

## EMPLOYEE PROVIDENT FUND & PENSION SCHEME

Pl read EPF & PS benefits for your self-dealing with PF accounts to avails EPF benefits without any hindrance.

**EPFS** is one of multi beneficiary scheme to employee. All employees are eligible to become a member of provident Fund from the date of joining the establishment. On becoming a member, an employee is eligible for provident Fund benefits, pension benefits and Insurance benefits

Every employee at the time of joining the PF Scheme should execute a nomination. Employer also contributes to Members PF @ 12%. EPFO guarantees the Employer contribution and credits interest at such rates as decided by the Central Government.

### Key Features of EPF & EPS



- 1. Tax Free Benefits:** For the funds in your EPF account, the interest earned is tax free. Also, the withdrawals at the time of maturity are also tax free, except if prematurely withdrawn (before 5-year continuous service). While employer's contribution to your EPF is tax exempt you can also avail of tax deductions u/s 80C towards your own monthly contributions.
- 2. Long Term Investment:** Offers you extra financial security as the scheme incentivizes its account holders to restrict to withdraw funds prematurely.
- 3. Pension Scheme:** Also used as a pension plan, as 8.33% of the employers 12% contribution to Provident Fund is towards the pension scheme (Employee Pension Scheme (EPS))
- 4. Ease of Access:** With Aadhaar linked to UAN, if the employee were to change jobs, transferring of your account is now done online automatically, with the submission of Form 13.
- 5. Insurance Benefits:** In the absence of group life insurance, the employer must contribute to 0.5% of basic monthly pay towards life insurance. While, this may not seem like much, for many it will help their family's transition through the difficult phase.
- 6. Special Extra Benefits**

In addition to financial security and tax saving benefits, you can use the funds in your EPF account on the following occasions, if needed:

- a. Medical** – No time limit for minimum contribution.

- b. **Housing** – after contributing to your account for **three years** you can withdraw the funds for buying or construction of a house/flat. Use the PF funds for renovations, contributions to PF must be made for minimum **five years**.
- c. **Marriage/Education** – After 7 years of contribution, 50% can be withdrawn up to maximum of three times.
- d. **Loss of Income** – If for any reason the person is no longer working, then the funds can be used to supplement income till the person is working again.
- e. **Death** – The listed beneficiary will get the accumulated funds in case of account holder's death

### **Benefits of EPF & EPS**

following are the major benefits of Employee Provident Fund schemes,

#### **Pension Benefits**

- a. Pension to Member on attain 58 years of age
- b. Pension to Family (on death of member)
- c. Scheme Certificate before 58 years of age

#### **Benefit Withdrawal:**

- a. If not eligible for pension, member may withdraw the amount accumulated in his pension account
- b. The calculation of this amount is based only on
  - (i) Last average salary and
  - (ii) Length of Service (Not based on actual amount available in Pension Fund Account)

#### **Death Benefits:**

- a. Provident fund Amount to Family (or to Nominee)
- b. Pension to Family (or to Parent / Nominee)
- c. Capital Return of Pension
- d. Insurance (EDLI) amount to Family (or to Nominee)

### **EPFO PROCESS FLOW**

1. ONLINE REQUEST FOR CORRECTION OF NAME, **DOB & GENDER**
2. PROCESSING OF DIGITAL FORM 2 FOR **EPF & EPS NOMINATION**
3. ONLINE **PF AMOUNT TRANSFER FROM PREVIOUS TO CURRENT EMPLOYER**
  - Employees KYC Updating & Claim Apply Web Link – <https://unifiedportal-mem.epfindia.gov.in/>

- Employees PF Passbook Web Link - <https://passbook.epfindia.gov.in/MemberPassBook/Login.jsp>
- EPF Web Link - <https://epfindia.gov.in/>

**4. ONLINE PF WITHDRAWAL PROCESS - <https://unifiedportal-mem.epfindia.gov.in/>**

**USER MANNUAL FOR ACCESSING- PF UAN PORTAL**

1. How to activate the UAN Number - <https://unifiedportal-mem.epfindia.gov.in/>
2. How to change the Log-in Password (First Time) - <https://unifiedportal-mem.epfindia.gov.in/>
3. How to download the PF Passbook - <https://passbook.epfindia.gov.in/MemberPassBook/Login.jsp>
4. How to change the Mobile number & Email-ID for PF account- Using Unified portal
5. How to update the KYC details in PF portal – Using unified portal
6. How to raise a Grievance in PF portal - <https://epfindia.gov.in/>

Members are requested to go through the illustrated benefits of the schemes, to update records at EPFO portal of self & nominee, including accessing information of withdrawal & transfer.

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