

## **LIST OF DOCUMENTS REQUIRED FOR PF AND ESIC**

Copy of Pan ( FIRM )

Copy of SHOP LICENCE/ MSME

Copy of GST

Copy Of Partnership Deed

Cheque leaf

Details of partners with residential address and phone no.

copy of pan and Aadhar of each partners

If the office is rent then required pan card or adhar copy of office owner

Address proof:

( Electricity bill Office and resident, Office agreement copy if on rent )

List of employees with their details

( i.e. name , date of birth, father name, mother name, wife name in case of married, childrens name ( with date of Birth) Permanent and present address of each employee )