

# USER MANUAL

## UAN & KYC FUNCTIONS IN OTCP

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IS Division

EMPLOYEES' PROVIDENT FUND ORGANIZATION

HEAD OFFICE, NEW DELHI

Helpdesk No. 18001-18005

EPFO Website:

<http://www.epfindia.gov.in/>

OTCP URL:

<http://employerclaims.epfoservices.in/>

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# USER MANUAL ON UAN FUNCTIONS IN THE OTCP

## OBJECTIVE OF UAN:

A Universal Account Number for each of the PF Account Number appearing in the ECR w.e.f. January 2014 to June 2014 has been allotted by EPFO. The UAN acts as an umbrella for the multiple Member Ids allotted to the same individual. The idea is to link multiple Member Identification Numbers (Member Id) allotted to a single member under single Universal Account Number.

This helps the member to view details of all the Member Identification Numbers (Member Id) linked to it. If a member is already allotted Universal Account Number (UAN) then he/ she may provide the same to new establishment/ employer which in turn will mark the new allotted Member Identification Number (Member Id) to the Universal Identification Number (UAN).

The main objective behind this new function is to capture KYC details of its members in order to eliminate the dependency on the employer and improve the quality of service. The KYC details are being tagged against the allotted UAN rather the member id thereby eliminating the redundancy.

## SCOPE OF THE DOCUMENT:

This manual provides the details of UAN functions incorporated in the Online Transfer Claim Portal **to facilitate employer to complete Form-11 in terms of linkage of previous employment/UAN/First Time Employment of new members and manage KYC.**

A list containing member ids without UAN gets generated at OTCP to identify members without UAN against member ids. Employer can declare such member ids (new member ids in the latest ECR file) against Previous member id/UAN/First time membership & approve the same. Such declared member ids flows from OTCP to EPFO on daily basis. At EPFO, this information is being processed to generate new UANs/link member-ids accordingly. The processed information is being pushed daily to the OTCP. The other activities to facilitate employer in respect of UAN are also explained in this manual in user friendly manner.

## BACKGROUND WORK:

### Initial generation of UAN:

1. A Universal Account Number for each of the PF Account Number appearing in the ECR w.e.f. January 2014 to June 2014 has been allotted by EPFO.
2. The UAN allotted by EPFO is available on OTCP for dissemination.
3. Employer has to download the UAN list from UAN Menu in OTCP.
4. It is the duty of employer to disseminate UAN to the concerned members.

### Recurring/Subsequent UAN generation/linking:

1. Further whenever an ECR is submitted by employer and payment is confirmed by SBI, a list containing the member ids without UAN gets generated at OTCP to identify members without UAN against member ids.
2. It is the duty of employer to complete Form-11 in respect of those member ids, which have not been allotted UAN or linked to UAN **in terms of linkage of previous employment/UAN/First Time Employment of new members and manage KYC.**
3. Facility is given on OTCP to employers to declare such member ids (new member ids in the latest ECR file) against
  - a. Previous member id
  - b. UAN
  - c. First time membership & approve the same
4. Such declared member ids flow from OTCP to EPFO on daily basis. At EPFO, this information is being processed to :
  - a. Generate new UANs against member ids which do not have UAN.
  - b. Link member ids against UAN having UAN, already generated against previous member id.
  - c. Generate and link UAN against member id and previous member id if neither of them have UAN.

(The processed information is pushed daily to the portal and this cycle continues.)

There are following options in UAN Menu in OTCP:-

- Search UAN ID
- Confirm Previous Employment
- Download UAN List
- History PDF

## REGISTERING DIGITAL SIGNATURE CERTIFICATE

User has to register digital signature certificate in OTCP. For this, user has to select the following link:-

## Digital Certificate>>Register Certificate

It is pertinent to mention here that Approval of the file can be done with Digital Signature Certificate only. Therefore, user must register DSC.

### SEEDING KYC DETAILS

Employer can upload Bulk KYC Text File through KYC menu given in OTCP. In case of bulk text file, employer will have to upload bulk KYC Text File as per the revised structure enclosed at the end of this manual. There are following options in KYC Menu:

- Upload Bulk KYC Text File
- Approve Bulk KYC PDF File
- Bulk KYC PDF Files After Approved/Rejected
- View Approved KYC
- Update Incomplete Member's Details
- Error List

**Approval of the file can be done with Digital Signature Certificate only.** Bulk KYC PDF file will be approved with DSC for only those records, which are complete in respect of DOB, DOJ and Father's/Husband's Name. The records incomplete in terms of DOB, DOJ and Father's/Husband's Name will reflect in option 'Update Incomplete Member's Details' for updating the missing information.

Under the Head 'Update Incomplete Member's Details' user has an option 'Add Missing Information' to complete the missing entries and 'Generate PDF for Approval/Rejection' of the same.

### ERROR LIST:

In case of any errors while uploading files, error log will be generated and can be seen in 'Error List' given in KYC Menu.

### PRE-CONDITIONS:

- Must register your digital signature
- Java version 1.7 should be installed in your system.
- Please use only alphabets and numbers in file names. There should be no special characters or spaces in the file name.
- Only text files of upto 2mb size can be uploaded using this facility.
- Bulk Text file format should be exactly as per the format given by EPFO.

## STEPS TO BE FOLLOWED BY EMPLOYERS:

- Download UAN List
- Disseminate to Members
- Complete Form-11 i.e. Confirm Previous Employment for recurring/subsequent UAN generation/linking.
- Upload bulk KYC by creating text file as per the revised structure (enclosed at the end of this manual).
- Upload the bulk KYC text file.
- View Error List if errors came while uploading the bulk KYC text file.
- Correct the errors in your text file and upload again.
- Approve the PDF generated automatically. Before approving, user must register Digital Signature Certificate.
- Update incomplete member's details i.e. records where DOB, DOJ & Father's/Husband's Name is missing.
- Generate PDF after completing missing details.
- Approve with Digital Signature Certificate.

## SCREEN FLOW :

Login > UAN > Search UAN ID

Login > UAN > Confirm Previous Employment

Login > UAN > Download UAN List

Login > UAN > History PDFs

Login > UAN > History PDFs>Approved PDF

Login > UAN > History PDFs>Rejected PDF

Login > KYC > Upload Bulk KYC Text File

Login > KYC > Approve Bulk KYC PDF File

Login > KYC > Bulk KYC PDF File After Approved/Rejected

Login > KYC > View Approved KYC

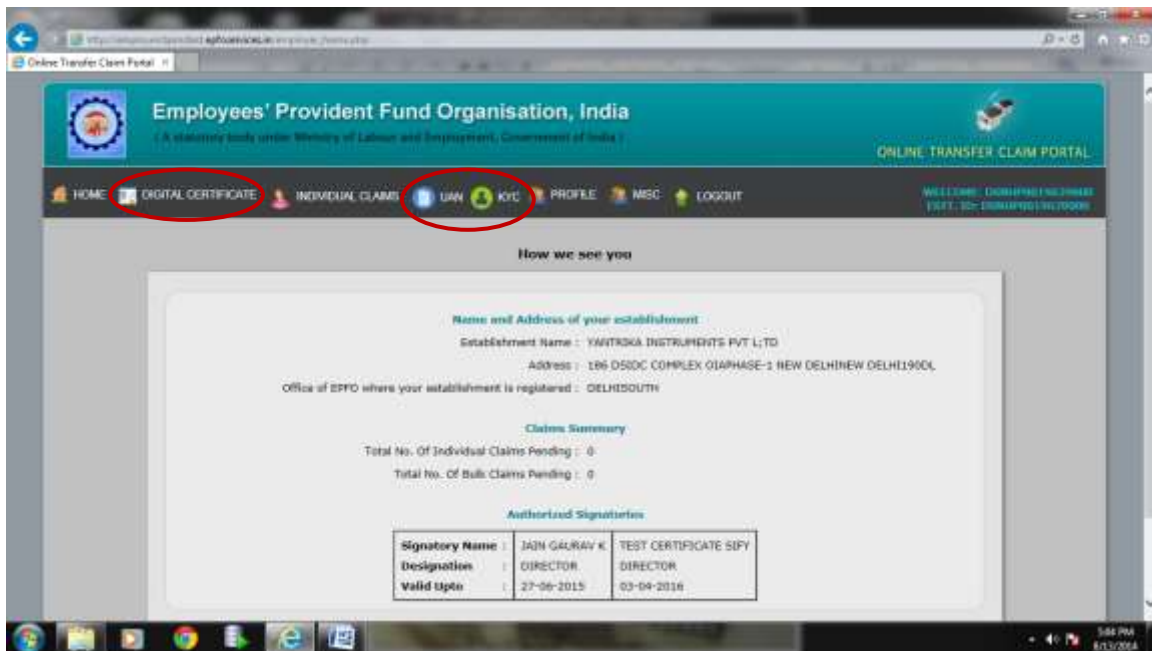
Login > KYC > Update Incomplete Member's Details

Login > KYC > Update Incomplete Member's Details>Add Missing Information

Login > KYC > Update Incomplete Member's Details>Generate PDF for Approval/Rejection

Login > KYC > Error List

Home Screen of OTCP is as under:-



Digital Certificate has two options viz.:

**Digital Certificate>> Register Certificate**

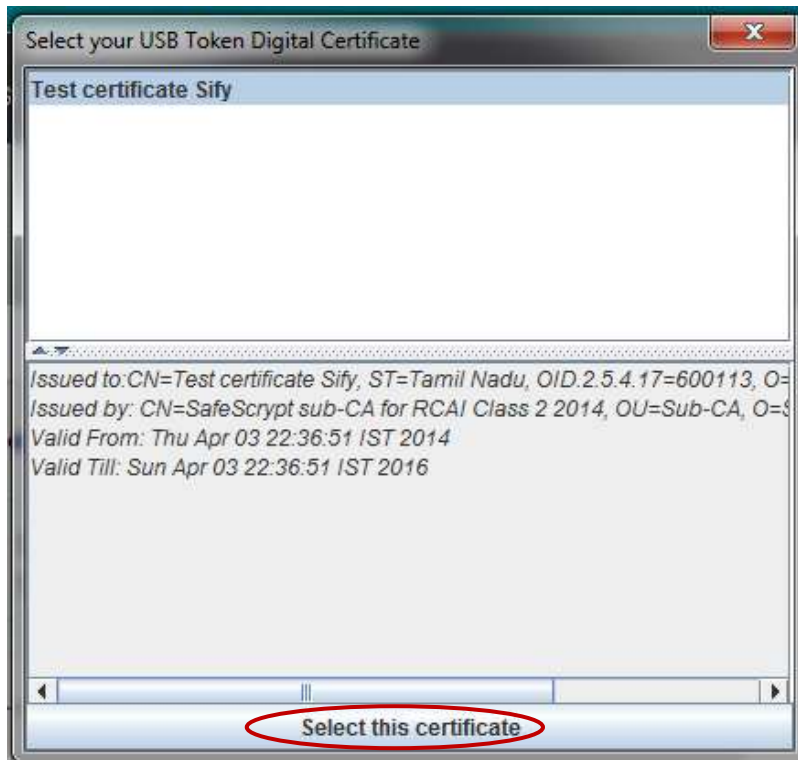
**Digital Certificate>> View/Revoke Certificate**

User must register DSC because it is mandatory for approval of the files. User has to select the first link i.e. Digital>>Register Certificate and feed name of authorized signatory, designation, mobile number and press the button 'NEXT' to proceed further. The screenshot is as under:-

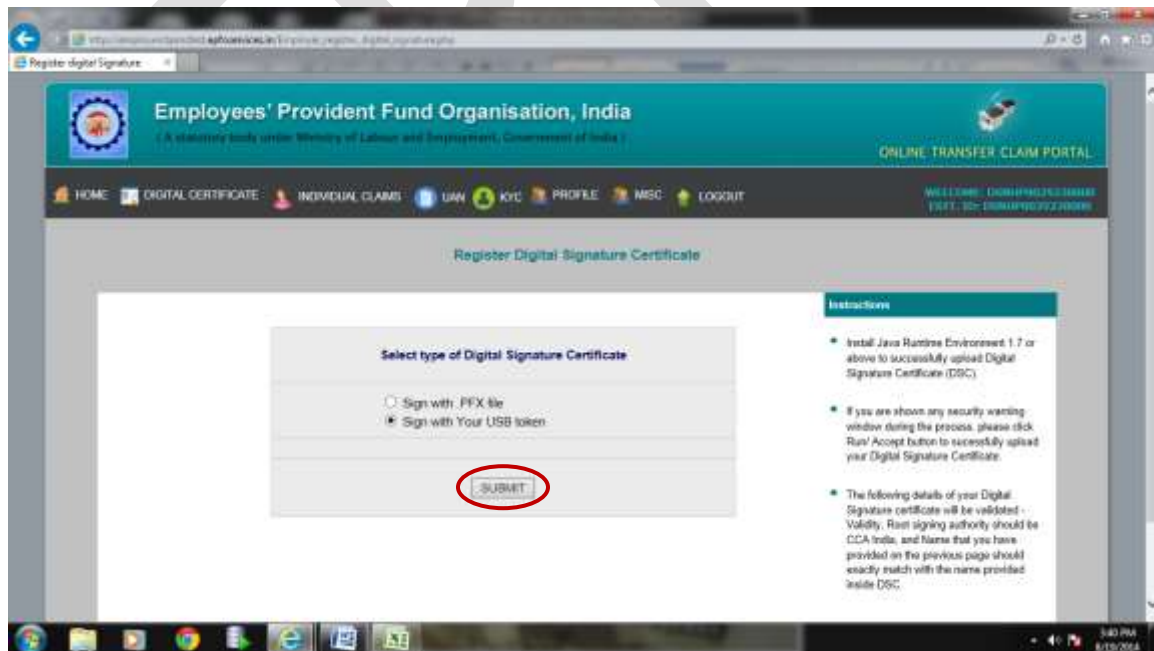






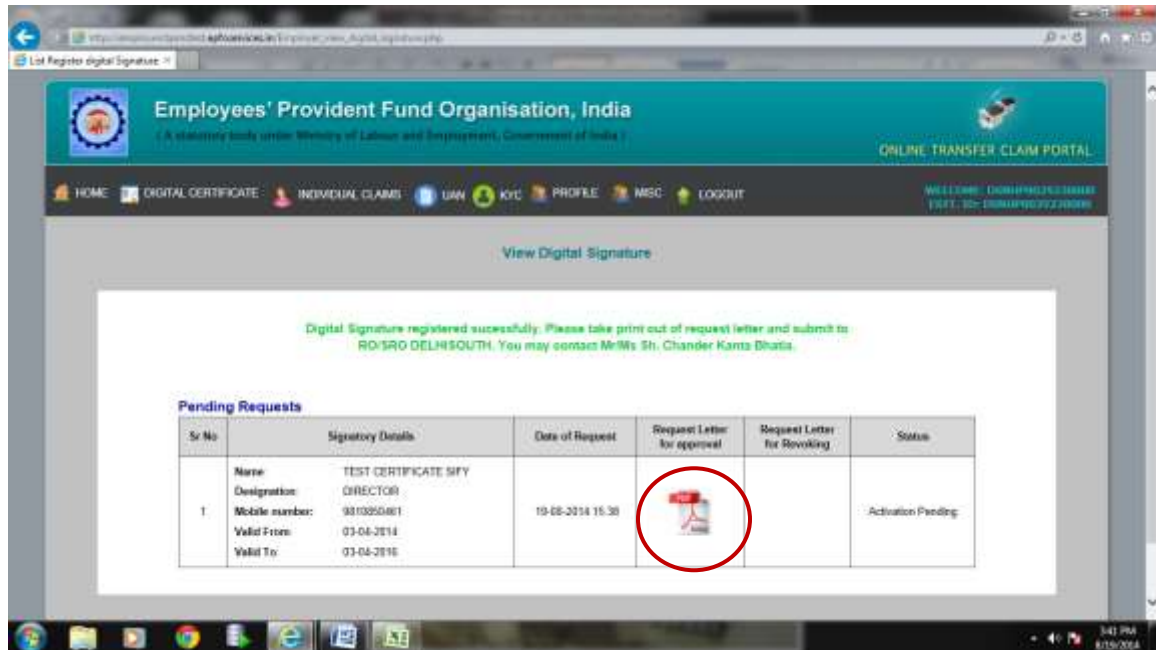


After selecting this certificate, following screen will appear, wherein you have to press the button 'SUBMIT':-

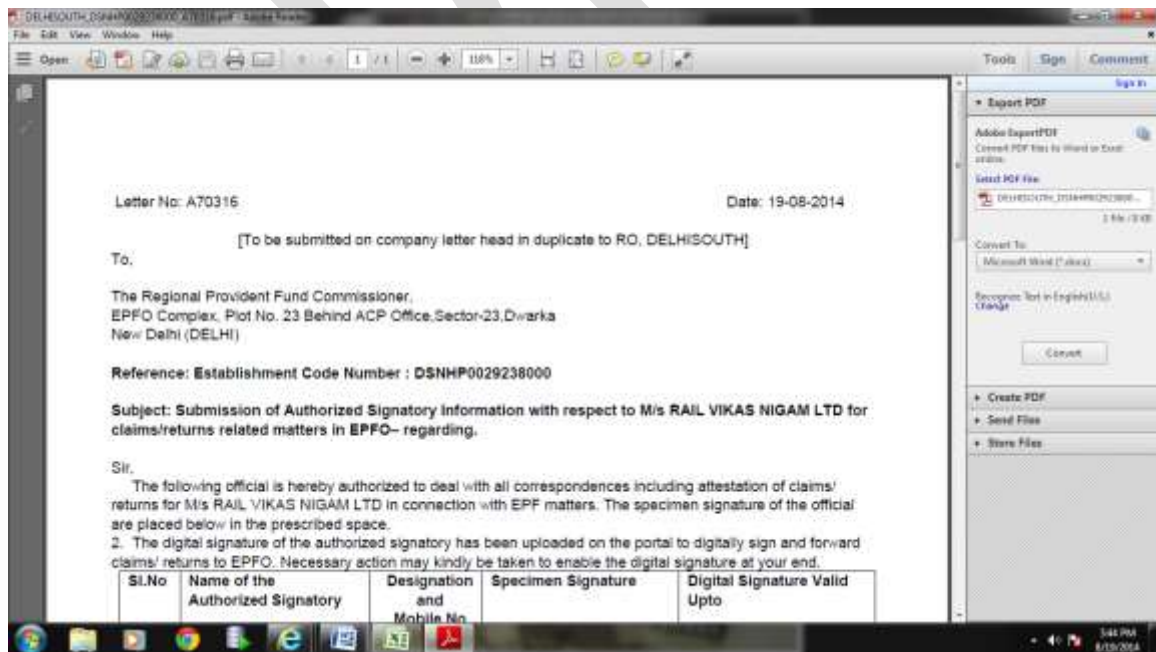


After submitting, following screen will appear informing you that you have registered digital signature successfully. You need to take the printout of the request letter by

selecting the PDF link and submit to your RO/SRO for its approval process. You can also view/ revoke certificate by selecting Digital Certificate>>View/Revoke Certificate.



The screenshot of your request letter in PDF is as under:-



## EXPLANATION OF UAN FUNCTIONS THROUGH SCREENSHOTS

UAN Menu contains the following options:

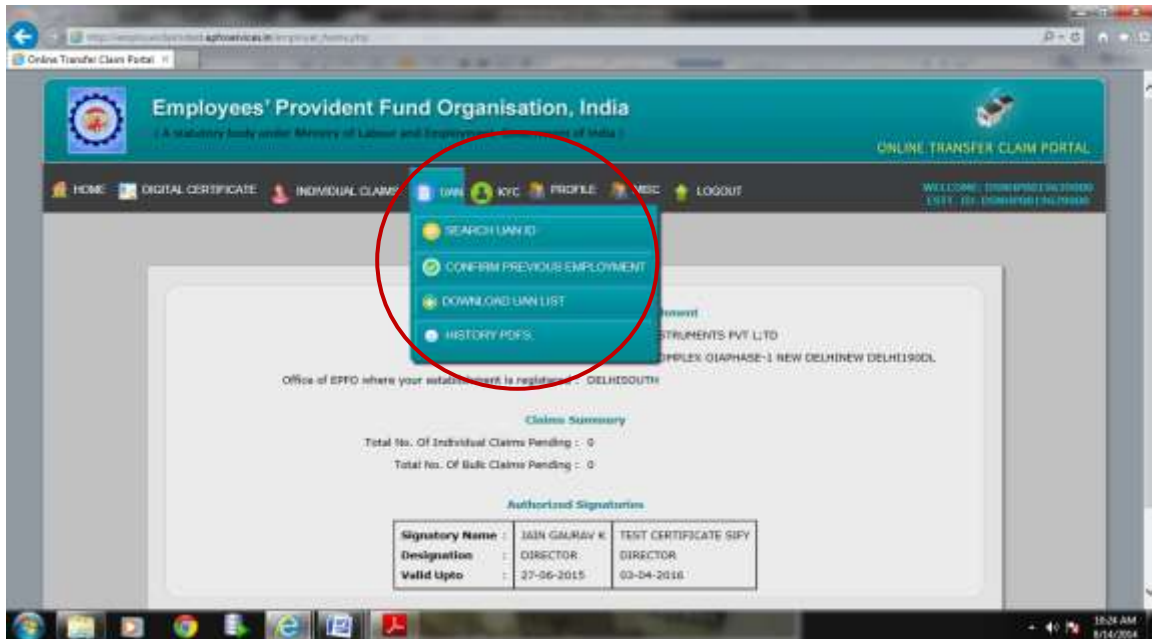
**UAN>>Search UAN ID**

**UAN>>Confirm Previous Employment**

**UAN>>Download UAN List**

**UAN>>History PDFs**

Screenshot of UAN menu is as under:-



### 1. View/Download Allotted UANs:

Employer can view/download the UANs already allotted to his/her employees by selecting following option:-

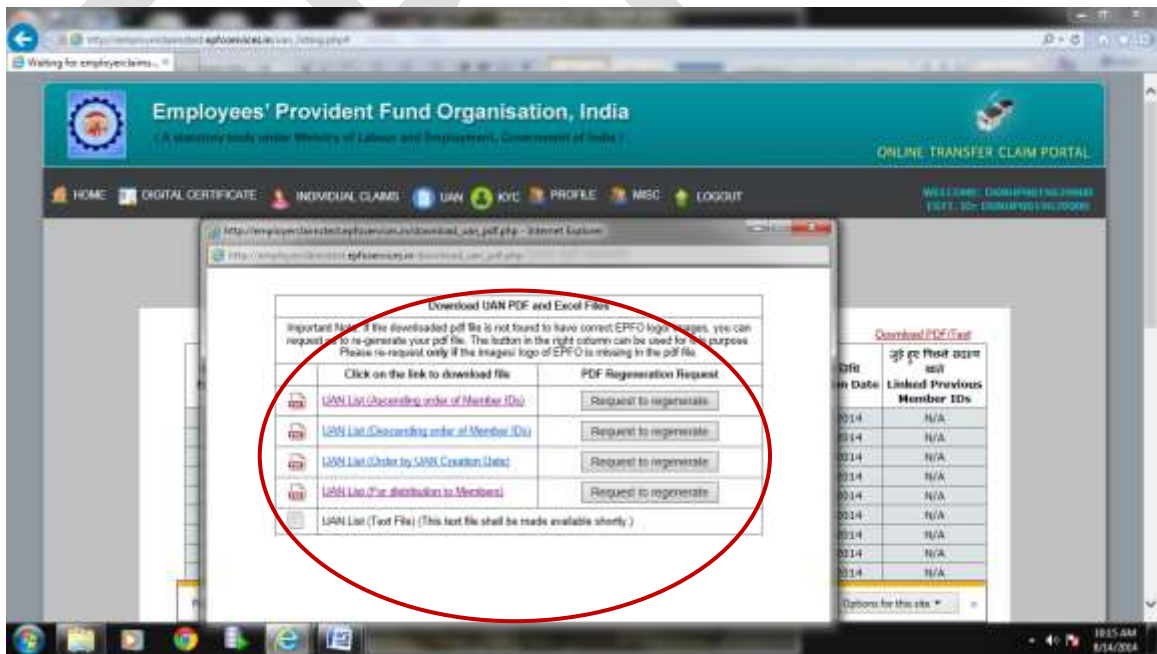
#### **UAN>>Download UAN List**

The above mentioned option (UAN>>Download UAN List) facilitates the employers to view/download the UAN List with various options like in ascending order, descending order, by UAN creation date, for distribution to members and Text file of UAN List.

1.1. On selecting 'Download UAN List' from UAN Menu, following screen will appear:-



1.2. Once employer press the button 'Download PDF/Text', given on the RHS of this screen, various options to do so will appear on the screen as shown below. Employer can choose any option as per his requirement and convenience and download the same. User can request to regenerate **only** if the images/ logo of EPFO is missing in the pdf file by selecting a radio button 'Request to re-generate'. Download of Text file of UAN will be made available shortly.



1.3. Screenshot of the PDF (Ascending order of Member IDs) is as under:-

**कर्मचारी भविष्य निधि संगठन**  
**Employees' Provident Fund Organisation**  
 भविष्य निधि भवन, 14, भीकानजी कामा प्लेस, नई दिल्ली - 110066.  
 Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066.

UAN Allotment in respect of YANTRIKA INSTRUMENTS PVT LTD  
 Establishment Code DSNHP0019639000

क्र.सं. Sl.No.	सदस्य का नाम Name of Member	पिता / पति का नाम Father / Husband's Name(s)	सदस्य अलग संख्या Member ID	अर्जित यू.ए. एन. सं. UAN Allotted	अर्जित तिथि Generation Date	पूर्व रूप स्थिति सदस्य का List of Previous Member IDs Held.
1	AMAR NATH TRIPATHI	N/A	DSNHP00196390000000042	100018335912	06-05-2014	N/A
2	LALIT KUMAR	N/A	DSNHP00196390000000048	100018335920	06-05-2014	N/A
3	NIRAJ KUMAR MISHRA	LAXMAN MISHRA (F)	DSNHP00196390000000049	100018335931	06-05-2014	N/A
4	GANESH RAM	N/A (F)	DSNHP00196390000000052	100024872842	06-05-2014	N/A
5	VLAY MAHATO	N/A (F)	DSNHP00196390000000053	100018335949	06-05-2014	N/A
6	KALASH SINGH	N/A (F)	DSNHP00196390000000054	100018335954	06-05-2014	N/A
7	RADHA KRISHAN	N/A (F)	DSNHP00196390000000060	100024872867	06-05-2014	N/A
8	AJT KUMAR	N/A (F)	DSNHP00196390000000061	100018335965	06-05-2014	N/A
9	SUNIL KUMAR	N/A (F)	DSNHP00196390000000064	100018335977	06-05-2014	N/A
10	AJAY KUMAR SUBHASH	N/A (F)	DSNHP00196390000000065	100024872861	06-05-2014	N/A

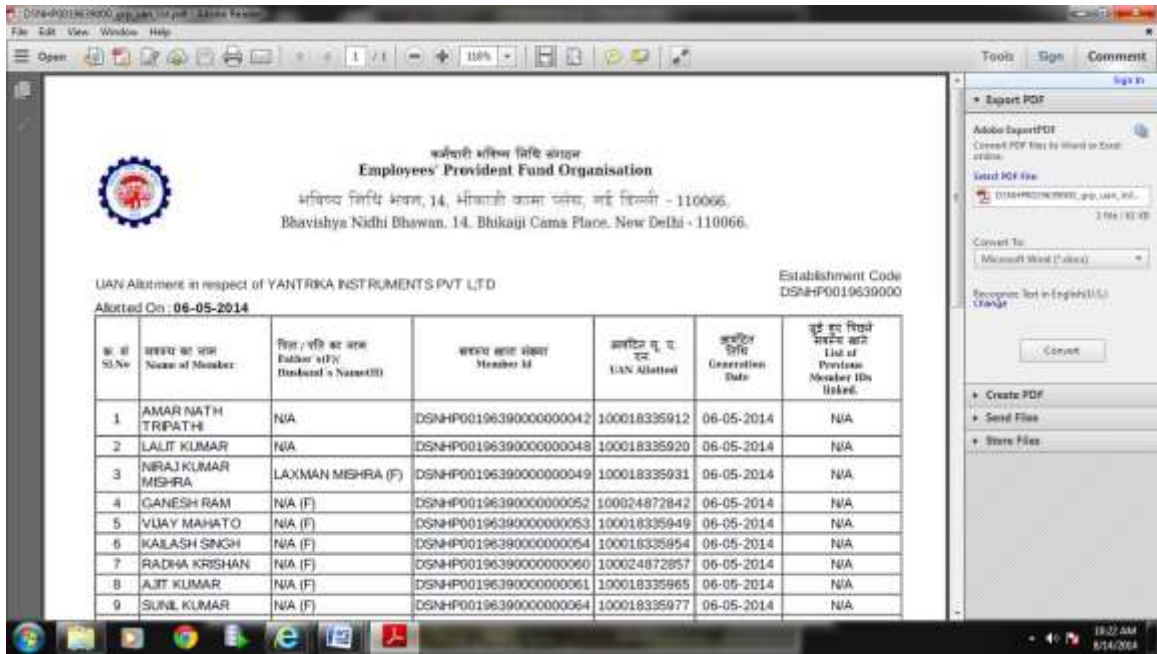
1.4. Screenshot of the PDF (Descending order of Member IDs) is as under:-

**कर्मचारी भविष्य निधि संगठन**  
**Employees' Provident Fund Organisation**  
 भविष्य निधि भवन, 14, भीकानजी कामा प्लेस, नई दिल्ली - 110066.  
 Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066.

UAN Allotment in respect of YANTRIKA INSTRUMENTS PVT LTD  
 Establishment Code DSNHP0019639000

क्र.सं. Sl.No.	सदस्य का नाम Name of Member	पिता / पति का नाम Father / Husband's Name(s)	सदस्य अलग संख्या Member ID	अर्जित यू.ए. एन. सं. UAN Allotted	अर्जित तिथि Generation Date	पूर्व रूप स्थिति सदस्य का List of Previous Member IDs Held.
1	ARUN KUMAR	N/A	DSNHP00196390000000089	100018336042	06-05-2014	N/A
2	RAJESH KUMAR	N/A	DSNHP00196390000000088	100024872890	06-05-2014	N/A
3	SAROJ YADAV	N/A	DSNHP00196390000000085	100018336035	06-05-2014	N/A
4	SARITA YADAV	N/A	DSNHP00196390000000083	100018336026	06-05-2014	N/A
5	NILESH KUMAR	N/A	DSNHP00196390000000075	100024872888	06-05-2014	N/A
6	SURJEET KUMAR SINGH	N/A	DSNHP00196390000000074	100018336019	06-05-2014	N/A
7	AMARJEET SINGH	N/A	DSNHP00196390000000073	100018336003	06-05-2014	N/A
8	SLUET KUMAR SINGH	N/A	DSNHP00196390000000072	100024872874	06-05-2014	N/A
9	SANTOSH KUMAR JHA	N/A	DSNHP00196390000000067	100018335996	06-05-2014	N/A
10	SUBHASH	N/A	DSNHP00196390000000066	100018335983	06-05-2014	N/A

1.5. Screenshot of the PDF (By UAN Creation Date) is as under:-



1.6 Screenshot of the PDF (For Distribution to the Members) is as under:-

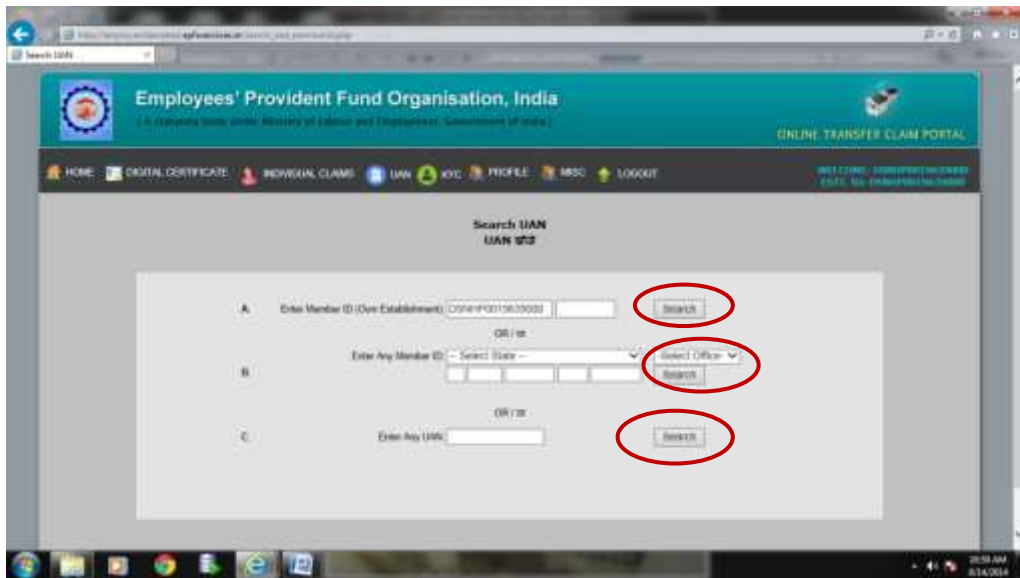


2. **Search UAN Number:**

Employers can search UAN IDs of their members as well as the members of any other establishment by selecting following option from the UAN Menu:

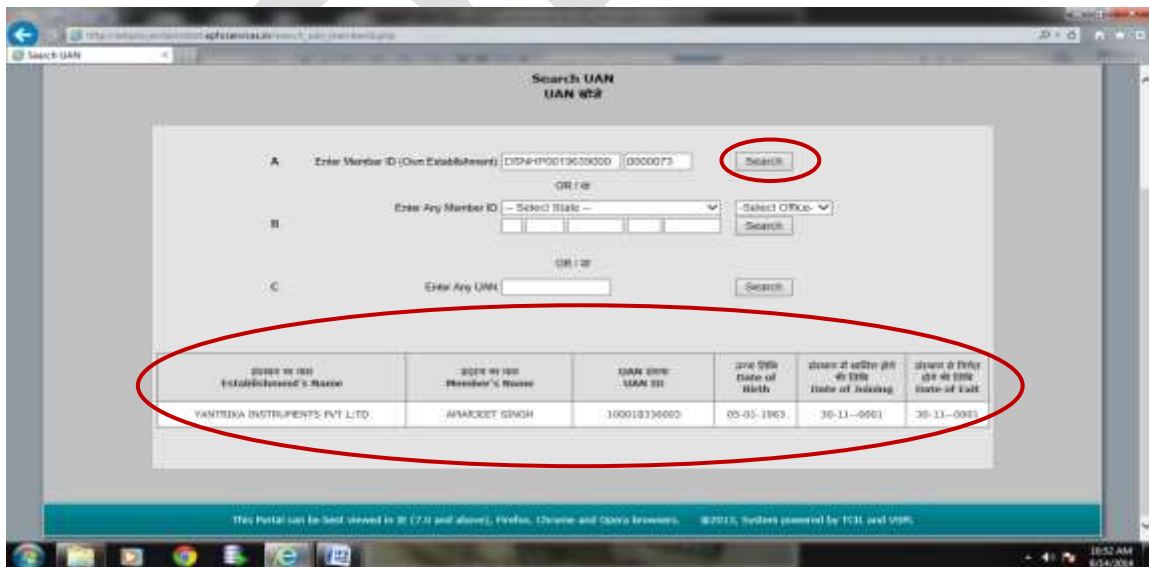
**UAN>>Search UAN ID**

Three options have been given to search on this particular screen (UAN>>Search UAN ID). The screenshot of default screen on selecting this link is as under:-



2.1. The very first option of 'Search' enables the employers to view the details of his/her own members like Establishment Name, Member's Name, UAN ID, Date of Birth, Date of Joining and Date of Exit. Employer has to feed the member id of his/her member and press 1<sup>st</sup> search button.

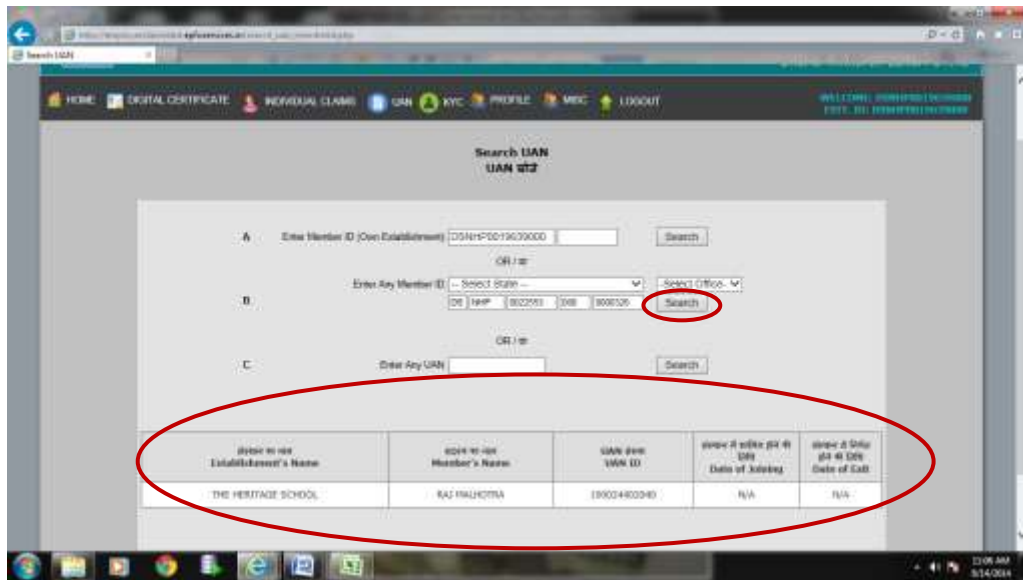
The screenshot of 'Searching UAN of member of own establishment' is as under:-



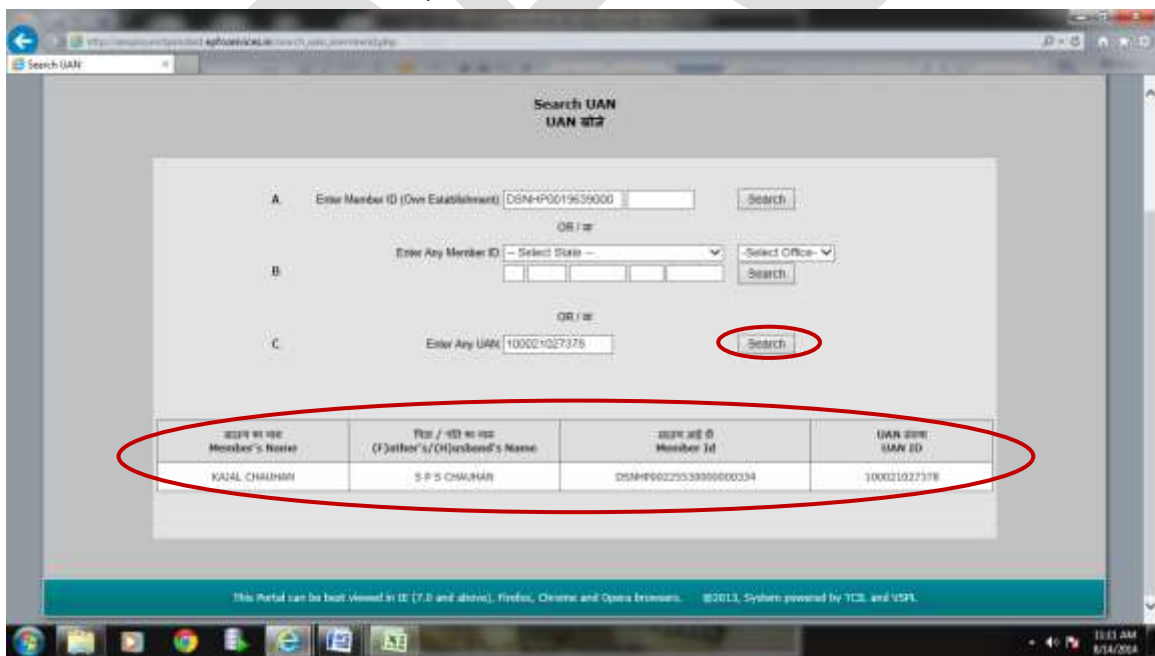
2.2 The 2<sup>nd</sup> Search option enables the employers to view the details of the members of other establishment like Establishment Name, Member Name, UAN ID, Date of Joining and Date of Exit. Employer has to select State, Office and feed the correct member id to see the details of members of other establishment.

The screenshot of 2<sup>nd</sup> search option is as under:-





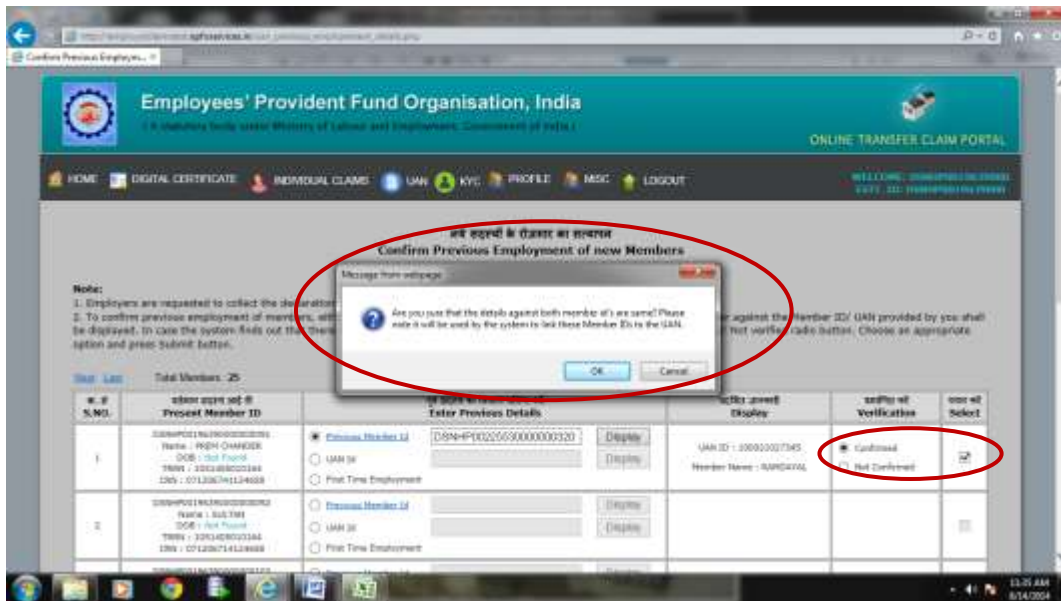
2.3 The 3<sup>rd</sup> search option enables the employers to search member ids-UAN wise. Employer has to feed the UAN no. to see the details related to this particular UAN like Member Name, Father's/Husband's Name, Member ID and UAN ID. The screenshot of 3<sup>rd</sup> search option is as under:-



**3. Confirm Previous Employment: (For UAN allotment/linkage to new members)**

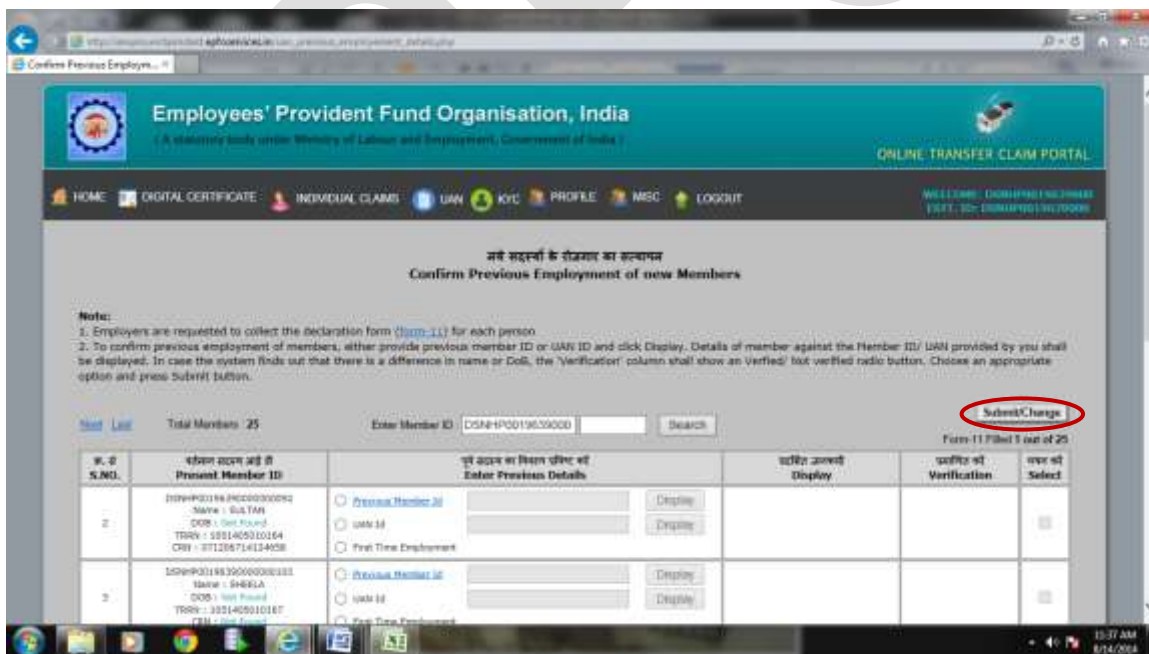
Employer has to complete Form-11 in respect of those member ids, which have not been allotted UAN or linked to UAN in terms of linkage of previous employment/UAN/ first time employment of new members. He/she can do so by selecting the following option:-





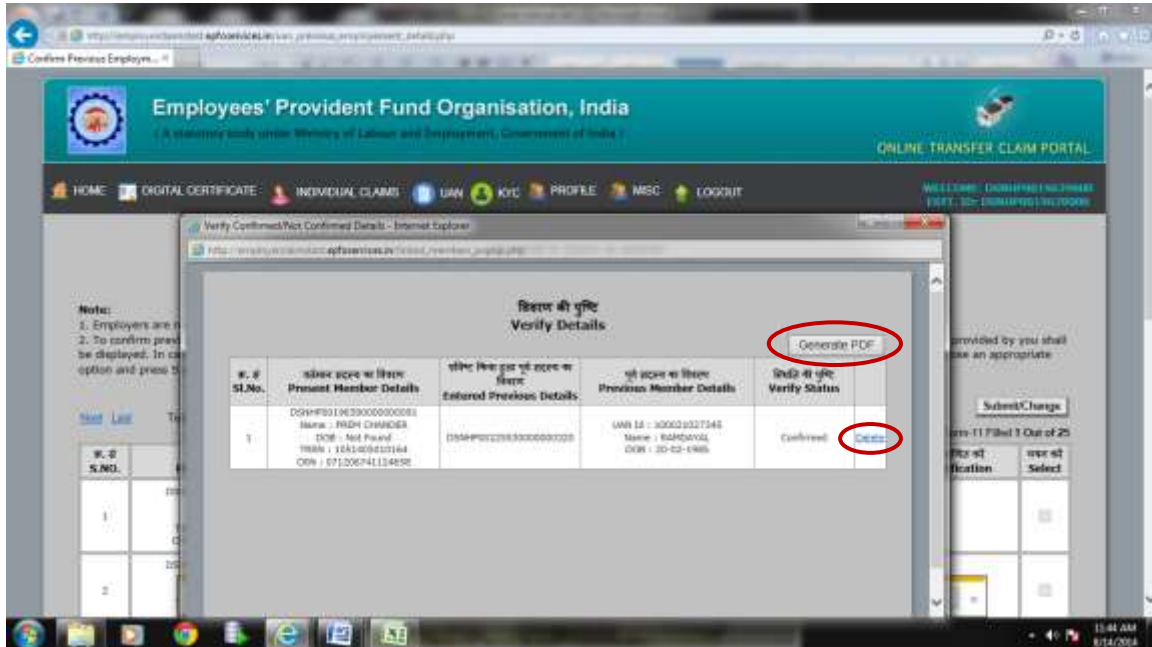
### 3.2. Submit/Change

If employer verifies it, then he/she can select the option on the RHS of the screen i.e. 'Submit/Change' as shown below in screenshot:-



### 3.3. Generate PDF

After pressing the button 'Submit/Change', following screen will appear to verify the details and generate PDF of the same. If employer is not satisfied with the case, he/she can simply delete it, otherwise can press the button 'Generate PDF'.

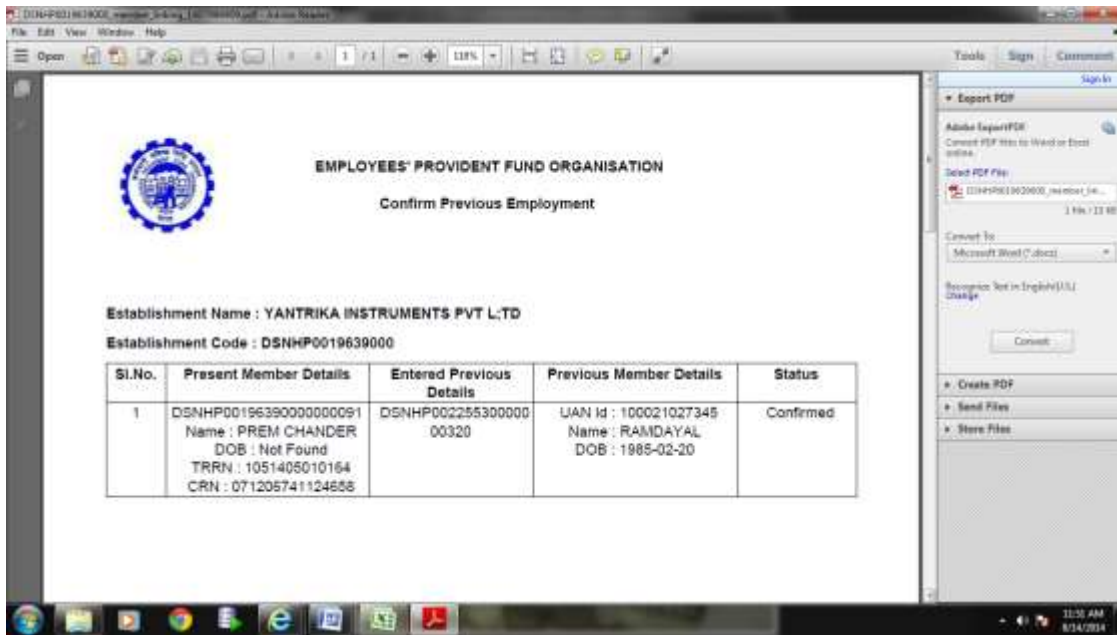


### 3.4. View PDF

Once employer press the radio button 'Generate PDF', following screen will come giving an option of approving or rejecting the PDF. Employer can view this PDF file by pressing on the link and if satisfied, can approve it else he/she can reject it.

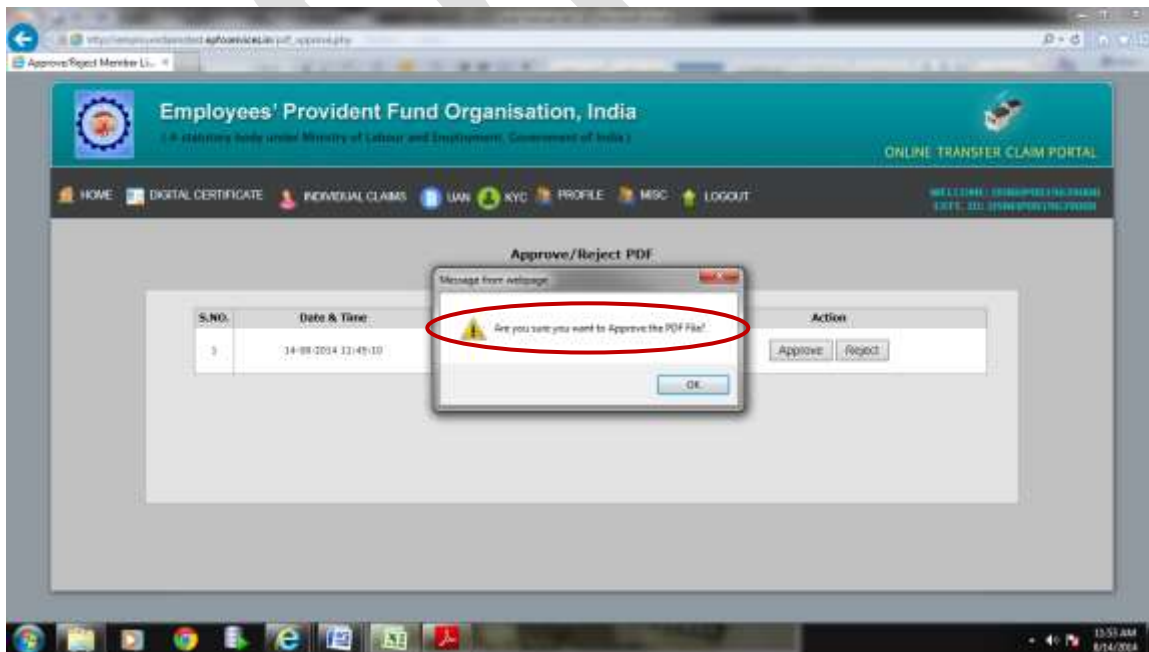


The PDF link shown on the above screen will display the following details. Employer can simply view this and download the same, if required for his reference.



### 3.5. Approve/Reject PDF:

On pressing the button 'Approve', employer will be asked to ensure the approval of PDF as shown below:-



3.6. Once the employer click ok, the information will be pushed automatically to EPFO for its allotment/linkage accordingly.

4. **History PDFs:**

The screen below is the outcome of option 'History PDF' containing two options 'Approved PDF' and 'Rejected PDF'. Employer has to select the following link to view the Approved PDF/Rejected PDF:-

**UAN>>History PDF**



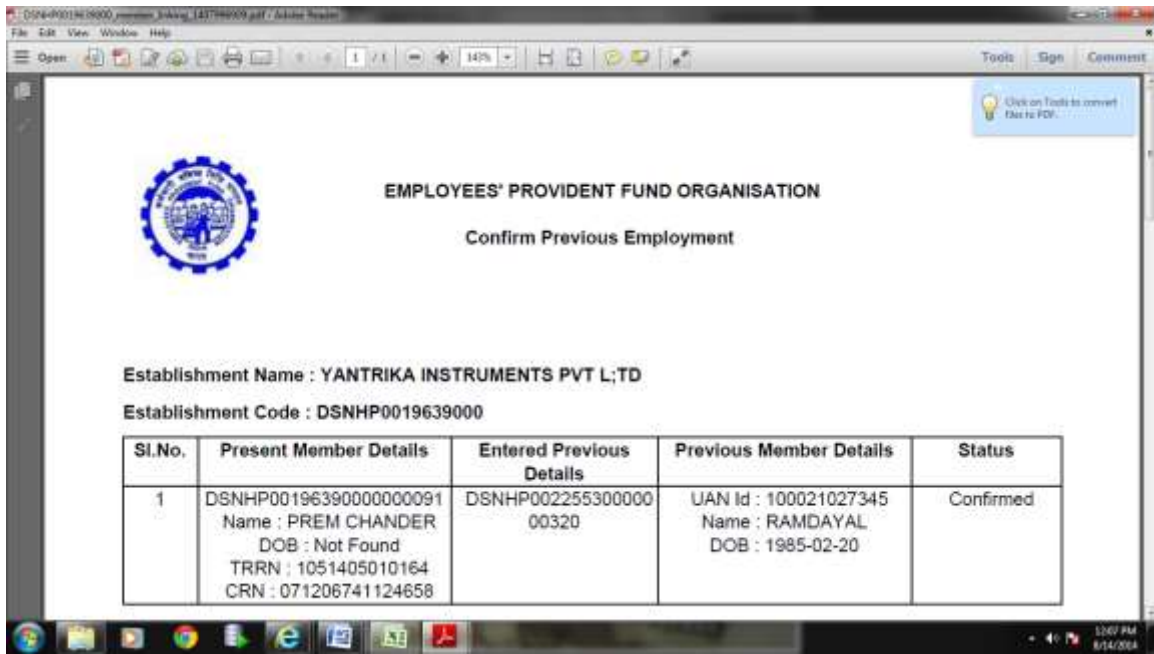
4.1. **View/Download Approved PDF**

**UAN>>History PDFs>Approved PDF**

Once employer chooses an option 'Approved PDF', he/she will be facilitated to View/Download Approved PDFs. He/she has to select the link and download the same. The screen giving option to download Approved PDF is as below :-



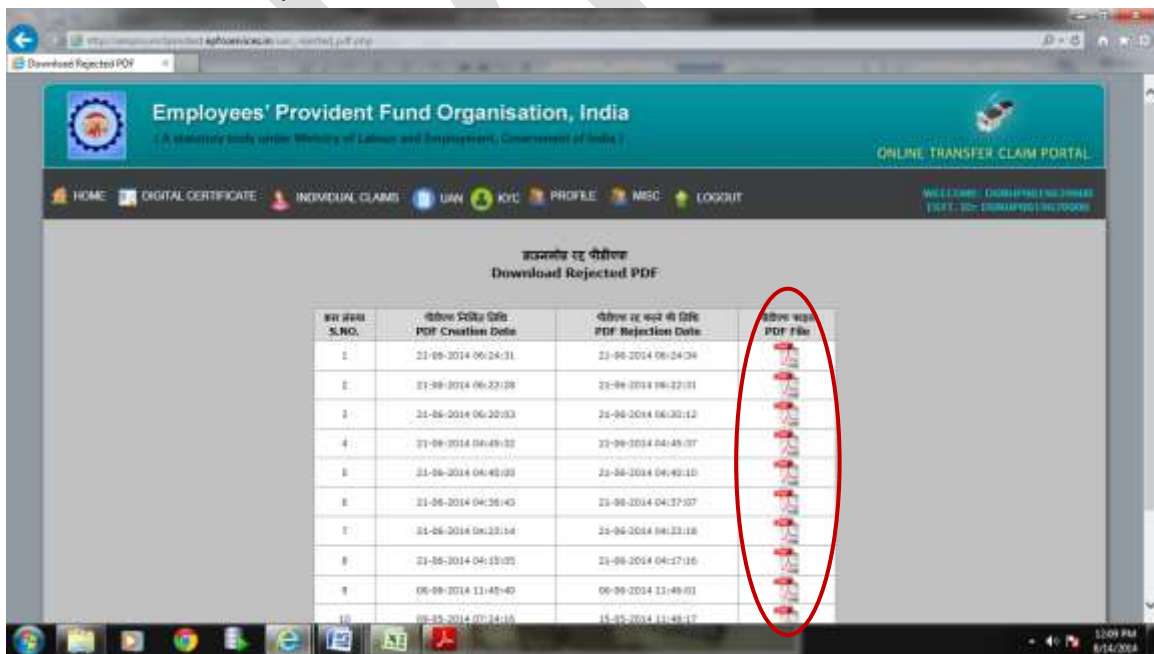
4.2. The screenshot of the abovementioned PDF is as below:-



#### 4.3. View/Download Rejected PDF

**UAN>>HISTORY PDFS>REJECTED PDF**

Similarly, employer can view/download the Rejected PDFs by selecting an option 'UAN>>History PDFs'. The screenshot is as under:-



## EXPLANATION OF KYC FUNCTIONS THROUGH SCREENSHOTS

KYC Menu contains the following options:

KYC>>Upload Bulk KYC Text File

KYC>>Approve Bulk KYC PDF File

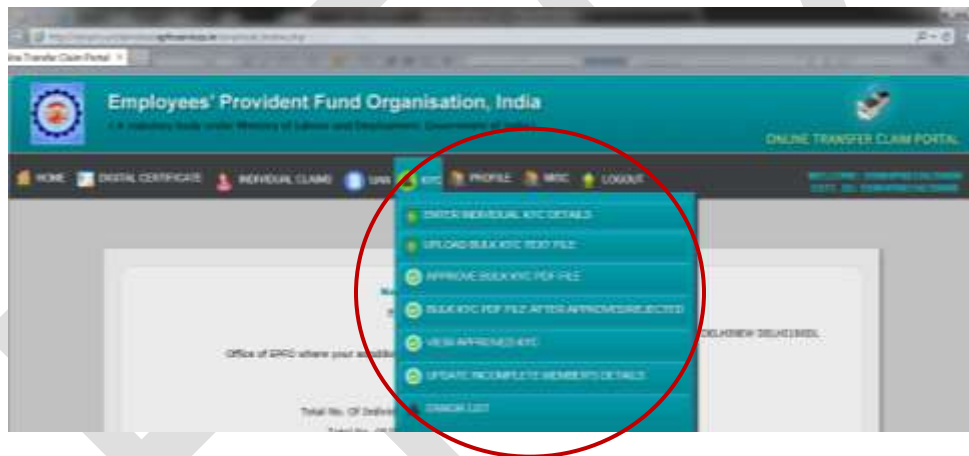
KYC>>Bulk KYC PDF File After Approval/Rejected

KYC>>View Approved KYC

KYC>>Update Incomplete Members Details

KYC>>Error List

Screenshot of KYC menu is as under:-



### **5. Upload Bulk KYC Text File:**

Employer has an option to upload the KYC of his/her members in bulk. First of all employer needs to create a text file as per the [structure](#) mentioned in our website at UAN link.

#### **5.1 Following points must be adhered**while creating bulk KYC text file:-

UAN	<ul style="list-style-type: none"><li>- Mandatory</li><li>- Valid UAN allotted by EPFO</li></ul>
Document Type	<ul style="list-style-type: none"><li>- Mandatory</li><li>- Only abbreviations of KYC documents as shown below will be considered : N- National Population Register A- AADHAR P- Permanent Account Number</li></ul>



	<p>B- Bank Account Number  T- Passport  D- Driving License  E- Election Card  R- Ration Card</p>
Document Number	<ul style="list-style-type: none"> <li>- Mandatory</li> <li>- Should exactly be same as it is appeared on the KYC Document selected.</li> </ul>
IFSC Code	<ul style="list-style-type: none"> <li>- Mandatory only in case where Document Type 'B' is selected i.e. where KYC document is Bank Account No.</li> </ul>
Name	<ul style="list-style-type: none"> <li>- Mandatory</li> <li>- Should exactly be same as it is appeared on the KYC Document selected</li> <li>- Special characters are not allowed like !@#%&amp;*()~</li> </ul>
Expiry Date	<ul style="list-style-type: none"> <li>- Mandatory only in cases where KYC document type selected is either 'D' or 'T' i.e. only in case of Driving Licence and Passport.</li> <li>- Expiry Date should be in dd/mm/yyyy format.</li> <li>- It can not be less the current date.</li> </ul>
Educational Qualification	<ul style="list-style-type: none"> <li>- Optional (Can be left blank)</li> <li>- User can write any one of the abbreviations specified below:  I - Illiterate  N – Non Matric  M - Matric  S - Senior Secondary  G - Graduate  P - Post Graduate  D – Doctorate  T - Technical (like Doctor, CA, Engineers, Lawyers etc)</li> </ul>
Physically Handicap	<ul style="list-style-type: none"> <li>- Optional (Can be left blank)</li> <li>- User can give either of the following two options viz.:  Y - Yes  N - No</li> </ul>
Physically Handicap Category	<ul style="list-style-type: none"> <li>- Mandatory only when Physically Handicap is taken as 'Y'</li> <li>- Categories to be mentioned only in case where PH is 'Y' are as under:-  L - Locomotive disability  V – Visual  H - Hearing</li> </ul>
Gender	<ul style="list-style-type: none"> <li>- Optional (Can be left blank)</li> <li>- There are three options:-  M – Male  F - Female  T - Trans Gender</li> </ul>

International Worker	<ul style="list-style-type: none"> <li>- Optional (Can be left blank)</li> <li>- Two options to give : Y - Yes N – No</li> </ul>
Marital Status	<ul style="list-style-type: none"> <li>- Optional (Can be left blank)</li> <li>- Option to give are:- M – Married U - Un-Married W - Widow/Widower D - Divorcee</li> </ul>
Establishment ID	<ul style="list-style-type: none"> <li>- Mandatory</li> <li>- Should match with the establishment login id.</li> </ul>

**Steps to create bulk KYC text file**

5.2 Employer has to create new file in excel and make the columns as per the [structure](#) mentioned in EPFO website. Employer can also enter the multiple KYC of members.

**5.3 Sample Excel File**

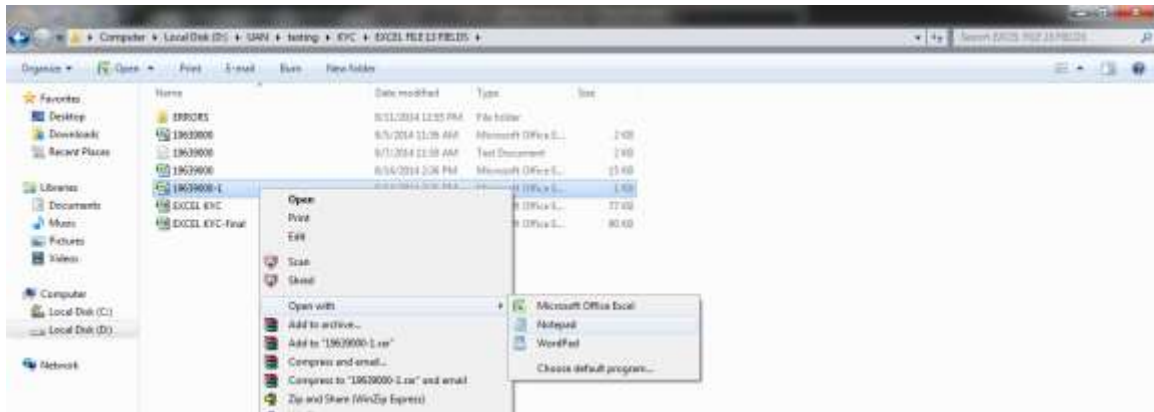
The screenshot of Excel File containing all the specified 13 columns is as under:-

1	2	3	4	5	6	7	8	9	10	11	12	13
UAN	DOCUMENT TYPE	DOCUMENT NO.	IPSC CODE	NAME	EXPIRY DATE	EDUCATIONAL QUALIFICATION	PHYSICALLY HANDICAP	PHYSICALLY HANDICAP CATEGORY	GENDER	INTERNATIONAL WORKER	MARITAL STATUS	ESTABLISHMENT ID
100018336092	A	252888126915		RETHA SHINWA		P	N		M	N	M	DSNHPO03903000
100018336096	P	ALLPS34742		SONORITA		D	N		F	Y	U	DSNHPO03903000
100018336605	D	DL-02012835678		SRINANT	11/01/2013	D			M		W	DSNHPO03903000
100018336026	B	10006819453	SRINANT7943	VEDNACA		D			F		U	DSNHPO03903000
100018336026	A	701752530388		VEDNACA		D			F		U	DSNHPO03903000
100018336026	P	AHAP110179		VEDNACA		D			F		U	DSNHPO03903000
100018336003	E	9611322221		JOHN		D			F		U	DSNHPO03903000
100018336074	T	03801163		SAURANG	18/07/2018	P	F	H	M	N	M	DSNHPO03903000

5.4 Save this file as CSV(Ms-DOS). The screenshot is as under:-

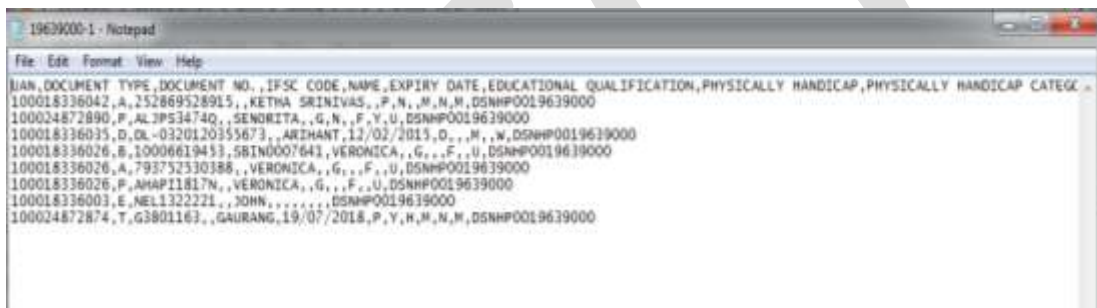


5.5 Open this csv file with notepad as shown below:-



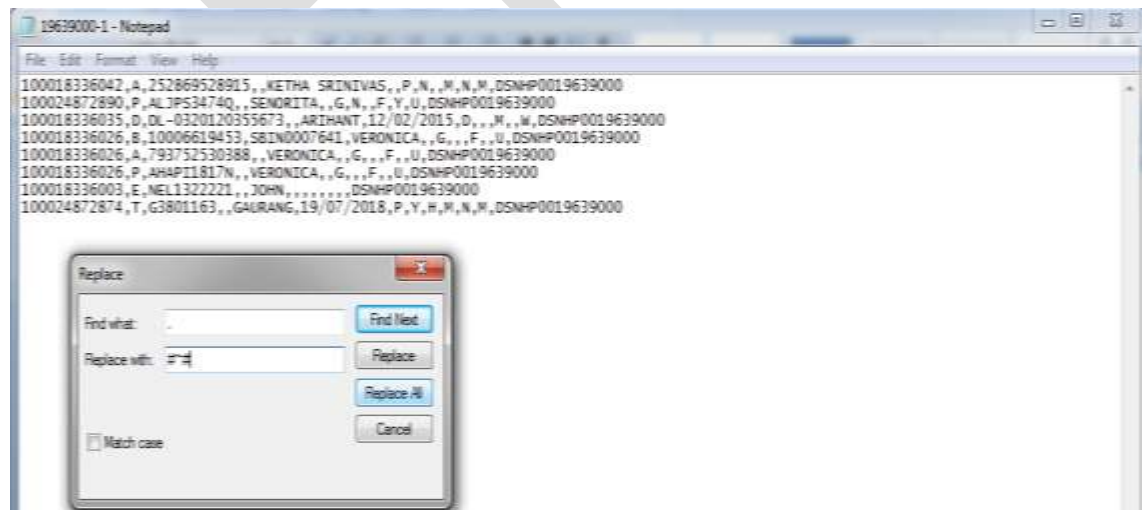
### 5.6 Sample CSV File

Your csv file in notepad will look like as under:-



5.7 Remove the first line containing headers.

5.8 Replace comma (,) with #~# as shown below:-

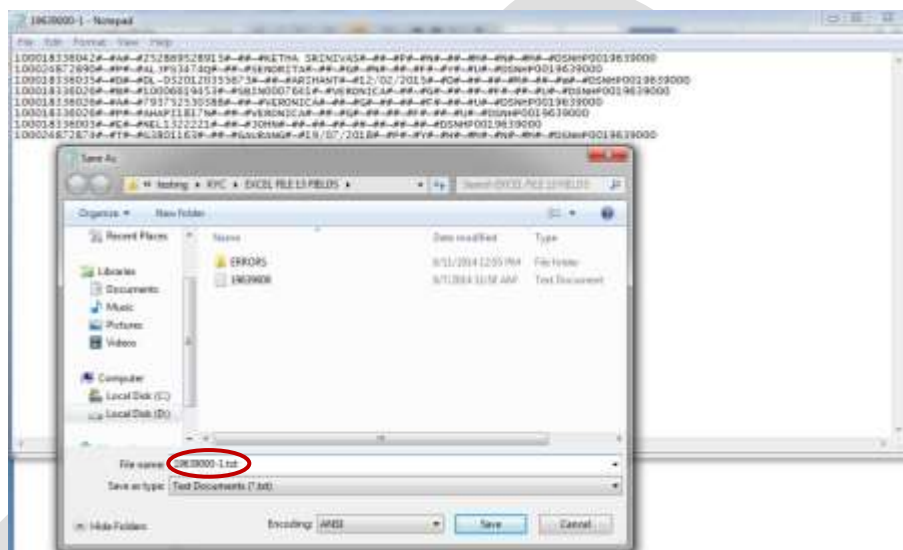


5.9 After replacing , with #~#, place your cursor at the end of the last row and press 'delete' button to remove the blank lines. Now your file will look like as under:-

```
19639000-1 - Notepad
File Edit Format View Help
100018336042#~#A#~#252869528915#~#~#KETHA SRINIVAS#~#~#P#~#N#~#M#~#N#~#DSNHP0019639000
100024872890#~#P#~#ALJPS3474Q#~#~#SENRITA#~#~#G#~#N#~#F#~#Y#~#U#~#DSNHP0019639000
100018336035#~#D#~#DL-Q320120355673#~#~#ARIHANT#~#~#12/02/2015#~#D#~#M#~#W#~#DSNHP0019639000
100018336026#~#B#~#10006619453#~#~#SBIN0007641#~#~#VERONICA#~#~#G#~#F#~#U#~#DSNHP0019639000
100018336026#~#A#~#793752530388#~#~#VERONICA#~#~#G#~#F#~#U#~#DSNHP0019639000
100018336026#~#P#~#AHAPI1817N#~#~#VERONICA#~#~#G#~#F#~#U#~#DSNHP0019639000
100018336003#~#E#~#NEL132221#~#~#JOHN#~#~#G#~#F#~#U#~#DSNHP0019639000
100024872874#~#T#~#G3801163#~#~#GAURANG#~#~#19/07/2018#~#P#~#Y#~#H#~#M#~#N#~#DSNHP0019639000
```

5.10 **Sample Text File**

Now save it as \*.txt as shown below:-



5.11 Your bulk KYC text file is ready to be uploaded on OTCP.

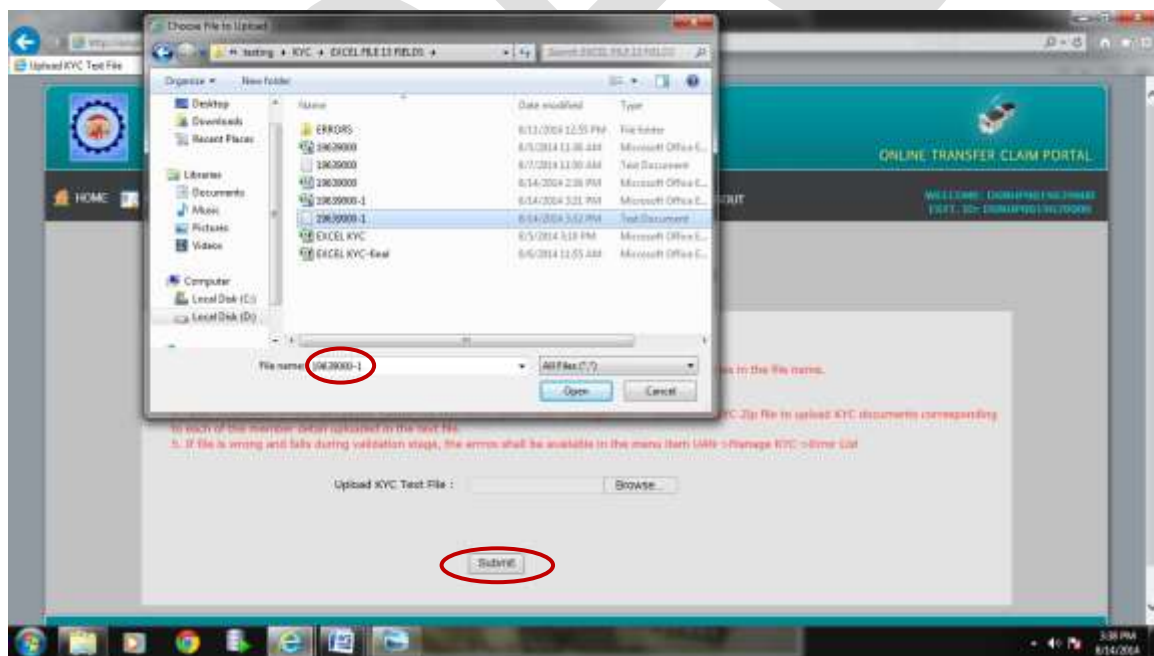
5.12 Excel File Utility & Java File Utility to create Bulk KYC Text File alongwith manuals to handle these utilities can be seen from the links given at the bottom of this User Manual.

5.13 **Upload Bulk KYC Text File**

Select the option KYC>>Upload Bulk KYC Text File. The Screenshot of the default screen of this option is as under:-



- 5.14 Click the 'Browse' button and select the location where your bulk KYC text file is stored and press 'Submit' button as shown below:-



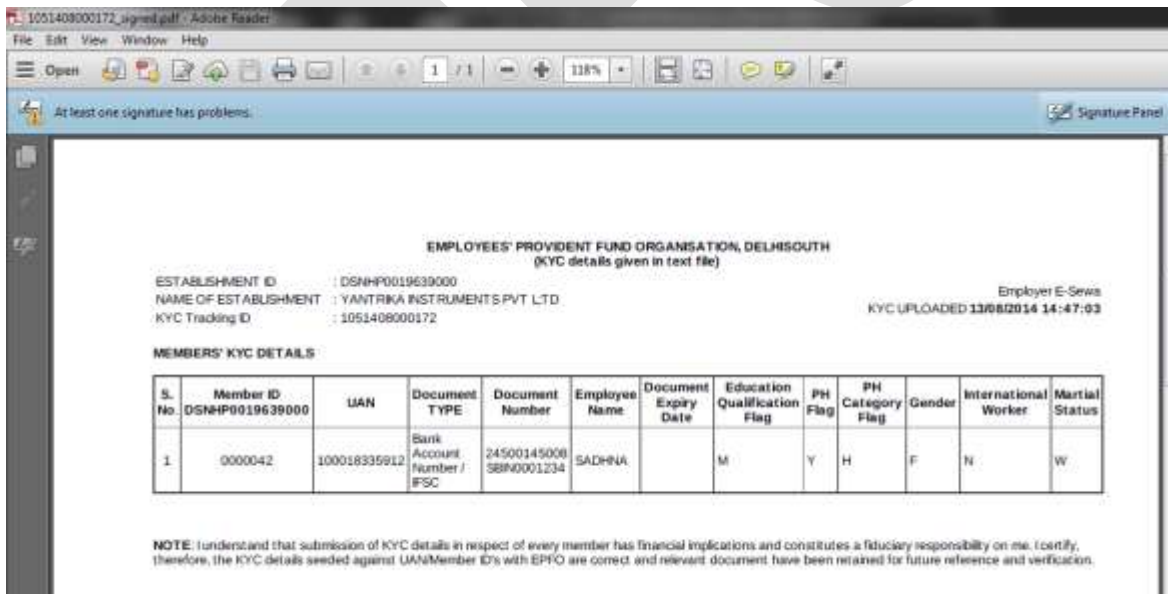
- 5.15 Once the 'Submit' button is pressed, if the bulk KYC text file is correct, following screen displaying PDF of the same will be shown for the completed records of your text file. Complete records here means those records whose DOB/DOJ/Father's/Husband's Name are available in our master database. If none of your records of text file are complete, no PDF will be generated. Message will be appeared on the screen informing that none of your records are complete in terms

of DOB/DOJ/Father's/Husband's Name. You should select the option 'Add incomplete member's details' to complete the missing entries. The default screenshot of KYC File – Approve/Reject is as under:-



### 5.16 View Bulk KYC PDF

Just check the PDF by clicking on the link given to open/save the PDF, whether all records have come or not. It is pertinent to mention here that the records complete in terms of DOB, DOJ and Father's/husband's Name will be approved through this PDF. The screenshot of PDF is as under :-



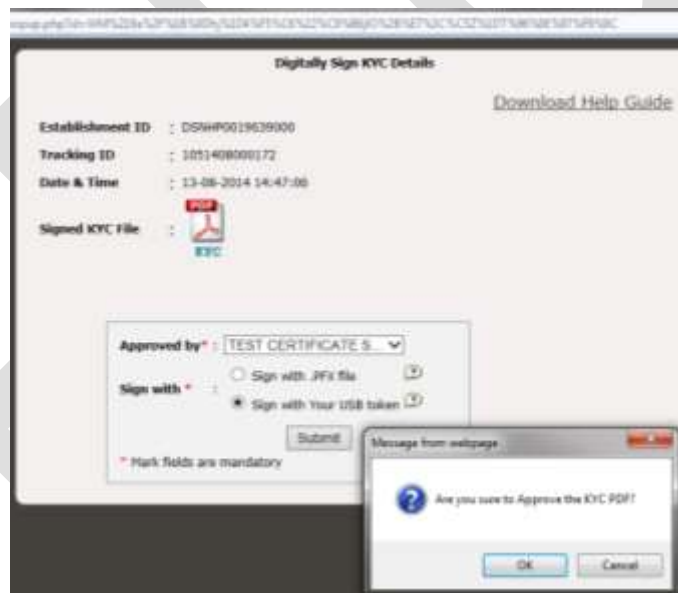
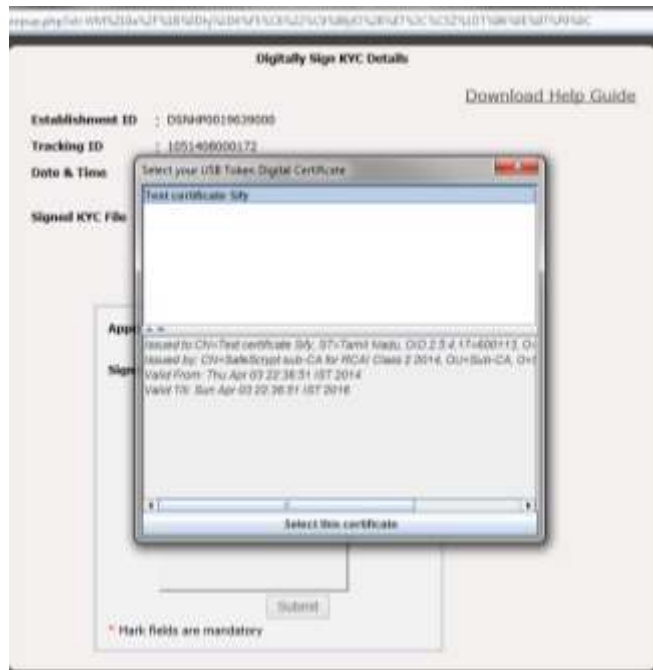
### 6. Approve Bulk KYC PDF File

Employer has an option to either approve or reject this PDF on the above mentioned screen against the PDF as well as this option of Approving/Rejecting the PDF is also available on the following option:-

**KYC>>Approve Bulk KYC PDF File**

It is also pertinent to mention here that Approval of the file can be done with Digital Signature Certificate only. The screenshots for approving the file with DSC are as follows:





## 7. Bulk KYC PDF File After Approved/Rejected

Employer can view/download the Approved PDFs/Rejected PDFs from the following option:-

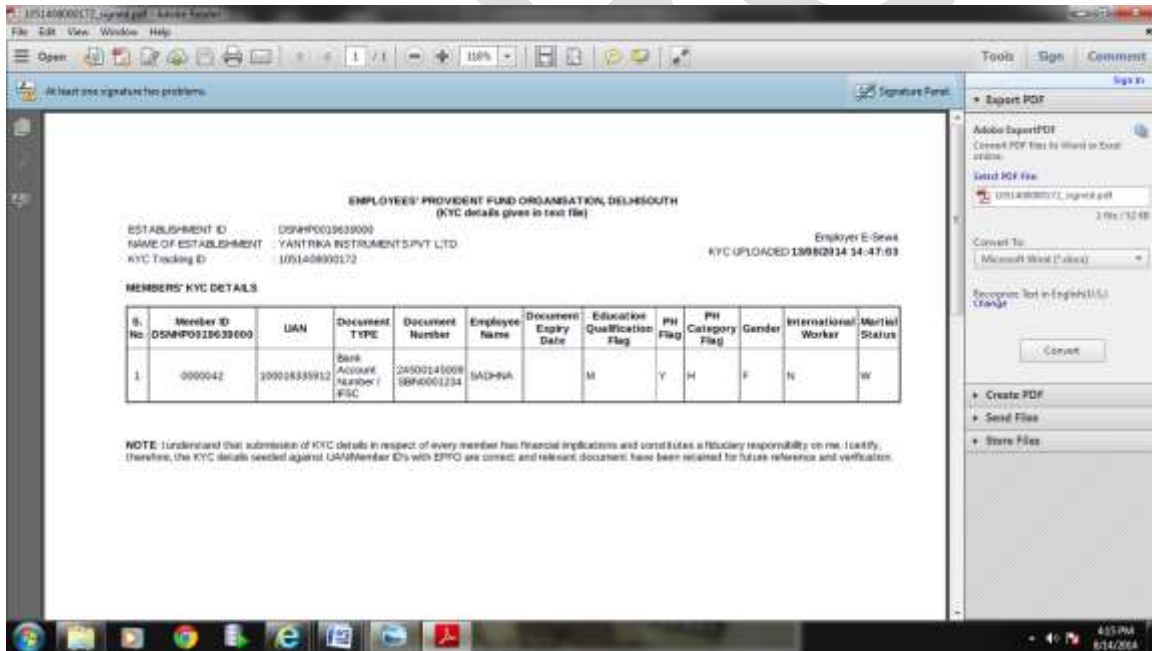


## KYC>>Bulk KYC PDF File After Approved/Rejected

The screenshot is as under:-



The screenshot of abovementioned PDF is as under:-

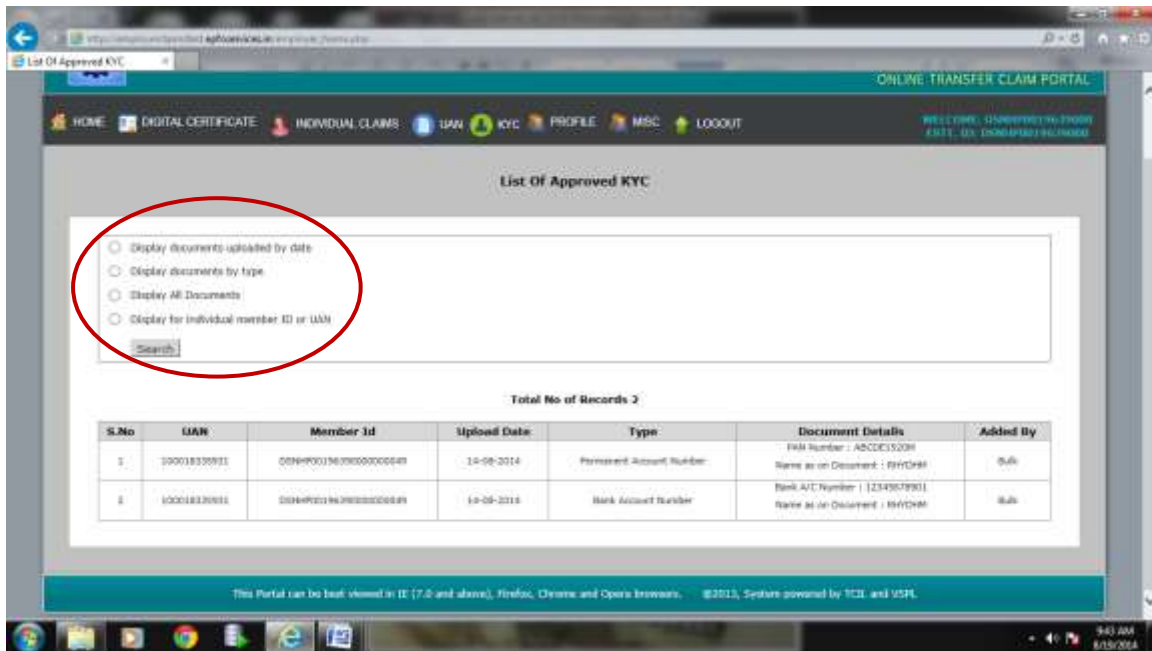


### 8. View Approved KYC

Employer can also view approved KYCs by selecting the following link:-

#### **KYC>>View Approved KYC**

This option enables the employers to view the approved KYCs date wise/type wise/all documents/member id wise/UAN wise. The screenshot of approved KYC date wise is as under:-



9. **Records incomplete in terms of DOB, DOJ and Father's/Husband's Name**

Rest of the records i.e. incomplete in terms of DOB, DOJ and Father's/Husband's Name will be available in the option 'Update Incomplete Member's Details' wherein you have to complete the missing details by selecting an option 'Add Missing Information' from the sub-menu of 'Updating Incomplete Member's Details'. And afterwards, user will have to generate PDF for the completed entries by selecting an option 'Generate PDF for Approval/Rejection' from the sub-menu of 'Updating Incomplete Member's Details'.

10. **Update Incomplete Member's Details**

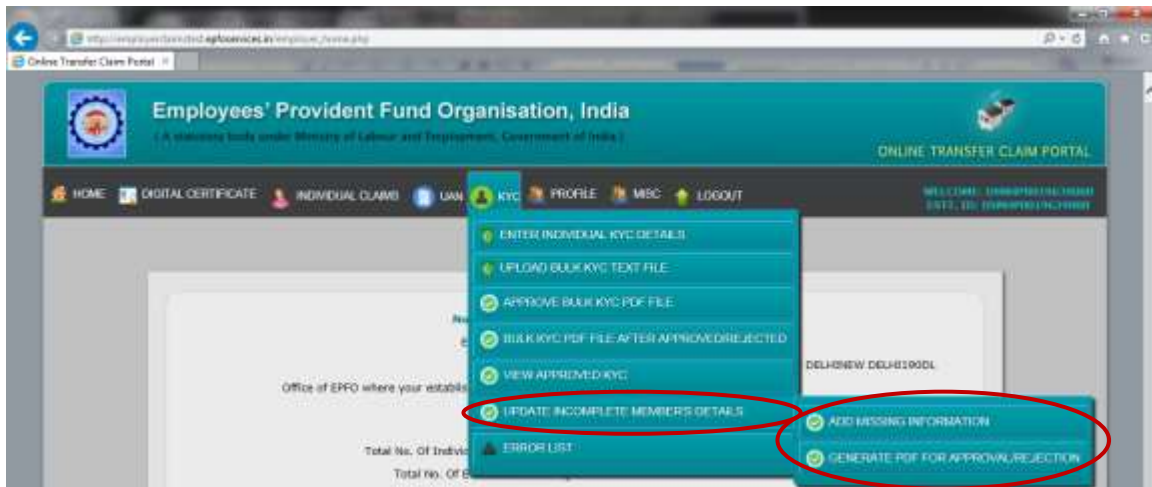
User can update Incomplete Member's Details by selecting the following link:

**KYC>>Update Incomplete Member's Details**

Update Incomplete Member's Details has further two options shown as under:-

**KYC>>Update Incomplete Member's Details>Add Missing Details**

**KYC>>Update Incomplete Member's Details>Generate PDF**



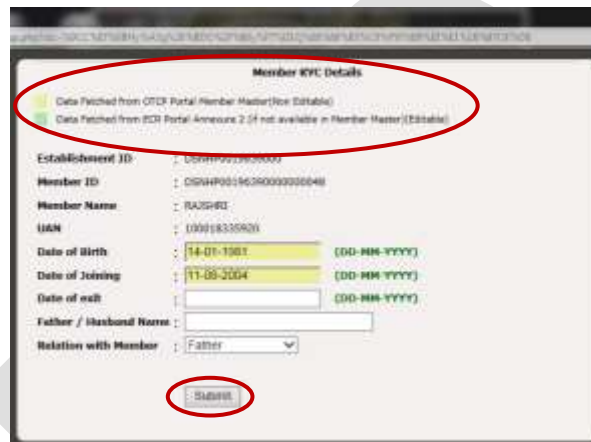
### 10.1. Add Missing Details

#### KYC>>Update Incomplete Member's Details>Add Missing Details

Now, user has to complete the missing details of those records, for which PDF could not be generated due to incomplete information in respect of DOB, DOJ and Father's/Husband's name. User has to select the option 'Update Incomplete Member's Details' from KYC Menu then select 'Add Missing Information'. By selecting 'Add Missing Information', following screen will appear which has various search options and total no. of records to be updated according to the search type is also mentioned. User can select any option and add missing information by selecting a button 'Add Missing Information' on the RHS of the records.



10.2 Once you press the button ‘Add Missing Information’ on the RHS of the record, following screen will appear wherein two coloured boxes have been given on top of the screen. The yellow box indicates that the data is fetched from OTCP Member Master and it is non editable. The green box indicates that the data is fetched from ECR Portal Annexure II and it is editable. The green box information is not available in the Member Master, the same is fetched from ECR Portal Annexure II and therefore, it is editable. It is now clear that the fields in yellow are non editable and fields in greens are editable. User has to feed the required data accordingly and press the button ‘Submit’.



10.3 Once the submit button is pressed, following message will come:-



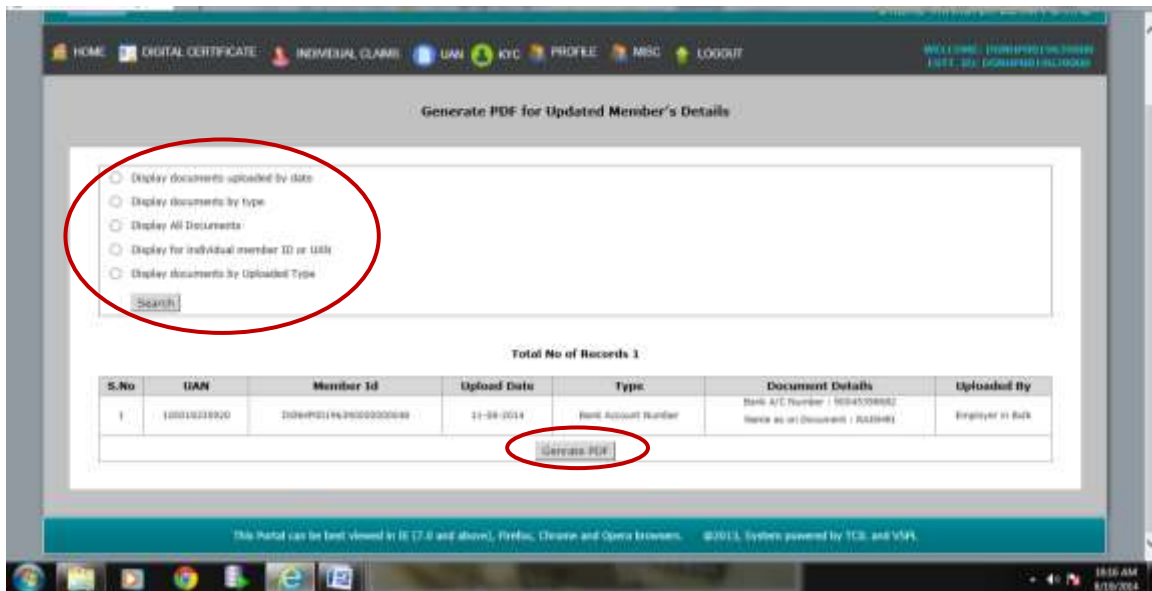
10.4 If the user is sure about the entries, he can press OK button otherwise CANCEL it. On pressing OK button, following message informing that member details have been updated, will come:-



### 10.5 Generate PDF After Completing Missing Entries

#### KYC>>Update Incomplete Member's Details>Generate PDF

Similarly, other incomplete entries may be updated by the user. Now the user has to generate PDF for its approval/rejection by selecting an option 'Generate PDF for Approval/Rejection' from the sub-menu of KYC i.e. 'Update Incomplete Member's Details'. This screen will again have various search options and total no. of records will be displayed according to the search option selected. User has to press 'Generate PDF'. Screenshot to this effect is as follows:

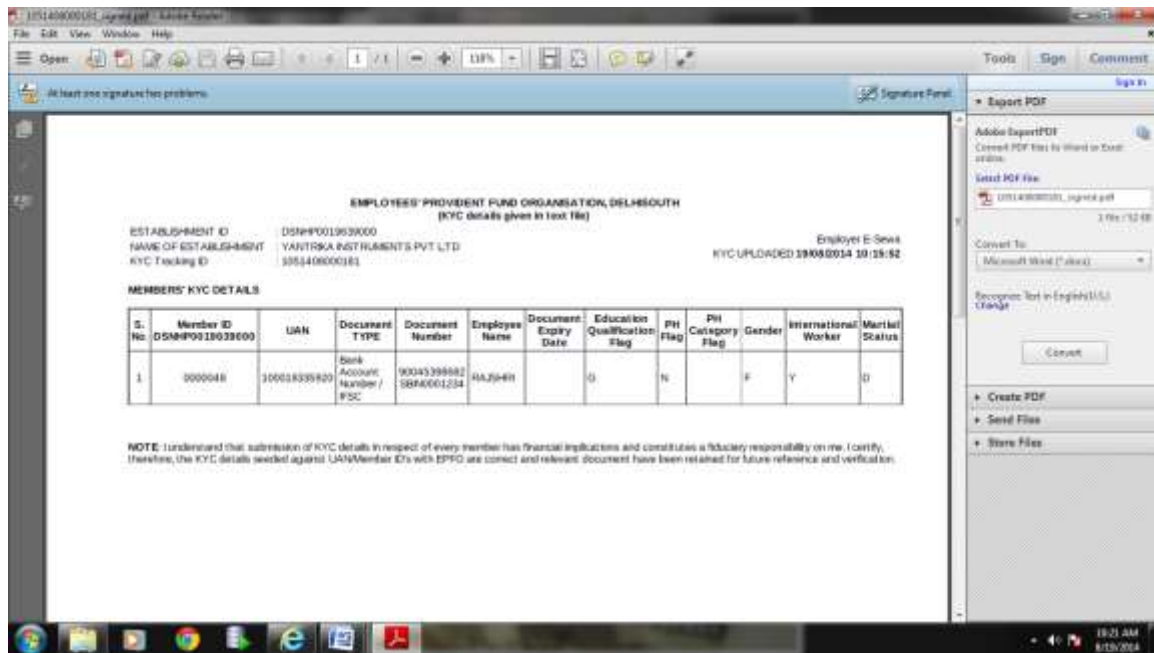


### 10.6 View KYC PDF After Completing Missing Entries

Once 'Generate PDF' is pressed, the following screen will appear wherein user can view/download the PDF of this file and can approve/reject accordingly:-



## 10.7 PDF of this file will appear as below:-



## 10.8 Approving KYC PDF After Completing Missing Entries

Following screenshots will show the approval steps of this file. You can also download the help guide to handle the exceptional errors while approving the file by selecting a link given on RHS of this screen:

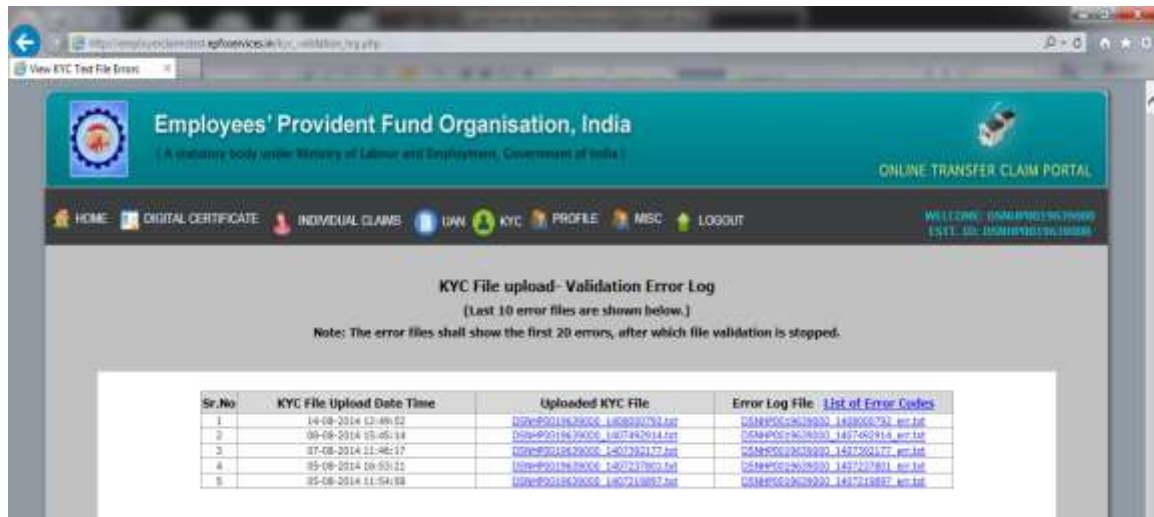




## 11 Error List

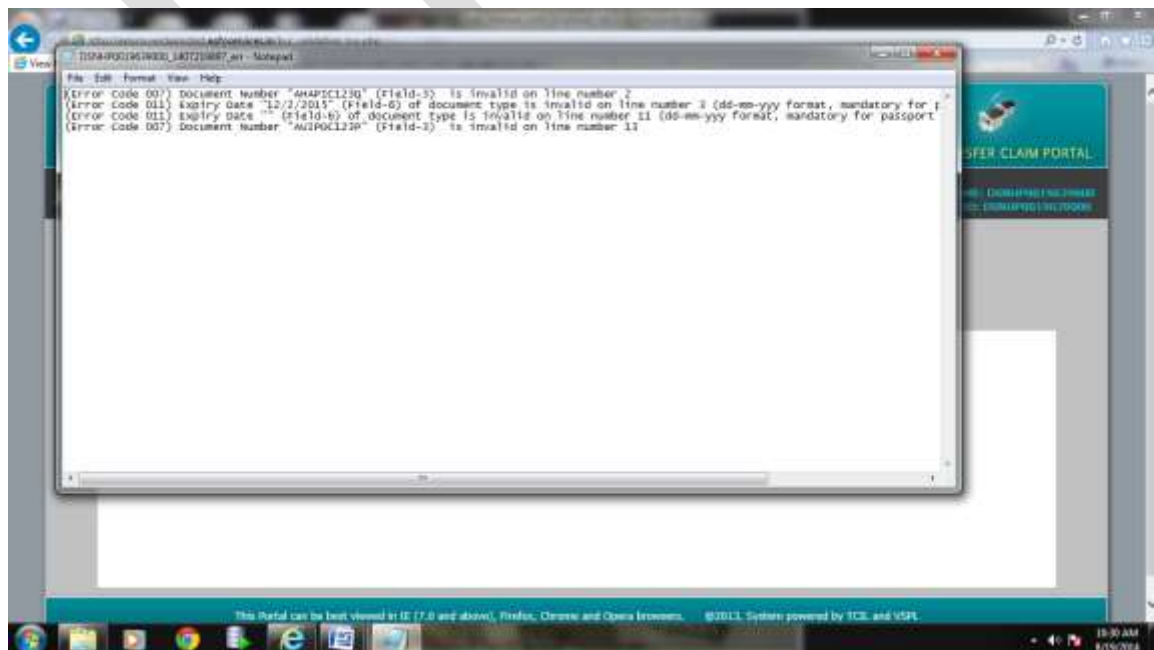
### KYC>>Error List

User can also view Error List generated while uploading the files containing errors. He/she has to choose an option 'Error List' on the KYC Menu. Once 'Error List' is selected, Error Log will be opened which will show last 10 error files. Each error file shall show the first 20 errors, after which file validation is stopped. This screen will contain KYC File Upload Date & Time, Uploaded KYC File and Error Log File. Error log file column also has a link to see 'List of Error Codes'. The screenshot is being given below:-



Sr.No	KYC File Upload Date Time	Uploaded KYC File	Error Log File	List of Error Codes
1	14-08-2014 12:49:02	D:\e\90118479000_1408020734.txt	D:\e\90118479000_1408020734_err.txt	
2	09-08-2014 03:46:14	D:\e\90118479000_1407492914.txt	D:\e\90118479000_1407492914_err.txt	
3	07-08-2014 11:46:17	D:\e\90118479000_1407392177.txt	D:\e\90118479000_1407392177_err.txt	
4	05-08-2014 09:53:11	D:\e\90118479000_1407217907.txt	D:\e\90118479000_1407217907_err.txt	
5	05-08-2014 11:54:08	D:\e\90118479000_140714087.txt	D:\e\90118479000_140714087_err.txt	

Error log file will look like as below:-





## **IMPORTANT LINKS:**

1. **BULK KYC TEXT FILE STRUCTURE, STEPS TO CREATE BULK KYC TEXT FILE, COMMON ERRORS & ERROR CODES**

[http://www.epfindia.com/site\\_docs/PDFs/UAN\\_PDFs/UAN\\_ForEmployers/UAN\\_CorrectMethod\\_TxtFile.pdf](http://www.epfindia.com/site_docs/PDFs/UAN_PDFs/UAN_ForEmployers/UAN_CorrectMethod_TxtFile.pdf)

2. **EXCEL FILE UTILITY**

[http://www.epfindia.com/site\\_docs/PDFs/UAN\\_PDFs/UAN\\_ForEmployers/EPF\\_KYC\\_Ver1.1.xlsm](http://www.epfindia.com/site_docs/PDFs/UAN_PDFs/UAN_ForEmployers/EPF_KYC_Ver1.1.xlsm)

3. **EXCEL FILE UTILITY MANUAL**

[http://epfindia.gov.in/site\\_docs/PDFs/UAN\\_PDFs/UAN\\_ForEmployers/Manual\\_ExcelFileUtility.pdf](http://epfindia.gov.in/site_docs/PDFs/UAN_PDFs/UAN_ForEmployers/Manual_ExcelFileUtility.pdf)

4. **JAVA FILE UTILITY**

[http://epfindia.gov.in/site\\_docs/PDFs/UAN\\_PDFs/UAN\\_ForEmployers/JavaKYCUtility\\_Ver1.1.zip](http://epfindia.gov.in/site_docs/PDFs/UAN_PDFs/UAN_ForEmployers/JavaKYCUtility_Ver1.1.zip)

5. **JAVA FILE UTILITY MANUAL**

[http://epfindia.gov.in/site\\_docs/PDFs/UAN\\_PDFs/UAN\\_ForEmployers/Java\\_BulkTextFile\\_Manual\\_Ver1.1.pdf](http://epfindia.gov.in/site_docs/PDFs/UAN_PDFs/UAN_ForEmployers/Java_BulkTextFile_Manual_Ver1.1.pdf)

6. **MANUAL FOR PORTABILITY & FIRST TIME EMPLOYMENT**

[http://epfindia.gov.in/site\\_docs/PDFs/UAN\\_PDFs/UAN\\_ForEmployers/Manual\\_Portability-FirstTimeEmployment.pdf](http://epfindia.gov.in/site_docs/PDFs/UAN_PDFs/UAN_ForEmployers/Manual_Portability-FirstTimeEmployment.pdf)

## **NOTE::**

- Frequently Asked Questions regarding Registering Digital Signature Certificate can be seen from this link: '[FAQ](#)'
- Help Manual for handling Security Exception Errors during KYC Approval with Digital Signature Certificate (DSC) may be seen from this link: 'Help Manual'

**(Toll Free No. 18001-18005)**