

PROCESS FLOW FOR FILING OF ONLINE NOMINATION FORM BY MEMBER

- The form can be filed by the member on the UAN member portal.
- The member has to first activate his UAN account on UAN member portal. The process of activation has been explained in the User Manual, which is available on EPFO website through Homepage >> UAN services >> UAN Manual Ver 1.1 (For Members) or directly through the link http://www.epfindia.com/site_docs/PDFs/UAN_PDFs/UAN_ForMembers/User_Manual_Ver1.1_UAN_MemberPortal.pdf.
- The member can file the online nomination form through UAN member portal which is available through Homepage >> UAN services >> UAN Member Portal or directly through URL <http://uanmembers.epfoservices.in>. The following screen will appear.

The screenshot shows the homepage of the Employees' Provident Fund Organisation (EPFO) India's UAN Member Portal. The header includes the EPFO logo, the organization's name, and the UAN Member e-SEWA logo. The main content area is divided into three sections: 'WELCOME MEMBERS' with a 'Know your UAN Status' link, a 'LOGIN' section with input fields for UAN and Password and a 'Sign In' button, and 'ADVANTAGES OF REGISTRATION' listing benefits like downloading passbooks and KYC updates. There is also a 'Forgot Login?' and 'Activate your UAN' link.

- The member has to login by entering his UAN and password.
- After signing in, the following screen will appear.



प्रिय ईपीएफ सदस्य !

Dear EPF Members !!

- अपनी नवीनतम पासबुक कभी भी डाउनलोड / प्रिंट करें!
Download/Print your Updated Passbook anytime.
- अपना UAN कार्ड डाउनलोड / प्रिंट करें!
Download/ Print your UAN Card.
- अपने सदस्य खाते को UAN से जोड़ें!
List all your Member IDs to UAN.
- दावा हस्तांतरण करना व् देखना!
File and view Transfer Claims.
- अपनी KYC संबंधित जानकारी को सुधारना!
Update your KYC information.

- The facility of filing nomination form can be accessed through the link **Nomination Form** under the tab Profile>>Edit Nomination as shown below.

The screenshot shows the EPFO Member Portal website. The header includes the EPFO logo, the text "Employees' Provident Fund Organisation, India (A Statutory body under Ministry of Labour and Employment, Government of India)", and the user's details: "Universal Account Number (UAN) MEMBER e-SEWA". The navigation menu includes "HOME", "DOWNLOAD", "PREVIOUS MEMBER ID", "TRANSFER CLAIM", "FORMS", "PROFILE", "FAQ", "CONTACT US", and "LOGOUT". The user is logged in as "REKHA GOEL" with UAN "100312408949".

The main content area displays a message in Hindi: "प्रिय ईपीएफ सदस्य ! Dear EPF Members !!". Below this, there are five bullet points:

- अपनी नवीनतम पासबुक कभी भी डाउनलोड / प्रिंट करें! Download/Print your Updated Passbook anytime.
- अपना UAN कार्ड डाउनलोड / प्रिंट करें! Download/ Print your UAN Card.
- अपने सदस्य खाते को UAN से जोड़ें! List all your Member IDs to UAN.
- दावा हस्तांतरण करना व् देखना! File and view Transfer Claims.
- अपनी KYC संबंधित जानकारी को सुधारना! Update your KYC information.

A dropdown menu is open over the "PROFILE" link, showing the following options:

- EDIT MOBILE NUMBER
- EDIT EMAIL ID
- UPDATE KYC INFORMATION
- EDIT NOMINATION DETAIL
- CHANGE PASSWORD

The browser address bar shows "http://uanmembers.epfoservices.in/nomination.php". The Windows taskbar at the bottom shows the time as 10:54 AM on 9/17/2015.

- On clicking link **Nomination Form**, the following screen would appear.
- All fields namely UAN, Member ID, Establishment ID, Name, Date of Birth, Father/ Spouse name, Relationship, Date of Joining, Gender, Marital Status would be auto-populated from database and are non-editable.
- The editable fields on this page are Permanent Address and Present Address.



Update Your Nomination Details

(Members can update their nomination of EPF and EPS here. Once all the sections are complete, the form can be downloaded in printable form.)

PERSONAL INFORMATION

UAN : 100393814805	Member ID : DLCPM00452790000000006
Establishment ID : DLCPM0045279000	Name : ABC
Date of birth : 04-01-1964	Father/Spouse Name : SIDHANT GOEL
Relationship : FATHER	Date of Joining : 22-10-2013
Gender : MALE	Marital Status : UN-MARRIED
Permanent Address : DELHI	Present Address : DELHI
	<input type="checkbox"/> Same as Permanent Address

- If present address is same as permanent address, copy of permanent address into present address is to be enabled. These details can be updated by clicking the “UPDATE” button.
- On clicking the “UPDATE” button, the following screen will appear. The family members’ details can be entered/edited.

DELHI

Same as Permanent Address

MEMBER FAMILY DETAILS

I HEREBY FURNISH BELOW PARTICULARS OF THE MEMBERS OF MY FAMILY WHO WOULD BE ELIGIBLE TO RECEIVE WIDOW/ CHILDREN PENSION IN THE EVENT OF MY DEATH.

Name of the family member	Gender (Male/Female/Transgender)	Relationship with member	Date of birth	Address	KYC	Document Number (IFS Code/ Expiry Date)	
RAM KISHORE	MALE	DEPENDI	22-07-1930	ABC	AADHAAR	123456789012	X
RAMWATI	FEMALE	DEPENDI	31-07-1933	123	AADHAAR	987654321098	X
SONU	MALE	SON	01-07-2015	ABC	AADHAAR	123456789021	X
SONU	MALE	SON	01-07-2015	ABC	AADHAAR	123456789013	X

Part -A(EPF)

- For capture of nomination details for PF/EDLI Nominee, the family members' details captured above would be prepopulated, with option to edit/remove/add.

Part -A(EPF)


PF/EDLI NOMINEE DETAILS

I HEREBY NOMINATE THE PERSON(S)/ CANCEL THE NOMINATION MADE BY ME PREVIOUSLY AND NOMINATE THE PERSON(S), MENTIONED BELOW TO RECEIVE THE AMOUNT STANDING TO MY CREDIT IN THE EMPLOYEES' PROVIDENT FUND, IN THE EVENT OF MY DEATH.

Name of the nominee & address	Gender (Male/Female/Transgender)	Relationship with member	Date of birth	Total amount or share of accumulations in provident fund to be paid to each nominee(%)	Disabled/Lunatic/Minor	Name and address of the guardian & relationship if nominee is Disabled/Lunatic/Minor
SONU ABC	MALE	SON	01-07-2015	70	DISABLED	ABC ABC
RAMWATI 123	FEMALE	DEPENDENT MOTHER	31-07-1933	20	--Select--	

- For capture of Nomination details, against each nominee, one KYC detail is to be provided by the member.
- Total share for all PF / EDLI Nominees should add to 100%.
- Entry into Pension Nominee Details is allowed to be filled only in case member does not have any family.
- After UPDATE, the following screen will appear. On the screen after checking on the Nomination Declaration check box, **GENERATE PDF.**


SONU ABC	MALE	SON	01-07-2015	70	DISABLED	ABC ABC
RAMWATI 123	FEMALE	DEPENDENT MOTHER	31-07-1933	20	--Select--	


 I have read and understood [Nomination Declaration](#)

PDF Name	Approved/Rejected	PDF Approved/Rejected Date
100393814805_nominee_details_1434604074.pdf	Pending at employer end	

- After checking the generated pdf, click on “**Submit to Employer for Approval**”. Now the online nomination form is submitted in the system to the employer for his approval or rejection.

SONU ABC	MALE	SON	01-07-2015	70	DISABLED	ABC ABC	✘
RAMWATI 123	FEMALE	DEPENDENT MOTHER	31-07-1933	20	--Select--		✘


 I have read and understood [Nomination Declaration](#)

PDF Name	Approved/Rejected	PDF Approved/Rejected Date
100393814805_nominee_details_1434604074.pdf	Pending at employer end	

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2014, System powered by TCIL and VSPL

- **The member is required to take a printout of the PDF file generated and submit it to the employer after signing it.**