

# HOW TO APPLY?

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## How to Apply for ESIC (Employees' State Insurance Corporation) Registration/Return

To apply for **ESIC (Employees' State Insurance Corporation) Registration/Return**, follow these steps:

### Step 1: Check Eligibility

- Any business with 10 or more employees earning less than ₹21,000 per month must register under ESIC.

### Step 2: Prepare Documents

Make sure you have these documents:

- **Registration Certificate** of the company or establishment.
- **Address Proof** (lease agreement, property papers, etc.).
- **Employee details** like Aadhar, PAN, and salary information.
- **Bank Details** of the company.
- **List of Employees** with their date of joining, salary structure, and designation.

### Step 3: Register Online

1. **Visit the ESIC portal:** [ESIC Website](#).
2. **Click on “Sign Up”:** Enter details such as your business name, PAN, and email to create an employer account.
3. **Login:** After verifying your email, log in to the ESIC employer portal.
4. **Fill in the Application Form:** Provide details such as the number of employees, company registration number, address, etc.
5. **Upload Documents:** Submit all the necessary documents.
6. **Payment of Contributions:** Pay the required contribution based on employee salaries (typically 3.25% from employers and 0.75% from employees).
7. **Submit the Application:** Once the form is completed and the payment is made, submit the application.

## Step 4: Receive ESIC Registration Number

Once the form and documents are verified, you will be issued a **17-digit ESIC Registration number** for your business.

## Step 5: Filing ESIC Returns

ESIC returns must be filed **half-yearly** (1st April – 30th September and 1st October – 31st March). Login to your ESIC employer account and file the returns using the same portal.

### Key Points

- **Compliance:** Ensure that you comply with ESIC rules regarding employee contributions and timely payments.
- **Penalties:** Failing to register or file returns may attract penalties from the ESIC.

By following these steps, you can ensure successful registration under ESIC and regular filing of returns.