Dear Associate,

Please note that  Provident fund consist of two components ( PF and Pension) and request you to follow the below procedures, as appropriate.

**Note : Provident Office mandates employees to withdraw their PF and Pension fund only incase if there are no future employment and also encourages PF and Pension fund to be transferred with your future employer. PF interest will continue to accumulate even during non-employment period.**

**PF and Pension Transfer procedure :**

**For Transferring your current Provident Fund amount and Pension service please do share your UAN ( Refer your latest Cognizant payslip) to your future employer and follow their instructions**

**Provident Fund withdrawal steps**

**Step 1:** Activating the UAN (Attached screenshot for reference), if in case you have already have activated your UAN, please follow the below steps

**Step 2:** Login to UAN member portal (Note: In case of password issue, please use the Forget password option)  
**Step 3:**Check your KYC status (Go to Manage tab KYC)(Note: If your Aadhaar information in EPFO is approved and verified, you can follow the online claim procedure for withdrawing your PF)  
**Step 4:** Update your KYC information in case of KYC details missing (Bank details/Pan card/Aadhaar card)  
**Step 5:**In case of Biographic details (Name, Gender & DOB) mismatch between Aadhaar and UAN kindly go to Modify basic details tab and update the information as per Aadhaar for approval. (Refer attachment)  
**Step 6:** If all the above steps are completed with no discrepancy you can raise a PF WITHDRAWAL , refer the attached screenshots for easy reference and FAQ’s for any clarifications

**Pension withdrawal steps: (Eligible for one time settlement in case of service less than 9.6 years with pension contribution to EPFO )**

Kindly follow the screenshots to withdraw Pension amount and refer FAQ for any clarification

**Pension scheme Certificate : (Eligible for scheme certificate in case of service more than 9.6 years with pension contribution to EPFO )**

* Kindly fill the attached Form 10C (Pension Form) mentioning your family particulars columns and id proof of yours and your family members along with closure forms.   
  (We request you to fill the enclosed documents and make sure give yes in the check box against 8th column and fill the nominee details on the 9th column. It is mandatory to share Two hard copies)
* If there is a data correction between PF records with that of Aadhaar, kindly sign the Joint Declaration form, leave the details blank for us to fill it.

**Mandatory Documents to be enclosed along with the Form:**

* Proof for your Bank A/c. (Bank statement with IFSC code and bank details or Cheque leaf copy with account holder name and bank details). This should be of the respective individual India account.
* 3 passport size photographs along with your spouse, as applicable (3 copies)
* A letter addressing to The Regional Provident Fund Commissioner, stating the reason for closing your Pension A/c.(Format attached)
* Fill the Personal contact details (Template attached)
* Aadhaar /Aadhaar Enrolment slip - mandatory
* Passport & PAN copy self-attested – Two copies –mandatory
* Bank Statement with account number and IFSC **or** Cancelled cheque leaf with your name printed on it **or** Bank Passbook copy with clear account details.

Please send the all the filled and mandatory document to the below mentioned address:

**Cognizant Communication address :**  
  
Cognizant Technology Solutions India Pvt Ltd – Provident Fund Closure   
DLF Info City, 1/124, Sivaji Gardens   
Block 9, B Wing, 11th Floor  
Mount P.H.Road,  
Manapakkam   
Chennai - 600 089

**Note:**

Upon receipt ofthe documents we will process and send the attested documents through courier to your residential address since pf office is not accepting any manual forms from employer end, hence, we request you to confirm your India residential address.

All correspondence from employer/ PF office will be done to an India residential address only.

Post employer’s attestation of your document, we will courier back to your confirmed India residential address and request you to then send the document to the below PF office address.

**PF office address:**  
Regional Provident Fund Commissioner Office,  
37, Royapettah High Road,  
Chennai – 600014.

In case of any clarification please do reach us at [IndiaExitSupport@cognizant.com](mailto:IndiaExitSupport@cognizant.com)