**Guidelines for PF and Pension Transfer and Withdrawal**

**PF and Pension Transfer:**

As per EPFO guidelines PF/Pension need to be transferred if you are joining a new organization.

To initiate the transfer online you will need PF/Pension/UAN numbers. This details are available in the below given path in Ux>My documents>PF.

i) PF No: MH/BAN/48475/000/(TCS Emp No)   
ii) Pension No : MH/BAN/48475/000/XXXXXX   
iii) UAN : XXXXXXXXXXXX   
iv) Trust Name    :Tata Consultancy Service Employees Provident Fund Trust   
v) Trust Address :Tata Consultancy Services, 9th Floor, Nirmal Building, Nariman Point, Mumbai - 400021

1) If your UAN is linked with your new employer, then the company is authorized to transfer your PF to the new organization through UAN portal.

2) Employee will have to use the link (<https://unifiedportal-mem.epfindia.gov.in/memberinterface/> )  
3) Employee need to ensure that his/her UAN is activated in EPFO portal post which they will be able to initiate

PF/Pension transfer.   
4) Kindly upload duly attested soft copy of online form 13 on alumni portal through ticket.

**PF Withdrawal:**

Kindly share duly filled and signed scanned PF withdrawal claim form along with below documents on or before Date of Release

1. Mandatory documents: Attested PAN Card copy, Cancelled Cheque copy with your name printed on it OR Pass book first page OR unmasked Bank statement reflecting bank details. Additional Document as per the option selected for withdrawal.

2. PF undertaking.

3. PF Withdrawal will be processed and settled after your FFS is completed.

4. Points to be kept in mind while filling up PF Withdrawal Form:

(a) Please do not select the 'Retirement' option as it is applicable only for associates separating by way of retirement.

(b) If you are selecting option of 'Permanent Migration from India ', you need to submit citizenship proof like Green Card/ Permanent Residence card/ work visa in line with PF guidelines.

(c) If you are selecting option of ’Permanent & Total Disablement', you need to submit the medical documents issued by registered medical doctor.

(d) If you are selecting option of ’Unemployment (More than 2 months)', you need to sign the Declaration of Non-employment. You need to share your confirmation after 2 months from your Date of Release.

(e) If you are selecting option of ’Getting Married (Only in case of Female members), you need to submit wedding invitation card or Marriage certificate as proof, also note the date of wedding should be future dated from the date of claim.

**Pension Withdrawal:**

1) You will be able to initiate pension withdrawal provided your contributory service is greater than 6 months and less than 9 years, 6 months

2) Use the below given link and initiate the Pension withdrawal.  
    <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>