

EPF Registration

Required Documents:

Proprietor Firm

1. PAN Card Copy
2. 1st Sales Bill or Service Bill
3. Rental Agreement or Property Tax Receipt or EB Bills for office premises.
4. Sales Tax Certificate
5. Any proof of Trial Product / Work order
6. Service Tax Registration Certificate
7. Employee Details - Name, Father's Name, Date of Birth, Date of Joining, Salary.
8. Salary Register last 3 months
9. Attendance Register last 3 months
10. Copy of P&L and Balance Sheet last 3 years
11. Bank Statement last 3 months
12. ID Proof and Address Proof
13. Cancelled Cheque leaf
14. Proprietor Passport size Photo - 1 Nos
15. Establishment Photo along with Proprietor

Partnership Firm

1. Company PAN Card Copy
2. 1st Sales Bill or Service Bill
3. Rental Agreement or Property Tax Receipt or EB Bills for office premises.
4. Partnership Deed
5. Sales Tax Certificate
6. Any proof of Trial Product / Work order
7. Service Tax Registration Certificate
8. Employee Details - Name, Father's Name, Date of Birth, Date of Joining, Salary.
9. Salary Register last 3 months
10. Attendance Register last 3 months
11. Copy of P&L and Balance Sheet last 3 years
12. Bank Statement last 3 months
13. Partner's ID & Address Proof
14. Cancelled Cheque leaf
15. Partner's Passport size Photo - 1 Nos
16. Establishment Photo along with All Partners

Private Limited Company

1. Company PAN Card Copy
2. 1st Sales Bill or Service Bill
3. Rental Agreement or Property Tax Receipt or EB Bills for office premises.
4. Certificate of Incorporation Deed

5. MOA & AOA
6. Sales Tax Certificate
7. Any proof of Trial Product / Work order
8. Service Tax Registration Certificate
9. Employee Details - Name, Father's Name, Date of Birth, Date of Joining, Salary.
10. Salary Register last 3 months
11. Attendance Register last 3 months
12. Copy of P&L and Balance Sheet last 3 years
13. Bank Statement last 3 months
14. Director's ID & Address Proof
15. Cancelled Cheque leaf
16. Director's Passport size Photo - 1 Nos
17. Establishment Photo along with All Directors