

ONLINE REGISTRATION OF ESTABLISHMENT WITH DSC

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USER MANUAL

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**IS DIVISION
EMPLOYEES PROVIDENT FUND ORGANISATION
Head Office, New Delhi**

ONLINE REGISTRATION OF ESTABLISHMENTS

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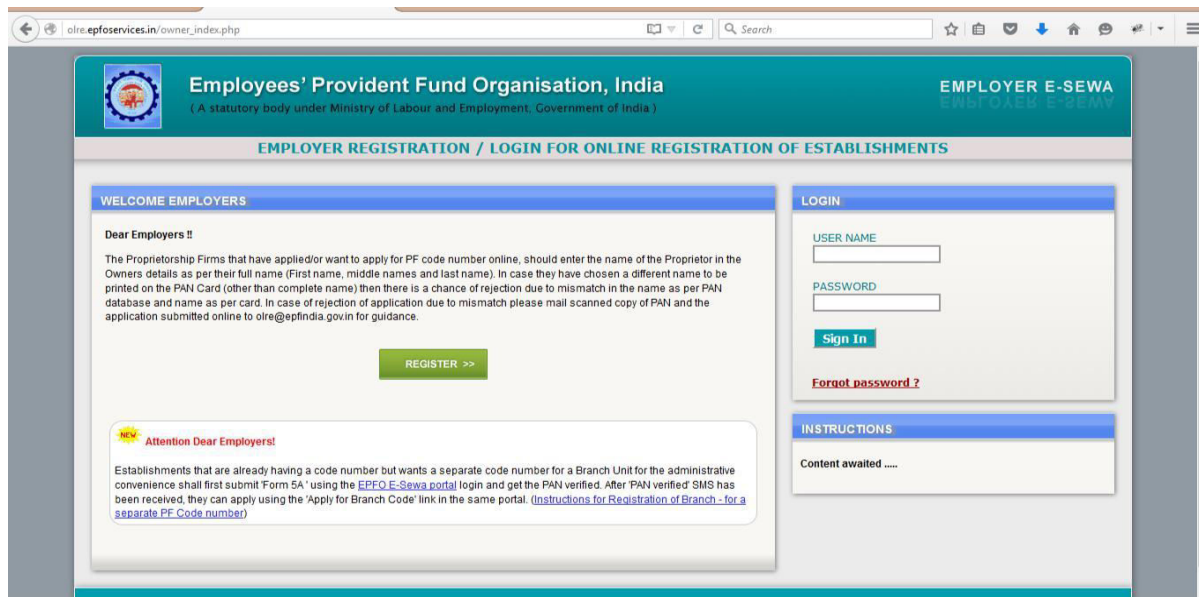
To read the specific chapter, open the hyperlink by pressing Control+Click



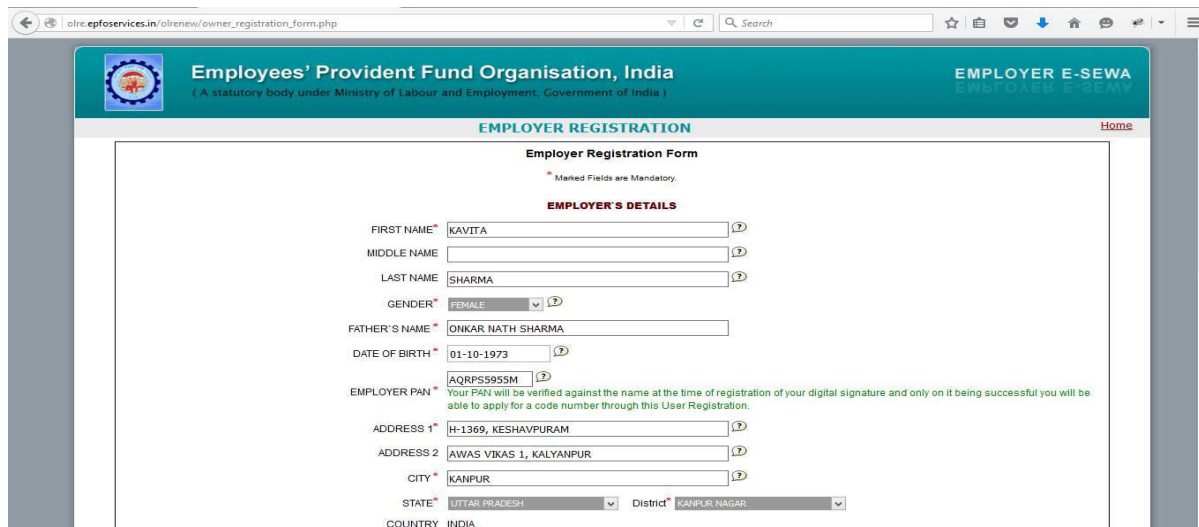
INSTRUCTIONS FOR EMPLOYER REGISTRATION

In the EPFO Official Website, www.epfindia.gov.in, select the 'For Employers', under 'Our Services' and then select the fourth item, 'Online Registration of Establishment (OLRE Portal)' this will open the Employer Registration Homepage.

In the Employer Registration Homepage, New user needs to select the Register option, to register the Employer. Already registered Employers can directly login with their credentials. This document explains the process of Employer registration. This should be followed by registration of DSC (Digital Signature Certificate) of the Employer which is a pre-requisite to submit a fresh OLRE application.



On selecting the Register Button, the following Screen will open. Enter the Details as required in the Form. The Items with Red Star are mandatory.





1. First Name: Enter the First name (mandatory), Middle Name and Last Name. The name should be entered exactly as furnished to Income Tax Department. Even a slight variance with an extra space etc. will result in rejection as the data is verified online. The name as per Income Tax department may be verified in the following link.
<https://incometaxindiaefiling.gov.in/e-Filing/Services/KnowYourJurisdictionLink.html>
2. The Employer PAN: On entering the PAN of the Employer, a message stating Employer PAN Available will appear, which indicate the Employer is not already registered in this portal. PAN will be verified later with the name and online application will be permitted only on successful verification.
3. Username: You can select username of your choice. On entering the same the system will show a message that username is available or not. You may show the mouse pointer on the thumbnail (Question Mark Sign) next to the text box, to show the format / validations.

The screenshot shows a web browser window with the URL olre.epfoservices.in/olrenew/owner_registration_form.php. The form contains the following fields and values:

- STATE: UTTAR PRADESH
- District: KANPUR NAGAR
- COUNTRY: INDIA
- PINCODE: 208017
- MOBILE NO: 8588866468
- E-MAIL ID: harsh.kaushik2006@gmail.com
- USERNAME: kavtasharma (Status: Username Available)
- PASSWORD: [Redacted]
- QUESTION HINT: What is your favorite color?
- HINT ANSWER: blue

Below the form, there is a CAPTCHA image showing the characters "PHAPLN". A "GET PIN" button is visible, and a message states: "PIN sent to your mobile. If PIN is not received within 5 minutes, please verify your mobile number. PIN has been sent to your mobile number."

DECLARATION:
I HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT FURNISHING OF ANY WRONG INFORMATION MAY RESULT IN ACTION AGAINST ME AS PER THE PROVISIONS OF THE EPF & MP ACT 1952 AND THE SCHEME PROVISIONS.

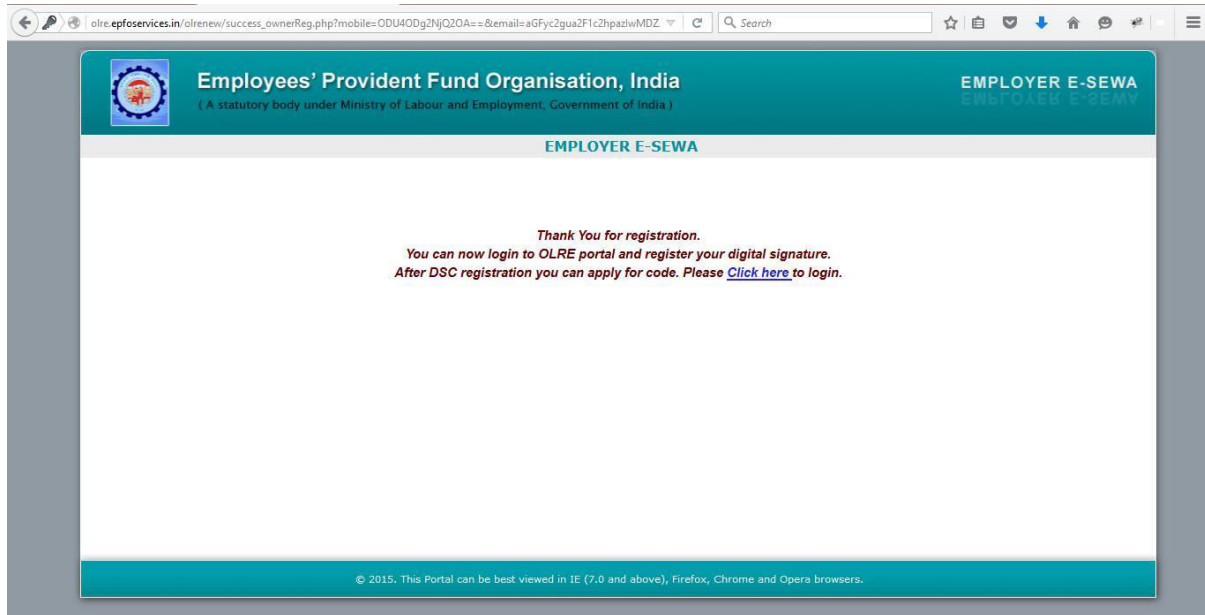
I Agree to the above Declaration

Enter Authorization PIN received on your mobile and press the Submit button to finally submit the form.: 6695 [Submit]

4. Select the Question Hint of your choice and enter your hint answer. This will help you later, at the time of forget password situations. With this the filling of Employer registration form is complete. Enter the Characters shown in the image (CAPTCHA) and Click the GET PIN button.
5. You will get a PIN on your mobile number. Enter the PIN in the box, select the check box for 'I Agree' and submit the application.
6. An e-mail link will also be sent simultaneously to the given email-id, which is to be activated to enable submission of Application for Online Registration of Establishment.



7. You have successfully completed the Employer registration and will get the following screen.

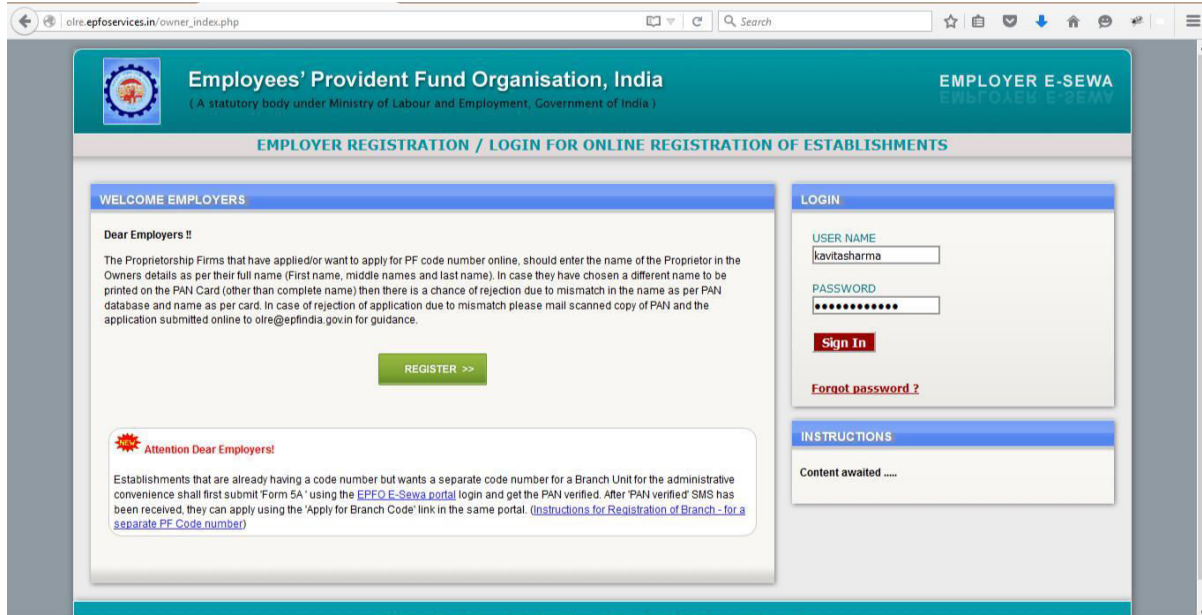




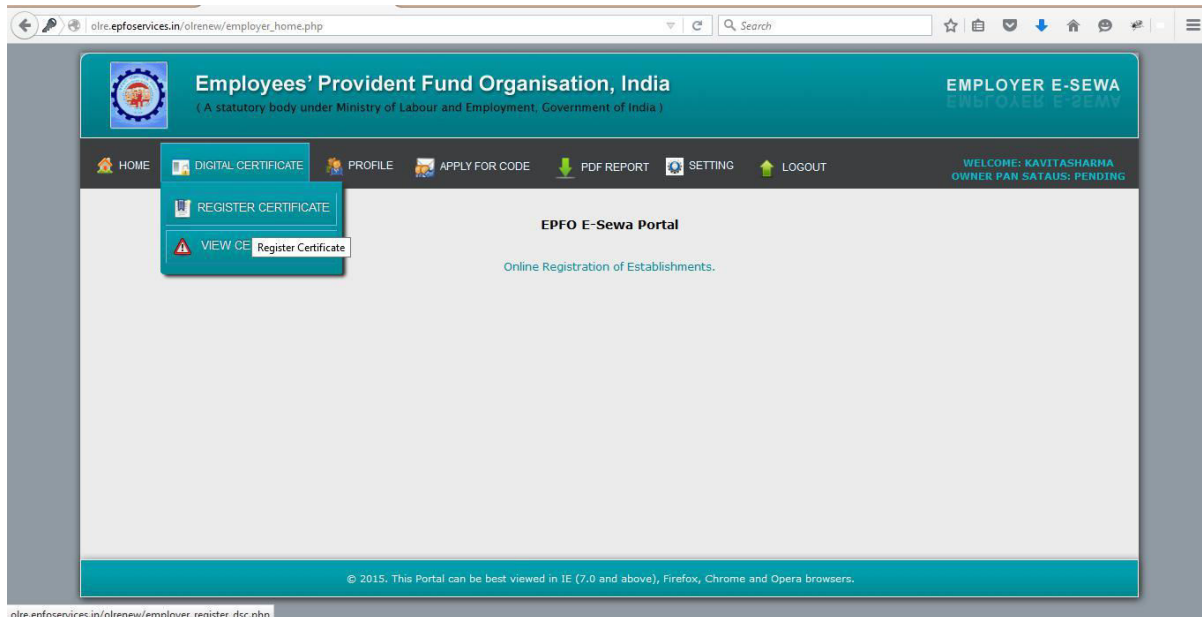
INSTRUCTIONS FOR DSC REGISTRATION

Once the Employer Registration is successfully completed and the username and password has been obtained, it is mandatory to register the DSC (Digital Signature) of the Employer. Let us see the step by step procedure of DSC registration in this document.

1. Open Employer Registration Home Page from the EPFO official Website.
2. Enter your username and password.



3. In the page that is opened, select the Second Tab, DIGITAL CERTIFICATE.





4. Select the option, REGISTER CERTIFICATE.
5. The System prompts for Details of Employer

The screenshot shows a web browser window with the URL `olre.epfoservices.in/olrenew/employer_register_dsc.php`. The page header includes the EPFO logo and the text "Employees' Provident Fund Organisation, India (A statutory body under Ministry of Labour and Employment, Government of India)". The navigation bar contains links for HOME, DIGITAL CERTIFICATE, PROFILE, APPLY FOR CODE, PDF REPORT, SETTING, and LOGOUT. A welcome message reads "WELCOME: KAVITASHARMA OWNER PAN SATAUS: PENDING". The main content area is titled "Register Digital Signature Certificate" and contains a form titled "Enter Employer Details". The form indicates the user is logged in from IP address 223.176.130.154. It has two input fields: "Employer Name" with the value "V RANGANATH" and "Mobile Number" with the value "8588866468". Both fields are marked as compulsory. A "NEXT" button is located below the form. The footer of the page states "© 2015. This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers."

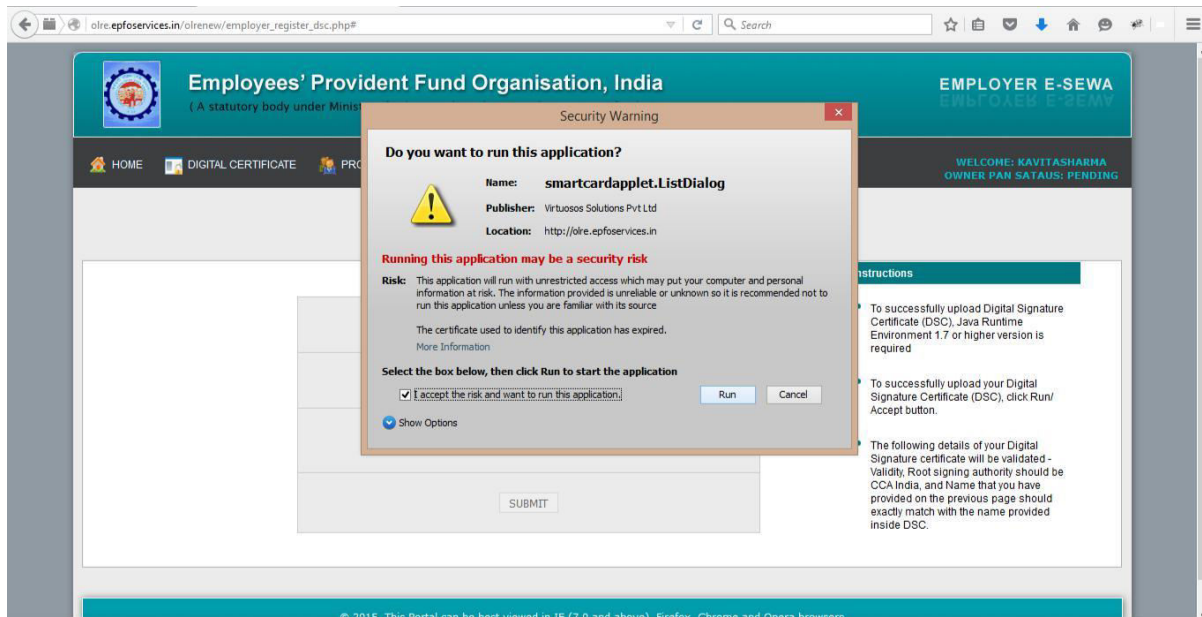
6. The Name of the Employer and the Mobile Number will be auto populated from the Employer registration data. The Name is editable and mobile number is non editable. In case the name entered in Digital Signature Certificate is different, please edit it as per the same. Now, select NEXT.

7. Select the Type of the Digital Certificate, as per your DSC available with you.

The screenshot shows the same web browser window as the previous one. The main content area is titled "Register Digital Signature Certificate" and contains a form titled "Select type of Digital Signature Certificate". The form has two radio button options: "Sign with .PFX" and "Sign with Your USB token". The "Sign with Your USB token" option is selected. A "SUBMIT" button is located below the form. To the right of the form is an "Instructions" section with three bullet points: 1. To successfully upload Digital Signature Certificate (DSC), Java Runtime Environment 1.7 or higher version is required. 2. To successfully upload your Digital Signature Certificate (DSC), click Run/ Accept button. 3. The following details of your Digital Signature certificate will be validated - Validity, Root signing authority should be CCA India, and Name that you have provided on the previous page should exactly match with the name provided inside DSC. The footer of the page states "© 2015. This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers."



8. On selecting the USB token the button, a pop-up will appear as shown below. Click on Run.

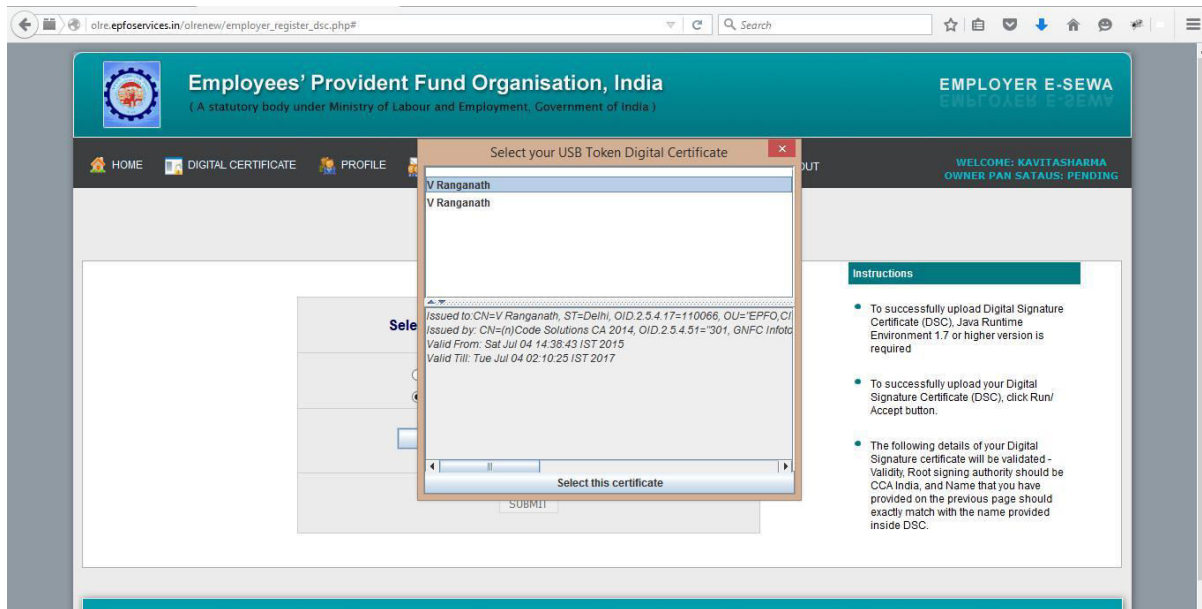


9. Select Your USB TOKEN Certificate appears. Click on it to get the following DSC details pop-up. Ensure your DSC USB Token has been inserted in the USB port properly.

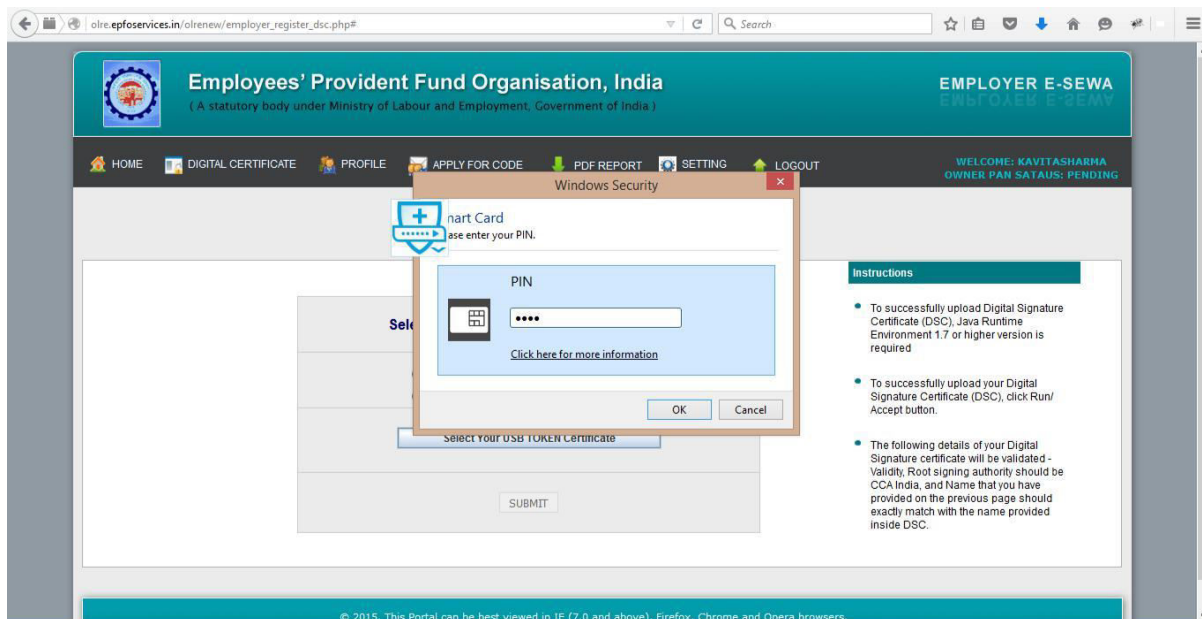


Pl. Note: The same Digital Signature once registered with any user, will not be permitted with any other user.

10. Select this Certificate, in the following screen.

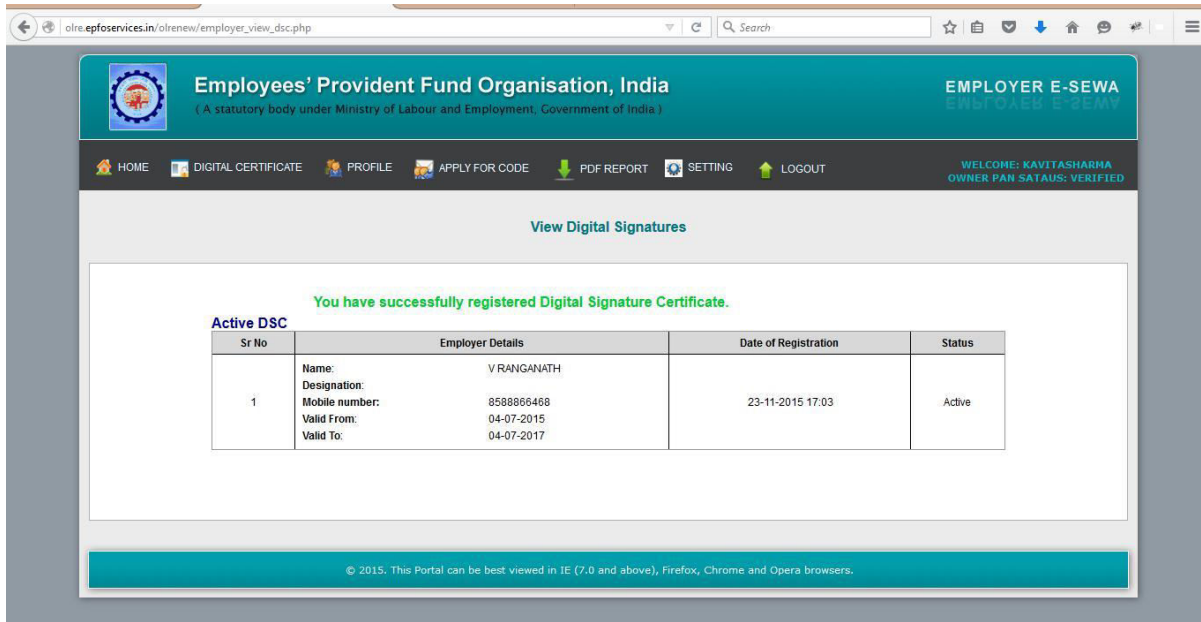


11. Enter your PIN details of the DSC and press OK.

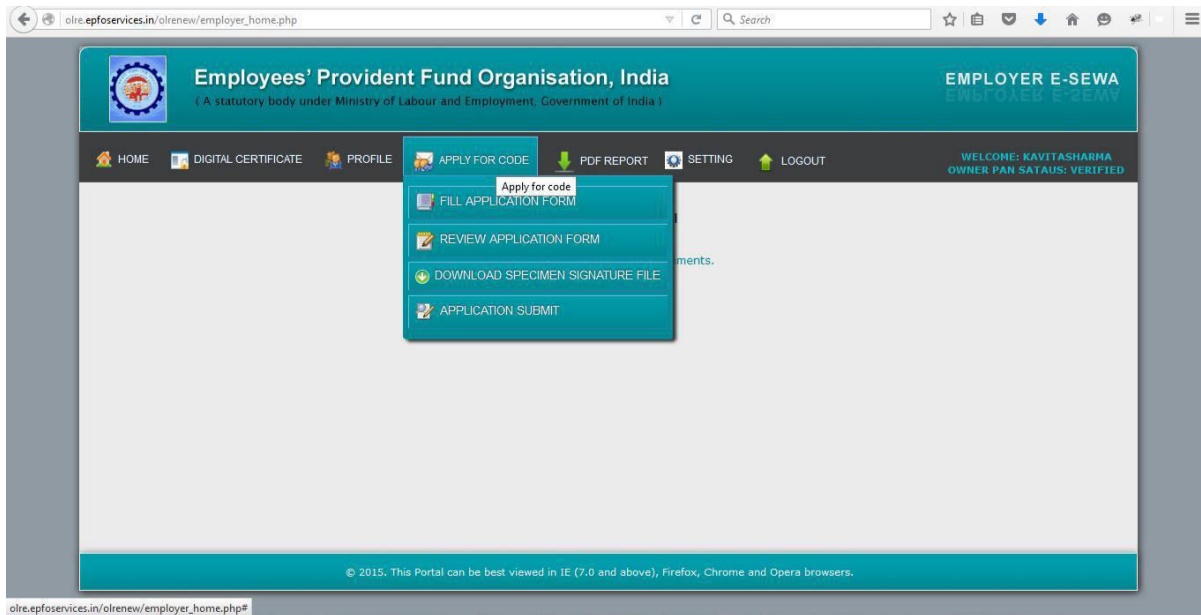


12. The message, Certificate selected successfully appears, click OK.

13. The View Digital Signature Screen appears, with the details of Active DSC registered with a Successfully Registered message.



14. Now you are ready to go ahead with Apply for Code, by selecting the Fill Application Form Option.



Please ensure that the user (employer) who has registered, has put in his PAN and his own DSC. The applicant Employer will be responsible for correctness in the application form and for authentication of documents.



INSTRUCTIONS FOR FILLING THE OLRE FORM

BEFORE YOU FILL UP THE FORM FOR A PF CODE NUMBER, PLEASE GO THROUGH THESE INSTRUCTIONS.

ONCE YOUR APPLICATION IS SUBMITTED, YOU WILL NOT BE ABLE TO EDIT ANY DATA.

The screenshot shows a web browser window displaying the OLRE application form. The browser address bar shows the URL: 10.50.3.179/olre/olrenew/online_coverage_form.php. The navigation menu includes: HOME, DIGITAL CERTIFICATE, PROFILE, APPLY FOR CODE, FORM 5A / 2A, SETTING, and LOGOUT. The user is logged in as KAVITAKAUSHIK. The form title is "Employees' P F Organisation Application for Registration Number of Establishment". A note states: "* Marked Fields are Mandatory." The form fields are as follows:

ESTABLISHMENT DETAILS	
NAME OF THE ESTABLISHMENT AS PER PAN*	XYZ LIMITED
PAN NUMBER ISSUED BY INCOME TAX DEPARTMENT*	AQRPS5955M
ACT APPLIES TO MY ESTABLISHMENT *	THE EPF AND MP ACT APPLIES TO MY ESTABLISHMENT
ADDRESS 1*	A-703 REGIONAL OFFICE 28, Community Centre, Wazirpur Industrial Area, 110052 ro.delhi.north@epfindia.gov.in
OFFICE NAME :	DELHI NORTH
ADDRESS 2	SECTOR 23 DWARKA
CITY *	NEW DELHI
STATE*	DELHI
District*	SOUTH WEST
PIN / AREA*	110075
COUNTRY :	INDIA
PINCODE *	110075

1. The applicant should have a PAN in the name of the establishments/proprietor of the establishment for which he/she is applying.

Only in case of a Proprietorship firm, the PAN can be in the name of the

Proprietor. In such case the name of the OWNER in the Owners' details should be exactly as per the PAN. In such case the same PAN as of the registered owner should be entered, as name of the proprietor will be auto populated in the Owner details.

2. The name should be entered exactly as furnished to Income Tax Department. Even a slight variance with an extra space etc. will result in rejection as the data is verified online. The name as per Income Tax department may be verified in the following link.
<https://incometaxindiaefiling.gov.in/e-Filing/Services/KnowYourJurisdictionLink.html>



3. Application should be made by the employer if the Act applies on its establishment. For this purpose you may refer to the [Section 1\(3\) \(a\) and 1 \(3\) \(b\)](#) of the EPF and MP Act 1952. The list of activities on which the Act applies should also be referred.

The employer of an establishment on which the Act does not apply, can also apply for a code number on voluntary basis (PI refer [Section 1\(4\)](#) of the said Act, if the majority of the employees of the establishment give their written consent for coverage from the date on which it is agreed upon or any subsequent date in the agreement. The consent cannot be from a previous date.

The employer should select the appropriate option for the applicability.

4. Address: The employer should have documentary address proof for the address entered. Following address proofs are accepted:
- ✓ Any license/certificate/number issued by any Govt. authority
 - ✓ Copy of water connection in the name of the Establishment
 - Copy of bank passbook/statement
 - ✓ Copy of postpaid telephone bill of any company
 - ✓ Copy of power connection in the name of the Establishment

The application will show the above address proof as auto selected except “Copy of bank passbook/statement”. However the employer can de-select the ones that are not available with him/her.

In case it is de-selected it will be treated as a declaration of the employer that the de-selected address proof is not available for his/her establishment.

If the employer wants to produce “Copy of bank passbook/statement” as an address proof for the establishment, then he must select the option “Copy of bank passbook/statement”.

At least one address proof is mandatory.

Note: Out of the address proofs declared, one address proof document should be uploaded as digitally signed PDF.

The address entered will be used to decide the jurisdiction of the PF office under which the establishment will fall.

If employer is selecting address proof as “copy of postpaid telephone bill of company” than employer should mention the post-paid telephone no. in telephone number column.



OLRE with DSC – Instructions For Filling OLRE Application

The screenshot shows a web browser window with the URL 10.50.3.179/olre/olrenew/online_coverage_form.php. The form contains the following fields and sections:

- PINCODE ***: 110075
- PHONE NO ***: 05122216827
- FAX NO.:** 0512227464
- E-MAIL ID ***: harsh.kaushik2006@gmail.com
- WEB ADDRESS OF THE ESTABLISHMENT**: www.epfindia.gov.in (e.g.: http://www.xyz.com)
- PROOF OF ADDRESS ***:
 - copy of bank passbook/statement
 - copy of post paid telephone bill of any company
 - copy of power connection in the name of the establishment
 - copy of water connection in the name of the establishment
 - any license/certificate/number issued by any Govt. authority
- DATE OF SETUP OF ESTABLISHMENT ***: 22-01-2015

DOCUMENTARY PROOF OF DATE OF SET UP

DOCUMENT NAME *	REFERENCE NUMBER * (ID)	DATE OF ISSUES OF DOCUMENT *	ISSUED BY, PLACE * (ID)
Copy of the first Sales Invoice	987654321	15-02-2015	STO DELHI

BUSINESS ACTIVITY AND OWNER'S DETAILS

WHETHER THE ESTABLISHMENT IS A FACTORY *: Yes No

SECTION APPLICABLE: 0001(3)(b)

PRIMARY BUSINESS ACTIVITY *: FREAD

5. Date of set up: Date of setup will be the date when the establishment was started.
6. Proof of date of setup: Proof of date of setup will be based on drop down menu list. The list is only indicative. In case the employer has some other proof of setup, he may select others, and enter the relevant details.

Note: Digitally signed PDF of document should be uploaded.

7. IF THE ESTABLISHMENT IS A FACTORY Establishment, then employer have to provide FACTORY Details and MANAGER/OCCUPIER details in their respective fields, which will appear after selecting YES.

In case the employer is also the Manager/Occupiers of the factory, the name of the Owner may appear in both Manager/Occupier details as well as in the Owners' Details later in the application.

8. PRIMARY BUSINESS ACTIVITY will be selected based on drop down menu list. The list will appear based on selection of THE ESTABLISHMENT IS A FACTORY as Yes or No. In case of a Factory, the list of Schedule I Industries will appear in the drop-down, and in case of a Non-Factory Establishment, class of establishments notified will appear. It is advised that the employer should identify the activity before start filling of the form.
9. Whether establishment is START UP: the option Yes or No can selected.
 - if "Yes" is selected then Order number and date of Order should be provided. The date of setup cannot be before five years from current date.

DATE OF SETUP OF ESTABLISHMENT* 18-08-2015

DOCUMENTARY PROOF OF DATE OF SET UP

DOCUMENT NAME*	REFERENCE NUMBER*	DATE OF ISSUES OF DOCUMENT*	ISSUED BY, PLACE* (?)
-Select-	(?)		

BUSINESS ACTIVITY AND OWNER'S DETAILS

WHETHER THE ESTABLISHMENT IS A FACTORY* Yes No

SECTION APPLICABLE

PRIMARY BUSINESS ACTIVITY* -Select-

WHETHER THE ESTABLISHMENT IS STARTUP* Yes No

ORDER NUMBER* _____ DATE OF ORDER* _____

WHETHER ANNUAL TURN OVER FOR ANY OF THE FINANCIAL YEAR HAS EXCEEDED RS. 25 CRORES* Yes No

WHETHER THE ESTABLISHMENT IS MSME* Yes No

- Annual Turn Over for any of the earlier financial year cannot exceed Rs. 25 Crores.
- If the certificate details are not available, select “No” option.
- In case annual turnover exceeds 25 crores or when “No” is selected, the establishment will be taken as not a Startup.

10. Whether Establishment is MSME: the option Yes or No can be selected.

- If “Yes” option is selected then the MSME number and date should be provided.

BUSINESS ACTIVITY AND OWNER'S DETAILS

WHETHER THE ESTABLISHMENT IS A FACTORY* Yes No

SECTION APPLICABLE

PRIMARY BUSINESS ACTIVITY* -Select-

WHETHER THE ESTABLISHMENT IS STARTUP* Yes No

WHETHER THE ESTABLISHMENT IS MSME* Yes No

MSME NUMBER* _____ MSME DATE* _____

11. License Details will be based on drop down menu list.



- The employer should enter the details of all the licenses available for the establishment at the time of application.
- When any available License type is not in the drop down list, he should select OTHERS, in which case the License Type should be entered in the REMARKS field mandatorily.
- In case a License is selected as Address Proof, the check box against the said License should be selected.
- **At least one license is mandatory.**

Note: Out of the all licenses declared, it is mandatory to upload one license proof document as digitally signed PDF. In case, license under Sales Tax Act has been declared as proof then submission of this document as digitally signed PDF is mandatory.

12. In case any License (Registration) is under the Cooperative Societies Act, then an additional field asking whether the establishment is working with aid of Power will appear. A Cooperative Society establishment working without aid of Power should have 50 employees for coverage under section 1(3) (a) or 1(3) (b) by virtue of [Section 16 \(1\)](#).

10.50.3.179/olre/olrenew/online_coverage_form.php

WHETHER THE ESTABLISHMENT IS A FACTORY: Yes No

SECTION APPLICABLE: 0001(3)(b)

PRIMARY BUSINESS ACTIVITY: BREAD

LICENSES ISSUED BY VARIOUS AUTHORITIES

TYPE*	NUMBER* (2)	DATE*	ISSUED BY*	ISSUED AT PLACE*	REMARKS(2)	MARK AS PROOF
Sales Tax Act	123456789	01-01-2015	STO DELHI	DELHI		<input checked="" type="checkbox"/>

+(Add Row)

WHETHER ESTABLISHMENT IS COVERED UNDER THE ESIC ACT* Yes No

YOU ARE DECLARING THAT AS ON DATE OF APPLICATION, ESIC CODE NUMBER IS NOT ALLOTTED TO YOUR ESTABLISHMENT.

OWNERSHIP DETAILS

OWNERSHIP TYPE*	REGISTRATION/ DEED NO.* (2)	DATE OF REGISTRATION NO.*	ISSUED BY, AT* (2)
PROPRIETARY FIRMS	9876	26-01-2015	DELHI

PARTICULARS OF OWNERS

NAME*	STATUS/ DESIG*	DATE OF BIRTH*	FATHER'S NAME	RESIDENTIAL ADDRESS*	MOBILE NO* & E-MAIL	DATE FROM WHICH IN POSITION*	Whether The Owner is Incharge of Business of Establishment*	PRIMARY*
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13. The employer has to mention the ESIC Code number if the establishment is already having such code number. Not mentioning the Code number will be treated as a



declaration that the establishment is not having such code number at the time of application.

14. Ownership type can be selected from the drop down menu. According to the selection, the proof of ownership type should also be entered. For the Government Departments a letter from the Head will serve as the ownership proof. In case Proprietorship Firm is selected, only one owner can be added. The name of the owner will be displayed automatically based on the employer registration done.
15. Under owner's details particulars of OWNER [\[Employer as per Section 2 \(e\)\] and for the purpose of Form 5A](#) should be entered. The Name of the Applicant Owner with Father's Name, Address, email-id, mobile number will be auto populated in the application from the employer registration details and will not be editable. In case Proprietorship Firm is selected as ownership type above, additional owner details cannot be added. The name of the owner should be exactly as per PAN in case the PAN furnished is in name of the owner. In case of other types of ownership, more than one owner's details can be entered. In such case Employer have to tick mark as **PRIMARY** that employer who is in-charge of the PF Matters. The employer should also select the mobile number on which the SMS is to be received. The DIN number provided to a Director as per MCA is to be entered in case of registered companies.
16. In-case of Establishment is on lease, the details of **LESSEE** are mandatory. This is for the purpose of Form 5A.

The screenshot displays the 'PARTICULARS OF OWNERS' section of the OLRE online coverage form. It includes a table for owner details with the following entries:

NAME*	STATUS/ DESIG*	DATE OF BIRTH*	FATHER'S NAME	RESIDENTIAL ADDRESS*	MOBILE NO* & E-MAIL	DATE FROM WHICH IN POSITION*	Whether The Owner is Incharge of Business of Establishment*	PRIMARY*
GENDER: <input type="text" value="MALE"/> KAVITA SHARMA	MANAGER PAN: AQRP55955M DIN: <input type="text"/>	01-10-1973	ONKAR NATH SHARMA	A-703	M: 8588866468 E: harsh.kaushik2006@gmail.in	01-11-2015	<input type="text" value="YES"/>	<input checked="" type="checkbox"/>

Below the table, there is a note: **The Mobile number and Email provided against the Owner ticked as 'Primary' shall be used as Primary mobile number and Email. Login to the ECR and other EPFO portals and all other activities shall be affected using the primary contact details.* and another note: **DIN: Director Identification Number (only for Directors)*.

The 'PARTICULARS OF LESSEE' section contains a radio button for 'WHETHER THE ESTABLISHMENT ON LEASE' with 'Yes' selected and 'No' unselected.

The 'EMPLOYEE DETAILS' section includes a table with the following entries:

A. NUMBER OF EMPLOYEES (INCLUDING EXCLUDED EMPLOYEES) AS ON DATE OF APPLICATION*	<input type="text" value="21"/>
B. NUMBER OF EXCLUDED EMPLOYEES	<input type="text" value="10"/>
C. DATE ON WHICH THE EMPLOYMENT STRENGTH EXCEED* 19	<input type="text" value="01-11-2015"/>

The 'BANK DETAILS' section is visible at the bottom of the form.



17. Employment Details: The employer should give the details of the number of employees (including the employees in its branches) as on date of application, number of excluded employees out of the total and the date on which the number exceeded 19. (In case of a Cinema Theatre, exceeded 4 or in case of a Cooperative Society, working without aid of power, exceeded 49). In case of voluntary coverage, the date of agreement and any subsequent date for coverage mentioned in the Agreement should be entered and the scanned copy of the agreement (in PDF format) is to be uploaded.

The screenshot shows a web browser window with the URL `olre.epfoservices.in/olrenew/online_coverage_form.php`. The form is titled "EMPLOYEE DETAILS" and contains the following table:

A.	NUMBER OF EMPLOYEES (INCLUDING EXCLUDED EMPLOYEES) AS ON DATE OF APPLICATION*	21
B.	NUMBER OF EXCLUDED EMPLOYEES	10
C.	DATE ON WHICH THE EMPLOYMENT STRENGTH EXCEED* 19	01-01-2015

Below the table, there is a section for "BANK DETAILS" with the question "Whether the establishment is having the Bank details" and radio buttons for "No" (selected) and "Yes".

Below that is a section for "BRANCH/ DIVISION DETAILS" with the question "Whether the establishment is having a single Unit or has several Units (Branches)" and radio buttons for "A single Unit" (selected) and "Several Units".

At the bottom, there are "Save" and "Preview" buttons. A note states: "Note: The preview opens up in a new window. Please ensure that pop ups are not blocked by your browser."

18. Bank Details: Bank Account Detail is made optional. If the employer does not want to give bank details he may select 'No' as shown above. If he wants to furnish the bank details, he shall select yes and enter the details.

The screenshot shows the same web browser window as above, but with the "Bank Details" section expanded. The question "Whether the establishment is having the Bank details" now has radio buttons for "No" and "Yes" (selected). Below this, there is a table for bank account details:

IFSC CODE*	BANK NAME*	BRANCH NAME*	ACCOUNT NUMBER*	ACCOUNT TYPE*	MARK AS ADDRESS PROOF
				-Select-	<input checked="" type="checkbox"/>

Below the table, there is a green link "+(Add Row)".

Below that is a section for "BRANCH/ DIVISION DETAILS" with the question "Whether the establishment is having a single Unit or has several Units (Branches)" and radio buttons for "A single Unit" (selected) and "Several Units".



There is option to add more than one bank account. While making the entry, the IFSC should be entered correctly as given in the cheque leaf, the bank name and branch will be auto displayed. In case of non-IFSC Bank, the data should be entered.

Note: A scanned copy of cheque of one of the bank accounts declared, is required to be uploaded as a digitally signed PDF document.

19. Branch Details: This part should be filled if the establishment has branches (units). The number of employees in the branches as on date of application should be mentioned.

SAVING THE PARTIALLY FILLED APPLICATION

The employer has the option to save a partially filled form after filling the Name & address of the establishment and selection of the Option whether the Act applies or the application is for voluntary coverage.

The screenshot shows the 'Employees' Provident Fund Organisation, India' portal. The main content area displays a table of applications with columns for S.No, Application No., PAN, and Upload Documents. A dropdown menu is open over the table, showing options: 'FILL APPLICATION FORM', 'REVIEW APPLICATION FORM', 'PDF REPORT', 'DOWNLOAD SPECIMEN SIGNATURE FILE', and 'APPLICATION SUBMIT'. The 'REVIEW APPLICATION FORM' option is highlighted.

S.No	Application No.	PAN	Upload Documents	View Documents
1	1764535133	AAQC	Already uploaded documents	
2	1554400995	AAQC	Already uploaded documents	
3	9540515504	AAQC	Already uploaded documents	
4	1772482724	AAQC	Already uploaded documents	
5	3014359424	AAQCS7168I	Already uploaded documents	
6	2667938993	AAQCS7168Z	Already Final submitted	Already uploaded documents
7	1136651179	AAQCS7168I	Already uploaded documents	
8	1170080374	AAQCS7168I	Already uploaded documents	
9	2280271994	AAQCS7168I	Already uploaded documents	
10	2112886016	AAQPS7168I		
11	2303139020	AAQCS7168I		
12	1674126845	AAQCS7168I		

An application number will be generated, which should be noted by him. The partially filled application can be reopened by selecting the “Review Application Form” from the “Apply for Code” main menu option which are available in the screen when employer is logged in. The application number will remain the same whenever the partial form is saved and reopened



after some more entries and saved again. However after 30 days of the generation of the application number the data will lapse if the application is not submitted.

SUBMISSION OF THE APPLICATION FORM

20. On completion of entering all details in the respective items, the applicant has to click the Preview Button. All validations will take place and the errors if any, will be prompted one by one. If the validation is successful, a preview page will open as shown below, where employer can check the details. **(Please ensure that the POP up blocker is not on).**

Preview Online Coverage Form - Mozilla Firefox

10.50.3.179/olre/olrenew/preview.php?pan_no=AQRPS5955M&ref_id=1062983244

APPLICATION FOR ALLOTMENT OF CODE NUMBER FOR COMPLIANCE UNDER THE EPF & MP ACT 1952
(APPLICATION NUMBER 1062983244)

PAN NUMBER ISSUED BY INCOME TAX DEPARTMENT : AQRPS5955M
ACT APPLIES TO MY ESTABLISHMENT : THE EPF & MP ACT 1952 APPLIES TO MY ESTABLISHMENT
SECTION APPLICABLE : 0001(3)(b)
NAME OF THE ESTABLISHMENT : XYZ LIMITED
ADDRESS : A-703 SECTOR 23 DWARKA
CITY : NEW DELHI
State : DELHI District : SOUTH WEST
PIN / AREA : 110075 Office Name : DELHI NORTH
REGIONAL OFFICE
28, Community Centre, Wazirpur Industrial Area, 110052
ro.delhi.north@epfindia.gov.in
REGIONAL OFFICE

COUNTRY : INDIA
PINCODE : 110075
PHONE NO: 05122216827 FAX NO: 0512227464
E-MAIL ID : harsh.kaushik2006@gmail.com
WEB ADDRESS OF THE ESTABLISHMENT : www.epfindia.gov.in

PROOF OF ADDRESS :
1. copy of post paid telephone bill of any company
2. copy of power connection in the name of the establishment
3. copy of water connection in the name of the establishment
4. any license/certificate/number issued by any Govt. authority

STATE* DELHI DISTRICT* SOUTH WEST
PIN / AREA 110075



Note: The Mobile number and Email provided against the Primary Row shall be used as Primary mobile number and Email. Login to the system, all other activities shall be affected using the primary contact.

PARTICULARS OF LEASEE

Whether the Establishment on Lease: No

EMPLOYEE DETAILS

NUMBER OF EMPLOYEES AS ON DATE OF APPLICATION : 21
NUMBER OF EXCLUDED EMPLOYEES : 10
DATE ON WHICH the EMPLOYMENT STRENGTH CROSSED 19 : 2015-11-01

BANK DETAILS

IFSC CODE	BANK NAME	BRANCH NAME	ACCOUNT NUMBER	ACCOUNT TYPE	MARKED AS ADDRESS PROOF
SBIN000107	STATE BANK OF INDIA	KANPUR MAIN	12345678902	SAVINGS ACCOUNT	NO

BRANCH DETAILS

Whether the establishment is having a single Unit or has several Units (Branches): single Unit

Close print

STATE* DELHI DISTRICT* SOUTH WEST
PIN / AREA 110075

21. It is advised that the application is printed before submission using the print button provided in the preview form and the data entered is verified against the actual documents to avoid any error. Editing is permitted only till the application is submitted. On confirming the contents are correct in the preview, select SAVE button.

EMPLOYEE DETAILS

A.	NUMBER OF EMPLOYEES (INCLUDING EXCLUDED EMPLOYEES) AS ON DATE OF APPLICATION*	21
B.	NUMBER OF EXCLUDED EMPLOYEES	10
C.	DATE ON WHICH THE EMPLOYMENT STRENGTH EXCEED* 19	2015-11-01

BANK DETAILS

IFSC CODE*	BANK NAME* (2)	BRANCH NAME*	ACCOUNT NUMBER*	ACCOUNT TYPE*
SBIN000107	STATE BANK OF INDIA	KANPUR MAIN	12345678902	SAVINGS ACCOUNT

+(Add Row)

BRANCH / DIVISION DETAILS

Whether the establishment is having a single Unit or has several Units (Branches) A single Unit Several Units

Save Preview

Note: The preview opens up in a new window. Please ensure that pop ups are not blocked by your browser.

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UPLOAD OF RELEVANT DOCUMENTS SIGNED WITH DSC

22. On selecting the SAVE button, the UPLOAD DOCUMENTS page opens as given below. In case you have selected the SAVE button, for partial save of the form, you may reopen



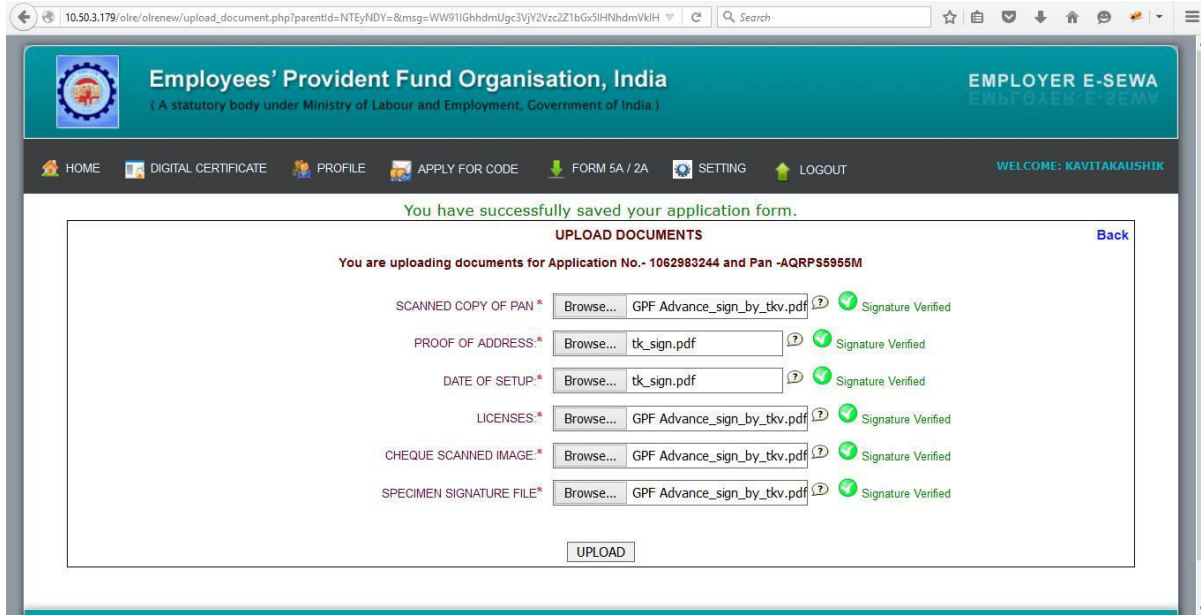
the same from the “Review Application Form” in the “Apply for Code” main menu option in the Home page.

The screenshot shows a web interface with a dark navigation bar at the top containing links for HOME, DIGITAL CERTIFICATE, PROFILE, APPLY FOR CODE, FORM 5A / 2A, SETTING, and LOGOUT. A green message states "You have successfully saved your application form." Below this is a section titled "UPLOAD DOCUMENTS" with a "Back" link. A message indicates the user is uploading documents for Application No. 1062302244 and Pan -AGRPS5952M. There are five rows of upload fields, each with a "Browse..." button and "No file selected." text: SCANNED COPY OF PAN, PROOF OF ADDRESS, DATE OF SETUP, LICENCES, and SPECIMEN SIGNATURE FILE. An "UPLOAD" button is located at the bottom center.

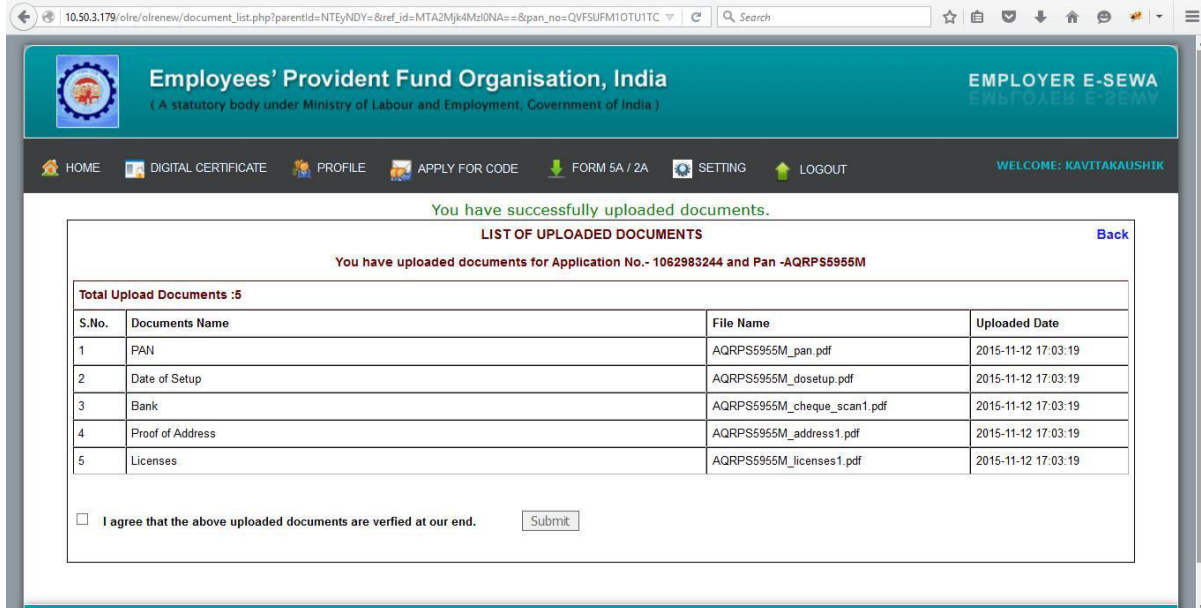
If the employer does not want to give bank details and selected ‘No’ the screen will appear as shown above. If he wants to furnish the bank details, and selected yes, the screen will be as follows.

This screenshot is similar to the previous one but includes an additional field: CHEQUE SCANNED IMAGE. It also has a "Browse..." button and "No file selected." text. The "UPLOAD" button remains at the bottom center.

23. Select the Browse button for relevant documents to upload, which are already kept ready duly authorized with the Registered Digital Signature (DSC). Refer the document on How to digitally sign a PDF document, provided separately.
24. On selecting the digitally signed documents select UPLOAD button. The Digital Signature on the PDF documents will be verified with the Registered DSC of the Applicant Owner.



25. The list of Uploaded documents are shown.



The message, You have successfully uploaded documents, appears on the screen.

26. Now, select the check box for, '***I agree that the above uploaded documents are verified at our end***' and press the Submit button, as given below.



Employees' Provident Fund Organisation, India
(A statutory body under Ministry of Labour and Employment, Government of India)

EMPLOYER E-SEWA
EMPLOYER E-SEWA

HOME DIGITAL CERTIFICATE PROFILE APPLY FOR CODE FORM 5A / 2A SETTING LOGOUT WELCOME: KAVITAKAUSHIK

You have successfully uploaded documents.

LIST OF UPLOADED DOCUMENTS [Back](#)

You have uploaded documents for Application No.- 1062983244 and Pan -AQRPS5955M

Total Upload Documents :5

S.No.	Documents Name	File Name	Uploaded Date
1	PAN	AQRPS5955M_pan.pdf	2015-11-12 17:03:19
2	Date of Setup	AQRPS5955M_dosetup.pdf	2015-11-12 17:03:19
3	Bank	AQRPS5955M_cheque_scan1.pdf	2015-11-12 17:03:19
4	Proof of Address	AQRPS5955M_address1.pdf	2015-11-12 17:03:19
5	Licenses	AQRPS5955M_licenses1.pdf	2015-11-12 17:03:19

I agree that the above uploaded documents are verified at our end.

The Final Review of application shown as below,

Final Review of your application. Please complete the form below.

APPLICATION FOR ALLOTMENT OF CODE NUMBER FOR COMPLIANCE UNDER THE EPF & MP ACT 1952
(APPLICATION NUMBER 1062983244)

PAN NUMBER ISSUED BY INCOME TAX DEPARTMENT : AQRPS5955M

ACT APPLIES TO MY ESTABLISHMENT : THE EPF & MP ACT 1952 APPLIES TO MY ESTABLISHMENT

SECTION APPLICABLE : 0001(3)(b)

NAME OF THE ESTABLISHMENT : XYZ LIMITED

ADDRESS : A-703 SECTOR 23 DWARKA

CITY : NEW DELHI

State : DELHI District : SOUTH WEST

PIN / AREA : 110075 Office Name : DELHI NORTH
REGIONAL OFFICE
28, Community Centre, Wazirpur Industrial Area, 110052
ro.delhi.north@epfindia.gov.in
REGIONAL OFFICE

COUNTRY : INDIA

PINCODE : 110075

PHONE NO: 05122216827 FAX NO: 0512227464

E-MAIL ID : harsh.kaushik2006@gmail.com

WEB ADDRESS OF THE ESTABLISHMENT : www.epfindia.gov.in

1. copy of post paid telephone bill of any company
2. copy of power connection in the name of the establishment



1. copy of post paid telephone bill of any company
 2. copy of power connection in the name of the establishment
 3. copy of water connection in the name of the establishment
 4. any license/certificate/number issued by any Govt. authority

PROOF OF ADDRESS :

DATE OF SETUP OF ESTABLISHMENT : 2015-01-22

DOCUMENTARY PROOF OF DATE OF SET UP

DOCUMENT NAME	REFERENCE NUMBER	DATE OF ISSUES OF DOCUMENT	ISSUED BY, PLACE
Copy of the first Sales Invoice	987654321	2015-02-15	STO DELHI

BUSINESS ACTIVITY AND OWNER'S DETAILS

WHETHER THE ESTABLISHMENT IS A FACTORY : No

PRIMARY BUSINESS ACTIVITY : BREAD

LICENSES ISSUED BY VARIOUS AUTHORITIES

TYPE	NUMBER	DATE	ISSUED BY	ISSUED AT PLACE	REMARKS
Sales Tax Act	123456789	2015-01-01	STO DELHI	DELHI	

IN CASE ESTABLISHMENT IS COVERED UNDER THE ESIC ACT : No

OWNER'S DETAILS

OWNERSHIP TYPE	REGISTRATION/DEED NO.	DATE OF REGISTRATION NO.	ISSUED BY,AT
PROPRIETARY FIRMS	9876	2015-01-26	DELHI

PARTICULARS OF OWNERS

PARTICULARS OF OWNERS

SL NO	NAME	STATUS/ DESIG	DATE OF BIRTH	FATHER'S NAME	RESIDENTIAL ADDRESS	MOBILE NO	E-MAIL	DATE FROM WHICH IN POSITION	Primary	Incharge
1	GENDER MALE KAVITA SHARMA	MANAGER PAN AGRPS5955M DIN	1973-10-01	ONKAR NATH SHARMA	A-703	8588866468	harsh.kaushik2006@gmail.com	2015-11-01	YES	YES

Note: The Mobile number and Email provided against the Primary Row shall be used as Primary mobile number and Email. Login to the system, all other activities shall be affected using the primary contact.

PARTICULARS OF LEASEE

Whether the Establishment on Lease : No

EMPLOYEE DETAILS

NUMBER OF EMPLOYEES AS ON DATE OF APPLICATION	: 21
NUMBER OF EXCLUDED EMPLOYEES	: 10
DATE ON WHICH the EMPLOYMENT STRENGTH CROSSED 19	: 2015-11-01

BANK DETAILS

IFS CODE	BANK NAME	BRANCH NAME	ACCOUNT NUMBER	ACCOUNT TYPE	MARKED AS ADDRESS PROOF
SBIN000107	STATE BANK OF INDIA	KANPUR MAIN	12345678902	SAVINGS ACCOUNT	NO <input type="checkbox"/>



The screenshot shows a web browser window displaying the OLRE application form. The browser address bar shows the URL: 10.50.3.179/olre/olrenew/application_final_submit.php?parentId=NTEyMTM=&ref_id=MTEzNjY. The form is titled "BANK DETAILS" and contains a table with the following information:

IFS CODE	BANK NAME	BRANCH NAME	ACCOUNT NUMBER	ACCOUNT TYPE	MARKED AS ADDRESS PROOF
110069	STATE BANK OF INDIA	LAXMINAGAR	3202136589	CURRENT ACCOUNT	YES

Below the table, there is a section titled "BRANCH DETAILS" with a dropdown menu set to "single Unit". A captcha verification step is shown with the text "GHMYSB image" and a box for entering the characters. A "GET PIN" button is present with instructions: "Click the button to get Authorization PIN SMS on your Mobile. Please note that the PIN SMS shall be sent to the mobile number of owner ticked as primary in the section 'Particulars of Owners.'".

A "DECLARATION" section follows, with the text: "I HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT FURNISHING OF ANY WRONG INFORMATION MAY RESULT IN ACTION AGAINST ME AS PER THE PROVISIONS OF THE EPF & MP ACT 1952 AND THE SCHEME PROVISIONS." Below this is a checkbox for "I Agree to the above Declaration".

At the bottom, there is a field for "Enter Authorization PIN received on your mobile and press the Submit button to finally submit the form." with a "Submit" button. A note says: "Note: Please ensure that pop ups are not blocked by your browser." A footer at the bottom states: "© 2015. This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers."

27. If the employer is satisfied that the entered data is correct, he should enter the CAPTCHA code and click the get PIN button.

The PIN will be sent on the mobile number of the Applicant Owner.

28. Tick the declaration regarding the correctness of the data and enter the PIN received on his mobile number and select 'Submit' button.

29. The following confirmation message on the EPFO field office details according to the address entered and documentary proof selected will be listed. Select OK.

The screenshot shows the same OLRE application form as above, but with a confirmation message dialog box overlaid. The dialog box contains the following text:

Dear Employer,

In the address field of the Establishment You have entered the following State: DELHI, District: SOUTH WEST and PIN: 110075 based on which post PAN verification, the establishment will be under the jurisdiction of Regional/Sub Regional Office: REGIONAL OFFICE-br-28, Community Centre, Wazirpur Industrial Area, 110052-br-ro.delhi.north@epfindia.gov.in as was displayed in the application also.

For the given address you have mentioned that you have the following address proof and the same will be verified at the time of inspection and selection of the wrong address proof will be deemed to be a wrong declaration.

- copy of post paid telephone bill of any company;
- copy of power connection in the name of the establishment.
- copy of water connection in the name of the establishment.
- any license/certificate/number issued by any Govt. authority.

Please note that post allotment of the code number the Office under which you have to comply will not change.

At the bottom of the dialog box are "OK" and "Cancel" buttons.

The background form is partially visible, showing the "DECLARATION" section with the checkbox "I Agree to the above Declaration" checked. The "Submit" button is also visible.



OLRE with DSC – Instructions For Filling OLRE Application

10.50.3.179/olre/olrenew/application_final_submit.php?parentid=NTEyNDY=&ref_id=MTA2Mjk4Mz0NA==&pan_no=QVFSUFN

SBIN0000107	STATE BANK OF INDIA	KANPUR MAIN	12345678902	SAVINGS ACCOUNT	NO
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BRANCH DETAILS

Whether the establishment is having a single Unit or has several Units (Branches) : single Unit

Application is being registered using State: DELHI, District: SOUTH WEST and Pin: and PIN: 110075, under Office: REGIONAL OFFICE
28, Community Centre, Wazirpur Industrial Area, 110052
ro.delhi.north@epfindia.gov.in. Please press OK to confirm again and proceed further.

Prevent this page from creating additional dialogs

OK Cancel

verify your mobile

DECLARATION:

I, HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT FURNISHING OF ANY WRONG INFORMATION MAY RESULT IN ACTION AGAINST ME AS PER THE PROVISIONS OF THE EPF & MP ACT 1952 AND THE SCHEME PROVISIONS.

I Agree to the above Declaration

Enter Authorization PIN received on your mobile & email and press the Submit button to finally submit the form.: Note: Please ensure that pop ups are not blocked by your browser.

© 2015. This Portal can be best viewed in IE (7.0 and above), Firefox, Chrome and Opera browsers.

30. Then click on OK, the application will be submitted with message on successful submission. A PDF file will be made available for download for future reference.

Online Coverage 10.50.3.179 / localhost / e... 10.50.3.179/olre/olrenew/success_msg.php?application_no=2362421296&parent_id=51262&pan=AIUPK5029P&ssid=0.940353055

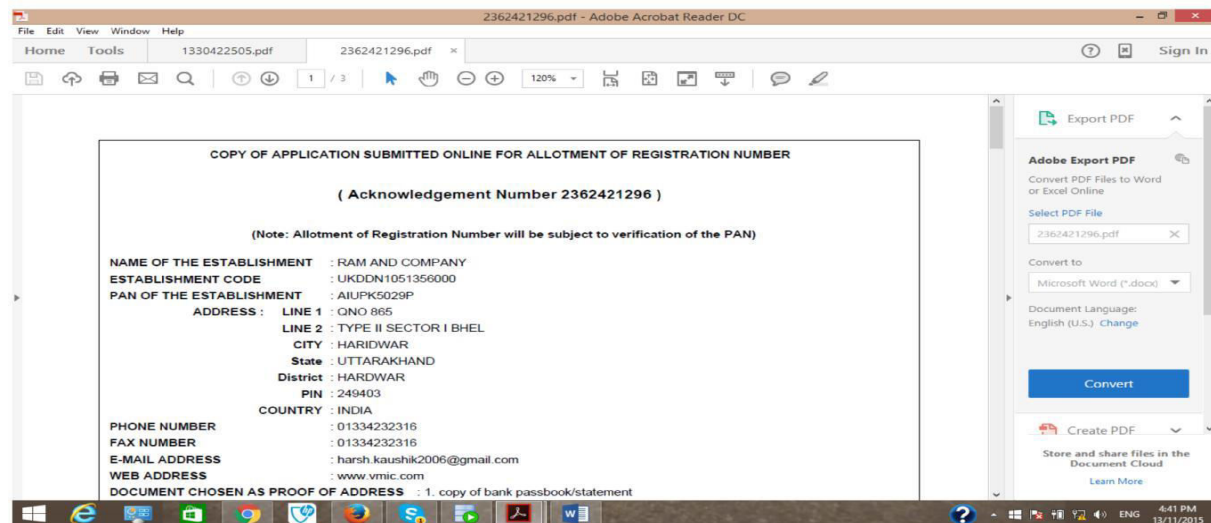
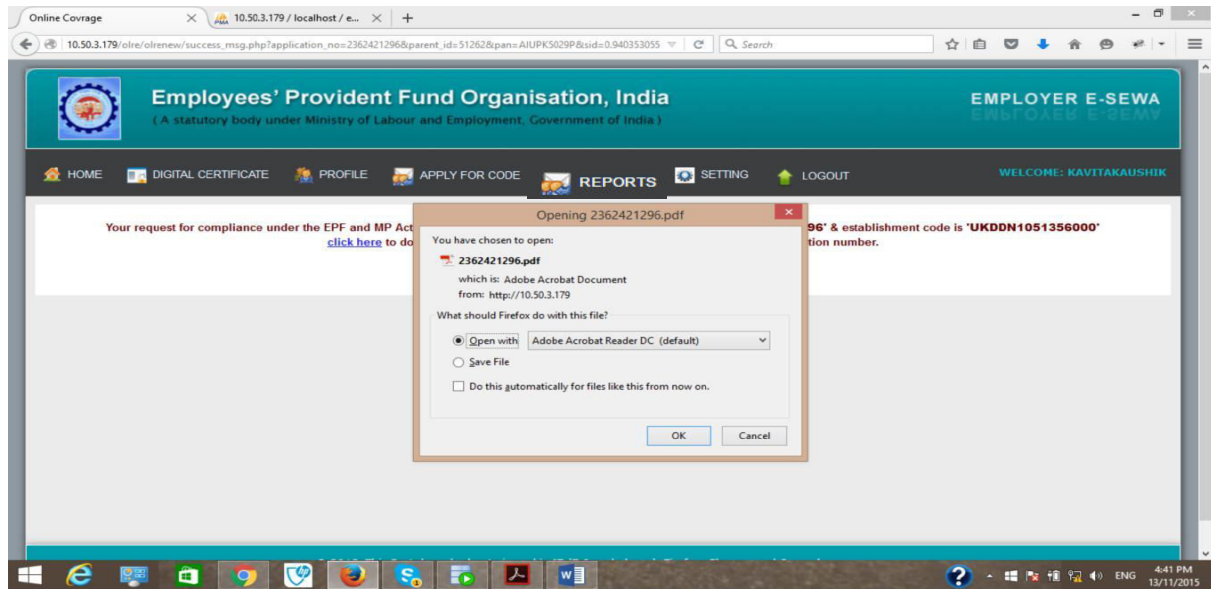
Employees' Provident Fund Organisation, India EMPLOYER E-SEWA
(A statutory body under Ministry of Labour and Employment, Government of India)

HOME DIGITAL CERTIFICATE PROFILE APPLY FOR CODE REPORTS SETTING LOGOUT WELCOME: KAVITAKAUSHIK

Your request for compliance under the EPF and MP Act 1952 is successfully ac
[click here](#) to download a copy of appli

PDF REPORT 362421296' & establishment code is 'UKDDN1051356000'
SMS REPORT of registration number.

4:40 PM 13/11/2015



POST SUBMISSION ACTIVITIES

- **No Document has to be submitted physically by the owner to the PF office.**
- The user-id and password will be intimated to the applicant owner through SMS to his mobile number and registered email-id. It is also available under the **Reports** function of Employer Login.
- The PDF Report is also available under the **Reports** function of Employer Login for further downloading of Application PDF and Code Allotment PDF.
- He can login to ECR portal using the temporary login name and password received as above through URL http://www.epfindia.gov.in/site_en/Online_ECR.php and create his permanent user-id and password of his choice for starting remittance through ECR upload.



Note: A separate ECR login is provided, so that the Owner need not himself be involved for the remittance and can get it delegated to any authorised person to do the routine activities.

PAN Error:

If the employer had made an error in correctly entering the PAN or the name, he should again follow the process to apply.

Note: In case any wrong document / data was uploaded / entered in the application, the applicant owner will be responsible for the same and action will be taken as per the provisions of the Act.

The applicant owner as well as other owners declared in the owners' details will be responsible for any default under the Act / Schemes.

**CHECK LIST**

After going through the instructions, please ensure that the following documents are ready for data entry. Then filling of the form will ensure that no data is missed or wrongly entered and you do not have to save a half filled application:

Tick	Requirements	UPLOAD Document as Digitally Signed PDF
	Scanned image of PAN for upload	PAN card Image
	All the address proof(s) of the establishment as mentioned in the Instruction Sheet	One address proof
	The date of set up and the proof for such date	Setup Proof Document
	The factory license number, date, issued by and date of trial production (only for factory)	--
	The details of the Manager(s) with their personal details (only for factory) .	--
	The activity in which the establishment is engaged is identified from the list.	--
	All license in name of establishment and their details.	One License Proof**
	In case the establishment is already covered under the ESIC, the ESIC Code	--
	The ownership details with proof	--
	Details of the Owners(s)	--
	If the establishment is already on lease, the start date and the details of the lessee(s)	--
	The employment details as on application date, number of excluded employees and the date on which the number of employees crossed 19 (or 5 or 49 as applicable)	--
	Scanned image of cheque(s) of the bank account (s) for upload	One Cheque out of all bank accounts declared.
	The list of branches of the establishments at different locations with their address and number of employees	--
	Scanned copy of Consent letter of the majority of employees with their details and signatures. (Only in case of voluntary coverage)	Copy of Consent Letter
	Date of agreement and any subsequent date mentioned in the said agreement for voluntary coverage. (Only in case of voluntary coverage)	--
	Specimen Signature of Authorised Signatory	In the format Provided

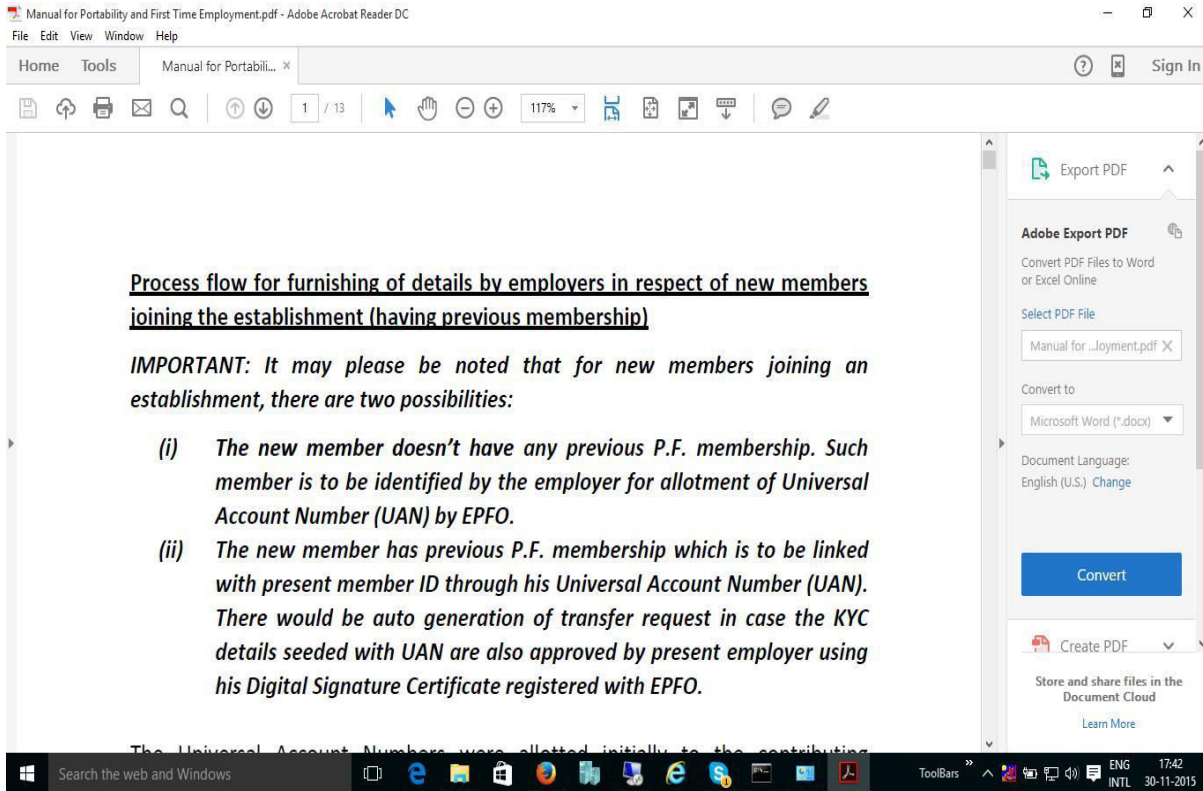
** In case License under Sales Tax Act is selected, it is mandatory.

Once the application is submitted, no editing will be permitted.

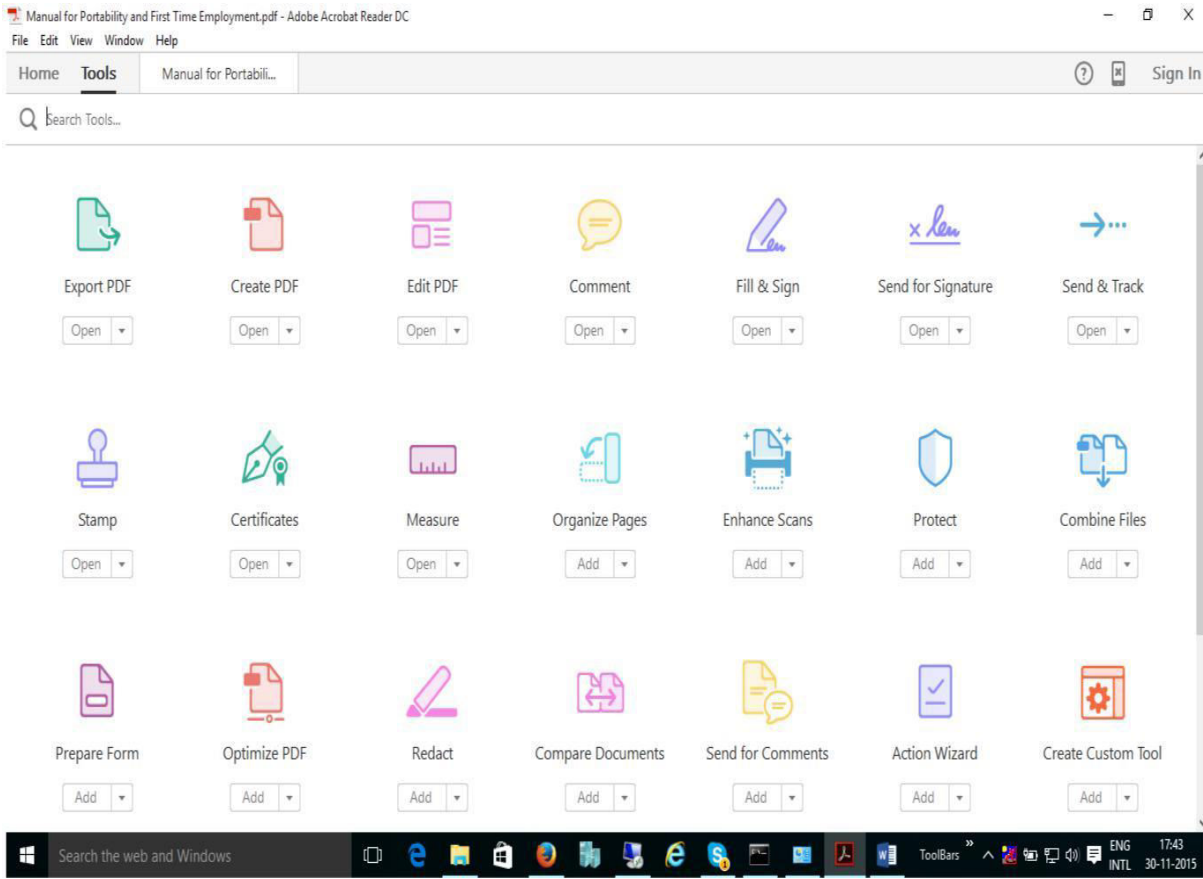


How to sign pdf digitally

Double click on the pdf file to open it.

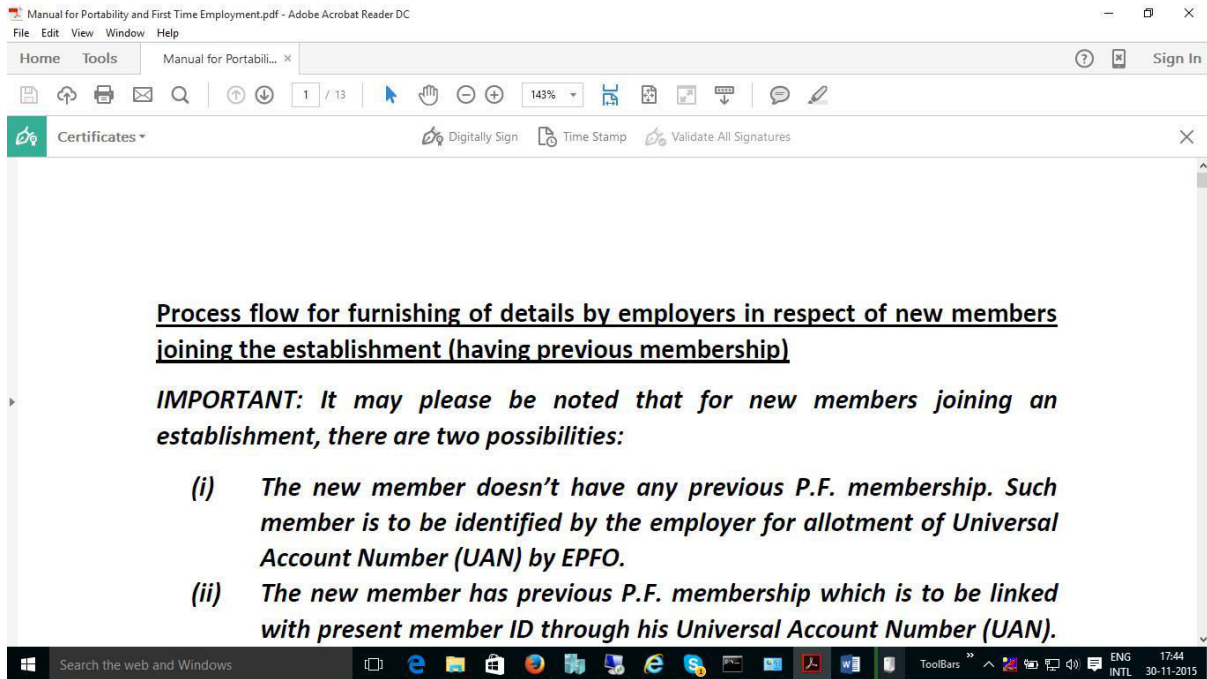


Click on TOOLS-

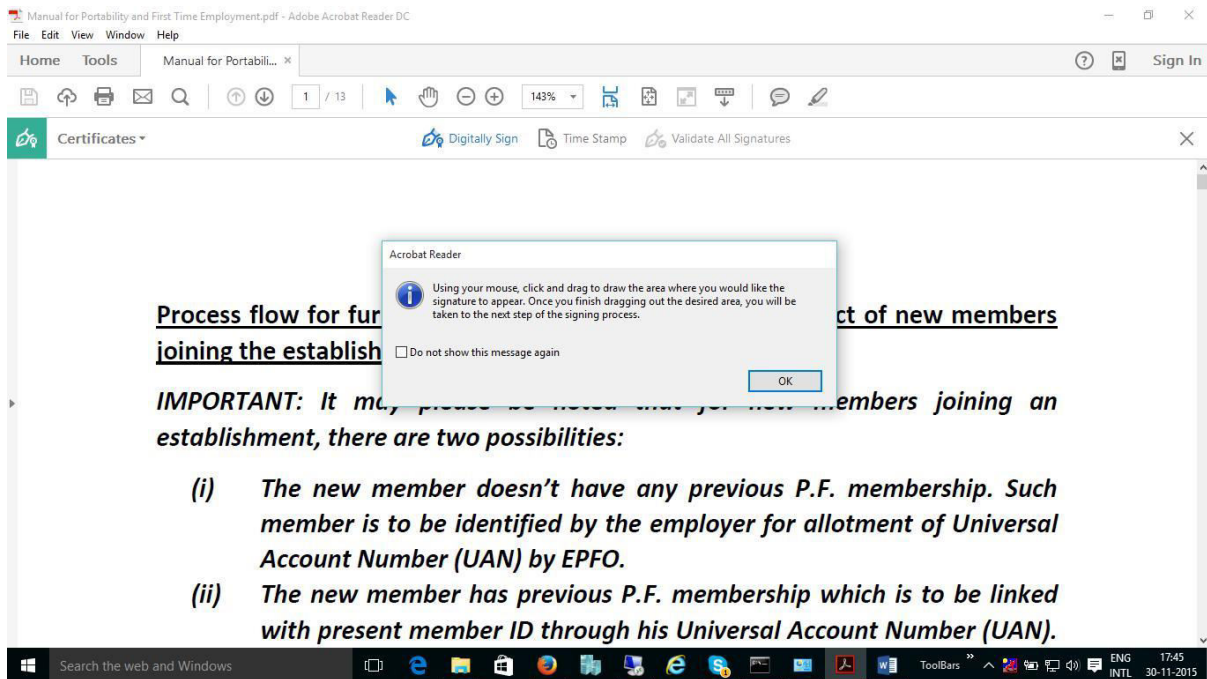




Click on certificates

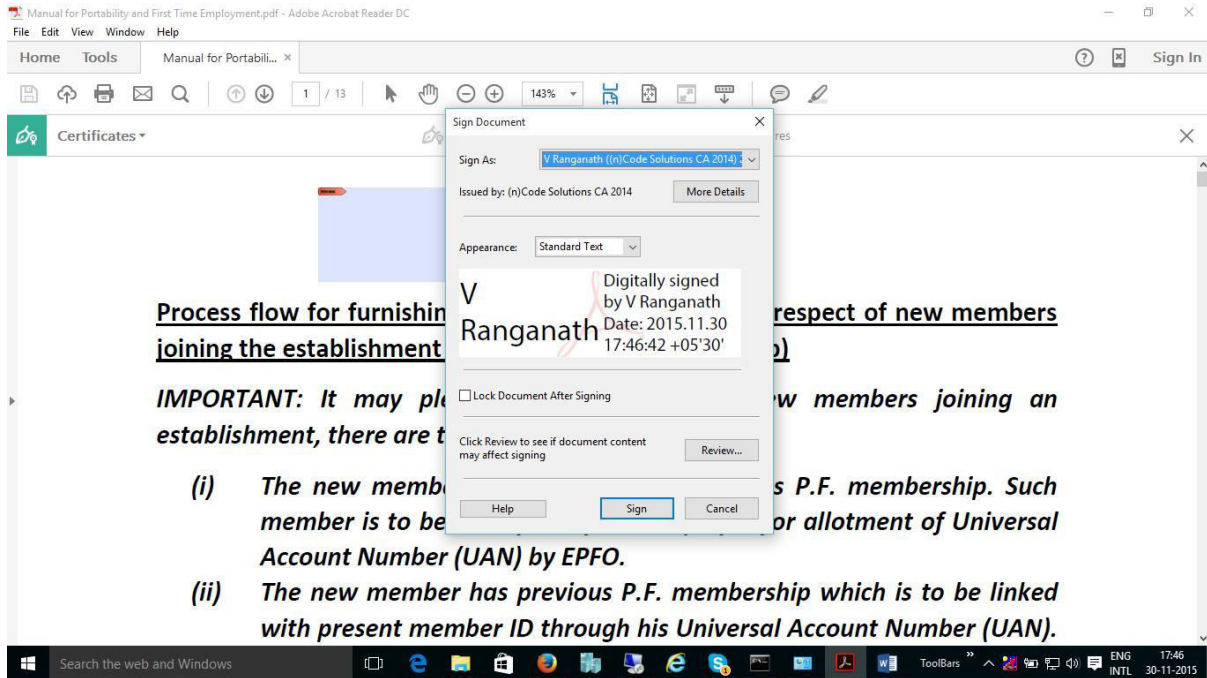


Click on Digitally Sign

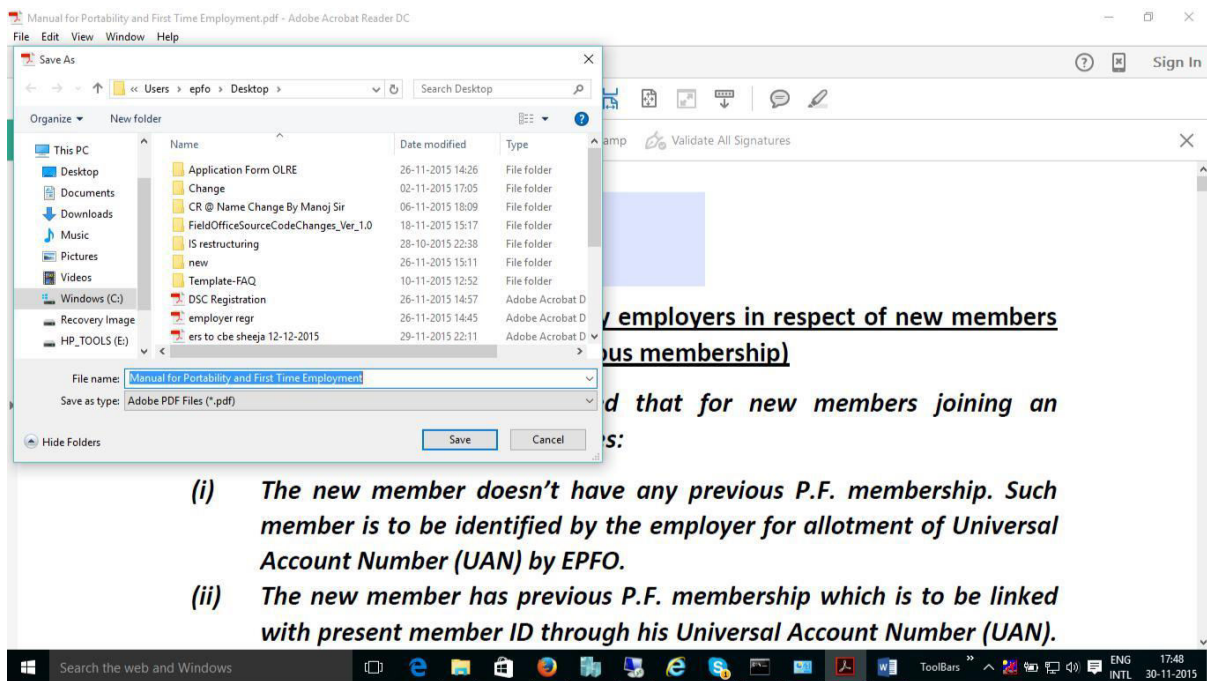




Using the mouse, drag to form a square portion where you would like to put your signature. Ensure that the USB dongle having digital signature is plugged in

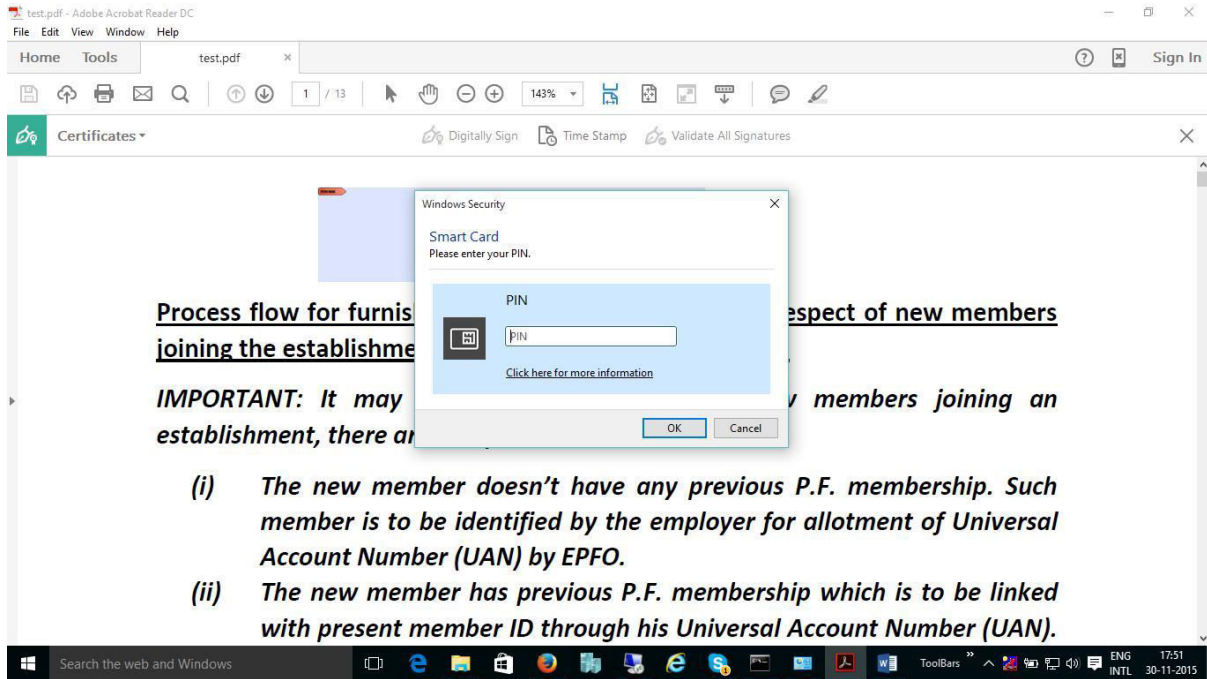


Select the signature and click on Sign. Now, give the name for signed pdf file.

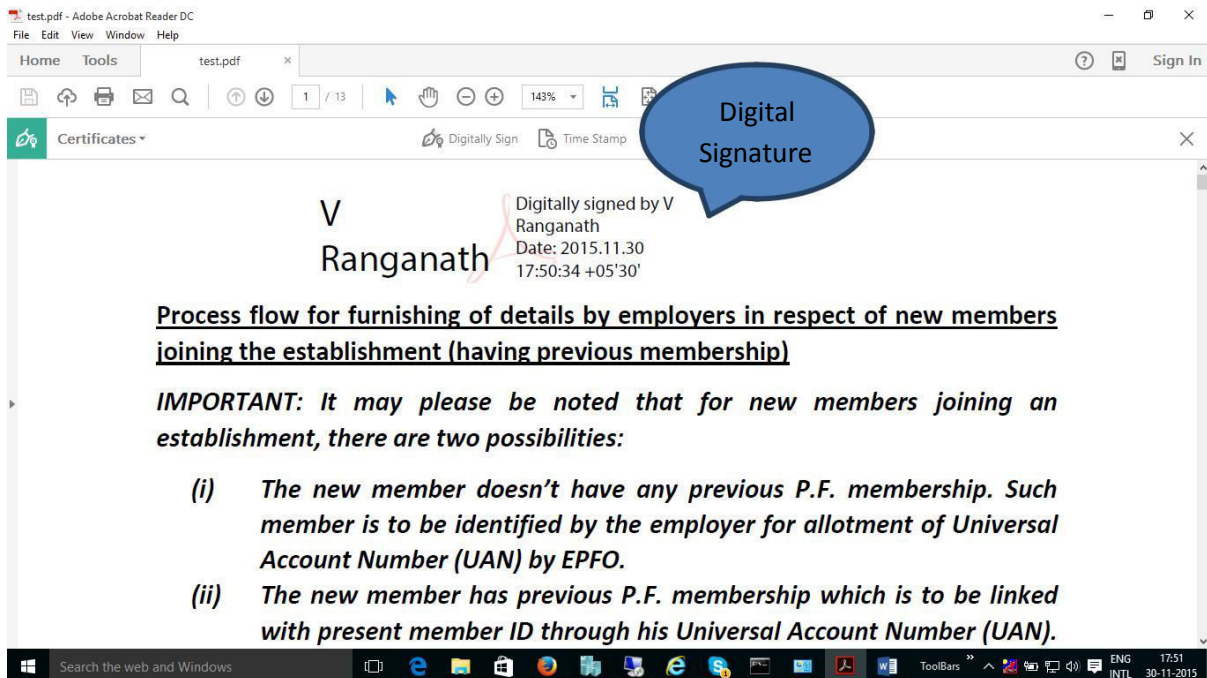




Click Save button



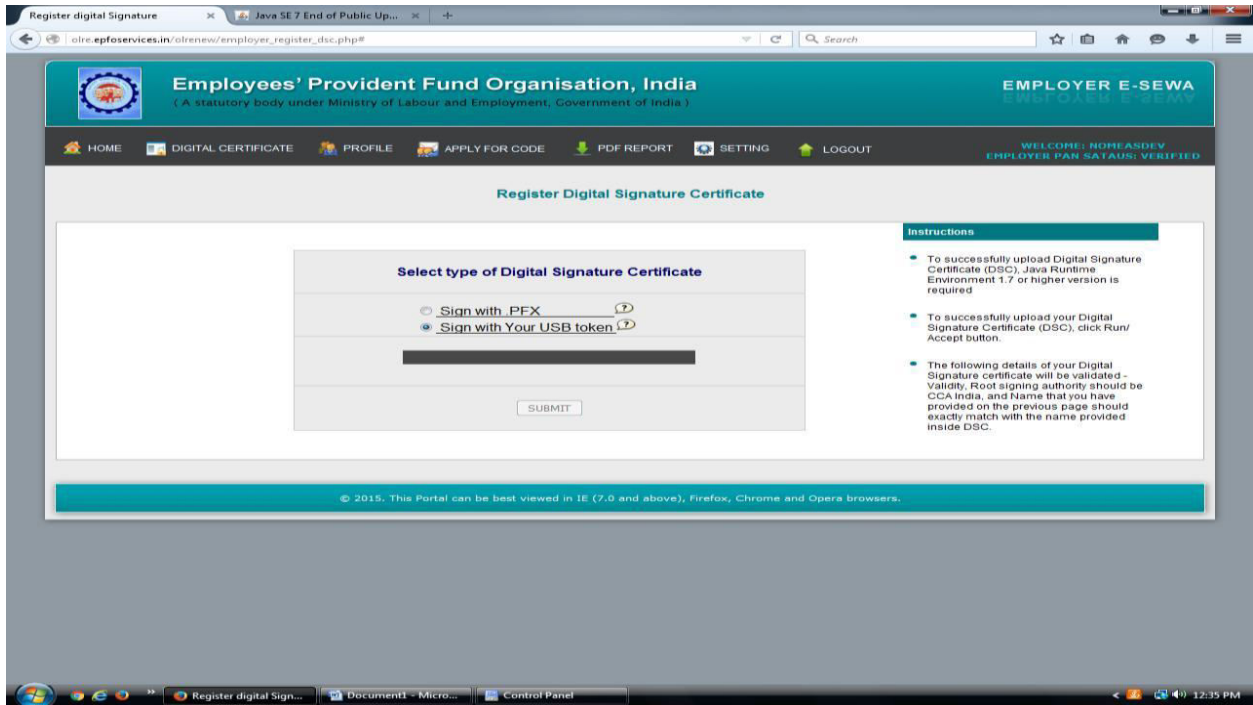
Provide PIN associated with the signature.



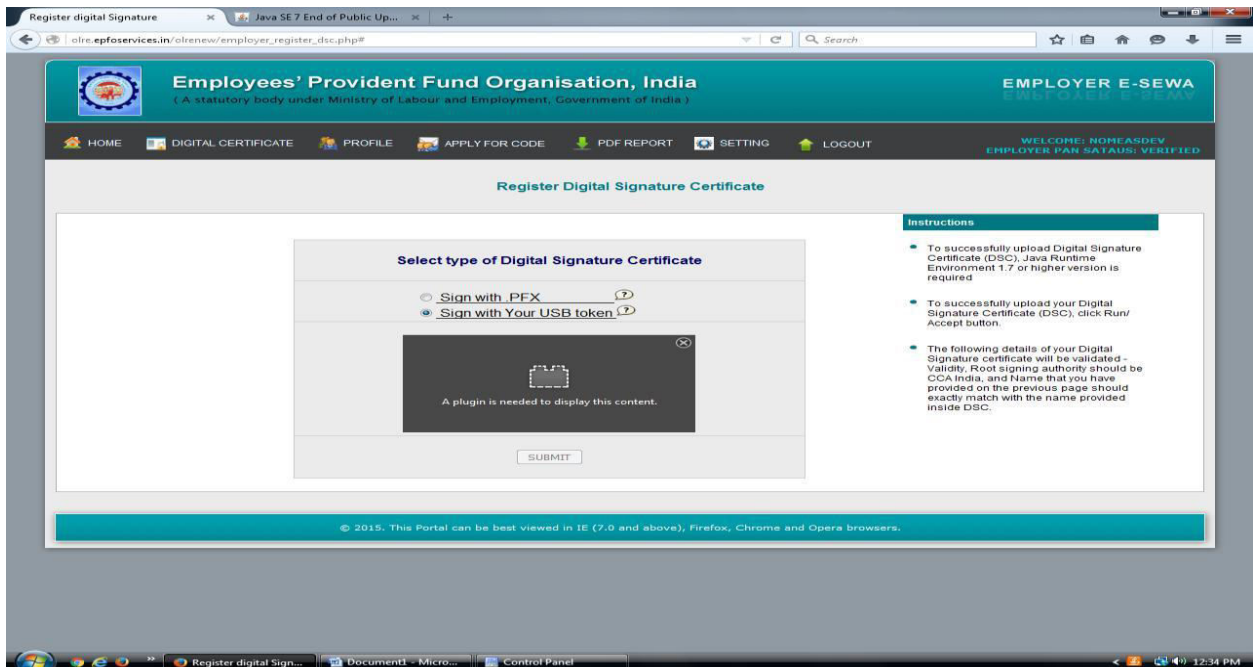


Steps for Installing Java

If Java is not installed then following screen may appear -



Or it may appear as follows -

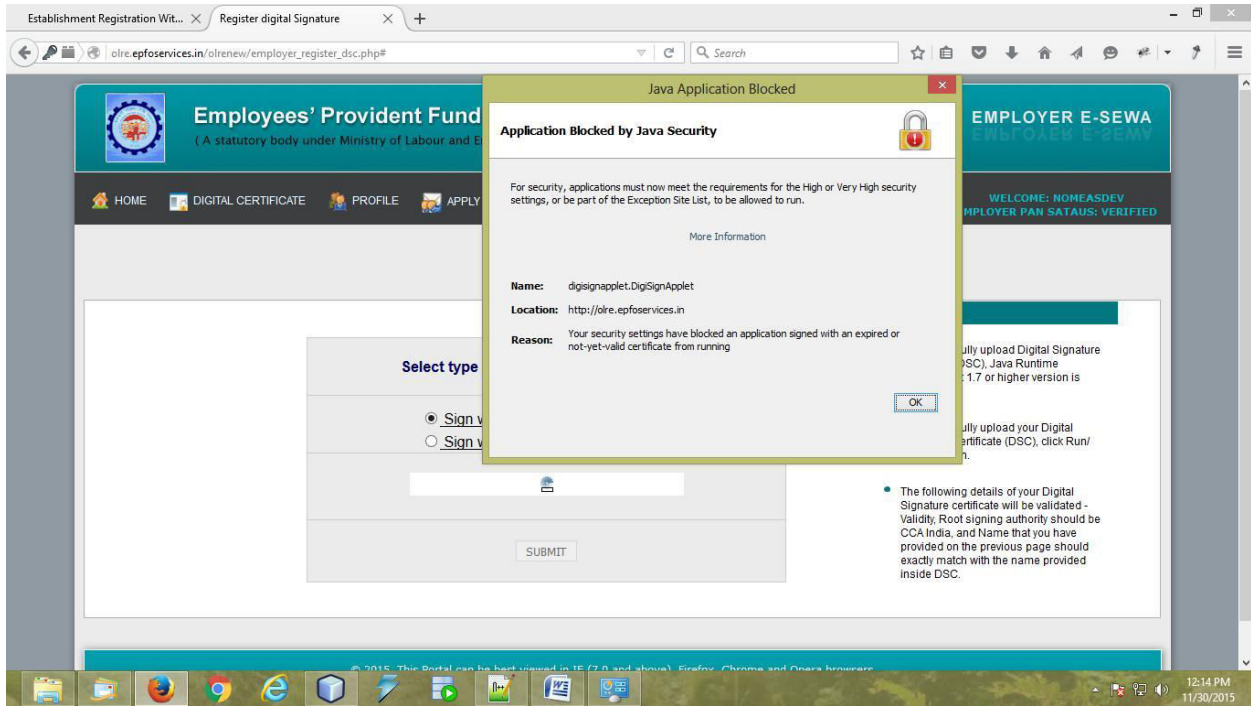




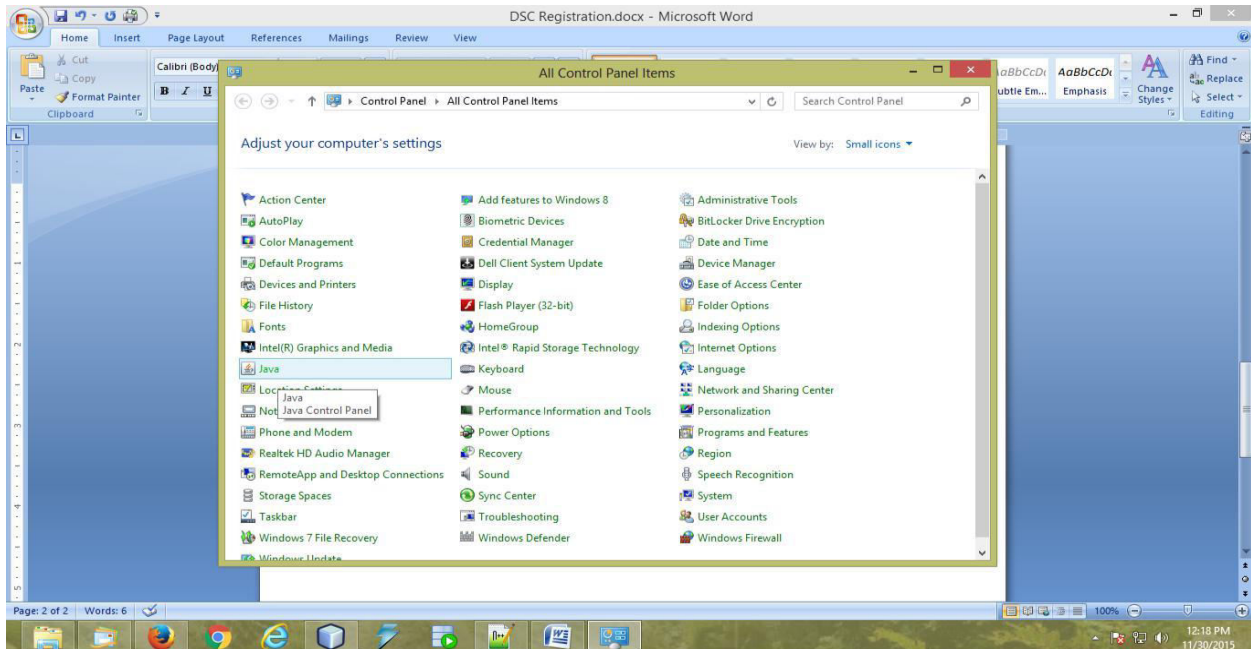
Download and install Java from <https://www.java.com/en/download/>. Restart the browser after installing the Java.

Steps for Unblocking Java Application

Java Application Blocked

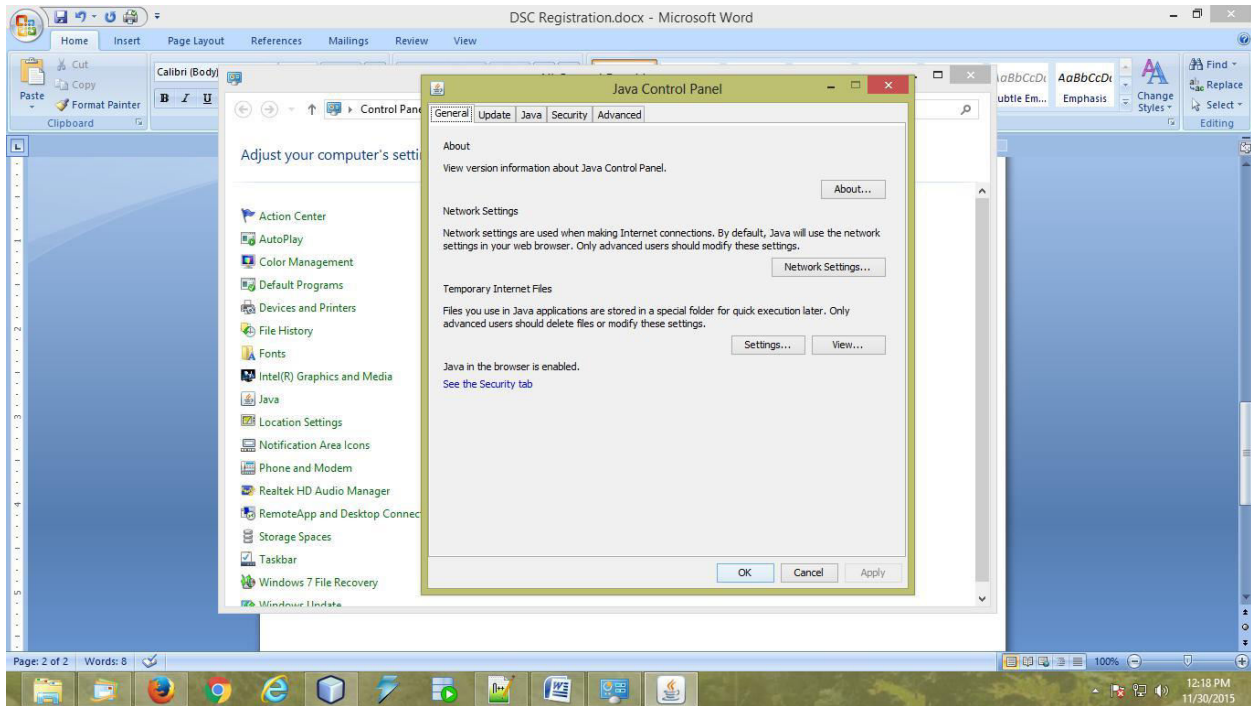


Open Control Panel -> Java

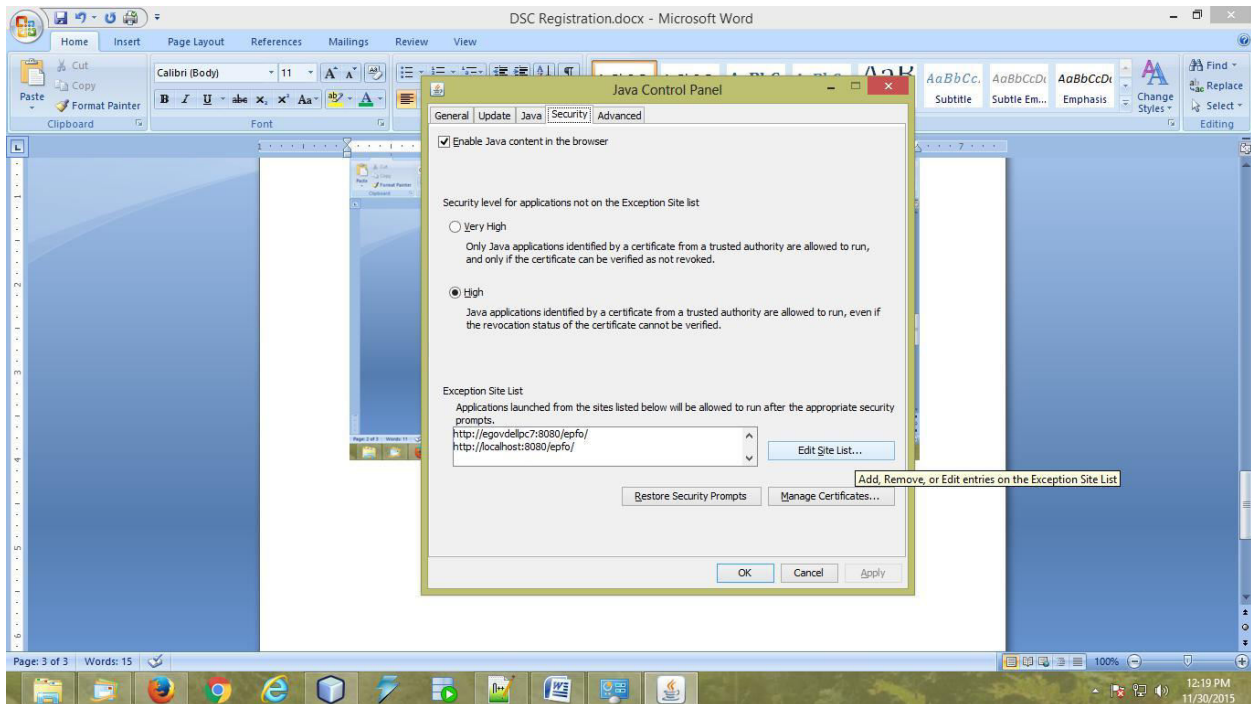




Java Control Panel

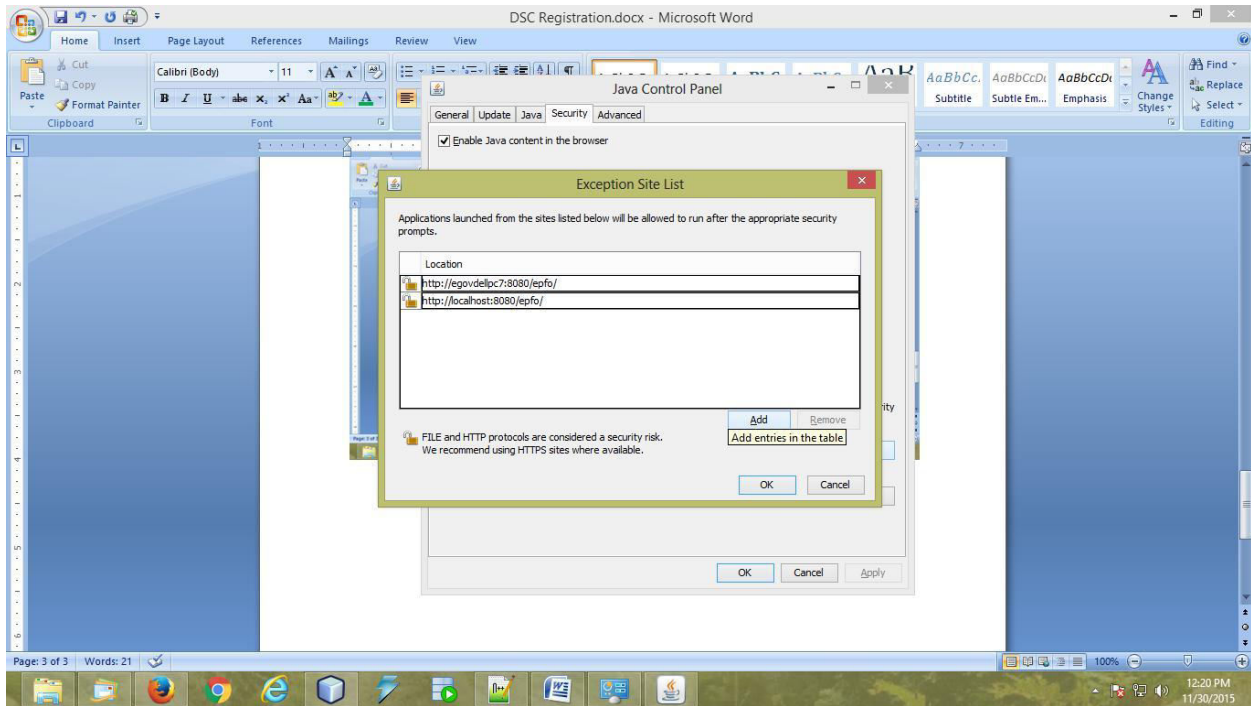


Go to Security Tab -> Click on Edit Site List

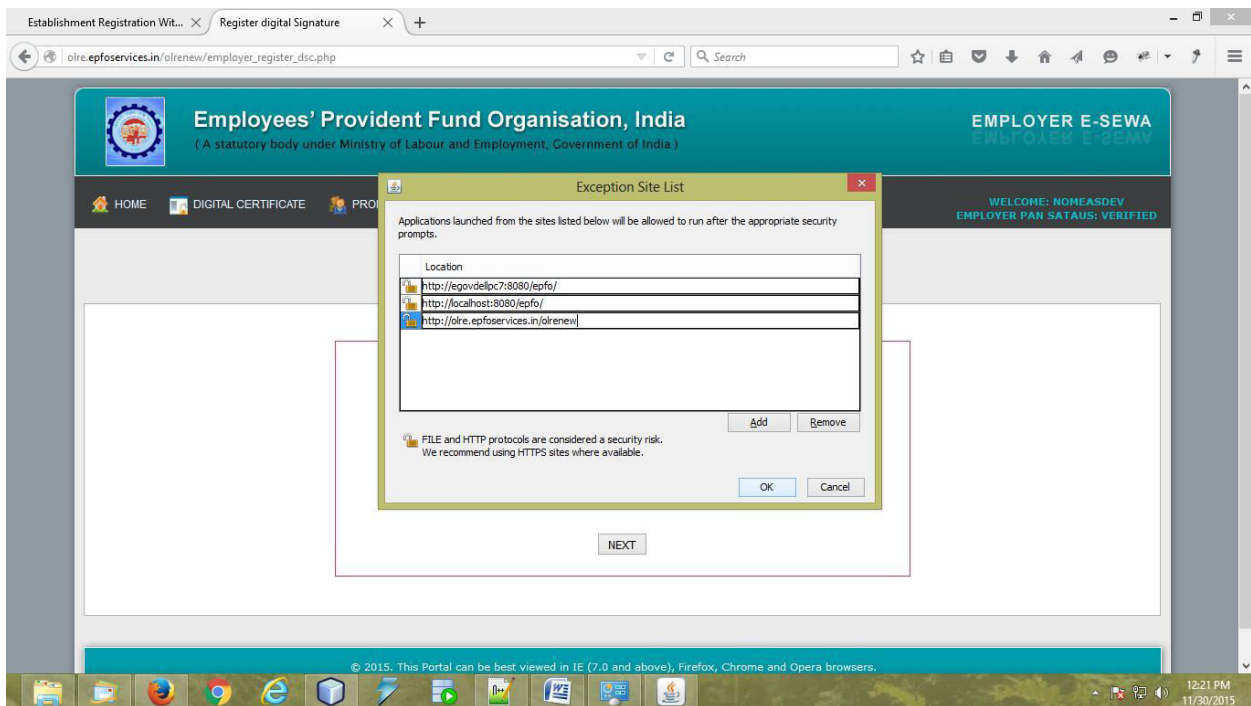




Exception Site List -> Click on Add Button

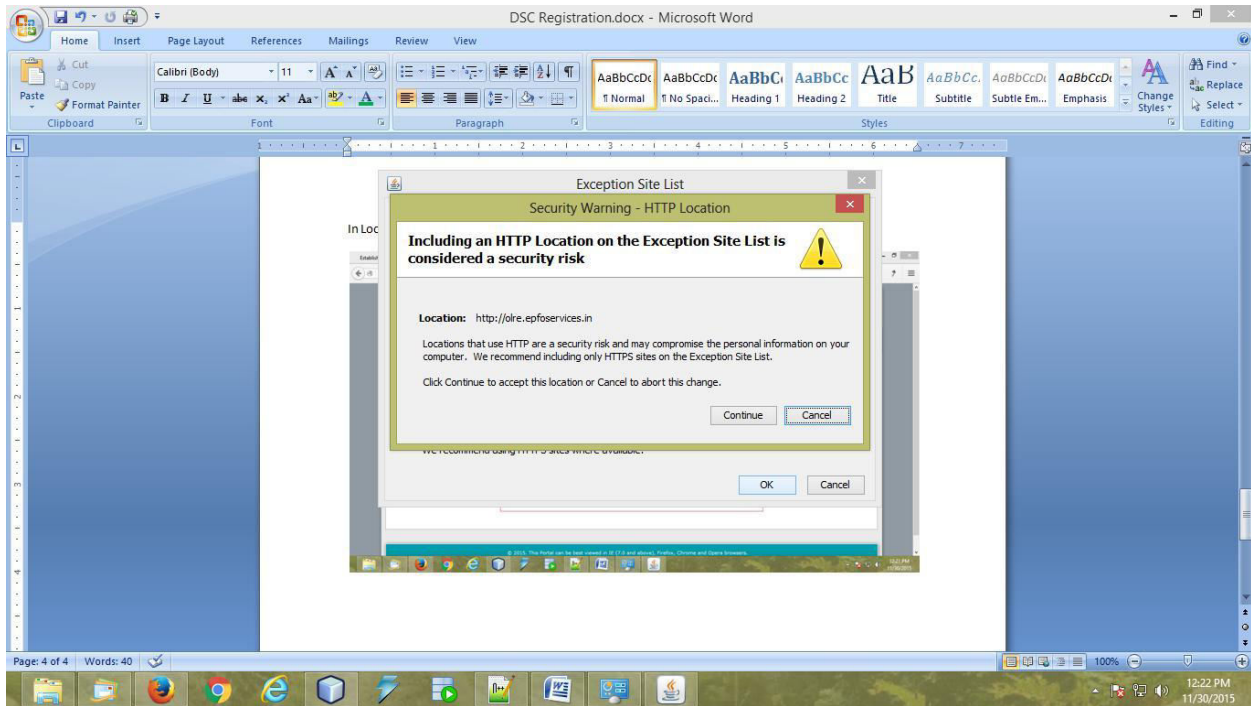


In Location type the URL -> <http://olre.epfoservices.in/olrenew/> and click OK button

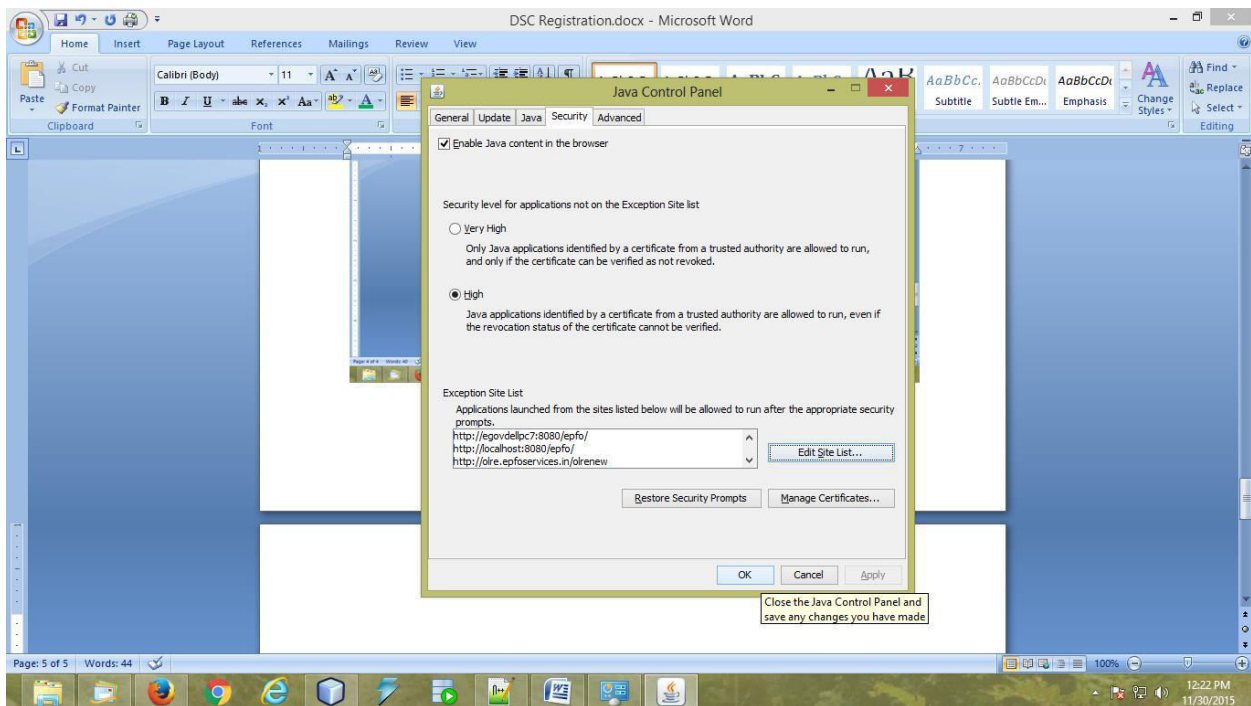




Click on Continue Button



Click OK Button

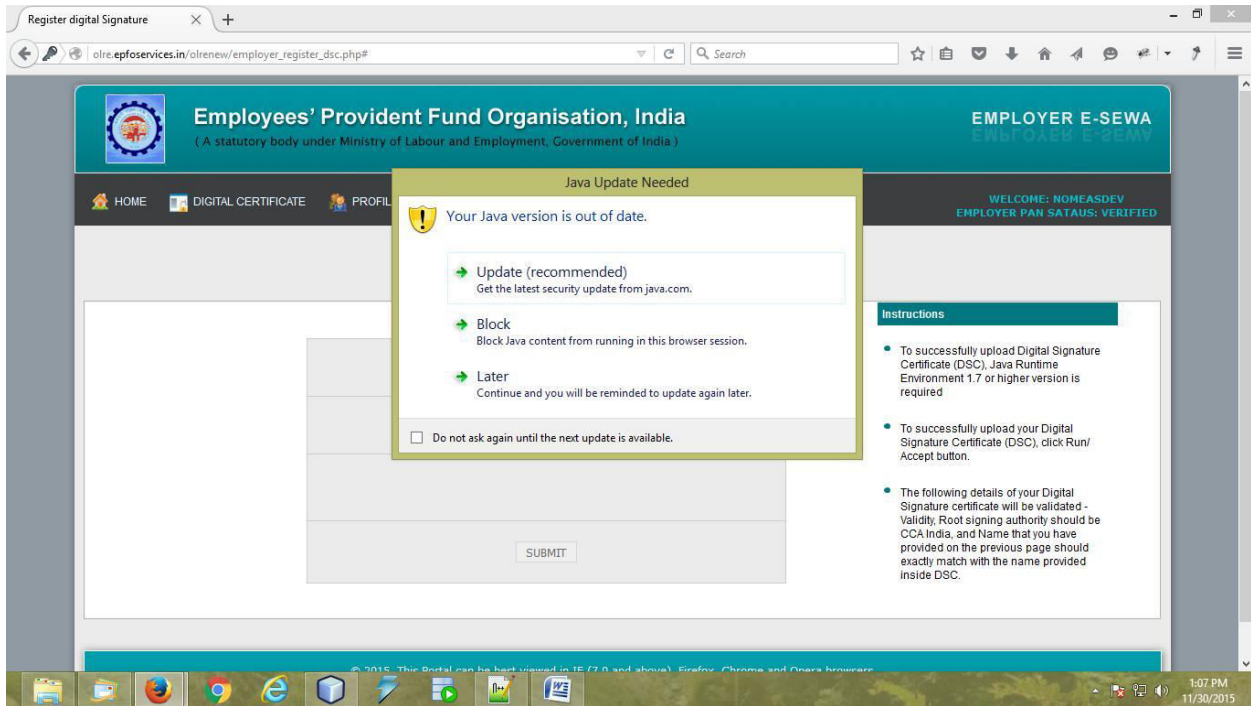


Restart the browser after updating the Java settings.



Steps for Updating Java

If Java version is not updated then the following screen may appear -



Click on Update for updating the Java to latest version. Restart the browser after updating the Java.
