



कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

श्रम एव रोजगार मंत्रालय भारत सरकार

Ministry of Labour & Employment, Govt. Of India

मुख्यकार्यालय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली -110066

Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066

Website : www.epfindia.gov.in

Dated: 6th June 2019

No NDC/2017/UAN/Pt. /3143

To,

All ACC (Zones) / RPFC (Incharge of the Regions)

Subject: Provision of e-Nomination at Member Interface at Unified Portal

Madam/Sir,

A facility for filing of online e-nomination is available at Member Interface of Unified Portal. In order to make this functionality compatible with online Form 10D claim to be filed by members and online composite claim Form 10D/20/5IF to be filed by nominees, some modifications have been incorporated in consultation with the Finance and Pension Division.

Following are the salient features of new e-Nomination functionality:

- UAN should be activated
 - Verified Aadhaar should be linked with UAN
 - Mobile number of member should be linked with Aadhaar
 - Photo of member should be available in the profile of member (Member has to upload his photo in his profile section)
 - Aadhar of all the family members in nomination is mandatory
 - Photo upload of all the family members in e-Nomination is mandatory
 - Aadhaar based e-Sign by the member in e-Nomination
 - Digitally signed nomination PDF will be available in the login of member and field office
2. A readily available Nomination in the system enables a member to easily file the online Pension Claim and in the event of demise of the member, his/her nominee will be able to file online claim based on OTP on his/her Aadhaar linked mobile.
3. Process flow along with screen shots is enclosed herewith for ready reference. It is requested to encourage the members through their employers to urgently file their e-nomination and facilitate them if they are finding any difficulty.

Yours faithfully,

(V. Ranganath)

Regional Provident Fund Commissioner-I (IS)

PROCESS FLOW FOR FILING OF ONLINE e-NOMINATION FORM BY MEMBER ON EPF PORTAL

- URL : <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
- Following are the pre-requisite of e-Nomination
- UAN should be activated
- Verified Aadhaar should be linked with UAN
- Mobile number should be linked with Aadhaar
- Photo of member should be available in profile (View>profile of Member Interface of Unified Portal)

Following is the step by step procedure for filing e-Nomination

Member will login to the Member Interface of Unified Portal (URL is given above)



Click on Manage>>E-Nomination



Provide permanent and current address and save it.

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Home View Manage Account Online Services

Profile

UAN: [Redacted]
Name: [Redacted]
Date of Birth: [Redacted]
Gender: MALE
Father's / Husband's Name: [Redacted]
Marital Status: Not Provided
Permanent Address*: [Redacted] [Redacted] et
Current Address*: Same as above
[Redacted] [Redacted] et
Date of joining EPF, Scheme 1952: 18/04/2016
Date of joining EPF, Scheme 1971: Not Provided
Date of joining EPF, Scheme 1995: 18/04/2016
Save

After saving, system will prompt "Having Family: Yes / No". If input is given as "Yes", System will ask to enter family details. You can add all the family members by "Add New" button. Aadhaar and photo of all the family members are mandatory. If input is given as "No", system will directly prompt to PF Nomination details.

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Family Declaration

Having Family? Yes No

Add Family Details

AADHAAR*	Name*	Date of Birth*	Gender*	Relation*	Address*	Bank Account Details	Guardian	Photo*	Remove
Enter AAD	[Redacted]	DD / MM / YY	M	Se	Locality (Max Length: 20 char) Street (Max Length: 30 char) City Select State Select District 6 Digit Pin Code	Bank Name: Select Bank Name IFSC: Enter IFSC Code Branch Name: Branch Name Account Number: Enter Bank account No		 Click Here to Upload Photograph	

Add Row Save Family Details

For uploading photographs follow the instruction given in below screen.



After giving all the family details, click on "Save Family Details".



After that select EPF nominations details from the family members, provide the percentage of EPF share as you want and click on "Save EPF nomination" button.

Select	AADHAAR	Name	Date of Birth	Relation	Address of Nominee	Name and Address of Guardian	Total amount of share (%)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daughter	NDC DWARKA, KHANDWA, KHANDWA, KHANDWA, MADHYA PRADESH, 459001		<input type="text" value="100"/>

Save EPF Nomination

After Completion of EPF nomination, system will prompt for EPS nomination in case family (Wife/Son/Daughter) is not available. After that member has to finalize nomination by e-Sign.

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EPF details saved successfully.

Pending Nomination

Display 10 records per page

Nomination Entry Time	View	Edit	e-Sign	Delete
26-MAY-2019 12:37				

Showing page 1 of 1

Nomination History

Display 10 records per page

Sr No.	Nomination Details	Nomination Date & Time
1		26-MAY-2019 12:15
2		21-MAY-2019 18:59
3		14-MAY-2019 12:57

For e-Sign, virtual id is mandatory. Virtual ID can be generated by visiting UIDAI official website.



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By clicking the checkbox, I hereby give my consent for using e-KYC services data from AADHAAR for the purpose of signing selected document and generating Digital signature.

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Browser tabs: @gopin | Member Home | C-DAC's eSign Service | residentlab.gov.in

Address bar: https://esignservice1.cdac.in/esignservice2-1/OTP

Logos: Ministry of Electronics and Information Technology, Government of India; Digital India Power To Empower; सी डैक CDAC Centre for Development of Advanced Computing

Message: You are currently using C-DAC eSign Service and have been redirected from

Header: e-Sign Service

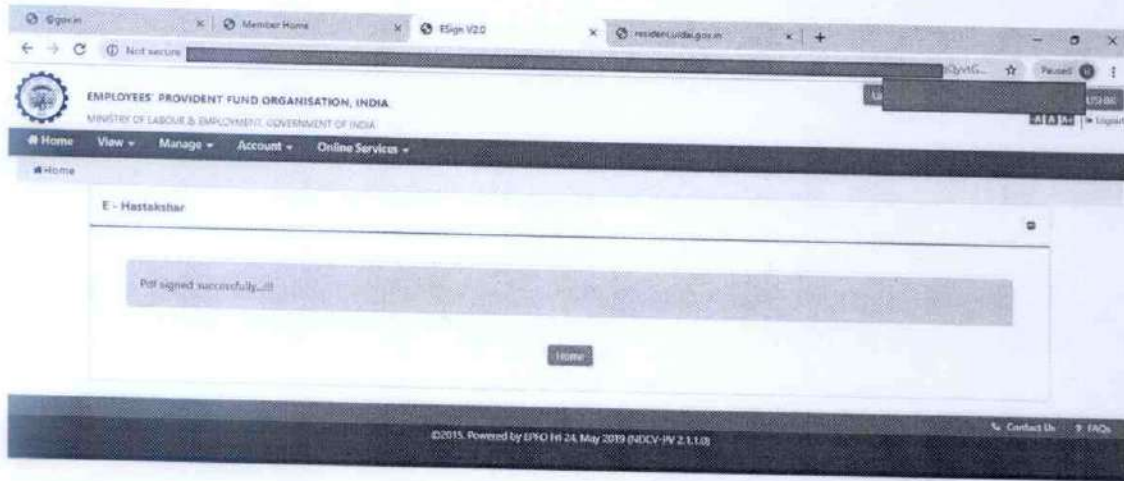
Section: Aadhaar Based e-Authentication

Fields: (Virtual ID), (Enter Your Aadhaar OTP)

Buttons: Get Virtual ID, View Document Information, Submit, Cancel

Footer: Not Received OTP? Request OTP

Windows Taskbar: Type here to search | 5:08 PM | 28/09/2019



After e-sign successfully, you can view nomination details in pdf.

