



தொழிலாளர் வருங்கால வைப்புநிதி நிறுவனம்

कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम एवं रोजगार मंत्रालय - भारत सरकार

Ministry of Labour & Employment - Government of India

क्षेत्रीय कार्यालय, चेन्नै (दक्षिण)/ REGIONAL OFFICE, CHENNAI (South),

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Dear Employer,

You are aware that EPFO has introduced online filing of ECR during 2010 and you are also aware that all the details in respect of employees are filed by you without the intervention of EPFO. Most of the Employers have filed the members basic details correctly and their employees had benefitted from online settlement and other EPFO services.

Some employers have filed incorrect details and now it has become an issue to the members while filing online claims and for availing services. EPFO has several times issued circulars and within its limitation, it permitted certain corrections subject to the submission of correct proof of documents and records to enable the member to update the KYC. A complete change in the member profile cannot be allowed in the normal course through online or offline process except in extreme situations wherein you can prove that the member name has been changed following the due process prescribed by law or there has been an erroneous upload of member data by you, on production of documentary evidence by you and member and after verification, it will be considered for correction.

Head Office vide Sr. no 217(Web circular) dated 12/02/2021 has specified certain documents to be submitted by the Employer and Employee as follows: -

1. Please note that if there are more than 2 fields corrections, or complete member name corrections and/or his Father name corrections, then, the request of Joint declaration should be submitted manually to the EPF field office directly across the counter.
2. If there are only spelling corrections, expansion of initials in members name and change in date of birth, then, it can be submitted online with documentary proof.

The documents to be submitted for each and every cases are mentioned below for your easy understanding.:-

Sl. No.	Category	Documents to be submitted	Classification of Online submission/ offline submission
1.	<p>If the correction is related to expanding the name /surname from abbreviation to full name or vice versa, without changing the first letter, if ,after the correction, the pronunciation of the name doesn't change.</p> <p>Ex.:- R. Kumar to Rakesh Kumar</p> <p>V. S. Ramesh to Vijay Sankar Ramesh</p>	Aadhaar card and Joint declaration is enough	Minor correction (Can be submitted online)
2	<p>If the father name or husband name is inserted as middle name in Aadhaar.</p> <p>Ex.:- Sunitha Kumar to Sunitha Ramesh Kumar</p>	Aadhaar card and Joint declaration is enough	Minor correction (Can be submitted online)
3	<p>If it involves only change in surname of female employees after marriage.</p> <p>Ex.:- From Sunitha Mohan to Sunitha Ramesh</p>	Aadhaar card and Joint declaration is enough	Minor correction (Can be submitted online)
4.	<p>For entire name change</p> <p>Ex. R. Kumar to Suresh Kumar</p>	<p>Aadhaar card ,</p> <p>Employer to submit the following documents duly attested.</p> <p>- copy of Employee appt order,</p> <p>- salary slip,</p>	<p>Major cases</p> <p>(should be submitted offline only)</p>

		<ul style="list-style-type: none"> - Explanation as to how the error occurred, - employee register, - increment order, - any application made to EPF Office to correct wrong name in Form 23(PF Slip) on the basis of which employer is certifying the change request. - Bank statement on which salary credited 	<p>The employer will be asked to produce original records for verification.</p>
5	<p>For entire name change and more than two field corrections, in respect of closed establishments, the applicant will be asked to produce the evidence as above in column no</p>	<p>For Date of Birth:</p> <p>Copy of Aadhaar, School TC, or Birth certificate or Any other Government documents where Date of Birth is mentioned or PAN Card or ESI id card</p> <p>For Name correction :</p> <p>The applicant have to submit the following documents duly attested.</p> <ul style="list-style-type: none"> - copy of Employee appointment order, - salary slip, 	<p>The employee will be asked to produce original records for verification</p>

		<ul style="list-style-type: none"> - Explanation as to how the error occurred, - employee register, - increment order, - any application made to EPF Office to correct wrong name in Form 23(PF Slip) on the basis of which employee is requesting the change - Bank statement on which salary credited 	
6	Date of Birth correction, if less than 3 years	Copy of Aadhar is enough	Minor cases be submitted on line.
7	Correction in date of birth for more than 3 years	Copy of Aadhaar, School TC, or Birth certificate or Any other Government documents where Date of Birth is mentioned or PAN Card or ESI id card	Can be submitted online duly uploading the mentioned documents.

The above type of cases are illustrative and if the approving authority feels required, such other records can also be asked or verify through area Enforcement Officer.

Yours faithfully,


(P. HANG SING)

Regional PF Commissioner

Encl.:- Head Office circular.

26/8/21