Date -

To,

The Regional Provident Fund Commissioner,

The Employees Provident Fund Office,

Golibar Maidan, Cantonment Building Campus,

Pune-Solapur Road, Maharashtra 411001.

**Subject : Correction of Personal Details in PF Records.**

Dear Sir,

I, Purushottam Panchal am an employee of Persistent Systems Limited. My personal details shown in EPF record are incorrect. I hereby request you to update the correct details as mentioned below.

|  |  |
| --- | --- |
| PF No. |  |
| UAN. | 1018 4194 9213 |

|  |  |  |
| --- | --- | --- |
| Particular | Correct | Wrong |
| Name | Purushottam Kashinathrao Panchal | Purushottam Kashinath Panchal |
| Father/ Husband Name | Kashinathrao Panchal | Kashinath Panchal |
| Date Of Birth |  |  |
| Date Of Joining |  |  |
| Date Of Leaving |  |  |
| Relation |  |  |

I am enclosing herewith self-attested copy of ID proof (Pan Card, Aadhar Card) for your ready reference.

It is requested to make necessary changes in PF records.

(The correct & the incorrect names shown above are of the same person. The name was erroneously submitted incorrectly through the return. We undertake to be held responsible in case of any overpayment of irregular payments made to the employee due to the above correction.)

Yours Faithfully,

Signature of Applicant Signature of Employer with Company Seal

Mob No.