as proof of the changes you are requesting for.
* Sign the form

**Step 2**: Please bring the below supporting documents on the day of the camp.

The supporting document can be any of the following:

|  |  |
| --- | --- |
| Details | Proof - Copy |
| Name | Aadhaar & 10th or 12th Mark Sheet, Pan card |
| Name of the father or the husband | Aadhaar & Pan card |
| Date of birth | Aadhaar & 10th or 12th Mark Sheet, Pan Card |
| Date of joining organization | Aadhaar & Offer letter |

**Step 3**: The **Field officer will make the changes based upon the supporting documents.**

**Instruction to fill the form**

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