

Pan-India PT & LWF Registration – Document Requirement List

Employers across India must register under **Professional Tax (PT)** and **Labour Welfare Fund (LWF)** as per applicable state laws. Below is the list of documents generally required for registration.

A. Common Documents (Applicable for PT & LWF)

1. Certificate of Incorporation / Partnership Deed / Proprietorship Proof
2. PAN Card of the Establishment
3. Business Address Proof (Electricity Bill / Rent Agreement / Property Tax Receipt)
4. Identity & Address Proof of Directors / Partners / Proprietor
5. Board Resolution / Authorization Letter
6. Nature of Business Proof
7. Employee Strength Details
8. Cancelled Cheque or Bank Account Details

B. Additional Documents for Professional Tax (PT) Registration

1. Shops & Establishment Registration Certificate
2. Employee Salary Structure / Latest Salary Sheet
3. Date of Commencement of Business
4. Digital Signature (if required by respective State portal)

C. Additional Documents for Labour Welfare Fund (LWF) Registration

1. Employee Attendance Register
2. Latest Wage Register
3. Employer & Employee Contribution Details (as per State rules)

Note: Professional Tax (PT) and Labour Welfare Fund (LWF) provisions, rates, and due dates vary from state to state. Employers must ensure state-wise registration and compliance as per applicable labour laws.