

Employees State Insurance Corporation

No.	Documents
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.