



# Manual on Transfer of PF account from Previous Employer

# Online Transfer of Provident Fund Account from Previous Employer

- Request for transfer of provident fund account from previous employer has to be made online on the unified portal <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
- This is irrespective of whether you are part of exempted establishment (**having its own fund**) or un-exempted establishment (**part of EPFO**)
- The process of applying for transfer on portal is explained in the subsequent slides. Please select present employer for approval
- Kindly generate the pdf of Transfer request – **Form 13** ( it will come bar coded) on the portal . Kindly print and sign the same and submit as a request for transfer on the Employee Self Service portal for necessary digital approval at Employer's End
- For transfer from un-exempted establishment , there is nothing to be done except approving on the portal using digital signature. For transfer from exempted establishment, we will send the said form to your previous employer under intimation to you. You are also requested to kindly follow up with them once you receive the intimation of the form having been sent to them
- We will update you once the transfer in amount is received based on the **Annexure K** – Transfer Amount calculation sheet
- **Please note that manual Transfer Request – Form 13 is not accepted anywhere.**

# Step 1

**Login to Unified portal (member interface) by using your credentials i.e.,UAN number and password**

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

Universal Account Number (UAN)  
**MEMBER e-SEWA**

**Dear EPF Members !!**

- ▶ Member Passbook service is available at [www.epfindia.gov.in](http://www.epfindia.gov.in) [ Our Services >> For Employees >> Member Passbook ]
- ▶ Aadhaar Based Online Claim Submission
- ▶ Seeded Aadhaar against activated UAN is mandatory for online claim submission.
- ▶ Other frequently used services are available at [www.epfindia.gov.in](http://www.epfindia.gov.in)
- ▶ EPFO services are now available on the UMANG (Unified Mobile APP for New Governance). The UMANG APP can be downloaded by giving a missed call 9718397183. The APP can also be downloaded from [UMANG](http://UMANG) website or from the play/app stores. Erstwhile EPF mobile services are being discontinued
- ▶ One Member - One EPF Account can be availed after login under [Online Services](#).

UAN

Password

**6 T 3 S 5**

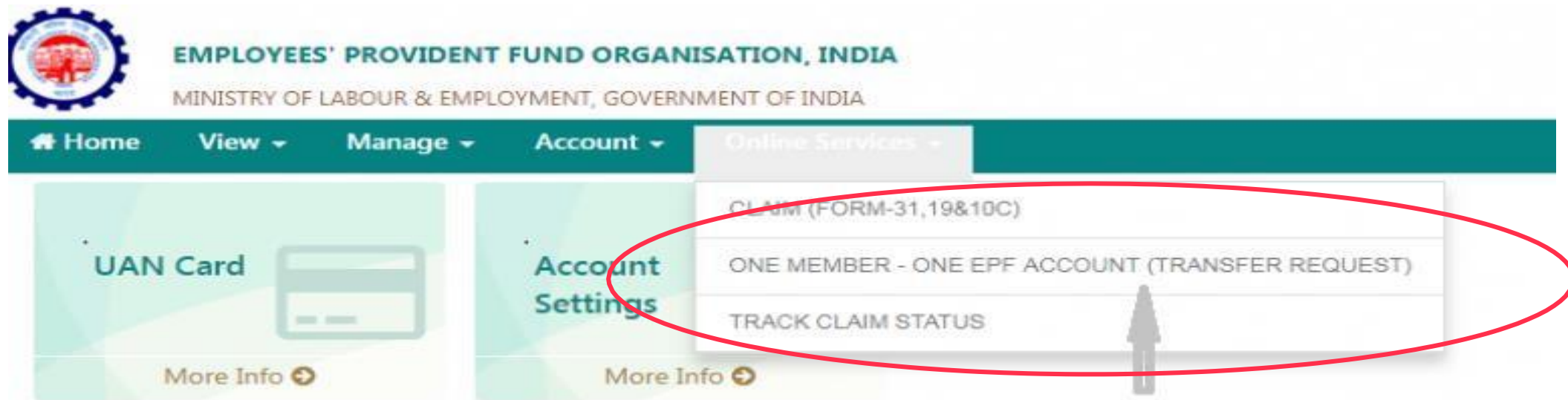
Captcha

[Sign in](#) [Reset](#)

[Forgot Password](#)


## Step 2

**After login, click on 'One Member – One EPF Account (Transfer Request)' under Online Services**



## Step 3

# Verify personal information and PF account for present employment:

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

UAN :

Home View Manage Account Online Services

### Personal Information

Name :	xxxxxxxxxx	Mobile No. :	xxxxxxxxxx	Email ID :	xxxxxxxxxx.com
Bank Account No. :	xxxxxxxxxx	IFSC :	xxxxxxxxxx	Aadhaar No. :	xxxxxxxxxx

### Details of present account into which transfer will be affected

UAN:	xxxxxxxxxx	P.F.Account No. :	xxxxxxxxxx
Establishment Name :	xxxxxxxxxx	Establishment Address :	xxxxxxxxxx
Date of joining :	xxxxxxxxxx	PF Account Held By :	xxxxxxxxxx
Member Name :	xxxxxxxxxx	Date of Birth :	xxxxxxxxxx
Father/Spouse Name :	xxxxxxxxxx	Relationship :	xxxxxxxxxx

## Step 4

**PF account details of previous employment would appear on clicking on 'Get details' below**

Step 1 : Select details of previous accounts (which are to be transferred)

Note : Member has the option to choose claim form attestation by present or previous employer, based on availability of DSC authorized signatory.

Attestation through : \* ☐ Previous Employer ☐ Present Employer

Member ID / UAN : \*

To generate Member ID in required format, click

Member Name	Member ID	Establishment/Trust Details	Date of Joining	Date of Exit	Date of Birth	Submit To	PF Acc No. (Trust)
XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	NA

## Step 5

You have the option of choosing either your previous employer or current employer for attesting the claim form based on the availability of authorized signatory holding DSC. Choose either of the employers and provide member id/UAN:

☰ Step 1 : Select details of previous accounts (which are to be transferred)

Note : Member has the option to choose claim form attestation by present or previous employer, based on availability of DSC authorized signatory.

Attestation through : \* ☐ Previous Employer ☐ Present Employer

Member ID / UAN : \*

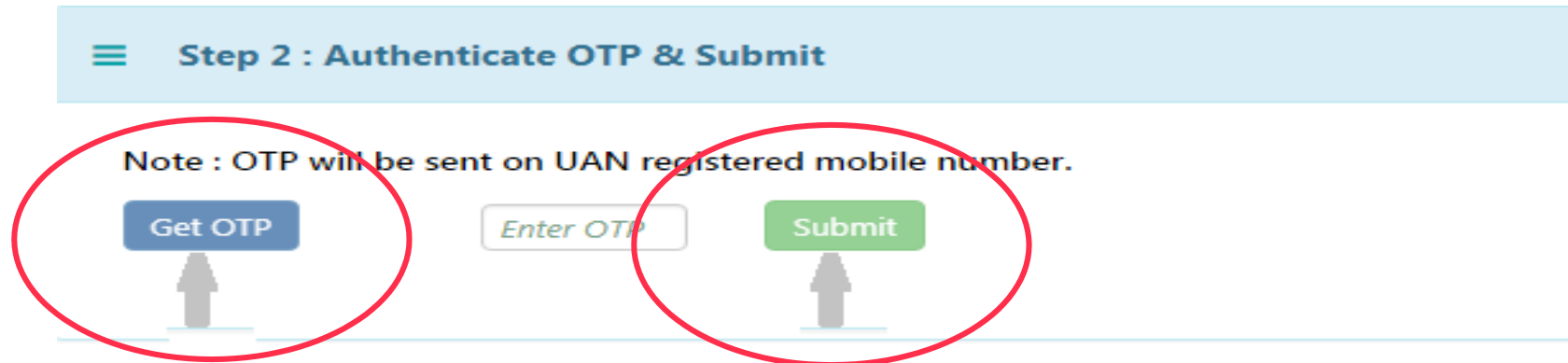
To generate Member ID in required format, click [Get MID](#)

[Get Details](#) [Reset](#)



## Step 6

**In the next step, click on 'Get OTP' to receive OTP to UAN registered mobile number and enter the OTP and click on submit**



Step 2 : Authenticate OTP & Submit

Note : OTP will be sent on UAN registered mobile number.

Get OTP

Enter OTP

Submit

The employer will digitally approve your EPF transfer request by accessing employer interface of the unified portal. Fill up Form 13 with details including PF number from both previous and current employer and download the transfer claim (pdf format). Submit the physical signed copy of the online PF transfer claim form to the selected employer within a period of 10 days.





**PUBLICIS  
GROUPE**