

# Employee's Provident Fund Organization

Correction in Name, Date of Birth and Gender

## Process flow for Online Request for Correction in Name, Date of Birth and Gender:

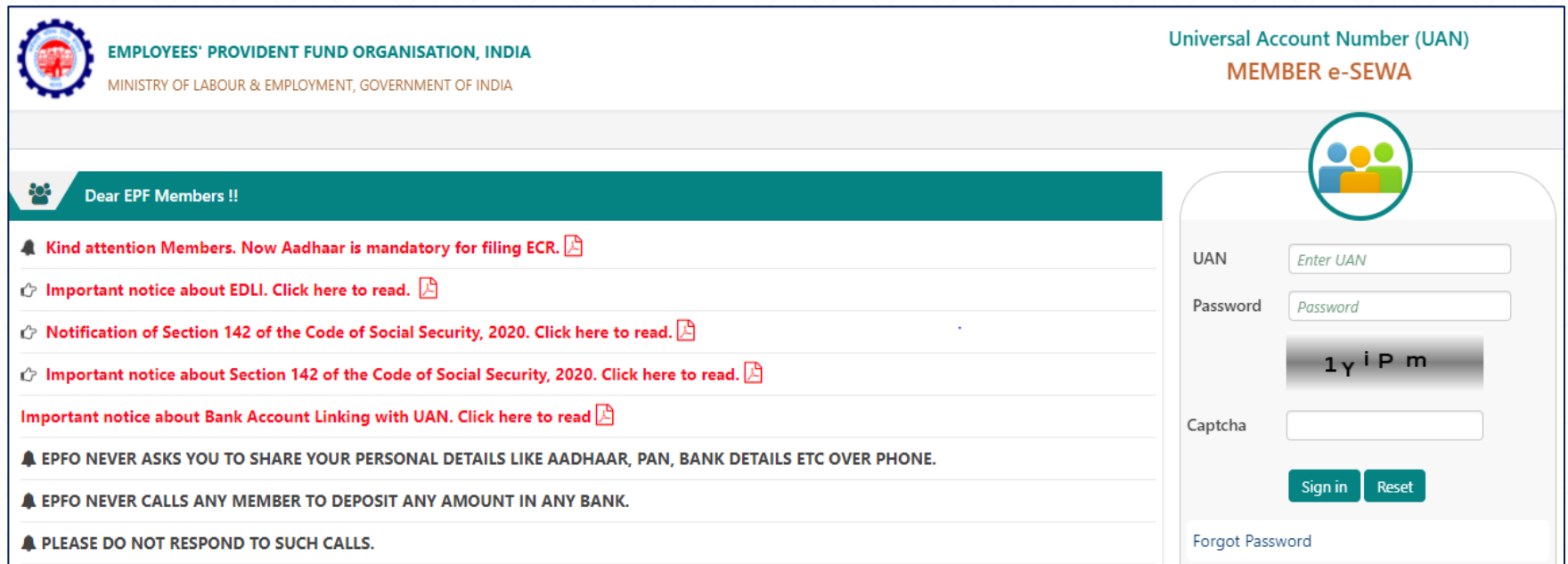
It has been seen that many EPF members are facing problem in seeding Aadhaar with their UAN as there is mismatch in Name, DOB or Gender between Aadhaar data and UAN data. Presently member and employer are required to give joint request to concerned EPFO field office for correction in basic details.

Now this request can be given online by member and in turn employer can online forward the request to concerned EPFO office.

Step by step process flow for this functionality is given below:

**Step 1:** Member will login through his UAN/Password on Member Interface of Unified Portal

<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>



The screenshot displays the login interface for EPF members. At the top, the header includes the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA", and the "Universal Account Number (UAN) MEMBER e-SEWA" label. A teal banner below the header reads "Dear EPF Members !!". The main content area on the left contains several notices: "Kind attention Members. Now Aadhaar is mandatory for filing ECR.", "Important notice about EDLI. Click here to read.", "Notification of Section 142 of the Code of Social Security, 2020. Click here to read.", "Important notice about Section 142 of the Code of Social Security, 2020. Click here to read.", "Important notice about Bank Account Linking with UAN. Click here to read", and three security warnings: "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.", and "PLEASE DO NOT RESPOND TO SUCH CALLS." The right side of the page features a login form with a circular profile icon placeholder, input fields for "UAN" (with placeholder "Enter UAN") and "Password" (with placeholder "Password"), a CAPTCHA field showing "1Y i P m", and "Sign in" and "Reset" buttons. A "Forgot Password" link is located at the bottom of the login form.

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

Universal Account Number (UAN)  
MEMBER e-SEWA

Dear EPF Members !!

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

Important notice about EDLI. Click here to read.

Notification of Section 142 of the Code of Social Security, 2020. Click here to read.

Important notice about Section 142 of the Code of Social Security, 2020. 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.

UAN: Enter UAN


Password: Password

Captcha: 1Y i P m

Sign in Reset

Forgot Password

Step 2: Click on “Manage>Modify Basic Details”.



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

UAN : 1009 9450 7718 /Mr. NEERAJ KUMAR

Logout

HomeViewManageAccountOnline Services

UAN Card

CONTACT DETAILS

KYC

MODIFY BASIC DETAILS

More Info

More Info

Member Profile

UAN

Name

Birth Date

Gender

Mobile No.

E-mail

Last Updated

Password Change Date

Alert

15 of 24 - Clipboard  
Item not Collected: Delete items to increase available space



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

UAN : 1009 9450 7718 /Mr. NEERAJ KUMAR

Logout

HomeViewManageAccountOnline Services

UAN Card

CONTACT DETAILS

KYC

MODIFY BASIC DETAILS

More Info

More Info

Member Profile

UAN

Name

Birth Date

Gender

Mobile No.

E-mail


Last Updated

Password Change Date

Alert

15 of 24 - Clipboard  
Item not Collected: Delete items to increase available space

**Step 3:** Please provide the correct details as per Aadhaar (System will verify the details entered with UIDAI- Aadhaar Data)



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

Log out

Home

View

Manage

Account


Online Services

Modify Basic Details

N version 13 Please Enter Aadhaar no.*	Not Available	
	Details As per UAN	Changes requested**
Name.*		
Date of Birth.*		
Gender.*	Male	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
Is Establishment Closed?:	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Select Employer:		0) ▾
<div>Update Details</div>		

\*\*Note: Changes requested should be as per Aadhaar

**Step 4:** Please provide the correct details as per Aadhaar (System will verify the details entered with UIDAI- Aadhaar Data)



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Logout

Home

View

Manage

Account

Online Services

Pending requests

Reference Number	Establishment Name	Details	Present Status	Action
2		View	Pending at employer	Delete request

Contact Us

FAQs

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**Additional Step :**Please compare your details in E-Aadhaar vs details in UAN on EPFO portal and refer to the attached SOP titled as “Basic Details correction” to initiate the correction.

If the Change in DOB > 3 Years, the Office of EPFO will not entertain any document other than listed below:

- a) Birth certificate issued by Registrar of birth and deaths
- b) Any School/education related certificate recognized by the Indian Govt.
- c) Certificate based on the service records of the central/state government organisations
- d) Passport
- e) Any other reliable document issued by a government department
- f) In the absence of proof of date of birth as above, medical certificate issued by civil surgeon after examining the member medically and supported with an affidavit on oath by the member duly authenticated

Thank you

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