

HOW TO APPLY?

PF Registration Process

To apply for **PF Registration** in India, follow these steps:

1. Visit the EPFO Website:

Go to the **Employees' Provident Fund Organization (EPFO)** official website:

<https://www.epfindia.gov.in>.

2. Register as an Employer:

On the homepage, navigate to "**Establishment Registration**" under the **For Employers** section. You will be redirected to the **Unified Shram Suvidha Portal** where employers can register under various labor laws, including PF.

3. Login or Register:

If you don't have an account, create a new one by providing your **company details** and contact information. Log in to the account with your credentials if already registered.

4. Complete the Registration Form:

- **Name and Address of Establishment** (as per PAN)
- **Owner or Employer's Name**
- **Date of Starting Business**
- **Type of Business** (Private/Public)
- **Employee Details**
- **Business Registration Proof** (Certificate of Incorporation)
- **Contact Details** of the business and employer

Attach scanned copies of the required documents.

5. Submit Documents:

You will need to upload the following documents:

- **PAN Card** of the employer or business

- **Proof of business registration** (Certificate of Incorporation, Partnership Deed, etc.)
- **Proof of business address** (Utility bills, rent agreement, etc.)
- **Employee details**, including their PAN and Aadhaar
- **Bank account details** of the company along with a canceled cheque

6. Digital Signature Certificate (DSC):

Ensure you have a **Digital Signature Certificate (DSC)**. This is required for online verification and submission of the registration form. Register your **DSC** on the Unified Portal to sign the application.

7. Submit the Form:

Once all details are filled, **digitally sign** and submit the form. After submission, you will receive a **confirmation receipt**.

8. Receive PF Registration Number:

Upon successful verification, your business will be registered, and you will receive a **PF Registration Certificate** along with a **PF Code Number**.

9. Generate UAN for Employees:

After receiving the **PF Code**, generate the **Universal Account Number (UAN)** for your employees by submitting their personal and employment details on the EPFO portal.

10. Start Filing PF Returns:

As an employer, you are required to file monthly **PF returns** using your PF Code and deposit both employer and employee contributions to the PF account.