

How to update KYC in EPF UAN

The government has made it mandatory for employees to link their EPF account with Aadhaar card and other documents. The employees can easily update their KYC information for EPF online through the UAN EPFO portal. For updating the KYC (Know your customer) details on the portal, you would need only UAN (Universal Account Number) credentials. Here is the process of how to do it online.

The process to update KYC Details-

The process is very simple for updating your KYC details in the EPF account, just follow the steps mentioned below

Step 1: Firstly, log in to your EPF account using your UAN and password by clicking here.

The screenshot shows the EPF UAN Member e-SEWA login page. The page header includes the EPFO logo and 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The right header shows 'Universal Account Number (UAN) MEMBER e-SEWA'. The main content area has a 'Dear EPF Members !!' section with various service links. A red box highlights the login form with fields for UAN, Password, and Captcha, and 'Sign in' and 'Reset' buttons. Below the login form are sections for 'Benefits of Registration', a 'NOTE' box with instructions, and 'Important Links' including 'Activate UAN' and 'Know your UAN status'.

Step 2: Once you are logged in, go to the “Manage” option available on the top menu bar.

Step 3: Now, click on select the “KYC” option from the drop-down menu.

Step 4: After clicking on the “KYC” option, you will be redirected to a new page that will contain a list with different “Document Type” and respective fields next to them which you need to fill up along with the details of the document.

Select	Document Type	Document Number	Name as per Document	Other
<input type="checkbox"/>	Bank	DOCUMENT NUMBER	NAME AS PER DOCUMENT	IFSC
<input type="checkbox"/>	PAN	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	AADHAAR	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	Passport	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
<input type="checkbox"/>	Driving License	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
<input type="checkbox"/>	Election Card	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	Ration Card	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	National Population Register	DOCUMENT NUMBER	NAME AS PER DOCUMENT	

Step 5: Click on the checkbox next to the document type that you want to update and fill the “Document Number” and “Name as per Document” fields.

Step 6: After updating all the above-mentioned details, click on the “Save” option.

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Home View Manage Account Online Services

Add KYC

Select	Document Type	Document Number	Name as per Document	Other
<input checked="" type="checkbox"/>	Bank			
<input checked="" type="checkbox"/>	PAN			
<input checked="" type="checkbox"/>	AADHAAR			
<input type="checkbox"/>	Passport	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
<input type="checkbox"/>	Driving License	DOCUMENT NUMBER	NAME AS PER DOCUMENT	EXPIRY DT
<input type="checkbox"/>	Election Card	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	Ration Card	DOCUMENT NUMBER	NAME AS PER DOCUMENT	
<input type="checkbox"/>	National Population Register	DOCUMENT NUMBER	NAME AS PER DOCUMENT	

Save Cancel

KYC Pending for Approval

UAN	Document Type	Name as per Document	Document No	Document Expiry	To be Approved by Establishment	Details
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Step 7: After updating the details of your document, the status of your KYC document will be shown under the column named as “KYC Pending for Approval”. After your document has been verified and approved by the employer, the status will be shown under the “Digitally Approved KYC.”

Step 8: After this, you will receive an SMS to confirm the same.

How to update contact details in your EPF account?

The users can not only get his/her KYC details updated on the EPF portal, but they can also make changes or update contact details online. Below given is the process of doing it-

Step 1: Firstly, log in to the EPFO portal by entering your UAN and password by clicking here.

Step 2: In the ‘Manage’ section, click on the Contact Details option.

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Home View Manage Account Online Services

UAN Card
More info

CONTACT DETAILS

- KYC
- MODIFY BASIC DETAILS
- E-NOMINATION

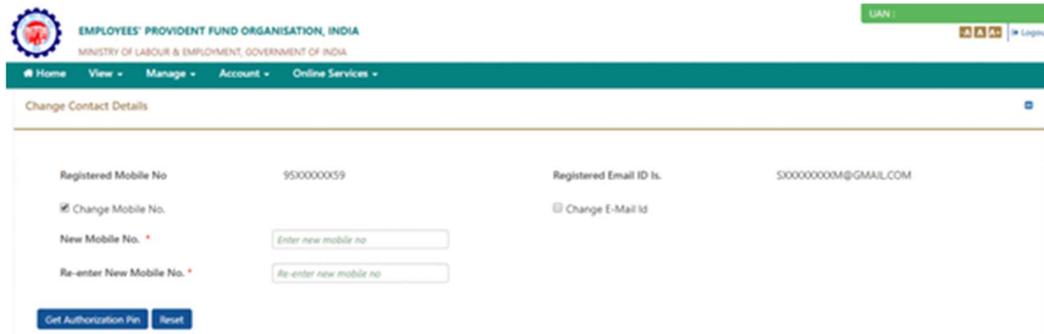
Member Profile

UAN	
Name	
Birth Date	01/02/1992
Gender	MALE
AADHAAR	59000000120 Verified (DEMOGRAPHIC)
PAN	80000003H verified
Bank Account No.	XXXXXX00000454
Mobile No.	9900000059
E-mail	SUI00000UM@GMAIL.COM

More information

Step 3: Your mobile number and email address will already be fed in your EPF account. Note that these are the details that were taken at the time of activating your EPF account.

Step 4: Now, you need to tick on the box against the 'Change mobile number' option or 'Change email id' option to update your details and click on the 'Get Authorization Pin' button.



The screenshot displays the 'Change Contact Details' interface on the EPF portal. It includes a header with the EPF logo and navigation menu. The main content area shows the current registered mobile number and email ID. There are two options to update details: 'Change Mobile No.' and 'Change E-Mail Id'. Each option has a corresponding input field for the new information. A 'Get Authorization Pin' button is located at the bottom left, and a 'Reset' button is at the bottom right.

Step 6: After entering the authorization pin sent on your mobile number, your mobile phone/e-mail will be updated in your EPF account.

Benefits of Updating KYC Details

After the KYC details are updated in your EPF account, you can avail many benefits such as-

- Members can process the online withdrawal claims only when their KYC details are seeded with the UAN.
- If your KYC details are updated, you can easily transfer the EPF accounts.
- Members will receive a monthly SMS intimating the monthly PF after activation.
- If the members withdraw from their PF before 5 years of service, a TDS of 10% will be levied against the amount if PAN is updated in the EPF account.
- If PAN is not updated in your EPF account, the TDS charge will increase to 34.608%.

Key points to note

- While filling your KYC document details, one has to make sure that there are no discrepancies about the details that you have entered from your KYC documents such as Aadhaar card, Passport, PAN card, and driver's license, etc.
- After uploading your documents, the process of approval from your employer will take 2-3 days roughly.