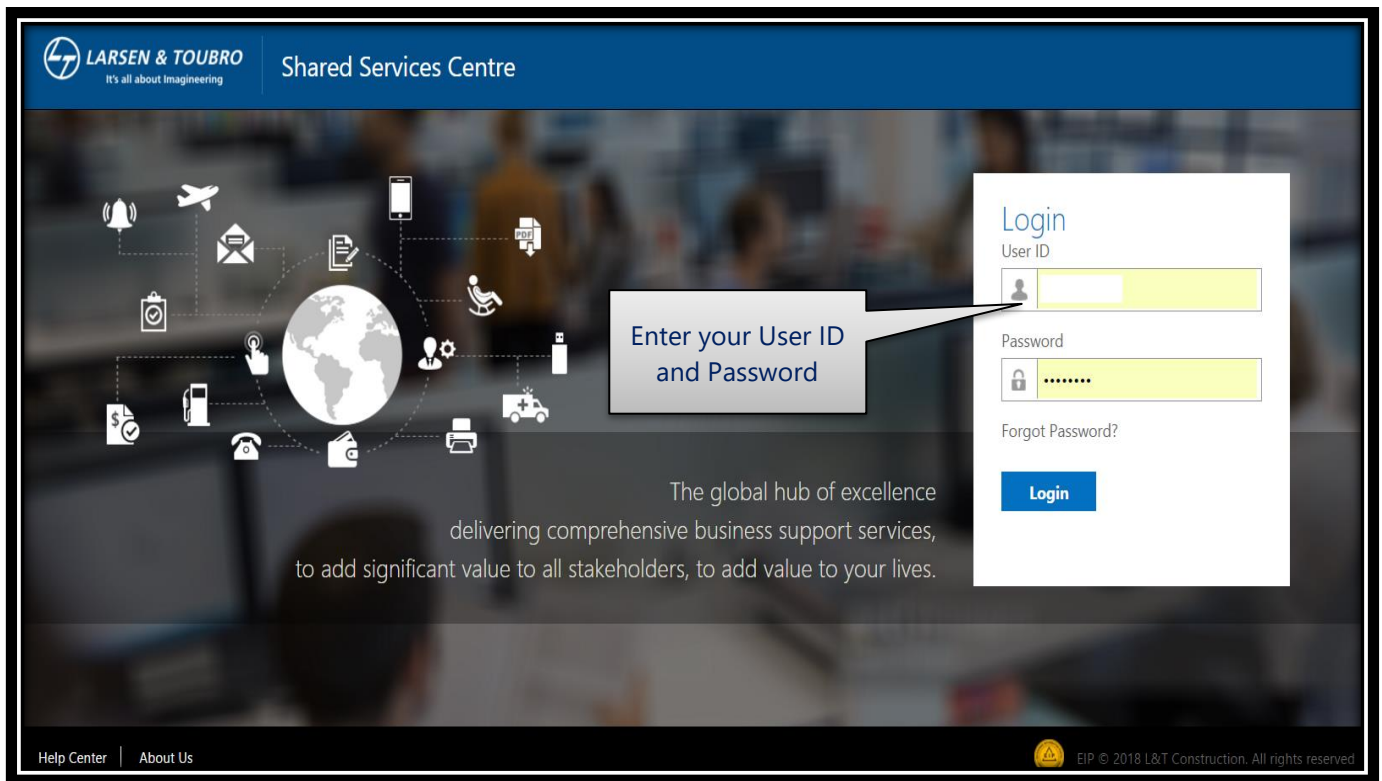


## User Manual for Online Form 11 Application

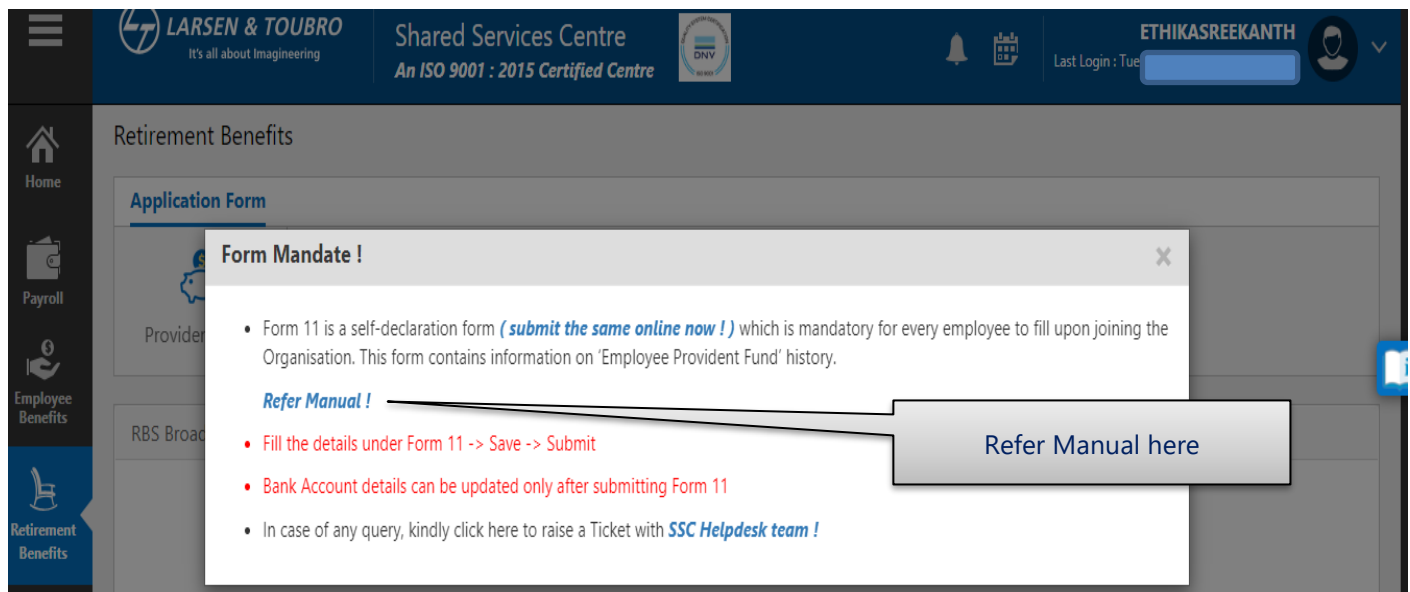
**For Larsen & Toubro Limited – Shared Service Centre  
Retirement Benefits Section****Record of Release**

<b>Version No.</b>	<b>Release Date</b>	<b>Description</b>
1.00	01.06.2018	Initial Document
1.01	01.08.2022	Review – guidelines included

1. Use URL → <https://ssc.larsentoubro.com/> and log on L&T Shared Services Centre (SSC) portal.



2. You will get the popup for Form11 – refer manual before filling the details.



### 3. Ensure the following steps:-

**Step-1** → Ensure the completeness of data

**Step-4** → **SAVE** application details, review details and then proceed with **SUMBIT** button

Retirement Benefits > Provident Form > Form 11 >

## Form 11 - New Request

Member Name :  Date of Birth/Age :

1 Enter Member Information 2 Check/update as KYC Information 3 Submit the form 4 Print the form

Member - Basic Information

Father's / Spouse name \*  Relationship \*

In case married woman, enter spouse name  ( select )

Employee Gender \*  Employee Marital Status \*

Male ( select )

Enter Father/Spouse name, Relationship, marital Status

TEMS (Domestic) i-TEMS (International) Payment Voucher-Overseas

Email \*  Mobile \*  Date of joining in current establishment \*

pujagupta@Intecc.com 9967018534 09-Sep-2011

Member - Previous Employment Information

Whether earlier a member of employees Provident Fund Scheme 1952? \*  
☐ Yes ☐ No

Whether earlier a member of employees Pension Fund Scheme 1995? \*  
☐ Yes ☐ No

Member - Other Information

International Worker? \* ☐ Yes ☐ No Select Country of Origin

( select )

Passport No.  Valid From

dd-Mon-yyyy dd-Mon-yyyy

Member - KYC Information

Enter Personal E-mail ID and mobile number

Select option for previous employment information

Select option for International Worker

Member - Bank Details

Name \*  Account No \*  Bank Name \*  Search IFSC Code \*

Enter name as per bank passbook 623501529540 ICICI BANK LTD ICIC0006235

Select Branch Name / IFSC Code \*

ICIC0006235 - MUMBAI - FORT - ICICI BA

Member - AADHAAR Details

Name \*  Aadhaar No \*

Enter name as per AADHAAR 664760057306

Remarks / Additional Information (If any)

Please ensure bank details & Enter Name as per bank account

Enter name as per AADHAAR

Member-Permanent Account Number Details

Name\*

PAN\*

Remarks / Additional Information (If any)

SendBack/Hold Details

SAVE application details & proceed with SUBMIT

#### 4. If Member having Previous Employment Details

Previous Employment Details - Exempted PF Trust

Previous Employment Details \*

Name of the Previous Trust

Address of the Previous Trust

Universal Account No

Date of Joining ( Previous Employment)

Year :

Month:

Day:

Date of Exit ( Previous Employment)

Year :

Month:

Day:

EPS Office Details \*

Select State

Select Office

Region Code

Office Code

Establishment ID

Extension

A/C Number

If scheme certificate issued for previous Employment, then certificate no.

Non Contributory Period(NCP) Days

Enter previous employment details

#### Instructions:-

- ❖ Kindly ensure the details mentioned in the application are correct, relevant documents are uploaded. SAVE the application details and review once again and then proceed with SUBMIT button.
- ❖ Ensure that you have signed in all places wherever signature is required in the form before upload in system.
- ❖ Ensure upload of duly signed Form11 along with necessary documents.

**Guidelines for filling-up Form-11:**

- (1) PF **Form 11** is a declaration about details of past service PF & EPS (Pension) of New joined employee. Hence you are requested to complete all necessary details in Form-11.
- (2) The fields in sl. 9 & 10 of Form-11 is mandatory.

<b>9</b>	Whether earlier a member of <b>Employees Provident Fund Scheme, 1952 (PF)</b>	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
<b>10</b>	Whether earlier a member of <b>Employees Pension Scheme, 1995 (EPS)</b>	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>

Please check the following condition while filling up this two information:

- **FIRST Condition** : If you are a PF & EPS member previously, and you have not withdrawn it, then please tick on "YES" option in both point and enclosed copy of your previous PF Member Passbook / PF Statement (in case of PF Trust) with this FORM 11
- **SECOND Condition:** If you have not a PF & EPS member previously then please tick on "NO" option in both point. – NO NEED TO ENCLOSED PREVIOUS PF PASSBOOK/PF SLIP. But please provide your previous UAN if you have.
- **THIRD Condition:** If you are **only a PF member previously**, and EPS (Pension) was not deducted, then please tick on "YES" option in point no. 9 and tick on "NO" option in point no. 10 and enclosed copy of your previous PF Member Passbook / PF Statement (in case of PF Trust) with this FORM 11

**NOTE: *If your previous PF & EPS is active then you cannot withdraw it. As per FORM 11 declaration (Pont no. 3 in undertaking) you must have to Transfer it in your present PF No. to L&T.***

**Along with FORM 11 following FORMS and KYC documents are mandatory**

1. **Previous UAN details – Note** : As per EPS amendment w.e.f. **1<sup>st</sup> Sept' 2014**  
 - EPS (Pension) membership will henceforth apply only to EPF members whose pay (Basic Pay) at the time of becoming a PF Member is not more than Rs. 15,000/ per month on or after 01.09.2014. The entire employer (ER Share 12%) and employee (EE Share 12%) contribution shall remain in the PF and no diversion to EPS shall be made for all new PF members on or after 01.09.2014 having salary more than 15,000/- at the time of joining. **This must be ensured as any negligence on this issue may lead to unwarranted litigations.**

To check above details we need the information from New joined staff in this

Format. So, accordingly we will decide, whether his EPS membership will continue or to be ceased. If s/he already withdrawn previous PF & EPS and present Basic Pay is more than 15,000/- then s/he will out from EPS as per above EPS rule.

2. KYC Documents – **AADHAAR - Mandatory**/ PAN / Bank account with present branch IFSC Code

**Without FORM 11, we can not generate EPS number and can not make EPS Remittance in to your EPS account.**

*Penal Damage and Interest charges levied by PF office due to delayed PF Remittance will be recovered from your salary if we have not receive your PF Form 11 on time.*

#### **In case of International Worker:-**

If staff joined as in **EXPATS cadre**, then that should be mentioned in point no. 13 in FORM 11 as **"INTERNATIONAL WORKER"** and passport, visa details must be enclosed with FORM 11.

#### **Previous Employment Details:**

How to know your **FULL PF/EPS No. / Member ID** - For Example:  
**MH/BAN/1234567/000/1234567**

<b>Region Code</b>	<b>Office Code</b>	<b>Establishment ID</b>	<b>Extension</b>	<b>A/c Number</b>
MH	BAN	1234567	000	1234567
State	PF office – Bandra - Mumbai	Company's PF Code (Should be 7 digit) put extra zero before if less than 7 digit)	Generally "000" but in case of Exempted PF Trust it is " <b>00X</b> "	Your Individual PF No. (Should be 7 digit) put extra zero before if less than 7 digit)

**Note: in Case of Unexempted Establishment PF & EPS (Pension) a/c number is same. But in case of Exempted PF Trust PF no. is different and EPS No. is Different.**

#### **# What is Unexempted & Exempted Establishment?**

**Unexempted Establishment** means those companies who deposited their employees PF & EPS (Pension) in Regional PF offices (EPFO).

**Exempted Establishment** means those companies who deposited their employees PF with their own PF Trust. – In this case EPS is with PF office only. So UAN is linked with EPS No. instead of PF No. in this type of PF Trust PF Member Passbook is not available. Hence need to get PF Slip/ PF Statement through previous employer.

**Additional details to check previous employment details:**

Following are the link to activate UAN and then how to download your PF Passbook.  
Note: If your previous company is Exempted PF Trust then in UAN PF Passbook is not available. Please get PF Slip / Statement from your previous employer

<https://unifiedportal-mem.epfindia.gov.in/memberinterface/> -> Go to Important Links option and click on Activate your UAN <https://unifiedportal-mem.epfindia.gov.in/memberinterface/no-auth/uanActivation/activationForm? HDIV STATE =17-7-91D06915E7AED09C05B4604F88315E74>

Then need to mention UAN number then Name as per UAN – Date of Birth as per UAN and Mobile no. and email id. Then enter given Captcha characters and click to Get Authorization Pin

After this will receive a pin through SMS which need to enter in next window and submit.

Then will receive a password of UAN Login.

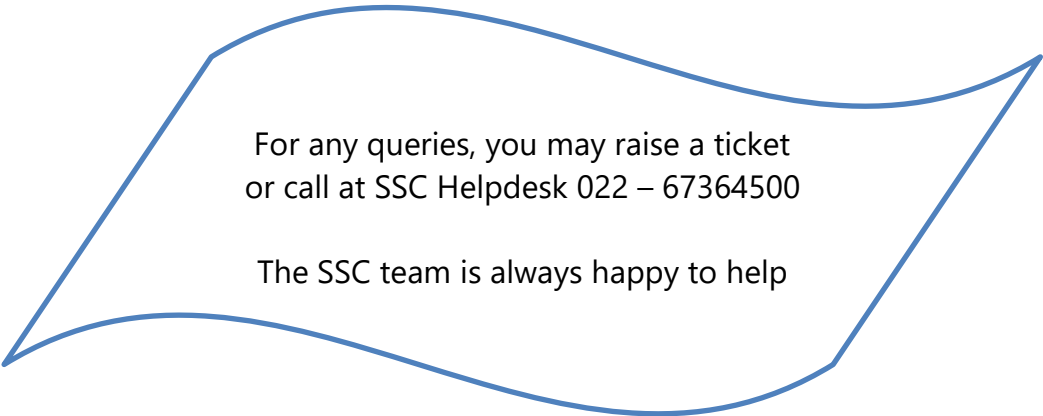
Then go to first link and Login to UAN with received password.

To update KYC need to login in UAN and go to Manage option – KYC and enter KYC details.

To Download PF Member Passbook -

<https://passbook.epfindia.gov.in/MemberPassBook/Login.jsp>

Password is same as per UAN login.



For any queries, you may raise a ticket  
or call at SSC Helpdesk 022 – 67364500

The SSC team is always happy to help



Thanks.....