



PF REGISTRATION



About PF

- The Employee's Provident Fund (EPF) is most popular saving move for Indians salaries people its saving for the retirement. Amount in PF is maintained by the Employee's Provident Fund Organization of India (EPFO)

EPF is designed to offer social security benefits to employees of a particular organization and building stronger employer-employee relationship.

Eligibility For EPF Registration

An organization needs to fulfil the below mentioned criteria in order to get eligible for PF registration -

- 1 Any establishment (factory or organization) with 20 or more employees.
- 2 Any establishment having less than 20 workers and has been notified of compulsory registration for not less than 2 months.
- 3 If employer & employees of the same organization mutually agreed to apply for PF and notice has been sent to the central PF commissioner from the date of the agreement.
- 4 An organization can also apply for voluntary PF registration in case the employees are less than 20.
- 5 Every employee has a right to avail PF facility provided by the government. PF contribution & deduction is employer's responsibility.

Documents Required For Provident Fund Registration

Certain documents are provided by employers for Employee Provident Fund Registration. For successful registration, the complete list of documents are given below –

- ✓ PAN card
- ✓ Incorporation Certificate
- ✓ Address proof in the name of the establishment
 - Electricity bill
 - Water bill
 - Telephone bill
 - Rent agreement
- ✓ Digital signature of the authorized applicant
- ✓ Specimen signature of directors & other authorized signatories.
- ✓ Cancelled cheque of establishment
- ✓ Consent of majority of employees (In case of voluntary registration)