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The joint Declaration form is a combined form signed by both employer and employee and it is used for correction in the PF member portal. PF joint declaration form is a very secure and useful tool for Name correction in UAN, Date of Birth Correction in PF account, Father's Name, Date of Joining and Date of Exit. It is basically used for all the corrections to be made in the PF account. Also Read: What is the Joint Declaration? It is the only option available to correct all the EPF related errors. The correct date in the EPF portal is essential since Transfer, Claim and all refund-related issues are executed online and also the Aadhar number cannot be linked too. The small changes like Name and DOB can be done online via Unified Member Portal. But the major changes such as Date of Joining, Date of exit and Reason for exit can be rectified only by using Joint Declaration Form. Joint Declaration Form for PF Correction Uses of Joint Declaration Form for PF Correction In Joint Declaration Form the employee can make the following changes. Name of the Employee Father/Husband's Name PF Account Number Date of Birth Date of Joining the company Date of Leaving the company Gender of the Employee Format of Joint Declaration Form and Steps to Fill it You can download the Joint Declaration Form from the link attached below. (Download in PDF format) Download Joint Declaration in PDF Format Heading: Joint Declaration By the Member and The Employer Date: Date of Submission To the Regional PF Commissioner: Address of the local Regional PF Commissioner Subject: Joint Declaration By the Member and The Employer Your Name Your Company Name Establishment Code: Company's Establishment Name: Company's UAN number: Your UAN PF Number Make a table mentioning the parameters you want to change, along with the correct entry and the wrong entry in your account. This can have as many parameters as you need to correct. Attach self-attested copies of the documents. Voter ID, PAN, Driving License or Aadhar card and Passport. Name and signature of the applicant Name and Signature of the Authorized signatory of the Establishment: Name, Signature and Company's seal of your employer. Without Company's seal the document is invalid. If there are 2 different employers in the previous and current year get this form signed by both of them. If you want the correct Date of Joining or Date of Exit, then provide appropriate proof such as ECR of that month and attendance sheet copy must be added. You need to provide documentary proof if the Reason for Exit has been mentioned incorrectly. When there is more than a year difference in DOB then the correction is difficult. In such cases, either the Passport or School Certificate or Mark sheet or DOB certificate must be added to correct DOB with a difference greater than 1 year. Print 2 Copies of this document and sign both Submit one copy of it to the PF department and the second one keep it as proof with yourself after getting a "Received" Stamp on it from PF Department along with date of submission. The correction will be done within 3-7 days by the PF department based on their work. The Provident Fund is a government-managed retirement savings plan. It is intended for employees who contribute a portion of their monthly savings to this plan. Every month, the employer and the employee contribute equally to an employee's EPF account. This is a fixed savings scheme issued by the Government of India to enable employees to save for retirement. These monthly savings accumulate to a large corpus over time and can be a significant retirement benefit. It also serves as an emergency fund if money is required for medical expenses, weddings, or mortgage payments. It is a combined form that both the employee and the employer must sign and submit to the regional PF office to correct any errors in the employees' PF accounts. Errors in the PF account must be corrected because mistakes in the name or an incorrect date of birth can cause problems during PF withdrawal. As all EPF claims, transfers, and refunds are completed online, an EPF member's information on the PF portal should be accurate. Keep the PF account up to date with the company's recent information to avoid discrepancies during the withdrawal process. In the event of an error, the EPF member should immediately contact their employer or the relevant EPF office to correct it. The Aadhaar number can only be linked with accurate data. Here is the format that needs to be adhered to when requesting any changes in EPF details using the Joint Declaration Form. You must address the letter to the Regional Provident Fund Commissioner of the particular area. Employees must physically submit the joint declaration form to the regional PF office where the company or establishment is registered. Employees should fill out the joint declaration form with the following information: Form submission date Address of the Regional PF Commissioner Name and business name Particulars in the PF member account that need to be corrected or updated Wrong particulars, that is, particulars that have been entered incorrectly into the PF member account Signature of the applicant, the name of the company authorized signatory, and the signature of the establishment with its seal. After filling out the form with the above information, employees should attach self-attested identity proof documents to support the correction claim and submit it. The Employees Provident Fund website has a direct download link for the Joint Declaration Form. The EPF joint declaration can be viewed or downloaded. The form can be obtained from EPFO's official website or downloaded in PDF format. Below are the documents you will need with the PF joint declaration form. PAN Card AADHAR Card Voters ID Card Driving Licence Passport Electricity or water bill Ration card Copy of bank passbook Education Certificate A withdrawal claim is frequently only allowed if the applicant's Provident Fund account reflects the correct information. Errors that include a typo in your PF account's name or an incorrect date of birth may appear minor, but they can cause trouble when it is time to withdraw. The information in your PF account must be correct. There are two ways to correct the incorrect information on your PF account. Basic details can be updated directly through the UAN portal, but some changes require completing a joint declaration form. You can make these changes using the Joint Declaration Form. All necessary changes must be made correctly to ensure no discrepancies later. As a result, it is advised to double-check and verify all changes before implementing them. This will save effort, time, and resources in the long run. To check if your personal details have been changed, follow these steps: Step 1: Open your browser and search for EPFO's official website, or click here. Step 2: Once the website is open, type in your UAN number and Password in the provided section and sign in. Step 3: Once you are signed in, you will be able to see your "Member Profile" and "Profile Information". Click on it. Step 4: Those tabs will expand, and you can see if your information has been modified. Step 5: If you click on "More Information", you can see when your information was last updated. A joint declaration form is signed by both the employee and employer, and it is used to rectify or update an employee's PF account details. These details could be the name of the employee, their date of birth, and so on. Since this step requires the involvement of both parties, it is not possible to submit the PF joint declaration form without the approval of the employer. The employer is typically required to verify the information that needs to be corrected; hence, it is essential to get the sign of the employer. If the employer refuses or is unwilling to sign the PF joint declaration form, one can register a complaint against their employer in the EPF grievance portal. The following FAQs will enable you to learn more about the PF joint declaration form. Only after the employee has retired can the Provident Fund be withdrawn in its entirety. However, partial withdrawals, such as those for medical emergencies or educational expenses, may be permitted in some circumstances. Specific rules and regulations must be confirmed with the Provident Fund administrator. EPF Members can check the status of their form through their online Passbook or their UAN member Portal Profile. If you do not update the details on the EPF profile within 30 days of submitting the joint declaration form, you can submit a grievance at the PF portal. Sometimes this may not be updated because of a lack of supporting documents. Once the reason is known, you can make the necessary changes. A Universal Account Number is a unique identification number given by the Ministry of Labor, Government of India. This number is meant for employees registered for the provident fund scheme. The UAN can be generated by the employee through the UAN portal or by the employer through the EPFO portal. Any errors in the information can cause significant problems when requesting a withdrawal. Any claim will be denied if the details do not match the supporting documents. As a result, you must correct any errors in the information you provide. The Government of India's Provident Fund Scheme provides retirement benefits to people who contribute to the scheme regularly. The employee and the employer contribute the same amount to the scheme for the employee's benefit. It is a significantly beneficial scheme because it allows the employee to save a large sum of money that will come in handy when they retire. This money is available for withdrawal after retirement. Furthermore, some employers offer matching contributions to their employees' retirement accounts, which can help them save. Employees can use it to secure their financial future and ensure a comfortable retirement. Read More: A joint declaration form is an Employees' Provident Fund (EPF) form used to correct Provident Fund (PF) member details. It is a combined form that the employee and employer sign and submit to the regional PF commissioner to update the wrong information entered in the employees' PF accounts.Rectifying errors in the PF account is necessary since mistakes in the name or incorrect date of birth can create problems during PF withdrawal. The details of an EPF member on the PF portal should be correct since EPF claim, transfer and refund are executed online. An EPF member should fill out the joint declaration form to correct details like father's name, joining date, etc., as these details will be verified against the documents submitted for verification. The Joint Declaration Form can be submitted physically to the regional PF office or can be uploaded online on the official EPFO website. The details that can be changed or corrected through a joint declaration form EPF are as follows:NameFather or Husband's nameDate of Birth PF/EPS Number Date of joining the Company Reason for Leaving the Company Name of the Father/ Husband It is necessary to ensure that all changes are made accurately and timely to avoid complications. You must seek the assistance of authorized personnel to complete the Joint Declaration Form. The employees should enter the following details on the joint declaration form EPF: Date of form submissionRegional PF commissioner addressName and company nameCorrect particulars, i.e., particulars that need to be corrected or updated in the PF member accountWrong particulars, i.e., particulars that have been wrongly entered in the PF member accountSignature of the applicant, name of the authorised signatory for the establishment and signature of establishment with its sealAfter filling in the above details on the form, the employees should attach self-attested identity proof documents to support the correction claim and submit the form to the regional EPFO office where the establishment is registered.Online Submission of Joint Declaration FormStep 1 - Click here to visit the official website of the Employees' Provident Fund Organisation (EPFO)Step 2 - Login to your Account. If you are an employee, log in using your Universal Account Number(UAN) and password. Employers can login using their Employer's Provident Fund login credentialsStep 3 - After logging in navigate to 'Online Services'Step 4 - Search for option to update or correct EPF details and then select the Joint Declaration FormStep 5 - Fill in the required informationStep 6 - Attach the relevant supporting documents like Aadhar card, PAN Card etcStep 7 - Submit the Joint Declaration Form online through the EPFO PortalStep 8 - Once submitted, status can be checked to ensure that the updates are processed on timeDocuments Required For Joint Declaration Form The changes to be made are classified as major and minor changes. For minor changes, at least two documentary proofs must be submitted, and for major changes, at least three documentary proofs must be submitted. The PF office accepts the following self-attested documents to make the changes in the PF member account details:PAN card Voters' identity card PassportDriving license Aadhar cardBirth CertificateSchool leaving certificateClick here to access the EPFO Circular dated 26th March 2024 to learn more about the Joint Declaration Form, the classification of major and minor change requests, the list of acceptable documents for each type of change request, etc.Disclaimer: The materials provided herein are solely for information purposes. No attorney-client relationship is created when you access or use the site or the materials. The information presented on this site does not constitute legal or professional advice and should not be relied upon for such purposes or used as a substitute for legal advice from an attorney licensed in your state.What is EPF Joint Declaration Form?Can I submit EPF joint declaration form online?How long does it take to approve the EPF joint declaration? PF joint declaration form is used to correct wrong details of employees in PF like his name, date of birth, father name, date of joining and date of exit, etc.. PF joint declaration form is also known as EPF name correction form or EPF date of birth correction form. EPF members can use this same form to correct each and every detail in their PF account. Note: Do you know to correct your basic details like your name, date of birth, and gender you don't need a PF joint declaration form, you can correct them online at the UAN member portal as per your Aadhar details. Details You can Correct in Online at UAN member portal without joint declaration formDetails You can Correct by Using PF Joint Declaration FormName of the employeeName of the employeeAadhar numberRelationship details like father name/husband nameGenderGenderDate of birthDate of birthDate of joining in EPFDate of exit in EPF Date, write the date of submission of PF joint declaration form to the EPF office. Address of the PF regional office, write the address of the regional EPF office to which you are submitting your joint declaration. Write your correct name and name of your establishment. Name correction, if you want to correct your name then write your correct name and also the wrong name in given fields. Father/husband name, if you want to correct your father's name or husband's name then write their correct name and wrong name in given fields. PF/EPS account number, you can also correct the following self-attested documents to make the changes in the PF member account details:PF PAN Error If your name on PAN is correct and name in PF portal is wrong then you need to correct your name in PF portal either in online or by submitting PF joint declaration form. After name correction, the PF member must submit the joint declaration form to the PF office. Sample of Joint Declaration Form EPF Conclusion The Joint Declaration Form EPF serves as a vital tool for EPF members in India to rectify and update crucial details in their Provident Fund accounts efficiently. Whether correcting minor errors, updating personal information due to life events like marriage or divorce, or reconciling discrepancies between employer records and EPFO data, this form ensures accuracy and transparency in managing PF records. By requiring both the employee and employer's involvement, it simplifies the process of updating information such as name, date of birth, and employment details. Moreover, the convenience of accessing the form online through the EPFO portal enhances its utility, offering EPF members a straightforward means to ensure their PF records remain accurate and up-to-date. Therefore, understanding how to utilise the Joint Declaration Form EPF can empower employees to maintain their financial security and retirement planning effectively under the EPF scheme. Frequently Asked Questions A joint declaration form (JDF) is a document used by both an employee and their employer to update or correct information in the employee's EPF account. It allows for changes like name, date of birth, address, and even contribution opt-in/opt-out options. You can download the JDF from the EPFO website. Look for Joint Declaration Form (JD Form) under the Downloads The PF declaration form is a specific term for the JDF. It's often used interchangeably with joint option form or just joint declaration. You can submit the JDF online through the EPFO member portal or offline by submitting a physical copy to your employer. They will then submit it to the regional EPFO office. You can get a physical copy of the JDF from your employer's HR department or directly from the nearest EPFO regional office. If submitting physically, you need to give the signed JDF to your employer. They'll submit it to the regional EPFO office for processing. If using the online portal, you submit it directly through the member portal. InstaPDF » Government » EPFO Joint Declaration Form 2025 Joint Declaration Form by EPF is a paper used to fix any wrong details in your PF (Provident Fund) account. If your name, date of birth, your father's name, the date you started the job, or the date you left the job is written incorrectly, this form helps to correct it.You can download this PF correction form as a PDF from the link given at the bottom of the page. This form is very important because all money refunds, transfers, and claims in EPF are done online. If your details are wrong, you won't be able to link your Aadhaar number or get your money online. That's why it's important to fix any mistakes using this form.Key Summary of the Joint Declaration Form 2025Name of Form2025 Joint Declaration Form PFOfficial Website Make corrections in the PF accountModeOnline/OfflineDepartmentEPFO DepartmentBeneficiaryIndian ResidentJoint Declaration Form PDFDownload PDFEPF Joint Declaration Form - How to Apply for Correction in PF AccountDownload EPFO Joint Declaration Form 2025: This form can be obtained from EPFO's official website or it can be directly downloaded in PDF format from the link given at the bottom of this page.Details to be Mentioned in EPF Joint Declaration Form: Date, Address of the PF Regional Office, Name Correction, Father/Husband Name, PF/EPS Account Number, Date of Birth Correction, Date of Joining and date of exit correction. And any other detailsSubmit Form: After carefully filling out this form and obtaining a signature from the employer's then send this form to the concerned EPFO Field Office by your employer along with the necessary documents.Joint Declaration Form EPF - UsesFor Name correction: If your name has been recorded incorrectly in EPFO's records, you will have to submit a joint application through your employer. You are also required to submit supporting documents for a name change.For Change of Father's or Spouse's name: You are required to send a joint request on behalf of you and the employer to the concerned EPFO department.For Date of birth correction: The form has the option to make this change. However, you would have to provide the date of birth proof with the application.For Correction of date of joining/leaving: The employer to the concerned EPFO department.For Change of address: The EPFO portal does not allow a change of address through the portal as of now. The change can be made at the time of PF transfer or withdrawal. The only thing that you need to provide is your address proof.Documents required for Joint Declaration Form 2025The following documents are accepted in order to make the change:Passport,Driving License,PAN Card,Aadhaar Card,Voter Identity Card,ESIC Identity Card,Ration Card,Bank Passbook copy.A certificate issued by the Registrar of Birth or Death,Any education certificate,Certificate as proof of service in the Central or State Government organization,Letter from a recognized public authority or public servant as proof of identity and residence of the employee,Copy of telephone bill or water or electricity bill.Download the EPFO Joint Declaration Form PDF using the link given below. RELATED PDF FILES 33%(6)33% found this document useful (6 votes)115K views1 pageThis document is a joint declaration from an employee and employer to a regional provident fund commissioner. It provides details to correct any incorrect personal information on file for th...AI-enhanced title and descriptionSaveSave 1. EPFO Joint Declaration Form For Later33%(6)33% found this document useful, undefined33%(6)33% found this document useful (6 votes)115K views1 pageThis document is a joint declaration from an employee and employer to a regional provident fund commissioner. It provides details to correct any incorrect personal information on file for the employee such as name, father/husband's name, PF/EPS account number, date of birth, date of joining, and date of leaving. It also includes a self-attested copy of an ID proof for verification and requests the commissioner to update any necessary records.33%(6)33% found this document useful (6 votes)115K views1 pageThis document is a joint declaration from an employee and employer to a regional provident fund commissioner. It provides details to correct any incorrect personal information on file for th...AI-enhanced title and description

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