



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम एवं रोजगार मंत्रालय, भारत सरकार /

Ministry of Labour & Employment, Govt. of India

14-भोखाजी कामा प्लेस, नई दिल्ली - 110066.

No. 14, Bhaukshya Nidhi Bhawan, Bhujang Cama Place, New Delhi 110 066

No: R-1/C-DAC/2014

Date: 21/7/2014

**Subject:** - Allotment of Universal Account Number to every contributing member registered on ECR portal and subsequent seeding of KYCs - Regarding.

Dear Employers

We are happy to announce that Universal Account No. (UAN) is being allotted to each contributing employee by EPFO. Allotment of UAN has been a long pending demand both of employer and employee. It is expected that the allotment and deployment of the UAN will substantially lower the cost of compliance and shall also in its ultimate form, save the employer from verification of various claims made by employee to EPFO

2. As of now, the identity of any employee is established only if the employer certifies the same. Therefore in the initial phase, it is expected that certain initiative will have to be taken by you in making UAN fully operational.

3. Full implementation of the UAN will involve the following steps:

- i) Allotment of UAN (already allotted by EPFO can be downloaded from EPFO Website i.e. [www.epfindia.gov.in](http://www.epfindia.gov.in) )
- ii) Dissemination of UAN (To be done by you in respect of your employee)
- iii) Capturing of KYC and communication of the same to EPFO. (To be done by you in respect of your employee).
- iv) Continuous allotment of UAN to new members (To be done by you in respect of your employee).

4. The detailed process of each step has been elaborated in the User Manual which can be downloaded from the EPFO Website i.e. [www.epfindia.gov.in](http://www.epfindia.gov.in). It is expected that you will assign top Priority to this work which ultimately is going to help not only you but also all the employees as well the EPFO in providing better services.

5. For KYC, a number of options have been provided. However, priority should be given to capturing AADHAAR/NPR Number and PAN. Saving Bank account detail of the member is also mandatory. In case you need any assistance in providing AADHAAR to your employee(s) or in case you face any difficulty in getting a Savings Bank Account opened for your workers, the nearest EPFO's Regional Office may be contacted, as the officers have been instructed to assist you in this process.

6. The verification of KYC that you are expected to submit to EPFO Portal should ideally be done with the help of digital signature. It is expected that most of you are already possessing digital signatures for transacting your routine business not only with EPFO but also with other Government Organizations such as Income Tax Department, Service Tax Department, Ministry of Corporate Affairs etc. In case you have not taken digital signature as yet, it is requested to obtain the same. Any KYC uploaded to EPFO Portal using the digital signature will entitle the

beneficiary to obtain complete list of services. In case KYC is not approved using digital signature, some of the services may not be available to the employee.

7. In the initial days, it is expected that there will be a number of queries and you may be requiring assistance on a constant basis, and for this purpose a toll free Helpline No 1800-118-005 has been specifically assigned to extend assistance. For further assistance/suggestions, emails may be sent at [v.ranganath@epfindia.gov.in](mailto:v.ranganath@epfindia.gov.in) or [sanjay.kesari@epfindia.gov.in](mailto:sanjay.kesari@epfindia.gov.in)

Yours sincerely

  
(SANJAY KUMAR)  
FA & CAO/ACC(IS)