USER MANUAL

JOINT DECLARATION

(MEMBER PORTAL)



EMPLOYEES PROVIDENT FUND ORGANIZATION HEAD OFFICE, NEW DELHI

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Introduction

The Employee's Provident Fund Organization (EPFO) is a statutory body under the Ministry of Labour and Employment, Government of India. EPFO provides social security benefits to more than 22 crore members through the following schemes:

- 1. Employee's Provident Fund Scheme, 1952
- 2. Family Pension Scheme, 1971
- 3. Employees' Pension Scheme, 1995
- 4. Employees' Deposit Linked Insurance Scheme, 1976

EPFO has to deal with various stakeholders during its processes, Members being at the center of focus of all the stakeholders.

The process of Joint Declaration for the correction in UAN profiles by the members is being undertaken as per various circulars. The member data in EPFO's database may be, in some cases, incomplete or has mismatches due to change of establishments by the members.

Due to this ,the member profiles data mismatch leading to rejections of claims. The claims settlement also face certain difficulties across all offices due to various reason related to data mismatch in parameters, namely, (1) Name, (2) Gender, (3) Date of Birth, (4) Father Name/ Name,(5) Relationship, (6) Marital Status, (7) Date of Joining, (8) Reason of Leaving,(9) Date of Leaving, (10) Nationality, (11) Aadhaar Number.

To maintain the correct profile of the member, reduce rejection of the joint declaration, and minimize fraud owing to UAN identity change, the Standard Operating Procedure (SOP) for the Joint Declaration – Member profile correction has been introduced by EPFO and same is being implemented in Unified Portal Application. This document will provide the details of the joint declaration implementation across the interfaces in Unified Portal Application.

Overview

The Joint Declaration is a joint request of employees duly authenticated by the Employer for the modification/addition of the members' basic profile parameters.

The process includes filing of a Joint Declaration application by the member, approval of JD by the Employer, its receipt in the Field Office and its approval or rejection by the competent authority. The DA/SS as an initiator assigned by the OIC of FO will initiate all such member modification requests through a unified portal. The initiator will examine the JD and the supporting documents submitted and submit the same with his comments to the verifier.

The SS /AO as a verifier will cross-check the member modification requests along with the supporting documents.

The approver RPFC-I/RPFC-II/APFC/AO/SS will approve the member modification request after verifying all the supporting documents.

Steps to be followed

1. Login to the member interface using your UAN. After login into your member account go to menu, click on *Manage* tab and under it click on *Joint Declaration*.

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Image-1

2. Select the appropriate Member Id/ PF account no. and Establishment for which you need to make changes and then click on *Get Details.*

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😭 Home	View 🗸	Manage 👻	Account 🗸	отср 🗸	Online Services 👻			
Joint Dec	laration							
		Sele	ct Member Id:	DSNHP9	876543000002112- (A. B. C 💙	Get Details		
							💪 Contact Us	? FAQs

Image-2

2.1. If there is already a previous pending request in process for that Member Id/PF account no. then error is encountered as shown in Image-2.1

0 RE	QUEST IS PENDING FROM JOINT DECLARATION DE	TAILS CHANGE FOR THIS MEMBER ID : PUPUN3222	9310000010038						
Joint	Declaration								
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Updat	e Details Pending Requests								•
	Ref. No.	Establishment Name		Details		Document Proof	Request Generaled On	Present Status	Action
1	PUPUN32229310000010038_11681	LAXMI ENTERPRISE1	Entity Reason of Leavin	Available Details g EPS SUPERNNUATION	Changes Requested RETIREMENT	view 👁	15-FEB-2024	Accepted by employer → Pending at PUNE field office	-
				14 <4 Page 1 of 1 >> >1 2	~				

Image-2.1

3. The information pertaining to the member-id/PF account no. present in the database shall be displayed on the screen. The information not available in the database shall be displayed as blank or not available. To enable changes to the required information click on the pencil icon besides the corresponding input boxes.

Provide the correct information desired to be updated against your profile in the corresponding input boxes.

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DATE DETAILS	Upload Doct	UMENTS		Preview/Submit Application
In case of a marital status change, no In case of a nationality change to Ind Changes requested should be as per	documents are required. ian, no documents are required. aadhaar for name, date of birth and gender.			
Fortity	Available datails	Changes requested**		
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Marital Status	UNMARRIED	UNMARRIED	~ 🧳	
Nationality	INDIAN	INDIAN	~	
odate service details				
Entity	Available details	Changes requested**		
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hereby consent to provide my Aadhaar Nu	mber, for the purpose of establishing my identity for j	joint deaclaration		
		Cancel		

Image-3

4. In order to proceed with the submission of the application, you have to provide your consent regarding changes required in the profile information and get aadhaar OTP for aadhaar OTP based authentication. Click on the checkbox for consent and click on *Proceed*.

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Relationship	FATHER	MOTHER	~	×	
Marital Status	UNMARRIED	MARRIED	~	×	
Nationality	INDIAN	ANDORRA	~	×	
date service details					
Entity	Available details	Changes requested**			
Date Of Joining EPF	01/11/2022	01/11/2022		A	
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Reason Of Leaving EPF	NOT AVAILABLE	Select	~	Can ¹	
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Image-4

5. Documents are required to be uploaded against the attributes to be changed. All those attributes against which the information is requested to be changed shall appear for upload of necessary required document. Select the document proof that you have available for the particular fields. Keep the scanned copy of the document proof ready for updation. Refer Annexure for details.

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Maximum 2N In case of a n	MB pdf file size is allo marital status change	wed.	s are required					
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				Uplo	ad Reset	Cancel		
				Uplo	ad Reset	Cancel		

Image-5

- 6. Upload the supporting documentary proof for the document you have selected. To upload click the *Choose file button*.
 - 6.1. Please ensure the following before uploading the documents :
 - No two documents should have the same name.
 - There shouldn't be any space in the name of the documents.
 - File name must only contain alphanumeric characters, underscores, hyphens.
 - Only .pdf extension is allowed.
 - Maximum allowed size for the pdf document is 2MB.
 - 6.2. If a specific type of document is selected for a particular attribute, and the corresponding proof of that document is uploaded, there's no need to upload the same document again for any other changes that require the same type of document.
 - 6.3. When all documents are uploaded then click on *Upload* to proceed.

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Image-6

7. The summary of the changes requested will be displayed. Verify the requested changes from the summary and check the uploaded supporting documents by clicking on *View all Uploaded Documents.*

nt Declaration		
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0	2	3
PDATE DETAILS	UPLOAD DOCUMENTS	Preview/Submit
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Entity	Available details	Changes requested
MEMBER NAME	PROMULTING	PR
DATE OF BIRTH	22/09/1999	22/09/1996
FATHER/MOTHER NAME	A	A
RELATIONSHIP	FATHER	MOTHER
MARITAL STATUS	UNMARRIED	MARRIED
NATIONALITY	INDIAN	ANDORRA
	View All Uploaded Documents	
I. Postation and the postation of the	506. PF account DSNHP9876543000002113 and Aadhaar 3	is/ was with establishment M/S A. B. C AND SONS
master . The personal details furnished to EPFO earlier w	ere found to be incorrect /blank, and therefore request for change/	/updation in the member profile as above.
🗹 मैं अपनी पहचान स्थापित करने के उद्देश्य से आधार आधारित प्र	माणीकरण के लिए अपना आधार नंबर, बायोमेट्रिक और/या वन टाइम पिन (ओट	ीपी) डेटा प्रदान करने के लिए सहमत हूं
Libereby consent to provide my Aadhaar Number, Biome	tric and/or One Time Pin (OTP) data for Aadhaar based authenticati	on for the purpose of establishing my identity.
Thereby consent to provide my Additidar Hamber, Sione		

Image-7

					UAN : 1234 6722	2606 /
EMPLOYEES' MINISTRY OF LA			Uploaded Supporting Documents		×	-A A A+ G+ Log
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	1	Birth Certificate			*	
	2	Passport			*	
0	3	Driving License	* * *	 3		
UPDATE DETAILS	4	School Transfer Certificate (TC)		PREVIEW/SUBMIT		
Preview Details Char	5	Pensioner Photo Card		Application		
	6	Passport of Father/Mother	*			
	7	Copy of Person of Indian Origin (P	*			
	8 Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs,Buddhists, Jain, Parsis and Christians				*	<a< th=""></a<>
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Image-8

8. After verification, read the consent message and if you agree click the two checkboxes for consent-

The consent for reason for change and application of the same jointly with the establishment . The consent for aadhaar OTP based authentication and then click on *Get OTP*.

ome	View 👻	Manage 👻	Account 🗸	OTCP -	Online Services +		
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DATE C	DETAILS				UPLOAD DOCUMENTS	Р	REVIEW/SUBMIT
eview	Details Ch	anges					AFFEICATION
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		Entity			Available details	Changes requested	
		MEMBER N	AME		PREAME AR	PR ettor A	
		DATE OF BI			22/09/1999	22/09/1996	
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l here	by consent t	to provide my A	adhaar Numbe	r, Biometric a	nd/or One Time Pin (OTP) data for Aadhaar based authenticat	ion for the purpose of establishing my identity.	
					Get OTP Cancel		

Image- 9

9. An OTP will be sent to your Aadhaar registered mobile number. Enter the OTP received on your mobile and the Captcha displayed and click on *Submit.*

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						(OTP will be valid for 5 mins)		
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					Submit	Cancel		

Image-10

9.1. If the details entered are incorrect and Aadhaar authentication is not successful then an error as sown in Image-10.1 occurs.

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.	MINISTRY OF LABOUR &	EMPLOYMENT, GOVER	NMENT OF INDI	A				
Home	View - Manage	- Account -	otcp 🚽	Online Services -				
The de	tails provided do not m	atch your Aadhaar i	nformation. P	lease enter the correct name, date of birth, and gender.				
		,						
oint Dec	laration							
			Select I	Member Id: PUPUN32229310000010038- (LAXMI V Get Details				
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pdate D	etails Processed Req	uests						
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1 PUPI	etails Processed Req Ref. No. JN32229310000010038_	11461 LAXN	ablishment Name	Entity Available Details Chang Nationality NOT AVAILABLE BANGL Marital Status UNMARRIED DIVOR	Document Proof	Request Generate 05-FEB-2024	Present State Rejected t employer	us Dy

Image-10.1

10. If the verification is successful then you will get a message- *Changes requested saved successfully.*

You can view the submitted request on the same page under the tab – *Update Details Pending Requests.*

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Image-11

11. The status of the request keeps changing as it passess through various stages. It can be checked in – *Update Details Pending Requests* tab under the column *Present Status*.

۲	EMPLOYEE MINISTRY OF	S" PROVIDENT FUND OF	RGANISATION, IN OVERNMENT OF INE	IDIA MA						UAN : 1234 6722 2606,	A A A B Logou
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Joint D	eclaration										
					Select Member Id: PL	PUN32229310000010038- (LAXMI	♥ Get Details				
Update	Details Pend	ina Requests									
		Ref. No.		Establishment Name		Details		Document Proof	Request Generated On	Present Status	Action
1	PUPUN33	229310000010038_11681		LAXMI ENTERPRISE1	Entity Reason of Leaving EPS	Available Details SUPERNNUATION	Changes Requested RETIREMENT	view 👁	15-FEB-2024	Accepted by employer → Pending at PUNE field office	-
					14.4	Page 1 of 1 Internet 2 V					
Update	Details Proce	ssed Requests									D
										🕻 Con	tact Us ? FAQs

Image-12

12. A pending request can be deleted by clicking on the bin icon in the Action columns under the tab *Update Details Pending Requests.* But note that it can only be deleted till it has not been processed by the employer.

۲	EMPLOYEES MINISTRY OF I	PROVIDENT I LABOUR & EMPLO	FUND ORGAN	ISATION, INC	на					U	AN : 1234 6722 2606 g	A A A Cogo
🖶 Home	View -	Manage +	Account +	OTCP -	Online Services -							
Joint De	claration											
						Select Member Id: PUP	UN32229310000010038- (LAXMI	✓ Get Details				
Update I	Details Pendi	ng Requests										•
		Ref. No.			Establishment Name		Details		Document Proof	Request Generated On	Present Status	Action
						Entity	Available Details	Changes Requested				<u> </u>
1	DSNHP98	76543000000211	3_11743		A. B. C AND SONS master	Date of Leaving EPF	NOT AVAILABLE	13-FEB-2024 DEDMANENT DISARI EMENT	view 👁	19-FEB-2024	Pending at employer	
						Reason of Leaving LFF	NOT AVAILABLE	PERMANENT DISABLEMENT			L L	L



۲	EMPLOYEES' PROVIDENT FUND ORGANIS/ MINISTRY OF LABOUR & EMPLOYMENT, GOVERNME	NTION, INDIA	D	elete Request		×	u	AN : 1234 6722 2606 /	Logo
Joint D	View • Manage • Account •	OTCP - Ordina	Are you sure you want to DSNHP987	delete the request with refe 65430000002113_11743 ? ts:DNkte Cancel	rrence number				
Update	Details Pending Requests								-
	Ref. No.	Establishment Name		Details		Document Proof	Request Generated On	Present Status	Action
1	DSNHP96765430000002113_11743	A. B. C AND SONS master	Entity Date of Leaving EPF Reason of Leaving EPF	Available Details NOT AVAILABLE NOT AVAILABLE	Changes Requested 13-FEB-2024 PERMANENT DISABLEMENT	view 👁	19-FEB-2024	Pending at employer	0

Figure 14

۲	EMPLOYEES MINISTRY OF	S' PROVIDENT	FUND ORGAN	ISATION, IN	DIA		UAN : 1234 6722 2606 /
🖶 Home	View -	Manage 🗸	Account -	отср 🗸	Online Services -		
Reques	t deleted suc	cessfully					
Joint Dec	laration						
						Select Member Id: PUPUN32228310000010038-(LAXMI V Get Details	

Image-15

13. Finally when the request is processed at field office level or if it gets rejected at employer level, then it gets under the tab – **Update Details Processed Requests**. Under this tab all the previous request history which was approved/ rejected can be seen.

								UAN : 1	234 6722 2606 /	
	EMPLOYEES' PR		FUND ORGAN	ISATION, INC	AIC					-A A A+ 🕩
	MINISTRY OF LABO	UR & EMPLO	YMENT, GOVERN	IMENT OF INDIA	A					
Home	View 🗸 🛛 Ma	anage 🗸	Account -	otcp 🚽	Online Services 🗸					
int Dec	laration									
							_			
				Select N	PUPUN3222931	0000010038- (LAXMI 🗸 Get	Details			
date D	etails Processed	Requests								
date D	etails Processed	Requests								
date D	etails Processed	l Requests	Esta	blishment Name		Details		Document Proof	Request Generate	Present Status
late D	Ref. No.	l Requests	Esta	blishment Name	Entity	Details Available Details	Change	Document Proof	Request Generate	Present Status
date D	etails Processed Ref. No.	l Requests	Esta	blishment Name	Entity Nationality	Details Available Details NOT AVAILABLE	Change BANGLA	Document Proof	Request Generate	Present Status Rejected by
date D	Ref. No.	I Requests	Esta	blishment Name	E1 Hationality Marital Status	Details Available Details NOT AVAILABLE UNMARRIED	Change BANGLA DIVORC	Document Proof view @	Request Generate 05-FEB-2024	Present Status Rejected by employer Remark - rejecte
date D PUPI	Ref. No.	0038_11461	Esta	blishment Name	E1 Entity Nationality Marital Status	Details Available Details NOT AVAILABLE UNMARRIED	Change BANGLA DIVORC	Document Proof view @	Request Generate 05-FEB-2024	Present Status Rejected by employer Remark - rejecte
date D PUP	Ref. No.	1 Requests	Esta	blishment Name	E1 Entity Nationality Marital Status	Details Available Details NOT AVAILABLE UNMARRIED	Change BANGLA DIVORC	Document Proof view @	Request Generate 05-FEB-2024	Present Status Rejected by employer Remark - rejecte

Image-16

ANNEXURE

LIST OF ACCEPTABLE DOCUMENTS FOR GETTING CORRECTED / UPDATING THE PARAMETERS AS MENTIONED ABOVE.

Table-A (Name and Gender)

	1. Name, 2. Gender
S. No.	Name of Document
1.	Passport
2.	Death Certificate
3.	Birth Certificate
4.	Driving License
5.	Service photo identity card issued by Central Govt./State Govt./ UT Govt./ PSU/ Banks
6.	School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC
	certificate/Mark Sheet issued by board/ University containing name and photograph
7.	Bank Pass Book having name and Photograph Cross Stamped by bank
	official
8.	PAN Card/ e-PAN
9.	Ration / PDS photo Card
10.	Voter ID/ e-Voter ID
11.	Pensioner Photo Card/Freedom Fighter Photo Card
12.	CGHS/ ECHS/ / Medi-Claim Card with Photo issued by State/ Central
	Govts./ PSUs/ Rashtriya Swasthya Bima Yojana (RSBY) Card
13.	ST/ SC/ OBC certificate with photograph ST/ SC/ OBC certificate with
	photograph
14.	For Full name/first name change requests: PF Member to submit the Gazette notification of new name along with any supporting document of old name with photograph (Even for 1st instance of the Full name/ first
	name change)
15.	Valid Visa along with Foreign Passport (valid only) issued in case of other
	Foreign Nationals

16.	Freedom Fighter Card having photo
17.	Copy of Person of Indian Origin (PIO) card issued by Government of
	India
18.	Copy of Overseas Citizen of India (OCI)card issued by Government of
	India
19.	Tibetan Refugee Card (Accompanied by one more ID)
20.	Other Supporting Document

<u> Table-B (Date of Birth)</u>

	3. Date of Birth						
S. No.	Name of Document						
1.	Birth Certificate issued by the Registrar of Births and Deaths.						
2.	Marksheet issued by any recognized Government Board or University. School Leaving						
	Certificate (SLC)/ School Transfer Certificate (TC)/ SSC						
	certificate containing Name and Date of Birth						
3.	Certificate based on the service records of the Central/State Government						
	Organizations.						
4.	In the absence of proof of date of birth as above, Medical Certificate issued by Civil						
	Surgeon after examining the member medically and supported with an affidavit on						
	oath by the member duly authenticated by a						
	Competent Court.						
5.	Passport						
6.	PAN by IT department						
7.	Central/ State Pension Payment Order						
8.	CGHS/ ECHS/ Medi-Claim Card issued by Centre/ State/ UTs Govts./						
	PSUs having Photo & Date of Birth						
9.	Domicile Certificate issued by the Government						
10.	Other Supporting Document						

Table-C (Father/Mother Name and Relationship)

	4. Father/Mother Name, 5. Relationship
S. No.	Name of Document
1.	Passport of Father/Mother
2.	Ration card/PDS Card
3.	CGHS/ECHS/ Medi-Claim Card with photo issued by Centre/ State Govts./
	PSUs.
4.	Pension Card
5.	Birth Certificate issued by of Birth, Municipal Corporation and other notified
	local Government bodies like Taluk, Tehsil etc.
6.	Marriage Certificate issued by the Government
7.	Photo ID card issued by Central/ State Govt. like Bhamashah, Jan-
	Aadhaar, MGNREGA, ARMY Canteen card etc.
8.	Other Supporting Document

<u> Table-D (Marital Status)</u>

	6. Marital Status						
S. No.	Name of Document						
1.	Marriage Certificate issued by the government						
2.	Divorce Decree						
3.	Passport						
4.	Other Supporting Document						

<u> Table-E (Date of Joining)</u>

7. Date of Joining		
S. No.	Name of Document	
1.	Employee register	
2.	Attendance register	
3.	Appointment letter or any other document as establishment maintain under any central or State labour act	
4.	Letter of establishment on their letter head clearly stating the date of joining and duly signed by Employer or the authorized signatory supported by ECR of the employee during the said period	
5.	Other Supporting Document	

Table-F (Reason of Leaving)

Г

8. Reason of Leaving		
S. No.	Name of Document	
1.	Resignation letter	
2.	Letter from establishment on their letter head clearly stating the reason ofleaving supported by ECR of the employee during the said period	
3.	Termination letter issued to employee	
4.	Any document as establishment deems fit to establish exit reason of employee duly signed by the Employer or the authorized signatory of the establishment on their letterhead	
5.	Other Supporting Document	

Table-G (Date of Leaving)

9. Date of Leaving		
S. No.	Name of Document	
1.	Resignation letter/termination letter	
2.	Experience certificate or any other document as establishment maintain under any central or State labour act	
3.	Wage slip/salary slip/full and final letter	
4.	Letter of establishment on their letter head clearly stating the date of joining and duly signed by Employer or the authorized signatory	
5.	Other Supporting Document	

<u> Table- H (Nationality)</u>

10. Nationality		
S. No.	Name of Document	
1.	Copy of passport	
2.	Copy of Person of Indian Origin (PIO) card issued by Government of India	
3.	 Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jain, Parsis and Christians 	
4.	Valid Visa along with Foreign Passport (valid only) issued in case of Foreign Nationals	
5.	Tibetan Refugee Card (Accompanied by one more ID)	
6.	Other Supporting Document	

<u> Table-I (Aadhar)</u>

11. Aadhaar		
S. No.	Name of Document	
1	Aadhaar card/e-aadhaar card with linked active mobile phone	