

# UNIVERSAL ACCOUNT NUMBER (UAN)

**USER MANUAL ON UAN FUNCTIONS  
IN  
OTCP  
JULY 2014**



**IS DIVISION  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
Head Office, New Delhi**

# USER MANUAL ON UAN FUNCTIONS IN THE OTCP

## SCOPE OF THE DOCUMENT:

This manual provides the details of UAN functions incorporated in the Online Transfer Claim Portal to facilitate employer to complete Form-11 in terms of linkage of previous employment/UAN/First Time Employment of new members and manage KYC. A list containing member ids without UAN would be generated at OTCP to identify members without UAN against member ids. Employer can declare such member ids (new member ids in the latest ECR file) against Previous member id/UAN/First time membership & approve the same. Such declared member ids would flow from OTCP to EPFO NDC on daily basis. At EPFO NDC, this information would be processed to generate new UANs/link member-ids accordingly. The processed information would be pushed daily to the OTCP. The other activities to facilitate employer in respect of UAN are also explained in this manual in user friendly manner.

## OBJECTIVE OF UAN:

A universal number will be generated for each of the PF Account Number at EPFO NDC. The UAN will act as an umbrella for the multiple Member Ids allotted to the same individual. The idea is to concatenate multiple Member Identification Numbers (Member Id) allotted to a single member under single Universal Account Number. This will help the member to view details of all the Member Identification Numbers (Member Id) linked to it. If a member is already allotted Universal Account Number (UAN) then he/ she may provide the same to new establishment/ employer which in turn will mark the new allotted Member Identification Number (Member Id) to the Universal Identification Number (UAN).

The main objective behind this new function is to capture KYC details of its members in order to eliminate the dependency on the employer and improve the quality of service. The KYC details will be tagged against the allotted UAN rather the member id thereby eliminating the redundancy.

## BACKGROUND WORK:

### Initial generation of UAN:

1. As on any cutoff date (for example all distinct ECR members from the wage month of Jan 2014 to June 2014 except those with DOE) would be provided by OTCP to EPFO NDC.
2. A universal number will be generated for each of the PF Account Number at EPFO NDC.

3. First time, UAN will be allotted to all contributors appearing in the ECR of the specified period.
4. The UANs allotted would be made available to Employer Portal for dissemination.
5. Employer will download the UAN list from UAN Menu in OTCP.
6. It will be the duty of employer to disseminate UANs to the concerned members through SMS, email, IVRS Type & Short Code Services.

#### **Recurring/Subsequent UAN generation/linking:**

1. Further whenever an ECR is submitted by employer and payment is confirmed by SBI, a list containing the member ids without UAN would be generated at OTCP to identify members without UAN against member ids.
2. It is the duty of employer to complete Form-11 in respect of those member ids, which have not been allotted UAN or linked to UAN in terms of linkage of previous employment/UAN/First Time Employment of new members and manage KYC.
3. Facility would be given on OTCP to employers to declare such member ids (new member ids in the latest ECR file) against
  - a. Previous member id
  - b. UAN
  - c. First time membership & approve the same
4. Such declared member ids would flow from OTCP to EPFO NDC on daily basis. At EPFO NDC, this information would be processed to
  - a. Generate new UANs against member ids which do not have UAN.
  - b. Link member ids against UAN having UAN already generated against previous member id.
  - c. Generate and link UAN against member id and previous member id if neither of them have UAN.

(The processed information would be pushed daily to the portal and this cycle would continue.)
5. Employer has to update KYC of his members through KYC menu given in OTCP. Employer can either upload/view individual KYC or upload bulk KYC. In case of uploading bulk KYC, first of all employer will have to upload bulk KYC Text File as per the standard format given by EPFO, NDC and then upload bulk KYC Zip file containing scanned copies of the documents. Then, employer has to approve bulk KYC. Once this process is over, employer has to approve all the KYC documents uploaded one by one through an option 'Approve KYC Document' in KYC Menu. File structure of text file and zip file is being enclosed herewith. File Naming convention must be seen thoroughly. Otherwise files can not be uploaded. In case of any errors while uploading files, error log will be generated and can be seen in 'Error List' given in KYC Menu.

#### **PRE-CONDITIONS:**

- Must register your digital signature
- Java version 1.7 should be installed in your system.
- Please use only alphabets and numbers in file names. There should be no special characters

or spaces in the file name.

- Only text files of upto 2mb size can be uploaded using this facility.
- Bulk Text file format should be exactly as per the format given by EPFO, NDC.
- Bulk Zip File should contain the scanned documents. Naming convention should be exactly as per the convention given by EPFO, NDC.
- Max Size of Bulk Zip File Upload is 200 Mb. If zip file size exceeds 200 Mb, please break it into multiple zip files.
- The files inside the zip file can be one of these four types - pdf, jpg, png and jpeg.
- The files inside the zip file which are greater than 300 kb in size shall be ignored by the system.
- The files inside the zip file which do not comply with the naming convention specified in this instructions document, shall be ignored by the system.

#### SCREEN FLOW :

Login > UAN > Search UAN ID  
Login > UAN > Confirm Previous Employment  
Login > UAN > Download UAN List  
Login > UAN > History PDFs  
Login > KYC > Upload / view individual KYC  
Login > KYC > Upload Bulk KYC Zip File  
Login > KYC > Upload Bulk KYC Text File  
Login > KYC > Approve Bulk KYC  
Login > KYC > Approve KYC Document  
Login > KYC > Error List

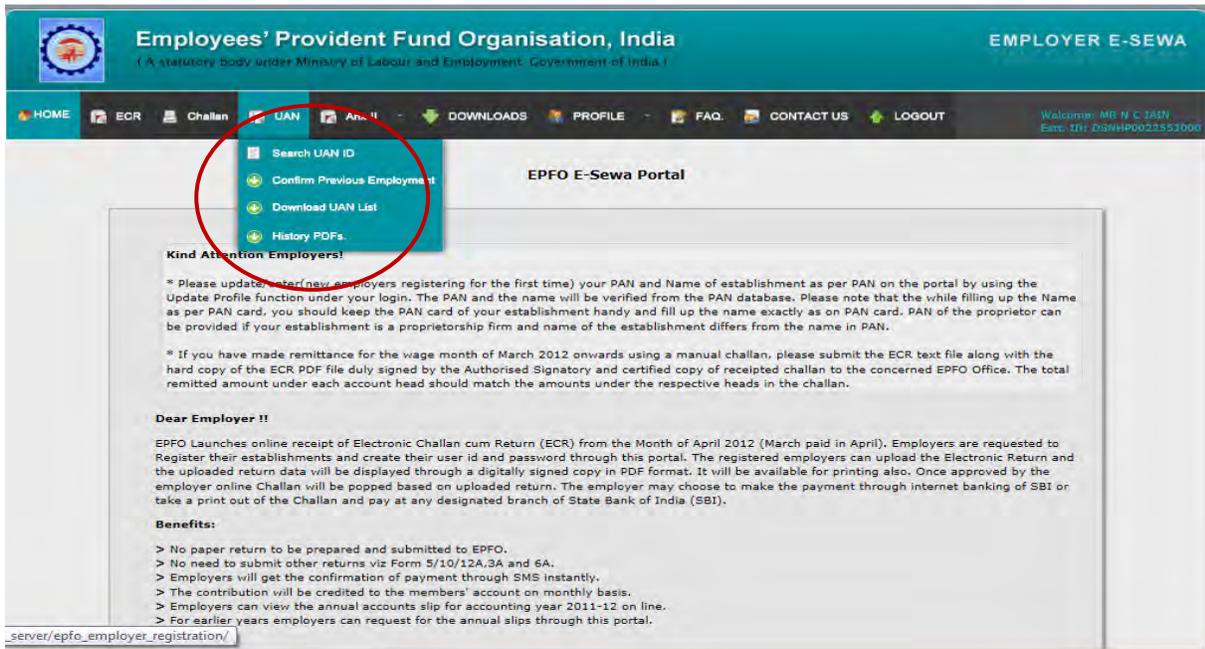
#### EXPLANATION THROUGH SCREEN SHOTS :

**NOTE:: For the time being, screenshots in respect of UAN activities have been taken from ecr-test-server whereas screenshots in respect of KYC have been taken from OTCP. Ultimately, User will be able to operate both UAN and KYC from OTCP only.**

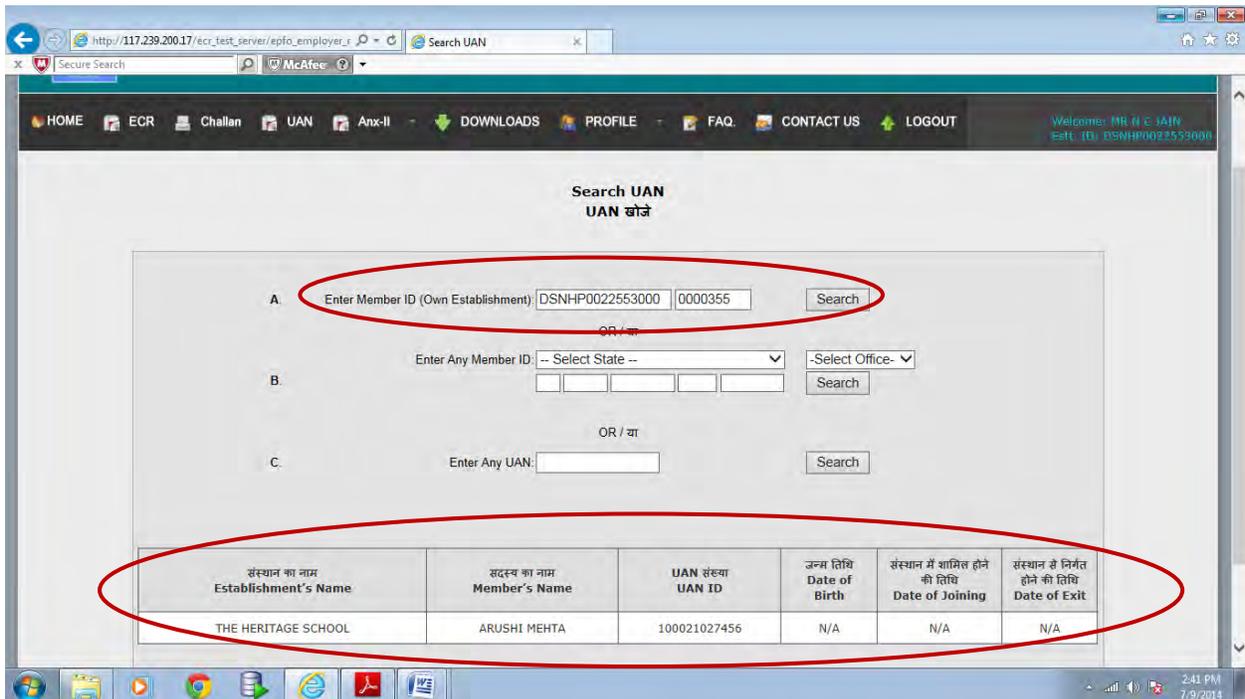
The employer can perform the following activities through UAN :-

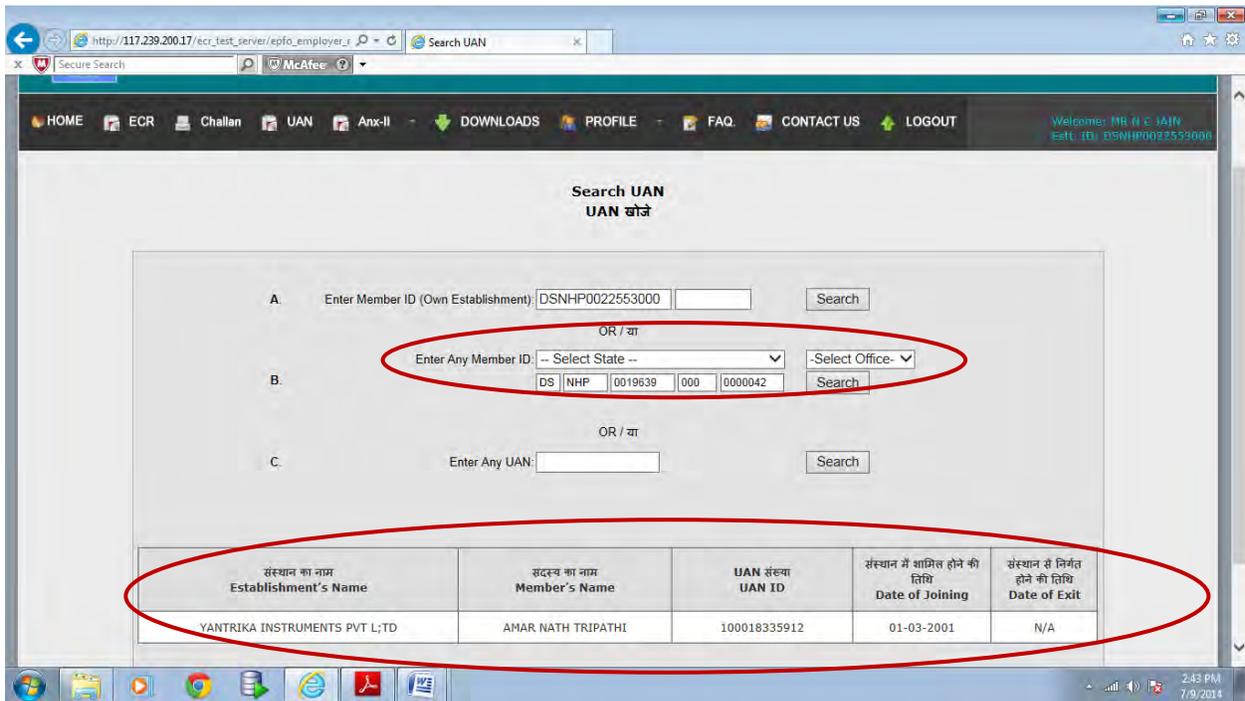
- Search UAN IDs
- Confirm Previous Employment
- Download UAN List
- History PDFs

The screen below is a home page of Employer Portal wherein UAN option has been appended. This UAN has five options viz. Search UAN IDs, Confirm Previous Employment, Download UAN List, History PDFs and Manage KYC.

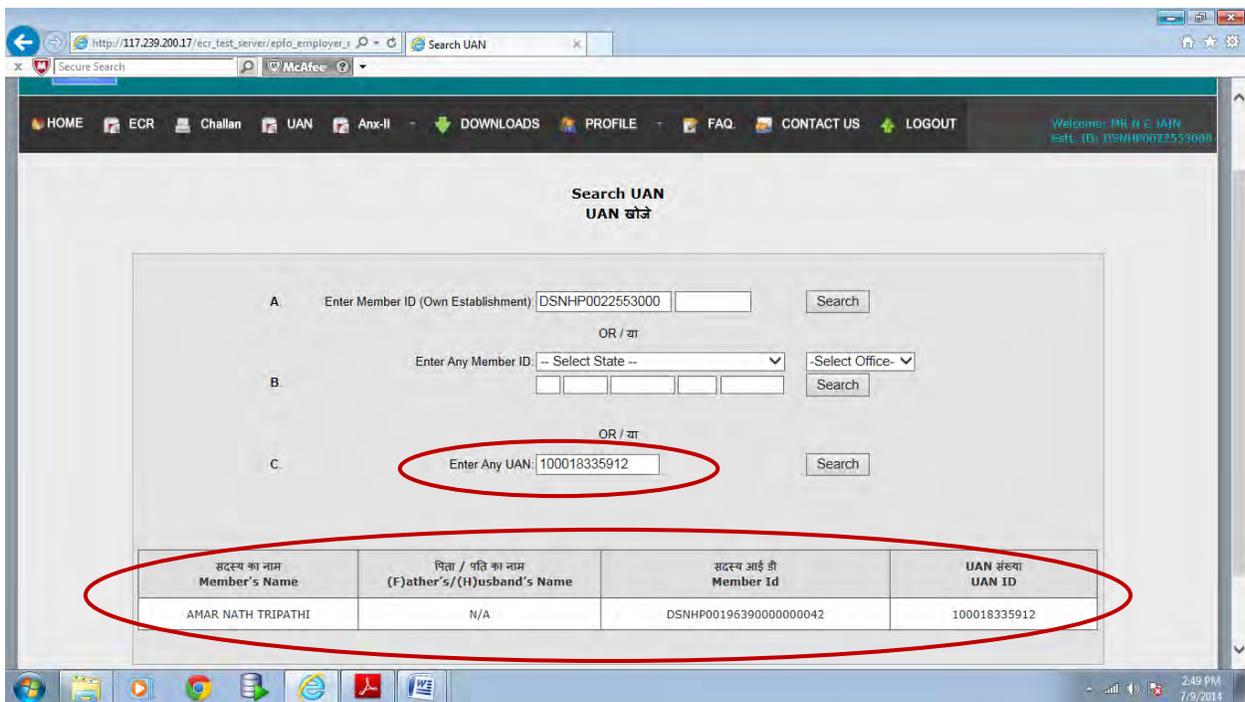


The following two screens facilitate employers to search UAN IDs of their members as well as the members of any other establishment. Once employers press the search button, will be allowed to see Establishment Name, Member's Name, UAN ID, Date of Birth (only of their own members), Date of Joining and Date of Exit.



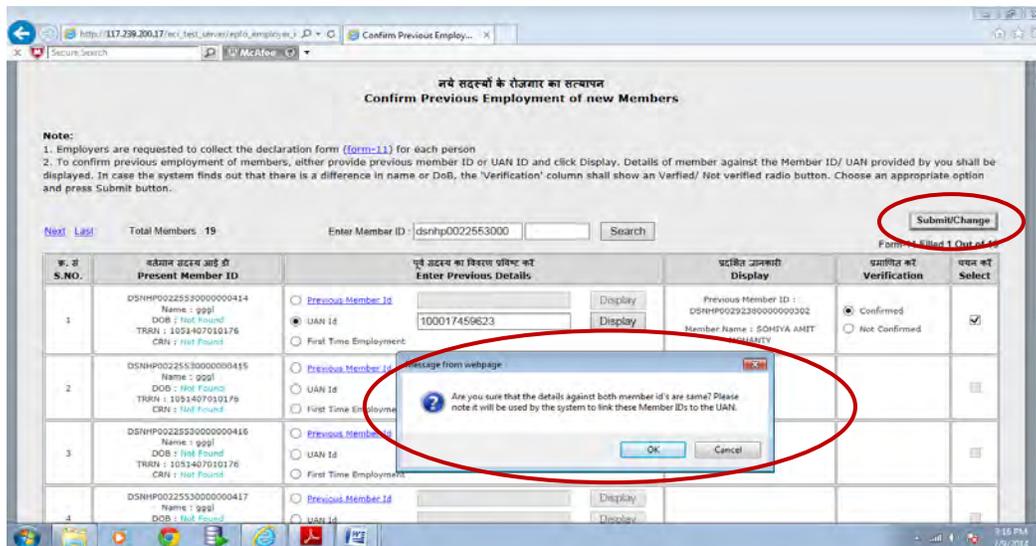


The next screen shows the details of the members, if employers search UAN wise. That means, Employer has also an option in this search bar to search member id, if UAN of that particular member is available with him.

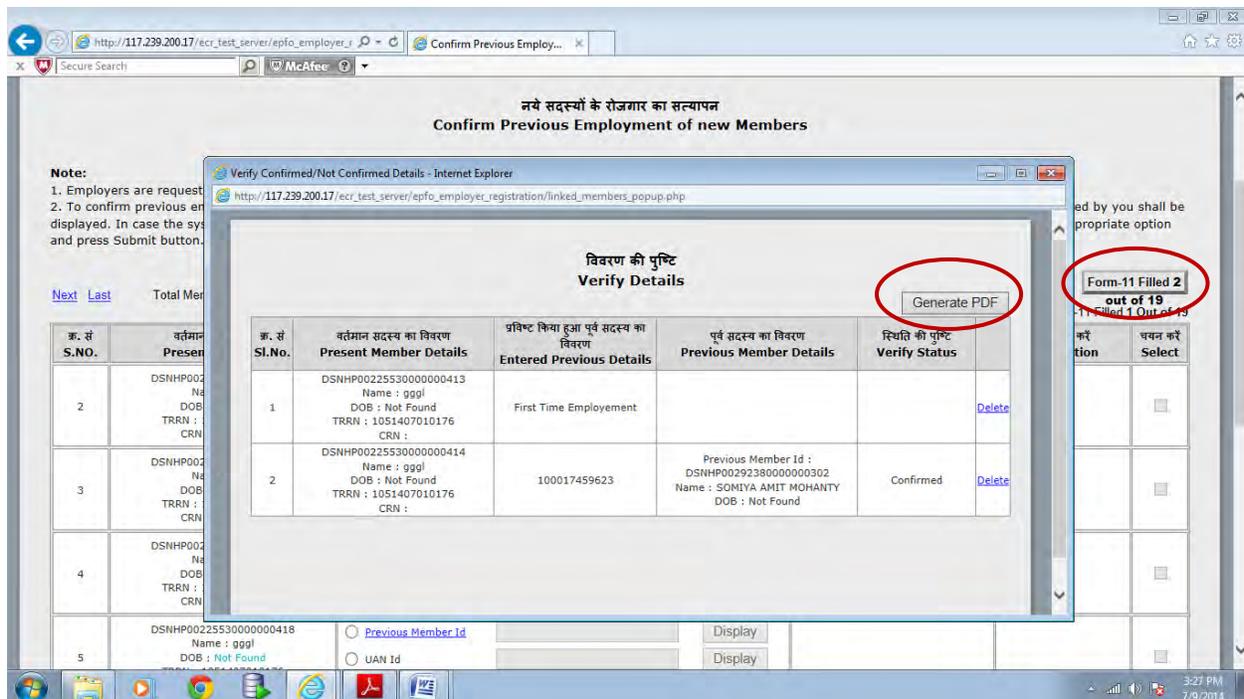


The following screen contains an option to Confirm Previous Employment of New Members. It is the responsibility of employers to collect the declaration form (Form-11) for each person. Employers can either provide previous establishment member id or UAN id to confirm previous employment of members and click Display. Details of member against the Member ID/ UAN provided by employer shall be displayed along with Confirmed/ Not Confirmed radio button in Verification Column. In case

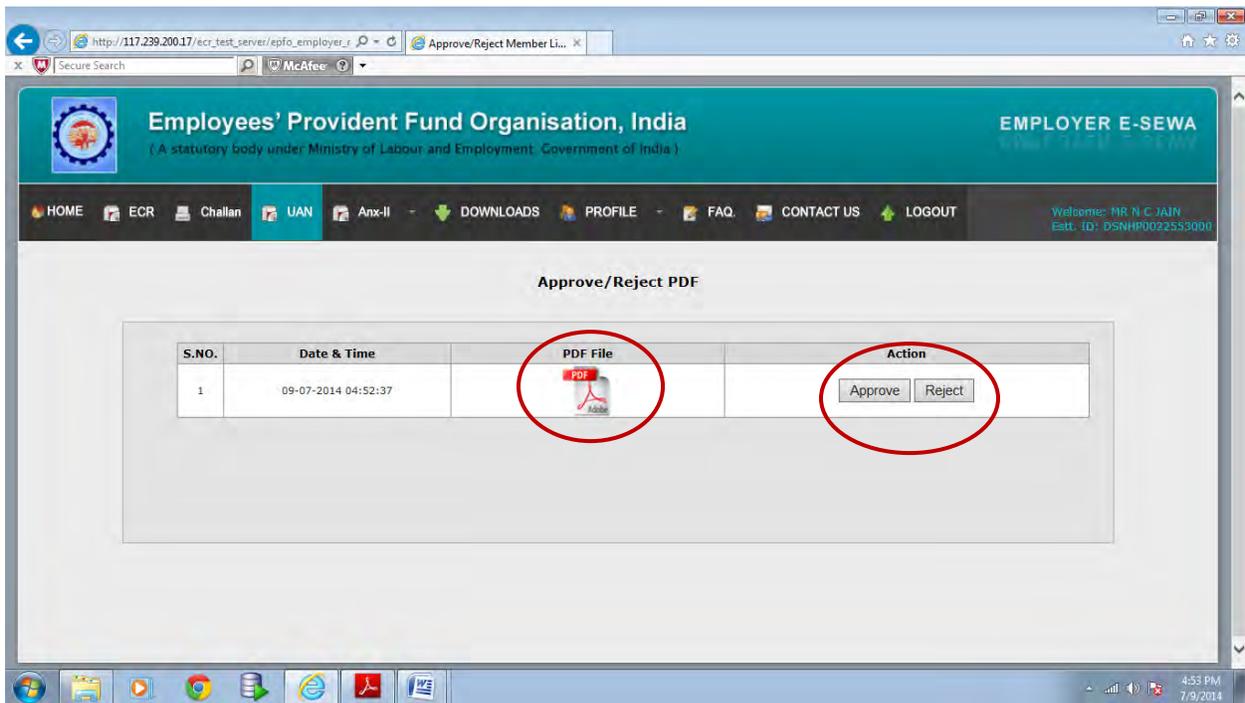
the system finds out that there is a difference in name or DoB after confirmed radio button is pressed by the employer, the system warns the employer to verify the details of that particular member. If employer verifies it, then he/she can select and submit the case by pressing Submit/Change Radio Button on top. Otherwise, if employer is not satisfied with the details provided, he/she can choose the radio button 'Not Confirmed'.



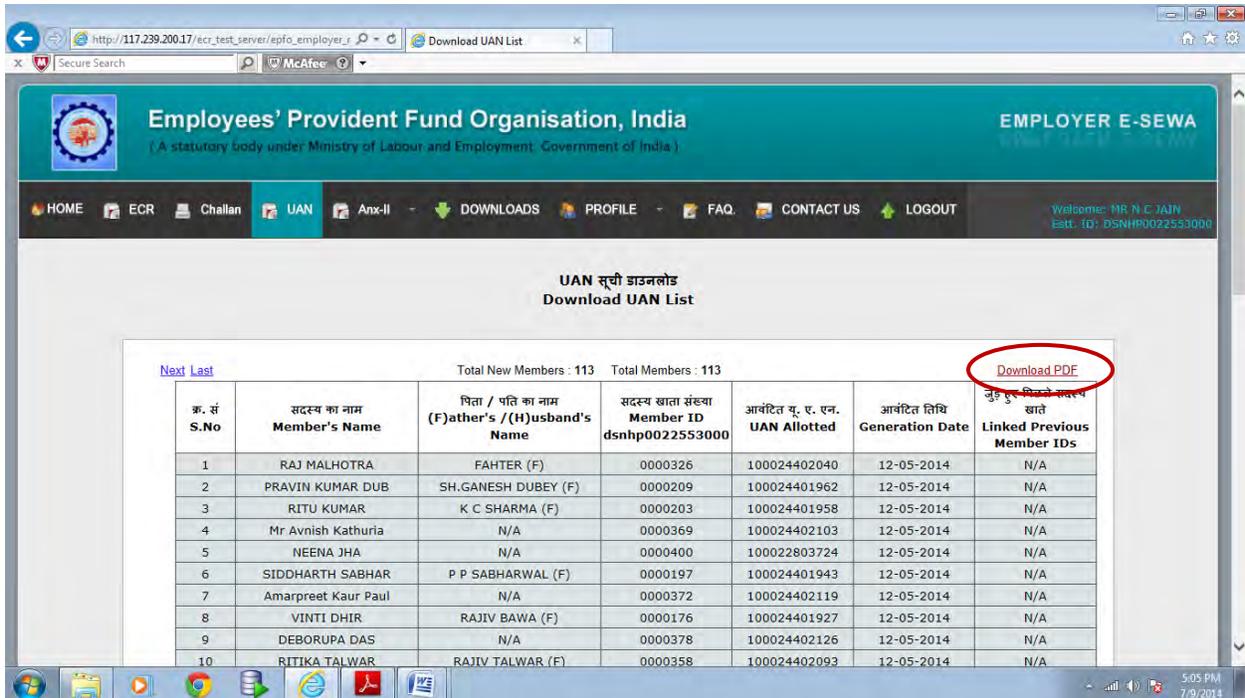
After feeding the details, of new joinees, employer has to press Form11 Filled... Radio Button to verify the details and generate PDF of the same. If he/she is not satisfied with the case, he can simply reject it.



Once employer press the radio button 'Generate PDF', following screen will come giving the option of approving or rejecting the PDF. Employer can view this PDF file by pressing on the link and if satisfied, can approve it else he/she can reject it.



Next screen contains an option to download UAN list. On pressing the Download UAN List, the following screen will appear. Here employer can view the list as well as press the radio button given on top to download PDF of UAN List.



Once employer press the radio button 'Download PDF', four options will appear to download PDF as below:

**Employees' Provident Fund Organisation, India**  
(A statutory body under Ministry of Labour and Employment, Government of India)

**EMPLOYER E-SEWA**

HOME | ECR | Challan | UAN | Anx-II | DOWNLOADS | PROFILE | FAQ | CONTACT US | LOGOUT

Wellcome: MR. N. C. JAIN  
Estt. ID: DSNHP0022553000

**Download UAN PDF's**

- UAN List (Ascending order of Member IDs)
- UAN List (Descending order of Member IDs)
- UAN List (Order by UAN Creation Date)
- UAN List (For distribution to Members)

क्र. सं S.No	सदस्य का नाम Member's Name	पिता / पति का नाम Father s(F)/ Husband s Name(H)	सदस्य खाता संख्या Member Id	आवंटित तारीख UAN Allotted	आवंटित तिथि Generation Date	जुड़े हुए पिछले सदस्य खाते List of Previous Member IDs linked.
1	RAJ MALHOT					
2	PRAVIN KUMAR					
3	RITU KUMA					
4	Mr Avnish Kathana	N/A	0000309	100024402103	12-05-2014	N/A
5	NEENA JHA	N/A	0000400	100022803724	12-05-2014	N/A
6	SIDDHARTH SABHAR	P P SABHARWAL (F)	0000197	100024401943	12-05-2014	N/A
7	Amarpreet Kaur Paul	N/A	0000372	100024402119	12-05-2014	N/A
8	VINTI DHIR	RAJIV BAWA (F)	0000176	100024401927	12-05-2014	N/A
9	DEBORUPA DAS	N/A	0000378	100024402126	12-05-2014	N/A
10	RITIKA TALWAR	RAJTV TALWAR (F)	0000358	100024402093	12-05-2014	N/A

Employer can choose any option as per his requirement and convenience and download the same. The downloaded fill will appear as below :

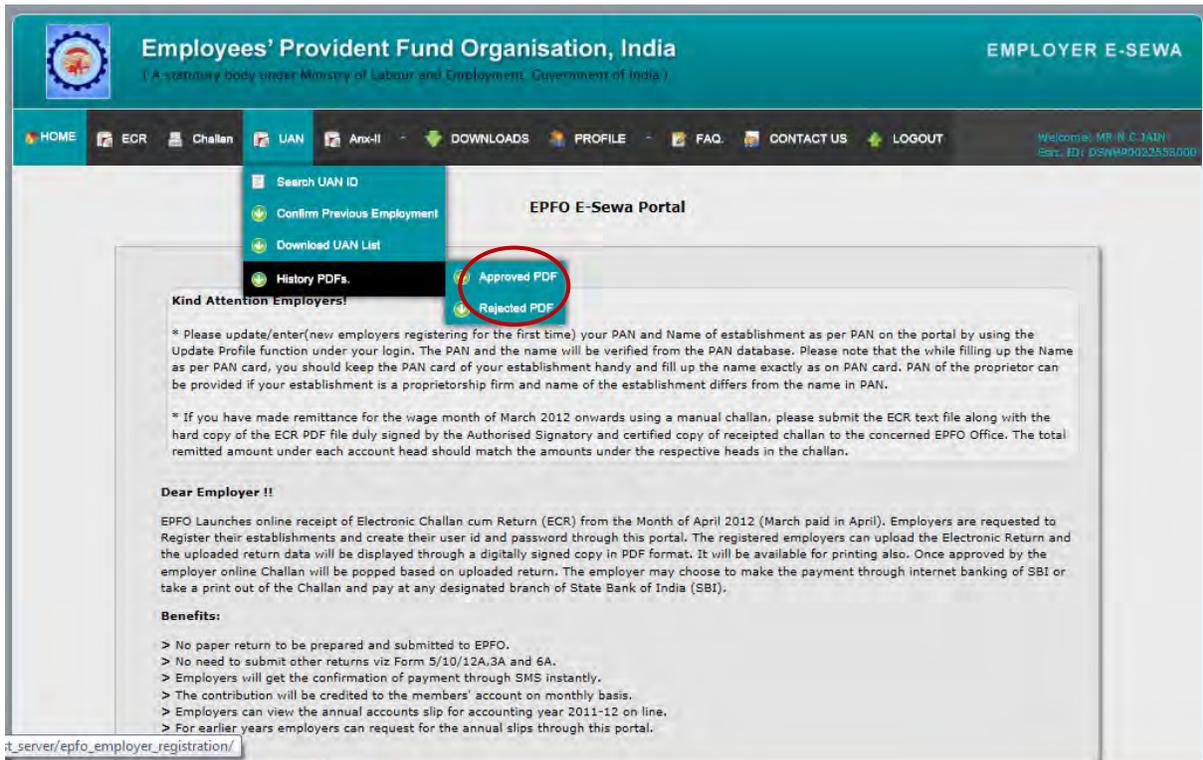
**कर्मचारी भविष्य निधि संगठन**  
**Employees' Provident Fund Organisation**  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली - 110066.  
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110066.

Establishment Code  
DSNHP0022553000

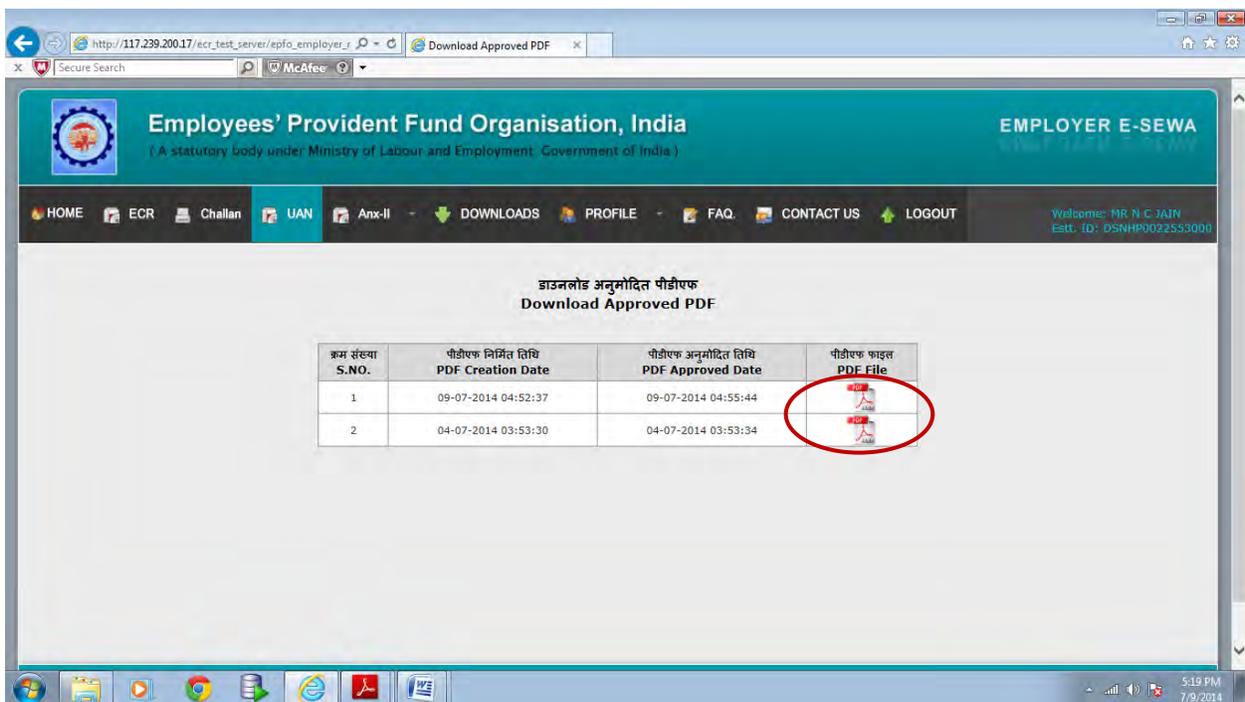
UAN Allotment in respect of THE HERITAGE SCHOOL

क्र. सं Sl.No	सदस्य का नाम Name of Member	पिता / पति का नाम Father s(F)/ Husband s Name(H)	सदस्य खाता संख्या Member Id	आवंटित तारीख UAN Allotted	आवंटित तिथि Generation Date	जुड़े हुए पिछले सदस्य खाते List of Previous Member IDs linked.
1	VIJAY NIRMAN	V.NIRWAN (F)	DSNHP00225530000000029	100021026860	06-05-2014	N/A
2	SANDEEP ROY	P.C.ROY (F)	DSNHP00225530000000041	100021026873	06-05-2014	N/A
3	JISHA JONSON	JOHNSON REES (F)	DSNHP00225530000000044	100021026887	06-05-2014	N/A
4	SUJATA VOHRA	ANIL VOHRA (F)	DSNHP00225530000000045	100021026894	06-05-2014	N/A
5	PRAMOD JOSHI	LATE R C JOSHI (F)	DSNHP00225530000000047	100021026904	06-05-2014	N/A
6	GEET ANJALI NIJHAWAN	MADAN MOHAN NIJAWAN (F)	DSNHP00225530000000056	100021026915	06-05-2014	N/A
7	PAYAL K KAUL	SUMIR KAUL (F)	DSNHP00225530000000064	100021026927	06-05-2014	N/A
8	DEEPANJALI WALECHA	DINESH KUMAR (F)	DSNHP00225530000000065	100021026936	06-05-2014	N/A
9	ARUN KUMAR	VASANT SINGH (F)	DSNHP00225530000000084	100021026943	06-05-2014	N/A

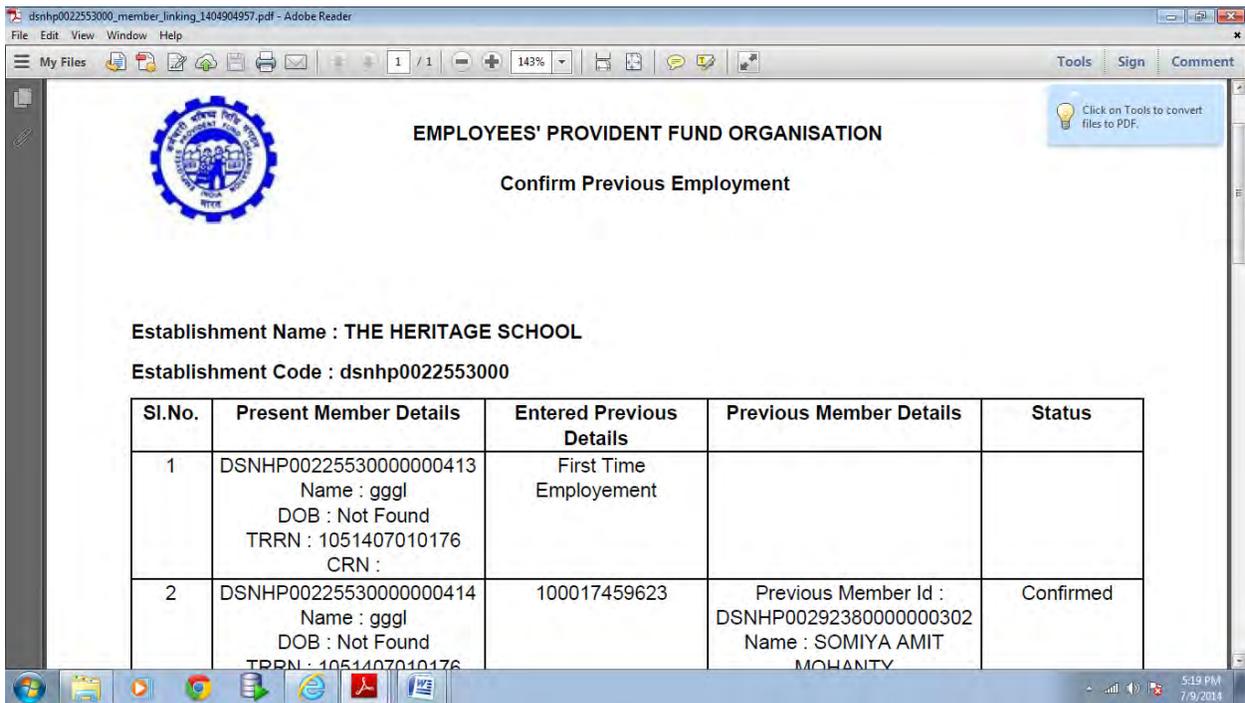
The screen below is the outcome of option 'History PDF' containing two options 'Approved PDF' and 'Rejected PDF':



Once employer choose an option 'Approved PDF', he/she will be facilitated to download approved pdf. He/she has to select the link and download the same. The screen giving option to download approved pdf is as below:

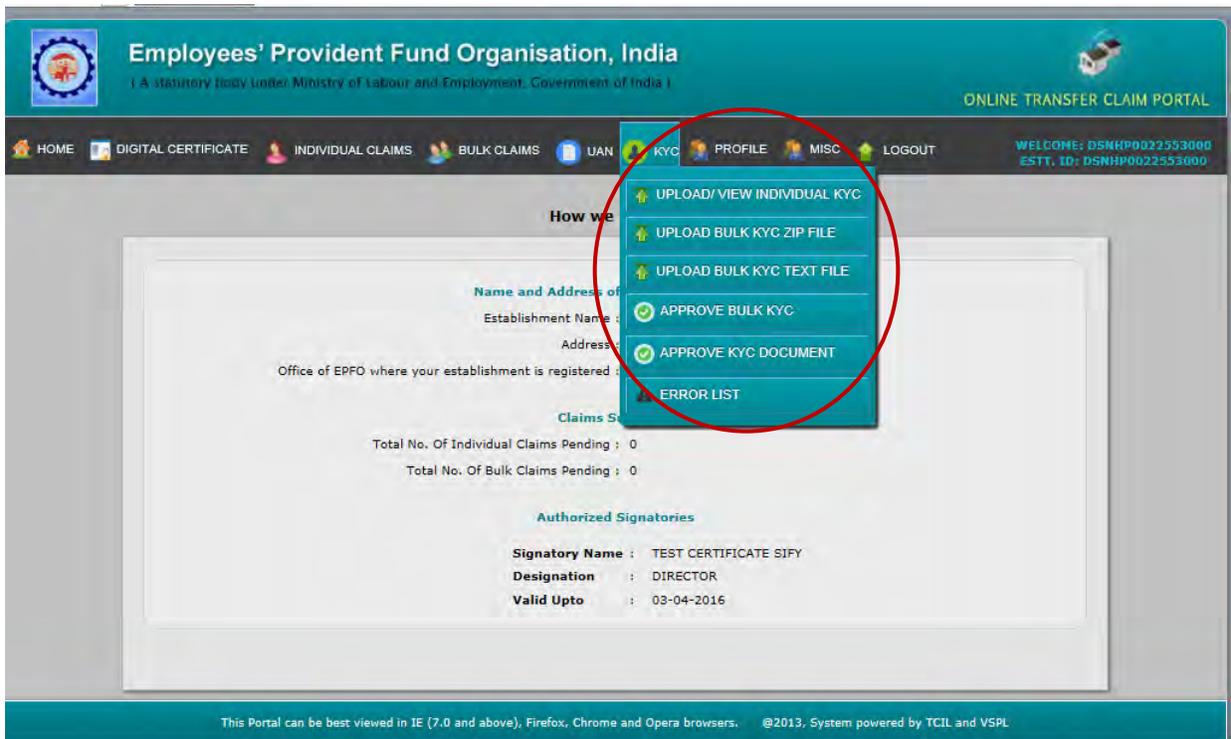


Approved pdf file will appear as below :-



Procedure is same for the Rejected PDFs.

Now comes the most important feature of UAN i.e. to manage KYC :-



There are following 6 options in KYC Menu :-

- Upload / view individual KYC
- Upload Bulk KYC Zip File
- Upload Bulk KYC Text File

- Approve Bulk KYC
- Approve KYC Document
- Error List

We will go through all the points one by one. First of all , upload bulk KYC text file as shown below. Select the option 'Upload Bulk KYC Text File', the following screen will come. Now select the text file by choosing a radio button 'Browse' and press submit. :-

**Employees' Provident Fund Organisation, India**  
(A statutory body under Ministry of Labour and Employment, Government of India)

ONLINE TRANSFER CLAIM PORTAL

HOME DIGITAL CERTIFICATE INDIVIDUAL CLAIMS BULK CLAIMS UAN KYC PROFILE MISC LOGOUT

WELCOME: DSNHP0022553000  
ESTT. ID: DSNHP0022553000

**Upload KYC document details (text file)**

--- IMPORTANT NOTE ---  
 1. Please use only alphabets and numbers in file names. There should be no special characters or spaces in the file name.  
 2. Only text files of upto 2mb size can be uploaded using this facility.  
 3. The format of each row of the text file should match with the instructions provided here.  
 4. After completion of text file upload, please use the menu option UAN->Manage KYC->Upload Bulk KYC Zip file to upload KYC documents corresponding to each of the member detail uploaded in the text file.  
 5. If file is wrong and fails during validation stage, the errors shall be available in the menu item UAN->Manage KYC->Error List

Upload KYC Text File : D:\UAN\testing\KYC\2255 Browse...

Submit

Please wait..Uploading and Validating KYC file..

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2013. System powered by TCIL and VSPL

After submitting the case and upload, following screen will appear :

**Employees' Provident Fund Organisation, India**  
(A statutory body under Ministry of Labour and Employment, Government of India)

ONLINE TRANSFER CLAIM PORTAL

HOME DIGITAL CERTIFICATE INDIVIDUAL CLAIMS BULK CLAIMS UAN KYC PROFILE MISC LOGOUT

WELCOME: DSNHP0022553000  
ESTT. ID: DSNHP0022553000

**KYC File - Approve/Reject**

\* Please check the KYC pdf file, If it is blank, kindly upload the KYC text file again.

S.NO.	Tracking Id	Date & Time	Signed KYC File *	Action
1	1051407000028	21-07-2014 12:14:58	 KYC	Approve Reject

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2013. System powered by TCIL and VSPL

Just check the pdf by clicking on the link given to open/save the PDF, whether all records have come or not. If satisfied, approve it by pressing 'Approve' Radio Button, otherwise reject it by pressing radio button 'Reject'. PDF file will show the following details:-

At least one signature has problems. Signature Panel

**EMPLOYEES' PROVIDENT FUND ORGANISATION, DELHISOUTH**  
(KYC details given in text file)

ESTABLISHMENT ID : DSNHP0022553000  
 NAME OF ESTABLISHMENT : THE HERITAGE SCHOOL  
 KYC Tracking ID : 1051407000030

Employer E-Sewa  
KYC UPLOADED 21/07/2014 12:29:48

**MEMBERS' KYC DETAILS**

Sl. No.	UAN	Member ID DSNHP0022553000	Document TYPE	Document Number	Employee Name	Document Expiry Date
1	100021027585	0000386	Bank Account Number / IFSC	10006619457 SBIN0007641	ABHINAV	
2	100021027592	0000387	Bank Account Number / IFSC	10006619456 SBIN0007641	KARAN	
3	100021027603	0000389	Driving License	DL-0320120355676	RAJAT	14/08/2027
4	100024402157	0000388	Bank Account Number / IFSC	10006619455 SBIN0007641	KAMAL	
5	100024402161	0000391	AADHAAR	252869528918	VVEK	

If you press 'Approve', the alert message will appear to finally approve the PDF or cancel.

**Employees' Provident Fund Organisation, India**  
( A statutory body under Ministry of Labour and Employment, Government of India )

ONLINE TRANSFER CLAIM PORTAL

HOME | DIGITAL CERTIFICATE | INDIVIDUAL CLAIMS | BULK CLAIMS | UAN | KYC | PROFILE | MISC | LOGOUT

WELCOME: DSNHP0022553000  
ESTT. ID: DSNHP0022553000

Message from webpage

The PDF you are going to approve is against the KYC text file uploaded for

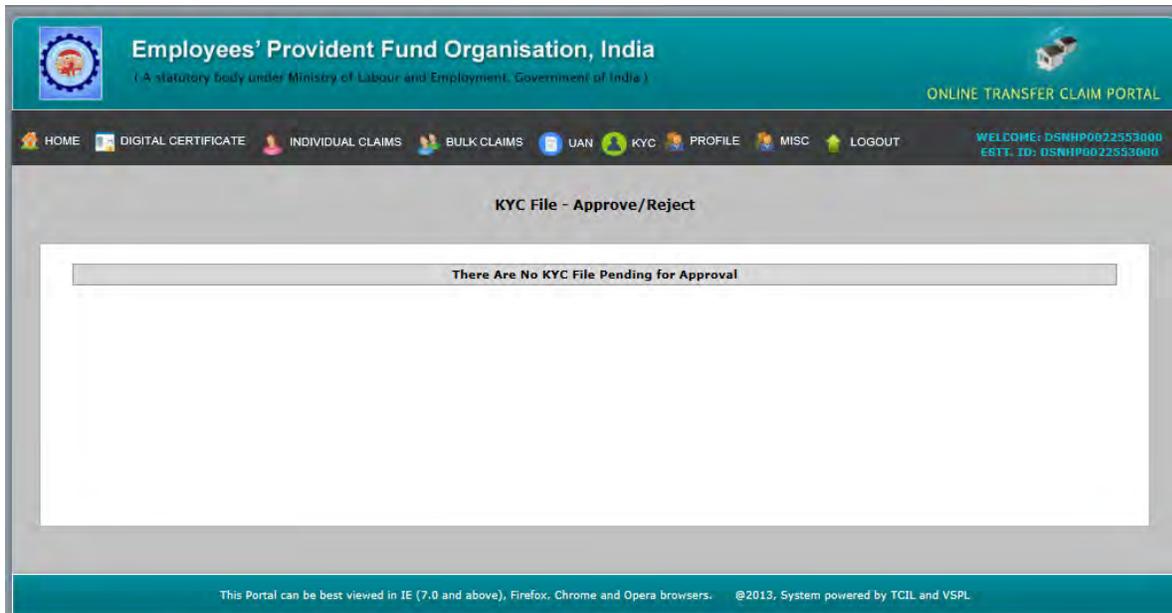
Certify that you have downloaded the PDF file and have verified the correctness of the data.

Please click OK to approve the PDF, otherwise Cancel and upload the correct KYC text file.

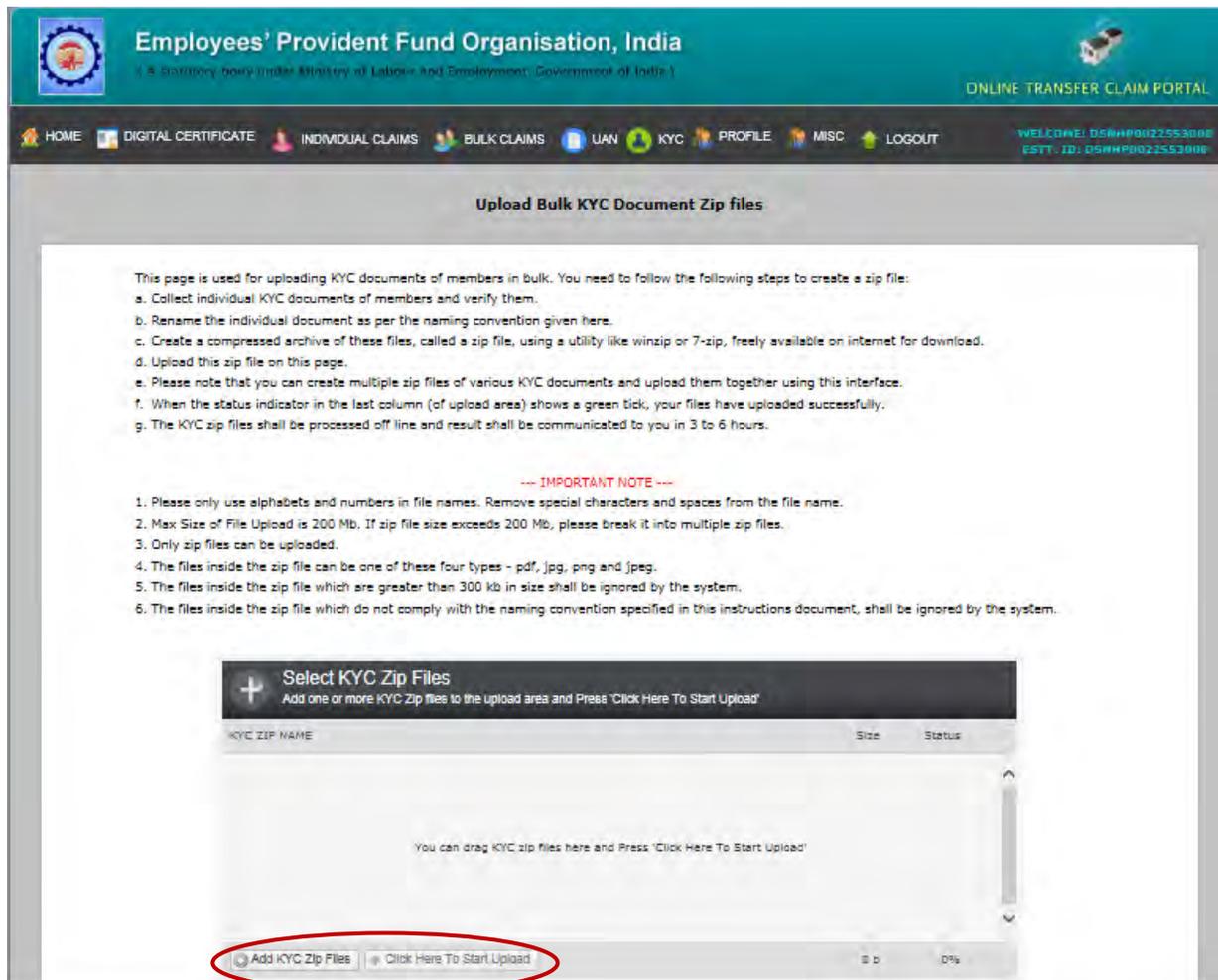
again. Action

This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers. ©2013, System powered by TCIL and VSPL

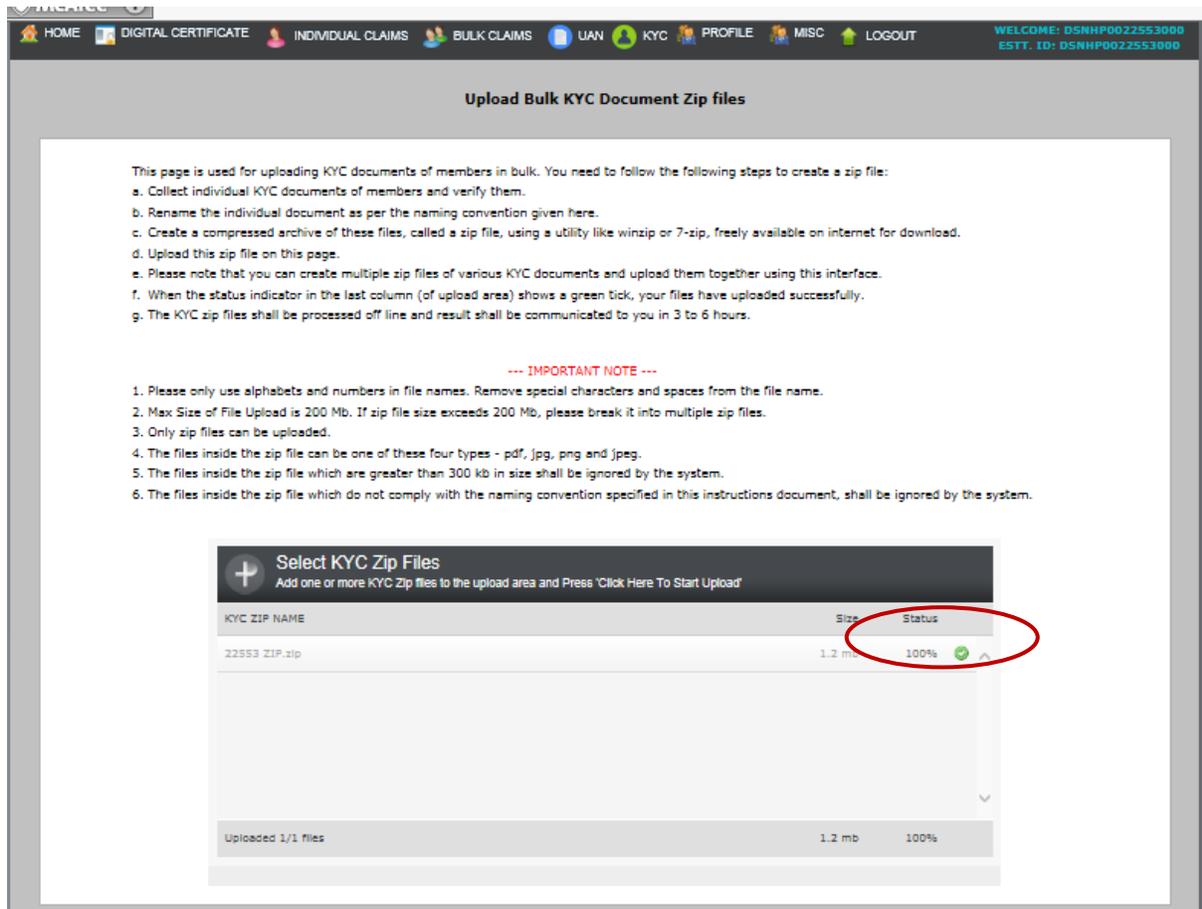
If you press ok, following screen will appear :-



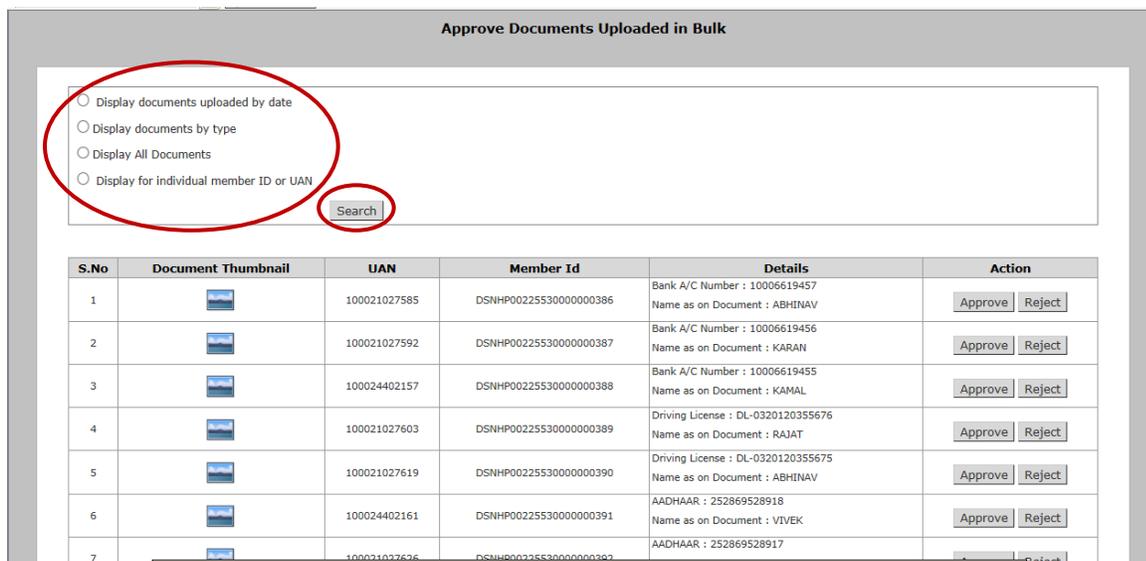
Now you will have to upload bulk KYC zip file by selecting the option on the KYC Menu. Once you select 'Upload Bulk KYC Zip File', following screen will appear :-



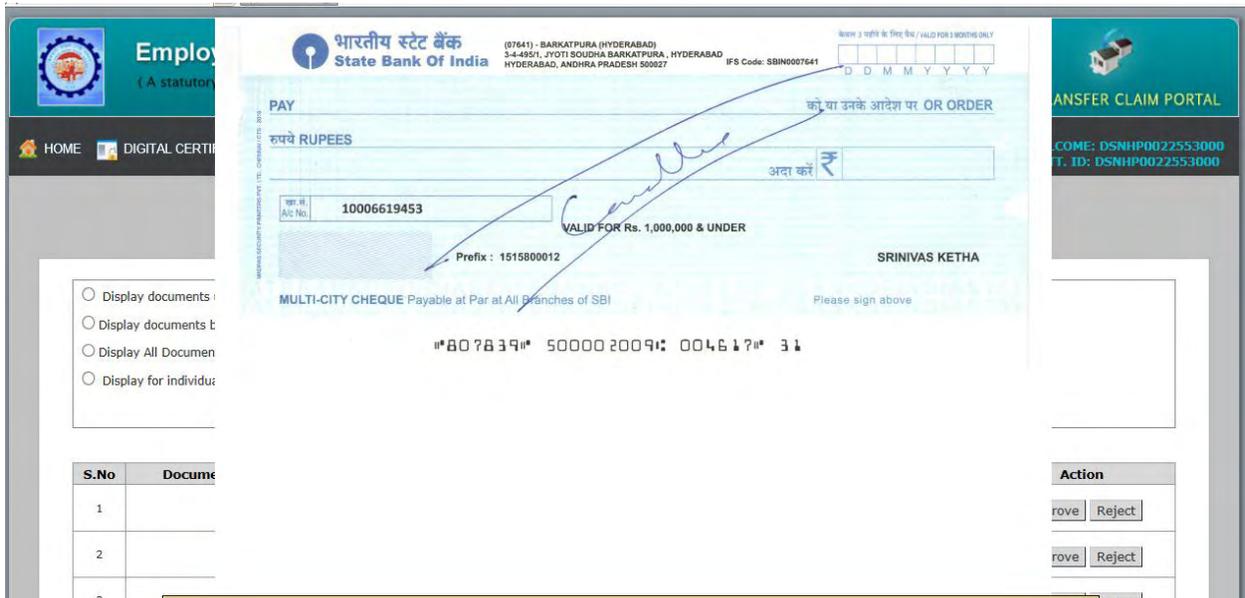
Press the Radio Button 'Add KYC Zip Files' at the bottom and select the zip file to be uploaded, then press the radio button 'Click to Start Upload'. After uploading process is over, green tick will appear on the RHS of status. Screenshot is as follows :-



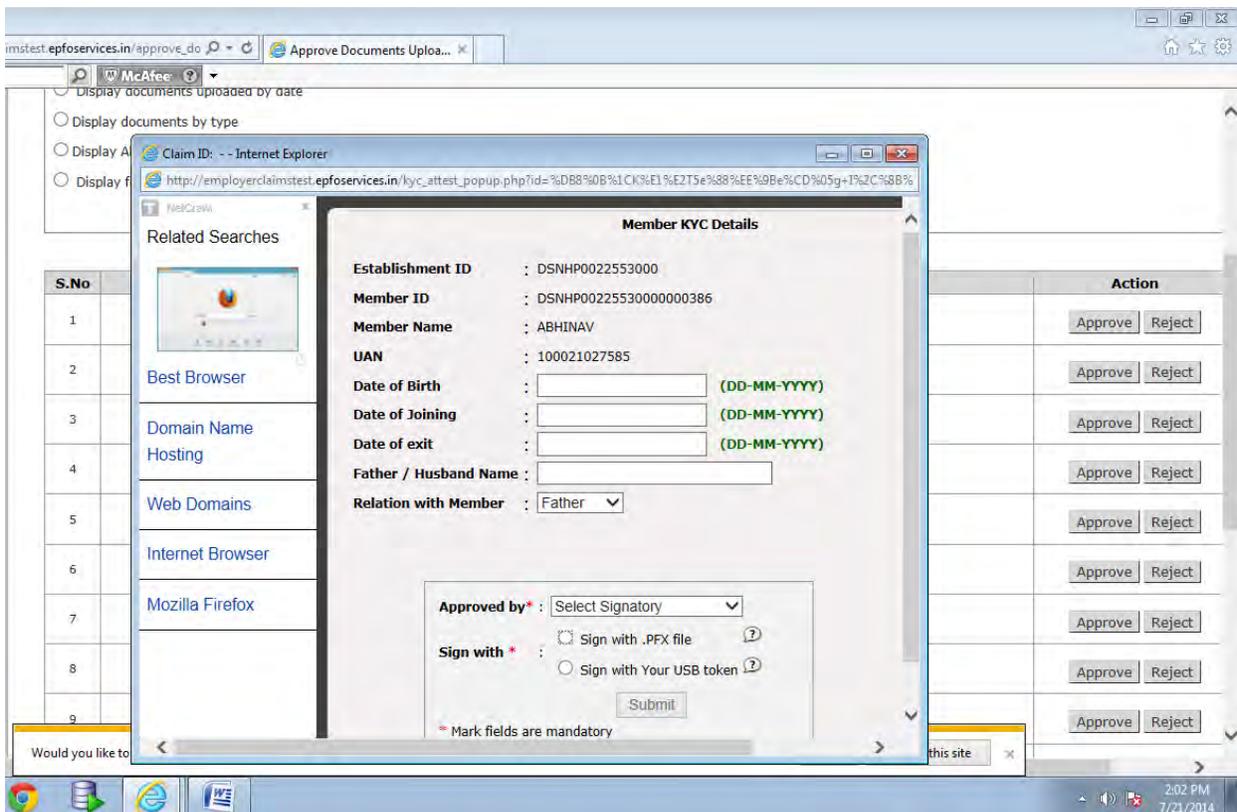
After successful uploading of text file and zip file, user has to select the option 'Approve KYC Document' from the KYC menu to see the uploaded documents and approve them one by one. There are 4 options to search the documents here i.e. date-wise, type-wise, all documents, individual member-id or UAN wise. Thumbnails can be clicked to see the scanned copies. Screenshot is being shown here :-



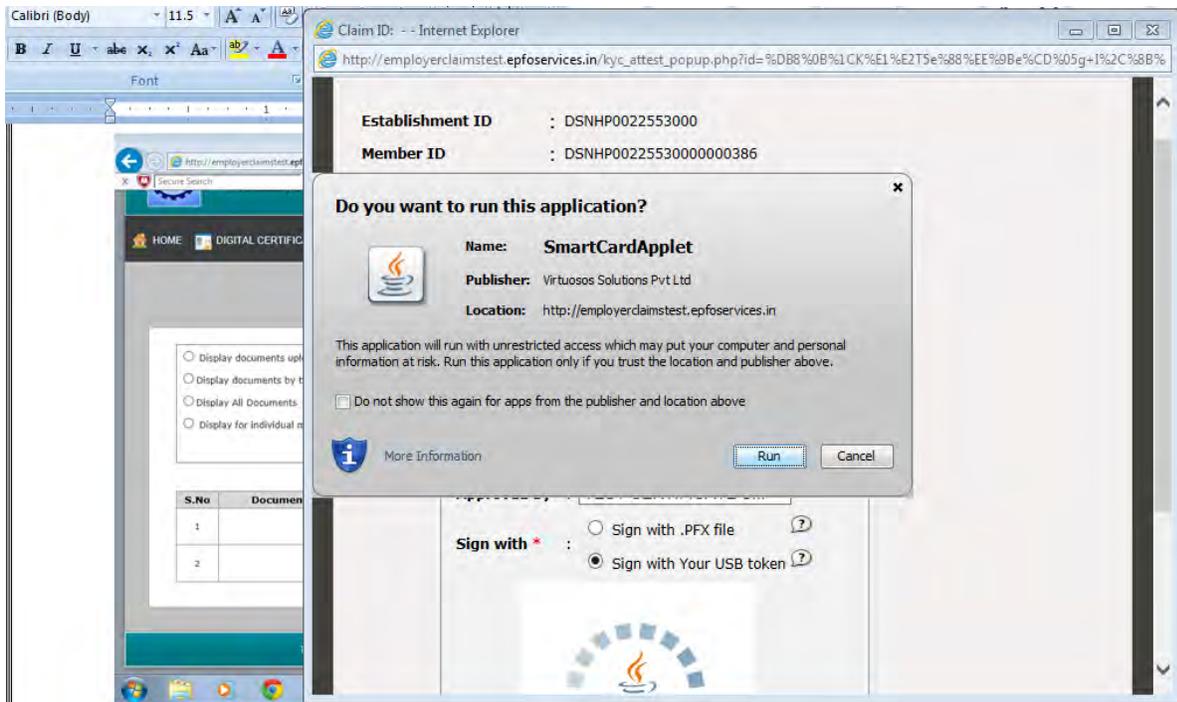
User can press thumbnail and see the scanned copy of the document as shown below :-



If user is not satisfied, can reject that particular case by pressing radio button 'Reject'. Otherwise, user can press the radio button 'Approve'. Once user press 'Approve', the following screen appears :-



If Date of Birth and Date of Joining is there, it will be non editable. Otherwise, in case of blank DOB and DOJ, these two fields will be editable. Entry is mandatory. User can not approve the case without DOB, DOJ & Father's/Husband's Name. User also has an option to enter Date of exit. It has to be approved. User will have to select signatory and sign with one of the given options and submit. Screenshot to this effect is as under :-



Now press the radio button 'Run', following screen will appear:-

<b>Member ID</b>	:	DSNHP0022553000000386
<b>Member Name</b>	:	ABHINAV
<b>UAN</b>	:	100021027585
<b>Date of Birth</b>	:	<input type="text" value="09-01-1985"/> (DD-MM-YYYY)
<b>Date of Joining</b>	:	<input type="text" value="06-05-2003"/> (DD-MM-YYYY)
<b>Date of exit</b>	:	<input type="text"/> (DD-MM-YYYY)
<b>Father / Husband Name</b>	:	<input type="text" value="RATAN LAL"/>
<b>Relation with Member</b>	:	<input type="text" value="Father"/>

<b>Approved by*</b>	:	<input type="text" value="TEST CERTIFICATE S..."/>
<b>Sign with *</b>	:	<input type="radio"/> Sign with .PFX file <input checked="" type="radio"/> Sign with Your USB token

Select Your USB TOKEN Certificate

\* Mark fields are mandatory

Now user has to select his USB Token Certificate by selecting the option given above. Following screen will then let you select the USB token Certificate. Select 'Test Certificate Sify' on the top and press the option 'Select this certificate' at the bottom.

The screenshot shows a web form for member KYC details and a certificate selection dialog. The form fields are as follows:

Member ID	: DSNHP0022553000000386
Member Name	: ABHINAV
UAN	: 100021027585
Date of Birth	: <input type="text" value="09-01-1985"/> (DD-MM-YYYY)
Date of Joining	: <input type="text" value="06-05-2003"/> (DD-MM-YYYY)
Date of exit	: <input type="text"/> (DD-MM-YYYY)
Father / Husband Name	: <input type="text" value="RATAN LAL"/>
Relation with Member	: <input type="text" value="Father"/>

Below the form, there is a section for approval and signing:

Approved by\* :

Sign with\* :  Sign with .PFX file  Sign with Your USB token

Below this is a large box labeled "Select Your USB TOKEN Certificate" with a "Submit" button. A note at the bottom left says "\* Mark fields are mandatory".

Overlaid on the right is a dialog box titled "Select your USB Token Digital Certificate". It shows "Test certificate Sify" and its details:

Issued to: CN=Test certificate Sify, ST=Tamil Nadu, OID.2.5.4.17=600113, O=...  
Issued by: CN=SafeScript sub-CA for RCAl Class 2 2014, OU=Sub-CA, O=...  
Valid From: Thu Apr 03 22:36:51 IST 2014  
Valid Till: Sun Apr 03 22:36:51 IST 2016

At the bottom of the dialog is a button labeled "Select this certificate".

Select 'Test Certificate Sify' on the top and press the option 'Select this certificate' at the bottom. Following screen will again appear. The only difference is now that 'Submit' button is enabled:-

The screenshot shows the same Member KYC Details form as above, but with the "Submit" button now enabled. The form fields are identical to the previous screenshot.

Approved by\* :

Sign with\* :  Sign with .PFX file  Sign with Your USB token

The "Submit" button is now active. The note "\* Mark fields are mandatory" is still present.

User has to simply submit the case here. Once submit button is pressed by the user, system ensures that user has seen the case thoroughly and gives him option to either approve the case or cancel it by giving a message as below:

**Member KYC Details**

Establishment ID : DSNHP0022553000  
Member ID : DSNHP00225530000000386  
Member Name : ABHINAV  
UAN : 100021027585  
Date of Birth : 09-01-1985 (DD-MM-YYYY)  
Date of Joining : 06-05-2003 (DD-MM-YYYY)  
Date of exit : (DD-MM-YYYY)  
Father / Husband Name : RATAN LAL  
Relation with Member : Father

Approved by\* : TEST CERTIFICATE S...  
Sign with\* :  Sign with .PFX file  
 Sign with Your USB token

Submit

\* Mark fields are mandatory

Message from webpage  
? Are you sure to Approve the Claim?  
OK Cancel

If user is satisfied with the details, can press ok otherwise cancel. On pressing ok, following message of approval of KYC will come:-

**Member KYC Details**

Establishment ID : DSNHP0022553000  
Member ID : DSNHP00225530000000386  
Member Name : ABHINAV  
UAN : 100021027585  
Date of Birth : 09-01-1985 (DD-MM-YYYY)  
Date of Joining : 06-05-2003 (DD-MM-YYYY)  
Date of exit :  
Father / Husband Name : RATAN LAL  
Relation with Member : Father

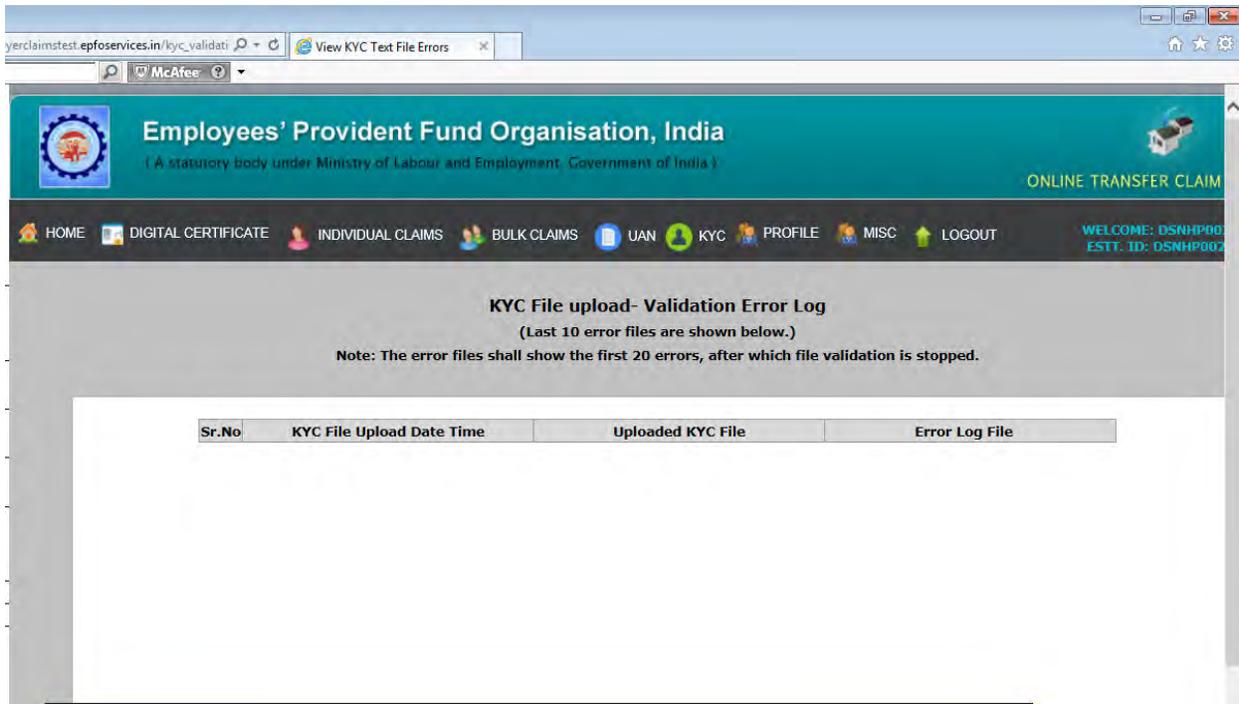
Approved by\* : TEST CERTIFICATE S...  
Sign with\* :  Sign with .PFX file  
 Sign with Your USB token

Submit

\* Mark fields are mandatory

Message from webpage  
! KYC has been Approved.  
OK

User can also view Error List generated while uploading the files containing errors. He/she has to choose an option 'Error List' on the KYC Menu. Once 'Error List' is selected, Error Log will be opened which will show last 10 error files. Each error file shall show the first 20 errors, after which file validation is stopped. This screen will contain KYC File Upload Date & Time, Uploaded KYC File and Error Log File. The screenshot is being given below:



File Structure of Text file and Naming convention of zip file to be uploaded on this Portal is as follows :-

**KYC Text File Structure**

S.No.	Field Name	Type	Size	Validation	Remark
1.	UAN	Number	12	<ol style="list-style-type: none"> <li>Not Null</li> <li>Number should be as per verhoeff algorithm</li> <li>UAN should present in database</li> <li>Atleast one member id linked with UAN should be of the same establishment who is uploading the file</li> </ol>	
2.	Document Type	Character	1	<ol style="list-style-type: none"> <li>Not Null</li> <li>Only from the list given in Remark</li> </ol>	N-National Population Register A- AADHAR P- Permanent Account Number B- Bank Account Number T- Passport D- Driving License E- Election Card R- Ration Card
3.	Document Number	Character	30	<ol style="list-style-type: none"> <li>Not Null</li> <li>Other Validations should according to document type</li> </ol>	
4.	IFSC Code	Character	11	If at serial number 2 Value is 'B' then not null otherwise blank	
5.	Name	Character	85	<ol style="list-style-type: none"> <li>Not Null</li> <li>Special Characters are not allowed</li> </ol>	Name should be as, as appear in KYC document
6.	Expiry Date	Date		<ol style="list-style-type: none"> <li>If at serial number 2 value is 'D' or 'T' then not null otherwise blank</li> <li>If not null should be greater than system date</li> </ol>	Date format should be dd/mm/YYYY
7.	Est ID	Character	15	This establishment should matched with establishment login.	

Field Separator – '#~#'

**Naming Convention of scanned documents in zip file to be uploaded on server:**

<<UAN>>\_<<uploaded by>>\_<<KYC Document Type>>.jpg

- 1) UAN
- 2) Uploaded by (E – for Employer)
- 3) KYC Document Type, (eg. NPR – N, AADHAAR – A, PAN – ‘P’, etc)

S.No	UAN	Uploaded By	Document Type	File Name
1.	10034458912	Employer	PAN	10034458912_E_P.jpg

**File Samples may please be seen :**

