

Documents Required For PF_ESIC_PTRC_PTEC_MLWF Registration

SN	Required Documents	Format	Current Status
A.	For PF Registration		
1	Scan copy of Pan Card & Aadhar Card of Proprietor/All Directors/All Partners & Company	PDF	Compulsory
2	Address Proof of Establishment - Index 2, Light Bill, Leave & License Agreement,	PDF	Any One doc. compulsory
3	Proof of Date of Set up - Shop Act license /Grampanchayat NOC/Incorporation Certificate/GST Certificate/Udyog Aadhar - Any One Documents	PDF	Any one doc. compulsory
4	Scanned Copy of Cheque(s) of the Bank account	PDF	Compulsory
5	Specimen signature of Authorised signatory (Attached Format)	PDF	Compulsory
6	Consent Letter for Voluntary Registration (Attached Format)	PDF	Optional
7	PF Covered Employees Details with copy of Aadhar card details in TMG format	Excel	Compulsory
8	Email id & Mobile number of Authorised Person & All Directors & Partners, Proprietor		Compulsory
9	Additional Email id & Mobile Number		Compulsory

B.	For ESIC Registration		
1	Scan copy of Pan Card & Aadhar Card of Proprietor/All Directors/All Partners & Company	PDF	Compulsory
2	Address Proof of Establishment - Index 2, Light Bill, Leave & License Agreement,	PDF	Any one doc. compulsory
3	Proof of Date of Set up - Shop Act license /Grampanchayat NOC/Incorporation Certificate/GST Certificate/Udyog Aadhar - Any One Documents	PDF	Any one doc. compulsory
4	Scanned Copy of Cheque(s) of the Bank account	PDF	Compulsory
5	ESIC Covered Employees Details with copy of Bank Account with ESIC Application form	Excel	Compulsory
6	Email id & Mobile number of Authorised Person & All Directors & Partners, Proprietor		Compulsory
7	Additional Email id & Mobile Number		Compulsory

C	For PTRC Registration (PTRC- Professional Tax Registration certificate obtained by employer to deduct & Deposit PT from Employees Salary)		
1	Scan copy of Pan Card & Aadhar Card of Proprietor/All Directors/All Partners & Company	PDF	Compulsory
2	Address Proof of Establishment - Index 2, Light Bill, Leave & License Agreement,		Any one doc. compulsory
3	Proof of Date of Set up - Shop Act license /Grampanchayat NOC/Incorporation Certificate/GST Certificate/Udyog Aadhar - Any One Documents	PDF	Any one doc. compulsory
4	Scanned Copy of Cheque(s) of the Bank account	PDF	Compulsory
5	Email id & Mobile number of Authorised Person & All Directors & Partners, Proprietor	PDF	Compulsory

D	For PTEC Registration	Format	Current Status
1	Scan copy of Pan Card Applicant		Compulsory
2	Director/Partner/Proprietor Address Proof - Light Bill/Index 2, Leave & License Agreement	PDF	any 1 Documents Compulsory
3	Cancelled Cheque of Personal Account	PDF	Compulsory
4	Mail id & Mobile number of Authorised Person		Compulsory

E	For Online MLWF Registration	Format	Current Status
1	Complete Filled up Application form in Trimurti Group Format	PDF	Compulsory
2	Certificate of Incorporation/Shop & Establishment License	PDF	any 1 Documents Compulsory
3	SSI Certificate/Udyog Adhar Certificate/Factory License	PDF	any 1 Documents Compulsory
4	Any Certificate issued by Competent Authority	PDF	Optional
5	PF/ESIC/PT Code Allotment letter	PDF	any 1 Documents Compulsory
6	Firm Cancelled Cheque	PDF	Compulsory
7	Salary Register & PT Challan	PDF	Compulsory
8	Company Pan Card	PDF	Compulsory
9	Old MLWF Paid Challan Receipt copy/Payment Receipt	PDF	Compulsory
10	Authorised Director/Partner/Proprietor Pan Card	PDF	Compulsory

All documents should be self attested with company seal

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