
Date:

To,
The Regional Provident Fund Commissioner,
Employees' Provident Fund Organisation,
Regional Office :

OUR CODE NO.

SUBJECT : CORRECTION IN NAME OF MEMBER-

,

EPF NO.

, UAN :

Dear Sir,

This is to inform you that member details as available on EPFO member portal are not correct in respect of the member mentioned above/below.

Data Description	Data available on EPFO office	Correct Data of the member
Member's Name		
Date of Birth		
Father/Husband's Name		
Relationship		
Sex/Gender		
Marital Status		
Date of Joining		
Date of leaving		
Reason of leaving		

The photo copy of documentary evidences like PAN/Driving license/Passport/Aadhar Card/Birth Certificate/School Leaving Certificate, Election Card No. along with his/her declaration duly countersigned by us is/are enclosed herewith.

It is requested that the member data may be corrected accordingly under intimation to us.

Thanking you,

Yours Faithfully,

Signature of Member

Authorized Signatory

Encl:-As above.