



MAHARASHTRA STATE ELECTRICITY BOARD'S
CONTRIBUTORY PROVIDENT FUND TRUST.

Estrella Batteries Expansion Bldg., Ground Floor, Dharavi Road, Matunga, Mumbai- 400 019.

Website: - www.mahadiscom.in

No.AD/PF/ADM/D/275

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CPF CIRCULAR NO- 198

Sub- Steps for activation of Universal Account Number (UAN).

It is to inform that Employees' Provident Fund Organisation (EPFO) has rolled out Universal Account Number (UAN) programme and has circulated the allotted UAN to members on their Portal. The main objective of the EPFO implementation of UAN programme is the extension of effective online services to the members. The currently Universal Account Number (UAN) were initially allotted to the members whose pension contribution is paid through ECR (Electronic Challan Cum Return) during the period from 1st January, 2014 to 30th June, 2014.

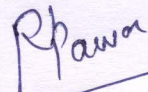
Employees who have joined after June, 2014 and whose pension contribution paid through ECR, such employees must submit **"Form No 11- Declaration Form"** along with xerox copy of KYC documents such as first page of Pass Book or Cheque, Aadhar Card, and PAN card etc. to CPF section through their HR section. (Form No-11 Declaration Form available on EPFO website www.epfindia.com and www.mahadiscom.in > Employee Portal). The HR sections are requested to verify the "Form No 11 -Declaration Form" submitted by employee and if found correct then submit the same to CPF Office immediately. After receipt of the form, the KYC details will be updated by CPF section at the EPFO site. Thereafter UAN will be allotted in the EPFO's portal and the same will be informed by CPF section to HR section of H.O. The HR Section will update employee UAN in their system for printing in salary slip.

It is important to note that the Universal Account Number (UAN) will become active only if employee gets registered at EPFO website i.e. on www.uanmembers.epfoservices.in. The guideline for Member UAN Registration is available at EPFO website i.e. www.epfindia.com. The CPF Office has also laid down steps wise registration process in **Annexure-A**. (Copy is enclosed to this circular).

For more details, employees are requested to visit EPFO website. (**MSEB CPF Portal is not website of Employee's Provident Fund Organisation**).

This circular is available on www.mahadiscom.in under Employee Portal.

Encl- Annexure- A


Secretary,
to the Board of Trustees
of MSEB's C.P.Fund, Mumbai.

Annexure- A

Steps for activation of Universal Account Number (UAN) at Employee's Provident Fund Organisation (EPFO) Website

The Employees' Provident Fund Organisation (EPFO) has introduced of **Universal Account Number (UAN)** programme to employee. The UAN programme facilitates online service to the employees such as online PF transfer claim, online nomination to Employees' Pension Scheme, 1995 & Employees' Deposit Linked Insurance Scheme, 1976, view e-passbook, download member card, SMS facility etc. For more details, employees are requested to visit EPFO website i.e. **www.epfindia.com**.

(MSEB CPF Portal is not website of Employee's Provident Fund Organisation).

- 1) The Universal Account Number (UAN) allotted to employees will be intimated to all employees through **salary slip and also displayed under "My Profile" of MSEB CPF Portal.** .
- 2) **If employee joined service after 30 June, 2014** the concerned employee must submit "**Form No- 11 Declaration Form**" (enclosed to this circular) alongwith photo copy (xerox) of **PAN Card, Aadhar Card, First Page of Pass Book or Cancel Cheque** for getting UAN. The concerned employee will get UAN through salary slip after receipt of declaration form to CPF Office. Also employee should declare his/her previous employer detail or UAN (if any) allotted by previous employer. (Form No- 11 UAN Declaration Form is also available on web link at http://www.epfindia.com/site_docs/PDFs/UAN_PDFs/UAN_ForEmployers/DeclarationForm.pdf).
- 3) Employee can also view his/her allocated UAN by EPFO under link "www.uanmembers.epfoservices.in (under) → **Know your UAN Status**" by entering requisite information as per point no. 9 & 10.
- 4) After knowing UAN Number, employee should activate UAN on EPFO website at www.uanmembers.epfoservices.in.
- 5) Click on "**Active your UAN**" OR "**Activate your UAN based registration**".
- 6) Then click on check box "**I Have Read and Understood the Instructions**" and then enter/fill up compulsory fields for activate your UAN.
- 7) **Enter your 12 digit Universal Account Number (UAN)** allotted to you.
- 8) **Enter your Personal 10 digit Mobile Number** (It is suggested do not use Office Mobile No).
- 9) After that **Select State as "MAHARASHTRA"** and then **Select Office "BANDRAMUMBAI-I"**.
- 10) Enter Establishment ID and Your EPS Number in the five boxes as follows.

| | | | | |
|----|-----|---------|-----|--|
| MH | BAN | 0001251 | 000 | ** Enter Your EPS Number (Not CPF Number) |
|----|-----|---------|-----|--|

**** Employee EPS Number is available in your CPF PLA Slip or Salary Slip.**

- 11) There after type the characters (letters) shown in the text box as it is (**Case-Sensitive**).
- 12) Then **click on “GET PIN”** button for getting four digit **Authorisation PIN** on you Mobile number.
- 13) Within 5 minutes SMS will be received on your mobile number showing the **Four Digit Authorisation PIN**.
- 14) Your name will be displayed on screen in name column. **Please verify your name is correct. If name is displayed incorrect then contact to CPF Section in writing for change of name along with supported document such as PAN Card, Aadhar Card, First page of Service Book, Cancel Cheque etc. and do not continue further.**
- 15) If your name displayed correctly, then fill up compulsory fields for creation of User Master and Password.
- 16) Enter the **Father/Husband’s Name**.
- 17) Enter **Date of Birth** in **DD/MM/YYYY** format.
- 18) **Create and Enter Password** (Password should be **Alpha-Numerical containing minimum 8 character and maximum 25 character** and also having at least special character viz! or @ or # or \$ or % or ^ or & or *) **Example - abc@1234 (Check CapsLock Key On/Off Status)**
- 19) Re-enter password for confirmation.
- 20) Enter your valid personal E-mail ID (**Not Compulsory**).
- 21) Read the paragraph **“I declare ……”**
- 22) Select check box **“I Agree”**.
- 23) **Enter four digit Authorisation PIN** received on your mobile and then click on **“Submit”** button.
- 24) Within few second SMS will received on your register Mobile Number for completion of UAN registration.
- 25) There after click on link **“Please click here to continue further”**.
- 26) Once your activation completed then login by entering your UAN Number and Password created by you.
- 27) After login click on the menu of **“FORMS (under)→ PERSONAL DETAIL FORM”**.
The employee should update personal details under options i) Education Qualification ii) Physically Handicap iii) Physically Handicap Category iv) Gender v) International Worker vi) Marital Status.
- 28) There after click on **“Submit”** button. If the personal detail successful updated **message will display in green colour as “Your information has been successfully save”**.
- 29) You can download your UAN CARD at **“Download”** section. It is preferably instructed that take printout of **UAN CARD** and write down your created password on it for future reference.
- 30) If employee forgot password then click on **“Forgot Login?”** thereafter enter 12 digit UAN (Universal Account Number) and 10 digit Registered Mobile Number for received auto-generated password on mobile.



**Form No. 11 (New)
Declaration Form**

(To be retained by the Employer for future reference)

Employees' Provident Fund Organization

**THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (PARAGRAPH-34 & 57)
&
THE EMPLOYEES' PENSION SCHEME, 1995 (PARAGRAPH-24)**

**DECLARATION BY A PERSON TAKING UP EMPLOYMENT IN AN ESTABLISHMENT ON WHICH EMPLOYEES' PROVIDENT FUND SCHEME, 1952 AND/OR EMPLOYEES' PENSION SCHEME, 1995 IS APPLICABLE.
(PLEASE GO THROUGH THE INSTRUCTIONS)**

| | | | | | | | | | | | | | | | | | | | |
|-----------------|-------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1) NAME (TITLE) | MR. MS. MRS. (PLEASE TICK) | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | |
|------------------|---|---|---|---|---|---|---|---|
| 2) DATE OF BIRTH | D | D | M | M | Y | Y | Y | Y |
| | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | |
|--------------------------------|-----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 3) FATHER'S/ HUSBAND'S NAME | MR. | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

| | | |
|--|--------|---------|
| 4) RELATIONSHIP IN RESPECT OF (3) ABOVE (PLEASE TICK) | FATHER | HUSBAND |
| | | |

| | | | |
|----------------------------|------|--------|-------------|
| 5) GENDER (PLEASE TICK) | MALE | FEMALE | TRANSGENDER |
| | | | |

| | | | | | | | | | | | | | | | | | | | |
|------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 6) MOBILE NUMBER (IF ANY) | | | | | | | | | | | | | | | | | | | |
|------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

| | | | | | | | | | | | | | | | | | | | |
|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 7) EMAIL ID (IF ANY) | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

| | | |
|---|-----|----|
| 8) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PROVIDENT FUND SCHEME, 1952? (PLEASE TICK) | YES | NO |
|---|-----|----|

| | | |
|--|-----|----|
| 9) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PENSION SCHEME, 1995? (PLEASE TICK) | YES | NO |
|--|-----|----|

IF RESPONSE TO ANY OR BOTH OF (8) & (9) ABOVE IS YES, THEN MANDATORILY FILL UP THE PREVIOUS EMPLOYMENT DETAILS AT (10,11&12):

A. PREVIOUS EMPLOYMENT DETAILS

10) THE DETAILS OF THE UNIVERSAL ACCOUNT NUMBER (UAN) OR PREVIOUS PF MEMBER ID:

UAN

| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

OR

PREVIOUS PF MEMBER ID

| REGION CODE | OFFICE CODE | ESTABLISHMENT ID | EXTENSION | ACCOUNT NUMBER |
|-------------|-------------|------------------|-----------|----------------|
| | | | | |

11) DATE OF EXIT FOR PREVIOUS MEMBER ID (DD/MM/YYYY)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
| | | | | | | | |

12) (A) IF SCHEME CERTIFICATE ISSUED FOR PREVIOUS EMPLOYMENT, THEN SCHEME CERTIFICATE NUMBER: _____
 (B) IF PENSION PAYMENT ORDER (PPO) ISSUED FOR PREVIOUS EMPLOYMENT, THEN PPO NUMBER: _____

B. OTHER DETAILS

13) INTERNATIONAL WORKER (PLEASE TICK)

| | |
|-----|----|
| YES | NO |
| | |

IF THE REPLY TO (13) ABOVE IS YES, THEN ENTER THE DETAILS IN 13(A), 13(B) & 13(C):

13(A) COUNTRY OF ORIGIN (Please Tick)

| | |
|-------|---|
| INDIA | OTHER THAN INDIA (IF YES, PLEASE MENTION NAME OF THE COUNTRY) |
| | |

13(B) PASSPORT NUMBER _____

13(C) PASSPORT VALID FROM

| | | | | | | | |
|----|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
| | | | | | | | |
| To | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |
| | | | | | | | |

14) EDUCATIONAL QUALIFICATION (PLEASE TICK)

| ILLITERATE | NON-MATRIC | MATRIC | SENIOR SECONDARY | GRADUATE | POST GRADUATE | DOCTOR | TECHNICAL/ PROFESSIONAL |
|------------|------------|--------|------------------|----------|---------------|--------|-------------------------|
| | | | | | | | |

15) MARITAL STATUS (PLEASE TICK)

| MARRIED | UNMARRIED | WIDOW/ WIDOWER | DIVORCEE |
|---------|-----------|----------------|----------|
| | | | |

16) SPECIALLY ABLED (PLEASE TICK)

| | |
|-----|----|
| YES | NO |
| | |

| IF YES, TICK THE CATEGORY | | |
|---------------------------|--------|---------|
| LOCOMOTIVE | VISUAL | HEARING |
| | | |

17) KYC DETAILS

| KYC DOCUMENT TYPE | NAME AS ON KYC DOCUMENT | NUMBER | REMARKS, IF ANY |
|--------------------------------|-------------------------|--------|-----------------|
| BANK ACCOUNT-1* | | | IFSC CODE* |
| NPR/AADHAAR | | | |
| PERMANENT ACCOUNT NUMBER (PAN) | | | |
| PASSPORT | | | EXPIRY DATE |
| DRIVING LICENCE | | | EXPIRY DATE |
| ELECTION CARD | | | |
| RATION CARD | | | |
| ESIC CARD | | | |

*** Mandatory Field (NOTE: BANK ACCOUNT NUMBER (ALONG WITH IFSC CODE) IS MANDATORY. YOU ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCS TO AVAIL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM.**

C. UNDERTAKING:

- A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**
- B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,**
- (I) I HAVE ENSURED THE CORRECTNESS OF MY UAN/ PREVIOUS PF MEMBER ID.**
 - (II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT P.F. ACCOUNT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PREVIOUS EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).**
 - (III) I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER PORTAL.**

DATE:

PLACE:

SIGNATURE OF MEMBER

DECLARATION BY PRESENT EMPLOYER

- A. THE MEMBER Mr./Ms./Mrs. HAS JOINED ON AND HAS BEEN ALLOTTED PF MEMBER ID
- B. IN CASE THE PERSON WAS EARLIER NOT A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
- **(POST ALLOTMENT OF UAN)** THE UAN ALLOTTED FOR THE MEMBER IS
 - **PLEASE TICK THE APPROPRIATE OPTION:**
 - THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE
 - HAVE NOT BEEN UPLOADED
 - HAVE BEEN UPLOADED BUT NOT APPROVED
 - HAVE BEEN UPLOADED AND APPROVED WITH DSC
- C. IN CASE THE PERSON WAS EARLIER A MEMBER OF EPF SCHEME, 1952 AND EPS, 1995:
- THE ABOVE MEMBER ID OF THE MEMBER AS MENTIONED IN (A) ABOVE HAS BEEN TAGGED WITH HIS/HER UAN/PREVIOUS MEMBER ID AS DECLARED BY MEMBER.
 - **PLEASE TICK THE APPROPRIATE OPTION:-**
 - THE KYC DETAILS OF THE ABOVE MEMBER IN THE UAN DATABASE HAVE BEEN APPROVED WITH DIGITAL SIGNATURE CERTIFICATE AND TRANSFER REQUEST HAS BEEN GENERATED ON PORTAL.
 - AS THE DSC OF ESTABLISHMENT ARE NOT REGISTERED WITH EPFO, THE MEMBER HAS BEEN INFORMED TO FILE PHYSICAL CLAIM (FORM-13) FOR TRANSFER OF FUNDS FROM HIS PREVIOUS ESTABLISHMENT.

DATE:

SIGNATURE OF EMPLOYER WITH SEAL OF ESTABLISHMENT