


## **PROCEDURE TO SUBMIT EPS-95 JOINT OPTION FORM ONLINE FOR HIGHER PENSION:**

- 1) Please keep following details handy before going online:
  - a) UAN
  - b) Name as per EPFO records
  - c) DoB
  - d) Aadhaar No
  - e) Aadhaar linked mobile No
  - f) Personal E-mail ID
  - g) Aadhaar linked Bank A/C Number, Bank name, IFSC
  - h) PF balance as on date
  - i) PF Statement / Salary slip supporting above PF balance (pdf filesize < 250kb)
    - ➔ You may merge PF statement of 2021-22 and latest salary slip into single PDF file
  - j) Annexure-I provided by company (pdf filesize < 250kb)
    - ➔ You need to compress company provided pdf file (800kb) using pdf compressor to reduce the file size.
  - k) Duly filled, signed and scanned Annexure-II provided by company (pdf filesize < 250kb)
    - ➔ You may scan the document using 150-200dpi resolution.
- 2) Open following link in latest Mozilla Firefox browser  
link: <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>  
Click on the first option under important links at the right bottom of the page as shown in the figure.


Member Home

https://unifiedportal-mem.epfindia.gov.in/memberinterface/



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Universal Account Number (UAN)  
MEMBER e-SEWA



भारत 2023 INDIA

वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

Dear EPF Members !!

No last date is declared by EPFO

Important notice about Aadhaar linking. Click here.

Benefits for Unorganised workers registering on e SHRAM portal. Click here

Kind attention Members. Now Aadhaar is mandatory for filing ECR.

Important notice about EDLI. Click here to read.

Important notice about Bank Account Linking with UAN. Click here to read

EPFO NEVER ASKS YOU TO SHARE YOUR PERSONAL DETAILS LIKE AADHAAR, PAN, BANK DETAILS ETC OVER

Benefits of Registration

Download/Print your Updated Passbook anytime.

Download/ Print your UAN Card.

Update your KYC Information.

Important Links

Pension on Higher Salary: Exercise of Joint Option under para 11(3) and para 11(4) of EPS-1995 on or before 3rd May 2023 **NEW**

Pension on Higher Salary: Online application for validation of Joint Option

Activate UAN

UAN

Enter UAN

Password

Password

y G 8 h M

Captcha

Sign in

Reset

Forgot Password ?

29°C Clear

Search

ENG US

19:15

07/04/2023

3) Click on the 2<sup>nd</sup> option in the next page as shown in figure:

The screenshot displays the 'Member Home' interface of the Employees' Provident Fund Organisation (EPFO), India. The page title is 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' under the 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The breadcrumb trail shows 'Unified Member Portal / Pension On Higher Wages'.

Two main options are presented in light green boxes:

- Option 1:** Validation of joint options for the employees who had retired before 01.09.2014 and exercised joint option under para 11(3) of EPS Scheme prior to 01.09.2014. A 'Click Here' link is provided below the text.
- Option 2:** Exercise of joint option for the Employees who were in service prior to 01.09.2014 and continued to be in service on or after 01.09.2014 but could not exercise joint option under erstwhile proviso to para 11(3) of EPS-1995. A 'Click Here' link is provided below the text, which is highlighted with a red rectangular box and a red arrow pointing to it.

Below these options are two instruction sections:

- INSTRUCTIONS FOR PPO BASED:**
  - 1. The following information being entered should be as per EPFO records:
    - 1. PPO No. in the full eg. DLCPM00012345 without any special character.
    - 2. Member's Aadhaar number, Name and Date of birth should be as available in EPFO records.
  - 2. Member should have a valid Aadhaar linked mobile number which is as per UIDAI records.
- INSTRUCTIONS FOR UAN BASED:**
  - 1. The following information being entered should be as per EPFO records:
    - 1. UAN of member
    - 2. Member's Aadhaar number, Name and Date of birth should be as available in EPFO records.
  - 2. Member should have a valid Aadhaar linked mobile number which is as per UIDAI records.

The Windows taskbar at the bottom shows the date as 07/04/2023 and the time as 19:46.

4) Fill required details in the “1-Get Authentication Pin” form, type captcha, select the check box at the bottom and press <Get OTP> button:

The screenshot displays the EPFO portal interface for the "1-Get Authentication Pin" step. The browser address bar shows the URL: [https://unifiedportal-mem.epfindia.gov.in/memberinterface/04hw/na-auth/pensionOnHigherWages/uan/home?\\_HDDIV\\_STATE=12-1-1911F3917F6224MDA5A](https://unifiedportal-mem.epfindia.gov.in/memberinterface/04hw/na-auth/pensionOnHigherWages/uan/home?_HDDIV_STATE=12-1-1911F3917F6224MDA5A). The page header includes the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA". The main heading is "Registration request for exercising of Joint options under para 11(3) and 11(4) of EPS-1995". A progress bar at the top indicates four steps: 1. GET AUTHORIZATION PIN (highlighted with a red circle), 2. VALIDATE USER, 3. SUBMIT APPLICATION, and 4. ACKNOWLEDGEMENT NUMBER GENERATED. The form fields are as follows:

- UAN \*: [Redacted]
- Name \*: [Redacted]
- Date of Birth \*: [Redacted]
- AADHAAR \*: [Redacted]
- Aadhaar Linked Mobile Number \*: [Redacted]
- Captcha\*: [Ty g s]

At the bottom, there is a consent checkbox and text: "I hereby give my consent for OTP based Aadhar authentication for establishing my identity for the purpose of exercising joint option under para 11 (3) and 11 (4) of EPS. scheme." Below this, there is a line of text in Hindi: "मैं ईपीएस योजना के पैरा 11(3) और 11(4) के तहत संयुक्त विकल्प के सत्यापन के उद्देश्य से अपनी पहचान स्थापित करने के लिए ओटीपी आधारित आधार प्रमाणीकरण के लिए अपनी सहमति देता हूँ।". A red arrow points to the "Get OTP" button, which is partially visible at the bottom right of the form.

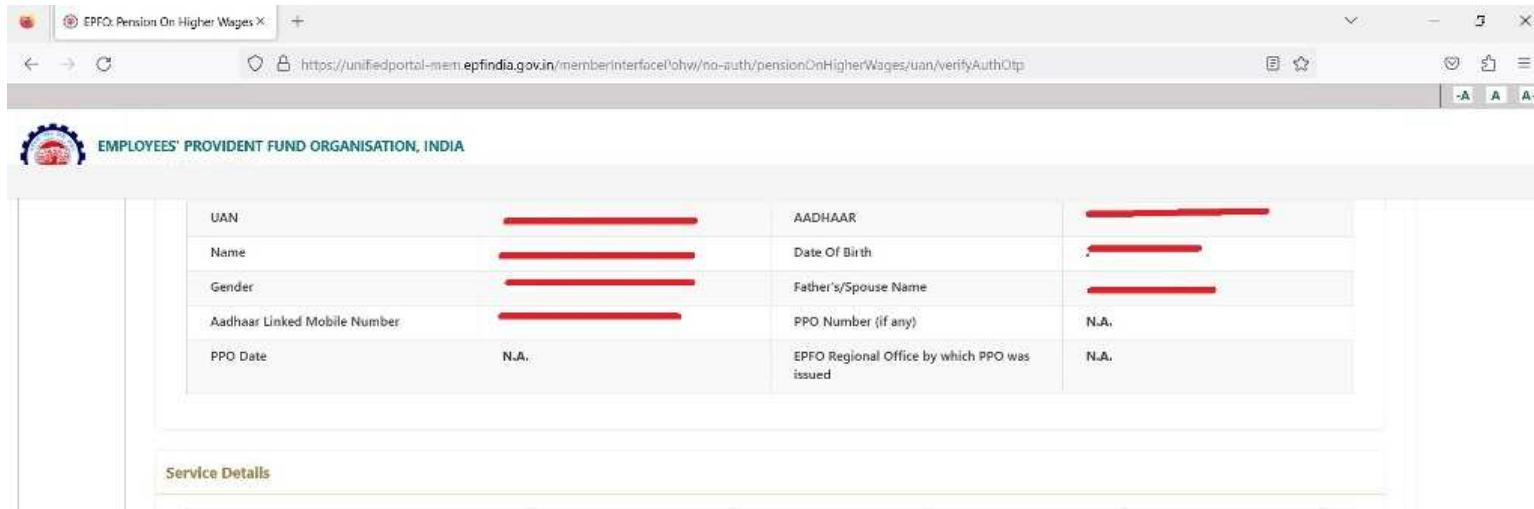
5) You will get Aadhaar OTP on your mobile number which is to be given in the next screen “2-Validate User”

The screenshot shows a web browser window with the URL <https://unifiedportal-mem.epfindia.gov.in/memberInterface/ohw/no-auth/pensionOnHigherWages/uan/getAuthOtp>. The page header displays the EPFO logo and "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA". A progress bar at the top indicates four steps: 1. GET AUTHORIZATION PIN, 2. VALIDATE USER (highlighted with a red circle), 3. SUBMIT APPLICATION, and 4. ACKNOWLEDGEMENT NUMBER GENERATED. A green notification box states: "An OTP has been sent on your Aadhaar linked mobile : \*\*\*\*\*6808". A red arrow points to this message. Below the notification, there are input fields for "UAN", "Name", and "Date of Birth", each followed by a red horizontal line representing the input area.

6) After validating user, “3-Submit Application” screen will open:

The screenshot shows a web browser window with the URL <https://unifiedportal-mem.epfindia.gov.in/memberInterface/ohw/no-auth/pensionOnHigherWages/uan/verifyAuthOtp>. The page header displays the EPFO logo and "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA". A progress bar at the top indicates four steps: 1. GET AUTHORIZATION PIN, 2. VALIDATE USER, and 3. SUBMIT APPLICATION (highlighted with a green circle). Below the progress bar, there are input fields for "PIN" and "NUMBER GENERATED". The main content area is titled "Pension On Higher Wages Application Form" and contains a section titled "Joint Option Form". The text in this section reads: "[From the Employees who were in service prior to 01.09.2014 and continued to be in service on or after 01.09.2014 but could not exercise joint option under erstwhile proviso to para 11(3) of EPS-1995]". At the bottom, it states: "To be exercised by eligible members of EPS-1995 on or before 03rd May, 2023 in accordance with para 44(iv) read with Para 44(v) of the order dated 4.11.2022 of the Hon'ble".

- 7) You need to select checkbox reg “SC judgement on EPS-95 higher pension”
- 8) Check Employee details, service details (details will come automatically):
  - FPS start date: Joining date if joined before Nov-1995, else NA
  - FPS exit date: 15/11/1995 if joined before Nov-1995, else NA
  - EPS start date: 16/11/1995 if joined before Nov-1995, else actual joining date
  - EPS exit date: Actual retirement date or “NA” if still in service
- 9) In the same screen, you need to provide e-mail ID and Bank a/c details



The screenshot shows a web browser window with the URL <https://unifiedportal-mem.epfindia.gov.in/memberinterface/ohw/no-auth/pensionOnHigherWages/uan/verifyAuthOtp>. The page header includes the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA". The main content area contains a form with the following fields:

UAN		AADHAAR	
Name		Date Of Birth	
Gender		Father's/Spouse Name	
Aadhaar Linked Mobile Number		PPO Number (if any)	N.A.
PPO Date	N.A.	EPFO Regional Office by which PPO was issued	N.A.

Below the form, there is a section titled "Service Details" which is currently empty.

10) In the same screen down below, joint option & contribution details are to be submitted as shown below:

EPFO: Pension On Higher Wages X

https://unifiedportal-mem.epfindia.gov.in/memberInterface/ohw/no-auth/pensionOnHigherWages/uan/verifyAuthOtp

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

### Joint Option & Contribution Details

Whether employer's contribution was received on wages exceeding statutory wage ceiling of ₹5000 in EPF prior to 01.06.2001 from the day his salary exceeded ₹5000? (applicable only if date of joining is prior to 01.06.2001) *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please attach permission under para 26(6) of EPF Scheme. * Only PDF file of size 250 KB is allowed.	Browse... <b>Annexure-I</b>
Whether Employer's contribution was received on wages exceeding statutory wage ceiling of ₹6500 in EPF prior to 01.09.2014 from the day his salary exceeded ₹6500? (applicable only if date of exit is on or after 01.06.2001) *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please attach permission under para 26(6) of EPF Scheme. * Only PDF file of size 250 KB is allowed.	Browse... <b>Annexure-I</b>
Whether member wants to use accumulation available in his / her PF account for payment of due contribution for this option? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
How much is the PF account balance on the date of filing option? *	XXXXXXXX
Please upload relevant documentary proof such as Account Slip / pages of the Passbook etc. * Only PDF file of size 250 KB is allowed.	Browse... <b>PF Stmt/Salary Slip</b>
Whether member is giving undertaking to deposit the contributions along with interest due till date of payment through his last employer [only when PF account has no/ insufficient balance]? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please upload relevant documentary proof * Only PDF file of size upto 250 KB is allowed.	Browse... <b>Annexure-II</b>

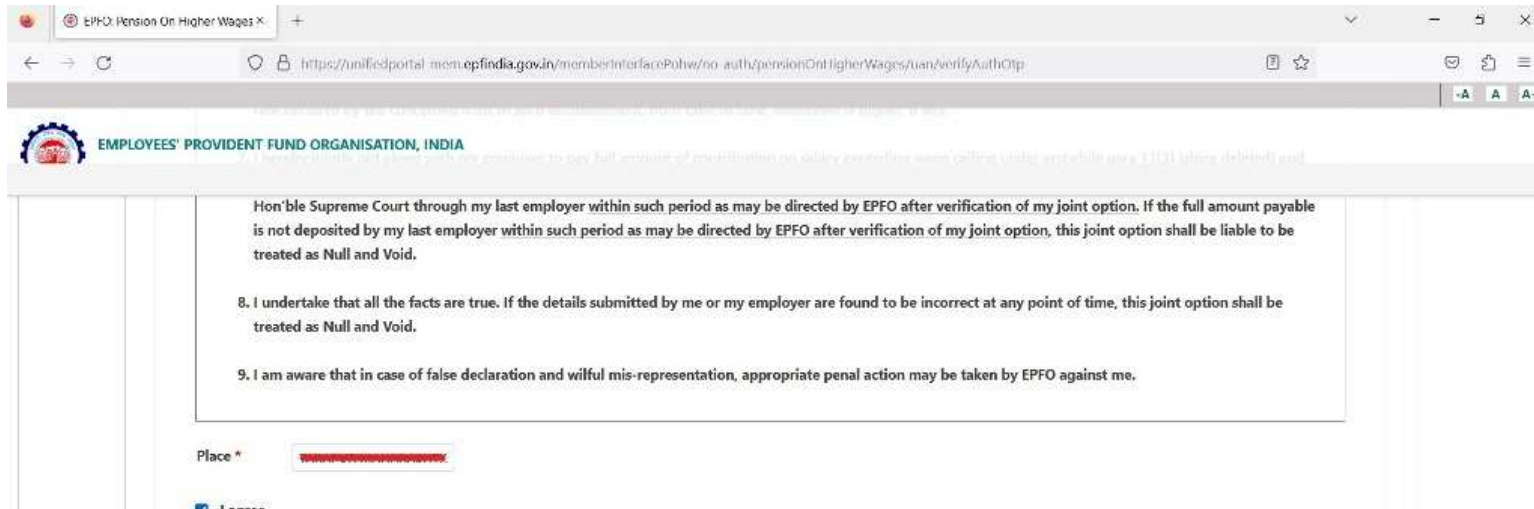
### Declaration

23°C Clear

Search

23:05 28/02/2023

11) In the last section of the page, you need to fill the place and select “I agree” checkbox:



The screenshot shows a web browser window with the title "EPFO Pension On Higher Wages". The address bar displays the URL: [https://unifiedportal.mem.epfindia.gov.in/memberInterfacePohw/no\\_auth/pensionOnHigherWages/tan/verifyAuthOtp](https://unifiedportal.mem.epfindia.gov.in/memberInterfacePohw/no_auth/pensionOnHigherWages/tan/verifyAuthOtp). The page header includes the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA". The main content area contains a large text box with the following text:

Hon'ble Supreme Court through my last employer within such period as may be directed by EPFO after verification of my joint option. If the full amount payable is not deposited by my last employer within such period as may be directed by EPFO after verification of my joint option, this joint option shall be liable to be treated as Null and Void.

8. I undertake that all the facts are true. If the details submitted by me or my employer are found to be incorrect at any point of time, this joint option shall be treated as Null and Void.

9. I am aware that in case of false declaration and wilful mis-representation, appropriate penal action may be taken by EPFO against me.

Below the text box, there is a label "Place \*" followed by a redacted input field. At the bottom left, there is a small blue icon and the text "I agree".

12) At this stage you can either save the draft or submit the form.



13) Once submitted, you need to authenticate the form again using Aadhaar OTP

EPFO: Pension On Higher Wages X

https://unifiedportal-mem.epfindia.gov.in/memberinterface/ohw/no-auth/pensionOnHigherWages/uan/verifyAuthOtp

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

8. I undertake that all the facts are true. If the details submitted by me or my employer are found to be incorrect at any point of time, this joint option shall be treated as Null and Void.

9. I am aware that in case of false declaration and wilful mis-representation, appropriate penal action may be taken by EPFO against me.

Place XXXXXXXXXXXXXXX

☒ I agree.

☒ I hereby give my consent for OTP based Aadhar authentication for establishing my identity for the purpose of exercising joint option under para 11 (3) and 11 (4) of EPS, scheme.

EPFO: Pension On Higher Wages X

https://unifiedportal-mem.epfindia.gov.in/memberinterface/ohw/no-auth/pensionOnHigherWages/uan/jointOptionRequest

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

☒ I agree.

☒ I hereby give my consent for OTP based Aadhar authentication for establishing my identity for the purpose of exercising joint option under para 11 (3) and 11 (4) of EPS, scheme.

मैं ईपीएस योजना के पैरा 11(3) और 11(4) के तहत संयुक्त विकल्प के सत्यापन के उद्देश्य से अपनी पहचान स्थापित करने के लिए ओटीपी आधारित आधार प्रमाणीकरण के लिए अपनी सहमति देता हूँ।

An OTP has been sent to your AADHAAR linked mobile number: \*\*\*\*\*6808

Enter Authorization Pin \*

14) After successful authentication, acknowledgement number will be generated for future reference. You can download your joint option Form in pdf format from this window.

The screenshot shows the EPFO Pension On Higher Wages portal. The browser address bar displays the URL: <https://unifiedportal-mem.epfindia.gov.in/memberinterface/olhw/no-auth/pensionOnHigherWages/uan/jointOptionRequest>. The header features the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". The main content area shows a registration process flow with four steps: 1. GET AUTHORIZATION PIN, 2. VALIDATE USER, 3. SUBMIT APPLICATION, and 4. ACKNOWLEDGEMENT NUMBER GENERATED. A green banner at the bottom states: "Dear Member, Your application for pension on higher wages has been submitted to all employers for endorsement. Your acknowledgement number is".

15) Please preserve acknowledgement number and joint option form in pdf format for future use.

- End of the File