

Adv. RAVINDRA KRISHNA

M.Com, LLB

advravindra2@gmail.com

Checklist for Registration under Provident Fund

S.No	Particulars	Entry
1	Name of the Establishment*	
2	PAN of the Establishment	
3	Address	
	City*	
	State*	
	District*	
	PIN*	
	Country*	INDIA
	Phone Number	
	Fax Number	
	E-mail id*	
4	Proof of address*	(ticked)
		Bank passbook/statement
		Post paid phone bill
		Power connection
		Water connection
		License/certificate by a Govt Agency
5	Date of set up*	
6	Documentary proof of the date*	
	Ref Number*	
	Date of issue of document*	
	Issued by and at Place*	
7	ONLY IN CASE OF A FACTORY ESTABLISHMENT (else leave blank)	
	Factory License Number#	
	Date of License#	
	Issued by authority & Place#	
	Date of trial production#	
8	DETAILS OF MANAGER OR OCCUPIER OF A FACTORY ESTABLISHMENT	
	Name	
	Father's Name	
	Date of Birth	
	Gender	
	Designation	
	Address	
9	Primary Business activity*	
10	LICENSES	
	License type*	
	License Number	
	Issued by*	
	Issued at Place	

11	ESIC Code#	
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12	OWNERSHIP TYPE	
	OWNERS DETAILS	
	Name	
	Gender	
	Date of Birth	
	Residential Address	

14	LEASE DETAILS: ONLY IF THE ESTABLISHMENT IS ON LEASE TO	
	Lease from*	
	Lease up to	

15	DETAILS OF LESSEE	
	Name	
	Gender	
	Date of Birth	
	Father's Name	

16	EMPLOYMENT DETAILS	
	Number of employees including excluded as on date of application*	
	Excludes employees*	
	Date on which employment strength crossed 19*	

17	BANK DETAILS	
	IFS Code of the branch	
	Bank Name*	
	Bank Branch*	
	Account Number*	
	Account type*	
	Whether proof*	
Upload scanned image of cheque*		

18	BRANCH DETAILS: IN CASE BRANCHES AT DIFFERENT LOCATIO	
	Name of branch#	
	Address#	
	State#	
	District#	
	PIN#	
	Unit type#	
	No of employees#	