

Date :

To,
M/s._

Dear Sir,

Sub: Applicability of EPF/ESI Act.

We are glad that you are aware of your Unit/Establishment is amenable to the EPF and Miscellaneous Provision Act 1952/ESI Act 1948, we advice you to keep the following records ready duly taking 5 Xerox copies of each document's.

- First Partnership deed and subsequent / memorandum of Articles of Association/Trust deed.
- Shop & Establishment Registration/Factory Licence/Registration from Education Department/Local Authority.
- Premises purchase Agreement.
- 1st Machinery purchase Bill/Statement.
- First Sale Bill/First Gate Pass.
- First Electricity Bill.
- First Income Tax Assessment order- PAN No.
- Audited Profit and Loss Account and Balance Sheet's with Annual Report from 1st year till date.
- Registration under CST/BST/PT/L-4 Licence Local Police Commissioner Licence in case Cinema/Hotel/Canteen.
- Extract of Muster Roll and Salary sheet for the month of _____
- Month wise Employment strength on the basis of Muster Roll/Pay Roll vouchers from the date of starting/Contractors Employee/Teaching Non-Teaching Staff. Part Time/full time/vouchers paid etc. for the period from beginning till date.
- List of the party from who work order received and nature of work done, period of contract and amount of contract, received.
- Copy of contract/work order earliest.
- Questionnaire for P.F./Form 01 for ESI.
- 1st Bank Account opening proof/Bank Account No. details.
- Original Salary Register-Muster Roll, Cash Book, Ledger etc to be produced for verification.
- List of Directors/owners/Partners with their address.
- Business no. form attached herewith

Please call on us at your earliest.

Thanking you,

Yours faithfully,
For Kishor Vaidya & Co.

Proprietor