<table>
<thead>
<tr>
<th>VERSION</th>
<th>REVISION DATE</th>
<th>REVISION BY</th>
<th>REVIEWED BY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>27-Oct-2017</td>
<td>Syamala Sharma</td>
<td>Bhavesh Mistry</td>
<td>Initial Copy</td>
</tr>
</tbody>
</table>
Table of Contents...

1 Introduction ........................................................................................................................................ 3
2 Login .................................................................................................................................................. 3

2.1 Sign Up ......................................................................................................................................... 4
2.2 Forgot Password ......................................................................................................................... 5

3 Home Page/Dashboard .................................................................................................................. 6

4 Logged – In User Information ....................................................................................................... 7

4.1 Language Section .......................................................................................................................... 7
4.2 Logged-In User ............................................................................................................................. 8
4.3 Switch User .................................................................................................................................. 8
4.4 Sign Out ....................................................................................................................................... 8

5 Header Options .............................................................................................................................. 9

5.1 Home ........................................................................................................................................... 9
5.2 Know Your LIN ........................................................................................................................... 9

6 Manage Profile .............................................................................................................................. 10

6.1 Personal Details ........................................................................................................................... 12
6.2 Update Address ........................................................................................................................... 13
6.3 Update eContacts ...................................................................................................................... 14

6.3.1 Add eContacts ....................................................................................................................... 15
6.3.2 List eContact .......................................................................................................................... 15
6.3.3 Delete e-contact ...................................................................................................................... 16
6.3.4 Verify e-Contact .................................................................................................................... 17
6.3.5 Make Primary ......................................................................................................................... 19

6.4 Update Identifiers ....................................................................................................................... 20

6.4.1 Add Identifier ......................................................................................................................... 20
6.4.2 Delete Identifier ..................................................................................................................... 21
6.4.3 Verify Identifier ..................................................................................................................... 22

7 Registration .................................................................................................................................... 23

7.1 Registration for EPFO /ESIC ....................................................................................................... 23

7.1.1 Common Registration form for ESIC & EPFO ....................................................................... 24
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 ESIC\(^1\) and EPFO\(^2\).

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 [Sign In].
- Click [Reset] to rearrange all the details you have written in login form.

![Image of login screen](https://example.com/login_screen)

**Figure 2-1**

---

1 Employees’ State Insurance Corporation
2 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 to create your account
- Click 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
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

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

![Image](image1.png)

**Figure 4-3**

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

![Image](image2.png)

**Figure 4-4**

- Select available Roles assigned to you to change Role activities.

4.3 Switch User

4.4 Sign Out

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

![Image](image3.png)

**Figure 4-5**
5 Header Options

5.1 Home

Click to go to Dashboard/Home

5.2 Know Your LIN

Click 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
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**
In manage profile there are 4 tabs as follows:

- **Personal Details**
- **Update Address**
- **Update eContacts**
- **Update Identifiers**
6.1 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:
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.
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 Add to add eContact
- Click to rearrange all the details you have written

```
Name: Taral
Select eContact | Contact Value
1 | E-Mail | tarel.oz@silvertouch.com
```

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
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
```

- 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

![Verify eContact](image)

Are you sure want to continue with this action?

Click to verify eContacts

- Click **Ok** to verify eContact

- The following message will be displayed:

![Email Verification](image)

The Email verification link has been sent to your email ID, Kindly access your email ID to verify your email ID

Ok

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=FvBJEY9ZpwAt0L0Kjx91NerRMzh6&u=MjA

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.

http://14.141.36.212/ussp/user/verifyregister?key=FvBJEY9ZpwAt0L0Kjx91NerRMzh6&u=MjA

Click link to verify email ID

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](image)

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>902-176-7332</td>
<td>Verified</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mobile</td>
<td>91090884112</td>
<td>Verified</td>
<td>Primary</td>
</tr>
<tr>
<td>3</td>
<td>Email</td>
<td><a href="mailto:pranavrama@silvertouch.com">pranavrama@silvertouch.com</a></td>
<td>Verified</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 6-14**

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:

**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:

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

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

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Identifier Type</th>
<th>Value</th>
<th>Name of Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aadhaar No.</td>
<td>1478536874</td>
<td></td>
</tr>
</tbody>
</table>

**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:*
- Click **Ok** to delete Identifier

- The following message will be displayed:

  ✅ Identifier record deleted successfully.

  The status will be displayed as verified

---

### 6.4.3 Verify Identifier

- Click **VERIFY** to verify Identifier

- Click **DELETE** to verify Identifier

  The following message will be displayed:
The following message will be displayed:

✅ This PAN record verified successfully.

## 7 Registration

### 7.1 Registration for EPFO /ESIC

Using this option you can register for both EPFO as well as ESIC. This is common form for both.

Select the option from left menu:

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.

**Figure 7-2**

- Acts list will be displayed. Select Act (ESIC/EPFO)
- Select both incase if you want to apply for both, click **Submit** to continue registration process

**7.1.1 Common Registration form for ESIC & EPFO**

You need to fill in all mandatory information. Mandatory fields are displayed with a **RED Asterisk (**)**.
**Figure 7-3**

**Establishment Details**

- **Name of the Factory/Establishment**: Kk Industries
- **Work Place Address (Address proof required in attachment)**
  - **Address**: 1234 Naroda Naroda
  - **State**: Gujarat
  - **District**: Ahmedabad
  - **Area Code/Pin Code**: 380054
  - **Nearest Police Station**: Naroda
- **Setup Date**: 01-11-2000
- **Establishment Category**: Factory
- **PAN**: KKKK0144444K
- **Sector (Ownership Type)**: Private Factory
- **If Factory, Specify Factory License Details**
  - **Factory Licensed Under Section**: 2
  - **Factory License Number**: 123456789
  - **Issued By Authority, Place**: Gov
  - **Date of License Registration**: 01-11-2001
  - **Date of Trial Production, If Factory**: 01-11-2002

**Figure 7-4**

**If Start-up, Specify Start-up Registration Number**
- **Start Up Number**: 3333333
- **Start up Registration date**: 01-11-2001

**If Establishment is MSME, Specify MSME Registration Number**
- **MSME Number**: 9999999999999999
- **MSME Registration date**: 01-11-2002

**Ownership Details**

- **Date Of Registration**: 01-11-2000
- **No Of Owners**: 1
- **Issued As**: Abc, 123
- **Registration/Deed No**: 55555
- **Issued By**: Gov
- **CIN**: 66666666666666666

Enter only Alphanumeric, (Comma), Dot and Space are allowed.
ESIC / EPFO Registration Form displays following tabs; you can fill in the detail for the same. Fields that are not mandated for ESIC / EPFO registration will be disabled. So, you can ignore disabled fields in case if you are applying/registering for only ESIC;

Following tabs will be displayed:

- Establishment Details
- eContacts
- Contact Persons
- Identifiers
- Employment Details
- Particulars of workers
- 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
- 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 from calendar (📅) in DD-MM-YYYY format
- Establishment Category:* - Select establishment category from dropdown as shown below
If establishment type is “Factory” then fill following detail:

- 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:* - license registration date
- Date of Trial Production, if Factory:* - select date of trial production
- 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

- Enter Primary Email and Primary Mobile number
- Select contact type from dropdown list
- Enter description / value for selection and click **Add** button
- 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
7.1.1.3 **Contact Persons**

Enter following detail:

**PRIMARY MANAGER:**

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

**Figure 7-11**

---

Unified Shram Seva Portal  
Page 30 of 53
- 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 to add/edit address of Primary manager
- 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 to add/edit eContact of Primary Manager

- Select EContact type and enter value click Add button to add primary manager’s eContact

- Click Add button to add eContact of primary Manager
**Primary Owner**

**Add/Edit Address of Primary Owner**

- 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 owner

**Figure 7-16**

**Other Contacts**

**Figure 7-17**
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 to delete entered record. Or Click to proceed with Identifiers.

### 7.1.1.4 Identifiers

- 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

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Identifier Type</th>
<th>Value</th>
<th>Name of 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>Contract Labour Act</td>
<td>123456</td>
<td>Cir Reg</td>
<td>06-11-2001</td>
<td>Gov</td>
<td>Ahmedabad</td>
</tr>
</tbody>
</table>

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 or Both.
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 *

--------

<table>
<thead>
<tr>
<th>Number of Workers as on date:*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td>Male</td>
<td>20</td>
</tr>
<tr>
<td>Female</td>
<td>15</td>
</tr>
<tr>
<td>Others</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No of Employees drawing wages Rs. 21,000 or less:*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td>Male</td>
<td>5</td>
</tr>
<tr>
<td>Female</td>
<td>5</td>
</tr>
<tr>
<td>Others</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

Give first date since when 10/20 or more coverable employees under ESI Act, were employed for wages:* 06-11-2003

--------

<table>
<thead>
<tr>
<th>Total wages paid in the preceding month:*</th>
<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>10000</td>
<td>85000</td>
</tr>
<tr>
<td>To employees employed through immediate contractor</td>
<td>25</td>
<td>15</td>
</tr>
</tbody>
</table>

Figure 7-24
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
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 [particulars of workers]

7.1.1.6 Particulars of workers

![Common Registration form for ESIC & EPFO](image)

Figure 7-28
- You can download specific format to upload workers detail.

- Click [Download Sample File of Employees With IP] to download sample file of employees with IP

- Click [Download Sample File of Employees Without IP] to download sample file of employees without IP

Once you download the format, fill it with employee/workers detail and upload the same.

- Click [Browse...] to select filled in workers data file

- Click [Upload Excel File] to upload the file

- Uploaded file will be displayed with file name, type and action

- You can download uploaded file by selecting [Download] button. Click [Next] to continue with [Branch /Division details]
7.1.1.7 Branch/Division

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

![Related Offices Table]

**Figure 7-34**

- Click to continue with Activities
7.1.1.8 Activities

Figure 7-35

Figure 7-36
- Select Primary Business Type, Nature of work and sub category of nature of work from dropdown

- Click to continue with Attachments
### 7.1.1.9 Attachments

**Scanned Copy of PAN**
- **Please Upload file from Upload button.**
  - [Browse...](#) No file selected.
  - [Download](#) [X]

**Attachment as Proof of Address**
- **Please Upload file from Upload button.**
  - [Browse...](#) No file selected.
  - [Download](#) [X]

**Date of Setup Proof Attachment**
- **Please Upload file from Upload button.**
  - [Browse...](#) No file selected.
  - [Download](#) [X]

**Licence Proof Attachment**
- **Please Upload file from Upload button.**
  - [Browse...](#) No file selected.
  - [Download](#) [X]

**Specimen Signature Attachment**
- **Please Upload file from Upload button.**
  - [Browse...](#) No file selected.
  - [Upload](#)

**Scanned copy of Cheque Attachment**
- **Please Upload file from Upload button.**
  - [Browse...](#) No file selected.
  - [Download](#) [X]

**Hired/Rented/Leased Attachment**
- **Please Upload file from Upload button.**
  - [Browse...](#) No file selected.
  - [Download](#) [X]

---

**Figure 7-38**
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:*
- Select document from dropdown

![Select Document Name]

- 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

- 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

- 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:
**Establishment Details**

<table>
<thead>
<tr>
<th>Establishment Name</th>
<th>Lt Industries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Premise 1, Locality, Village, Ahmedabad, Gujarat, 380034</td>
</tr>
<tr>
<td>Nearest Police Station</td>
<td>Naroda</td>
</tr>
<tr>
<td>Establishment Category</td>
<td>Factory</td>
</tr>
<tr>
<td>Sector (Ownership Type)</td>
<td>Private Factory</td>
</tr>
<tr>
<td>Factory License Number</td>
<td>123456780</td>
</tr>
<tr>
<td>Issued By Authority</td>
<td>Ahmedabad</td>
</tr>
<tr>
<td>Date</td>
<td>01-11-2000</td>
</tr>
<tr>
<td>Start Up Number</td>
<td>555555</td>
</tr>
<tr>
<td>MSME Number</td>
<td>56005656</td>
</tr>
</tbody>
</table>

**Ownership Details**

<table>
<thead>
<tr>
<th>Date Of Registration No</th>
<th>02-11-2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Deed No</td>
<td>55555555</td>
</tr>
<tr>
<td>Issued At</td>
<td>Ahmedabad</td>
</tr>
<tr>
<td>CIN</td>
<td>9999999999999999</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:abc@xyz.com">abc@xyz.com</a></td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>mobile</td>
<td>87745889298</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>E-Mail</td>
<td><a href="mailto:hhh@ggg.com">hhh@ggg.com</a></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>Manager</td>
<td>Manager</td>
<td>Male</td>
<td>01-01-1998</td>
<td>Father</td>
<td>02-02-1999</td>
</tr>
<tr>
<td>2</td>
<td>AAAA</td>
<td>Owner</td>
<td>Male</td>
<td>02-02-1998</td>
<td>Owner Father</td>
<td>02-02-1999</td>
</tr>
<tr>
<td>3</td>
<td>HR</td>
<td>HR Representative</td>
<td>Male</td>
<td>01-01-1999</td>
<td>Contact Father</td>
<td>05-11-2017</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>CRA</td>
<td>Contract Labour Act</td>
<td>CRA kK</td>
<td>05-11-2003</td>
<td>Gov</td>
<td>Ahmedabad</td>
</tr>
</tbody>
</table>

**Employment Details**

<table>
<thead>
<tr>
<th>Number of Employees (Including Excluded Employees) As On Date of Application</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date On Which the Employment Strength Exceed 19</td>
<td>01-11-2000</td>
</tr>
<tr>
<td>Any Subsequent Date Mentioned in The Agreement</td>
<td></td>
</tr>
<tr>
<td>Is there any Hazardous activity in your establishment</td>
<td>No</td>
</tr>
</tbody>
</table>

(Figure 7-40, Figure 7-41)
### Number of Workers as on date:

<table>
<thead>
<tr>
<th></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>20</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>Female</td>
<td>15</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>Others</td>
<td>15</td>
<td>5</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>50</td>
<td>25</td>
<td>75</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Regular</th>
<th>Contract Labour</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Female</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Others</td>
<td>5</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
<td>13</td>
<td>28</td>
</tr>
</tbody>
</table>

Give first date since when 10/20 or more coverable employees under ESI Act, were employed for wages: 06-11-2003

Total wages paid in the preceding month:

<table>
<thead>
<tr>
<th></th>
<th>TOTAL WAGES</th>
<th>WAGES PAID TO EMPLOYEES DRAWING WAGES Rs.21,000P or LESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>To employees employed directly by the principal employer</td>
<td>10000</td>
<td>85000</td>
</tr>
<tr>
<td>To employees employed through immediate contractor</td>
<td>25</td>
<td>15</td>
</tr>
</tbody>
</table>

Whether the building/premises of factory/Est is owned or hired: Leased

Leased from: 01-11-2002

Is Establishment Multinational: Yes

ESI Code number if Covered earlier: 666666666666666666

Date from which Estt is closed down: 02-02-2001

Name of Income Tax Ward/Circle/Area: Ambawadi

Maximum No. of persons that can be employed on any one day, as per license: 250

Whether Any work/Business is being carried out through contractor/Immediate employer: Yes

Describe work Carried Out: Construction

Whether Establishment is Working With Aid Of Power: YES

Figure 7-42
Click **Submit** button to submit the registration.

**Figure 7-43**
If you have selected ESIC option above screen will be displayed.
Select ESIC / EPFO Branch Office and ESIC / EPFO Inspection division and click to finally submit the form.

Following screen will be displayed:

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

- System displays message

- Click **Run** to continue. System displays message to enter PIN
Enter PIN and click OK button

System displays message on successfully submitting the Registration form

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 ESIC,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 shramsuvidha.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: