

## **Documents Required For Employee Provident Fund Scheme**

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- Copy of MOA, AOA and Certificate of incorporation
- Copy of PAN card of company
- Copy of PAN card of all director
- Copy of Address and I.D Proof of all director
- Copy of Certificate of shop and establishment registration (if available)
- Address Proof like Elec. Bill, Municipal Tax Bill or Rent agreement
- Copy of certificate of Professional Tax
- Copy of Last month Salary Sheet
- Copy of Current month Salary Register
- Month wise employee strength for last 3 years
- Detail of Bank Account on letter head