Instructions to Members for filing claims u/p 68 L

A Eligibility to file online claim for the purpose "Outbreak of pandemic (COVID-19)"

- 1. UAN should be activated.
- 2. Verified Aadhaar should be linked with UAN
- 3. Bank Account with IFSC code should be seeded with UAN

B Eligible Amount

Upto 75% of PF balance (Employee share and Employer Share) or 3 months PF wages or the claimed amount by the member whichever is the least.

C. How to file online advance claim for the purpose "Outbreak of pandemic (COVID-19)"

- Login to Member Interface of Unified Portal (<u>https://unifiedportal-mem.epfindia.gov.in/memberinterface</u>)
- 2. Go to Online Services>>Claim(Form-31,19,10C & 10D)
- 3. Enter Bank Account Number (as seeded against UAN) and verify
- 4. Click on "Proceed For Online Claim"
- 5. Select PF Advance (Form 31) from the drop down
- 6. Select purpose as "Outbreak of pandemic (COVID-19)" from the drop down
- 7. Enter amount required and Upload scanned copy of cheque and enter your address
- 8. Click on "Get Aadhaar OTP"
- 9. Enter the OTP received on Aadhaar linked mobile.
- 10. Claim is submitted