

GUIDELINE FOR PF FORMS

DGP NETWORK SOLUTIONS PVT. LTD.

PF Form 11 Guidelines:

- **Point 1 to 4:** Please fill the details as per your Aadhaar card.
- **Point 5:** Provide your current marital status, this can be updated later on if required through online UAN login portal.
- **Point 6 (a) and (b):** Please provide your updated current mobile number and email ID which will be linked to your UAN number.
- **Point 7:** Mention your Date of joining in dd-mm-yyyy format.
- **Point 8-a, b, c, d:** KYC details are mandatory. Please fill your PAN, adhaar and bank account details.
- **Point 9 and 10:** Please mention if you were covered previously under EPF and EPS scheme.
- **Point 11:** Please provide details as required in the form, it is mandatory to fill up UAN number, date of joining and date of leaving of previous company. (if you do not have the details for certificate no., PPO number and NCP days, leave it blank)
- **Point 12:** Its applicable if your previous employer/PF was associated through any PF trust. Please provide details as required in the form, it is mandatory to fill up UAN number, date of joining and date of leaving of previous company. (if you do not have the details for certificate no. and NCP days, leave it blank)
- **Point 13:** Please specify if you are an international worker, if yes please specify the country, passport no and validity accordingly.
- **Note:** Please sign the forms manually, with date and place. The declaration part is of official use, leave it blank.

PF Form 2 Guidelines (Nomination & Declaration):

- **Point 1, 2, 4, 5, 6:** Please provide your basic details as per your Aadhar card.
- **Point 3:** Please provide your PF account no / UAN no.
- **Part A:** Please provide the details of nominee, who will be eligible to get the EPF amount of employee in case of unfortunate early death. Nominee can be either your parents (in case of unmarried) or spouse and children (less than 25 years). Please do mention the percent of share too for each nominee, if you have more than one nominee. Sign manually below part A table.
- **Part B:** Please provide the details of nominee, who will be eligible to get the EPS/pension amount of employee in case of unfortunate early death. In case you are not nominating any family member you can provide the details of your legal heir in third table who will be treated as your nominee for the respective benefits. Sign manually with date.
- **Note:** Certificate by employer – it's for official use, leave it blank.

Employee Signature

Date: ____ / ____ / 2026 | Place: _____