



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)



(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

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Plot A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: www.epfindia.gov.in, www.epfindia.nic.in

No: WSU/ErroneousLinkingofUAN/E-838432/2026-27/12

Date: 13/April/2026

To
All ACC (HQ)/ACC (Zones),
All RPFC-I/RPFC-II/APFC OICs

Subject: De- Linking of MIDs from UAN in case Contribution is remitted by Employer.

Madam/Sir,

Kind reference is sought to the User Manual for De-linking of wrong MIDs enclosed vide Circular No. WSU/ErroneousLinkingofUAN/E-838432/2024-25/10 dated 17.01.2025. In this connection, the Competent Authority has approved the extension of this functionality to include those cases where wrong MIDs were created without the members' knowledge and contribution is also available in such MIDs. The indicative process flow is as below:-

1. Member will raise the De-Linking request through the Member Portal.
2. The request shall be forwarded to the Employer's log-in for accepting or refusing the request.
3. In case the employer accepts the request, the MID shall be de-linked at the level of employer, provided contributions have been received for not more than 2 times.
4. In case the employer refuses or does not take any action on the request for 2 weeks or wherever contributions have been received in respect of the said member for more than 2 times but up to 6 times, the De-Linking request shall be escalated to the Regional Office concerned as a task for the Dealing Hand (Compliance) at FOINTERFACE for further examination.
5. Dealing Hand after due examination shall submit to the Section Supervisor (Compliance) who would then submit it to the RPFC (Compliance) with due recommendations.
6. RPFC(Compliance) shall examine and approve/reject such De-Linking request by recording the reasons based on the merit of the request.
7. **Separate instructions will be issued later about transfer of such de-linked balances to SRF**

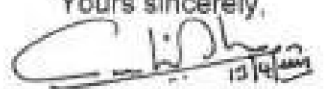
Member IDs from which claims have already been processed/settled/pending OR have received contributions more than 6 times will not be allowed to file the De-Linking Request.

The User Manual for the above functionality, as received from the ISD is enclosed herewith for ready reference.

Due diligence should be carried out in the above process to avoid errors, delay and consequent grievances.

[This has the approval of the CPFC]

Encl: User Manual

Yours sincerely,

G.R. Suchindranath
ACC (WSU)



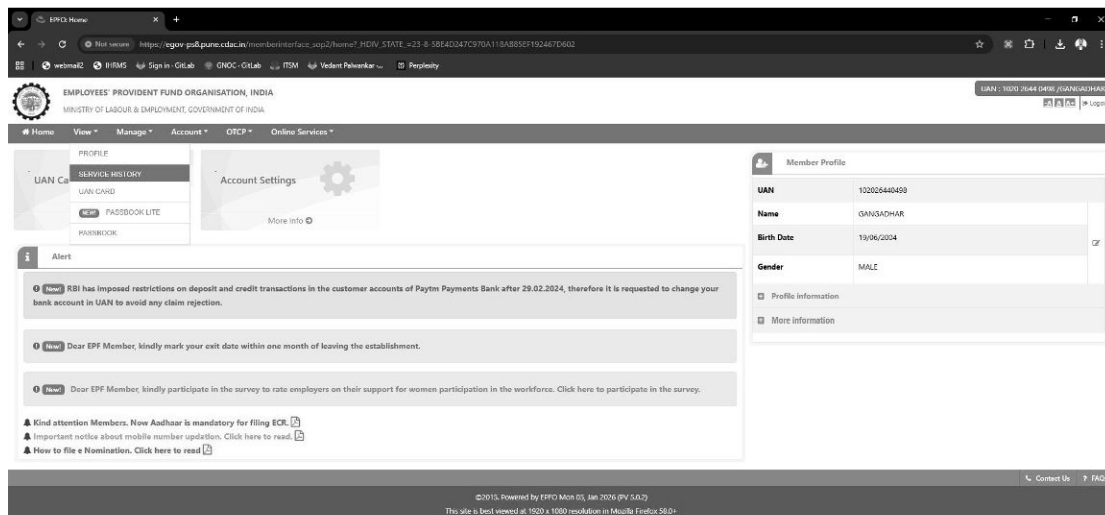
**User Manual of De-link member id functionality
Employees' Provident Fund Organization**

De-link Member ID (EPFO Portal) - Delink Validations

Step 1: Login to EPFO Member Portal

Login to the EPFO Member Interface using your UAN and password. After successful login, the home page will display your member profile and menu options.

Reference: See following **Image** for the main dashboard and the "View" menu navigation.



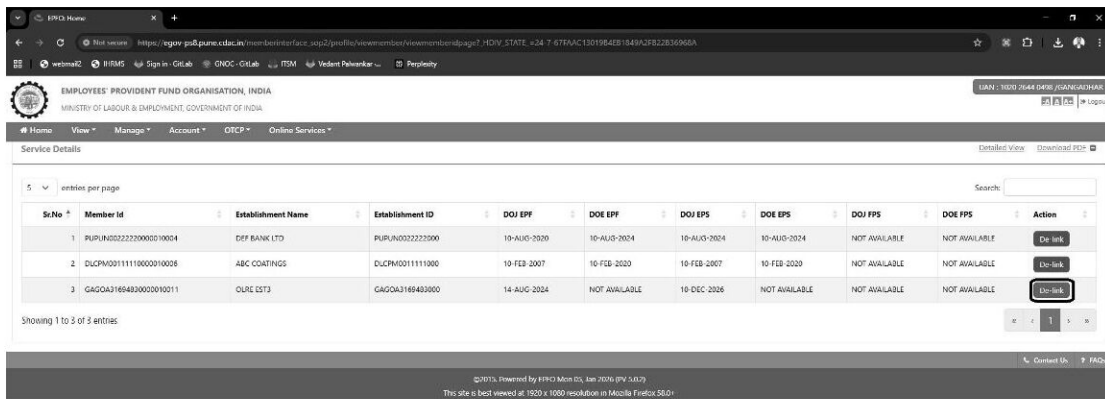
Step 2: Navigate to Service History

From the top navigation menu, go to: **View** → **Service History**. This section displays all Member IDs currently linked with your UAN.

Step 3: View Service Details

The **Service Details** page provides a comprehensive list of establishments linked to your UAN, including Member ID, Establishment Name, Date of Joining (DOJ), and Date of Exit (DOE).

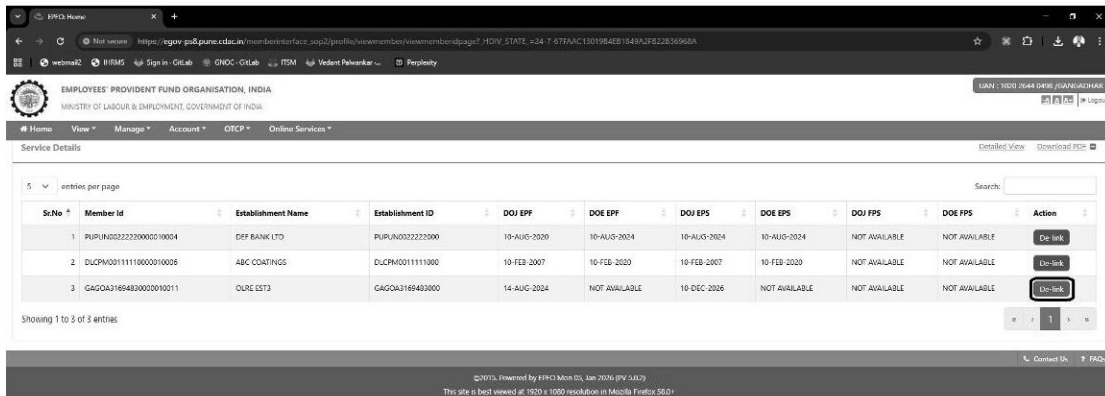
Reference: See the following **Image** for the layout of the Service Details table.



Step 4: Initiate De-link

Identify the Member ID you wish to remove and click the **De-link** button in the **Action** column.

Reference: See the following Images



Step 5: System Validations and Error Handling

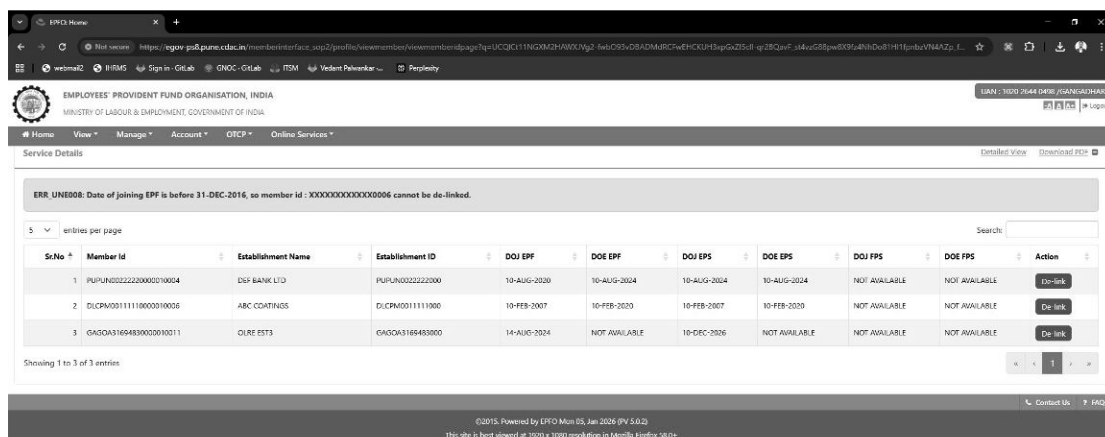
The system performs automated checks to ensure the Member ID is eligible for removal. Based on the system status, you may encounter the following restrictions:

A. Date of Joining Restriction (ERR_UNE008)

If the Member ID has a recorded Date of Joining (DOJ) prior to the system's cutoff date (31-DEC-2016), it cannot be removed via this interface.

Error Message: *ERR_UNE008: Date of joining EPF is before 31-DEC-2016, so member id : [Member ID] cannot be de-linked.*

Reference: See the following **Image** for a visual of this error notification.



B. Settled or Pending Claims (ERR_UNE009 / ERR_UNE010)

If there is any financial activity, claim, or transfer request associated with the ID, de-linking is blocked to maintain record integrity.

Error Message (Claims): *ERR_UNE009: Claim with status settled or pending found. So member id : [Member ID] cannot be de-linked.*

Reference: See the following **Image**.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Service Details

ERR_UNE009: Claim with status settled or pending found. So member id : XXXXXXXXXXXX139 cannot be de-linked.

5 entries per page

Sr.No	Member Id	Establishment Name	Establishment ID	DOJ EPF	DOE EPF	DOJ EPS	DOE EPS	DOJ FPS	DOE FPS	Action
1	GAGOA3169483000010003	OLRE EST3	GAGOA3169483000	04-OCT-2005	20-SEP-2023	04-OCT-2005	20-SEP-2023	NOT AVAILABLE	NOT AVAILABLE	
2	GAGOA3169483000010005	OLRE EST3	GAGOA3169483000	06-OCT-2005	01-JAN-2025	02-OCT-2023	05-JAN-2022	NOT AVAILABLE	NOT AVAILABLE	
3	PULPUN0030980000001839	CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING	PULPUN0030980000	08-OCT-2010	01-SEP-2026	08-OCT-2000	01-SEP-2026	NOT AVAILABLE	NOT AVAILABLE	De-link

Showing 1 to 3 of 3 entries

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This site is best viewed at 1024 x 1000 resolution in Mozilla Firefox 58.0+

Error Message (Transfers): ERR_UNE010: Online transfer with status settled or pending found. So member id : [Member ID] cannot be de-linked.

Reference: See the following Image.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Service Details

ERR_UNE010: Online transfer with status settled or pending found. So member id : XXXXXXXXXXXX001 cannot be de-linked.

5 entries per page

Sr.No	Member Id	Establishment Name	Establishment ID	DOJ EPF	DOE EPF	DOJ EPS	DOE EPS	DOJ FPS	DOE FPS	Action
1	PULPUN0022220000010004	DSP BANK LTD	PULPUN0022220000	10-AUG-2020	10-AUG-2024	10-AUG-2024	10-AUG-2024	NOT AVAILABLE	NOT AVAILABLE	De-link
2	DLCFN00111110000310005	ABC COATING	DLCFN00111110000	10-FEB-2007	10-FEB-2020	10-FEB-2007	10-FEB-2020	NOT AVAILABLE	NOT AVAILABLE	De-link
3	GAGOA3169483000010011	OLRE EST3	GAGOA3169483000	14-AUG-2024	NOT AVAILABLE	10-DEC-2026	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	De-link

Showing 1 to 3 of 3 entries

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This site is best viewed at 1024 x 1000 resolution in Mozilla Firefox 58.0+

Step 6: Successful De-link

If the Member ID passes all validation checks (no early DOJ and no active/settled claims), the system will process the request, and the Member ID will be removed from your UAN service history.

Important Notes

Eligibility: Only Member IDs that were incorrectly or mistakenly linked should be removed.

Financial Records: Member IDs with existing transfer claims or settled withdrawals are strictly ineligible for de-linking.

Date Constraints: The portal currently restricts de-linking for records established before **December 31, 2016**.

EPFO De-Link Member ID- Employer Approval Case (Less Contribution Case)

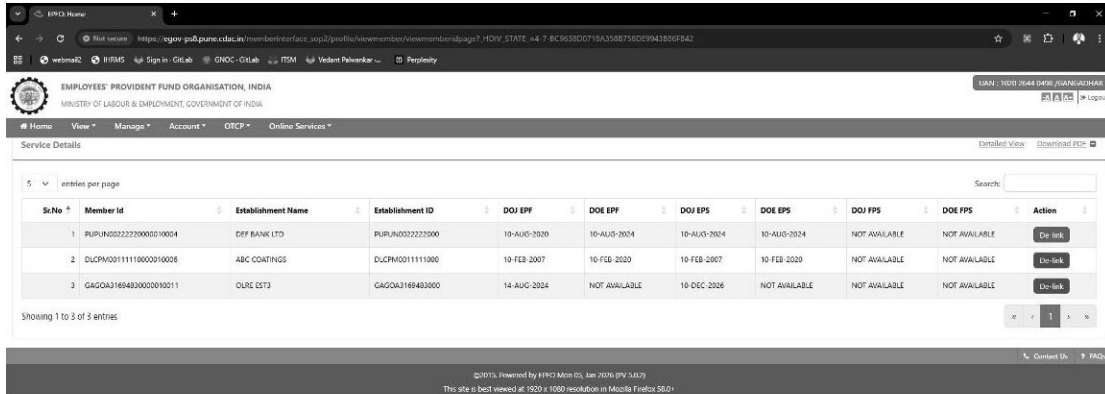
This manual outlines the end-to-end process for delinking a Member ID from a Universal Account Number (UAN). This process is divided into two phases: **Member Initiation** and **Employer Approval**.

Phase 1: Member Action (Initiating the Request)

Step 1: Access Service History Log in to the EPFO Member Portal. On the main dashboard, navigate to the **View** menu and select **Service History**. See the following image.

The screenshot displays the EPFO Member Portal interface. The top navigation bar includes 'Home', 'View', 'Manage', 'Account', 'ORCP', and 'Online Services'. The 'View' menu is expanded, showing options like 'UAN Card', 'UAN CARD', 'EPF PASSBOOK LITE', and 'PASSBOOK'. The 'Service History' option is highlighted. On the right, the 'Member Profile' section shows details for UAN 10202640499, Name GANSAHAR, Birth Date 19/06/2004, and Gender MALE. The footer indicates the site is powered by EPFO Mon 05, Jan 2026 (PV 5.0.2) and is best viewed at 1920 x 1080 resolution in Mozilla Firefox 58.0.

Step 2: Initiate De-link A list of all Member IDs linked to your UAN will appear. Identify the erroneous Member ID and click the **De-link** button under the "Action" column. See the following image.

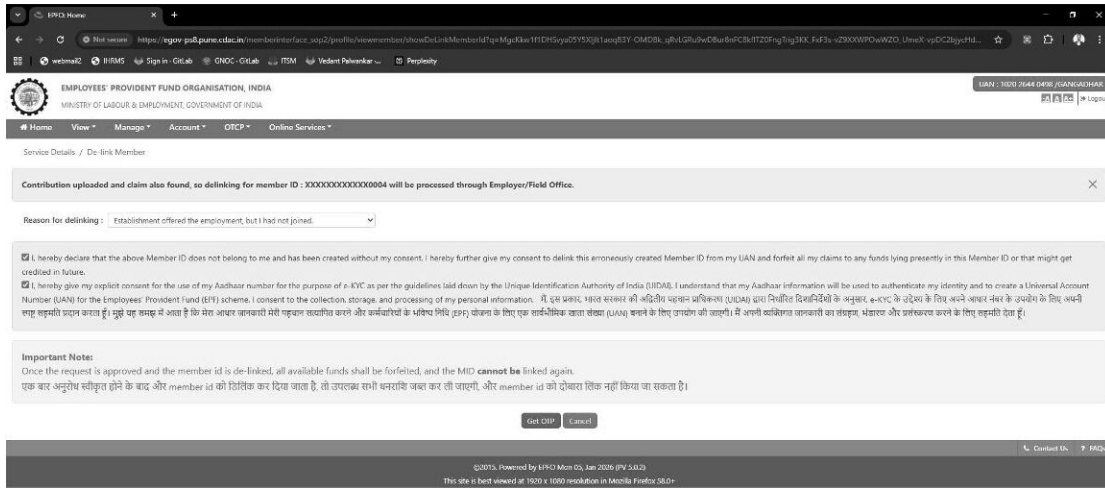


Step 3: Provide Reason & Consent On the De-link Member page:

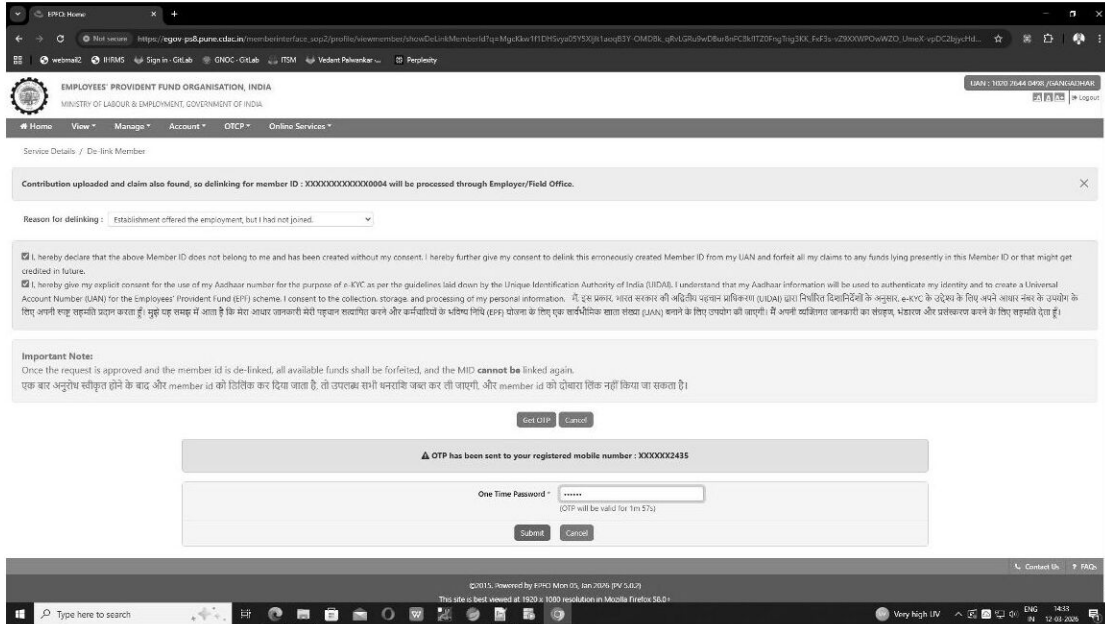
Select the **Reason for delinking** (e.g., "Establishment offered the employment, but I had not joined").

Tick the declaration checkboxes to provide consent for Aadhaar-based e-KYC.

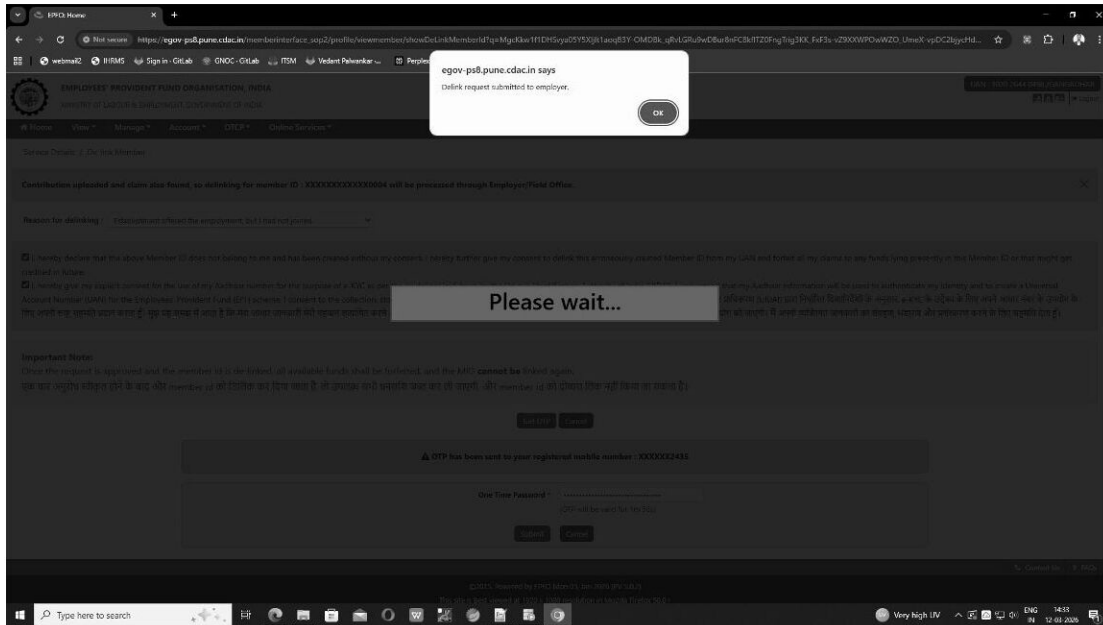
Click **Get OTP**. See the following image.



Step 4: Authentication An OTP will be sent to your Aadhaar-registered mobile number. Enter the **One Time Password** and click **Submit**. See the following image.

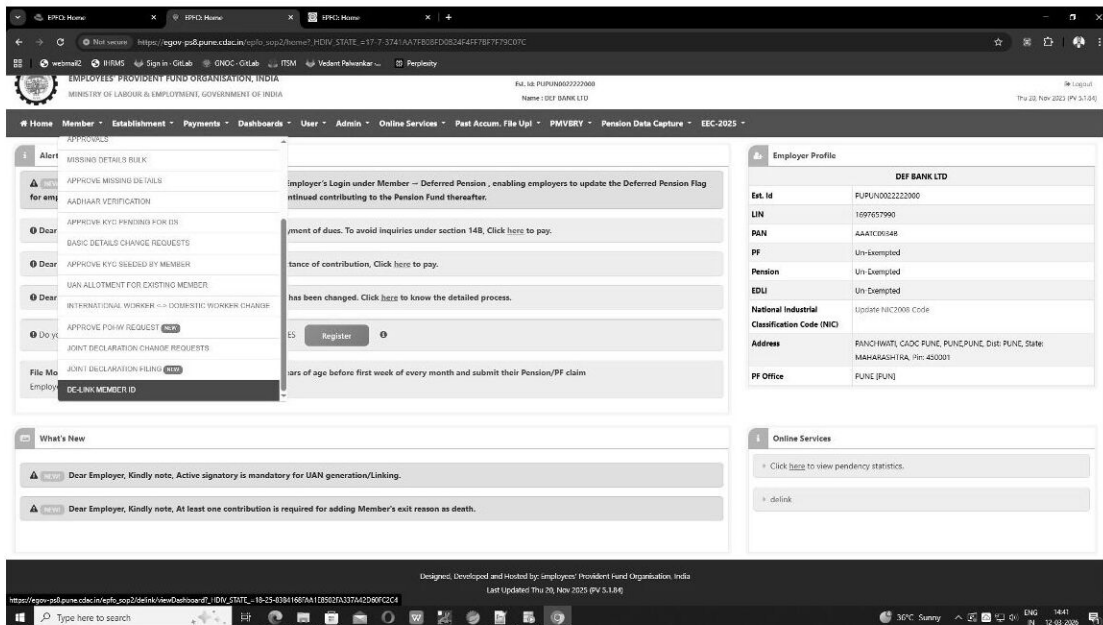


Step 5: Confirmation of Submission A "Please wait..." message will appear, followed by a popup notification stating: "Delink request submitted to employer." Click **OK**. See the following image.

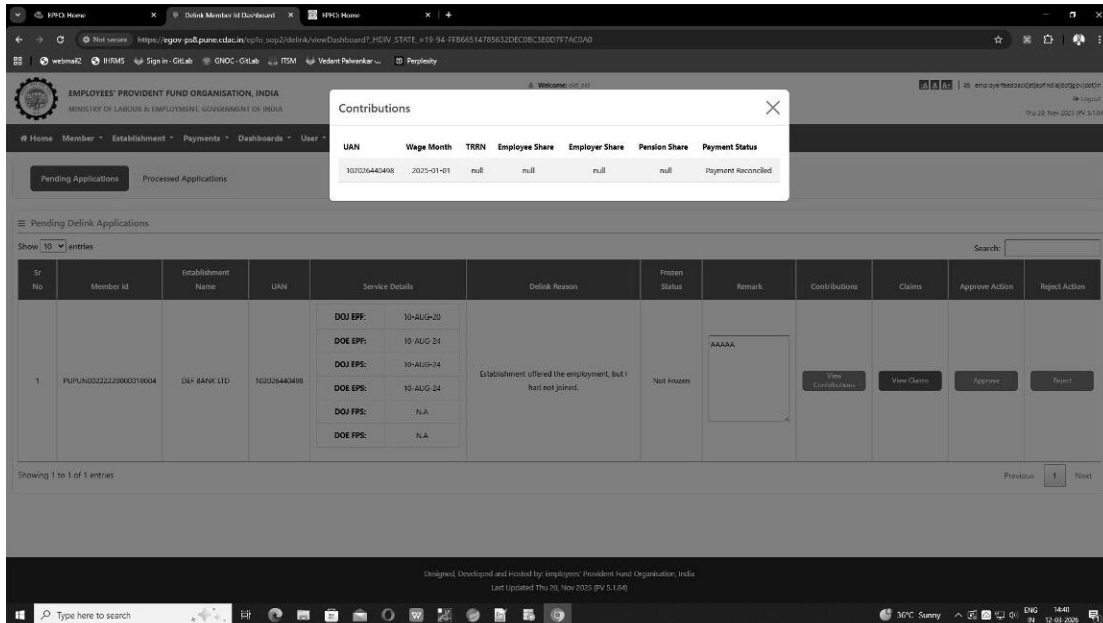


Phase 2: Employer Action (Approving the Request)

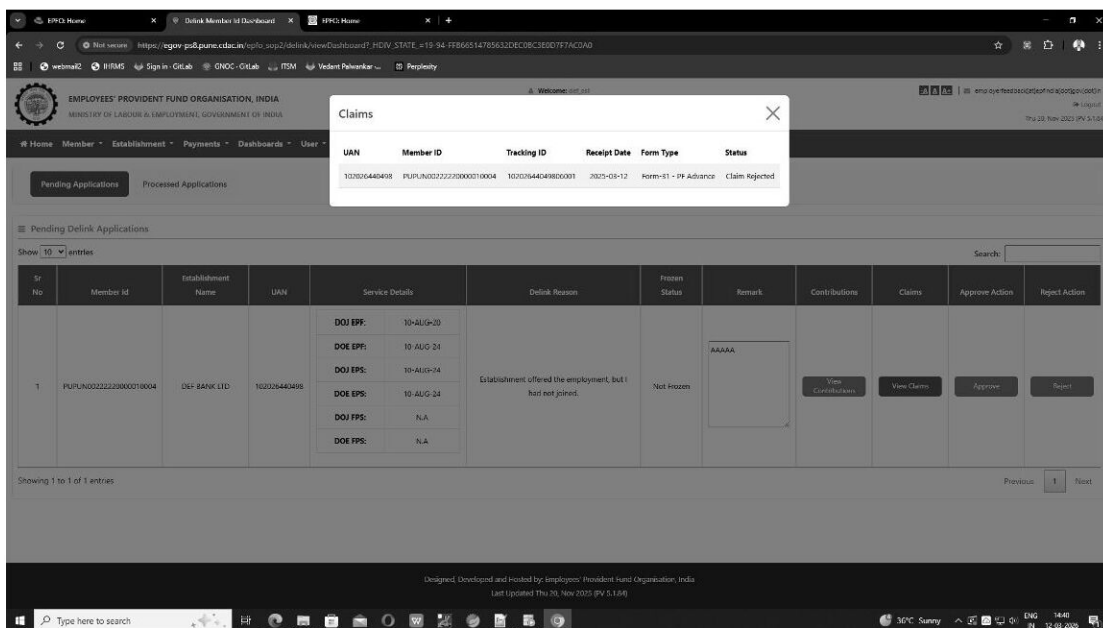
Step 6: Navigate to De-link Module The Employer must log in to the Unified Employer Portal. Under the **Member** tab, select the menu option **DE-LINK MEMBER ID**. See the following image.



Step 7: Review Contributions In the "Pending Delink Applications" dashboard, the employer should click **View Contributions**. This allows them to verify if any wages or shares (Employee/Employer) were actually reconciled for that period.



Step 8: Review Claims Click the **View Claims** button to check if any withdrawals or advances (e.g., Form-31) were previously attempted or rejected for this Member ID. See the following image.



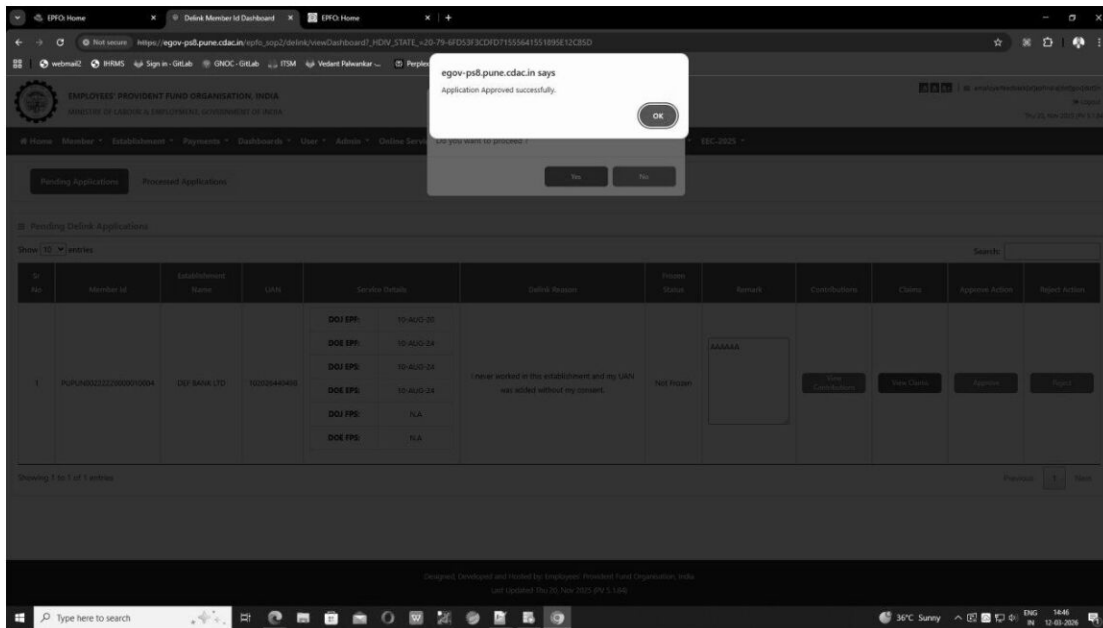
Step 9: Approval/Rejection

Enter a **Remark** (e.g., "AAAAA").

Click **Approve** (or **Reject** if details are incorrect).

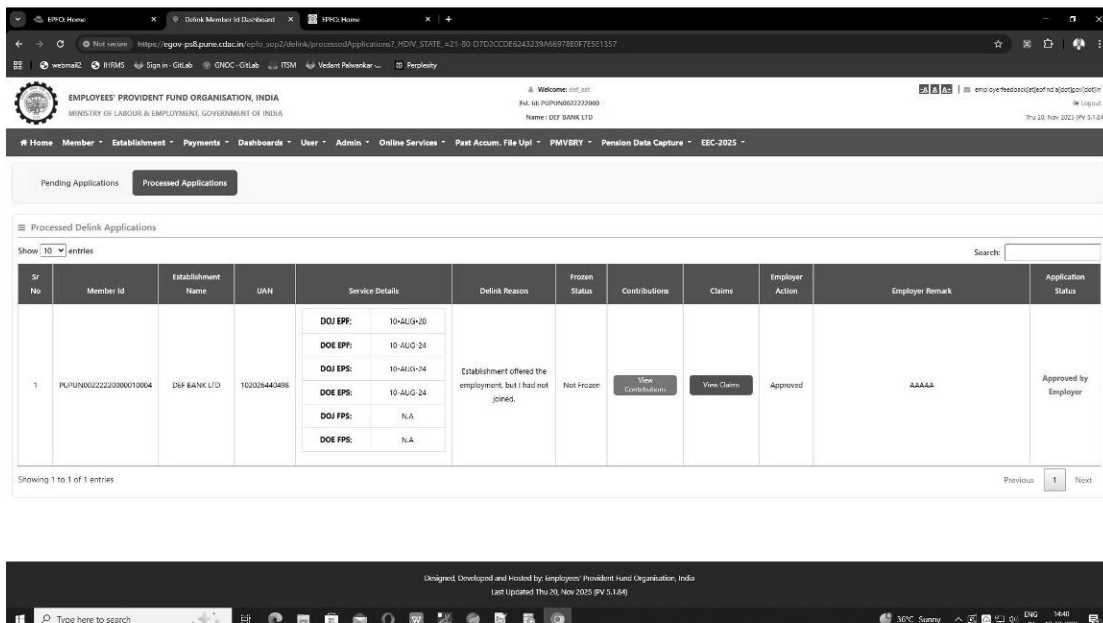
A confirmation box will appear: "Do you want to proceed?" Click **Yes**.

A success message will state: "Application Approved successfully." See the following image.



Phase 3: Final Verification

Step 10: Status Check (Employer) The employer can verify the final status under the **Processed Applications** tab. The "Application Status" should now reflect "Approved by Employer." See the following image.



Step 11: Updated Service History (Member) Once the employer approves, the Member can log back into their portal and view **Service History**. As seen in the updated records, the delinked Member ID (e.g., PUPUN...) has been successfully removed from the active service list, leaving only the legitimate Member IDs. See the following image.

Sr.No	Member Id	Establishment Name	Establishment ID	DOI EPF	DOE EPF	DOI EPS	DOE EPS	DOI FPS	DOE FPS	Action
1	DLCPM0011113000010006	ARC COATINGS	DLCPM0011113000	10-FEB-2007	10-FEB-2020	10-FEB-2007	10-FEB-2020	NOT AVAILABLE	NOT AVAILABLE	De-link
2	GACO431694030000100111	OLRE EST7	GACO43169403000	14 AUG 2024	NOT AVAILABLE	10-DEC-2025	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	De-link



EPFO De-Link Member ID: Full User Manual - Employer Rejection Case (Less Contribution)

Phase 1: Member-Initiated De-Linking Request

Step 1: Accessing Member Portal and Navigation

Log in to the EPFO Unified Member Portal.

Go to the 'View' tab and select 'Service History'. See the following image

Member Profile

- UAN: 10202640409
- Name: GANSAKHAR
- Birth Date: 13/06/2004
- Gender: MALE

Alerts:

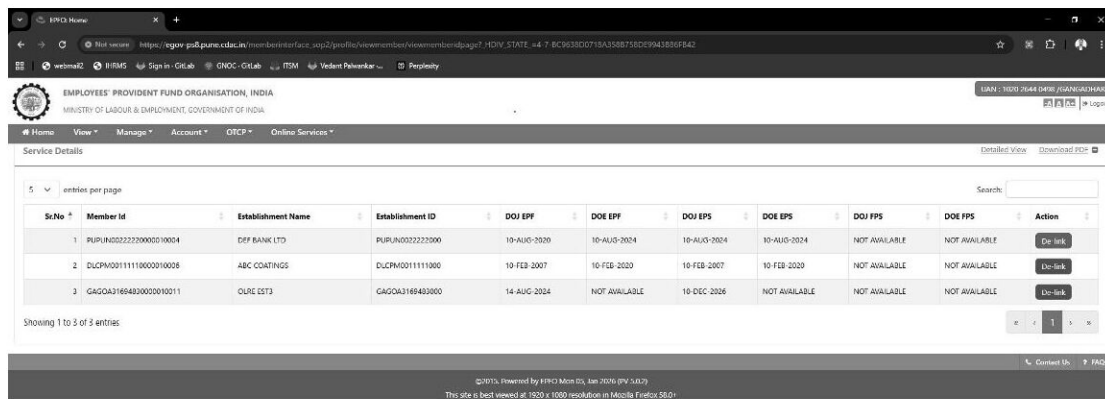
- RBI has imposed restrictions on deposit and credit transactions in the customer accounts of Paytm Payments Bank after 29.02.2024, therefore it is requested to change your bank account in UAN to avoid any claim rejection.
- Dear EPF Member, kindly mark your exit date within one month of leaving the establishment.
- Dear EPF Member, kindly participate in the survey to rate employers on their support for women participation in the workforce. Click here to participate in the survey.



Step 2: Identifying Incorrect Entry

Locate the establishment to be removed.

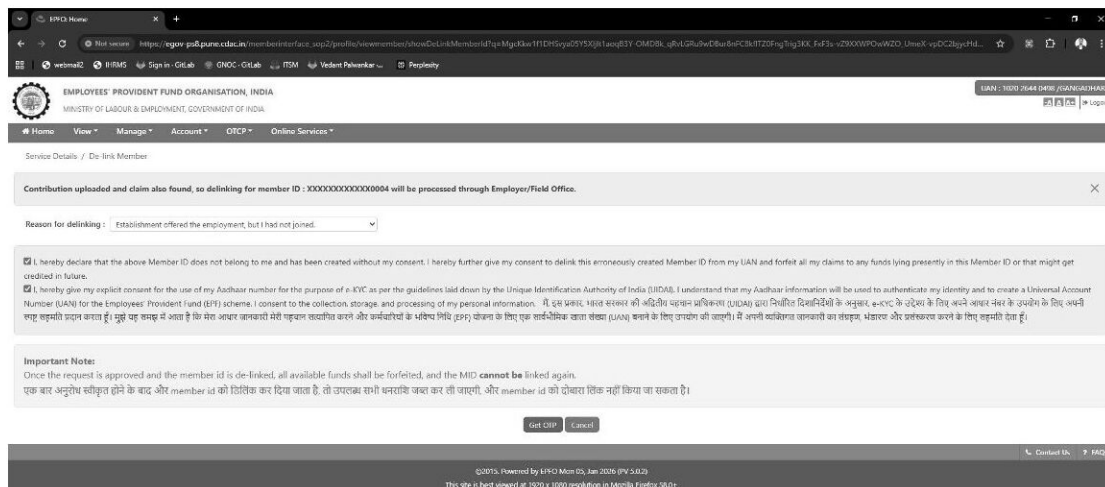
Under 'Action', click the 'De-link' button. See the following image



Step 3: Reason and Consent

Select the reason (e.g., "I never worked in this establishment").

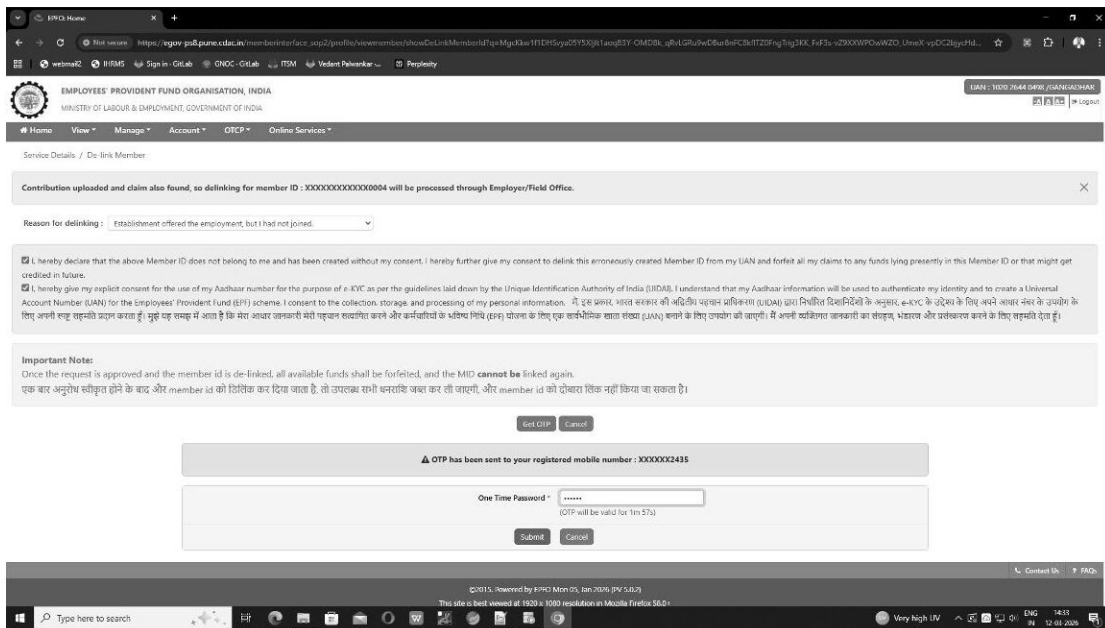
Check the consent box and click 'Get OTP'. See the following image



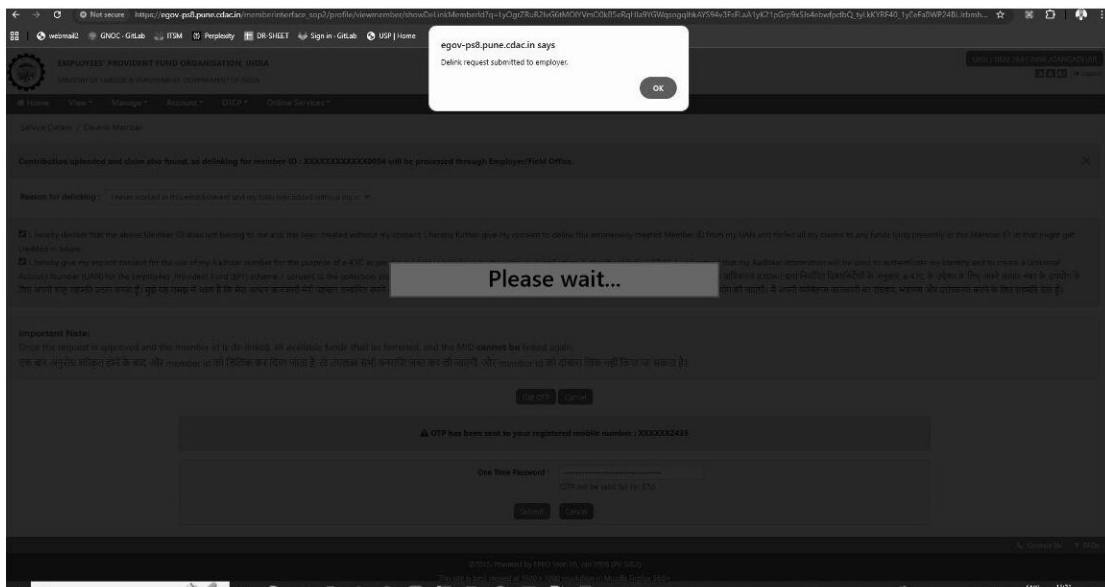
Step 4: OTP Verification

Enter the 6-digit OTP and click 'Submit'.

Confirm the browser pop-up. See the following image



Request is then sent to Employer.



Phase 2: Employer processing of De-Linking Request

1. In employer portal on click of claims button all claims details get displayed.

The screenshot shows the 'Claims' modal window in the Employer Portal. The modal contains the following data:

UAN	Member ID	Tracking ID	Receipt Date	Form Type	Status
102026440498	PUPUN002222000010004	1020264404980001	2025-03-12	Form-31 - PF Advance	Claim Rejected

The background shows the 'Pending Delink Applications' table with the following data:

Sr No	Member Id	Establishment Name	UAN	Service Details	Delink Reason	Frozen Status	Remark	Contributions	Claims	Approve Action	Reject Action												
1	PUPUN002222000010004	DEF BANK LTD	102026440498	<table border="1"> <tr><td>DOJ EPF:</td><td>10-AUG-24</td></tr> <tr><td>DOE EPF:</td><td>N.A</td></tr> <tr><td>DOJ EPS:</td><td>10-AUG-26</td></tr> <tr><td>DOE EPS:</td><td>N.A</td></tr> <tr><td>DOJ FPS:</td><td>N.A</td></tr> <tr><td>DOE FPS:</td><td>N.A</td></tr> </table>	DOJ EPF:	10-AUG-24	DOE EPF:	N.A	DOJ EPS:	10-AUG-26	DOE EPS:	N.A	DOJ FPS:	N.A	DOE FPS:	N.A	I never worked in this establishment and my UAN was added without my consent.	Not Frozen	AAAA	View Contributions	View Claims	Approve	Reject
DOJ EPF:	10-AUG-24																						
DOE EPF:	N.A																						
DOJ EPS:	10-AUG-26																						
DOE EPS:	N.A																						
DOJ FPS:	N.A																						
DOE FPS:	N.A																						

2. On click of contribution button all contributions get displayed.

The screenshot shows the 'Contributions' modal window in the Employer Portal. The modal contains the following data:

UAN	Wage Month	TRRN	Employee Share	Employer Share	Pension Share	Payment Status
102026440498	2025-01-01	null	null	null	null	Payment Reconciled

The background shows the 'Pending Delink Applications' table with the same data as in the first screenshot.

3. Click the Reject button and click yes to give conformation.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Member Establishment Payments Dashboards User Admin Online Services EEC-2025

Pending Applications Processed Applications

Please Confirm
Do you want to proceed?
Yes No

Pending Delink Applications

Show 10 entries

Sr No	Member Id	Establishment Name	UAN	Service Details	Delink Reason	Frozen Status	Remark	Contributions	Claims	Approve Action	Reject Action
1	PUPUN002222000010004	DIF BANK LTD	102026440408	DOJ EPF: 10-AUG-24 DOE EPF: N/A DOJ EPS: 10-AUG-26 DOE EPS: N/A DOJ FPS: N/A DOE FPS: N/A	I never worked in this establishment and my UAN was added without my consent.	Not Frozen	AAAAA	View Contributions	View Claims	Approve	Reject

Showing 1 to 1 of 1 entries

Previous 1 Next

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4. For final confirmation see the processed application tab.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Member Establishment Payments Dashboards User Admin Online Services Past Accoun. File Upd PM VIBRY Pension Data Capture EEC-2025

Pending Applications Processed Applications

Processed Delink Applications

Show 10 entries

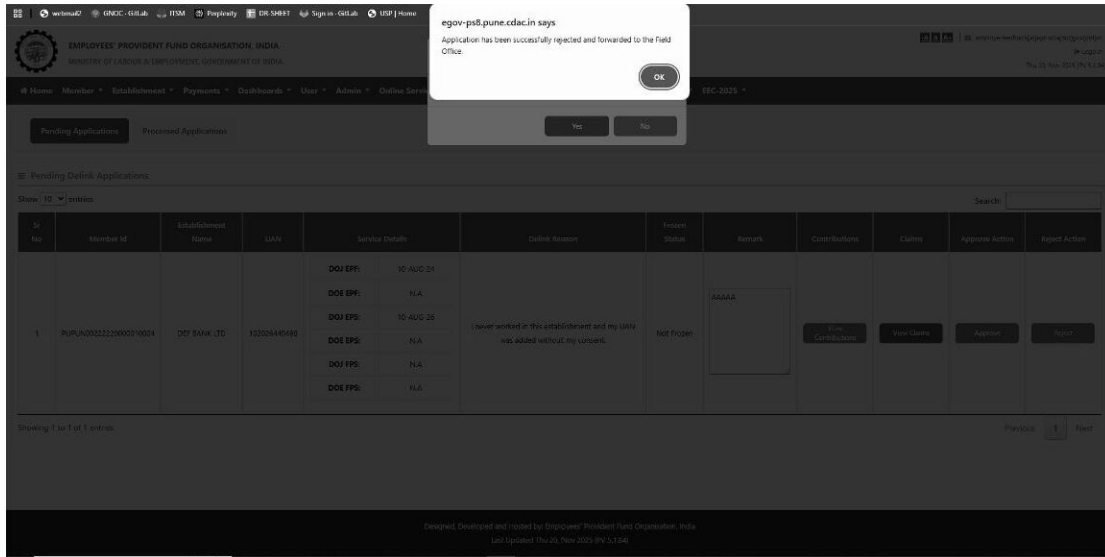
Sr No	Member Id	Establishment Name	UAN	Service Details	Delink Reason	Frozen Status	Contributions	Claims	Employer Action	Employer Remark	Application Status
1	PUPUN002222000010004	DIF BANK LTD	102026440408	DOJ EPF: 10-AUG-24 DOE EPF: N/A DOJ EPS: 10-AUG-26 DOE EPS: N/A DOJ FPS: N/A DOE FPS: N/A	I never worked in this establishment and my UAN was added without my consent.	Not Frozen	View Contributions	View Claims	Rejected	AAAAA	Pending at DA

Showing 1 to 1 of 1 entries

Previous 1 Next

Designed, Developed and Hosted by Employees' Provident Fund Organisation, India
Last Updated Thu 30, Nov 2023 (PV 5.1.64)

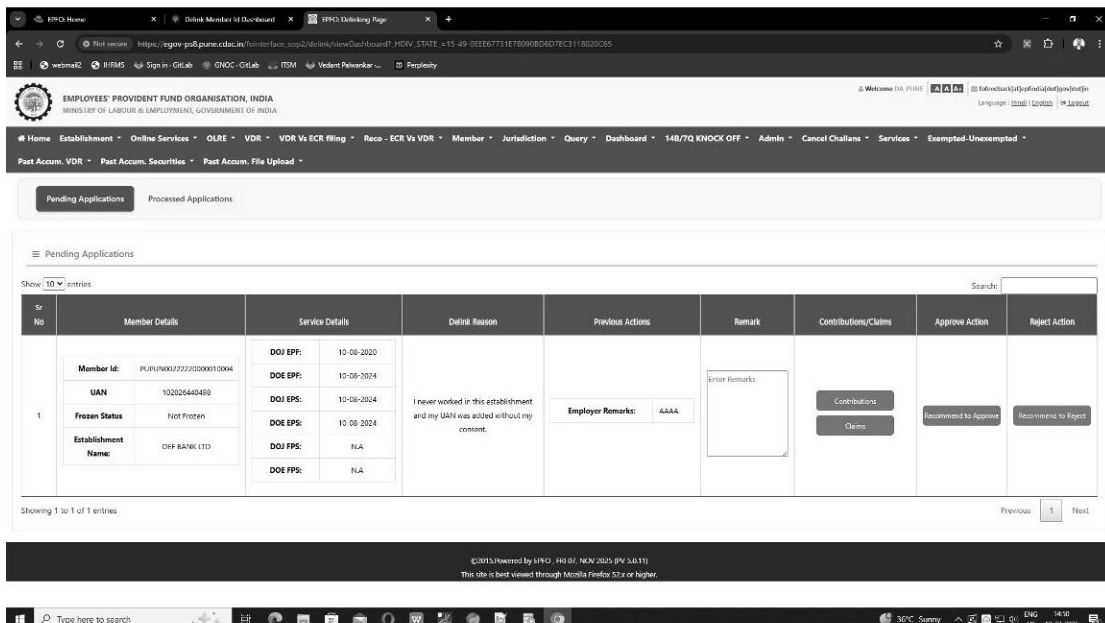
5. Though the contributions are less but employer rejects the request the request gets forwarded to **field office**.



Phase 3: Dealing Assistant (DA(Compliance) (Compliance)) Action

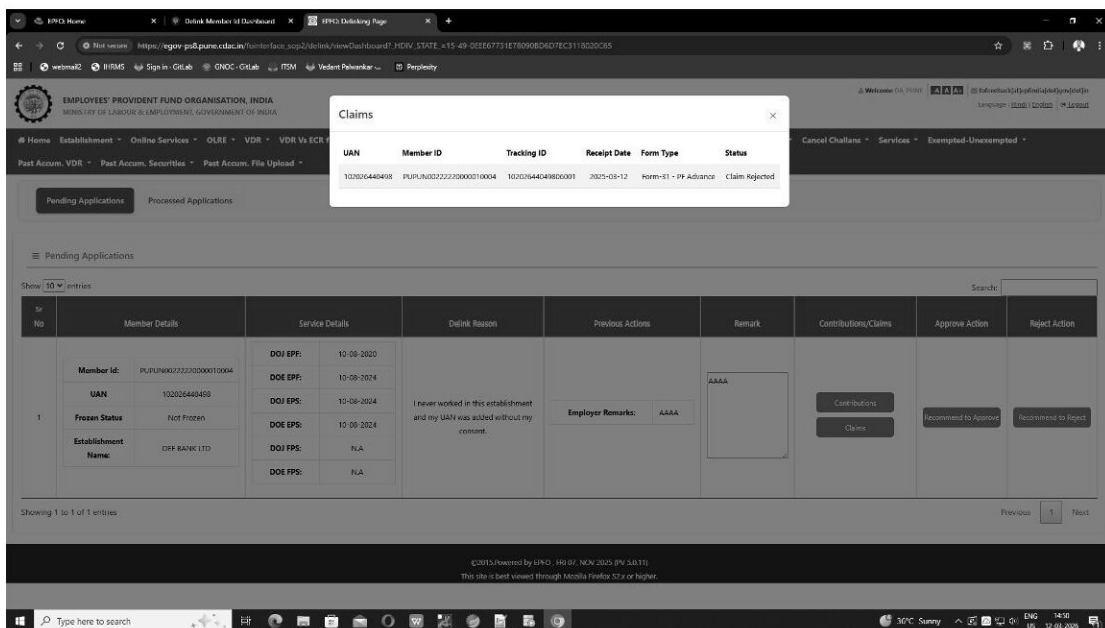
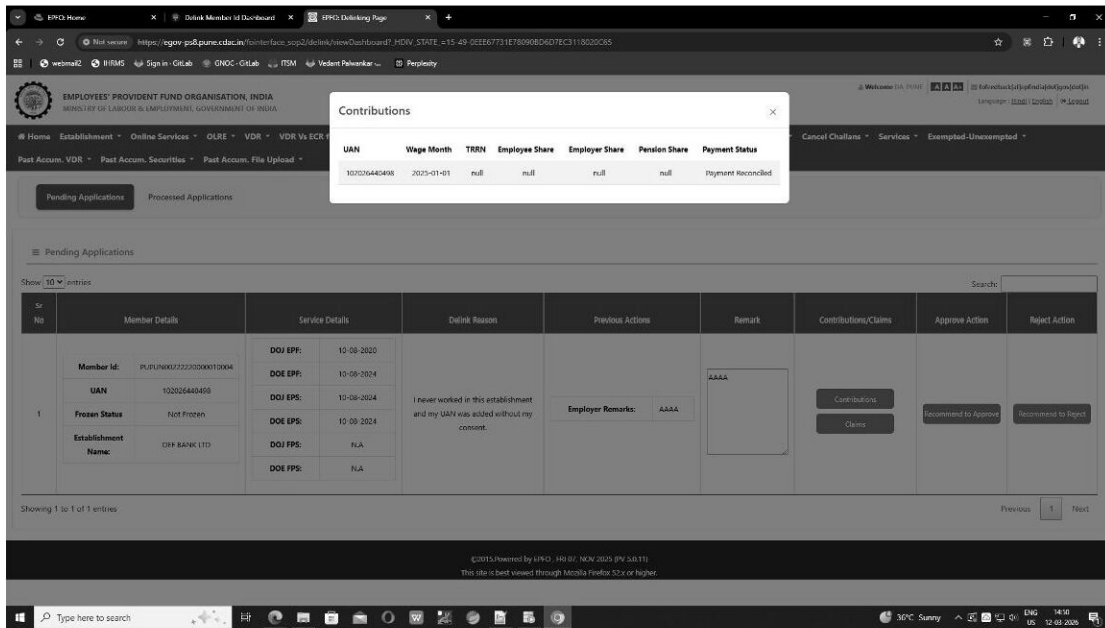
Step 6: DA(Compliance) Dashboard Review

The DA(Compliance) reviews the pending application and examines the **Employer Remarks**. See the following image



Step 7: DA(Compliance) Financial Verification

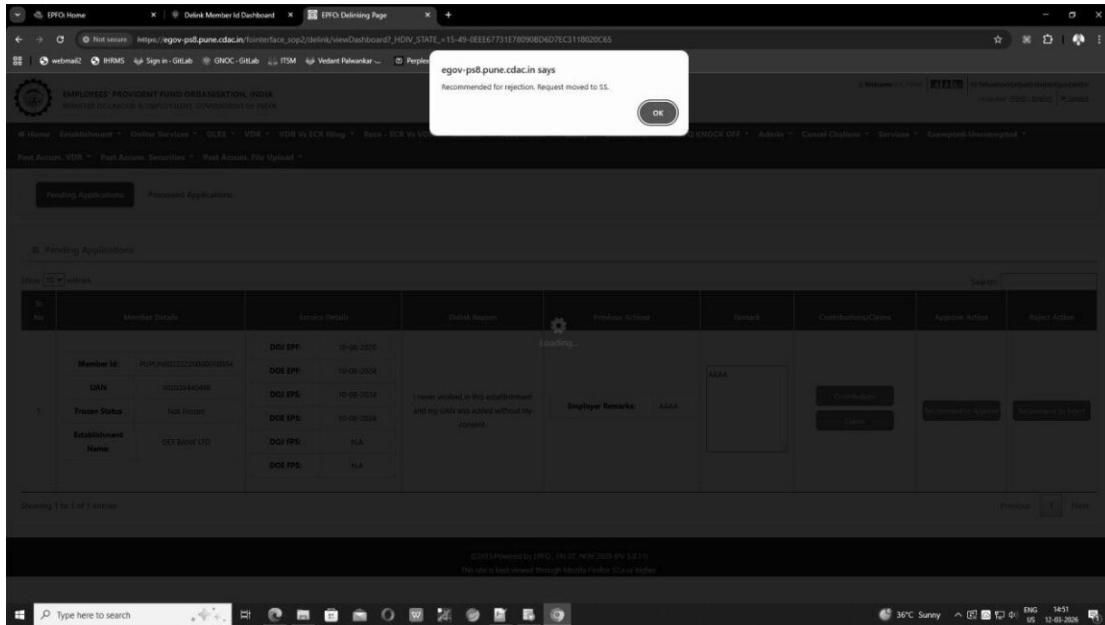
The DA(Compliance) clicks **View Contributions** and **View Claims** to audit the Member ID history. See the following image



Step 8: DA(Compliance) Recommendation

The DA(Compliance) enters remarks and clicks '**Recommend to Reject**' (or Approve).

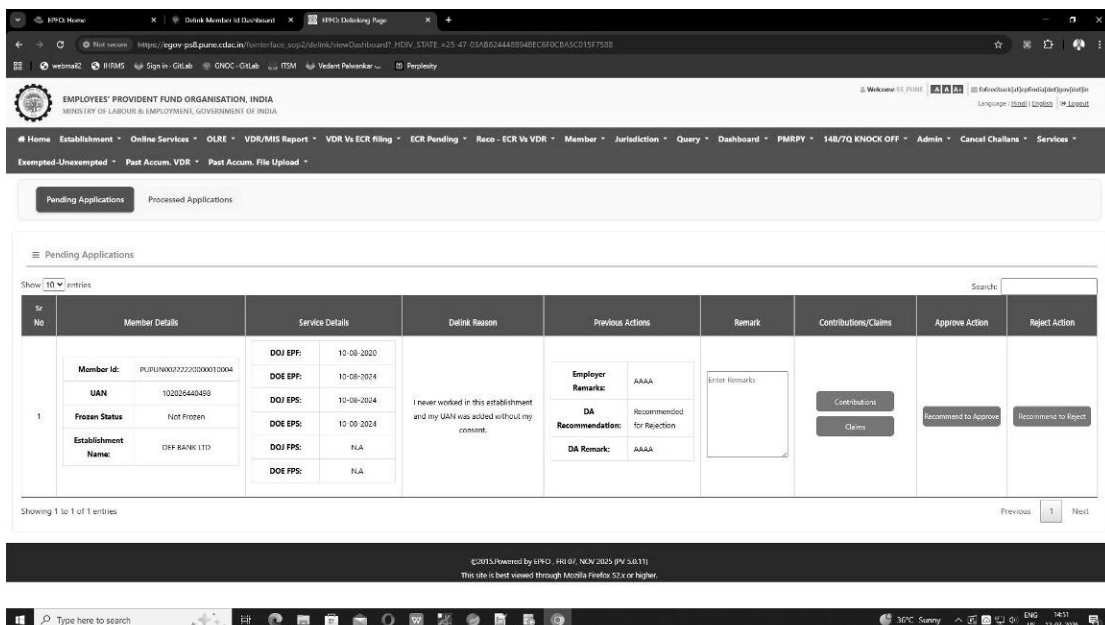
Confirmation moves the request to the **Section Supervisor (SS(Compliance))**. See the following image



Phase 4: Section Supervisor (SS(Compliance)) Action

Step 9: SS(Compliance) Dashboard Access

The SS(Compliance) navigates to **Member > DE-LINK MEMBER ID** and opens the **Pending Applications** tab. See the following image



Step 10: SS(Compliance) Financial Verification

The SS(Compliance) clicks **View Contributions** and **View Claims** to audit the Member ID history. See the following image

The screenshot displays the EPFO portal interface. At the top, the header includes the EPFO logo, the text 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA', and the Ministry of Labour & Employment, Government of India. A navigation menu contains links like Home, Establishment, Online Services, OLRE, and VDR/MIS Report. A user profile section shows 'Welcome SS, PUN01' and '148/70 KNOCK OFF'.

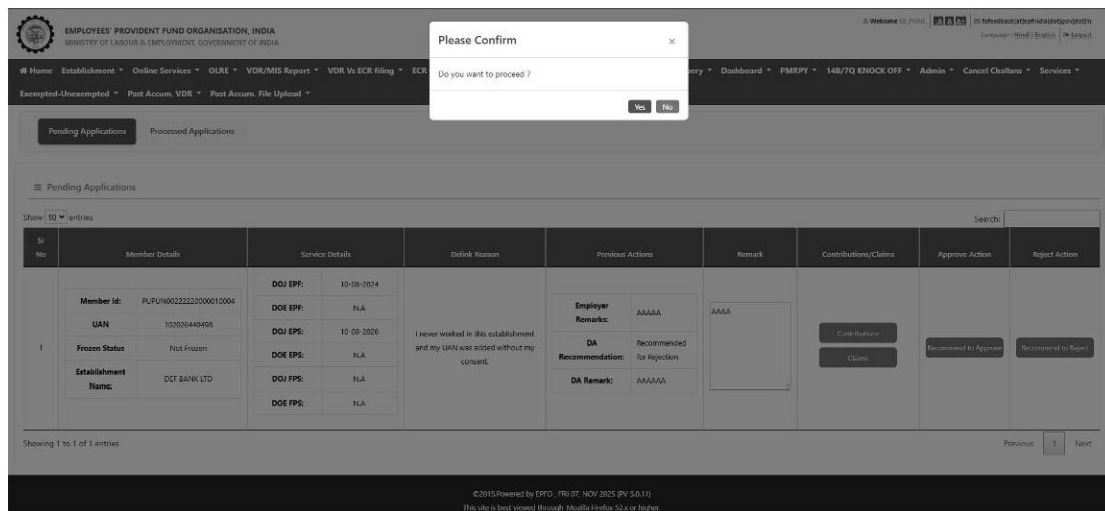
Two popups are overlaid on the main content:

- Contributions Popup:** A table with columns: UAN, Wage Month, TRRN, Employee Share, Employer Share, Pension Share, and Payment Status. It shows one entry for UAN 102025440498 on 2025-01-01 with null shares and 'Payment Reconciled' status.
- Claims Popup:** A table with columns: UAN, Member ID, Tracking ID, Receipt Date, Form Type, and Status. It shows one entry for UAN 102025440498, Member ID PUPUN002222000010004, Tracking ID 10202544049806001, Receipt Date 2025-03-12, Form Type 'Form-31 - PF Advance', and Status 'Claim Rejected'.

The background shows a table with columns: Sr No, Member Details, Service Details, Detrain Reason, Previous Actions, Remark, Contributions/Claims, Approver Action, and Reject Action. The table contains one entry for Member ID PUPUN002222000010004, UAN 102025440498, and Establishment Name DEF BANK LTD. The 'Service Details' section lists DOJ EPS dates from 10-08-2024 to 10-09-2026. The 'Detrain Reason' is 'I never worked in this establishment and my UAN was added without my consent.' The 'Previous Actions' section shows 'Employer Remarks: AAAAA', 'DA Recommendation: Recommended for Rejection', and 'DA Remark: AAAAA'. The 'Contributions/Claims' section has buttons for 'Contributions' and 'Claims'. The 'Approver Action' section has buttons for 'Recommended to Approve' and 'Recommended to Reject'.

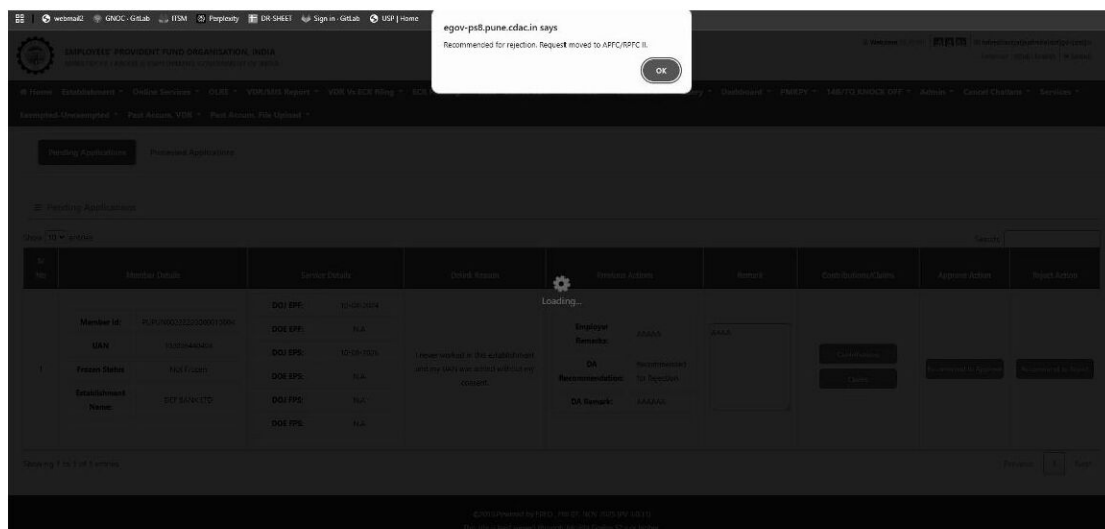
At the bottom, there is a footer with copyright information: '©2015 Powered by EPFO - FR 07, NOV 2025 (PV 5.0.11)' and a note: 'This site is best viewed through Mozilla Firefox 52.1 or higher.'

Enter a remark and click 'Recommend to Reject' (or Approve). See the following image



Step 11: Forwarding to RPFC II (Compliance)

On clicking yes to give confirmation reuest is sent to APFC/RPFC II



Phase 5: APFC / RPFC II (Compliance) Final Action

Step 12: RPFC II (Compliance) Review and Final Remark

The RPFC II logs in, reviews the audit trail from Employer, DA(Compliance) , and SS(Compliance) , and enters the final remark. See the following image

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Establishment Online Services OLRE VDR/MIS Report VDR Vs ECR Filing ECR Pending ECR Approval Reco - ECR Vs VDR Member Jurisdiction Query Dashboard PMPVY 14B/7Q KNOCK OFF Admin Cancel Challans

Services Exempted-Unexempted Past Accum. VDR Past Accum. File Upload

Pending Applications Processed Applications

Pending Applications

Show 10 entries

Sr No	Member Details	Service Details	Delink Reason	Previous Actions	Remark	Contributions/Claims	Approve Action	Reject Action
1	<p>Member ID: PUPUN0022220000010121</p> <p>UAN: 102166835825</p> <p>Frozen Status: Frozen</p> <p>Establishment Name: DEF BANK LTD</p>	<p>DOJ EPP: 01-04-2018</p> <p>DOE EPP: N.A.</p> <p>DOJ EPS: N.A.</p> <p>DOE EPS: N.A.</p> <p>DOJ FPS: N.A.</p> <p>DOE FPS: N.A.</p>	I never worked in this establishment and my UAN was added without my consent.	<p>Employer Remarks: AAAAA</p> <p>DA Recommendation: Recommended for Approval</p> <p>DA Remark: AAAAAA</p> <p>SS Recommended</p>	Enter Remarks	<p>Contributions</p> <p>Claims</p>	Approve	Reject

Showing 1 to 1 of 1 entries

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This site is best viewed through Mozilla Firefox 52.0 or higher.

Step 13: RPFC II Final Audit

The RPFC II conducts the final audit of **Contributions** and **Claims**. See the following image

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Home Establishment Online Services OLRE VDR/MIS Report VDR Vs ECR Filing ECR Pending ECR Approval Reco - ECR Vs VDR Member Jurisdiction Query Dashboard PMPVY 14B/7Q KNOCK OFF Admin Cancel Challans

Services Exempted-Unexempted Past Accum. VDR Past Accum. File Upload

Pending Applications Processed Applications

Pending Applications

Show 10 entries

UAN	Wage Month	Employee TRRN	Employee Share	Employer Share	Pension Share	Payment Status
102166835825	2025-11-01	N.A.	1800	550	1250	PAYMENT NOT PROCEEDED YET
102166835825	2025-12-01	N.A.	1800	550	1250	PAYMENT NOT PROCEEDED YET
102166835825	2026-01-01	N.A.	1800	550	1250	PAYMENT NOT PROCEEDED YET

Showing 1 to 1 of 1 entries

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EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Establishment Online Services OLRE VDR/MIS Report VDR Vs ECR Filing ECR Pending ECR Approval Reco - ECR Vs VDR Member Jurisdiction Query Dashboard PMPVY 14B/7Q KNOCK OFF Admin Cancel Challans

Services Exempted-Unexempted Past Accum. VDR Past Accum. File Upload

Pending Applications Processed Applications

Pending Applications

Show 10 entries

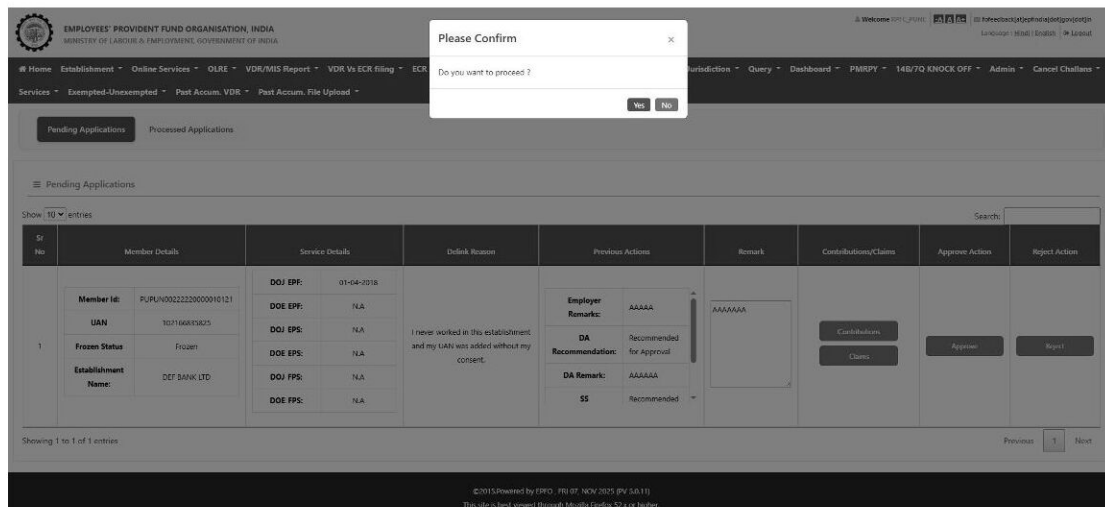
UAN	Member ID	Tracking ID	Receipt Date	Form Type	Status
102166835825	PUPUN0022220000010121	100264406804006	2025-03-25	Form 10C - Scheme Certificate	Claim Rejected
102166835825	PUPUN0022220000010121	100264406804006	2025-03-26	Form 10C - Scheme Certificate	Claim Rejected

Showing 1 to 1 of 1 entries

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This site is best viewed through Mozilla Firefox 52.0 or higher.

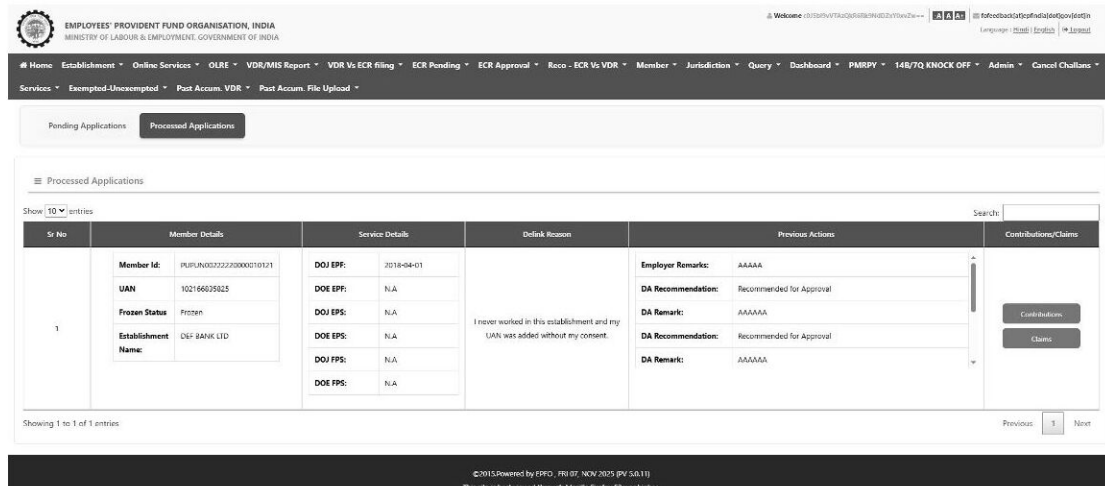
Step 14: Final Rejection/Approval

The RPFC II clicks the final action button (e.g., 'Reject') and confirms the success message. See the following image



Step 15: RPFC II Processed History

The RPFC II can verify the completed case in the 'Processed Applications' tab. See the following image



On member portal remarks of APFC/RPFC II are displayed under action.

Member ID De-linking - Approved Case (More Contribution)

This process is used when a Member ID (MID) has been erroneously linked to a UAN (e.g., the member never worked at that establishment).

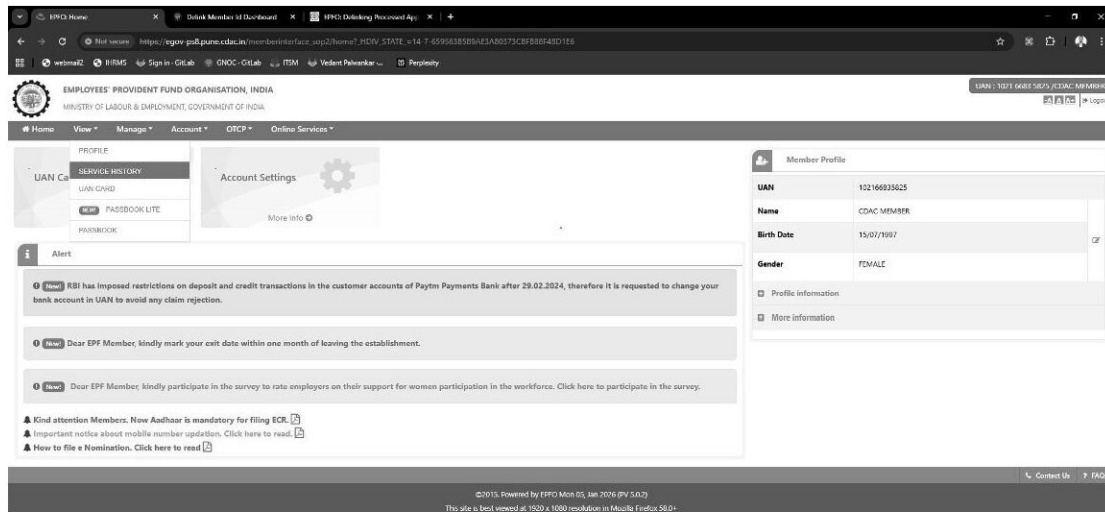
Phase 1: Member Request Submission

Objective: To initiate the de-link request from the Member portal.

Login and Navigation:

Log in to the EPFO Member Unified Portal.

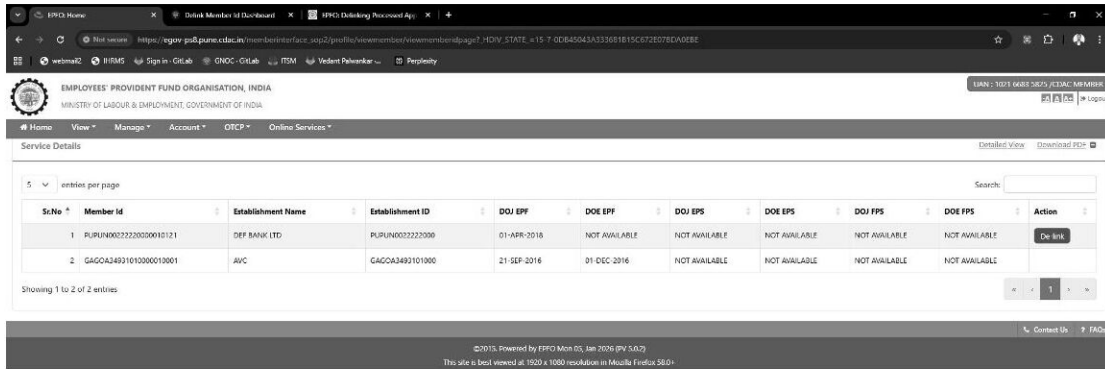
Go to the **View** menu and select **Service History** (See the following *Image*).



Identify Member ID:

The **Service Details** page will display all linked Member IDs.

Locate the Member ID you wish to remove and click the **De-link** button under the "Action" column (See the following *Image*).



Provide De-linking Reason:

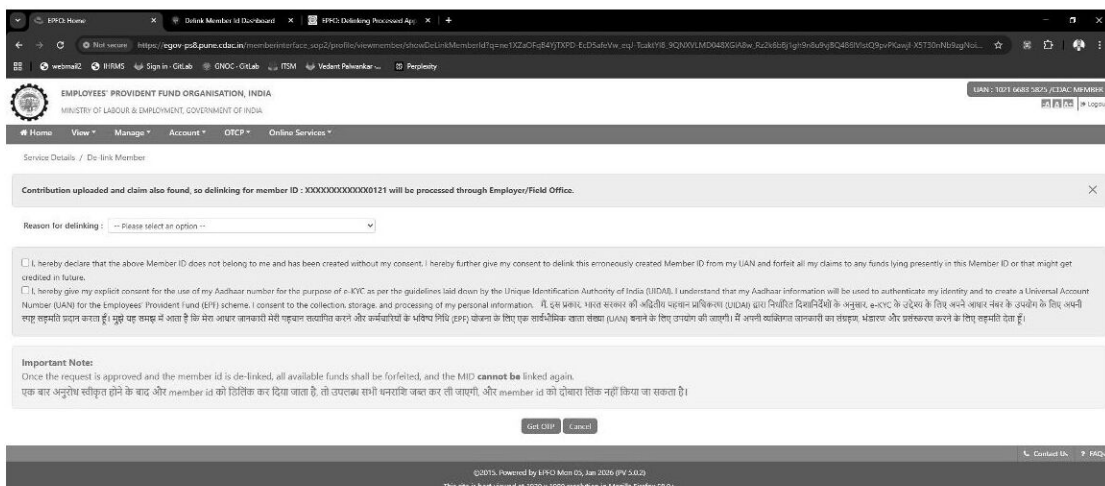
A new page will open showing the specific Member ID.

Select the **Reason for delinking** from the dropdown menu (e.g., "I never worked in this establishment and my UAN was added without my consent").

Consent and Authentication:

Tick the checkboxes to declare that the Member ID does not belong to you and to provide Aadhaar e-KYC consent (See the following *Image*).

Click on **Get OTP**.



OTP Verification:

Enter the OTP sent to your Aadhaar-registered mobile number.

Click **Submit** (See the following *Image*).

The screenshot shows the EPFO De-linking interface. At the top, there is a navigation bar with 'Home', 'View', 'Manage', 'Account', 'OTCP', and 'Online Services'. Below this, a message states: "Contribution uploaded and claim also found, so delinking for member ID : XXXXXXXXXXXX0121 will be processed through Employer/Field Office." The reason for delinking is "I never worked in this establishment and my UAN was added without my consent." A declaration section follows, where the user agrees to delink the Member ID and forfeit all claims. An important note states that once approved, all available funds will be forfeited. The interface then prompts the user to "Get OTP" and "Cancel". A message indicates "OTP has been sent to your registered mobile number : XXXXXX2435". Below this, there is a "One Time Password" input field with a "Submit" button and a "Cancel" button. The page footer shows "©2015. Powered by EPFO Mon 05, Jan 2026 10:50:23".

Confirmation:

A pop-up will appear stating "Delink request submitted to employer." Click **OK** (See the following *Image*).

The screenshot shows the EPFO De-linking interface with a confirmation pop-up. The pop-up is titled "egov-ps8.pune.cdac.in says" and contains the text "Delink request submitted to employer." with an "OK" button. Below the pop-up, a "Please wait..." message is displayed. The background interface is dimmed, showing the same declaration and OTP verification steps as in the previous image. The page footer shows "©2015. Powered by EPFO Mon 05, Jan 2026 10:50:23".

The status in your Service History will now show as **Pending at Employer** (See the following *Image*).

The screenshot shows the EPFO Member ID Dashboard. At the top, there is a navigation bar with links for Home, View, Manage, Account, DRCP, and Online Services. Below this is a 'Service Details' section with a search bar and a table of entries. The table has columns for S.No, Member Id, Establishment Name, Establishment ID, DOI EPF, DOE EPF, DOI EPS, DOE EPS, DOI FPS, DOE FPS, and Action. Two entries are visible, both with an action of 'Pending at Employer'.

S.No	Member Id	Establishment Name	Establishment ID	DOI EPF	DOE EPF	DOI EPS	DOE EPS	DOI FPS	DOE FPS	Action
1	PUPUN002222000010121	DEF BANK LTD	PUPUN0022222000	01-APR-2018	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	Pending at Employer
2	GAGGA349101000010001	AVC	GAGGA3491010000	21-SEP-2016	01-DEC-2016	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	Pending at Employer

Showing 1 to 2 of 2 entries

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Phase 2: Employer Approval Process

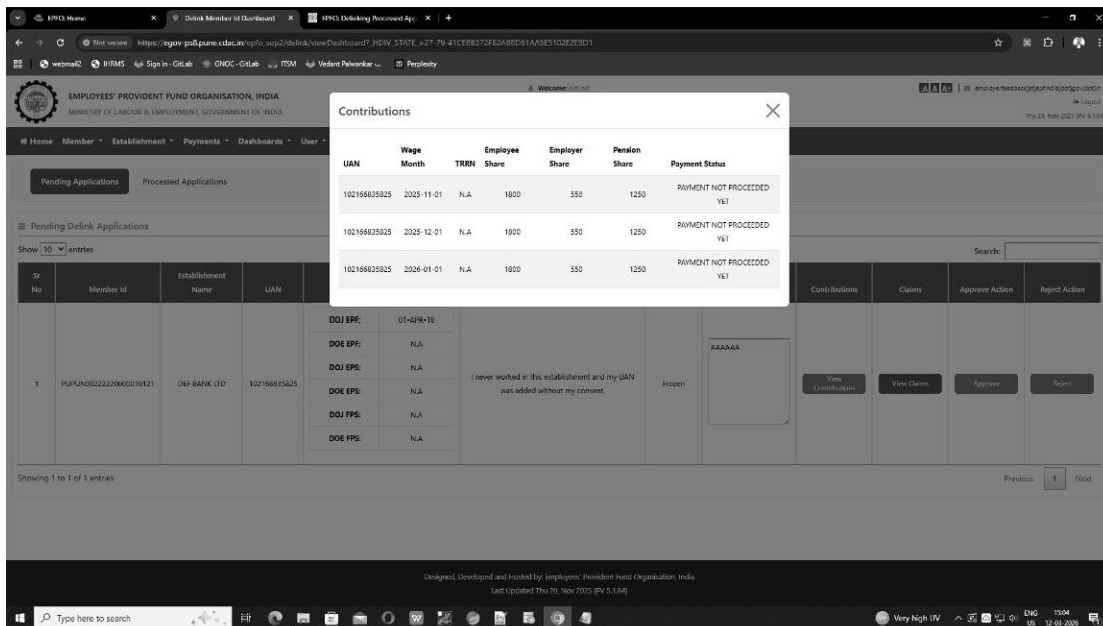
Objective: For the establishment to review and approve/reject the member's request.

Access Dashboard:

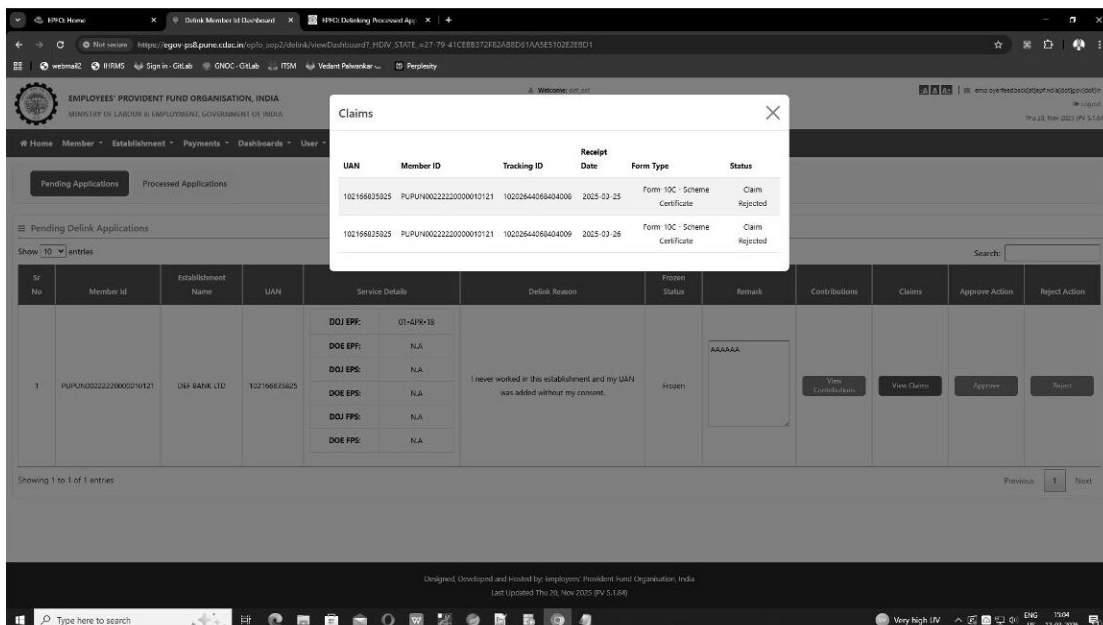
The employer logs into the Establishment Portal and navigates to the **Pending Delink Applications** dashboard.

Review Contributions & Claims:

View Contributions: The employer can click "View Contributions" to see monthly wage details linked to that MID (See the following *Image*).



View Claims: The employer can click "View Claims" to see if any previous claims were made (or rejected) against this ID (See the following Image).



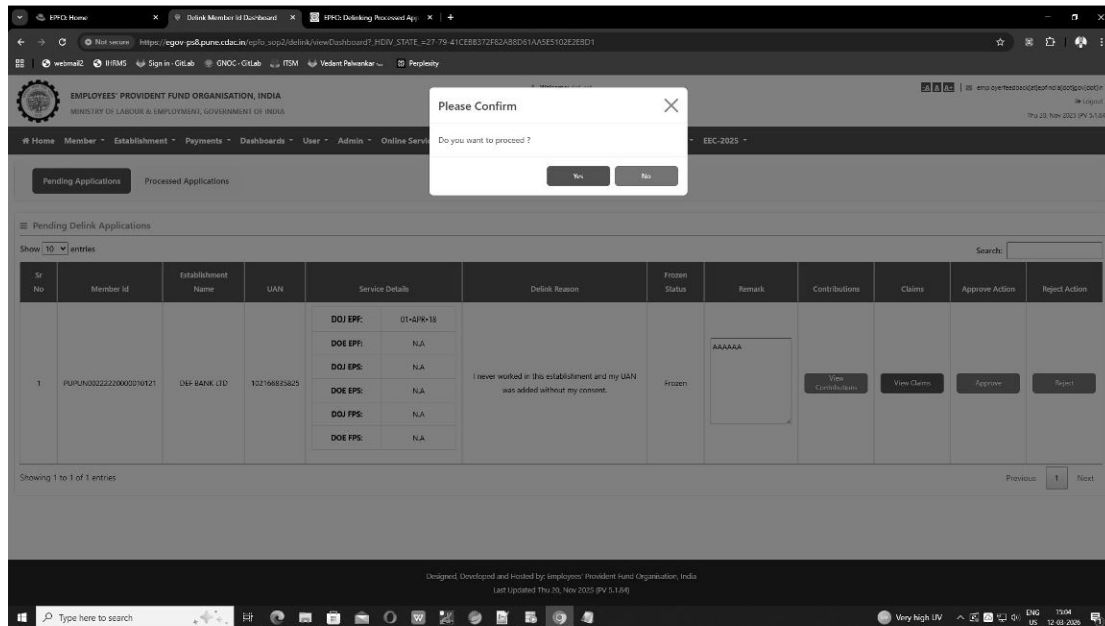
Take Action:

Enter a **Remark** in the text box.

Click **Approve** to proceed with de-linking or **Reject** if the request is invalid.

Final Confirmation:

A confirmation box will appear asking "Do you want to proceed?" Click **Yes** (See the following *Image*).



⚠ Important Notes

Irreversibility: Once a Member ID is successfully de-linked, it **cannot be linked again** to the same UAN.

Forfeiture of Funds: All funds available under the de-linked Member ID shall be forfeited upon approval, as the member is declaring they have no right to those funds (See the following *Image*).

Phase 3: Field Office (FO) Verification & Final Approval

Objective: Final administrative oversight to complete the de-linking process.

Approval Confirmation:

Once the employer clicks "Yes," a success message will appear: "**Delink request approved by employer and sent to Field Office.**" Click **OK** to proceed (See the following *Image*).

Field Office Review:

The request moves to the EPFO Field Office portal. The FO officer reviews the **Service Details, Employer Remarks, and Frozen Status** (See the following *Image*).

On clicking of Contribution and Claim button, details of contribution and claims will get displayed.

The screenshot shows the EPFO Field Office portal interface. A modal window titled "Contributions" is open, displaying a table of contribution records for a specific member. The background shows the member's application details, including member ID, UAN, frozen status, and employer remarks.

UAN	Wage Month	TRBN	Employee Share	Employer Share	Pension Share	Payment Status
102166825025	2025-11-01	N.A	1600	550	1250	PAIEMENT NOT PROCEEDED YET
102166825025	2025-12-01	N.A	1600	550	1250	PAIEMENT NOT PROCEEDED YET
102166825025	2026-01-01	N.A	1600	550	1250	PAIEMENT NOT PROCEEDED YET

Background application details:

- Member ID: PUPUN0022220000010121
- UAN: 102166825025
- Frozen Status: Frozen
- Establishment Name: DRP BANK LTD
- Delink Reason: I never worked in this establishment and my UAN was added without my consent.
- Employer Remarks: AAAAAA

The screenshot shows the EPFO Field Office portal interface with a modal window titled "Claims" open. The modal displays a table of claim records for the same member. The background shows the same member application details as the previous screenshot.

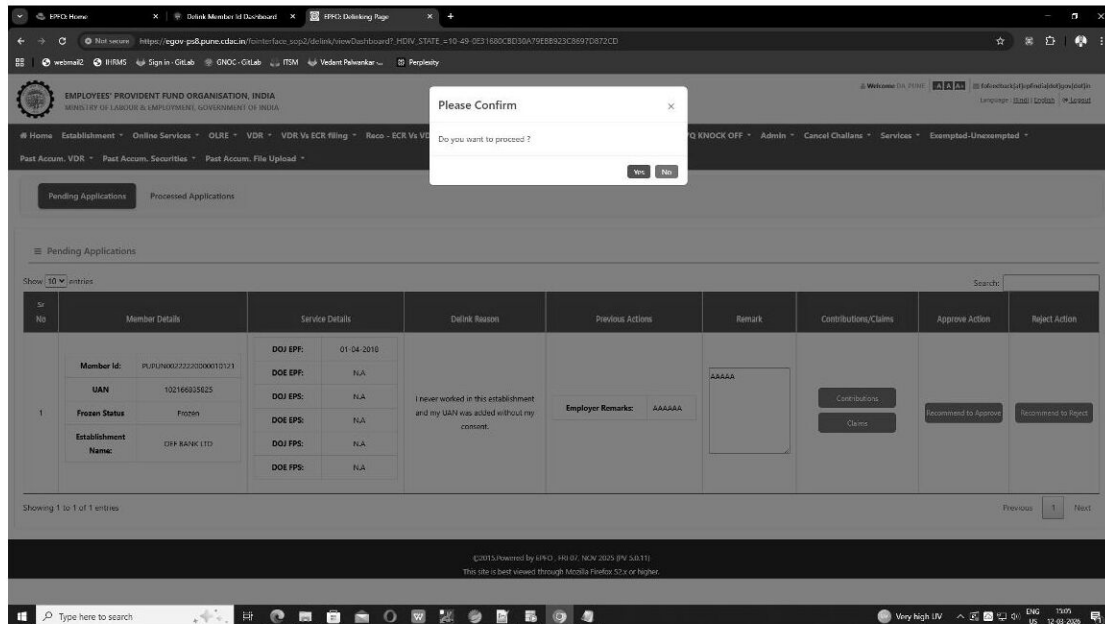
UAN	Member ID	Tracking ID	Receipt Date	Form Type	Status
102166825025	PUPUN0022220000010121	100264406804006	2025-03-25	Form 10C - Scheme Certificate	Claim Rejected
102166825025	PUPUN0022220000010121	100264406804009	2025-03-26	Form 10C - Scheme Certificate	Claim Rejected

Background application details (repeated from above):

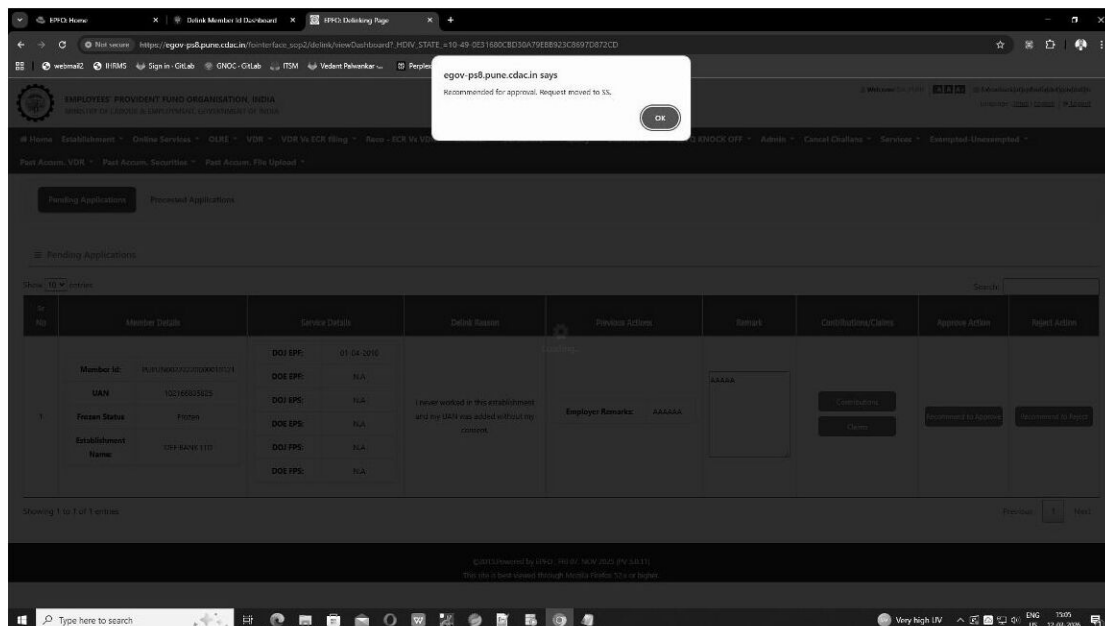
- Member ID: PUPUN0022220000010121
- UAN: 102166825025
- Frozen Status: Frozen
- Establishment Name: DRP BANK LTD
- Delink Reason: I never worked in this establishment and my UAN was added without my consent.
- Employer Remarks: AAAAAA

Final Field Office Confirmation:

A final confirmation prompt, "Do you want to proceed?", is shown to the FO officer. Selecting **Yes** officially de-links the Member ID from the UAN (See the following *Image*).



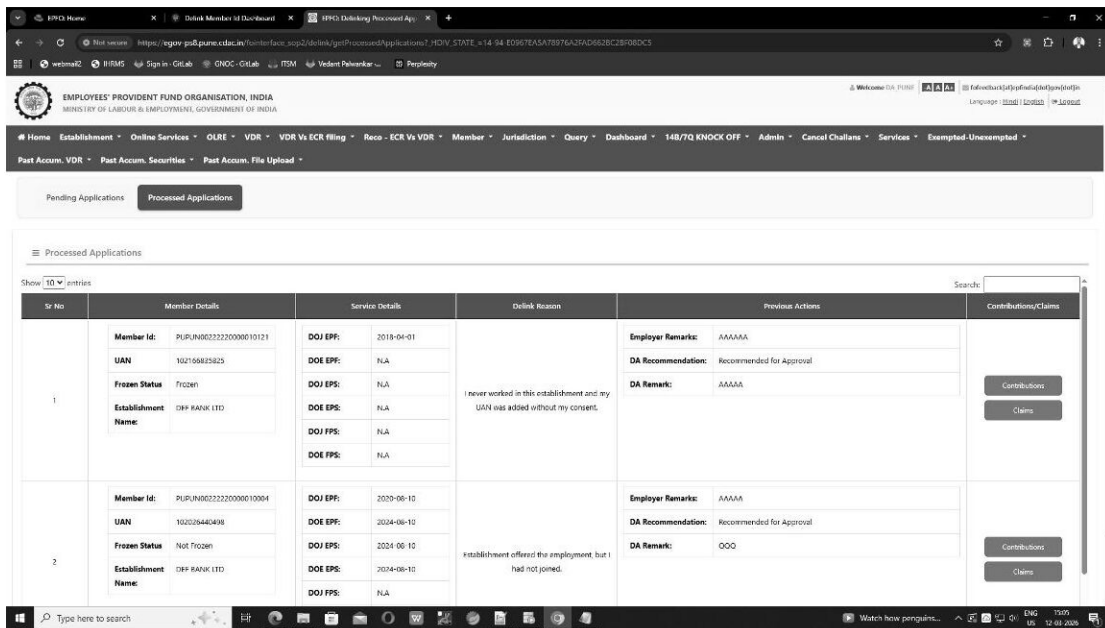
On clicking yes button to give confirmation, request gets delegated to SS(Compliance)



Phase 4: Final Status Verification

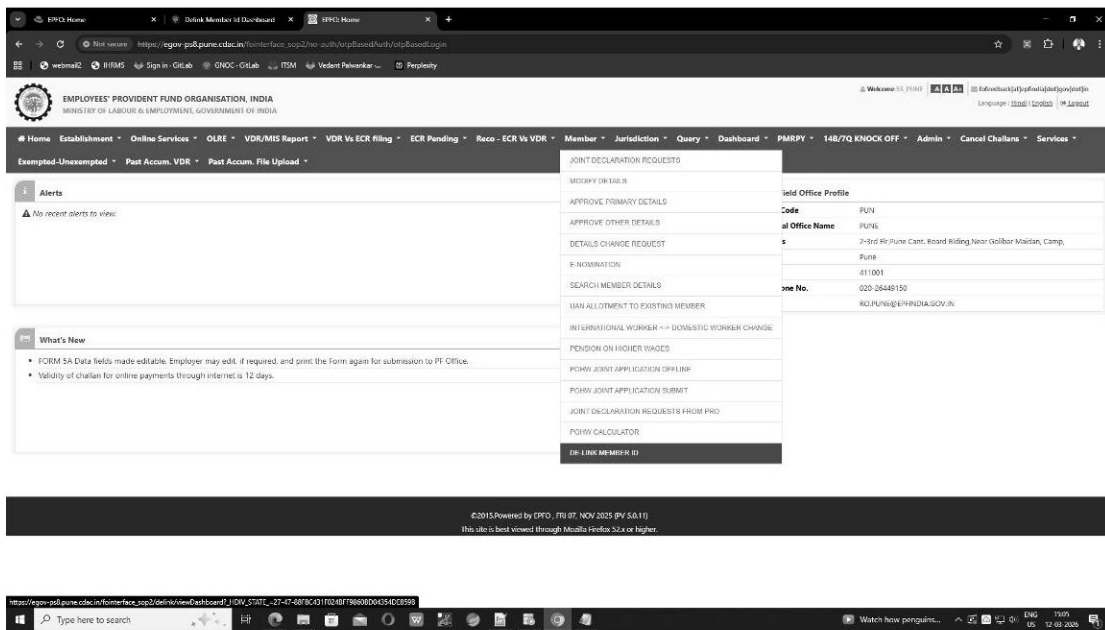
Objective: Confirming that the de-linking is reflected in the system for both parties.

On clicking processed application we can find recent application on which action has taken.

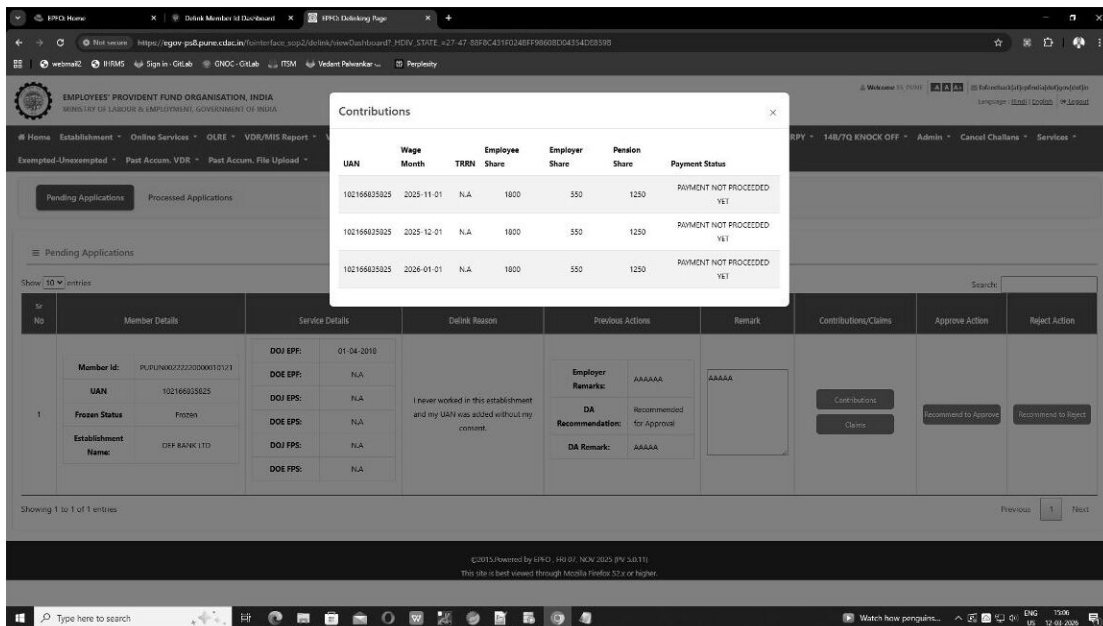


Login with SS(Compliance) credentials:

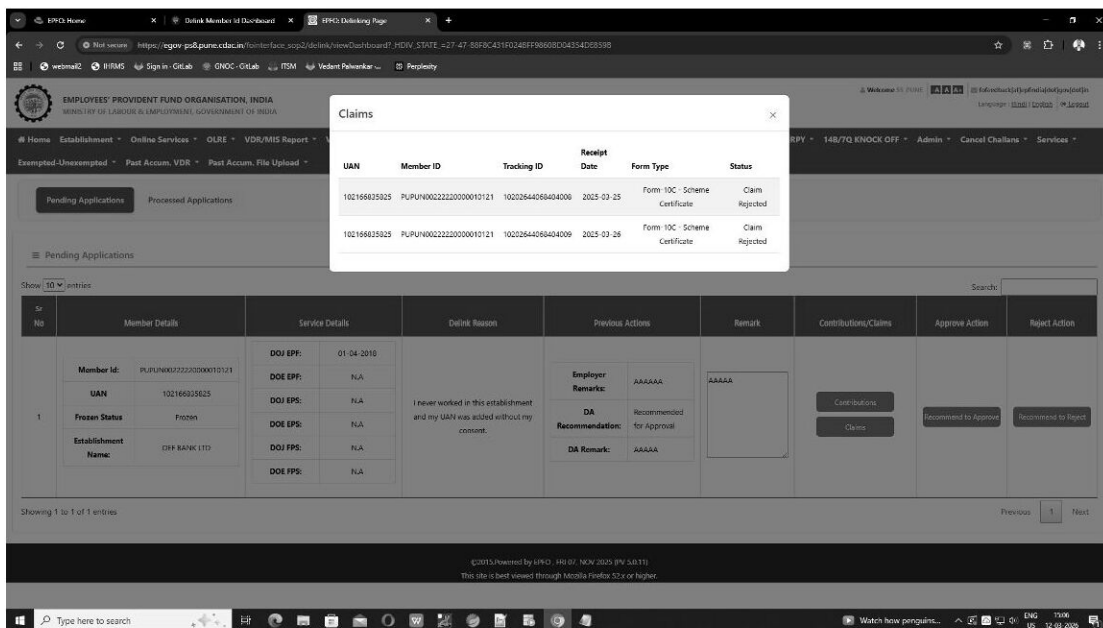
Click delink under Member menu.



Click contribution button to see contributions against the member id.



Click claims button to see claims against the member id.

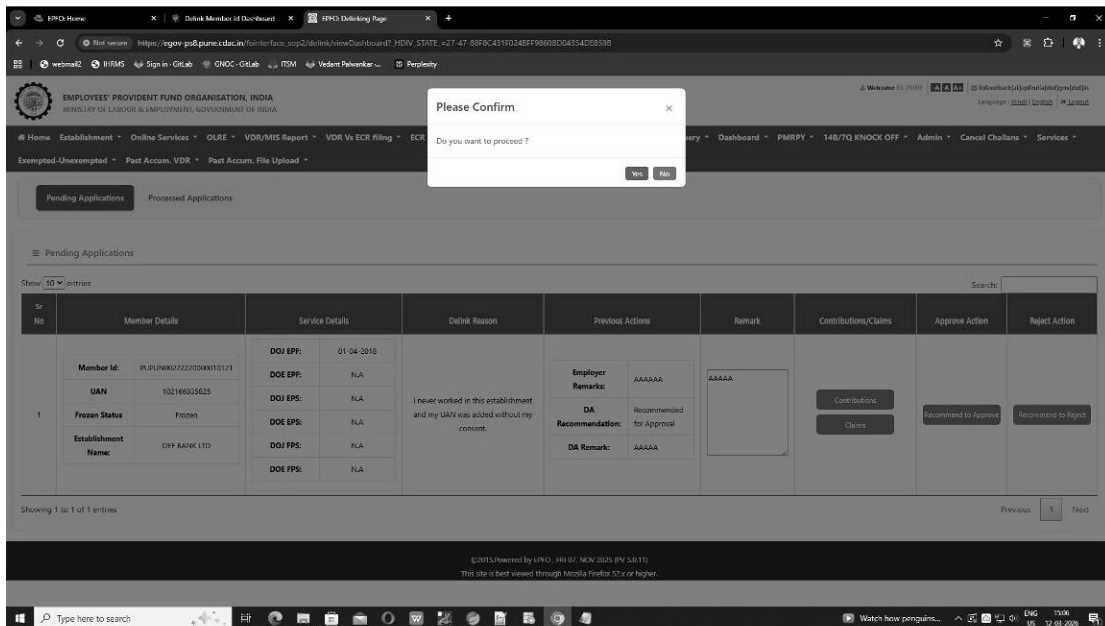


1. Social Security Assistant (SS(Compliance)) Recommendation

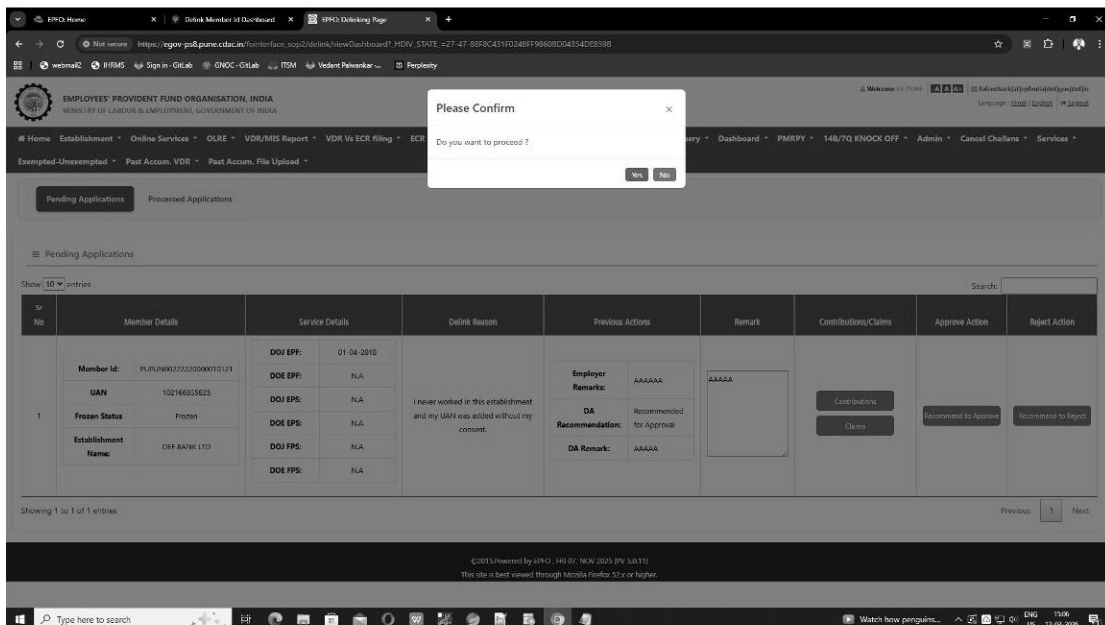
Action Initiation: The SS(Compliance) reviewer accesses the **Pending Applications** dashboard. After reviewing the member and service details, they select an action.

Recommendation: To deny the request based on their review, the SS(Compliance) clicks **Recommend to Reject** (See the following Image).

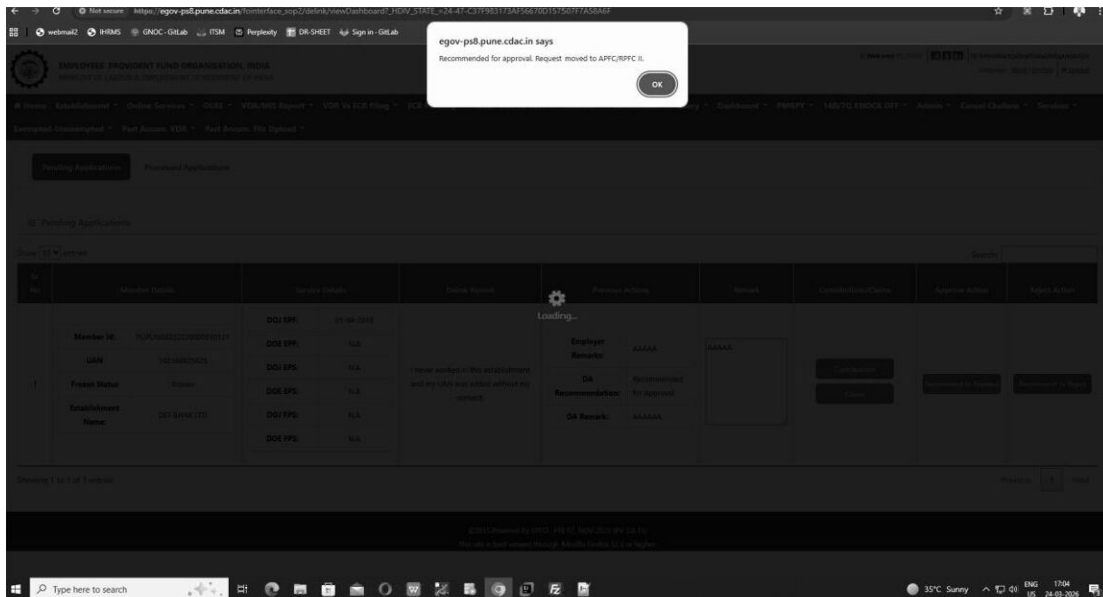
To accept the request based on their review, the SS(Compliance) clicks **Recommend to Approve** (See the following Image).



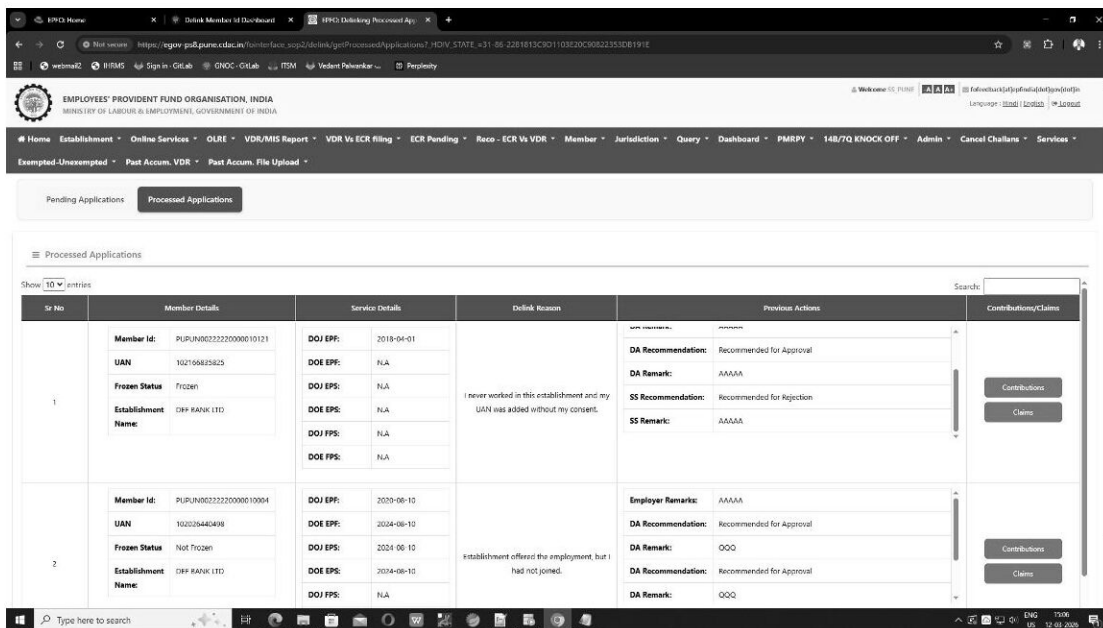
Confirmation: A prompt "Do you want to proceed?" appears. Click **Yes** (See the following Image).



Routing: A notification confirms: "Recommended for rejection. Request moved to APFC/RPFC II" (See the following Image).



Tracking: The request can now be viewed under the **Processed Applications** tab, showing the **SS(Compliance) Recommendation** and **SS(Compliance) Remark** (See the following Image).



2. APFC / RPFC II Dashboard Access

Navigation: The Assistant Provident Fund Commissioner (APFC) logs into the portal.

Menu Path: Go to the **Member** menu and select **DE-LINK MEMBER ID** (See the following Image).

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Establishment Online Services OLRE VDR/MIS Report VDR Vs ECR Filing ECR Pending ECR Approval Reco - ECR Vs VDR Member Jurisdiction Query Dashboard PMPHY 14B/7Q KNOCK OFF Admin Cancel Charters

Services Exempted-Unexempted Past Accum. VDR Past Accum. File Upload

Pending Applications Processed Applications

Pending Applications

Show 10 entries

Sr No	Member Details	Service Details	Delink Reason	Previous Actions	Remark	Contributions/Claims	Approve Action	Reject Action
1	<p>Member ID: PUPUN0022220000010121</p> <p>UAN: 102166833825</p> <p>Frozen Status: Frozen</p> <p>Establishment Name: DEF BANK LTD</p>	<p>DOJ EPF: 01-04-2018</p> <p>DOE EPF: N.A.</p> <p>DOJ EPS: N.A.</p> <p>DOE EPS: N.A.</p> <p>DOJ FPS: N.A.</p> <p>DOE FPS: N.A.</p>	I never worked in this establishment and my UAN was added without my consent.	<p>Employer Remarks: AAAAA</p> <p>DA Recommendation: Recommended for Approval</p> <p>DA Remark: AAAAA</p> <p>SS Recommended</p>	Enter Remarks	<p>Contributions</p> <p>Claims</p>	Approve	Reject

Showing 1 to 1 of 1 entries

Previous 1 Next

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3. Final Verification of Records

Audit Contributions: The RPFC II clicks the **Contributions** button to audit monthly payments. A pop-up displays the UAN, wage months, and payment status (e.g., "PAYMENT NOT PROCEEDED YET") (See the following Image).

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Home Establishment Online Services OLRE VDR/MIS Report VDR Vs ECR Filing ECR Pending ECR Approval Reco - ECR Vs VDR Member Jurisdiction Query Dashboard PMPHY 14B/7Q KNOCK OFF Admin Cancel Charters

Services Exempted-Unexempted Past Accum. VDR Past Accum. File Upload

Pending Applications Processed Applications

Pending Applications

Show 10 entries

UAN	Wage Month	TRRN	Employee Share	Employer Share	Pension Share	Payment Status
102166833825	2025-11-01	N.A.	1800	550	1250	PAYMENT NOT PROCEEDED YET
102166833825	2025-12-01	N.A.	1800	550	1250	PAYMENT NOT PROCEEDED YET
102166833825	2026-01-01	N.A.	1800	550	1250	PAYMENT NOT PROCEEDED YET

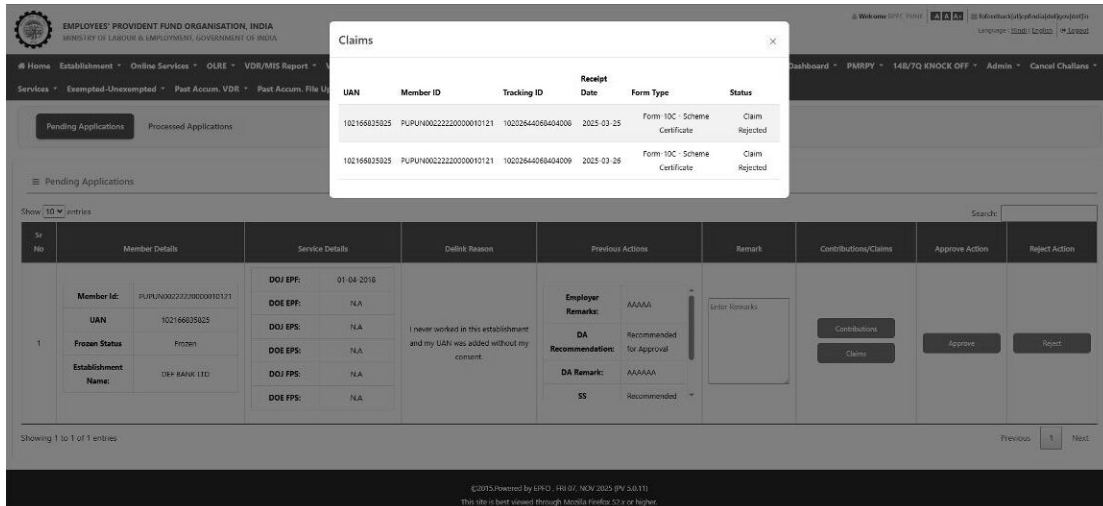
Sr No	Member Details	Service Details	Delink Reason	Previous Actions	Remark	Contributions/Claims	Approve Action	Reject Action
1	<p>Member ID: PUPUN0022220000010121</p> <p>UAN: 102166833825</p> <p>Frozen Status: Frozen</p> <p>Establishment Name: DEF BANK LTD</p>	<p>DOJ EPF: 01-04-2018</p> <p>DOE EPF: N.A.</p> <p>DOJ EPS: N.A.</p> <p>DOE EPS: N.A.</p> <p>DOJ FPS: N.A.</p> <p>DOE FPS: N.A.</p>	I never worked in this establishment and my UAN was added without my consent.	<p>Employer Remarks: AAAAA</p> <p>DA Recommendation: Recommended for Approval</p> <p>DA Remark: AAAAA</p> <p>SS Recommended</p>	Enter Remarks	<p>Contributions</p> <p>Claims</p>	Approve	Reject

Showing 1 to 1 of 1 entries

Previous 1 Next

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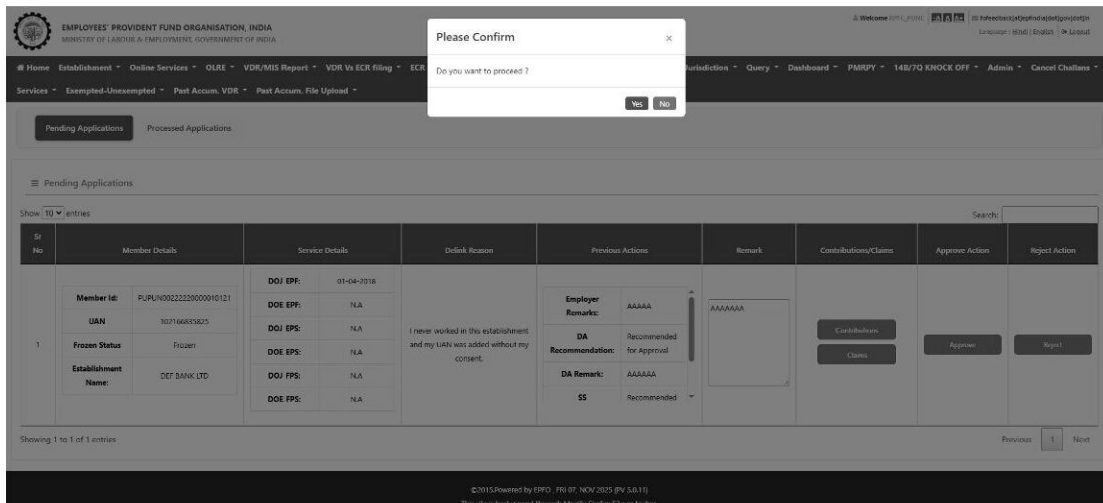
Audit Claims: The RPFC II clicks the **Claims** button to review any historical claim activity, verifying rejection status or previous tracking IDs (See the following Image).



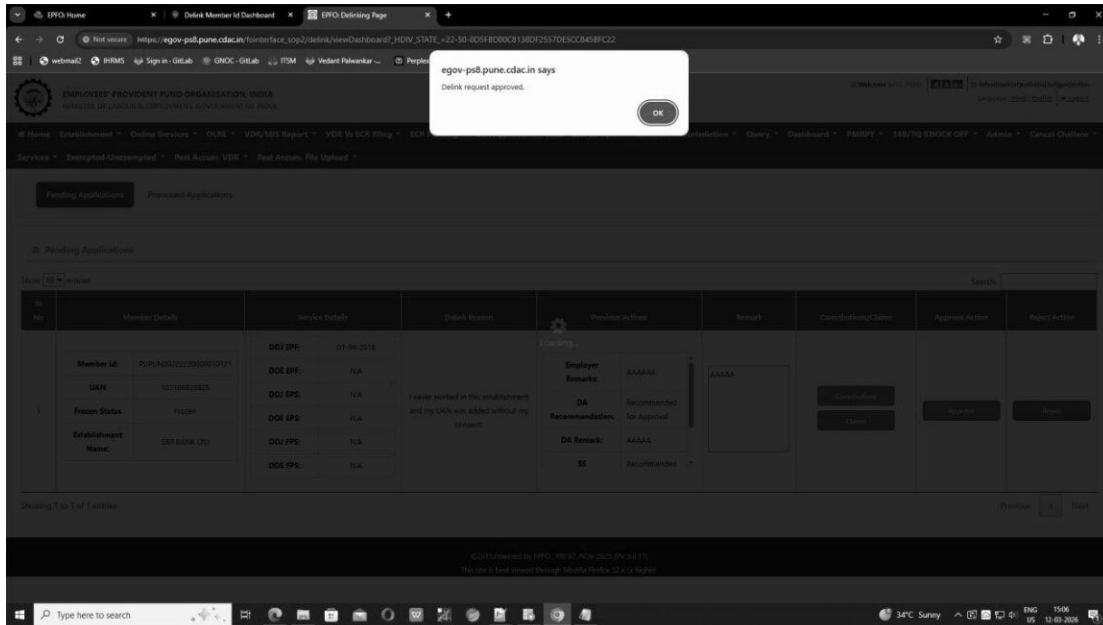
4. Final Decision Execution

Final Approval: If the details are in order, the RPFC II clicks the **Approve** button (See the following Image).

Final Confirmation: A "Please Confirm" pop-up appears asking "Do you want to proceed?". Click **Yes** (See the following Image).



System Completion: A final success message appears: "**Delink request approved**" (See the following Image). The Member ID is now officially de-linked from the UAN.



Final Process Notes

Hierarchy of Approval: The process ensures multiple "eyes" on the request: Employer → Dealing Assistant (DA(Compliance) (Compliance)) → Social Security (SS(Compliance)) → APFC/RPFC II

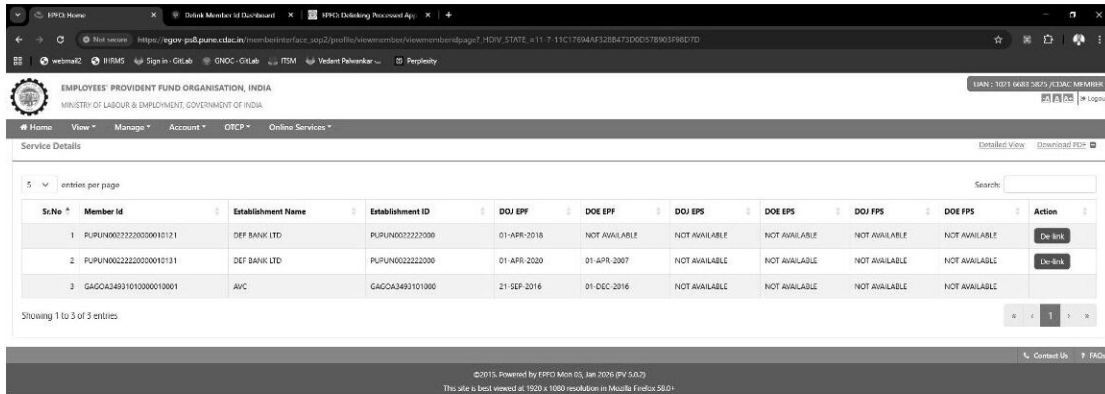
Manual: De-linking a Member ID (EPFO Portal)-Without Contribution Case

1. View Service History

Start by navigating to the **Service Details** dashboard. As seen in **Image 2**, your profile shows multiple Member IDs. In this example, there are two IDs for "DEF BANK LTD" and one for "AVC".

Identify the duplicate or incorrect **Member ID** (e.g., PUPUN0022222000010131).

Click the blue **De-link** button in the **Action** column. See the following image



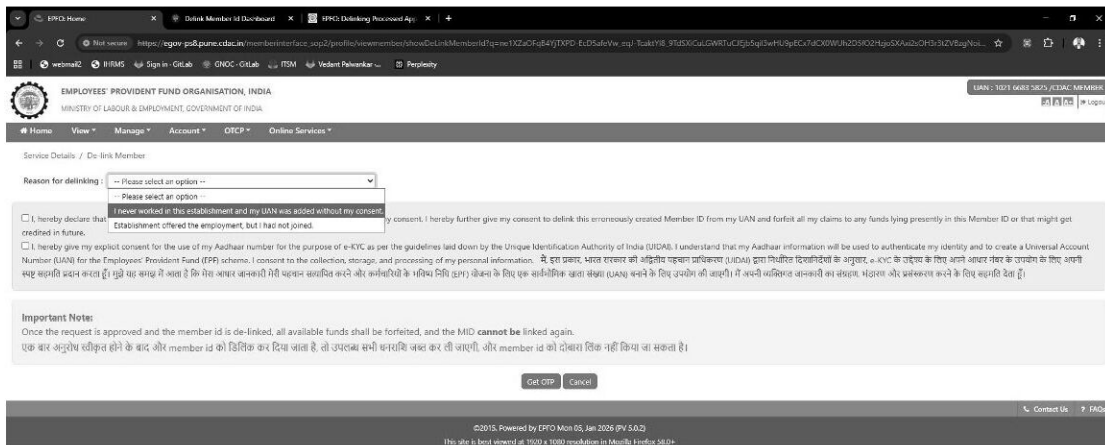
2. Select the Reason

You will be moved to the "De-link Member" screen (See the following **Image**). You must specify why this ID should be removed.

Click the **Reason for delinking** dropdown.

Options include: * *I never worked in this establishment and my UAN was added without my consent.*

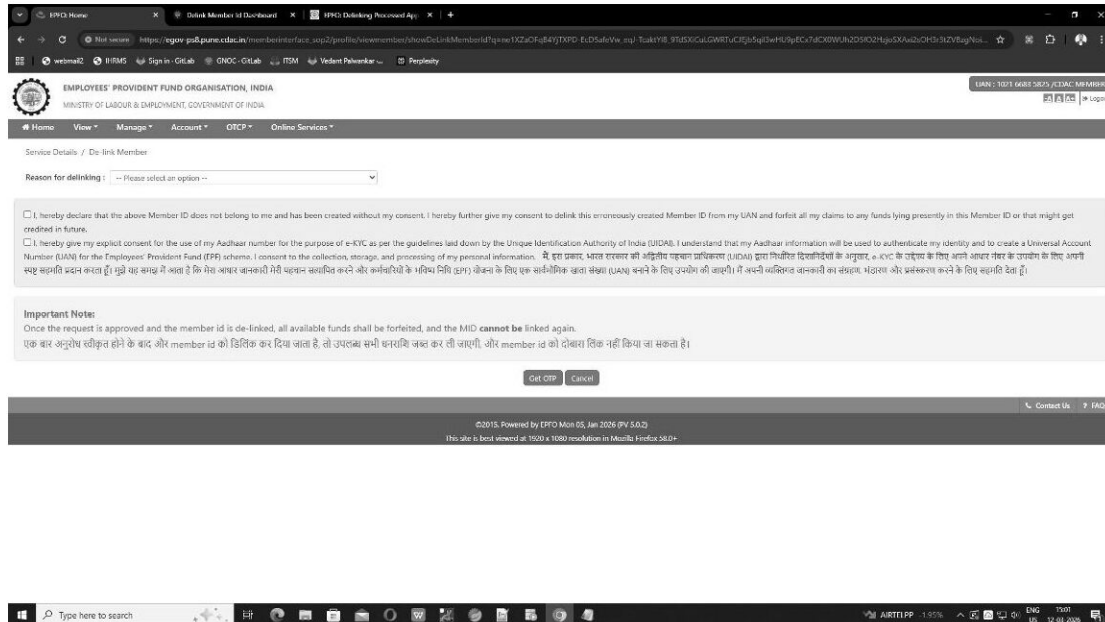
Establishment offered the employment, but I had not joined.



3. Acceptance of Terms & Conditions

As shown in **Image 3**, you must check the two mandatory consent boxes.

[!WARNING] **Important Note:** Once the request is approved, any funds in that specific Member ID will be **forfeited**, and that ID **cannot be linked again** to your UAN. See the following image



4. Aadhaar Authentication

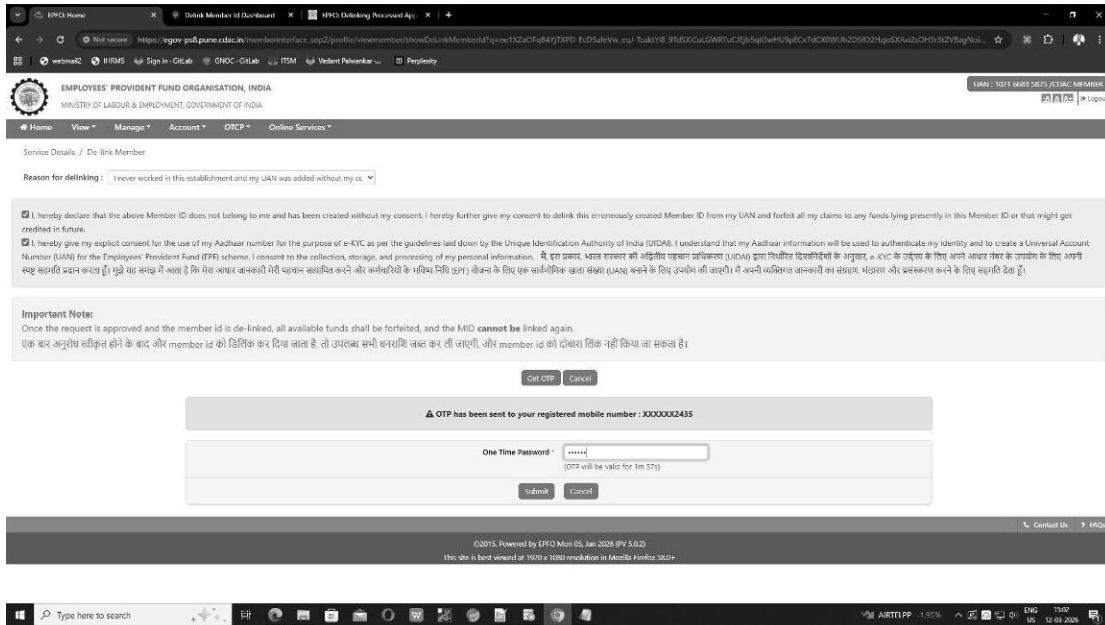
Once the reason is selected and boxes are checked:

Click **Get OTP** (See the following **Image**).

A One-Time Password (OTP) will be sent to your registered mobile number ending in **...2435**.

Enter the OTP into the **One Time Password** field.

Click **Submit**.

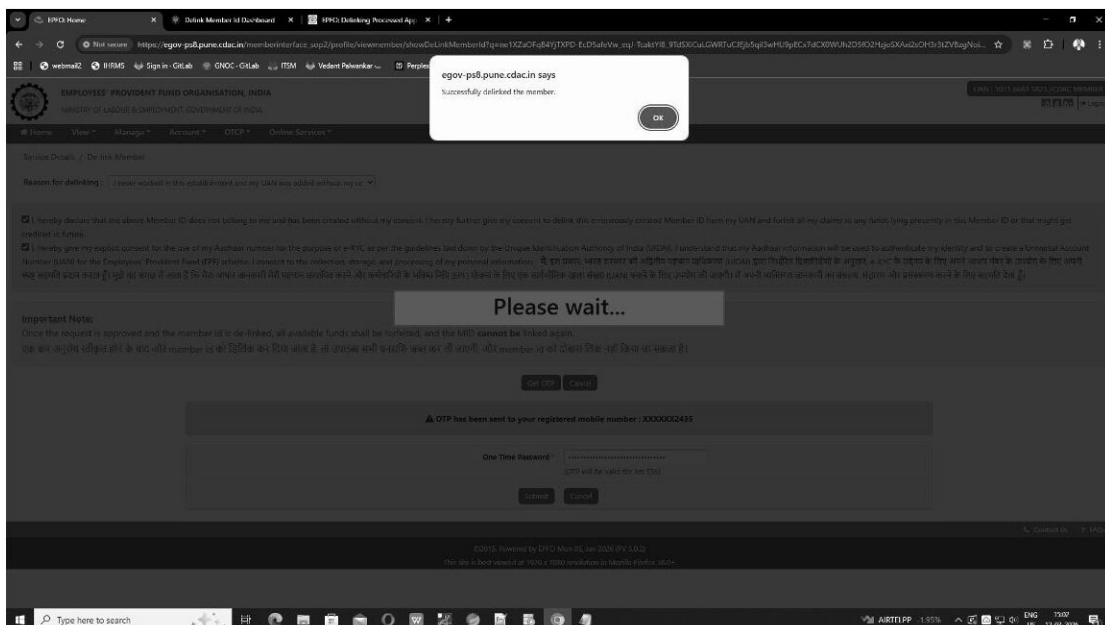


5. Final Confirmation

After clicking submit, a "Please wait..." overlay will appear, followed by a browser alert (See the following Image):

Message: "Successfully delinked the member."

Click **OK** to close the prompt.



6. Verification

The system will redirect you back to the **Service Details** page (See the following Image).

Employees' Provident Fund Organisation, India
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Service Details

5 entries per page

SrNo	Member Id	Establishment Name	Establishment ID	DOJ EPF	DOE EPF	DOJ EPS	DOE EPS	DOJ FPS	DOE FPS	Action
1	PUPUN00322200010121	DEF BANK LTD	PUPUN003222000	01-APR-2016	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	De link
2	GAGOA3493101000010001	AVC	GAGOA3493101000	21-SEP-2016	01-DEC-2016	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	

Showing 1 to 2 of 2 entries

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Type here to search

34°C Sunny

12:07 PM 12-01-2015

Summary

Basic Validations

- Member ID must have DOJ EPF less than or equal to **31-12-2016**
- No claim should be there with status **Pending** or **Settled**
- No online transfer with status **Pending** or **Settled** should be there

Case 1 :

- If member id fulfills the basic validations and no ECR (Contribution), CLAIM (OCS) or TRANSFER (OTCP) available against the member id then de-linking gets initiated and gets completed at Member Portal.

Case 2 :

- If ECR (Contribution), CLAIM (OCS) or TRANSFER (OTCP) is available against the member id then request gets delegated to Employer Portal

Sub Case 1:

- If ECR (Contribution) is less than or equal to 2 and employer approves the application then de-link process ends and member id gets removed from service history.

Sub Case 2:

- If ECR (Contribution) is greater than 2 and employer approves the application then application gets delegated to Field Office.

Sub Case 3:

- If Employer rejects the application then it gets delegated to Field Office.

Filed Office Flow :

DA (Compliance) ---> SS(Compliance) ---> APFC / RPFC II (Compliance)

At field office level DA and SS gives recommendation and remarks.

APFC / RPFC II (Compliance) is the final actor who takes decision to approve or reject the application.

