Employee Information Form

For EPFO Member Registration (UAN generation / member registration)

How to fill this form (employee)

- Fill every item that applies to you. Type on screen, or print and write in BLOCK LETTERS with a blue or black pen.
- Write your name exactly as it appears on your Aadhaar card. Write dates as DD MM YYYY, one digit in each box.
- Keep your Aadhaar card (and PAN card and bank passbook, if you give those details) ready for the employer to check.
- Items marked * are needed to register you. Leave the others blank if they do not apply. Never write any password or OTP on this form.

To be filled by the employer

Establishment name _____ EPFO establishment code _____

Employee code _____ Date form received _____

A. Previous employment / UAN

Do you already have a UAN or a previous EPF member ID?* ☐ No (new member) ☐ Yes

UAN (12 digits), if Yes ☐☐☐☐☐☐☐☐☐☐☐☐

Previous member ID, if known _____

B. Personal details

Salutation* ☐ Mr. ☐ Ms. ☐ Mrs.

Name as per Aadhaar* _____

Date of birth* ☐☐ / ☐☐ / ☐☐☐☐ Gender* ☐ Male ☐ Female ☐ Transgender

Nationality* ☐ Indian Other (write) _____

Father's / Husband's name* _____

Relation* ☐ Father ☐ Husband

Marital status* ☐ Married ☐ Unmarried ☐ Widow / widower ☐ Divorcee

Mobile number ☐☐☐☐☐☐☐☐☐☐

Email ID _____

Highest qualification ☐ Illiterate ☐ Non-matric ☐ Matric ☐ Senior secondary ☐ Graduate ☐ Post-graduate ☐ Doctorate ☐ Technical (professional)

Employee Information Form

For EPFO Member Registration (UAN generation / member registration)

C. Employment details

Date of joining* DD / MM / YYYY

Monthly EPF wages at joining (Rs.)* _____

Employer to confirm the wages that apply

D. International worker

Tick only if this applies to you

☐ I am an international worker

Country of origin _____ Passport number _____

Passport valid from DD MM YYYY Valid till DD MM YYYY

E. Differently abled

Tick only if this applies to you

☐ I am differently abled Type: ☐ Locomotive ☐ Hearing ☐ Visual

F. KYC details

Needed for the EPFO file

Aadhaar number (12 digits)*

Name as per Aadhaar* _____

PAN Name as per PAN _____

Bank account number _____ IFSC

Name as per bank account _____

G. Consent and declaration

☐ I give my consent to share my Aadhaar with EPFO for the purpose of establishing my identity for registration and for various benefits under the EPF & MP Act and its schemes. I am aware that the information I have provided will be used for authenticating my identity through the Aadhaar Authentication system for the purpose stated above and for no other purpose.

I declare that the details given above are true and complete. I will tell my employer of any change.

Date _____ Place _____

_____

Signature of employee*

For the employer

Enter these details in the EPFO Member Registration File Generator (tools.complypro.co.in/epfo-member-generator/), check the validation results, and keep this form safe. It holds personal data. This form is a data-collection aid and is not an EPFO document.