



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

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No: WSU/JointDeclaration/E-54018/2024-25/ 006

Date: 16/Jan/2025

To

All ACC (HQ) Zones,  
All ACC Zonal Offices,  
All Officers in Charge of the ROs/ DOs.

Sub: Simplification of Joint Declaration Process- reg.

Madam/Sir,

1. In supersession of the directions contained in the Joint Declaration SOP Version 3.0 issued on 31-July-2024, following directions are issued to simplify the process:-
  - a) The process is simplified based on the classification of members as below:-
    - A. Member Id linked with UAN generated based on Aadhaar from 1st Oct, 2017 (JD request received online)
    - B. Member Id linked with UAN generated prior to 1st Oct, 2017 wherein Name, Dob & Gender, Aadhaar validated by UIDAI (JD request received online)
    - C. Member Id having UAN but not Aadhaar validated by UIDAI or without any UAN or belonging to deceased members (JD request filed in physical mode by member/claimant)
  - b) Level at which the change can be executed has been revised as per **Annexure I**.
  - c) Documents can be submitted by the member through Digilocker wherever feasible else uploaded as a single PDF from the documents listed in **Annexure-II**. The facility for uploading through Digilocker shall be introduced shortly. For each parameter, a minimum of 2 documents need to be uploaded but only 1 document would be required if it is through Digilocker. In cases where EE (Employee) himself can carry out the desired change, no document will be required to be uploaded.
  - d) In all cases where the JD request cannot be filed online by the member, the employers can file the request online including the case of deceased members by duly uploading the physical JD.
  - e) In case of closed establishments, the physical JD request duly attested by any one of the authorities who are authorized to attest the claim vide Para 10.18 of the MAP Part II-A along with the relevant documents can be submitted to the PRO in the format as laid down in **Annexure-III**.
  - f) In case of deceased members, the physical JD format can be signed by any one of the claimants eligible vide Para 70 of the EPF Scheme, 1952 and matching with Aadhaar data will not be required.

(This issues with the approval of CPFC)

  
(G R Suchindranath)  
ACC (WSU)

**Level at which change can be executed**

S. No.	Parameter	Member Id linked with UAN generated based on Aadhaar from 1 <sup>st</sup> Oct, 2017 (JD request received online)  <b>A</b>	Member Id linked with UAN generated prior to 1 <sup>st</sup> Oct, 2017 wherein Name, Dob & Gender were validated by UIDAI (JD request received online)  <b>B</b>	Member Id having UAN but not Aadhaar validated by UIDAI or without any UAN or belonging to deceased members (JD request filed in physical mode by member/claimant)  <b>C</b>
1	Name	EE	EE> ER	ER >DA>AO
2	DOB	EE	EE> ER	ER >DA>AO
3	Gender	EE	EE> ER	ER >DA>AO
4	Nationality	EE (for updation as Indian in case of blank field & change in case of Indian to IW)  EE > ER > DA > AO (in case the change is from IW to Indian/IW)	EE (for updation as Indian in case of blank field & change in case of Indian to IW)  EE > ER > DA > AO (in case the change is from IW to Indian/IW)	ER >DA>AO
5	Father Name	EE	EE> ER	ER >DA>AO
6	Mother name	EE	EE	ER >DA>AO
7	Marital Status	EE	EE	ER >DA>AO
8	Spouse Name	EE	EE> ER	ER >DA>AO
9	Date of Joining	EE (if matching with the contributions received)  EE> ER> DA> AO (if NOT matching with the contributions received)	EE (if matching with contribution received)  EE> ER> DA> AO (if NOT matching with the contributions received)	ER >DA>AO
10	Date of Leaving EPF/EPS	EE (if matching with the contributions received)  EE> ER> DA> AO (if NOT matching	EE>ER (if matching with contribution received)  EE> ER> DA> APFC (if NOT matching with	ER >DA>APFC

		with contributions received)	the the contributions received)	
<b>11</b>	<b>Reason of Leaving EPF/EPS</b>	<b>EE&gt; ER</b>	<b>EE&gt;ER</b>	<b>ER &gt;DA&gt;APFC</b>

**EE-** Employee; **ER-** Employer/PRO; **DA-** Dealing Assistant; **AO-** Accounts Officer; **APFC-** Assistant PF Commissioner

**In Category C, if the Member Id is without a UAN, the system will check if there is any UAN associated with the given Aadhaar and link the Member Id with that UAN. If there is no UAN associated with the Aadhaar, a new UAN will be generated for the Member Id.**

## **ANNEXURE-II**

### **LIST OF ACCEPTABLE DOCUMENTS**

<b>1. Name, 2. Gender</b>	
<b>S.NO</b>	<b>Name of Document</b>
<b>1</b>	Passport
<b>2</b>	Death Certificate
<b>3</b>	Birth Certificate
<b>4</b>	Driving Licence
<b>5</b>	Service photo identity card issued by Central Govt./State Govt./ UT Govt./ PSU/ Banks
<b>6</b>	School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC certificate/Mark Sheet issued by board/ University containing name
<b>7</b>	Bank Pass Book having name and Photograph Cross Stamped by bank official
<b>8</b>	PAN Card/ e-PAN
<b>9</b>	Ration / PDS photo Card
<b>10</b>	Voter ID/ e-Voter ID
<b>11</b>	Pensioner Photo Card
<b>12</b>	CGHS/ ECHS/ / Medi-Claim Card with Photo issued by State/ Central Govts./ PSUs/ Rashtriya Swasthya Bima Yojana (RSBY) Card
<b>13</b>	ST/ SC/ OBC certificate with photograph
<b>14</b>	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 1 <sup>st</sup> instance of the Full name/ first name change)
<b>15</b>	Valid Visa along with Foreign Passport (valid only) issued in case of other Foreign Nationals
<b>16</b>	Freedom Fighter Card having photo
<b>17</b>	Person of Indian Origin (PIO) card or Overseas Citizen of India (OCI) card issued by Government of India
<b>18</b>	Tibetan Refugee Card

<b>3. Nationality</b>	
<b>S.NO</b>	<b>Name of Document</b>
<b>1</b>	Passport
<b>2</b>	Person of Indian Origin (PIO) card issued by Government of India
<b>3</b>	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
6	Voter ID/ Elector Photo Identity Card (EPIC)
7	Nationality Certificate/ Domicile Certificate
8	Appointment Letter/Offer of Appointment in which Nationality is mentioned
9	Birth Certificate issued by the Registrar of Births and Deaths (only in case where the Nationality is not available in system and now getting updated as INDIAN for members who had acquired citizenship of India by birth and has domicile in India

#### 4. 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 Notarized.
5	Passport
6	PAN by IT department
7	Central/State Pension Payment Order
8	CGHS/ECHS/ Medi-Claim Card issued by Centre/State/UT Govts./PSU shaving Photo& Date of Birth
9	Domicile Certificate issued by the Government
10	Ration Card/ PDS Card of the member.
11	ESIC Pehchan Card
12	Voter ID Card
13	Photo ID Card containing DOB issued by State or Central Government/ Public Sector Undertaking or any other Government Organization or a Recognized Education Institution
14	Driving Licence

#### 5. Father Name, 6. Mother Name and 7. Spouse Name

S.NO	Name of Document
1	Passport of Member
2	Ration Card/PDS Card of the member
3	CGHS/ECHS/ Medi-Claim Card with photo of member issued by Centre/ State Govts./ PSUs.
4	Pension Card of member
5	Birth Certificate of member issued by Registrar of Birth, Municipal Corporation, other notified Local bodies, Government bodies like Taluk, Tehsil etc.
6	Marriage Certificate of member issued by the Government
7	Photo ID card of member issued by Central/ State Govt like Bhamashah, Jan-Aadhaar, MGNREGA, ARMY Canteen card etc.
9	PAN card of member
10	10 <sup>th</sup> or 12 <sup>th</sup> School Certificate/ Marksheet of the Member bearing father/mother name
11	Driving License of Member
12	Family entitlement issued by Central or State Government
13	Discharge slip/card issued in the name of the mother of the member by a Government Hospital subsequent to the delivery of the child
14	Certificate of Identity comprising a photograph issued by a MLA/MP, a gazette officer or municipal counselor on letter head,
15	Department of post issued address card to the member
16	A certificate of identity comprising a photograph and relationship with the head of a family issued by Sarpanch (President) of the Village Panchayat in rural areas to the member

<b>8. Marital Status</b>	
<b>S.NO</b>	<b>Name of Document</b>
1	Marriage Certificate issued by the government/Local Bodies like Municipality/ Gram Panchayat
3	Divorce Decree
4	Passport
5	Affidavit on oath by the member duly Notarized
6	Ration Card/PDS Card
7	Voter ID Card
8	Death Certificate issued by the Registrar of Births and Deaths
9	Family Member Certificate issued by Employer on letter head
10	State Government / ECHS/ ESIC/ CGHS Medical Card
11	Pension Card
12	MGNREGA Job Card
13	Certificate of identity comprising a photograph issued by MP/MLA/gazette officer/Municipal Counselor/Sarpanch (President) of the Village Panchayat.

<b>9. Date of Joining</b>	
<b>S.No</b>	<b>Name of Document</b>
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	Self Declaration by Employee if matching with the contribution received

<b>10. Reason of Leaving</b>	
<b>S.NO</b>	<b>Name of Document</b>
1	Resignation Letter
2	Letter from establishment on their letter head clearly stating the reason of leaving 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	Death Certificate issued by the Registrar of Births and Deaths
6	Self Declaration by Employee if matching with the contribution received

<b>11. Date of Leaving</b>	
<b>S.NO</b>	<b>Name of Document</b>
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 Leaving and duly signed by Employer or the authorized signatory
5	Death Certificate issued by the Registrar of Births and Deaths
6	Attendance and Wage Register
7	First Information Report in case of missing person presumed to be dead
8	Legal Heir Certificate in case of missing person presumed to be dead
9	Self Declaration by Employee if matching with the contribution received

**Joint Declaration Format**

I.....having UAN..... PF Account.....and Aadhaar ..... is/ was with establishment M/s..... The personal details furnished to EPFO earlier were found to be incorrect/ blank, and therefore request for change/Updation in the member profile as follows.

<b>S. No</b>	<b>Parameters</b>	<b>Existing Incorrect details</b>	<b>Correct details to be updated</b>
1	Name		
2	DOB		
3	Gender		
4	Father Name		
5	Mother Name		
6	Spouse Name		
7	Date of Joining		
8	Date of Leaving		
9	Reason of leaving		
10	Marital Status		
11	Nationality		

**Signature of the member**

(To be filled by the employer)

I..... S/D/o....., with the designation of .....is the Authorized signatory of the above said establishment. I have verified the request, documents attached and the records of the establishment and hereby certify that the facts mentioned above are correct.

**Authorized signatory**