

## **Guidelines to fill Declaration Form (Form 11 - Employee Declaration) for Provident Fund**

### **Step by Step approach to fill Declaration Form**

#### **Please note:**

- Kindly follow the instructions provided in this document and share the relevant information as appropriate
- Any information submitted in this form should not be corrected in the **hardcopy format on the day of joining**. Such changes will not be considered for submission to Provident fund authorities, hence kindly exercise caution while filling your details
- Based on the inputs furnished in this declaration form, your eligibility to Pension Fund would be ascertained as per the September 2014 amendment to the EPF & MP Act, 1952
- Please have your signature in the space provided with date and place. Please submit the filled up form to the Onboarding POC along with your onboarding documents file
- Kindly do not fill this form if you are ambiguous with the information requested since correction of the same not possible after submitting this Onboarding form. Hence have the relevant information to fill the form
- If you need any further clarity on the information to fill this form, kindly contact our onboarding helpdesk @ [HRSSContactCenter@cognizant.com](mailto:HRSSContactCenter@cognizant.com) or alternatively you can reach your relationship manager in Cognizant

### **Item-wise Instructions to fill up declaration Form**

1. No action required: This field is auto populated based on previous responses
2. No action required: This field is auto populated based on previous responses
3. No action required: This field is auto populated based on previous responses
4. No action required: This field is auto populated based on previous responses
5. No action required: This field is auto populated based on previous responses
6. Please provide your mobile number.
7. Please provide your e-mail id
8. No action required: This field is auto populated based on responses submitted in personal details form

**‘YES’** if you have an active previous membership of the Employees’ Provident Fund Scheme, 1952 with EPFO

**‘NO’** if you have closed / withdrawn the amount from the previous membership of the Employees’ Provident Fund Scheme, 1952 with EPFO

9. Please provide the details:

**‘YES’** if you have an active previous membership of the Employees’ Pension Scheme, 1995 or currently hold a Scheme Certificate

**‘NO’** if you have closed / withdrawn the amount from the previous membership of the Employees’ Pension Scheme, 1995

If you have ticked ‘YES’ in any or both of (8) & (9) above, please fill Item 10, 10A, 10B, 11, & 12 to fill up the previous employment details at Item Numbers 10, 11 & 12, otherwise follow 13 onwards, **This is very important and should be entered with utmost care as a number of services including tagging of various member IDs with UAN and its portability are dependent on these details.**

10. No action required: This field is auto populated based on responses submitted in personal details form

- UAN is 12 digit number which has which been allotted by EPFO and provided to the EPF member through employer. To check whether you have been allotted UAN against you have PF member ID, please go to the UAN Member e-sewa on EPFO website [www.epfindia.gov.in](http://www.epfindia.gov.in) and click on **Know your UAN status**.
- Previous employment P.F. member ID is to be furnished in the boxes as:

REGION CODE (2 Alphabet)	OFFICE CODE (3 Alphabet)	ESTABLISHMENT ID (7 digit number)	EXTENSION (3 digit number)	ACCOUNT NUMBER (7 digit number)
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For example, the number MH/BAN/12345/123

MH	BAN	0012345	000	0000123
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and the number MH/BAN/12345/A/123 has to be entered as:

MH	BAN	12345	00A	123
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A. Status of previous PF account:

Any of the below Illustration\_would apply to you.

**Illustration 1:** If you have worked in one or more employment(s) and closed or submitted closure of your Provident Fund & Pension Fund for **all** employments, then

you should fill (I **have** withdrawn the amount of my Provident Fund & Pension Fund).

Illustration 2: If you have worked in one or more employment(s) and **not** closed or not submitted closure of your Provident Fund & Pension Fund **even in any one** of the employment, then you should fill (I **have not** withdrawn the amount of my Provident Fund & Pension Fund).

Illustration 3: If you have worked in one or more employment(s) and closed or submitted closure of your Provident Fund alone and **not closed your pension fund**, even in any one of the employment, then you should fill (I **have** withdrawn the amount of my **Provident Fund**) - This is possible only if you have requested for Scheme Certificate for any of the employment's Pension Fund.

- B. If your previous PF account is managed by a PF trust:  
Any of the below Illustration\_would apply to you.

Illustration 1: If you have only one employment, then the name of the current employer and the PF A/c # should be disclosed along with date of joining and date of exit from your current employer.

Illustration 2: If you have worked in two or more employments and you have **transferred** your previous employments PF accounts to your current employer, then the **details of the current employer** and the PF A/c # alone should be disclosed along with date of joining and date of exit from your current employer.

11. Please fill Date of Exit (i.e. Date on which you have ceased to work in the previous establishment) for the previous employment in Item No. 11.
12. Please provide the details of Scheme Certificate in Item No 12 (A) and Pension Payment Order in Item No. 12 (B), if the same have been issued to you for any of the previous membership.

"Scheme Certificate" is a document issued by the provident fund organization, if you have opted to close your Provident fund account and retain the pension account. This retention of pension account is used to compute the pensionable service period to get eligibility for pension in later point of time.

13. Please select the relevant box in Item No. 13 (Yes / No). If you are international worker then respond with relevant inputs for boxes 13(A), 13(B) & 13(C) i.e. please provide country of origin (Nationality) in 13(A), Passport Number in 13(B) and validity period of Passport in 13(C).

**Definition of International worker (IW):**

**Scenario (a):** An Indian national worked in a foreign country with which India has entered into a social security agreement and contributed to the social security program of that country to avail or availed the social security benefits of that country (i.e) Indian national travelled to a social security agreement signed country without a “Certificate of Coverage (COC)” issued by the Employees Provident Fund Organization.

**Scenario (b):** Candidate who holds a “Person of Indian Origin (PIO)” or “Overseas Citizenship of India (OCI)” is termed as International Worker, since they are not an Indian national. (Please refer to the “Nationality” in the PIO or OCI passport)

**Scenario (c):** Candidate holding other than an Indian passport are termed as International Worker

14. Please select the relevant drop down for educational qualification in Item No. 14.
15. No action required: This field is auto populated based on previous responses
16. No action required: This field is auto populated based on previous responses.
17. Please provide ‘Know Your Customer (KYC)’ details of all the available documents mentioned in this column as far as possible. Bank account Number with I.F.S.C. code is mandatory, provided if you are going to retain the same bank account for crediting Cognizant salary. If you do not have a bank account or do not wish to retain the existing bank account then leave it blank and proceed with other available KYC documents.

Fill the name as on KYC with KYC Number and also the remarks in Item No 17. Remarks column is to fill up the relevant details i.e. I.F.S.C code, Expiry date in case of driving license and Passport.

**It is very important to note that KYC details are required to provide better services to the members and hence details of maximum number of documents should be provided in the Item No. 17, however minimum of three documents mandatory (excluding bank account number)**