JD COMMITTEE SOP No: JD/2022/1 SOP Title: Joint Declaration

## **ANNEXURE-II**

(On letter pad of Establishment)

## **Joint Declaration Form**

			having				
PF acco was with urnished	ountand  h establishment M/Sand  I to EPFO earlier were found to be inge/Updationin the member profile as	The particorrect/blank, and the	personal details				
S.No	Details/particulars	Incorrect details	Correct details				
1	Aadhaar						
2	Name						
3	DOB						
4	Gender						
5	Fathers/Mothers						
6	Relationship						
7	DOJ						
8	DOL						
9	Reason of leaving						
10	Marital Status						
11	Nationality						
the estab records o are cor	olishment, have verified the request of the establishment and certify the crect. I am also enclosing	, document attached at the facts mention	d and the ed above				
and	(documents of Esta of the employee mentioned above.	ablishment) in suppo	ort of the				
We	(Employ	ee) and					
and the case of	ed Signatory) hereby declare we habove- mentioned facts are correct wrong payment/over payment/undirnished information shall be jointly	t. We also indemnif ler payment becaus	y that in				

**Authorized signatory** 

Name of the member

## **EPFO STANDARD OPERATING PROCEDURE**

JD COMMITTEE SOP No: JD/2022/1 SOP Title: Joint Declaration

		ry is not availa		establishi	ment	where	
Iat		,(mention	the au	,,,		resid	
•	have v change e	verified all the o		(name of P	F membe	er) is known	

## Back side of the page should contain

- (1) Definition of major minor changes
- (2) List of documents to be attached
- (3) Authorities to attest JD in case of closed/non-traceable Establishment