

## Instructions for filling up Form 11

a. Each box provided should be filled in.

b. Below are the item-wise instructions for filling up the form:

1. Please fill your name.
2. Provide your Father's or Spouse full name in the space provided under item number 2. If married, it's best to use your Husband's name.
3. Enter your date of birth in the form (DD/MM/YYYY).
4. Update the Gender in the box.
5. Update the Marital Status in the box.
6. Provide your email ID or address, which and your mobile number which will be used for formal communication and for sending SMS updates.
7. Tick 'Yes' if you have previous membership in the Employee's Provident Fund Scheme, 1952. Otherwise, tick 'No' under item number 7, which is a mandatory field. By default, all employees contributing to a Provident Fund (PF) will be members of this scheme. 'No' applies to employees with their first PF deduction or first-time employment.
8. Tick 'Yes' if you have previous membership in the Employee's Pension Scheme, 1995. Otherwise, tick 'No' under item number 8.
  - If you have ticked 'Yes' for either item number 7 or 8 (or both), please fill in items 9 (a), (b) and (c) to provide details of your previous employment. If not, proceed from item 10 (a) onward. This is important as various services, including the linking of member IDs with the UAN, depend on this information.
9. Provide your Universal Account Number (UAN) or previous employment PF member ID under item number 9 (a), (b) and (c).
  - UAN is a 12-digit number allotted by the EPFO and provided to the EPF member through the employer. To check whether you have been allotted a UAN against your PF member ID, visit the UAN member e-Sewa section on the EPFO website (<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>) and click on "Know your UAN status." Fill in the basic details such as your name as per PF, date of birth, and PF member ID.
  - If you are providing your previous PF member ID, please update it as shown below:

Region Code	Office Code	Establishment ID	Extension	Account Number
2 Digits	3 Digits	7 Digits	3 Digits	7 Digits

Example: If your previous PF member ID is MH/BAN/12345/123, enter it as:

Region Code	Office Code	Establishment ID	Extension	Account Number
MH	BAN	12345	000	123

If the previous PF member ID is MH/BAN/12345/A/123 has to be entered as below:

Region Code	Office Code	Establishment ID	Extension	Account Number
MH	BAN	12345	00A	123

Note: The extension is typically '000' unless stated otherwise. You can also find the complete PF number on the PF portal. Member Code should contain 22 digits.

- Provide your Date of Exit (i.e., the date on which you ceased to work at the previous establishment/employment) under item number 11.
  - Provide details of the scheme certificate under item number 12 (A) and the Pension Payment Order under item number 12 (B), if these documents have been issued for the previous membership.
10. Tick the relevant box under item number 10 a. If ‘Yes’, fill in the details in boxes 10 (b, c & d) – provide your country of origin in 10 (b), Passport Number in 10 (c), and the validity period of the passport in 10 (d). If ‘No’, skip to item 11.
11. Provide your 'Know Your Customer (KYC)' details for all applicable documents listed in this section. Bank Account number, and IFSC code are mandatory fields in 11(a). KYC details are required for better service to the member, so please provide as many documents as possible under item number 17.

c. Read ‘Undertaking’ section, and sign in the space provided “Signature of the Member”, updating the date and place. After completing the form, upload it into the Remote platform under ‘Files’ tab.

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**Note:**

1. Optional fields: 6 and 11. All other fields are mandatory wherever applicable.
2. To determine the applicability of EPS for new hires or first-time PF contributors (interns or stipends conversion to employee), if the total monthly salary (Basic + DA, if paid separately) of an employee is less than or equal to ₹15,000 (after the revised EPS scheme from 1st September 2014), they are only entitled to the EPS contribution calculated on ₹15,000. If the same monthly salary is more than ₹15,000 then they are not eligible for EPS contribution.
3. If the employee is not a new hire and has previously contributed, and if an EPS deduction was made at their previous company based on point number 2, or if no EPS deduction was made due to point number 2, the same practice should be continued throughout their career. Furthermore, it is the employee's responsibility to complete the necessary forms by referencing the passbook provided by their first employer.

New Form No 11 – Declaration Form  
(To be retained by the employer for future reference)

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

Employees' Provident Fund Scheme, 1952 (Paragraph 34 & 57) &  
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which  
EPF Scheme, 1952 and EPS, 1995 is applicable)

1	Name of the Member	
2	Fathers' Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	
3	Date of Birth (DD/MM/YYYY)	
4	Gender (Male/Female/Transgender)	
5	Marital Status (Married/Unmarried/Widow/ Widower/Divorcee)	
6	(a) Email ID	
	(b) Mobile No	
7	Whether earlier a member of EPF Scheme, 1952	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Whether earlier a member of EPS Scheme, 1995	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Previous employment details: [If Yes to 7 and/or 8 above]	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No (if issued)	
	e) Pension Payment Order (PPO) No (if issued)	
10	a) International Worker:	
	b) If yes, state country of region (India/Name of country)	
	c) Passport No:	
	d) Validity of Passport [DD/MM/YYYY]	
11	KYC Details: (Attach self-attested copies of following KYCs)	
	a) Bank Account Number & IFSC Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN)	

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/KYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account.

(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)

- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:

Place:

\_\_\_\_\_  
Name & Sign

**DECLARATION BY PRESENT EMPLOYER**

- A. The member Mr. /Ms. /Mrs. \_\_\_\_\_  
has joined on \_\_\_\_\_ and has been allotted PF Number  
\_\_\_\_\_.
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
  - (Post allotment of UAN) The UAN allotted for the member is:
  - Please Tick the Appropriate Option:  
The KYC details of the above member in the UAN database
    - Have not been uploaded
    - Have been uploaded but not approved
    - Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and ESP Scheme, 1995:
  - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.

- **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.

As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date:

Place:

\_\_\_\_\_  
Signature of Employer with Seal