**A. Provident Fund / Pension: Before Retirement**

**PF & Pension Withdrawal/ Transfer:**

Tata Technologies Limited is an un-exempted Establishment and our PF and Pension account is maintained with EPFO.

There is no separate physical form for PF / Pension withdrawal and transfer.

PF Transfer: Member can initiate this action only after joining your new employer through UAN member portal

[https://unifiedportal-mem.epfindia.gov.in]( https://unifiedportal-mem.epfindia.gov.in)

PF / Pension Withdrawal: Member can withdraw PF/ Pension amount only in case not employed 60 days after the separation of last organisation. If not, then process not of transfer needs to be followed.

**B. Provident Fund / Pension: After Retirement**

**PF Withdrawal**: Member can initiate PF withdrawal request through UAN portal after separation by enclosing cancelled cheque**.**

**Family Pension:** Request has to be initiated through UAN portal for getting family pension from EPFO office. Kindly share previous employer service details prior to Tata Technologies Limited to Retiral Benefits so that the same can be added against TTLs Pension account and member will get pension benefit from date of joining of the EPS Scheme.

**Passbook:** Member can download PF and Pension passbook through UAN member login.

**C. Superannuation Settlement:**

If you have opted superannuation membership in Trust then fill up Superannuation settlement form and submit us hard copy of cancelled cheque (Personalized name) to below address.

Retiral Benefits ,Tata Technologies Limited, 25 Rajiv Gandhi Info Tech park, Hinjawadi, Pune 411057

In case your age is less than 50 years, entire accumulation is transferred to LIC towards your pension payment. If your age is 50 years or above, you have to choose out of two available options;

(1) 1/3 of the accumulated amount is paid to you and balance 2/3 is transferred to LIC towards yours pension payment

(2) Entire accumulation is transferred to LIC towards your pension payment

**Transfer:** Member can also transfer superannuation funds to next employer if next employer have superannuation scheme

**D. Aadhaar seeding / UAN correction :**

Please note that as per guidelines from the Employees’ Provident Fund Organization (EPFO), all employees must mandatorily update and verify their Aadhaar details (such as Name, Date of Birth, Gender, etc.) on the UAN portal.

Please follow the below mentioned Steps as appropriate:

1. Refer to your payslip for UAN details.
2. Login to UAN member portal and check if your UAN is activated. If it is not activated, then follow the attached process note titled: **Steps to UAN activation**
3. If login fails, then please fill up the **attached UAN correction form** and send it to the below-mentioned address with all the mandatory documents such as: **Self-attested copies of Aadhaar card, Passport (optional ), 10th Mark sheet containing Date Of Birth (DOB), School Leaving Certificate, PAN and Birth Certificate** .

**Address : Retiral Benefits, Tata Technologies Limited, Phase 1, Rajiv Gandhi Info Tech Park, Hinjewadi ,Pune 411057.**

1. If your UAN is activated and your UAN Profile Name, DOB and Gender is the same as your Aadhaar (UIDAI Server) then proceed with Aadhaar seeding (Please refer the attached process note- titled “**How to link Aadhaar with EPF Account**”).
2. If your UAN profile details are different from your Aadhaar please proceed to initiate correction through ”Basic Modify Details” on UAN portal. (Please refer to the attached process note titled “**Online Name, Gender correction process in UAN record**”).
3. Once employer approves your request, it will take around 2 to 3 weeks for the EPFO field office to approve this.
4. If EPFO rejects your “Basic Modify Detail” request, then you will have to fill up the UAN correction form and follow the same process as mentioned in point 3.

**Please note that failure to update/verify your Aadhaar details in the UAN portal will lead to the following consequences:**

* There will be no PF and Pension contribution in your PF account
* You will lose interest during the non-contributory period
* You will not be able to avail online services such as PF transfer, Withdrawal, advances, passbook and modification of basic data
* You will be unable to declare e-nominations

In case of any query please send email to [rb@tatatechnologies.com](mailto:rb@tatatechnologies.com) and reema.hadvale@tatatechnologies.com