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PAN CARD

Congratulations on your offer to join and your imminent entry into the exciting world of opportunities at Wipro. This communication is to update you on a legal requirement during your joining. The Central Board of Direct Taxes has issued a circular making PAN number a mandatory requirement for a number of transactions.

Keeping in line with this, we have made it compulsory for all individuals applying to Wipro Technologies to furnish their PAN number at the time of joining. Please ensure that the correct PAN number is updated, as the Tax authorities will initiate penal action for not providing or providing incorrect PAN number.

If you do not have a PAN number, you are required to acquire the same from the IT Department. To apply for your PAN number online, log on to https://tin.tin.nsdl.com/pan/index.html.

Wishing you the very best.
Wipro Limited

UAN

Create & Activate

Every new joinee should have an Aadhaar linked Active Universal Account Number
(UAN) to ensure remittance of monthly PF / EPS contribution:

- (a) In case of first employment, you are required to create a new UAN no. linked to Aadhaar and activate it
- (b) In case you already have a PF Membership, you need to activate the UAN and ensure this is Aadhaar-linked and in "Active" status.

Every new joinee should have an Aadhaar linked Active Universal Account Number
(UAN) to ensure remittance of monthly PF / EPS contribution:

- (c) In case of first employment, you are required to create a new UAN no. linked to Aadhaar and activate it
- (d) In case you already have a PF Membership, you need to activate the UAN and ensure this is Aadhaar-linked and in "Active" status.

Given below is the process for creation and activation of UAN

A. Creation of Aadhaar linked UAN no.
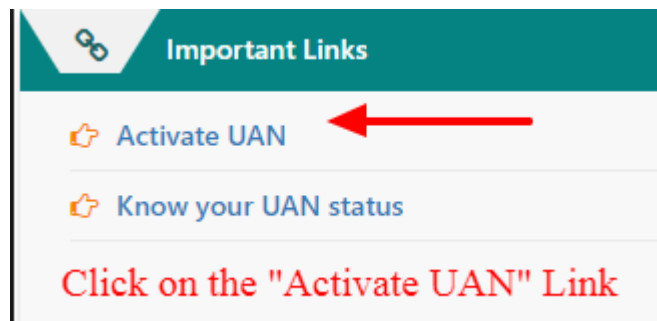**Mandatory documents required to complete the process**

- **Aadhaar card [Your Aadhaar should not be linked to any other UAN].**

    → Go to unified portal (https://unifiedportal-mem.epfindia.gov.in/memberinterface/) and click on the online Aadhaar verified UAN allotment.

    → Enter Aadhaar number and click on generate OTP, OTP will be sent to Aadhaar registered mobile number.

    → Enter the OTP and click on the check box which has the declaration for not having UAN. Allow EPFO to generate UAN and click on the submit button.

    → A page containing your personal details will be displayed as below. Verify the details and fill in the blank columns-:

Online Aadhaar Verified UAN Allotment

≡ PERSONAL DETAILS

Name *		Date of Birth *	
Gender *		Full Postal Address *	
Mobile *		Email Id	e-Mail Id
Father's/ Husband's Name *		Relation *	Father ▾
Marital Status *	--Select-- ▾	Qualification *	--Select-- ▾

➔ UAN will be generated immediately and the UAN number will be sent to the registered mobile number.

➔ Activate the UAN by following the below steps.

[In case you already have a UAN number, the current employment will not be considered as the first employment and you need to only activate the UAN as per process defined under "Activate UAN" below]

B. How to Activate UAN

Once UAN is generated, please activate the UAN by visiting the website https://unifiedportal-mem.epfindia.gov.in/memberinterface/ and clicking on the link "Activate UAN".

Important Links

👉 Activate UAN   ⬅

👉 Know your UAN status

Click on the "Activate UAN" Link

➔ After clicking on "Activate UAN link", enter the UAN number, Name, DOB as registered in the UAN portal

Activate Your Uan

⦿ UAN	[ ]
○ Enter Member ID	-- Select State -- ▾ -- Select Office -- ▾
	Region Office Est Id Est Ext Member Id
○ AADHAAR	[ ]
○ PAN	[ ]
Name *	[ ]
Date of Birth *	DD/MM/YYYY
Mobile No. *	[ ]
Email Id	[ ]
	$M^3X \ Q^K$
Captcha *	[ ]
	Get Authorization Pin Back

➔ After entering the details, click on "Get Authorization Pin", an OTP will be sent to the registered mobile number.

➔ Enter the OTP and click on submit button for activating the UAN.

➔ Click on the "UAN Card" as per the screen shot below and download the Aadhaar linked UAN Card

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

⌂ Home   View ▾   Manage ▾   Account ▾   Online Services ▾

UAN Card
More Info ❯

Account Settings
More Info ❯

➔ Submit a copy of the UAN card at the time of onboarding

Given below is the process for creation and activation of UAN

C. Creation of Aadhaar linked UAN no.

Mandatory documents required to complete the process

- **Aadhaar card [Your Aadhaar should not be linked to any other UAN].**

  → Go to unified portal (https://unifiedportal-mem.epfindia.gov.in/memberinterface/) and click on the online Aadhaar verified UAN allotment.

  → Enter Aadhaar number and click on generate OTP, OTP will be sent to Aadhaar registered mobile number.

  → Enter the OTP and click on the check box which has the declaration for not having UAN. Allow EPFO to generate UAN and click on the submit button.

  → A page containing your personal details will be displayed as below. Verify the details and fill in the blank columns-:

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→ UAN will be generated immediately and the UAN number will be sent to the registered mobile number.

→ Activate the UAN by following the below steps.

[In case you already have a UAN number, the current employment will not be considered as the first employment and you need to only activate the UAN as per process defined under "Activate UAN" below]

D. How to Activate UAN

Once UAN is generated, please activate the UAN by visiting the website https://unifiedportal-mem.epfindia.gov.in/memberinterface/ and clicking on the link "Activate UAN".

→ After clicking on "Activate UAN link", enter the UAN number, Name, DOB as registered in the UAN portal

Activate Your Uan

⦿ UAN	[ ]		
○ Enter Member ID	-- Select State -- ▾	-- Select Office -- ▾	
	Region	Office	Est Id	Est Ext	Member Id
○ AADHAAR	[ ]		
○ PAN	[ ]		
Name *	[ ]		
Date of Birth *	DD/MM/YYYY		
Mobile No. *	[ ]		
Email Id	[ ]		
	$M^3X\ Q^K$		
Captcha *	[ ]		
	Get Authorization Pin Back		

➔ After entering the details, click on "Get Authorization Pin", an OTP will be sent to the registered mobile number.

➔ Enter the OTP and click on submit button for activating the UAN.

➔ Click on the "UAN Card" as per the screen shot below and download the Aadhaar linked UAN Card

➔ Submit a copy of the UAN card at the time of onboarding

DRESS CODE:

Dress is an integral aspect of an individual's personality and is considerably influenced by context and occasion. The Wipro Limited Dress Code Policy intends to ensure that as Wiproites, you demonstrate the professional character of the company by the way you present yourself at work, and in a way that allows you to maintain your credibility and professionalism.

Guidelines:
You can dress in office casuals throughout the workweek
However, on certain occasions you will be required to dress formally
Employees in sales/client facing roles are required to be dressed in formal attire Employees while at client site are required to adhere to the dress code specified by the client
In all respects, office decorum AND decency has to be maintained

Here is an indicative list of what is considered appropriate and not appropriate for MALE Employees

Appropriate Dressing
* Full/half-sleeved shirts (tucked in)
* Formal/casual trousers
* Formal shoes

Inappropriate Dressing
* T-Shirts Without Collar/Roundneck T-Shirts With Casual Images/Motifs
* Oversized/unshapely shirts/T-shirts
* Dhotis/Kurta-Pyjama
* Short Kurtas
* Shorts
* Worn Out/Torn jeans/Sandblasted Jeans/Jeans with flashy patterns/Patches
* Casual home wear slippers/Floaters/Flip flops
* Bright and Flowery shirts with casual images/motifs
* Track pants

Here is an indicative list of what is considered appropriate and not appropriate for WOMEN employees

Appropriate Dressing

* Saris/Salwar Kameez
* Shirts
* Trousers
* Skirts
* Formal shoes/sandals/formal slippers

Inappropriate Dressing

* Slippers (Hawaii)/Casual home wear slippers/Floaters/Flip flops
* Clothes that are inappropriate/revealing
* Shorts
* Worn Out Jeans/Sandblasted Jeans/Jeans with Flashy Patterns/Patches
* Wrap-Around Skirts/Gathered Skirts
* Track pants
* Bright and flowery shirts with casual images/motifs

Tips for a Professional look:

Ensure that you look well-groomed, clean, polished and smart
Wear the right colors that blend in - avoid colors that are too bright/gaudy
Differentiate between clothes worn to work and clothes worn elsewhere
Make sure that your dress does not hinder your working style
Know the kind of work of workplace you are in and dress to feel confident and comfortable