

How to update KYC EPF UAN Online?

You can update your KYC information for EPF online using UAN EPFO portal. In order to update or change your KYC (Know your customer) detail on UAN EPFO portal, you require UAN (Universal Account Number) credential. You can login to EPFO UAN portal and update your KYC by uploading necessary documents online.

These KYC details include PAN card number, Aadhaar card, and bank account details. If you have not yet updated these details on the EPFO portal you must do it now. KYC update in EPF gives following benefits.

- The proper KYC document completed account does not face any delay during transfer or withdrawal of money.
- If bank account details are not updated your claim may get rejected.
- The EPF member will not get any SMS alert if KYC documents are not submitted.

Following documents are considered for KYC –

Aadhar card/Voter card/DL/Passport (Kindly Go for aadhar card)

Bank Account Number

PAN

How to update KYC for EPF UAN Online?

Step 1 – Login to EPFO UAN portal – <https://unifiedportal-mem.epfindia.gov.in/memberinterface/> using UAN credential. In the Manage tab, you will find menu 'KYC' and Contact detail.

Select	Document	Document Number	Name as per Document
<input type="checkbox"/>	Bank	<input type="text" value="DOCUMENT NUMBER"/>	<input type="text" value="NAME AS PER DOCUMENT"/>
<input type="checkbox"/>	PAN	<input type="text" value="DOCUMENT NUMBER"/>	<input type="text" value="NAME AS PER DOCUMENT"/>
<input type="checkbox"/>	AADHAAR	<input type="text" value="DOCUMENT NUMBER"/>	<input type="text" value="NAME AS PER DOCUMENT"/>

Step -2 – Select the KYC information you wish to update from the list. Upload scan copy of self-attested KYC document. The system will allow upload facility for the file type jpg,gif,png,pdf. Maximum file Size is up to 300 KB

Step-3 – The status of KYC upload will be shown as pending until documents are approved by the employer.

Step-4- Once your employer approves the changes status will be changed as "Approved by employer". You will also receive SMS for the change.

Frequently asked questions –

Is it mandatory to update this KYC details?

No, it is not mandatory to update this KYC details. However, these details can help you in processing your claim faster. Not only that you can get a regular update on SMS if KYC details are updated.

Can I upload the document directly online?

It is necessary to certify these document using self-attestation. So, before scanning Xerox copy of this documents you must do self-attestation. In case of passport and driving license expiry date is important.

How much Time will it take to change approval status?

After uploading your employer has to approve the KYC. Your employer needs digital signature in order to authorize your KYC. It will take approximately 48-72 hours to change the approval status in the system. The information shall be verified from appropriate authorities by the system.

How do I know that KYC uploaded by me is approved by the employer?

The status will be shown against uploaded KYC document on the same page. The system will also trigger SMS on your register mobile number.

Conclusion

The facility provided to update KYC on EPF UAN portal will bring multiple benefits to EPFO subscriber.
If you have not updated your details I recommend to update it now.