

Documents/ Information required for PF 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 if any
11. First sale bill, purchase bill of raw material or machinery

Limit:

For employees having salary less than 15000 per month

Employer cont- 12% of employees wages

Employee cont- 8.33% in Pension scheme, 3.67% in provident fund

Inclusions:

Wages include basic + DA + Retaining allowance + Food allowance

Due date for payment

on or before 15th of every month

Due date for return filing

25th April every year

Thank you for your Business..!!