

Aswin. k. Shah
Labour Consultant
C/6, " Adhya Shakti ",
Pranav HSG Society,
Chanod, Vapi.
Mob.: 09377000687

Email.: krupali2shah@yahoo.co.in

We reproduced the following circular for your reference and records.
For further details, you may contact the above adress.

EMPLOYEES' PROVIDENT FUND ORGANISATION

Bhavishya Nidhi Bhawan, 14- Bhikaji Cama Place, New Delhi – 110 066

June 22, 2015

No. Coord/40(24)2010/DPG/Review Meeting/11387

ORDER

In the matter of: Issue of direction under Para 78(3) of the Employees' Provident Funds Scheme, 1952 for efficient administration of the Scheme.

In view of the directions issued by the Central Government (the Ministry of Labour & Employment, Government of India) under Para 78(1) of the Employees' Provident Funds Scheme, 1952, I, K.K. Jalan, Central Provident Fund Commissioner, hereby issue the following directives in exercise of powers delineated under Para 78(3) of the said Scheme:

- (a) Employer of the establishment covered under the Act is directed to get the declaration in Form No.11 (New) from all the employees joining the establishment in a month and eligible to become member of the Fund and upload the same in Universal Account Number (UAN) Portal **within 25 days of close of each month.**
- (b) Employer of the establishment covered under the Act is directed to disseminate the UAN generated by EPFO to all his existing employees who are members of the Fund **within 15 days from the receipt of UAN** and get acknowledgement from them.
- (c) Employer of the establishment covered under the Act is directed to get the UAN activated by his employees who are members of the Fund **within 15 days of such dissemination.**

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- (d) Employer of the establishment covered under the Act is directed to duly seed the KYC details of such members (such as bank account details, PAN, AADHAAR etc.) **within one month of the receipt of UAN** so as to enable them to avail the services from EPFO.
 - (e) Employer of the establishment covered under the Act is directed to seed AADHAAR Numbers in respect of the members who have got AADHAAR **within one month of receipt of UAN.** Wherever the members do not have AADHAAR, the employer is directed to obtain a certificate from such members of the Fund to the effect that they have no AADHAAR **within one month of receipt of UAN.** As soon as the AADHAAR is submitted by any member, the employer is directed to upload the same on the UAN Portal **within 15 days of receipt.**
 - (f) Employer of the establishment covered under the Act is directed to ensure incorporation of UAN and to seed all relevant information in the claim form before forwarding the same to EPFO.
2. Employer of the establishment is directed to carry out the above instructions as per the schedule prescribed above. Failure to adhere to the directions beyond wage month of September, 2015 will amount to non-compliance to the directions and the defaulting establishment shall be liable for action as per the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder.

(K.K. Jalan)

Central Provident Fund Commissioner

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EPFO - SUBMISSION OF FORM 11...REGARDING

2015

EMPLOYEES' PROVIDENT FUND ORGANISATION

Bhavishya Nidhi Bhawan, 14- Bhikaji Cama Place, New Delhi – 110 066

June 22, 2015

No. Coord/40(24)/2010/DPG Review Meeting/11388

To

All Regional PF Commissioners

In-charge of the Regions/SROs

Subject: Submission of Form 11(New) and Seeding KYC (Know Your Customer) details in UAN (Universal Account Number) Portal – regarding.

Sir/Madam

Central Government in exercise of power conferred under section 78(1) of the Employees' Provident Funds Scheme, 1952 directed Employees Provident Fund Organisation to issue order to get the declaration forms in Form-11 (New) duly filled by the members at the time of joining and seed the KYC details in the UAN portal of EPFO before seeking any services from Employees Provident Fund Organisation.

2. Accordingly, the Central P.F. Commissioner in exercise of powers conferred under Para 78(3) of Employees' Provident Funds Scheme, 1952, issued order making submission of above information of members compulsory. The said order is enclosed herewith.

3. You are requested to bring it to the notice of the employers of the establishments covered under your jurisdiction.

Enclosure: As above

Yours faithfully

(P.K. Udgata)

Additional Central P.F. Commissioner-1 (Compliance)

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EMPLOYEES' PROVIDENT FUND ORGANISATION

Bhavishya Nidhi Bhawan, 14- Bhikaji Cama Place, New Delhi – 110 066

June 24, 2015

No. Bkg.1(4)2010/Online Remittance/12871

To

All Regional P.F. Commissioner-I/In charge

Regional & Sub-Regional Offices

Subject: Mandatory Deposit of Contributions through Internet Banking

Reference: (i) MoL&E Notification No. G.S.R. 360(E) dated 5.5.2015.

(ii) HO Circular of even No. dated 22.6.2015

Sir/Madam,

Please refer to the above said subject.

2. The Central Government in exercise of the powers conferred by section 5 read with sub-section (1) of section 7 of the EPF & MP Act, 1952 has notified amendments in Paras 38(1) and 48 of EPF Scheme, 1952 making it mandatory for employers to pay the statutory contributions through Internet Banking.

3. In exercise of powers conferred to the Central Provident Fund Commissioner under amended para 38(1) of EPF Scheme, 1952, it has been allowed vide order of even No. dated 24.6.2015 that an employer who makes payment of less than Rupees one lakh in a particular month as contributions under Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and Schemes framed thereunder, shall have the option to make such payments through bank drafts or banker's cheque or cheques drawn only on the local bank as was being done earlier. A copy of the said order is enclosed for information. This order shall be valid upto the month of September, 2015. Thereafter, it shall be mandatory for all employers to make payments electronically through internet banking. The employers remitting contribution below Rs.1 lakh per month shall, however, have the option to remit such dues through the internet banking even during the interim period upto September, 2015.

4. The employers may be advised through e-mail/SMS/press release for depositing contributions through Internet Banking as specified above.

Yours faithfully

(Sanjay Kumar)
RCFA

A. PREVIOUS EMPLOYMENT DETAILS

10) THE DETAILS OF THE UNIVERSAL ACCOUNT NUMBER (UAN) OR PREVIOUS PF MEMBER ID:

UAN

--	--	--	--	--	--	--	--	--	--	--	--	--

OR

PREVIOUS PF MEMBER ID

REGION CODE	OFFICE CODE	ESTABLISHMENT ID	EXTENSION	ACCOUNT NUMBER

11) DATE OF EXIT FOR PREVIOUS MEMBER ID (DD/MM/YYYY)

D	D	M	M	Y	Y	Y	Y

12) (A) IF SCHEME CERTIFICATE ISSUED FOR PREVIOUS EMPLOYMENT, THEN SCHEME CERTIFICATE NUMBER: _____
 (B) IF PENSION PAYMENT ORDER (PPO) ISSUED FOR PREVIOUS EMPLOYMENT, THEN PPO NUMBER: _____

B. OTHER DETAILS13) INTERNATIONAL WORKER
(PLEASE TICK)

YES	NO

IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(A), 13(B) & 13(C):

13(A) COUNTRY OF ORIGIN (Please Tick)

INDIA	OTHER THAN INDIA (IF YES, PLEASE MENTION NAME OF THE COUNTRY)

13(B) PASSPORT NUMBER

--

13(C) PASSPORT VALID FROM

D	D	M	M	Y	Y	Y	Y

To

D	D	M	M	Y	Y	Y	Y

14) EDUCATIONAL QUALIFICATION
(PLEASE TICK)

ILLITERATE	NON-MATRIC	MATRIC	SENIOR SECONDARY	GRADUATE	POST GRADUATE	DOCTOR	TECHNICAL/ PROFESSIONAL

15) MARITAL STATUS
(PLEASE TICK)

MARRIED	UNMARRIED	WIDOW/ WIDOWER	DIVORCEE

16) SPECIALLY ABLED
(PLEASE TICK)

YES	NO

If YES, TICK THE CATEGORY		
LOCOMOTIVE	VISUAL	HEARING

17) KYC DETAILS

KYC DOCUMENT TYPE	NAME AS ON KYC DOCUMENT	NUMBER	REMARKS, IF ANY
BANK ACCOUNT-1*			TEST CODE*
NPR/AADHAAR			
PERMANENT ACCOUNT NUMBER (PAN)			
PASSPORT			EXPIRY DATE
DRIVING LICENCE			EXPIRY DATE
ELECTION CARD			
RATION CARD			
ESIC CARD			
* Mandatory Field (NOTE: BANK ACCOUNT NUMBER (ALONG WITH IFSC CODE) IS MANDATORY. YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCS TO AVAIL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM.			

C. UNDERTAKING:

- A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
- B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,
- (I) I HAVE ENSURED THE CORRECTNESS OF MY UAN/ PREVIOUS PF MEMBER ID.
- (II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT P.F. ACCOUNT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PREVIOUS EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).
- (III) I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER PORTAL.

DATE:

PLACE:

SIGNATURE OF MEMBER

DECLARATION BY PRESENT EMPLOYER

- A. THE MEMBER Mr./Ms./Mrs. HAS JOINED ON AND HAS BEEN ALLOTTED PF MEMBER ID
- B. IN CASE THE PERSON WAS EARLIER NOT A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
- **(POST ALLOTMENT OF UAN)** THE UAN ALLOTTED FOR THE MEMBER IS
 - **PLEASE TICK THE APPROPRIATE OPTION:**
THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE
 - ☐ HAVE NOT BEEN UPLOADED
 - ☐ HAVE BEEN UPLOADED BUT NOT APPROVED
 - ☐ HAVE BEEN UPLOADED AND APPROVED WITH DSC
- C. IN CASE THE PERSON WAS EARLIER A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
- THE ABOVE MEMBER ID OF THE MEMBER AS MENTIONED IN (A) ABOVE HAS BEEN TAGGED WITH HIS/HER UAN/PREVIOUS MEMBER ID AS DECLARED BY MEMBER.
 - **PLEASE TICK THE APPROPRIATE OPTION:-**
 - ☐ THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE HAVE BEEN APPROVED WITH DIGITAL SIGNATURE CERTIFICATE AND TRANSFER REQUEST HAS BEEN GENERATED ON PORTAL.
 - ☐ AS THE DSC OF ESTABLISHMENT ARE NOT REGISTERED WITH EPFO, THE MEMBER HAS BEEN INFORMED TO FILE PHYSICAL CLAIM (FORM-13) FOR TRANSFER OF FUNDS FROM HIS PREVIOUS ESTABLISHMENT.

DATE:

SIGNATURE OF EMPLOYER WITH SEAL OF ESTABLISHMENT