

## **ESIC & PF REGISTRATION FORMAT (SAMPLE)- Proviconn**

### **A. EMPLOYER DETAILS:**

1. Name of the Establishment: [Establishment Name]
2. Address of the Establishment: [Complete Address]
3. State: [State Name]      District: [District Name]
4. Date of Incorporation: [DD/MM/YYYY]
5. Type of Entity: [Proprietorship / Partnership / Pvt Ltd / LLP / Others]
6. Nature of Business Activity: [Manufacturing / Services / Others]
7. PAN of the Establishment: [ABCDE1234F]
8. Contact Number: [Phone Number]
9. Email ID: [Email Address]

### **B. DIRECTOR / PARTNER / PROPRIETOR DETAILS:**

1. Full Name: [Full Name]
2. Designation: [Director / Partner / Proprietor]
3. Date of Birth: [DD/MM/YYYY]
4. Gender: [Male / Female / Other]
5. Contact Number: [Phone Number]
6. Email ID: [Email Address]
7. Address: [Residential Address]
8. Identity Proof: [Aadhar / PAN / Passport]
9. ID Proof Number: [Document Number]

### **C. ESIC REGISTRATION DETAILS:**

1. Number of Employees: [Number]

2. Expected Salary Disbursement (Monthly): Rs. [Amount]

3. Bank Account Details:

- Account Number: [Account Number]

- Bank Name: [Bank Name]

- IFSC Code: [IFSC Code]

**D. PF REGISTRATION DETAILS:**

1. Total Employees (working >20): [Yes / No]

2. Whether Already Registered: [Yes / No]

3. Date of Commencement of Business: [DD/MM/YYYY]

4. Expected PF Contribution (Monthly): Rs. [Amount]

**E. DOCUMENTS REQUIRED:**

1. PAN Card of Establishment

2. Address Proof of Establishment (Electricity Bill/ Rent Agreement)

3. Identity & Address Proof of Proprietor/Partners/Directors

4. Cancelled Cheque / Bank Passbook

5. Digital Signature Certificate (if applicable)

6. Salary Details of Employees

7. Employee List with Details (Name, DOB, Gender, Contact)

**DECLARATION:**

I/We hereby declare that the above information is true to the best of my/our knowledge and belief.

Authorized Signatory:

Signature: \_\_\_\_\_

Name: [Name]

Designation: [Designation]

Date: [DD/MM/YYYY]