

**PROVIDENT FUND**

**DOCUMENTS TO BE SUBMITTED WITH PROFORMA FOR COVERAGE FOR  
CODE NUMBER**

**ESSENTIAL DOCUMENTS(S) TO BE SUBMITTED ( FOR OTHER THAN  
PROPRIETARY CONCERN**

1. A Copy of Memorandum & Articles of Association and the Certificate of incorporation issued by the Registrar of Companies, in the case of Public and Private Ltd. Companies
2. A copy of partnership deed in the case of partnerships.
3. A copy of Registration certificate issued by the Registrar of Co-operative societies.
4. A copy of Registration certificate issued by Registrar in the case of Societies registered under Societies Registration Act along with a copy of the objects and Rules of the Society.
5. Partition deeds creating HUF.
6. Any agreement or other legal documents in the case of Association of persons as defined in Income Tax Act.

**A LIST OF DOCUMENTS WHICH CAN BE SUBMITTED**

**AS A PROOF OF DATE OF SET UP**

**(ANY ONE OF THESE DOCUMENTS HAS TO BE SUBMITTED)**

- 1) First Sales Invoice.
- 2) Any proof regarding date of trial production.
- 3) Incorporation Certificate issued by the Registrar of Companies together with the report of the Managing Director to the Shareholders in the Annual Report.
- 4) Commencement of Business Certificate issued by the Registrar of Companies.
- 5) Certificate of Registration issued by the Registrar of Co-operative Societies.
- 6) Certificate of Registration issued under Societies Registration Act.
- 7) Certificate issued by Reserve Bank of India registering newly set up and non-banking financial companies.
- 8) License issued by the health Authorities.
- 9) License/permission issued by the Municipal/Corporation Authorities.
- 10) Permission/approval granted by the appropriate State Govt. Authorities in the case of educational Institutions.
- 11) Certificate issued by the Fire Authorities in the Case of establishments coming under Explosives Act.
- 12) First assessment order issued by the Sales Tax Authorities.

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- 13) First assessment order issued by the Income Tax Authorities.
- 14) Certificate issued by the Small Scale Industries authorities registering the establishment.
- 15) Report/returns to Central Excise authorities.
- 16) Sanction/connection of power like H.T. Connection, L.T. Connection etc.
- 17) Any other Certificate issued by any authority under any law for the time being in force prior to the commencement of business activity/manufacturing activity.

**The above list is not exhaustive and is only illustrative, Any one or more of the above documents may be submitted along with your application for allotment of a Code Number.**

### **LIST OF DOCUMENTS REQUIRED FOR PROVIDENT FUND CODE NUMBER FROM REGIONAL PROVIDENT FUND COMMISSIONER**

- 1) Name of Company
- 2) Details of head office and branches with address with telephone and fax number
- 3) Nature of business activity
- 4) Memorandum and Articles of Association
- 5) Form No. 2 and Form No. 11 for all the employees (in duplicate )
- 6) Detail of Directors :
  - a) Name
  - b) Father's name
  - c) Date of birth
  - d) Designation
  - e) Res. Address
  - f) Res. and Office Telephone Number
  - g) Date from which in position
  - h) E-mail address
- 7) Name of director who will sign the Provident fund Documents.
- 8) Name of Director, who is in charge of , and responsible for, the conduct of, the business of the establishment
- 9) Details of the Bankers ( Including Bank Branch address and Account number)
- 10) Photocopy of the starting page of the Bank statement of all the accounts for any month
- 11) Any office address proof
- 12) Photocopy of Income Tax Permanent account number

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- 13) Detail of employees:
  - a) Name
  - b) Father's name
  - c) Date of Birth
  - d) Sex
  - e) Date of Joining
  - f) Salary (Basic+D.A.+Cash Value of Food Concession)
- 14) Monthwise employment strength from the date of set up
- 15) If registered under the Factories Act, Particulars of the Manager/Occupier
- 16) Date of first commencement of production /business (Trial /regular) with any proof
- 17) Whether run by owners or leaser
- 18) Detail of Authorised Persons for the Employees Provident Fund matters:-
  - a) Name of Employee
  - b) Father's name
  - c) Res. address.
  - d) Designation
  - e) E-mail Address
- 19) Details of contractors
  - a) Name of Contractors
  - b) Provident fund code number of contractors
  - c) Photocopy of provident fund code number allotment letter
  - d) Last Provident fund monthly return (Form No. 12A, 5, 10 and Challan)
  - e) No. of contract employees
- 20) Employees' consent if no. of employees (including contract employees ) less than 20
- 21) Bank Demand Draft of Contribution Fvg. State Bank of India –EPF A/c.
- 22) Company letter heads-20

**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.**