

INPUT DATA SHEET FOR THE ONLINE APPLICATION FOR THE P F CODE NUMBER

IN CASE THE EPF AND MP ACT APPLIES TO AN ESTABLISHMENT

PLEASE KEEP THE INSTRUCTION SHEET WHILE FILLING THE INPUT DATA SHEET

Sl No	Field name	Fill it for easy online entry	Ref No of Instruction Sheet
1	Name of the Establishment*		
2	PAN issued by the Income Tax Department*		
3	Address Line 1*		
	Address line 2		
	City*		
	State*		
	District*		
	PIN*		
	Country*	INDIA	
	Phone Number		
	Fax Number		
	E-mail id*		
	Web address		
4	Proof of address*	(ticked)	
		☐ Bank passbook/statement	
		☐ Post paid phone bill	
		☐ Power connection	
		☐ Water connection	
		☐ License/certificate by a Govt Agency	
5	Date of set up*		
6	Documentary proof of the date*		
	Ref Number*		
	Date of issue of document*		
	Issued by and at Place*		

7	ONLY IN CASE OF A FACTORY ESTABLISHMENT (else leave blank)		
a	Factory License Number#		
b	Date of License#		
c	Issued by authority & Place#		
d	Date of trial production#		

8	DETAILS OF MANAGER OR OCCUPIER OF A FACTORY ESTABLISHMENT			
SI No	WHETHER OCCUPIER/MANAGER#	GENDER#	NAME#	DESIGNATION#
1				
	DATE OF BIRTH#	FATHER'S NAME	RESIDENTIAL ADDRESS#	
	MOBILE NUMBER	E-MAIL ADDRESS	DATE FROM WHICH IN POSITION#	

Please additional sheets if more than one manager/occupier.

9	Primary Business activity*		
10	LICENSESES		
	License type*	License number*	Date*
	Issued by*	Issued at Place*	Remarks
			Mark as proof*

Please use additional sheets for more licenses

11	ESIC Code#	
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12	OWNERSHIP TYPE		
	Reference number*		
	Date*		
	Issued by and at place*		
13	OWNERS DETAILS		
SI No	GENDER*	NAME*	DESIGNATION*
1			PAN
	DIN	DATE OF BIRTH*	FATHER'S NAME
	RESIDENTIAL ADDRESS*		MOBILE NUMBER*
	E MAIL ID*	DATE FROM WHICH IN POSITION*	WHETHER INCHARGE*
			WHETHER PRIMARY (FOR RECEIVING SMS) *

Use additional sheets for more Owners.

14	LEASE DETAILS: ONLY IF THE ESTABLISHMENT IS ON LEASE TO A LESSEE		
	Lease from*		
	Lease up to		

15	DETAILS OF LESSEE			
SI No	GENDER#	NAME#		DESIGNATION#
1				
	DATE OF BIRTH#	FATHER'S NAME	RESIDENTIAL ADDRESS#	
	MOBILE NUMBER	E-MAIL ADDRESS		DATE FROM WHICH IN POSITION#

Please additional sheets if more than one lessee

16	EMPLOYMENT DETAILS		
	Number of employees including excluded as on date of application*		
	Excludes employees*		
	Date on which employment strength crossed 19*		

17	BANK DETAILS		
	IFS Code of the branch		
	Bank Name*		
	Bank Branch*		
	Account Number*		
	Account type*		
	Whether proof*		
Upload scanned image of cheque*			

Additional sheet to be added in case more than one account.

18	BRANCH DETAILS: IN CASE BRANCHES AT DIFFERENT LOCATIONS		
	Name of branch#		
	Address#		
	State#		
	District#		
	PIN#		
	Unit type#		
	No of employees#		

Add additional sheets if more branches.