

Project Reinventing EPF India

Employees' Provident Fund Organisation (EPFO) is going to launch "Project Reinventing EPF India" shortly which primarily aims at:

- ☞ Providing seamless trouble free service to establishment;
- ☞ Prompt and efficient customer service including disposal of member claims.

In order to achieve the above stated goals, EPFO is changing its business process to provide world class services in the field of Social Security to the Stakeholders.

1) **Business Number (BN):**

- ⊙ Every covered establishment (**Exempted as well as Un-exempted establishment**) under PF Act, 1952 shall be allotted a 13 digit unique numeric code number i.e. a "Business Number" (BN) which would replace the present code number(s) allotted to the establishment.
- ⊙ BN will be used to identify the establishments in the new system.
- ⊙ The new BN would be centrally allotted and will link all the branches (units) of the establishment located anywhere in the entire country.
- ⊙ The establishment will not have to approach any EPFO office for allotment of a fresh code number for any newly opened branch. Only intimation of the new branch will result in allotment of a new BN linked through the same Base Number but with a separate branch serial number.
- ⊙ For each branch, the employer will have option to either comply independently or through any other branch (unit).

2) **Social Security Number (SSN):**

- ⊗ Each Member of EPF will be allotted unique id in form of a Social Security Number (SSN)
- ⊗ The SSN aims at uniquely identifying a subscriber, nationally.
- ⊗ SSN will be allotted to each member ensuring that a member does not have more than one SSN
- ⊗ This number will be permanent and will be used for pension purposes also.
- ⊗ It is a 14 digit number allotted by EPFO based on 6+1 key information viz. (i) Full Name(Self), (ii) Father's Full Name, (iii) Mother's Full Maiden Name, (iv) Date of Birth, (v) Place of Birth and (vi) other Name (Self, if any) furnished in the SSN Form.
- ⊗ As a first step, it is mandatory for every employee of establishment to fill up the form and get a SSN allotted.

Benefits of SSN:

- ◆ Identify a member independent of his/her Employers and there by establish a direct contact between him/her and EPFO
- ◆ It will facilitate faster settlement of claims and extension of other services
- ◆ Service to subscribers – ANYTIME-ANYWHERE
- ◆ ONLINE enquiries and other e-governance facilities
- ◆ One Unique Number for lifetime of member including pension after retirement
- ◆ No need of transfer of balance on change of employment
- ◆ Up-to-date information on credits at Member's Account
- ◆ Quick access and retrieval of Data
- ◆ SSN to members will be allotted by EPFO
- ◆ Optimal use of Employee time due to hassle free service by EPFO
- ◆ May be accepted as an identity proof.

Instructions for filling SSN form:

Please fill the SSN form in **CAPITAL ENGLISH LETTERS** using **Blue/Black Ball Point Pen only** and leave one blank box between words in names

Please download the form on A4 size Paper from http://www.epfindia.com/SSN_FORM.PDF

Please take print of SSN form both sides of the Page

Column No. Wise

1. Current PF Account Number.

Please enter the PF account number or pension account number which ever is applicable.

2. Full Name of Subscriber

- a. If you have a single word in your name, then please enter that word in the first name item only.
- b. If you have two words in your name, then please enter first word in the first item and second word in the last name item only. Leave the middle name item blank. Read the examples given in the form.
- c. If you have multiple words in your name, then enter first word in the first name item and last word in the last name item and the remaining words in the middle name item.
- d. Expand the initials fully
- e. Do not use nick names or short names
- f. Do not use any title like **Dr., Mr., Ms., Shri, Smt.**, etc or abbreviations.
- g. First name should not be left blank
- h. If Middle name is filled, then the last name must also be filled.

3. Father's Full Name

- a. If Father's Name has a single word, then please enter that word in the first name item only.
- b. If Father's Name has two words, then please enter first word in the first item and second word in last name items only. Leave the Middle name item blank.
- c. If Father's Name has multiple words, then enter first word in the first name item and last word in the last name item and the remaining words in the middle name item.
- d. Expand the initials fully.
- e. Do not use nick names or short names
- f. Do not use any title like **Late, Dr., Mr., Shri, etc.** or abbreviations
- g. First name cannot be left blank.
- h. If middle name is filled, then the last name must also be filled
- i. Married women shall enter only the father's name and not the spouse's name.

4. Mother's Full Maiden Name - (Maiden Name means-> the surname of a married woman before her marriage)

- a. If Mother's Maiden Name has a single word, then please enter that word in the first name item only.
- b. If Mother's Maiden Name has two words, then please enter first word in the first item and second word in last name item only. Leave the Middle name item blank.
- c. If Mother's Maiden Name has multiple words, then enter first word in the first name item and last word in the last name item and the remaining words in the middle name item.
- d. Expand the initials fully.
- e. Do not use nick names or short names
- f. Do not use any title like **Late, Dr., Ms., Mrs. Smt., etc.** or abbreviations
- g. First name cannot be left blank.
- h. If middle name is filled, then the last name must also be filled
- i. Only the mother's maiden name should be entered

5. Sex

- a. Please darken the applicable circle fully.

6. Date of Birth

- a. Enter the date in the **DD/MM/YYYY** format – Example – 01-09-1962 is an acceptable date
- b. If the month or day is a single digit (1 to 9) then the day or month should start with 0 (Ex-01 and Not 1, 07 and not 7)
- c. Similarly the year 62 should be written as 1962

7. Place of Birth

- a. Place of birth cannot contain numerals. Example "24 Paraganas" must be entered as "TWENTY FOUR PARAGANAS"

8. Nationality of Applicant

- a. Please darken the applicable circle fully.
- b. If the Nationality is not Indian, full country name must be given in the space provided. Abbreviations like UK, USA, RSA etc. are not allowed.
- c. In case of displaced persons from Pakistan or Bangladesh, the country name will be INDIA. In case of displaced persons from Srilanka, the country name will be Srilanka only.

9. Have you ever been known by any other name?

- a. Write your erstwhile name if any, in this item. (No nick names or short names)
- b. Married women must enter their maiden/given name here.
- c. Instructions given under item no. 2 for writing your name are applicable here also.

10. Correspondence Address

- a. Please read the caption given against each line of boxes before filing and then fill accordingly.
- b. Superscript and subscript like 1st, 2nd or IIInd (for Floors and Phases) should not be used. 2nd should either be written as "Second" or "2nd" the "2", "n" and "d" appearing in individual boxes. If Roman characters are used, only one character must appear in one box. Thus "II" will be written in two boxes and one "I" in each box. Commas, hyphens, slashes etc. must also be entered in separate boxes and NOT along with other alphabets.
- c. In case any item is not relevant then leave it blank.

11. Permanent Address

If your permanent address is the same as correspondence address then, you should darken fully the circle provided and leave the individual items under this head blank

Otherwise

The same rule as in Column 10 (Correspondence Address) applies here also for filling the items.

12. E-mail, if any

Please enter the e-mail (if you have one) in block capital letters

13. Name as it would appear on card

In this item you can use initials short names - Do not write nick names here.

14. Father Name as it would appear on the Card

This name can contain initials - Do not enter nick names here.

15. Declaration signature/thumb impression

- a. The signature or thumb impression must not touch or cross the boundaries of the box provided.
- b. Sign or place your thumb impression horizontally in the center of the box.