

Process flow for online submission of NEFT Payment Details, Payment Invoice & Annexure-K by an Exempted Trust to EPFO office (For a member who has changed employment from an exempted establishment to an un-exempted establishment)

This document aims to explain the revised process involved in transfer of the PF accumulations from the PF account of a member maintained in an exempted Trust to his PF account in an un-exempted establishment maintained by EPF office. This happens when an employee changes his employment from an exempted establishment (where the PF accounts are maintained by Trust) to an un-exempted establishment (where the PF accounts are maintained by EPFO field office).

This revised process flow has been devised with an objective to facilitate the exempted trusts to submit the required details in the online mode. This document explains the revised process flow to be followed by the Trust for online submission of required documents i.e. Payment invoice, Annexure-K and NEFT payment details. 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 **ANNX-K** menu option as in the screen below.



- Please click on **REQUEST ANX K FILE PART-C**. The following screen would appear:

The screenshot shows the 'Request ANX K File Part-C' form. It includes the following fields and information:

- Mandatory Fields:**
 - EPFO Office from which Amount Received*: MR, AGR, 0000247, 000, 528
 - Member Id: Region (MR), Office (AGR), Ext Code (0000247), Ext (000), A/c no (528)
- EPFO Office to which Amount Received*: UTTAR PRADESH, AGR
- Member Id: MR, AGR, 20176, 4, A/c no (Click Here To Get Details)
- Members Name: RAVINDRA KUMAR
- Date of Birth: 01-07-1993
- Father's/Spouse Name: SONPAL, Relationship: Father
- Date of joining: 01-05-1995
- Date of leaving:
- IFSC Code*: SBIN000593
- A/C No*: 3003661513
- Amount*: 15000
- Payment Mode*: Cheque NEFT
- Transaction Id: NEFT15000
- Date of Transaction: 06-07-2014 (DD-MM-YYYY)

A 'Submit' button is located at the bottom of the form.

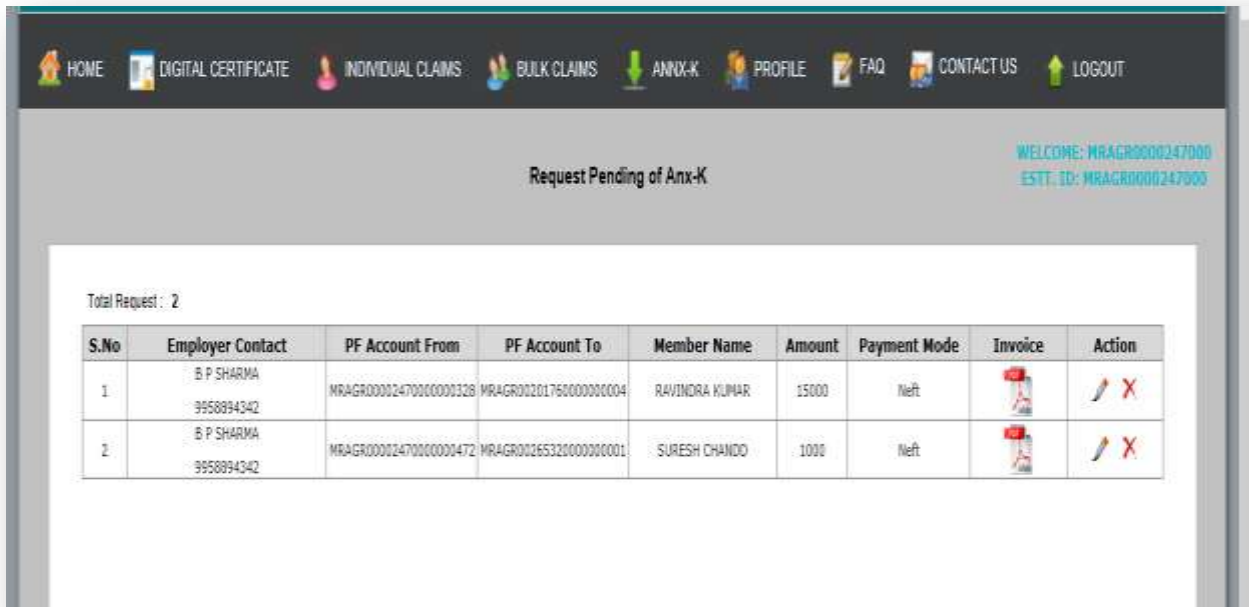
- Please enter previous member ID as maintained by EPFO office (i.e. EPS member ID for an exempted establishment) and current member ID. The current member ID details i.e. member' name, date of birth, father's/spouse name/, relationship, date of joining, IFSC code of concerned EPFO office, bank account details where the amount is transferred

will auto populated, if details are available in EPFO database. Then select the payment mode from one of the two radio buttons for cheque or NEFT.







NEFT : Enter the amount credited in concerned EPFO office, Transaction ID and Date of Transaction if we check the radio button of NEFT.

CHEQUE : Enter the amount credited in concerned EPFO office, Cheque No. and Cheque Date if we choose the radio button of Cheque.

After entering the detail, click on submit button. The following screen would appear:



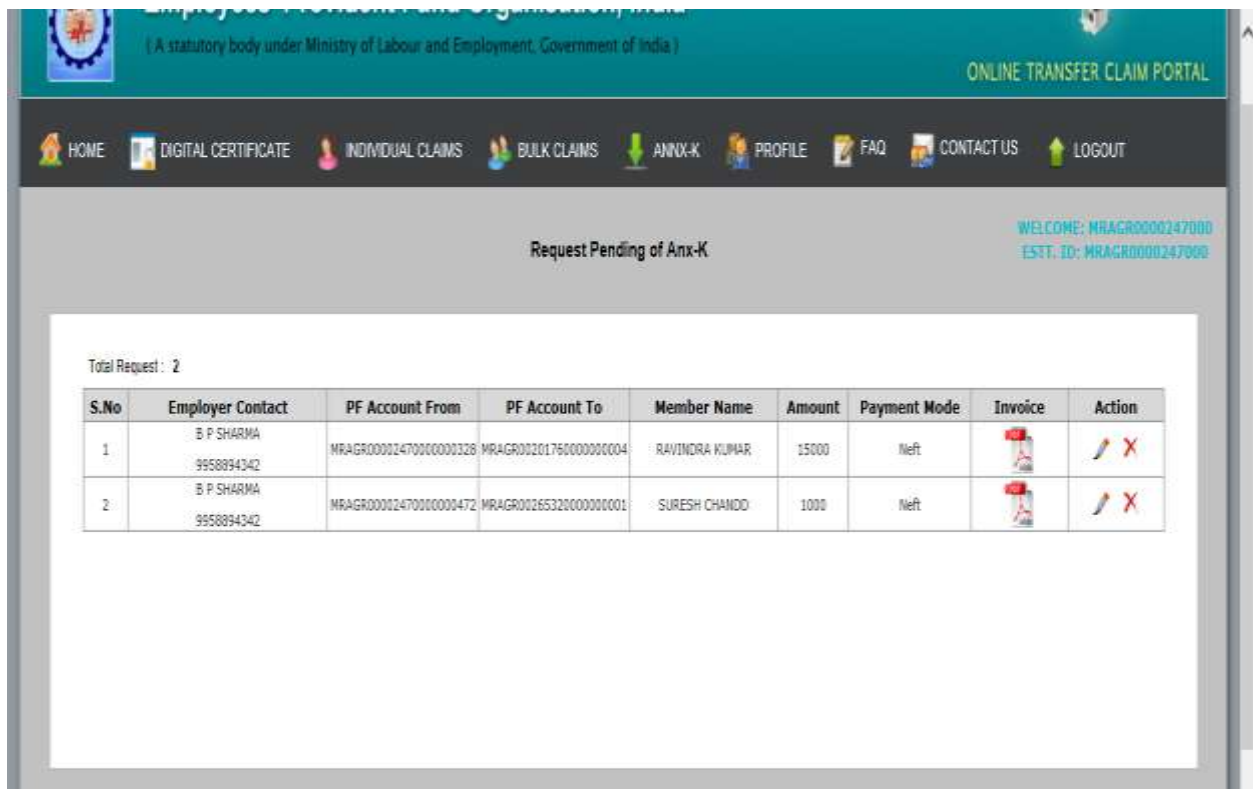
The screenshot displays the EPFO portal interface. At the top, there is a navigation bar with icons and labels for HOME, DIGITAL CERTIFICATE, INDIVIDUAL CLAIMS, BULK CLAIMS, ANX-K, PROFILE, FAQ, CONTACT US, and LOGOUT. Below the navigation bar, the page title is "Request Pending of Anx-K". On the right side, there is a welcome message: "WELCOME: MRAGR0000247000" and "ESTT. ID: MRAGR0000247000". The main content area shows "Total Request : 2" and a table with the following data:

S.No	Employer Contact	PF Account From	PF Account To	Member Name	Amount	Payment Mode	Invoice	Action
1	B P SHARMA 9958894342	MRAGR00002470000000328	MRAGR0022017600000000004	RAVINDRA KUMAR	15000	Neft		 
2	B P SHARMA 9958894342	MRAGR00002470000000472	MRAGR00265320000000001	SURESH CHANDO	1000	Neft		 

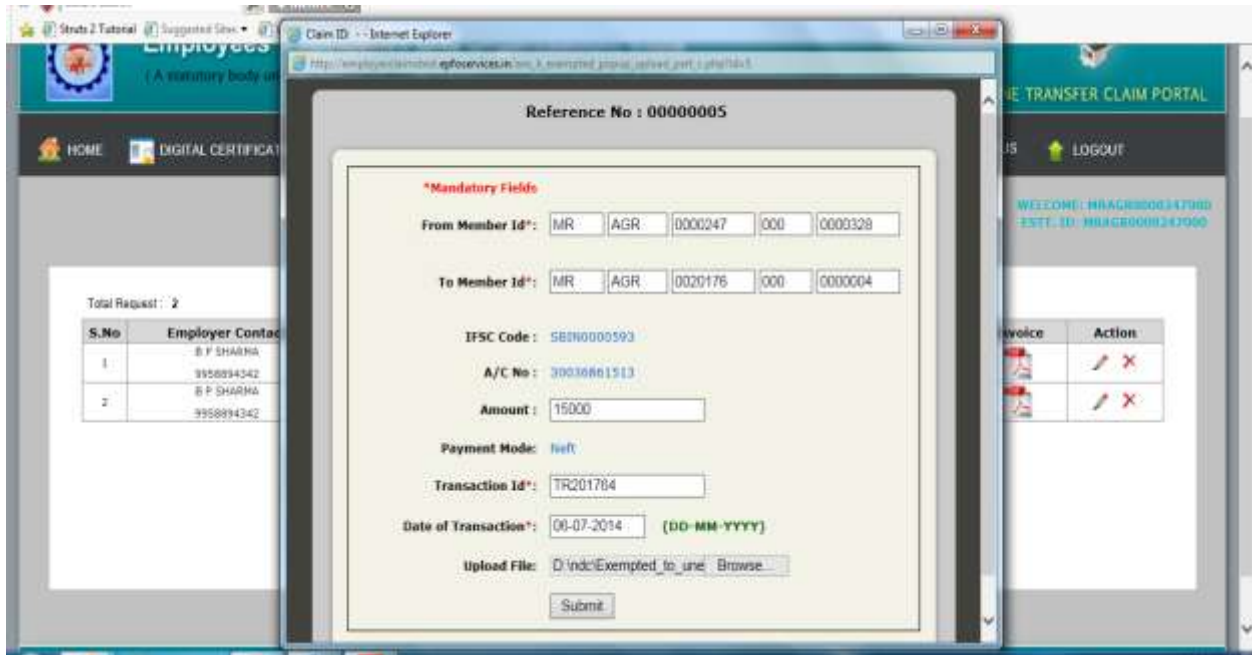
- On clicking on the PDF under **invoice** column, the PDF would open to show the details as contained in the payment invoice.



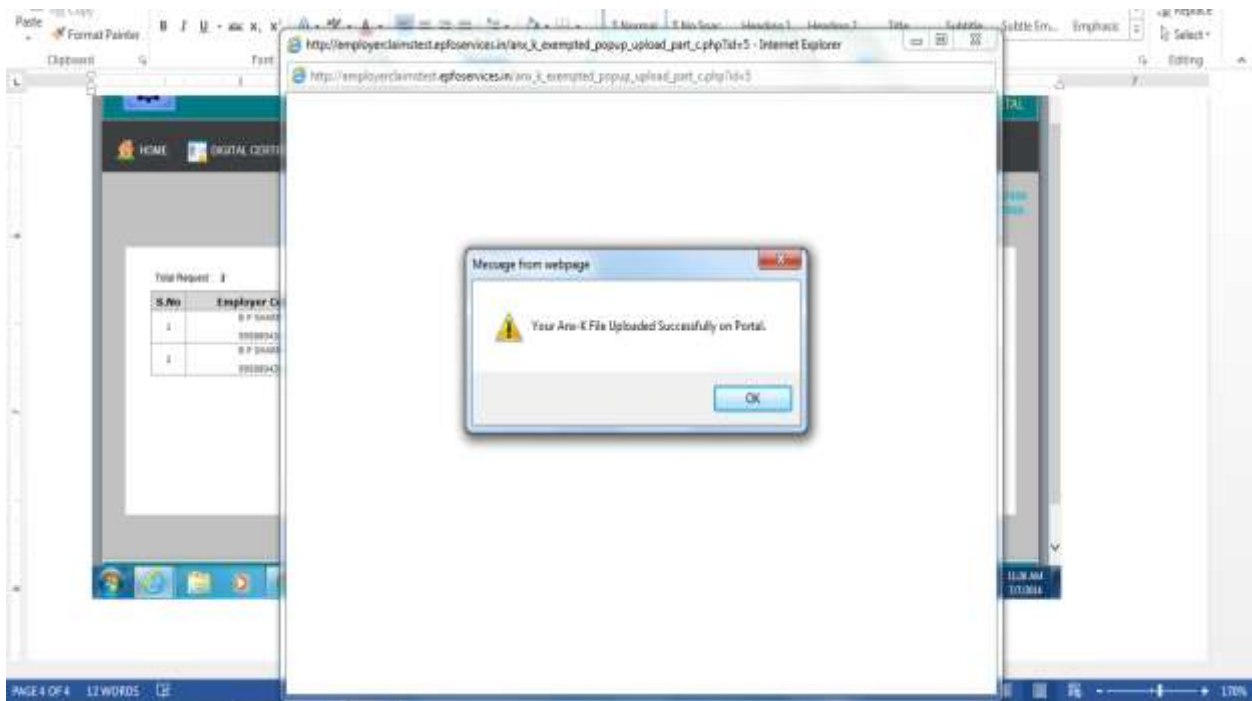
- To proceed further, please click on pen logo under **Action** column.



- On clicking on the pen logo under **Action** column, the following screen would appear:



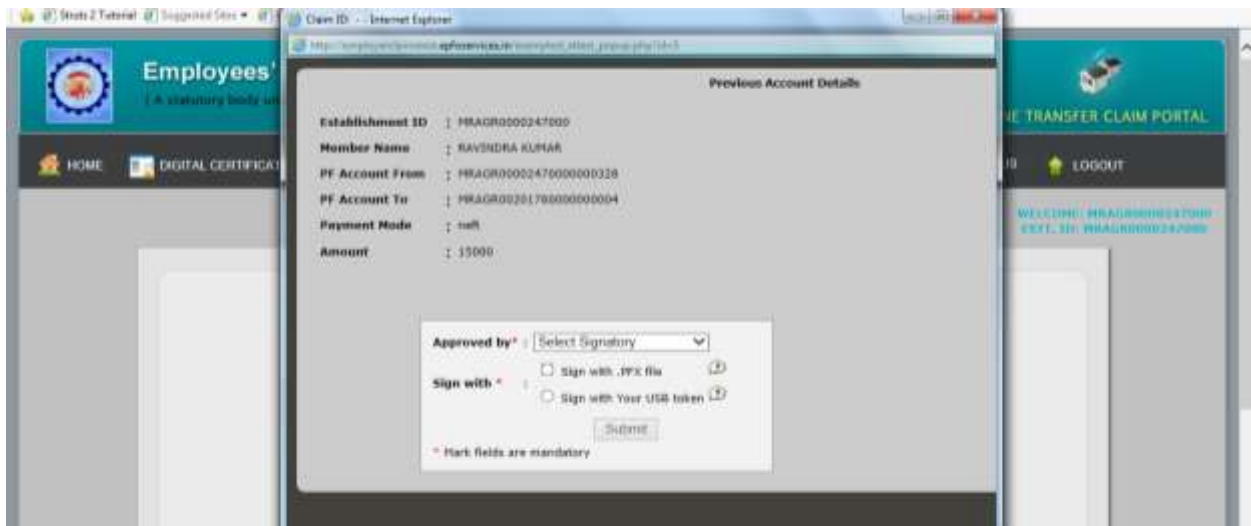
- Please click on **Browse** button and select the appropriate **Annexure-K document**(the name convention of the file must be **TransferInAccountDetail_TransferOutAccountDetail_amount.pdf** i.e. **MRAGR00201760000000004_MRAGR00002470000000328_15000.pdf**). On clicking on the **submit** button the following screen will appear.



- Click on the 'OK' button. The next screen will ask for two options - 'Approve' and 'Reject'. The employer has to choose the appropriate option.



- To approve the details, click on "approve" in the column of "Action". Another screen will pop up. This will initiate 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.



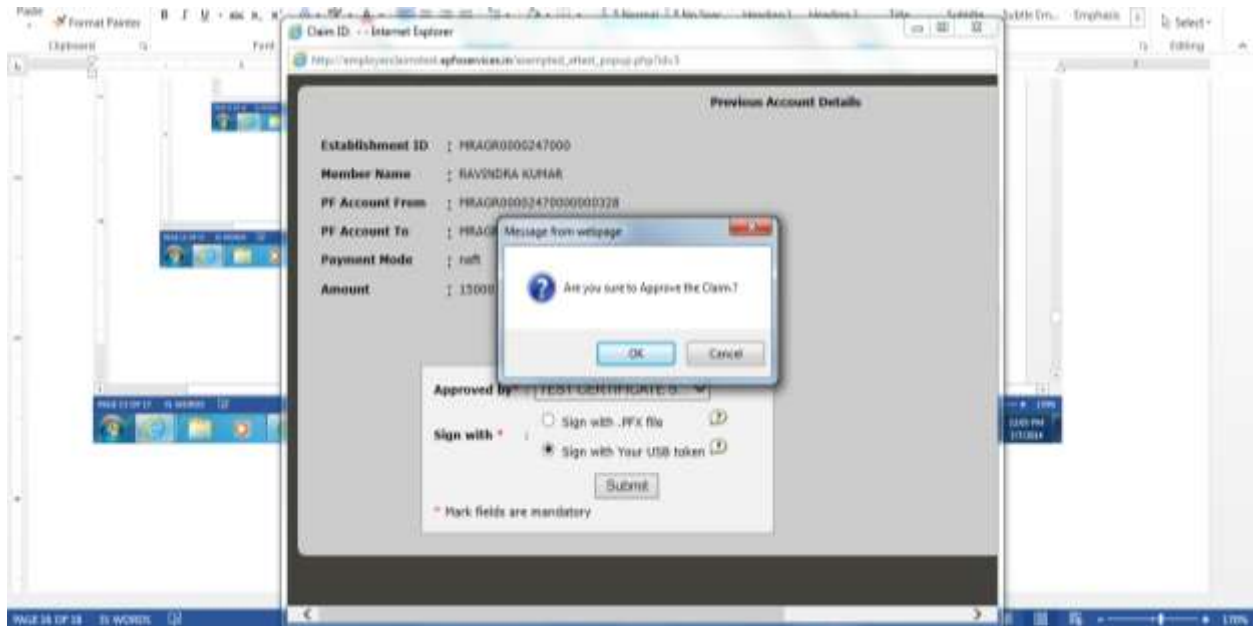
- Please click the **Submit** button. This will take some time to process the selected option.



- The following screen would appear.



- Select the appropriate certificate and click on **Select this certificate**. Press the submit button to submit the certificate. A pop-up message will give option to approve the claim. Select 'OK' or 'Cancel' as applicable.



- On clicking the OK button, the approval process is completed and the Payment invoice, Annexure-K and NEFT payment details have been submitted by the Trust through online mode.