



श्रम सुविधा **Beta 1.0**  
SHRAM SUVIDHA

# Unified Shram Suvidha Portal

User Manual for Common Registration for EPFO  
Version 1.0

**For,  
Ministry of Labour & Employment  
Government of India**

**Prepared by:**



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REVISION HISTORY

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## 1 Introduction

The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The agencies and establishment will be able to register & apply for ESIC and EPFO. This document illustrates registration process for the user / establishment and registration process for ESIC and EPFO.

This manual is intended for the use of Registered Users who wants to register with EPFO<sup>1</sup>.

## 2 Login

Enter site URL in the address bar of your internet browser and press enter key.

Login screen will be displayed.

- To login with USSP, enter User Id and Password, enter verification code as displayed and click 
- Click  to rearrange all the details you have written in login form,

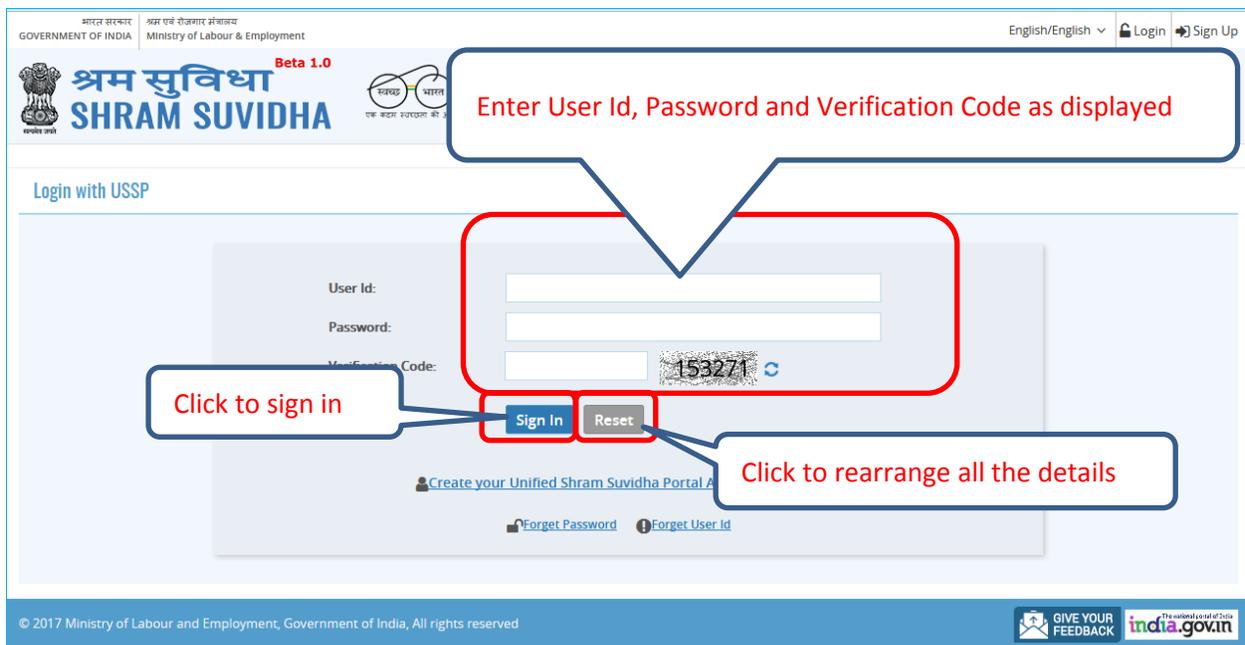


Figure 2-1

<sup>1</sup> Employees' Provident Fund Organization



## 2.1 Sign Up

User can sign up / register in two ways:

Click  [Create your Unified Shram Suvidha Portal Account \(Sign Up\)](#) link

Or click  Sign Up link given on top right side corner of the login page

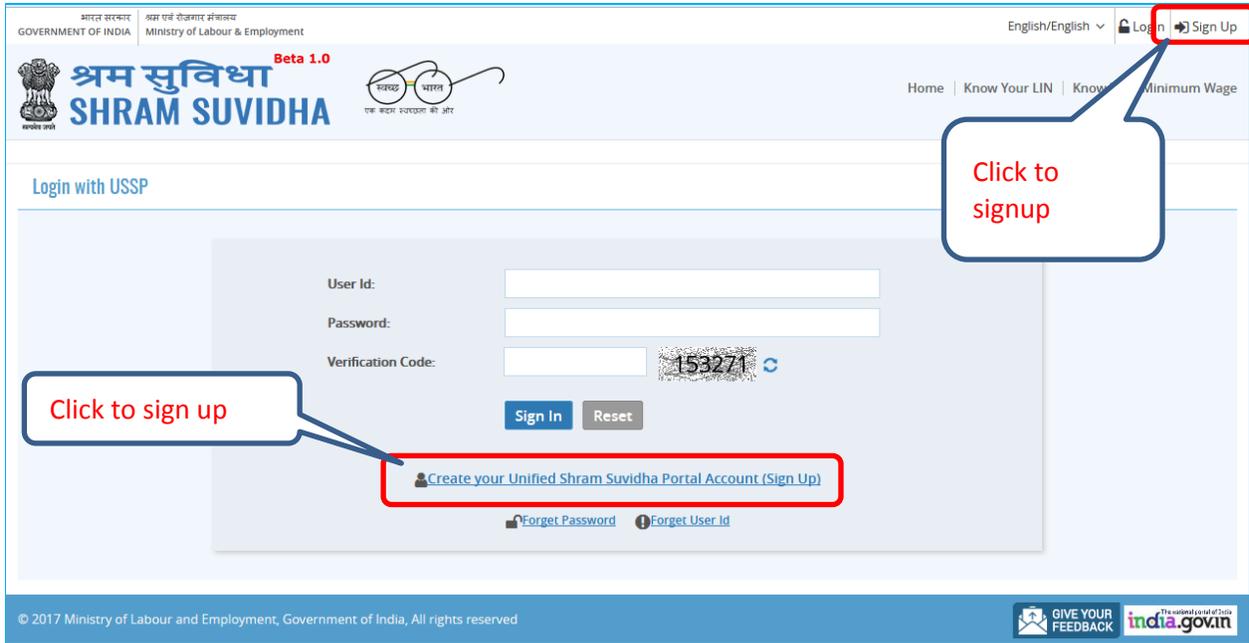


Figure 2-2

To sign up enter the following details:

- *Name*
- *Email*
- *10 Digit Mobile No*
- *Verification Code as displayed*

- Click  to create your account

- Click  to rearrange all the details you have written in login form



## 2.2 Forgot Password

Click  in case of forgotten password

Enter the following details:

- Enter your User ID
- Verification Code
- Click  to submit the details
- Click  to discard action

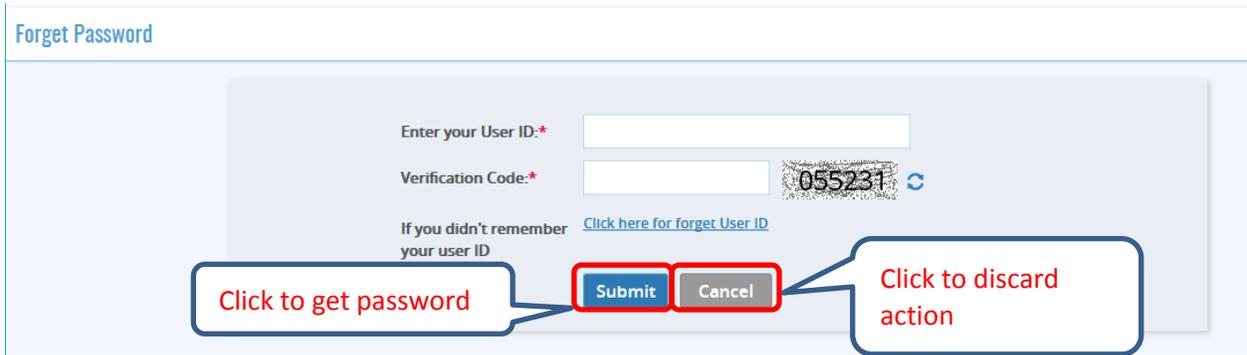


Figure 2-3

The following message will be displayed:

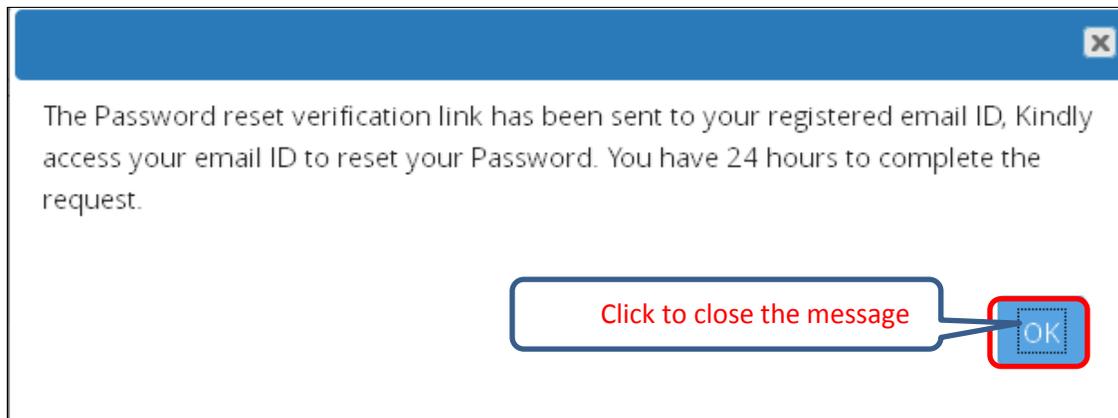


Figure 2-4



## 3 Home Page/Dashboard

The screenshot shows the SHRAM SUVIDHA dashboard interface. At the top, there is a header with the Government of India logo, the text 'श्रम एवं रोजगार मंत्रालय Ministry of Labour & Employment', and 'SHRAM SUVIDHA Beta 1.0'. On the right side of the header, there are links for 'English/English', 'Tara Registered User', 'Switch Role', and 'Sign Out'. Below the header, there is a navigation menu with 'Home' and 'Dashboard'. The main content area is divided into several sections: 'Registration' (with a sub-menu for 'Registration For EPFO-ESIC v1.1'), 'Establishments' (with sub-menus for 'Linked Establishments', 'Apply for LIN', and 'LIN Profile Update'), 'State Returns', 'ECR', and 'LIN Registration Forms'. The 'LIN Registration Forms' section contains four cards: 'Applications Made', 'Applications Not Submitted', 'Applications Submitted', and 'Applications Authorized'. Below this is the 'Under Process' section with three cards: 'Applications Under Verifier', 'Applications Approved', and 'Applications On Hold', followed by a card for 'Applications Rejected'. The 'Linked Establishment' section shows a card for 'Linked Establishment'. On the right side, there is a 'Notification' box. Red circles with numbers 1 through 11 are placed over various elements to indicate their functions: 1 (Dashboard), 2 (Language selection), 3 (Switch Role), 4 (Sign Out), 5 (Home), 6 (Know Your LIN), 7 (Registration), 8 (LIN Registration Forms), 9 (Under Process), 10 (Linked Establishment), and 11 (Notification).

Figure 3-1

Dashboard displays:

- 1 - Dashboard
- 2 - Language selection
- 3 -switch role (you can select role if multiple roles are assigned)
- 4 -logout



- 5 -Know your LIN
- 6 -Know your minimum wages
- 7 -Menu
- 8 -Registration Forms
- 9 - Forms under process
- 10 -Linked establishments
- 11 -Notifications

## 4 Logged – In User Information

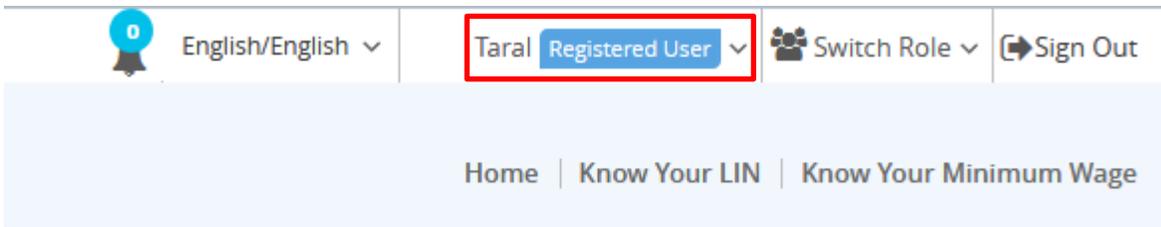


Figure 4-1

### 4.1 Language Section

- Click the language dropdown menu  to change the language i.e. in English, Hindi, and Gujarati or any other regional language.



Figure 4-2



## 4.2 Logged-In User

- Click **Taral Registered User** to get the login user details, to change password and update profile and assign default role

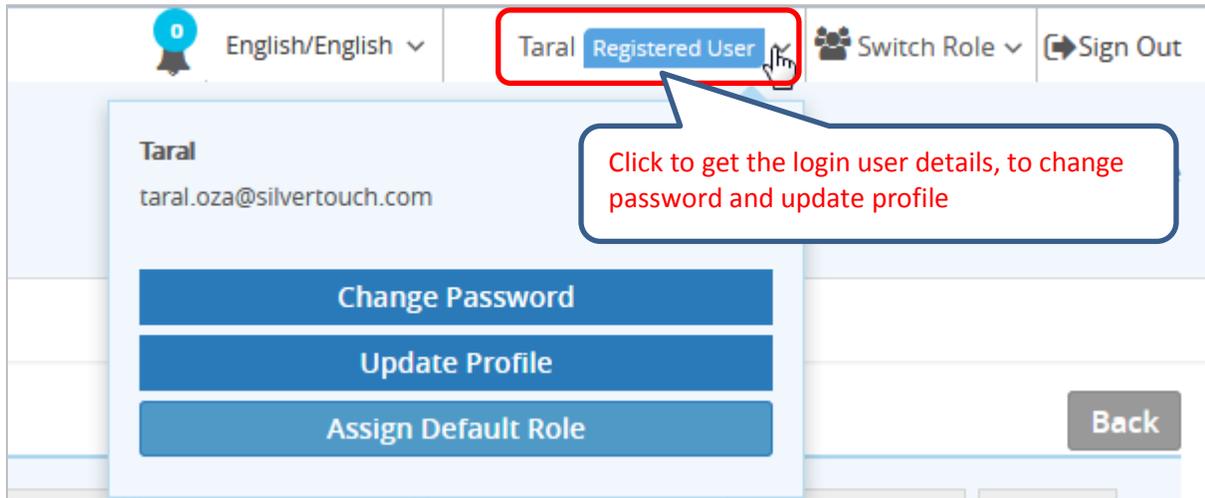


Figure 4-3

## 4.3 Switch User

- Click **Switch Role** to switch user role

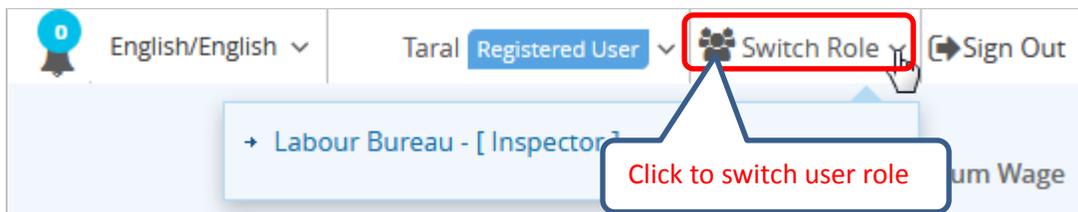


Figure 4-4

- Select available Roles assigned to you to change Role activities

## 4.4 Sign Out

- Click **Sign Out** to sign out from the system

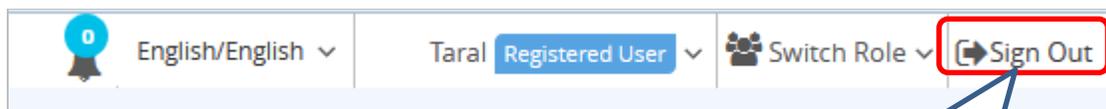


Figure 4-5

Click to sign out



## 5 Header Options



Figure 5-1

### 5.1 Home

Click [Home](#) to go to go to Dashboard/Home

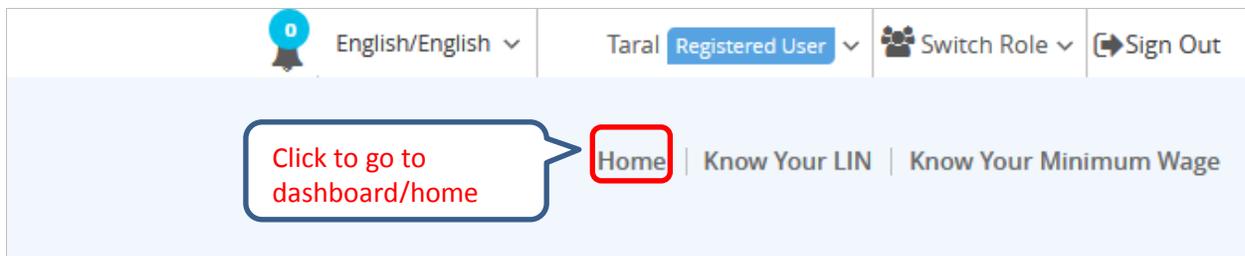


Figure 5-2

### 5.2 Know Your LIN

Click [Know Your Lin](#) to know your LIN

To get your LIN enter the following details:

- *Establishment Name*
- *Select Country from dropdown menu*
- *Select State from dropdown menu*
- *Select District from dropdown menu*
- *Locality/City/Village/Town*
- *Premise Number/Name*
- *Sub Locality/Street/Colony Name\*

You can also get your LIN by entering following details

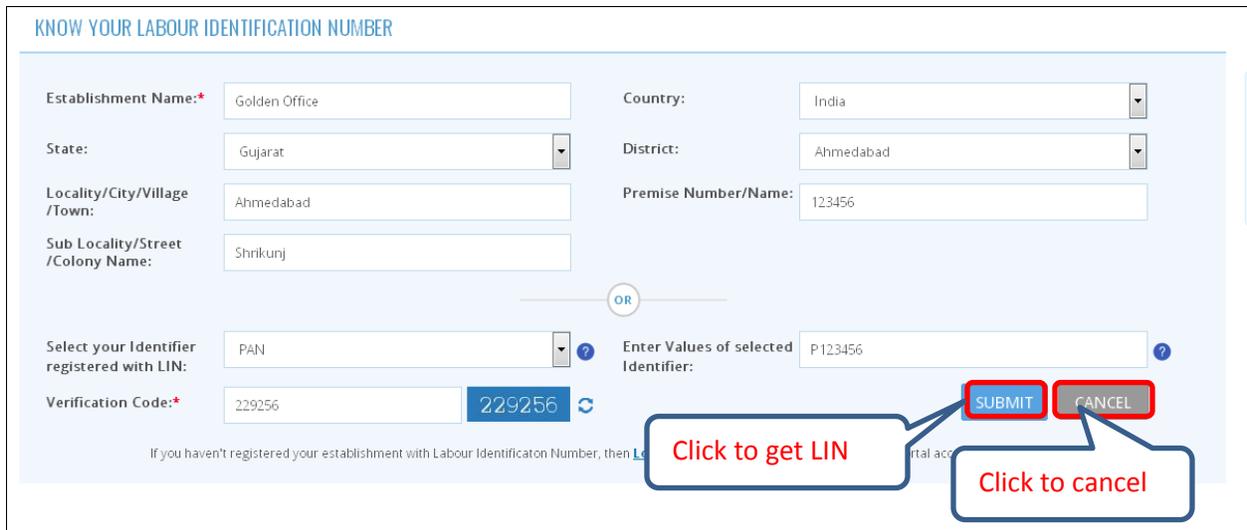
- *Select your Identifier registered with LIN from dropdown menu*
- *Enter Values of selected Identifier*



- *Verification Code*

Click  to get the LIN

Click  to cancel all the changes



KNOW YOUR LABOUR IDENTIFICATION NUMBER

Establishment Name\*: Golden Office Country: India

State: Gujarat District: Ahmedabad

Locality/City/Village/Town: Ahmedabad Premise Number/Name: 123456

Sub Locality/Street/Colony Name: Shrikunj

OR

Select your Identifier registered with LIN: PAN Enter Values of selected Identifier: P123456

Verification Code\*: 229256 

Click to get LIN

Click to cancel

Figure 5-3

Note: If user has not registered your establishment with Labour Identification Number, then [Login](#) or [Sign Up](#) for Unified Shram Suvidha Portal account for LIN Registration.

## 6 Manage Profile

After successful login, registered user can navigate to Manage profile page. This page allows register user to view and modify his/her personal profile.

There are two ways to manage profile

- You can go to top where the login user information is displayed and click

Click 

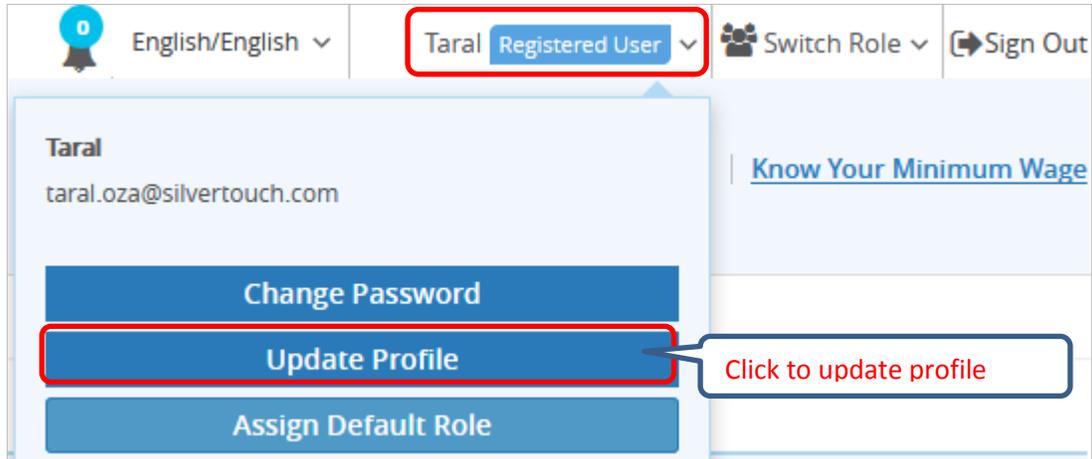


Figure 6-1

In manage profile there are four tabs as follows:

- [Personal Details](#)
- [Update Address](#)
- [Update eContacts](#)
- [Update Identifiers](#)

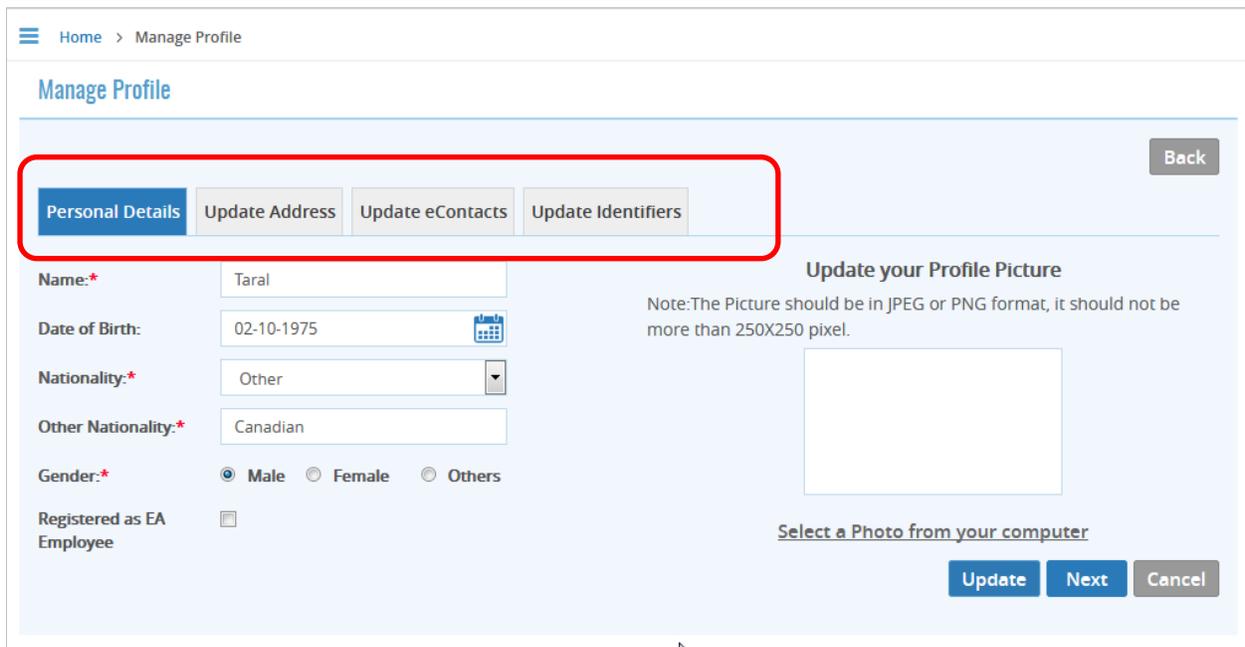


Figure 6-2



## 6.1 Personal Details

### Personal Details

Click **Personal Details** tab to manage the personal details with profile picture

Enter the following information:

- *Name*
- *Select Date of Birth by clicking on  icon*
- *Nationality*
- *Select Gender by clicking on radio button:  Male  Female*
- *Click Registered as EA Employee checkbox if you want to register as EA Employee*
- *To update profile picture click [SELECT A PHOTO FROM YOUR COMPUTER](#) link*

**Note:** The picture should be in JPEG or PNG format with maximum of 250X250 pixels.

- Click **Update** to update personal details
- Click **Cancel** to close manage profile page
- Click **Next** to continue with next tab

The following message will be displayed:



Figure 6-3

## 6.2 Update Address

Click [Update Address](#) to update address

Enter the following information:

Name will be displayed automatically

- *Select Country from dropdown menu*
- *Select State from dropdown menu*
- *Premise Number/Name*
- *Sub Locality/Street/Colony Name*
- *Locality/City/Village/Town*
- *Select District from dropdown menu*
- *Area Code/Pin Code*
- *Geographical co-ordinates*

Click [Use Google Map](#) to get the Geographical co-ordinates for entered address from Google maps. System fetches the Latitude and Longitude automatically.



Home > Manage Profile

## Manage Profile

Back

Personal Details **Update Address** Update eContacts Update Identifiers

Name: Taral District:\* Ahmedabad

Country:\* India Area Code/ Pin Code:\* 380001

State:\* Gujarat Geographical co-ordinates Use Google Map

Premise Number/ Name:\* safron tower Latitude

Sub Locality/ Street/ Colony Name:\* Ahmedabad Longitude

Locality/ City/ Village/ Town:\* Panchwati

Update Next Previous Cancel

Figure 6-4

- Click **Update** to update address details
- Click **Cancel** to close manage address detail page
- Click **Next** to move to next tab
- Or click **Previous** to move back to previous tab

The following message will be displayed:

✓ Profile updated successfully.

### 6.3 Update eContacts

Click **Update Address** to update contacts

To update contacts enter the following information:

- By default the name of logged-in user name will be displayed automatically
- Select eContact from dropdown menu



- Enter value according to eContact you have selected

### 6.3.1 Add eContacts

Update eContacts

Click to add eContacts

Add

- Click to add eContact

Reset

- Click to rearrange all the details you have written update eContacts form

Sr No	eContact Type	Value	Status	Primary Contact
1	E-Mail	taral.oza@silvertouch.com	Verified	Primary

Figure 6-5

### 6.3.2 List eContact

The details will be displayed with following column headings:

- *Sr. No.*
- *eContact Type*
- *Value*
- *Status:*
  - *Verified: This status will be displayed if eContact verified by you*
  - *Unverified: This status will be displayed if eContact is not verified by you*



- *Primary Contact*
  - *Primary: The eContact will be displayed as primary contact if you user makes it primary*

Home > Manage Profile

### Manage Profile

Back

Personal Details | Update Address | **Update eContacts** | Update Identifiers

Name: Taral

E-Mail: taral123@abc.com [Add] [Reset]

Sr No	eContact Type	Value	Status	Primary Contact
1	E-Mail	taral.oza@silvertouch.com	Verified	Primary

[Delete] [Verify] [Make Primary] [Next] [Previous]

Figure 6-6

### 6.3.3 Delete e-contact

- Click **Delete** to delete eContact
- The following message will be displayed:

**Delete eContact**

Are you sure want to continue with this action?

Click to delete eContacts [Ok]

Figure 6-7

- Click **Ok** to delete the eContact
- The following message will be displayed:

✓ eContact record deleted successfully.



### 6.3.4 Verify e-Contact

- Click **Verify** to verify eContact

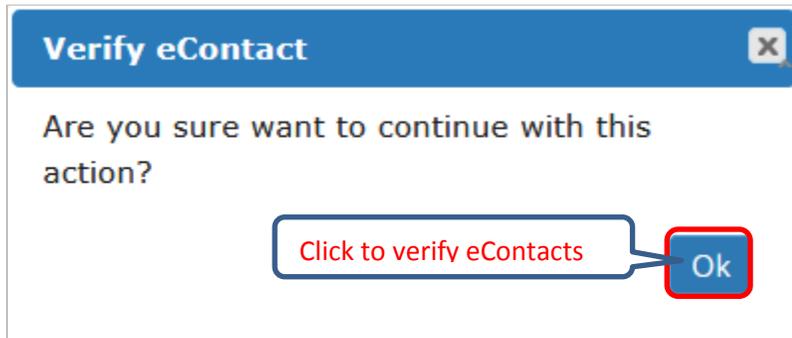


Figure 6-8

- Click **Ok** to verify eContact
- The following message will be displayed:

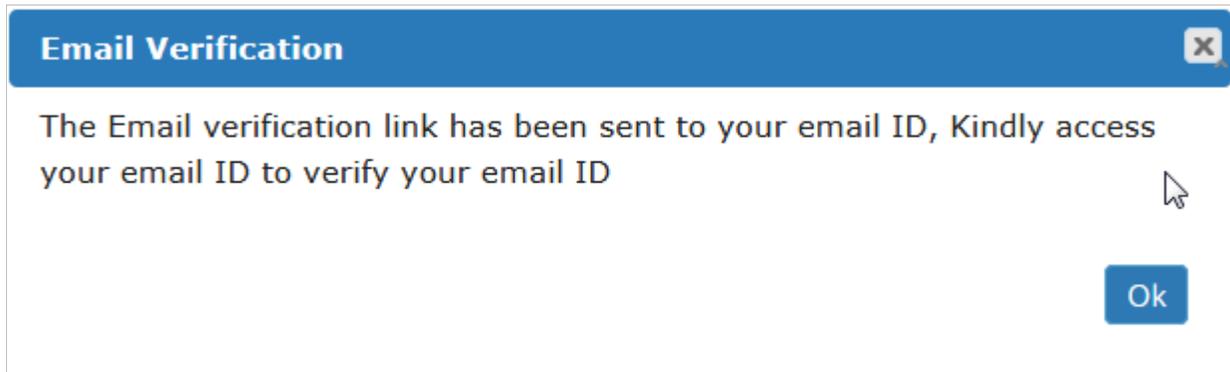


Figure 6-9

The Email verification link has been sent to the registered user's email ID, Access your email id and verifies your email ID

User will get the following email from the system



Dear Pranav Rana,

Welcome to Unified Shram Suvidha Portal!

Thank you for registering for your new Shram Suvidha account

We are very delighted that you are now linked with us, to confirm your registration and to set your new User Id and password please click below link:

<http://14.141.36.212/ussp/user/verifyregister?key=FvBIEVf4ZpwAtOLOKjx91NerRIMzb6&u=MjAx>

Click to verify

About Unified Shram Suvidha Portal:

This Portal is an initiative by Ministry of Labour and Employment, Govt. of India, will facilitate ease of reporting at one place for various Labour Laws, filing e>Returns, consolidated information of Labour Inspection and its enforcement. Kindly refer this service to your known sources so that more users can register and avail services related to labour and employment sector.

Thank you!

**Shram Suvidha Portal Team**  
Ministry of Labour and Employment,  
Government of India

(This is an auto-generated mail kindly do not reply back.)

CONFIDENTIALITY INFORMATION AND DISCLAIMER:

This email message and its attachments may contain confidential, proprietary or legally privileged information and is intended solely for the use of the individual or entity to whom it is addressed. If you have erroneously received this message, please delete it immediately and notify through feedback link [Click Here](#). If you are not the intended recipient of the email message you should not disseminate, distribute or copy this e-mail. If you are getting emails like this continuously and wish to unsubscribe your mobile number on Portal, then please click here [Click Here](#). E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, incomplete or contain viruses and the Ministry of Labour and Employment, Govt. of India accepts no liability for any damage caused by the limitations of the e-mail

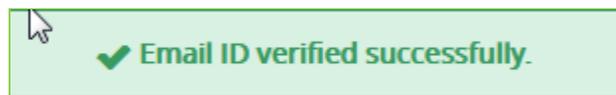
Figure 6-10

<http://14.141.36.212/ussp/user/verifyregister?>

[key=FvBIEVf4ZpwAtOLOKjx91NerRIMzb6&u=MjAx](http://14.141.36.212/ussp/user/verifyregister?key=FvBIEVf4ZpwAtOLOKjx91NerRIMzb6&u=MjAx)

Click [link to verify email ID](#)

System displays message on successful verification as:





Back

Personal Details
Update Address
Update eContacts
Update Identifiers

Name: Taral

Select eContact Contact Value Add Reset

Sr No	eContact Type	Value	Status	Primary Contact
1	E-Mail	taral.oza@silvertouch.com	Verified	Primary
<input checked="" type="checkbox"/>	E-Mail	syamala_sharma@silvertouch.com	Verified	

Delete
Verify
Make Primary
Next
Previous

Figure 6-11

### 6.3.5 Make Primary

Select record and click Make Primary to mark specific eContact as "Primary" contact

Back

Personal Details
Update Address
Update eContacts
Update Identifiers

Name: Taral

Select eContact Contact Value Add Reset

Sr No	eContact Type	Value	Status	Primary Contact
1	E-Mail	taral.oza@silvertouch.com	Verified	Primary
<input checked="" type="checkbox"/>	E-Mail	syamala_sharma@silvertouch.com	Verified	

Delete
Verify
Make Primary
Next
Previous

Figure 6-12

The following message will be displayed:

**Make Primary eContact**
✕

Are you sure want to continue with this action?

Ok

Figure 6-13

Click Ok to verify eContact. System displays message on updating the primary eContact:



✓ Primary Contact updated successfully.

The status will be changed as verified for that particular eContact

Sr No	eContact Type	Value	Status	Primary Contact
1	Mobile	9654176733	Verified	
2	Mobile	918980894112	Verified	Primary
3	Email	pranav.rana@silvertouch.com	Verified	

Figure 6-14

Next

Click **Next** to move to the next tab

## 6.4 Update Identifiers

User can use ID card as identifier like Adhaar No, Driving License, Insured Person No., Pan, Passport No, UAN, and Voter Id No.

### 6.4.1 Add Identifier

Update Identifiers

Click **Update Identifiers** to update Identifiers:

Home > Manage Profile

### Manage Profile

Name: Taral

Select Identifier  Name As On Identifier

Identifier Type	Value	Name of Identifier
Adhaar No.	147852369874	Taral

Figure 6-15

Enter the following information to update identifiers

- *Name*
- *Select Identifier*



- Identifier Value
- Name as on Identifier

Click **Add** to update Identifiers

The following message will be displayed:



Click **Reset** to rearrange all the details you have written in forgot update identifier form

Sr No	Identifier Type	Value	Name of Identifier
1	Aadhaar No.	147852369874	Taral

Figure 6-16

- Sr.No
- Identifier Type
- Value
- Name of Identifier
- Status:
  - Verified: This status will be displayed if Identifiers verified by you
  - Unverified: This status will be displayed if eContact is not verified by you

### 6.4.2 Delete Identifier

- Click **Delete** to delete Identifier
- The following message will be displayed:

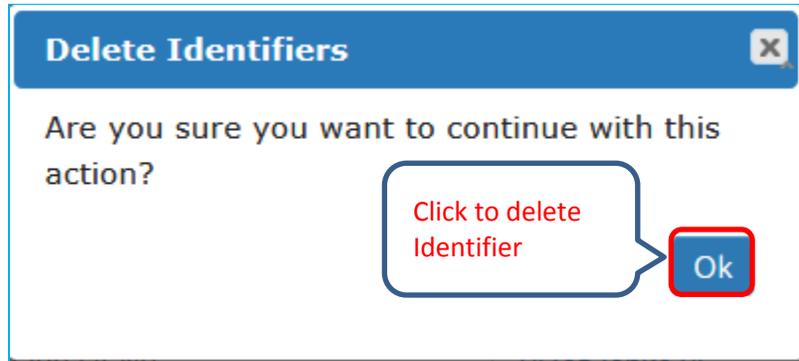


Figure 6-17

- Click  to delete Identifier
- The following message will be displayed:



The status will be displayed as verified

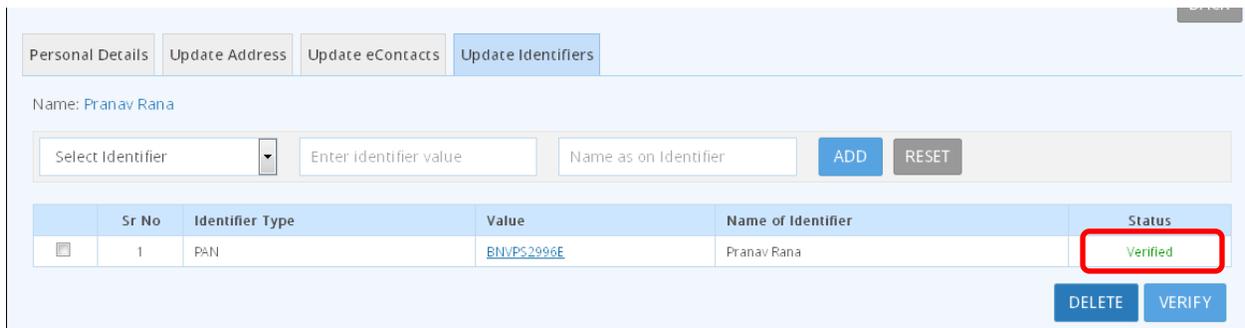


Figure 6-18

### 6.4.3 Verify Identifier

Click  to verify Identifier

Click  to verify Identifier

The following message will be displayed:

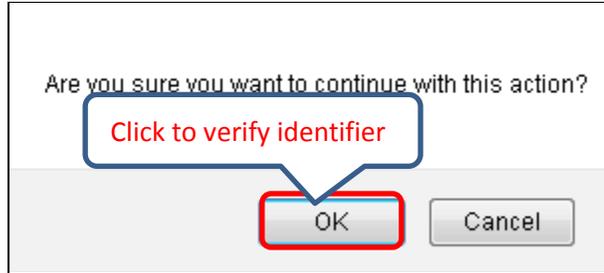


Figure 6-19

Click  to delete Identifier

The following message will be displayed:



## 7 Registration

### 7.1 Registration for EPFO /ESIC

Select  from left panel.

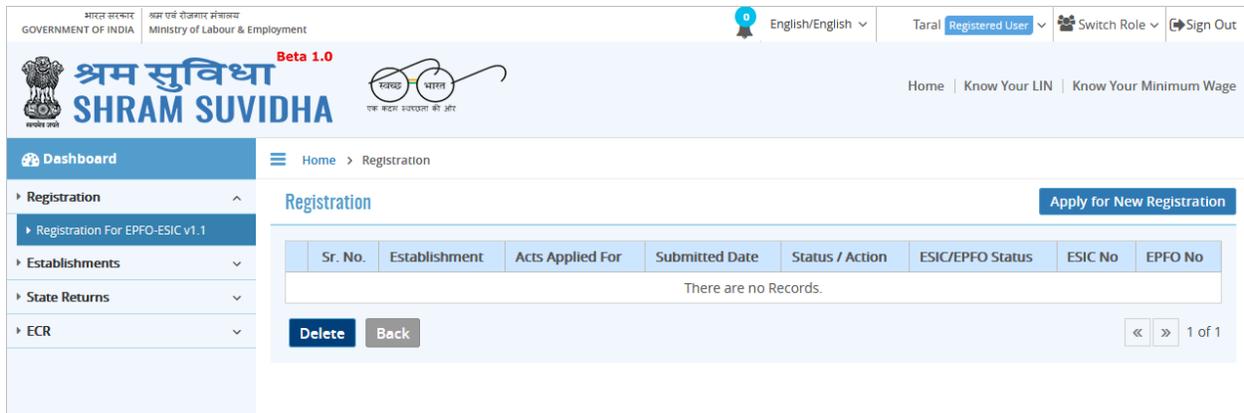


Figure 7-1

Registration forms, if any will be displayed with following column headings:

- Sr. No.
- Establishment
- Acts Applied For
- Submitted Date



- Status / Action
- ESIC/EPFO Status
- ESIC No.
- EPFO No.

Click **Apply for New Registration** to apply for new registration.

Home > Registration > Acts Applied For

### Acts Applied For

	Act(s)
<input type="checkbox"/>	Employees' State Insurance Act, 1948
<input checked="" type="checkbox"/>	Employees' Provident Fund and Miscellaneous Provision Act, 1952

**Submit** Cancel

Figure 7-2

- Acts list will be displayed
- Select EPFO

<input checked="" type="checkbox"/>	Employees' Provident Fund and Miscellaneous Provision Act, 1952
-------------------------------------	---

- Select both incase if you want to apply for both, click **Submit** to continue registration process



### 7.1.1 Employees' Provident Fund and Miscellaneous Provision Act, 1952

Home > Registration > Registration form

#### Common Registration form for EPFO

Back

Establishment Details | eContacts | Contact Persons | Identifiers | Employment Details | Branch/Division | Activities | Attachments

Note Required fields are indicated by an (\*):

Name of the Factory/Establishment:\*

**Work Place Address (Address proof required in attachment)**

Address:\*

Abcd

Gidc

Naroda

State:\*

Gujarat

District:\*

Ahmedabad

Area Code/Pin Code:\*

380015

Nearest Police Station:

Setup Date:\*

01-11-1999

PAN:\*

ABCDE1111E

Establishment Category:\*

Factory

Sector (Ownership Type):\*

Private Factory

**If Factory, Specify Factory License Details**

Factory Licensed Under Section:\*

2m(i)

Date of License Registration:\*

01-11-2000

Factory License Number:\*

55555555555555555555

Date of Trial Production, if Factory:\*

06-11-2001

Issued By Authority, Place:\*

XYZ

Figure 7-3



<b>If Start-up,Specify Start-up Registration Number</b>			
Start Up Number	<input type="text"/>	Start up Registration date:	<input type="text" value="DD-MM-YYYY"/>
<b>If Establishment is MSME, Specify MSME Registration Number</b>			
MSME Number:	<input type="text"/>	MSME Registration date:	<input type="text" value="DD-MM-YYYY"/>
<b>Ownership Details</b>			
Date Of Registration:*	<input type="text" value="DD-MM-YYYY"/>	Registration/ Deed No:*	<input type="text"/>
No Of Owners:*	<input type="text"/>	Issued By:*	<input type="text"/>
Issued At:*	<input type="text"/>	CIN	<input type="text"/>
		<input type="button" value="Next"/>	<input type="button" value="Cancel"/>

Figure 7-4

EPFO Registration Form displays following tabs; you can fill in the detail for the same. Fields that are not mandated for EPFO registration will be disabled. So, you can ignore disabled fields in case if you are applying/registering for only EPFO;

Following tabs will be displayed:

- [Establishment Details](#)
- [eContacts](#)
- [Contact Persons](#)
- [Identifiers](#)
- [Employment Details](#)
- [Branch/Division](#)
- [Activities](#)
- [Attachments](#)

#### 7.1.1.1 Establishment Details

Required fields are indicated by an asterisk (\*):

Enter following detail:

- Name of the Factory/Establishment:\* - enter name of the factory or establishment

Establishment & PAN Details :



- 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 Proprietorship firm, the PAN can be in the name of the Proprietor.
- In case of Proprietor establishment name may be differ from PAN 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>.
- Work Place Address (Address proof required in attachment)
- Address:\* - enter address (including locality, sub-locality and town/village name)
- State:\* - select state
- District:\* - select district
- Area Code/Pin Code:\* - select area PIN
- Nearest Police Station:\* - enter nearest Police Station
- Setup Date:\* select setup date/establishment start date from calendar () in DD-MM-YYYY format;
- Establishment Category:\* - Select establishment category from dropdown as shown below

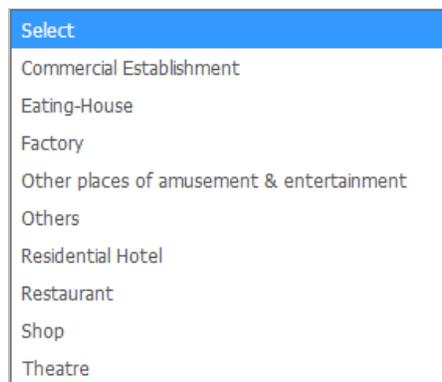


Figure 7-5

If establishment type is “Factory” then fill following detail:



**If Factory, Specify Factory License Details**

Factory Licensed Under Section:\*  Date of License Registration:\*

Factory License Number:\*  Date of Trial Production, if Factory:\*

Issued By Authority, Place:\*

Figure 7-6

IF THE ESTABLISHMENT IS A FACTORY Establishment, then employer/s have to provide FACTORY Details and MANAGER/OCCUPIER details in their respective fields.

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 Owner’s Details later in the application.

- Factory Licensed Under Section:\* - factory licensed section
- Factory License Number:\* -factory license number
- Issued By Authority, Place:\* - license issued authority and place
- Date of License Registration:\* - select license registration date

Date of Trial Production, if Factory:\*

- PAN:\* - enter 10 digit PAN number
- Sector (Ownership Type):\* - select sector ownership as shown below:

- Select
- Autonomous / Statutory Organisations
- Central Govt. Controlled
- Central Govt. Department
- Co-Op Society
- Defence Factories
- Firms Run by Trust
- Joint Stock Companies
- Limited Liability Partnership
- Local Bodies / Municipal Corporations
- Ngo ( Non-govt. Organisations)
- Partnership Firms
- Private Factory
- Proprietary Firms
- Registered Society
- State Govt Controlled
- State Govt Department
- State PSU

Figure 7-7



If Start-up, Specify Start-up Registration Number:

- Start Up Number – enter startup registration number in case if it is startup
- Startup Registration date:- select startup registration date from calendar() in DD-MM-YYYY format

If Establishment is MSME, Specify MSME Registration Number:

- MSME Number: enter MSME number
- MSME Registration date: select MSME registration date from calendar() in DD-MM-YYYY format

- Click  to proceed further to enter [eContacts](#)

### 7.1.1.2 eContacts

Home > Registration > Registration form

#### Common Registration form for EPFO

Back

Establishment Details | **eContacts** | Contact Persons | Identifiers | Employment Details | Branch/Division | Activities | Attachments

: Required fields are indicated by an (\*):

(Notification will be sent on Primary Email and Mobile of Establishment)

Primary E-Mail:\*  Primary Mobile:\*

Select eContact Type

Sr No.	eContacts Type	Value Type
There are no Records.		

Figure 7-8

- Enter Primary Email and Primary Mobile number
- Select contact type from dropdown list



Select eContact Type

- E-Mail
- Landline with Exnt
- Linked-In
- Mobile
- Skype Id
- Website

Figure 7-9

- Enter description / value for selection and click **Add** button

	Sr No.	eContacts Type	Value Type
<input type="checkbox"/>	1	Website	http://www.silvertouch.com

**Delete**
**Next**
**Previous**

Figure 7-10

- Added contact detail will be displayed in grid below
- Click **Delete** to delete specific eContact
- You can add as many eContact details as you wish
- Click **Next** to continue to fill ESIC form, [Contact Persons](#)

### 7.1.1.3 Contact Persons

Home > Registration > Registration form

#### Common Registration form for ESIC **Back**

Establishment Details

eContacts

**Contact Persons**

Identifiers

Employment Details

Particulars of workers

Branch/Division

Activities

Note: Required fields are indicated by an (\*):

**Contact Person**

**Primary Manager**

Add/Edit Address of Primary Manager

Add/Edit Econtact of Primary Manager

Note: In case of Factory [Establishment Category] Primary Manager Details , Address of Primary Manager and Econtact are Required(\*) :

Figure 7-11



Enter following detail:

**PRIMARY MANAGER:**

- Select representation from dropdown list
- Enter name
- Select Gender

Figure 7-12

- Select Date of Birth in DD-MM-YYYY format from calendar
- Enter father's name
- Enter date of joining
- Enter designation
- Enter PAN number for the Contact

**Note:** In case of Factory [Establishment Category] Primary Manager Details , Address of Primary Manager and EContact are Required(\*) !

- Click **Add/Edit Address of Primary Manager** to add/edit address of Primary manager



### Add/Edit Address of Primary Manager ✕

<b>Premise Number/Name:*</b> <input type="text" value="1236"/>	<b>Sub Locality / Street / Colony Name:*</b> <input type="text" value="Naroda"/>
<b>State:*</b> <input type="text" value="Gujarat"/> ▼	<b>District:*</b> <input type="text" value="Ahmedabad"/> ▼
<b>Locality / City / Village / Town:*</b> <input type="text" value="Naroda"/>	<b>Area Code/Pin Code:*</b> <input type="text" value="380054"/>

**Add**

Figure 7-13

- Enter premises number /name
- Specify sub locality /street / colony name
- Select state from dropdown list
- Select district from list
- Enter locality / city / village / town
- Enter are code/pin code
- Click **Add** button to add address of primary manager



**Contact Person**

**Primary Manager**

Please Insert Contact Address and Atleast one record of Email and Mobile in E-contacts for Primary Manager

Manager  Male

Rs Shah  Manager

**Add/Edit Address of Primary Manager**  **Add/Edit Econtact of Primary Manager**

**Note:** In case of Factory [Establishment Category] Primary Manager Details , Address of Primary Manager and Econtact are Required(\*) :

E Contact Type	E Contact Value	Action
E-Mail	syamala.sharma@silvertouch.com	<a href="#">Edit / Delete</a>
E-Mail	syamala.sharma@silvertouch.com	<a href="#">Edit / Delete</a>

Figure 7-14

- Click **Add/Edit Econtact of Primary Manager** to add/edit [eContact](#) of Primary Manager

**Add/Edit Econtact of Primary Manager**

E-Mail

**Add**

Figure 7-15

- Select EContact type and enter value click **Add** button to add primary manager's eContact
- Click **Add** button to add eContact of primary Manager

E Contact Type	E Contact Value	Action
E-Mail	syamala.sharma@silvertouch.com	<a href="#">Edit / Delete</a>

Figure 7-16



**PRIMARY OWNER**

**Add/Edit Address of Primary Owner**
✕

**Premise Number/Name:\***

**Sub Locality / Street / Colony Name:\***

**State:\***

**District:\***

**Locality / City / Village / Town:\***

**Area Code/Pin Code:\***

Figure 7-17

- Enter premises number /name
- Specify sub locality /street / colony name
- Select state from dropdown list
- Select district from list
- Enter locality / city / village / town
- Enter are code/pin code
- Click  button to add address of primary owner

**Primary Owner\***

Please Insert Contact Address and Atleast one record of Email and Mobile in E-contacts for Primary Owner

Please check your input.

Please enter the Enter  
Designation contain only a-z,  
A-Z

✔

E Contact Type	E Contact Value	Action
Landline with Exnt	40022773510	<a href="#">Edit</a> / <a href="#">Delete</a>

Figure 7-18



### OTHER CONTACTS

**Other Contact Person**

Select Representation  Enter name  Select Gender  DD-MM-YYYY

Father's name  DD-MM-YYYY  Enter Designation  Enter PAN

**Add** **Reset**

Please Insert only 1 owners from Other Contact Person

**Contact Persons**

Sr No	Contact Person Name	Representing as	Address	eContacts						
<input type="checkbox"/>	1	Accountant	Accountant	<a href="#">Add/Edit Address</a> <input checked="" type="checkbox"/> <a href="#">Add/Edit E-Contacts</a>						
				<table border="1"><thead><tr><th>E Contact Type</th><th>E Contact Value</th><th>Action</th></tr></thead><tbody><tr><td>Landline with Exnt</td><td>40022783510</td><td><a href="#">Edit / Delete</a></td></tr></tbody></table>	E Contact Type	E Contact Value	Action	Landline with Exnt	40022783510	<a href="#">Edit / Delete</a>
E Contact Type	E Contact Value	Action								
Landline with Exnt	40022783510	<a href="#">Edit / Delete</a>								

**Delete** **Next** **Previous**

Figure 7-19

- Select Contact person's representation from dropdown list
- Enter name of the contact person
- Select gender
- Select date of birth of contact person
- Enter contact person's father's name
- Select effective Date and enter designation
- Enter PAN number
- Click **Add** to save contact person detail. Add contacts detail will be displayed with following column headings:
  - Sr. No.
  - Contact Person Name
  - Representing as
  - Address
  - eContacts



**Contact Persons**

Sr No	Contact Person Name	Representing as	Address	eContacts						
<input type="checkbox"/> 1	Accountant	Accountant	<a href="#">Add/Edit Address</a>	<a href="#">Add/Edit E-Contacts</a>						
<table border="1"> <thead> <tr> <th>E Contact Type</th> <th>E Contact Value</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Landline with Exnt</td> <td>40022783510</td> <td><a href="#">Edit / Delete</a></td> </tr> </tbody> </table>					E Contact Type	E Contact Value	Action	Landline with Exnt	40022783510	<a href="#">Edit / Delete</a>
E Contact Type	E Contact Value	Action								
Landline with Exnt	40022783510	<a href="#">Edit / Delete</a>								

**Delete** **Next** **Previous**

Figure 7-20

- You can add/edit address by selecting [Add/Edit Address](#) link
- You can add/edit eContacts by selecting [Add/Edit E-Contacts](#) link
- Click **Delete** to delete entered record. Or Click **Next** to proceed with [Identifiers](#)

#### 7.1.1.4 Identifiers

Home > Registration > Registration form

**Common Registration form for EPFO** **Back**

Establishment Details | eContacts | Contact Persons | **Identifiers** | Employment Details | Branch/Division | Activities | Attachments

**Note:** Required fields are indicated by an (\*):

Select Identifier  Name as on Identifier

Issued by {Authority}   **Mark it as Address Proof**

**Add** **Reset**

Please enter atleast one record

**Establishment Identifiers**

Sr No	Identifier Type	Value	Name of Identifier	Date of Issue	Issued by {Authority}	Issued At {Place}
<input type="checkbox"/> 1	Contract Labour Act	Clra	Clra Reg	01-01-2005	Gov	Ahmedabad

**Delete** **Next** **Previous**

Figure 7-21

When any available License type/identifier is not in the drop down list, user should select OTHERS, in which case the License Type to be entered in REMARKS field compulsorily.

- Select identifier type
- Enter identifier value



- Enter name as on identifier
- Select date
- Enter issued by and location
- Check the checkbox to mark the same as address proof
- Click **Add** to add identifier record. Added records will be displayed as shown below

Establishment Identifiers							
	Sr No	Identifier Type	Value	Name of Identifier	Date of Issue	Issued by {Authority}	Issued At {Place}
<input type="checkbox"/>	1	Contract Labour Act	123456	Clra Reg	06-11-2001	Gov	Ahmedabad

**Delete** **Next** **Previous**

Figure 7-22

- Click **Next** to proceed with [Employment Details](#)

### 7.1.1.5 Employment Details

Enter employment details as shown below:

Employee Details Covered under EPF Act: this will be enabled if the registration is for EPFO.

Home > Registration > Registration form

### Common Registration form for EPFO

Back

Establishment Details | eContacts | Contact Persons | Identifiers | **Employment Details** | Branch/Division | Activities | Attachments

Note: Required fields are indicated by an (\*):

**Employee Details Covered under EPF Act:**

Do EPF and MP Act applies to Establishment:\*

Number of Employees (Including Excluded Employees) As On Date Of Application :\*

Number of Excluded Employees :\*

Date On Which the Employment Strength Exceed 19 :\*

Is there any Hazardous activity in your establishment:

Figure 7-23



**Total number of employees employed for wages directly and through immediate employers on the date of application:**

Number of Workers as on date:				No of Employees drawing wages Rs. 21,000 or less*:			
	Regular	Contract Labour	Total		Regular	Contract Labour	Total
Male	0	0	0	Male			
Female	0	0	0	Female			
Others	0	0	0	Others			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Total</b>			

Give first date since when 10/20 or more coverable employees under ESI Act, were employed for wages :

Total wages paid in the preceding month:

	TOTAL WAGES	WAGES PAID TO EMPLOYEES DRAWING WAGES Rs.21,000/- or LESS
To employees employed directly by the principal employer		
To employees employed through immediate contractor		

**Figure 7-24**

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.

- Enter number of workers as on date; male, female, contract workers and other
- Enter No. of Employees drawing wages Rs. 21,000 or less\*
- Select date since when 10/20 or more coverable employees under ESI Act, were employed for wages \*



Total wages paid in the preceding month:

	TOTAL WAGES	WAGES PAID TO EMPLOYEES DRAWING WAGES Rs.21,000/- or LESS
To employees employed directly by the principal employer	<input type="text"/>	<input type="text"/>
To employees employed through immediate contractor	<input type="text"/>	<input type="text"/>

Figure 7-25

Enter total wages paid in the preceding month to:

- a) To employees employed directly by the principal employer
- b) To employees employed through immediate contractor

**Other Details:**

<p>Whether the building/premises of factory/Estt is owned or hired: <input type="text" value="Leased"/></p> <p>If hired or there is a change in the name of Unit/ownership: <input type="text" value="Yes"/></p> <p>Leased from: <input type="text" value="01-11-2000"/></p> <p>Leased Till: <input type="text" value="01-11-2020"/></p> <p>Is Establishment Multinational: <input type="text" value="Yes"/></p> <p>ESI Code number if Covered earlier: <input type="text"/></p>	<p>Name of Income Tax Ward/Circle/Area: <input type="text"/></p> <p>Maximum No. of persons that can be employed on any one day, as per License: <input type="text"/></p> <p>Whether Any work/Business is being carried out through contractor/immediate employer: <input type="text" value="Yes"/></p> <p>Describe work Carried Out: <input type="text"/></p> <p>Whether Establishment Is Working With Aid Of Power?: <input type="text" value="Yes"/></p>
--	--

**Lessee Details**

Name * <input type="text" value="Name"/>	Gender * <input type="text" value="Select Gender"/>	Designation * <input type="text" value="Designation"/>
Date Of Birth * <input type="text" value="DD-MM-YYYY"/>	Father's Name * <input type="text" value="Father's Name"/>	Mobile * <input type="text" value="Mobile"/>
Email <input type="text" value="Email"/>	Date From Which In Position * <input type="text" value="DD-MM-YYYY"/>	Residential Address * <input type="text" value="Residential Address"/>

**Add**

Figure 7-26



	Sr No	Name	Gender	Designation	Date of Birth	Father's Name	Residential Address	Mobile	Email	Date From Which In Position
<input type="checkbox"/>	1	Lessee Detail	Male	Lessee	01-01-1995	Lessee Father	Naroda	9245698789	lessee@xyz.com	02-02-2005

[Delete](#) [Next](#) [Previous](#)

Figure 7-27

Enter other detail:

- Whether the building/premises of factory/Establishment is owned or hired
- If hired or there is a change in the name of Unit/ownership
- Specify if Leased from and to
- Is Establishment Multinational (select value)
- ESI Code number if Covered earlier:
- Enter Name of Income Tax Ward/Circle/Area
- Enter Maximum No. of persons that can be employed on any one day, as per License :
- Specify Whether Any work/Business is being carried out through contractor/immediate employer
- Describe work Carried Out
- Whether Establishment Is Working With Aid Of Power?
- Click [Next](#) to continue with [Branch/Division](#)



### 7.1.1.6 Branch / Division

Home > Registration > Registration form

#### Common Registration form for EPFO

Back

Establishment Details | eContacts | Contact Persons | Identifiers | Employment Details | **Branch/Division** | Activities | Attachments

Naroda Branch    Branch    115    Branch-head

5-6565-6565-6    Add    Reset

Figure 7-28

- Enter Branch
- Select relation
- Enter no. of employees
- Enter responsible person's name
- Enter LIN
- Click **Add** to add branch detail

Related Offices

	Sr No	Name of unit	Relationship type	No. Of members in Branch	Entity LIN number	Name of Responsible for Office	Address
<input type="checkbox"/>	1	Naroda Branch	Branch	115	5-6565-6565-6	Branchhead	<a href="#">Add/Edit Address</a>

Delete

Next Previous

Figure 7-29

Click [Add/Edit Address](#) to add address of the branch.



**Add/Update Address of Contact Person Of Branch Devison**

**Premise Number/Name:\***  **Sub Locality / Street / Colony Name\***

**State:\***  **District:\***

**Locality / City / Village / Town\***  **Area Code/Pin Code\***

Figure 7-30

Enter Branch details like:

- Premise Number/Name:\*
- State:\*
- Locality / City / Village / Town\*
- Sub Locality / Street / Colony Name\*
- District:\*
- Area Code/Pin Code\*
- Click  to add branch address. Added detail will be displayed as shown below:

Related Offices							
	Sr No	Name of unit	Relationship type	No. Of members in Branch	Entity LIN number	Name of Responsible for Office	Address
<input type="checkbox"/>	1	Naroda Branch	Branch	115	5-6565-6565-6	Branchhead	<a href="#">Add/Edit Address</a> <input checked="" type="checkbox"/>

Figure 7-31

- Click  to continue with [Activities](#)



## 7.1.1.7 Activities

Home > Registration > Registration form

### Common Registration form for EPFO

Back

Establishment Details | eContacts | Contact Persons | Identifiers | Employment Details | Branch/Division | **Activities** | Attachments

#### Economic Activity as per National Industrial Classification

NIC Code :

C - MANUFACTURING

- 10 - Manufacture of food products
- 105 - Manufacture of dairy products
- 1050 - Manufacture of dairy products
- 10503 - Manufacture of baby milk foods

Primary Business Activity:\*    
Please select primary business activity

Nature of Work:

Subcategory of Nature of Work:

Brief Description:

Next Previous

Figure 7-32

### Search National Industrial Classification Code

Section : \*  A - AGRICULTURE, FORESTY AND FISH

Division : \*  01 - Crop and animal production, hunting and related service activities

Group : \*  011 - Growing of non-perennial crops

Class : \*  0111 - Growing of cereals (except rice), leguminous crops and oil seeds

Sub-class : \*  01111 - Growing of wheat

Generated NIC Code is : A-01111

Select Code

Figure 7-33

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.



- Click [Next](#) to continue with [Attachments](#)



### 7.1.1.8 Attachments

Home > Registration > Registration form

#### Common Registration form for EPFO Back

Establishment Details | eContacts | Contact Persons | Identifiers | Employment Details | Branch/Division | Activities | **Attachments**

**Scanned Copy of PAN:\***

Please Upload file from Upload button.

PDF.pdf (Only jpeg, png, pdf file type allowed)

**Attachment as Proof of Address:\***

Please Upload file from Upload button.

PDF.pdf (Only jpeg, png, pdf file type allowed)

Copy of post paid telephone bill

**Date of Setup Proof Attachment:\***

Please Upload file from Upload button.

PDF.pdf (Only jpeg, png, pdf file type allowed)

Reference Number

Please insert reference no.

Copy of the first Sales Invoice

02-11-2005

Ahmedabad

**Licence Proof Attachment:\***

Please Upload file from Upload button.

PDF.pdf (Only jpeg, png, pdf file type allowed)

CAR Licence

**Specimen Signature Attachment:\***

Please Upload file from Upload button.

PDF.pdf (Only jpeg, png, pdf file type allowed)

**Scanned copy of Cheque Attachment:\***

Please Upload file from Upload button.

PDF.pdf (Only jpeg, png, pdf file type allowed)

**Hired/Rented/Leased Attachment:\***

Please Upload file from Upload button.

PDF.pdf (Only jpeg, png, pdf file type allowed)

Agreement

Figure 7-34



Scanned Copy of PAN:\*Click  to select the scanned copy of PAN and click  to upload the PAN

- Attachment as Proof of Address:\*

If the Employer wants to produce “Copy of the Bank passbook/statement” as an address proof for the establishment, then he must select the option “Copy of the Bank passbook/statement” and attach the scanned copy of Cheque as an attachment.

- Select document from dropdown

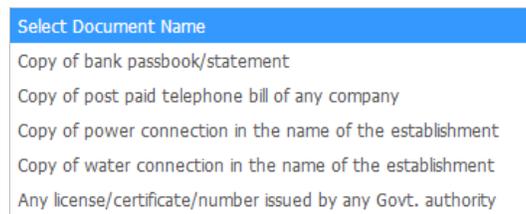


Figure 7-35

**Note:**

If copy of bank passbook/statement selected as address proof then scanned copy of cheque is required as an attachment otherwise not required.

- Click  to select address proof and click  to upload the address proof
- Date of Setup Proof Attachment:\* Click  to select Date of setup of proof and click  to upload the Date of setup of proof

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.

- Licence Proof Attachment:\* Click  to select License proof and click  to upload the license proof
- Specimen Signature Attachment:\* Click  to select specimen signature and click  to upload specimen signature



- Scanned copy of Cheque Attachment:\* :\* Click  to select scanned copy of Cheque and click  to upload scanned copy of the cheque.

If copy of bank passbook/statement select as a address proof then scanned copy of cheque is required as an attachment otherwise not required.

- Hired/Rented/Leased
- Agreement between employer and employee is required, only in case of voluntary coverage. :\* Click  to select scanned copy of agreement and click  to upload scanned copy of the agreement.

- Click  button to save the detail

✔ Establishment details Added/Updated Successfully.

**Note:** Only jpeg, png, pdf file type allowed.

You can view the summary of the registration form from dashboard:

Home > Registration > SUMMARY & SUBMISSION

### Summary & Submission

✔ Establishment details Added/Updated Successfully.

#### Establishment Details

Establishment Name:	Md Steel		
Address:	Abcd, Gidc, Naroda, Ahmedabad, Gujarat, 380015		
Nearest Police Station:		Setup Date:	01-11-1999
Establishment Category:	Factory	PAN:	ABCDE1111E
Sector (Ownership Type) :	Private Factory	Factory Licensed Under Section:	250
Factory License Number:	555555555555555555	Issued By Authority, Place:	Xyz
Date:	01-11-2000	Date of Trial Production, if Factory:	06-11-2001
Start Up Number:		Start up Registration date:	
MSME Number:		MSME Registration date:	

Figure 7-36



Ownership Details			
Date Of Registration No. :	05-11-1998	No Of Owners:	2
Registration/ Deed No:	565656	Issued By:	Abcd
Issued At:	Ahmedabad	CIN:	99999999999999999999

eContact Information			
Sr No	eContact Type	eContact Value	Primary
1	email	syamala.sharma@silvertouch.com	Yes
2	mobile	9887455898	Yes
3	Mobile	9665899859	

Contact Persons						
Sr No	Person Name	Representing as	Gender	Date of Birth	Father Name	Date from which in position
1	Abcd	Manager	Male	11-10-1998	Shah	02-02-2010
2	Owner	Owner	Male	02-02-1995	Fathers Name	02-02-2005
3	Accountant	Owner	Male	01-01-1998	Contact Fahter	02-02-2005

Identifiers						
Sr No	Identifier Number/Value	Identifier Type	Name as on Identifier	Date of Issue	Issued by Authority	Issued at Place
1	Clra	Contract Labour Act	Clra Reg	01-01-2005	Gov	Ahmedabad

Figure 7-37



### Employment Details

Number of Employees (Including Excluded Employees) As On Date Of Application :	500	Number of Excluded Employees :	400
Date On Which the Employment Strength Exceed 19 :	01-01-2005	Date Of Agreement between Employer and Employees Majority :	
Any Subsequent Date Mentioned in The Agreement :		Date from Which Act Will Be Applied :	
Is there any Hazardous activity in your establishment :			

#### Number of Workers as on date:

	Employed Directly by Principle employer	Employed through Immediate Contractor	Total
Male	0	0	0
Female	0	0	0
Others	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### No of Employees drawing wages Rs. 21,000 or less:

	Regular	Contract Labour	Total
Male			
Female			
Others			
<b>Total</b>			

Give first date since when 10/20 or more coverable employees under ESI Act, were employed for wages :

Total wages paid in the preceding month:

	TOTAL WAGES	WAGES PAID TO EMPLOYEES DRAWING WAGES Rs.21,000/- or LESS	
To employees employed directly by the principal employer			
To employees employed through immediate contractor			
Whether the building/premises of factory/Estt is owned or hired	Leased	Unit/ownership:	Yes
Leased from:	01-11-2000	Leased Till :	01-11-2020
Is Establishment Multinational	Yes	ESI Code number if Covered earlier:	
Date from which Estt is closed down :		Name of Income Tax Ward/Circle/Area :	
Maximum No. of persons that can be employed on any one day, as per License :		Whether Any work/Business is being carried out through contractor/immediate employer	Yes
Describe work Carried Out:		Whether Establishment Is Working With Aid Of Power?	YES

Figure 7-38



**Branch / Division**

Sr No	Relationship Type	Name of unit	Number Of Members Employees	LIN	Name Of Person Responsible
1	Branch	Naroda Branch	115	5-6565-6565-6	Branchhead

**Activities**

<b>NIC Code:</b>	C-10503	<b>Primary Business Activity :</b>	ANNUITES ETC.
<b>Nature of Work:</b>	Food Beverages And Tobacco	<b>Subcategory of Nature of Work:</b>	Beverages
<b>Brief Description:</b>	Economic Activity as per National Industrial Classification Economic Activity as per National Industrial Classification		

**Attachments**

Sr No	Type	Specify Document Name	File
1	scannedCopyPanAttachment		8b2731ed15ace6a.pdf
2	addressProofAttachment	Copy of post paid telephone bill of any company	6785e80728870c0.pdf
3	dateOfSetupProofAttachment	Copy of the first Sales Invoice	6bd464982415006.pdf
4	licenseProofAttachment	CAR Licence	2415160a3c5d717.pdf
5	specimenSignatureAttachment		994f4fb07b0162c.pdf
6	scannedCopyOfChequeAttachment		215ff6f3b4ebbe7.pdf
7	hireleasedAttachment	Agreement	d25a9b96082d040.pdf

Figure 7-39

- Click  button to submit the registration

Following screen will be displayed:



Home > Registration > Digital Signature

**NOTE :**

Please verify JAVA is installed and configured on your system, if not please download and install from Link: [Java Link](#)

It is **Mandatory** to attach Digital Certificate Dongel while Generate Digital Certificate.

If you have Multiple Signature Certificates are installed in your system, then kindly clicking on Cancel" button of "Select smartcard" popup window to continue further process.

By clicking on the "Digital Signature" Button System will download the JNLP file and need to click on this file.

If you have Multiple Signature Certificates are installed in your system, then kindly clicking on Cancel" button of "Select smartcard" popup window to continue further process.

**Java Settings : Please do below settings in case you are not able to see the popup asking for the Digital Signature Pin on your system.**

(1) Go To Java Setting or ( Type "Java Configure on your windows search box from Desktop" ) on your system and click on security TAB.

(2) Now Add Site **http://14.142.138.72** in Exception Site List.

(3) Close the Window and try again to attach the Digital Signature.

**Digital Signature**

Figure 7-40

- Click **Digital Signature** to Sign the Registration form Digitally!
- System displays message



Figure 7-41

- Click **Run** to continue. System displays message to enter PIN

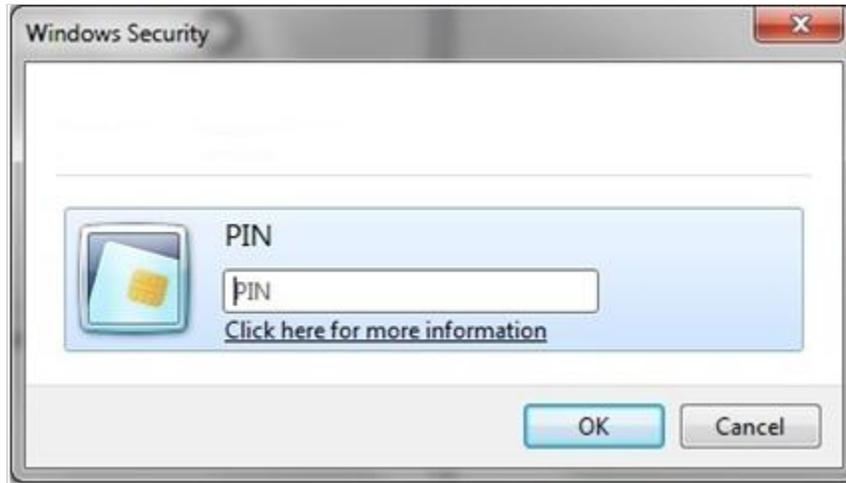
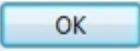


Figure 7-42

- Enter PIN and click  button
- System displays message on successfully submitting the Registration form

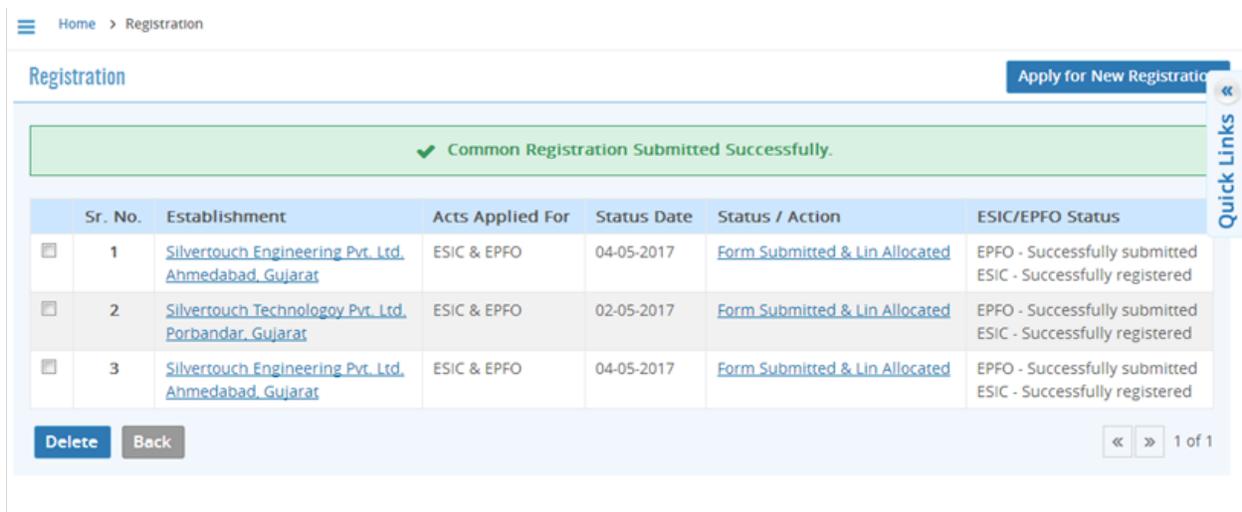


Figure 7-43

You will receive an email from Shram Suvidha:



# श्रम सुविधा SHRAM SUVIDHA

Beta 1.0



**SHRAM SUVIDHA**  
MINISTRY OF LABOUR & EMPLOYMENT

Dear Admin Demo,

Welcome to Unified Shram Suvidha Platform!

Thank you for using Common Registration for New Employer Code under EPFO

The LIN as unique Identity for your Establishment is 1-8500-4029-6

The Acknowledgement Number for form submitted is 3124665381

Please check status of form using your User Id and Password on [shramsuidha.gov.in](http://shramsuidha.gov.in)

About Unified Shram Suvidha Portal:

This Portal is an initiative by Ministry of Labour and Employment, Govt. of India, will facilitate ease of reporting at one place for various Labour Laws, filing e>Returns, consolidated information of Labour Inspection and its enforcement. Kindly refer this service to your known sources so that more users can register and avail services related to labour and employment sector.

Thank you!

**Shram Suvidha Portal Team**

Ministry of Labour and Employment,  
Government of India

(This is an auto-generated mail kindly do not reply back.)

CONFIDENTIALITY INFORMATION AND DISCLAIMER:

Figure 7-44