

STEPS FOR CREATING AND UPLOADING LIST OF CEASED MEMBERS

OF FORM NO. 1 IN EXCEL FORMAT

The screenshot shows a web browser window with the URL https://atepfo.in/portal/new-atepfo/WAGE/form1_entry.php. The page contains a form with the following sections:

ADD	
(i) Net Collections	
(ii) Balance Brought Forward(From Pre. Stmt)	
(iii) Net Cr. Balance of Incoming Transfers	
(iv) Interest Advised by Fund	
(v) Reviving lapse A/C	
(vi) Adjustment	N

DEDUCT	
(vi) Net Cr. Balance of Outgoing Transfers	
(vii) Lapsed Cont., Interest, Unclaimed Amount	
(viii) Contra-entry Interest @ 15% on arrear PF Contribution	
(ix) Interest on Advance	
(x) Remittance from Board of Trustees	
(xi) Adjustment	N
Balance Carried Forward	

Remarks:

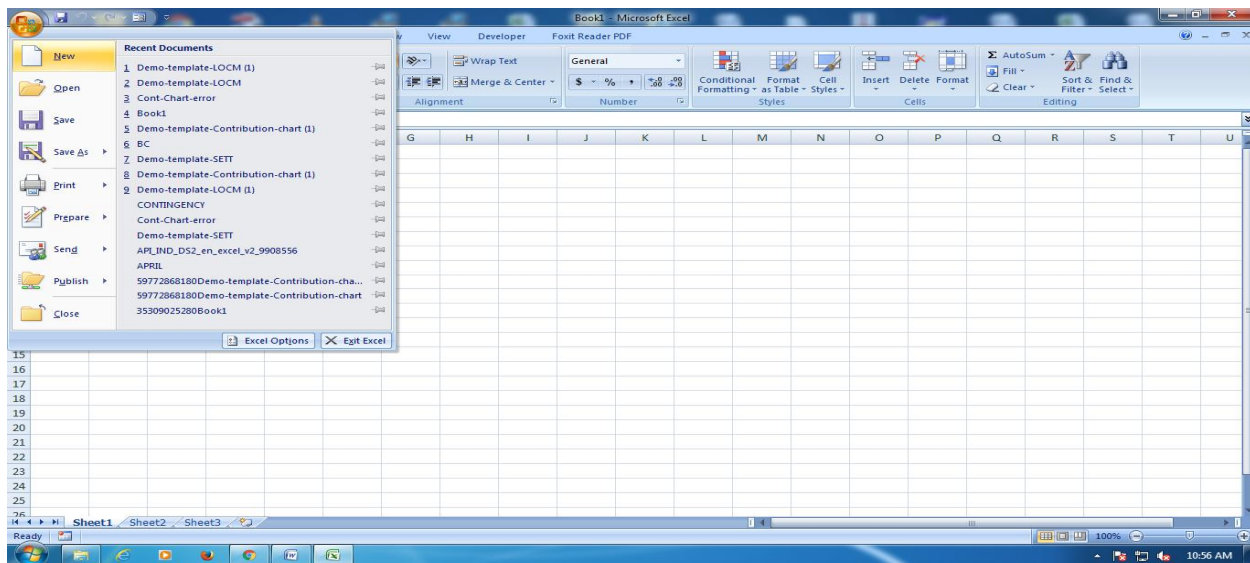
Contribution Chart: Choose File | No file chosen (only Demo Template) (.xls, .xlsx formats)

List of Ceased Member(s): Choose File | No file chosen (only Demo Template) (.xls, .xlsx formats)

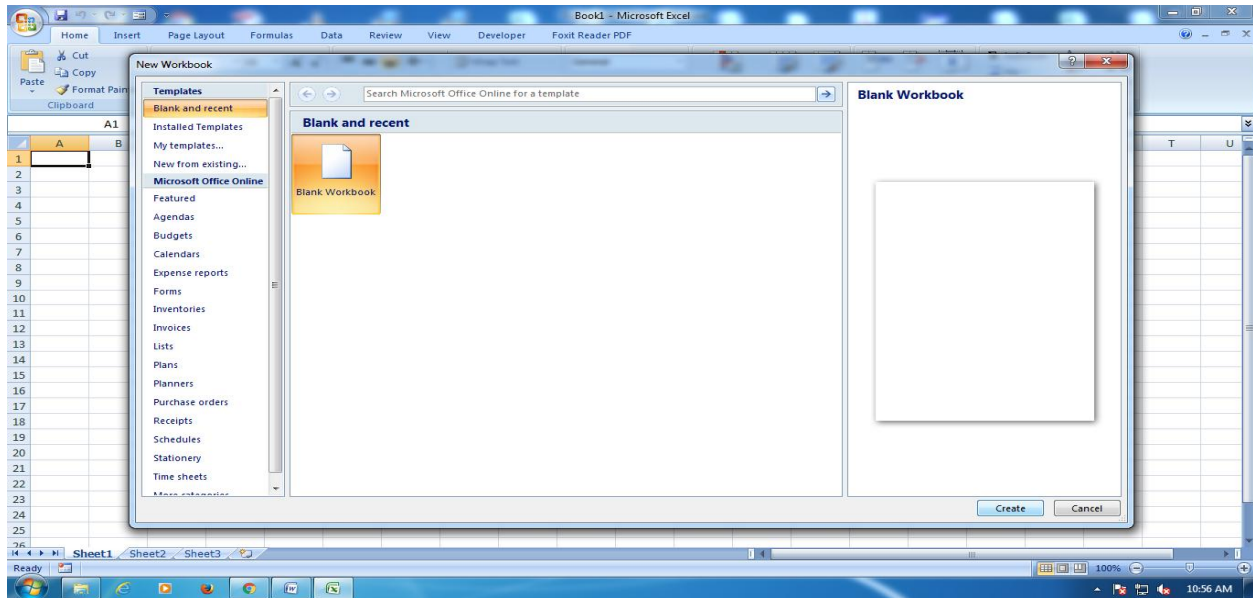
Settlement List: Choose File | No file chosen (only Demo Template) (.xls, .xlsx formats)

Next Cancel

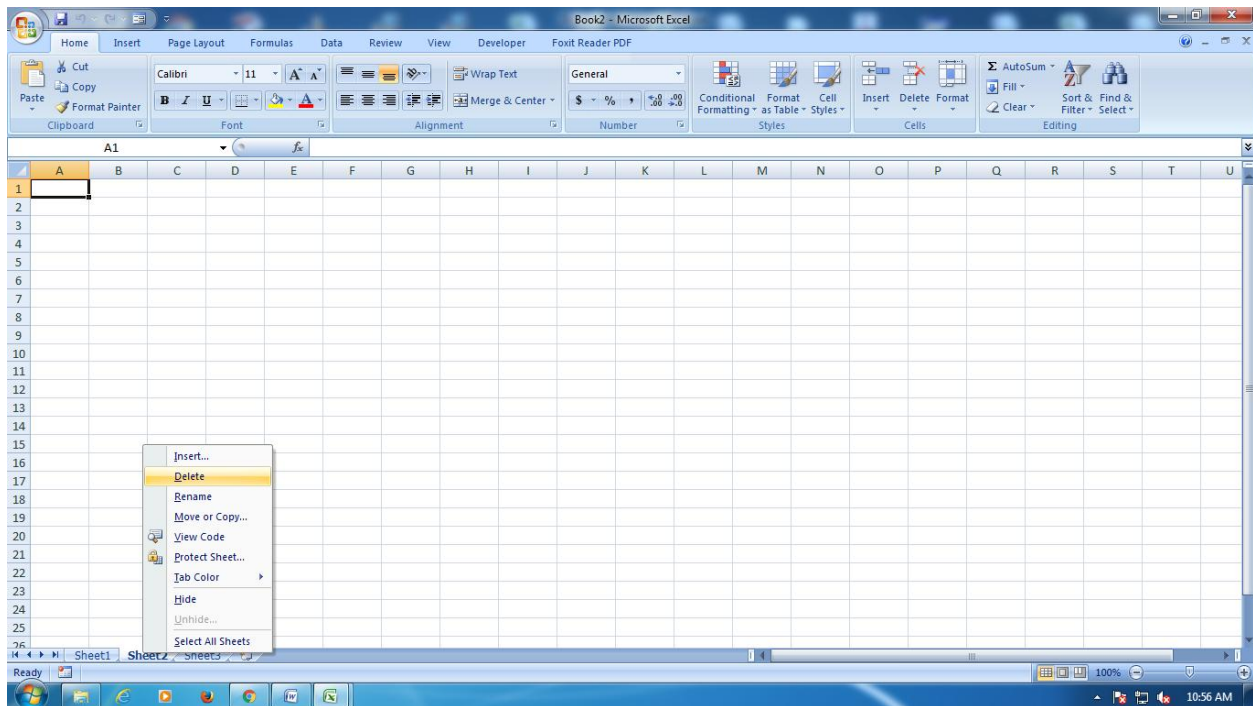
Step1: First Open a new Excel File.



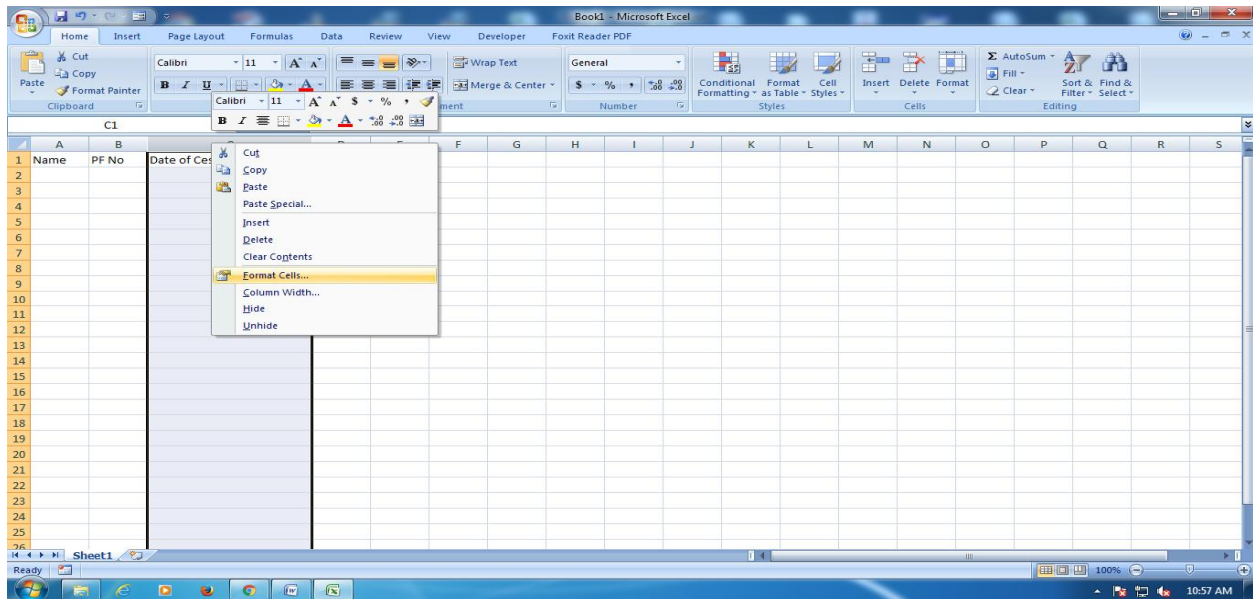
Step 2: Create a Blank Document.



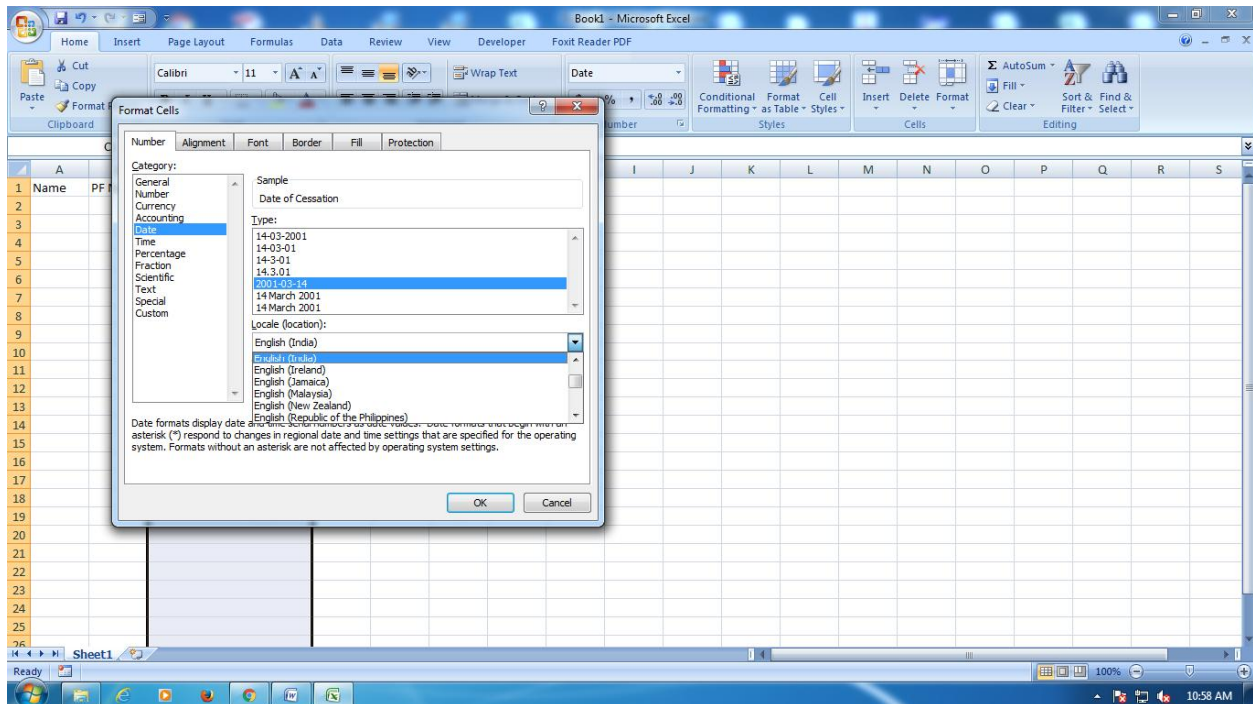
Step 3: Delete the Sheet 2 and Sheet 3 from the bottom of the excel sheet.



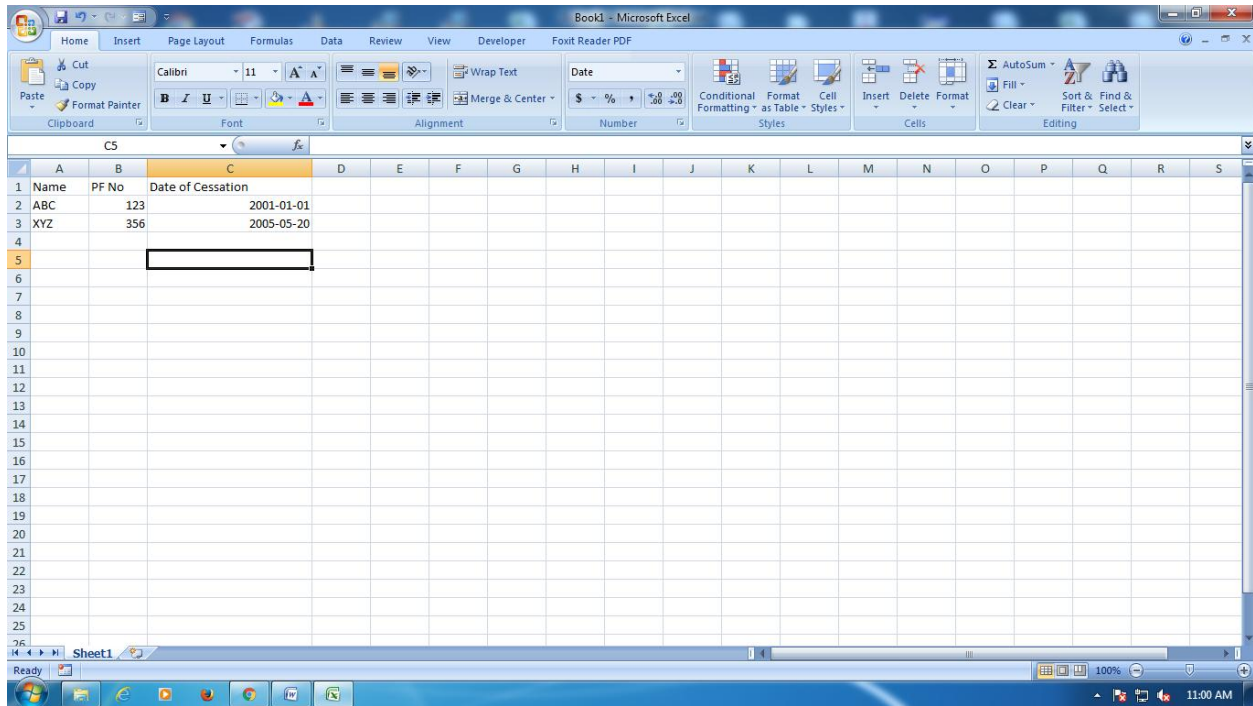
Step 4: Select the Date of Cessation column and Go To Format Cells option.



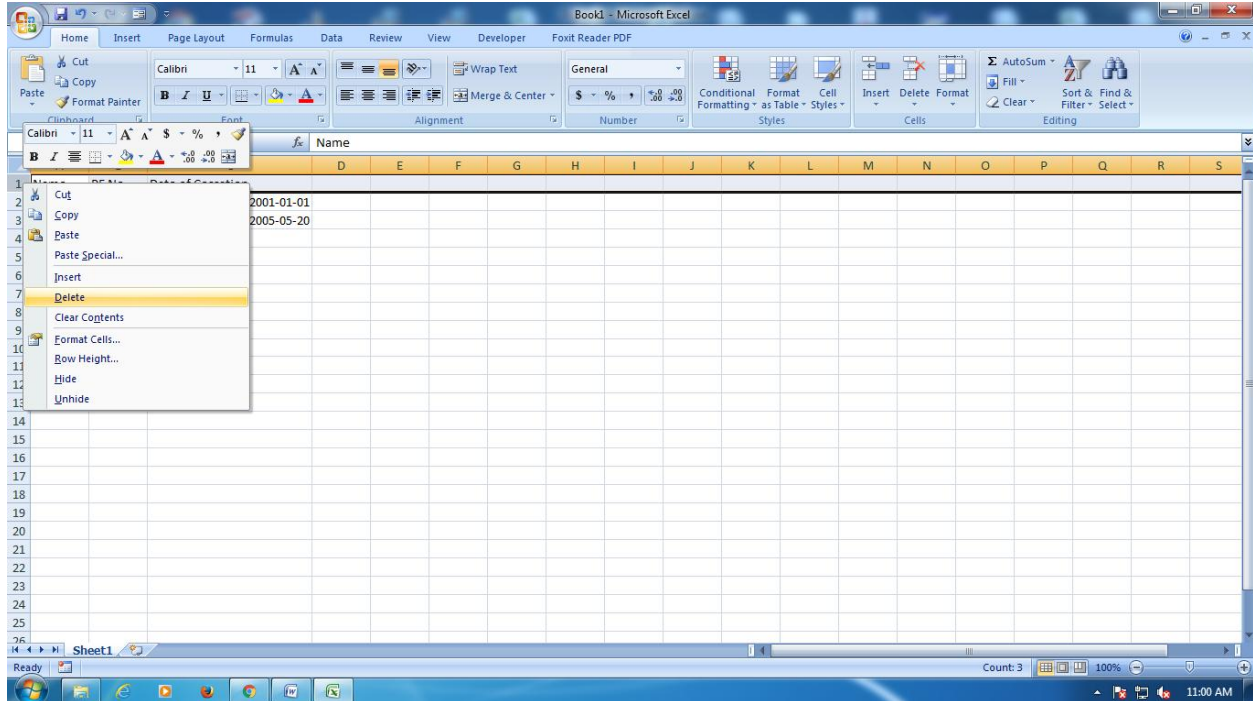
Step 5: Select the Date option from Number menu. Select the YYYY-MM-DD format and Location as English(India).



Step 6: Enter the records and put the values.



Step 7: After Entering all the values, delete the header by selecting the header row.



Step 8: Save the excel sheet and upload it.