

LIST OF DOCUMENTS required for PF and ESIC

Photo of shop with banner in jpg

3 passport size photo of main Director/ partner

Digital Signature

Copy of PAN (Company)

DIN no. of Director in case of Pvt. Ltd. Company

Copy of Shop Licence/ factory licence / small scale licence
(as per applicability)

Copy of memorandum in case of Pvt. Ltd Company

Copy of Partnership Deed in case of Partnership firm

Copy of PT / Service Tax

Cheque leaf

Details of Proprietor/partner/Director with residential address and
phone no.

copy of pan and aadhar of each directors/ partners

Address proof:

(Electricity bill Office and resident, Office agreement copy if on rent)

List of employees with their details

(i.e. name , date of birth, father name, mother name, wife name in
case of married, childrens name (with date of Birth) Permanent and
present address of each employee)

Salary Register

Statement showing no of employees employed during the year

3 years Balance sheet

**SPECIMEN SIGNATURE CARD FOR UPLOAD WITH THE ONLINE APPLICATION FOR REGISTRATION
WITH EMPLOYEES' PROVIDENT FUND ORGANISATION**

(This card is for the specimen signature of the employers of the establishment at the time of registration of the establishment with the Employees' P F Organization)

NAME OF ESTABLISHMENT _____

ADDRESS OF THE ESTABLISHMENT _____

(Please upload for all employers and for Authorized Signatory if any)

Name of the Employer 1.

Name of the Employer 2

Designation

Designation

Specimen Signature

Specimen Signature

1.

1.

2.

2.

3.

3.

Name of the Employer 3.

Name of the Employer 4

Designation

Designation

Specimen Signature

Specimen Signature

1.

1.

2.

2.

3.

3.

For P F Office Use: Code Number Allotted: