

**Employees State Insurance Corporation**

<b>No.</b>	<b>Documents</b>
1	Licence issued under Shop & Establishment Act
2	Rent Bill (Purpose of utilisation should be written)
3	Property Tax Bill
4	MOA & AOA/Partnership Deed/Trust Deed
5	Copy of Production Certificate/CST/ST
6	Copy of PAN
7	Bank Statement
8	Name of Police Station
9	Nature of work/activity
10	Copy of Trade Licence
11	Total No. Male & Female Employee
12	No. of M/F employee drawing salary less than Rs 21000/-
13	Total wages paid
14	Total wages paid to emp. Drawing salary less than Rs 25000/-
15	Date on which no. of employees gets to 10
16	Salary Statement with name, no. of days present & wages paid
17	Certificate of Enrolment under professional Tax (Employer)
18	Certificate of Registration under professional Tax (Employee)
19	ID & address proof of the employer
20	ID & address proof of the employee with two copy of family photo

**Digital Signature Certificate required in every cases subject to exception, please confirm in the situation and at current scenario.**

**Note: All documents should be duly signed and stamped by Director/ Partner/ Proprietor or Authorised Signatory.**