Declaration Form (Form 9)

Frequently Asked Questions

1. **What is Form 9?**
   Form 9 is a statutory declaration by a person taking up employment in an exempted establishment (wherein the Provident Fund is maintained by Company's PF Trust and Pension is maintained by the Regional PF Office).

2. **Who is required to fill Form 9?**
   Every employee joining TCS, shall compulsorily submit a declaration in Form 9 irrespective of whether he/she is a fresher or and experienced professional. This is a mandatory declaration, even if you have withdrawn the PF/Pension accumulations from the previous employment.

3. **Why is it necessary to fill Form 9?**
   On the basis of the declaration provided by employee in Form 9, employee's eligibility for enrollment under Employee's Pension Scheme is decided.
   It is necessary that you fill the Form 9 and submit the duly signed hard copy of the Form to your respective Induction SPOC while joining TCS.

   Note: In the absence of duly approved Form 9 on joining, employee's salary may be stopped.

4. **What are the eligibility provisions for enrollment under the Employee's Pension Scheme?**
   As per the recent amendment in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 enforced effective from **1st September 2014**, Employees' Pension Scheme will be applicable to employees whose basic pay at the time of joining is **not more than Rs.15,000/- per month.**
   However if you are an existing member under the Employees' Provident Fund Scheme, 1952 (EPF Scheme) and Employee's Pension Scheme 1995 (EPS), then you will continue to be a member under the Employees' Pension Scheme, 1995 irrespective of your basic salary at the time of joining.
   If at the time of joining TCS you are a new PF member i.e. you have never been a member of EPF and EPS in previous employments and your basic salary at the time of joining TCS is more than Rs.15000/- per month then you will not be enrolled under the Employees' Pension Scheme, 1995. The entire 12% of employer's share of contribution will be made to your PF account and no contribution will be made by TCS for you towards Employee's Pension Scheme, 1995.

5. **What is the impact if I'm not enrolled under the Employee's Pension Scheme, 1995 as per the amendment of Sep 2014?**
   Employee and the employer both contribute 12% of basic salary towards PF/Pension scheme. Employee contributes entire 12% of basic salary towards Provident Fund and Employer contributes 8.33% of Basic salary, subject to a max. Basic salary of Rs. 15000/- (i.e. max. Rs.1250/-) towards the Pension Scheme and the remaining amount i.e. 12% of Basic – (8.33% of Basic) towards Provident Fund.

   For employees with Basic salary more than Rs.15000/- per month and no previous membership of Employees' Provident Fund and Pension Scheme will not be covered in TCSL under the Employees' Pension Scheme, 1995. The entire 12% of employer's contribution will be made towards Provident Fund.

Employees' with Basic salary more than INR 15000 and with Previous PF / Pension membership			
	Provident Fund	**Pension Fund**	**Total Contribution**
Employer's Contribution	12% of Basic - INR 1250	INR 1250	12% of Basic
Employee's Contribution	12% of Basic	Nil	12% of Basic

Employees' with Basic salary more than INR 15000 and with no Previous PF / Pension membership			
	Provident Fund	**Pension Fund**	**Total Contribution**
Employer's Contribution	12% of Basic	Nil	12% of Basic
Employee's Contribution	12% of Basic	Nil	12% of Basic

__Note:__ If an employee is not enrolled under the Pension Scheme pursuant to the declaration given by employee in Form 9, no further modifications can be done in Form 9 declaration and employee will not be allowed to transfer her/his PF accumulations and Pensionable service from previous employer to TCS.

6. **What should I mention if I have been hired in TCS as a fresher in absence of any relevant experience but I have an existing PF account no. with my previous employer?**

   You should select as an 'Experienced professional' against the question 'Are you an Experienced professional or a Fresher?' in Form 9. The details of Form 9 are required to determine your pension membership.

7. **What should I mention as my Pension membership period?**
   Your membership period will be the period during which your contributions were remitted to your PF/Pension account, in previous employment/s. If you have previously worked with 2 organisations and you have not withdrawn your Pension fund from both the organisations, you are required to mentioned the date from which you started contributing in your 1st organization till the date of cessation of employment in second organization.

8. **What should I mention at the time of filling Form 9, if I have not yet withdrawn my PF but I wish to withdraw it from my previous organization in near future?**
   Unless you have received the amount of your PF/Pension settlement in your bank account, you should select 'No' against the question 'Have you withdrawn the amount of your Provident/Pension Fund?'

9. **What is a Scheme Certificate?**
   It is a certificate issued by the RPFC indicating the pensionable service and the pensionable salary on the date of exit from the employment.

   Employee has option to apply for Scheme Certificate if his/her next employer is not covered under Pension Scheme. Subsequently in future, if the employee joins an establishment coverable under the Pension Scheme, his/her earlier service as per the scheme certificate shall also be considered as pensionable service along with the fresh spell of pensionable service.

10. **My PF/Pension no. is UP/NOI/12345/67849. I cannot see my previous employer's establishment code in the dropdown list; what should I mention as my PF/Pension no.?**

   Due to the creation of multiple regional offices, the EPFO has changed some of the establishment codes. You can find the new establishment codes for your previous employer by clicking on the link below the PF Account No. field 'Check your establishment code'.

   You have the choice to select one of the option out of the three, namely 1) the Old Region Code e.g. UP or 2) the RPFC Office name under which your previous establishment was registered e.g. NOIDA or 3) the PIN code where the establishment is located e.g. 210310. You can refine your search by additionally mentioning the Establishment code e.g. 12345, if the same is known to you, and/or establishment name e.g. TCS. The new establishment code for your previous employer will be reflected once you click on the search button e.g. MR/NOI/12345/000/67849.

11. **My PF/Pension no. is MH/12345/67849. What do I select from the second dropdown list in my PF/Pension No.?**

   Due to the creation of multiple regional offices, the EPFO has changed the establishment codes. You can find the new establishment codes for your previous employer by clicking on the link below the PF Account No. field 'Check your establishment code'

   You have the choice to select one of the option out of the three, namely 1) the Old Region Code e.g. MH or 2) the RPFC Office name under which your previous establishment was registered e.g. PUNE or 3) the PIN code where the establishment is located e.g. 411057. You can refine your search by additionally mentioning the Establishment code e.g. 12345, if the same is known to you, and/or establishment name e.g. TCS. The new establishment code for your previous employer will be reflected once you click on the search button e.g. PU/PUN/12345/000/67849.

12. **There is no option to mention my Pension no.; where do I mention my Pension no. separately?**
   If your Pension number and PF number are not the same then, please mention your Pension number with your previous employer in the PF Account Number field, as the objective of the Form 9 is to obtain the Pension membership details of the employees.

13. **What is a UAN?**
   Universal Account Number (UAN) is an initiative of Employees' Provident Fund Organisation (EPFO), India. It is a 12 digit unique number allotted by EPFO to employees contributing to the provident fund (PF) in India and will remain same throughout employee's career.
   The UAN acts as an umbrella for the multiple Member IDs (PF account numbers) allotted to an individual by different employers. It gives greater level of visibility and transparency to manage all PF/pension accounts the member is holding.

14. **How should I find my UAN?**
   You can obtain your UAN from your previous employer if it is allotted to you in your previous employment. You can also search your UAN on the EPFO portal http://uanmembers.epfoservices.in/check_uan_status.php by providing your previous PF or Pension account number.

Note: Please check for UAN on your payslip or PF statement provided by your previous employer.

15. **What is KYC?**

    Know Your Customer (KYC) is a mandatory requirement for UAN operationalization. KYC helps to identify the member rightfully. Some of the essential KYCs are Bank account number and IFSC code, PAN and Aadhaar Number. KYC is necessary to avail the benefits involving financial transactions like settlement / transfer of pension.

    KYC details are required to link your UAN with TCS PF/Pension account and avoid generation of multiple UAN.

    Note: In absence of Aadhaar number, employee is required to provide an undertaking (incorporated in Form 9) declaring that the employee does not have Aadhaar number and will be applying for the same and that in absence of Aadhaar employee will not be able to avail the services provided by EPFO under UAN portal.

16. **Which Bank account number should I mention in KYC details?**

    Employee is required to mention the bank account number and IFSC code of the bank account linked with UAN. You can check the Bank account number linked with your UAN by logging into the UAN portal after activating your UAN. Please follow the below link to activate your UAN and view your KYC details.

    http://www.epfindia.com/site_docs/PDFs/UAN_PDFs/UAN_ForMembers/User_Manual_Ver1.1_UAN_MemberPortal.pdf

    In case you wish to alter the bank account linked with your UAN and link your TCS salary account with your UAN, you are required to select 'Link with TCS salary Bank account' on Form 9 from the dropdown list.