



GES Alert

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Employees'
Provident Fund
Organisation (EPFO)
amends Form 11

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Background

As per the Employees' Provident Fund Scheme, 1952 (PF Scheme) and Employees' Pension Scheme, 1995 (EPS), an employer should obtain a declaration in Form 11 from a new joinee with regard to his existing membership in the above schemes. The Form was last revised on October 15, 2012 to capture details of international workers. The form has now been modified with immediate effect, and is referred as "Form No.11 (New)". Employees can also use the pre-filled version of the form available on the EPFO website.

Changes in Form 11

The employee is now required to furnish the following details:

Category	Details
Personal Details	<ul style="list-style-type: none">• Date of birth• Mobile number• Email Id• Marital status; and• Educational qualifications
KYC Details	<ul style="list-style-type: none">• Bank account number• Aadhaar number• Permanent account number etc. together with self-attested copies of the KYC document
In the case of International Worker	<ul style="list-style-type: none">• The country of origin and passport details

The declaration by the employer has been expanded to include a confirmation on allotment of UAN and whether KYC details have been verified. The transfer of PF balances from the previous employer through this new Form 11 would be possible only if the employee has a UAN and KYC details have been verified by the present employer using digital signature, else a manual declaration in Form 13 will be required for transfer of balances.

The new form includes detailed instructions as well to help and guide employees in providing the requisite information.

Comments

For the past few years, EPFO has been computerizing its entire data processing system and this new form should further simplify the process of transferring the PF account from one employer to another. Hitherto, individuals had to furnish Form 11 (relating to their membership to the PF/pension schemes) and Form 13 (for transfer of balance). With the introduction of the new Form 11 coupled with allotment of UAN and verification of KYC details, the requirement to file Form 13 has been dispensed with.

Employers may need to revisit the onboarding process to

- Ensure that Form 11(new) is obtained from the employees.
- Make the employees aware of the definition of IWs, so that they are able to identify and provide appropriate declaration.
- Verify the KYC details in the UAN database and confirm the same using digital signature.
- Clarify to employees that application in Form 13 is required where the employees do not have a UAN or the KYC details are not digitally verified.

Source: EPFO Order No Manual/Amendment/2011 /30992 dated 2 January 2015

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