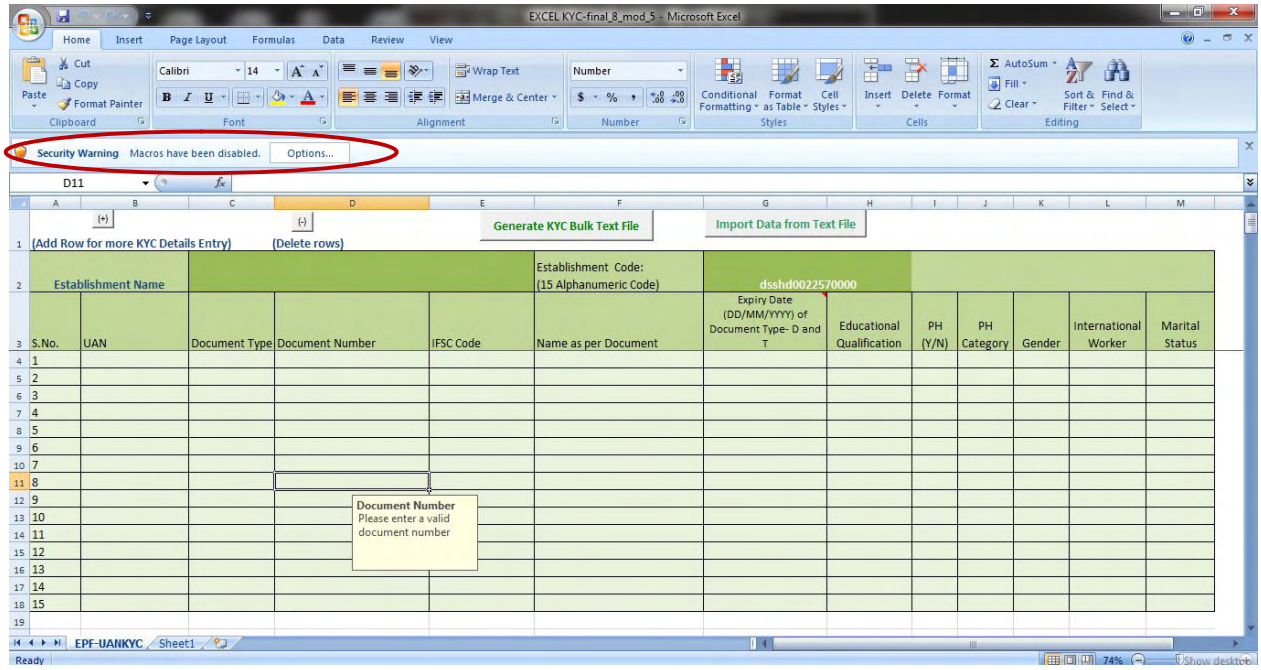
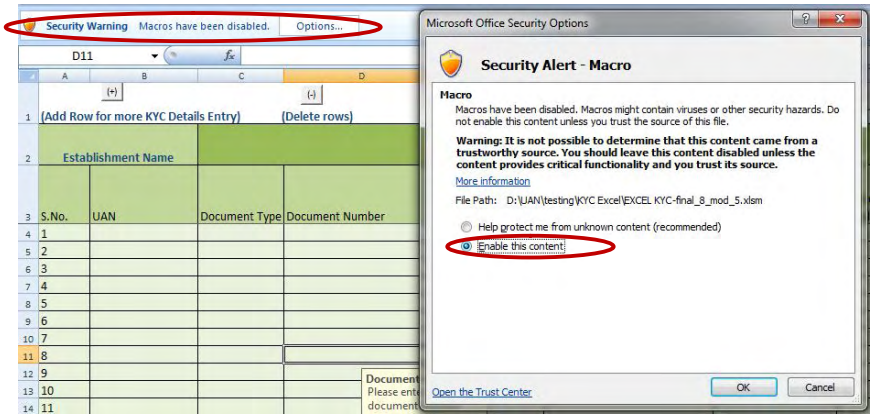
Steps to create Bulk KYC Text File
(Excel Utility Ver. 1.0)

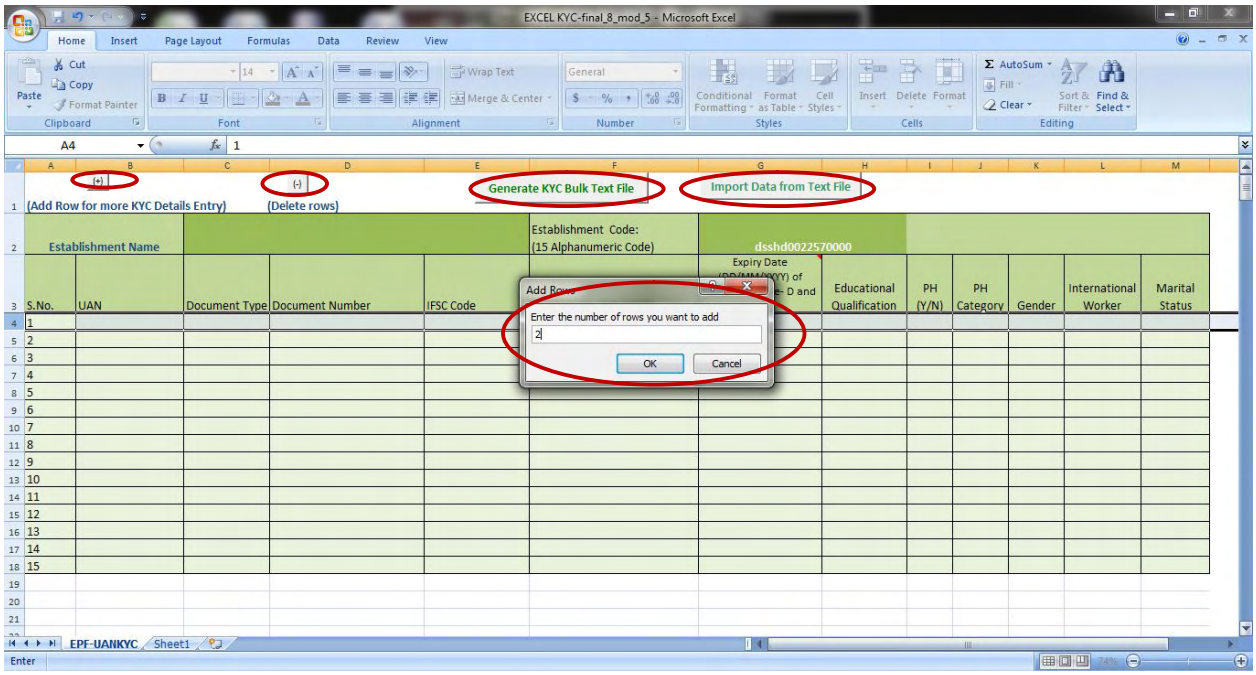
1. Excel File utility for data entries of KYC can be downloaded from the website: http://epfindia.nic.in/UAN_Services.html through link option **'Excel File Utility for Creating Bulk KYC Text File'.** To use this utility user must have Microsoft Excel Version 2007 or onward installed in the computer system.
2. Excel file will be opened wherein you can enter your employees KYC details. If macros are automatically not enabled on your system, one security warning will come with a button 'Options'. You have to press 'Options' and enable the contents. The screenshot is as under:-



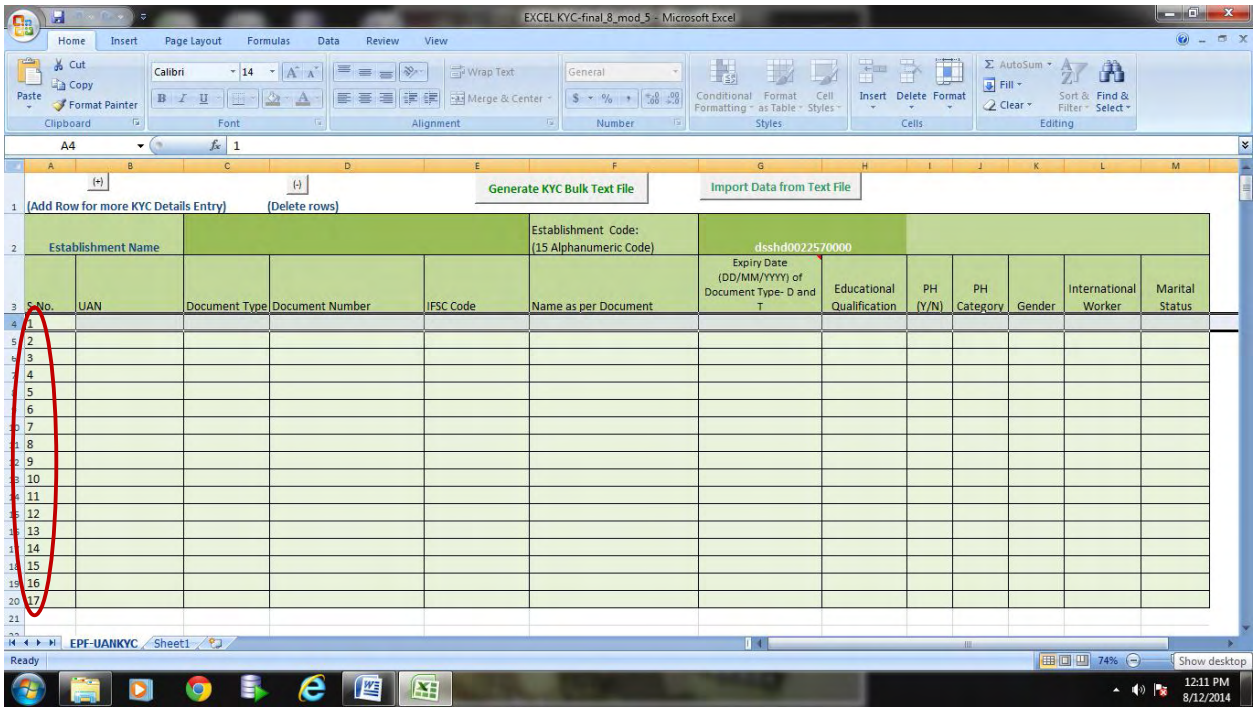


3. User has to write Establishment Name and Id on top at the columns specified for them.

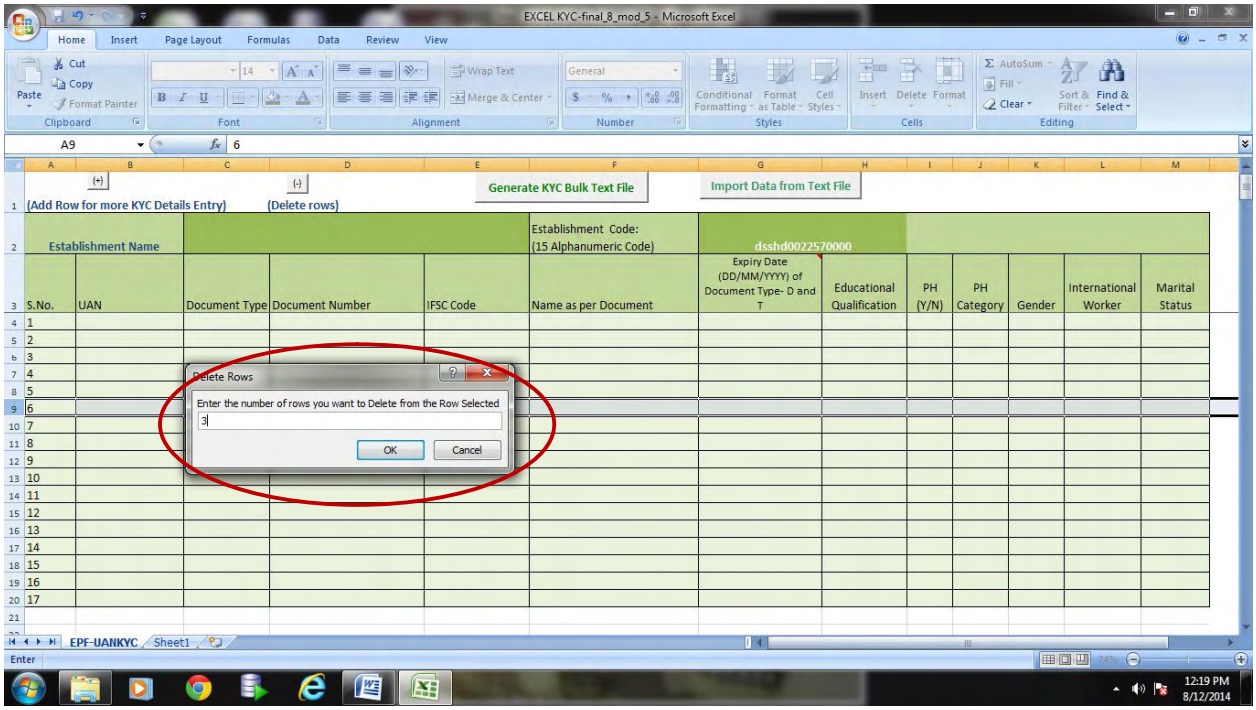
4. 15 rows have been given. If user wants to append more data, he/she can add the rows by selecting a tool (+) given on top of this sheet. Before selecting a tool for appending the rows, user must place the cursor one row before the row where he/she wants to append the row. You also have to enter the number of rows to be appended. The screenshot is as under:-



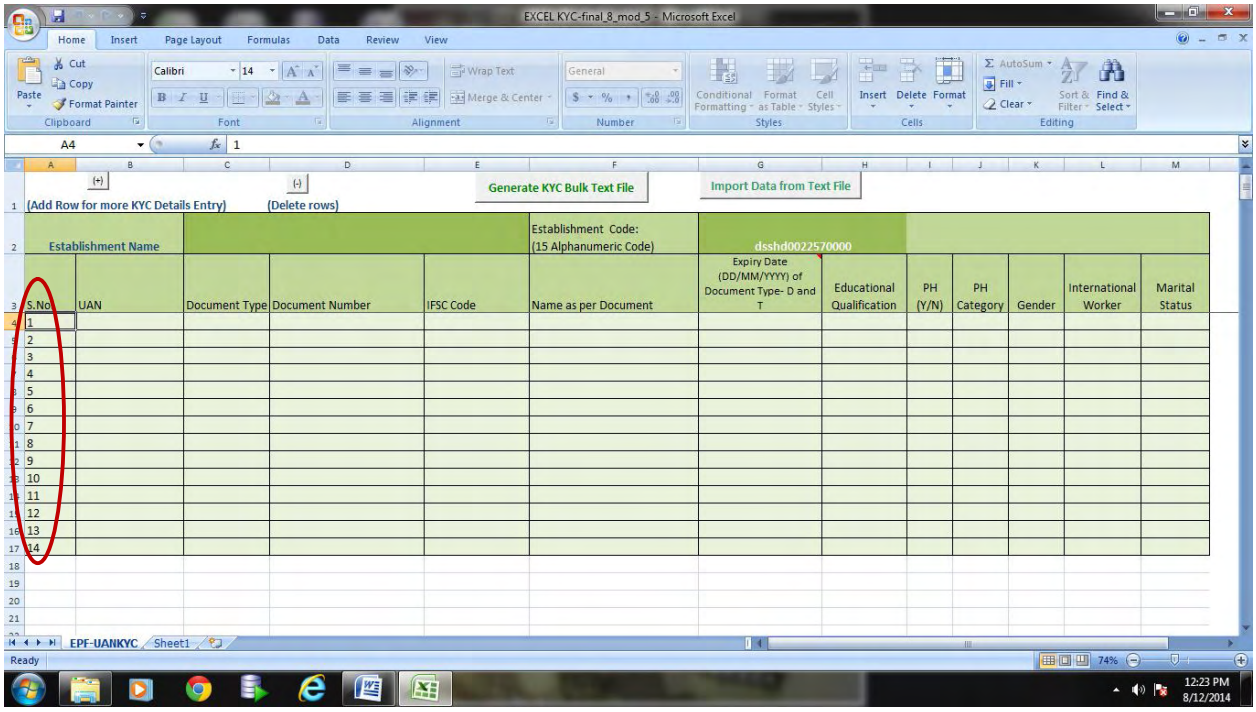
The following screenshot can be seen for appended rows. (e.g. in the instant case, 17 rows are being seen instead of 15 rows in the previous screenshot).



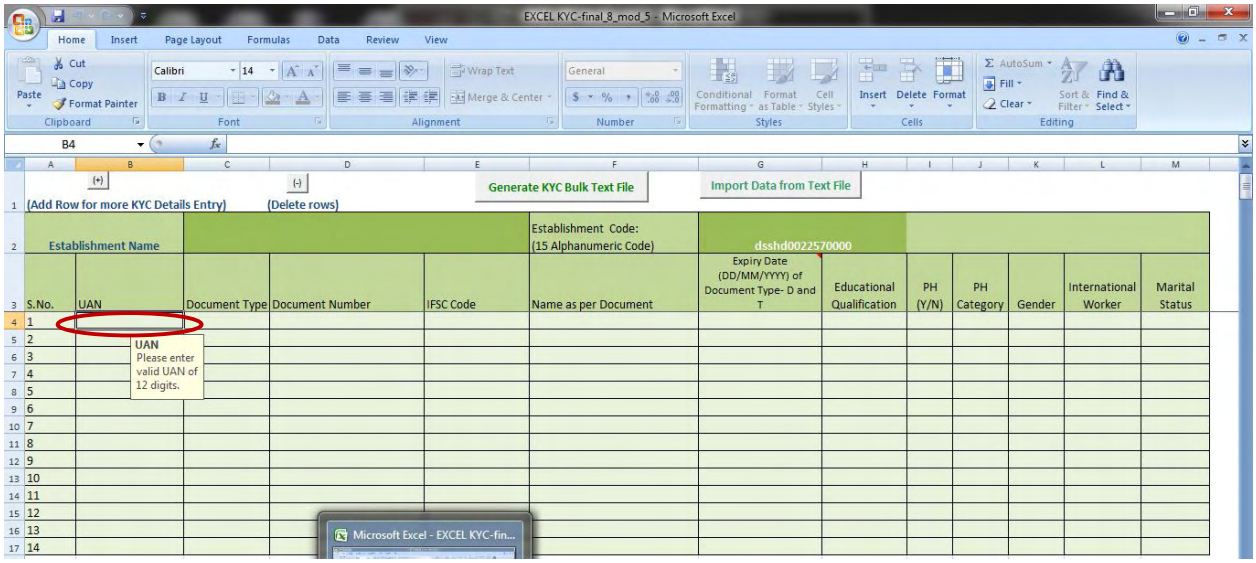
5. Similarly, rows can be deleted by selecting a tool (-) given on top of the sheet. Place the cursor on the row which is to be deleted. The screenshot is as under :-



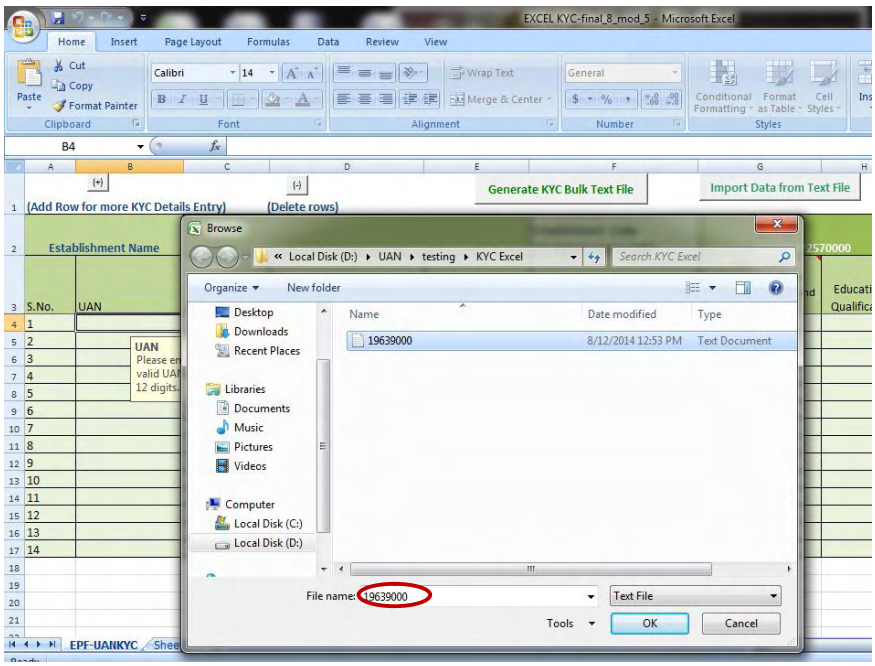
6. After giving 3 rows to delete, rows available will be 14. It can be seen in the following screenshot:-



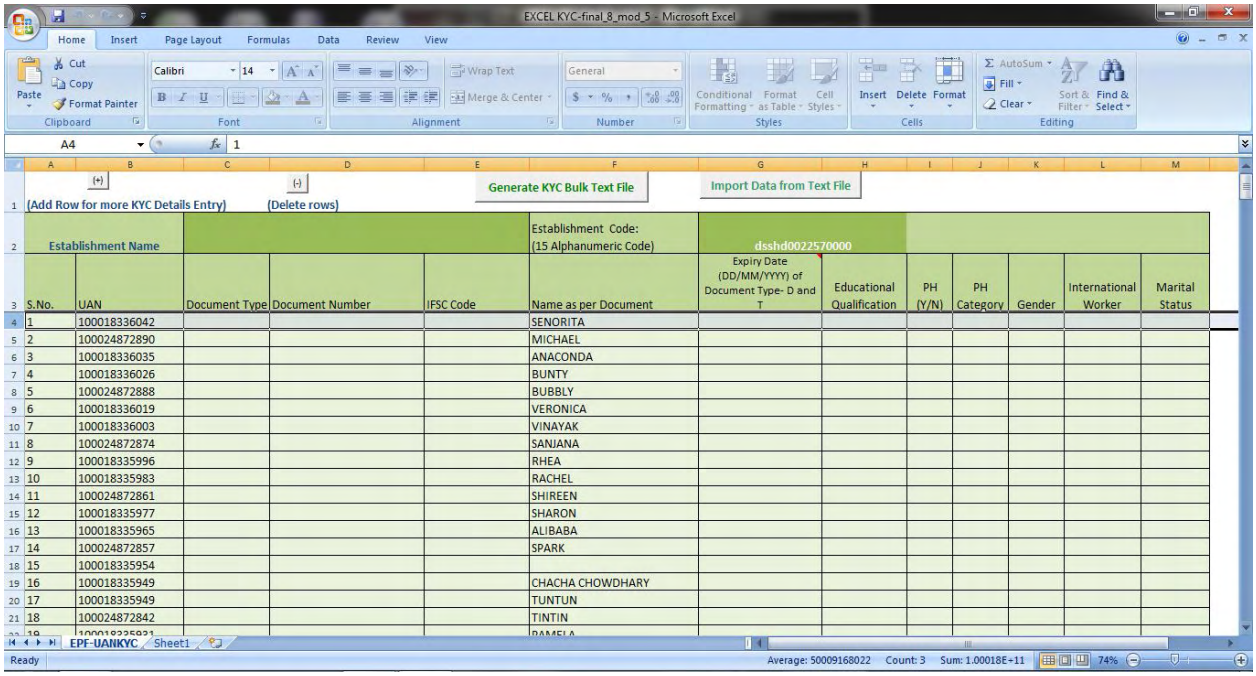
7. If user wants to feed the entries one by one, can do the same. Otherwise for fetching UANs and Names automatically, User must download the text file of UAN List from OTCP i.e. available in KYC Menu→Download UAN List→ Download PDF/Text→Download Text File.
8. Once Text file of UAN List is readily available in your system, you can use the tool given 'Import Data from Text File' on top of this sheet to import the data from the text file.
9. Your next step is to place your cursor at the right position i.e. the first row after the header row and second column under the header 'UAN'. The screenshot given below can be seen for correct placement of the cursor :-



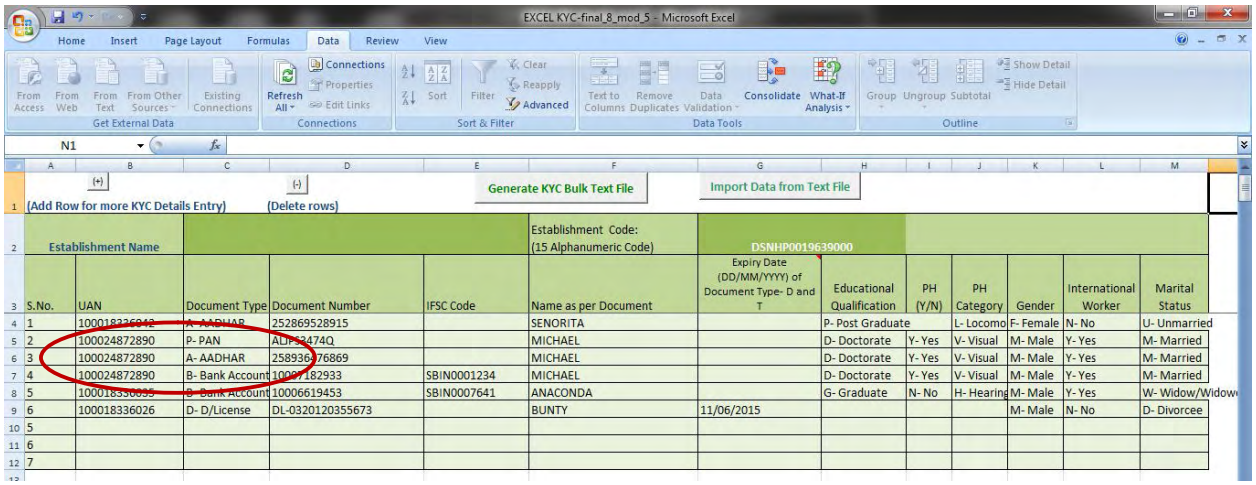
10. Select the tool 'Import Data from Text File'. A browser will be opened. Select the text file of UAN which you have downloaded from OTCP and press ok.



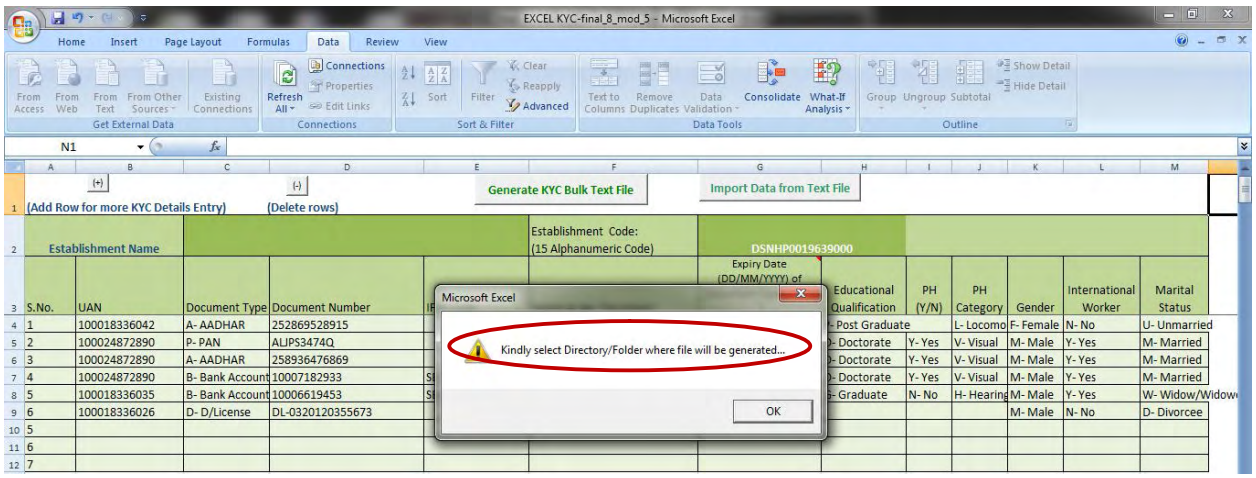
11. UANs and Names will automatically come on the columns specified for them after importing data as shown below:-



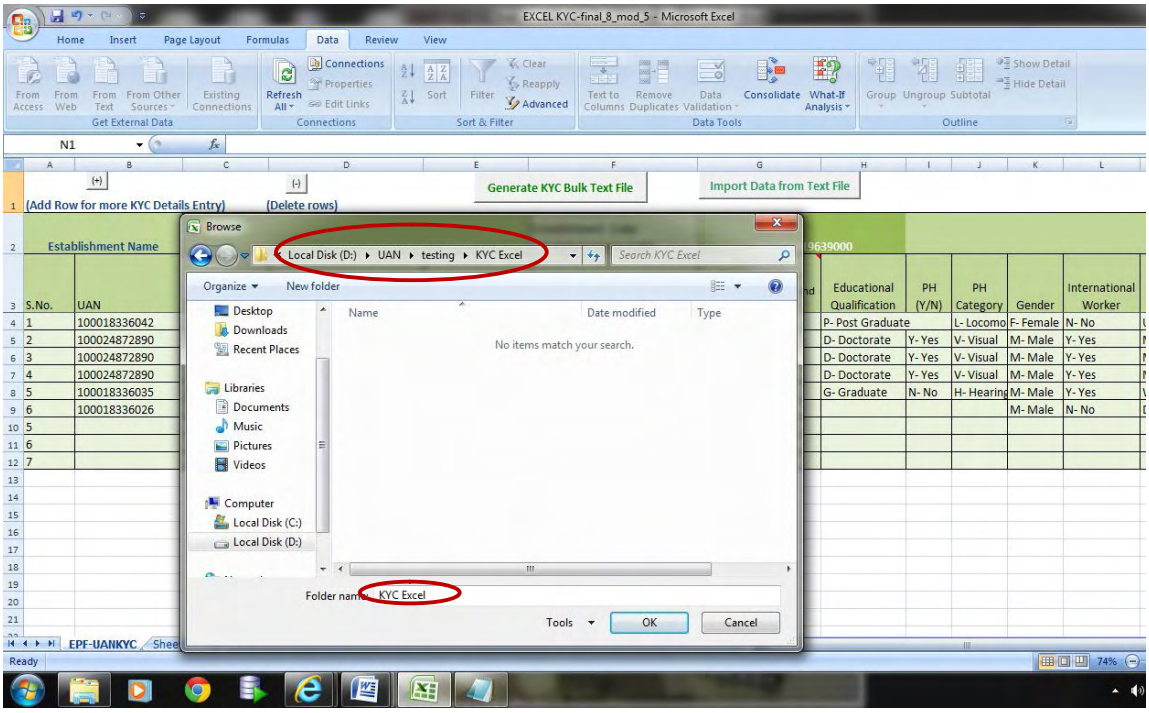
12. Now rest of the data is to be fed in properly. Fields like Establishment Code, UAN, Document Type, Document Number, IFSC Code (only in case where document type is ‘B’), Name as per Document, Expiry Date (DD/MM/YYYY format only in case where document type is ‘T’ or ‘D’) are mandatory. Other fields like Educational Qualification, PH, PH Category, Gender, International Worker and Marital Status are optional.
13. Certain validations have been applied on the columns. e.g. UAN can be of only 12 digits, IFSC code will be enabled only in cases where document type is ‘B’, Expiry Date is enabled only in cases where document type is ‘D’ or ‘T’, Document type/PH/PH Category/Gender/International Worker/Marital Status can only be selected from the scroll bar etc.
14. There is no need to delete the blank rows shown in excel. No tool has been given to user to delete the blank rows.
15. If user has fed in few records out of total records, s/he must remember to leave ‘Document Type’ blank from the row where s/he doesn’t want to feed the entries. Availability of only UANs and Names in the rows i.e. ‘Document Type’ blank will not be considered for generation of Bulk KYC text file. Thereby system will include only those records wherein Document Type is not blank and leave those records where Document Type is blank.
16. Every time you can use the same excel file where you have downloaded the UAN and Names and certain records are complete. In this case, you have to delete the rows which are completed and feed KYC of rest of the records.
17. You can add multiple KYCs of one member as shown below:-



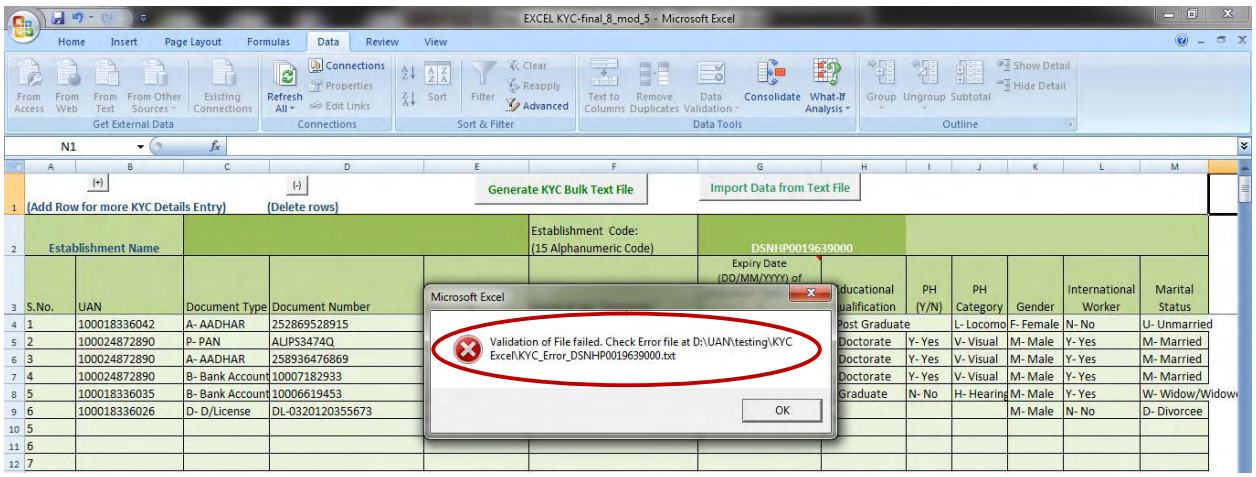
18. Now after completing the data, user has to press the tool 'Generate KYC Bulk Text File'. User will be given the following message:-



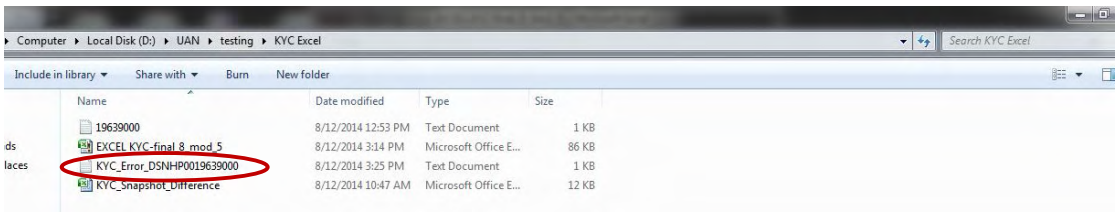
19. Select the **FOLDER** where you want to store the bulk KYC text file as shown below:



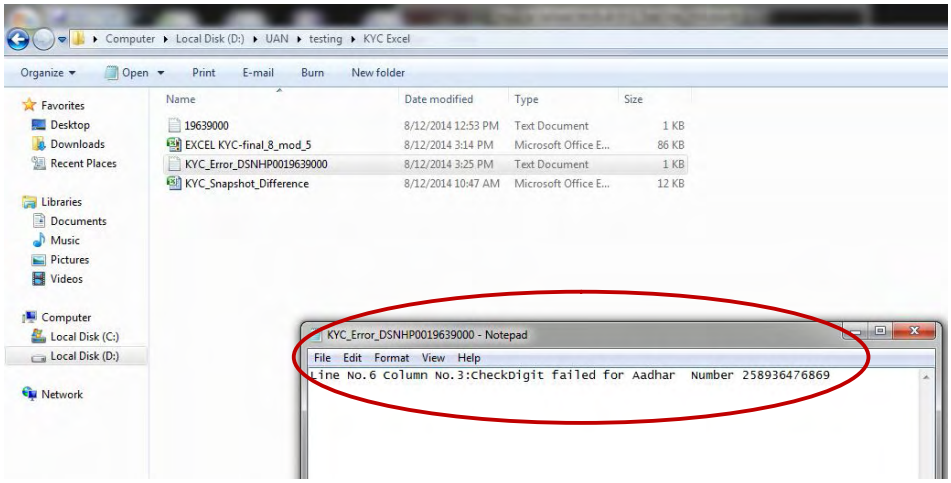
20. If there are errors in your file i.e. data is not as per the validations, following message will come and you will be directed to check file errors as shown below:-



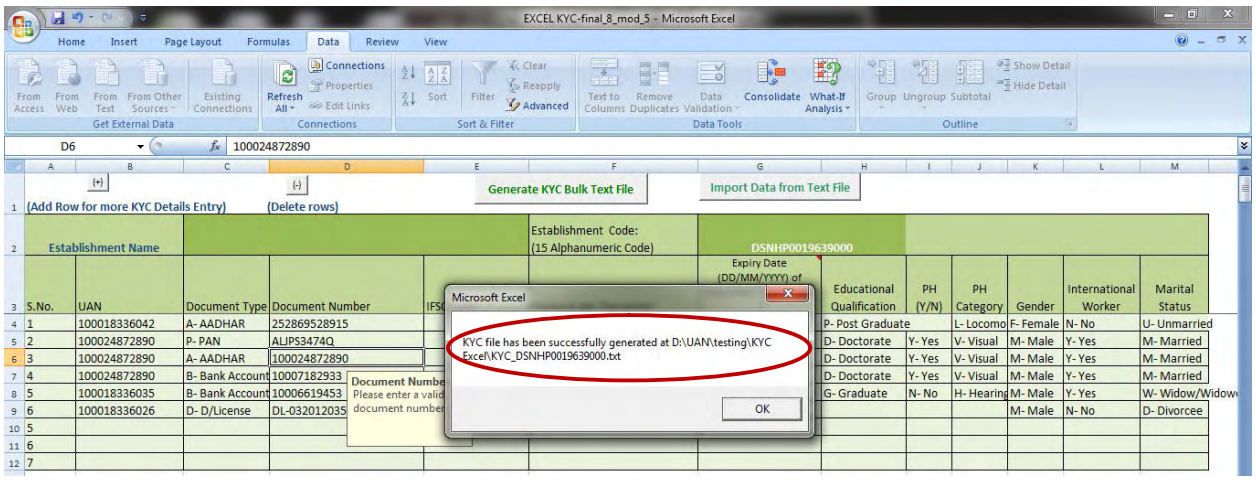
21. Go to that location and open the file.



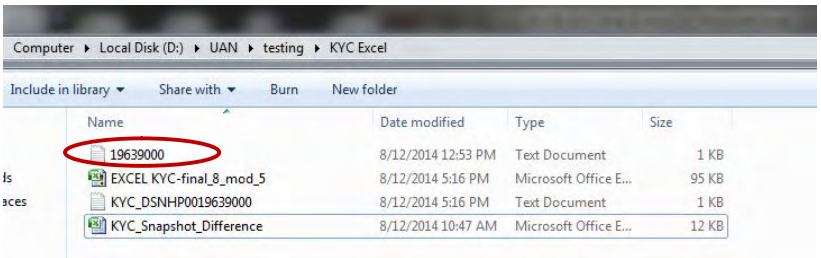
22. The error file will look like as below:-



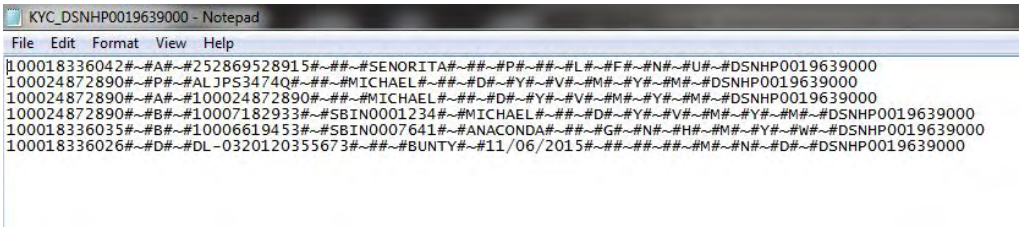
23. The error shown above in the error file says that Aadhar Number entered is wrong on the line no. 6.
24. You need to open that excel file again. Go to that particular row no. 6 and enter the correct Aadhar Number.
25. Save the file and press 'Generate KYC Bulk Text File' and follow the steps as explained above.
26. If the file does not have any errors, following message will come informing that KYC file has been successfully generated at……(location).



27. Now go to that location and see the file generated here :



28. Open this text file. It will look like as below:-



KYC_DSNHP0019639000 - Notepad

File Edit Format View Help

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100018336042#~#A#~#252869528915#~##~#SENORITA#~##~#P#~##~#L#~#F#~#N#~#U#~#DSNHP0019639000
100024872890#~#P#~#ALJPS3474Q#~##~#MICHAEL#~##~#D#~#Y#~#V#~#M#~#Y#~#M#~#DSNHP0019639000
100024872890#~#A#~#100024872890#~##~#MICHAEL#~##~#D#~#Y#~#V#~#M#~#Y#~#M#~#DSNHP0019639000
100024872890#~#B#~#10007182933#~#SBIN0001234#~#MICHAEL#~##~#D#~#Y#~#V#~#M#~#Y#~#M#~#DSNHP0019639000
100018336035#~#B#~#10006619453#~#SBIN0007641#~#ANACONDA#~##~#G#~#N#~#H#~#M#~#Y#~#W#~#DSNHP0019639000
100018336026#~#D#~#DL-0320120355673#~##~#BUNTY#~#11/06/2015#~##~##~##~#M#~#N#~#D#~#DSNHP0019639000
```

29. Now your Bulk KYC Text file is ready to be uploaded on OTCP portal.
30. Go to OTCP with URL : https://employerclaims.epfoservices.in
31. Select the KYC Menu.
32. Select Upload Bulk KYC Text File.
33. Open the browser.
34. Rest of the steps may be seen in User Manual Version 1.2 for Employers.

Contact us

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