

Indian Farmers Fertiliser Cooperative Limited  
Paradeep Unit



PDP/HR/2019


16.12.2019

**CIRCULAR**

**Sub: - e-Nomination at Member Interface at Unified Portal**

Employees' Provident Fund Organisation (EPFO) has launched an e-nomination facility. This facility can be availed from the EPFO's member sewa portal. Filing e-nomination helps a member to easily file online pension claim at the required time. Most importantly, the nominees can easily file online composite claim in the event of demise of the EPFO member if the e-nomination has been done.

All employees are advised to complete their e-Nomination at Member Interface at Unified Portal by 31.12.2019. Process flow alongwith circular of EPFO is also attached for ready reference. Printout of the declaration and nomination form generated may be submitted in HR section. In case of any difficulty in completing the e-nominations, employees may contact HR Section.

  
16/12/19  
Abhay Kumar Mall  
Dy. General Manager (P&A)

**Distribution:**

AM (Coord.) to Unit Head  
GM (F&A)/JGMs/DGMs, Paradeep  
Sec-Heads, Paradeep



कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation

श्रम एव रोजगार मंत्रालय भारत सरकार  
Ministry of Labour & Employment, Govt. Of India  
मुख्यकार्यालय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली -110066  
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066  
Website : www.epfindia.gov.in

No NDC/2017/UAN/Pt./3143

Dated: 6<sup>th</sup> June 2019

To,

All ACC (Zones) / RPFC (Incharge of the Regions)

**Subject: Provision of e-Nomination at Member Interface at Unified Portal**

Madam/Sir,

A facility for filing of online e-nomination is available at Member Interface of Unified Portal. In order to make this functionality compatible with online Form 10D claim to be filed by members and online composite claim Form 10D/20/5IF to be filed by nominees, some modifications have been incorporated in consultation with the Finance and Pension Division.

Following are the salient features of new e-Nomination functionality:

- > UAN should be activated
  - > Verified Aadhaar should be linked with UAN
  - > Mobile number of member should be linked with Aadhaar
  - > Photo of member should be available in the profile of member (Member has to upload his photo in his profile section)
  - > Aadhar of all the family members in nomination is mandatory
  - > Photo upload of all the family members in e-Nomination is mandatory
  - > Aadhaar based e-Sign by the member in e-Nomination
  - > Digitally signed nomination PDF will be available in the login of member and field office
2. A readily available Nomination in the system enables a member to easily file the online Pension Claim and in the event of demise of the member, his/her nominee will be able to file online claim based on OTP on his/her Aadhaar linked mobile.
3. Process flow along with screen shots is enclosed herewith for ready reference. It is requested to encourage the members through their employers to urgently file their e-nomination and facilitate them if they are finding any difficulty.

Yours faithfully,

*(Handwritten signature)*  
6/6/18

(V. Ranganath)

Regional Provident Fund Commissioner-I (IS)

## PROCESS FLOW FOR FILING OF ONLINE e-NOMINATION FORM BY MEMBER ON EPF PORTAL

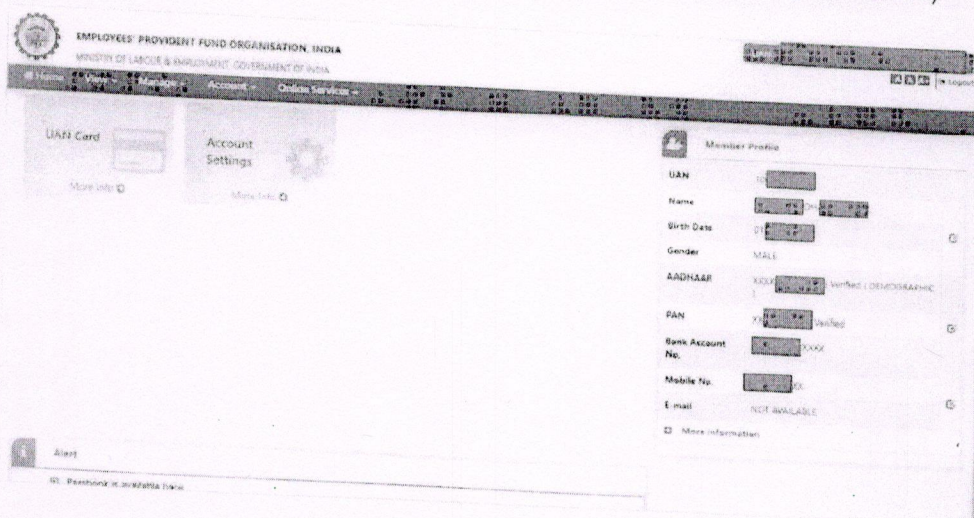


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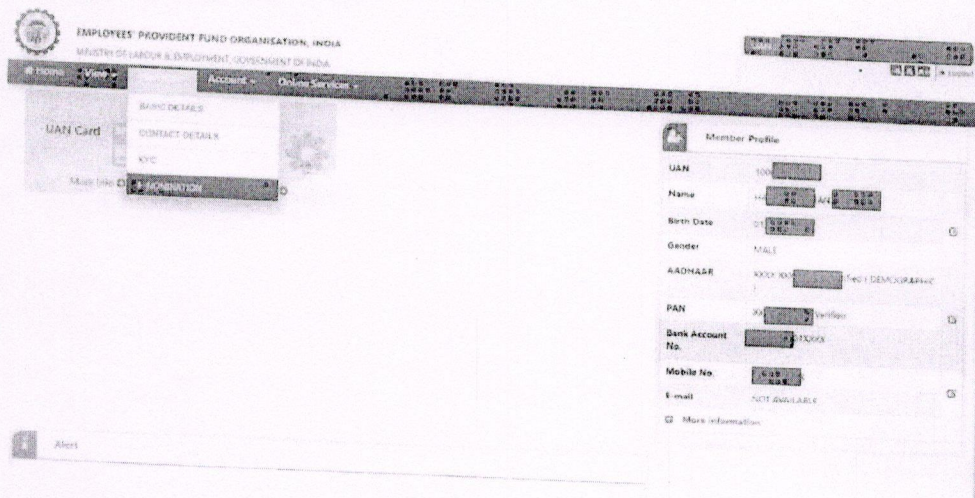
- URL : <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
- Following are the pre-requisite of e-Nomination
- UAN should be activated
- Verified Aadhaar should be linked with UAN
- Mobile number should be linked with Aadhaar
- Photo of member should be available in profile (View>profile of Member Interface of Unified Portal)

Following is the step by step procedure for filing e-Nomination

Member will login to the Member Interface of Unified Portal (URL is given above)



Click on Manage>>E-Nomination



Provide permanent and current address and save it.

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

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### Profile

UAN	<input type="text"/>
Name	<input type="text"/>
Date of Birth	<input type="text"/>
Gender	MALE
Father's / Husband's Name	<input type="text"/>
Marital Status	Not Provided
Permanent Address*	<input type="text"/>
Current Address*	<input checked="" type="checkbox"/> Same as above <input type="text"/>
Date of joining EPF Scheme 1952	18/04/2016
Date of joining EPF Scheme 1971	Not Provided
Date of joining EPF Scheme 1995	18/04/2016

After saving, system will prompt "Having Family: Yes / No". If input is given as "Yes", System will ask to enter family details. You can add all the family members by "Add New" button. Aadhaar and photo of all the family members are mandatory. If input is given as "No", system will directly prompt to PF Nomination details.

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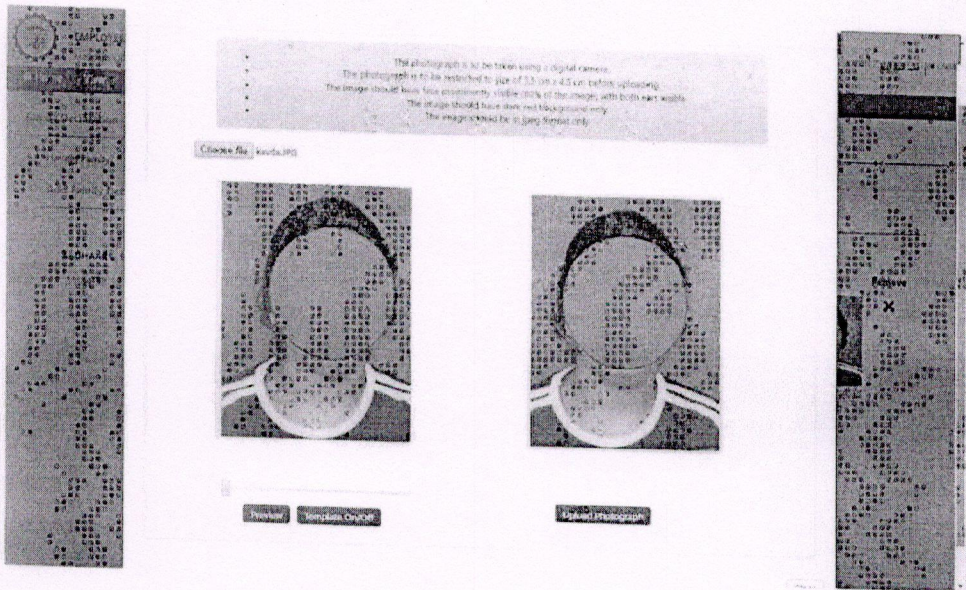
### Family Declaration

Having Family?  Yes  No

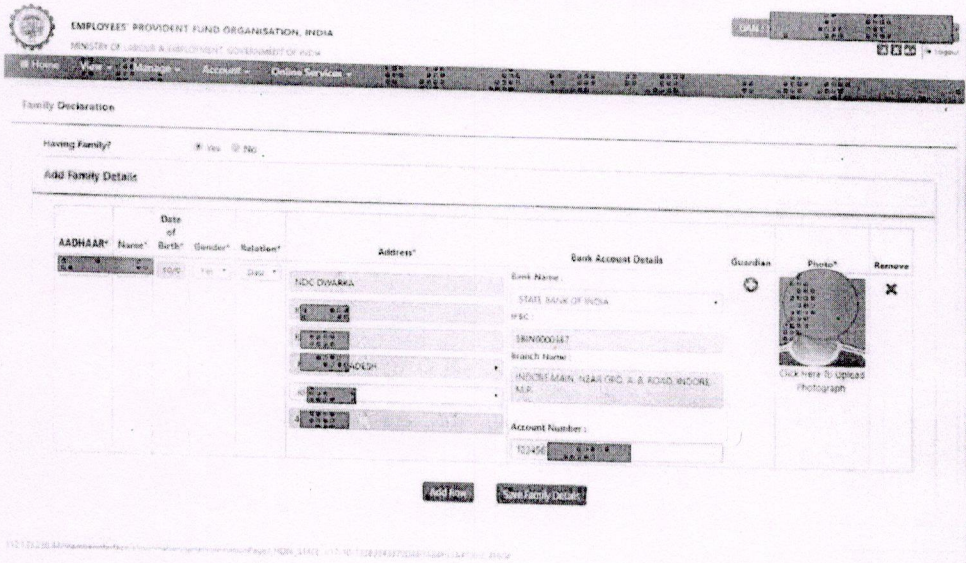
Add Family Details

Data of				Address*	Bank Account Details	Guardian	Photo*	Remove
AADHAAR*	Name*	Birth*	Gender*					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For uploading photographs follow the instruction given in below screen.



After giving all the family details, click on "Save Family Details".



After that select EPF nominations details from the family members, provide the percentage of EPF share as you want and click on "Save EPF nomination" button.



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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Daughter	HDC DWARKA, KHANOWDA, KHAFIWA, KHANOWDA, MAHARASHTRA, 426001	<input type="text"/>	<input type="text" value="100"/>

Nomination History

After Completion of EPF nomination, system will prompt for EPS nomination in case family (Wife/Son/Daughter) is not available. After that member has to finalize nomination by e-Sign.

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EPF details saved successfully.

Pending Nomination

Display: 10 records per page

Nomination Entry Time	View	Edit	e-Sign	Delete
28-MAY-2019 12:37	<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

Nomination History

Display: 10 records per page

Sr No.	Nomination Details	Nomination Date & Time
1	<input type="button" value="View"/>	28-MAY-2019 12:35
2	<input type="button" value="View"/>	21-MAY-2019 18:59
3	<input type="button" value="View"/>	04-MAY-2019 12:57

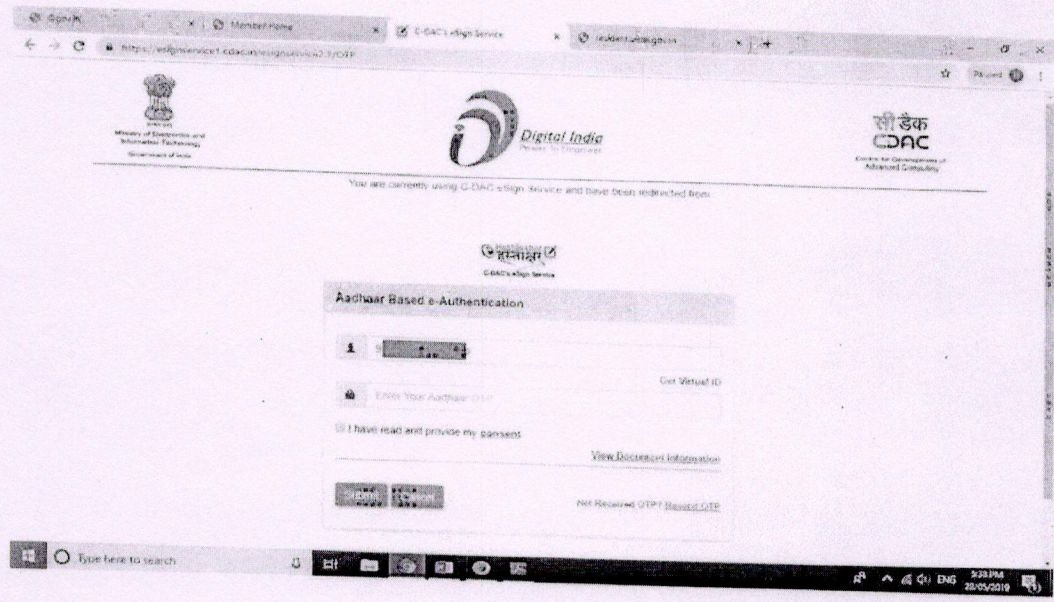
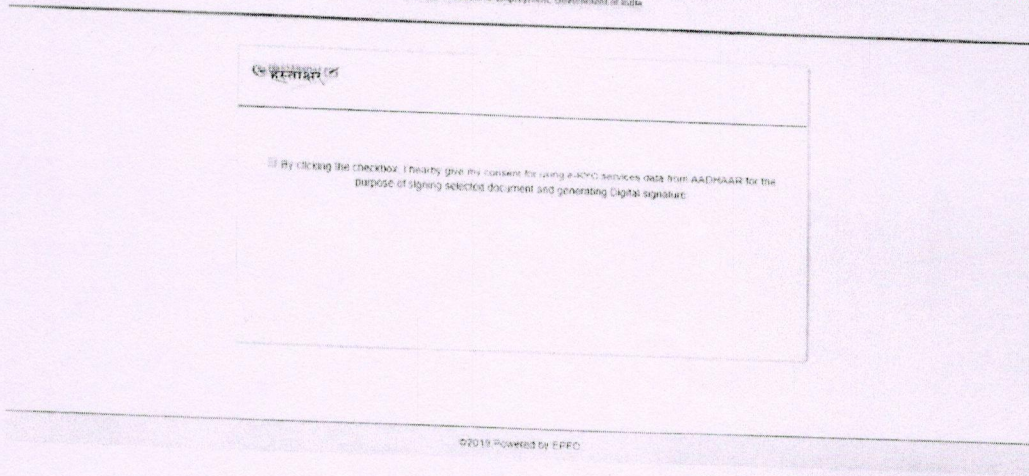
For e-Sign, virtual id is mandatory. Virtual ID can be generated by visiting UIDAI official website.

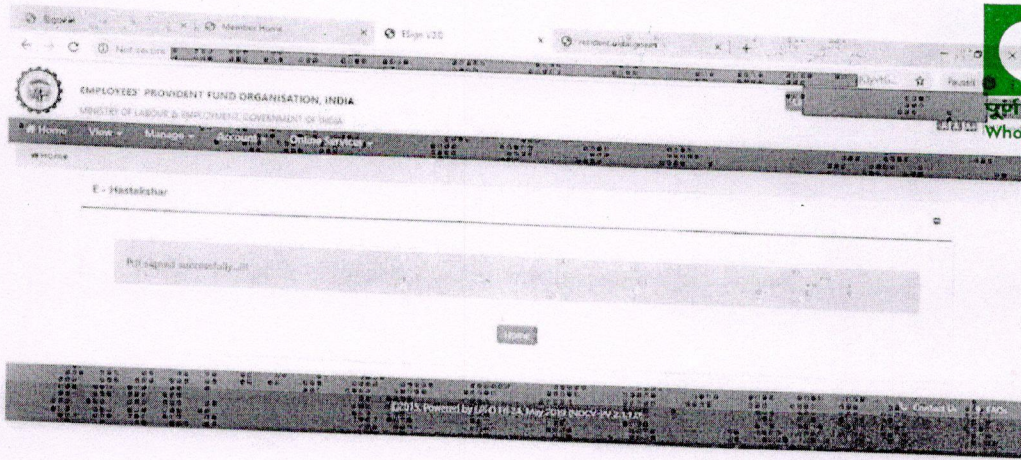


Employees' Provident Fund Organisation, India  
 Ministry of Labour & Employment, Government of India



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After e-sign successfully, you can view nomination details in pdf.

