

Important Guidelines for Employers

I. Attestation of claims submitted through online mode

- (a) The EPF members have been given a facility to submit the transfer claims through online mode to the EPFO offices through previous or present employer.
- (b) The member is required to take the printout of the submitted online claim application, sign it and submit it to the employer, previous or present, depending on the option chosen by the member while submitting the online claim.
- (c) To forward the online claims submitted by members, the employer should attest the claims submitted by the member on Online Transfer Claim Portal (OTCP) using his Digital Signature Certificate (DSC).
- (d) Detailed process flow for attestation of an online claim has been explained on the portal for the convenience of employers. The employer should go through the process flow before attesting the Online Claim Application.
- (e) Depending on the employer opted to apply the claim through, the member details would be available for verification and accordingly the claim can be attested or rejected.
- (f) **The employer can verify or edit only the details entered by the member. The details populated from EPFO database cannot be edited by the employer.**
- (g) After attestation or rejection of the claim, the employer can see the attested/rejected claim details in the “**History of Approved/Rejected Claims**” option.

II. Verification of member details as previous employer

- (a) This is required in such cases where the member has opted for the present employer for attestation of claim and the member details pertaining to the previous establishment are not available in EPFO database. In such cases, the member enters such details in the claim form.
- (b) Since the member details pertaining to previous establishment are not available in EPFO database, the details entered by member are subject to verification. Thus, the details entered by the member are required to be verified by the employer from the establishment office records.

- (c) In such cases, a pending task would be generated in the log-in of the previous employer on portal for verification of the member details pertaining to previous establishment. The verification of such details is required to be done by the previous employer by using his Digital Signature Certificate (DSC).
- (d) Detailed process flow for verification of member details has been explained on the portal for the convenience of employers. The employer should go through the process flow before carrying out the verification of member details.
- (e) It may be noted that only those details entered by the member are editable. The details as available in EPFO database are not editable.
- (f) **In case the claim has been submitted “THROUGH THE PRESENT EMPLOYER”, the member would submit the signed copy of the online claim form “ONLY TO THE PRESENT EMPLOYER”. There is no need for the member to submit any signed copy to the previous employer in this case as the claim is not being attested by the previous employer. The task for the previous employer is only to verify/ edit the member details in respect of previous employment of Member [Earlier this information was furnished through Form - 5/10 and is now furnished through Electronic Challan cum Return (ECR)].**