On October 10, 2024, the Employees Provident Fund Organisation (EPFO) issued new guidelines for processing Digital Signature Certificate (DSC) and E-Sign requests submitted by employers. These guidelines, outlined in File No. Compliance/SOP(DSC)/2022/5550, represent a significant update to the EPFOs digital authentication processes. This article provides a detailed analysis of these new regulations and their implications for employers and authorized signatories.BackgroundThe use of Digital Signature Certificates was made mandatory by previous EPFO orders, requiring at least one DSC of the employer or authorized signatory to be registered with the EPFO. Subsequently, E-Signs were also permitted as part of e-Governance initiatives. These digital authentication methods are crucial for verifying establishment-related documents and statutory returns related to ownership.Key Points of the New Guidelines1. Online Submission ProcessAn online process for submitting DSC/E-Sign request letters is now available in the Unified portal.The request letter must include three specimen signatures of the intended signatory, countersigned and stamp-marked by the employer.2. Form 5A RequirementAn up-to-date and completely filled Form 5A (return of ownership) is mandatory for processing any DSC/E-Sign request.3. Signatory InformationThe name and mobile number of the intended signatory must be provided for DSC registration.4. Specific Guidelines for Field OfficesField offices must ensure the following before processing any request:a) The request must be countersigned by the employer, with their name legibly written below. d) The request must bear the employers official seal. e) Identity credentials of the signatory are required:For employers: Aadhaar card with address and photographFor authorized persons: UAN Card with photograph or Aadhaar card f) Field offices must verify the validity of the Aadhaar submitted using the UIDAI website. g) An up-to-date Form 5A must be available or accompany the request. h) Each request must bear the appropriate reference number generated through the portal. i) Only the employer can authorize or re-authorize a signatory.5. Processing TimelinesRequests must be processed within 15 working days of receipt.Dealing Assistant (DA) has 5 working days (T+5)APFC/RPFC-II has up to 15 working days (T+15)6. Document SubmissionUntil further notice, every DSC/E-Sign request letter, identity documents, and Form 5A should be submitted as a combined PDF for verification.7. Electronic Form 5AAfter DSC/E-Sign approval, electronic submission of Form 5A is mandatory.8. Employer and Authorized Person LiabilityBoth the employer and any authorized person are jointly and severally liable for any loss/damage caused by misuse of an approved DSC/E-Sign.Implications for EmployersIncreased Documentation: Employers must ensure all required documents are accurately prepared and submitted, including the request letter, Form 5A, and identity documents.Stricter Verification: The new guidelines emphasize thorough verification of signatories, potentially reducing the risk of fraudulent activities.Timeline Awareness: Employers should be prepared for a processing time of up to 15 working days for their DSC/E-Sign requests.Liability Considerations: The joint liability clause underscores the importance of careful selection and monitoring of authorized signatories.Digital Compliance: Employers must adapt to the online submission process and ensure they can provide all required information electronically.ConclusionThese new guidelines represent a significant step towards enhancing the security and reliability of digital signatures in EPFO-related transactions. While they may initially increase the administrative burden on employers, the long-term benefits in terms of reduced fraud risk and improved digital governance are substantial.Employers are advised to familiarize themselves with these new requirements and update their internal processes accordingly to ensure smooth compliance with EPFO regulations.At EVERSIGN, we are dedicated to helping you navigate these new requirements effortlessly. Our platform offers robust solutions for managing Digital Signature Certificates and E-Signs, ensuring compliance with EPFO regulations while enhancing your digital workflow.Ready to streamline your digital signature process?GetstartedwithEVERSIGNtoday! Recently, EPFO introduced DSC Signer Utility using a USB dongle/token at the Employer interface of the Unified Portal for digital signature requirements. In this post, we will explain how to download DSC Signer Utility for the EPFO portal and how to configure DSC Signer Utility for the EPFO portal. This is a complete post on this topic, with the help of this post you can register DSC on the EPFO portal. The new digital signing solution (DSC Signer Utility) is a web browser-independent digital signing solution. signature requirements using a USB token at the Unified Portals Employer interface. It is a one-time installation approach. The user must download the DSC Signer Utility for the digital signing service from the EPFO employer interface and install this utility on the computer that will be used for digital signing at EPFO Portal. The use of digital signatures by EPFO has improved the security and transparency of online PF transfer claim from submissions. All salaried workers receive full universal, financial, and social security from EPFO, also known as The Employee Provident Fund Organization, a reputable retirement fund body. DSC for EPFO streamlines all procedures related to the employees PF transfer claim, whether they were employed by the current company or a previous one. As stated in the instructions on the CCA, Government of India portal, an EPFO digital signature must be used in order to register a PF claim on the EPFO portal. The DSC Signer Utility downloadoptionis available inside the Employer interfaceloginof Unified Portal,andwherever the Digital Signing service-based digital signing has beenenabled,the link to download the same will be provided on the respective screens. Download the utility (EPFO_DSC_Signer_1.0.0.exe) from the link provided in Unified Portal only. From the downloads section, save the downloaded file to a safe place. Also Read:- It is necessary for the client to download and install the Digital Signing Service utility only once. which the Digital Signing for the services offered by the Unified Portal is to be done by an EPFO application. To start the installation process, double-click the downloaded executable file. Click on it to bring up the setup wizard for setting up the digital signer service. Click on the Next button to continue.By selecting I accept the agreement and then clicking Next, you must agree to and accept the terms and conditions in order to move forward.Select the directory for installation and click on Next. If you want to create a desktop icon and create a folder inside the start menu then tick both options in the additional icons option and click on Next.Select the folder for the start menu shortcut. Click Next to proceed with the installation. The application will start installing on your system. The setup wizard will end when you click Finish. The desktop and start menu will both create an icon for the DSC utility.Run the signing service by double-clicking the DSC Service icon. You are now prepared to sign. When using digital signatures on the EPFO website, Mozilla Firefox Browser and Java Version are prerequisites for EPFO Unified Portal. Follow the link Mozilla Firefox Browser & Java Version for EPFO Unified Portal to check EPFO member details like KYC information, requests, etc. if you run into any issues using the Digital Signature Certificate (DSC) on the EPFO Portal. The browser where DSC can be used without any issues is Mozilla Firefox. Check to see if the certificate has already been imported into your browser after installation before moving forward with DSC KYC. Please follow the steps below to verify the same. Go to Mozilla Firefox browser settings. Click on the Advanced option. Click on the View Certificates button.Select the Authorities tab and click on Import to import the DSC certificate. Select the certificate from the installation directory of the digital signing service utility (e.g C:\Program Files (x86)\DSC Service\1.0.0)Select the Trust the CA to identify website option and click on OK. This step work for all browser, to import the certificate follow the below process. you can also install the certificate directly by clicking double click on the certificate file. First of all, you have to open the Internet option to import your certificate. Open the Control Panel and Search Internet Option in the Search bar. Click on the Internet Option to open it.Now, select the Content Tab and click on Certificates.On the Certificate page select Trusted Root Certification Authorities. Search for dscCA2023, if it is not available then Click on Import to import the DSC certificate.Click on Next to continue. Click on Browse to select the certificate.Select the certificate from the location where the utility is installed. (Default location would be C:\Program Files (x86)\DSC Service\1.0.0)Now, Click on the Next button to proceed with the process. Select Place all certificates in the following store and browse the certificate store to Trusted Root Certification Authorities.Click on Finish to continue. You will see the message for a successful import. Click on OK to end the Certificate Import Wizard. After following the instructions in a previous section of the post, your computer is prepared to use the Unified Portals EPFO Employer interface for USB-token-based digital signing. Please make sure the computer from which the digital signing is to be done has a USB dongle or token for digital signature connected to it. This device belongs to the registered active signatory from your establishment. Sometimes you may see the installation error with Windows protected your PC or Setup Error! Could not read setup package!. When trying to install the EPFO DSC utility on their computer, several Users reported getting the error message This installation package could not read setup package. There are some built-in security features in Windows 10 that are intended to safeguard your computer from various malicious applications. The Windows Defender SmartScreen feature is exemplary of these features. It is enabled bydefault and runs in the background to stop you from running specific programs that are either not recognized by the Windows software database or are known to be malicious. When you try to install or run an application that Windows doesnt recognize, you typically get a popup. The message will appear, Windows protected your PC. Windows SmartScreen prevented an unknown app from starting. The below warning might appear on some PCs. Click on More info. Click on Run anyway to continue with the installation process.The EPFO has issued the guidelines and SOP regarding the DSC and E Sign of employers.The document "Guidelines for Processing of Digital Signature Certificate (DSC) & e-Sign Requests Submitted by an Employer in EPF" provides a set of instructions and procedures for employers when submitting requests for Digital Signature Certificates (DSC) or e-Signatures to the Employees' Provident Fund (EPF). Key highlights of the document include:Eligibility and Requirements: It outlines who is eligible to request DSC or e-Sign services, usually employers or authorized representatives. It also specifies the documentation and verification required for submission, such as employer details and supporting documents.Application Process: The guidelines describe the process for submitting DSC or e-Sign requests, which includes filling out specific forms, attaching the necessary documents, and verifying the authenticity of the application. The document emphasizes the importance of accuracy to prevent delays in processing.Verification and Approval: The document details the steps involved in the verification of the request by the EPF office, including the assessment of documents, validation of the employer's credentials, and approval of the signature request.Security Measures: To maintain data integrity and confidentiality, the guidelines explain the security protocols that must be followed during the request process. This includes the use of encrypted systems and proper handling of sensitive data.Issuance of DSC: Once approved, the Digital Signature Certificate is issued, allowing employers to use it for various transactions with the EPF, such as filing returns, authorizing transactions, or updating employee details.Validity and Renewal: It also mentions the validity period of the DSC and the procedures for renewal or revocation of the certificate if necessary.The document is aimed at streamlining the submission of digital signatures, ensuring compliance with legal and security requirements while enabling a smooth interaction with the EPF system.Download Official CircularThe EPFO has issued the guidelines and SOP regarding the DSC and E Sign of employers.The document "Guidelines for Processing of Digital Signature Certificate (DSC) & e-Sign Requests Submitted by an Employer in EPF" provides a set of instructions and procedures for employers when submitting requests for Digital Signature Certificates (DSC) or e-Signatures to the Employees' Provident Fund (EPF). 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They can obtain a Class 3 DSC from one of the Certifying Authorities approved by the Controller of Certifying Authorities. eMudhra, India's largest and most-trusted Certifying Authority, provides class 3 DSCs in 3 simple and PAPERLESS steps. Here are the prerequisites before you try to register DSC on the EPFO portal: Valid Class 3 DSC along with USB Token Installed DSC software User ID and password to login to the portal Following are the steps to register DSC on the EPFO portal: Step 1: Log in to Unified Employers Portal. Then click on the 'Establishment' drop-down menu and select 'DSC/e-SIGN'. Step 2: Enter details of the authorized signatory such as name, designation and mobile number. Then select the type of registration and click on 'Submit'. Step 3: A popup will appear with the message 'Do you want to run this application?' Click on 'Run'. Step 4: Now, the DSC details of the authorized signatory will be displayed. Select the DSC and click on 'Register DSC'. Step 5: Enter the user PIN given to you by the DSC provider and click 'OK' to complete the registration process. eMudhra, being the largest Certifying Authority in India, can provide you digital signature certificate for your EPFO requirements. Digital signature services from eMudhra help you make your EPFO fund transfer claims fast and secure. On October 10, 2024, the Employees Provident Fund Organisation (EPFO) introduced updated guidelines to strengthen the security and compliance framework for Digital Signature Certificates (DSC) and E-Sign requests submitted by employers. Reason for the Update Following directives from the Central PF Commissioner, it became mandatory for employers to register at least one DSC under their own name or that of an authorized signatory with the EPFO. With the integration of E-Sign into the digital governance framework, stricter authentication measures have been implemented to enhance security. These new guidelines address concerns about potential misuse and reinforce the importance of compliance. Follow PAN India HR WhatsApp Channel For any assistance inHRMS, Payroll & Compliance Outsourcing, Tax Management or S&E Registration, do contact us. We provide PAN India service. Click here to get the Lowest Quotes Follow PAN India HR LinkedIn Group Key Highlights of the New Guidelines 1. Mandatory Use of DSC and E-Sign Employers must use DSC and E-Sign for authenticating official documents and submitting statutory returns. The EPFO has reiterated that any misuse of these digital credentials may result in legal action against the employer. 2. Online Submission Process Employers can submit their DSC and E-Sign registration requests through the Unified Portal by following these steps: Prepare a Formal Request Letter: The request must be printed on the companys official letterhead. Provide Specimen Signatures: The document should include three specimen signatures of the authorized signatory, which must be countersigned by the employer. Attach Updated Form 5A: Employers must submit a current Form 5A, detailing the establishments ownership structure. Include Identification Documents: A valid Aadhaar card or UAN card of the authorized signatory must be submitted along with the request. 3. Verification of Submitted Documents EPFO field offices will verify the authenticity of submitted Aadhaar details using dedicated online verification tools, ensuring the legitimacy of all requests. 4. Processing Timeframe To improve efficiency and transparency, the EPFO has established a 15-working-day processing timeline for all DSC and E-Sign requests. 5. Joint Accountability for Compliance The updated guidelines emphasize that both employers and their authorized representatives will be held jointly responsible for any misuse of DSC or E-Sign credentials. This reinforces the importance of strict compliance and responsible usage. By adhering to these guidelines, employers can ensure a smooth and compliant process for their EPFO-related digital transactions. EPFO-DSC-ESign-ProcessingDownload Follow PAN India HR WhatsApp Channel For any assistance inHRMS, Payroll & Compliance Outsourcing, Tax Management or S&E Registration, do contact us. We provide PAN India service. Click here to get the Lowest Quotes Follow PAN India HR LinkedIn Group LICENSED CERTIFYING AUTHORITYArticlesCONTACT US DSC in EPFO EPFO portal EPFO digital signature approval24-Apr-2025How or when should you use your DSC in the EPFO portal? You're not alone! Lakhs of employers and employees depend on the EPFO portal for managing provident fund contributions, form submissions, withdrawals, transfers, and accessing various retirement and social security services. Over 7.66 lakh employers used the EPFO portal in 2023-24 alone.Digital Signature Certificates (DSCs) are now a crucial part of the process. Whether you're an employer managing compliance or an employee submitting forms like Form 19, Form 10c, or Form 5a, DSCs ensure secure and smooth transactions.You will find solutions for everything in this FAQ guidefrom setting up your DSC for EPFO to answering your common questionsso you can complete your EPFO tasks with confidence and ease.DSC in EPFO: An Essential Security MeasureA Digital Signature Certificate (DSC) is not just a technical requirement but an important security measure mandated by EPFO to ensure the integrity and authenticity of employer submissions. Given that EPFO transactions involve sensitive employee data and financial details, the DSC acts as a trusted digital key to protect these operations.Moreover, it guarantees that only authorized individuals can submit or approve essential documents like KYC updates, PF claims, and monthly returns. By incorporating DSC, EPFO enhances security, reduces paperwork, and ensures smoother, faster compliance with regulatory standards.FAQs: DSC in EPFO1. Which browser is required for an EPFO digital signature?EPFO recommends using Google Chrome or Mozilla Firefox for seamless DSC integration. Don't have your Digital Signature yet? Buy Capricorn DSC now2. How many days does it take for KYC to get approved in EPFO?When you submit your KYC documents (like Aadhaar, PAN, and bank account details) on the EPFO's UAN portal, the first step is for your employer to verify them. This verification is done digitally and typically takes about 2 to 7 working days, depending on your employer's internal processes. Once the employer approves the KYC, it may take another 7 to 15 working days for the EPFO to complete its verification and reflect the approved KYC in your UAN account.The total time for KYC approval can therefore range from about a week to 23 weeks, but in many cases, it's faster if all the details are correct and the employer responds promptly. Your details (like name, date of birth, and gender) must match exactly with those on your Aadhaar and PAN. Any mismatch can lead to delays or rejection.3. How to know if KYC is approved?Here is how you can check your KYC approval status:Check via EPFO Member Portal- Visit the official EPFO Member Portal- Log in with your UAN (Universal Account Number) and password.- Once logged in, go to the Manage tab and select KYC.- In the KYC section, you will see a list of documents you've uploaded (Aadhaar, PAN, bank details, etc.)- If the status of these documents shows "Approved", then your KYC is successfully approved.Check via the UAN Portal for Status- Log in to the UAN portal.- Under the "Profile" section, you can check the status of your KYC.- The documents you uploaded will show whether they have been approved or are pending.Check via EPFO Mobile App- Download and install the EPFO app from the Google Play Store or Apple App Store.- Log in with your UAN and password.- In the app, go to the KYC section.- Here, you can check the approval status of your KYC documents.Check via Employer- You can also contact your employer to verify the status of your KYC. If the employer has already approved your KYC, they can confirm this for you.Get your own Digital Signature from Capricorn CA now!4. How long does it take to settle a PF claim?The time to settle a PF claim can vary depending on the method used:Online Claims: Typically, online claims are processed more quickly, usually taking between 5 to 30 days.Offline Claims: These claims take longer to process, typically 20 to 30 days.The processing time may also depend on the accuracy of the provided details and the type of claim.5. How can I check my PF approval status?You can check your PF approval status by logging into the EPFO member portal. Simply enter your UAN (Universal Account Number) and password to track the progress of your claim. You'll find the status in the Online Services section under Track Claim Status.6. How can I withdraw my PF without a digital signature?To withdraw your PF without a DSC, you can use the Aadhaar-based online withdrawal option, which does not require a digital signature. However, you must ensure your Aadhaar is linked to verify your EPFO account for this process to work.7. How many days to approve DSC in EPFO?EPFO digital signature approval typically takes 2 to 3 working days, provided all the required documents are correctly submitted. 8. Why does EPFO prefer digital signatures?DSC in EPFO ensures data security, faster processing, and tamper-proof approvals.9. What type of DSC is required for EPFO?A Class 3 DSC (signing only) is required for EPFO functions.10. What if my DSC expires during claim processing?Processing may be paused. Renew and re-register the DSC in EPFO immediately11. Do I need to re-register my DSC after renewal?Yes, once renewed, your DSC must be re-registered on the EPFO portal.Want to know how to register DSC in EPFO Portal? Click here12. What software is needed for DSC to work on EPFO?Install DSC drivers and Java, and ensure browser pop-ups are allowed.13. Can multiple DSCs be used for one EPFO account?No, only one active DSC can be mapped per authorized signatory.14. Is biometric authentication a substitute for DSC in EPFO?No, biometric is for Aadhaar-based processes. DSC in EPFO is required for employer-level tasks.15. Can a DSC be shared among multiple EPFO establishments?Only if the signatory is authorized across those establishments.16. Is PAN-based verification required for DSC use?Yes, PAN must be verified and linked to your EPFO employer account.17. Can I use Aadhaar-eSign instead of DSC in EPFO?Not for employers. Aadhaar-eSign is limited to individual employee tasks.19. What is the validity of a typical DSC used in EPFO?1, 2, and 3 years, depending on what you choose at the time of purchase.20. How to withdraw the PF amount from the previous company without DSC?Use the Aadhaar-based online claim on the EPFO portal. Your UAN must be linked with Aadhaar, and KYC should be verified.Need a Class 3 DSC? Get one from Capricorn CA today.21. What is the limit of PF advance withdrawal?It depends on the reason:Medical: Up to 6 times your monthly basic wage or total employee share, whichever is lower.Marriage/education: Up to 50% of employee share.Home loan/renovation: Up to 90% of the total PF balance.22. What is the maximum PF contribution?For salaried employees under the EPF Scheme, 12% of basic + DA is mandatory.You can voluntarily contribute more under VPF (Voluntary Provident Fund) up to 100% of your basic + DA.23. Can I withdraw my 100% PF amount?Yes, if you are:Unemployed for more than 2 months or RetiredYou can withdraw your entire PF balance, including the employer share.24. Do we need to upload a signed cheque for PF withdrawal?Yes, EPFO may ask for a cancelled cheque with your name printed on it to verify bank details. It ensures the claim is credited to the correct account.25. Why is PF withdrawal rejected?Common reasons include:Mismatch in bank or Aadhaar detailsUnverified KYCIncomplete formMissing DSC in EPFO or employer approval missing (in non-Aadhaar claims)Name mismatch between documents26. What if my name is not printed on my cheque for PF withdrawal?Upload a bank passbook copy or bank statement with your name, account number, and IFSC code visible.27. Can members file claims without employer attestation?Yes, if your Aadhaar is linked to UAN and KYC is fully verified, you can file claims directly through the Aadhaar-based process, no employer attestation needed.28. What if the DSC token isn't recognized on the EPFO portal?- Check if the token is properly inserted into the USB port- Reinstall the DSC drivers from the token provider's official website- Enable pop-ups and Java in your browser- Clear browser cache and restart- Try a different browser (Chrome or Firefox, 64-bit)- Use another USB port or system to rule out hardware issues29. Where should I get my DSC for the EPFO portal?You can get your DSC from any government-approved Certifying Authority (CA) such as Capricorn CA.Why You Should Buy a Capricorn DSC?When you buy a Digital Signature Certificate from Capricorn CA, you get multiple options to customize it based on your needs:1. Type of Use (Classification)You can choose how you want to use your DSC:Sign For signing documents digitallyEncrypt For securing data or emailsSign + Encrypt For both purposes2. Validity PeriodSelect how long you want your DSC to be valid:1 year2 years3 yearsChoose what fits your usage and renewal preference.3. USB TokenYou can decide whether you need a physical USB token to store your DSC:With USB Token For secure storage and portabilityWithout USB Token If you don't need it4. Assistance ServicesApart from all these options to make your DSC experience better, we offer Assistance services as well. Whether you are buying DSC for the first time or have been using one for a long time, you might need assistance anytime. Capricorn gives you two options:Need Assistance Ideal if you're a first-time user or want expert helpAssistance Not Required For users who prefer to manage on their ownWith such flexible options, using a Capricorn DSC in EPFO form submissions makes it smooth and stress-free. So buy your Digital Signature from Capricorn CA today!Digital Signature Certificates (DSCs) have become a major part of the EPFO portal, ensuring secure and seamless transactions for both employers and employees. Whether you're submitting forms, verifying KYC, or managing claims, having a properly registered DSC can save time.Through this complete FAQ guide, ensure your DSC is valid, registered, and ready to use, so you can focus on your work without the stress of paperwork. For a hassle-free EPFO experience, get your Capricorn DSC today and stay ahead of your compliance needs.Certificate.Digital is a brand and domain owned by Capricorn Identity Services Pvt. Ltd. and we are a Licensed Certifying Authority in India by CCA (Govt. of India), under the IT Act 2000.

Epfo dsc requirements. Epf dsc meaning. Epf dsc approval requirements.