

Documents Required for ESIC Code Allotment

1. **MOA & Incorporation Certificate** / Partnership Deed / Trust Deed
2. **PAN Card** of the entity
3. **Shop & Establishment License / Factory License / Trade License**
4. **Professional Tax Registration Certificate**
5. **Premises Agreement** and/or Rent Receipt
6. **Utility Bill** (Telephone / Electricity Bill)
7. **GST Registration Certificate**
8. **Cancelled Cheque** (Bank Proof)
9. **List of Directors / Partners** with:
 - Residential Address
 - PAN Number
 - Date of Birth
 - Mobile Number
 - DIN (if applicable)
 - Date of Appointment
10. **List of Machinery Used** (if applicable)
11. **Details of Minimum 10 Employees** (Name, Date of Birth, Gender)
12. **For Partnership Firm / Company:** 3 Mobile Numbers & 3 Email IDs
13. **For Proprietorship / Pvt. Ltd.:** 2 Mobile Numbers & 2 Email IDs

Documents Required for ESIC Sub-Code Registration **(Site Registration)**

1. Complete Site Address
2. Name of Site Supervisor / Manager
3. Full Residential Address of Supervisor
4. Email ID of Supervisor / Manager
5. Mobile Number of Supervisor / Manager
6. Nearest ESIC Office from Site
7. ESIC Compliance Start Date at Site
8. Number of Employees / Labour at Site