GOSAI & ASSOCIATES
HR STATUTORY & PAYROLL COMPLIANCES

+91 98100 90402
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PF & ESIC Registration Documents

P.F / ESIC Registration Documents Requirement	
1	Rent Deed (in case of own land, need Registry copy or Allotment letter)
2	GST Registration Certificate
3	List of Directors / Proprietor / Partner
4	List of Employees (Sr. no, Name, Father Name, D.O.J., Gross salary, Aadhar Detail, UAN Numbers, Bank details & Mobile Numbers)
5	Employees Aadhar Cards & PAN Cards
6	PAN Card of Company
7	All Directors i.e. Proof (Aadhar card and PAN card)
8	Company's Cancelled Cheque
9	DSC (Employer Digital Sign)
10	Mobile No & Email Id (At Least 3) and Nature of Work
11	Specimen Signature Card Template available on the website
12	A copy of Partnership Deed in the case of Partnerships
13	Manager Details (Aadhar Card & PAN Card) If any