

ONLINE JOINT DECLARATION APPROVAL PROCESS USING E-SIGN

Step-1 : **Login** <https://unifiedportal-emp.epfindia.gov.in/epfo/>

The screenshot displays the EPFO portal dashboard. At the top left is the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". On the top right, there are accessibility options (-A A A+), an email address (employerfeedback[at]epfindia[dot]gov[dot]in), a Logout button, and the date "Fri 17 May 2024 (PV 5.0.13)". A dark blue navigation bar contains links for Home, Member, Establishment, Payments, Dashboards, User, Admin, Online Services, and ABRY. The main content area is split into two columns. The left column, titled "Alerts and To Do Tasks", contains five notification boxes: three red boxes with "NEW!" icons and one blue box. The right column, titled "Employer Profile", contains a vertical list of fields: Est. Id, LIN, PAN, PF, Pension, EDLI, National Classification (NIC), Address, and PF Office.

Alerts and To Do Tasks

- NEW!** Dear Employer, You are liable to pay damages(14B) on belated payment of dues. To avoid inquiries under section 14B, Click [here](#) to pay.
- NEW!** Dear Employer, You are liable to pay interest(7Q) on belated remittance of contribution, Click [here](#) to pay.
- NEW!** Dear Employer, Kindly note, the existing digital signature process has been changed. Click [here](#) to know the detailed process.
- NEW!** Do you wish to register at National Career Service (NCS) Portal ? YES NO [Register](#) **i**
- NEW!** Last Date for registration under Atmanirbhar Bharat Rozgar Yojana(ABRY) is 31.03.2022. Please register yourself to avail the benefits. Click [here](#) for details.

Employer Profile

- Est. Id
- LIN
- PAN
- PF
- Pension
- EDLI
- National Classification (NIC)
- Address
- PF Office

Step – 2 : Go to Member > Joint Declaration Change Request (Last option)

The screenshot displays the EPFO India website interface. At the top left is the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". At the top right, there are accessibility icons, an email address "employerfeedback[at]epfindia[dot]gov[dot]in", a "Logout" link, and the date "Fri 17 May 2024 (PV 5.0.13)".

The main navigation bar is dark blue with white text, containing links for "Home", "Member", "Establishment", "Payments", "Dashboards", "User", "Admin", "Online Services", and "ABRY". The "Member" dropdown menu is open, listing various options. A red arrow points from the text "Step – 2" to the "JOINT DECLARATION CHANGE REQUESTS" option, which is highlighted with a red box and a "NEW" badge. Other options in the menu include MEMBER PROFILE, REGISTER-INDIVIDUAL, REGISTER-BULK, KYC-BULK, EXIT-BULK, APPROVALS, MISSING DETAILS BULK, APPROVE MISSING DETAILS, AADHAAR VERIFICATION, APPROVE KYC PENDING FOR DS, BASIC DETAILS CHANGE REQUESTS, APPROVE KYC SEEDED BY MEMBER, UAN ALLOTMENT FOR EXISTING MEMBER, INTERNATIONAL WORKER <-> DOMESTIC WORKER CHANGE, and APPROVE POHW REQUEST.

The main content area features several informational banners with red backgrounds and white text, such as "Related payment of dues. To avoid inquiries under section 14B, Click here to pay." and "Related remittance of contribution, Click here to pay." There is also a "Register" button and a "Click here to view pendency statistics" link.

On the right side, there is an "Employer Profile" section with a list of fields: Est. Id, LIN, PAN, PF, Pension, EDLI, National Identification Number (NIC), Address, and PF Office.

Step-3 : Click on Member



Pending Requests

Search

Reset

	UAN	Existing Name As Per UAN	Member Id	Request Submission Date by Member	Changes In Member Details			Request received by	Documents Uploaded By Member
1					Entity	Available Details	Changes Requested	Member	view
					Marital Status	Unmarried	Married		
2					Entity	Available Details	Changes Requested	Member	view
					Father/Mother Name				

Step-4: Check the details requested for change in RED font > if found correct, click in check box (Declaration by Authorised signatory)

> Upload documents relevant to change request [For change in Name, DOB: Aadhaar, PAN, Birth Certificate, Leaving Certificate etc.], [For Change in Marital Status: Aadhaar, PAN, Marriage Certificate], [For Change in DOJ, DOE, Other: Aadhaar, PAN, Appointment letter, Declaration by Company on letterhead] After upload documents (combine the documents in a single file) > write Remarks "Request verified by company" > Click on Approve using E-sign

Upon Clicking on Approve using E-Sign, you will get OTP by SMS on E-sign Registered Mobile Number > Enter OTP & Approve the request

Approve Modify Details

1. Modified values are marked with red color.
2. If the value is missing then it is shown as "Not Available".

Entity Details	Old Member Details	New Member Details
Aadhaar No.		
Name:		
Date of Birth:		
Gender:	Male	Male
Marital Status	Unmarried	Married
Nationality	INDIA	INDIA
Relationship	Father	Father
Father/Mother Name		
Date of Joining (EPF)		
Date of Leaving (EPF)	Not Available	Not Available
Reason of Leaving (EPF)	Not Available	Not Available
Date of Joining (EPS)		
Date of Leaving (EPS)	Not Available	Not Available
Reason of Leaving (EPS)	Not Available	Not Available

I, authorized signatory of the establishment, have verified the request, document attached and the records of the establishment and certify that the facts mentioned above are correct. I am also enclosing the document in support of the request of the employee mentioned above We (Employee) and (Authorized Signatory) hereby declare we have not concealed any facts and the above- mentioned facts are correct. We also indemnify that in case of wrong payment/over payment/under payment because of the above furnished information shall be jointly held responsible.

Upload File:

Remark*