

# **Online Provident Fund Transfer Procedure**

## **User Manual**

## Table of contents

1.	OBJECTIVE .....	3
2.	SCOPE .....	3
3.	ONLINE PROCEDURE.....	3

## 1. OBJECTIVE

This Manual provides detailed guidelines to be followed by the Associate who wants to transfer his / her **Previous Company** PF account transfer through EPF PORTAL of “**Online Provident Fund Transfer**” to Tech Mahindra Limited Provident Fund Account maintained at Regional Provident Fund Office at Pune.

## 2. SCOPE

This procedure is applicable to all active associates who want to initiate their Previous Company (one or more than one) PF Accounts transfer to Tech Mahindra PF Account Number.

## 3. ONLINE PROCEDURE

Before Logging in on the Online Transfer Claim Portal of EPFO, you need to register yourself as a member of Employees Provident Fund Organization (EPFO)

**For Registration visit the link:** <http://members.epfoservices.in/>

The screenshot shows the EPFO Member Portal interface. The header includes the EPFO logo, the text "Employees' Provident Fund Organisation, India (A statutory body under Ministry of Labour and Employment, Government of India)", and a "Member Portal" link. The main content is divided into two columns. The left column, titled "WELCOME MEMBERS", contains a greeting "Dear EPF Members !!", a list of bullet points regarding online registration and login, a link to the FAQ, and a "Note" section with additional details. At the bottom of this column is a "REGISTER >>" button. The right column, titled "LOGIN", contains a "Choose Your Document" dropdown menu, input fields for "Document Number" and "Mobile", a "Sign In" button, and links for "Forgot Login ?" and "Click here to register" (the latter is circled in red). Below the login section is a section titled "ADVANTAGES OF REGISTRATION" with a list of benefits.

**Employees' Provident Fund Organisation, India**  
( A statutory body under Ministry of Labour and Employment, Government of India )

**Member Portal**

**WELCOME MEMBERS**

Dear EPF Members !!

- Register online to view your EPF Account Passbook.
- The facility at present is only for the members for whom the employer has uploaded the Electronic Challan Cum Return for the wage month of May 2012 onwards.
- There is no need to create and remember any user id and password. You have to use your mobile number and any of your following identification proof number such as PAN, AADHAR, NPR (National Population Register), Bank Account, Voter ID, Passport or Driving License to register and thereafter to login.
- You can add multiple id numbers (one id against each of the listed types) and any one along with the mobile number can be used for the login.

[Please click here to read FAQ.](#)

**Note:**

- One mobile number can be used for one registration only.
- A registered member can view only one account details under one establishment. In case you are having more than one account under one establishment, please apply for transfer through the Form 13.
- One member can view up to a maximum of 10 accounts under different establishments. The 10 accounts can be viewed any number of times. Get your old accounts transferred to the current one by using the Transfer Form 13.
- Facility to display the accounts of inoperative accounts will be provided later through a request mode.
- The facility is not for the current members of establishments having exemption under the EPF Scheme 1952.

**REGISTER >>**

**LOGIN**

Choose Your Document --Select Document--

Document Number

Mobile


**Sign In**

**Forgot Login ?** [Click here to register](#)

**ADVANTAGES OF REGISTRATION**

- View your EPF Account Passbook online.
- Use any of your ID details to login.
- View all your accounts at a single place.
- Get SMS when e-Passbook is available.

- Associate will have to use their India mobile number and select any of the Identification Proof number such as PAN, AADHAR, NPR (National Population Register), Bank Account, Voter ID, Passport or Driving License from the dropdown to register and thereafter to login.
- For Creating Login ID, Associate has to select **Identification Proof Document** and accordingly fill in his/her **Document Number, Personal Mobile Number, Date of Birth, Email ID, Verification Code**.
- Post successful registration, Associate will get a **PIN number** on their Mobile, which needs to be entered in the **PIN Authorization** space and click on **Submit**.
- Associate needs to remember what **Identification Proof Document** they have selected at the time of creating Login for any future transactions.
- **If you are already register then Select document, Document number and enter register mobile number.**



**Employees' Provident Fund Organisation, India**  
( A statutory body under Ministry of Labour and Employment, Government of India )

Member Portal

MEMBER PORTAL

HOME

**\* Compulsory Fields**

Mobile\* :


Date of Birth\* :


Select Any One Document\* :

Number as on document\* :

Name as on document\* :

Email :



 Please type the characters shown in the text box (case-sensitive)

Click the button to get **Authorization PIN** on your Mobile number.

**Disclaimer:**

By requesting to view the details of any account number through the Member Portal, I declare that these are my account numbers. I understand that my mobile number will be recorded and in case of any complaint regarding misuse of the facility and/or false declaration as given above, my details may be handed over to the appropriate authority for suitable action.

☐ I Agree

Enter Authorization PIN:

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2012, System powered by TCIL and VSPL

**Post Registration please visit the link of Online Transfer Claim Portal of Provident Fund**

[http://www.epfindia.com/Employee\\_OTCP.html](http://www.epfindia.com/Employee_OTCP.html)

**Post registration associate shall receive an Email from EPFO for verification as per format given below along with a SMS with Date of Birth and Identification Proof Document number as selected**

<b>From:</b>	Member Portal <employeresewa@epfoservices.in>   <a href="#">Add to Address book</a> <a href="#">This is spam</a>
<b>To:</b>	t
<b>Subject:</b>	Please confirm your email.
<b>Date:</b>	Thu, 07 May 2015 11:24:43 IST

Dear Member,

Please click the following link to confirm your email address


[http://members.epfoservices.in/confirm\\_email.php?c=DA1PnFllqVkBtJwMEZbtLYIQ1DLZrfG9Jy1430978104](http://members.epfoservices.in/confirm_email.php?c=DA1PnFllqVkBtJwMEZbtLYIQ1DLZrfG9Jy1430978104)

In case the link can not be clicked, kindly copy paste the same to your browser and hit Enter.

Regards,  
EPFO Member Portal

<< This is an automated email. Please do not reply.>>

**Associate have to click in the highlighted box for Login to Online Transfer Portal**



## Employees' Provident Fund Organisation

(A Statutory Body under Ministry of Labour & Employment, Government of India)

[Home](#)
[Recruitment](#)
[Tenders](#)
[Auctions](#)
[International Workers](#)
[Contact us](#)
[FAQ](#)
[Dashboard](#)
[EPFAT](#)

[Meet CPFC](#)
[EPFO Directory](#)
[About us](#)
[Downloads](#)
[Legal / Rule Provisions](#)
[Operational Statistics](#)
[RTI Act 2005](#)
[Citizen's Charter](#)
[NATRSS & ZTIs](#)
[Related sites](#)
[Regional sites](#)
[For EPF Office Use](#)

### Online Transfer Claim Portal (For Employees)

[Click Here to Login](#)

(a) CHECK ELIGIBILITY FOR FILING ONLINE TRANSFER CLAIM

(b) DETAILED INSTRUCTIONS

(c) FREQUENTLY ASKED QUESTIONS(FAQs)


**Dear Members !!**

EPFO introduces a new system to facilitate online submission of transfer claims by Members with an objective to make the transfer process transparent, efficient and comfortable for you. A member has an option to submit his claim either through his present employer or the previous one.

You can fill all such claim requests with ease and the employer can verify/correct member details, approve and submit the requests online through portal. For online submission of the claims, the Digital signature (Class II or above) of the authorized person is required.


- Once Associate clicks on **Login**, the below screen will appear

- In the **Member Login Section** Associate have to select the **same Identification Proof Document Type** that he/she has selected at the time of registration on EPFO website and accordingly fill the Document Number and Mobile Number to **Sign In.**



## Employees' Provident Fund Organisation, India

( A statutory body under Ministry of Labour and Employment, Government of India )



ONLINE TRANSFER CLAIM PORTAL

### MEMBER LOGIN

DOCUMENT TYPE PAN Number ?

DOCUMENT NO. EFPPS3445D ?

MOBILE NO. 7842331784 ?

**Sign In**

[Forgot password ?](#) [Click here to register](#)

### INSTRUCTIONS


**Dear Members !!**

EPFO introduces a new system to facilitate online submission of transfer claims by Members with an objective to make the transfer process transparent, efficient and comfortable for your employees. A member has an option to submit his claim either through his present employer or the previous one.

The employer can view all such claim requests, verify/correct member details, approve and submit the requests online through this portal.


The member should be registered on the Member Portal to avail this facility. The log-in details for this portal are same which are used in Member Portal by the members and accordingly may be used with high diligence.

After Logging in the **Online Transfer Claim Portal**, Click on the **CLAIM** Tab and Select the Option – **REQUEST FOR TRANSFER OF ACCOUNT**



## Employees' Provident Fund Organisation, India

( A statutory body under Ministry of Labour and Employment, Government of India )



ONLINE TRANSFER CLAIM PORTAL

[HOME](#)
[CLAIM](#)
[EDIT PROFILE](#)
[FAQ](#)
[CONTACT US](#)
[LOGOUT](#)

**REQUEST FOR TRANSFER OF ACCOUNT**

**VIEW STATUS OF TRANSFER CLAIM**

**CHECK CLAIM ELIGIBILITY**

### Online Transfer Claim Portal

**Dear Members !!**

EPFO introduces a new system to facilitate online submission of transfer claims by Members with an objective to make the transfer process transparent, efficient and comfortable for your employees. A member has an option to submit his claim either through his present employer or the previous one.

The employer can view all such claim requests, verify/correct member details, approve and submit the requests online through this portal.

The member should be registered on the Member Portal to avail this facility. The log-in details for this portal are same which are used in Member Portal by the members and accordingly may be used with high diligence.

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2013, System powered by TCIL and VSPL



- 5) Click on the „**Click Here To Get Details**“ to Auto Populate the details of Region –, Office –, **Name of the Establishment, Address of Establishment and PF Account held by EPFO Office and Member Name**
- 6) Fill in your **Date of Birth, Father/Spouse’s Name & Relationship, Date of Joining, and Date of Leaving.**
- 7) Associates are requested to mention Father’s name only. In case of married women associates need to mention their Spouse’s name.

**Associate to fill in the PRESENT PF A/C (where the A/C will be transferred) in the form in PART C:**

- 1) State of current PF A/C number Office as: **Maharashtra**
- 2) Location of current PF A/C number Office as: **Pune**
- 3) Establishment Code: **PU/PUN/34224 (Tech Mahindra Limited)**
- 4) PF Account Number: **PF number mentioned on Salary Slip of April 2015**
- 5) Click on the „**Click Here To Get Details**“ to Auto Populate the details of Region – **PU**, Office – **PUNE**, **Name of the Establishment, Address of Establishment and PF Account held by EPFO Office and Member Name**
- 6) Fill in your **Father/Spouse’s Name & Relationship & Date of Joining as per Tech M Record**
- 7) Associates are requested to mention Father’s name only. In case of married women associates they need to mention their Spouse’s name.
- 8) In case of any discrepancy in DOB, DOJ and DOL, please click on the tab “Following information is incorrect” and make the necessary changes / modifications and submit

Select the Claim attestation through as – **Previous Establishment Only**

**PART C:**

PART C: DETAILS OF PRESENT ACCOUNT

PF Account no\*: MAHARASHTRA PUNE  
Maintained with EPFO Office

PU	PUN	34224	000		Click Here To Get Details
Region	Office	Est Code	Ext	A/c no	

Account Number - Maximum 7 Digits

Your present establishment PUPUN0034224000 is unexempted under both PF and Pension Schemes and accounts are handled by RO PUNE.

Name of the Establishment : M/S.TECH MAHINDRA LTD

Address of the Establishment : SHARDA CENTRE OFF., KARVE ROAD ERANDWANE PUNE 601 MH 411004

PF Account held by EPFO Office: RO PUNE

Members Name:

Father's/Spouse Name\*: Relationship Father

Date of joining \*: (DD-MM-YYYY)

---

Claim attestation through \*: ☒ Previous Establishment ☐ Present Establishment

Note : Member has the option to get his/her claim form attested by the present or the previous employer. In case of attestation by the previous employer, time taken in settlement will be relatively less.

- Click on **Preview** once form is filled and edit the data in case any detail filled is incorrect.



- The Preview Window will be as below.
- **Associates are requested to select option of claim attestation through Previous Establishment Only**

### PREVIEW:

**Preview Your Account Transfer Application – Form 13**  
Please check all details in your PF Account Transfer Application Form 13 below before final submission.

**PART A: PERSONAL INFORMATION**

Name :

Mobile Number :

E-mail id :

Bank Account Number of Member :

IFS Code of Bank Branch where the account is maintained :

**PART B: DETAILS OF PREVIOUS ACCOUNT (WHICH IS TO BE TRANSFERRED)**

PF Account no :

Name of the Establishment :

Address of the Establishment :

PF Account held by EPFO Office :

Date of Birth :

Members Name :

Father's/Spouse Name :  Relationship : FATHER

Date of joining of the Establishment:

Date of leaving of the Establishment:

**PART C: DETAILS OF PRESENT ACCOUNT**

---

Member's Name :

Father's/Spouse Name :  Relationship : FATHER

---

Claim attestation through : Previous Establishment

---

[To change application data, click here](#)

---

← Please type the characters shown in the text box (case-sensitive)

If PIN is not received within 5 minutes, please verify your mobile number.  
PIN has been sent to your mobile number.

**As member's declaration:**

I declare that all the details filled by me in the above application is true to the best of my knowledge I also declare that both accounts are my accounts.

I understand that my mobile no. will be recorded and incase of any miss use of the facility or filling for any fraudulent claim my detail may be handed over to the appropriate authority for legal action.

☒ **I Agree**

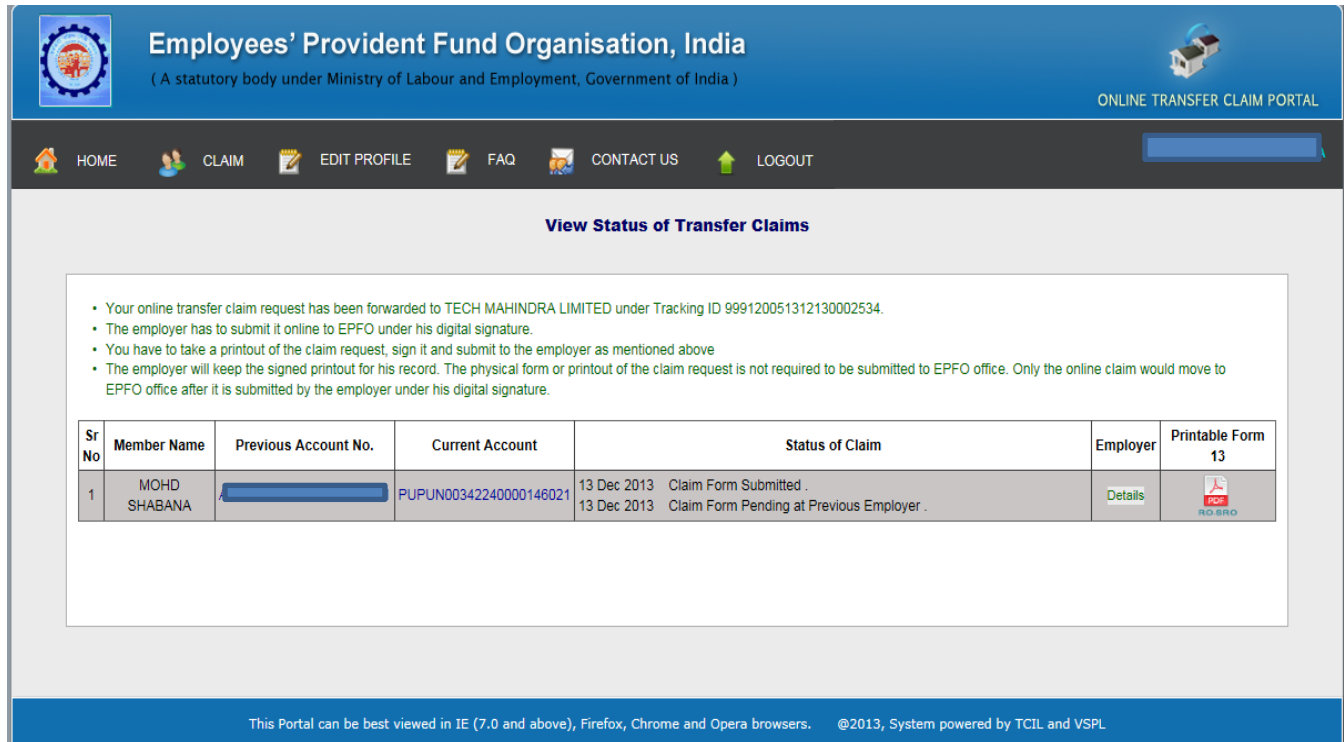
Enter Authorization Pin:

### Associate need to fill the above information before Submitting the form:

- 1) Insert the Validation Code
- 2) Insert the Validation PIN that you will get on you Mobile
- 3) Tick on **"I Agree"**
- 4) Click on **Submit**, to submit the final form

5) This completes the Online PF Transfer Procedure

**Post Completion of Online Transfer Procedure, you will view following screen**




**Employees' Provident Fund Organisation, India**  
( A statutory body under Ministry of Labour and Employment, Government of India )

ONLINE TRANSFER CLAIM PORTAL

HOME CLAIM EDIT PROFILE FAQ CONTACT US LOGOUT

**View Status of Transfer Claims**

- Your online transfer claim request has been forwarded to TECH MAHINDRA LIMITED under Tracking ID 999120051312130002534.
- The employer has to submit it online to EPFO under his digital signature.
- You have to take a printout of the claim request, sign it and submit to the employer as mentioned above
- The employer will keep the signed printout for his record. The physical form or printout of the claim request is not required to be submitted to EPFO office. Only the online claim would move to EPFO office after it is submitted by the employer under his digital signature.

Sr No	Member Name	Previous Account No.	Current Account	Status of Claim	Employer	Printable Form 13
1	MOHD SHABANA		PUPUN00342240000146021	13 Dec 2013 Claim Form Submitted . 13 Dec 2013 Claim Form Pending at Previous Employer .	Details	

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. @2013, System powered by TCIL and VSPL

### Important Notes

- In case of any error while submitting the Online Transfer Claim, you are requested to initiate the processes once again by using different desktop / laptop.
- The Claim form will be verified and approved by the concerned Authorized Signatory
- Post submission of Online PF Transfer Claim Form, associate shall receive confirmatory Email from EPFO along with a SMS on Mobile
- Once the approving authority approves PF Transfer Claim, associate shall receive confirmatory Email from EPFO along with a SMS on Mobile
- Associate will be able to view status of their online PF Transfer Claim on the Portal.
- Please note that this application developed & monitored by Employees Provident Fund Organization and Tech Mahindra has no control over it.
- Hardcopies / printouts (PDF) of the Transfer Claim need not be sent to the previous / present employer.