

# **ONLINE REGISTRATION OF ESTABLISHMENT WITH DSC**

Version: 2.0

## **USER MANUAL**

Release: November, 2015

Revised: June, 2016 (making Bank A/c not mandatory)



**IS DIVISION  
EMPLOYEES PROVIDENT FUND ORGANISATION  
Head Office, New Delhi**

## ONLINE REGISTRATION OF ESTABLISHMENTS

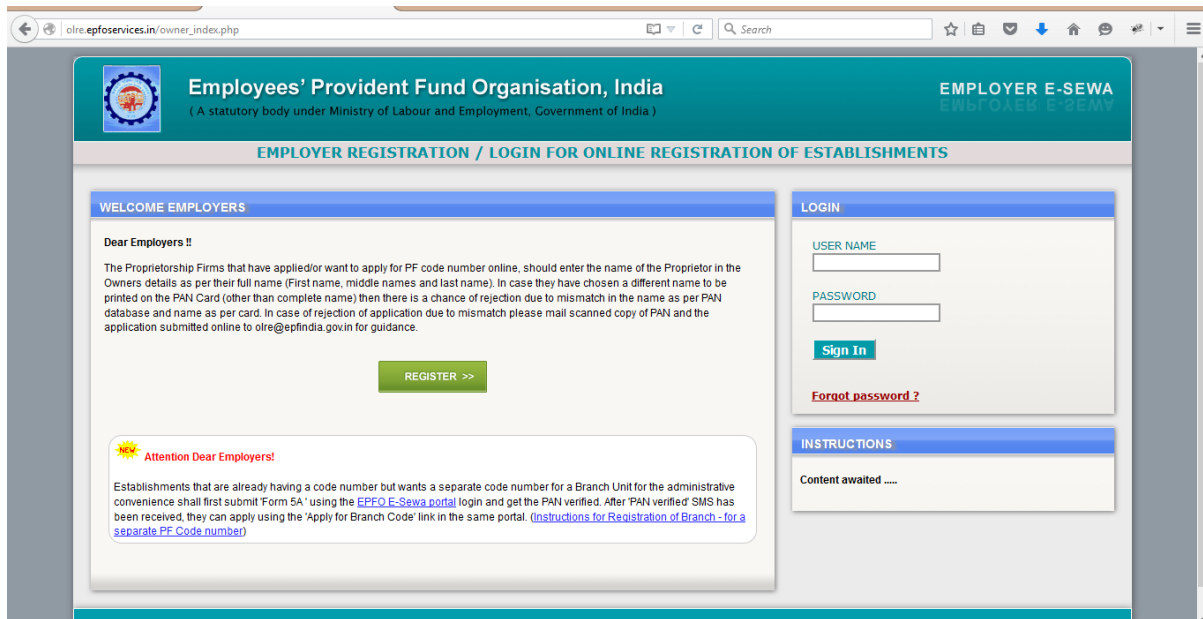
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## INSTRUCTIONS FOREMLOYER REGISTRATION

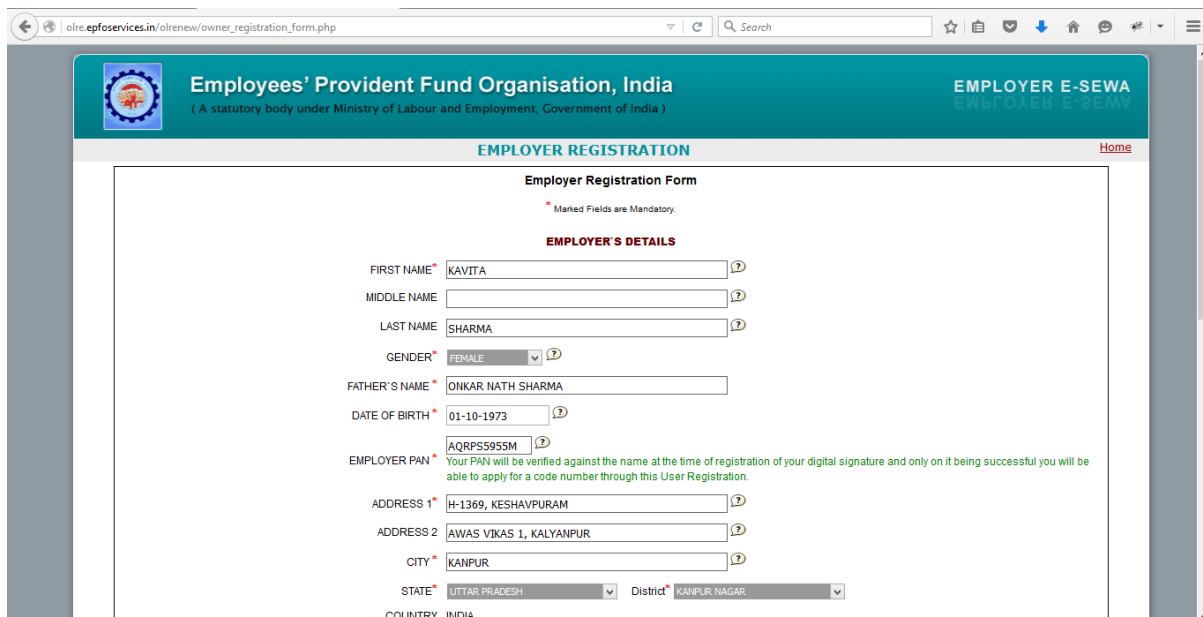
In the EPFO Official Website, [www.epfindia.gov.in](http://www.epfindia.gov.in), select the 'For Employers', under 'Our Services' and then select the fourth item, 'Online Registration of Establishment (OLRE Portal)' this will open the Employer Registration Homepage.

In the Employer Registration Homepage, New user needs to select the Register option, to register the Employer. Already registered Employers can directly login with their credentials. This document explains the process of Employer registration. This should be followed by registration of DSC (Digital Signature Certificate) of the Employer which is a pre-requisite to submit a fresh OLRE application.



The screenshot shows the 'Employees' Provident Fund Organisation, India' website. The page title is 'EMPLOYER E-SEWA'. The main heading is 'EMPLOYER REGISTRATION / LOGIN FOR ONLINE REGISTRATION OF ESTABLISHMENTS'. There are two main sections: 'WELCOME EMPLOYERS' and 'LOGIN'. The 'WELCOME EMPLOYERS' section contains a message to employers and a 'REGISTER >>' button. The 'LOGIN' section has fields for 'USER NAME' and 'PASSWORD', a 'Sign In' button, and a 'Forgot password?' link. There is also an 'INSTRUCTIONS' section with the text 'Content awaited ....'.

On selecting the Register Button, the following Screen will open. Enter the Details as required in the Form. The Items with Red Star are mandatory.



The screenshot shows the 'Employer Registration Form' on the EPFO website. The form is titled 'EMPLOYER REGISTRATION' and 'Employer Registration Form'. It contains the following fields:

- FIRST NAME\* (KAVITA)
- MIDDLE NAME
- LAST NAME (SHARMA)
- GENDER\* (FEMALE)
- FATHER'S NAME\* (ONKAR NATH SHARMA)
- DATE OF BIRTH\* (01-10-1973)
- EMPLOYER PAN\* (AQRP55955M)
- ADDRESS 1\* (H-1369, KESHAVPURAM)
- ADDRESS 2 (AWAS VIKAS 1, KALYANPUR)
- CITY\* (KANPUR)
- STATE\* (UTTAR PRADESH) and District\* (KANPUR NAGAR)
- COUNTRY (INDIA)

Fields marked with a red star (\*) are mandatory. A note states: 'Marked Fields are Mandatory.' A green note regarding the PAN field reads: 'Your PAN will be verified against the name at the time of registration of your digital signature and only on it being successful you will be able to apply for a code number through this User Registration.'

1. First Name: Enter the First name (mandatory), Middle Name and Last Name. The name should be entered exactly as furnished to Income Tax Department. Even a slight variance with an extra space etc. will result in rejection as the data is verified online. The name as per Income Tax department may be verified in the following link.  
<https://incometaxindiaefiling.gov.in/e-Filing/Services/KnowYourJurisdictionLink.html>
2. The Employer PAN: On entering the PAN of the Employer, a message stating Employer PAN Available will appear, which indicate the Employer is not already registered in this portal. PAN will be verified later with the name and online application will be permitted only on successful verification.
3. Username: You can select username of your choice. On entering the same the system will show a message that username is available or not. You may show the mouse pointer on the thumbnail (Question Mark Sign) next to the text box, to show the format / validations.

STATE\* UTTAR PRADESH District\* KANPUR NAGAR

COUNTRY INDIA

PINCODE\* 208017

MOBILE NO\* 8588866468

E-MAIL ID\* harsh.kaushik2006@gmail.com

USERNAME\* kavitasharma  Username Available

PASSWORD\* .....

QUESTION HINT\* What is your favorite color?

HINT ANSWER\* blue

PHAPLN  Please type the characters shown in the image.

PIN sent to your mobile. If PIN is not received within 5 minutes, please verify your mobile number. PIN has been sent to your mobile number.

**DECLARATION:**

I, HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT FURNISHING OF ANY WRONG INFORMATION MAY RESULT IN ACTION AGAINST ME AS PER THE PROVISIONS OF THE EPF & MP ACT 1952 AND THE SCHEME PROVISIONS.

I Agree to the above Declaration

Enter Authorization PIN received on your mobile and press the Submit button to finally submit the form:

4. Select the Question Hint of your choice and enter your hint answer. This will help you later, at the time of forget password situations. With this the filling of Employer registration form is complete. Enter the Characters shown in the image (**CAPTCHA**) and Click the GET PIN button.
5. You will get a PIN on your mobile number. Enter the PIN in the box, select the check box for 'I Agree' and submit the application.
6. An e-mail link will also be sent simultaneously to the given email-id, which is to be activated to enable submission of Application for Online Registration of Establishment.

7. You have successfully completed the Employer registration and will get the following screen.

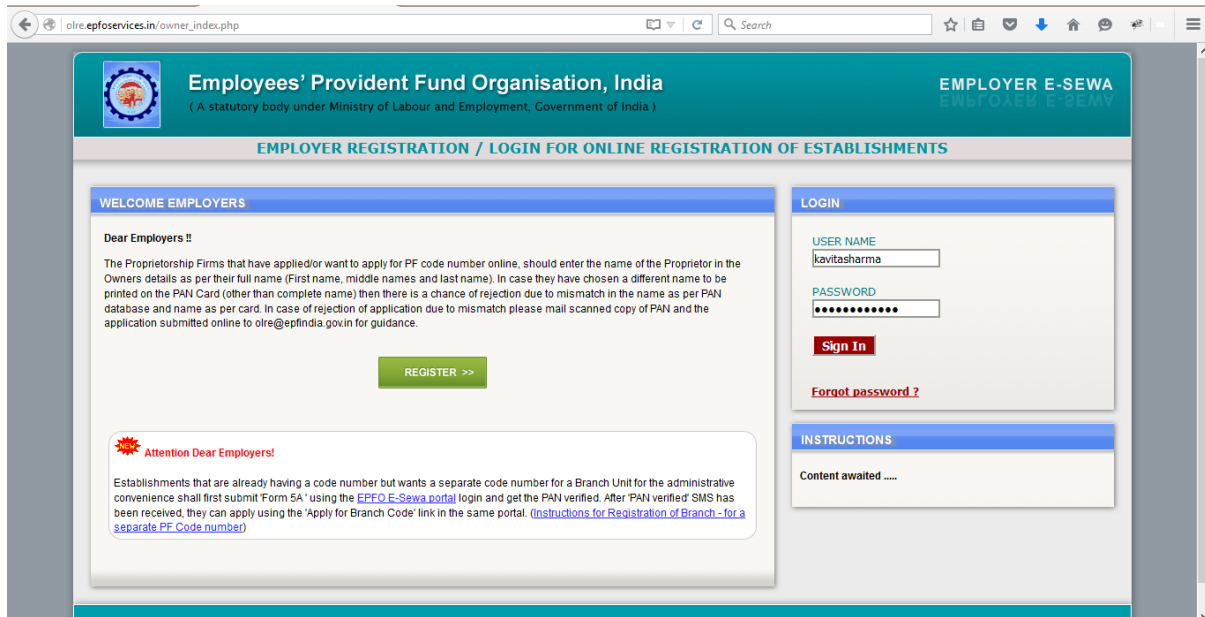


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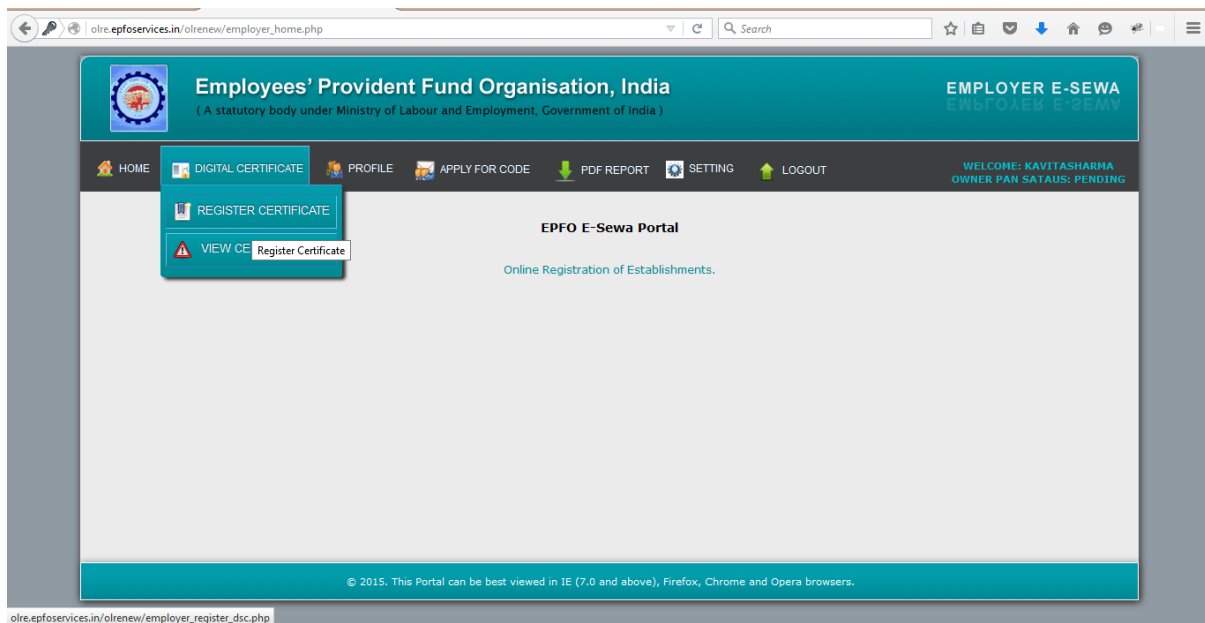
# INSTRUCTIONS FOR DSC REGISTRATION

Once the Employer Registration is successfully completed and the username and password has been obtained, it is mandatory to register the DSC (Digital Signature) of the Employer. Let us see the step by step procedure of DSC registration in this document.

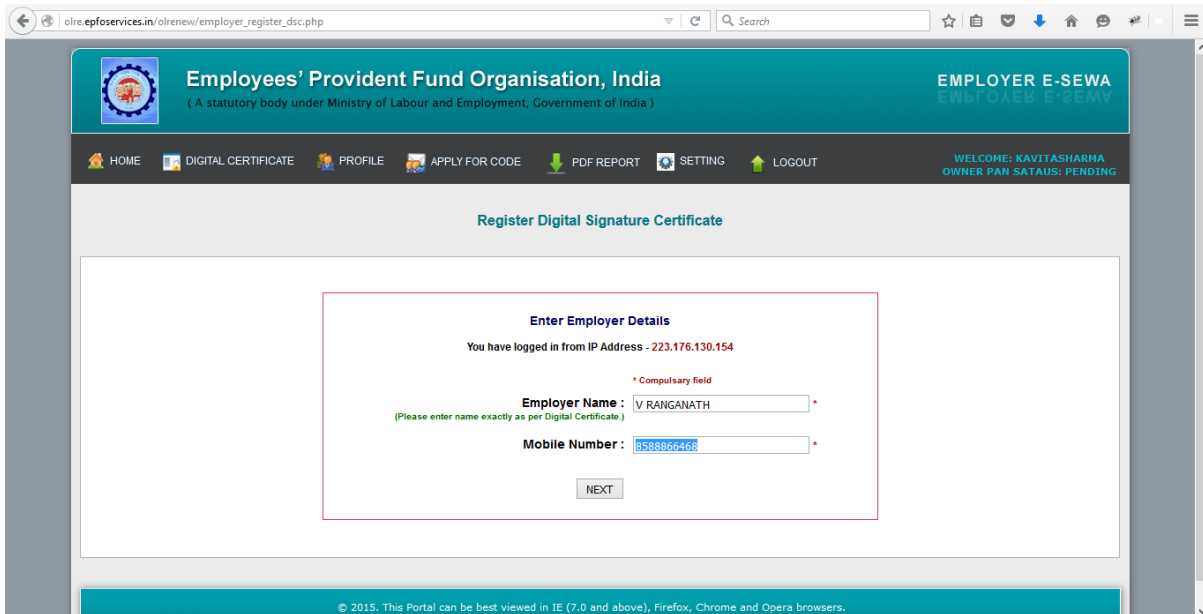
1. Open Employer Registration Home Page from the EPFO official Website.
2. Enter your username and password.



3. In the page that is opened, select the Second Tab, DIGITAL CERTIFICATE.

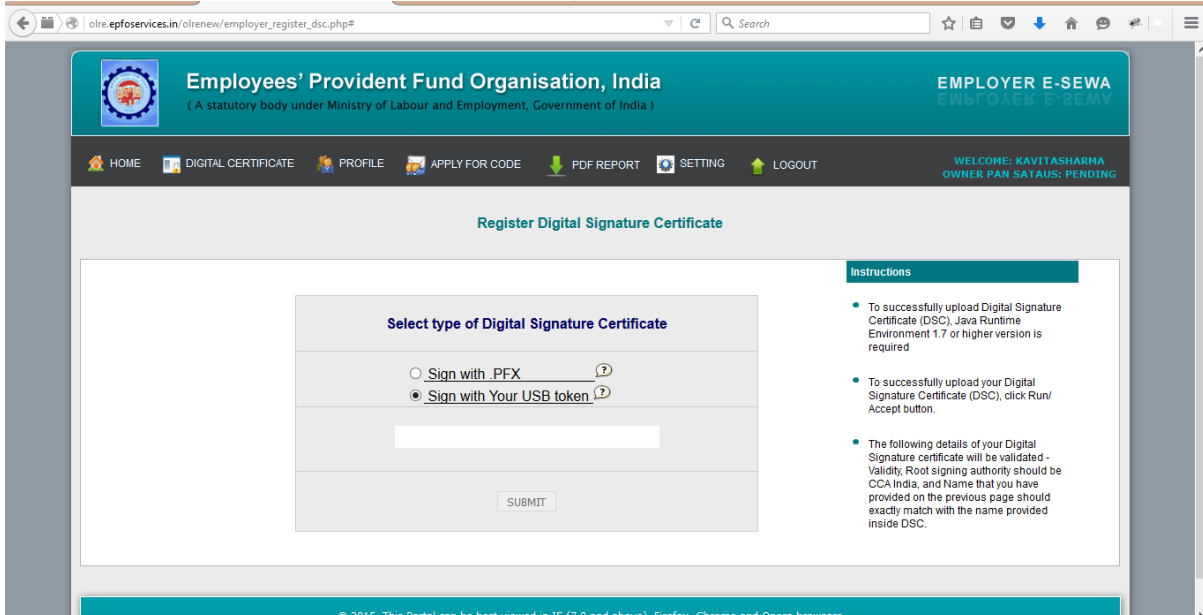


4. Select the option, REGISTER CERTIFICATE.
5. The System prompts for Details of Employer

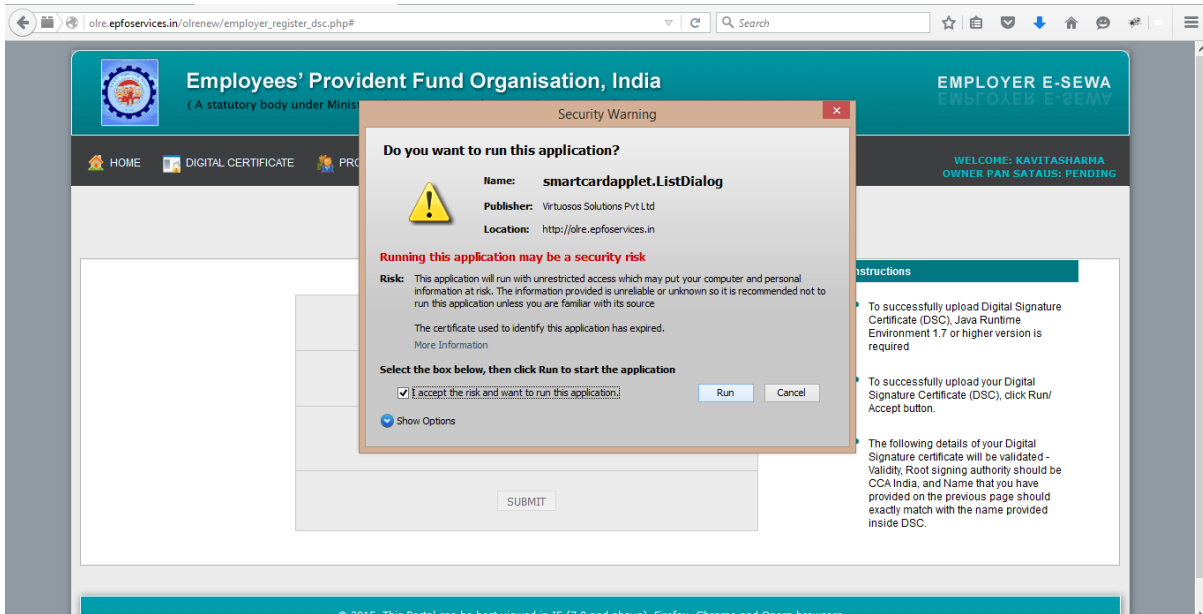


6. The Name of the Employer and the Mobile Number will be auto populated from the Employer registration data. The Name is editable and mobile number is non editable. In case the name entered in Digital Signature Certificate is different, please edit it as per the same. Now, select NEXT.

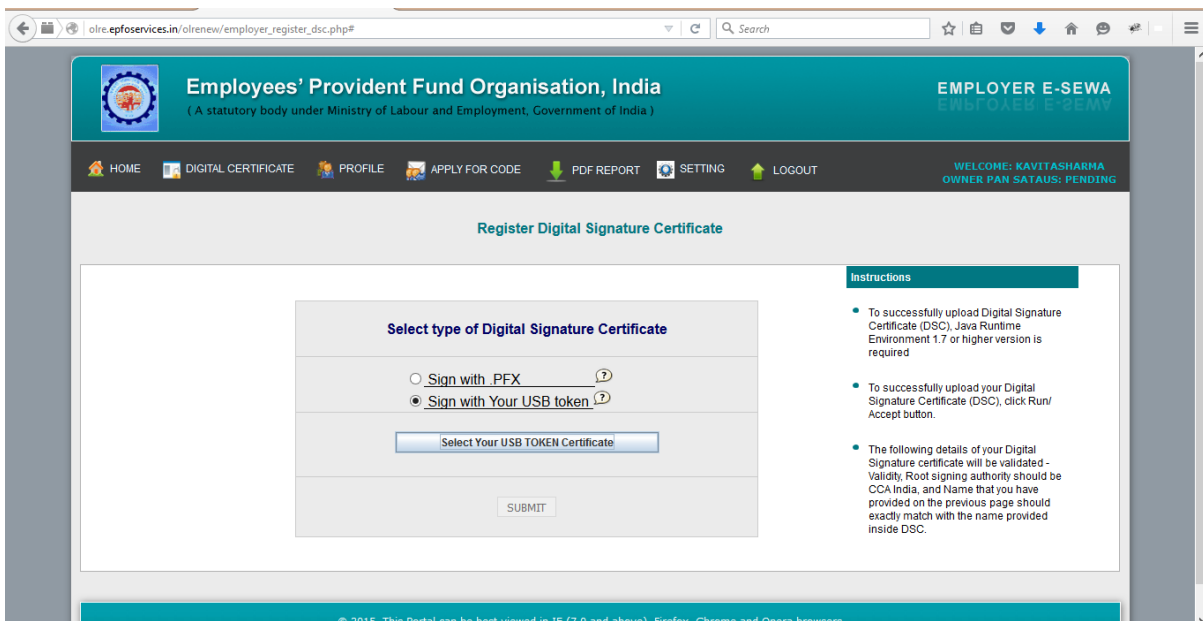
7. Select the Type of the Digital Certificate, as per your DSC available with you.



8. On selecting the USB token the button, a pop-up will appear as shown below. Click on Run.



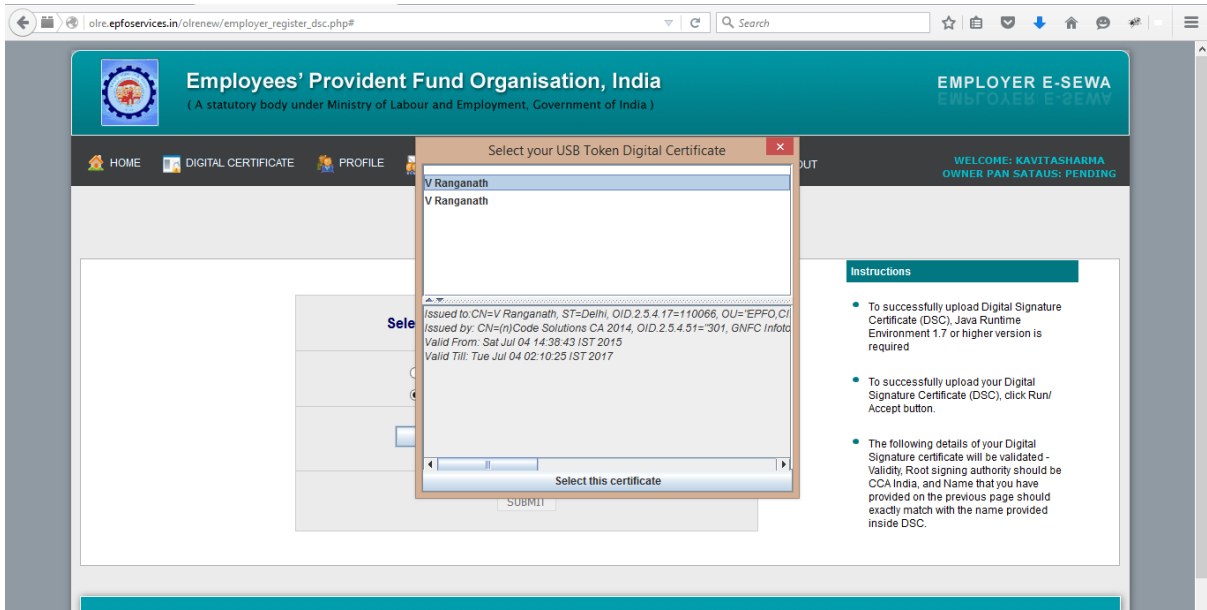
9. Select Your USB TOKEN Certificate appears. Click on it to get the following DSC details pop-up. Ensure your DSC USB Token has been inserted in the USB port properly.



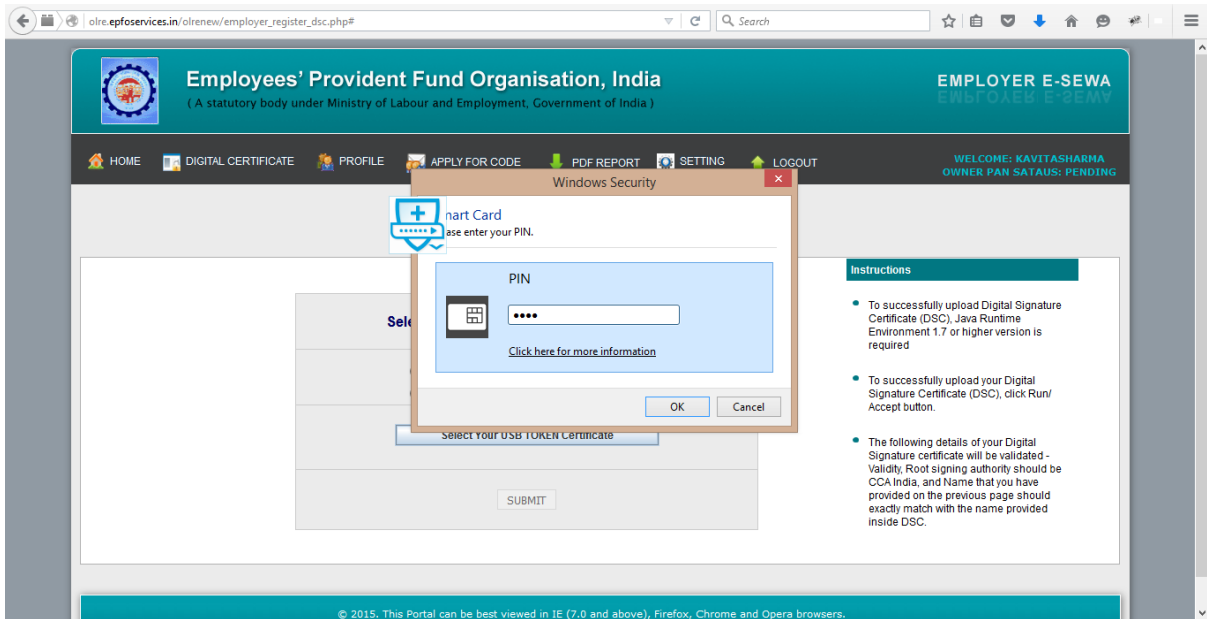
**Pl. Note: The same Digital Signature once registered with any user, will not be permitted with any other user.**

10. Select this Certificate, in the following screen.



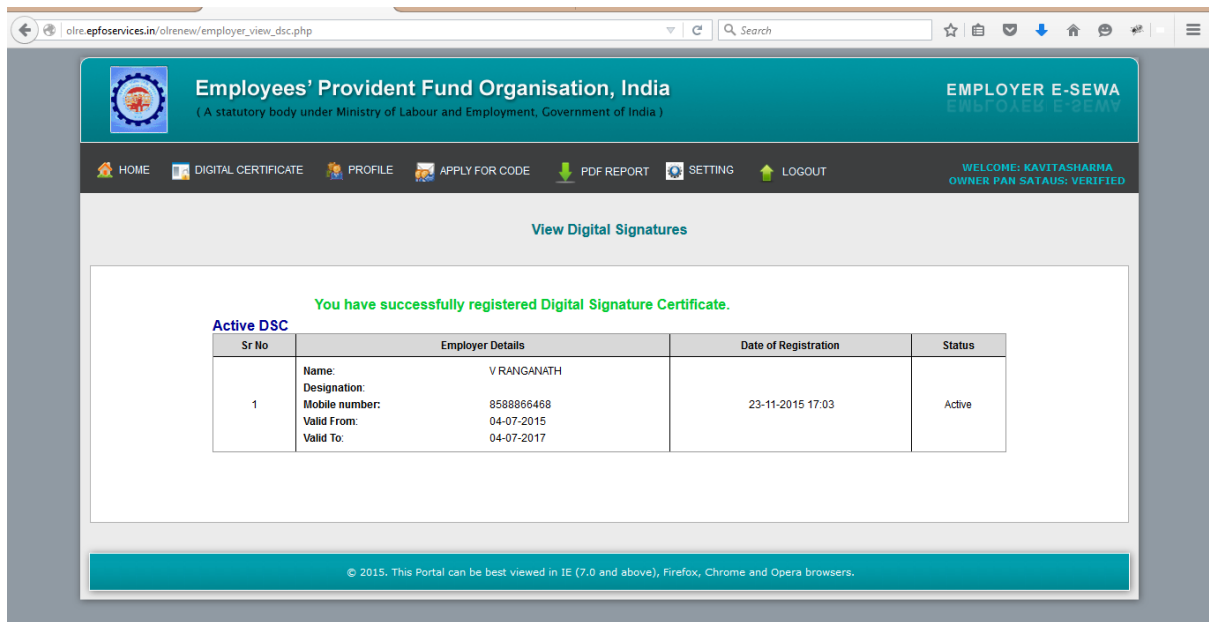


11. Enter your PIN details of the DSC and press OK.

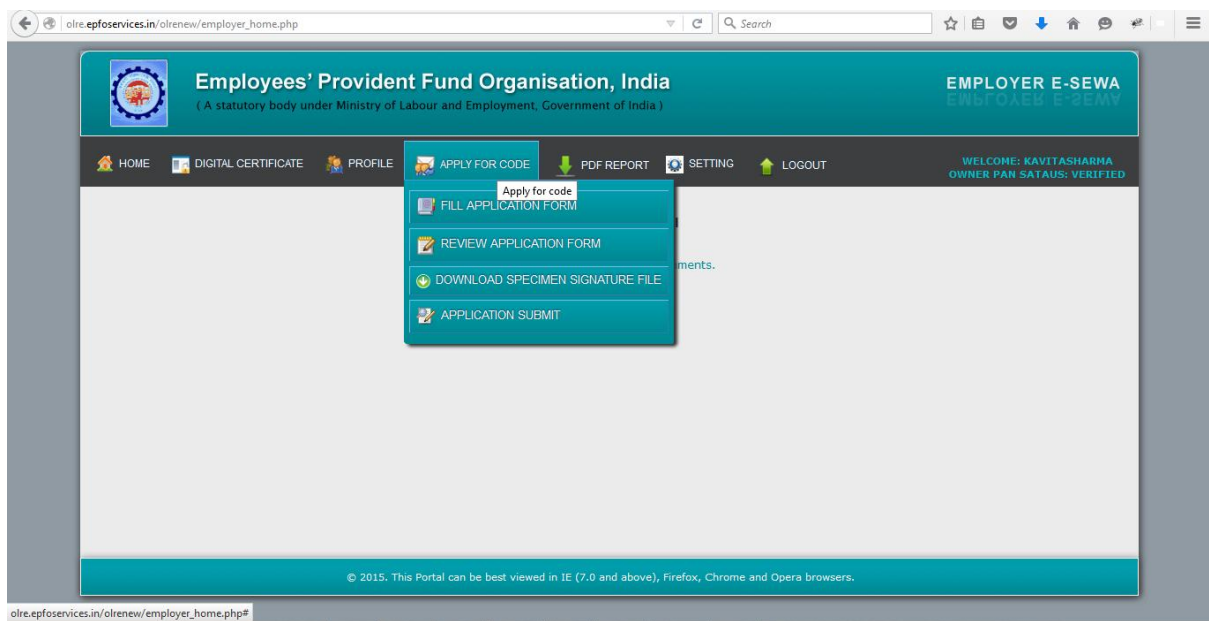


12. The message, Certificate selected successfully appears, click OK.

13. The View Digital Signature Screen appears, with the details of Active DSC registered with a Successfully Registered message.



14. Now you are ready to go ahead with Apply for Code, by selecting the Fill Application Form Option.



Please ensure that the user (employer) who has registered, has put in his PAN and his own DSC. The applicant Employer will be responsible for correctness in the application form and for authentication of documents.

\*\*\*

# **INSTRUCTIONS FOR FILLING THE OLRE FORM**

BEFORE YOU FILL UP THE FORM FOR A PF CODE NUMBER, PLEASE GO THROUGH THESE INSTRUCTIONS.

**ONCE YOUR APPLICATION IS SUBMITTED, YOU WILL NOT BE ABLE TO EDIT ANY DATA.**

The screenshot shows a web browser window displaying the 'Employees' P F Organisation Application for Registration Number of Establishment' form. The form is titled 'Application for Registration Number of Establishment' and includes a note: '\* Marked Fields are Mandatory'. The form is divided into sections, with the first section being 'ESTABLISHMENT DETAILS'. The fields are as follows:

- NAME OF THE ESTABLISHMENT AS PER PAN\*: XYZ LIMITED
- PAN NUMBER ISSUED BY INCOME TAX DEPARTMENT\*: AQRPS5955M
- ACT APPLIES TO MY ESTABLISHMENT\*: THE EPF AND MP ACT APPLIES TO MY ESTABLISHMENT
- ADDRESS 1\*: A-703 REGIONAL OFFICE, 28, Community Centre, Wazirpur Industrial Area, 110052, ro.delhi.north@epfindia.gov.in
- OFFICE NAME: DELHI NORTH
- ADDRESS 2: SECTOR 23 DWARKA
- CITY: NEW DELHI
- STATE: DELHI, District: SOUTH WEST
- PIN / AREA: 110075
- COUNTRY: INDIA
- PINCODE: 110075

1. The applicant should have a PAN in the name of the establishments/proprietor of the establishment for which he/she is applying.

**Only in case of a Proprietorship firm, the PAN can be in the name of the Proprietor.** In such case the name of the OWNER in the Owners' details should be exactly as per the PAN. In such case the same PAN as of the registered owner should be entered, as name of the proprietor will be auto populated in the Owner details.

2. The name should be entered exactly as furnished to Income Tax Department. Even a slight variance with an extra space etc. will result in rejection as the data is verified online. The name as per Income Tax department may be verified in the following link.

<https://incometaxindiaefiling.gov.in/e-Filing/Services/KnowYourJurisdictionLink.html>

3. Application should be made by the employer if the Act applies on its establishment. For this purpose you may refer to the [Section 1\(3\) \(a\) and 1 \(3\) \(b\)](#) of the EPF and MP Act 1952. The list of activities on which the Act applies should also be referred.

The employer of an establishment on which the Act does not apply, can also apply for a code number on voluntary basis (PI refer [Section 1\(4\)](#) of the said Act, if the majority of the employees of the establishment give their written consent for coverage from the date on which it is agreed upon or any subsequent date in the agreement. The consent cannot be from a previous date.

The employer should select the appropriate option for the applicability.

4. Address: The employer should have documentary address proof for the address entered. Following address proofs are accepted:

- ✓ Any license/certificate/number issued by any Govt. authority
- ✓ Copy of water connection in the name of the Establishment
- Copy of bank passbook/statement
- ✓ Copy of postpaid telephone bill of any company
- ✓ Copy of power connection in the name of the Establishment

The application will show the above address proof as auto selected except “Copy of bank passbook/statement”. However the employer can de-select the ones that are not available with him/her.

In case it is de-selected it will be treated as a declaration of the employer that the de-selected address proof is not available for his/her establishment.

If the employer wants to produce “Copy of bank passbook/statement” as an address proof for the establishment, then he must select the option “Copy of bank passbook/statement”.

**At least one address proof is mandatory.**

**Note: Out of the address proofs declared, one address proof document should be uploaded as digitally signed PDF.**

The address entered will be used to decide the jurisdiction of the PF office under which the establishment will fall.

If employer is selecting address proof as “copy of postpaid telephone bill of company” than employer should mention the post-paid telephone no. in telephone no. column.

PINCODE \* 110075

PHONE NO \* 05122216827 FAX NO: 0512227464

E-MAIL ID \* harsh.kaushk2006@gmail.com

WEB ADDRESS OF THE ESTABLISHMENT www.epfindia.gov.in e.g : http://www.xyz.com

PROOF OF ADDRESS\*

copy of bank passbook/statement

copy of post paid telephone bill of any company

copy of power connection in the name of the establishment

copy of water connection in the name of the establishment

any license/certificate/number issued by any Govt. authority

DATE OF SETUP OF ESTABLISHMENT \* 22-01-2015

**DOCUMENTARY PROOF OF DATE OF SET UP**

DOCUMENT NAME*	REFERENCE NUMBER * (i)	DATE OF ISSUES OF DOCUMENT*	ISSUED BY, PLACE* (i)
Copy of the first Sales Invoice	987654321	15-02-2015	STO DELHI

**BUSINESS ACTIVITY AND OWNER'S DETAILS**

WHETHER THE ESTABLISHMENT IS A FACTORY\*  Yes  No

SECTION APPLICABLE 0001(3)(b)

PRIMARY BUSINESS ACTIVITY \* BREAD

5. Date of set up: Date of setup will be the date when the establishment was started.
6. Proof of date of setup: Proof of date of setup will be based on drop down menu list. The list is only indicative. In case the employer has some other proof of setup, he may select others, and enter the relevant details.

**Note: Digitally signed PDF of document should be uploaded.**

7. IF THE ESTABLISHMENT IS A FACTORY Establishment, then employer have to provide FACTORY Details and MANAGER/OCCUPIER details in their respective fields, which will appear after selecting YES.  
In case the employer is also the Manager/Occupiers of the factory, the name of the Owner may appear in both Manager/Occupier details as well as in the Owners' Details later in the application.
8. PRIMARY BUSINESS ACTIVITY will be selected based on drop down menu list. The list will appear based on selection of THE ESTABLISHMENT IS A FACTORY as Yes or No. In case of a Factory, the list of Schedule I Industries will appear in the drop-down, and in case of a Non-Factory Establishment, class of establishments notified will appear. It is advised that the employer should identify the activity before start filling of the form.
9. License Details will be based on drop down menu list.
  - The employer should enter the details of all the licenses available for the establishment at the time of application.

- When any available License type is not in the drop down list, he should select OTHERS, in which case the License Type should be entered in the REMARKS field mandatorily.
- In case a License is selected as Address Proof, the check box against the said License should be selected.
- **At least one license is mandatory.**

**Note: Out of the all licenses declared, it is mandatory to upload one license proofdocument as digitally signed PDF. In case, license under Sales Tax Act has been declared as proof then submission of this document as digitally signed PDF is mandatory.**

10. In case any License (Registration) is under the Cooperative Societies Act, then an additional field asking whether the establishment is working with aid of Power will appear. A Cooperative Society establishment working without aid of Power should have 50 employees for coverage under section 1(3) (a) or 1(3) (b) by virtue of [Section 16 \(1\)](#).

10.50.3.179/olre/olrenew/online\_coverage\_form.php

WHETHER THE ESTABLISHMENT IS A FACTORY:  Yes  No

SECTION APPLICABLE: 0001(3)(b)

PRIMARY BUSINESS ACTIVITY: BREAD

**LICENSES ISSUED BY VARIOUS AUTHORITIES**

TYPE*	NUMBER*	DATE*	ISSUED BY*	ISSUED AT PLACE*	REMARKS	MARK AS PROOF
Sales Tax Act	123456789	01-01-2015	STO DELHI	DELHI		<input checked="" type="checkbox"/>

+Add Row

WHETHER ESTABLISHMENT IS COVERED UNDER THE ESIC ACT\*  Yes  No

YOU ARE DECLARING THAT AS ON DATE OF APPLICATION, ESI CODE NUMBER IS NOT ALLOTTED TO YOUR ESTABLISHMENT.

**OWNERSHIP DETAILS**

OWNERSHIP TYPE*	REGISTRATION/ DEED NO.*	DATE OF REGISTRATION NO.*	ISSUED BY, AT*
PROPRIETARY FIRMS	9876	26-01-2015	DELHI

**PARTICULARS OF OWNERS**

NAME*	STATUS/ DESIG*	DATE OF BIRTH*	FATHER'S NAME	RESIDENTIAL ADDRESS*	MOBILE NO* & E-MAIL	DATE FROM WHICH IN POSITION*	Whether The Owner is Incharge of Business of Establishment*	PRIMARY*

11. The employer has to mention the ESIC Code number if the establishment is already having such code number. Not mentioning the Code number will be treated as a declaration that the establishment is not having such code number at the time of application.

12. Ownership type can be selected from the drop down menu. According to the selection, the proof of ownership type should also be entered. For the Government Departments a letter from the Head will serve as the ownership proof. In case Proprietorship Firm is selected, only one owner can be added. The name of the owner will be displayed automatically based on the employer registration done.
13. Under owner's details particulars of OWNER [\[Employer as per Section 2 \(e\)\] and for the purpose of Form 5A](#) should be entered. The Name of the Applicant Owner with Father's Name, Address, email-id, mobile number will be auto populated in the application from the employer registration details and will not be editable. In case Proprietorship Firm is selected as ownership type above, additional owner details cannot be added. The name of the owner should be exactly as per PAN in case the PAN furnished is in name of the owner. In case of other types of ownership, more than one owner's details can be entered. In such case Employer have to tick mark as **PRIMARY** that employer who is in-charge of the PF Matters. The employer should also select the mobile number on which the SMS is to be received. The DIN number provided to a Director as per MCA is to be entered in case of registered companies.
14. In-case of Establishment is on lease, the details of **LESSEE** are mandatory. This is for the purpose of Form 5A.

The screenshot shows a web browser window with the URL 10.50.3.179/olre/olrenew/online\_coverage\_form.php. The main heading is "PARTICULARS OF OWNERS". Below it is a table with the following data:

NAME*	STATUS/ DESIG*	DATE OF BIRTH*	FATHER'S NAME	RESIDENTIAL ADDRESS*	MOBILE NO* & E-MAIL	DATE FROM WHICH IN POSITION*	Whether The Owner is Incharge of Business of Establishment*	PRIMARY*
GENDER: MALE KAVITA SHARMA	MANAGER PAN: AQRP55955M DIN:	01-10-1973	ONKAR NATH SHARM	A-703	M: 8588866468 E: harsh.kaushk2006@gmail.com	01-11-2015	YES	<input checked="" type="checkbox"/>

Note: \*The Mobile number and Email provided against the Owner ticked as 'Primary' shall be used as Primary mobile number and Email. Login to the ECR and other EPFO portals and all other activities shall be affected using the primary contact details.  
\*DIN: Director Identification Number (only for Directors)

Below the table is the "PARTICULARS OF LESSEE" section with the text: "WHETHER THE ESTABLISHMENT ON LEASE  Yes  No".

Next is the "EMPLOYEE DETAILS" section with a table:

A.	NUMBER OF EMPLOYEES (INCLUDING EXCLUDED EMPLOYEES) AS ON DATE OF APPLICATION*	21
B.	NUMBER OF EXCLUDED EMPLOYEES	10
C.	DATE ON WHICH THE EMPLOYMENT STRENGTH EXCEED* 19	01-11-2015

At the bottom is the "BANK DETAILS" section.

15. Employment Details: The employer should give the details of the number of employees (including the employees in its branches) as on date of application,

number of excluded employees out of the total and the date on which the number exceeded 19. (In case of a Cinema Theatre, exceeded 4 or in case of a Cooperative Society, working without aid of power, exceeded 49). In case of voluntary coverage, the date of agreement and any subsequent date for coverage mentioned in the Agreement should be entered and the scanned copy of the agreement (in PDF format) is to be uploaded.

The screenshot shows a web browser window with the URL `olre.epfoservices.in/olrenew/online_coverage_form.php`. The page is titled "EMPLOYEE DETAILS" and contains a table with the following data:

EMPLOYEE DETAILS		
A.	NUMBER OF EMPLOYEES (INCLUDING EXCLUDED EMPLOYEES) AS ON DATE OF APPLICATION*	21
B.	NUMBER OF EXCLUDED EMPLOYEES	10
C.	DATE ON WHICH THE EMPLOYMENT STRENGTH EXCEED* 19	01-01-2015

Below the table, there is a section titled "BANK DETAILS" with the text: "Whether the establishment is having the Bank details" followed by radio buttons for "No" (selected) and "Yes".

Below that, there is a section titled "BRANCH / DIVISION DETAILS" with the text: "Whether the establishment is having a single Unit or has several Units (Branches)" followed by radio buttons for "A single Unit" (selected) and "Several Units".

At the bottom, there are "Save" and "Preview" buttons, and a note: "Note: The preview opens up in a new window. Please ensure that pop ups are not blocked by your browser."

16. Bank Details: Bank Account Detail is made optional. If the employer does not want to give bank details he may select 'No' as shown above. If he wants to furnish the bank details, he shall select yes and enter the details.

The screenshot shows the same web browser window as above, but with the "BANK DETAILS" section expanded. The text "Whether the establishment is having the Bank details" is now followed by radio buttons for "No" and "Yes" (selected).

Below this, there is a table for bank account details:

IFSC CODE*	BANK NAME* <sup>?</sup>	BRANCH NAME*	ACCOUNT NUMBER*	ACCOUNT TYPE*	MARK AS ADDRESS PROOF
				-Select	<input checked="" type="checkbox"/>

Below the table, there is a green link "+(Add Row)".

Below that, there is a section titled "BRANCH / DIVISION DETAILS" with the text: "Whether the establishment is having a single Unit or has several Units (Branches)" followed by radio buttons for "A single Unit" (selected) and "Several Units".

There is option to add more than one bank account. While making the entry, the IFSC should be entered correctly as given in the cheque leaf, the bank name and branch will be auto displayed. In case of non-IFSC Bank, the data should be entered.

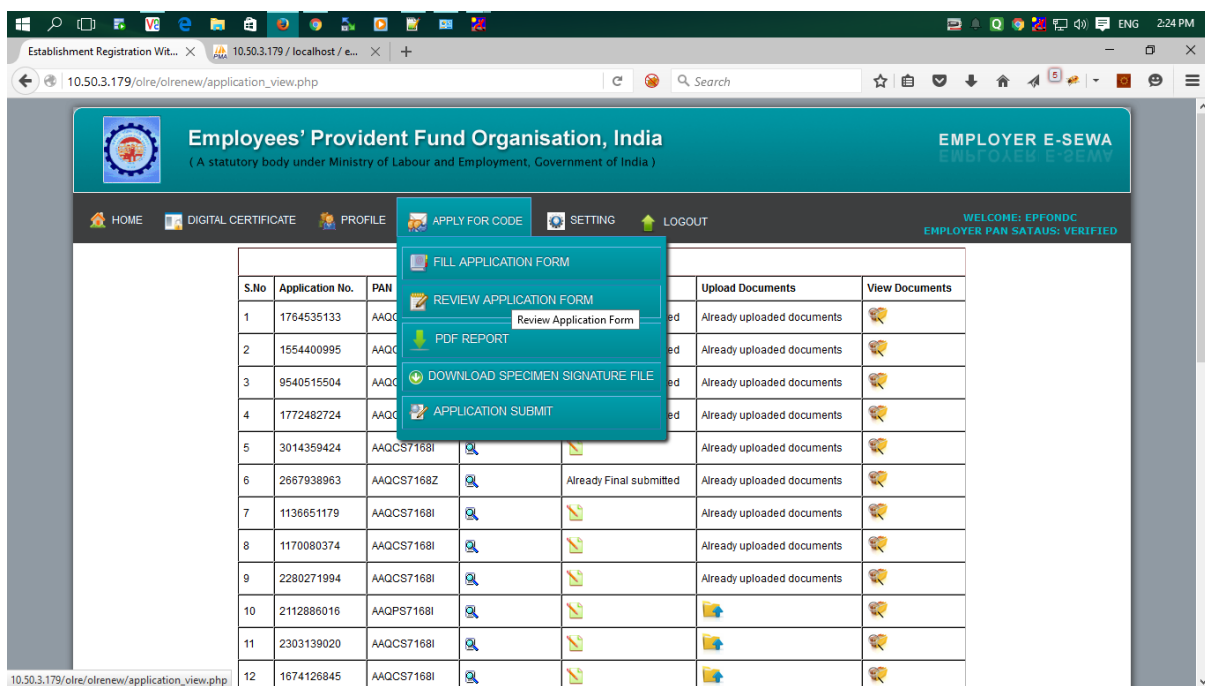


**Note: A scanned copy of cheque of one of the bank accounts declared, is required to be uploaded as a digitally signed PDF document.**

17. Branch Details: This part should be filled if the establishment has branches (units). The number of employees in the branches as on date of application should be mentioned.

### SAVING THE PARTIALLY FILLED APPLICATION

The employer has the option to save a partially filled form after filling the Name & address of the establishment and selection of the Option whether the Act applies or the application is for voluntary coverage.



The screenshot shows the web portal for the Employees' Provident Fund Organisation, India. The user is logged in as 'EPFONDCEMPLOYER PAN SATAUS: VERIFIED'. The 'APPLY FOR CODE' menu is open, showing options: 'FILL APPLICATION FORM', 'REVIEW APPLICATION FORM', 'PDF REPORT', 'DOWNLOAD SPECIMEN SIGNATURE FILE', and 'APPLICATION SUBMIT'. Below the menu is a table of applications.

S.No	Application No.	PAN	Application Status	Upload Documents	View Documents
1	1764535133	AAQC	...	Already uploaded documents	...
2	1554400995	AAQC	...	Already uploaded documents	...
3	9540515504	AAQC	...	Already uploaded documents	...
4	1772482724	AAQC	...	Already uploaded documents	...
5	3014359424	AAQCS7168I	...	Already uploaded documents	...
6	2667938963	AAQCS7168Z	Already Final submitted	Already uploaded documents	...
7	1136651179	AAQCS7168I	...	Already uploaded documents	...
8	1170080374	AAQCS7168I	...	Already uploaded documents	...
9	2280271994	AAQCS7168I	...	Already uploaded documents	...
10	2112886016	AAQFS7168I	...	...	...
11	2303139020	AAQCS7168I	...	...	...
12	1674126845	AAQCS7168I	...	...	...

An application number will be generated, which should be noted by him. The partially filled application can be reopened by selecting the "Review Application Form" from the "Apply for Code" main menu option which are available in the screen when employer is logged in. The application number will remain the same whenever the partial form is saved and reopened after some more entries and saved again. However after 30 days of the generation of the application number the data will lapse if the application is not submitted.

## SUBMISSION OF THE APPLICATION FORM

18. On completion of entering all details in the respective items, the applicant has to click the Preview Button. All validations will take place and the errors if any, will be prompted one by one. If the validation is successful, a preview page will open as shown below, where employer can check the details. **(Please ensure that the POP up blocker is not on).**

**APPLICATION FOR ALLOTMENT OF CODE NUMBER FOR COMPLIANCE UNDER THE EPF & MP ACT 1952**  
(APPLICATION NUMBER 1062983244)

PAN NUMBER ISSUED BY INCOME TAX DEPARTMENT : AQRPS5955M  
 ACT APPLIES TO MY ESTABLISHMENT : THE EPF & MP ACT 1952 APPLIES TO MY ESTABLISHMENT  
 SECTION APPLICABLE : 0001(3)(b)  
 NAME OF THE ESTABLISHMENT : XYZ LIMITED  
 ADDRESS : A-703 SECTOR 23 DWARKA  
 CITY : NEW DELHI  
 State : DELHI District : SOUTH WEST  
 PIN / AREA : 110075 Office Name : DELHI NORTH  
 REGIONAL OFFICE  
 28, Community Centre, Wazirpur Industrial Area, 110052  
 ro.delhi.north@epfindia.gov.in  
 REGIONAL OFFICE

COUNTRY : INDIA  
 PINCODE : 110075  
 PHONE NO: 05122216827 FAX NO: 0512227464  
 E-MAIL ID : harsh.kaushik2009@gmail.com  
 WEB ADDRESS OF THE ESTABLISHMENT : www.epfindia.gov.in

PROOF OF ADDRESS :  
 1. copy of post paid telephone bill of any company  
 2. copy of power connection in the name of the establishment  
 3. copy of water connection in the name of the establishment  
 4. any license/certificate/number issued by any Govt. authority

STATE\* DELHI DISTRICT\* SOUTH WEST  
 PIN / AREA 110075

Note: The Mobile number and Email provided against the Primary Row shall be used as Primary mobile number and Email. Login to the system, all other activities shall be affected using the primary contact.

**PARTICULARS OF LEASEE**

Whether the Establishment on Lease : No

**EMPLOYEE DETAILS**

NUMBER OF EMPLOYEES AS ON DATE OF APPLICATION : 21  
 NUMBER OF EXCLUDED EMPLOYEES : 10  
 DATE ON WHICH the EMPLOYMENT STRENGTH CROSSED 19 : 2015-11-01

**BANK DETAILS**

IFS CODE	BANK NAME	BRANCH NAME	ACCOUNT NUMBER	ACCOUNT TYPE	MARKED AS ADDRESS PROOF
SBIN000107	STATE BANK OF INDIA	KANPUR MAIN	12345678902	SAVINGS ACCOUNT	NO

**BRANCH DETAILS**

Whether the establishment is having a single Unit or has several Units (Branches) : single Unit

Close print

STATE\* DELHI DISTRICT\* SOUTH WEST  
 PIN / AREA 110075

19. It is advised that the application is printed before submission using the print button provided in the preview form and the data entered is verified against the actual documents to avoid any error. Editing is permitted only till the application is

submitted. On confirming the contents are correct in the preview, select SAVE button.

The screenshot shows a web browser window with the URL 10.50.3.179/olre/olrenew/online\_coverage\_form.php. The page is titled "EMPLOYEE DETAILS" and contains the following sections:

**EMPLOYEE DETAILS**

A.	NUMBER OF EMPLOYEES (INCLUDING EXCLUDED EMPLOYEES) AS ON DATE OF APPLICATION*	21
B.	NUMBER OF EXCLUDED EMPLOYEES	10
C.	DATE ON WHICH THE EMPLOYMENT STRENGTH EXCEED* 19	2015-11-01

**BANK DETAILS**

IFSC CODE*	BANK NAME* (?)	BRANCH NAME*	ACCOUNT NUMBER*	ACCOUNT TYPE*
SBIN000107	STATE BANK OF INDIA	KANPUR MAIN	12345678902	SAVINGS ACCOUNT

+ (Add Row)

**BRANCH/ DIVISION DETAILS**

Whether the establishment is having a single Unit or has several Units (Branches)  A single Unit  Several Units

Buttons: Save, Preview

Note: The preview opens up in a new window. Please ensure that pop ups are not blocked by your browser.

© 2015. This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers.

## UPLOAD OF RELEVANT DOCUMENTS SIGNED WITH DSC

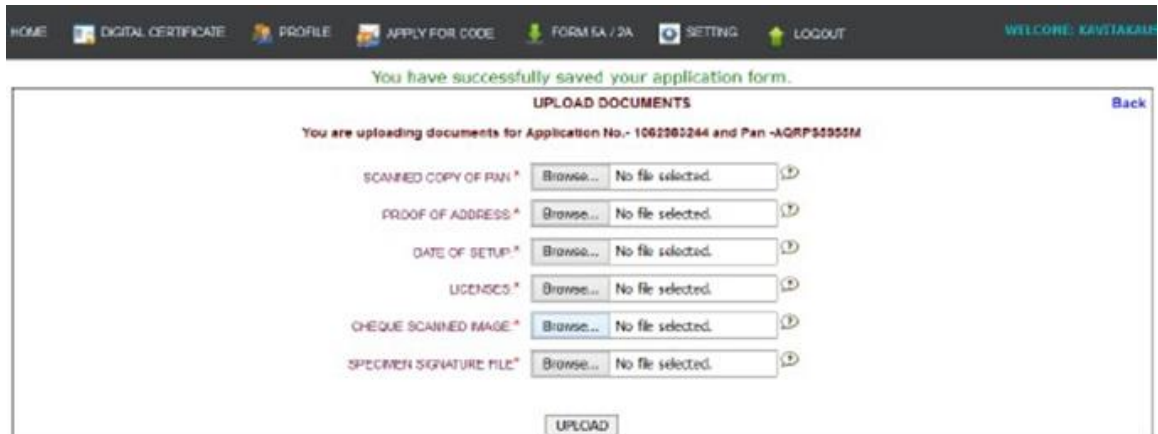
20. On selecting the SAVE button, the UPLOAD DOCUMENTS page opens as given below. In case you have selected the SAVE button, for partial save of the form, you may reopen the same from the "Review Application Form" in the "Apply for Code" main menu option in the Home page.

The screenshot shows the "UPLOAD DOCUMENTS" page. At the top, there is a navigation bar with links: HOME, DIGITAL CERTIFICATE, PROFILE, APPLY FOR CODE, FORM 5A / 2A, SETTING, LOGOUT, and WELCOME: KAVITAKAL. A success message reads: "You have successfully saved your application form." Below this, the page title is "UPLOAD DOCUMENTS" with a "Back" link. The main content area states: "You are uploading documents for Application No.- 1062902244 and Pan -AQRP50952M". There are five document upload fields, each with a "Browse..." button and a "No file selected." status:

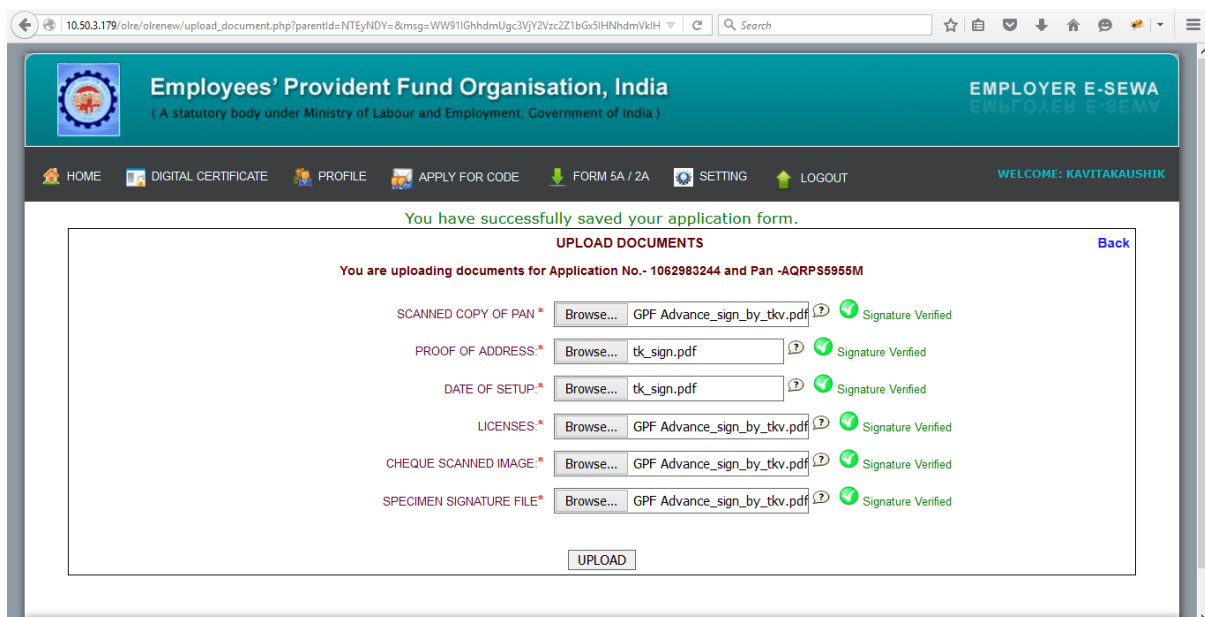
- SCANNED COPY OF PAN \*
- PROOF OF ADDRESS \*
- DATE OF SETUP \*
- LICENSES \*
- SPECIEN SIGNATURE FILE \*

An "UPLOAD" button is located at the bottom of the form.

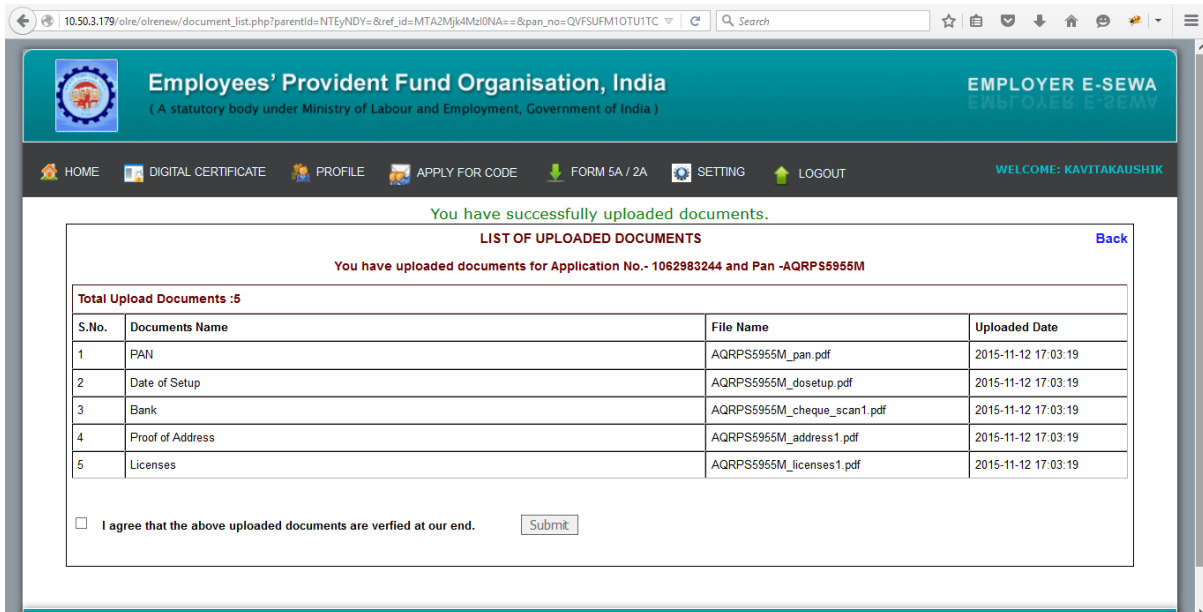
If the employer does not want to give bank details and selected 'No' the screen will appear as shown above. If he wants to furnish the bank details, and selected yes, the screen will be as follows.



21. Select the Browse button for relevant documents to upload, which are already kept ready duly authorized with the Registered Digital Signature (DSC). Refer the document on How to digitally sign a PDF document, provided separately.
22. On selecting the digitally signed documents select UPLOAD button. The Digital Signature on the PDF documents will be verified with the Registered DSC of the Applicant Owner.

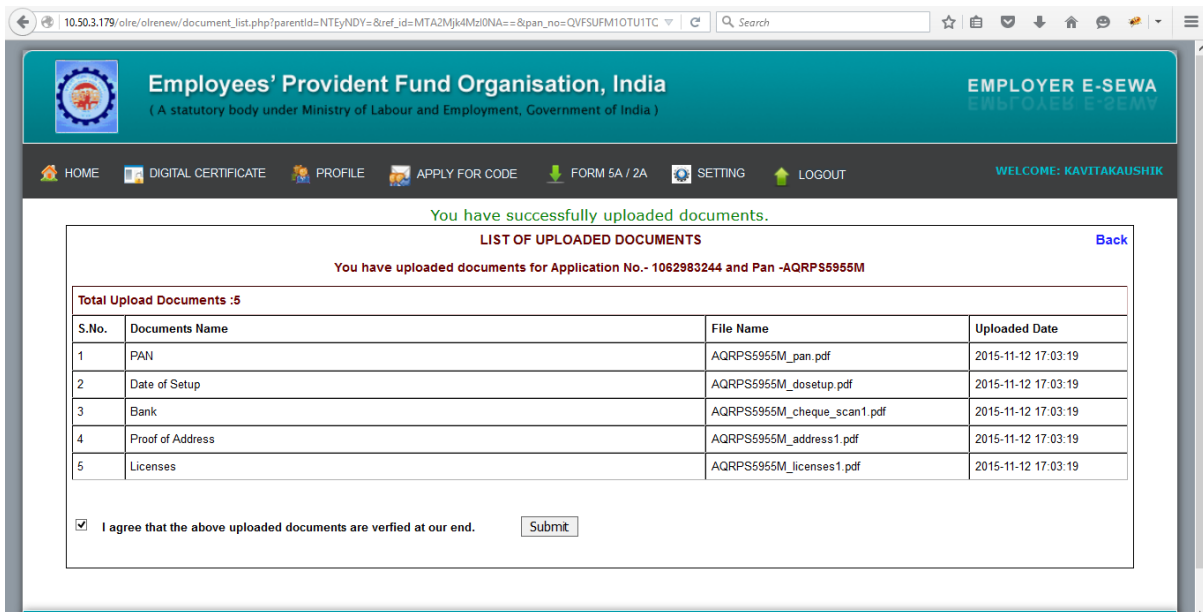


23. The list of Uploaded documents are shown.



The message, You have successfully uploaded documents, appears on the screen.

24. Now, select the check box for, '***I agree that the above uploaded documents are verified at our end***' and press the Submit button, as given below.



The Final Review of application shown as below,

10.50.3.179/olre/olrenew/application\_final\_submit.php?parentId=NTEyNDY=&ref\_id=MTA2Mjk4MzI0NA==&pan\_no=QVFSUFk

HOME DIGITAL CERTIFICATE PROFILE APPLY FOR CODE FORM 5A / 2A SETTING LOGOUT WELCOME: KAVITAKAUSHIK

Final Review of your application. Please complete the form below.

**APPLICATION FOR ALLOTMENT OF CODE NUMBER FOR COMPLIANCE UNDER THE EPF & MP ACT 1952**  
( APPLICATION NUMBER 1062983244 )

PAN NUMBER ISSUED BY INCOME TAX DEPARTMENT : AQRPS5955M

ACT APPLIES TO MY ESTABLISHMENT : THE EPF & MP ACT 1952 APPLIES TO MY ESTABLISHMENT

SECTION APPLICABLE : 0001(3)(b)

NAME OF THE ESTABLISHMENT : XYZ LIMITED

ADDRESS : A-703 SECTOR 23 DWARKA  
CITY : NEW DELHI  
State : DELHI District : SOUTH WEST  
PIN / AREA : 110075 Office Name : DELHI NORTH  
REGIONAL OFFICE  
28, Community Centre, Wazirpur Industrial Area, 110052  
to.delhi.north@epfindia.gov.in  
REGIONAL OFFICE

COUNTRY : INDIA  
PINCODE : 110075  
PHONE NO: 05122216827 FAX NO: 0512227464  
E-MAIL ID : harsh.kaushik2006@gmail.com

WEB ADDRESS OF THE ESTABLISHMENT : www.epfindia.gov.in

1. copy of post paid telephone bill of any company  
2. copy of power connection in the name of the establishment

10.50.3.179/olre/olrenew/application\_final\_submit.php?parentId=NTEyNDY=&ref\_id=MTA2Mjk4MzI0NA==&pan\_no=QVFSUFk

1. copy of post paid telephone bill of any company  
2. copy of power connection in the name of the establishment  
3. copy of water connection in the name of the establishment  
4. any license/certificate/number issued by any Govt. authority

PROOF OF ADDRESS :

DATE OF SETUP OF ESTABLISHMENT : 2015-01-22

**DOCUMENTARY PROOF OF DATE OF SET UP**

DOCUMENT NAME	REFERENCE NUMBER	DATE OF ISSUES OF DOCUMENT	ISSUED BY, PLACE
Copy of the first Sales Invoice	987654321	2015-02-15	STO DELHI

**BUSINESS ACTIVITY AND OWNER'S DETAILS**

WHETHER THE ESTABLISHMENT IS A FACTORY : No  
PRIMARY BUSINESS ACTIVITY : BREAD

**LICENSES ISSUED BY VARIOUS AUTHORITIES**

TYPE	NUMBER	DATE	ISSUED BY	ISSUED AT PLACE	REMARKS
Sales Tax Act	123456789	2015-01-01	STO DELHI	DELHI	

IN CASE ESTABLISHMENT IS COVERED UNDER THE ESIC ACT : No

**OWNER'S DETAILS**

OWNERSHIP TYPE	REGISTRATION/DEED NO.	DATE OF REGISTRATION NO.	ISSUED BY,AT
PROPRIETARY FIRMS	9876	2015-01-26	DELHI

**PARTICULARS OF OWNERS**

**PARTICULARS OF OWNERS**

SL NO	NAME	STATUS/ DESIG	DATE OF BIRTH	FATHER'S NAME	RESIDENTIAL ADDRESS	MOBILE NO	E-MAIL	DATE FROM WHICH IN POSITION	Primary	Incharge
1	GENDER MALE KAVITA SHARMA	MANAGER PAN AQRPS5955M DIN	1973-10-01	ONKAR NATH SHARMA	A-703	8588866468	harsh.kaushik2006@gmail.com	2015-11-01	YES	YES

Note: The Mobile number and Email provided against the Primary Row shall be used as Primary mobile number and Email. Login to the system, all other activities shall be affected using the primary contact.

**PARTICULARS OF LEASEE**

Whether the Establishment on Lease : No

**EMPLOYEE DETAILS**

NUMBER OF EMPLOYEES AS ON DATE OF APPLICATION	: 21
NUMBER OF EXCLUDED EMPLOYEES	: 10
DATE ON WHICH the EMPLOYMENT STRENGTH CROSSED 19	: 2015-11-01

**BANK DETAILS**


IFS CODE	BANK NAME	BRANCH NAME	ACCOUNT NUMBER	ACCOUNT TYPE	MARKED AS ADDRESS PROOF
SBIN000107	STATE BANK OF INDIA	KANPUR MAIN	12345678902	SAVINGS ACCOUNT	NO

**BANK DETAILS**

IFS CODE	BANK NAME	BRANCH NAME	ACCOUNT NUMBER	ACCOUNT TYPE	MARKED AS ADDRESS PROOF
110069	STATE BANK OF INDIA	LAXMINAGAR	3202136589	CURRENT ACCOUNT	YES

**BRANCH DETAILS**

Whether the establishment is having a single Unit or has several Units (Branches) : single Unit

GHMYBS  Please type the characters shown in the image.

Click the button to get Authorization PIN SMS on your Mobile. Please note that the PIN SMS shall be sent to the mobile number of owner ticked as primary in the section 'Particulars of Owners.'

**DECLARATION:**

I, HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT FURNISHING OF ANY WRONG INFORMATION MAY RESULT IN ACTION AGAINST ME AS PER THE PROVISIONS OF THE EPF & MP ACT 1952 AND THE SCHEME PROVISIONS.

I Agree to the above Declaration

Enter Authorization PIN received on your mobile and press the Submit button to finally submit the form.:

Note: Please ensure that pop ups are not blocked by your browser.

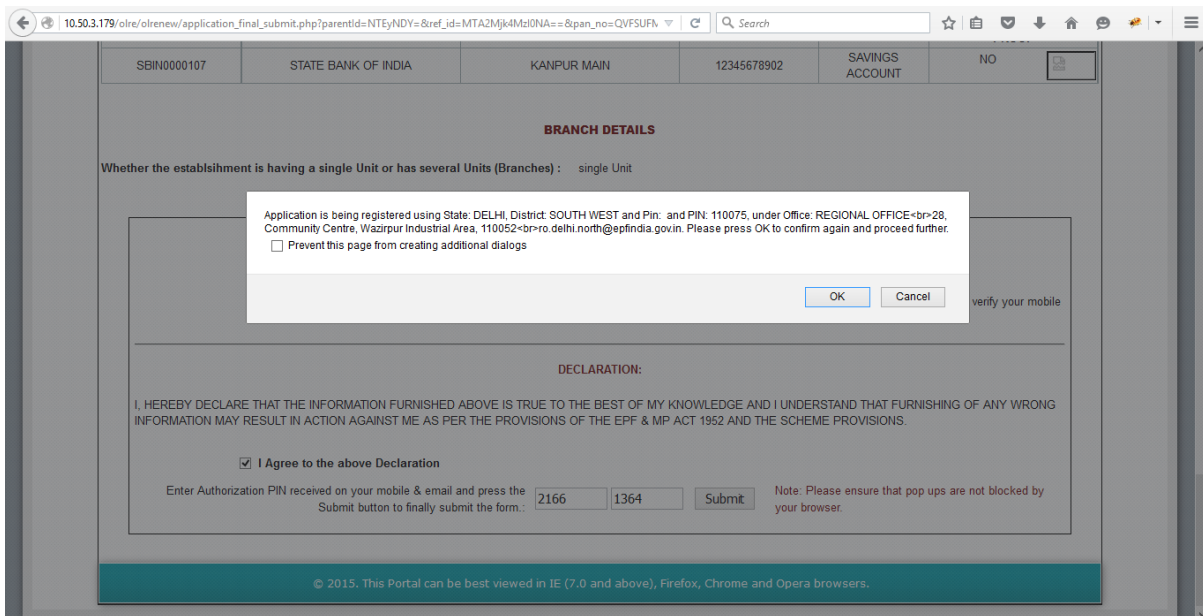
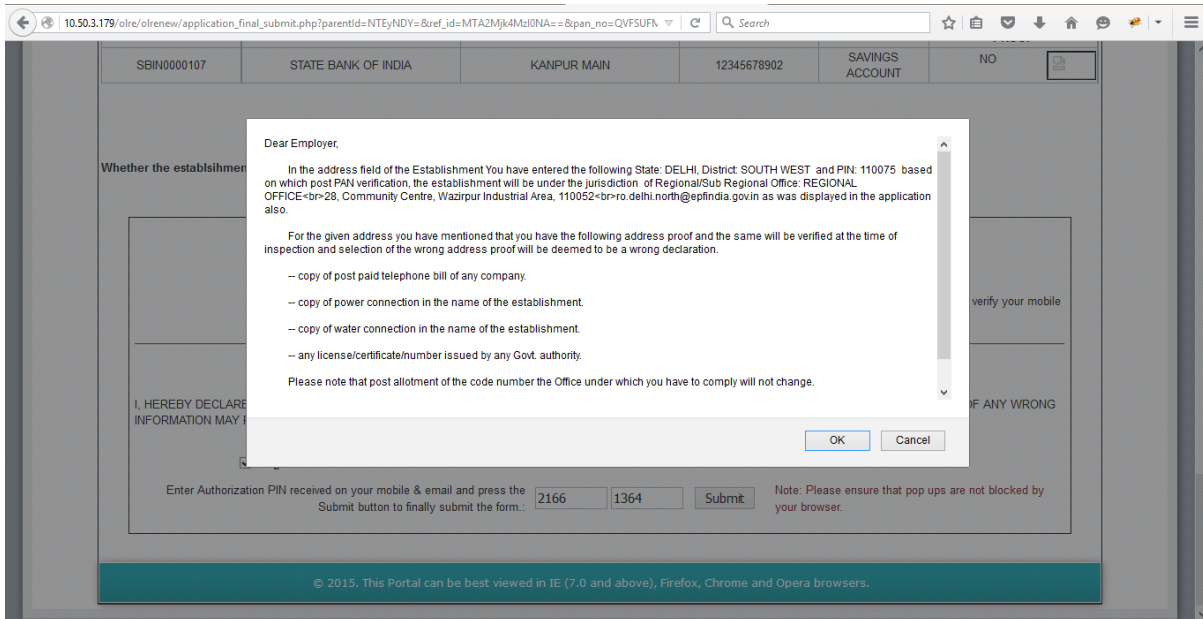
© 2015. This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers.

25. If the employer is satisfied that the entered data is correct, he should enter the CAPTCHA code and click the get PIN button.

The PIN will be sent on the mobile number of the Applicant Owner.

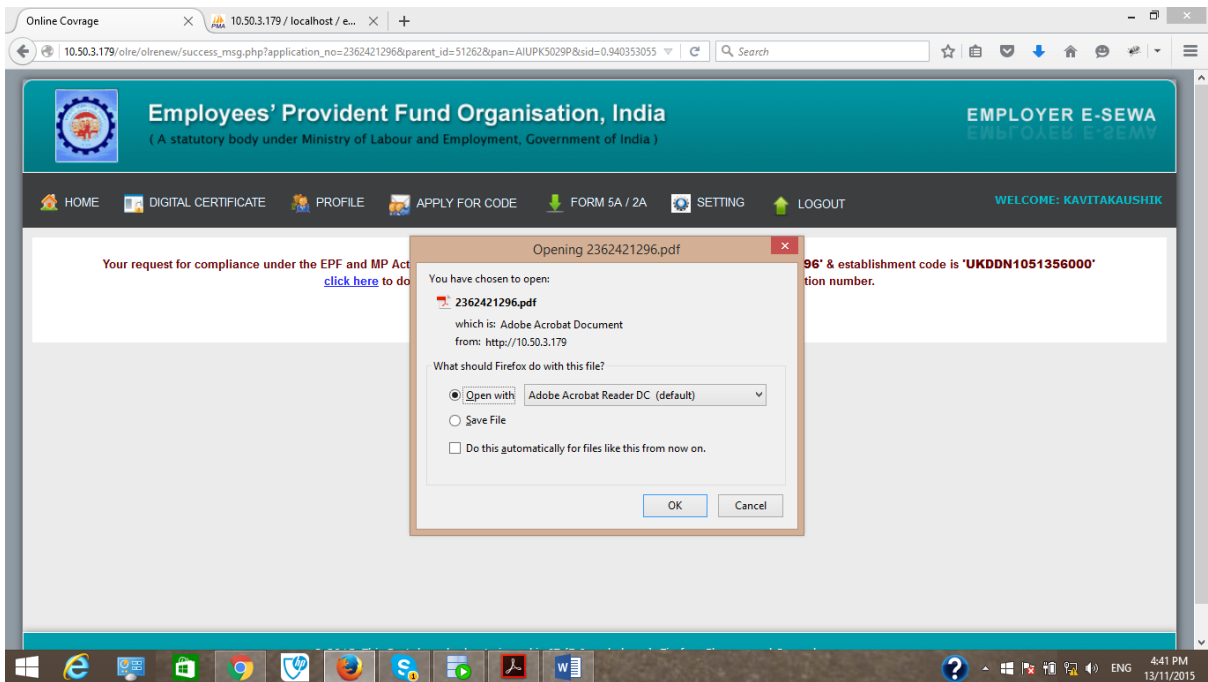
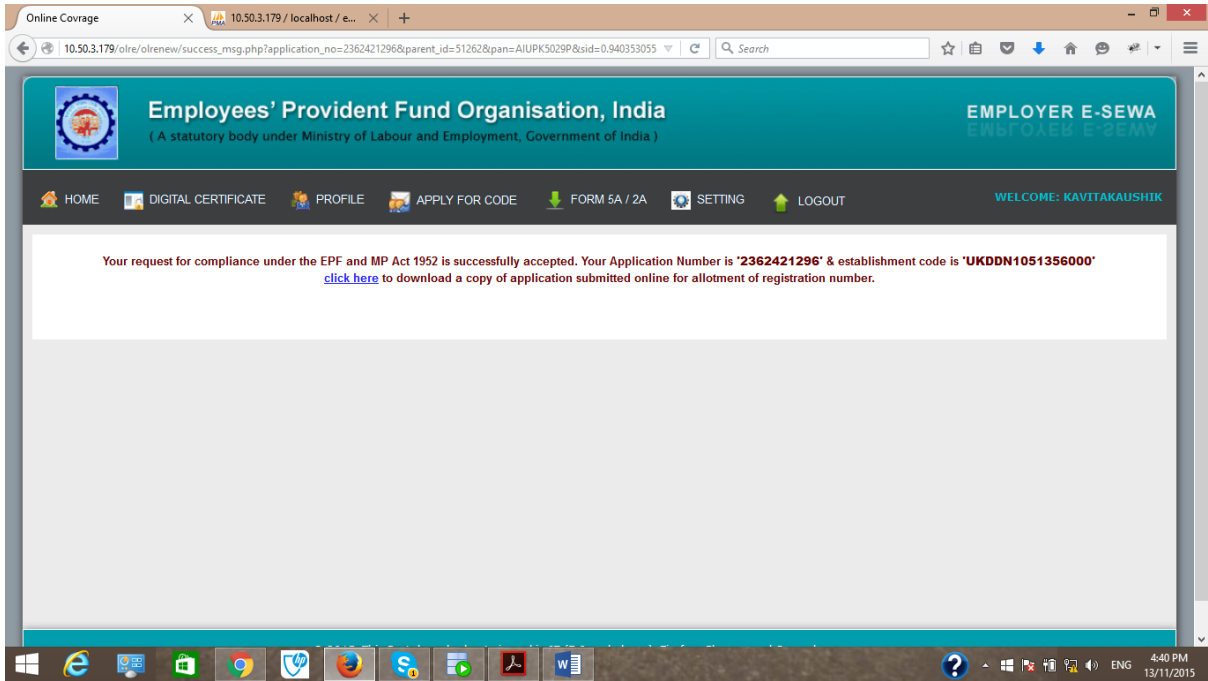
26. Tick the declaration regarding the correctness of the data and enter the PIN received on his mobile number and select 'Submit' button.

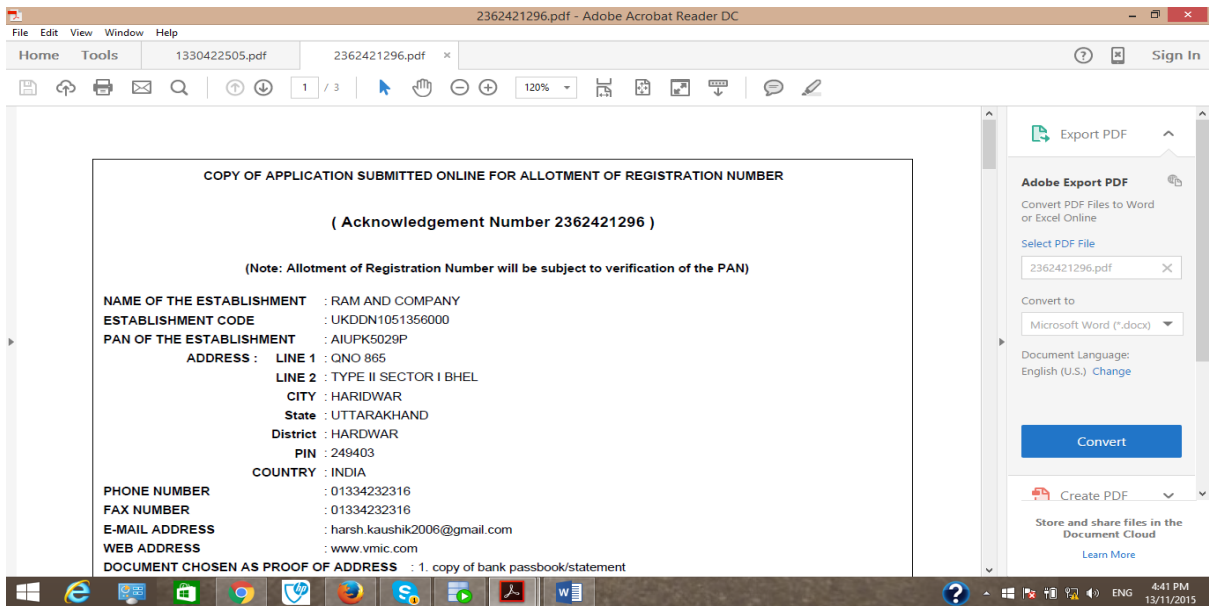
27. The following confirmation message on the EPFO field office details according to the address entered and documentary proof selected will be listed. Select OK.



28. Then click on OK, the application will be submitted with message on successful submission. A PDF file will be made available for download for future reference.







## POST SUBMISSION ACTIVITIES

No Document has to be submitted physically by the owner to the PF office. The user-id and password will be intimated to the applicant owner in his owner login and also through SMS to his mobile number.

He can login to ECR portal and create his permanent user-id and password of his choice for starting remittance thorough ECR upload.

Note: A separate ECR login is provided so that the Owner need not himself the remittance and can get it delegated to any authorised person to do the routine activities.

### **PAN Error:**

If the employer had made an error in correctly entering the PAN or the name, he should again follow the process to apply.

**Note: In case any wrong document / data was uploaded / entered in the application, the applicant owner will be responsible for the same and action will be taken as per the provisions of the Act.**

**The applicant owner as well as other owners declared in the owners' details will be responsible for any default under the Act / Schemes.**

\*\*\*

## CHECK LIST

After going through the instructions, please ensure that the following documents are ready for data entry. Then filling of the form will ensure that no data is missed or wrongly entered and you do not have to save a half filled application:

Tick	Requirements	UPLOAD Document as Digitally Signed PDF
	Scanned image of PAN for upload	PAN card Image
	All the address proof(s) of the establishment as mentioned in the Instruction Sheet	One address proof
	The date of set up and the proof for such date	Setup Proof Document
	The factory license number, date, issued by and date of trial production <b>(only for factory)</b>	--
	The details of the Manager(s) with their personal details <b>(only for factory)</b> .	--
	The activity in which the establishment is engaged is identified from the list.	--
	All license in name of establishment and their details.	One License Proof**
	In case the establishment is already covered under the ESIC, the ESIC Code	--
	The ownership details with proof	--
	Details of the Owners(s)	--
	If the establishment is already on lease, the start date and the details of the lessee(s)	--
	The employment details as on application date, number of excluded employees and the date on which the number of employees crossed 19 (or 5 or 49 as applicable)	--
	Scanned image of cheque(s) of the bank account (s) for upload	One Cheque out of all bank accounts declared.
	The list of branches of the establishments at different locations with their address and number of employees	--
	Scanned copy of Consent letter of the majority of employees with their details and signatures. <b>(Only in case of voluntary coverage)</b>	Copy of Consent Letter
	Date of agreement and any subsequent datementioned in the said agreement for voluntary coverage. <b>(Only in case of voluntary coverage)</b>	--
	Specimen Signature of Authorised Signatory	In the format Provided

\*\* In case License under Sales Tax Act is selected, it is mandatory.

**Once the application is submitted, no editing will be permitted.**