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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Website: www.epfindia.gov.in, www.epfindia.nic.in

No: WSU/MemberProfile/E- 710137/2025-26/26   Date: 13/Aug/2025

To,

All ACC (HQ)s/ACCs (Zones)
All RPFC-I/RPFC-II/APFC OICs

Sub: Seeding/Correcting Aadhaar in Universal Account Number(UAN) - reg.

Ref: 1. R-1/C-DAC/2014 dt.25-07-2014
        2. WSU/JointDeclaration/E-54018/2024-25/006 dt.16/01/2025

Madam/Sir,

Vide ref (1) above, the seeding of Aadhaar as KYC for UAN has been initially instituted with an aim to provide services directly to the beneficiaries without intermediation of the employer. This has resulted in seamless service delivery and has greatly reduced the turnaround time of availing the benefits by the members.

2.   Vide ref (2), a vastly simplified process was instituted whereby members themselves can modify their profile if their Aadhaar has been seeded and got verified from UIDAI with only few cases of members who are yet to seed/verify their Aadhaar getting routed to the employer or EPFO for approval.

3.   Further, in all cases where the **Name, Gender** and **Date of Birth** as available in the UAN matches exactly with those in Aadhaar, then the member can approach his/her Employer, who can seed Aadhaar with the UAN of the Member through **KYC functionality** available in the Employer Portal. No separate approval as such is required from EPFO.

4.   In order to facilitate members who are yet to seed/verify Aadhaar or need to correct the Aadhaar in their UAN, the existing Joint Declaration functionality has further been simplified as under:-

a. In case of mismatch in any of the fields of **Name, Gender** and **Date of Birth**, between UAN as well as Aadhaar for the members, the Employer can file the request for rectification of the above fields through the Joint Declaration(JD) Functionality.

b. For correction of Aadhaar, i.e., cases where a wrong Aadhaar has been erroneously linked with the UAN, the Employer can now enter the correct Aadhaar in online Joint Declaration(JD) Functionality and forward to the RO concerned for approval.

c. <u>In case the Employer is not available or the Establishment is closed</u>, the Member can still file a physical JD in the format at **Annexure I** duly attested by any one of the authorities authorized to attest the claim vide Para 10.18 of the MAP Part II-A and submit to the Public Relations Officer (PRO) Counter in the concerned Regional Office with due acknowledgement. The PRO after due verification shall enter the details in the JD functionality and submit the request for further processing by the office.

d. All such requests which involve seeding or correcting Aadhaar in the JD functionality shall be carefully examined and will require approval at the level of APFC. While approving the same, the APFC shall satisfy himself after due verification of the case that the request is genuine. Requests for changes in already Aadhaar verified cases should not be allowed.

[This has the approval of CPFC]

Yours sincerely,

**G. R. Suchindranath
ACC (WSU)**

Joint Declaration (Including Aadhaar Seeding/Correction)

I, ………………………………………… son/daughter of ………………………………….. 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.

S. No	Parameters	Existing Incorrect Details	Correct Details to be Updated
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		
12	Aadhaar		

Signature of the Member

(To be filled by the Employer)

I …………………………………………. son/daughter of…………………………………, 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.

Signature of the Authorized Signatory with Seal

OR

*(To be filled by the Authorized Authority as per the list overleaf where Establishment is closed
or Employer is untraceable)*

I …………………………………………. son/daughter of…………………………………, with the designation
of …………………………………………………verified the request, documents attached and the records
present before me and hereby certify that the facts mentioned above are correct.

Contact Number-
Full Postal Address-

Signature of the Authorized Authority with Seal

List of Authorities authorized to attest the Joint Declaration

i. Magistrate;

ii. A Gazetted Officer;

iii. Post/ Sub-Post Master;

iv. President of the Village Union;

v. President of Village Panchayat where there is no Union Board;

vi. Chairman Secretary/ Member of the Municipal/ District Local Board;

vii. Member of Parliament, Legislative Assembly;

viii. Member of Municipalities and Municipal Corporations;

ix. Village Patol/ Village Headman/ Karnam/ Revenue Inspector;

x. Notary Public;

xi. Member of Central Board of Trustees, Regional Committee, Employee's Provident Fund;

xii. Manager of the Bank in which the Bank Account of the Claimant is maintained;

xiii. Head of any recognized educational institution;

xiv. Lekhpal/ Patwari;

xv. Village Munsiff;

xvi. Office bearer of the recognized/registered trade union;

xvii. Any authorized official as may be approved by the Commissioner.