

## **Documents Required for PF Code Allotment (EPFO Registration)**

1. **Digital Signature (DSC)** of Proprietor / Partner / Director
2. **MOA & Incorporation Certificate** / Partnership Deed / Trust Deed
3. **PAN Card** of the entity
4. **Shop & Establishment License / Factory License / Trade License**
5. **GST Registration Certificate**
6. **Professional Tax Registration Certificate (PTRC)**
7. **Premises Agreement** and/or Latest Rent Receipt
8. **Utility Bill** (Telephone / Electricity / Water Bill)
9. **Specimen Signature Card** on Company Letterhead (as per prescribed format)
10. **List of Directors / Partners / Proprietor** with:
  - Residential Address
  - Aadhaar Number
  - PAN Number
  - Date of Birth
  - Mobile Number
  - Email ID
  - DIN (if applicable)
  - Date of Appointment
11. **Bank Proof** (Cancelled Cheque / Bank Statement)
12. **For Contractors:** Work Orders from at least 2 Companies
13. **Balance Sheet & P&L Account** (from incorporation till date, if applicable)
14. **Muster Roll cum Wages Register** (Salary Sheets from date of applicability)
15. **Form 11** (for Excluded Employees, if any)

### **In Case of Voluntary PF Registration:**

1. Consent Letter from Majority of Employees
2. Consent Letter from Employer