# ONLINE REGISTRATION OF ESTABLISHMENT WITH DSC

Version: 2.0

## **USER MANUAL**

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IS DIVISION EMPLOYEES PROVIDENT FUND ORGANISATION Head Office, New Delhi

## **ONLINE REGISTRATION OF ESTABLISHMENTS**

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To read the specific chapter, open the hyperlink by pressing Control+Click



## **INSTRUCTIONS FOR EMPLOYER REGISTRATION**

In the EPFO Official Website, <u>www.epfindia.gov.in</u>, 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.

Employees' Provident Fund Org (A statutory body under Ministry of Labour and Employm			EMPL	OYEI	К Е-8	SEVV/
EMPLOYER REGISTRATION / LO	GIN FOR ONLINE REGISTRATION OF	ESTABLISHMENT	S			
VELCOME EMPLOYERS		LOGIN				
Dear Employers !!		USER NAME	1			
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database and name as per card. In case of rejection of application due to mismatch application submitted online to olre@epfindia.gov.in for guidance.	lease mail scanned copy of PAN and the					
REGISTER >>		Sign In				
		Forgot password ?				
NEW Attention Dear Employers!		INSTRUCTIONS				
Establishments that are already having a code number but wants a separate code convenience shall first submit Form 5A' using the EPFO E-Sewa portal login and g	umber for a Branch Unit for the administrative	Content awaited				
been received, they can apply using the 'Apply for Branch Code' link in the same po separate PF Code number)						

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.

olre.epfoservices.in/olrenew/owner_registration_form.php		C Q Search	☆ 目 ♥ ↓ ☆ (	9 *
	ent Fund Organisation, India of Labour and Employment, Government of India )		EMPLOYER E-SE	WA
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	Employer Registration Form	n		1
	* Marked Fields are Mandatory.			
	EMPLOYER'S DETAILS			
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	LAST NAME SHARMA	D		
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	DDRESS 2 AWAS VIKAS 1, KALYANPUR			
	CITY* KANPUR	D		
	STATE* UTTAR PRADESH V District* KAR	NPUR NAGAR		
	COUNTRY INDIA			



 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

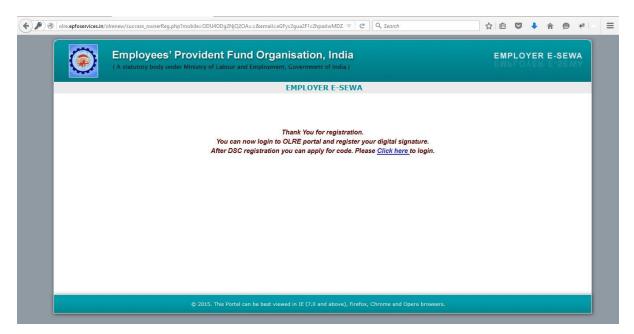
- The Employer PAN: On entering the PAN of the Employer, a message stating Employer PAN Available will appear, which indicate the Employer is not already registered in this portal. PAN will be verified later with the name and online application will be permitted only on successful verification.
- 3. 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.

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F	HAPLN <- Please type the characters shown in the GET PIN	image. PHAPLN PIN sent to your mobile. If PIN is not received mobile num PIN has been sent to your	ber.	lease verify :	our		l
	DECLARATION:						
I, HEREBY DECLARE THAT THE INFORMATION FURNISH IN ACTION AGAINST ME AS PER THE PROVISIONS OF TH	D ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND I U EPF & MP ACT 1952 AND THE SCHEME PROVISIONS.	UNDERSTAND THAT FURNISHING OF ANY WE	RONG INFORMATION	N MAY RESU	ILT		
✓ I Agree to the above Declaration Enter Authorization PIN received on you	mobile and press the Submit button to finally submit the form.:	6695 Submit					

- 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.

Employees' Provident Fund Or		EMPL	OYER E-SEW
(A statutory body under Ministry of Labour and Employ	nent, Government of India )		
EMPLOYER REGISTRATION / L	OGIN FOR ONLINE REGISTRATION O	OF ESTABLISHMENTS	
VELCOME EMPLOYERS		LOGIN	
Dear Employers !!		USER NAME	
The Proprietorship Firms that have applied/or want to apply for PF code number online, should enter the name of the Proprietor in the Owners details as per their full name (First name, middle names and last name). In case they have chosen a different name to be		kavitasharma	
printed on the PAN Card (other than complete name) then there is a chance of reje database and name as per card, in case of rejection of application due to mismate	ction due to mismatch in the name as per PAN	PASSWORD	
application submitted online to olre@epfindia.gov.in for guidance.			
REGISTER >>		Sign In	
		Forgot password ?	
Attention Dear Employers!		INSTRUCTIONS	
Establishments that are already having a code number but wants a separate co		Content awaited	
convenience shall first submit 'Form 5A' using the EPFO E-Sewa portal login an	d get the PAN verified. After 'PAN verified' SMS has portal. (Instructions for Registration of Branch - for a		

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

Olice epfoservices.in/olrenew/employer_home.php	♥ C Q Search	☆ 自 ♥ ♣ 合 ♥ ♥
Employees' Provident Fund Org. (A statutory body under Ministry of Labour and Employm		EMPLOYER E-SEWA
APPLY FOR COL	DE 🚽 PDF REPORT 🧔 SETTING 🏫 LOGOUT	WELCOME: KAVITASHARMA OWNER PAN SATAUS: PENDING
	EPFO E-Sewa Portal	
VIEW CE Register Certificate	line Registration of Establishments.	
© 2015. This Portal can be best vi	iewed in IE (7.0 and above), Firefox, Chrome and Opera browsers.	

olre.epfoservices.in/olrenew/employer\_register\_dsc.php



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

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	' Provident Fund Organisation, nder Ministry of Labour and Employment, Government		EMPLOYER E-SEWA
	🎄 PROFILE 🛛 APPLY FOR CODE 🚽 PDF R	EPORT 😳 SETTING ┢ LOGOUT	WELCOME: KAVITASHARMA OWNER PAN SATAUS: PENDING
	Register Digital Sig	nature Certificate	
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	Enter Emplo You have logged in from IP /		
		* Compulsary field	
	Employer Nar (Please enter name exactly as per Digital Certific Mobile Numb	er: 858866469	
	NE		
a second s			

- 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.

	( A statutory body under Ministry of Labour and Employment, Government of India )									
🔬 номе 🛛	DIGITAL CERTIFICATE	🌺 PROFILE	APPLY FOR CODE		O SETTING		k	WELCOME OWNER PAN	: KAVITASH SATAUS: P	
			Registe	r Digital Signature	Certificate					
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		S	Select type of Digital	Signature Certific	ate		<ul> <li>To successfully Certificate (DS) Environment 1. required</li> </ul>	C), Java Runtin	ne	
			○ <u>Sign with .PFX</u> ● <u>Sign with Your U</u>	) ISB token (?)			<ul> <li>To successfully Signature Certi Accept button.</li> </ul>			
							<ul> <li>The following of Signature certification</li> </ul>	icate will be va	lidated -	
			SUBI	MIT			Validity, Root si CCA India, and provided on the exactly match v inside DSC.	Name that yo previous pag	u have e should	



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

( A statutory body under Minist	Security Warning	EWDIOAEDEGEWIV
	<text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text>	VELCOME: KAVITASHARMA OWNER PAN SATAUS: PENDING Istructions To successfully upload Digital Signature Certificate (DSC), Java Runtime Environment 1.7 or higher version is required To successfully upload your Digital Signature Certificate (DSC), click Run/ Accept Duffon.
	SUBMIT	I ne rollowing details of your Lightal Signature certificate will be validated - Validity, Root signing authority should be CCA India, and Name that you have provided on the previous page should exactly match with the name provided inside DSC.

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.

Employees' Provident Fund Organisation, India (A statutory body under Ministry of Labour and Employment, Government of India)				EMPLOYER E-SEWA			
🔬 номе	DIGITAL CERTIFICATE	🎊 PROFILE	APPLY FOR CODE		SETTING	懀 LOGOUT	WELCOME: KAVITASHARMA OWNER PAN SATAUS: PENDI
			Registe	r Digital Signatur	e Certificate		
							Instructions
		s	Select type of Digital	Signature Certific	cate		<ul> <li>To successfully upload Digital Signature Certificate (DSC), Java Runtime Environment 1.7 or higher version is required</li> </ul>
			○ <u>Sign with .PFX</u> ● <u>Sign with Your U</u>	(?) ISB token (?)			<ul> <li>To successfully upload your Digital Signature Certificate (DSC), click Run/ Accept button.</li> </ul>
			Select Your USB T	OKEN Certificate			<ul> <li>The following details of your Digital Signature certificate will be validated -</li> </ul>
			SUBI	MIT			Validity, Root signing authority should be CCA India, and Name that you have provided on the previous page should exactly match with the name provided inside DSC.

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.



	und Organisation, India and Employment, Government of India )	EMPLOYER E-SEWA	
ATE 🎊 PROFILE 🛔	Select your USB Token Digital Certificate	WELCOME: KAVITASHARMA OWNER PAN SATAUS: PENDING	
	V Ranganath V Ranganath	OWNER PAN SATAOS, FENDING	
		Instructions	
Sele	Stude to CN=V Ranganath, ST=Deihi, OID.2.5.4.17=110066, OU='EPFO,CI ssued by: CN=(n)Code Solutions CA 2014, OID.2.5.4.51='301, GNFC Infoto Valid From: S41.100 41.43.84.3187 2015 Valid Till: Tue Jul 04.10.25 IST 2017	<ul> <li>To successfully upload Digital Signature Certificate (DSC), Java Runtime Environment 1.7 or higher version is required</li> </ul>	
		<ul> <li>To successfully upload your Digital Signature Certificate (DSC), click Run/ Accept button.</li> </ul>	
	Select this certificate     SUBMIT	<ul> <li>The following details of your Digital Signature certificate will be validated - Validity, Rooti signing authority should be CCA India, and Name that you have provided on the previous page should exactly match with the name provided</li> </ul>	

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

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A HOME 🛛 🔀 DIGITAL CERTIFICATE	Wind	OF REPORT SETTING LOGOUT	WELCOME: KAVITASHARMA OWNER PAN SATAUS: PENDING
	Sele Click here for m	ore information	uctions o successfully upload Digital Signature Partificate (DSC), Java Runtime invironment 1.7 or higher version is equired o successfully upload your Digital ignature Cartificate (DSC), click Run/ occept button.
	Select Your USB TOKEN CENT		he following details of your Digital ignature certificate will be validated - alidity, Root signing authority should be CA India, and Name that you have rovided on the previous page should actim watch with the name provided

- 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.



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		View Digital Sign	atures		
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Sr N	0	Employer Details	Date of Registration	Status	
1	Name: Designation: Mobile number: Valid From: Valid To:	V RANGANATH 8588866468 04-07-2015 04-07-2017	23-11-2015 17:03	Active	
					_
	© 2015. This Porta	can be best viewed in IE (7.0 and abov	e), Firefox, Chrome and Opera browsers.		

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

olre.epfoservices.in/olrenew/employer_home.php	⊽   C   Q, Search	☆ 自 ♥ ♣ ♠ ♥ ♥ ■ Ξ
	dent Fund Organisation, India of Labour and Employment, Government of India )	EMPLOYER E-SEWA
ROME 💽 DIGITAL CERTIFICATE 🎄 PRO	ILE APPLYFOR CODE POF REPORT SETTING Applyfor code FILL APPLICATION FORM C DOWNLOAD SPECIMEN SIGNATURE FILE APPLICATION SUBMIT	LOGOUT WELCOME: KAVITASHARMA OWNER PAN SATAUS: VERIFTED
	5. This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and i	Opera browsers.
olre.epfoservices.in/olrenew/employer_home.php#		

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.

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🔏 HOME 📑 DIGITAL CERTIFICATE 🎄 PROFILE 🐹 APPLY	or code 🚽 form 5A / 2A 🛛 🔯 Setting 🍵 Logout	WELCOME: KAVITAKAUSHIK
Арр	Employees' P F Organisation cation for Registration Number of Establishment	
	* Marked Fields are Mandatory.	
	ESTABLISHMENT DETAILS	
NAME OF THE ESTABLISHMENT AS PE	PAN* XYZ LIMITED	
PAN NUMBER ISSUED BY INCOME TAX DEPAR	IENT* AQRPS5955M	
ACT APPLIES TO MY ESTABLISH	ENT * THE EPF AND MP ACT APPLIES TO MY ESTABLISHMENT	
ADDA	SS 1* A-703 REGIONAL OFFICE 28. Community Centre, Wazirpur Industrial Area, 110052 ro.delhi.north@epfindia.gov.in	
ADD	ESS 2 SECTOR 23 DWARKA	D
	CITY * NEW DELHI	
	STATE* DELHI V 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. <u>https://incometaxindiaefiling.gov.in/e-Filing/Services/KnowYourJurisdictionLink.html</u>



 Application should be made by the employer if the Act applies on its establishment. For this purpose you may refer to the <u>Section 1(3) (a) and 1 (3) (b)</u> 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 <u>Section 1(4)</u> 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 deselected 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.



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	PINCODE * 110075 PHONE NO * 05122216827	FAX NO: 051222746	64			
E-MAIL ID*	harsh.kaushik2006@gmail.com					
WEB ADDRESS OF THE ESTABLISHMENT	www.epfindia.gov.in		e.g : http://www.xyz.	com		
PROOF OF ADDRESS*	<ul> <li>✓ copy of power connection in the name</li> <li>✓ copy of water connection in the name</li> </ul>	☐ 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 vater connection in the name of the establishment ☑ any license/certificate/number issued by any Goxt. authority				
DOCU DOCUMENT NAME*	JMENTARY PROOF OF DATE OF SET	UP REFERENCE NUMBER *?	DATE OF ISSUES OF DOCUMENT*	ISSUED B	Y, PLACE* î	
Copy of the first Sales Invoice		987654321	1.0020 April 1000 Contract April 10	STO DELHI	1	-
BUSIN	NESS ACTIVITY AND OWNER'S DETA	1.				1
WHETHER THE ESTABLISHMENT IS A FACTORY*						
SECTION APPLICABLE	0001(3)(b)					

- 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.

 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 proof document 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 <u>Section 16 (1)</u>.

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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 incharge 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.

				PARTICU	JLARS OF OWNERS					
NAME*		STATUS/ DESIG*	DATE OF BIRTH*	FATHER'S NAME	RESIDENTIAL ADDRESS*	MOBILE NO <sup>*</sup> & E-MAIL	DATE FROM WHICH IN POSITION*	Whether The Ov Incharge of Bus of Establishm	siness	
GENDER MALE	MAN	IAGER				M 8588866468				
KAVITA SHARMA		AQRPS5955M	01-10-1973	ONKAR NATH SHARM	A-703	] <u>E</u>	01-11-2015	YES	~	•
NAME AND AND A STRATTA						harsh.kaushik2006@gmail.«				
shall be affected using th	he primar	y contact details. ber (only for Director	rs)	PARTICL	ULARS OF LESSEE	ber and Email. Login to the EC	R and other El	PFO portals and a	all othe	er activities
Note: "The Mobile numb shall be affected using th "DIN: Director Identificati	he primar	y contact details. ber (only for Director	rs)	PARTICI	ULARS OF LESSEE	ber and Email. Login to the EC	R and other El	FO portals and a	all othe	er activities
shall be affected using th	he primar	y contact details. ber (only for Director	rs)	PARTICI	ULARS OF LESSEE	ber and Email. Login to the EC	R and other El	FO portals and a	all othe	er activities
hall be affected using th	he primar	y contact details. eer (only for Director WHETHER THE	<b>rs)</b> ESTABLISHMEN	PARTICI	ULARS OF LESSEE	Per and Email. Login to the EC	R and other E	FO portals and a	all othe	er activities
hall be affected using th	he primar ion Numl	y contact details. per (only for Director WHETHER THE NUMBER OF EMP	R) ESTABLISHMEN PLOYEES (INCLU	PARTICL T ON LEASE O Yes ® EMPL DING EXCLUDED EMPLOY	ULARS OF LESSEE		R and other El	FO portals and a	all othe	er activities



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.

+ 🤿 C 🗋 olr	e.epf	oservices.in/olrenew/online_coverage_form.php		Q	Ξ
		EMPLOYEE DETAILS			1
	Α.	NUMBER OF EMPLOYEES (INCLUDING EXCLUDED EMPLOYEES) AS ON DATE OF APPLICATION*	21		
	В.	NUMBER OF EXCLUDED EMPLOYEES	10		
	c.	DATE ON WHICH THE EMPLOYMENT STRENGTH EXCEED* 19	01-01-2015	=	
Whether the establishmer	t is hav	BANK DETAILS			
Whether the establishmer	t is hav				
		ng the Bank details 💿 No 🔘 Yes			

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.

			EMPLOYEE DET	AILS		
	Α.	NUMBER OF EMPLOYEES (INCLUD	DING EXCLUDED EMPLOYEES) AS ON D	ATE OF APPLICATION*	21	
	в.	NUMBER OF EXCLUDED EMPLOYE	ES		10	
	c.	DATE ON WHICH THE EMPLOYMEN	NT STRENGTH EXCEED* 19		01-01-2015	
IFSC CODE*		BANK NAME* D	BRANCH NAME*	ACCOUNT NUMBER*	ACCOUNT TYPE*	MARK AS
IF SU CODE		WEIGHT THE STREET			noodon the	ADDRESS PROOF



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.

hment Registration Wit 🗙 🎎	10.50.3.1	179 / localhost / e	×   +											_	- 0
10.50.3.179/olre/olrenew/appl	ication_	view.php			C 🛞	٩	Search	☆	¢ (	9 +	Â	4	5 🦗		0
(A stat	utory b	ody under Minist	ry of Labour and	Employment, Gov						ЕМР					
A HOME	CERTIFI	CATE 🎊 PRO	FILE	LY FOR CODE	SETTING 😭	LOGC	DUT		EI		R PAN				þ
			🔲 FILL		RM										
	S.No	Application No.		/IEW APPLICATION	FORM		Upload Documents	View	Docume	nts					
	1	1764535133	AAQC		Application Form	ed	Already uploaded documents	-							
	2	1554400995				ed	Already uploaded documents	R							
	3	9540515504		INLOAD SPECIMEN		ed	Already uploaded documents	<b>%</b>							
	4	1772482724		PLICATION SUBMIT		ed	Already uploaded documents	1							
	5	3014359424	AAQCS7168I	8	N	-	Already uploaded documents	<b></b>							
	6	2667938963	AAQCS7168Z	8	Already Final submi	tted	Already uploaded documents	R		-					
	7	1136651179	AAQCS7168I	8	8		Already uploaded documents	<b>%</b>							
	8	1170080374	AAQCS7168I	8	8		Already uploaded documents	1							
	9	2280271994	AAQCS7168I	8	8		Already uploaded documents	<b>\$</b>		8					
	10	2112886016	AAQPS7168I	8	8		<b>i</b>	R							
				+	8			<b>%</b>		-					

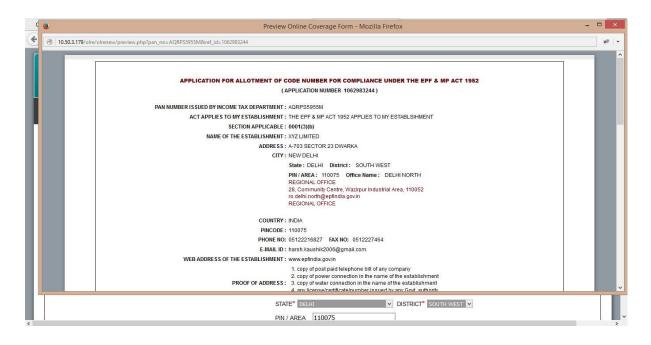
An application number will be generated, which should be noted by him. The partially filled application can be reopened by selecting the "Review Application Form" from the "Apply for Code" main menu option which are available in the screen when employer is logged in. The application number will remain 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).





		Previe	ew Online Coverage Form	- Mozilla Firefox			_ 0
9 10.50.	.3.179/olre/olrenew/preview.php?pan_no:						
9 10.30.		Email provided against the Primary Row shall	l he used as Priman mobile nu	mber and Email Login to the s	evetem all other activiti	as shall be affected using the	
	primary contact.	2 Chiai provided against the Finnary row shar	the used as I minary mobile ind	noer and Email. Login to the a	system, an outer activity	so shan be anotted using the	
			PARTICULARS OF LEA	SEE			
	Whether the Establishment	on Lease: No					- 1
			EMPLOYEE DETAIL	•			- 1
	NUMBER	OF EMPLOYEES AS ON DATE OF APPLICATIC					
		OF EXCLUDED EMPLOYEES	: 10				
	DATE ON	WHICH the EMPLOYMENT STRENGTH CROS	SED 19 : 201	5-11-01			
			BANK DETAILS				- 1
	IFS CODE	BANK NAME	BRANCH NAME	ACCOUNT NUMBER	ACCOUNT TYPE	MARKED AS ADDRESS PROOF	
	SBIN0000107	STATE BANK OF INDIA	KANPUR MAIN	12345678902	SAVINGS ACCOUNT	NO	
	Whether the establishment	is having a single Unit or has several Units (Bi	BRANCH DETAILS				
			Close print	6. 8			_
		S	TATE* DELHI		SOUTH WEST 💌		
			Decini	- DIGIRICI	DODITI VILDI		
			IN / 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.

			EMPLOYEE DETAILS							
	A. NUMBER OF EMPLOYEES (INCLUDING EXCLUDED EMPLOYEES) AS ON DATE OF APPLICATION <sup>®</sup>									
	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*		ACCOUN		E*		1
SBIN0000107		STATE BANK OF INDIA	KANPUR MAIN	12345678902	1	AVINGS A	CCOUN	TV		
+(Add Row)										
	it is havi	ng a single Unit or has several Units (Bran	BRANCH/ DIVISION DETAILS							
	ıt is haviı	ng a single Unit or has several Units (Bran	ches)  A single Unit  Several Units Save Preview	is up in a new window. Please ensure tha	it pop ups a	are not blo	cked by	y your	brows	er.
	ıt is havi	ng a single Unit or has several Units (Bran	ches)  A single Unit  Several Units Save Preview	is up in a new window. Please ensure that	it pop ups a	are not blo	cked by	y your	brows	.er.

## 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.

HOME	ROFLE	APPLY FOR CODE	FORM EA	/24 💽 S	ETTNG	💧 LOGOUT	
		You have success	fully saved	your applie	cation fo	orm.	
			UPLOAD D	OCUMENTS			Back
	You at	re uploading documents to	r Application I	No 10623832	44 and Pa	n -AQRPSSSSM	
		SCANNED COPY OF PAN	Browse	No file selects	ved.	Ð	
		FROOF OF ADDRESS	Browse	No file select	red.	Ø	
		OATE OF SETUP	Browso	No file selects	æd.	D	
		UCENSES!	Browse	No file selects	ed.	Ø	
		SPECIMEN SIGNATURE FILE	Browse	No file selecte	ed.	Ð	
			UPLCAD	)			

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.

HOME	DIGITAL CERTIFICATE	norie	APPLY FOR CODE	📕 FORM 54	/ 2A 💽 SETTN	a 🖕 rocon	
			You have success	fully saved	your applicatio	n form.	
				UPLOAD	OCUMENTS		Back
		You at	re uploading documents fo	Application	No 1062963244 and	Pan -AQRPS0055M	
			SCANNED COPY OF PAN	Browse	No file selected.	Ð	
			PROOF OF ADDRESS	Browse	No file selected.	D	
			DATE OF SETUP	Browse	No file selected.	Ð	
			UCENSES	Browse	No file selected.	Ð	
			CHEQUE SCANNED MAGE	Browse	No file selected.	Ð	
			SPECIMEN SIGNATURE FILE	Browse	No file selected.	Ð	
				UPLCAD	>		

- 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.



	rentid=NTEyNIY-&msg=WW911GhbdmUg=3Vy?V/ rovident Fund Organise Ministry of Labour and Employment, Gov	ation, India	<b>Δ</b>	自 🛛 II 合 🖗 🛩 - EMPLOYER E-SEWA
A HOME 📑 DIGITAL CERTIFICATE 🛔	PROFILE 👷 APPLY FOR CODE	🖡 FORM 5A / 2A 🧔 SETTING 🔺 LOG	out	WELCOME: KAVITAKAUSHIK
	You have successfu	Illy saved your application form.		
		UPLOAD DOCUMENTS		Back
	You are uploading documents for	Application No 1062983244 and Pan -AQRPS	5955M	
	SCANNED COPY OF PAN *	Browse GPF Advance_sign_by_tkv.pdf	Signature Verified	
	PROOF OF ADDRESS.*	Browse tk_sign.pdf	Signature Verified	
	DATE OF SETUP.*	Browse tk_sign.pdf	Signature Verified	
	LICENSES.*	Browse GPF Advance_sign_by_tkv.pdf ?	🛛 🕜 Signature Verified	
	CHEQUE SCANNED IMAGE.*	Browse GPF Advance_sign_by_tkv.pdf	Signature Verified	
	SPECIMEN SIGNATURE FILE*	Browse GPF Advance_sign_by_tkv.pdf	Signature Verified	
		UPLOAD		
Ø2				

23. The list of Uploaded documents are shown.

HOME	TIS DIGITAL CERTIFICATE 🎄 PROFILE 🔜 APPLY FOR CODE	🗜 FORM 5A / 2A 🧛 SETTING 💧 LOGOUT	WELCOME: KAVITAKAUS
	You have suc	cessfully uploaded documents.	
	LIST OF	UPLOADED DOCUMENTS	Back
	You have uploaded documents	for Application No 1062983244 and Pan -AQRPS5955M	
Total L	Jpload Documents :5		
S.No.	Documents Name	File Name	Uploaded Date
1	PAN	AQRPS5955M_pan.pdf	2015-11-12 17:03:19
2	Date of Setup	AQRPS5955M_dosetup.pdf	2015-11-12 17:03:19
	Bank	AQRPS5955M_cheque_scan1.pdf	2015-11-12 17:03:19
3	Daily		
3 4	Proof of Address	AQRPS5955M_address1.pdf	2015-11-12 17:03:19

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.



HOME	📑 DIGITAL CERTIFICATE 🛛 🌺 PROFILE	APPLY FOR CODE	FORM 5A / 2A	🔉 SETTING 💧 LOGOUT	
		You have suc	cessfully upload	ed documents.	
		LIST OF	UPLOADED DOCU	MENTS	Bac
	You have	uploaded documents	for Application No 1	062983244 and Pan -AQRP\$5955M	
Total U	Ipload Documents :5				
S.No.	Documents Name			File Name	Uploaded Date
1	PAN			AQRPS5955M_pan.pdf	2015-11-12 17:03:19
2	Date of Setup			AQRPS5955M_dosetup.pdf	2015-11-12 17:03:19
3	Bank			AQRPS5955M_cheque_scan1.pdf	2015-11-12 17:03:19
4	Proof of Address			AQRPS5955M_address1.pdf	2015-11-12 17:03:19
	Licenses			AQRPS5955M licenses1.pdf	2015-11-12 17:03:19

The Final Review of application shown as below,





		ADDRESS: 3. copy of wa 4. any licens	over connection in the name of the establishm ater connection in the name of the establishm e/certificate/number issued by any Govt. auth	ent	
DAT	TE OF SETUP OF ESTAB	LISHMENT : 2015-01-22			
		DOCUMENTARY PR	OOF OF DATE OF SET UP		
DOCUMENT NAME		REFERENCE NUMBER	DATE OF ISSUES OF DOCUMENT	ISSUED BY, PL	
Copy of the first Sales Invoi	ice	987654321	2015-02-15	STO DELHI	1
WHETHER TH	E ESTABLISHMENT IS A PRIMARY BUSINESS	FACTORY : No	Y AND OWNER'S DETAILS		
WHETHER THI		FACTORY : No ACTIVITY : BREAD	Y VARIOUS AUTHORITIES	ISSUED AT PLACE	REMARK
	PRIMARY BUSINESS	FACTORY : No S ACTIVITY : BREAD LICENSES ISSUED B	Y VARIOUS AUTHORITIES	ISSUED AT PLACE DELHI	REMARK
TYPE Sales Tax Act IN CASE ESTABLISHMENT 15	PRIMARY BUSINESS NUMBER 123456789	LICENSES ISSUED BY DATE 2015-01-01 ESIC ACT : No	Y VARIOUS AUTHORITIES ISSUED BY STO DELHI R'S DETAILS	DELHI	REMARK
TYPE Sales Tax Act	PRIMARY BUSINESS NUMBER 123456789 S COVERED UNDER THE	A FACTORY : No S ACTIVITY : BREAD LICENSE ISSUED B DATE 2016-01-01 ESIC ACT : No	Y VARIOUS AUTHORITIES ISSUED BY STO DELHI R'S DETAILS	DELHI ION NO. ISSU	REMARK UED BY,AT DELHI

				PAR	RTICULARS OF OV	WNERS					
SL NO	NAME	STATUS/ DESIG	DATE OF BIRTH	FATHER'S NAME	RESIDENTIAL ADDRESS	MOBILE NO	E-MA	IL	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.kaushik200	06@gmail.com	2015-11-01	YES	YES
Whe	ther the Establishn	nenton Lease: No		PA	RTICULARS OF LI	EASEE					
Whe					EMPLOYEE DETA	ILS				_	
Whe	NUM	BER OF EMPLOYEES A			EMPLOYEE DETA	ILS					
Whe	NUM	BER OF EMPLOYEES A BER OF EXCLUDED EM	PLOYEES	F APPLICATION	EMPLOYEE DETA: 21 : 10	<b>ILS</b>					
Whe	NUM	BER OF EMPLOYEES A	PLOYEES	F APPLICATION	EMPLOYEE DETA: 21 : 10	ILS				-	
Whe	NUM	BER OF EMPLOYEES A BER OF EXCLUDED EM	PLOYEES	F APPLICATION	EMPLOYEE DETA: 21 : 10	ILS 1 ) )15-11-01				-	
Whe	NUM	BER OF EMPLOYEES A BER OF EXCLUDED EM	PLOYEES YMENT STREI	F APPLICATION	EMPLOYEE DETAI 21 21 9 20	ILS ) )15-11-01 S	INT NUMBER	ACCOUNT TYP		D AS ADD PROOF	DRESS



 ire/orenew/application_fil	nal_submit.php?parentId=NTEyMTM		Q Search	¥		+ 1	1 -1/4			Ø
		BANK DETAILS								
 IFS CODE	BANK NAME	BRANCH NAME	ACCOUNT NUMBER	ACCOUNT TYPE	MARKED	DAS ADDRE	SS PRO	DF		
110069	STATE BANK OF INDIA	LAXMINAGAR	3202136589	ACCOUNT		YES				
Whether the establishmen	t is having a single Unit or has several Ur	YBS Image development of the providence of the p	characters shown in the ima itton to get Authorization PIN mobile number of owner tick	SMS on your Mobile.			IN			
	THAT THE INFORMATION FURNISHED A ESULT IN ACTION AGAINST ME AS PER 1				SHING OF	ANY WRON	IG		I	
	I Agree to the above Declaration									

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.

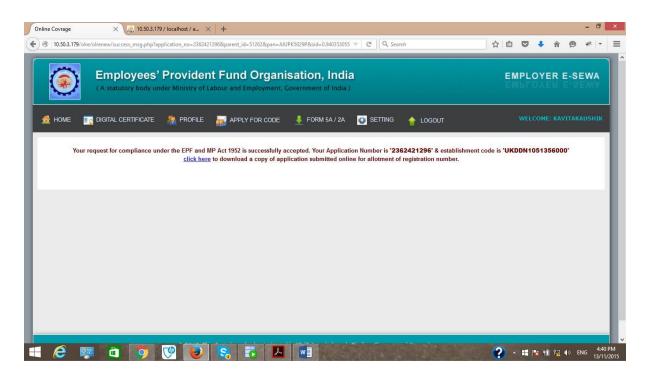
- 26. Tick the declaration regarding the correctness of the data and enter the PIN received on his mobile number and select 'Submit' button.
- 27. The following confirmation message on the EPFO field office details according to the address entered and documentary proof selected will be listed. Select OK.

SBIN0000107	STATE BANK OF INDIA	KANPUR MAIN	12345678902	SAVINGS	NO	<u>5</u>
L				Account		
	Dear Employer,				^	
Whether the establsihmen	on which post PAN verification, the establish	nent You have entered the following State shment will be under the jurisdiction of F	Regional/Sub Regional Office: R	EGIONAL		
	OFFICE 28, Community Centre, Wazin also.	rpur Industrial Area, 110052 <br≻ro.delhi.n< td=""><td>orth@epfindia.gov.in as was di</td><td>splayed in the application</td><td>on</td><td></td></br≻ro.delhi.n<>	orth@epfindia.gov.in as was di	splayed in the application	on	
	For the given address you have ment inspection and selection of the wrong add	tioned that you have the following addres: fress proof will be deemed to be a wrong	s proof and the same will be ver declaration.	ified at the time of		
	- copy of post paid telephone bill of a	any company.				
	- copy of power connection in the nar				verify	your mobile
	<ul> <li>copy of water connection in the nan</li> <li>any license/certificate/number issu</li> </ul>				_	
		e code number the Office under which you	I have to comply will not change			
I, HEREBY DECLARE					F AN	WRONG
			Ē	OK Cano	el	
Enter Authorizati	on PIN received on your mobile & email ar			Please ensure that pop	o ups are not blo	cked by
	Submit button to finally subm	nit the form.	your br	owser.		



SBIN0000107	STATE BANK OF INDIA	KANPUR MAIN	12345678902	SAVINGS ACCOUNT	NO
		BRANCH DETAILS			
Whether the establsihme	nt is having a single Unit or has several U	nits (Branches) : single Unit			
	<ul> <li>Application is being registered using State: Community Centre, Wazirpur Industrial Area</li> </ul>				
	Prevent this page from creating addition	nal dialogs			
			[	OK Cancel	verify your mobile
		DECLARATION:			
		OVE IS TRUE TO THE BEST OF N	Y KNOWLEDGE AND I UNDE		HING OF ANY WRONG
	E THAT THE INFORMATION FURNISHED AB RESULT IN ACTION AGAINST ME AS PER 1		MP ACT 1952 AND THE SCHE	ME PROVISIONS.	
INFORMATION MAY			MP ACT 1952 AND THE SCHE	ME PROVISIONS.	
INFORMATION MAY	RESULT IN ACTION AGAINST ME AS PER 1	THE PROVISIONS OF THE EPF & I	Submit Note: F	Please ensure that pop	ups are not blocked by
INFORMATION MAY	RESULT IN ACTION AGAINST ME AS PER 1	THE PROVISIONS OF THE EPF & I	Notes	Please ensure that pop	ups are not blocked by

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.





	Fund Organisation, India	EMPLOYER E-SEM
HOME 📑 DIGITAL CERTIFICATE 🌺 PROFILE 🚡	🛃 APPLY FOR CODE 🛛 🞍 FORM 5A / 2A 🗔 SETTING 🍲 LOGOUT	
Your request for compliance under the EPF and MP Ac		hment code is 'UKDDN1051356000'
2 🖪 🖻 🔽 🔞	S 7 7 w	2 • # № 11 %2 40 ENG
2 👳 🖬 🍠 🕅 💽 🤅		<b>?</b> - ## Nx +# 兒 40 ENG
View Window Help	2362421296.pdf - Adobe Acrobat Reader DC	-
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View         Window         Help           Tools         1330422505.pdf         2362421291           ▷         ➡         ☑         Q         ①         1         / 3         ▶           COPY OF APPLICATION SUBMI   <	2362421296.pdf - Adobe Acrobat Reader DC	-
View Window Help Tools 1330422505,pdf 236242129 D D Q T Q 1 / 3 COPY OF APPLICATION SUBMIT (Acknow	2362421296.pdf - Adobe Acrobat Reader DC H6.pdf ×	Export PDF     Adobe Export PDF     Convert PDF Files to W     or Excel Online     Select PDF File
View Window Help Tools 1330422505,pdf 236242129 D D Q T Q 1 / 3 COPY OF APPLICATION SUBMIT (Acknow	2362421296.pdf - Adobe Acrobat Reader DC	Export PDF     Adobe Export PDF     Convert PDF Files to W     or Excel Online

#### 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:

		UPLOAD Document as
Tick	Requirements	Digitally Signed PDF
	Scanned image of PAN for upload	PAN card Image
	All the address proof(s) of the establishment as	One address proof
	mentioned in the Instruction Sheet	
	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 (only for factory)	
	The details of the Manager(s) with their personal	
	details (only for factory).	
	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	One Cheque out of all
	upload	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	Copy of Consent Letter
	employees with their details and signatures. (Only in	
	case of voluntary coverage)	
	Date of agreement and any subsequent date	
	mentioned in the said agreement for voluntary	
	coverage. (Only in case of voluntary coverage)	
	Specimen Signature of Authorised Signatory	In the format Provided

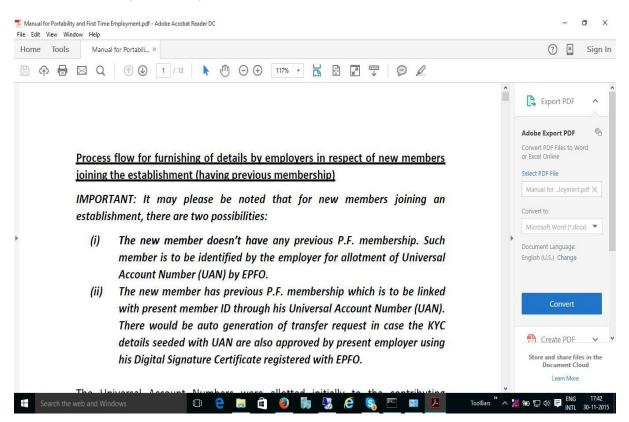
\*\* In case License under Sales Tax Act is selected, it is mandatory.

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



## How to sign pdf digitally

#### Double click on the pdf file to open it.



#### Click on TOOLS-

ome Tools	Manual for Portabili					? 🗶 Sign Ir
Bearch Tools						
C,			$\bigcirc$	Pau	× len	<i>→</i> …
Export PDF	Create PDF	Edit PDF	Comment	Fill & Sign	Send for Signature	Send & Track
Open 💌	Open 🔻	Open 💌	Open 🔹	Open <b>*</b>	Open 💌	Open +
2	De		٤)	i	$\bigcirc$	<b>e</b> jo
Stamp	Certificates	Measure	Organize Pages	Enhance Scans	Protect	Combine Files
Open 💌	Open 💌	Open 💌	Add 💌	Add	Add	Add 💌
20		2				\$
Prepare Form	Optimize PDF	Redact	Compare Documents	Send for Comments	Action Wizard	Create Custom Tool
Add 💌	Add 🔻	Add 💌	Add 💌	Add 💌	Add 👻	Add 💌



## Click on certificates

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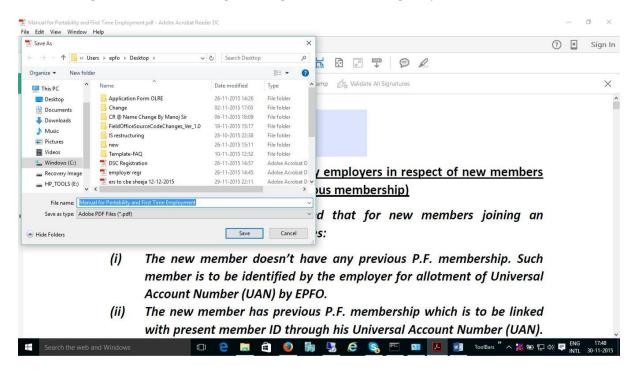
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Using the mouse, drag to form a square portion where you would like to put your signature. Ensure that the USB dongle having digital signature is plugged in

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Select the signature and click on Sign. Now, give the name for signed pdf file.





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# **Steps for Installing Java**

If Java is not installed then following screen may appear -

Register Digital Signature Certifi	Instructions
Select type of Digital Signature Certificate	<ul> <li>To successfully upload Digital Signature Certificate (DSC), Java Runtime Environment 1.7 or higher version is required</li> </ul>
<ul> <li>Sign with PFX</li> <li>Sign with Your USB token</li> </ul>	<ul> <li>To successfully upload your Digital Signature Certificate (DSC), click Run/ Accept button.</li> </ul>
SUBMIT	<ul> <li>The following details of your Digital Signature certificate will be validated - Validity, Root signing authority should be CCA India, and Name that you have provided on the previous page should inside DSC.</li> </ul>
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2015. This Portal can be best viewed in IE (7.0 and above), Firefox,	Chrome and Opera browsers.

Or it may appear as follows -

S' Provident Fund Organisation, In y under Ministry of Labour and Employment, Government of in	dia )	EMPLOYER E-SEWA
Register Digital Signat	ure Certificate	
Select type of Digital Signature Certi Sign with .PFX Sign with Your USB token A plugin is needed to display this content. SUBMIT		Instructions  To successfully upload Digital Signature Control (SSC), Java Rundma Environment 1.7 or higher version is required To successfully upload your Digital Signature Certificate (DSC), clck Runv Accept Buildon.  The following details of your Digital Signature conflicted will be validated - Validity, Root signing authority should be CCA India, and Name that you have provided on the previous page should inside DSC.
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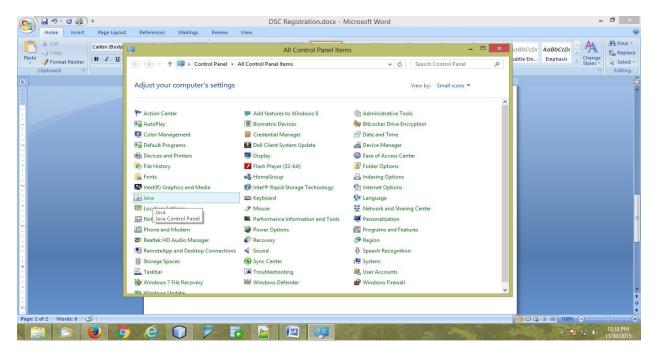
Download and install Java from <u>https://www.java.com/en/download/.</u> Restart the browser after installing the Java.

#### **Steps for Unblocking Java Application**

#### Java Application Blocked

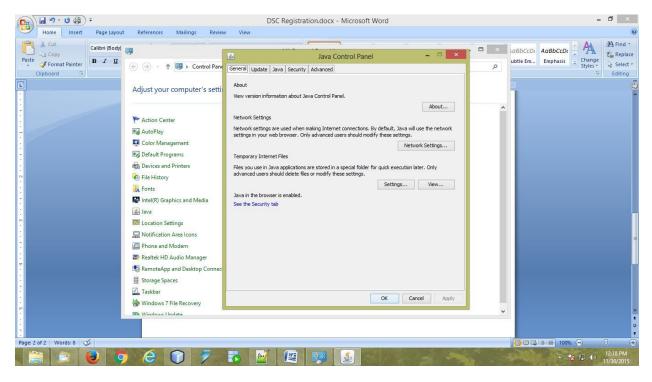
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## Open Control Panel -> Java





#### Java Control Panel



Go to Security Tab -> Click on Edit Site List

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In Location type the URL -> <a href="http://olre.epfoservices.in/olrenew/">http://olre.epfoservices.in/olrenew/</a> and click OK button

Ore epfoservices.in/olrenew/employer_register_dsc.php     Employees' Provid	x +  v C Search  ent Fund Organisation, India of Labour and Employment, Government of India )	- □ × ☆ 自 ♥ ♣ ☆ � # • 캬 Ξ EMPLOYER E-SEWA
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#### Click on Continue Button

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## Click OK Button

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Restart the browser after updating the Java settings.



## Steps for Updating Java

If Java version is not updated then the following screen may appear -

	ovident Fund Organisation, India Ainistry of Labour and Employment, Government of India )	EMPLOYER E-SEWA
A HOME I DIGITAL CERTIFICATE	Java Update Needed	WELCOME: NOMEASDEV
	Your Java version is out of date.	EMPLOYER PAN SATAUS: VERIFIED
	<ul> <li>Update (recommended)</li> <li>Get the latest security update from java.com.</li> </ul>	
	<ul> <li>Block</li> <li>Block Java content from running in this browser session.</li> </ul>	Instructions
	Later	<ul> <li>To successfully upload Digital Signature Certificate (DSC), Java Runtime</li> </ul>
	Continue and you will be reminded to update again later.	Environment 1.7 or higher version is required
	Do not ask again until the next update is available.	<ul> <li>To successfully upload your Digital Signature Certificate (DSC), click Run/ Accept button.</li> </ul>
		<ul> <li>The following details of your Digital Signature certificate will be validated -</li> </ul>
		Validity, Root signing authority should be CCA India, and Name that you have provided on the previous page should
	SUBMIT	exactly match with the name provided inside DSC.

Click on Update for updating the Java to latest version. Restart the browser after updating the Java.

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