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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**
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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)

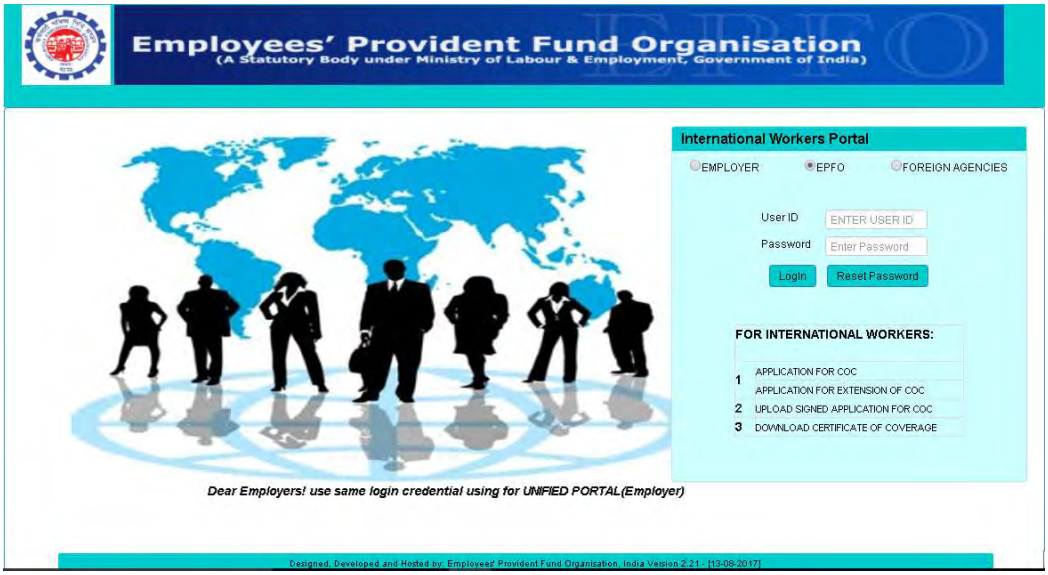
Developed by:
National Data Centre,
Employees' Provident Fund Organisation,
Ministry of Labour & Employment,
Government of India

Document update History

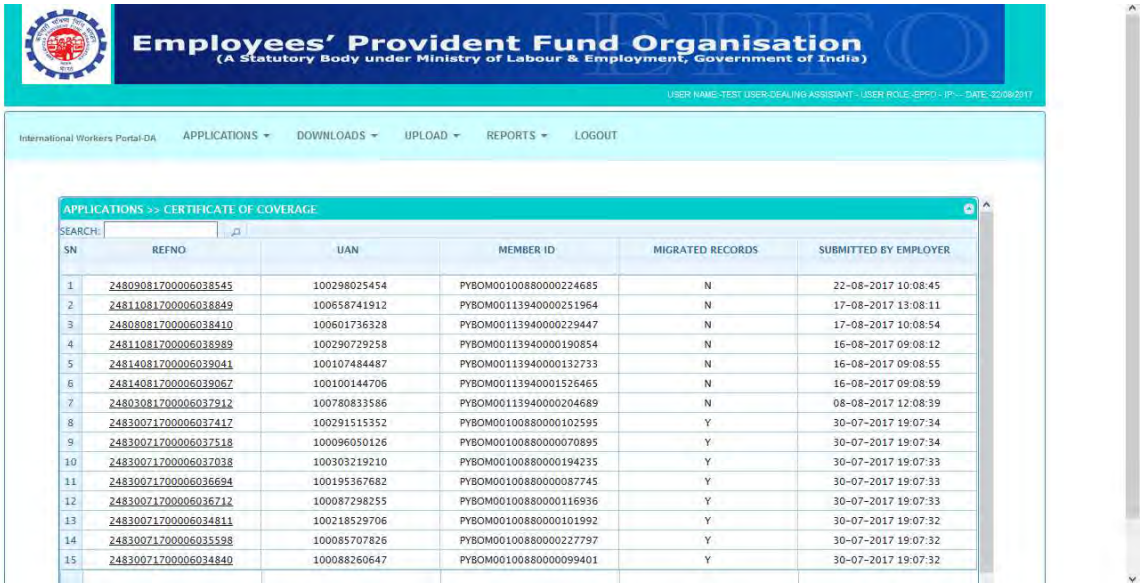
S.No	Date of submission /change	Description	Document Version	Team
1	**22.08.2017**	**Draft version for review**	**1.01**	Sh. Dinesh Kumar Dharni,Deputy Director(CAIU) Sh. K. Sundara Raman, Assistant Director(CAIU) Sh. Jagmohan Pal, DPA(CAIU) Sh. Sumit, Developer Sh. Rahul, Developer

User Manual for International Workers Portal

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

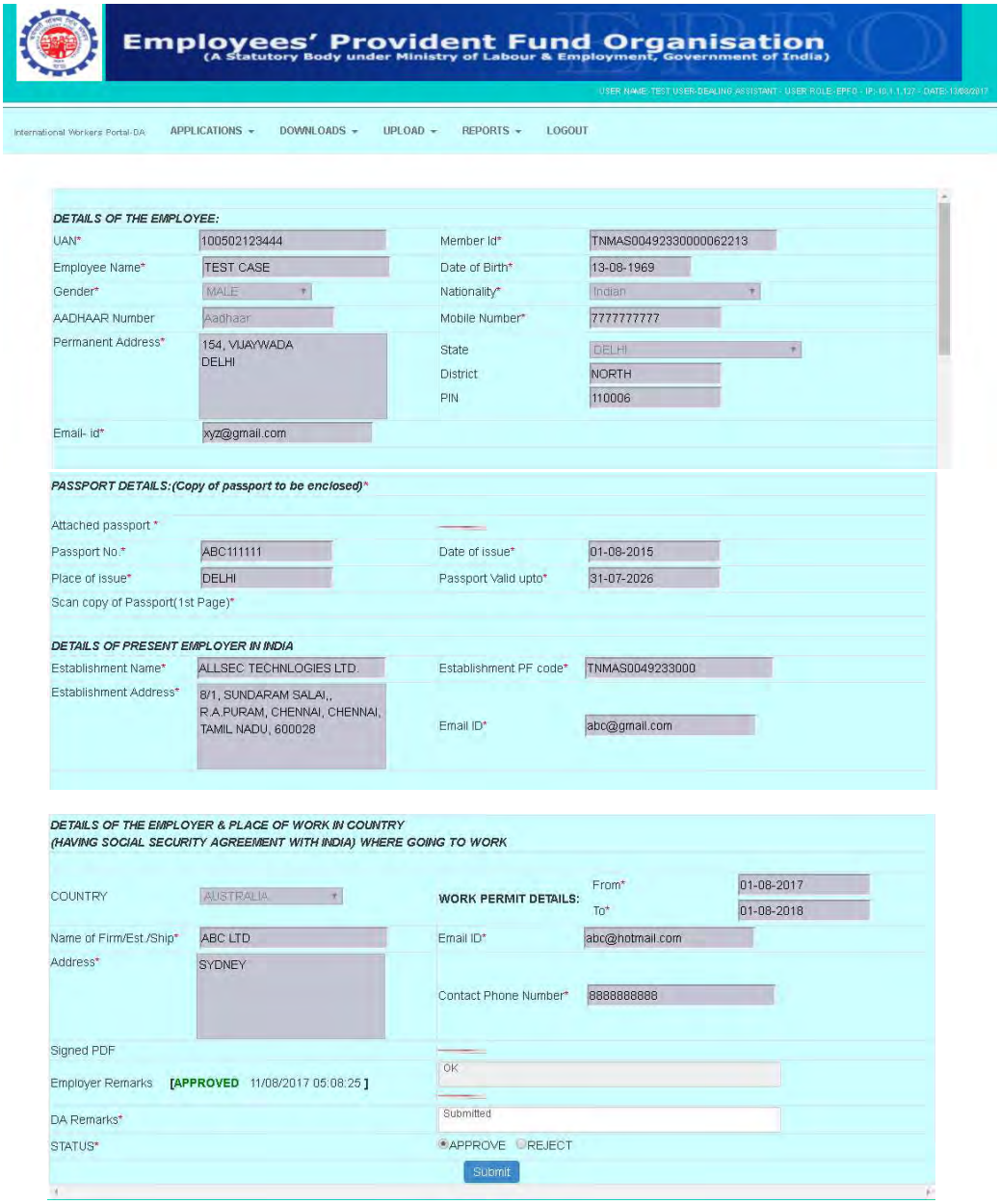


Step 1 of 4:-Processing of Application for obtaining COC:-DA(IWU)



SN	REFNO	UAN	MEMBER ID	MIGRATED RECORDS	SUBMITTED BY EMPLOYER
1	24809081700006038545	100298025454	PYBOM00100880000224685	N	22-08-2017 10:08:45
2	24811081700006038849	100658741912	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	PYBOM00113940001526465	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

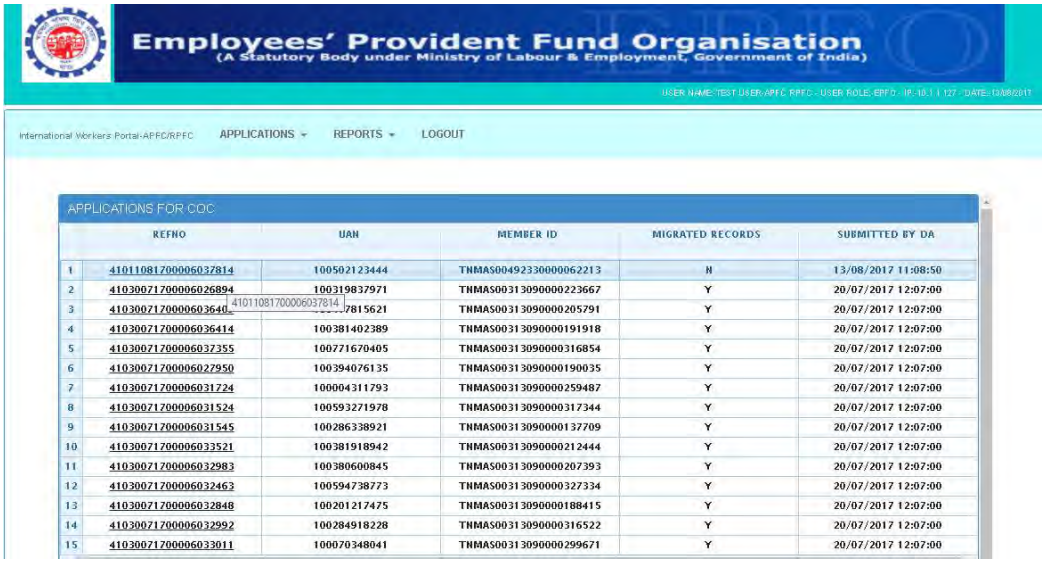
On selection of reference number, the details of the application will get displayed for approval.



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)

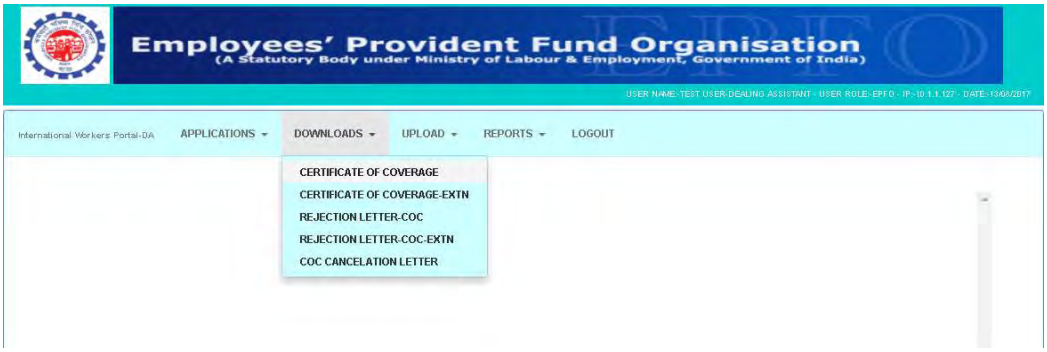
HOME PAGE:-www.epfindia.gov.in under ONLINE SERVICES>>International Workers Portal >> Login with Approver Credentials i.e. APFC/RPFC- as the case may be.

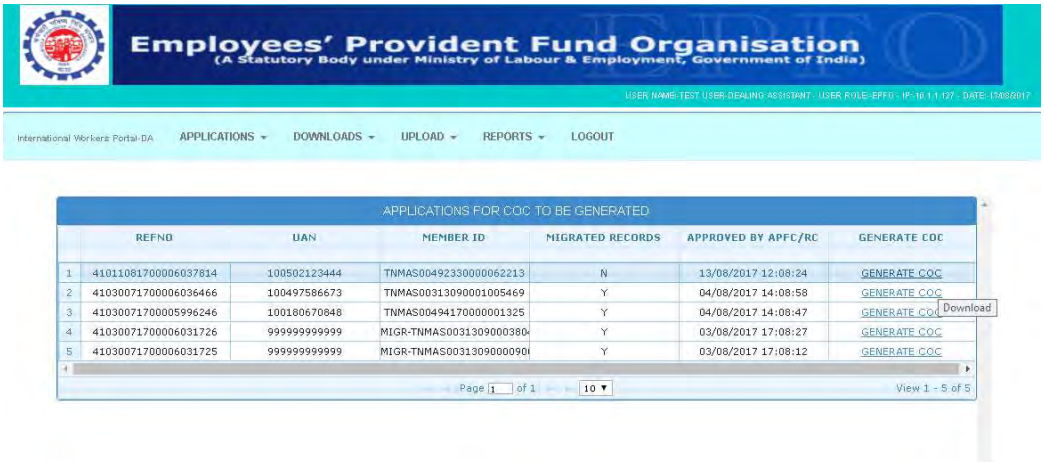


On selection of reference number, the details of the application will get displayed for approval.

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.

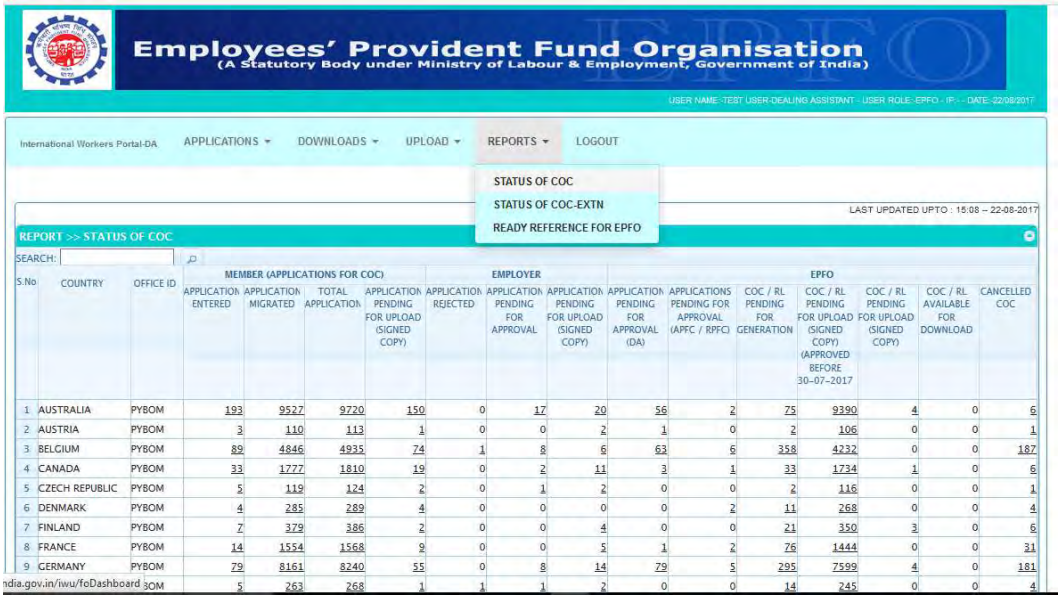
Step 4 of 4:- Upload of Certificate of Coverage (Signed Copy):-DA(IWU)

The 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.



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

Annexure- 'A'

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 alongwith 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.