



# MERCHANTS' CHAMBER OF UTTAR PRADESH

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CIN U91110UP1932NPL000467

Date: 6.8.2014

Mahendra Mohan Gupta  
President

Indra Mohan Rohatgi  
Vice President

Arvind Kumar Sinha  
Secretary

CH/29/64/318/2014-2015

Dear Sir/ Madam,

**Subject: Awareness seminar on Universal Account Number**

Merchants Chamber of Uttar Pradesh is organising a half day awareness seminar on Universal Account Number being allotted by Provident Fund office on 14<sup>th</sup> August 2014 at 4:00 PM

Smt. Uditia Chaudhari, Regional Provident Commissioner and her team shall make a presentation on recently launched Universal Account Number and interact with the members of the Chamber to clarify your doubts.

As you aware that Employees Provident Fund Office has formally rolled out the allotment of a Universal Account Number (UAN) to members of Fund.

For making UAN fully operational certain initiatives will have to be taken by you.

- 1) Download UAN (allotted by EPFO) from EPFO website, [www.epfindia.gov.in](http://www.epfindia.gov.in) (by using user name and password of Employer-E-sewa).
- 2) Dissemination of UAN to all your employees.
- 3) Capturing of KYC and submit to EPFO portal.
- 4) The Digital signature (Class II or above) of the authorized person is required for above activity.
- 5) The Detailed process of each steps has also been elaborated in the User Manual which can be downloaded from the EPFO.

You may also depute your staffs who are dealing with the Provident fund to attend the seminar and understand the process of allotment of UAN

We shall be grateful if you could confirm the participation and submit the following details

Name of the organisation.....

Name	Mobile No.	Designation
1. ....	.....	.....
2. ....	.....	.....

Details may be send to Merchants Chamber of Uttar Pradesh or mail to [merchantschamberup@gmail.com](mailto:merchantschamberup@gmail.com)

We await an early reply.

  
A.K. Sinha