

# Annexure – Guide to submit Joint Declaration

1. Go to EPFO website - [https://www.epfindia.gov.in/site\\_en/index.php](https://www.epfindia.gov.in/site_en/index.php)
2. Select the Drop down “Services” and click on “For Employees”

The screenshot shows the EPFO website homepage. The 'Services' dropdown menu is open, and 'For Employees' is highlighted. The website header includes the EPFO logo, the text 'Employees' Provident Fund Organisation, India', and the Ministry of Labour & Employment, Government of India. The navigation bar contains links for Services, Exempted Est., EPFO Corner, Miscellaneous, Directory, Payroll Data, ABRV, Dashboards, Covid-19, and Downloads. The main content area features a banner for 'Introduction of Universal Account Number for EPFO Subscribers' and a 'Services' section with a list of links. An orange arrow points from the 'For Employees' option in the dropdown menu to the 'Member UAN/Online Service (OCS/OTCP)' link in the Services section.

3. Under “Services”, click on “Member UAN/Online Service (OCS/OTCP)” option

The screenshot shows the EPFO website with the 'Member UAN/Online Service (OCS/OTCP)' link highlighted in the Services section. The website header and navigation bar are the same as in the previous screenshot. The main content area features a banner for 'Introduction of Universal Account Number for EPFO Subscribers' and a 'Services' section with a list of links. An orange arrow points from the 'Member UAN/Online Service (OCS/OTCP)' link in the Services section to the 'Know Your Balance' popup window.

<https://unifedportal-men.epfindia.gov.in/memberinterface/>

4. A new Page will be opened named as “Member e-SEWA”. Under “Important links”, click on the first option

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Universal Account Number (UAN)  
MEMBER e-SEWA

G20  
भारत 2023 INDIA  
वैश्वेय कुटुम्बकम्  
ONE EARTH • ONE FAMILY • ONE FUTURE

Dear EPF Members !!

**No last date is declared by EPFO for filing**

Important notice about Aadhaar linking. Click here

Benefits for Unorganised workers registering on e SHRAM portal. Click here

Kind attention Members. Now Aadhaar is mandatory for filing ECR.

Important notice about EDLI. Click here to read.

Important notice about Bank Account Linking with UAN. Click here to read

EPFO NEVER ASKS YOU TO SHARE YOUR PERSONAL DETAILS LIKE AADHAAR, PAN, BANK DETAILS ETC OVER PHONE.  
EPFO NEVER CALLS ANY MEMBER TO DEPOSIT ANY AMOUNT IN ANY BANK.  
PLEASE DO NOT RESPOND TO SUCH CALLS.

Benefits of Registration

- Download/Print your Updated Passbook anytime.
- Download/ Print your UAN Card.
- Update your KYC information.

Important Links

- Pension on Higher Salary: Exercise of Joint Option under para 11(3) and para 11(4) of EPS-1995 on or before 3rd May 2023 **NEW**
- Pension on Higher Salary: Online application for validation of Joint Option
- Activate UAN
- Know your UAN
- Direct UAN Allotment by Employees
- Death claim filing by beneficiary
- UAN Allotment for Existing PF

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Contact Us FAQs

5. Click on the option to submit the fresh joint declaration -

Unified Member Portal / Pension On Higher Wages

Exercise of joint option for the Employees who were in service prior to 01.09.2014 and continued to be in service on or after 01.09.2014 but could not exercise joint option under erstwhile proviso to para 11(3) of EPS-1995

Click Here

**INSTRUCTIONS FOR UAN BASED**

- The following information being entered should be as per EPFO records
  - UAN of member
  - Member's Aadhaar number. Name and Date of birth should be as available in EPFO records.
- Member should have a valid Aadhaar linked mobile number which is as per UIDAI records.

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This site is best viewed at 1920 x 1080 resolution in Mozilla Firefox 58.0+

Contact Us FAQs

## 6. Fill in the details and click on “Get OTP”

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Registration request for exercising of Joint options under para 11(3) and 11(4) of EPS-1995

1 GET AUTHORIZATION PIN

2 VALIDATE USER

3 SUBMIT APPLICATION

4 ACKNOWLEDGEMENT NUMBER GENERATED

UAN \*  
Name \*  
Date of Birth \*  
AADHAAR \*  
Aadhaar Linked Mobile Number \*  
Captcha\*

Enter UAN  
Enter Name  
DD/MM/YYYY  
Enter Aadhaar  
Enter Aadhaar linked mobile  
pAwj 5  
Enter Captcha

I hereby give my consent for OTP based Aadhar authentication for establishing my identity for the purpose of exercising joint option under para 11 (3) and 11 (4) of EPS, scheme.  
मैं ईपीएस योजना के पैरा 11(3) और 11(4) के तहत संयुक्त विकल्प के सत्यापन के उद्देश्य से अपनी पहचान स्थापित करने के लिए ओटीपी आधारित आधार प्रामाणिकरण के लिए अपनी सहमति देता हूँ।

Get OTP Cancel

7. Input the OTP received on your Aadhar linked mobile no. and click on ‘Validate OTP’.

8. Once Validation is done, then you will have to fill in details under “Submit Application”

9. Once you have gone through the Hon'ble Supreme Court Judgement dated 4-Nov-2022 in SLP (C) No. 8658-8659 of 2019 and accordingly decide to opt for Pension under Higher wages, kindly accept the disclaimer

unifiedportal-mem.epfindia.gov.in/memberInterfacePohw/no-auth/pensionOnHigherWages/uan/verifyAuthOtp

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

Registration request for exercising of Joint options under para 11(3) and 11(4) of EPS-1995

1 GET AUTHORIZATION PIN 2 VALIDATE USER 3 SUBMIT APPLICATION 4 ACKNOWLEDGEMENT NUMBER GENERATED

Pension On Higher Wages Application Form

**Joint Option Form**

*[From the Employees who were in service prior to 01.09.2014 and continued to be in service on or after 01.09.2014 but could not exercise joint option under erstwhile proviso to para 11(3) of EPS-1995]*

To be exercised by eligible members of EPS-1995 on or before 03rd May, 2023 in accordance with para 44(v) read with Para 44(v) of the order dated 4.11.2022 of the Hon'ble Supreme Court in SLP No. 8658-8659 of 2019.

Disclaimer

I have gone through Supreme Court Judgement dated 04.11.2022 in SLP (C) No.8658-8659 of 2019 and I am registering this joint option in terms of directions contained in the said judgement. I undertake that the pension will be calculated subject to formula determined under the Scheme for this purpose.

10. Under "Service Details", fill in your Provident Fund membership ID and other details of existing employer.
- a. Further, in case you were member of Provident Fund in your previous employment, click on "Add Row" and provide Membership details in each separate row for each of your previous employments.

Service Details

Member ID *	DOJ FPS	DOE FPS	DOJ EPS	DOE EPS	
Enter Member Id Enter Member Id.	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY DOJ EPS is mandatory	DD/MM/YYYY	<input type="button" value="Add Row"/>

11. Under "Member Details", provide your relevant details

Member Details

Email Id \*

Aadhaar Linked Bank Account Number \*  IFSC Code \*

12. As per your case, select the appropriate option under “Joint Option & Contribution Details”. Also, you are required to attach following in “pdf” format of size less than 250 KB –
- Permission under 26(6) of EPF Scheme – **Declaration format attached.**
  - Account Slip / pages of Passbook - this can be found directly under “<https://passbook.epfindia.gov.in/MemberPassBook/Login>”
  - Employees in service, requested to select “No” in the last question.**
  - Relevant Documentary proof – This is an explicit consent given by the member to transfer the applicable amount to the EPS in case the PF account has no/ insufficient balance. Applicable only for retired employee.**

Joint Option & Contribution Details

Whether employer's contribution was received on wages exceeding statutory wage ceiling of ₹5000 in EPF prior to 01.06.2001 from the day his salary exceeded ₹5000? (applicable only if date of joining is prior to 01.06.2001) *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Whether Employer's contribution was received on wages exceeding statutory wage ceiling of ₹6500 in EPF prior to 01.09.2014 from the day his salary exceeded ₹6500? (applicable only if date of exit is on or after 01.06.2001) *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please attach permission under para 26(6) of EPF Scheme. <i>Only PDF file of size upto 250 KB is allowed.</i>	<input type="button" value="Choose File"/> No file chosen
Whether member wants to use accumulation available in his / her PF account for payment of due contribution for this option? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
How much is the PF account balance on the date of filing option? *	<input type="text" value="Amount"/>
Please upload relevant documentary proof such as Account Slip / pages of the Passbook etc. * <i>Only PDF file of size upto 250 KB is allowed.</i>	<input type="button" value="Choose File"/> No file chosen
Whether member is giving undertaking to deposit the contributions along with interest due till date of payment through his last employer [only when PF account has no/ insufficient balance]? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please upload relevant documentary proof * <i>Only PDF file of size upto 250 KB is allowed.</i>	<input type="button" value="Choose File"/> No file chosen

13. Kindly read the statements under “Declaration” thoroughly and accordingly fill in the required details for accepting the Declaration to submit the application

unifiedportal-mem.epfindia.gov.in/memberinterfacePohw/no-auth/pensionO HigherWages/uan/verifyAuthOtp

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

Declaration

- I hereby declare that I have read and understood the Judgement in SLP (C) No.8658- 8659 of 2019 dated 04-11-2022 of the Hon'ble Supreme Court and I am exercising this joint option in terms of the directions contained in the said judgement.
- I understand and agree that as a member of the Employees' Pension Scheme, my rights to claim pension are limited to the scope of judgement and within the EPF & MP Act, 1952 and the Schemes framed thereunder.
- I further understand that the Central Government is empowered to amend the scheme as it may deem fit.
- I do hereby agree that the details of contribution and interest given by my employers are essential for the computation of dues payable for this application, and this is the full and final submission.
- I hereby undertake that the service details in the above form are correct and no material fact has been misrepresented or hidden by me.
- I hereby agree to pay due contribution in a single tranche as specified by EPFO, along with interest at rates declared under Para 60 of EPF Scheme 1952 or at the rate declared by the concerned trust of such establishment, from time to time, whichever is higher, if any.
- I hereby jointly opt along with my employer to pay full amount of contribution on salary exceeding wage ceiling under erstwhile para 11(3) (since deleted) and Para 11(4) of EPS 95 along with interest up to the last date of the month in which payment is made, in accordance with the judgement dated 04.11.2022 of the Hon'ble Supreme Court through my last employer within such period as may be directed by EPFO after verification of my joint option. If the full amount payable is not deposited by my last employer within such period as may be directed by EPFO after verification of my joint option, this joint option shall be liable to be treated as Null and Void.
- I undertake that all the facts are true. If the details submitted by me or my employer are found to be incorrect at any point of time, this joint option shall be treated as Null and Void.
- I am aware that in case of false declaration and wilful mis-representation, appropriate penal action may be taken by EPFO against me.

Place \*

I agree.

14. Once you submit the application an Acknowledgement number shall be generated. **Kindly save the same for future reference of your application.**