

O/o The Chief General Manager
BSNL, Maharashtra Telecom Circle,
6th Floor, D-Wing, BSNL Admn Bldg.,
Santacruz (West), Mumbai-400054.
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No.: EPF/ Misc Corr/2021-22/

Date: 09/06/2021
MOST URGENT

To,
All AO's (EPF-Nodal Officers) & EPF Members,
All SSA's/Units of Maharashtra Circle.

Sub.: Linking of Aadhaar with UAN and completion of KYC – reg.

With reference to the above subject, the Ministry of Labour and Employment, Govt. of India has issued directions for Mandatory seeding of UAN with Aadhaar while filing the ECR as per the Section 142 of the Code on Social Security, 2020. **As per this order, if any members UAN is not attached with Aadhaar then the Employer (BSNL) will not be able to deposit the members EPF Contribution in his/her EPF Account. The sole responsibility of non-remittance of EPF contribution lies with the Members only.**

Out of 2783 members, 465 members Aadhaar KYC is not available, 632 members PAN KYC is not available, 112 members Bank Account KYC is not available, 2536 members E-nomination details are not completed or e-signed. 248 members not activated their UAN numbers yet.

Aadhaar, PAN KYC is pending mainly due to mismatch in Name or Date of Birth of EPF members with respect to the Name/D.O.B. in UAN Account. Hence, EPF nodal Officers as well as EPF members are requested to modify their (members) basic details in Name, Date of Birth using [UAN Member Portal](#). It is reiterated to complete this procedure **as early as possible**.

- Encl.: 1. Procedure to complete KYC.
2. Details of active members of EPF members.
3. Details of members whose Aadhar KYC is pending.

Jr. Accounts Officer (EPF),
O/o CGMT MH Circle,
Mumbai-54.

Copy To:

1. All SSA/BA Heads of MH Circle.
2. All representatives of Executive/Non-Executives Unions/Association for wide publicity.



Procedure to complete KYC

1. Activate UAN on UAN member portal-

<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

Enter UAN, Name, Date of Birth (as per data provided in the sheet/available with EPFO). Specify Mobile No and activate UAN.

2. After activation, password will be sent on the specified mobile number. Members can change password after login to member portal.

3. Add Aadhaar, PAN, Bank KYC details in the KYC option in the Manage Tab.

4. If it is showing error while adding PAN or Aadhaar details kindly go to Manage→ Basic Details option.

5. Provide details of Aadhaar number, Name, DOB and Gender as per Aadhaar ID Card and update it. The name/DOB/Gender correction request will come into inbox of this establishment. After approval, it will go to the EPFOs inbox. Members will get sms on their registered mobile number after correction in name/DOB/Gender

6. If there is full name correction (Eg. Name change after marriage or any other reason), then kindly fill 2 copies of Joint Declaration Form and send it with the supporting documents like, Marriage certificate, Aadhaar ID, Gazette Copy through AO EPF Nodal Officer.

7. If there is difference in DOB of more than 3 year, then kindly upload the supporting documents such as School Leaving Certificate, 10th Board Certificate, Birth Certificate, (PAN Card is not allowed) in 1 single file.

8. Kindly upload the profile picture in UAN Member portal. Go to View tab and then to option Profile. Upload the passport size photo. Size should not be more than 100 kb.

9. Also update Current address, Permanent Address in the fields shown in **Red Ink.**

10. To file the nomination details, Go to Manage tab and choose option E-Nomination. If having family then choose Yes. Enter the Aadhaar number, Name of family member as per Aadhaar and all remaining particulars including Bank Account Number. Also update their pass-port size photograph. Size should not be more than 100 kb. And then Save Family Details. Member can choose percentage of share of accumulations as per each nominee. After saving the nomination details, verify it.

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11. To verify the nomination details, check the option of pending nomination. Click on E-Sign. A new tab/window will open which says to enter Virtual ID. Enter your (members) Virtual ID only. If you already have Virtual ID of Aadhaar then enter it and click on verify. If you don't have virtual ID then go to the website of Aadhaar and find the link of Virtual ID (VID) Generator (<https://resident.uidai.gov.in/vid-generation>). Enter your Aadhaar ID and get OTP. After submitting the OTP, click on Generate/ Retrieve VID. You will get 16 digits of VID on your mobile number.
 12. Enter the 16 digit VID in the tab/window opened after clicked on E-sign. And get Aadhaar OTP. After submitting member can download complete nomination form details and employer will also get to know about the completion.

- Note:**
- a) Remember the name on UAN should exactly match with Aadhaar Data.
 - b) If any member had linked his UAN with Aadhaar earlier but made correction in Aadhaar recently, he/she also has to complete the Name/DOB/Gender correction by the procedure stated earlier.
 - c) Kindly check bank account number available in KYC option. Starting digit i.e. '0' or '00' is missing in some of the members bank account also IFSC is mismatching. So, kindly refill it with correct bank account number and IFSC.
 - d) If any members have transferred out of MH Circle or struck-off from the service due to resignation/retirement/demise then AO EPF Nodal officers are requested to kindly provide their relieving orders on aoepfmhtc@gmail.com.
 - e) It is notified to EPF Nodal Officers that after the death in service of the member, his relative should not complete any kind of nomination or withdraw the EPF amount by online else it will become fraud case.