

SAMPLE TEMPLATE — STATE VARIATION MAY APPLY

Grievance Application — EPFO

Date: [DD MONTH YYYY]

To,
The Regional Provident Fund Commissioner
[REGIONAL OFFICE ADDRESS]
(Copy: epfigms.gov.in — online grievance portal)

Subject: Grievance regarding EPF account — UAN [12-DIGIT UAN]

Sir / Madam,

1. Member details.

Name: [FULL NAME]
UAN: [12 DIGITS]
PF Account Number: [OLD MEMBER ID, IF KNOWN]
Aadhaar (for KYC): [LAST 4 DIGITS]
Mobile: [PHONE], E-mail: [EMAIL].

2. Establishment details.

Employer: [COMPANY NAME]
Establishment Code: [IF KNOWN]
Date of joining: [DATE]
Date of leaving: [DATE OR “continuing”].

3. Nature of grievance. [SELECT — non-credit of contributions / KYC mismatch / transfer pending / withdrawal claim rejected / pension claim / employer not depositing / date-of-exit not updated.]

4. Details of grievance. [DESCRIBE — for which months contributions are missing; amount; what KYC mismatch exists; what was the rejection reason for the claim.]

5. Action taken with employer (if applicable). [WROTE TO HR ON [DATE] — RESPONSE RECEIVED / NOT RECEIVED.]

6. Documents enclosed.

- (i) EPF passbook download
- (ii) Salary slips / Form 16 showing PF deduction
- (iii) KYC documents (Aadhaar, PAN, bank passbook)
- (iv) Previous correspondence with EPFO / employer.

7. Relief sought.

- (a) [Credit missing contributions for [MONTHS] / Update KYC / Process transfer / Reconsider claim rejection];
- (b) Levy interest under Section 7Q on delayed credit;
- (c) Initiate action against employer for non-compliance, if applicable.

Note

File online via the EPFiGMS portal (**epfigms.gov.in**) for tracking, and use the Member Passbook / Member Portal at **unifiedportal-mem.epfindia.gov.in** for KYC and claims.

Yours faithfully,

[SIGNATURE]

[NAME]

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