



GOVERNMENT OF ANDHRAPRADESH
ANDHRA PRADESH CORPORATION FOR OUTSOURCED SERVICES (APCOS)
2nd FLOOR, NTR ADMINISTRATIVE BLOCK, PN BUS STATION, VIJAYAWADA



From
Sri.G.VasudevaRao,M.Sc,M.Phil.,
Managing Director.

To,
All DDO's of Client Organisation,

Lr.No. 97(1)/APCOS/Admin/2021, Dt: 01/12/2021

Sub:- APCOS – Filing of e-nomination by EPF Members–Regarding.
Ref:- Letter D.O.No.: C&PR/AKAM/2021, dated: 8th September, 2021 &
17th November, 2021 from EPFO Head Office, New Delhi.

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I invite your kind attention to the subject cited.

Our country has reached the milestone of 75 years of Independence. Befitting this occasion, the Government of India is celebrating "Azadi Ka Amrit Mahostav". EPFO, the social security arm of Government has identified filing of nominations as its core activity during this commemorative phase. Nomination is important to access of social Security rights of the family members of EPF members and EPFO is running an intensive campaign for filing e-nomination by members. EPFO has set a goal of achieving 100% nomination in a shortest possible time and has instructed all field commissioners to monitor and achieve this.

Nominations can be filed online and a provision by the name e-nomination exists in the UAN member seva portal and this process requires very few details namely Aadhar, photo and Bank details of the nominee. A step by step guide to submit e-nominations (Annexure-A) is enclosed for convenience of members along with requirements (Annexure-B).

EPFO Head office, New Delhi has written to APCOS to complete the e-nomination process of Outsourced employees immediately.

Therefore I reiterate that it is our responsibility to support/facilitate completion of e-nomination by members.

Request all DDO's to educate and guide the employees working under your respective jurisdictions for completion of e-nomination.

Thanking you,

Yours faithfully


Managing Director
APCOS

Encl: Annexure "A" & Annexure "B"



श्रम एवं रोजगार मंत्रालय
Ministry of Labour & Employment
भारत सरकार (Government of India)



EPFO

Submit EPF/EPS Nomination Digitally!

Steps to submit EPF/EPS Nomination Digitally:

Step 1

Visit EPFO website >> Services >> For Employees >> Click 'Member UAN/Online Service'.

Step 2

Login with 'UAN and Password'.

Step 3

Select 'E-Nomination' under 'Manage Tab'.

Step 4

'Provide Details' Tab will appear on screen. Click 'Save'.

Step 5

Click 'Yes' to update Family Declaration.

Step 6

Click 'Add Family Details'. (More than one nominee can be added)

Step 7

Click 'Nomination Details' to declare total amount of share. Click 'Save EPF Nomination'.

Step 8

Click 'E-sign' to generate DTP. Submit 'OTP' sent on mobile number linked with Aadhaar.



e-Nomination is now registered with EPFO.
After e-nomination, no further physical documents required.

EPFO Website: <https://www.epfindia.gov.in>

#EPFO celebrates #AzadiKaAmritMahotsav

Annexure - B

Requirements for e-nomination:

For Member:

1. ACTIVATED AND AADHAAR LINKED UAN
2. MOBILE NUMBER TO BE LINKED WITH AADHAAR
3. UPDATED MEMBER PROFILE WITH PHOTOGRAPH AND ADDRESS

For Family/Nominee:

1. SCANNED PHOTOGRAPH OF THE INTENDED NOMINEE
(JPG format - Size 3.5 cm x 4.5 cm)
2. AADHAAR, BANK ACCOUNT NUMBER WITH IFSC AND ADDRESS OF THE INTENDED NOMINEE