



## कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

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Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)



No: WSU/TransferClaimPt1/E-1163369/2025-26/33

Date: 18/Sept/2025

To,

All ACC (HQ)s/ACCs (Zones)

All RPFC-I/RPFC-II/APFC OICs

**Subject: Simplification of Transfer Claims - Transfer Certificate in Annexure K now made available in Member Portal - Regarding.**

As you are aware, the Transfer Certificate in Annexure K is an important document that contains the comprehensive record of a member's Provident Fund account, including:

1. Provident Fund balance with interest,
2. Complete service history for EPS benefit computation and
3. Employment details.

When members change job, they are required to transfer the PF accumulations from the previous PF Account to the latest PF Account to consolidate the PF accumulations and the pension service. For this, they are required to file a Transfer Claim in Form 13 online by logging into their Member Portal.

Transfer claims also get auto initiated on receipt of first month's contribution in the latest employment subject to certain validations and such claims get processed without the need for filing a separate Form 13 by the member.

On successful processing of Form 13, the Transfer Certificate in Annexure K will be generated by the Transferor (Source) Office where the member's previous establishment/account is serviced and forwarded to the Transferee (Destination) Office where the member's present establishment/account is serviced for crediting the PF accumulations as well as the Pension Service.

With a view to enhance transparency and ensure greater convenience for PF members, the Transfer Certificate in Annexure K has now been made available for download in Member Portal for convenience. The Annexure K can be accessed by the member through the following pathway:

Member Portal → Online Services → Track Claim Status → Download Annexure K

All Field Offices are advised to disseminate this new facility widely within their respective jurisdictions through helpdesks in the offices, social media handles, press notes and other communication tools for the benefit of the members. Also, the members can be guided during the grievance-handling sessions to utilize this facility to resolve their grievances related to pending credit of transfers.

This development is a part of EPFO's ongoing effort to provide member-centric, technology-driven services ensuring efficiency, transparency, and ease of access.

The feedback and suggestions, if any, for further simplification of services may be sent to [so.wsu@epfindia.gov.in](mailto:so.wsu@epfindia.gov.in) with the subject "**Feedback/Suggestions**".

[This has the approval of CPFC]

A handwritten signature in black ink, appearing to read 'G. R. Suchindranath', with a date '18/11/2020' written below it.

**G. R. Suchindranath**  
**ACC (WSU)**