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कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment, Government Of India
मुख्य कार्यालय/ Head Office



भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली - 110 066

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110 066

File No.IWU/7(31) /Application for COC/10677

Dated: 24.08.2017

To,

All Addl. C.P.F.Cs (Zones)

All R.P.F.Cs – In Charge (Regions)

Subject: Online System for generation of Certificate of Coverage –reg.

Sir,

1. Attention is drawn to circular of even no dated 31.07.2017, vide which information regarding the launch of the online system for generation of COC was conveyed & the physical application for COC was discontinued.
2. In continuation of the above, it is informed that IS Division has uploaded the Draft User Manual for International Workers Portal, version 1.01 (EPF) and 1.01(Employer) under the report head.
3. The detailed process flow regarding processing of application for obtaining 'COC received in the EPFO field offices in physical form (old format/new format) is attached as Annexure "A". The same be utilized for processing the application received prior to the launch of new application software.

(This issues with approval of CPFC)

Yours faithfully,

(R.M. Verma)

Additional Central PF Commissioner-II (IWU)



(IS Division)
Employees' Provident Fund Organisation
Ministry of Labour & Employment
Government of India

User Manual
for
“International Workers Portal”
Version 1.01 (22.08.2017)-
(For EPFO Field Offices)

Developed by:
National Data Centre,
Employees' Provident Fund Organisation,
Ministry of Labour & Employment,
Government of India

Document update History

S.No	Date of submission /change	Description	Document Version	Team
1	22.08.2017	Draft version for review	1.01	Sh. Dinesh Kumar Dharni,Deputy Director(CAIU) Sh. K. Sundara Raman, Assistant Director(CAIU) Sh. Jagmohan Pal, DPA(CAIU) Sh. Sumit, Developer Sh. Rahul, Developer

User Manual for International Workers Portal

HOME PAGE:- www.epfindia.gov.in under ONLINE SERVICES >> International Workers Portal>>
Login with DA Credentials.



The screenshot displays the homepage of the Employees' Provident Fund Organisation (EPFO) International Workers Portal. The header features the EPFO logo and the text "Employees' Provident Fund Organisation (A Statutory Body under Ministry of Labour & Employment, Government of India)". The main content area includes a world map graphic with silhouettes of people standing on it. To the right, there is a login section titled "International Workers Portal" with radio buttons for "EMPLOYER", "EPFO", and "FOREIGN AGENCIES". Below these are input fields for "User ID" and "Password", and "Login" and "Reset Password" buttons. A section titled "FOR INTERNATIONAL WORKERS:" lists three items: "1 APPLICATION FOR COC", "2 APPLICATION FOR EXTENSION OF COC", and "3 UPLOAD SIGNED APPLICATION FOR COC". At the bottom, a note reads "Dear Employers! use same login credential using for UNIFIED PORTAL(Employer)". The footer states "Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.21 - (13-08-2017)".

Employees' Provident Fund Organisation
(A Statutory Body under Ministry of Labour & Employment, Government of India)

International Workers Portal

☐ EMPLOYER ☒ EPFO ☐ FOREIGN AGENCIES

User ID:

Password:

FOR INTERNATIONAL WORKERS:

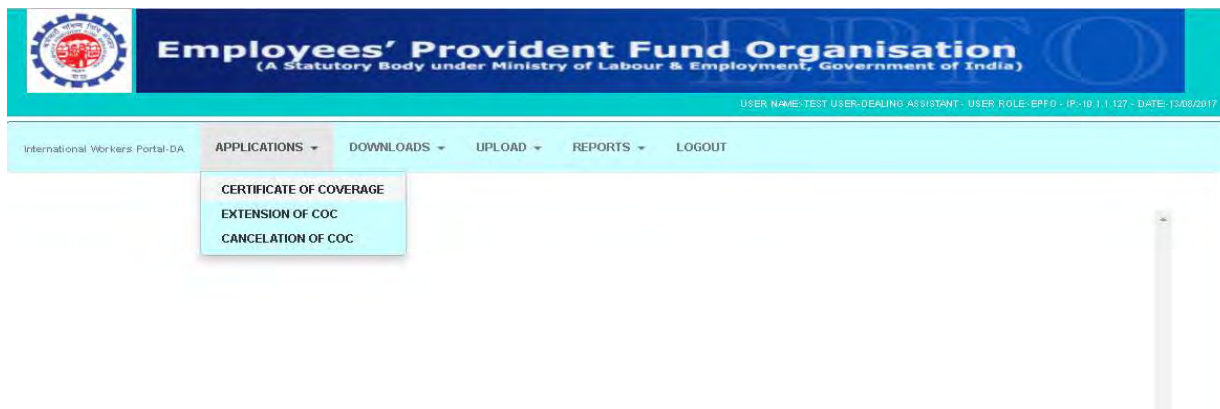
- 1 APPLICATION FOR COC
- 2 APPLICATION FOR EXTENSION OF COC
- 3 UPLOAD SIGNED APPLICATION FOR COC

4 DOWNLOAD CERTIFICATE OF COVERAGE

Dear Employers! use same login credential using for UNIFIED PORTAL(Employer)

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.21 - (13-08-2017)

Step 1 of 4:-Processing of Application for obtaining COC:-DA(IWU)



The screenshot shows the EPFO International Workers Portal (DA) interface with the "APPLICATIONS >> CERTIFICATE OF COVERAGE" table displayed. The table has the following columns: SN, REFNO, UAN, MEMBER ID, MIGRATED RECORDS, and SUBMITTED BY EMPLOYER. The table contains 15 rows of data.

SN	REFNO	UAN	MEMBER ID	MIGRATED RECORDS	SUBMITTED BY EMPLOYER
1	24809081700006038545	100298025454	PYBOM00100880000224685	N	22-08-2017 10:08:45
2	24811081700006038849	100558741912	PYBOM00113940000251964	N	17-08-2017 13:08:11
3	24808081700006038410	100601736328	PYBOM00113940000229447	N	17-08-2017 10:08:54
4	24811081700006038989	100290729258	PYBOM00113940000190854	N	16-08-2017 09:08:12
5	24814081700006039041	100107484487	PYBOM00113940000132733	N	16-08-2017 09:08:55
6	24814081700006039067	100100144706	PYBOM001139400001526465	N	16-08-2017 09:08:59
7	24803081700006037912	100780833586	PYBOM00113940000204689	N	08-08-2017 12:08:39
8	24830071700006037417	100291515352	PYBOM00100880000102595	Y	30-07-2017 19:07:34
9	24830071700006037518	100096050126	PYBOM00100880000070895	Y	30-07-2017 19:07:34
10	24830071700006037038	100303219210	PYBOM00100880000194235	Y	30-07-2017 19:07:33
11	24830071700006036694	100195367682	PYBOM00100880000087745	Y	30-07-2017 19:07:33
12	24830071700006036712	100087298255	PYBOM00100880000116936	Y	30-07-2017 19:07:33
13	24830071700006034811	100218529706	PYBOM00100880000101992	Y	30-07-2017 19:07:32
14	24830071700006035598	100085707826	PYBOM00100880000227797	Y	30-07-2017 19:07:32
15	24830071700006034840	100088260647	PYBOM00100880000099401	Y	30-07-2017 19:07:32

On selection of reference number, the details of the application will get displayed for approval.



Employees' Provident Fund Organisation

(A Statutory Body under Ministry of Labour & Employment, Government of India)

USER NAME: TEST USER/DEALING ASSISTANT - USER ROLE: EPFO - IP: 15.1.1.137 - DATE: 13/03/2017

International Workers Portal/DA APPLICATIONS DOWNLOADS UPLOAD REPORTS LOGOUT

DETAILS OF THE EMPLOYEE:

UAN*	100502123444	Member Id*	TNMAS00492330000062213
Employee Name*	TEST CASE	Date of Birth*	13-08-1969
Gender*	MALE	Nationality*	Indian
AADHAAR Number	Aadhaar	Mobile Number*	7777777777
Permanent Address*	154, VIJAYWADA DELHI	State	DELHI
		District	NORTH
		PIN	110006
Email- id*	xyz@gmail.com		

PASSPORT DETAILS: (Copy of passport to be enclosed)*

Attached passport *	
Passport No.*	ABC111111
Date of issue*	01-08-2015
Place of issue*	DELHI
Passport Valid upto*	31-07-2026
Scan copy of Passport (1st Page)*	

DETAILS OF PRESENT EMPLOYER IN INDIA

Establishment Name*	ALLSEC TECHNOLOGIES LTD.	Establishment PF code*	TNMAS0049233000
Establishment Address*	8/1, SUNDARAM SALAI, R.A.PURAM, CHENNAI, CHENNAI, TAMIL NADU, 600028		
Email ID*	abc@gmail.com		

**DETAILS OF THE EMPLOYER & PLACE OF WORK IN COUNTRY
(HAVING SOCIAL SECURITY AGREEMENT WITH INDIA) WHERE GOING TO WORK**

COUNTRY	AUSTRALIA	WORK PERMIT DETAILS:	From*	01-08-2017
Name of Firm/Est./Ship*	ABC LTD		To*	01-08-2018
Address*	SYDNEY	Email ID*	abc@hotmail.com	
		Contact Phone Number*	8888888888	
Signed PDF				
Employer Remarks [APPROVED 11/08/2017 05:08:25]		OK		
DA Remarks*		Submitted		
STATUS*		<input checked="" type="radio"/> APPROVE <input type="radio"/> REJECT		
		<input type="button" value="Submit"/>		

Download all the PDF files to view the scanned copy of Passport/Application duly signed by the Member and Employer. DA also can take the printout for further references. DA can approve or reject the application with a remarks and submitted it for APFC/RPFC- as the case may be for further action.

Step 2 of 4:-Processing of Application for obtaining COC:-APFC/RPFC(IWU)

HOME PAGE:-www.epfindia.gov.in under ONLINE SERVICES>>International Workers Portal >>
Login with Approver Credentials i.e. APFC/RPFC- as the case may be.



Employees' Provident Fund Organisation
(A Statutory Body under Ministry of Labour & Employment, Government of India)

International Workers Portal

☐ EMPLOYER ☒ EPFO ☐ FOREIGN AGENCIES

User ID:

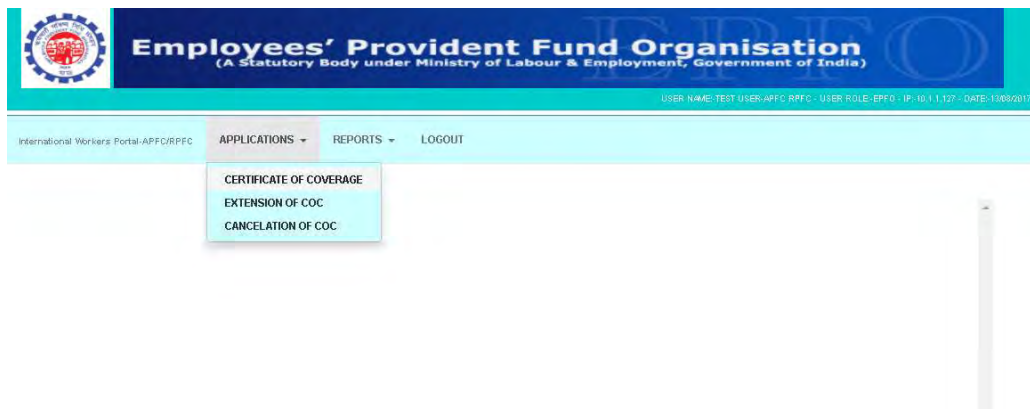
Password:

FOR INTERNATIONAL WORKERS:

- 1 APPLICATION FOR COC
- 2 APPLICATION FOR EXTENSION OF COC
- 2 UPLOAD SIGNED APPLICATION FOR COC
- 3 DOWNLOAD CERTIFICATE OF COVERAGE

Dear Employers! use same login credential using for UNIFIED PORTAL(Employer)

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APPLICATIONS FOR COC					
	REFNO	UAN	MEMBER ID	MIGRATED RECORDS	SUBMITTED BY DA
1	41011081700006037814	100502123444	TNMA000492330000062213	N	13/08/2017 11:08:50
2	41030071700006026894	100319837971	TNMA000313090000223667	Y	20/07/2017 12:07:00
3	41030071700006036446	41011081700006037814 7815621	TNMA000313090000205791	Y	20/07/2017 12:07:00
4	41030071700006036414	100381402389	TNMA000313090000191918	Y	20/07/2017 12:07:00
5	41030071700006037355	100771670405	TNMA000313090000316854	Y	20/07/2017 12:07:00
6	41030071700006027950	100394076135	TNMA000313090000190035	Y	20/07/2017 12:07:00
7	41030071700006031724	100004311793	TNMA000313090000259487	Y	20/07/2017 12:07:00
8	41030071700006031524	100593271978	TNMA000313090000317344	Y	20/07/2017 12:07:00
9	41030071700006031545	100286338921	TNMA000313090000137709	Y	20/07/2017 12:07:00
10	41030071700006033521	100381918942	TNMA000313090000212444	Y	20/07/2017 12:07:00
11	41030071700006032983	100380600845	TNMA000313090000207393	Y	20/07/2017 12:07:00
12	41030071700006032463	100594738773	TNMA000313090000327334	Y	20/07/2017 12:07:00
13	41030071700006032848	100201217475	TNMA000313090000188415	Y	20/07/2017 12:07:00
14	41030071700006032992	100284918228	TNMA000313090000316522	Y	20/07/2017 12:07:00
15	41030071700006033011	100070348041	TNMA000313090000299671	Y	20/07/2017 12:07:00

On selection of reference number, the details of the application will get displayed for approval.


Employees' Provident Fund Organisation
(A Statutory Body under Ministry of Labour & Employment, Government of India)

USER NAME: TEST USER-APFC/RPFC - USER ROLE: EPFO - IP: 10.1.1.127 - DATE: 13/08/2017

International Workers Portal-APFC/RPFC
APPLICATIONS ▾
REPORTS ▾
LOGOUT

DETAILS OF THE EMPLOYEE:

UAN*	100502123444	Member Id*	TNMAS0049233000062213
Employee Name*	TEST CASE	Date of Birth*	13-08-1969
Gender*	MALE	Nationality*	Indian
AADHAAR Number	Aadhaar	Mobile Number*	7777777777
Permanent Address*	154, VJAYWADA DELHI	State	DELHI
		District	NORTH
		PIN	110006
Email- id*	xyz@gmail.com		

PASSPORT DETAILS: (Copy of passport to be enclosed)*

Attached passport *	
Passport No.*	ABC111111
Date of issue*	01-08-2015
Place of Issue*	DELHI
Passport Valid upto*	31-07-2026
Scan copy of Passport (1st Page)*	

DETAILS OF PRESENT EMPLOYER IN INDIA

Establishment Name*	ALLSEC TECHNOLOGIES LTD.
Establishment PF code*	TNMA0049233000
Establishment Address*	8/1, SUNDARAM SALAI, R.A.PURAM, CHENNAI, TAMIL NADU, 600028
Email ID*	abc@gmail.com

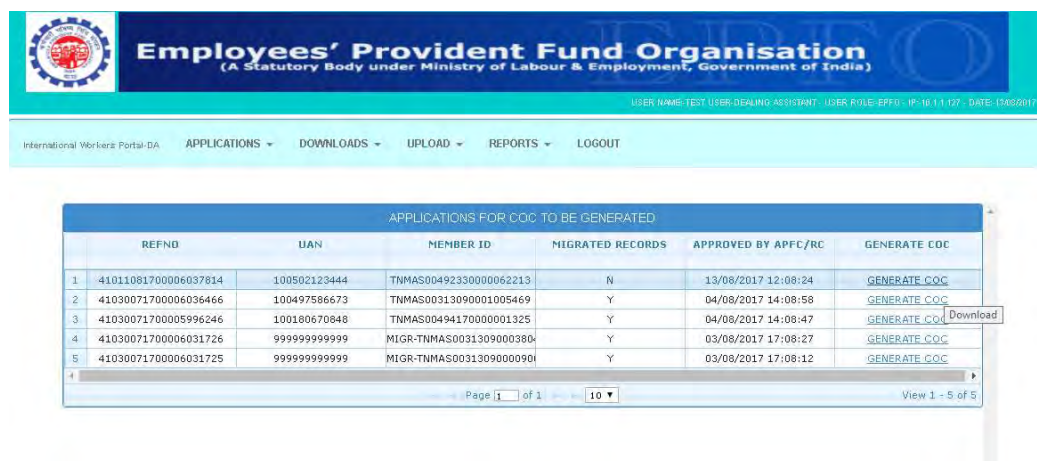
**DETAILS OF THE EMPLOYER & PLACE OF WORK IN COUNTRY
(HAVING SOCIAL SECURITY AGREEMENT WITH INDIA) WHERE GOING TO WORK**

COUNTRY	AUSTRALIA	WORK PERMIT DETAILS:	From*	01-08-2017
			To*	01-08-2018
Name of Firm/Est./Ship*	ABC LTD	Email ID*	abc@hotmail.com	
Address*	SYDNEY	Contact Phone Number*	8888888888	
Signed PDF				
Employer Remarks		OK		
DA Remarks		Submitted		
APFC/RPFC Remarks*		OK		
STATUS*		<input checked="" type="radio"/> APPROVE <input type="radio"/> REJECT		
<input type="button" value="Submit"/>				

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India Version 2.21 - (13-08-2017)

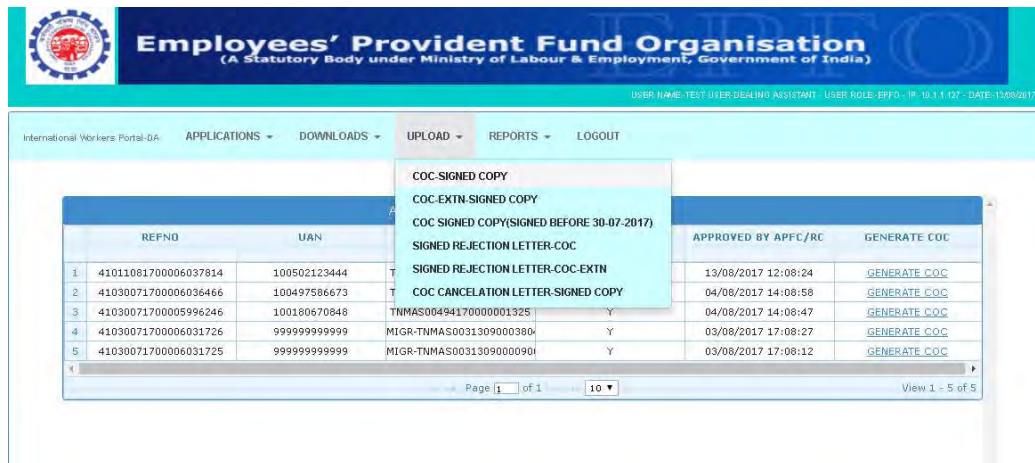
APFC/RPFC(IWU) can view all the PDF files (scanned copy of Passport/Application duly signed by the Member and Employer). APFC/RPFC(IWU) may approve or reject the application with a remarks and returned back to concerned DA for generation of COC/Rejection letter.

Step 3 of 4:- Generation of Certificate of Coverage:-DA(IWU)



After click on GENERATE_ COC, the certificate of coverage will be generated and available for download in PDF. After download the certificate of coverage, DA will process the COC in physical file for signature of competent authority.

Step 4 of 4:- Upload of Certificate of Coverage (Signed Copy):-DA(IWU)



The screenshot shows the EPFO portal interface. At the top, the header includes the EPFO logo and the text "Employees' Provident Fund Organisation (A Statutory Body under Ministry of Labour & Employment, Government of India)". Below the header, there is a navigation bar with links: "International Workers Portal-DA", "APPLICATIONS", "DOWNLOADS", "UPLOAD", "REPORTS", and "LOGOUT". The "UPLOAD" menu is open, showing options: "COC-SIGNED COPY", "COC-EXTN-SIGNED COPY", "COC SIGNED COPY(SIGNED BEFORE 30-07-2017)", "SIGNED REJECTION LETTER-COC", "SIGNED REJECTION LETTER-COC-EXTN", and "COC CANCELLATION LETTER-SIGNED COPY". Below the menu, a table displays application records with columns: REFNO, UAN, and APPROVED BY APFC/RC. The table contains 5 rows of data. At the bottom of the table, there is a pagination bar showing "Page 1 of 1" and "View 1 : 5 of 5".

REFNO	UAN	APPROVED BY APFC/RC	GENERATE COC
1	41011081700006037814	100502123444	GENERATE COC
2	41030071700006036466	100497586673	GENERATE COC
3	41030071700005996246	100180670848	GENERATE COC
4	41030071700006031726	999999999999	GENERATE COC
5	41030071700006031725	999999999999	GENERATE COC



The screenshot shows the "Upload Signed Certificate of Coverage" form. The form has a header "UPLOAD SIGNED CERTIFICATE OF COVERAGE" and an "Exit" button. Below the header, there is a "Reference No." field with the value "24823072017075000089". Below the reference number, there is an "Upload File (if any .PDF Format)" field with a "Browse..." button and the text "No file selected.". Below the file upload field, there is a "Submit" button. At the bottom of the form, there is a green error message box that reads: "Incorrect file name order.pdf. The file name must be 24823072017075000089_COC_Signed.pdf."

The file name of signed copy of COC must be as:-

reference number_COC_Signed.pdf

Precaution: Before upload the COC, DA should verify the correctness of PDF file to be uploaded with the concerned reference number.

To view the status regarding Certificate of Coverage, a detailed Dashboard has been provided under the Report >> Status of COC.

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The detailed information regarding any of the line item can be downloaded in excel form for further reference.

Processing of Applications for obtaining COC received in field office in physical form (Old format/New Format):-

A. Applications have been entered in the old IW software and migrated into IW Portal:-

EPFO field offices may process the application in the IW Portal by using physical copy of application form (Old Format/New Format) duly signed by Member & Employer along with other enclosures like copy of passport.

B. Applications yet to be entered (Old Format/New Format):-

EPFO field offices may process the application in the IW Portal by feeding the data using option available in the Homepage of International Workers Portal under "For International Workers >> Application for obtaining COC" and upload scanned copies of application and passport to enable employer to re-submit the application online so that the COC application can be processed in the new IW Portal.