Unified Shram Suvidha Portal
User Manual for Common Registration for EPFO
Version 1.0

For,
Ministry of Labour & Employment
Government of India

Prepared by:
Silver Touch Technologies Ltd.
## Revision History

<table>
<thead>
<tr>
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<td>Initial Copy</td>
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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.

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

Enter User Id, Password and Verification Code as displayed

Click to sign in

Click to rearrange all the details

1 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

To sign up enter the following details:

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

- Click [SIGN UP] to create your account

- Click [RESET] to rearrange all the details you have written in login form
2.2 Forgot Password

Click [Forgot Password] in case of forgotten password

Enter the following details:

- Enter your User ID
- Verification Code

- Click [Submit] to submit the details
- Click [Cancel] to discard action

The following message will be displayed:

The Password reset verification link has been sent to your registered email ID. Kindly access your email ID to reset your Password. You have 24 hours to complete the request.

Click to close the message
3 Home Page/Dashboard

Dashboard displays:

1. Dashboard

2. Language selection

3. Switch role (you can select role if multiple roles are assigned)

4. Logout
4 Logged – In User Information

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.
4.2 Logged-In User

- Click \textit{Registered User} to get the login user details, to change password and update profile and assign default role.

4.3 Switch User

- Click \textit{Switch Role} to switch user role.
- Select available Roles assigned to you to change Role activities.

4.4 Sign Out

Click \textit{Sign Out} to sign out from the system.
5 Header Options

5.1 Home
Click Home to go to Dashboard/Home

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 **SUBMIT** to get the LIN

Click **CANCEL** to cancel all the changes

---

**KNOW YOUR LABOUR IDENTIFICATION NUMBER**

- **Establishment Name:** Golden Office
- **State:** Gujarat
- **Locality/City/Village/Town:** Ahmedabad
- **Sub Locality/Street/Colony Name:** Sheiksgunj
- **Country:** India
- **District:** Ahmedabad
- **Premise Number/Name:** 123456

Select your Identifier registered with LIN: PAN

Enter Values of selected Identifier: P123456

---

**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 **Registered User**

---
In manage profile there are four tabs as follows:

- **Personal Details**
- **Update Address**
- **Update eContacts**
- **Update Identifiers**
6.1 Personal Details

Click 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:
6.2 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 to get the Geographical co-ordinates for entered address from Google maps. System fetches the Latitude and Longitude automatically.
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

- Click Update eContacts to add eContacts
- Click Add to add eContact
- Click Reset to rearrange all the details you have written update eContacts form

![Manage Profile](image)

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

![Manage Profile](image)

**Figure 6-6**

**6.3.3 Delete e-contact**

- Click **Delete** to delete eContact

- The following message will be displayed:

  ![Delete eContact](image)

  Are you sure want to continue with this action?

  ![Click to delete eContacts](image)

  Click to delete eContacts

  ![Ok](image)

  Ok

  ![Figure 6-7](image)

  **Figure 6-7**

  - Click **Ok** to delete the eContact

  - The following message will be displayed:

    ![eContact record deleted successfully.](image)
6.3.4 Verify e-Contact

- **Click** Verify to verify eContact

![Verify eContact](image)

**Figure 6-8**

- **Click** Ok to verify eContact

- **The following message will be displayed:**

![Email Verification](image)

**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=FvBIEY9ZpwATOLoKjx91NerRIMzh6&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. Email 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.

System displays message on successful verification as:

✓ Email ID verified successfully.
6.3.5 Make Primary

Select record and click **Make Primary** to mark specific eContact as “Primary” contact.

The following message will be displayed:

**Make Primary eContact**

Are you sure want to continue with this action?

Click **Ok** to verify eContact. System displays message on updating the primary eContact:
The status will be changed as verified for that particular eContact.

<table>
<thead>
<tr>
<th>Sr No</th>
<th>eContact Type</th>
<th>Value</th>
<th>Status</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobile</td>
<td>9824176732</td>
<td>Verified</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mobile</td>
<td>9198084113</td>
<td>Verified</td>
<td>Primary</td>
</tr>
<tr>
<td>3</td>
<td>Email</td>
<td><a href="mailto:pramukhama@outlook.com">pramukhama@outlook.com</a></td>
<td>Verified</td>
<td></td>
</tr>
</tbody>
</table>

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

Click **Update Identifiers** to update identifiers:

- **Name**
- **Select Identifier**
• **Identifier Value**

• **Name as on Identifier**

Click **Add** to update Identifiers

The following message will be displayed:

![Your identifier details added successfully.](image)

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

---

**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:**

  ![Identifier record deleted successfully.

The status will be displayed as verified

![Personal Details](image)

**6.4.3 Verify Identifier**

- **Click** to verify Identifier

- **Click** to verify Identifier

The following message will be displayed:
7 Registration

7.1 Registration for EPFO /ESIC

Select ▸ Registration For EPFO-ESIC v1.1 from left panel.

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.

- Acts list will be displayed
- Select EPFO
- 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

Figure 7-3
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
• 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](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 ([Calendar](#)) in DD-MM-YYYY format;

• Establishment Category:* - Select establishment category from dropdown as shown below

![Establishment Category Dropdown](Figure 7-5)

If establishment type is “Factory” then fill following detail:
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:
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 Next to proceed further to enter eContacts

7.1.1.2 eContacts

Common Registration form for EPFO

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

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

<table>
<thead>
<tr>
<th>Sr No</th>
<th>eContacts Type</th>
<th>Value Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Website</td>
<td><a href="http://www.silvertouch.com">http://www.silvertouch.com</a></td>
</tr>
</tbody>
</table>

- 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

Common Registration form for ESIC

Primary Manager

Manager

Select Gender

Father's name

DD-MM-YYYY

Enter Designation

Enter PAN

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.*
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

<table>
<thead>
<tr>
<th>Premise Number/Name:*</th>
<th>Sub Localita / Street / Colony Name:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1236</td>
<td>Naroda</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State:*</th>
<th>District:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gujarat</td>
<td>Ahmedabad</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Locality / City / Village / Town:*</th>
<th>Area Code/ Pin Code:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naroda</td>
<td>380054</td>
</tr>
</tbody>
</table>

- 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 area code/pin code
- Click **Add** button to add address of primary manager
• Click **Add/Edit EContact of Primary Manager** to add/edit eContact of Primary Manager

![Add/Edit EContact of Primary Manager](image)

- E-Mail
  - syamala.sharma@silvertouch.com

• 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 | Edit / Delete
**PRIMARY OWNER**

**Add/Edit Address of Primary Owner**

- Premise Number/Name:
  - Premise Number/Name

- Sub Locality / Street / Colony Name:
  - Sub Locality / Street / Colony Name

- State:
  - Select

- District:
  - Select

- Locality / City / Village / Town:
  - Locality / City / Village / Town

- Area Code/Pin Code:
  - Area Code/Pin Code

[Add Button]

- 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 owner

**Figure 7-17**

**Primary Owner**

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

- Owner: Male 02-02-1995
- Father's Name: 02-02-2005
- Designation-owner: O000222220

Please check your input.

[Add/Edit Address of Primary Owner] [Add/Edit Econtact of Primary Owner]

<table>
<thead>
<tr>
<th>E Contact Type</th>
<th>E Contact Value</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landline with Extnt</td>
<td>40022773510</td>
<td>Edit / Delete</td>
</tr>
</tbody>
</table>

**Figure 7-18**
**OTHER CONTACTS**

- 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
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

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 to add identifier record. Added records will be displayed as shown below

![ Establishment Identifiers ]

![ Figure 7-22 ]

- Click 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.

![ Common Registration form for EPFO ]

![ Figure 7-23 ]
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 (Pl 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 *
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

Figure 7-26
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 to continue with Branch/Division
7.1.1.6 Branch / Division

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

Click Add/Edit Address to add address of the branch.
Enter Branch details like:

- Premise Number/Name:*
- State:*
- Locality / City / Village / Town*
- Sub Locality / Street / Colony Name*
- District:*
- Area Code/ Pin Code*

- Click Add to add branch address. Added detail will be displayed as shown below:

- Click Next to continue with Activities
7.1.1.7 Activities

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

Figure 7-34
Scanned Copy of PAN:*Click [Browse] to select the scanned copy of PAN and click [Upload] 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

![Select Document Name]

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 [Browse] to select address proof and click [Upload] to upload the address proof

- Date of Setup Proof Attachment:* Click [Browse] to select Date of setup of proof and click [Upload] 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 [Browse] to select License proof and click [Upload] to upload the license proof

- Specimen Signature Attachment:* Click [Browse] to select specimen signature and click [Upload] to upload specimen signature
- Scanned copy of Cheque Attachment: * Click [Browse...] to select scanned copy of Cheque and click [Upload] 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 [Browse...] to select scanned copy of agreement and click [Upload] to upload scanned copy of the agreement.

- Click [Save] button to save the detail

Note: Only jpeg, png, pdf file type allowed.
You can view the summary of the registration form from dashboard: 

![Summary & Submission](Image)
**Ownership Details**

<table>
<thead>
<tr>
<th>Date Of Registration No.</th>
<th>05-11-1986</th>
<th>No Of Owners</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration/ Deed No.</td>
<td>505656</td>
<td>Issued By</td>
<td>Abcd</td>
</tr>
<tr>
<td>Issued At</td>
<td>Ahmedabad</td>
<td>CIN:</td>
<td>9999999999999999999999</td>
</tr>
</tbody>
</table>

**eContact Information**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>eContact Type</th>
<th>eContact Value</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>email</td>
<td><a href="mailto:syamala.sharma@silervouch.com">syamala.sharma@silervouch.com</a></td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>mobile</td>
<td>08834558989</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Mobile</td>
<td>9665899859</td>
<td></td>
</tr>
</tbody>
</table>

**Contact Persons**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Person Name</th>
<th>Representing as</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Father Name</th>
<th>Date from which in position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Abcd</td>
<td>Manager</td>
<td>Male</td>
<td>11-10-1998</td>
<td>Shah</td>
<td>02-02-2010</td>
</tr>
<tr>
<td>2</td>
<td>Owner</td>
<td>Owner</td>
<td>Male</td>
<td>02-02-1995</td>
<td>Fathers Name</td>
<td>02-02-2005</td>
</tr>
<tr>
<td>3</td>
<td>Accountant</td>
<td>Owner</td>
<td>Male</td>
<td>01-01-1998</td>
<td>Contact Father</td>
<td>02-02-2005</td>
</tr>
</tbody>
</table>

**Identifiers**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Identifier Number/Value</th>
<th>Identifier Type</th>
<th>Name as on Identifier</th>
<th>Date of Issue</th>
<th>Issued by Authority</th>
<th>Issued at Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cirac</td>
<td>Contract Labour Act</td>
<td>Circa Reg</td>
<td>01-01-2005</td>
<td>Gov</td>
<td>Ahmedabad</td>
</tr>
</tbody>
</table>

**Figure 7-37**
## Employment Details

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

<table>
<thead>
<tr>
<th>Number of Workers as on date:</th>
<th>Employed Directly by Principle employer</th>
<th>Employed through Immediate Contractor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Female</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Others</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No of Employees drawing wages Rs. 21,000 or less:</th>
<th>Regular</th>
<th>Contract Labour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>TOTAL WAGES</th>
<th>WAGES PAID TO EMPLOYEES DRAWING WAGES Rs.21,000/- OR LESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>To employees employed directly by the principal employer</td>
<td></td>
</tr>
<tr>
<td>To employees employed through immediate contractor</td>
<td></td>
</tr>
</tbody>
</table>

| Whether the building/premises of factory/Est is owned or hired | Leased | Unit/ownership:
|---|---|---|
| Leased from: | 01-11-2000 | Leased Till:
| Is Establishment Multinational | Yes | ESI Code number if Covered earlier:
| Date from which Est 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 |
| Describe work Carried Out | Whether Establishment is Working With Aid Of Power |

---

Figure 7-38
Click button to submit the registration

Following screen will be displayed:
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 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 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
3. Close the Window and try again to attach the Digital Signature.

---

**Figure 7-40**

- **Click** to Sign the Registration form Digitally!

- **System displays message**

---

**Figure 7-41**

- **Click** to continue. System displays message to enter PIN
- Enter PIN and click **OK** button
- System displays message on successfully submitting the Registration form

![Enter PIN and click OK button](image)

**Figure 7-42**

You will receive an email from Shram Suvidha:
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 shramsuvridha.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: