

**Level at which change can be executed**

S. No.	Parameter	Member Id linked with UAN generated based on Aadhaar from 1 <sup>st</sup> Oct, 2017 (JD request received online)  <b>A</b>	Member Id linked with UAN generated prior to 1 <sup>st</sup> Oct, 2017 wherein Name, Dob & Gender were validated by UIDAI (JD request received online)  <b>B</b>	Member Id having UAN but not Aadhaar validated by UIDAI or without any UAN or belonging to deceased members (JD request filed in physical mode by member/claimant)  <b>C</b>
1	Name	EE	EE> ER	ER >DA>AO
2	DOB	EE	EE> ER	ER >DA>AO
3	Gender	EE	EE> ER	ER >DA>AO
4	Nationality	EE (for updation as Indian in case of blank field & change in case of Indian to IW)  <b>EE &gt; ER &gt; DA &gt; AO</b> (in case the change is from IW to Indian/IW)	EE (for updation as Indian in case of blank field & change in case of Indian to IW)  <b>EE &gt; ER &gt; DA &gt; AO</b> (in case the change is from IW to Indian/IW)	ER >DA>AO
5	Father Name	EE	EE> ER	ER >DA>AO
6	Mother name	EE	EE	ER >DA>AO
7	Marital Status	EE	EE	ER >DA>AO
8	Spouse Name	EE	EE> ER	ER >DA>AO
9	Date of Joining	EE (if matching with the contributions received)  <b>EE&gt; ER&gt; DA&gt; AO</b> (if NOT matching with the contributions received)	EE (if matching with contribution received)  <b>EE&gt; ER&gt; DA&gt; AO</b> (if NOT matching with the contributions received)	ER >DA>AO
10	Date of Leaving EPF/EPS	EE (if matching with the contributions received)  <b>EE&gt; ER&gt; DA&gt; AO</b> (if NOT matching	EE>ER (if matching with contribution received)  <b>EE&gt; ER&gt; DA&gt; APFC</b> (if NOT matching with	ER >DA>APFC

		with contributions received)	the the contributions received)	
<b>11</b>	<b>Reason of Leaving EPF/EPS</b>	<b>EE&gt; ER</b>	<b>EE&gt;ER</b>	<b>ER &gt;DA&gt;APFC</b>

**EE-** Employee; **ER-** Employer/PRO; **DA-** Dealing Assistant; **AO-** Accounts Officer; **APFC-** Assistant PF Commissioner

**In Category C, if the Member Id is without a UAN, the system will check if there is any UAN associated with the given Aadhaar and link the Member Id with that UAN. If there is no UAN associated with the Aadhaar, a new UAN will be generated for the Member Id.**

## **ANNEXURE-II**

### **LIST OF ACCEPTABLE DOCUMENTS**

<b>1. Name, 2. Gender</b>	
<b>S.NO</b>	<b>Name of Document</b>
<b>1</b>	Passport
<b>2</b>	Death Certificate
<b>3</b>	Birth Certificate
<b>4</b>	Driving Licence
<b>5</b>	Service photo identity card issued by Central Govt./State Govt./ UT Govt./ PSU/ Banks
<b>6</b>	School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC certificate/Mark Sheet issued by board/ University containing name
<b>7</b>	Bank Pass Book having name and Photograph Cross Stamped by bank official
<b>8</b>	PAN Card/ e-PAN
<b>9</b>	Ration / PDS photo Card
<b>10</b>	Voter ID/ e-Voter ID
<b>11</b>	Pensioner Photo Card
<b>12</b>	CGHS/ ECHS/ / Medi-Claim Card with Photo issued by State/ Central Govts./ PSUs/ Rashtriya Swasthya Bima Yojana (RSBY) Card
<b>13</b>	ST/ SC/ OBC certificate with photograph
<b>14</b>	For Full name/First name change requests: PF Member to submit the Gazette notification of new name along with any supporting document of old name with photograph (Even for 1 <sup>st</sup> instance of the Full name/ first name change)
<b>15</b>	Valid Visa along with Foreign Passport (valid only) issued in case of other Foreign Nationals
<b>16</b>	Freedom Fighter Card having photo
<b>17</b>	Person of Indian Origin (PIO) card or Overseas Citizen of India (OCI) card issued by Government of India
<b>18</b>	Tibetan Refugee Card

<b>3. Nationality</b>	
<b>S.NO</b>	<b>Name of Document</b>
<b>1</b>	Passport
<b>2</b>	Person of Indian Origin (PIO) card issued by Government of India
<b>3</b>	Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan