



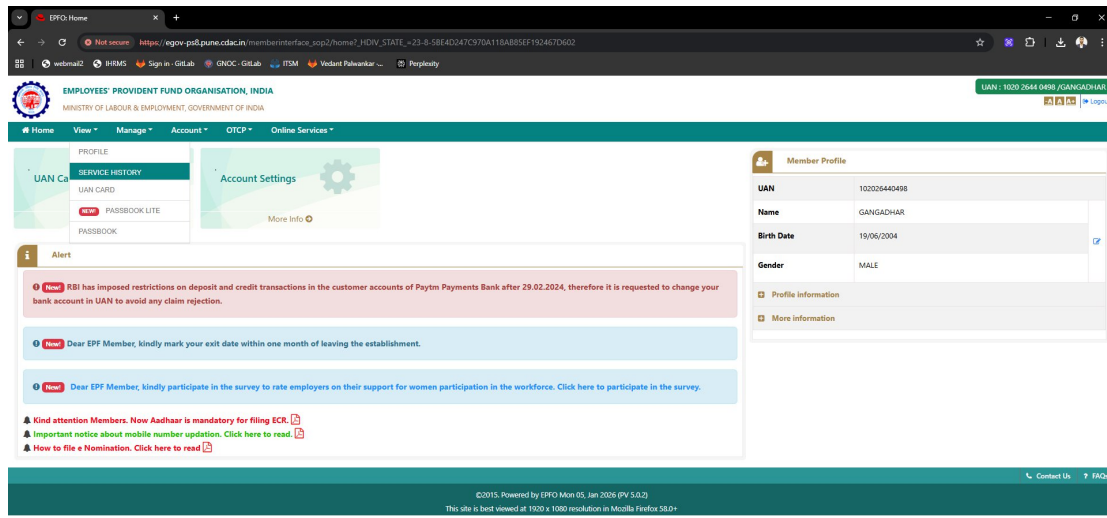
**User Manual of De-link member id functionality  
Employees' Provident Fund Organization**

## 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.



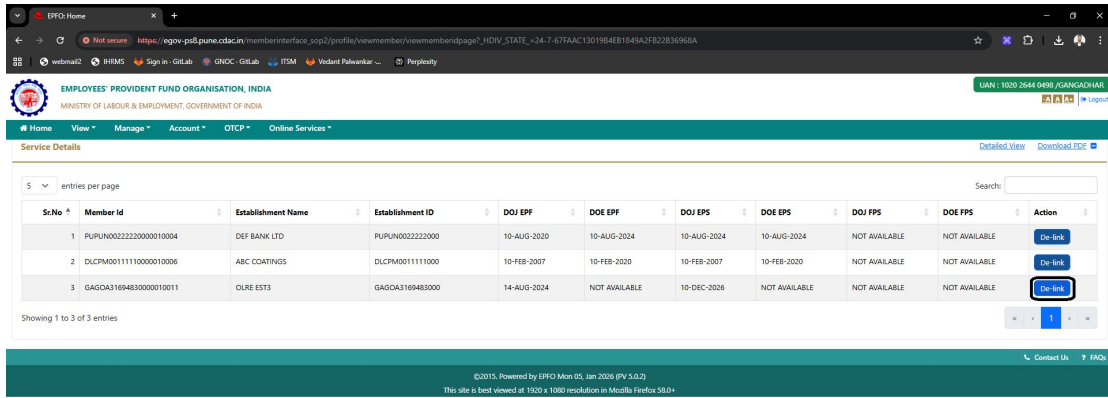
### Step 2: Navigate to Service History

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).

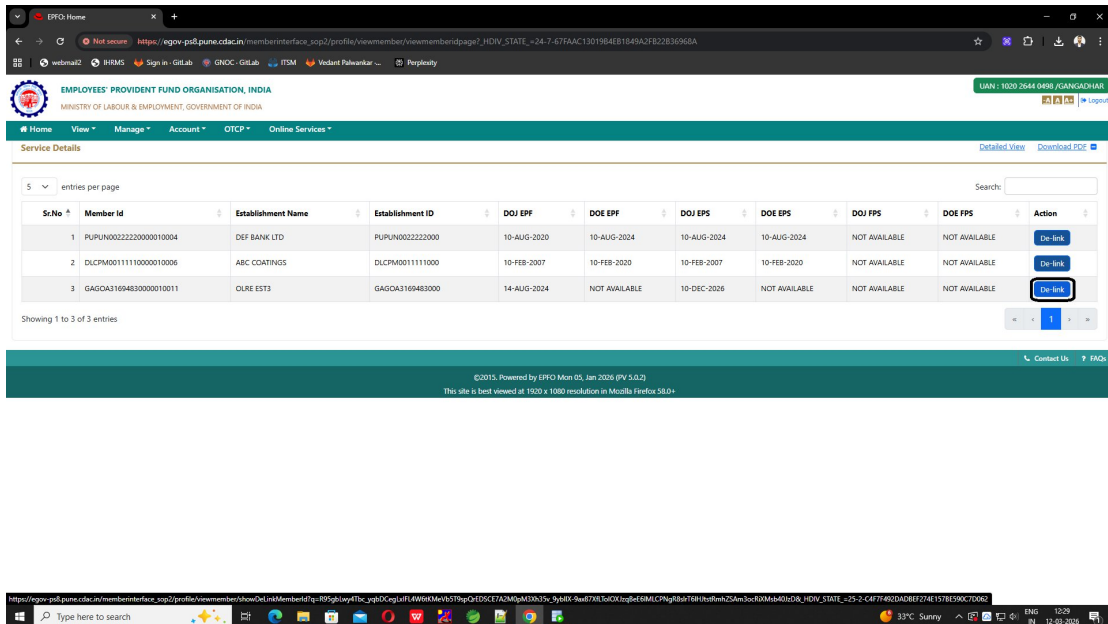
**Reference:** See the following **Image** for the layout of the Service Details table.



## 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

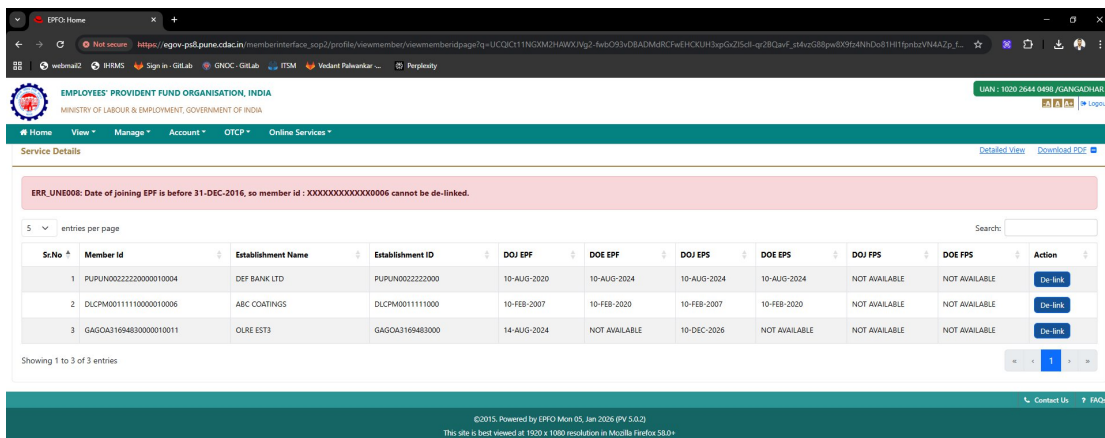
The system performs automated checks to ensure the Member ID is eligible for removal. Based on the system status, you may encounter the following restrictions:

### 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.

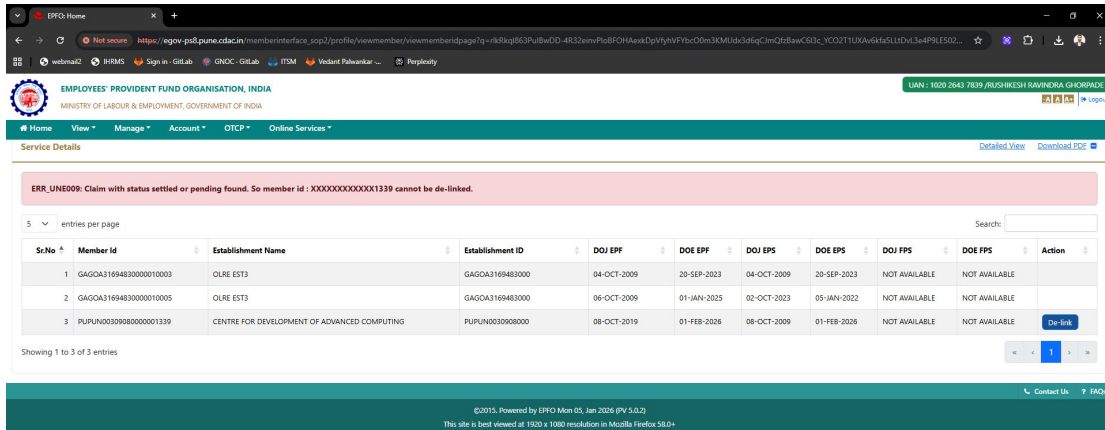


### B. Settled or Pending Claims (ERR\_UNE009 / ERR\_UNE010)

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

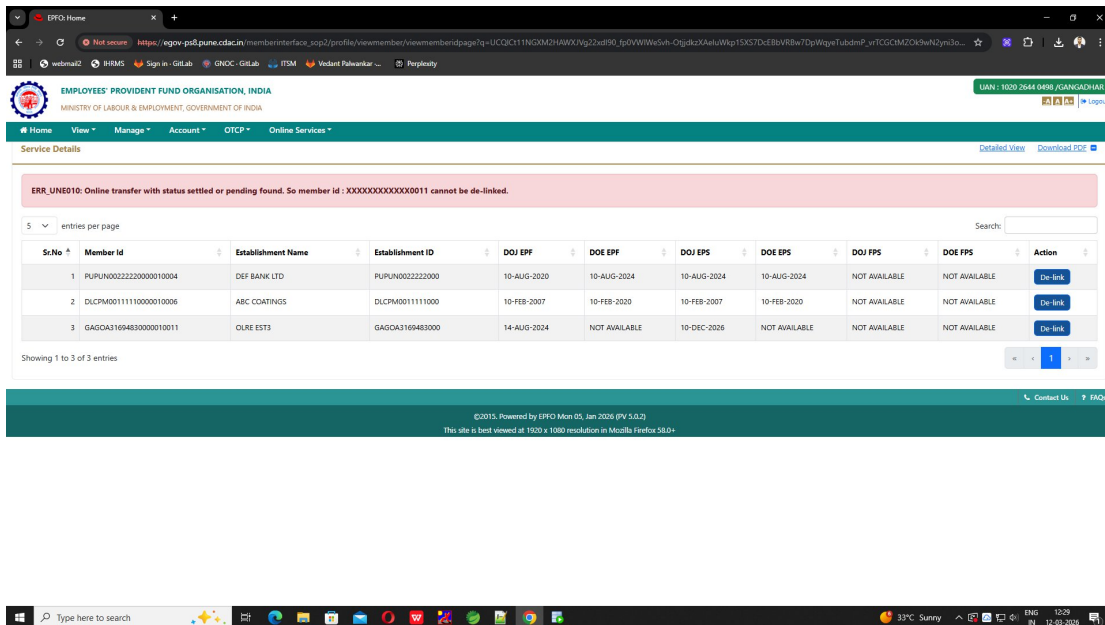
**Error Message (Claims):** *ERR\_UNE009: Claim with status settled or pending found. So member id : [Member ID] cannot be de-linked.*

**Reference:** See the following **Image**.



**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.



## 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.

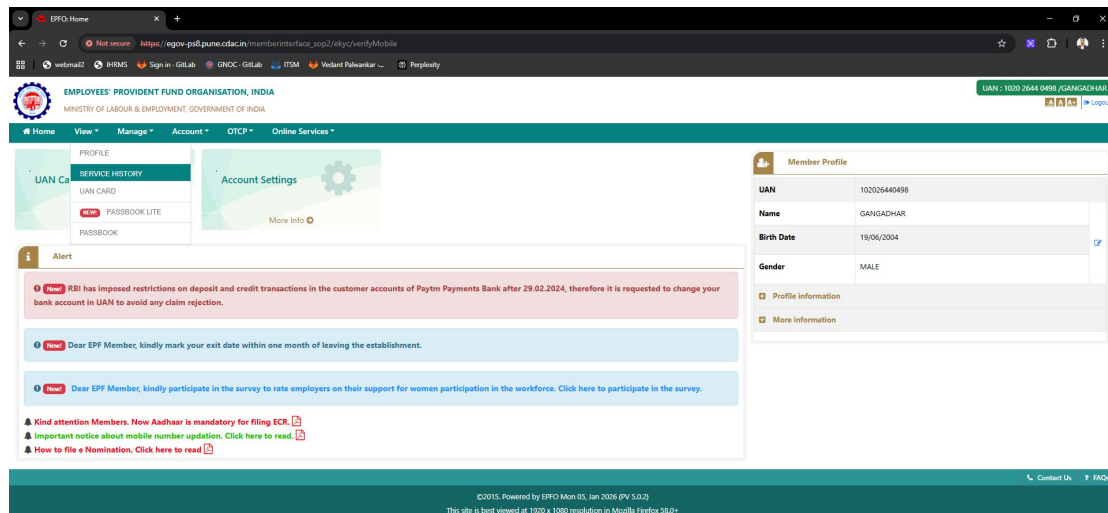
**Date Constraints:** The portal currently restricts de-linking for records established before **December 31, 2016**.

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

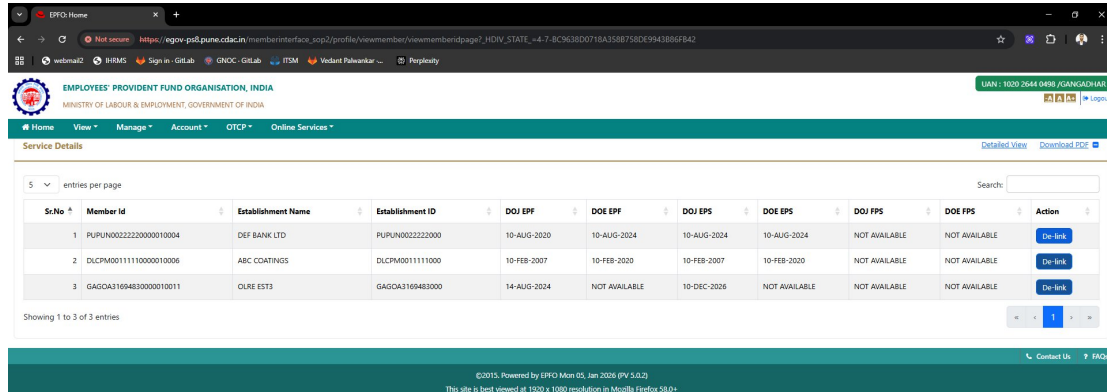
This manual outlines the end-to-end process for delinking a Member ID from a Universal Account Number (UAN). This process is divided into two phases: **Member Initiation** and **Employer Approval**.

### 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.



**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.

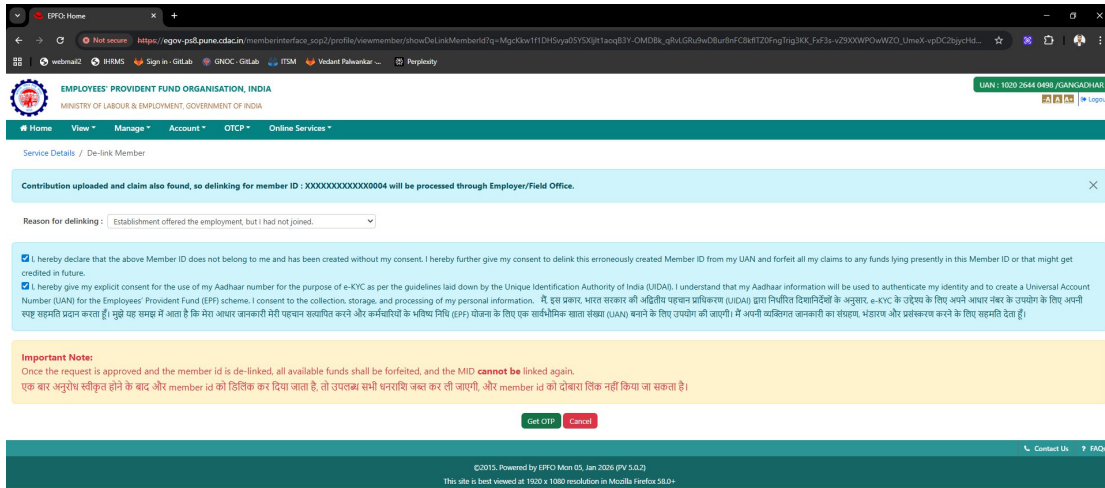


**Step 3: Provide Reason & Consent** On the De-link Member page:

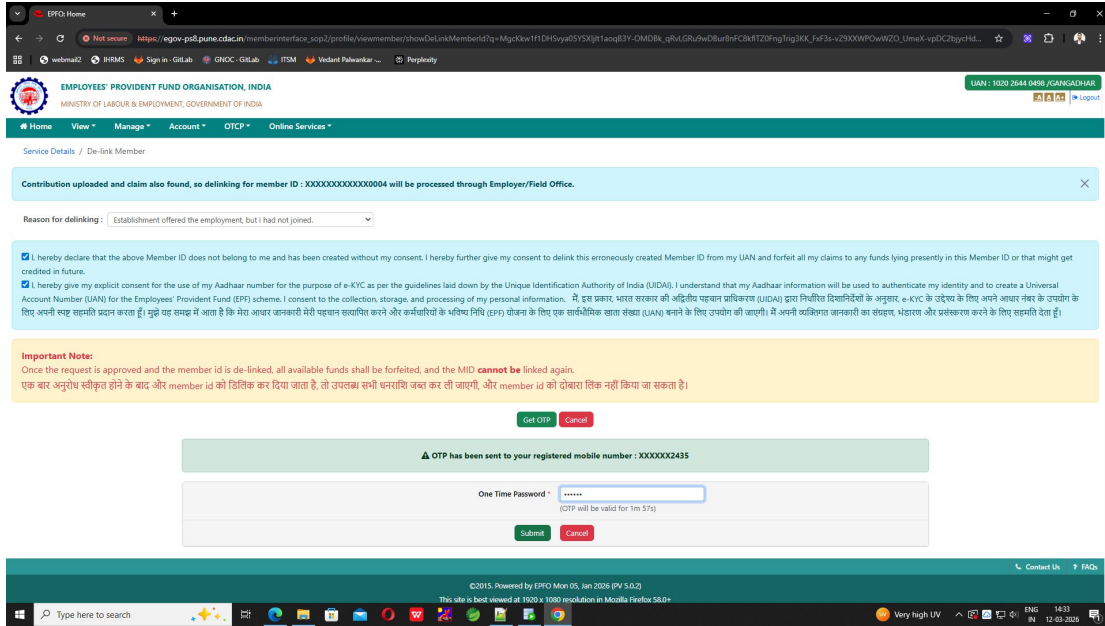
Select the **Reason for delinking** (e.g., "Establishment offered the employment, but I had not joined").

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

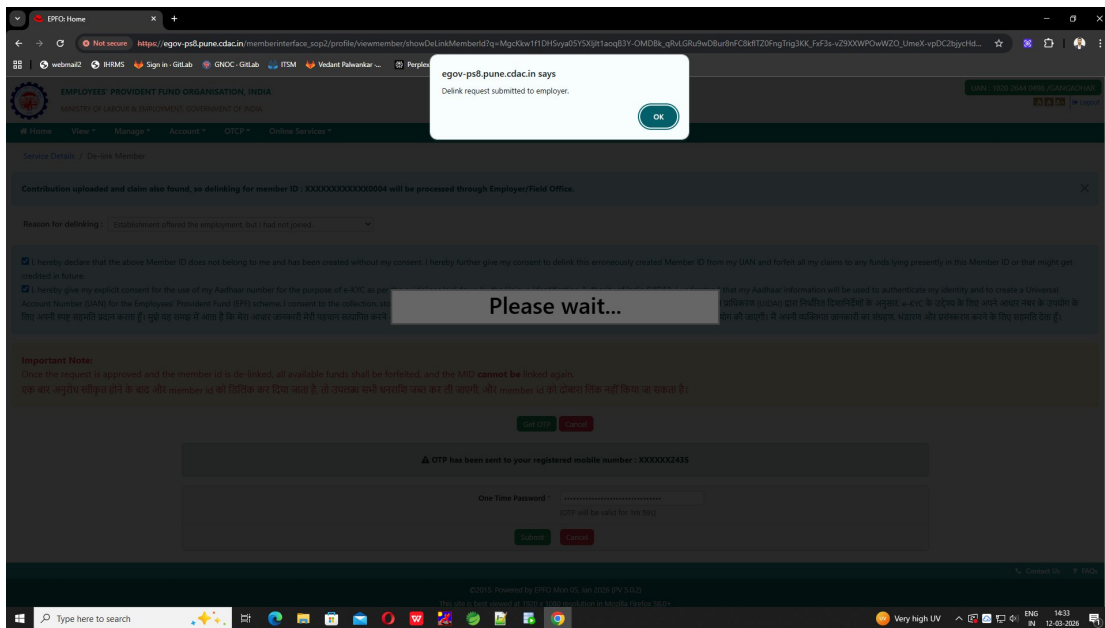
Click **Get OTP**. See the following image.



**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.

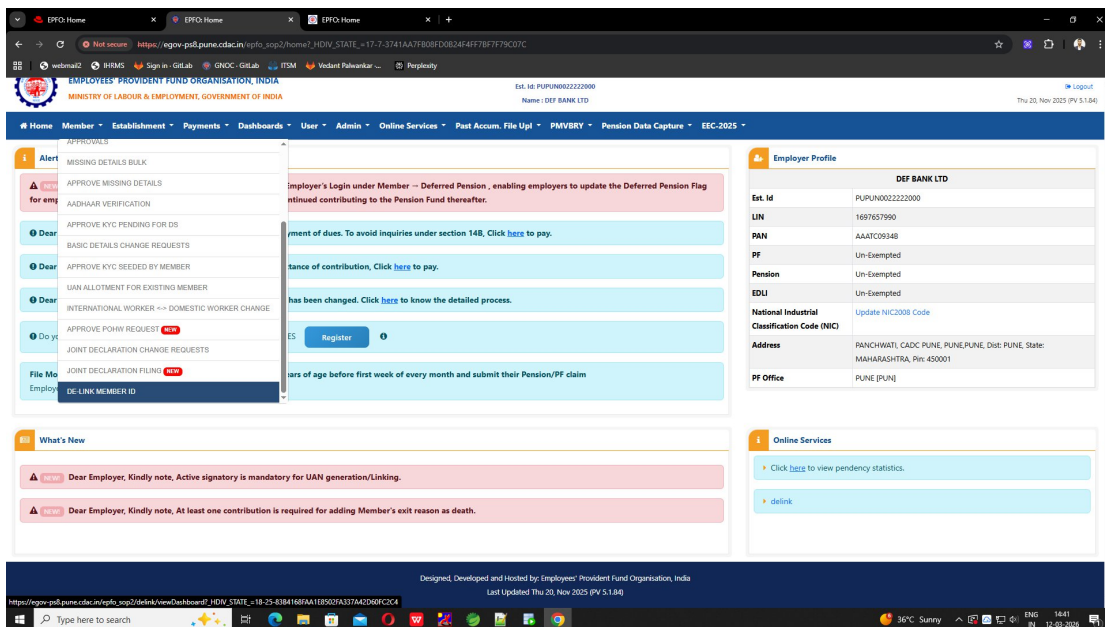


**Step 5: Confirmation of Submission** A "Please wait..." message will appear, followed by a popup notification stating: "Delink request submitted to employer." Click **OK**. See the following image.

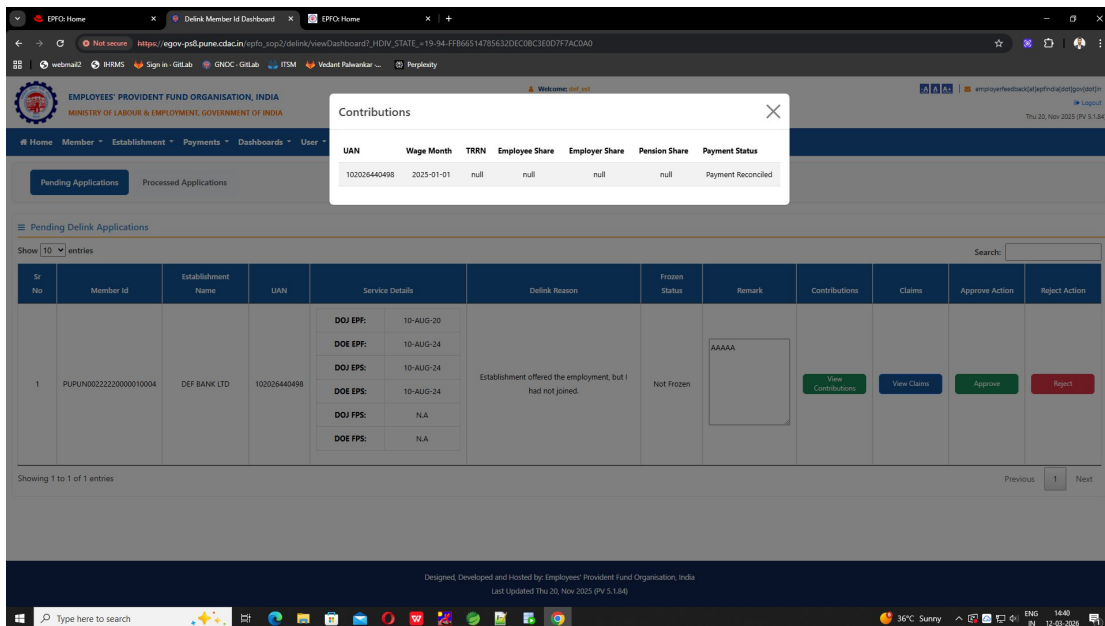


## Phase 2: Employer Action (Approving the Request)

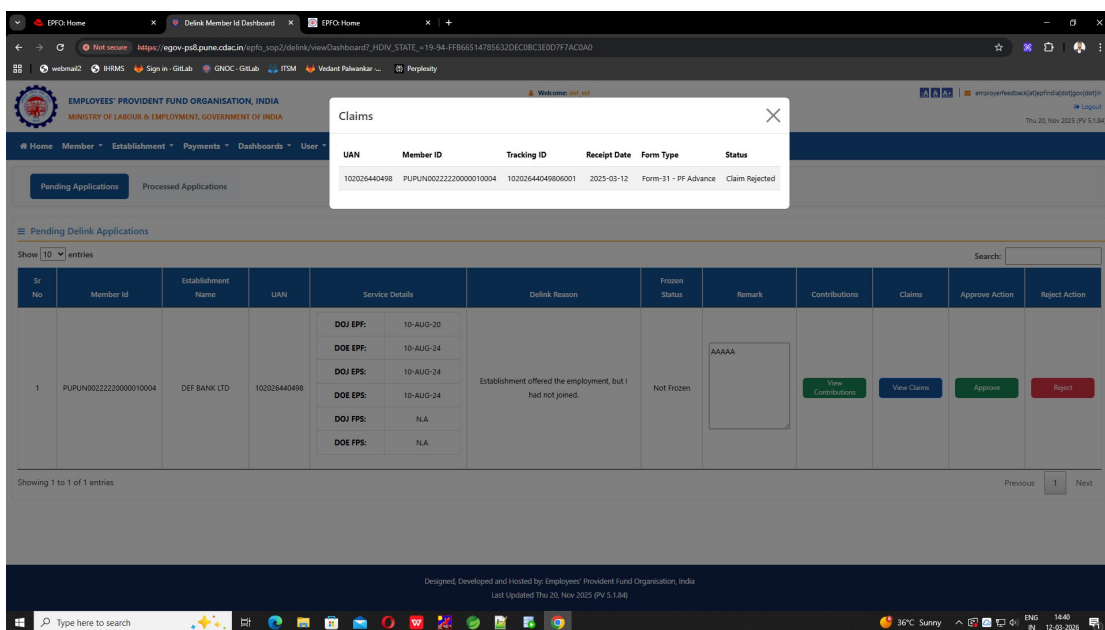
**Step 6: Navigate to De-link Module** The Employer must log in to the Unified Employer Portal. Under the **Member** tab, select the menu option **DE-LINK MEMBER ID**. See the following image.



**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.



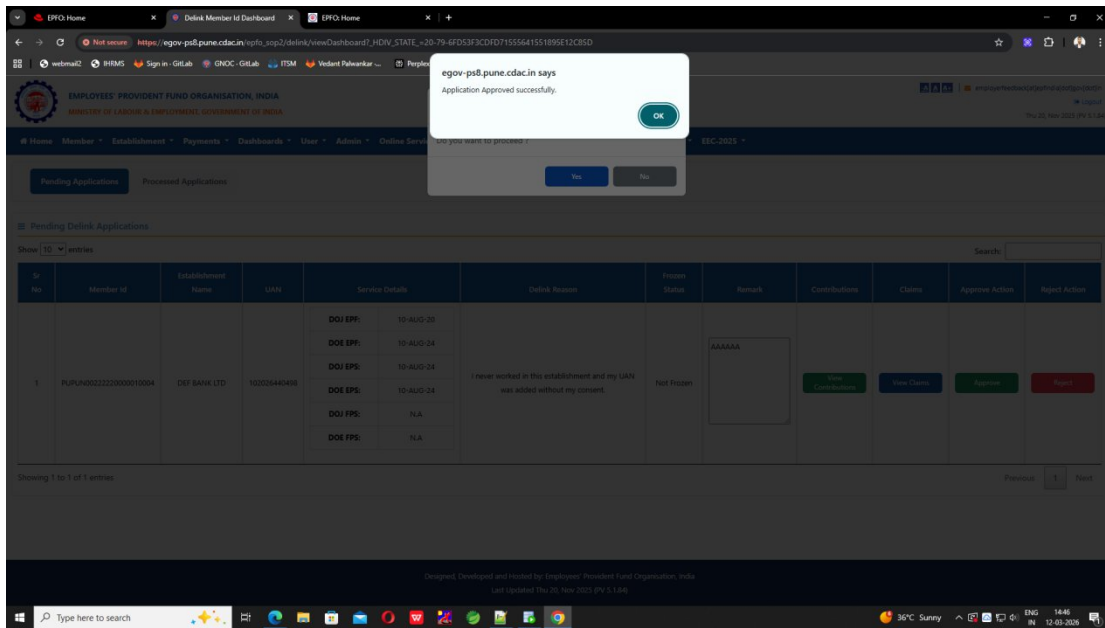
**Step 9: Approval/Rejection**

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

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

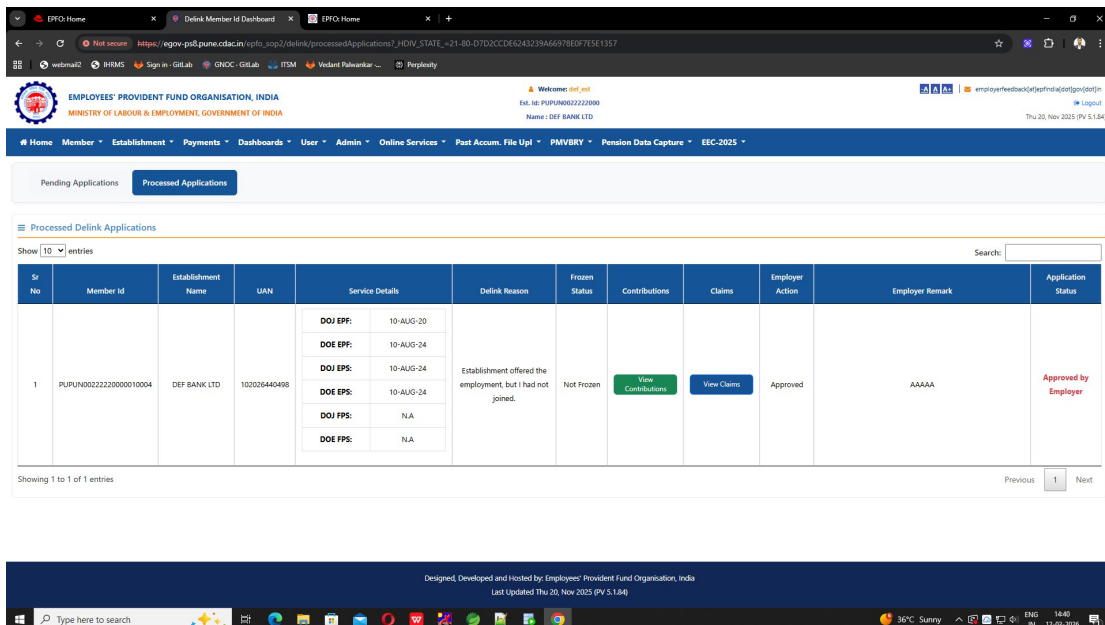
A confirmation box will appear: "Do you want to proceed?" Click **Yes**.

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

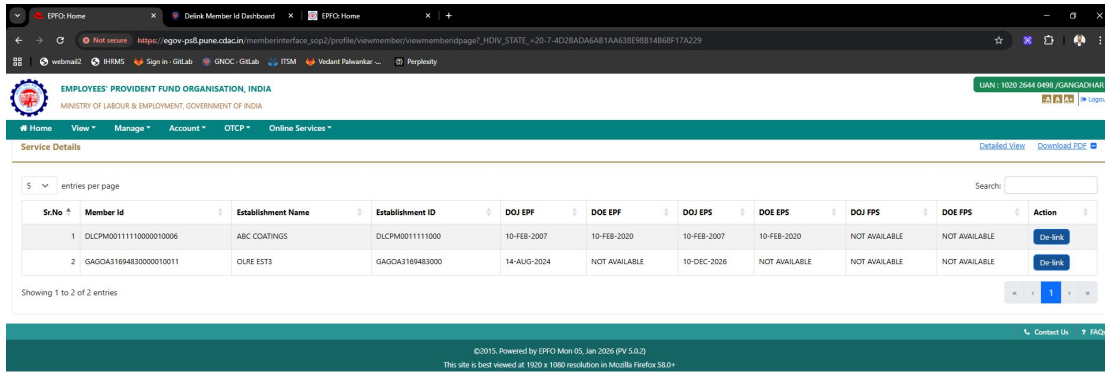


### Phase 3: Final Verification

**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.



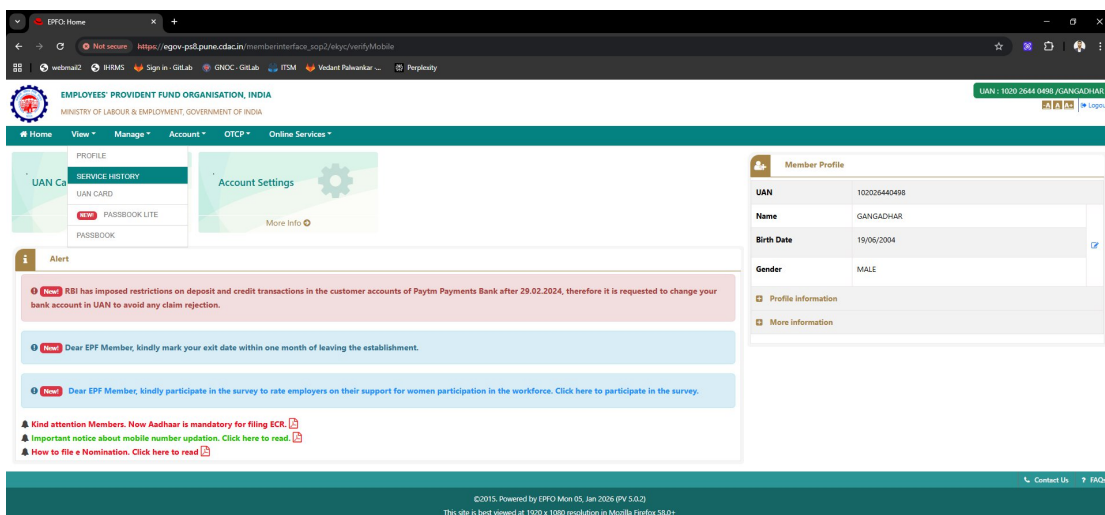
## EPFO De-Link Member ID: Full User Manual - Employer Rejection Case (Less Contribution)

### Phase 1: Member-Initiated De-Linking Request

#### Step 1: Accessing Member Portal and Navigation

Log in to the EPFO Unified Member Portal.

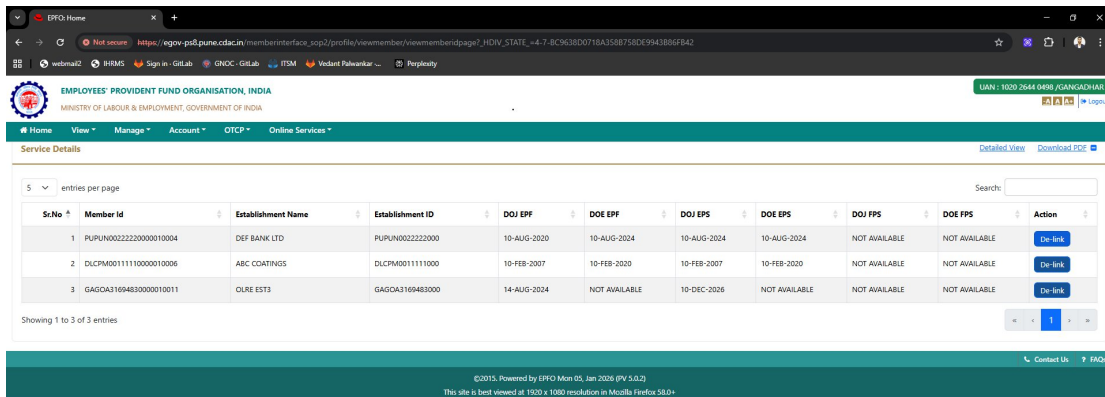
Go to the 'View' tab and select 'Service History'. See the following image



#### Step 2: Identifying Incorrect Entry

Locate the establishment to be removed.

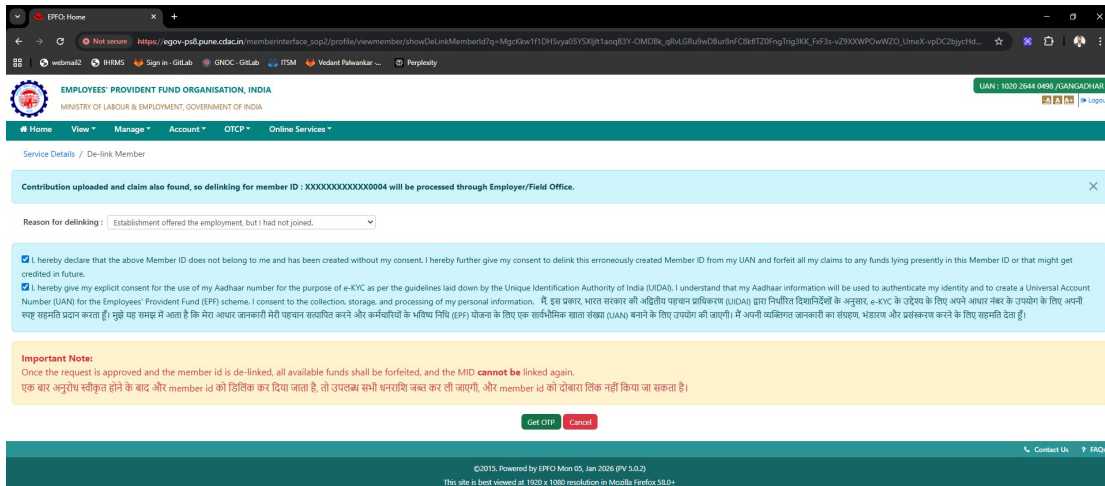
Under 'Action', click the 'De-link' button. See the following image



### Step 3: Reason and Consent

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

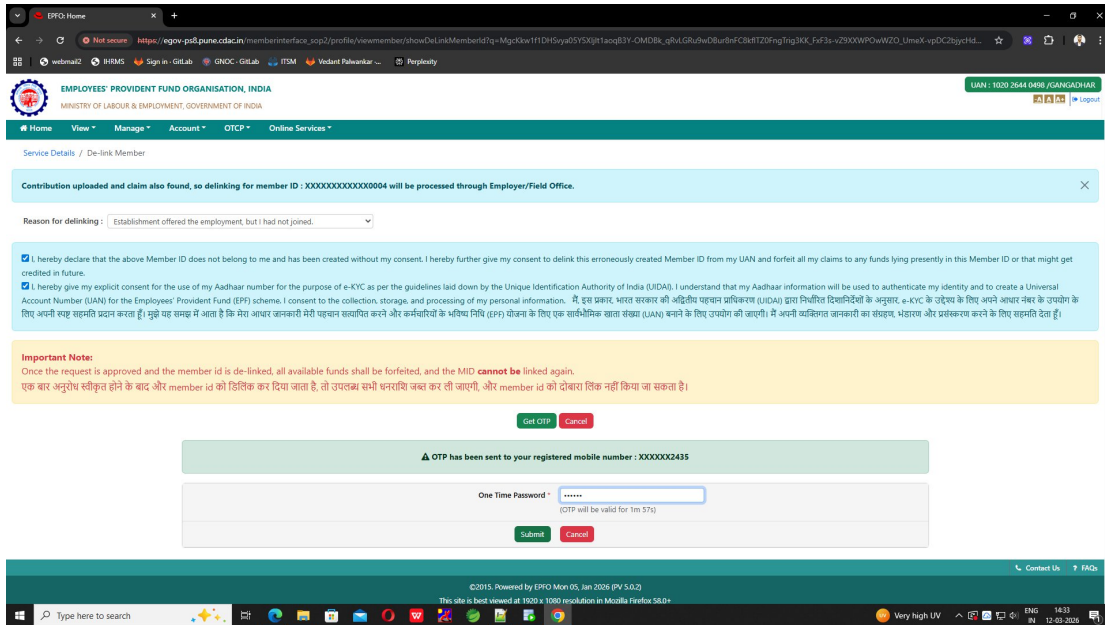
Check the consent box and click 'Get OTP'. See the following image



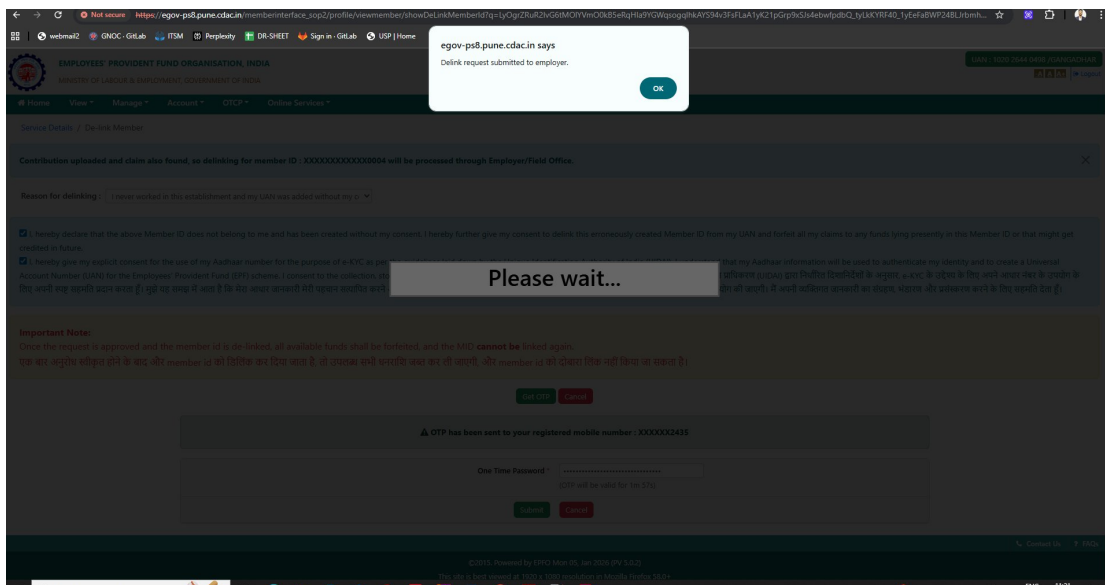
### Step 4: OTP Verification

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 Employer Portal interface. A modal window titled 'Claims' is open, displaying a table with the following data:

UAN	Member ID	Tracking ID	Receipt Date	Form Type	Status
102026440498	PUPUN002222000010004	1020264404980001	2025-09-12	Form-31 - PF Advance	Claim Rejected

Below the modal, the main table 'Pending Delink Applications' is visible. It contains one entry with the following details:

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	AAAAA	<a href="#">View Contributions</a>	<a href="#">View Claim</a>	<a href="#">Approve</a>	<a href="#">Reject</a>
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 Employer Portal interface. A modal window titled 'Contributions' is open, displaying a table with 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

Below the modal, the main table 'Pending Delink Applications' is visible, showing the same entry as in the first screenshot:

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	AAAAA	<a href="#">View Contributions</a>	<a href="#">View Claim</a>	<a href="#">Approve</a>	<a href="#">Reject</a>
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																						

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

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

Welcome DEF\_FST  
Ext. Id: PUPUN002222000  
Name: DEF BANK LTD

Home Member Establishment Payments Dashboards User Admin Online Services EEC-2023

Pending Applications Processed Applications

**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	DEF BANK LTD	102026440498	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	<a href="#">View Contributions</a>	<a href="#">View Claims</a>	<a href="#">Approve</a>	<a href="#">Reject</a>

Showing 1 to 1 of 1 entries

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Last Updated Thu, 20 Nov 2023 (PV 5.1.84)

4. For final confirmation see the processed application tab.

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

Welcome DEF\_FST  
Ext. Id: PUPUN002222000  
Name: DEF BANK LTD

Home Member Establishment Payments Dashboards User Admin Online Services Past Accom. File Upl. PMVDRY Pension Data Capture EEC-2023

Pending Applications **Processed Applications**

**Processed Delink Applications**

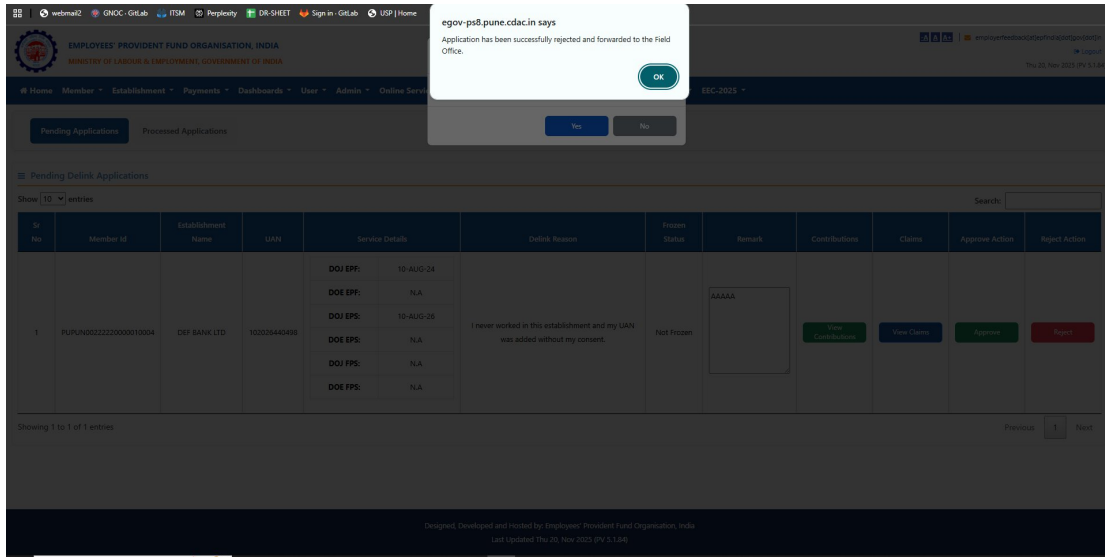
Show 10 entries

Sr No	Member Id	Establishment Name	UAN	Service Details	Delink Reason	Frozen Status	Contributions	Claims	Employer Action	Employer Remark	Application Status
1	PUPUN002222000010004	DEF BANK LTD	102026440498	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	<a href="#">View Contributions</a>	<a href="#">View Claims</a>	Rejected	AAAAA	Pending at DA

Showing 1 to 1 of 1 entries

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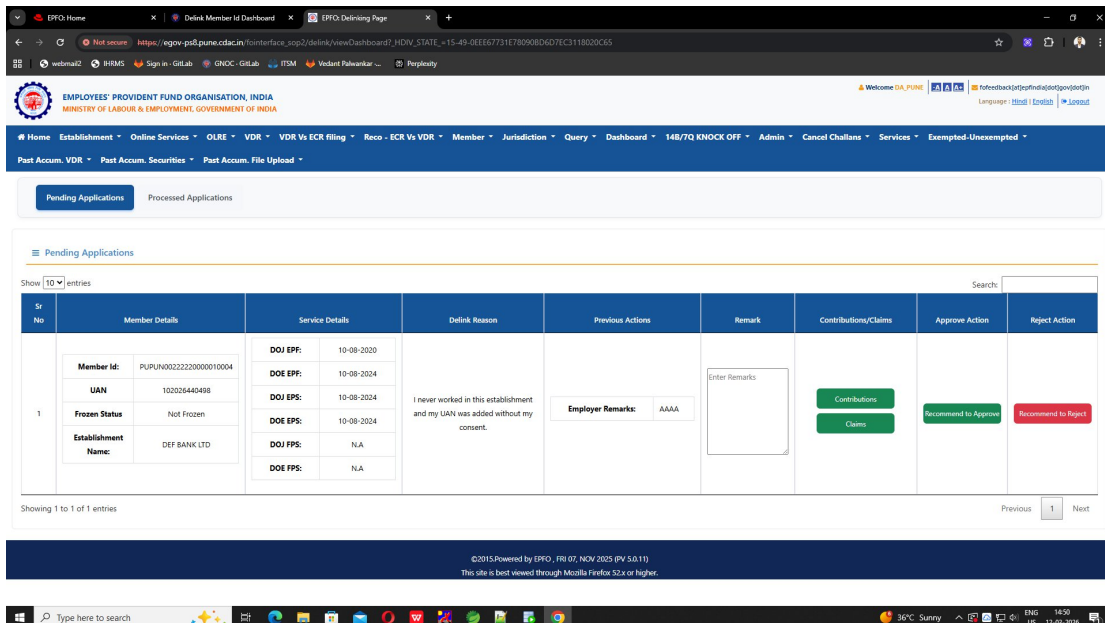
5. Though the contributions are less but employer rejects the request the the request gets forwarded to **field office**.



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

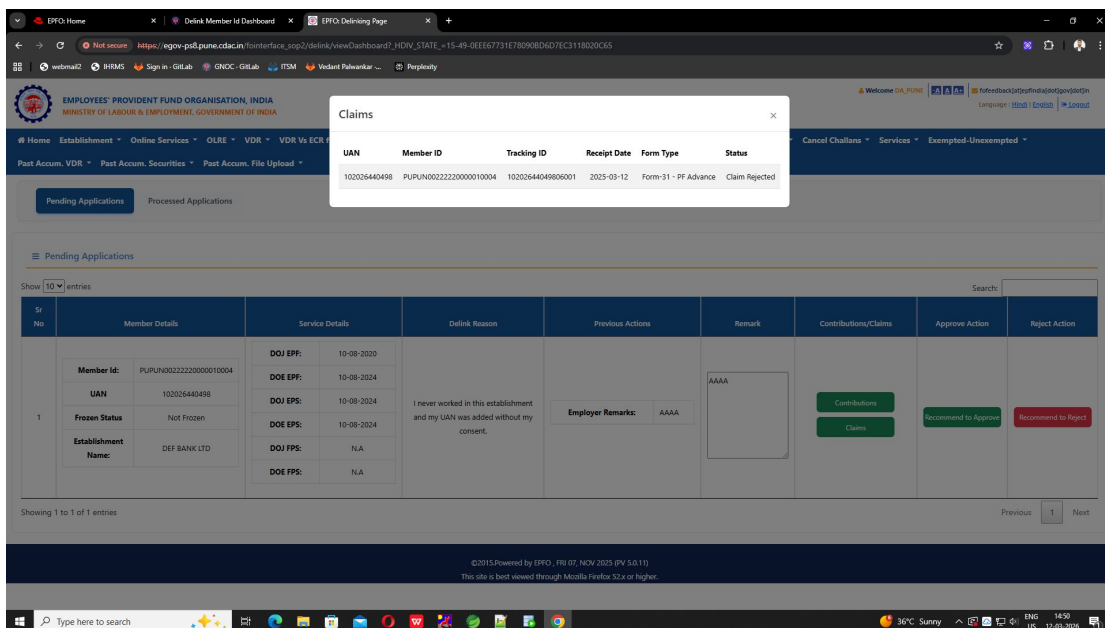
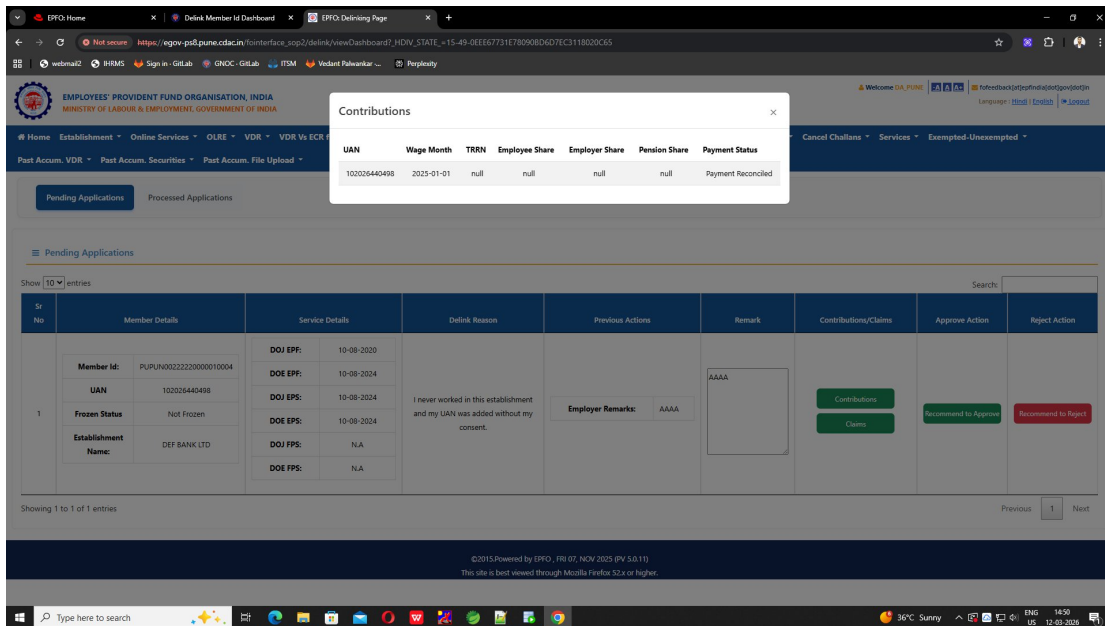
#### Step 6: DA(Compliance) Dashboard Review

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



#### Step 7: DA(Compliance) Financial Verification

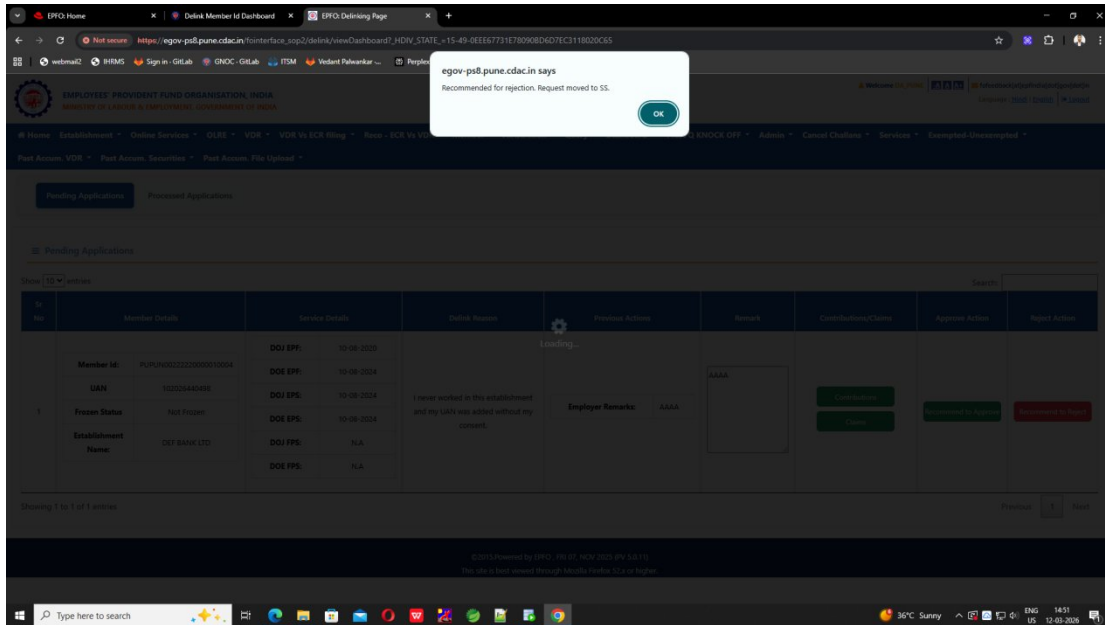
The DA(Compliance) clicks **View Contributions** and **View Claims** to audit the Member ID history. See the following image



### Step 8: DA(Compliance) Recommendation

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

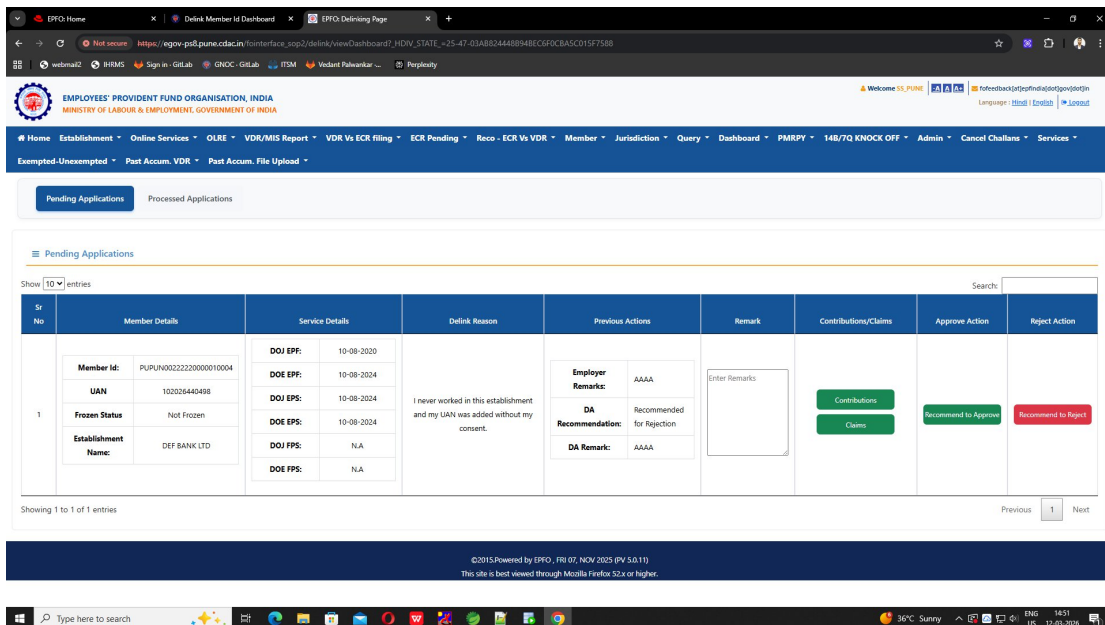
Confirmation moves the request to the **Section Supervisor (SS(Compliance))**. See the following image



## 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, name, and ministry information. A navigation menu contains options like Home, Establishment, Online Services, and VDR/MIS Report. A user profile section shows 'Welcome SS, PUNE' and a feedback link.

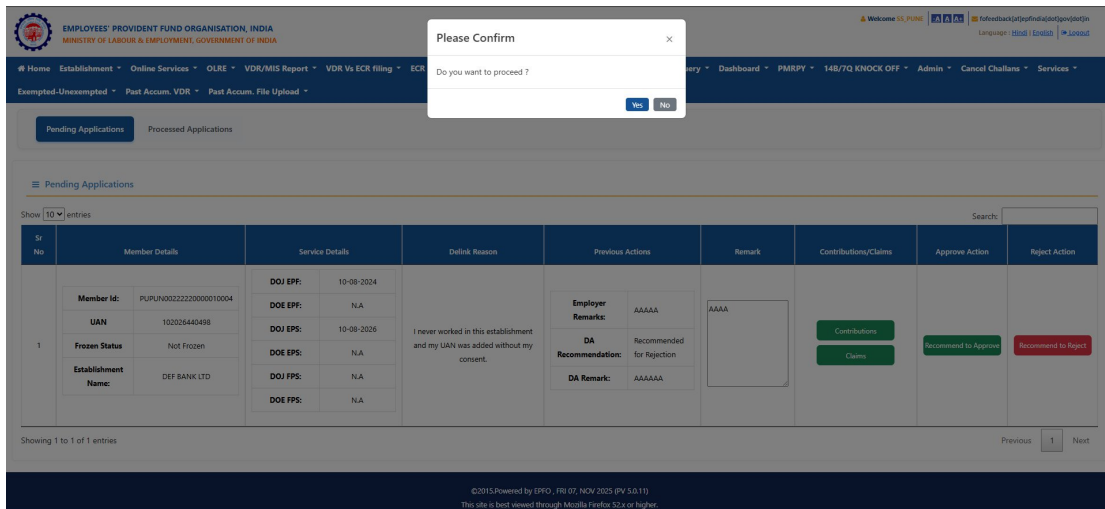
The main content area features a 'Pending Applications' section with a table of 10 entries. The first entry is expanded, showing a table with columns: Sr No, Member Details, Service Details, Delink Reason, Previous Actions, Remark, Contributions/Claims, Approve Action, and Reject Action. The 'Contributions/Claims' column contains 'Contributions' and 'Claims' buttons.

Two modal windows are overlaid on the table:

- Contributions Modal:** A table with columns: UAN, Wage Month, TRRN, Employee Share, Employer Share, Pension Share, and Payment Status. It shows one record for UAN 102026440498, Wage Month 2025-01-01, with Payment Status 'Payment Reconciled'.
- Claims Modal:** A table with columns: UAN, Member ID, Tracking ID, Receipt Date, Form Type, and Status. It shows one record for UAN 102026440498, Member ID PUPUN0022220000010004, Tracking ID 10202644049809001, Receipt Date 2025-03-12, Form Type 'Form-31 - PF Advance', and Status 'Claim Rejected'.

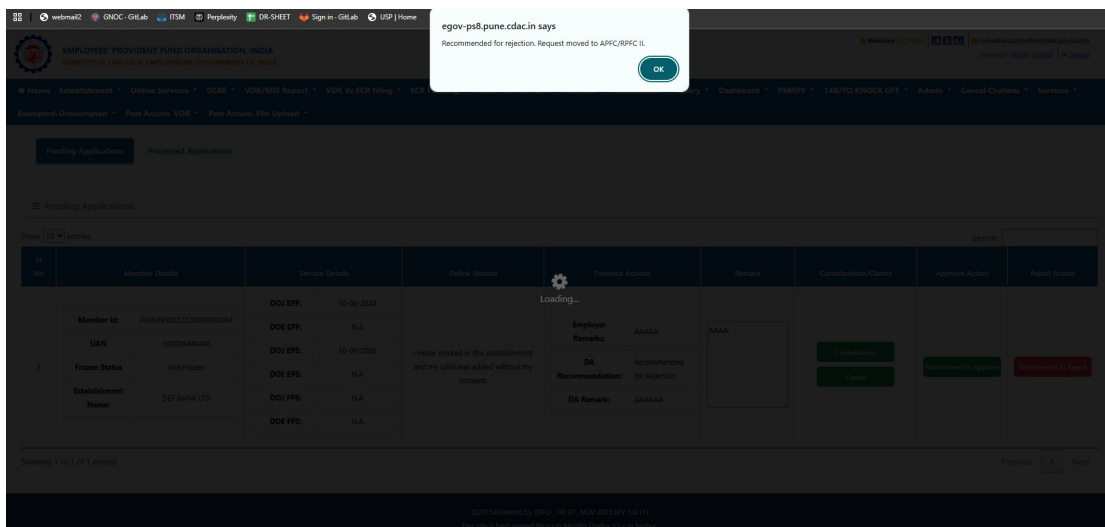
At the bottom of the page, there is a footer with copyright information: '©2015 Powered by EPFO - FRI 07, NOV 2025 (PM 5:0:11) This site is best viewed through Mozilla Firefox 52.x or higher.'

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 request 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

Welcome RPFC-PUNE

Home Establishment Online Services OLRE VDR/MIS Report VDR Vs ECR Filing ECR Pending ECR Approval Reco - ECR Vs VDR Member Jurisdiction Query Dashboard PMRPY 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	Member Id: PUPUN0022220000010121 UAN: 102166835825 Frozen Status: Frozen Establishment Name: DEF BANK LTD	DOJ EPP: 01-04-2018 DOE EPP: N.A. DOJ EPS: N.A. 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.	Employer Remarks: AAAAA DA Recommendation: Recommended for Approval DA Remark: AAAAAA SS Recommended	Enter Remarks	Contributions Claims	Approve	Reject

Showing 1 to 1 of 1 entries

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This site is best viewed through Mozilla Firefox 52.x or higher.

## Step 13: RPFC II Final Audit

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

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

Welcome RPFC-PUNE

Home Establishment Online Services OLRE VDR/MIS Report VDR Vs ECR Filing ECR Pending ECR Approval Reco - ECR Vs VDR Member Jurisdiction Query Dashboard PMRPY 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	Employer Share	Pension Share	Payment Status
102166835825	2025-11-01	N.A.	1800	550	PAYMENT NOT PROCEEDED YET
102166835825	2025-12-01	N.A.	1800	550	PAYMENT NOT PROCEEDED YET
102166835825	2026-01-01	N.A.	1800	550	PAYMENT NOT PROCEEDED YET

Showing 1 to 1 of 1 entries

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EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA  
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Welcome RPFC-PUNE

Home Establishment Online Services OLRE VDR/MIS Report VDR Vs ECR Filing ECR Pending ECR Approval Reco - ECR Vs VDR Member Jurisdiction Query Dashboard PMRPY 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

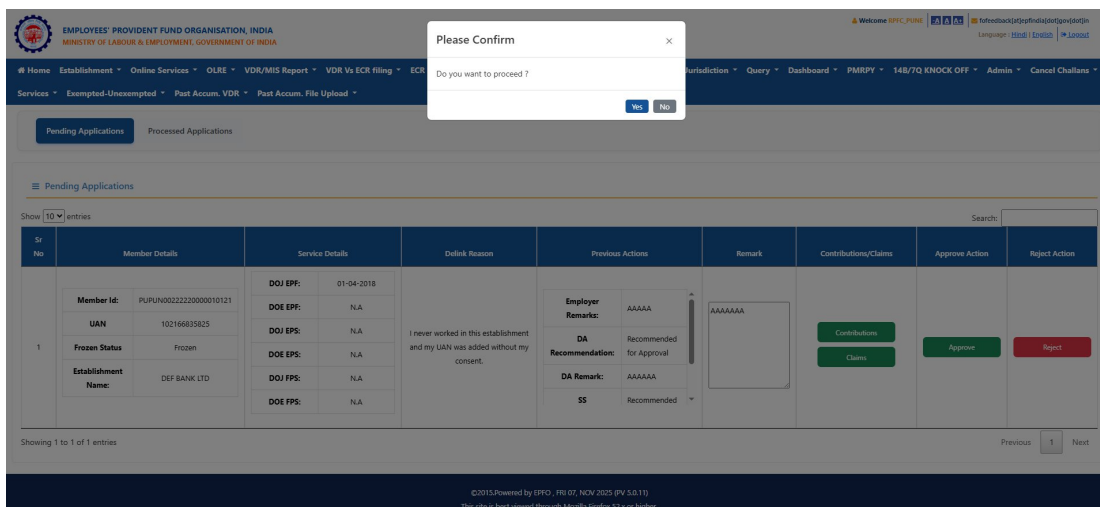
UAN	Member ID	Tracking ID	Receipt Date	Form Type	Status
102166835825	PUPUN0022220000010121	1020264406840408	2025-03-25	Form-10C - Scheme Certificate	Claim Rejected
102166835825	PUPUN0022220000010121	1020264406840409	2025-03-26	Form-10C - Scheme Certificate	Claim Rejected

Showing 1 to 1 of 1 entries

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This site is best viewed through Mozilla Firefox 52.x or higher.

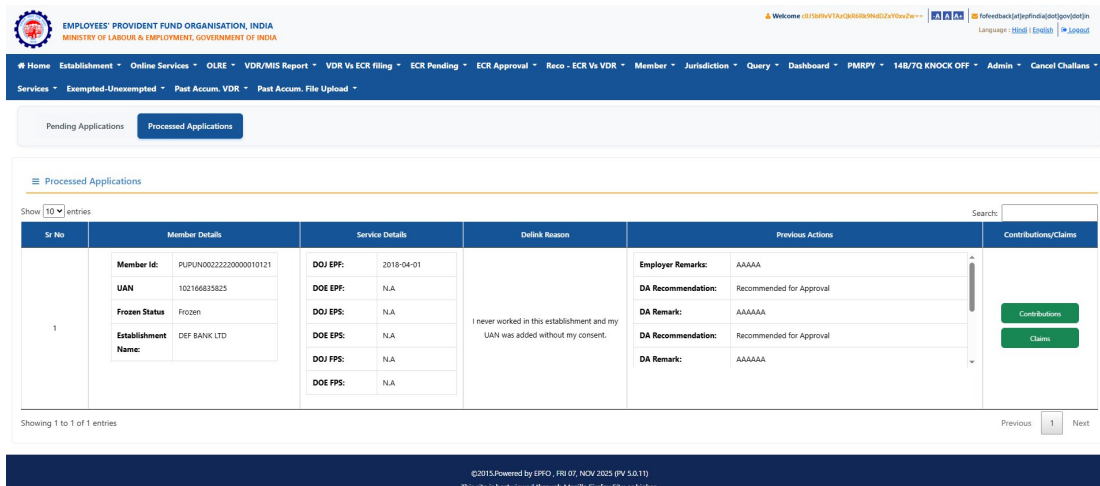
### Step 14: Final Rejection/Approval

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).

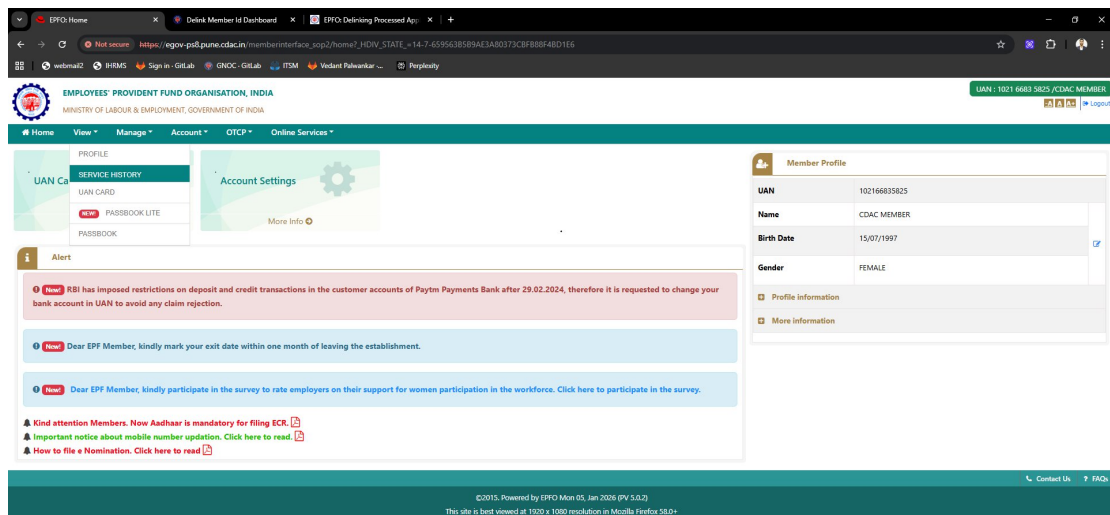
## Phase 1: Member Request Submission

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

### Login and Navigation:

Log in to the EPFO Member Unified Portal.

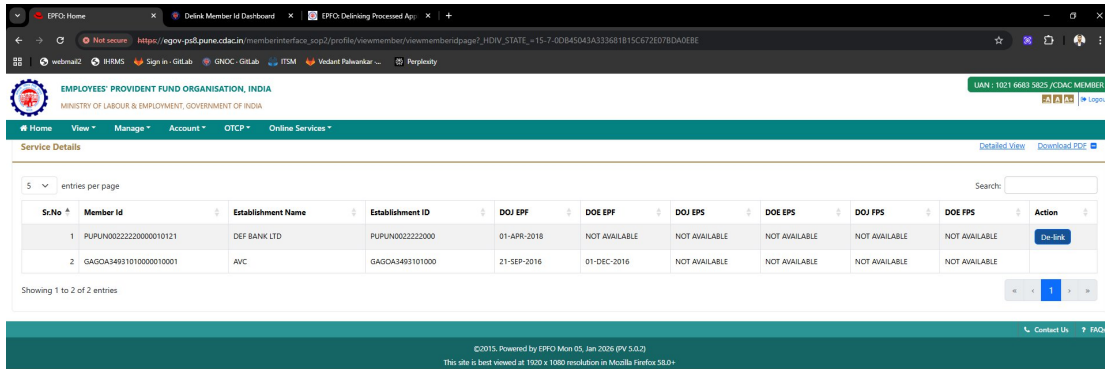
Go to the **View** menu and select **Service History** (See the following *Image*).



### 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:

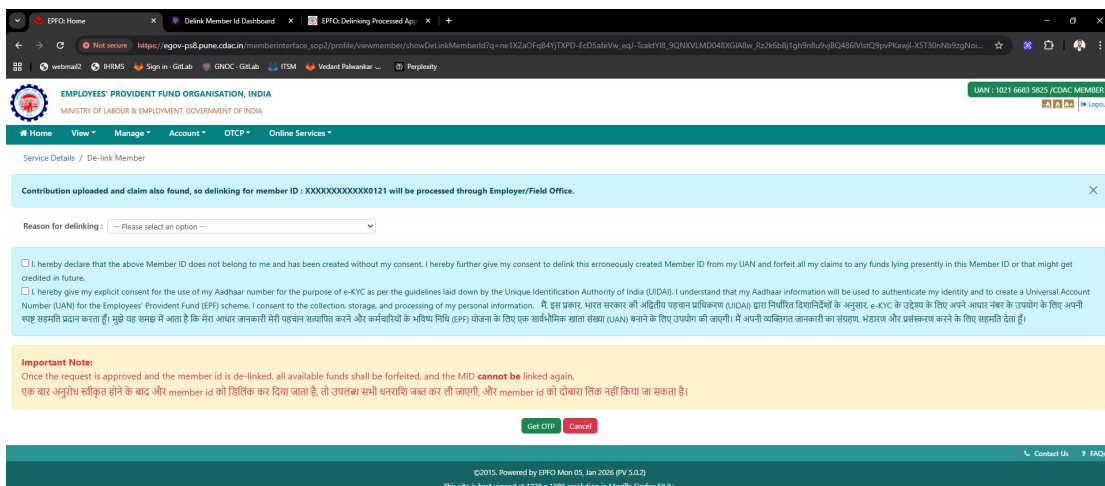
A new page will open showing the specific Member ID.

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*).

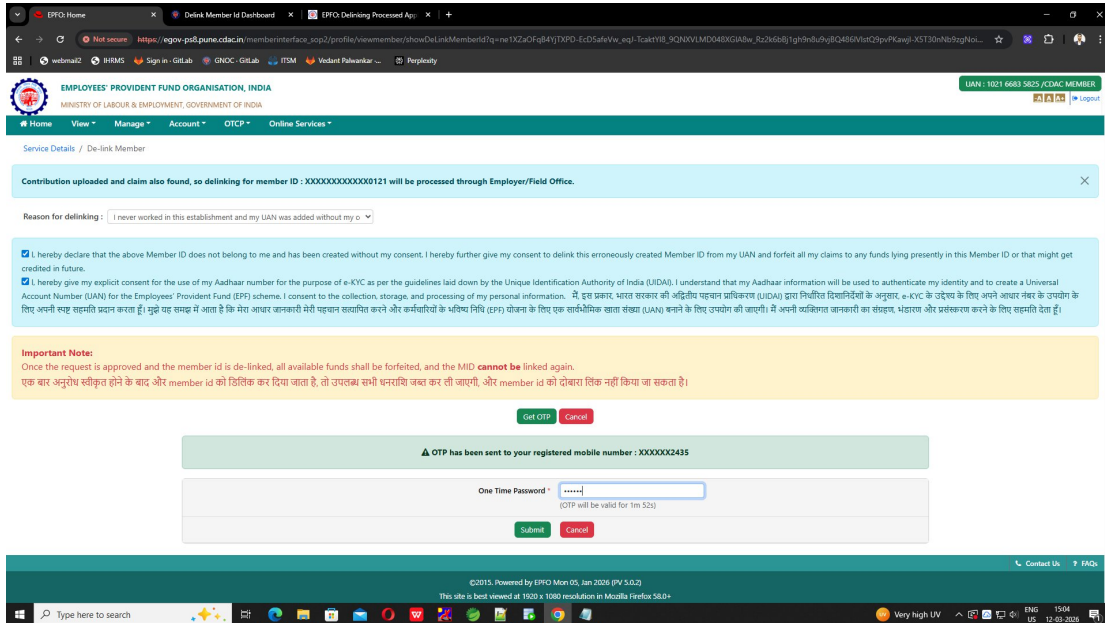
Click on **Get OTP**.



### OTP Verification:

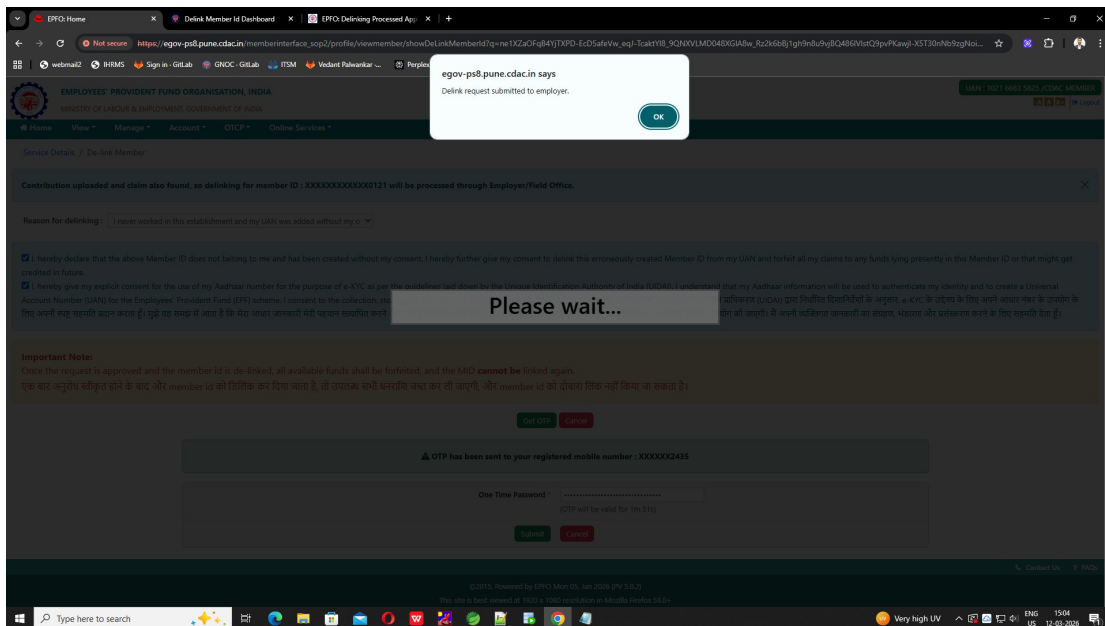
Enter the OTP sent to your Aadhaar-registered mobile number.

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



### Confirmation:

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



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 'Home', 'View', 'Manags', 'Account', 'OTCP', and 'Online Services'. Below this is a 'Service Details' section with a search bar and a table. The table has columns for Sr.No, Member Id, Establishment Name, Establishment ID, DOJ EPF, DOE EPF, DOJ EPS, DOE EPS, DOJ FPS, DOE FPS, and Action. Two entries are visible: one for DEF BANK LTD and another for AVC. The first entry's action is 'Pending at Employer'. At the bottom of the page, there is a footer with copyright information and a note about browser resolution.

Sr.No	Member Id	Establishment Name	Establishment ID	DOJ EPF	DOE EPF	DOJ EPS	DOE EPS	DOJ FPS	DOE FPS	Action
1	PUPUN002222000010121	DEF BANK LTD	PUPUN0022220000	01-APR-2018	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	Pending at Employer
2	GAGOA3493101000010001	AVC	GAGOA3493101000	21-SEP-2016	01-DEC-2016	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	

## Phase 2: Employer Approval Process

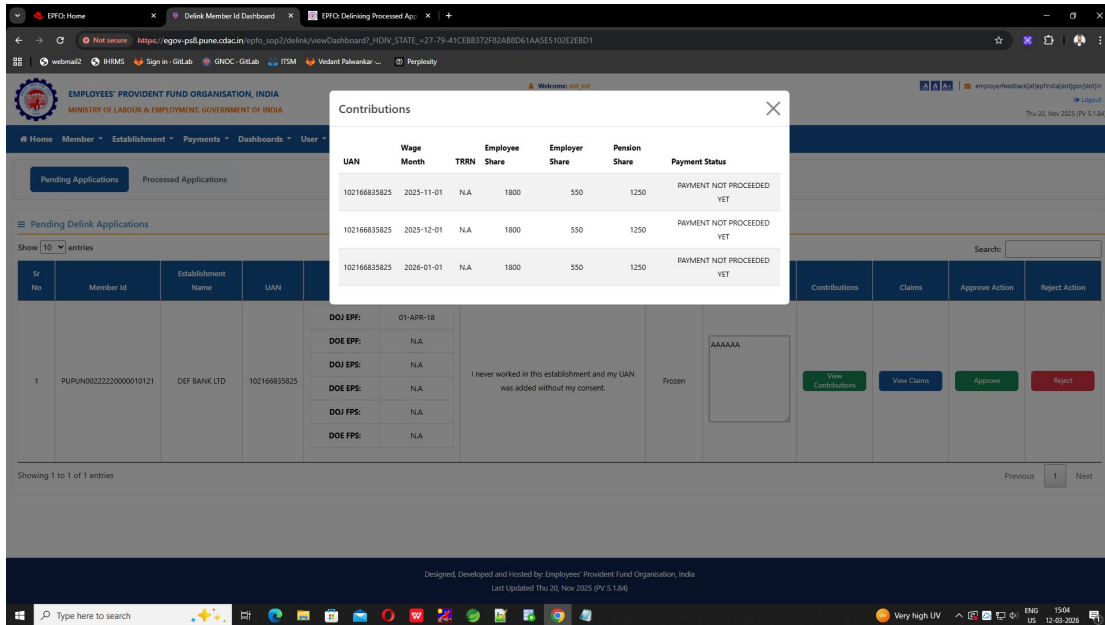
**Objective:** For the establishment to review and approve/reject the member's request.

### Access Dashboard:

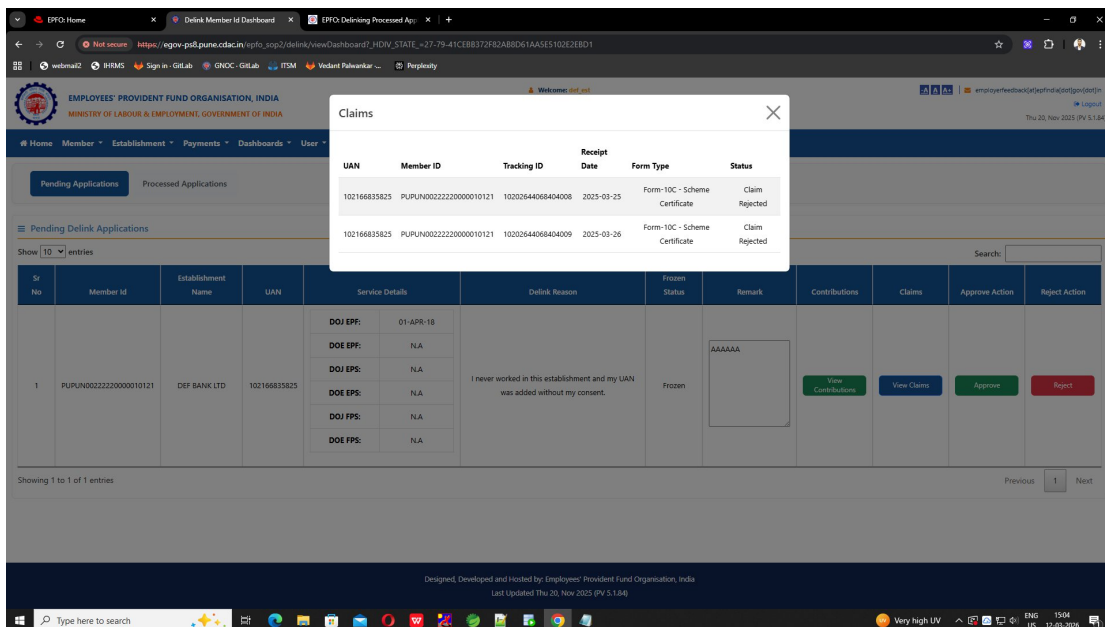
The employer logs into the Establishment Portal and navigates to the **Pending Delink Applications** dashboard.

### 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).



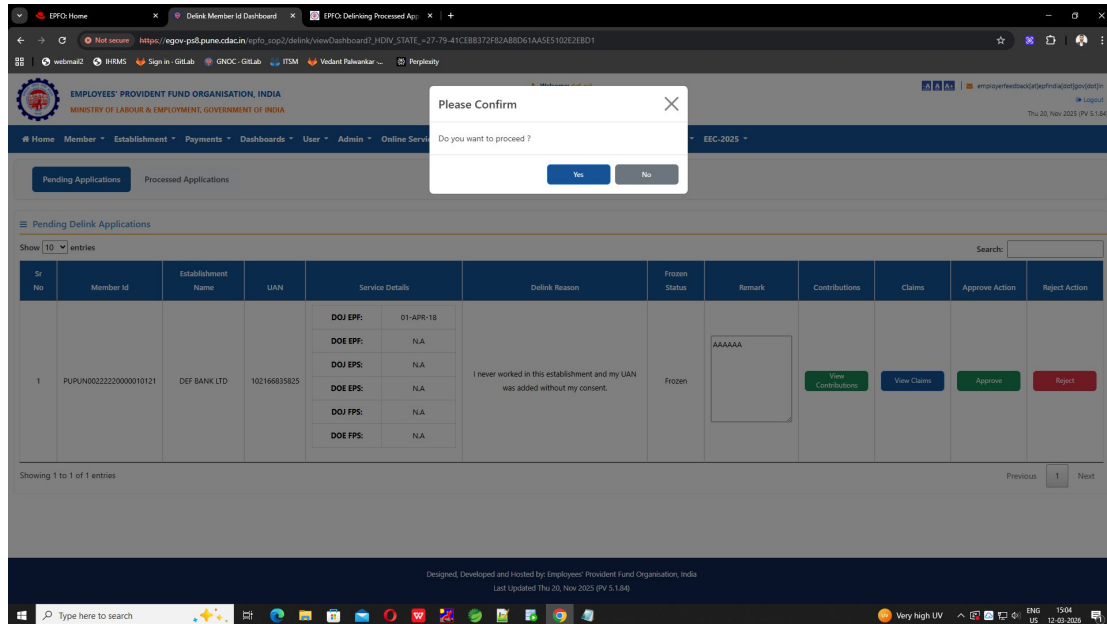
**Take Action:**

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.

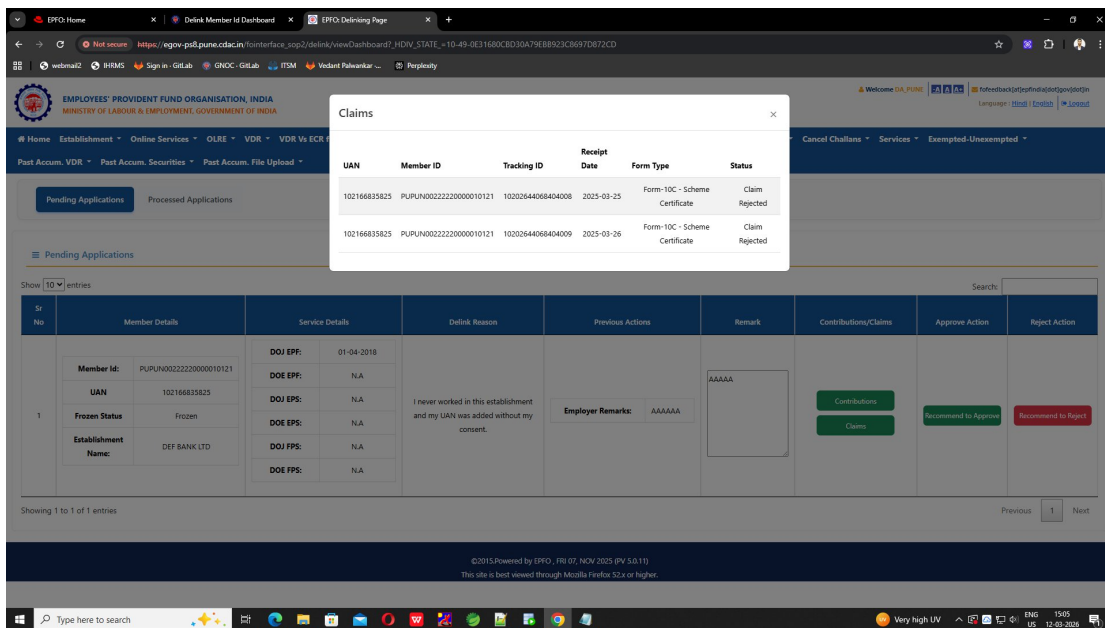
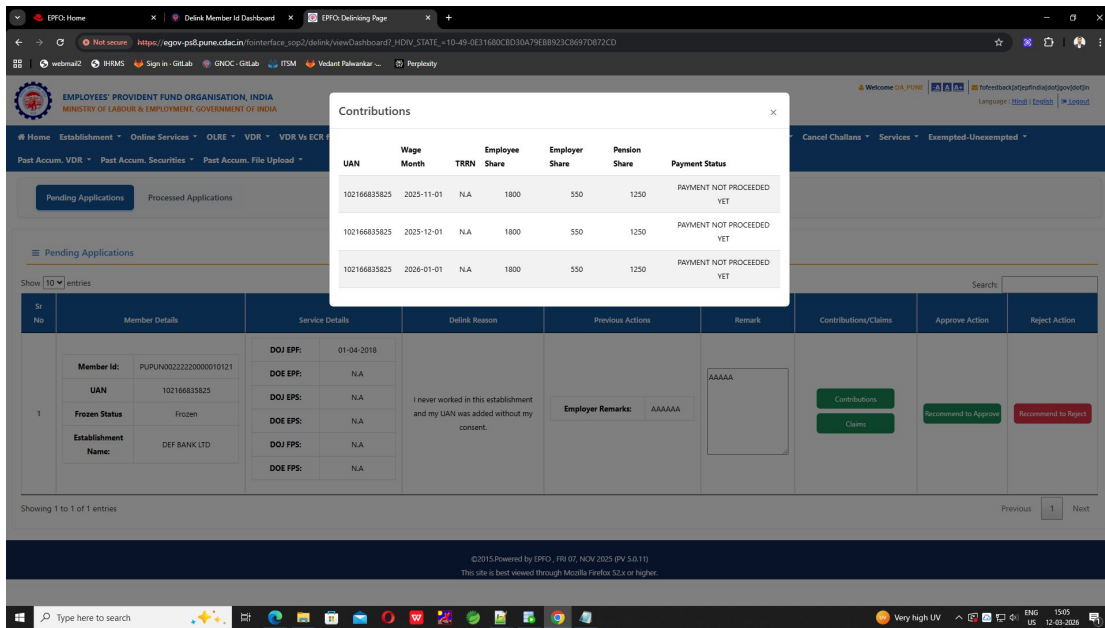
#### Approval Confirmation:

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:**

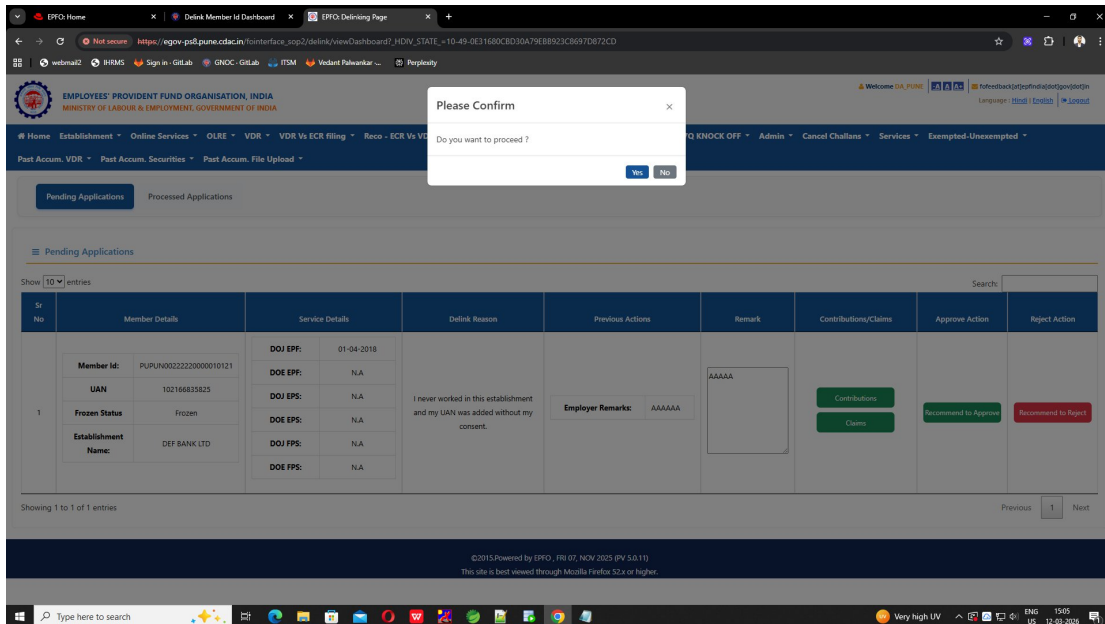
The request moves to the EPFO Field Office portal. The FO officer reviews the **Service Details, Employer Remarks, and Frozen Status** (See the following *Image*).

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

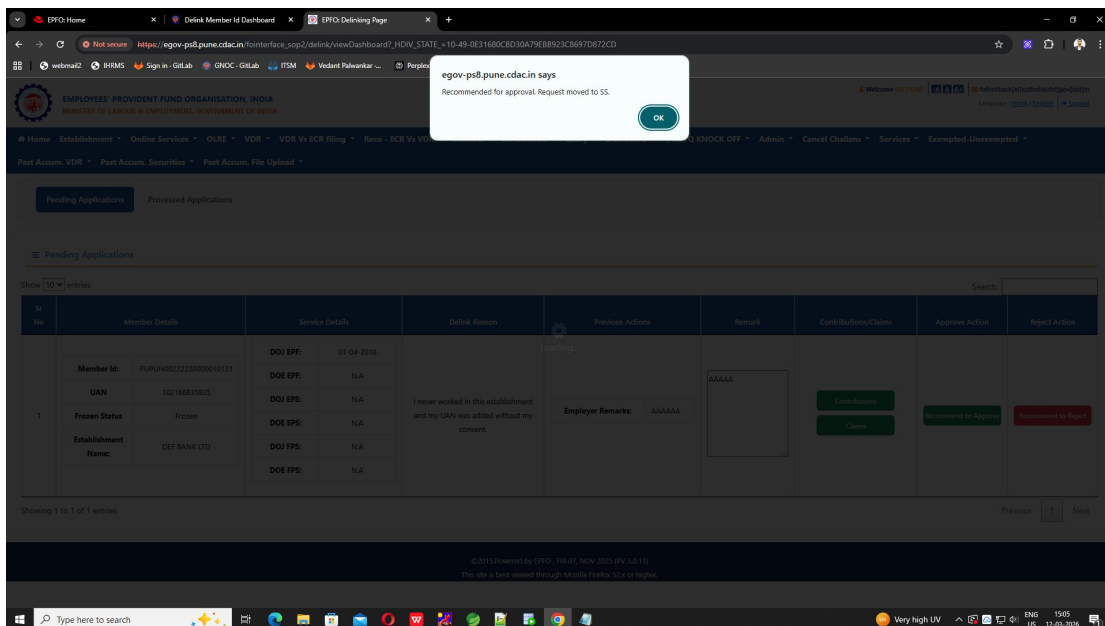


### Final Field Office Confirmation:

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.

The screenshot displays the 'Processed Applications' section of the EPFO portal. It features a table with the following columns: Sr No, Member Details, Service Details, Delink Reason, Previous Actions, and Contributions/Claims. Two entries are listed:

Sr No	Member Details	Service Details	Delink Reason	Previous Actions	Contributions/Claims
1	Member Id: PUPUN0022220000010121 UAN: 10216683925 Frozen Status: Frozen Establishment Name: DEF BANK LTD	DOJ EPF: 2018-04-01 DOE EPF: N.A. DOJ EPS: N.A. 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.	Employer Remarks: AAAAA DA Recommendation: Recommended for Approval DA Remark: AAAAA	Contributions Claims
2	Member Id: PUPUN0022220000010004 UAN: 102035440498 Frozen Status: Not Frozen Establishment Name: DEF BANK LTD	DOJ EPF: 2020-08-10 DOE EPF: 2024-08-10 DOJ EPS: 2024-08-10 DOE EPS: 2024-08-10 DOJ FPS: N.A.	Establishment offered the employment, but I had not joined.	Employer Remarks: AAAAA DA Recommendation: Recommended for Approval DA Remark: OOO	Contributions Claims

Login with SS(Compliance) credentials:

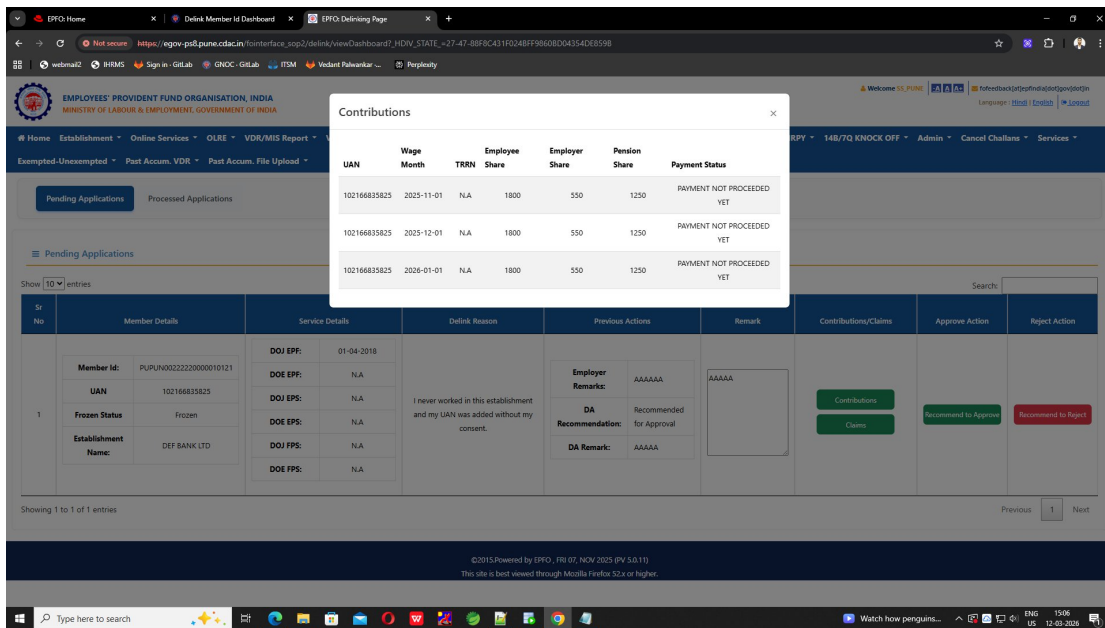
Click delink under Member menu.

The screenshot shows the EPFO Member Dashboard with the 'Member' menu open. The menu items include:

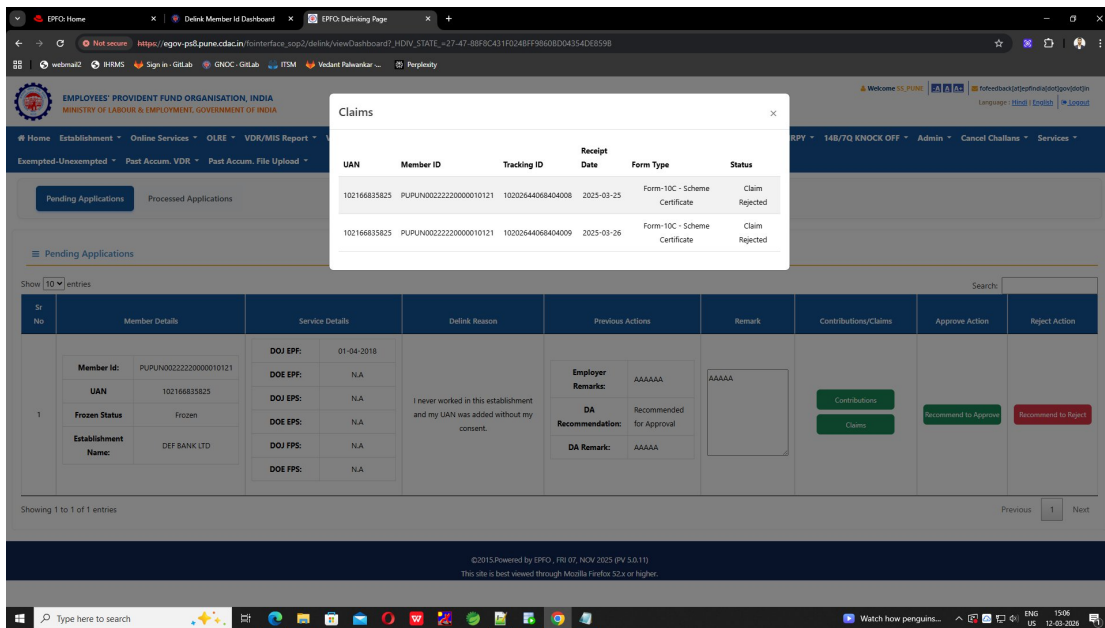
- JOINT DECLARATION REQUESTS
- MODIFY DETAILS
- APPROVE PRIMARY DETAILS
- APPROVE OTHER DETAILS
- DETAILS CHANGE REQUEST
- E-NOMINATION
- SEARCH MEMBER DETAILS
- UAN ALLOTMENT TO EXISTING MEMBER
- INTERNATIONAL WORKER ↔ DOMESTIC WORKER CHANGE
- PENSION ON HIGHER WAGES
- POHW JOINT APPLICATION OFFLINE
- POHW JOINT APPLICATION SUBMIT
- JOINT DECLARATION REQUESTS FROM PRO
- POHW CALCULATOR
- DE-LINK MEMBER ID (highlighted)

On the right side of the dashboard, the 'Field Office Profile' is visible, showing details for the Pune office.

Click contribution button to see contributions against the member id.



Click claims button to see claims against the member id.

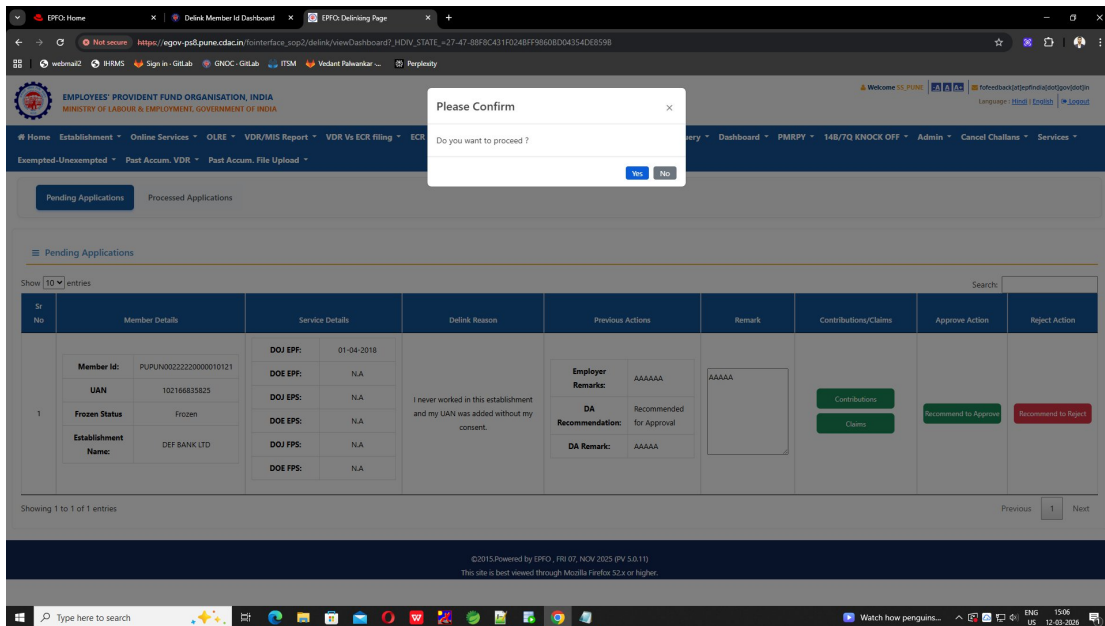


## 1. Social Security Assistant (SS(Compliance) ) Recommendation

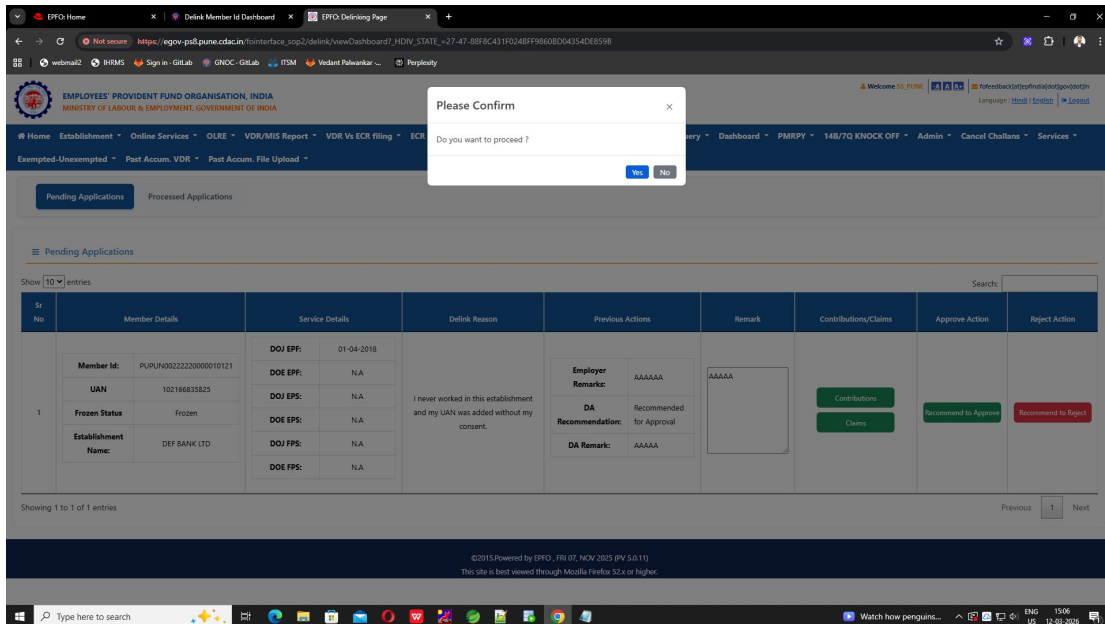
**Action Initiation:** The SS(Compliance) reviewer accesses the **Pending Applications** dashboard. After reviewing the member and service details, they select an action.

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

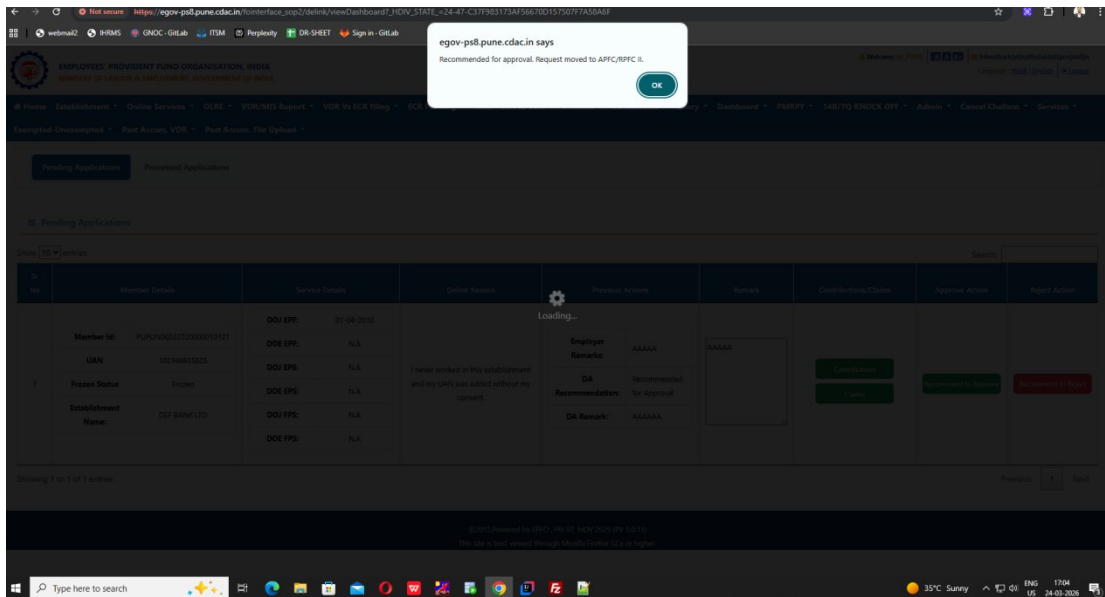
To accept the request based on their review, the SS(Compliance) clicks **Recommend to Approve** (See the following Image).



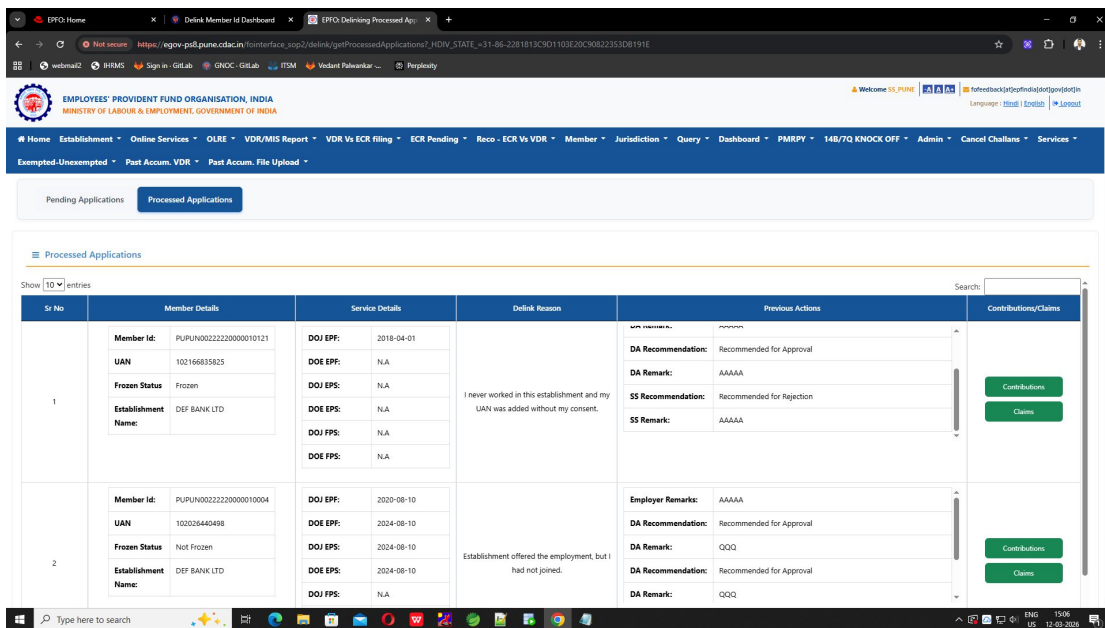
**Confirmation:** A prompt "Do you want to proceed?" appears. Click **Yes** (See the following Image).



**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

Welcome RPFC PUNE

Home Establishment Online Services OLRE VDR/MIS Report VDR Vs ECR Filing ECR Pending ECR Approval Reco - ECR Vs VDR Member Jurisdiction Query Dashboard PMRPV 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	Member Id: PUPUN0022220000010121 UAN: 102166835825 Frozen Status: Frozen Establishment Name: DEF BANK LTD	DOJ EPF: 01-04-2018 DOE EPF: N.A. DOJ EPS: N.A. 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.	Employer Remark: AAAAA DA Recommendation: Recommended for Approval DA Remark: AAAAAA SS Recommended	Enter Remarks	Contributions Claims	Approve	Reject

Showing 1 to 1 of 1 entries

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This site is best viewed through Mozilla Firefox 52.x or higher.

### 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

Welcome RPFC PUNE

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

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

Pending Applications Processed Applications

Pending Applications

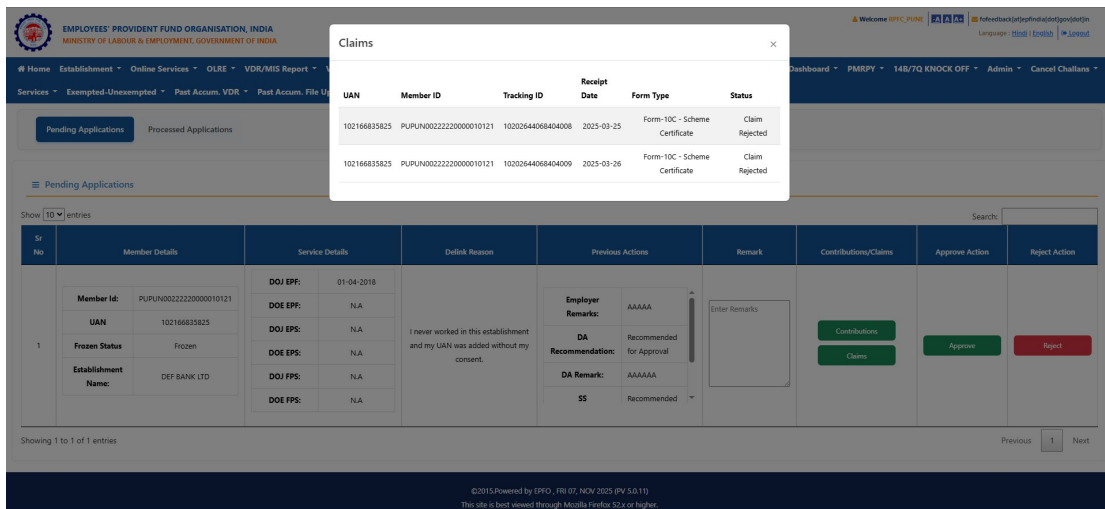
Show 10 entries

UAN	Wage Month	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

©2015 Powered by EPFO, Fri 07, NOV 2025 (PV 5.0.11)  
This site is best viewed through Mozilla Firefox 52.x or higher.

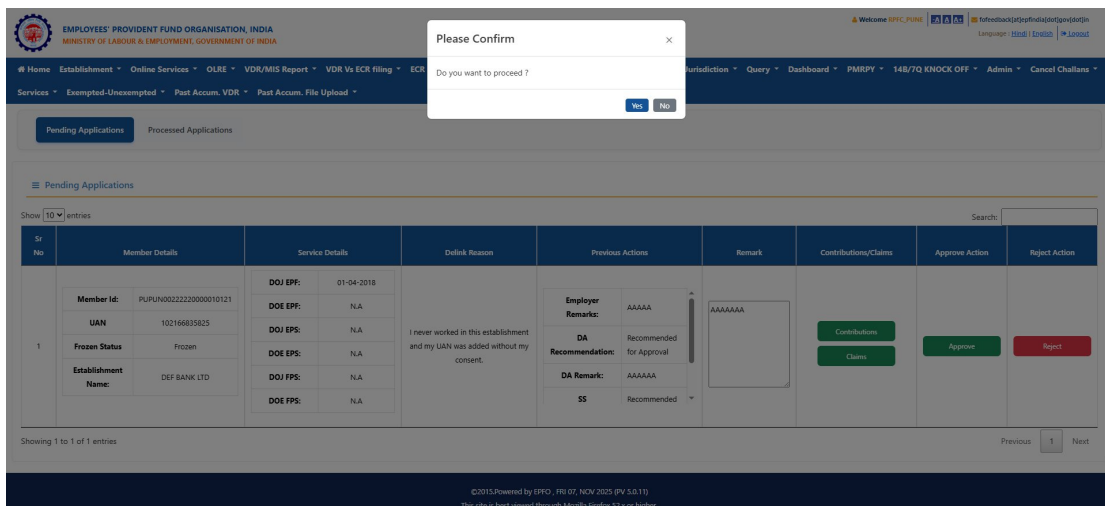
**Audit Claims:** The RPFC II clicks the **Claims** button to review any historical claim activity, verifying rejection status or previous tracking IDs (See the following Image).



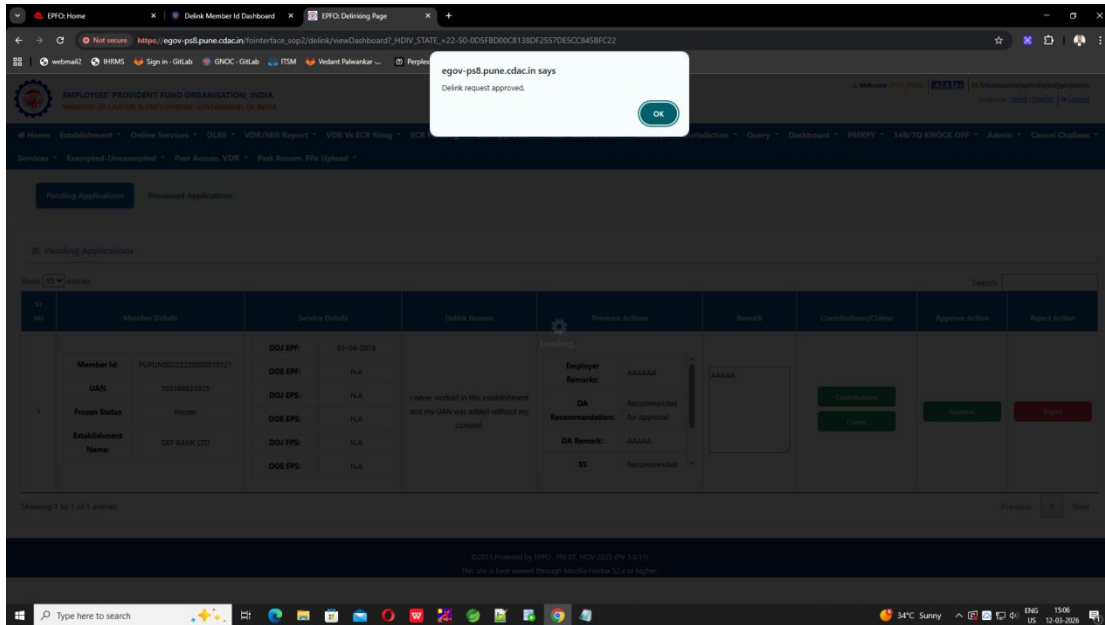
#### 4. Final Decision Execution

**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

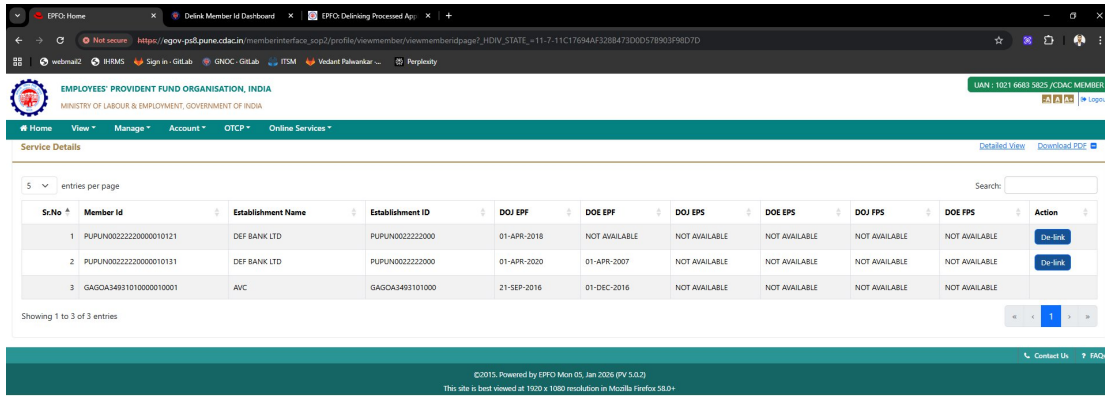
## Manual: De-linking a Member ID (EPFO Portal)-Without Contribution Case

### 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., PUPUN002222000010131).

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



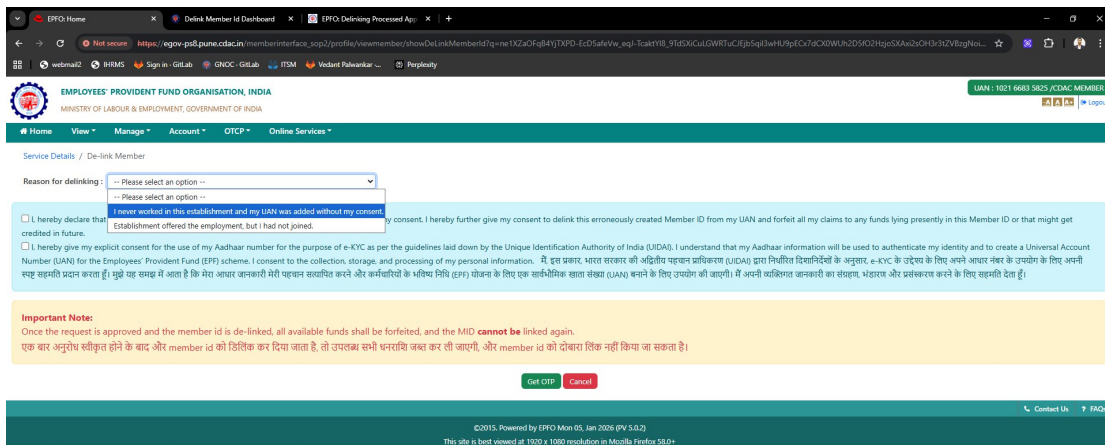
## 2. Select the Reason

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.*

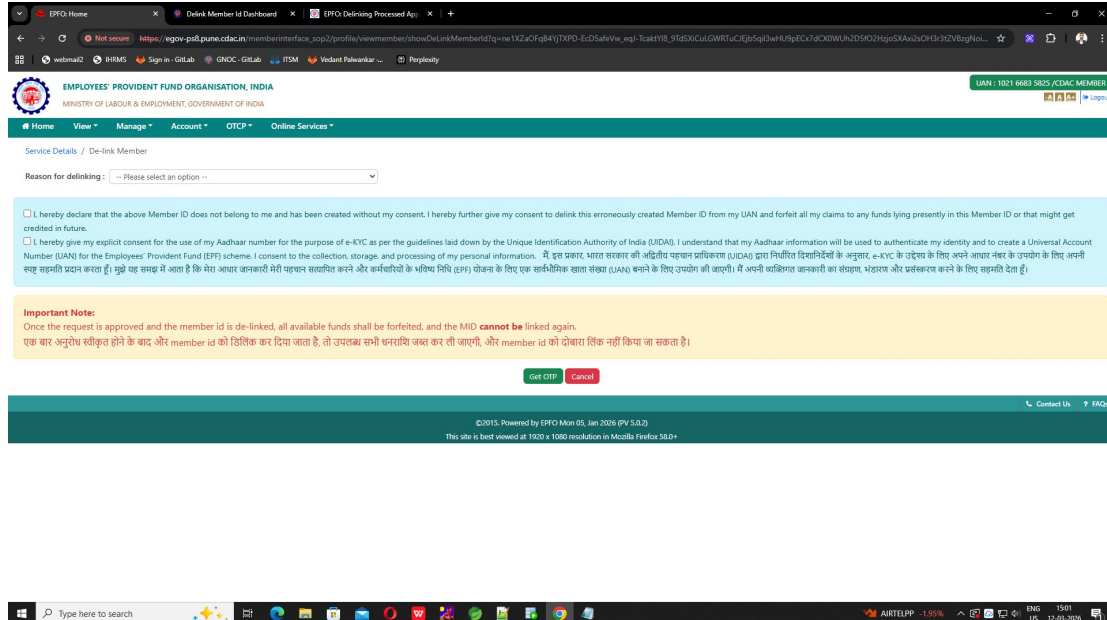
*Establishment offered the employment, but I had not joined.*



## 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

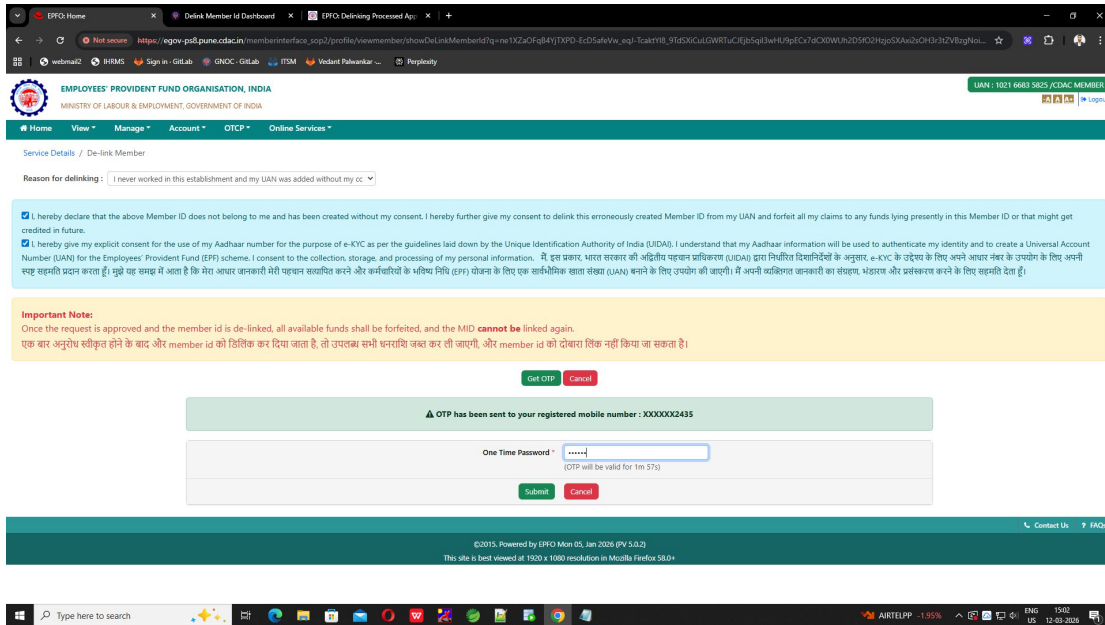
Once the reason is selected and boxes are checked:

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**.

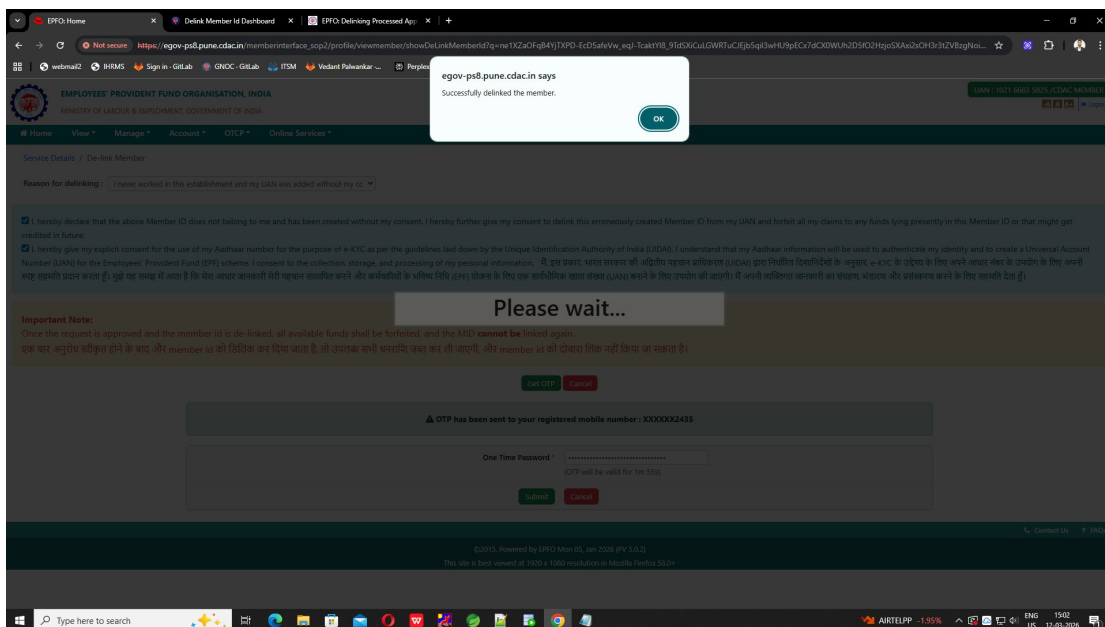


### 5. Final Confirmation

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).

The screenshot displays the EPFO Member Dashboard. 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 user ID "UAN: 1021 6683 8853 JCDC MEMBER" is visible in the top right. Below the header is a navigation menu with options like Home, View, Manage, Account, OTC, and Online Services. The main content area is titled "Service Details" and features a table with columns for ScNo, Member Id, Establishment Name, Establishment ID, DOJ EPF, DOE EPF, DOJ EPS, DOE EPS, DOJ FPS, DOE FPS, and Action. Two entries are listed: one for DEF BANK LTD and another for AWC. A "De-link" button is present in the Action column for the first entry. The footer of the dashboard includes copyright information for 2015 and a note about the best viewing resolution.

ScNo	Member Id	Establishment Name	Establishment ID	DOJ EPF	DOE EPF	DOJ EPS	DOE EPS	DOJ FPS	DOE FPS	Action
1	PUPUN002222000010121	DEF BANK LTD	PUPUN002222000	01-APR-2018	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	De-link
2	GAGCA3493101000010001	AWC	GAGCA3493101000	21-SEP-2016	01-DEC-2016	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	

The screenshot shows the Windows taskbar at the bottom of the browser window. It includes a search bar on the left, several application icons in the center, and a system tray on the right displaying the date (12-03-2018), time (12:02), and weather (34°C Sunny).

## 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.

