

Through Web Circulation

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कर्मचारी भविष्य निधि संगठन
(श्रम मंत्रालय भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour, Govt. Of India)

मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110066
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www.epfindia.gov.in/www.epfindia.nic.in

No. IS/Project I- Transfer claims / 8675
To

Dated: ,

10 JUL 2014

- 1.All Additional CPFCs(Political States)
- 2.All RPFCs-I, In-charge of Regions
- 3.All OICs, SROs.

Sub:-Registration of Digital Signature Certificates of the Authorized Signatories of the Exempted Trusts - Extension of Online Transfer Claim Portal (OTCP) to facilitate the transfer from exempted to un-exempted establishments.

Sir,

In order to extend the Online Transfer Claim Portal (OTCP) launched in October 2013 to facilitate transfer of PF accumulations of members from exempted to un-exempted establishments, a functionality for online process has been designed. The functionality in the portal for online submission of Annexure-K alongwith Payment Invoice requires digital signatures authentication by the Trusts. For the purpose, the Digital Signature Certificate (DSC) of authorised signatory of the Trust is to be registered with EPFO.

2. The process for registration of the DSC of the authorised signatory has been developed and tested. The process flow for the registration of the authorised signatory of Trust is same as that of the authorised signatory for the establishment. The process is explained as below:

- (i) The employer would fill up the details of the authorised signatories of the Trust in the facility provided only to the exempted establishments in the OTCP portal in the link "**Registration of DSC for Exempted Trusts**" under the tab "**Digital Signatures**". The name, designation and mobile number of the authorised signatories of the Trust would be furnished by the employer. The employer can then upload the digital certificates of the authorised signatories of the Trust. The employer can upload the details of maximum of three authorised signatories.

- (ii) A letter (in duplicate) is required to be printed by the employer after uploading the digital signature of each authorised signatory of the Trust. The print button given on the same page can be used for the purpose.
- (iii) The letter is to be signed by the employer for authorising the authorised signatories of the Trust for the purpose.
- (iv) The letter printed for the purpose would also be signed by the authorised signatories of the Trust in the relevant column. This would help in the updation of signatures of authorised signatories with the field offices.
- (v) The letter (in duplicate) is to be submitted to the concerned field offices, where a pending task would be created in the RO/SRO admin portal (for OTCP). The format of letter is placed at Annexure-A.
- (vi) The Nodal Officer in each office would receive the letter and would send the letter (in duplicate) to the respective accounts group for verification.
- (vii) The Dealing Assistant in accounts group would verify the signature of the employer from the office record. He would keep one copy of letter received from the establishment for its record and for specimen signature of authorized signatory of the Trust. He would return the other copy of the letter to the nodal officer after verification and approval by APFC of accounts group.
- (viii) On the receipt of above approval of APFC, accounts group, the nodal officer would approve the pending task in RO/SRO admin portal (for OTCP) for registration of digital signature of the authorised signatory of the Trust.
- (ix) The authorised signatory of the Trust can then use the digital signature to digitally sign the Payment Invoice for NEFT Transfer of PF accumulations from exempted establishment to Un-exempted establishment.
- (x) In case the employer wants to revoke the signature of the Authorised Signatory of the Trust, he will have the option to do so at Online Transfer Claim Portal (OTCP) through EPFO website. On revocation, the digital signatures of the respective signatory of the Trust would be suspended and any document signed digitally by the respective

signatory would be rejected. A letter (in duplicate) is required to be printed by the employer after revoking the digital signatures of the respective signatory on the portal, which would then be required to be submitted by the employer to the EPFO office for completion of the revocation process at portal and for required action in respect of physical signatures. The format of the revocation letter is placed at Annexure 'B'. The printout of this request letter for revocation can be taken by the employer from same portal. The remaining process for revocation is same as the process for registration of signature.

3. The process flow for the registration of Digital Signature Certificate of the Authorised Signatory of Trust is placed at annexure 'C'. It is expected that all out efforts would be made to familiarize the exempted establishments/Trusts under your jurisdiction about this facility and ensure that all of them have registered the Digital Signature Certificates of the Authorised Signatory of the Trust with EPFO within a month's time.

Yours faithfully,



(Sanjay Kumar)

Additional Central P.F. Commissioner (IS)

Copy to:-

- 1 All CBT Members, EPF.
- 2 FA&CAO
- 3 Chief Vigilance Officer
- 4 All Addl. CPFCs, Head Office, EPFO.
- 5 PS to CPFC
- 6 Director(Audit)
- 7 Web Administrator with request to upload the circular in website.

Annexure-A

Letter No.:

Date:

[To be submitted on company letter head in duplicate to <<Field Office>>]

To,

The Regional Provident Fund Commissioner,
<<Address of field office>>

Ref: Trust Name: <<TRUST NAME>> (for Establishment ID: << Establishment Code No .>>)

Sub: Submission of Authorized Signatory of Exempted Trust with respect to <<TRUST NAME>> for Establishment ID << Establishment Code No .>> for Payment Invoice for Annexure-K/returns/documents for related matters in EPFO-reg.

Sir,

The following official is hereby authorized to deal with all correspondences including signing of Payment Invoice for Annexure-K/returns/other documents for <<TRUST NAME>> in connection with EPF matters. The specimen signature of the official are placed below in the prescribed space.

2. The digital signature of the authorized signatory has been uploaded on the portal to digitally sign and forward Payment Invoice for Annexure K/returns to EPFO. Necessary action may kindly be taken to enable the digital signature at your end.

S. No.	Name of the Authorized Signatory of Trust	Designation and Mobile No.	Specimen Signature	Digital Signature Valid Upto
1.			1.	
			2.	
			3.	

3. I undertake that:

(a) In case of expiry of validity of digital signature of the authorized signatory, the digital signature in respect of the respective authorized signatory would be uploaded on the portal after its renewal.

(b) In case of de-authorization of the above official before expiry of the validity of digital signature, the same would be revoked from the Portal instantly and EPFO would be informed about the same by submitting revocation request letter immediately for completion of the revocation process.

(c) The specimen signatures of the authorized signatory as above would, however, be valid for physical documents/ returns till a request letter for the revocation of the authorized signatory is submitted in the EPFO office.

Thanking you,

Yours faithfully,

(Signatures of employer with Company Seal)

For EPFO Office Use

Signature of employer verified from EPFO office records

Signature of Dealing Assistant with name stamp
Date:

Signature of Assistant Commissioner with name stamp
Date:

Approved on RO/SRO admin Portal

Signature of Nodal officer with name stamp
Date:

Annexure-B

Letter No:

Date:

[To be submitted on company letter head in duplicate to <<Field Office>>]

To,

The Regional Provident Fund Commissioner,
<<Address of field office>>

Ref: Trust Name: <<TRUST NAME>> (for Establishment ID: << Establishment Code No .>>)

Sub: Revocation of Authorized Signatory Information with respect to <<TRUST NAME>> for Establishment ID: << Establishment Code No .>> for Payment Invoice for Annexure-K/returns/documents related matters in EPFO- regarding.

Sir,

It is hereby informed that following signatory for Trust authorized earlier to deal with all correspondences including signing of Payment Invoice for Annexure-K/returns/documents in connection with EPF matters have been revoked on the portal. The following official is no longer authorized to attest and forward Payment Invoice for Annexure-K/returns/documents either through his digital signature or through his signature on physical documents/returns.

2. Necessary action may kindly be taken to revoke the digital signature and physical signature of the following person at your end.

S.No	Name of Authorised Signatory of Trust	Designation
1.		

Thanking you,

Yours faithfully,

(Signature of employer with Company Seal)

For EPFO Office Use

Signature of the employer verified from EPFO office records

Signature of Dealing Assistant with name stamp
Date:

Signature of Assistant Commissioner with name stamp
Date:

Revocation done on RO/SRO admin Portal

Signature of Nodal officer with name stamp
Date:

Process flow for Registering Digital Signature Certificate of Authorised Signatory of Trust

For digital authentication of payment invoice for Annexure-K/ Returns/ other documents in connection with EPF matters to be submitted by exempted trust, the trust/employer is required to register Digital Signature Certificate (DSC) of authorized signatory of the Trust with EPFO. Digital Signature Certificate of class 2 and class 3 category issued by a licensed Certifying Authority (CA) need to be registered for the purpose.

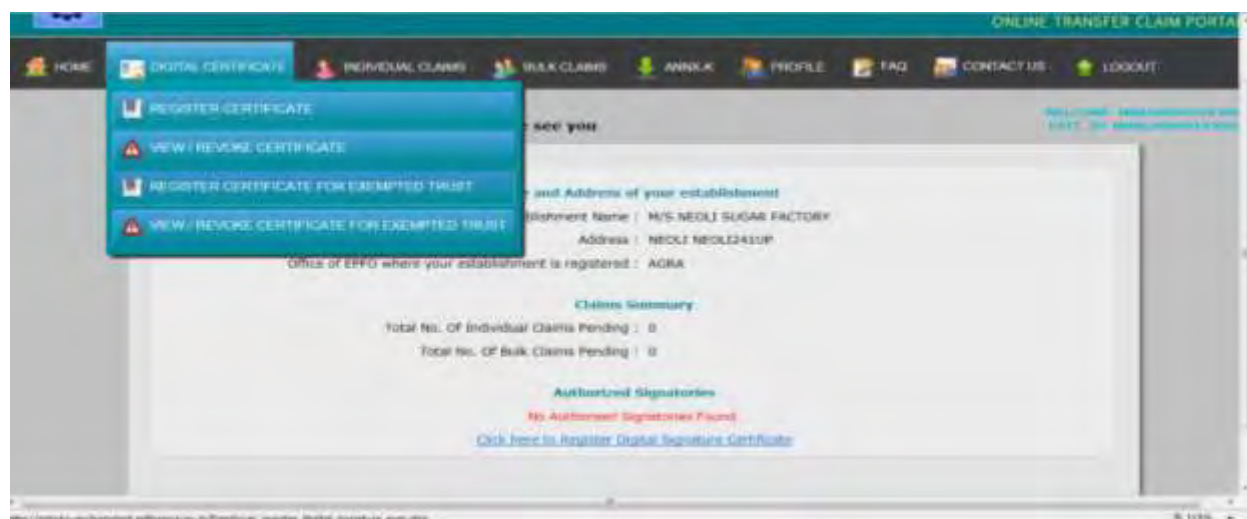
Please click the Online Transfer Claim Portal (For Employers) at Homepage of EPFO website. Following screen will appear.



User name and password for this portal is same as is already being used in ECR Portal by the establishments.

(Here it must noted that the details available in the process flow have been entered only for the testing of the application and has been reproduced for demonstration purpose only):

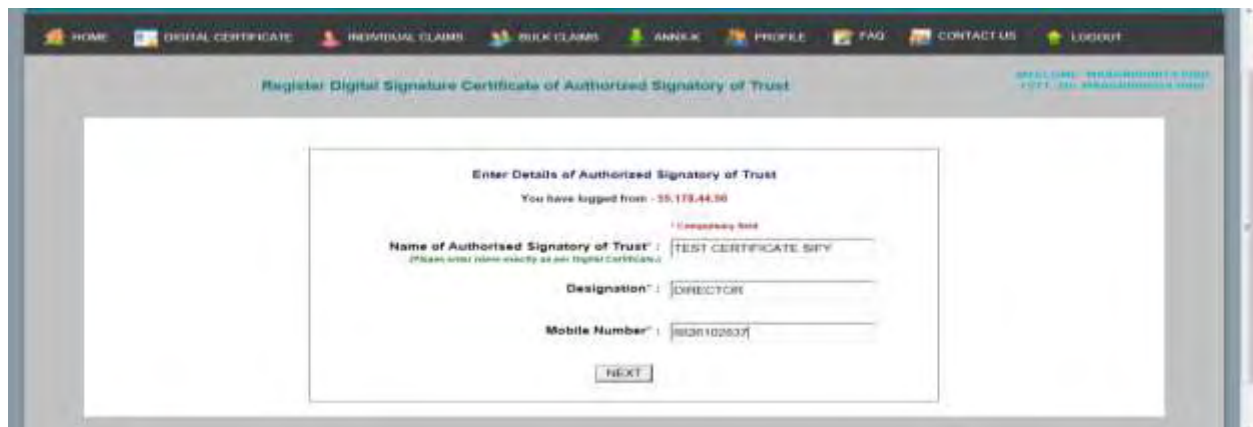
After login the screen shows as:



On the menu bar, place cursor on digital certificate. Four options would be displayed.

- 1) Register Certificate
- 2) View/Revoke Certificate
- 3) Register Certificate for Exempted Trust
- 4) View/ Revoke Certificate for Exempted Trust

Click on **Register Certificate for Exempted Trust** to register the Digital Signature Certificate of authorized signatory of Exempted Trust. When employer clicks on Register Certificate for Exempted Trust, following form will appear for capturing basic details of Authorized Signatory.



Register Digital Signature Certificate of Authorized Signatory of Trust

Enter Details of Authorized Signatory of Trust

You have logged from - 55.173.44.50

Name of Authorized Signatory of Trust :

Designation :

Mobile Number :

Please fill the relevant information and press NEXT button.

NOTE: ALL FIELDS ARE MANDATORY IN ABOVE SCREEN. NAME SHOULD EXACTLY BE SAME AS IN DIGITAL SIGNATURE CERTIFICATE.

After clicking on NEXT button, the screen will display following types of Digital Signature Certificate. You have to select one type of digital signature certificate, as is available with the authorized signatory.

- 1) Sign with .PFX file
- 2) Sign with your USB token.



Employees' Provident Fund Organisation, India

ONLINE TRANSFER CLAIM PORTAL

Register Digital Signature Certificate of Authorized Signatory of Trust

Select type of Digital Signature Certificate

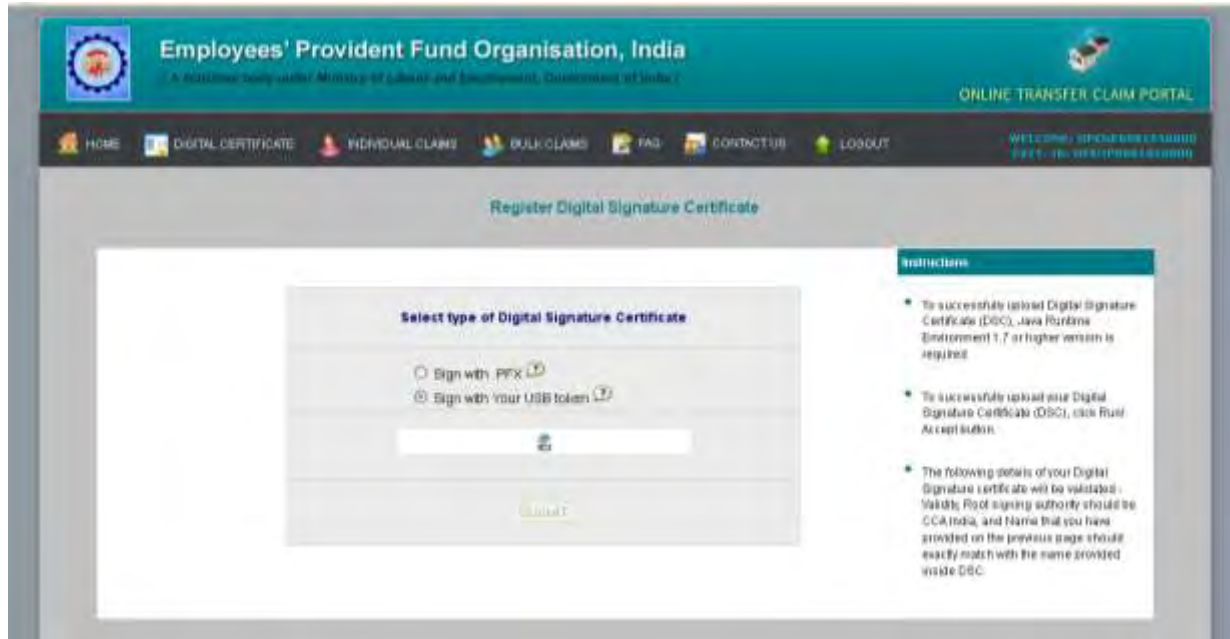
Sign with .PFX file

Sign with Your USB token

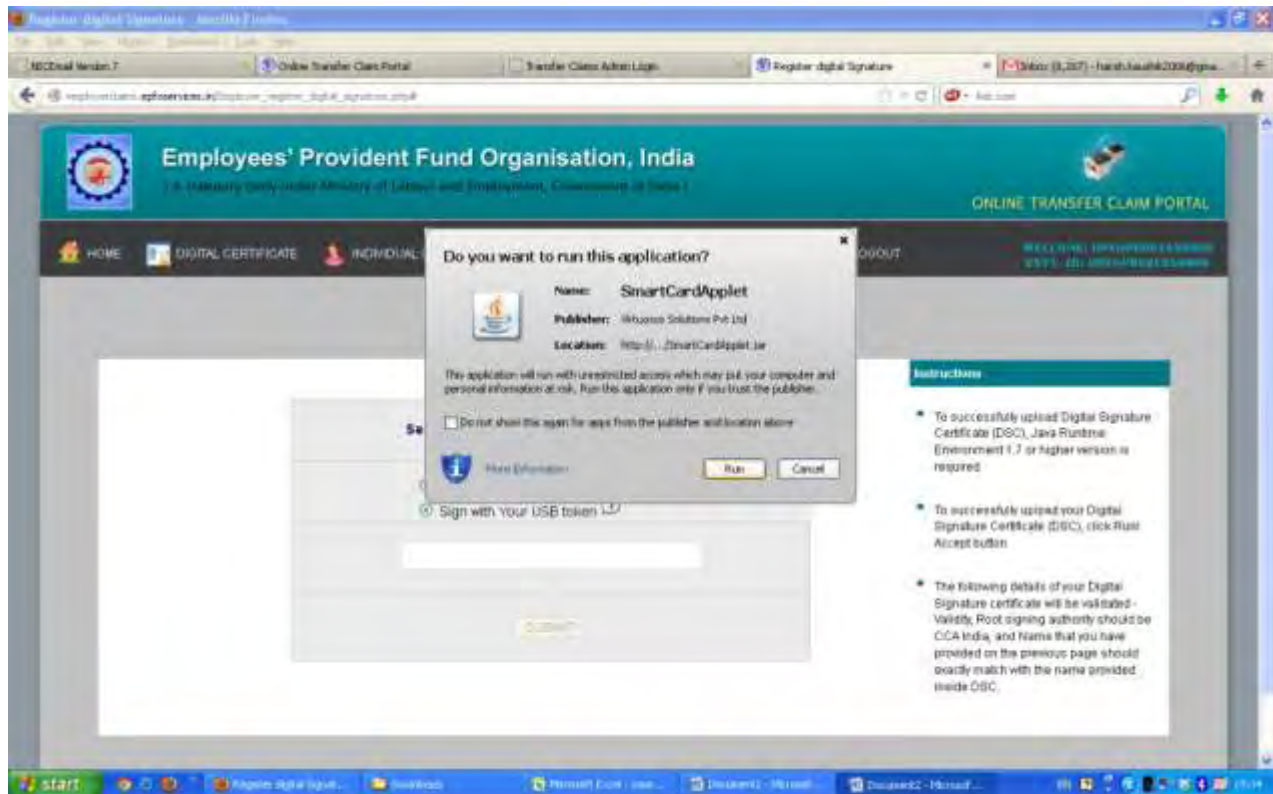
Instructions

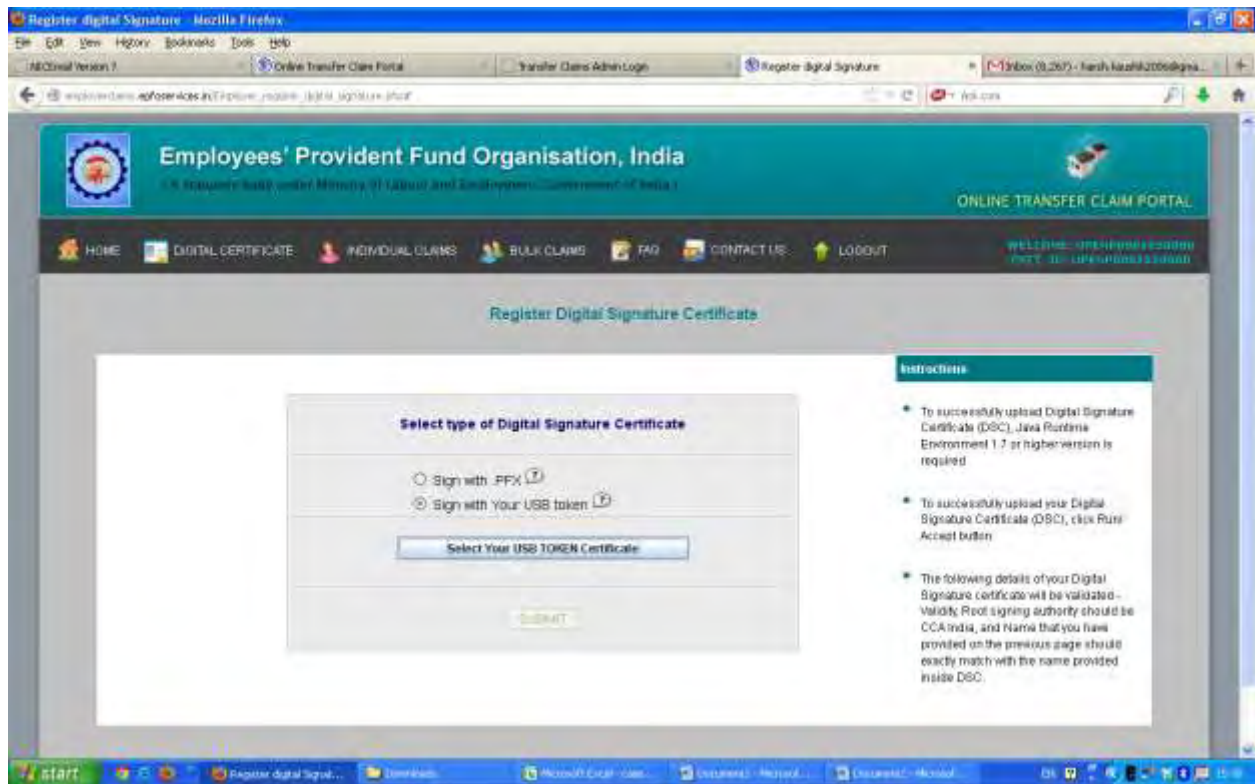
- * Install Java Runtime Environment 1.7 or above to successfully upload Digital Signature Certificate (DSC)
- * If you are shown any security warning window during the process, please click 'Run' 'Accept' button to successfully upload your Digital Signature Certificate
- * The following details of your Digital Signature certificate will be validated - Validity, Root signing authority should be CCA India, and Name that you have provided on the previous page should exactly match with the name provided

Selecting any one of option, system will load the digital signature. (In this example we have selected “Sign with Your USB token”).



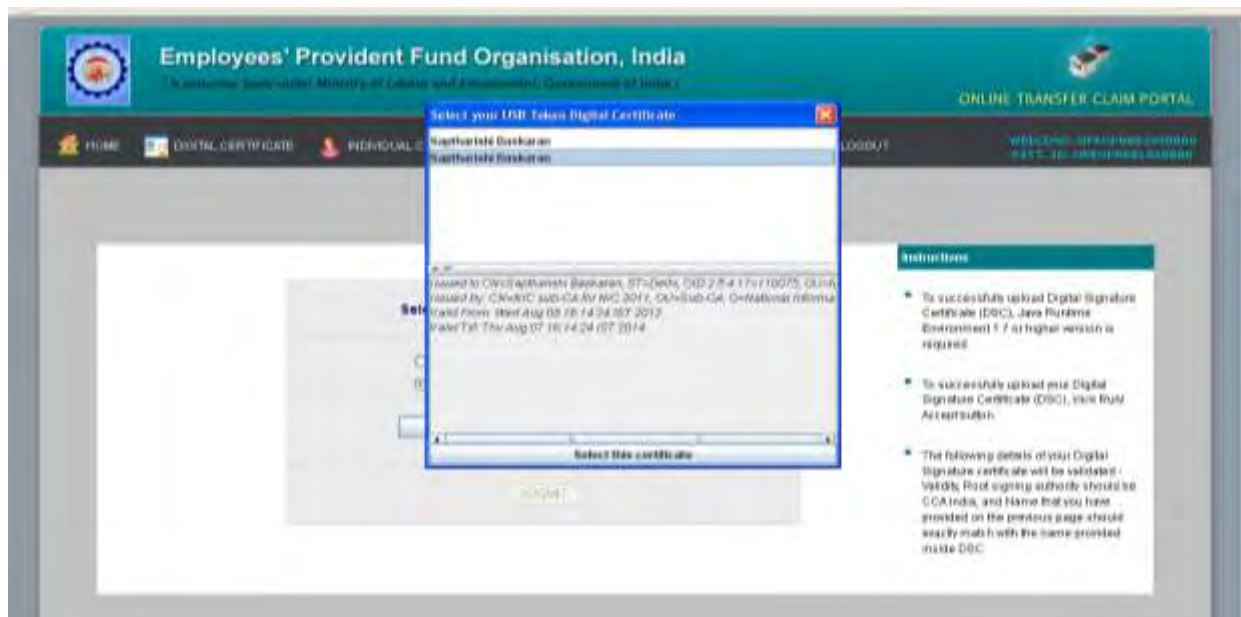
When employer selects one radio button system will run a java applet (Smart CardApplet). It will show a message box “Do you want to run this application”? Click on **run** button.

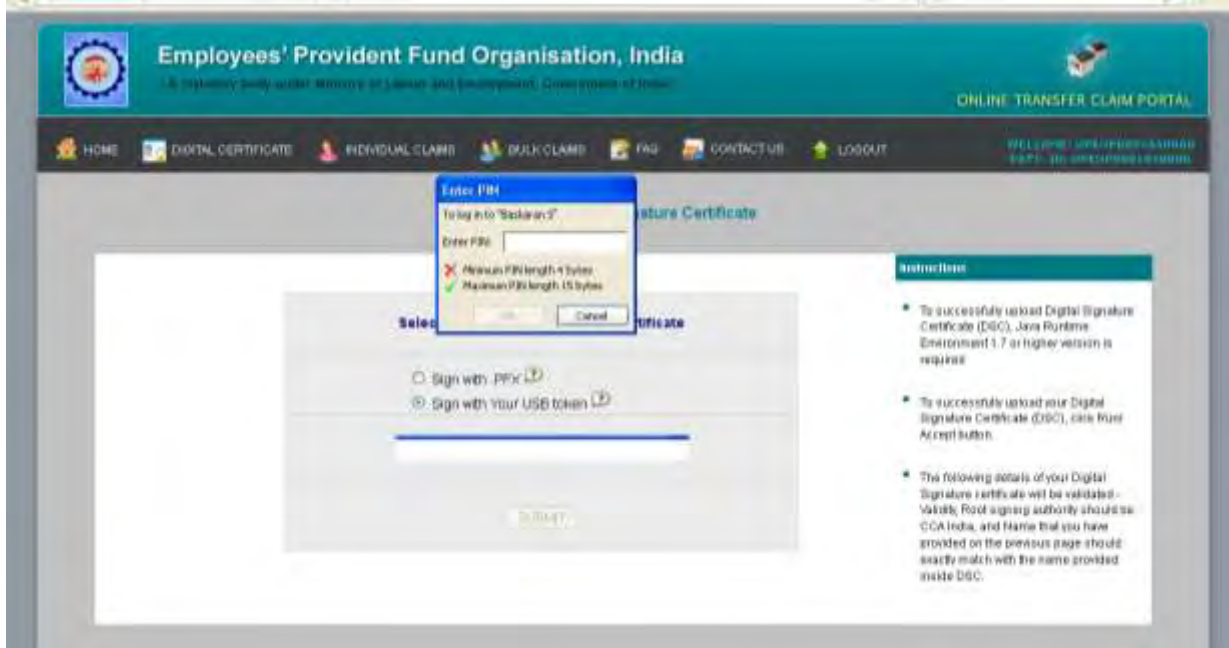




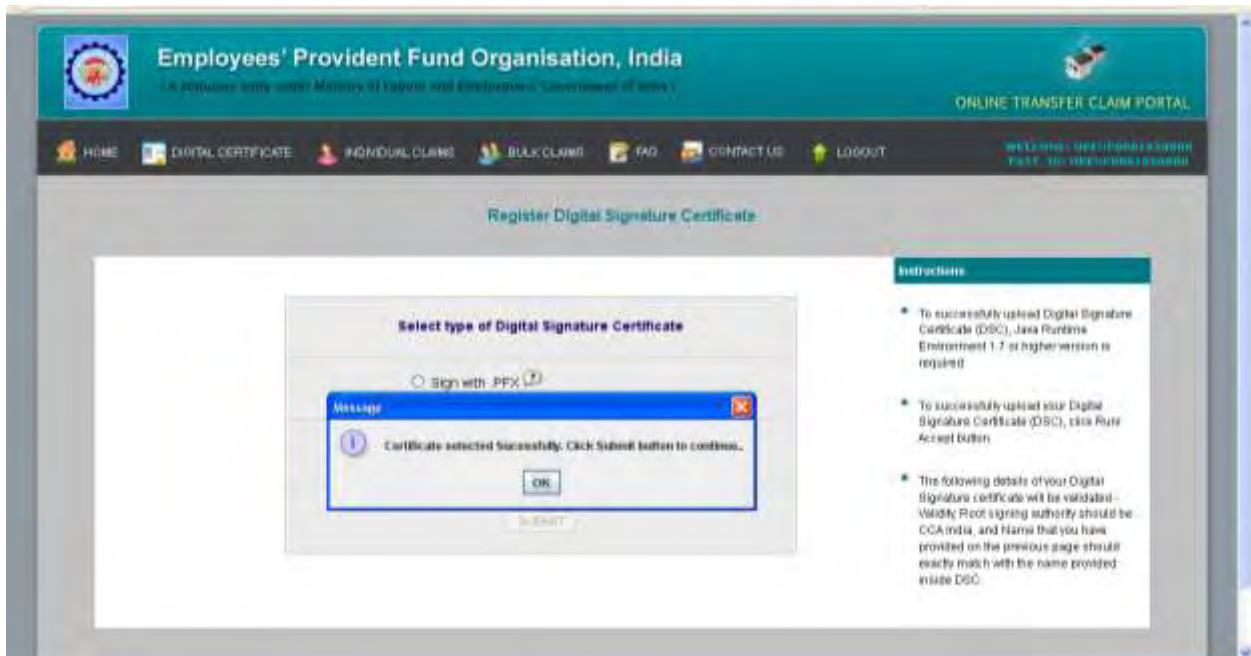
After clicking on any one of radio button of the options, the button **“Select Your USB TOKEN Certificate”** or **“Select Your .PFX file Certificate”** will be enabled depending on which option (USB Token/.PFX) has been selected. Please click on this button. After clicking this button a message box containing name of the digital signature holder will appear.

Please select the name of Authorized signatory having DSC from message box and press **“Select this Certificate”** button.

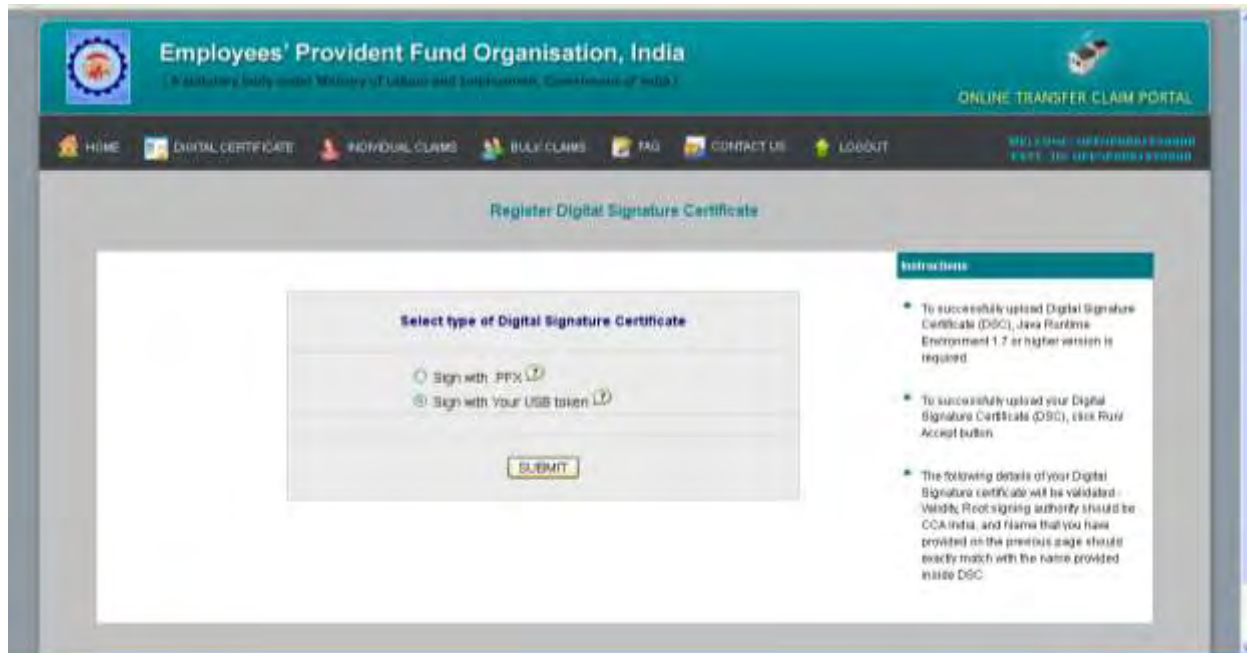




Select your USB Token Certificate it will show a dialog box “Enter Pin”. Enter PIN and click on OK Button.



It will display a message box “Certificate selected successfully. Click Submit button to continue”. Click on OK button.

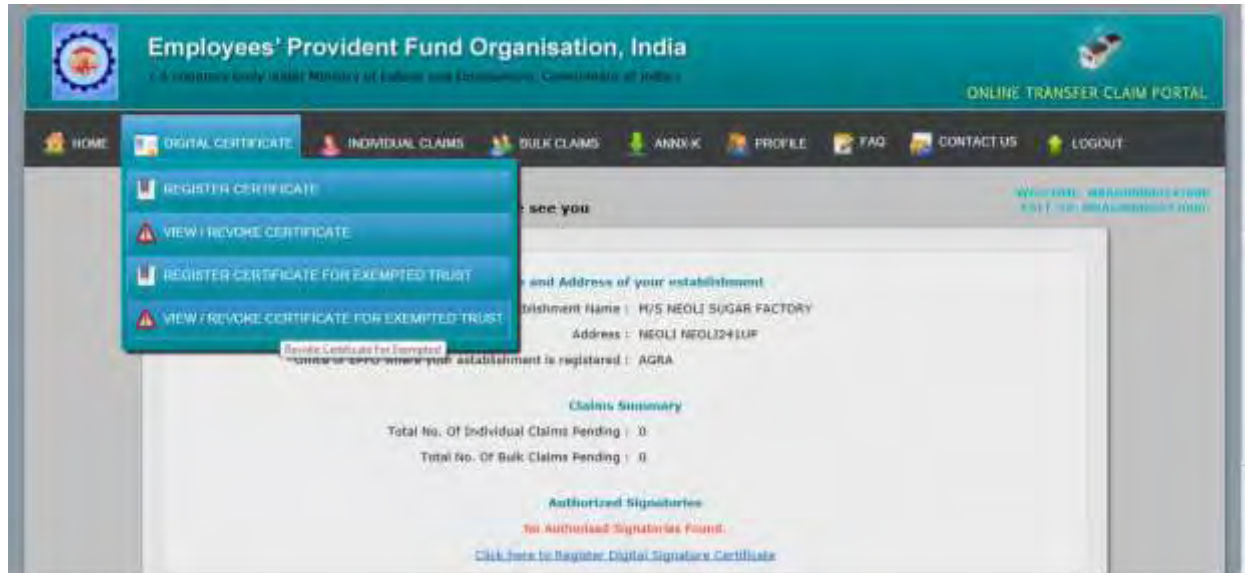


Click on **SUBMIT** button.



Process flow for Revocation of Digital Signature Certificate of Authorised Signatory of Trust

After login on the Online Transfer Claim Portal (For Employers), the screen shows as:



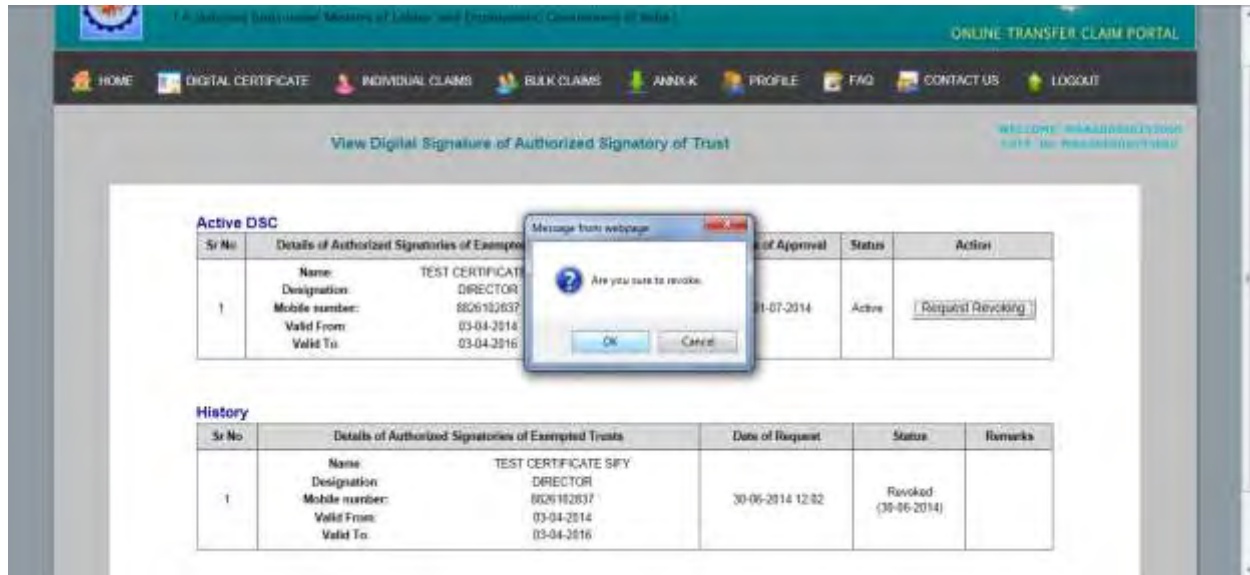
On the menu bar, place cursor on digital certificate. Four options would be displayed.

- 1) Register Certificate
- 2) View/Revoke Certificate
- 3) Register Certificate for Exempted Trust
- 4) View/ Revoke Certificate for Exempted Trust

Click on **View/ Revoke Certificate for Exempted Trust** to register the Digital Signature Certificate of authorized signatory of Exempted Trust. When employer clicks on View/ Revoke Certificate for Exempted Trust, following screen would appear.



Click on button "Request Revoking". The following screen would appear.



Click on "OK" button.



The Digital Signature Certificate has been blocked for online authentication of documents on the portal of EPFO. To complete the process of revocation of the digital signature and physical signature of the authorized signatory, please print the request letter available in pdf format on the screen and send the duly signed letter to your respective EPFO office.

It may be noted that the specimen signatures of the authorized signatory would be valid for physical documents/ returns till the request letter for the revocation of the authorized signatory is submitted in the EPFO office.

IMPORTANT : It is reiterated that the details available in the process flow have been entered only for the testing of the application and has been reproduced for demonstration purpose only

Process flow for registration of Digital Signatures of Authorized Signatories of Trusts in EPFO office

Purpose: For registering Digital Signature Certificate (DSC) of authorized signatory of the Trust on the Online Transfer Claim Portal (OTCP), the employer has to upload the DSC on EPFO's portal through their login and password (same as ECR) and generate a request letter. Duly signed request letter will be sent to the concerned EPFO Office by the employer. On receiving the request letter in EPFO office, following steps will be followed for registration of digital signature of the authorized signatory of the Trust.

Step 1: Request letter will be received by the Nodal Officer.

Step 2: Receipt Date will be immediately entered on portal by going to RO/SRO admin portal (For OTCP).

Step 3: The request letter would be sent to the concerned accounts group by the Nodal Officer for verification of signature of employer.

Step 4: On receipt of the request letter from the accounts group, the Nodal Officer would approve/reject the digital signatures on the portal.

The detailed process has been explained below with screen shots of each step (**Here it must be noted that the details available in the process flow have been entered only for the testing of the application and has been reproduced for demonstration purpose only**) :

The Nodal Officer may visit the RO/SRO admin portal (For OTCP).

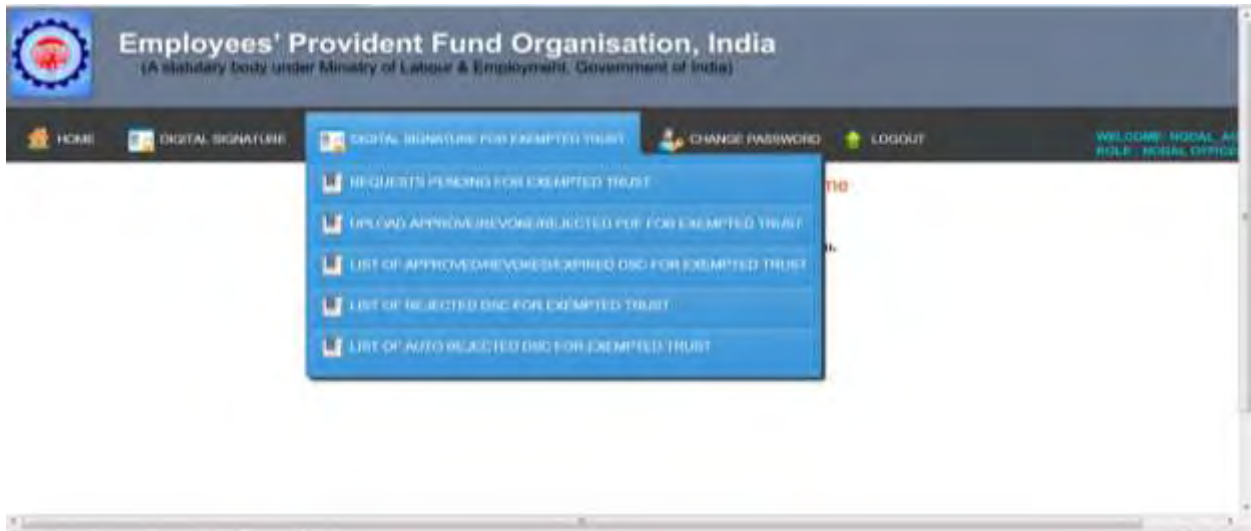


The screenshot shows a login form titled "Employees' Provident Fund Organisation, India". The form has two input fields: "Username" with the value "trvdnt_sro" and "Password" with a masked value "*****". There is a "Login" button below the fields.

After entry and validation of username and password, the following screen will be displayed.



On rolling mouse over “DIGITAL SIGNATURE FOR EXEMPTED TRUST” link, more options will open.



Please click on “REQUESTS PENDING FOR EXEMPTED TRUST” option. The list of all pending requests will be displayed.

On receiving the hard copy of the request letter from employer, the Nodal Officer has to first receive the letter on portal.

The Nodal officer is required to enter date of receipt and click on “Receive” button. After that Nodal Officer has to send this letter to concerned Account Group for verification of signature of employer with records.

After getting back the same letter from Account Group, Nodal Officer will approve/reject the DSC depending upon whether the accounts group has verified/ rejected the signatures of employer.



Once the DSC is approved, it will move to “List of Approved/Revoked/Expired DSC for Exempted Trust” under the “DIGITAL SIGNATURE FOR EXEMPTED TRUST” link.

IMPORTANT: It is reiterated that the details available in the process flow have been entered only for the testing of the application and has been reproduced for demonstration purpose only.