

**PF withdraw conditions:**

Please note that as per PF ACT, PF amount can be withdrawn under the following situations:

- 1) Not working in any organization in the near future.
- 2) Working in an organization where the PF Act is not applicable.
- 3) Going abroad to work once resigned.
- 4) When an employee attains the Age of 58yrs

Please confirm any of the above conditions to withdraw your PF, accordingly we shall assist on further procedure.

If you are going to work in any other organization, it is mandatory to transfer your PF to your new organization.

PS: If you are working in any other organization and still applying for the withdrawal the applications will be rejected and you will be asked to apply for PF transfer.

**PF withdraw procedure:**

Please find the enclosed form -19 application along with illustrated form to assist you in filling the application. Once you fill the application, you may share the scan copy along with below listed document

1. Cancelled cheque leaf - Wipro salary a/c cancelled cheque leaf (your name should be printed on the cheque leaf, if not attach one month bank statement).
2. If the Wipro salary bank a/c is closed, provide account closure letter (Original) from Bank along with new bank a/c original cancelled cheque leaf.
3. Passport copy, VISA copy/Air Ticket/Offer letter/admission letter(If going abroad)
4. Pan copy

Self-declaration is mandatory (date of signature in the document should be after your last working day).

Please note: As per the act, submission for withdrawal applies post 60 days from your last working date, employees who is going abroad to work once resigned need not to wait for 60 days.

**PF transfer-out procedure:**

Request you to apply for the PF transfer in EPFO portal. Below is the link.

- Click on <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
- Path: Login Uan Portal->online services-> Transfer Request

Post initiating the claim in online please share the form-13 application to start the process.

Note: As per EPFO, please make sure that before initiating the PF transfer your basic details are updated as per Aadhaar. The whole process will be completed only when your Aadhaar is linked and details are updated to your UAN account. Incase if you have two UAN number please get the details updated in both the account.

Please update the KYC (Bank, PAN, and AADHAR) details in the UAN portal.

Link: <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

Path->login -> manage -> KYC.

### **How to link Aadhaar to UAN :**

#### **Step: 1: Activate UAN**

Please login to [Member Home \(epfindia.gov.in\)](https://unifiedportal-mem.epfindia.gov.in/memberinterface/) portal and follow the online procedure to activate your UAN. Once activated you will receive a message with your login password.

Note:

1. Please enter your currently used Indian mobile number for UAN activation.
2. Do not change your mobile number once shared. After activation you will receive a message with your login password which is required for the login in the portal.

#### **Step: 2: Forget password**

Please click on forget password and retrieve it to login your UAN account

#### **Step: 3: Basic details modification**

If employees are able to login to their UAN below is the procedure to modify basic details and get Aadhaar linked.

Please follow the below mentioned steps to do the same.

1. Login in EPFO / UAN portal
2. Click on Manage tab
3. Click on modify basic details
4. Update the details
5. Submit it

Once it is done, Aadhaar will be linked.

### **Scheme Certificate form 10C**

Employee who have served more than 9.6 years in an organization are compulsory to opt for scheme certificate. As per the latest updates from EPFO, all members must initiate 10C claim (Scheme) through online EPFO portal. Please make sure your KYC details have been updated in EPFO portal before initiating for Form 10C claim through online. Below is the path to initiate the Form 10C claim,

Path: <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

Click on Online services.

Click on Scheme certificate (Form 10c).

Verify your bank account number.

Select the dropdown as Form 10c.

Fill it and submit it.

If you get any error while filling the online Form 10C request, please share the error screen shot to us for further assistance.

### **Retirement -Form10D Pension**

Employees who have completed 58 years are eligible to apply for Retirement Pension Scheme. You may apply the claim through <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>. But there are some important things to keep in mind, only then you will be able to submit the online Form 10D such as,

- Your UAN number should be activated.
- Aadhaar and Bank KYC should be linked with UAN.
- A profile photo must be uploaded to your UAN A/c.
- E-nomination must be filed and verified through e-sign (attached e-nomination procedure).
- Date of joining and date of exit must be updated.
- There should be at least 10 years of service.
- Please get ensured whether your previous EPS is accumulated to present A/c. In case not transferred, please initiate the EPS transfer from previous A/c to present A/c (please write a mail to [alumnipf.hrss@wipro.com](mailto:alumnipf.hrss@wipro.com) for the further assistance).

#### **Steps to apply Form 10D claim**

- Login to UAN member portal.
- On the Online Service tab, select the Claim (Form-31, 19, 10C & 10D) option.
- Verify by entering your bank A/c number.
- Click on the Yes button in the pop-up message, click on the proceed for online claim button.
- In the option I want to apply for, select MONTHLY PENSION (FORM 10D).
- Details of scheme certificate (if any) if you have a scheme certificate for any service, then enter that information.
- Choose Yes or No option in the deferred pension option. (We have explained this in detail below).
- Details of your nominee will be shown in the family details, kindly check it.
- Enter your address in Employee address.
- Enter your bank A/c details in Bank details.
- Upload scanned copy of cheque leaf/passbook photo of bank account or passbook.
- Click on get Aadhaar OTP button below.
- Enter the OTP and click on submit button, your EPF Form 10D will be submitted successfully.
- After submitting the Form 10D, your pension claim will be processed by the EPFO within next 20 to 30 days.

### **EPS/pension (form-10C) withdrawal**

As per the latest updates from EPFO, all members must initiate 10c claim through online EPFO portal only. Please make sure your KYC details have been updated in EPFO portal before initiating for pension withdrawal through online.

Below is the path to initiate the form 10c claim:

- Path: <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
- Click on Online services.
- Click on Form 10c.
- Verify your bank account number.
- Select the dropdown as Form 10c.
- Fill it and submit it.

If you get any error while filling the online EPS request, please share the screen shot to us for further assistance. Once you submit online 10c, please notify us on [alumnipf.hrss@wipro.com](mailto:alumnipf.hrss@wipro.com) for further guidance.

Scheme certificate:

Employee who have served more than 9.6 years in an organization are compulsory to opt for scheme certificate. As per the latest updates from EPFO, all members must initiate 10C claim (Scheme) through online EPFO portal. Please make sure your KYC details have been updated in EPFO portal before initiating for Form 10C claim through online. Below is the path to initiate the Form 10C claim,

Path: <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>  
Click on Online services.  
Click on Scheme certificate (Form 10c).  
Verify your bank account number.  
Select the dropdown as Form 10c.  
Fill it and submit it.

If you get any error while filling the online Form 10C request, please share the error screen shot to us for further assistance. Once you submit online 10c, please notify us on [alumnipf.hrss@wipro.com](mailto:alumnipf.hrss@wipro.com) for further guidance.