कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एव रोजगार मंत्रालय भारत सरकार
Ministry of Labour & Employment, Govt. Of India
मुख्यकार्यलय/Head Office
भविष्य निधि भवन,14-भीकाजी कामा प्लेस, नई दिल्ली -110066
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066
Website : www.epfindia.gov.in

No NDC/2017/UAN/Pt./3143   Dated: 6th June 2019

To,

All ACC (Zones) / RPFC (Incharge of the Regions)

Subject: Provision of e-Nomination at Member Interface at Unified Portal

Madam/Sir,

A facility for filing of online e-nomination is available at Member Interface of Unified Portal. In order to make this functionality compatible with online Form 10D claim to be filed by members and online composite claim Form 10D/20/5IF to be filed by nominees, some modifications have been incorporated in consultation with the Finance and Pension Division.

Following are the salient features of new e-Nomination functionality:

➢ UAN should be activated
➢ Verified Aadhaar should be linked with UAN
➢ Mobile number of member should be linked with Aadhaar
➢ Photo of member should be available in the profile of member (Member has to upload his photo in his profile section)
➢ Aadhar of all the family members in nomination is mandatory
➢ Photo upload of all the family members in e-Nomination is mandatory
➢ Aadhaar based e-Sign by the member in e-Nomination
➢ Digitally signed nomination PDF will be available in the login of member and field office

2.   A readily available Nomination in the system enables a member to easily file the online Pension Claim and in the event of demise of the member, his/her nominee will be able to file online claim based on OTP on his/her Aadhaar linked mobile.

3.   Process flow along with screen shots is enclosed herewith for ready reference. It is requested to encourage the members through their employers to urgently file their e-nomination and facilitate them if they are finding any difficulty.
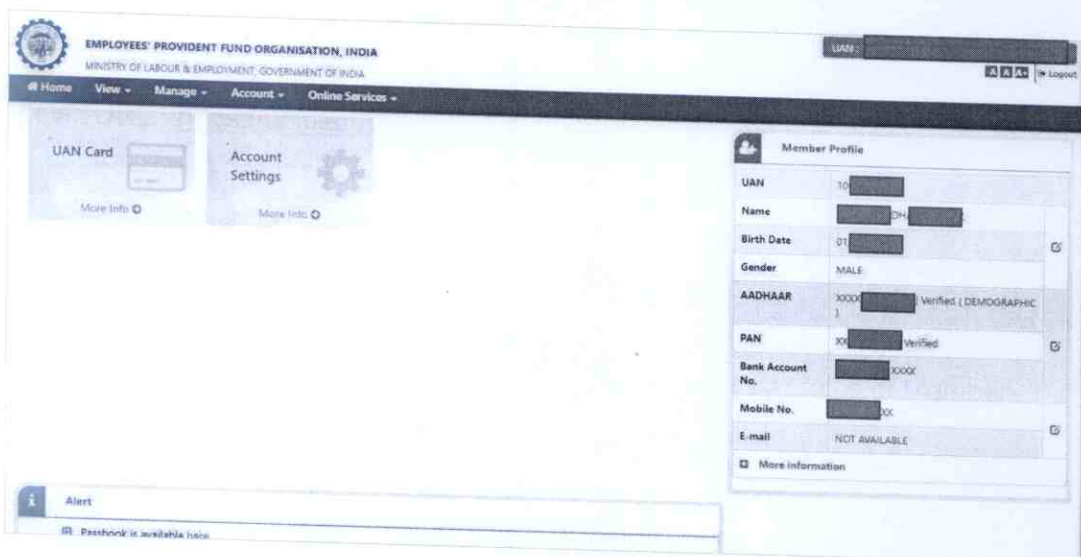
Yours faithfully,

(V. Ranganath)
Regional Provident Fund Commissioner-I (IS)

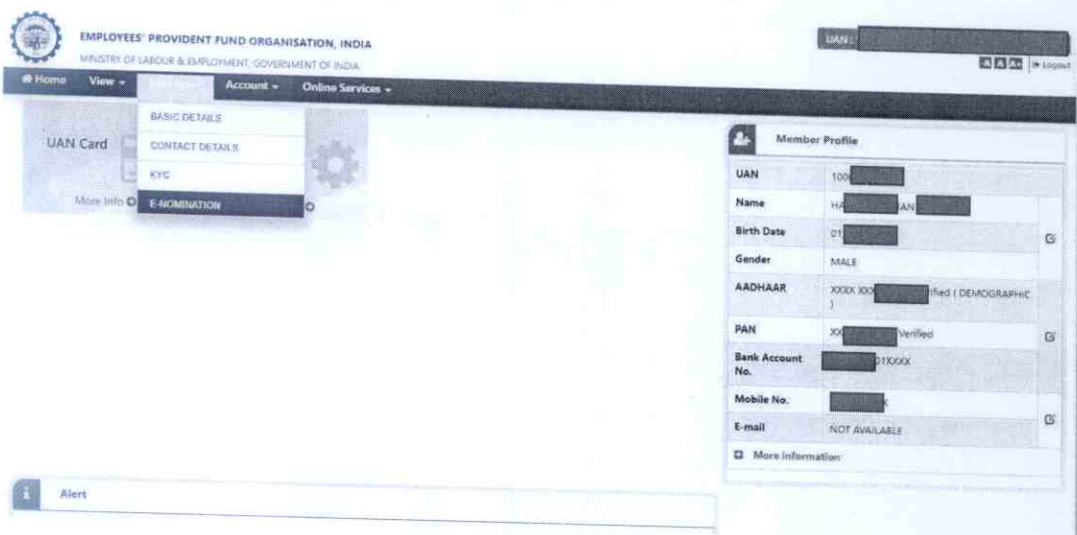# PROCESS FLOW FOR FILING OF ONLINE e-NOMINATION FORM BY MEMBER ON EPF PORTAL

➤ URL : https://unifiedportal-mem.epfindia.gov.in/memberinterface/

➤ Following are the pre-requisite of e-Nomination

➤ UAN should be activated

➤ Verified Aadhaar should be linked with UAN

➤ Mobile number should be linked with Aadhaar

➤ Photo of member should be available in profile (View>profile of Member Interface of Unified Portal)

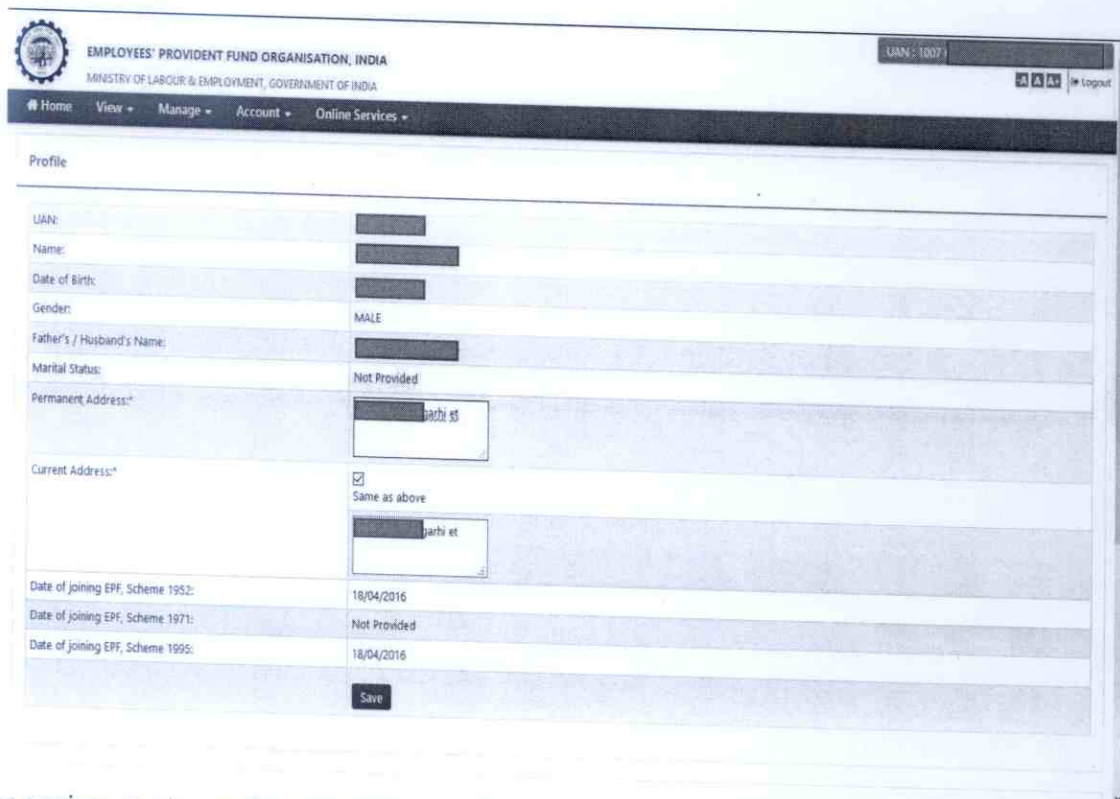Following is the step by step procedure for filing e-Nomination

Member will login to the Member Interface of Unified Portal (URL is given above)

Click on Manage>>E-Nomination

Provide permanent and current address and save it.
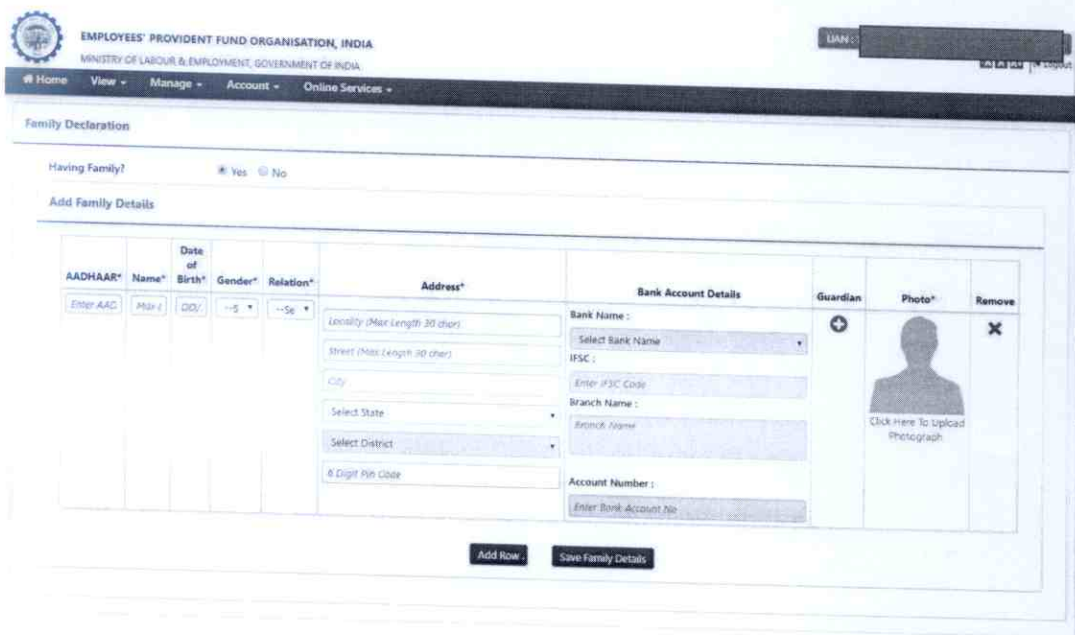
After saving, system will prompt "Having Family: Yes / No". If input is given as "Yes". System will ask to enter family details. You can add all the family members by "Add New" button. Aadhaar and photo of all the family members are mandatory. If input is given as "No", system will directly prompt to PF Nomination details.

For uploading photographs follow the instruction given in below screen.

The photograph is to be taken using a digital camera.
The photograph is to be restricted to size of 3.5 cm x 4.5 cm before uploading.
The image should have face prominently visible (80% of the image) with both ears visible.
The image should have dark red background only.
The image should be in jpeg format only.
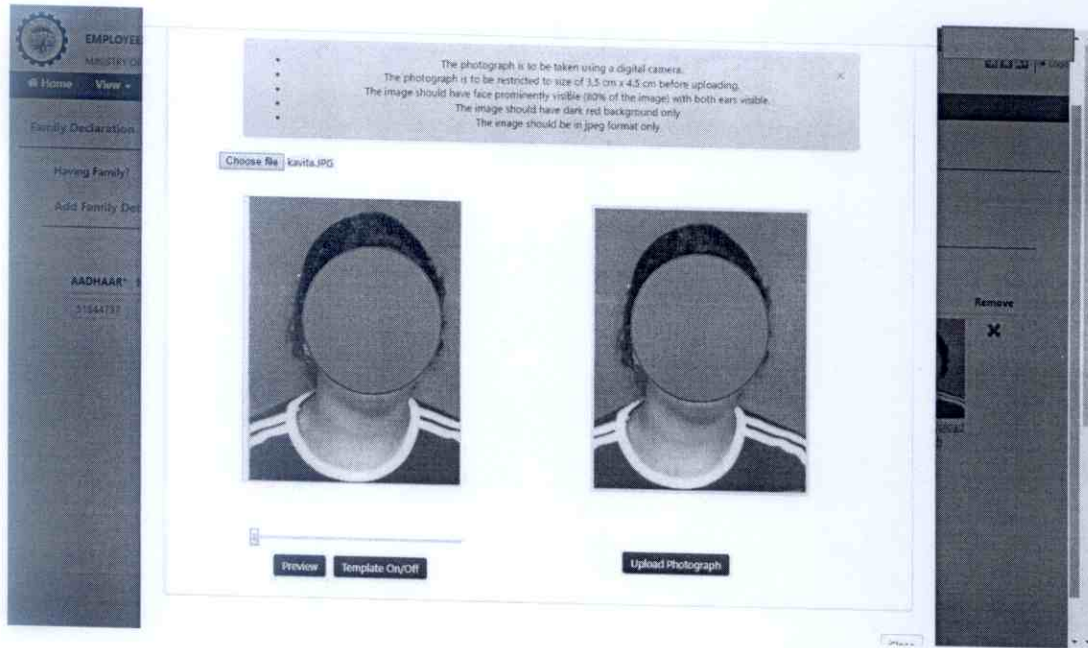
After giving all the family details, click on "Save Family Details".
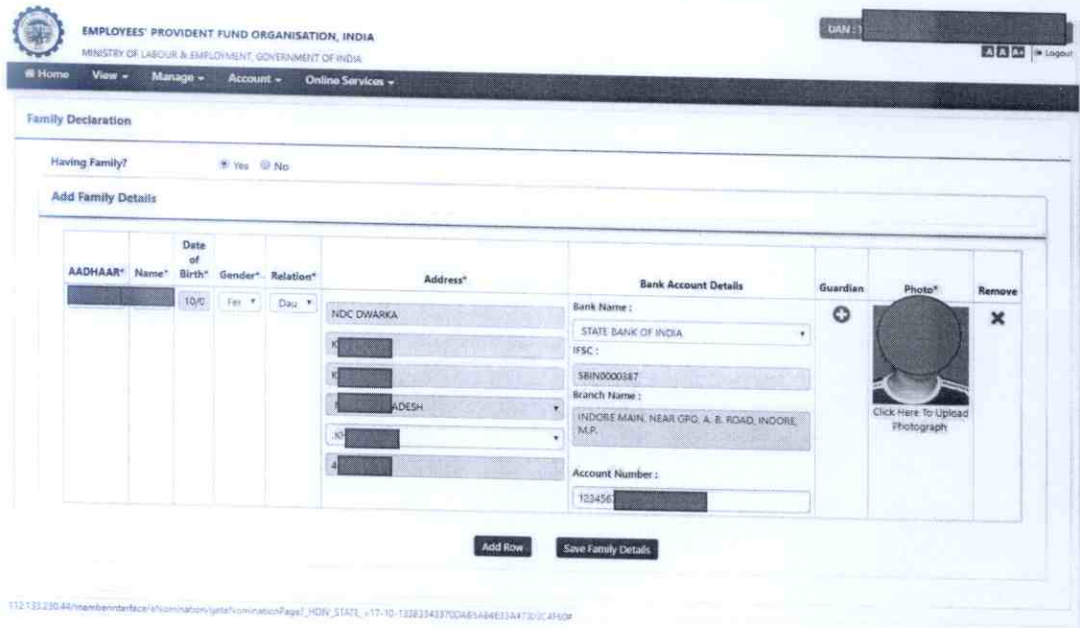
After that select EPF nominations details from the family members, provide the percentage of EPF share as you want and click on "Save EPF nomination" button.

EPF Nomination

Select	AADHAAR	Name	Date of Birth	Relation	Address of Nominee	Name and Address of Guardian	Total amount of share (%)
☑				Daughter	NDC DWARKA, KHANDWA, KHANDWA, KHANDWA, MADHYA PRADESH, 450001	--	100

Save EPF Nomination

Nomination History

After Completion of EPF nomination, system will prompt for EPS nomination in case family (Wife/Son/Daughter) is not available. After that member has to finalize nomination by e-Sign.

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

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✔ EPF details saved successfully.

Pending Nomination

Display 10 ▾ records per page

Search:

Nomination Entry Time	View	Edit	e-Sign	Delete
28-MAY-2019 12:37	🖹	☑	☑	🗑

Showing page 1 of 1

Previous 1 Next

Nomination History

Display 10 ▾ records per page

Search:

Sr No.	Nomination Details	Nomination Date & Time
1	🖹	28-MAY-2019 12:15
2	🖹	21-MAY-2019 18:59
3	🖹	14-MAY-2019 12:57

For e-Sign, virtual id is mandatory. Virtual ID can be generated by visiting UIDAI official website.

Employees' Provident Fund Organisation, India

Ministry of Labour & Employment, Government of India

हस्ताक्षर

☐ By clicking the checkbox, I hearby give my consent for using e-KYC services data from AADHAAR for the purpose of signing selected document and generating Digital signature.

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Ministry of Electronics and
Information Technology
Government of India

Digital India
Power To Empower

सी डैक
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Centre for Development of
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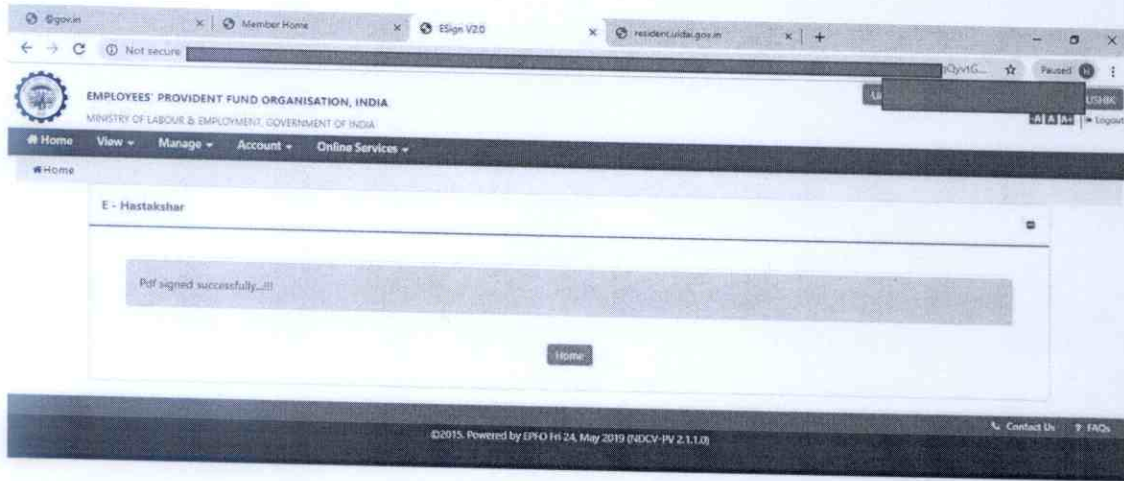
Aadhaar Based e-Authentication

👤 9_____

Get Virtual ID

🔒 Enter Your Aadhaar OTP

☐ I have read and provide my **consent**

View Document Information

Submit   Cancel

Not Received OTP? Resend OTP

After e-sign successfully, you can view nomination details in pdf.