


Steps to Initiate PF Transfer Out Online

Step1: Log into the UAN account: <https://unifiedportal-mem.epfindia.gov.in/memberinterface>



The screenshot shows the login page for the EPF Member Interface. The header includes the EPF logo and the text 'EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA' and 'MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA'. The page title is 'Universal Account Number (UAN) MEMBER e-SEWA'. The main content area is titled 'Dear EPF Members !!' and contains several service links. On the right, there is a login form with fields for UAN, Password, and Captcha, along with 'Sign In' and 'Forgot' buttons.

Step 2: Key in your UAN, password and captcha code given. Use the “Forgot Password” option if you don’t remember your password



The screenshot shows the login page with the UAN field filled with '12345678901', the Password field filled with '*****', and the Captcha field filled with 'GUFPC'. The 'Sign In' and 'Reset' buttons are visible at the bottom of the form.

Step 3: Please click on ‘Online Services’ & ‘One Member – One EPF Account (To initiate Transfer Request)’



The screenshot shows the 'Online Services' dropdown menu. The options are: 'CLAIM (FORM-31,19&10C)', 'ONE MEMBER - ONE EPF ACCOUNT (TRANSFER REQUEST)', and 'TRACK CLAIM STATUS'. The 'ONE MEMBER - ONE EPF ACCOUNT (TRANSFER REQUEST)' option is highlighted with a red box.

Step 4: Validate your present account details

The screenshot shows the website header with the logo and text: "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". A navigation bar includes "Home", "View", "Manage", "Account", and "Online Services".

The "Personal Information" section contains the following fields:

Name :	XXXXXXXXXX	Mobile No. :	XXXXXXXXXX	Email ID :	XXXXXXXXXX@com
Bank Account No. :	XXXXXXXXXX	IFSC :	XXXXXXXXXX	Aadhaar No. :	XXXXXXXXXX

The "Details of present account into which transfer will be affected" section contains the following fields:

UAN:	XXXXXXXXXX	P.F.Account No.:	XXXXXXXXXX
Establishment Name :	XXXXXXXXXX	Establishment Address :	XXXXXXXXXX
Date of joining :	XXXXXXXXXX	PF Account Held By :	XXXXXXXXXX
Member Name :	XXXXXXXXXX	Date of Birth :	XXXXXXXXXX
Father/Spouse Name :	XXXXXXXXXX	Relationship :	XXXXXXXXXX

Step 5: Select 'Previous Employer', add your UAN Number and click 'Get Details'

The screenshot shows the "Step 1 : Select details of previous accounts (which are to be transferred)" section. It includes a note: "Note : Member has the option to choose claim form attestation by present or previous employer, based on availability of DSC authorized signatory." Below the note, there are two radio buttons: "Previous Employer" (selected) and "Present Employer". To the right, there is a text input field for "Member ID / UAN" with the placeholder "Enter MID/UAN". There are also buttons for "Get Details", "Reset", and "Get MID".

Step 6: You will get your Member ID details and Establishment details, DOJ, DOE and PF Account Number for your validation.

The screenshot shows a table with the following columns: "Member Name", "Member ID", "Establishment/Trust Details", "Date of Joining", "Date of Exit", "Date of Birth", "Submit To", and "PF Acc No. (Trust)". The table contains one row of data, which is highlighted in blue. A red box highlights the "Member Name" column header and the first row of data.

Step 7: Select check box with General Mills member details from the drop down in case you have multiple employers.

Step 8: Once you click the check box, click 'Get OTP' and OTP will be sent successfully to your registered mobile number and click 'Submit'



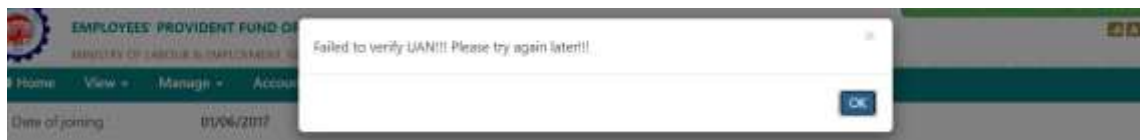
Step 9: Once you click 'Submit' you would be able to see the Tracking ID along with PF account details and can print a copy of 'Form 13' for your reference in which you can see all your PF account details



Step 10: Claim will get reviewed and approved by the employer and then goes for EPFO team's approval.

Important Points to Remember

- Employee's KYC on UAN portal needs to be completed and approved by the employer to initiate PF transfer out process.
- UAN number should be linked to your current PF account
- UAN portal is a govt. site it might not work sometimes. In such cases, please wait and try after some time.
- **You may receive below message in case of server issues. In such cases kindly wait and try again later**



- **It is recommended to initiate the PF transfer process between 7 p.m. to 7 a.m. as site has less traffic.**