Documents/ Information required for ESI Registration

1. PAN Card
2. Aadhaar Card
3. ID Proof- Driving Licence/ Passport/ Voter ID
4. Address Proof- Bank Statement/ Telephone/Electricity Bill
5. Address Proof of Office- Rent agreement + NOC, Electricity bill/ water bill
6. Mobile No, Email id of the applicant
7. Name of the business
8. Details of Bank account (cancelled cheque)
9. Details of employees- no of employees, date of joining of employees with father's name,
   date of birth, etc
10. GST Certificate, shop act registration certificate if any
11. First sale bill, purchase bill of raw material or machinery
12. Family photo of employees.

Limit:

   For employees having salary/wages less than 21000 per month
   Employer cont- 4.25% of employees wages
   Employee cont- 1.75% of wages

Due date for payment
                  on or before 15th of every month

Due date for return filing
                  11th Nov & 11th May every year

Thank you for your Business..!!

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