

Standardized Process for updatation/ correction of details for EPF members



11 profile related parameters can be changed/updated like **name, gender, date of birth, Aadhar number, etc.**

5 changes out of the 11 parameters allowed

Applications for corrections to be submitted via **Member Sewa portal** and must be validated by their employers

1

Standardized process to be followed henceforth for correction/ updatation of EPF member details like **name, date of birth, gender, etc.**

2

Cap on the number of times the corrections can be made in each **profile parameter**

3

4

For more than **5 changes, additional scrutiny** to be applied

5

6

Two categories of changes – minor and major changes clearly mentioned in **EPF circular**

7

✓ **Minor changes**

- Minimum 2 documents from prescribed list
- Processed within T + 7 days

✓ **Major changes**

- Minimum 3 documents from prescribes list
- Processed within T +15 days

