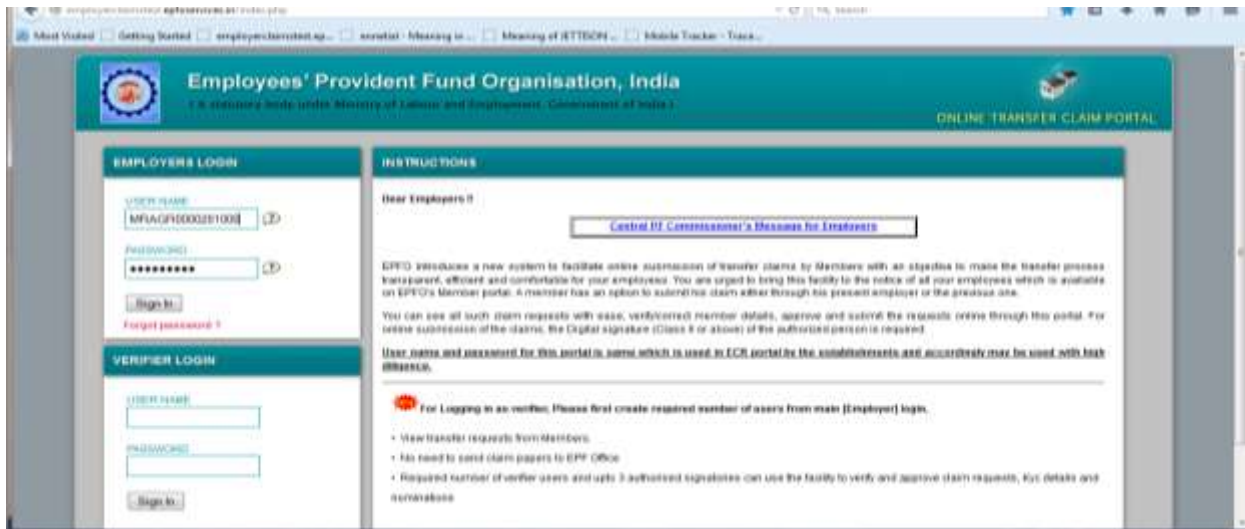➢ **Process flow for generation of requests by Exempted establishments for allotment of UAN to the new members of exempted establishments where the wages are more than Rs 15000 OR age to be more than 58 years if the date of joining is after 1st September, 2014 and the wages are not greater than 15000:**

This document aims to explain the process involved in generation of requests by Exempted establishments for allotment of UAN to the new members of exempted establishments where the wages are more than Rs 15000.

The stepwise process is explained below:

- The employer should login into the Online Transfer Claim Portal with his user ID and password. Please enter user name and password.
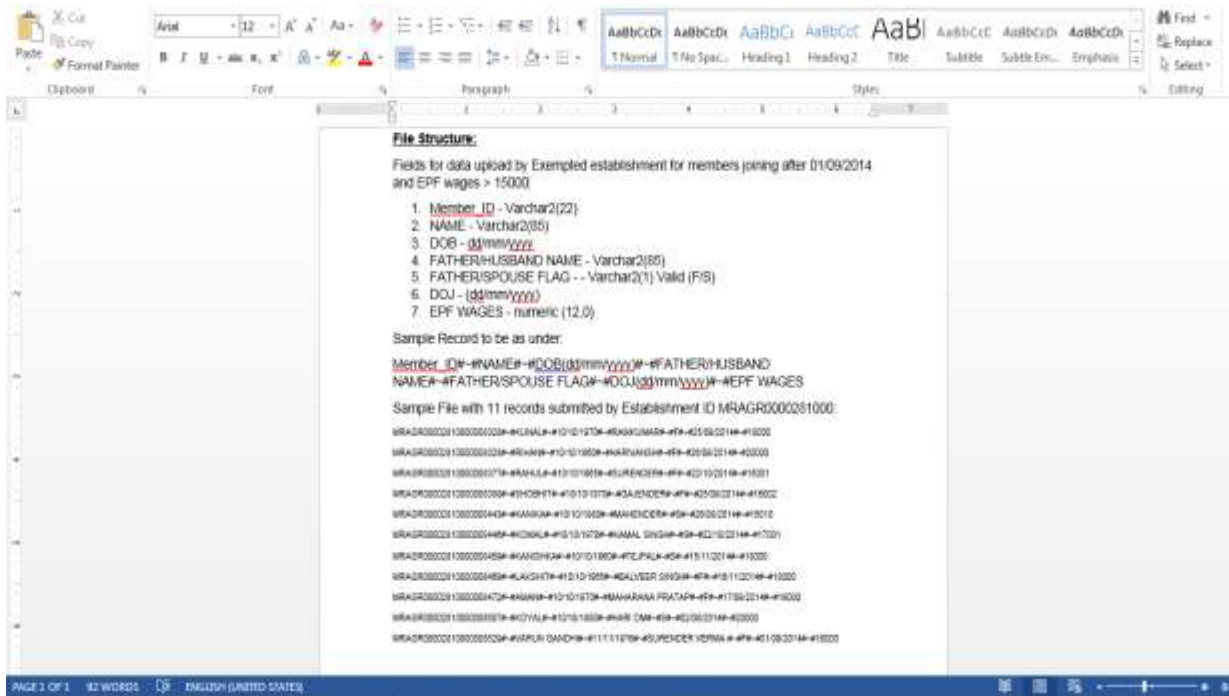

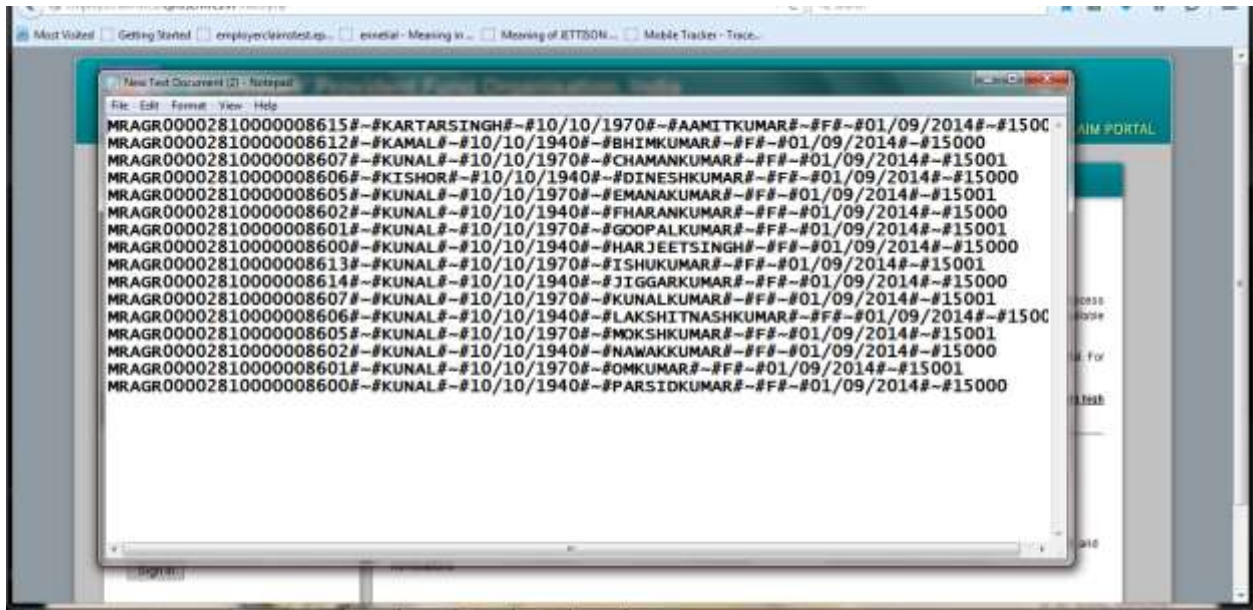- Please click on **UAN** menu option as in the screen below.

- Please click on **UAN Excluded** option under UAN menu button. The following screen would appear:
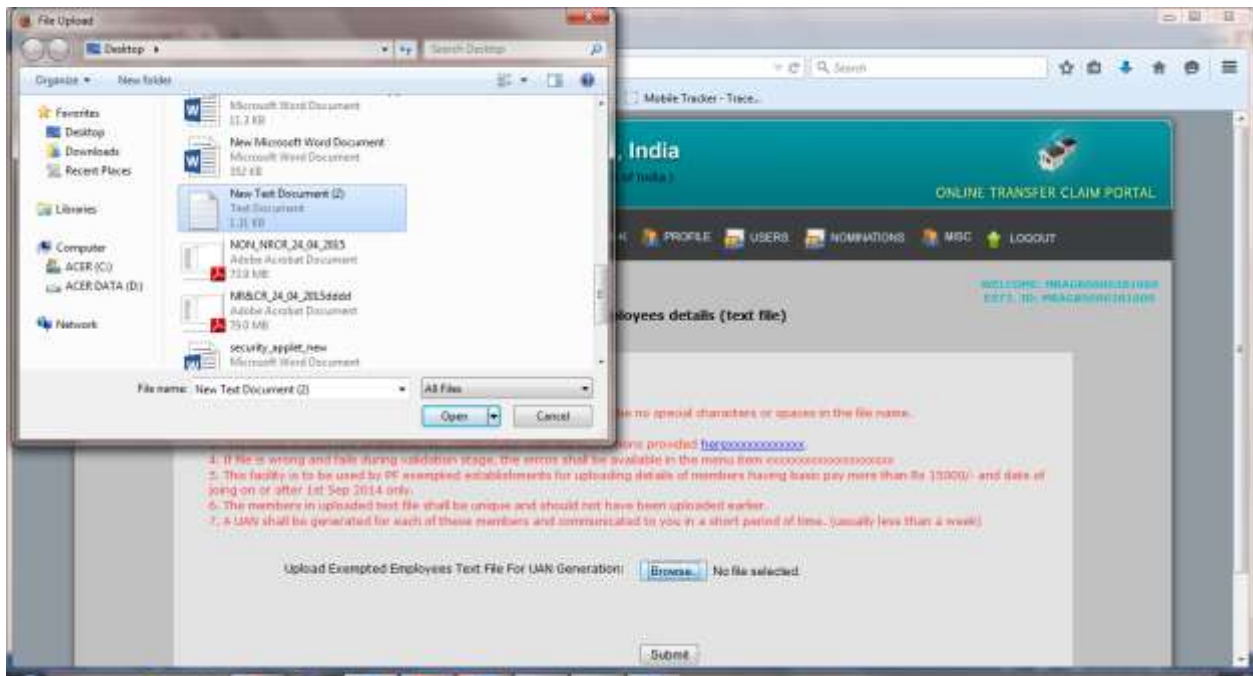

- Please click on **UPLOAD EXCLUDED EMPLOYEES TEXT FILE**. It is informed that the employer has to upload a text file which contains the details of exempted members' member IDs through a facility available on OTCP employer portal. The details of file structure are as follows:

File Structure:

Fields for data upload by Exempted establishment for members joining after 01/09/2014 and EPF wages > 15000

1. Member_ID - Varchar2(22)
2. NAME - Varchar2(85)
3. DOB - dd/mm/yyyy
4. FATHER/HUSBAND NAME - Varchar2(85)
5. FATHER/SPOUSE FLAG - - Varchar2(1) Valid (F/S)
6. DOJ - (dd/mm/yyyy)
7. EPF WAGES - numeric (12,0)

Sample Record to be as under:

Member_ID#~#NAME#~#DOB(dd/mm/yyyy)#~#FATHER/HUSBAND NAME#~#FATHER/SPOUSE FLAG#~#DOJ(dd/mm/yyyy)#~#EPF WAGES

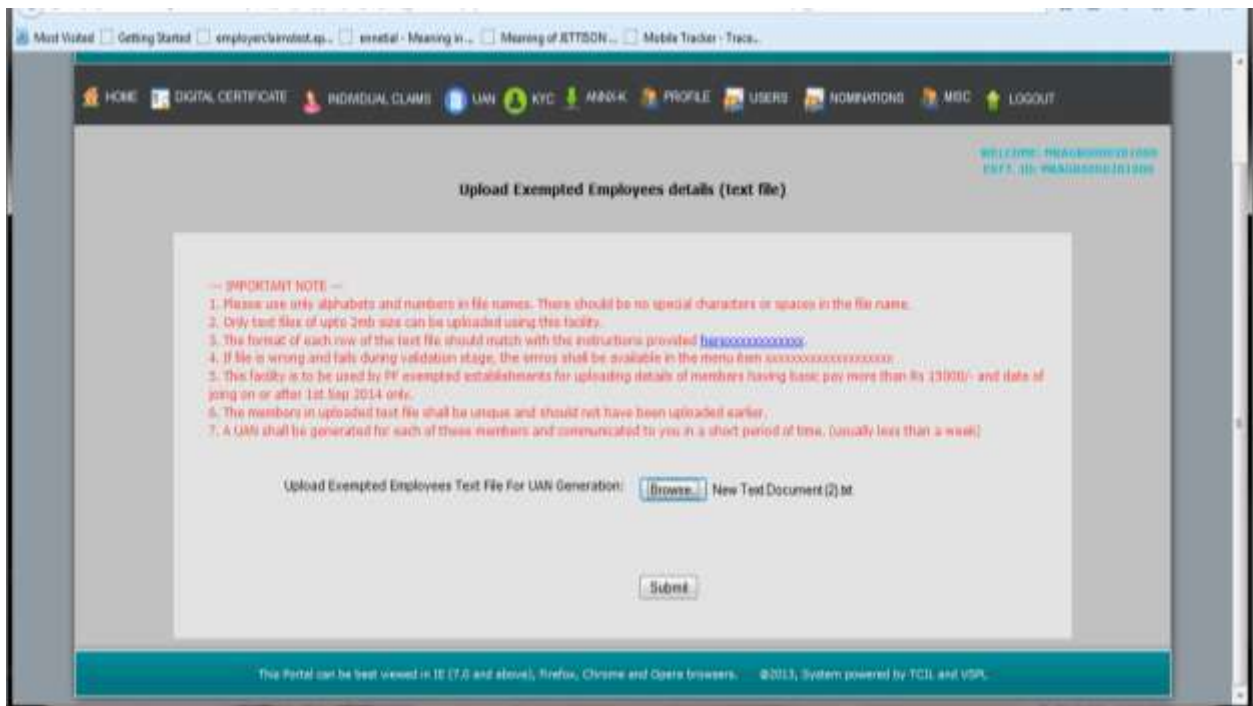Sample File with 11 records submitted by Establishment ID MRAGR0000281000:

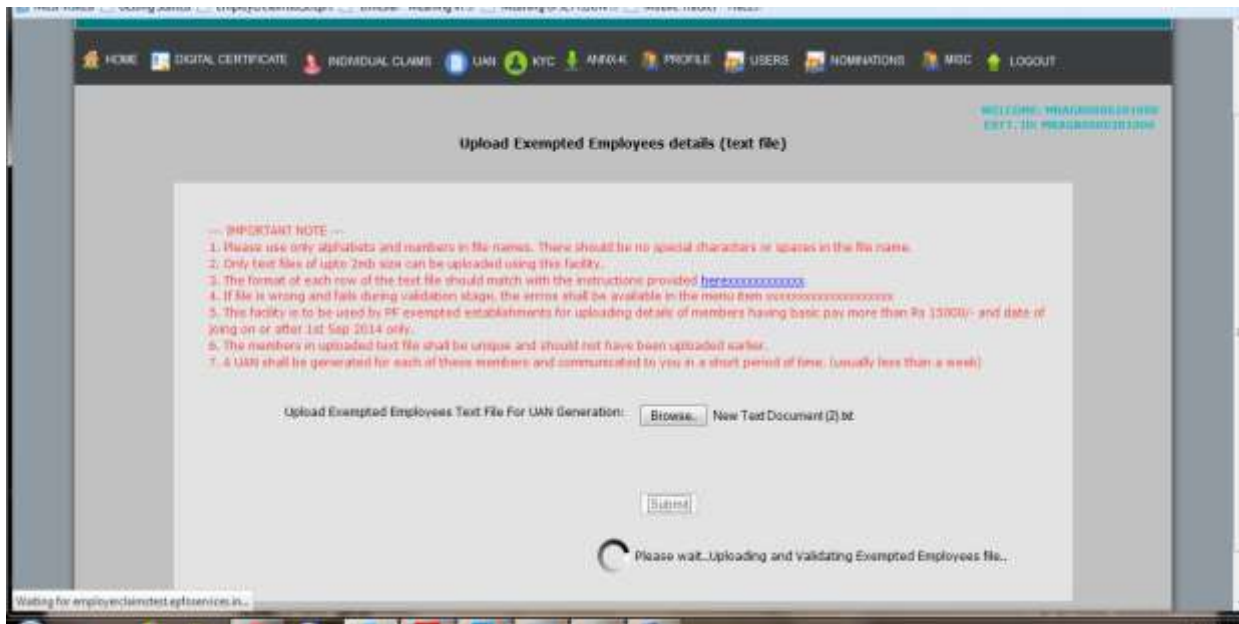- The required text file would be in the format as shown in the next screen:

- On clicking the option **UPLOAD EXCLUDED EMPLOYEES TEXT FILE,** the following screen would appear. Please click on the **Browse** button. Select the text file from the location where it has been saved and click on **Open** button.

- The following screen would appear, where the selected text file would be visible adjacent to **Browse** button.

- Please click on the **Submit** button for validating and uploading of the text file.

- Before uploading the text file, the system would carry out the following validations:
  - The system will validate that these member IDs do not exist in OTCP member master.
  - The system will validate that UAN have not been generated earlier for these member IDs.
  - The system will validate that none of these member IDs are pending for new employment confirmation on Employer portal.
  - The system will validate that none of these member IDs are uploaded by this exempted establishment earlier.
  - The system will validate that Date of joining is after 1st September, 2014.
  - The system will validate that the wages are greater than 15000.
  - The system will validate the age to be more than 58 years if the date of joining is after 1st September, 2014 and the wages are not greater than 15000.
- When file validation is successfully done, the system will generate a tracking id and a PDF file which is to be digitally signed and approved by the employer as shown in the following screen.
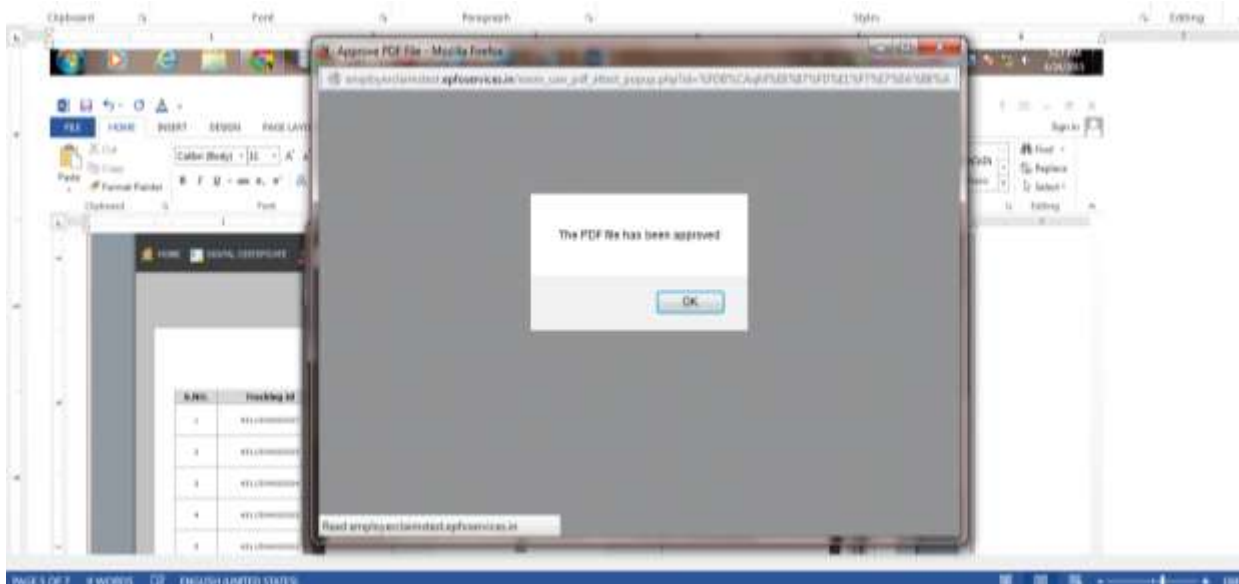
- On clicking at the PDF file, the employer can see the document under submission.

- On clicking at the **Approve** button under action in the previous screen, the following screen would appear for initiation of the approval process with verification by Digital Signature Certificate. An option to 'Select Signatory` is given. Select this option and then choose the appropriate radio button i.e. sign with .PFX file/ Sign with your USB token.

- On completion of the digital signing process, the following screen would appear.

- After PDF file is digitally signed by employer, the submission process is complete.

- EPFO would generate the UANs and communicate UAN along with member ID and member name to employers for dissemination to the members.