

Registration Documents



Employees' Provident Fund & Miscellaneous Provisions Act, 1952

- ▲ Memorandum & Articles of Association/ Trust Deed – [For Companies/ Trust]
- ▲ Incorporation Certificate – [For Companies]
- ▲ Partnership Deed – [For Partnership Firm]
- ▲ Certificate under Bombay Shop & Establishment Act, 1948
- ▲ 1st Bill or Invoice of Sale or Purchase or Opening Ceremony Card
- ▲ PAN Card
- ▲ Premises Ownership Agreement/ Leave & License Agreement/ Gala Agreement/ Index II/ Corporation Tax Receipt
- ▲ Electricity Bill
- ▲ Details (Name, Residential Address) of Directors/ Partners/ Trustees on letter head
- ▲ Bank Details on letter head (Bank Name, Address, and Current Account No.)
- ▲ Employee details (Full Name, Address, DOB, DOJ, Basic, DA, FDA) on letter head
- ▲ List of Branches (Branch Name, Address, Employee count) on letterhead
- ▲ Branch-wise & Month-wise employee count on letter head
- ▲ Balance Sheet & Profit & Loss A/c since inception
- ▲ Monthly Salary Statement since inception
- ▲ Employer – Employee Consent Letter on letter head [in case of voluntary coverage]
- ▲ Cancelled Cheque of Company/ Firm/ Trust



Pune

B-4, 406, Kumar Primavera,
Mundhwa Nagar Bypass,
Wadgaoshi, Pune – 411 014



+91(20) 66473724



+91 93262 34249



ashish.h@whitepaperconsultancyservices.com



Nagpur

16, Meher Niwas,
Samarth Nagar (West),
Wardha Road, Nagpur – 440 015



+91 96651 11718



girish.h@whitepaperconsultancyservices.com