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| SN | ACTION TO BE TAKEN | ACTION POINTS |
| 1 | ACTIVATION OF UAN | * Get the UAN Activated on EPFO portal for each Member and create login with UAN No. as user id.
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| 2 | CORRECTION OF NAME/DOB/GENDER AT EPFO Portal | * Get the Name/Date of Birth/Gender corrected in EPF through Member portal, if incorrect.
* NAME/DOB/GENDER must be as per Aadhar Card. Even dots, spaces etc. must match.
* In case of mismatch with Aadhar at EPFO portal, the Nodal Officer will ensure the correction/ modification/updation online by the member at EPFO portal.
* The nodal officer shall also send Lot wise , UAN wise self-attested soft copies of Aadhar & PAN Card at mail id **mtnlepf@gmail.com** in one folder.
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| 4 | CORRECTION IN DATE OF JOINING/SPOUSE/FATHER’S NAME  | * Submit (1) Joint Declaration Form (duly filled and signed by member, signed by AO (P & A) (after verification/correction from/in service book) along with the self-attested copies of (2) Aadhar Card, (3) PAN card & (4)Appointment letter etc. to Nodal officers for onward submission to MTNL EPF unit at CO. Physical Documents Only.
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| 5 | E-KYC | * Get the KYC done on EPFO portal for each Member by feeding the necessary details like Aadhar Number, PAN Number, Bank account no./IFSC No. etc. Self-Attested hard copies of each documents should reach in MTNL EPF.
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