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.

A E	ier Menter ID (Over Establishment) DSNHPODTIK	15000 []	
а.	Enter Any Member ID - Select State	steel Office	M
¢	Criter Any UAN 10001745450	seeth.	
BICEN WI HIM	Ptar / 102 m aar (F)other's/(H)usband's Hume	acces at # Hemilter Id	MAN DER MAN ID
Mondate S Name			

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.

		Confin	तमें सहर्मा के रीजसा का सर n Previous Employment of	era Frene Mandour	•		
Ante: Dropinya I. Tie spelle e deutaya phise and	to any requested to solved the de to previous employment of mere 0. To care the sources fields out to press indexed buffles.	edieration form: (Term 33) 6 Gene, alther provide provin Full there is a difference in	er auch person us menter 10 oc URN 50 and old rame or DuR, the YerRotter' o	t Otapley, Oxfolie Autor (Fall Shree)	of member against the Namber in Verfield Not writed rate to	The SMM provided b Rom. Change an app	y you she reprote
7.7	aben acres at #	Enter Menter O	गो जानने का विकार कीयर की	11 34963 1	stille prest	setter et	1014
,	Development Same - POP SHOP 308 - No Provid 7600 - ADI-COLOMP OW - ADI-COLOMP OW - FILLOW	the same Personal Sol	[58844900]%[98000000074]	Digrig 2mpros	UNITED - 1000(1747-000)).	Continuer Continuer Contractioner	×
	DOWFILLING ROOMSTONY Ingen, I Rept - Downlith Rept - Downlith Them - 2014 - ROUTING OW - 271105 (1114-00)		enge a san ther the intell against both inter	ter it i an ierief Pe			
	Annual Income Second		and be used by the system to bee these	Marrison Rid for West Se			-

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:

ove 🔳	DIGITAL CENTINCATE 🤱 INC	AMERIKA CENIMS 👔 LINA 🙆 KY	e 🌒 PROFILE 🧌	MISE 🍵 LOGOUT		MICLORE INST	
		सदे । Confirm Previo	तदस्वीं के सीजमार का स us Employment c	aras I new Members	Đ		
Note: 1. Employee 2. To center te displayee option and (is are requested to collect the do in previous employment of near 1. In case the system finds out t press Submit button. Total Members 26	staration Serm (<u>Jamuss</u>) for each an bern, sither provide previous membe hat there is a difference in name or t Emix Mantaer ID (DSNeTPO	num r TD or LAAN TD and ch loft, the "Verification" o D196.09000	5. Display, Details of alumn shall show an Bearch	mettion against the Henri Verfiel/ that see filed radio	ter ID/ UAAs provided X button. Choose an app Sole Form 11 Film	y sou shall ropriate HCChange 11 out of 26
8.9 5.NO.	ndaan azon sat # Present Number 10	nt inne e Enter Pe	i Bourn stêre: eij evicous Deitails	<u>j</u>	schip annil Display	withor et Verification	war at Select
1	1014-410(10-00000000000000 Barne: 1990(91:0446000 2008) AM Count These: 1001450000 CBN 1071205741124658	the set for the set of the s		Deploy Deploy			.01
2	2354#-04-00138.250000000002 36amta::SULTAN 2008:1407.25000 76898:1252.25000364 CB99:1252.25000364	Imacaul Incoher M Wes 14 Prot Time Englishment		Deplay Display			
	1004-49010-00200000000000000 Narra: SHDDA 2005 : frid Pranti Third: : still:AHS010067 (Star: trackerson:Colf)	Imprised Provider 18 Use 18 Dept Table Ta		Display Display			п

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.

100	🗾 BORA CRITICAR		💿 izer 🔕 esc 🔊 monte	ance 🔶 court	THE PARTY OF THE P
			Approve/Rejec	1 PDF	
	5.80.	Date & Time	THE LOW		Arthus
		5+ 68-2514 02.30357		have	tee depend

PDF of this file will be as follows :-

		1 - + 185 - 1	1 1 1 0 9 1 2	
	EMPLO	YEES' PROVIDENT FUN Confirm Previous Emp	D ORGANISATION Noyment	
Establis Establis	hment Name : YANTRIKA INS hment Code : DSNHP0019631	TRUMENTS PVT L;TD		
Establis Establis SI.No.	hment Name ; YANTRIKA INS hment Code ; DSNHP0019631 Present Member Details	Entered Previous Details	Previous Member Details	Status

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.

۲	Employe	es' Provident F	und Organisatio	on, India			SALINE TRANSFER	CLAIM PORTAL
d HOME 📰 D	KRITAL CERTIFIC	ATE 🤱 ROMOLAL CLAW	es 💼 cuus 🙆 karc 🐧	PROFEE 🧕 MISC	Localit		Sectores in	
			UAJ Down	N सूची डाउनसोड doad UAN List		0		
	8. 8 S.No	acre स नाम Mender's Name	Total New Hempers. 36 मिद्रा / पति भा नवस (F)other's /(H)ursbond's Name	Total Monthers 36 acces attai alean Member TD DSNHP9019639000	HIRA & C. FR. UAN Allotted	andDa Dife Generation Date	entited PDF:Ter en7 Linked Previous Member IDs	
	1	AMAR NATH TRUNATHS	IN/A	0000042	10001#TY9912	18-07-2014	N/A	
	2	SEUT KUMAR STREET	N/A	0000072	100024872874	18-07-2014	N/A	
	2	AMARJEET SINGH	R/A	0000075	100018336003	18-07-2014	N/A	
		SURVERT KUMAR SINGH	N/A	3000574	100018330019	\$8-87-2014	16'A	
	5	NULESH KUMAR	N/A	0000075	100024672688	18-07-2014	N/A	
	. 11	GARITA YADAY	R/A	0000082	100018336026	18-07-2014	N/A	
	7	SARD? YADAY	14/A	0000085	100016336035	18-07-2014	HL'A	
		RAJESH KUMAR	NL/A	0000008	100024872990	18-07-2214	N/A	

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 :

and the second second	10					
a ta (2		8 1 (1 m) ⊕ 107				Tools Sign
						Ouk on Yosh to the to PDF
1	*	Employ	कर्मचारी भविष्य निधि संगठन rees' Provident Fund Orga	nisation		
1 194		भविषय निषि भव	ज. 14. भीकाजी कामा प्लंब,	नई दिल्ली - 11	0066.	
		Rhaoishoa Nidhi Rh	awan 14 Bhikaiii Cama Pla	co New Dolhi -	110066	
UAN A	lotment in respect o समस्य का लाग	f YANTRIKA INSTRUME पिता / पति का जास Father x07/	NTSPVTLTD सनस्य कान संकथा	आवंटिन प्	রাখাঁটেন নিম্বি	DSNHP0019639000 जुडे हुए पिछने संसम्प कारो
SLNo	Name of Member	Husband's Name(H)	Stellary in	UAN Albettod	Date	Previous Member IDs linked.
51.No	AMAR NATH TRIPATHI	Hushand's Name(II)	DSNHP00196390000000042	UAN Allotted 100018335912	Date 06-05-2014	Previous Member IDs linket. N/A
51.No	AMAR NATH TRIPATHI LALIT KUMAR	Hushand's Name(II) N/A N/A	DSNHP00196390000000042 DSNHP00196390000000048	UAN Allotted 100018335912 100018335920	Date 06-05-2014 06-05-2014	Previous Member IDs Jinked. N/A N/A
51.No	AMAR NATH TRIPATHI LALIT KUMAR NIRAJ KUMAR MISHRA	N/A N/A LAXMAN MISHRA (F)	DSNHP00196390000000042 DSNHP00196390000000048 DSNHP00196390000000049	UAN Allotted 100018335912 100018335920 100018335931	Date 06-05-2014 06-05-2014 06-05-2014	Previous Measher IDs Binked. N/A N/A N/A
51.No	AMAR NATH TRIPATHI LALIT KUMAR NRAJ KUMAR MISHRA GANESH RAM	N/A N/A LAXMAN MISHRA (F)	DSNHP00196390000000042 DSNHP00196390000000048 DSNHP00196390000000049 DSNHP001963900000000052	UAN Allotted 100018335912 100018335920 100018335931 100024872842	Date 06-05-2014 06-05-2014 06-05-2014 06-05-2014	Previous Measher IDs Binked. N/A N/A N/A N/A
51.No	AMAR NATH TRIPATHI LALIT KUMAR NIRAJ KUMAR MISHRA GANESH RAM VUAY MAHATO	Itushani' s Name(II) N/A N/A LAXMAN MISHRA (F) N/A (F) N/A (F)	DSNHP00196390000000042 DSNHP00196390000000048 DSNHP00196390000000049 DSNHP00196390000000052 DSNHP00196390000000053	UAN Allotted 100018335912 100018335920 100018335931 100024872842 100018335949	Date 06-05-2014 06-05-2014 06-05-2014 06-05-2014 06-05-2014	Previous Measher IDs linked. N/A N/A N/A N/A N/A

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

(A manufacture broke or	other Ministers of Colleman as	ent Amartenement, G	menomial of traffs	5	CINLINE TRANSP	TH CEAM FOR
MC 📺 DODAL CERTIFICATE	INCIDENT CLARKE		to an morae a	MIRO 😁 LOGOKIT	W10.000	
		C ICANDICU	44 E			
		· CONTRACT	INCOMENTS CONTRACTOR	ALMAN CONTRACTOR		- 1
		CONNECTOR	100000			
		C HILTONY P				
	101100100000000000000000000000000000000				WORLHINEW DELNEARDE	
	Cautra in Eliko Anana Ar	eur antalztationent i	registered (DELIS			
	Total No.	COPPOSIDATION CAS	Chilmes Rossman	¥.		
	Tu	hal his. Of Bulk Clai	ma Panding 1 II			
			Authorizont mignatio			
		ignatory Name :	JAIN GAURAV K	TEST CENTIFICATE SIPY		
		And a state of the second	COMPETING	CONCERCION		

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.

Employees' Pr	ovident F	und Organisatio	n, India		ONLINE TRANSFER CLAIM PORTAL
🏦 HOME 📑 DIOITAL CERTIFICATE 🤱 I	NOMIDUAL CLAR	ni 💼 uwi 🙆 kvic 📭 t	HIDFRE 🙍 MISC 🔶 LOOOL	Ŧ.	WELCOME DIMENSION IN THEM
		utaniu Download	significs shiften I Approved PDF	-	
	en sten S.NO.	datere Griller Grie PDF Creation Date	Hillers anyatika kife PDF Approved Oate	there was PDF File	
	- 8	04-08-3914 02:20:01	84-50-3314 12:37:58	112	
	1.	12 (27 2314 04 49 37	10-07-3314 14(12:23	11000	
	. 2	21-06-2014 (0-25-08	23-08-3314-96-23:31	1	
		31-06-2014 (H-H)-47	22-06-2254 (04)46(58	76	
	-5	31-06-2214 84:21:52	22-06-2214 04-33:26	1	
	- 6	22-04-2214 95-15-58	32-05-2214 (15:16:16)	1	
	1	09-03-3834 07:34:36	33-05-2014 04:31-22		
	1.0	09-03-3834 07:34:36	13-05-2014 04:18:22		

Procedure is same for the Rejected PDFs.

	atan Downloa	hs re fillew d Rejected PDF	-	
s.NO.	Addrew Tabley Solid PDV Creation Date	dden og mid di Dik PDF Rejection Dote	Por vite	
1	21-99-2224-39-24-21	25-09-2014 (9):24 (4		
1	21-99-2014-06-02120	21-10-2014 10-22-25	1	
1	21-94-2014-06-2010	21-18-2014 18-20-12	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
4	21-06-2014 04:49:20	21-06-2014 04:45:27	1	
1	21-00-2214 04:40:23	21-06-2014 04:40:10	1	
	21-20-2014-04:36-40	21-06-2014 04:37:37	1	
9. L	22-06-2254-24123-144	25-06-2014 04123-38	1	
	21-56-2814-346-15-25	25-06-2014 04117.04	1	
	06-96-2864 33140-40	86-06-2014 13146-09	1	
.01	09-05-2014 07-24108	15-03-2014 11-49-12		
н	10-05-2254 07-24108	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.

Employees' Provident Fund Organ	nisation, Ind	lia	DALINE TR	ST NUTTE CLAIM PORTA.
🙍 HOME 📰 DRIZIN, CENTRICATE: 🔉 HEMIDUM, CLAME 👔 UNI	ac 🐧 HIGHLE 🐧	MIC 🛊 LONG	1000	1.00.000000000000000000000000000000000
Office of DPTO sities your will be Total fee. Of Industries Total fee. Of Industries Total fee. Of Industries	AND A REALIZING AN ALCONO BARKA AND A ANTRONE BARKA AND ALCONO COLLEGICA OF THE REAL AND LINEAR LINE Dama Pancing 1, 0 Anthony and Angel	ACTREMANS INTERNE INSTILL INC INCOMENTS DETAILS INCOMENTS DETAILS	E De 1997 PLATE NEW DELHE 1900L	
Signatory Russy Designation Valid Upto	F RAJESH GOGNA PARTNER 01-10-2014	TEST CERTIFICATE SIFV DEPUTY DIRECTOR ISS-04-2018		

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. :-

	ONLINE TRANSFER CLAIM PORTAL
📰 DIGITAL CENTRICATE 🤱 INONDUAL CLAMS 🚺 UNI 🤔 KYC 👰 PROPILE. 🦄 MISC 🍦 LOGOUT	MELLINE, DOMESHICK SCHOOL
Upload KYC document details (text file)	
 - IMMERTANCE MORE	te file nates. His to splitad KYC desarrantis corresponding. ge KYC i dynar Lial
United for: Test #In : D'UANDIstogRYCITEX fromse	

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

ا 🔘	imployees' P	ONLINE TRANSPER CLAIM PORTAL			
🧌 номе: 🔳 ска	ITAL CENTIFICATE	NEMELUK CLAIMS 👔 LUN (NC R PROFEE	💐 MSC 🍲 LOGOUT	WELLIGHT, DOMESTIC TO DRIVE EXTT, DJ, DOMESTIC TO DRIVE
			KYC File - Approv	w/Neject	
		* Please check the KYC p	eff file, 37 it is blank, I	kindly upload the KYC to	et filte again.
5.80.	Tracking Id	Date & Time	Sagework Wild	1 10K	Addies
3	1051408080004	0+05-0014 (0.00.18			Agentee [Repett]

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:-

	Objituity tiign KYC Details
Futublishment 10 Tracking 10 Date & Time Signal KYC File	: 000+000(0000000 : 1011 40000004 : 04 08 2014 15 50:15 : 04 08 2014 15 50:15
Appro Sign a	Held by" = (TEST CENTIFICATE 5

	Digitally Sign K	rC Detaile
Establishment ID Tracking ID Date & Time Signed KYC File	1 D0x+0019659500 2 305340000004 3 04-08-203415530:38 2 04-08-203415530:38 2 04-08-203415530:38	Mesanga harr wellanup Ans you save to Approve the KINC PDP?
Appr Sign - The	weed by* (TEST CERTIFICATE 8. with * 1 O Sign with Win the (# Sign with Your Disk to Submit 1 high we manufatory	20 ### 22
	Microge from ontigo	pr

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.

	DIGITAL CERTIFICA	IE 🎄 NEMEON, CLAMS Update	Missing Inform	ation in r	1.E MINC traction (o already uploaded text)	files.	ACCORDENTION
	laday documento udi laday documento to laday Al Documento laday Al Documento laday Ar individual n ladayth	unded by date tupe sember 15 or Udit		otal No. of I			
					RELIVED TO		
S.Mo.	1144	Munihur tal	United Date	Terret	Decument Details	Added Dr.	Artise
5.No	13AN	Number 18	Upfrond Date	Type Judge	Document Details.	Added By	Actions Add Hissing Information
5.No 2	134N 2001101279612 600110120400	Member 14 2594/051420000042 2494/051962000000044	Upfood Date 04-05-2014 04-08-2014	Type Sattar Sattar	Decement Details Address 19 Series as an Document : 43446 Address 21220000000 News as an Document : 43446 News as an Document : 43446	Added By Sylk	Action Add Mixing Information Add Hipping Information
5.No 1 2 3	104N 200108229422 600218230506 200126672662	Manufact fill 1994-900 (940900000042 0094-900 (94090000000044 1994-900 (94090000000044	Uplead Date 0+05254 0+0-254 0+0-254	Type ister ister	Decement Details Adjuste 2220e02000 Same as an Document (2000) Adjuste 2220002000 Adjuste 2220002000 Adjuste 2220002000 Adjuste 2220002000 Adjuste 2220000000	Added By Solution	Action Add Histing Information Add Histing Information Add Histing Information
5.No 2 3 3 4	1000105220422 0002105220422 0002105220545 0002105220545	Mandor 10 109440194260000042 00944019426000000044 109444019426000000055	Upload Date 94-09-2014 64-08-2014 84-08-2014 04-09-2014	Type ister ister ister ister	Autorus 19 Document Details Autorus or Document - 12040 Autorus or Document - 12040 Autorus or Document - 12040 Berrs ar or Document - 12040 Autorus or Document - 12040 Autorus or Document - 12040	Added By Task Saik Task Dak	Action Add Missing Information Add Missing Information Add Missing Information 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 058499019639000	
Hember ID	; (CRA400) 96740000	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)
Father / Hushand No	ene : papa	
Relation with Hunda	# iFather ₩	
		Mesage have antipage
	Sidet	Art yes set yes well to ald the information?
		DK Canal

Following message will come.

dimenter.
Merdier details 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:-

		General	e PDF for Updated	Member's D	etails	
0.04	phy ducuments uploaded	by date				
0.18	alley documents to type					
0.04	play Al Documents					
0 18	day for individual member	10 or UNA				
0.0	alay determents by Upland	inf Type.				
14	and a second					
18	urit.					
18	weth]		Total No of Reco	rila 3		
5.80	unth	Munifor 1d	Total No of Reco	rds 3 Type	Discussent Details	Uploaded By
5.80	uanth) UAN	Monifor 1d Disease international	Total No of Reco Upload Date	nds 3 Type inclus	Ouccument Details	Uploaded By Reginger is July
5.No 1	SAM SAM	Humber 1d	Total No of Beros Lipload Date	rds 3 Type india	Document Details Advice _ 2000/2001 State as to Document _ KDAN Advice _ 2000/2001	Upbooled By Engineer o Balk
5.00 1 1	SAAN Administration John January	Monifor 1d Daywitz a terminand Oliveria terminand	Total No of Reco Upload Date 24-09-2014	rds 3 Type Jachar Jachar	Ouccessent Details Autorial - 20200120013 Bases an December - 60406 Autorial - 20200020013 Same as an December - 60508	Uploaded By Engineer in Sub Engineer in Sub

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.

١	imployees' P						
🧟 HOME 🛄 DO		NOMOLINE CLAMES 👔 LAVA 🤮	KIC R PROFILE	🧰 MERC 🍦 LO	oout		
			CYC File - Approv	e/Reject			
		* Please check the KYC pdl	/ Miles, Af it is belowik, i	kindly upload the #	PC text file again.		
B.NO.	Tracking 3d	Date & Time	Signal KYC	Film *		Action	
- A -	intramental	94-68-3014-17-23-04		\supset	Ann	ne Friet	

PDF of this file will appear as below:-

	ne - 1	Helb .											
Open 🕢 🐑		00000	ad (.e.) (.e	1 (1		118% +	ER	CU		1			
At least one signition	web	es problems.										3	Sel Service
	EST/	ABLISHMENT D	/09444001	EMPLOY HI39077	RES: PROVIDE	NT FUND O	RGANISAT n in text file	on, del hisoi	лтн			burner	
	NAM KYC	E OF ESTABLISHMEN Tracking ID BERS' KYC DETABLIS	109140800	0065	ISPATENU					KYD (PLOADE	E) 64/880914)	D-See4
	NAM KYC MEM S. No.	E OF ESTABLEMMEN Tracking D BERS' KYC DETABLS Member ID DSNHP0016439000	T YANTHKA 105140800 UAN	Document TYPE	Document	Employee Name	Document Expiry Dete	Education Qualification Flag	PH Flag	PH Category Fing	Geniler	biternational Worker	Martial Status
	NAM RYC NEM S. No.	E OF ESTABLISHMEN Tracking (C) BIERS' KYC DETAB.S Member (C) DSNHP2019639000 0000042	UAN	Document TYPE AADHAAR	Document Number 252860528015	Employee Name KBAN	Document Expiry Date	Education Qualification Flag	2%i Flag	RYCI PH Category Fing	Geniler	biternational Worker	Martial Status
	NAM KYC MEM S. No. 1 2	E OF ESTABLISHMEN Tracking (C) BIERS' KYC DETABLS Member (C) DSNHPRO11639000 9000042 0000042	UAN 10018380912 10018389912	Document TYPE AADHAAR AADHAAR	Document Number 252860528015 252860528015	Employee Name KRAN KRAN	Document Expiry Dete	Education Qualification Flag	PH	RYCL PH Category Flag	Geniler	biternational Worker	Vartal Status

Following screenshots will show the approval steps of this file:

Chightunty s	age XVC Details
Establishment ID : 059490023639000 Tracking ID : 107143000005	
Darlie S. Timer (04-08-2014 17-23-04	
Signed KYC file : T	
Approved top" = [TEST CERTIFICA	are s. •)
Sign with * ; Sign with .Pro	Res (2) 158 Token (2)
Invited Your UDB FOREN Curr	ficality
* Mark Robs are mandatury	
Select your USB Taken Digital Cereb	Lang Mark Lang
• Train contribution Sile	
-	
 Transmitting CV-Final conditionality Edge Transmitting CV-Final conditionality Edge Transmitting CV-Final Advancement CA 	The Reveal Newson Calcol 2.8 & 4 (7) Hellion F.B., Col- New ROLD Colema II: 2017 A. Octobert-Cal, Col. 1 7 10 aug
Vanial Titr Basis Ann 02 22 30 51 107	anna Anna
· · · · · ·	
Secci	Ina contribution
Digitally Sign	KYC Details
Establishment ID : 059+990(3959000 Teaching ID : 175 (20000000)	Message from settings
Date & Time : 04.08.2014 17:23:04	Are pice ture to: Appable the KNC PDF7
Signed KYC File : .	
United and	
Approved by* : TEST CERTIFICATE	a. V
Sign with * 1 O Sign with JP2 file * Sign with Year UK	(D) trainer (D)
[Babre.]	
-	
Message Tree webs	
A KYC POL	Pata home Approved.
	Page 16 of 23

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

	play dataments by typ play AB Decoments					
0 04	play All Decoments					
0.04						
	play for individual rest	new 10 or case				
	and the second se					
- 19	earth					
			Total No.	of Noccedu 4		
S.No.	UAN	Meedaar Id	Upland Date	Type	Document Details	Added By
K.No.	UAN	Mendar Id	Upload Date	Type	Openament Details Address (2008000000) Nerve as at Datament (10080	Added By
5.No 1 2	534N	Meetilier Till Dive Projektermittikker	Upland Date 04-00-2014 04-00-2014	Type Julie Julie	Operational Defaults Subjects (2012) Nerve as at Descent (2012) Subjects (2012) Subjects (2012)	Added By Tulk
5.No 1 2 3	0.000	Needlar Id Devenue worksteinisseska Devenue worksteinisseska Devenue worksteinisseska	Uplead Date 0+00.0014 0+00.0014 0+00.0014	Type Autor Autor Autor	Decomment Declaims Addresset - 210000010000 Name as in Decomment - 12000 Addresset - 2120000000 Name as an Decomment - 120000 Name as an Decomment - 120000 Name as an Decomment - 120000	Added By Tulk Sulk

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:

۲	Employees	Provident Fu	nd Organisa	ition, In	dia		ONLINE	TRANSFER CLAIM FORTH.
d HOME 🛄	DIGITAL CERTIFICATE		💿 UN 🙆 KYC	Norse 1	a sec	🔒 L0007T	5	ALL COME - DESIGNATION - DESIG
P	2.00	Note: The error KYC File Uplead Date	KYC File upl (Last 10 m files shall show the	inad- Valid ror files are first 20 error	lation Err shown beie rs, after site	or Log =.) ich för validation i	in strapped. Error Lag File	
	-1	05-09-2014 (0.53.23 05-09-2014 (1.59.39		-	Million .		ALL	3

Error Log File will be as follows:-

Disheduccie2000 [4127/Mill w: Kompat Fig. Edit Formet Ven Holp (Error Code 007) Document Austher "AmAPIC[2209" (Field-3) is invalid on line number 3 (Error Code 011) Superv Bate 112/2/013" (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 112/2/013" (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 112/2/013" (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	 Mandatory 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				
					Page 18 of 23				

	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	M - Male F - Female
					blank	T - Trans Gender
11.	International	Character	1	i.	Optional	Y - Yes
	Worker			ii.	Valid Values {'Y','N'} or	N - No
					blank	
12.	Marital Status	Character	1	i.	Optional	M - Married
				ii.	Valid Values	U - Un-Married
					{'M','U','W','D'} or blank	W - Widow/Widower
						D - Divorcee
13.	Est ID	Character	15	i.	Mandatory	
				ii.	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

(al in	-		-			18:1000	Marcarit Land	-				_	00
Pene	Public Tige	Layrad Parmates	Data N	terne	W.								H
A CA -Q Dan M Frend P	64004 10 2	* 4 - * A 4 - _ A 5 - _ A 7	Δ_ = = Δ_ = =	100 100 100 100 100 100 100 100 100 100	() Hange Tant () () Manage (a) () Manage (a)	even - S - N	· · · · · · · · · · · ·	al Pornal d in autober Dr Divisio		an Briefe Farmat	E Avendar Area - 2 Conserv	Sat & Friesk	
AZ	• (3	.6 1000183360	M2				1						21.1
UAN	DOCUMENT	DOCUMENT NO.	IFSC CODE	NAME	EXPIRY DATE	EDUCATIONAL QUALIFICATION	PHYSICALLY HANDICAP	PHYSICALLY HANDICAP CATEGORY	GENDER	INTERNATIONAL WORKER	MARITAL	ESTABLISHMENT ID	
100018336042	A	123456789012		SURESH		M	N		M	N	M.	D5NHP0015639000	
100024872890	P	AHAPIC123Q		SHRAVAN		P	N		N	N	U	D5NHF0015639000	
100018116015	0	01-1234567890123		SENDRITA	12/02/2015	G.	N		F.	N	w	DSNHP0015629000	
100018336025		12345670901	58/N0001234	ASHOK	1.000.0000	D	N		M	N	0	DSNHP0019629000	
100024872988	A	423476769010		SU/DHIR		5	Ń		M	Y.	M	DSNHP0019639000	
00018336019	8	2245678906	\$81N0001254	SUDHIR		8.	N		M	Y	M	D5NHF0019639000	
00018336003	P.	ABCDE8723Q		SUDEIR		6	Pi -		M	¥	M	D5NHP0019639000	
100024872874	E	874563820913		SONIA	1	1	N:		F	N	U	D5NHP0019639000	
100018335996	. A .	555678504432		RHEA		N.	N		ił.	N	U.	D5NHP0019639000	
100018335983	Α.	894567332091		RUBY	Contraction of the	N	N			N	0	D5NHP0019639000	
00024872861	D	DL-7615867890122		ANAMIKA	01/09/2017	N	N		8	N	M	DSNHP0015639000	
00018335977	A	999220456788		ANMOL		N	N.		M	N	M	D5NHP0019639000	
00013335965	P	AUIPO7183P		ANIAN	1	M	N		M	(N	M	D5NHP0019639000	
00024872857	A	7103427856016		SAHER		M	4	1.	M	N	M .	05NHP0039639000	
00018335954	P	PJKU/1819H		SAMIRA.		54	N		F	N	M	DSNHP0019639000	
00018335949	A	620945398001		RUPESH		it .	N.		M	N	U	D5NHP0019639000	
00024872842	A	400059626134		SAGAR		û.	Y .	V.	M	N	u -	D5NHP0019639000	
00018335931	φ.	ABCDE1520M		RHYDHM		6	N		#	N	U.	D5NHP0019639000	
00018115920	8	90045398682	S8IN0001234	RAISHRI		0	N		5	Y	Ċ.	D5NHP0019639000	
00018335912		24500145006	581N0001234	SADHINA		M	v	н.)	t.	N	w	D5NHP001963900D	
i ii Sheeti	Sheet) S	Hert . 22						10					
			el	IN	Plus In	22.2	Land and	-		1000		- 41	502

Now Save As: CSV(MS-DOS) as shown below:

AJ	+ (5	.6 10001833	En Save Au					-					
A	4	C		States and a state		-	ARE LEDIT DU		A	1.	M	N.	1 AVG
UAN	DOCUMENT	DOCUMENT NO.	And Cold and Only 1	and a set a ter	LILL DIRUS	and the second	off in official	1	MATIONAL	MARITAL	ESTABLISHMENT ID		
14	TAbE		Organiza + Alass fo	tder .			31.+		ER.	STATUS			
1 10001011004	A B	125456789012	Decaments	Mana	0	In modified	Type			M	D5NHP0015639000		
1 10002487289	P	AHAPIC121D	Allante	612 19539000		SUTTING TO MAN	Minnell Of	hart.	-	U.	D5NHP0015639000		1
4 10001833003	α	01-123456789012	Fistures -					22.24		W	D5NHP0019639000		1
1 10001333602		12045670901	M Videos					- 1		0	D5NHP0019639000		1
8 10002437288	A 1	423476789030		÷						M	D5NHP0019639000		
3 100018336011	8	1245678906	👫 Computer					- 1		M	D5NHP0019639000		
# 10001033600	P	ABCOE8723Q	🚛 Lanai Dinis (Cr)	8						M	D\$NHP0019639000		
3 100004872874	E	874563820913	Callecal Due 201							U	D5NHP0015639000		
10 10001833599	A	555678904432	No.					- 1		ù D	D5NHP0015639000		
11 10001033558	A	894567332093	Network		10					0	D5NHP00256/9000		
12 10002487296	D	01-763366789013	And Andrew Mark	32						M	D5NHP0038639000		
13 10001311597	A	1993230456786	Fiename 198	13000						M .	D5NHP0015619000		
14 100018315965	F	AUIPO7U3P	Severation (C)	(MS-005)						M :	D5NHP0015639000		
15 10002487285	A	7103427656016						_		M	DSNHP0015639600		
16 10001833595	F	PJKUI1835H	- nuthers with	Contraction of the second s	TABLE WARE A PAGE					M.	D5NHF0019639000		
17 10001833594		620945398001								N C	D5NHP0019639000		
18 10002487284.	A.	400059826134	a State Felders		Topic .	Seve	Cascal			U .	D5NHP0019639000		
19 10001833593		ABCDE1520M	And the state of t			The state of the s	- Include the	-		u.	D5NHP0019639000		
10 100013115920		90041398632	1101N00012541RA25FMF	102	N.		17	TY		0	010010019639000		1
n 10001831591		24500345008	SBIN0001234 SADHNA	M	¥.	14	9	14	-	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						
Ine Edit Format View Freip 100018336042#~#A#~#12345678012#~##~#SURESH#~##~#N#~#N#~#M#~#N#~#M#~#DSNHP0019639000 100024872890#~#D#~#AHAP131230#~##~#SURESH#~###~#N#~#M#~#M#~#M#~#M#~#DSNHP0019639000 100018336035#~#D#~#DL-123456789012#~##~#SURORITA#~#12/02/2015#~#G#~#N#~#H~#M#~#DSNHP0019639000 100018336026#~#B#~#12356789012#~##=SURORITA#~#12/02/2015#~#G#~#N#~#H~#M#~#DSNHP0019639000 100018336026#~#B#~#123456789012#~##SURORITA#~#12/02/2015#~#G#~#N#~#M#~#N#~#M#~#DSNHP0019639000 100024872888#~AA#~#U2456789010#~##SUDHIR#~##~#SH~#N#~#H#~#M#~#W#~#M#~#DSNHP0019639000 100018336003#~#D#~#B#~#123456789012#~##SUDHIR#~###~#S#~#N#~#M#~#M#~#M#~#M#~#DSNHP0019639000 100024872888#~AA#~#DSNHP0019639000 100018336003#~#D#~#B#~#123456789012#~##SUDHIR#~###~#S#~#N#~###############DSNHP0019639000 100024872874#~#DE 100018336003#~#D#~#B#~#2245678906#~#SBIN0001234#~#SH~#N#~####################DSNHP0019639000 100024872874#~E#~#874563820913#~##~#SUNIR#~###############################DSNHP0019639000 100024872874#~#E#~#874563820913#~##~#SDNIA#~###~#N#~###~#N#~################DSNHP0019639000 100024872874##E#~#8745673800121#~######EK#############################						
100018335920#~#D#~#0645398682#~#SBIN0001234#~#RAJSHRI#~##~#M#~#W#~#W#~#F#~#Y#~#D\$NHP0019639000 100018335912#~#B#~#0545398682#~#SBIN0001234#~#RAJSHRI#~##+~#M#~#W#~#F#~#Y#~#F#~#Y#~#D\$NHP019639000						

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.

.....

(Toll Free No. 1800-118-005)