

ONLINE REGISTRATION OF ESTABLISHMENTS  
(OLRE PORTAL)

Employers applying for Online Code may contact tollfree No. 1800118005 between 09:15 AM to 05:45 PM on any working day for any query in this regard

**Dear Employers,**

If you have applied for PF Code Number Online, you can check status of your application by entering PAN and Application Number in the Online Code Application starting screen.

**Attention:**

The Proprietorship Firms that have applied / or want to apply for PF code number online, should enter the name of the Proprietor in the Owners details as per their full name (First name, middle name and last name) and not as per name printed on individual's PAN Card.

In case of rejection of application due to mismatch please mail scanned copy of PAN and the application submitted online to [olre@epfindia.gov.in](mailto:olre@epfindia.gov.in) for guidance.

**The Employees' Provident Fund Organisation launches the Online Registration of Establishments (OLRE) Portal, for allotment of the PF Code number.**

**Now the following employers will be able to file the application online to get the PF Code allotted:**

- ▶ Establishments to which the provisions of the EPF & MP Act, 1952 apply.
- ▶ Establishments to which the Act does not apply but the employer with the consent of the majority of employees wishes voluntarily.
- ▶ Establishments that are already having a code number but wanting a separate code number for a Branch unit for the administrative convenience.
- ▶ The existing establishments already having a code number do not have to apply but they have the facility to fill up the Form 5A online.

#### **FOR STATUTORY COVERAGE**

- Check List
- Input Data Sheet
- Instruction Sheet

#### **FOR VOLUNTARY COVERAGE**

- Check List
- Input Data Sheet
- Instruction Sheet
- Consent Letter Format