



Confederation of Bahadurgarh Industries

Regn. No. HR015202100075

A SOCIETY REGISTERED UNDER HARYANA REGISTRATION AND REGULATION OF SOCIETIES ACT, 2012

Representing all the Industrial Areas of Distt. Jhajjar, Haryana

☎ COBI Helpline - +91: 75001 00080

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COBI/2022-23/10/10

Date: 21.10.2022

Dear industrialists,

Subject- Steps of e- nomination on EPFO portal

Sir/ Ma'am,

Confederation of Bahadurgarh Industries (COBI) works as an intermediate between the industries and the government. The motive of COBI is to take care of the grievances so that all the troubles of the Industrialist should reach the appropriate Government Department. We would like to take an initiative on the behalf of EPFO and try to make it easy for the industrialists as well as the employees to understand the e-nomination on EPFO portal.

An EPF acts as an emergency corpus when an individual requires emergency funds. In case of the sudden demise of an EPFO member, his family members and dependents will be able to withdraw the funds saved in his account without any hassle if the member has completed EPFO e-nomination.

This process basically allows the nominee or dependents — they can include your spouse, children and parents— to withdraw money saved in the EPF account, the Employees' Pension Scheme (EPS) and the Employees' Deposit Linked Insurance Scheme (EDLI).

Also, while the Employees' Provident Fund Organisation (EPFO) has said that there is no deadline for filing e-nomination online via UAN. However, doing so at the earliest, speeds up online claim settlement by nominees.

Know that EPF nomination can only be done online on EPFO's official website at epfindia.gov.in. This means, you cannot visit a branch and get this information updated. Any changes or fresh EPF nominations have to be done online.

Confederation of Bahadurgarh Industries (COBI) is providing you the stepwise guide to know all about EPFO e-nominations or EPF nominations.

EPFO e-nomination steps

Step 1: Go to the unified EPFO [member portal](#). Use your credentials to log into your PF account.

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AKM Tower, Ground Floor, Plot No. 18B/2, Ganapati Dham Industrial Area, Bahadurgarh, Distt. Jhajjar, Haryana - 124507



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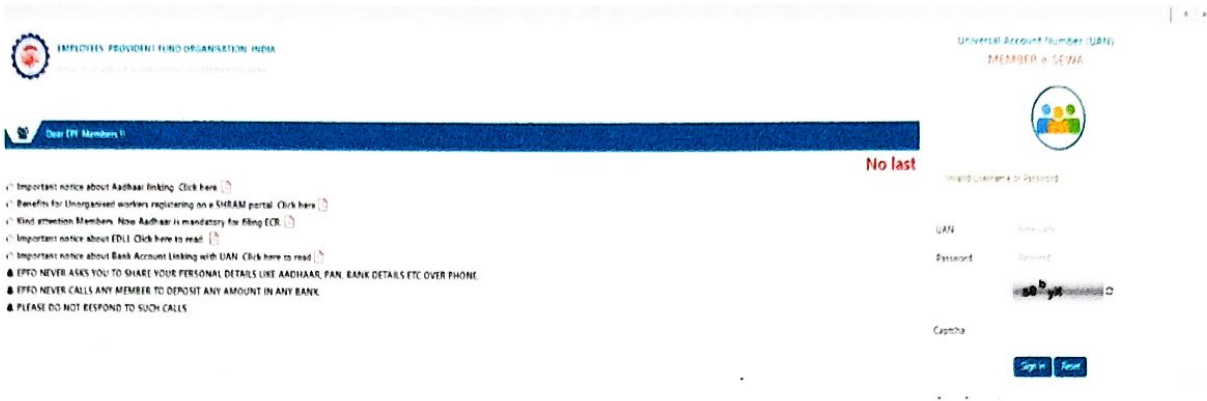
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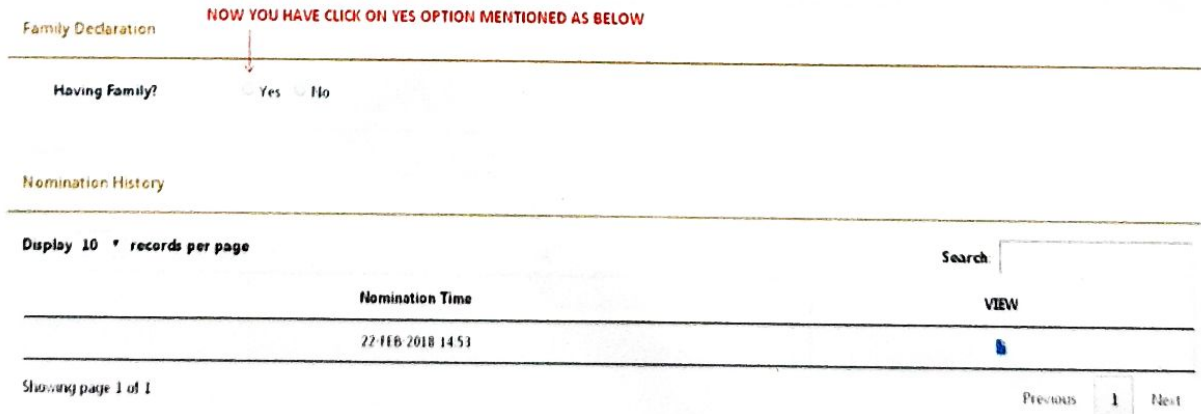


Step 2: Once you log in to the member portal using your UAN, password and captcha, the homepage will show you the 'Manage' option on the top left side of the page.



Step 3: Under the 'Manage' category, you will see options including, 'e-nomination'. You have to select this option.

Step 4: Once you click on e-nomination, a new page will open, asking if you have a family. You can click YES or NO. Click the Yes box, after which you will be given an option to add family members. Not all family members can be your PF nominees but providing the details of your family members is ideal way to keep your paperwork clean. For each family member, you will have to upload his/her photo and enter his/her Aadhaar number, name, date of birth and gender. On successful verification, they will be added.



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Step 5: You will now have to add the family members by providing their Aadhaar numbers, names, date of birth, their relation with you and their photographs.

Family Declaration

Having Family? Yes No

Add Family Details

AADHAAR	Name	Date of Birth	Gender	Relation	Address	Guardian	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 6: You need to select nominees from the family list and enter the total amount to be shared.

After that, click on 'Save EPF Nomination'.

EPF Nomination

Select	AADHAAR	Name	Date of Birth	Relation	Address of Nominee	Name and Address of Guardian	Total amount of share (%)
<input checked="" type="checkbox"/>			05/02/1963	Dependent Father			50.0
<input checked="" type="checkbox"/>			04/11/1967	Dependent Mother			50.0

EPFO e-nomination form e-signing

Once the nominee request is made, another page will open showing you pending nominee status. On this page, you can check the nominee details and proceed with the e-signing of your nomination form. Note that your PF nomination will become valid only after you e-sign this form.

EPF details saved successfully

Pending Nominations

Display 10 records per page

Nomination Entry Time	View	Edit	e-Sign	Delete
20-MAR-2022 10:38	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="e-Sign"/>	<input type="button" value="Delete"/>

Showing page 1 of 1

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Once you click on the e-sign option, a new page will open. Here you need to enter your Aadhaar number and click on 'Get OTP' option. You will receive an OTP on your phone, which you will have to put in the required field.

Input the OTP and click on Submit.

Your EPFO e-nomination is complete now. To view a PDF form of your PF nomination, click on the top green dot. A PDF file will be downloaded in your system.

Profile photo update for EFPO-e-nomination

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In case your profile photo is not updated on your EPFO online account, you will not be able to complete your EPFO e-nomination. In this case, you will receive an error message that says 'unable to proceed'. In case your photo is not uploaded, you have to do it before starting with your EPFO e-nomination.

However make sure that:

- The photo has been taken using a **digital camera**.
- The photo is **3.5 cm by 4.5 cm** in size.
- The image file should **not be larger than 100 Kb**.
- The photo must be in **JPEG/JPG/PNG** format.

How to update your profile photo for EPFO e-nomination?

Step 1: Login to your UAN account.

Step 2: Under the **Menu** section, select **View**. From the drop-down menu, choose **Profile**.

Step 3: Click on **Change Photo** option on the left.

Step 4: Click on **Browse** to select a photo from your computer.

Step 5: Click on the **Preview** button, and Upload Photograph.

Step 5: Now, select **OK** for confirmation stating: 'are you sure to upload previewed photograph?'

Your profile photo is now updated.

EPF e-nomination: Pre-requisites

Before you proceed with EPFO e-nomination, make sure you have the following:

- Make sure your profile photo is updated on the portal. If not, you will not be able to initiate your EPF nominee update online. The same is true for date of birth, permanent and current address, and marital status.
- Your mobile number should be linked to your Aadhaar number.
- Your name, date of birth and gender on the EPF records should match with that on the Aadhaar's details.
- Your siblings – brothers or sisters – are not considered as family members under the provisions of PF law. This means, you cannot nominate them as your PF beneficiary if you select 'Yes' for the 'Having Family' option. In case, you are going to nominate your brother or sister as you are unmarried, you will have to select 'No' to the 'Having Family' option.



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- You should have the key details about the nominee, including the person's official name, date of birth, Aadhaar number and photograph, to complete the EPF e-nomination.

To perform many actions through EPF website, a member typically needs approval from his employer. This, however, is not true in case of EPFO e-nomination. An EPF member can file their e-nomination online through the UAN portal without any intervention from the side of the employer.

E-nomination EPFO: Benefits

EPF e-nomination would result in speedy payment of PF, pension and insurance of upto Rs.7 lakh to eligible nominees, in case something happens to you. We can sum-up the benefits of EPFO e-nomination in the following board points:

1. *Online claim filing in case of death of the EPF member.*
2. *Online payment of PF money to your nominees.*
3. *Speedy claim settlement.*
4. *Paperless process.*

Regards

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