

CHECK LIST

After going through the instructions, please ensure that the following documents are ready for data entry, so that you do not have to save a half filled application:

Tick	Document/file/information
	Scanned image of PAN for upload
	All the address proof(s) of the establishment as mentioned in the Instruction Sheet
	The date of set up and the proof for such date
	The factory license number, date, issued by and date of trial production (only for factory)
	The details of the Manager(s) with their personal details (only for factory) .
	The activity in which the establishment is engaged is identified from the list.
	All license in name of establishment and their details.
	In case the establishment is already covered under the ESIC, the ESIC Code
	The ownership details with proof
	Details of the Owners(s)
	If the establishment is already on lease, the start date and the details of the lessee(s)
	The employment details as on application date, number of excluded employees and the date on which the number of employees crossed 19 (or 5 or 49 as applicable)
	Scanned image of cheque(s) of the bank account (s) for upload
	The list of branches of the establishments at different locations with their address and number of employees
	Scanned copy of Consent letter of the majority of employees with their details and signatures. (Only in case of voluntary coverage)
	Date of agreement and any subsequent date mentioned in the said agreement for voluntary coverage. (Only in case of voluntary coverage)

By keeping the record ready and then filling of the form will ensure that no data is missed or wrongly entered.

Once the application is submitted, no editing will be permitted.