



MAHANAGAR TELEPHONE NIGAM LIMITED
(A GOVT OF INDIA ENTERPRISE)
O/o Accounts Office (Provident Fund) 9th floor, Telephone House
V.S. Road, Dadar (West) Mumbai, 400 028

DT. 07.07.2020

MTNL/PF/GENL_CORRS/2019-20

OFFICE ORDER

Sub: KYC compliance by EPF/CPF members of MTNL EPF Trust

Ref: 1. MTNL/PF/GENL-CORR/2019-20/9 dated 22/10/2019

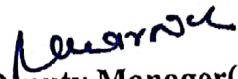
2. MTNL EPF Trust email dated 06/07/2020

In continuation to our letter dated 22/10/2019 mentioned above on the subject, please find attached the operating instructions regarding the KYC compliance.
There are three categories of the employees:

- 1. Whose UAN is not active:** In this case the first activity would be to activate the UAN by entering the name as per the list attached (Name as per CPF Slip) and then entering the mobile number against the UAN. Then rest of the below mentioned two activities will follow.
- 2. Check for missing Details on the EPFO portal:** For every CPF member, Login the Unified portal EPFO (<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>), under Member click Member profile option. Enter the UAN and Click on the missing details and duly fill the missing details like Father's/Husband's Name, Relationship, DoB, DoJ etc. Fill the details that are not highlighted in grey. This activity is mandatory as without this activity, KYC details cannot be entered.
- 3. Whose Aadhar, PAN or Bank details are missing:** In such cases Login through the UAN and enter the KYC details for each of the members. (Click Forget password and follow onscreen instructions to generate the password. The ideal password is \$First Name dd yy of birth (First alphabet Capital in case of first name followed by date and year without any space e.g. \$Rajiv0376.

The detailed guidelines are also enclosed herewith for reference. All members (CPF Optees) are hereby advised to complete above compliance on or before 16th July 2020.

In case of any further query, please feel free to contact Mr. Rajiv Rangray (Mobile No. 9013136007 email id : mtnlepitrust@gmail.com)


(Deputy Manager(PF))
MTNL Mumbai

Copy to: 1) DGM(A-1) : for upload in the intranet for wide circulation.
2) The secretary MTNL EPF Trust for information