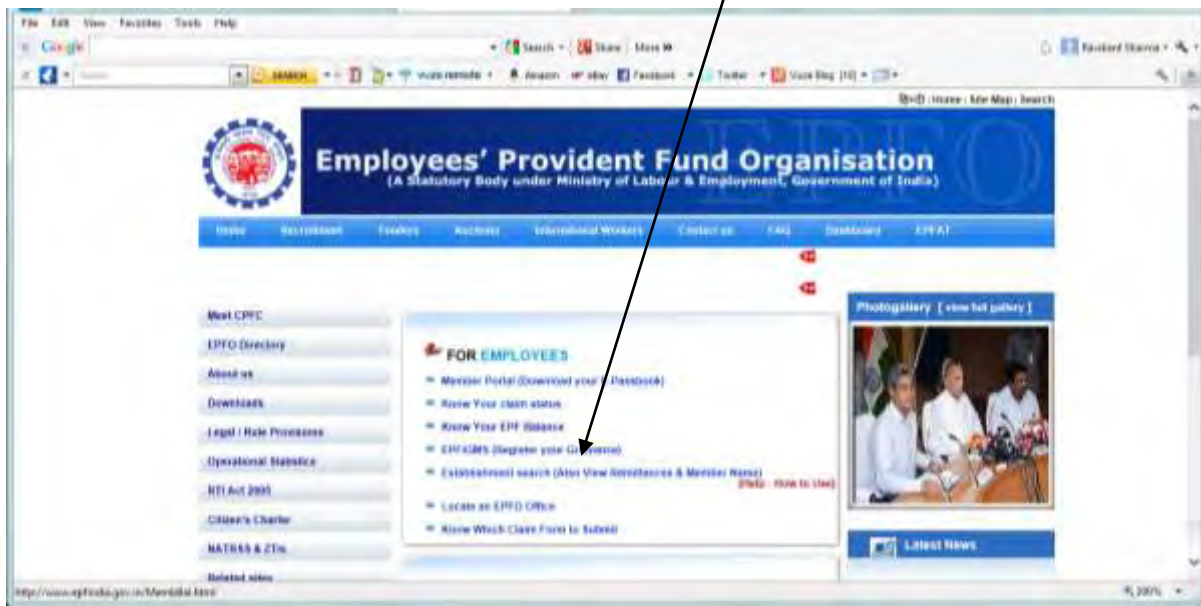


## PROCESS FLOW FOR FILING OF ONLINE TRANSFER CLAIMS

To file a transfer claim online, the member ID should be available in EPFO database and the employer should have registered the digital signatures of his authorized signatories with EPFO on the portal.

Please click on the **Online Transfer Claim Portal (OTCP)** under category **“FOR EMPLOYEES”** on the Home page of EPFO website [www.epfindia.gov.in](http://www.epfindia.gov.in) .



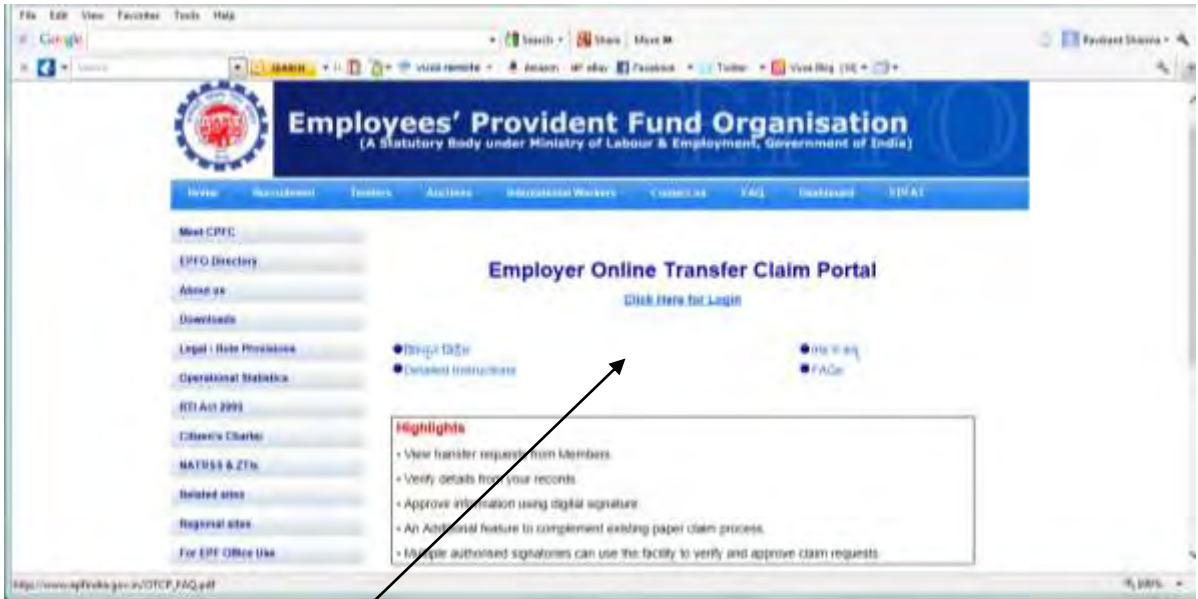
The following options would appear on the screen:

- (a) Check Eligibility for filing Online Transfer Claim
- (b) Detailed Instructions (On clicking on the “Detailed Instructions”, following options would appear:
  - Important guidelines
  - Process flow for filing Online Transfer Claim
  - Process flow for registration on Member Portal

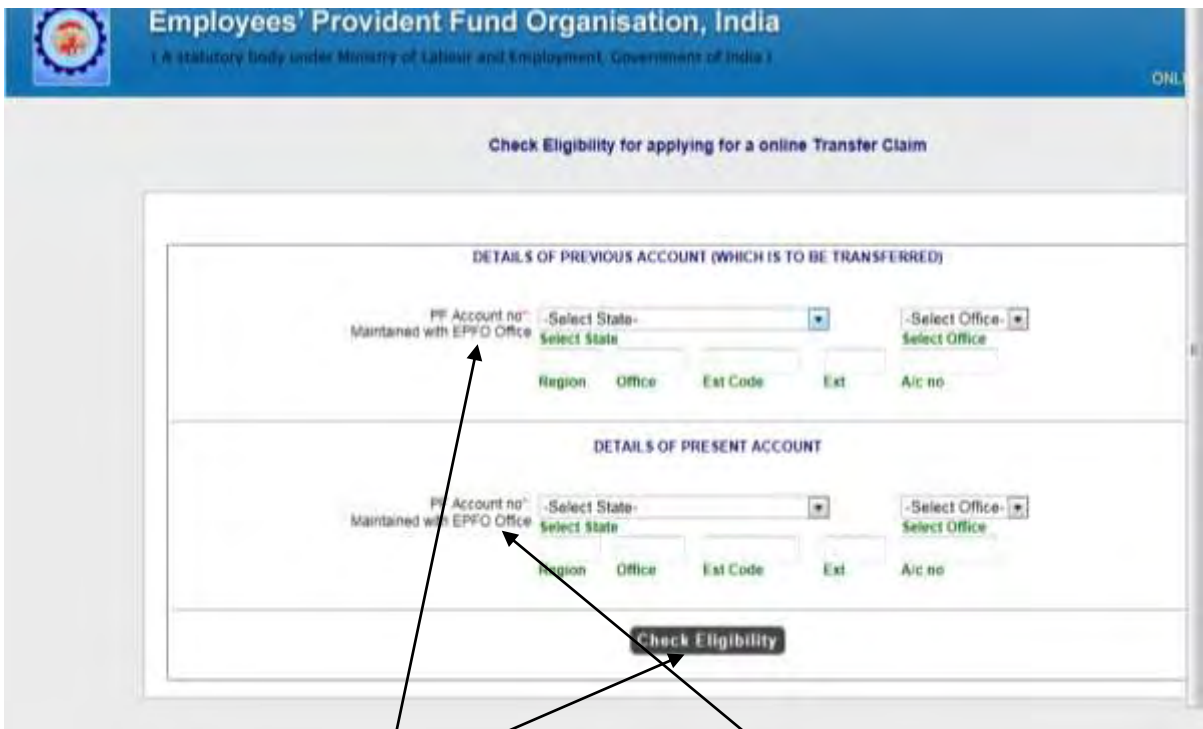
It is advised to go through the guidelines and process flow before the activity).

- (c) Frequently Asked Questions (FAQs)

There is a link on the top to log-in to file Online Transfer Claim Application.



On clicking “Check Eligibility for filing Online Transfer Claim”, the following screen would appear:



To know the eligibility of the member to file an online transfer claim, the member should enter the details of his previous PF Account number and present PF Account number and click on “Check eligibility”.

If the member is eligible to file online claim, then he should be registered on the Member Portal to proceed further. In case he is already registered on the Member Portal, he can click on the “Click here to log-in” link available on the eligibility result screen. Alternatively, he can click on “Click here to register on Member Portal”. The Process flow for the registration on Member Portal has been detailed in the link “Process Flow for registration on Member Portal” under “Detailed Instructions”.

If the member is already registered, he can directly click the link “Click here to log-in to file Online Transfer Claim Application”. Following screen will appear:-

The screenshot shows the 'Employees' Provident Fund Organisation, India' logo and name at the top. Below it, the text '(A statutory body under Ministry of Labour and Employment, Government of India)' is visible. On the right, there is a small globe icon and the text 'ONLINE TRANSFER CLAIM PORTAL'. The main content area is divided into two sections: 'MEMBER LOGIN' and 'INSTRUCTIONS'. The 'MEMBER LOGIN' section contains three input fields: 'DOCUMENT TYPE' (with a dropdown menu), 'DOCUMENT NO.', and 'MOBILE NO.'. Below these fields is a 'Sign In' button and a 'Forgot password?' link with the text 'Click here to register'. The 'INSTRUCTIONS' section is titled 'Dear Members:' and contains several paragraphs of text explaining the new system for online transfer of claims. At the bottom of the page, there is a footer with technical details: 'This Portal can be best viewed in IE 7.0 and above, Firefox, Chrome 602 Opera browser... System powered by TCIL and VSNL'.

The member has to log-in by selecting Document type, entering Document No. and Mobile No. **The log-in details for this portal are same as are used in Member Portal by the members.**



After login the screen shows as:



On the menu bar, place cursor on CLAIM. Following options will appear.

- (i) Request for Transfer of Account
- (ii) View status of Transfer Claim

Click on "Request for Transfer of account" to file online Transfer Claim. The following form will appear for entering the details of the member:



Please fill up the details in Part A and scroll down to Part B pertaining to previous PF account as in the screen shown below:

Please fill up the PF Account no. and click on “click here to get Details”.

The details as regards the Name of the establishment, Address of the establishment, PF account held by EPFO office and Member’s Name would appear on the screen. Further, Date of joining, Date of leaving, Father’s/ Spouse’s name and Relationship would appear, if available in

EPFO database. The member needs to mandatory fill up the Date of Birth and other details, if not available. On scrolling down, the Part C of the application pertaining to present PF Account would appear on screen as below:

On entering the PF account no. of the present PF Account and clicking the “Click here to get details” the Name of the establishment, Address of the establishment, PF Account held by EPFO office and Member’s Name would get populated. Other details i.e. Father’s/ Spouse’s name and Relationship and Date of Joining the fund under present PF Account no. would appear, if available. The member needs to mandatory fill up other details, if not available.

The member will have an option to get the claim attested through the previous employer or present employer.

The application form is completely filled up and the member can go through the completed application by clicking on the “Preview” button.

**[IMPORTANT: It must be noted that the member 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 following screen would appear:

**Employees' Provident Fund Organisation, India**  
PF Act, 1952 (No. 36 of 1952) and PF (Amendment) Act, 1962 (No. 10 of 1962)

HOME CLAIM EDIT PROFILE FAQ CONTACT US LOGOUT

**Preview Your Account Transfer Application - Form 13**  
(Please check all details in your PF Account Transfer Application Form 13 before final submit.)

**PART A: PERSONAL INFORMATION**

Name : BASANT SHARMA  
Mobile Number : 9811238320  
E-mail id : b.s@pfms.com  
Bank Account Number of Member : 01123456789  
PF Code of Bank Branch where the account is maintained : 084000700

**PART B: DETAILS OF PREVIOUS ACCOUNT (WHICH IS TO BE TRANSFERRED)**

PF Account no : MFAGR0000037000001388  
Name of the Establishment : MS AMAR UJALA PUBLICATIONS LIMITED  
Address of the Establishment : SHANERA ROAD AGRA 282007  
PF Account held by EPFO Office : AGRA  
Date of Birth : 18-06-1985  
Member's Name : BASANT SHARMA  
Father's/Spouse Name : O S SHARMA Relationship : FATHER  
Date of joining of the Establishment : 01-12-2008

On scrolling down, the following part of the form would appear:

**PART B: DETAILS OF PREVIOUS ACCOUNT (WHICH IS TO BE TRANSFERRED)**

PF Account no : MFAGR0000037000001388  
Name of the Establishment : MS AMAR UJALA PUBLICATIONS LIMITED  
Address of the Establishment : SHANERA ROAD AGRA 282007  
PF Account held by EPFO Office : AGRA  
Date of Birth : 18-06-1985  
Member's Name : BASANT SHARMA  
Father's/Spouse Name : O S SHARMA Relationship : FATHER  
Date of joining of the Establishment : 01-12-2008  
Date of leaving of the Establishment : 30-06-2008

**PART C: DETAILS OF PRESENT ACCOUNT**

PF Account no : URELV0003543000000284  
Name of the Establishment : AMAR UJALA PUBLICATION LTD  
Address of the Establishment : SHAHJAHANPUR ROAD BAREILLY BAREILLY 243005  
Date of joining of the Establishment : 01-07-2008  
PF Account held by EPFO Office : BAREILLY  
Member's Name : BASANT SHARMA  
Father's/Spouse Name : GANGA SARAN SHARMA Relationship : FATHER

Claim attestation through : Previous Establishment

[To change application data, click here](#)

FZQKTA Please type the characters shown in the text box (case-sensitive)

GET PIN Click the button to get Authentication PIN on your registered Mobile number.

In case of any changes required in data filled up by member, click on the button “To change application data, click here”.

**PART C: DETAILS OF PRESENT ACCOUNT**

**PF Account no :** UPFLY0003542000002018

**Name of the Establishment :** AMAR UJALA PUBLICATION LTD.

**Address of the Establishment :** SHANUHANPUR ROAD BAREILLY BAREILLY 243005

**Date of joining of the Establishment :** 01-07-2009

**PF Account held by EPFO Office :** BAREILLY

**Member's Name :** BASANT SHARMA

**Father's/Spouse Name :** GANGA TARAN SHARMA      **Relationship :** FATHER

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**Claim attestation through :** Previous Establishment

---

[To change application data, click here](#)

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**FZQKTO** ✔ Please type the characters shown in the text box (case-sensitive)

**GET PIN** ✔ Click the button to get **Authorization PIN** on your registered mobile number.

**As member's declaration:** I declare that all the details filled by me in the above application is true to the best of my knowledge. I also declare that both accounts are my accounts.  
I understand that my mobile no. will be recorded and misuse of any risk-use of the facility or filing for any fraudulent claim my detail may be handed over to the appropriate authority for legal action.

I Agree

Enter Authorization Pin:

Please type the characters shown in the text box and click on "GET PIN". The member has to agree to the declaration mentioned in the form by clicking the select button "I Agree". The PIN received on the registered mobile is to be entered and thereafter the online claim application can be submitted.

The following message would appear on the screen.

**Name of the Estal**  
**Address of the Estal**  
**Date of joining of the Estal**  
**PF Account held by EP**

To complete the process of Claim submission you are required to take print out of the claim submit a soft copy to the employer chosen by you. Click here to proceed here.

**Secret**

**Father's/Spouse Name :** GANGA TARAN SHARMA      **Relationship :** FATHER

---

**Claim attestation through :** Previous Establishment

---

[To change application data, click here](#)

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**FZQKTO** ✔ Please type the characters shown in the text box (case-sensitive)

**GET PIN** ✔ PIN is not received within 5 minutes, please verify your mobile number.  
PIN has been sent to your mobile number.

**As member's declaration:** I declare that all the details filled by me in the above application is true to the best of my knowledge. I also declare that both accounts are my accounts.  
I understand that my mobile no. will be recorded and misuse of any risk-use of the facility or filing for any fraudulent claim my detail may be handed over to the appropriate authority for legal action.

I Agree

Enter Authorization Pin:

This Portal can be best viewed in IE (7.5 and above), Firefox, Chrome and Opera browsers. ©2013. System powered by TCSL and MSPL.

The member has to click "OK" to proceed further. This would lead to the following screen.



The screenshot displays the 'Employees' Provident Fund Organisation, India' website. The header includes the organization's name and logo. Below the header is a navigation menu with links for HOME, CLAIM, EDIT PROFILE, FAQ, CONTACT US, and LOGOUT. The main content area is titled 'View Status of Transfer Claims' and contains a table with the following data:

S.No	Member Name	Previous Account No.	Current Account	Status of Claim	Employer	Printable Form 13
1	BASANT SHARMA	MF4(90000)1000001388	LPBL0000143000000218	05 Sep 2012 05 Sep 2012 Data Form Submitted Data Form Pending at Previous Employer	Infiniti	

The footer of the page contains the text: 'The Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2012, System powered by TOLL and VAPL.'

The printable Transfer Claim Form (Form-13) can be saved in the system. The member has to take a printout of the printable PDF file of Form 13, sign it and submit it to the employer chosen by the member to complete the process of claim submission by the member.

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