

ANNEXURE -II
MISSING DETAILS OF MEMBERS (FORM 5/FORM 10)
(TO BE SUBMITTED BY EMPLOYER)

The missing details will be electronic Form 5/10 in plain text format and will consist of DETAILED lines (one line for each member). The separator between fields should be #~# (**hash tilda hash**).

(Please keep the text file ready. Detailed instructions for upload will be provided with the upload functionality).

Sl. No	Column Name	Column Width	Whether mandatory	Remarks
1.	Member ID (PF Account Number)	Number (7)	Yes	Auto Populated. It would be supplied by EPFO in the first instance.
2.	Member Name	Character (85)	Yes	Auto Populated. It would be supplied by EPFO in the first instance.
3.	International Worker	Character (1)	Yes	"Y" if the member is an International Worker, otherwise "N". Please refer FAQs/ Instructions available on www.epfindia.gov.in
4.	Mobile Number	Number (10)	No	Numbers only, No Special Characters and value should be >0 Please do not start with "91" or "0"
5.	E-Mail ID	Character (50)	No	Valid E-Mail format and in lower case only.
6.	Father's/Husband's Name	Character (85)	No	No special characters are allowed.
7.	Relationship with the Member	Character (1)	No	Relationship of the member with column 17 above. Value should be F (for father) or S (for Husband, in case of married woman).
8.	Date of Birth	Date (10)	Yes	Valid date in dd/mm/yyyy format.
9.	Gender	Character (1)	Yes	M (Male), F (Female) or T (Transgender).
10.	Date of Joining EPF	Date (10)	Yes	Valid date in dd/mm/yyyy format.
11.	Date of Joining EPS	Date (10)	Yes	Valid date in dd/mm/yyyy format.
12.	Date of Exit from EPF	Date (10)	No	Valid date in dd/mm/yyyy format cannot be prior to date of joining.
13.	Date of Exit from EPS	Date (10)	No	Valid date in dd/mm/yyyy format cannot be prior to date of joining.
14.	Reason for leaving	Character (1)	No	C (Cessation), S (Superannuation), R (Retirement), D (Death in Service), or P (Permanent Disablement). Mandatory, if "Date of Exit from EPF" is not blank.

Sample text file for two members as follows for reference:

12#~#ANIL SINGH#~#N#~#9923456789#~#cdf@yahoo.com#~#LAL
 CHAND#~#F#~#03/03/1969#~#M#~#01/01/2010#~#01/01/2010#~#01/02/2011#~#01/02/2011#~#C

15#~#SANJAY#~#Y#~#9823456789#~#abc@yahoo.com#~#RAM
 SINGH#~#F#~#03/12/1974#~#M#~#01/12/2012#~#01/12/2012#~##~##~#

How to Generate Text file:

Step 1: Use any Spreadsheet (OpenOffice, Excel, Lotus etc.) for creating the member details as per the prescribed format and save the file in CSV format.

Step 2: Open the CSV file in any text editor (notepad, editplus, etc.) and replace all “,” with “#~#” . Save the file.