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We use some essential cookies to make this website work. We'd like to set additional cookies to understand how you use GOV.UK, remember your settings and improve government services. We also use cookies set by other sites to help us deliver content from their services. You have accepted additional cookies. You can change your cookie settings at any time. You have rejected additional cookies. You can change your cookie settings at any time. A joint declaration form is an Employees' Provident Fund (EPF) form used to correct Provident Fund (PF) member details. It is a combined form that the employee and employer sign and submit to the regional PF commissioner to update the wrong information entered in the employees' PF accounts.Rectifying errors in the PF account is necessary since mistakes in the name or incorrect date of birth can create problems during PF withdrawal. The details of an EPF member on the PF portal should be correct since EPF claim, transfer and refund are executed online. An EPF member should fill out the joint declaration form to correct details like father's name, joining date, etc., as these details will be verified against the documents submitted for verification. The Joint Declaration Form can be submitted physically to the regional PF office or can be uploaded online on the official EPFO website. The details that can be changed or corrected through a joint declaration form EPF are as follows:NameFather or Husband's namePF or EPS account numberDate of birthJoining dateDate of leavingEPF Joint Declaration Form PDF DownloadPDF version of the Joint Declaration Form as below can be downloaded here.The EPF members or employees should physically submit the joint declaration form to the regional PF office with which the company or establishment is registered. The employees should enter the following details on the joint declaration form EPF:Date of form submissionRegional PF commissioner addressName and company nameCorrect particulars, i.e., particulars that need to be corrected or updated in the PF member accountWrong particulars, i.e., particulars that have been wrongly entered in the PF member accountSignature of the applicant, name of the authorised signatory for the establishment and signature of establishment with its sealAfter filling in the above details on the form, the employees should attach self-attested identity proof documents to support the correction claim and submit the form to the regional EPFO office where the establishment is registered.Online Submission of Joint Declaration FormStep 1 - Click here to visit the official website of the Employees' Provident Fund Organisation (EPFO)Step 2 - Login to your Account. If you are an employee, log in using your Universal Account Number(UAN) and password. Employers can login using their Employer's Provident Fund login credentialsStep 3 - After logging in navigate to 'Online Services'Step 4 - Search for option to update or correct EPF details and then select the Joint Declaration FormStep 5 - Fill in the required informationStep 6 - Attach the relevant supporting documents like Aadhar card, PAN Card etcStep 7 - Submit the Joint Declaration Form online through the EPFO PortalStep 8 - Once submitted, status can be checked to ensure that the updates are processed on timeDocuments Required For Joint Declaration Form The changes to be made are classified as major and minor changes. For minor changes, at least two documentary proofs must be submitted, and for major changes, at least three documentary proofs must be submitted.The PF office accepts the following self-attested documents to make the changes in the PF member account details:PAN card Voters' identity card PassportDriving license Aadhar cardBirth CertificateSchool leaving certificateClick here to access the EPFO Circular dated 26th March 2024 to learn more about the Joint Declaration Form, the classification of major and minor change requests, the list of acceptable documents for each type of change request, etc.Disclaimer: The materials provided herein are solely for information purposes. No attorney-client relationship is created when you access or use the site or the materials. The information presented on this site does not constitute legal or professional advice and should not be relied upon for such purposes or used as a substitute for legal advice from an attorney licensed in your state.What is EPF Joint Declaration Form?Can i submit EPF joint declaration form online?How long does it take to approve the EPF joint declaration? The Employees' Provident Fund (EPF) is a crucial safety net for Indian employees, ensuring a steady stream of income after retirement. However, navigating the intricacies of the EPF system can be a bit daunting. One crucial document in this regard is the Joint Declaration Form EPF, which plays a vital role in correcting discrepancies in your PF account details. What is a Joint Declaration Form EPF? Simply put, a Joint Declaration Form EPF is a document signed and submitted by both you and your employer to request changes or corrections in your PF account details. It allows you to rectify any discrepancies in information like your name, father's/husband's name, PF account number, date of birth, joining date, or even date of leaving. Why Use a Joint Declaration Form EPF? There are several scenarios where you might need to utilize the Joint Declaration Form: Correction of minor errors: Typos in your name, date of birth, or address can be easily rectified using this form. Updating details after marriage/divorce: Change of name due to marriage or divorce necessitates updating your PF records accordingly. Reconciling discrepancies between employer records and EPFO data: Sometimes, discrepancies arise between the information your employer submits and the data maintained by the EPFO. The Joint Declaration Form helps bridge this gap. Correcting date of joining or leaving: If the dates recorded for your joining or leaving a company are incorrect, this form helps rectify them. Get instant calculations with our EPF calculator online. Our EPF calculator ensures you stay on top of your savings. Benefits of Using a Joint Declaration Form EPF: Convenience: The form is readily available online on the EPFO website or through your employer's portal. Time-saving: It offers a simpler and faster way to update your PF details compared to traditional methods. Accuracy: By involving both you and your employer, the form ensures accurate updates are made. Transparency: The process is transparent, with both parties involved in the modification of your records. How to Use the Joint Declaration Form EPF: Gather necessary documents: You'll need attested copies of documents supporting the changes you want to make (e.g., marriage certificate for name change). Download and fill the form: Access the form online and fill it out accurately with the correct details. Obtain signature from your employer: Once filled, get your employer to sign the form and affix the company seal. Submit the form: Submit the completed form, along with supporting documents, to the Regional PF Commissioner's office or online through your employer's portal. Submission of Joint Declaration Form EPF EPF members or employees must physically submit the joint declaration to the regional PF office where the company or establishment is registered. On the joint declaration form EPF, employees need to provide the following details: Date of form submission Regional PF commissioner address Name and company name Correct particulars, i.e., information that requires correction or updating in the PF member account Wrong particulars, i.e., information erroneously entered in the PF member account Signature of the applicant, name of the authorized signatory for the establishment, and signature of the establishment with its seal Once the above details are filled in, employees should attach self-attested identity proof documents to substantiate the correction claim. Subsequently, they should submit the form to the regional EPFO office where the establishment is registered. Documents Required For Joint Declaration Form The PF office acknowledges the submission of self-attested documents for updating PF member account details, including: PAN card Voters' identity card Passport Driving license Aadhar card Update Details Through Member e-Sewa Portal EPF members can log into the Member e-Sewa portal to independently correct or update only the basic details. Upon logging in, members have the capability to modify their name, date of birth, and mobile number. It's essential to note that these details must match the information on the Aadhaar card, as the Aadhaar card is linked with the EPF member account. For changes in other details, the EPF member must submit the joint declaration form to the PF office. Sample of Joint Declaration Form EPF Conclusion The Joint Declaration Form EPF serves as a vital tool for EPF members in India to rectify and update crucial details in their Provident Fund accounts efficiently. Whether correcting minor errors, updating personal information due to life events like marriage or divorce, or reconciling discrepancies between employer records and EPFO data, this form ensures accuracy and transparency in managing PF records. By requiring both the employee and employer's involvement, it simplifies the process of updating information such as name, date of birth, and employment details. Moreover, the convenience of accessing the form online through the EPFO portal enhances its utility, offering EPF members a straightforward means to ensure their PF records remain accurate and up-to-date. Therefore, understanding how to utilise the Joint Declaration Form EPF can empower employees to maintain their financial security and retirement planning effectively under the EPF scheme. Frequently Asked Questions A joint declaration form (JDF) is a document used by both an employee and their employer to update or correct information in the employee's EPF account. It allows for changes like name, date of birth, address, and even contribution opt-in/opt-out options. You can download the JDF from the EPFO website: Look for Joint Declaration Form (JD Form) under the Downloads The PF declaration form is a specific term for the JDF. It's often used interchangeably with joint option form or just joint declaration. You can submit the JDF online through the EPFO member portal or offline by submitting a physical copy to your employer. They will then submit it to the regional EPFO office. You can get a physical copy of the JDF from your employer's HR department or directly from the nearest EPFO regional office. If submitting physically, you need to give the signed JDF to your employer. They'll submit it to the regional EPFO office for processing. If using the online portal, you submit it directly through the member portal. InstaPDF » Government » EPFO Joint Declaration Form 2025 Joint Declaration Form by EPF is used to correct the wrong details of employees in PF like his name, date of birth, father's name, date of joining date of exit, etc. Joint Declaration Form PF PDF can be downloaded from the link given at the bottom of this page. EPF Name Correction Form is typically used for various purposes related to the Employees' Provident Fund Scheme, which is a retirement benefit scheme in India. This form allows employees and employers to declare or correct certain information related to their EPF accounts. Since EPF Refunds, Transfers, and Claims are all executed online, the correct data of a member on the EPF portal is a must. Thus, without the correct data, the Aadhaar number cannot be linked, and an online claim is not possible. EPF account holders or members can make a to correct various EPF-related errors through this PF declaration form Joint Declaration Form 2025 – Highlights Name of Form 2025 Joint Declaration Form PF Official Website Language English Use TO Make corrections in the PF account Mode Online/Offline Department EPFO Department Beneficiary Indian Resident Joint Declaration Form PDF Download PDF EPF Joint Declaration Form – How to Apply for Correction in PF Account Download EPFO Joint Declaration Form 2025: This form can be obtained from EPFO's official website or it can be directly downloaded in PDF format from the link given at the bottom of this page. Details to be Mentioned in EPF Joint Declaration Form: Date, Address of the PF Regional Office, Name Correction, Father/Husband Name, PF/EPS Account Number, Date of Birth Correction, Date of Joining and date of exit correction, And any other details Submit Form: After carefully filling out this form and obtaining a signature from the employer s then send this form to the concerned EPFO Field Office by your employer along with the necessary documents. Joint Declaration Form EPF – Uses For Name correction: If your name has been recorded incorrectly in EPFO's records, you will have to submit a joint application through your employer. You are also required to submit supporting documents for a name change. For Change of Father's or Spouse's name: You are required to send a joint request on behalf of you and the employer to the concerned EPFO department. For Date of birth correction: The form has the option to make this change. However, you would have to provide the date of birth proof with the application. For Correction of date of joining/leaving: The employer to the concerned EPFO department. For Change of address: The EPFO portal does not allow a change of address through the portal as of now. The change can be made at the time of PF transfer or withdrawal. The only thing that you need to provide is your address proof. Documents required for Joint Declaration Form 2025 The following documents are accepted in order to make the change: Passport, Driving License, PAN Card, Aadhaar Card, Voter Identity Card, ESIC Identity Card, Ration Card, Bank Passbook copy, A certificate issued by the Registrar of Birth or Death, Any education certificate, Certificate as proof of service in the Central or State Government organization, Letter from a recognized public authority or public servant as proof of identity and residence of the employee, Copy of telephone bill or water or electricity bill. 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