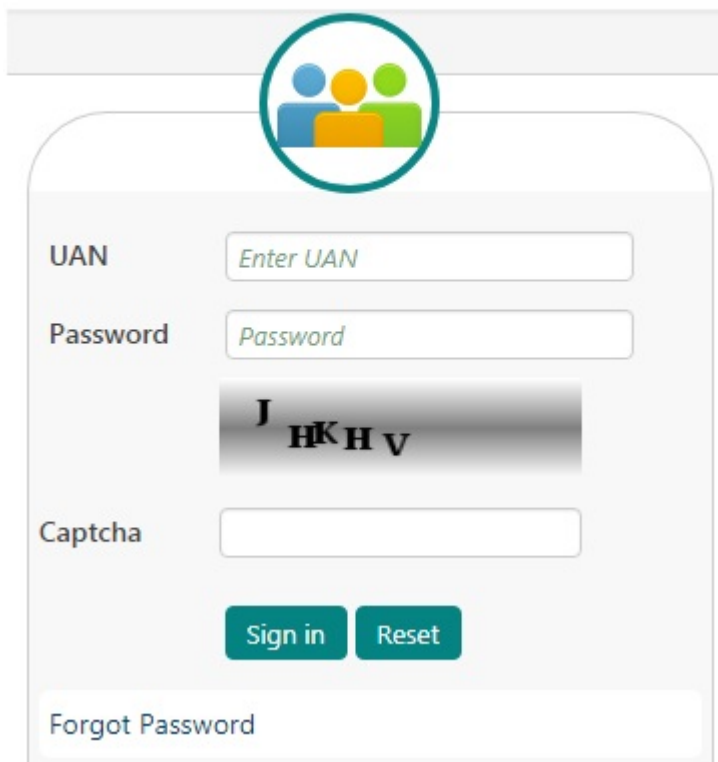


Steps to update KYC Details

It is very simple to update your KYC details in the EPF account. Users have to follow these quick steps to update their details at the EPF portal:

- Login to your EPF account using your UAN and password at <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>.

Universal Account Number (UAN) MEMBER e-SEWA

A screenshot of the EPF Member e-SEWA login interface. At the top, there is a circular icon with three stylized human figures in blue, yellow, and green. Below this is a login form with the following fields and buttons:

- UAN**: A text input field with the placeholder text "Enter UAN".
- Password**: A text input field with the placeholder text "Password".
- Captcha**: A rectangular image showing a distorted captcha with the characters "J H K H V". Below it is a text input field.
- Buttons**: Two teal buttons labeled "Sign in" and "Reset".
- Forgot Password**: A link at the bottom of the form.

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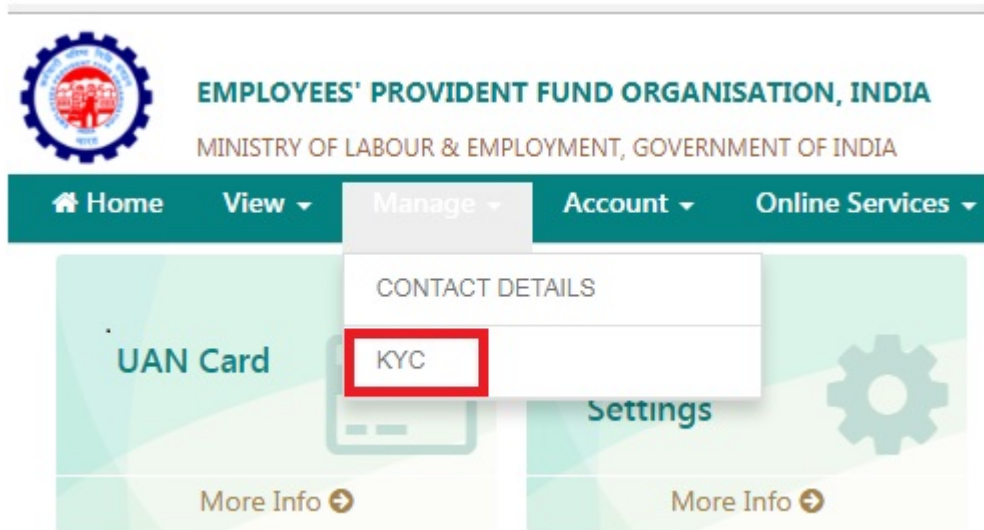
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- Under the “Manage” section, click on the “KYC” option from the drop down list.



- The KYC details updating form will open. You can fill a number of your details such as PAN, Aadhaar, passport, driving license, ration card, election card, National Population Register (NPR) and bank details.

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[View](#)
[Manage](#)
[Account](#)
[Online Services](#)

GOVERNMENT OF INDIA

Add KYC

Select	Document Type	Document Number	Name as per Document	Other
<input type="checkbox"/>	Bank	<input type="text" value="DOCUMENT I"/>	<input type="text" value="NAME AS PER DOCUME"/>	<input type="text" value="IFSC"/>
<input type="checkbox"/>	PAN	<input type="text" value="DOCUMENT I"/>	<input type="text" value="NAME AS PER DOCUME"/>	
<input type="checkbox"/>	AADHAAR	<input type="text" value="DOCUMENT I"/>	<input type="text" value="NAME AS PER DOCUME"/>	
<input type="checkbox"/>	Passport	<input type="text" value="DOCUMENT I"/>	<input type="text" value="NAME AS PER DOCUME"/>	<input type="text" value="EXPIRY DT"/>
<input type="checkbox"/>	Driving License	<input type="text" value="DOCUMENT I"/>	<input type="text" value="NAME AS PER DOCUME"/>	<input type="text" value="EXPIRY DT"/>
<input type="checkbox"/>	Election Card	<input type="text" value="DOCUMENT I"/>	<input type="text" value="NAME AS PER DOCUME"/>	
<input type="checkbox"/>	Ration Card	<input type="text" value="DOCUMENT I"/>	<input type="text" value="NAME AS PER DOCUME"/>	
<input type="checkbox"/>	National Population Register	<input type="text" value="DOCUMENT I"/>	<input type="text" value="NAME AS PER DOCUME"/>	

- Tick on the box in front of the document that you want to update. Enter the document number, your name as per the document and additional details such as IFSC in case of bank details and expiry date in case of passport and driving license.
- Once you save the changes made by clicking the save button, your data will be saved under the "Pending KYC" section.

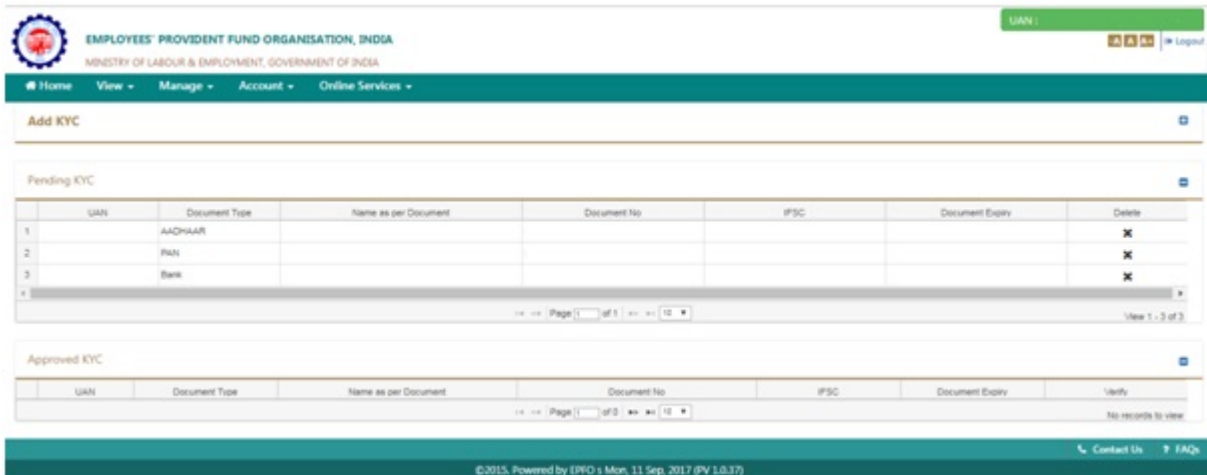
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EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home View Manage Account Online Services

Add KYC

Pending KYC

Sl. No.	UAN	Document Type	Name as per Document	Document No.	IFSC	Document Expiry	Delete
1		AADHAAR					X
2		PAN					X
3		Bank					X

Approved KYC

Sl. No.	UAN	Document Type	Name as per Document	Document No.	IFSC	Document Expiry	Verify
No records to view							

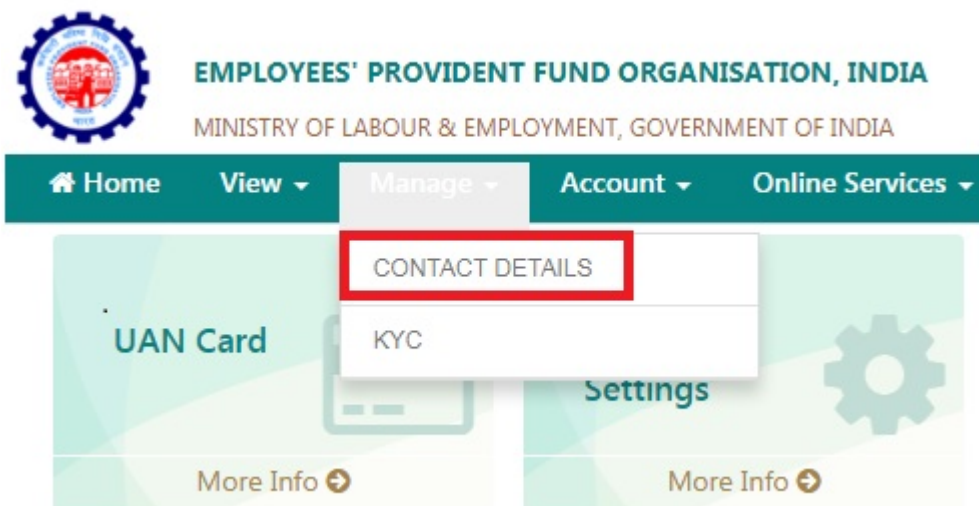
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- In case you do not want your details to be updated, you can cancel the KYC process by clicking on the X sign marked against the document before it is verified by the EPFO.
- Your details are then verified by the EPFO from the data of the concerned department.
- Once the details matches, verified is marked in front of the document.

Updating Contact Details in Your EPF Account

Not only your KYC details can be updated through the EPF portal, but your contact details can also be updated online. Here is how you can update your contact details:

- Login to your EPF account using your UAN and password.
- In the "Manage" section, click on the "Contact Details" option in the drop down



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

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CONTACT DETAILS

KYC

Settings

UAN Card

Settings

More Info

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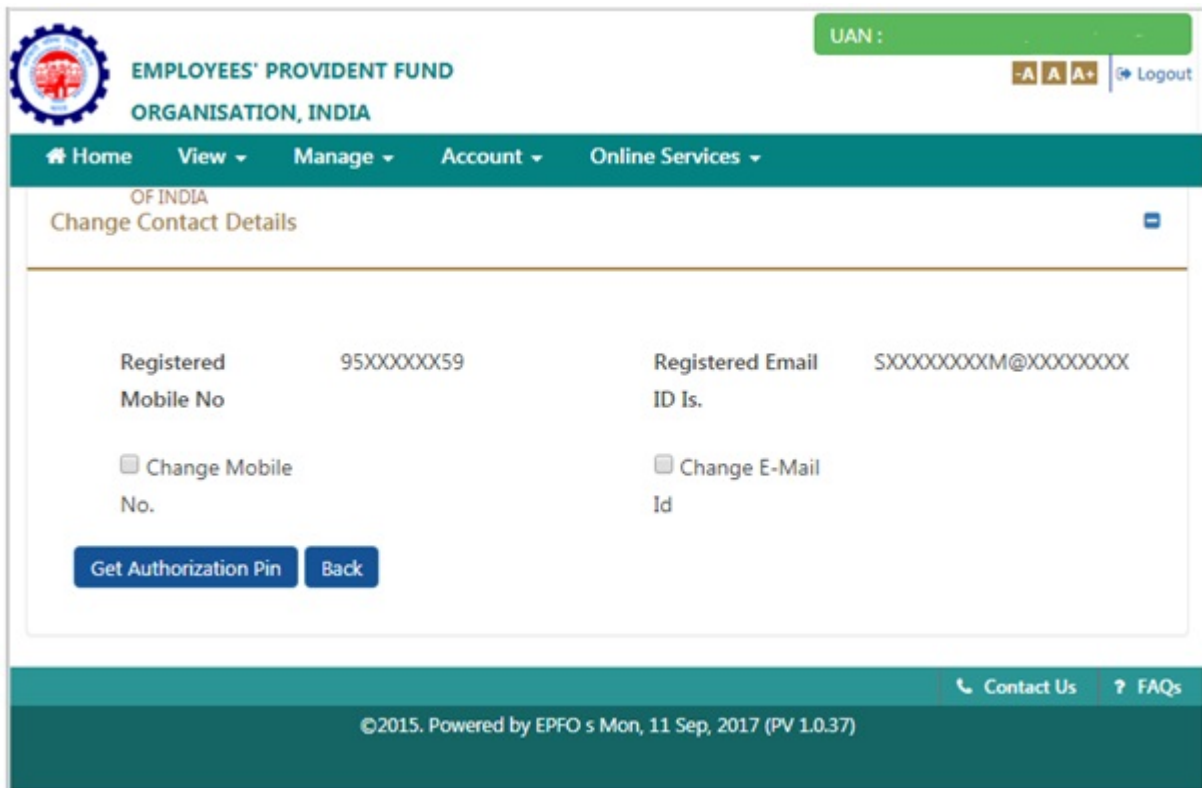
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- Your mobile number and email address is already fed in your EPF account. These details were taken at the time of activation of your account.



The screenshot shows the 'Change Contact Details' page on the EPF portal. The page header includes the EPF logo, 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA', and a UAN field. A navigation menu contains 'Home', 'View', 'Manage', 'Account', and 'Online Services'. The main content area displays the following details:

Registered Mobile No	95XXXXXX59	Registered Email ID Is.	SXXXXXXXXM@XXXXXXXX
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Below the table are two checkboxes: Change Mobile No. and Change E-Mail Id. At the bottom of the form are two buttons: 'Get Authorization Pin' and 'Back'. The footer contains '©2015. Powered by EPFO s Mon, 11 Sep, 2017 (PV 1.0.37)', 'Contact Us', and 'FAQs'.

- Tick on the box against “Change mobile number” option or “Change E-Mail Id” option to update your details and click on the “Get Authorization Pin” button.

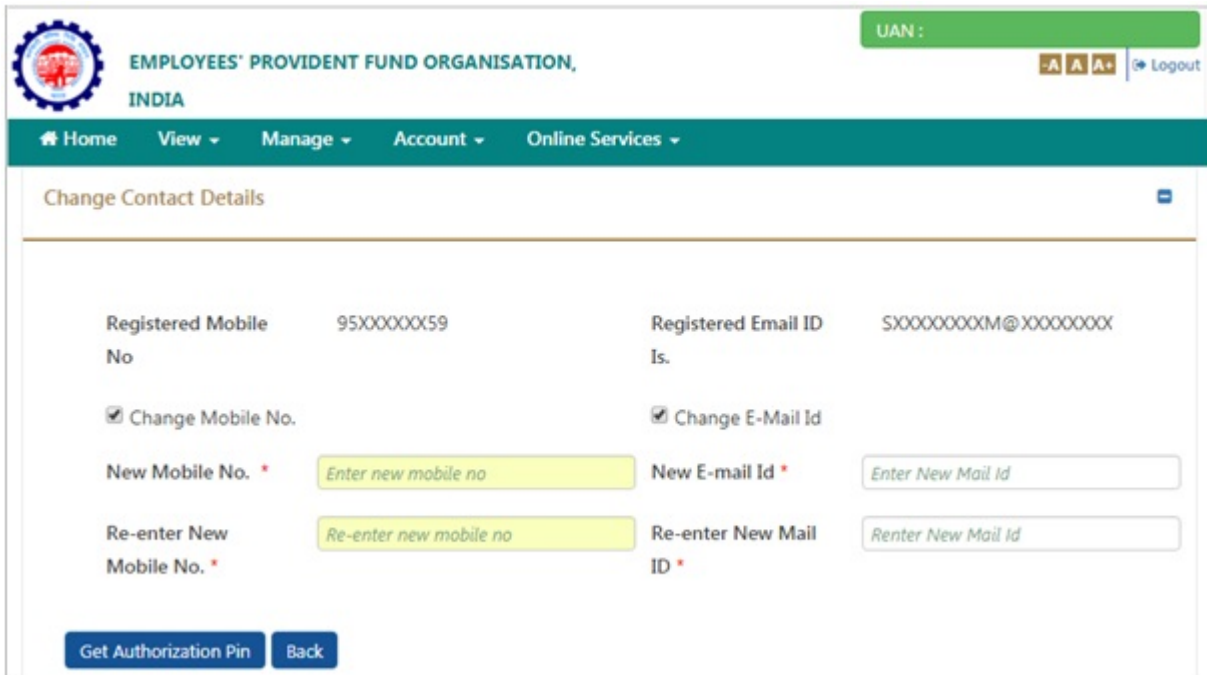
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EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

UAN : [Green bar]

Home View Manage Account Online Services

Change Contact Details

Registered Mobile No	95XXXXXX59	Registered Email ID	SXXXXXXXXM@XXXXXXXX
<input checked="" type="checkbox"/> Change Mobile No.		<input checked="" type="checkbox"/> Change E-Mail Id	
New Mobile No. *	<input type="text" value="Enter new mobile no"/>	New E-mail Id *	<input type="text" value="Enter New Mail Id"/>
Re-enter New Mobile No. *	<input type="text" value="Re-enter new mobile no"/>	Re-enter New Mail ID *	<input type="text" value="Renter New Mail Id"/>

- Once you enter the authorization pin sent to you through an OTP on your mobile number, your mobile phone/e-mail will be updated in your EPF account.
- It may take some time to update your contact details in your EPF account.

Benefits of Updating KYC Details

Once your KYC details are updated in your EPF account, you can avail a range of benefits. Some of those are mentioned below:

- Online withdrawal claim can be processed only when KYC details are seeded with the UAN.
- Smooth transfer of EPF accounts.
- Members get a monthly SMS intimating the monthly PF after activation.
- In case the member withdraws his PF before 5 years of service, a TDS of 10% is levied against the amount if PAN is updated in the account.