UNIVERSAL ACCOUNT NUMBER (UAN)

(Toll Free No. 1800-118-005)

USER MANUAL ON UAN FUNCTIONS IN OTCP Version 1.2 AUGUST 2014



IS DIVISION EMPLOYEES' PROVIDENT FUND ORGANISATION Head Office, New Delhi

Page **1** of **23**

USER MANUAL ON UAN FUNCTIONS IN THE OTCP

SCOPE OF THE DOCUMENT:

This manual provides the details of UAN functions incorporated in the Online Transfer Claim Portalto facilitate employer to complete Form-11 in terms of linkage of previous employment/UAN/First Time Employment of new members and manage KYC. A list containing member ids without UAN would be generated at OTCP to identify members without UAN against member ids. Employer can declare such member ids (new member ids in the latest ECR file) against Previous member id/UAN/First time membership & approve the same. Such declared member ids would flow from OTCP to EPFO NDC on daily basis. At EPFO NDC, this information would be processed to generate new UANs/link member-ids accordingly. The processed information would be pushed daily to the OTCP. The other activities to facilitate employer in respect of UAN are also explained in this manual in user friendly manner.

OBJECTIVE OF UAN:

A universal number will be generated for each of the PF Account Number at EPFO NDC. The UAN will act as an umbrella for the multiple Member Ids allotted to the same individual. The idea is to concatenate multiple Member Identification Numbers (Member Id) allotted to a single member under single Universal Account Number. This will help the member to view details of all the Member Identification Numbers (Member Id) linked to it. If a member is already allotted Universal Account Number (UAN) then he/ she may provide the same to new establishment/ employer which in turn will mark the new allotted Member Identification Number (Member Id) to the Universal Identification Number (UAN).

The main objective behind this new function is to capture KYC details of its members in order to eliminate the dependency on the employer and improve the quality of service. The KYC details will be tagged against the allotted UAN rather the member id thereby eliminating the redundancy.

BACKGROUND WORK:

Initial generation of UAN:

1. As on any cutoff date (for example all distinct ECR members from the wage month of Jan 2014 to June 2014 except those with DOE) would be provided by OTCP to EPFO NDC.

- 2. A universal number will be generated for each of the PF Account Number at EPFO NDC.
- 3. First time, UAN will be allotted to all contributors appearing in the ECR of the specified period.
- 4. The UANs allotted would be made available to Employer Portal for dissemination.
- 5. Employer will download the UAN list from UAN Menu in OTCP.
- 6. It will be the duty of employer to disseminate UANs to the concerned members through SMS, email, IVRS Type & Short Code Services.

Recurring/Subsequent UAN generation/linking:

- 1. Further whenever an ECR is submitted by employer and payment is confirmed by SBI, a list containing the member ids without UAN would be generated at OTCP to identify members without UAN against member ids.
- 2. It is the duty of employer to complete Form-11 in respect of those member ids, which have not been allotted UAN or linked to UAN in terms of linkage of previous employment/UAN/First Time Employment of new members and manage KYC.
- 3. Facility would be given on OTCP to employers to declare such member ids (new member ids in the latest ECR file) against
 - a. Previous member id
 - b. UAN
 - c. First time membership & approve the same
- 4. Such declared member ids would flow from OTCP to EPFO NDC on daily basis.At EPFO NDC, this information would be processed to
 - a. Generate new UANs against member ids which do not have UAN.
 - b. Link member ids against UAN having UAN already generated against previous member id.
 - c. Generate and link UAN against member id and previous member id if neither of them have UAN.

(The processed information would be pushed daily to the portal and this cycle would continue.)

Uploading & Approving Bulk KYC Text File/Enter Individual KYC Details

Employer can either enter individual KYC details of members or can upload Bulk KYC Text File through KYC menu given in OTCP. In case of bulk text file, employer will have to upload bulk KYC Text File as per the revised format enclosed below. There will be following options in KYC Menu:

- Enter Individual KYC Details
- Upload Bulk KYC Text File
- Approve Bulk KYC PDF File
- View Approved PDF Files
- Update Incomplete Member's Details
- Error List

Bulk KYC PDF file will be approved with DSC for only those records, which are complete in respect of DOB, DOJ and Father's/Husband's Name. The records incomplete in terms of DOB, DOJ and

Father's/Husband's Name will reflect in option 'Update Incomplete Member's Details' for updating the missing information.

Under the Head 'Update Incomplete Member's Details' user has an option 'Add Missing Information' to complete the missing entries and 'Generate PDF for Approval/Rejection' of the same.

ERROR LIST:

In case of any errors while uploading files, error log will be generated and can be seen in 'Error List' given in KYC Menu.

PRE-CONDITIONS:

- Must register your digital signature
- Java version 1.7 should be installed in your system.
- Please use only alphabets and numbers in file names. There should be no special characters or spaces in the file name.
- Only text files of upto 2mb size can be uploaded using this facility.
- Bulk Text file format should be exactly as per the format given by EPFO, NDC.

SCREEN FLOW:

Login > UAN > Search UAN ID

Login > UAN > Confirm Previous Employment

- Login > UAN > Download UAN List
- Login > UAN > History PDFs

Login > KYC >Enter Individual KYC Details

Login > KYC > Upload Bulk KYC Text File

Login > KYC > Approve Bulk KYC PDF File

Login > KYC > View Approved PDF Files

Login > KYC > Update Incomplete Member's Details

Login > KYC >Error List

EXPLANATION THROUGH SCREEN SHOTS :

The employer can perform the following activities through UAN Menu in OTCP :-

- Search UAN IDs
- Confirm Previous Employment
- Download UAN List
- History PDFs

The screen below is a home page of OTCP where UAN and KYC menu has been appended. UAN has four options viz. Search UAN IDs, Confirm Previous Employment, Download UAN List and History PDFs.



The following two screens facilitate employers to search UAN IDs of their members as well as the members of any other establishment. Once employers press the search button, will be allowed to see Establishment Name, Member's Name, UAN ID, Date of Birth (only of their own members), Date of Joining and Date of Exit.



Searching UAN of own establishment

Searching UAN of other establishment



The next screen shows the details of the members, if employers search UAN wise. That means, Employer has also an option in this search bar to search member id, if UAN of that particular member is available with him.

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The following screen contains an option to Confirm Previous Employment of New Members. It is the responsibility of employers to collect the declaration form (Form-11) for each person. Employers can either provide previous member id or UAN id to confirm previous employment of members and click Display. Details of member against the Member ID/ UAN provided by employer shall be displayed alongwith Confirmed/ Not Confirmed radio button in Verification Column. In case the system finds out that there is a difference in name or DoB after confirmed radio button is pressed by the employer, the system warns the employer to verify the details of that particular member. There is also an option of First Time Employment, which is to be selected only in those members whose current employment is the first employment.

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Page 6 of 23

If employer verifies it, then he/she can select the button on the top (RHS) 'Submit/Change' as shown below in screenshot:

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After pressing the button 'Submit/Change', following screen will appear to verify the details and generate PDF of the same. If he/she is not satisfied with the case, he/she can simply delete it.



Once employer press the radio button 'Generate PDF', following screen will come giving an option of approving or rejecting the PDF. Employer can view this PDF file by pressing on the link and if satisfied, can approve it else he/she can reject it.

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PDF of this file will be as follows :-

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Next screen contains an option to download UAN list. On pressing the Download UAN List, the following screen will appear. Here, employer can view the list as well as press the radio button given on top to download PDF/Text of UAN List.

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	2	AMARJEET SINGH	RFA	0000075	100018336503	18-07-2014	N/A
		SURVERT KLAMAR SINGH	N/A	3000574	100018330019	38-07-2014	N/A
	5	NULESH KUMAR	N/A	0000075	100104672688	18-07-2014	N/A
		SARITA VADAV	R/A	0000083	100018336026	18-07-2014	N/A
	7	SARD? YADAV	94/A	0000085	100016336035	18-07-2014	16/24

Once employer press the radio button 'Download PDF/Text', various options to do so will appear on the screen. Employer can choose any option as per his requirement and convenience and download the same. User can request to regenerate **only if** the images/ logo of EPFO is missing in the pdf file by selecting a radio button 'Request to re-generate'. Download of Text file of UAN will be made available shortly.



The downloaded file will appear as below :

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The screen below is the outcome of option 'History PDF' containing two options 'Approved PDF' and 'Rejected PDF':

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Once employer choose an option 'Approved PDF', he/she will be facilitated to download approved pdf. He/she has to select the link and download the same. The screen giving option to download approved pdf is as below.

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Procedure is same for the Rejected PDFs.

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- 4	21-00-2234 04:45:22	21-06-2014 04:45:32	1
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	06-96-2054 33:45:40	86-06-2014 13146-09	1
.18	08-05-2014 07-2410	12-02-2014 11-49-12	1
11	18-05-2254 07:24:00	10-10-2014 11-40-27	-

Now comes the most important feature of UAN i.e. to manage KYC.

Note: KYC menu is still under construction and will be facilitated fully as soon as it is final. For the time being, some options of this menu are enabled and shown hereby through screenshots.

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There will be following options in KYC Menu :-

- Enter Individual KYC Details
- Upload Bulk KYC Text File
- Approve Bulk KYC PDF File
- View Approved PDF Files
- Update Incomplete Member's Details
- Error List

Add Missing Information

Generate PDF for Approval/Rejection

User can enter the individual KYC details by selecting this option from KYC menu. Accordingly, user has to feed the details and select the file by selecting browse option. *Screenshot of this particular option will be made available as and when get activated on Portal.*

In case of Upload of Bulk KYC Text File, first of all, user has to upload bulk KYC text file as per the revised format enclosed below. User has to create a file in Excel having 13 columns as specified in the revised structure below. Once the information is fed in, this file is to be saved as CSV (Ms-DOS). The user will have to open this file in Notepad, replace the separator (,) with #~# and press the button 'delete' at the end of the record so that blank row is not created. Then this file is to be saved as FileName.txt. Now your bulk KYC text file is ready to be uploaded.

Select the option 'Upload Bulk KYC Text File', the following screen will come. Now select the text file by choosing a radio button 'Browse' and press submit. :-

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After submitting the case and upload, following screen will appear :

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Just check the pdf by clicking on the link given to open/save the PDF, whether all records have come or not. It is pertinent to mention here that the records complete in terms of DOB, DOJ and Father's/husband's Name will be approved through this PDF. Rest of the records i.e. incomplete in terms of DOB, DOJ and Father's/Husband's Name will be available in the option 'Update Incomplete Member's Details' wherein you have to complete the missing details by selecting an option 'Add Missing Information' from the sub-menu of 'Updating Incomplete Member's Details'. And afterwards, user will have to generate PDF for the completed entries by selecting an option 'Generate PDF for Approval/Rejection' from the sub-menu of 'Updating Incomplete Member's Details'.

It is also pertinent to mention here that Approval of the file can be done with DSC only. User can hereby either reject or approve the PDF generated. The screenshots for approving the file with DSC are as follows:-

	Digitally Sign KYC Details
Fotoblickennet 10 Tracking 10 Date & Time Signed KTC File	: 000+000(00;00000 : 100:00000000 : 04:06:0014:10:50:16 :
Sign -	Held bar = (TEST CENTIFICATE S V) O Sign with Arra the (3) I Sign with Your Old taken (3) Underst Inderst Helds are mandatory

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User can also view the Approved PDF Files by selecting this option from KYC Menu.

Now, user has to complete the missing details of those records, which could not be approved in PDF due to incomplete information in respect of DOB, DOJ and Father's/Husband's name. User has to select the option 'Update Incomplete Member's Details' from KYC Menu then select 'Add Missing Information'. By selecting 'Add Missing Information', following screen will appear which has various search options and total no. of records to be updated according to the search type is also mentioned. User can select any option and add missing information by selecting a radio button 'Add Missing Information' on the RHS.

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0.0	lightly documents by	tuor					
0.9	ligilary All Documents						
0.0	ingities for individual r	wenter 10 or 944					
- 0	Second Th						
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5.No	Search)	Muniker Isl	To Upload Date	rtal No of I Type	Document Details	Added By	Action
		Mandor Id.				Added By 5-h	Actions Add History (citroreation)
	ISAN		Upload Date	Type	Document Details		
3.No 1	LIAN Interaction	2:0+++001100:0000042	Upload Date	Type ister	Document Details Autoualt 12220-02003 Name as or Document 10546 Autoualt 122200520015	Reb	Add Haing Information
5.No 1 2	13600 2000135299622 300018528906	2014-910(14)2600000042	Uplead Date	Type Natur Natur	Document Details Addeald : 2020-002013 Addeald : 2020-002013 Addeald : 2020052005 News at in Document : 4000 Addeald : 2020-002019	5,6	Add Missing Information

Once 'Add Missing Information' is clicked, following screen will come to complete the missing information of that particular record. After feeding, user has to submit the record.

	Member	r KYC Details
Establishment ID	1 DEMH0019639000	
Member ID	; DOM-POLISCIPACION	10046
Hender Name	1.82840	
UAN	2 300018325929	
Date of Birth	2 14-01-1981	(DD-HM YYYY)
Date of Joining	1 11-00-2004	(DO-HOH YYYY)
Date of east	2	(00-884 1111)
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		DK Canad

Following message will come.

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Merelae datais have been Updated.

Now the user has to generate PDF for its approval/rejection by selecting an option 'Generate PDF for Approval/Rejection' from the sub-menu of KYC i.e. 'Update Incomplete Member's Details'. This screen will again have various search options and total no. of records will be displayed according to the search option selected. User has to press 'Generate PDF'. Screenshot to this effect is as follows:-

			e PDF for Updated	Member's D	etails	
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0.16	eley documents by type					
	day Al Documents					
	day for initvidual member	and an other				
	day documents by Upland					
		and vitter				
12	sarch					
12	HIT.		Total No of Reco	nin 3		
5.80	UAN	Member 1d	Total No of Reco Upload Date	nds 3 Type	Document Details	Uploaded By
		Munifor 18			Decomment Details Autoriate consecutive fairer as in Decomment (1994)	Upbooled By Engineer in July
5.80	UAN		Upload Date	Туре	AACHAAR - 25.0000528819	

Once 'Generate PDF' is pressed, the following screen will appear wherein user can view/download the PDF of this file and can approve/reject accordingly.

	Employees' Provident Fund Organisation, India									
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			YC File - Approve	e/Reject						
		* Please check the KYC pdf	file, If it is blook, bl	indly upload the KYC						
8.NO.	Trucking 3d	Date & Time	Signad KYC F	dia *		e Rissesi				
4	inti-esement	04-68-3014-17-23-04		\supset	Approx	el Reject				

PDF of this file will appear as below:-

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	NAM KYC MEM	E OF ESTABLISHMEN Tracking ID	T YANTRIKA 105140800	NUTRAL	Document Number	Employee	Document Expiry Date	Education Qualification Flag	PH Flag	PH			17:28:01
	NAM KYC MEM	E OF ESTABLISHMEN Tracking (D BERE KYC DETABLIS Member (D	T YANTHKA 105140800	Document Type	Document	Name	Expiry	Qualification	Pit	PH Category		b 64/080014)	Martial
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Following screenshots will show the approval steps of this file:

Cligitudly Sign KWC Details	
Establishment ID : 059490019639000 Tracking ID : 105143000005	
Date 6. Time : 04-09-2014 17-22-04	
Signed KYC File :	
Approved by * 1 [TEST CERTIFICATE 5	
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Approved by* : TEST CERTIFICATE B	
Sign with * 1 C Sign with JFT Sign (2) * Sign with Your USE taken (2)	
Submit Submit	
Mensage from wetwager	-
KYC PDF Jata hours Approved.	
	Page 16 of 23

User can also view these approved KYCs in 'View Approved PDFs' as follows:-

16	earth [
			Total No.	of Records 4		
S.No.	UAN	Meerdary 1d	Upland Date	Type	Document Details	Added By
10.000 L				122.0	Addressed / 210049939918	
1		009491010629000000042	04-00-2014	Autor	Name as at Document - 12040	TrA .
_	100010010012	00++1010-0000000000042	04-08-2014	taba Jaka	Name a) at Datument : 12545 AACHAAN : 252351223512 Name av on Decement : 125451	5.4
4					NACHANI I JEJINI PERMIT	

User can also view Error List generated while uploading the files containing errors. He/she has to choose an option 'Error List' on the KYC Menu. Once 'Error List' is selected, Error Log will be opened which will show last 10 error files. Each error file shall show the first 20 errors, after which file validation is stopped. This screen will contain KYC File Upload Date & Time, Uploaded KYC File and Error Log File. The screenshot is being given below:

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P	2.00	KYC File Spheed Date	films	first 20 error	shown beli rs, after wh KYC File	na.) Ach file sudidation	forur Log File	
	1	07-08-2014 56.53.25 85-08-2014 11:58.38					AND ADDRESS OF A COMPANY AND ADDRESS OF A COMPANY AND ADDRESS OF A COMPANY ADDRESS OF A COMPA	

Error Log File will be as follows:-

Disheduccie2000 [4127/Mill w: Kompat Fig. Edit Formet Ven Holp (Error Code 007) Document Austher "AmAPECI2200" (Field-3) is invalid on line number 3 (Error Code 011) Superv Bate 12/2/2013" (Field-6) of document type is invalid on line number 1 (dd-me-yyy format, mandatory for passport and driving licence) (Error Code 011) Superv Bate 12/2/2013" (Field-6) of document type is invalid on line number 1 (dd-me-yyy format, mandatory for passport and driving licence) (Error Code 011) Superv Bate 12/2/2013" (Field-6) of document type is invalid on line number 11 (dd-me-yyy format, mandatory for passport and driving licence) (Error Code 007) Document Number "(Field-1) is invalid on line number 11

Revised KYC Text File Structure 2.0

S. No.	Field Name	Туре	Size	Validation	Remark
1.	UAN	Number	12	 i. Mandatory ii. Number should be as per verhoeff algorithm iii. UAN should present in database iv. Atleast one member id linked with UAN should be of the same establishment who is uploading the file 	
2.	Document Type	Character	1	i. Mandatory ii. Valid Values in {'N', 'A', 'P', 'B', 'T', 'D', 'E','R'}	N- National Population Register A- AADHAR P- Permanent Account Number B- Bank Account Number T- Passport D- Driving License E- Election Card R- Ration Card
3.	Document Number	Character	30	 Mandatory Other Validations should according to document type 	
4.	IFSC Code	Character	11	If value at serial number 2 is 'B' then not null otherwise blank	
5.	Name	Character	85	i. Mandatoryii. Special Characters are not allowed	Name should be as, as appear in KYC document
6.	Expiry Date	Date		 i. If at serial number 2 value is 'D' or 'T' then not null otherwise blank ii. If not null should be greater than system date 	Date format should be dd/mm/YYYY
7.	Educational Qualifications	Character	1	i. Optional ii. Valid Values in {'I', 'N', 'M', 'S', 'G', 'P', 'D'} or blank	I - Illiterate N – Non Matric M - Matric S - Senior Secondary G - Graduate P - Post Graduate D - Doctorate
8.	Physically Handicap	Character	1	 i. Optional ii. Valid Values in {'Y', 'N'} or blank 	Y - Yes N – No
9.	Physically Handicap	Character	1	i. If value at Serial No.8 is Y than mandatory	L - Locomotive disability V - Visual

	Category			ii.	Valid Values in {'L', 'V', 'H'} or blank	H - Hearing
10.	Gender	Character	1	i. ii.	Optional Valid Values {'M', 'F', 'T'} or blank	M - Male F - Female T - Trans Gender
11.	International Worker	Character	1	i. ii.	Optional Valid Values {'Y','N'} or blank	Y - Yes N - No
12.	Marital Status	Character	1	i. ii.	Optional Valid Values {'M','U','W','D'} or blank	M - Married U - Un-Married W - Widow/Widower D - Divorcee
13.	Est ID	Character	15	i. ii.	Mandatory This establishment should match with establishment login.	

Steps to create Bulk KYC Text File :

- 1) Create Excel File with 13 columns as described in above table.
- 2) Save excel file as CSV (Comma Separated Value MS-DOS)
- 3) Open CSV in text editor like Notepad / Wordpad etc
- 4) Replace comma(,) with '#~#'
- 5) Save as <filename>.txt
- 6) This txt file has to be uploaded under KYC Upload Bulk KYC Text File

Screenshots for creating bulk KYC text file are shown hereunder :

Sample Excel File

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	AZ	• (5	.f. 1000183300	42											
U	AN	DOCUMENT	DOCUMENT NO.	D IFSC CODE	NAME	F. EXPIRY DATE	G EDUCATIONAL	H PHYSICALLY HANDICAP	PHYSICALLY	GENDER	INTERNATIONAL	MARITAL	M ESTABLISHMENT ID	<u>N.</u>	H
		TYPE					QUALIFICATION		CATEGORY		WORKER	STATUS			
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1	00024872890	P	AHAPIC123Q		SHILAVAN	Longer and the	P	N		M	Ň	U	D5NHF0015639000		
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1	00013335977	Α	999220456788		ANMOL		N	N.		M	N	M	D5NHP0019679000		
1	00013335965	P	AUIPO7U3P		ANIAN		M	N		M	N	M	D5NHP0019639000		
3	80024872857	A	7103427856016		SAHER		M	4	1.	M	N	M.:	05NHP0019639000		
1	00018335954	P	PHUMLBISH		SAMIRA.	1	54	N		F	N	M.	DSNHP0019639000		
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Now Save As: CSV(MS-DOS) as shown below:

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1 10002487289	P	AHAPIC123D	Ahare	(iii) 19539000		5/7014 11:36 444	Minuell Of	fort.		U.	D5NHP0015639000		
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3 100018336011	8	1245678906	S Computer							M	D5NHP0019639000		
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3 100004872874	E	874563820913	Ca Local Due 201							U	D5NHP0015639000		
10 10001833599	A	555678904432	Sec. 1					- 1		ù D	D5NHP0015639000		
11 10001033558	A	894567332093	Network		10					0	D5NHP00256/9000		
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13 10001311597	A	1993230456786	Fienana 196	13000						M .	D5NHP0015619000		
14 100018315965	F	AUIPO7U3P	Severation Cliv	(MS-005)						M :	D5NHP0015639000		
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n 10001831591		24500345008	SBIN0001234 SADHNA	M	¥.	14	9	N	-	W	D5NHH0039639000		1.1

Open this CSV File with Notepad/WordPad:



IMP: Remove the very first line containing headers. Then Go To Edit Option and select Replace. Now replace comma (,) with #~#.

Place your cursor at the end of the row and press delete to remove the blank lines. Then save this file as filename.txt. Your bulk KYC text file is ready to be uploaded.

🧾 19639000 - Notepad
File Edit Format View Help
100018336042#~#A#~#123456789012#~##~#SURESH#~##*#M#~#N#~#N#~#M#~#M#~#M#~#DSNHP0019639000 100024872890#~#P#~#AHAPI3123Q#~##~#SHRAVAN#~##~#P#~#N#~##A*#M#~#N#~#U#~#DSNHP0019639000
100018336035#-#D#-#DL-1234567890123#~##~#SENORITA#~#12/02/2015#~#G#~#N#~#H*~#F#~#N#~#W#~#DSNHP0019639000 100018336025#-#B#~#12345678901#~#SBTN0001234#~#ASHoK#~##~#D#~#K#~##K#~#N#~#N#~#N#~#D#~#DSNHP0019639000
100024872888#~#A#~#423476789010#~##~#SUDHIR#~##~#S#~#N#~##*~#M#~#Y#~#M#~#DSNHP0019639000
100018336019#~#B#~#2245678906#~#SBIN0001234#~#SUDHIR#~##~#S#~#N#~###~#M#~#Y#~#M#~#DSNHP0019639000 100018336003#~#P#~#ABCDE8723Q#~##~#SUDHIR#~##~#S#~#N#~##~#M#~#Y#~#M#~#DSNHP0019639000
100024872874#~#E#~#874563820913#~##~#SONIA#~##~#I#~#N#~##N#~#F#~#N#~#U#~#DSNHP0019639000 100018335996#~#A#~#555678904432#~##~#RHEA#~##~#N#~#N#~#F#~#F#~#N#~#U#~#DSNHP0019639000
100018335983#~#A#~#894567332091#~##~#RUBY#~##~#N#~#N#~#F#~#F#~#N#~#D5NHP0019639000 100024872861#~#D#~#DL-7835667890122#~##~#ANAMIKA#~#01/09/2017#~#N#~#N#~#F#~#F#~#N#~#M#~#D5NHP0019639000
100018335977#-#A#-#999220456786#~##-#ANMOL#~##~#N#~#N#~#N#~#N#~#N#~#N#~#N#~#DSNHP0019639000 100018335965#~#P#~#AUTP07183P#~##~#ANJAN#~##~#M#~#N#~#N#~#M#~#M#~#M#~#DSNHP0019639000
100024872857#~#A#~#7103427856016#~##~#SAHIR#~##~#M#~#Y#~#L#~#M#~#M#~#M#~#DSNHP0019639000
100018335954#~#P#~#PJKUI1819H#~##~#SAMIRA#~##~#M#~#N#~#F#~#F#~#N#~#M#~#DSNHP0019639000 100018335949#~#A#~#620945398001#~##~#RUPESH#~##~#I#~#N#~#N#~#F#~#M#~#N#~#U#~#DSNHP0019639000
100024872842#~#A#~#400059826134#~##~#SAGAR#~##~#G#~#Y#~#V#~#M#~#N#~#U#~#DSNHP0019639000 100018335931#~#P#~#ABCDE1520M#~##~#RHYDHM#~##~#G#~#N#~#F#~#N#~#F#~#N#~#U#~#DSNHP0019639000
100018335920#~#B#~#90045398682#~#5BIN0001234#~#RAJSHRI#~##~#G#~#N#~###~#F#~#Y#~#D#~#DSNHP0019639000 100018335912#~#B#~#24500145008#~#5BIN0001234#~#5ADHNA#~##~#M#~#Y#~#H#~#F#~#N#~#W#~#DSNHP)019639000

KYC Error codes and their Description

S.No.	Error Code	Description
1	Error Code 001	Data is not as per KYC format. (Has control characters)
2	Error Code 002	Data is not as per KYC format. (Has non-print characters)
3	Error Code 003	The file encoding should be ANSI.
4	Error Code 004	UAN 100015374649 (Field-1) is blank or length is less than 12 or alpha- numeric on line number 1.
5	Error Code 005	UAN 100015374649 (Field-1) does not follow the defined algorithm, hence invalid, on line number 1.
6	Error Code 006	UAN 100015374649 (Field-1) is not found in UAN master table or not associated with your establishment on line number 1.
7	Error Code 007	UAN 100015374649 (Field-1) is not found in member master database on line number 1.
8	Error Code 008	Document Type E (Field-2) is incorrect on line number 1. It should be one of N, A, P, B, T, D or E.
9	Error Code 009	Document Number ALJPS3474B (Field-3) value is blank or length is greater than 30 on line number 1.
10	Error Code 010	Document Number ALJPS3474B (Field-3) is invalid on line number 2.
11	Error Code 011	IFSC Code IOBN0111111111 (Field-4) is blank or length is less than 11 or not alpha numeric on line number 1.
12	Error Code 012	Employee Name Devendra (Field-5) is incorrect on line number 3. (either length more than 85 character or has special characters.)
13	Error Code 013	Expiry Date 10-11-2014 (Field-6) of document type is invalid on line number 4. (dd/mm/yyyy format, mandatory for passport and driving license)
14	Error Code 014	Expiry Date 10-11-2014 (Field-6) of document type is greater than system date on line number 4.
15	Error Code 015	Education Qualification Flag T (Field-7) is invalid on line number 4.
16	Error Code 016	Physically Handicap Flag H (Field-8) is invalid on line number 4
17	Error Code 017	Physically Handicap Category Flag B (Field-9) is invalid on line number 4
18	Error Code 018	Gender Flag L (Field-10) is invalid on line number 4
19	Error Code 019	International Worker Flag D (Field-11) is invalid on line number 4
20	Error Code 020	Marital Status Flag J (Field-12) is invalid on line number 4
21	Error Code 021	Establishment ID DSSHD0015477000 (Field-13) is invalid on line number 4. (Blank or not 15 character or defined format.)
22	Error Code 022	Establishment ID DSSHD0015477000 (Field-13) and login establishment id is not same on line number 4.
23	Error Code 023	Line is not as per UAN KYC format (13 Fields separated by #~# not found) on line number 1.

Common errors observed while uploading Bulk KYC Text file

1. Error due to Uploading of UAN Text file instead of Bulk KYC Text file:

There is a link given to Download PDF/Text File of UAN List in the Sub Menu 'Download UAN List' of 'UAN' Menu. The file being downloaded from this link is not the text file required for uploading Bulk KYC Text File by the employer. Bulk KYC Text File is to be made separately as per the revised format given in User Manual for Employers Version 1.2.

The text file being made available as part of UAN downloads is only for use internally by the employer and should not be uploaded as KYC text file.

2. Blank rows at the end of text file:

Your text file must not have any blank row. The most recurring error is to leave blank row in your text file. User must place the cursor at the end of the last row and press 'delete' button to remove the blank rows and save it for uploading the same.

If on uploading a text file, we are getting a message which says that error on line number X which is one more than no of records in KYC text file, it implies that we have left a blank row at the end of the text file. Placing the cursor at the end of the penultimate row and pressing delete button to remove any blank row and saving the text file will solve this error.

3. <u>Header row uploaded at start of the text file:</u>

Header row has to be deleted before saving csv file as text file. Uploading txt file with header row gives error of various types.

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(Toll Free No. 1800-118-005)