

ONLINE REGISTRATION OF ESTABLISHMENT WITH DSC

Version: 2.0

USER MANUAL

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IS DIVISION

EMPLOYEES PROVIDENT FUND ORGANISATION

Head Office, New Delhi

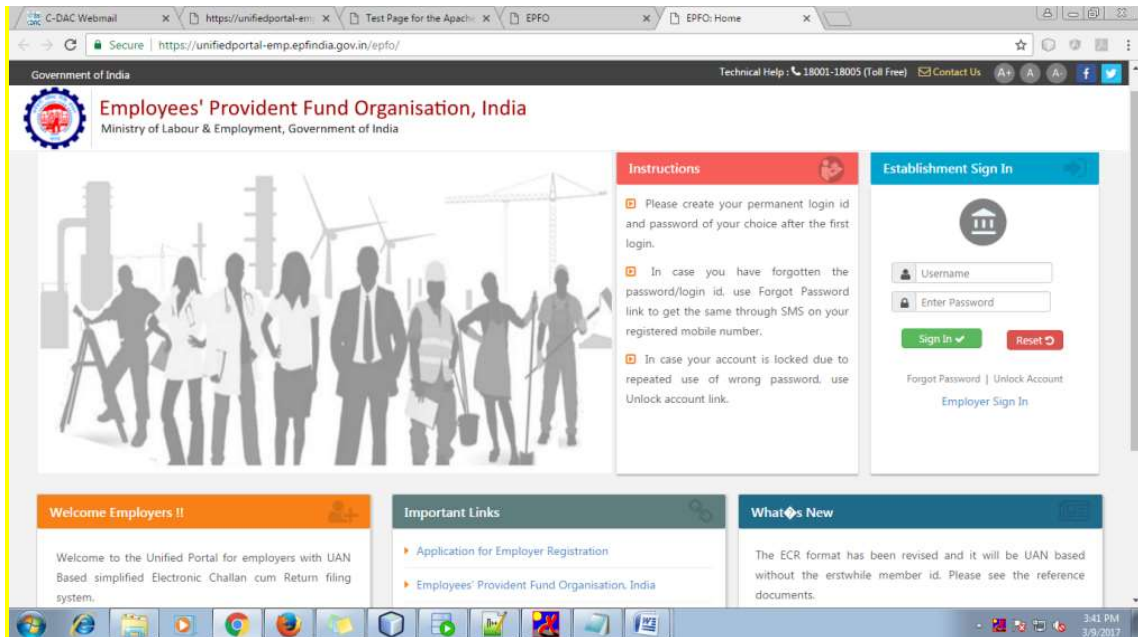
ONLINE REGISTRATION OF ESTABLISHMENTS

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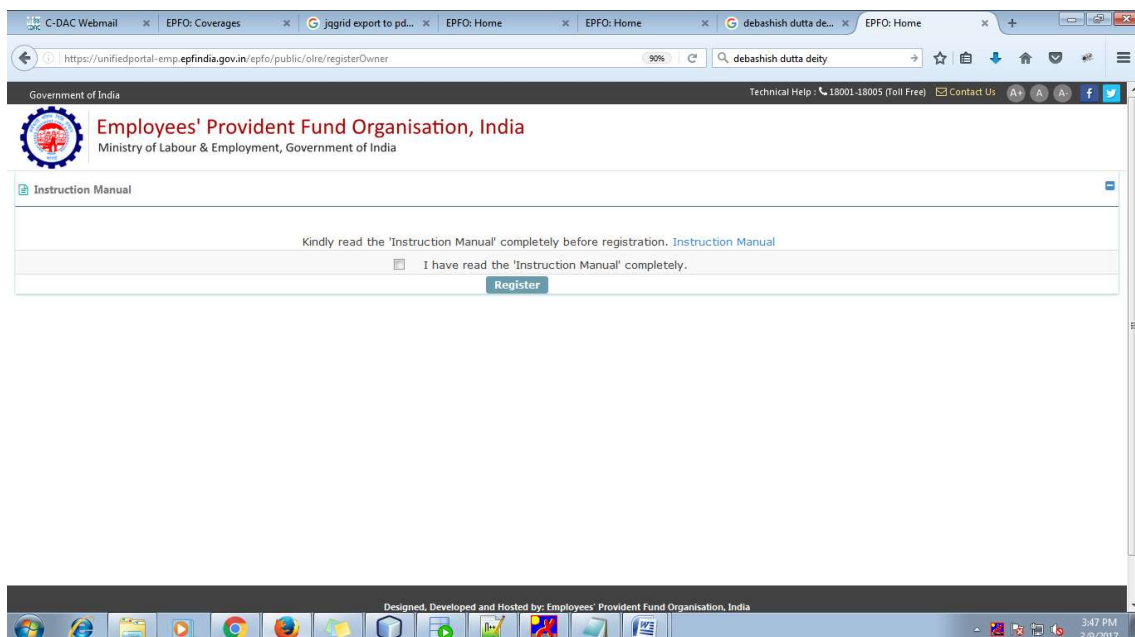
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INSTRUCTIONS FOR EMPLOYER REGISTRATION

In the Home page of Unified Portal an important link “Application for Employer Registration” is available. Open the same for Employer Registration.



Instruction manual is available in the First page of Employer Registration, New user must Read it completely before registration. Already registered Employers can directly login with their credentials. This document explains the process of Employer registration. This should be followed by registration of DSC (Digital Signature Certificate) of the Employer which is a pre-requisite to submit a fresh OLRE application.



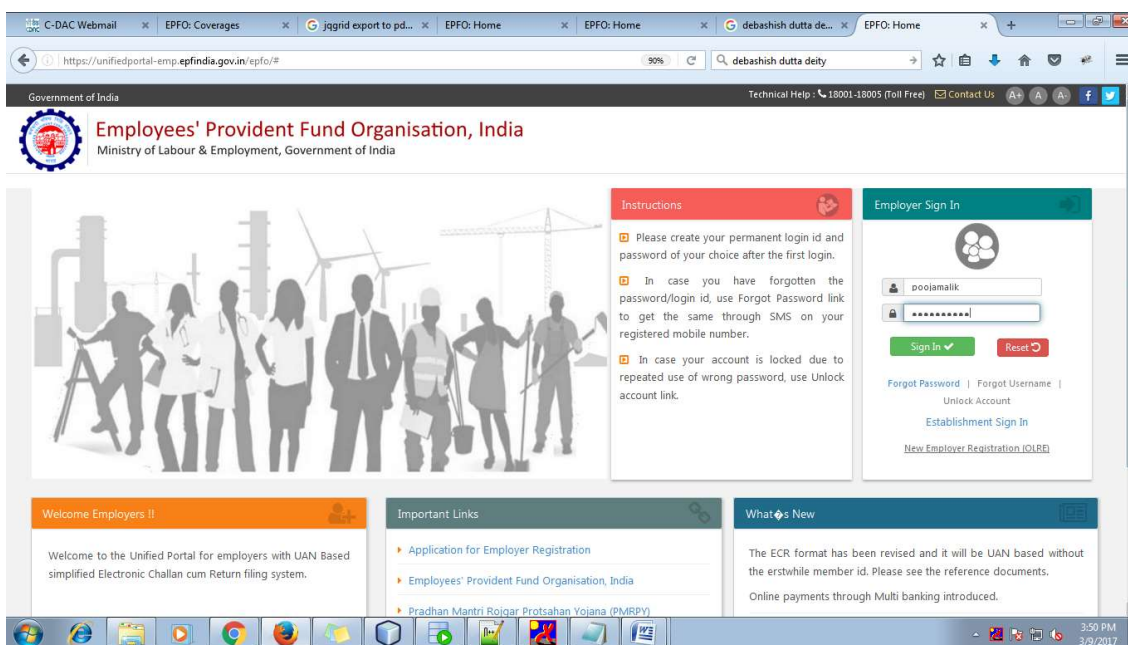
On selecting the Register Button, the following Screen will open. Enter the Details as required in the Form. The Items with Red Star are mandatory.

1. First Name: Enter the First name (mandatory), Middle Name and Last 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>
2. The Employer PAN: On entering the PAN of the Employer, a message stating Employer PAN Available will appear, which indicate the Employer is not already registered in this portal. PAN will be verified later with the name and online application will be permitted only on successful verification.
3. Username: You can select username of your choice. On entering the same the system will show a message that username is available or not. You may show the mouse pointer on the thumbnail (Question Mark Sign) next to the text box, to show the format / validations.
4. Select the Question Hint of your choice and enter your hint answer. This will help you later, at the time of forget password situations. With this the filling of Employer registration form is complete. Enter the Characters shown in the image (CAPTCHA) and Click the GET PIN button.
5. You will get a pin on your mobile same will be enter and click for "I agree to the above declaration".
6. An e-mail link will also be sent simultaneously to the given email-id, which is to be activated to enable submission of Application for Online Registration of Establishment.

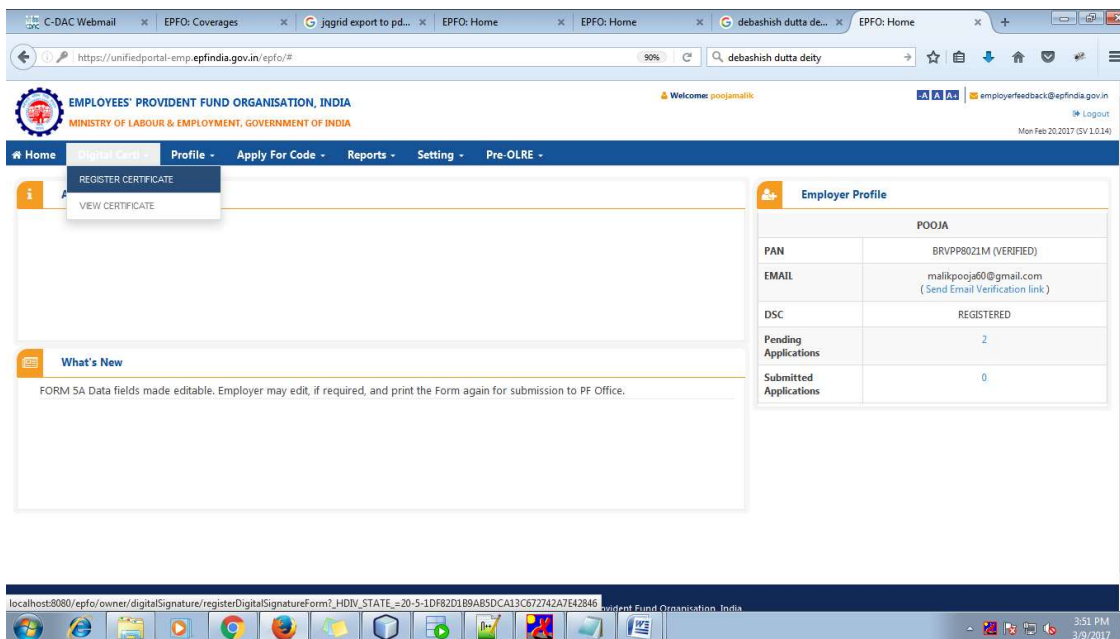
INSTRUCTIONS FOR DSC REGISTRATION

Once the Employer Registration is successfully completed and the username and password has been obtained, it is mandatory to verify Email link and register the DSC (Digital Signature) of the Employer. Let us see the step by step procedure of DSC registration in this document.

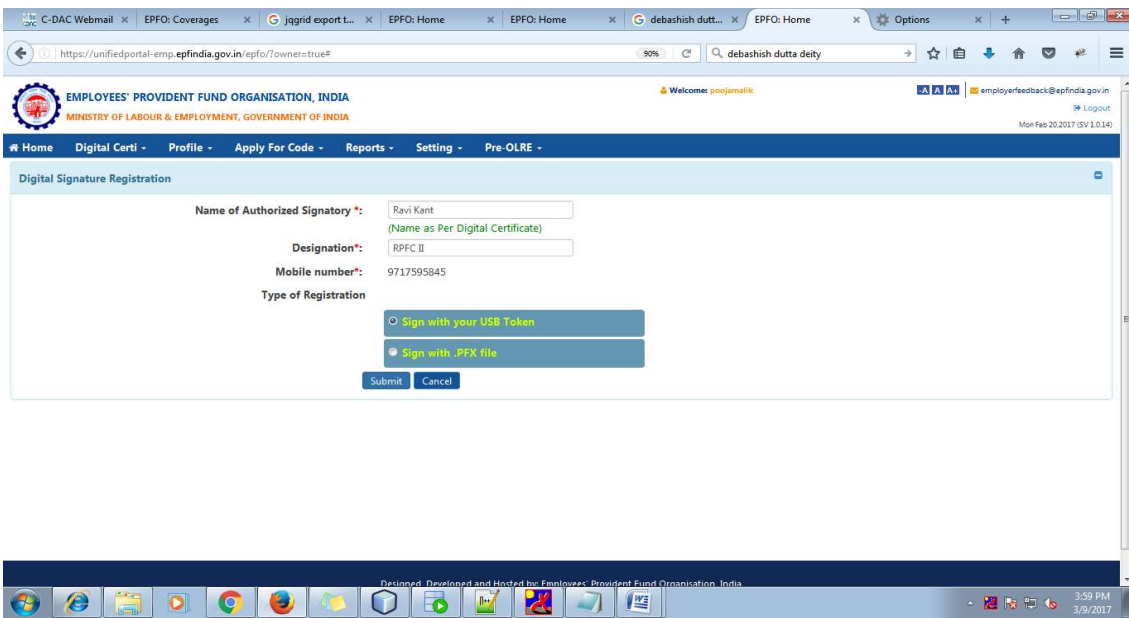
1. Open Employer Registration Home Page in Unified portal.
2. Enter your username and password.



3. In the page that is opened, select the Second Tab, DIGITAL CERTIFICATE.



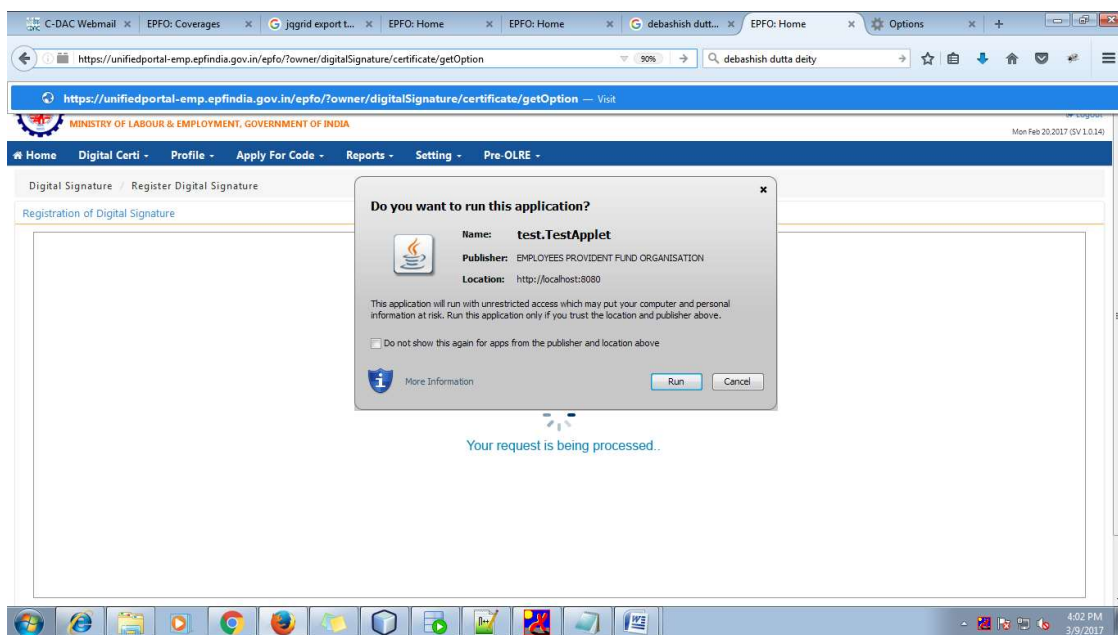
4. Select the option, REGISTER CERTIFICATE.
5. The System prompts for Details of Employer



6. The Name of the Employer and the Mobile Number will be auto populated from the Employer registration data. The Name is editable and mobile number is non editable. In case the name entered in Digital Signature Certificate is different, please edit it as per the same. Now, select NEXT.

7. Select the Type of the Digital Certificate, as per your DSC available with you.

8. On selecting the USB token the button, a pop-up will appear as shown below. Click on Run.

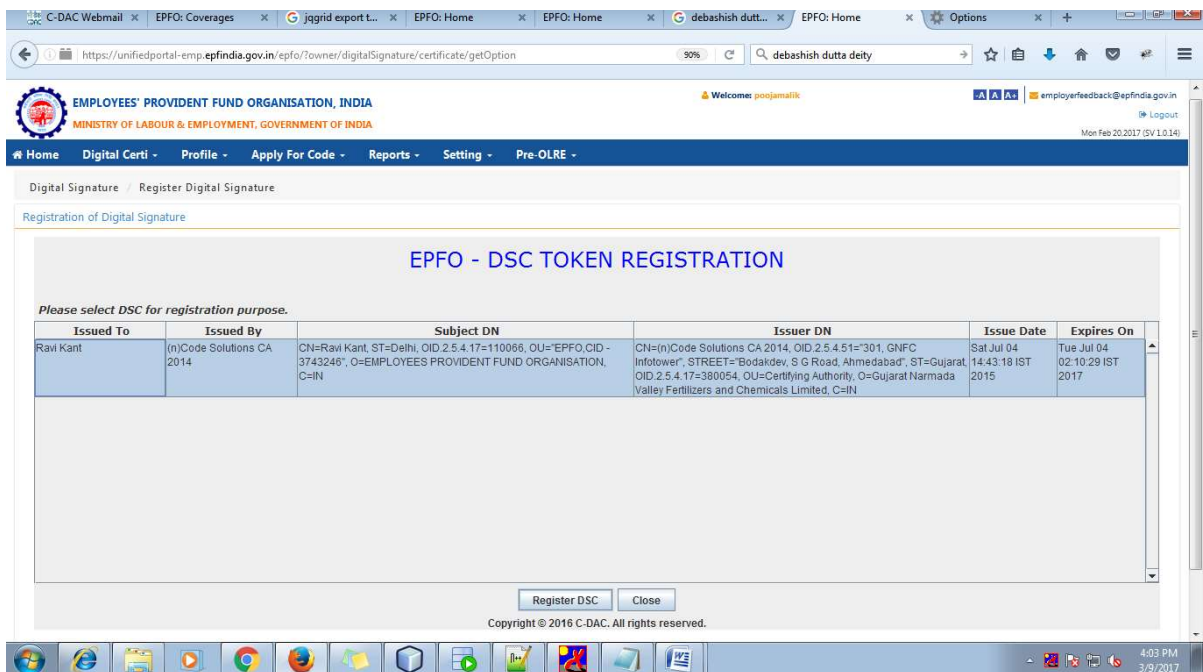


9. Select Your USB TOKEN Certificate appears. Click on it to get the following DSC details Pop-up. Ensure your DSC USB Token has been inserted in the USB port properly.

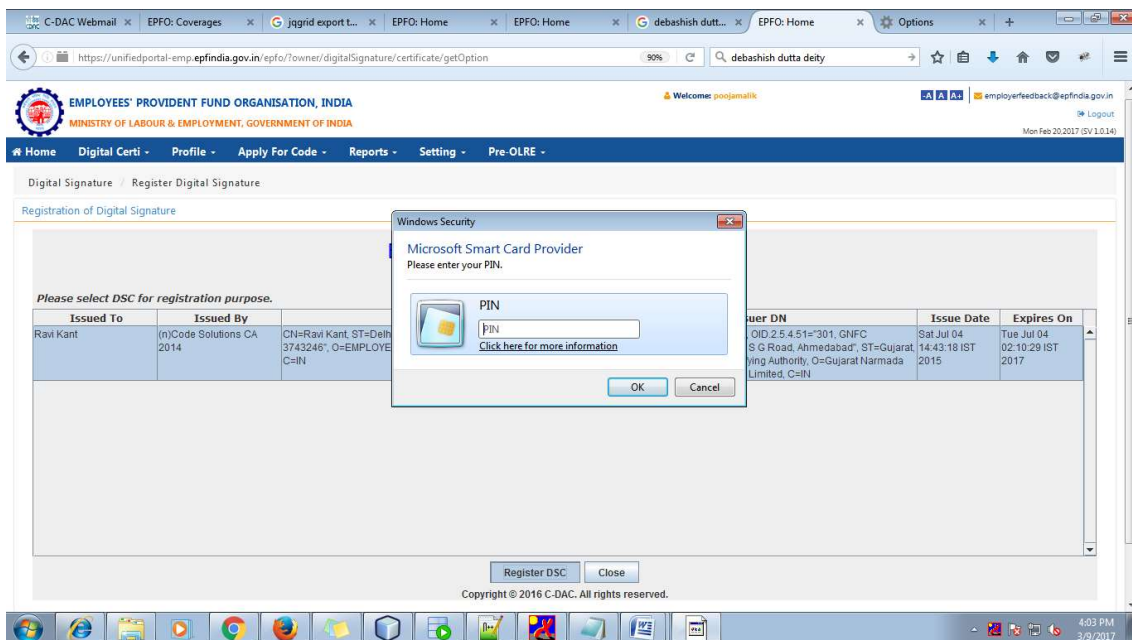


Note: The same Digital Signature once registered with any user, will not be permitted with any other user.

10. Select this Certificate, in the following screen.

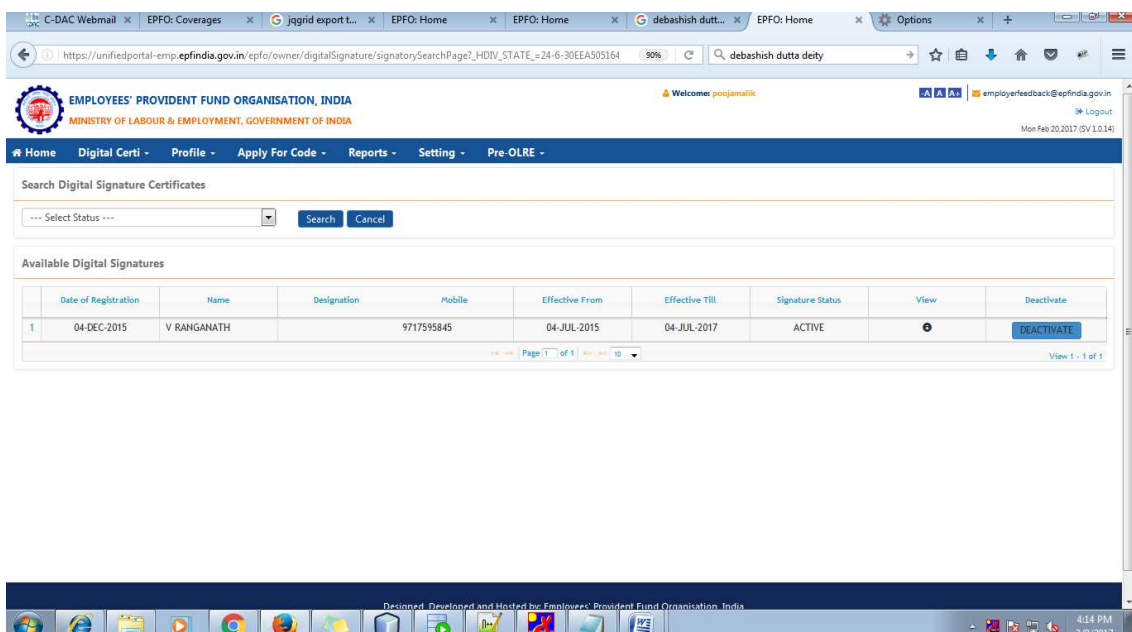


11. Enter your PIN details of the DSC and press OK.

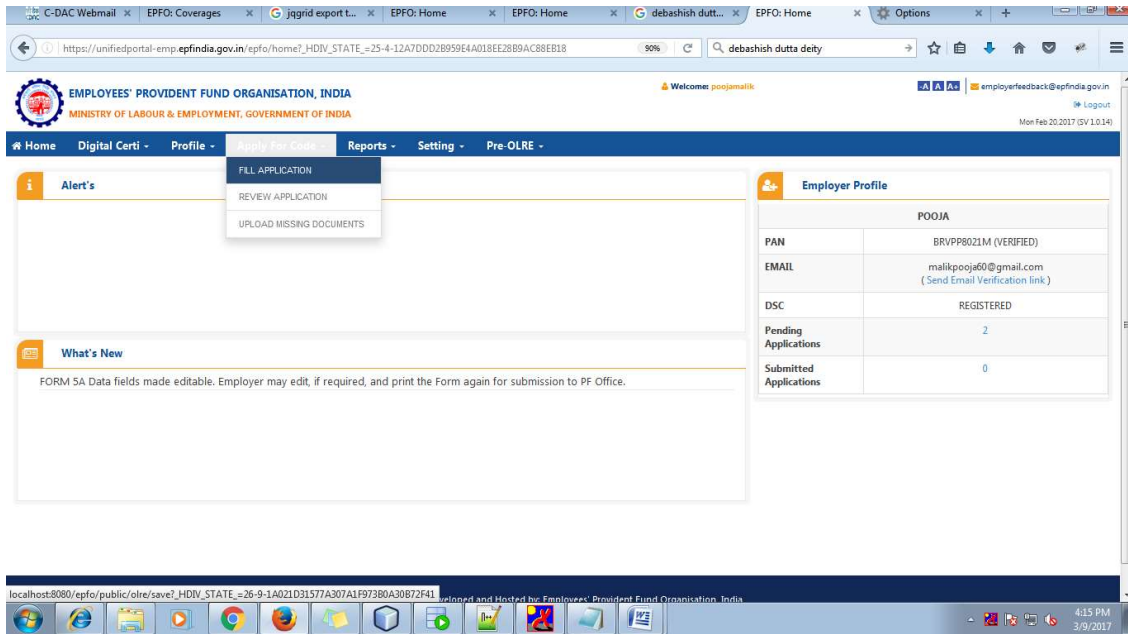


12. The message, Certificate selected successfully appears, click OK.

13. The View Digital Signature Screen appears like below, with the details of Active DSC registered.



14. Now you are ready to go ahead with Apply for Code, by selecting the Fill Application Form Option.



Please ensure that the user (employer) who has registered, has put in his PAN and his own DSC. The applicant Employer will be responsible for correctness in the application form and for authentication of documents.

INSTRUCTIONS FOR FILLING THE OLRE FORM

BEFORE YOU FILL UP THE FORM FOR A PF CODE NUMBER, PLEASE GO THROUGH THESE INSTRUCTIONS.

ONCE YOUR APPLICATION IS SUBMITTED, YOU WILL NOT BE ABLE TO EDIT ANY DATA.

The screenshot shows the EPFO portal interface. At the top, there are navigation tabs for Home, Digital Certi, Profile, Apply For Code, Reports, Setting, and Pre-OLRE. Below this is a progress bar for the application process: Digital Signature Certificate (Completed), Employer PAN Verification (Completed), Email Verification (Pending), Fill Application Form (Pending), Upload Digitally Signed Documents (Pending), and Final Submit (Pending). The main section is titled 'Application for Registration of Establishment' and contains a form for 'ESTABLISHMENT DETAILS'. The form fields include: Name of Establishment As per PAN (text input), PAN Number Issued By Income Tax (text input), Department (dropdown menu), Act Applies To My Establishment (dropdown menu), Address 1 (text input), Address 2 (text input), City (text input), State (dropdown menu), Country (dropdown menu, set to India), and District (dropdown menu). A note indicates that fields with an asterisk are mandatory.

1. 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 such cases the name of the owner's details should be exactly as per the PAN. In such case the same PAN as of the registered owner should be entered, as name of the proprietor will be auto populated in the Owner details.

2. 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>

3. 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.

4. Address: The employer should have documentary address proof for the address entered. Following address proofs are accepted:

- Any License/Certificate/Number issued by any Govt. authority
- Copy of water connection in the name of the Establishment
- Copy of bank passbook/statement
- Copy of postpaid telephone bill of any company
- Copy of power connection in the name of the Establishment

The application will show the above address proof as auto select except "Copy of bank passbook/statement". However the employer can de-select the ones that are not available with him/her.

In case it is de-selected it will be treated as a declaration of the employer that the de-selected address proof is not available for his/her establishment.

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”

At least one address proof is mandatory.

Note: Out of the address proofs declared, one address proof document should be uploaded as digitally signed PDF.

The address entered will be used to decide the jurisdiction of the PF office under which the establishment will fall.

If Employer is selecting address proof as copy of “postpaid telephone bill of company” than employer should mention the post-paid telephone no. in telephone number column.

The screenshot shows the EPFO portal interface. The 'Proof Of Address' section is active, with the following details:

- State: --Select--
- District: --Select--
- PIN Area: --Select--
- PIN Code: PIN CODE
- Office Name: OFFICE NAME
- Phone No: PHONE NO
- Fax No: FAX NO
- E-Mail Id: E-Mail Id (e.g.: nidhisharma@gmail.com)
- Web Address Of The Establishment: Web Address Of The Establishment (e.g.: http://www.xyz.com)

Under 'Proof Of Address', the following options are checked:

- Address Verified By Survey Team
- any license/certificate/number issued by any Govt. authority
- copy of water connection in the name of the establishment
- copy of bank passbook/statement
- copy of post paid telephone bill of any company
- copy of power connection in the name of the establishment

The 'Documentary Proof Of Date Of Set Up' table has the following structure:

Document Name *	Reference Number *	Date Of Issue Of Document *	Issued By, Place *
--Select--	REFERENCE NUMBER	DATE OF ISSUE OF	ISSUED BY, PLACE

5. Date of set up: Date of setup will be the date when the establishment was started.

6. Proof of date of setup: 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.

Note: Digitally signed PDF of document should be uploaded.

The screenshot shows the EPFO portal interface. The 'Business Activity' section is active, with the following details:

- Whether The Establishment Is A Factory: Yes No
- Section Applicable: --Select--
- Primary Business Activity: --Select--
- Whether The Establishment Is A Startup: Yes No
- Whether The Establishment Is A MSME: Yes No

The 'Licenses Issued By Various Authorities' table has the following structure:

Type *	Number *	Date *	Issued By *	Issued At Place *	Remarks *	Mark As Proof *
--Select--	NUMBER	DATE	ISSUED BY	ISSUED AT PLACE	REMARKS	

7. IF THE ESTABLISHMENT IS A FACTORY Establishment, then employer have to provide FACTORY Details and MANAGER/OCCUPIER details in their respective fields, which will appear after selecting YES.

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.

8. 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.

9. Whether establishment is START UP: the option Yes or No can selected.

- If Yes is selected then order number and date of order should be provided. The date of setup cannot be before five years from current date.

The screenshot shows a form section with the following fields and options:

- PRIMARY BUSINESS ACTIVITY* (Dropdown menu with "--Select--" selected)
- WHETHER THE ESTABLISHMENT IS STARTUP* (Radio buttons: Yes (selected), No)
- ORDER NUMBER* (Text input field)
- DATE OF ORDER* (Text input field)
- WHETHER ANNUAL TURN OVER FOR ANY OF THE FINANCIAL YEAR HAS EXCEEDED RS. 25 CRORES* (Radio buttons: Yes, No)
- WHETHER THE ESTABLISHMENT IS MSME* (Radio buttons: Yes, No)

- Annual Turn Over for any of the earlier financial year cannot exceed Rs. 25 Crores.
- If the certificate details are not available, Select "NO" option.
- In case annual turnover exceeds 25 Crores or when "No" is selected, the establishment will be taken as not a startup.

10. Whether Establishment is MSME: the option Yes or No can be selected.

- If Yes option is selected then the MSME number and date should be provided.

The screenshot shows a form section with the following fields and options:

- WHETHER THE ESTABLISHMENT IS STARTUP* (Radio buttons: Yes, No (selected))
- WHETHER THE ESTABLISHMENT IS MSME* (Radio buttons: Yes (selected), No)
- MSME NUMBER* (Text input field)
- MSME DATE* (Text input field)

11. License Details will be based on drop down menu list.

- The employer should enter the details of all the licenses available for the establishment at the time of application.
-
- When any available License type is not in the drop down list, he should select OTHERS, in which case the License Type should be entered in the REMARKS field mandatorily.
- In case a License is selected as Address Proof, the check box against the said License should be selected.
- **At least one license is mandatory.**

Note: Out of the all licenses declared, it is mandatory to upload one license proof document as digitally signed PDF. In case, license under Sales Tax Act has been declared as proof then submission of this document as digitally signed PDF is mandatory.

12. In case any License (Registration) is under the Cooperative Societies Act, then an additional field asking whether the establishment is working with aid of Power will appear. A Cooperative Society establishment working without aid of Power should have 50 employees for coverage under section 1(3) (a) or 1(3) (b) by virtue of [Section 16 \(1\)](#).

13. The employer has to mention the ESIC Code number and LIN if the establishment is already having such number. Not mentioning the Code number will be treated as a declaration that the establishment is not having such code number at the time of application.

The screenshot shows the EPFO portal interface. The main content area is titled "Ownership Details". It contains a form with the following fields:

- Ownership Type: --Select--
- Registration/ Deed No.: REGISTRATION/ DEED NO
- Date Of Registration No.: DATE OF REGISTR
- Issued By, At: ISSUED BY, AT
- No Of Owners: 1
- CIN: CIN

Below this is a section titled "Particulars Of Owners" which contains a table with the following columns:

Name *	Status/Designation *	Date Of Birth *	Father's Name *	Residential Address *	Mobile No * & Email	Date From Which In Position *	Whether The Owner Is Incharge Of Business Of Establishment *	Primary *
POOJA Gender * Female	STATUS/DESIGNATION PAN * BRVPP8021M DIN	02/07/1992	DHARAMVIR MALIK	B-17, STREET NO-11	Mobile No * 9717595845 Email * malikpooja60@	DATE FROM V	Yes	<input checked="" type="checkbox"/>

Below the table, there is an "Add Row" button and a note: "* Note: The Mobile number and Email provided against the Owner ticked as 'Primary' shall be used as Primary mobile number and Email. Login to the ECR and other EPFO portals and all other activities shall be affected using the primary contact details." Another note states: "* DIN: Director Identification Number (only for Directors)".

14. Ownership type can be selected from the drop down menu. According to the selection, the proof of ownership type should also be entered. For the Government Departments a letter from the Head will serve as the ownership proof. In case Proprietorship Firm is selected, only one owner can be added. The name of the owner will be displayed automatically based on the employer registration done.

15. Under owner's details particular of OWNER [\[Employer as per Section 2 \(e\)\] and for the purpose of Form 5A](#) should be entered. The Name of the Applicant Owner With Father's Name, Address, email-id, mobile number will be auto populated in the application from the employer registration details and will not be editable. In case Proprietorship Firm is selected as ownership type above, additional owner details cannot be added. The name of the owner should be exactly as per PAN in case the PAN furnished is in name of the Owner. In case of proprietorship firm is selected as ownership type, additional owner's details cannot be added. The name of the owner should be exactly as per PAN in case the PAN furnished is the name of the owner. In case of other type of ownership, more than one owner's details can be entered. In such case Employer have to tick mark as PRIMARY that employer who is in-charge of the PF Matters. The employer should also select the mobile number on which the SMS is to be received. The DIN number provided to a Director as per MCA is to be entered in case of registered companies.

The screenshot shows the 'Particulars Of Lease' section of the EPFO portal. The 'Whether The Establishment On Lease' radio button is selected as 'No'. Below it are 'Employee Details' and 'Bank Details' sections.

Particulars Of Lease

Whether The Establishment On Lease * Yes No

Employee Details

A.	Number Of Employees (Including Excluded Employees) As On Date Of Application *	NUMBER OF EMPLOYEES (INCL)
B.	Number Of Excluded Employees *	NUMBER OF EXCLUDED EMPLC
C.	Date On Which The Employment Strength Exceed * 19	DATE ON WHICH THE EMPLOY

Bank Details

IFSC Code	Bank Name	Branch Name	Account Number	Account Type	Mark As Address Proof
IFSC CODE	BANK NAME	BRANCH NAME	ACCOUNT NUMBER	--Select--	<input type="checkbox"/>

Branch/ Division Details

16. In-case of Establishment is on lease, the details of LESSEE are mandatory. This is for the purpose of Form 5A.

17. **EMPLOYMENT DETAILS:** The employer should give the details of the number of employees (including the employees in its branches) as on date of application, number of excluded employees out of the total and the date on which the number exceeded 19. (In case of a Cinema Theatre, exceeded 4 or in case of a Cooperative Society, working without aid of power, exceeded 49). In case of voluntary coverage, the date of agreement and any subsequent date for coverage mentioned in the Agreement should be entered and the scanned copy of the agreement (in PDF format) is to be uploaded.

18. **BANK DETAILS:** Bank Account Detail is made optional. If the employer does not want give bank details he may select 'No' as shown above. If he wants to furnish the bank details, he shall select yes and enter the details.

There is option to add more than one bank account. While making the entry, the IFSC should be entered correctly as given in the cheque leaf, the bank name and branch will be auto displayed. In case of non IFSC Bank. The data should be entered.

Note: A scanned copy of cheque of one of the bank accounts declared, is required to be uploaded as a digitally signed PDF document.

The screenshot shows the 'Bank Details' section of the EPFO portal. The 'Whether the establishment is having a single Unit or has several Units (Branches)' radio button is selected as 'Single Unit'. A 'Save' button is visible at the bottom.

Bank Details

IFSC Code	Bank Name	Branch Name	Account Number	Account Type	Mark As Address Proof
IFSC CODE	BANK NAME	BRANCH NAME	ACCOUNT NUMBER	--Select--	<input type="checkbox"/>

Branch/ Division Details

Whether the establishment is having a single Unit or has several Units (Branches) * Single Unit Several Units

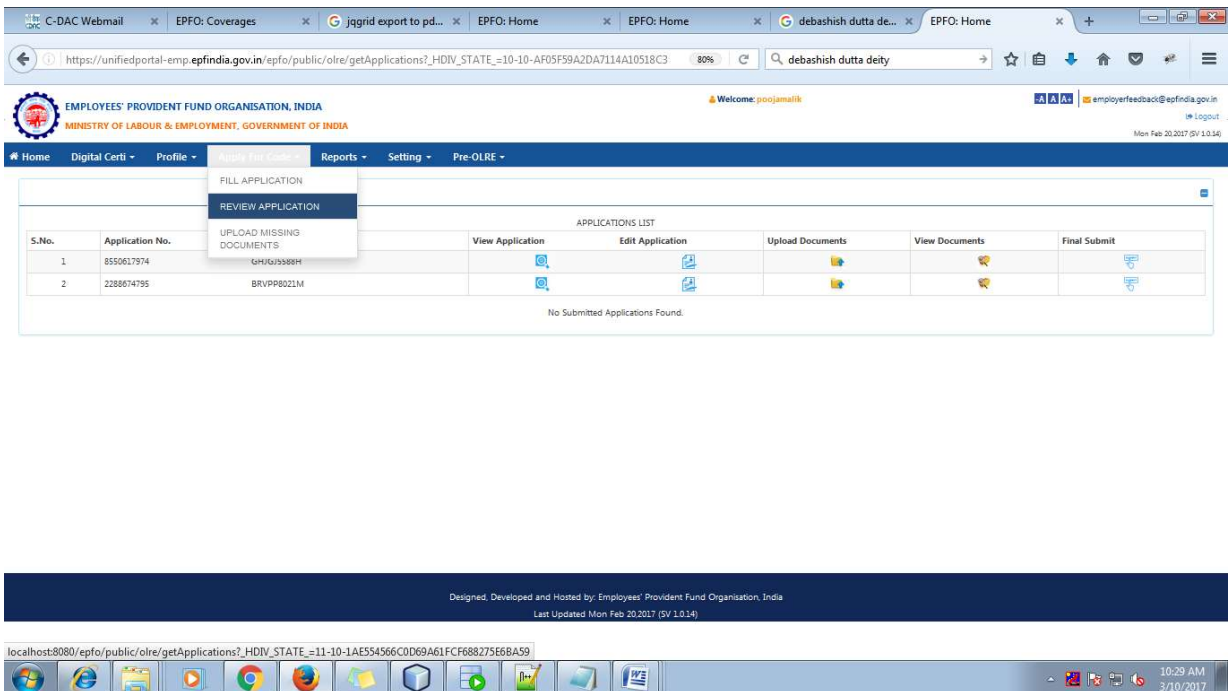
Save

19. Branch Details: This part should be filled if the establishment has branches (units). The number of employees in the branches as on date of application should be mentioned.

20. On completion of entering all details in the respective items, the applicant has to click the Save Button. All validations will take place and the errors if any, will be prompted one by one.

SAVING THE PARTIALLY FILLED APPLICATION

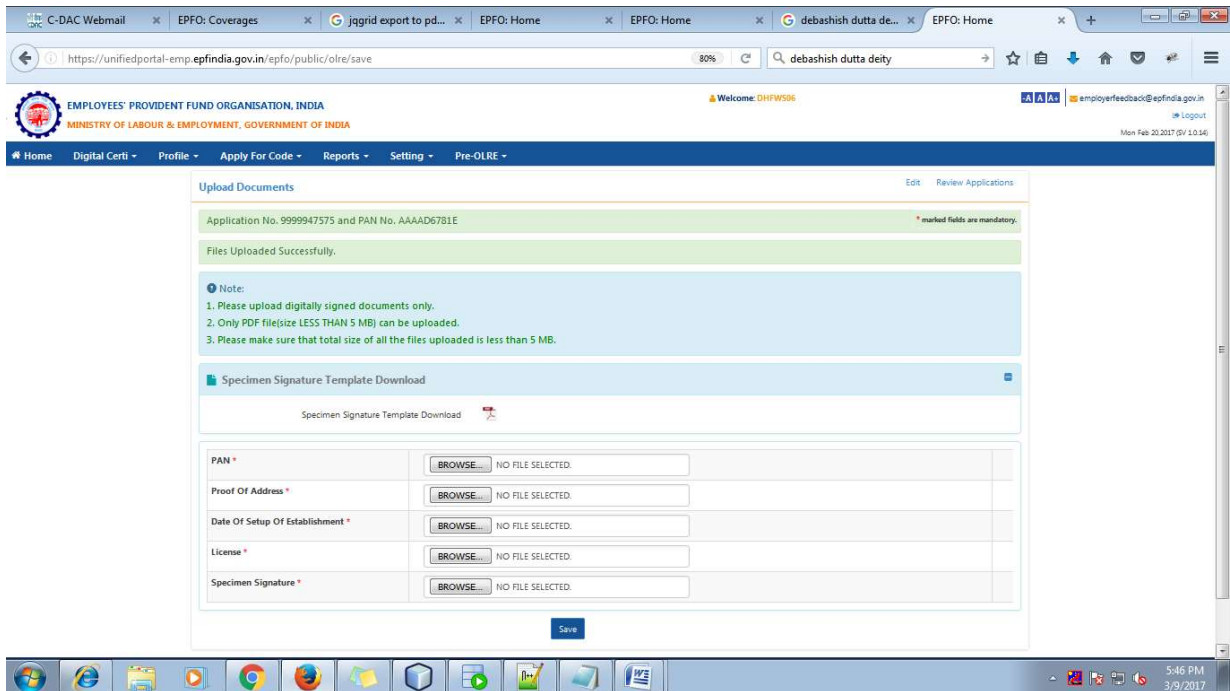
The employer has the option to save a partially filled form after filling the Name & address of the establishment and selection of the Option whether the Act applies or the application is for voluntary coverage.



An application Number will be generated, which should be noted by him. The partially filled application can be reopened by selecting “Review Application Form” from “Apply for code” main menu option which are available in the screen when employer is logged in. The application number will remain the same whenever the partially form is saved and reopened after some more entries and saved again.

UPLOAD OF RELEVANT DOCUMENTS SIGNED WITH DSC

21. On selecting the SAVE button, the UPLOAD DOCUMENTS page opens as given below. In case you have selected the SAVE button, for partial save of the form, you may reopen the same form the “Review Application Form” in the “Apply For Code” main menu option in the home page.



If the employer does not want to give bank details and select 'No' the screen will appear as shown above. If he wants to furnish bank details and selected yes, the screen will be as follows.



22. Select the Browse button for relevant documents to upload, which are already kept ready duly authorized with the Registered Digital Signature (DSC). Refer the document on How to digitally sign a PDF document, provided separately.

23. After uploading all digitally signed documents, the Digital Signature on the PDF documents will be verified with the Registered DSC of the Applicant Owner.

24. The list of Uploaded documents are shown.

The message, you have successfully uploaded documents, appears on the screen.

View Documents

Application No. 9999947575 and PAN No. AAAAD6781E

Document Name	Uploaded Document
PAN	AAAAD6781E_PAN.pdf
Proof Of Address	AAAAD6781E_ADDRESSPROOF.pdf
Date Of Setup Of Establishment	AAAAD6781E_DATEOFSETUP.pdf
License	AAAAD6781E_LICENSES.pdf
Specimen Signature	AAAAD6781E_SPECIMENSIGN.pdf

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25. Now, click on the Review application and then click the submit button.
The final Review of application shown as below.

Final Submit - Application for Registration of Establishment

Application No. 9999947575 and PAN No. AAAAD6781E

ESTABLISHMENT DETAILS

Name of Establishment As per PAN: DISTRICT HEALTH AND FAMILY WELFARE SOCIETY DAVANAGERE
 PAN Number Issued By Income Tax Department: AAAAD6781E
 Act Applies To My Establishment: THE EPF AND MP ACT APPLIES TO MY ESTABLISHMENT
 Address 1: NO. 26 1ST FLOOR D C OFFICE
 Address 2: DC OFFICE BUILDING
 City: DAVANAGERE
 State: KARNATAKA
 PIN Code: 577005
 Office Name: SHIMMOGA
 Phone No: 08192263194
 E-Mail Id: damdavangere@gmail.com
 Proof Of Address: copy of post paid telephone bill of any company
 Date Of Setup Of Establishment: 11/07/2006
 Country: India
 District: DAVANAGERE

Documentary Proof Of Date Of Set Up

Document Name	Reference Number	Date Of Issue Of Document	Issued By, Place
Registration Certificate Issued by Registrar of Societies	DVG-S112-2006-07	11/07/2006	DAVANAGERE

Business Activity

Whether The Establishment Is A Factory: No
 Section Applicable: 9091(3)(b)
 Primary Business Activity: HOSPITALS
 Whether The Establishment Is A Startup: No
 Whether The Establishment Is A MSME: No

Licenses Issued By Various Authorities

Type	Number	Date	Issued By	Issued At Place	Remarks	Mark As Proof
Registrar of Societies Registration Act	DVG-S112-2006-07	11/07/2006	DISTRICT REGISTER OF SOCIETY	DAVANAGERE	VERIFIED	No

Whether Establishment Is Covered Under The ESIC Act: No
 You are declaring that as on date of application, ESIC code number is not allotted to your establishment.
 Whether LIN is Allotted: No
 You are declaring that as on date of application, LIN is not allotted to your establishment.

Employees' Provident Fund Organisation, India
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Ownership Details

Ownership Type	Registration/ Deed No.	Date Of Registration No.	Issued By, At	No Of Owners	CIN
REGISTERED SOCIETY	DVG-5112-2006-07	11/07/2006	DAVANAGERE	1	

Particulars Of Owners

Name	Status/Designation	Date Of Birth	Father's Name	Residential Address	Mobile No & E-MAIL	Date From Which In Position	Whether The Owner Is Incharge Of Business Of Establishment	Primary
Gender Female Name MURUGAYAPPA SIDDAPPA TRIPULAMBA	Status/Designation DHO PAN ACTPT0510D DHO	20/07/1962	MURUGAYAPPA SIDDAPPA KAREGOUNDURU	CS 3RD CROSS 1ST BUS STOP	Mobile No 9738382070 Email vasanthnekar@gmail.com	11/07/2016	Yes	Yes

Particulars Of Lease

Whether The Establishment On Lease No

Employee Details

A.	Number Of Employees (Including Excluded Employees) As On Date Of Application	288
B.	Number Of Excluded Employees	60
C.	Date On Which The Employment Strength Exceed	01/12/2016

Bank Details

IFSC Code	Bank Name	Branch Name	Account Number	Account Type	Mark As Address Proof
SBMY0040361	STATE BANK OF MYSORE	P J EXTENSION	64036214278	SAVINGS ACCOUNT	No

Branch/ Division Details

Whether the establishment is having a single Unit or has several Units (Branches) Single Unit

Captcha Type the characters shown in the image in small letters
 only. **glass**

Get PIN Click the button to get Authorization PIN SMS on your Mobile. Please note that the PIN SMS shall be sent to the mobile number of owner ticked as primary in the section 'Particulars of Owners. Also, you need to preview the form to enable the GET PIN Button.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and I understand that furnishing of any wrong information may result in action against me as per the provisions of the EPF & MP act 1952 and the scheme provisions.

Branch/ Division Details

Whether the establishment is having a single Unit or has several Units (Branches) Single Unit

Captcha Type the characters shown in the image in small letters
 only. **glass**

Get PIN Click the button to get Authorization PIN SMS on your Mobile. Please note that the PIN SMS shall be sent to the mobile number of owner ticked as primary in the section 'Particulars of Owners. Also, you need to preview the form to enable the GET PIN Button.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and I understand that furnishing of any wrong information may result in action against me as per the provisions of the EPF & MP act 1952 and the scheme provisions.

I Agree to the above Declaration

Enter Authorization PIN received on your mobile and press the Submit button to finally submit the form.

Mobile PIN * Mobile PIN

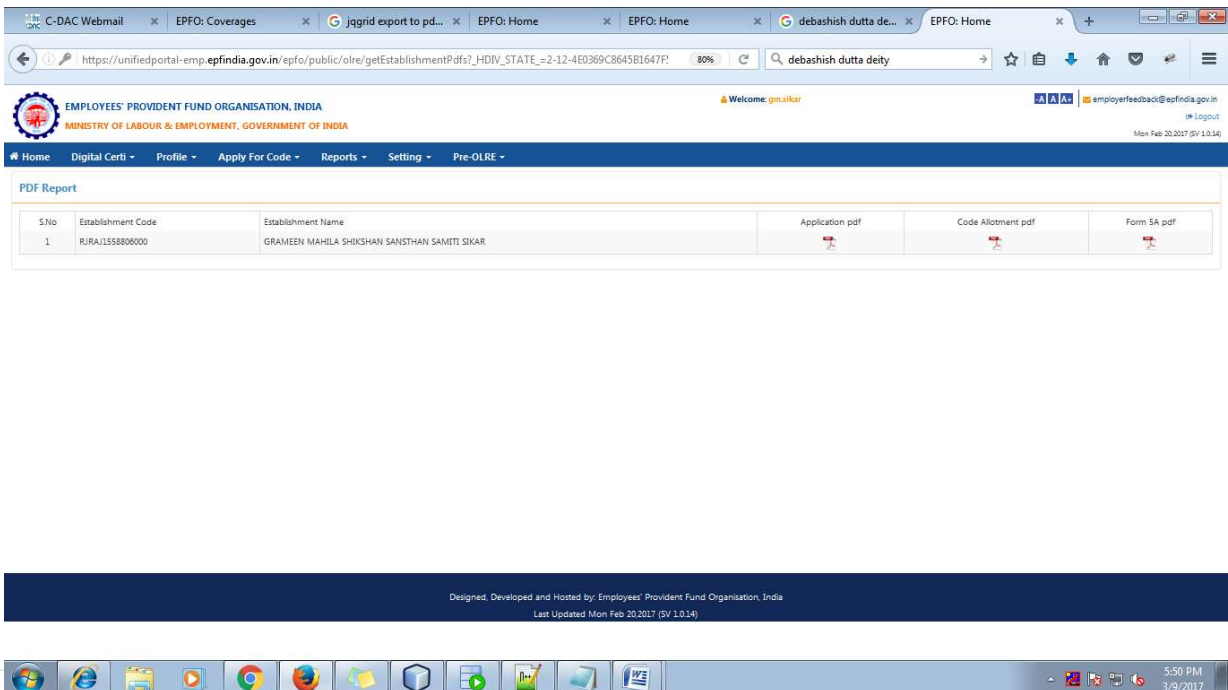
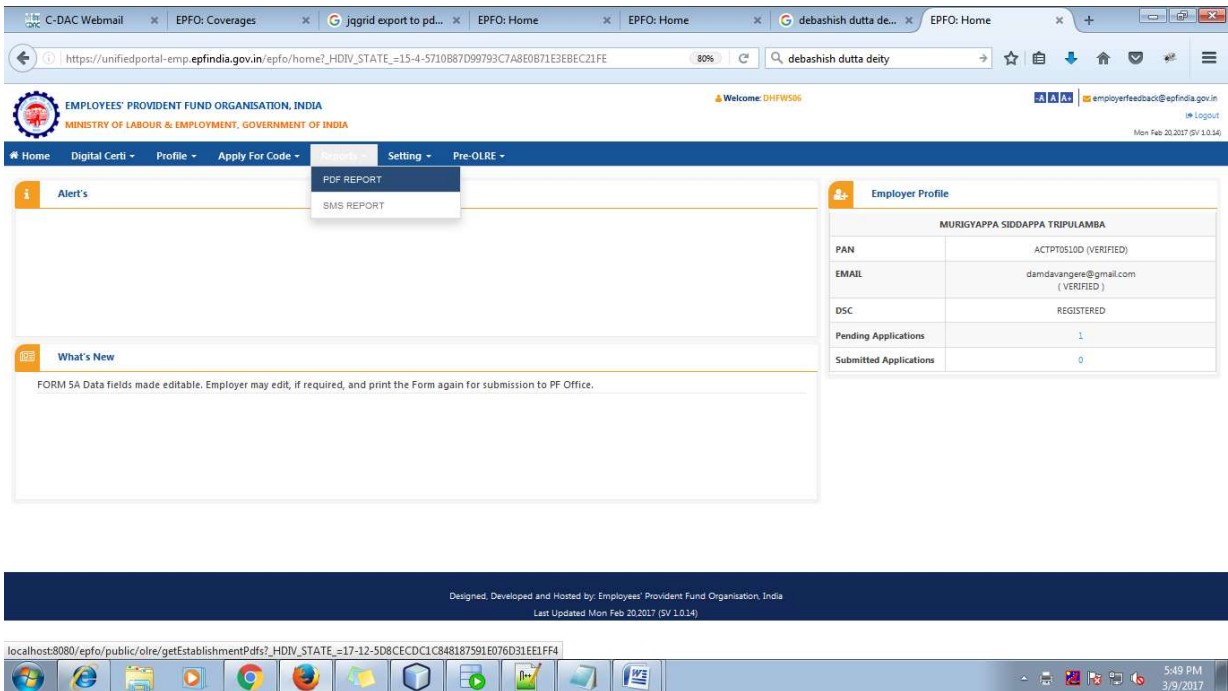
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 Last Updated Mon Feb 20 2017 (SV 1.0.14)

26. If the employer is satisfied that the entered data is correct, he should enter the CAPTCHA code and click the get PIN button.

The PIN will be sent on the mobile number of the Applicant Owner.

27. Tick the declaration regarding the correctness of the data and enter the PIN received on his mobile number and select 'Submit' button.

28. Then click on OK, the application will be submitted with message on successful submission. A PDF file will be made available for download for future reference.



POST SUBMISSION ACTIVITIES

- No Document has to be submitted physically by the owner to the PF office.
- The user-id and password will be intimated to the applicant owner through SMS to his mobile number and registered email-id. It is also available under the Reports function of Employer Login.

S.No	Mobile	Message	Sent At
1	9413011244	Dear Employer, Code number R/JRA/1558806000 against application ID 9999944640 is successfully allotted. Your temporary portal username is R/JRA/1558806000 and password is 2656501. Please login to https://unifiedportal-emp.epfindia.gov.in/epfo/ .	22-02-2017 20:58:36
2	9413011244	To complete your online coverage application 9999944640 on Employer E-sewa portal, use MPIN: 6532.	22-02-2017 20:56:14
3	9413011244	To complete your online coverage application 9999944640 on Employer E-sewa portal, use MPIN: 9010.	22-02-2017 20:37:30
4	9413011244	To retrieve the saved information for registration of establishment, your temporary application ID is 9999944640 (PAN no AAATG4711C).	16-02-2017 00:43:34
5	9413011244	Dear Employer, please click here http://unifiedportal-emp.epfindia.gov.in/epfo/public/olte/owner/emailVerification?id=OvjyR3BWP3vtE9Ma2zseQe to verify email.	10-02-2017 18:12:40
6	9413011244	Dear Employer, your registration is successful with below details- Username: gm.sikar, Password: gm.sikar123.	10-02-2017 18:11:48
7	9413011244	Dear Employer, please click here http://unifiedportal-emp.epfindia.gov.in/epfo/public/olte/owner/emailVerification?id=OvjyR3BWP3vtE9Ma2zseQe to verify email.	10-02-2017 18:11:48
8	9413011244	Dear Employer, to complete your online registration, use MPIN: 5477	10-02-2017 18:06:55
9	9413011244	Dear Employer, to complete your online registration, use MPIN: 9639	10-02-2017 18:05:39

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
Last Updated: Mon Feb 20 2017 (SV 1.0.14)

- The PDF Report is also available under the Reports function of Employer Login for further downloading of Application PDF and Code Allotment PDF.
- He can login to unified portal using the establishment login name and password received at Owner's Mobile and starting remittance thorough ECR upload.

Note: A separate Establishment login is provided, so that the Owner need not himself be involved for the remittance and can get it delegated to any authorized person to do the routine activities.

PAN Error:

If the employer had made an error in correctly entering the PAN or the name, he should again follow the process to apply.

Note: In case any wrong document / data was uploaded / entered in the application, the applicant owner will be responsible for the same and action will be taken as per the provisions of the Act.

The applicant owner as well as other owners declared in the owners' details will be responsible for any default under the Act / Schemes.

CHECK LIST

After going through the instructions, please ensure that the following documents are ready for data entry. Then filling of the form will ensure that no data is missed or wrongly entered and you do not have to save a half filled application:

Tick	Requirements	UPLOAD Document as Digitally Signed PDF
	Scanned image of PAN for upload	PAN card Image
	All the address proof(s) of the establishment as mentioned in the Instruction Sheet	One address proof
	The date of set up and the proof for such date	Setup Proof Document
	The factory license number, date, issued by and date of trial production (only for factory)	--
	The details of the Manager(s) with their personal Details (only for factory) .	--
	The activity in which the establishment is engaged is Identified from the list.	--
	All license in name of establishment and their details.	One License Proof**
	In case the establishment is already covered under the ESIC, the ESIC Code	--
	The ownership details with proof	--
	Details of the Owners(s)	--
	If the establishment is already on lease, the start date and the details of the lessee(s)	--
	The employment details as on application date, number of excluded employees and the date on which the number of employees crossed 19 (or 5 or 49 as applicable)	--
	Scanned image of cheque(s) of the bank account (s) for upload	One Cheque out of all bank accounts declared.
	The list of branches of the establishments at different locations with their address and number of employees	--
	Scanned copy of Consent letter of the majority of Employees with their details and signatures. (Only in	Copy of Consent Letter

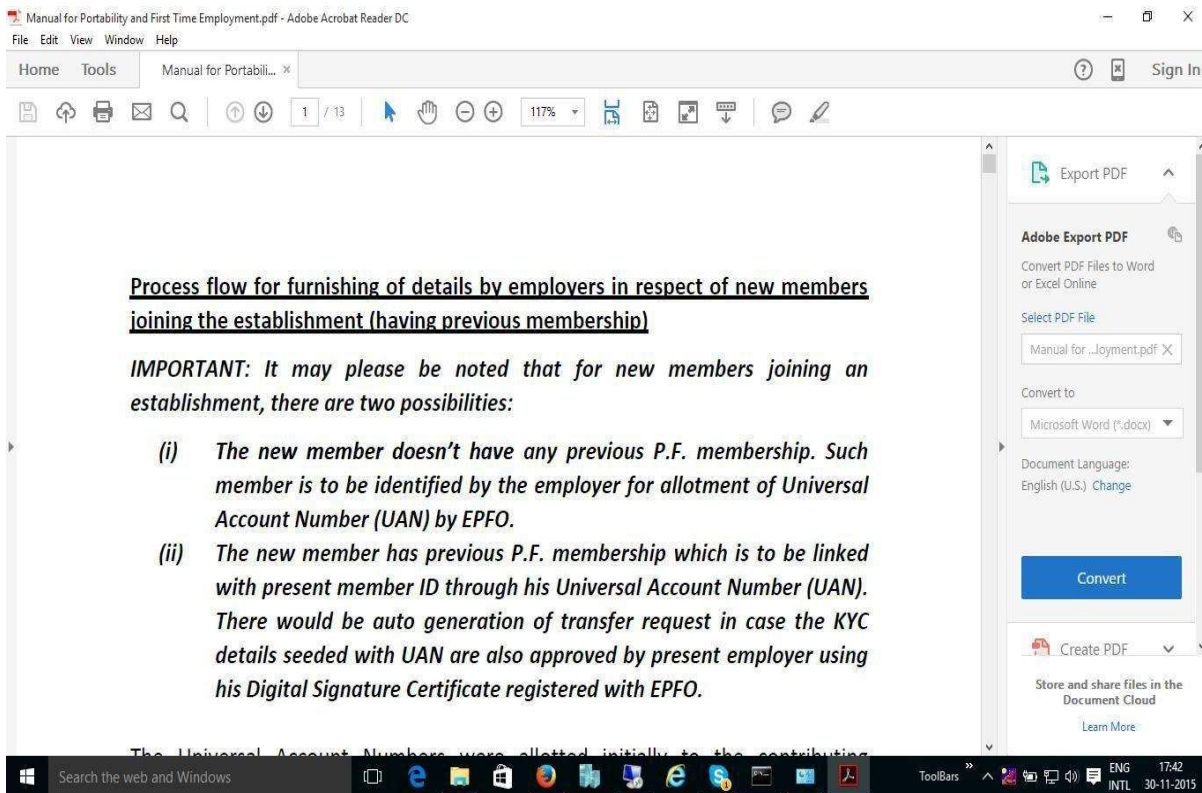
	case of voluntary coverage)	
	Date of agreement and any subsequent date mentioned in the said agreement for voluntary coverage. (Only in case of voluntary coverage)	--
	Specimen Signature of Authorised Signatory	In the format Provided

** In case License under Sales Tax Act is selected, it is mandatory.

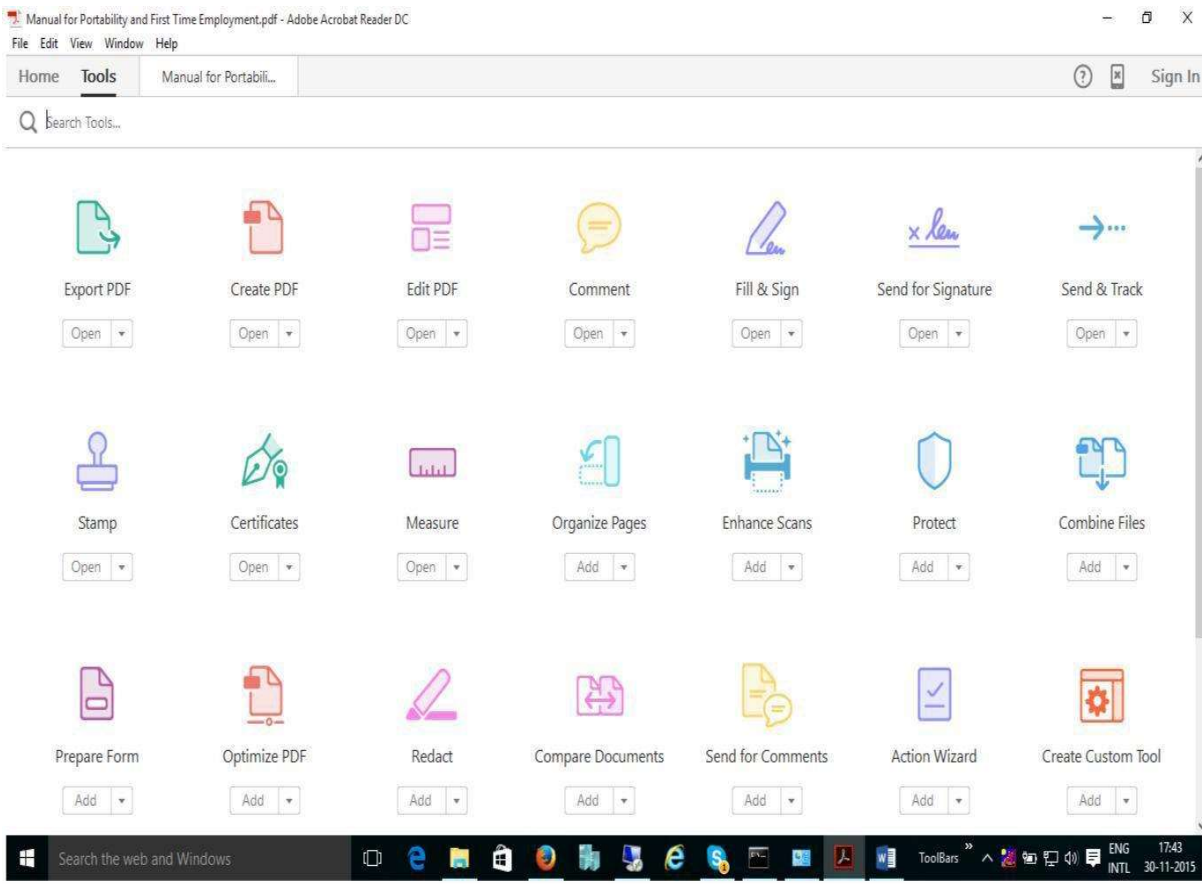
Once the application is submitted, no editing will be permitted.

How to sign pdf digitally

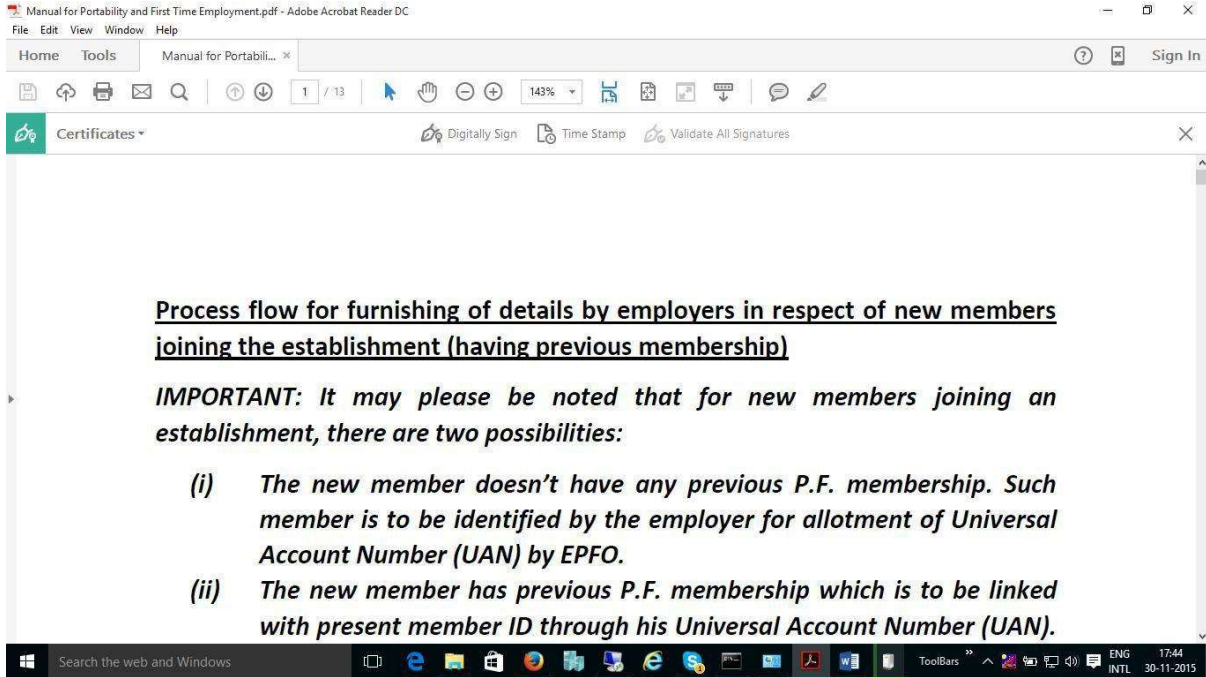
Double click on the pdf file to open it.



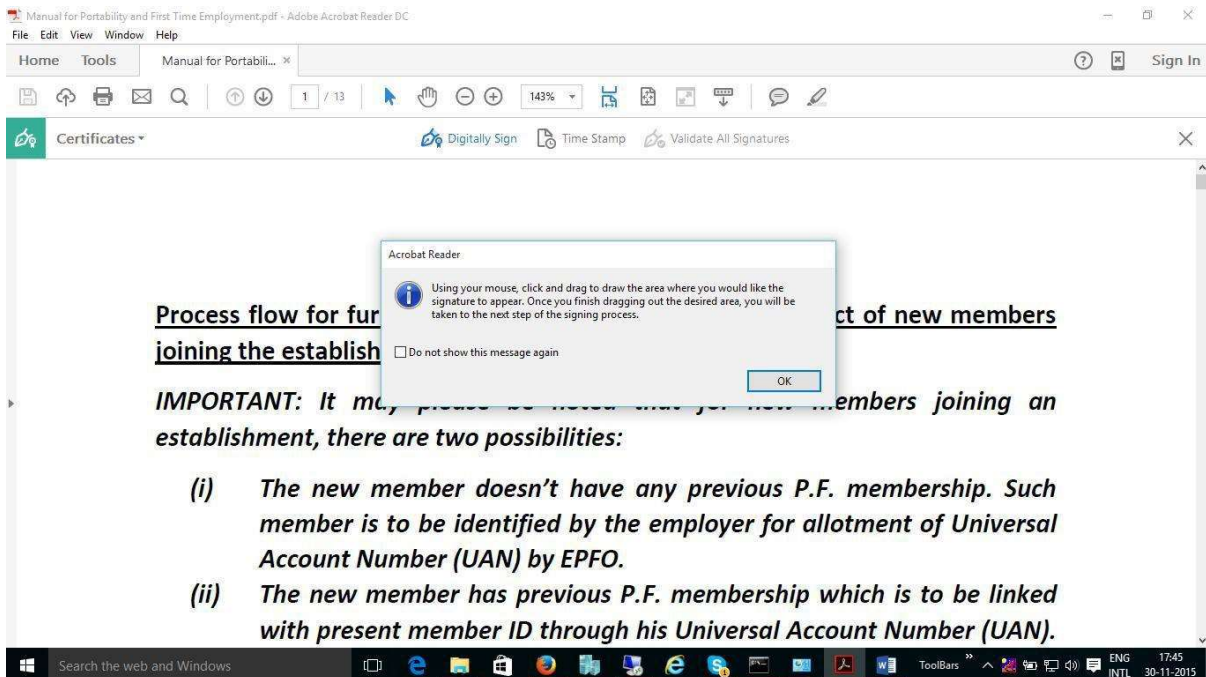
Click on TOOLS-



Click on certificates

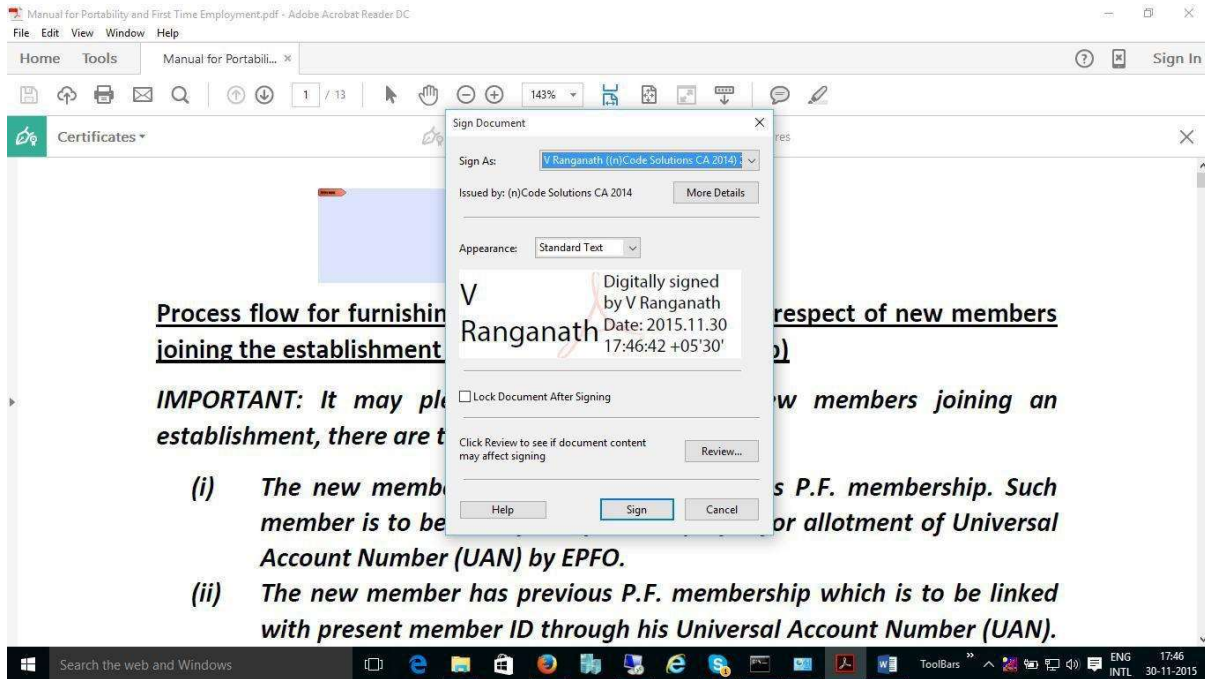


Click on Digitally Sign

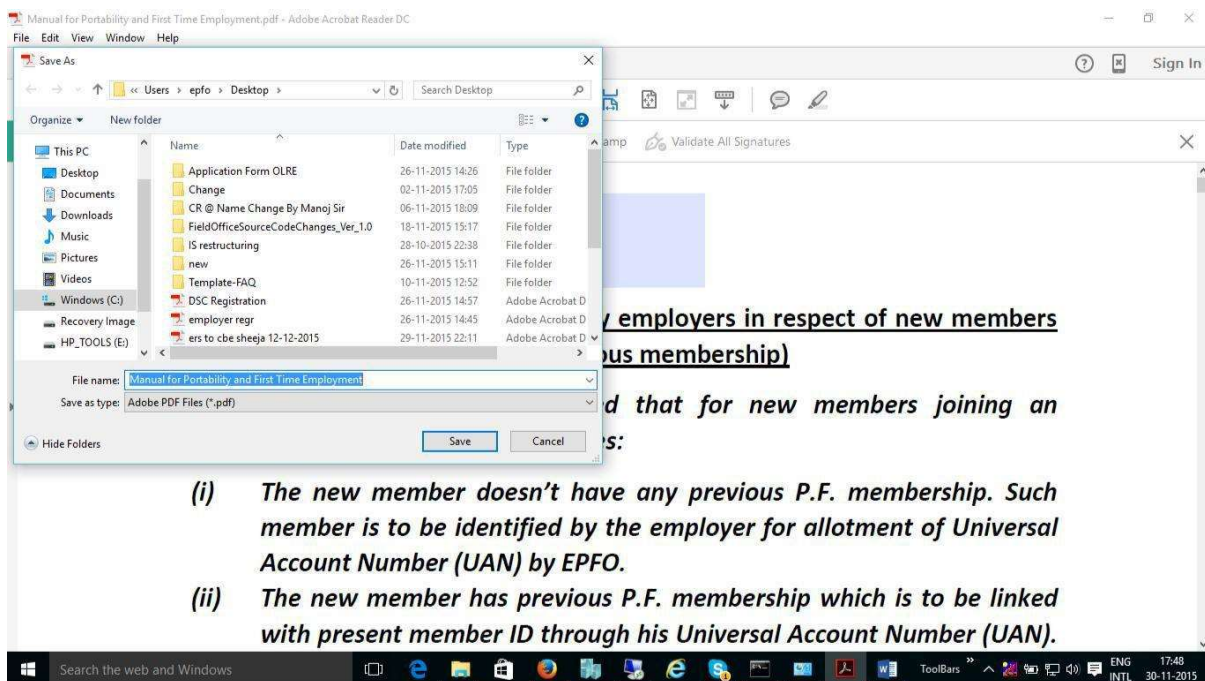


OLRE with DSC – Steps for Installing Java

Using the mouse, drag to form a square portion where you would like to put your signature. Ensure that the USB dongle having digital signature is plugged in

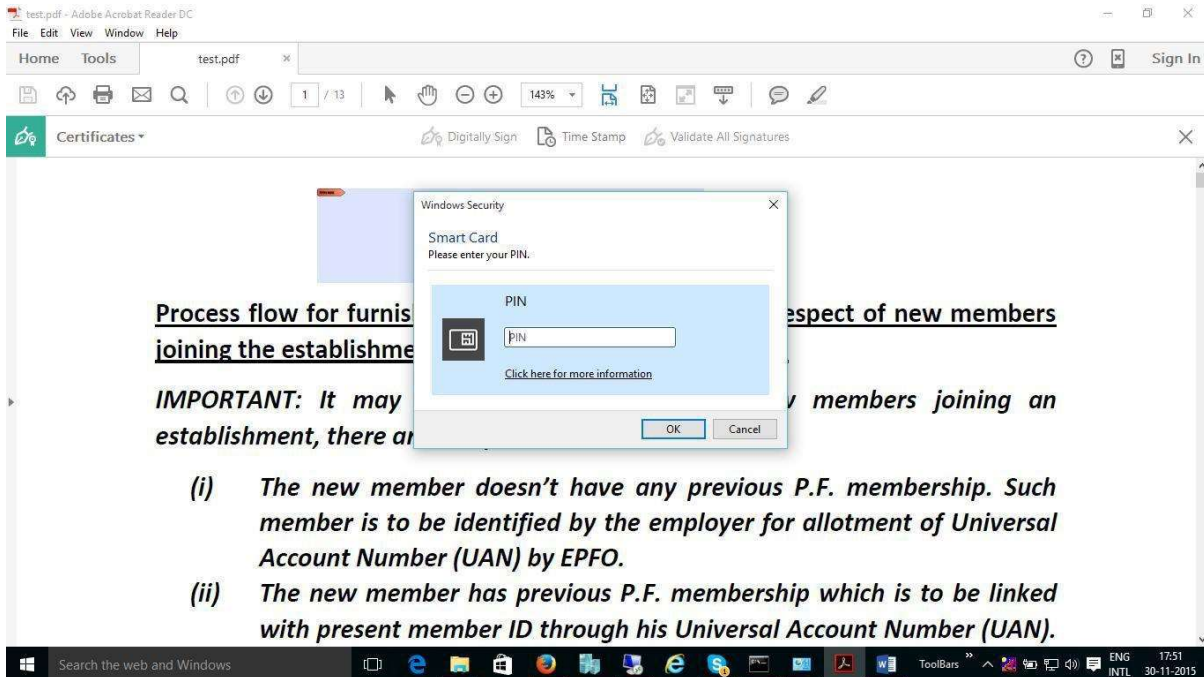


Select the signature and click on Sign. Now, give the name for signed pdf file.

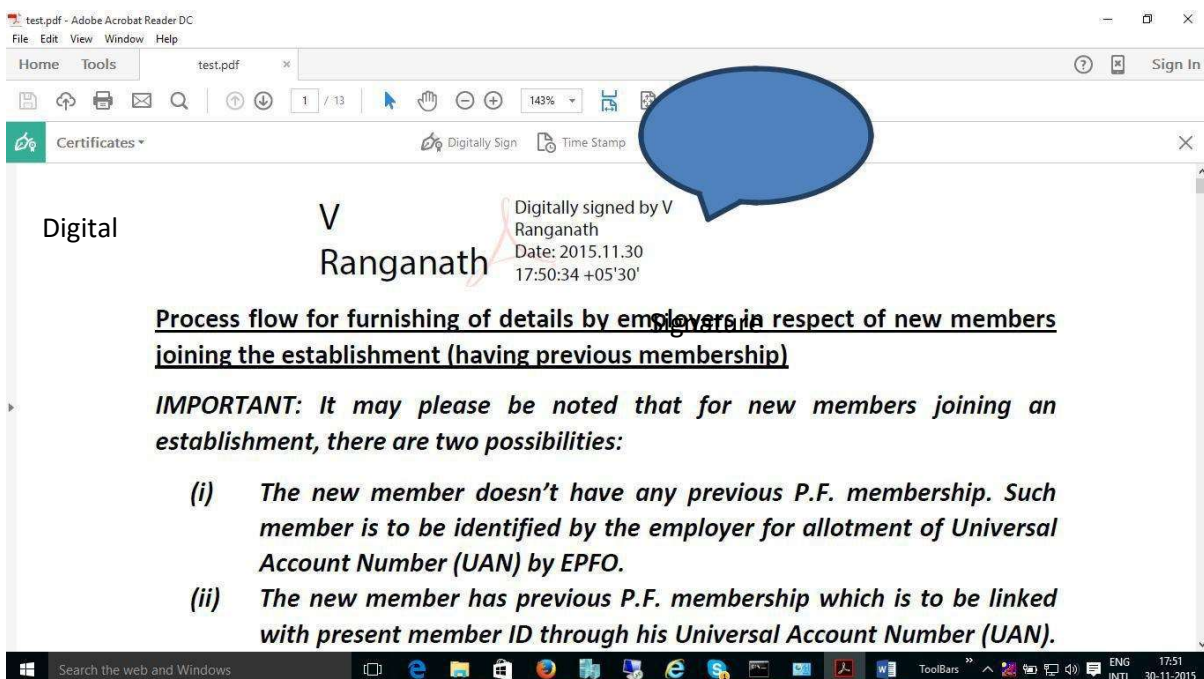


OLRE with DSC – Steps for Installing Java

Click Save button



Provide PIN associated with the signature.



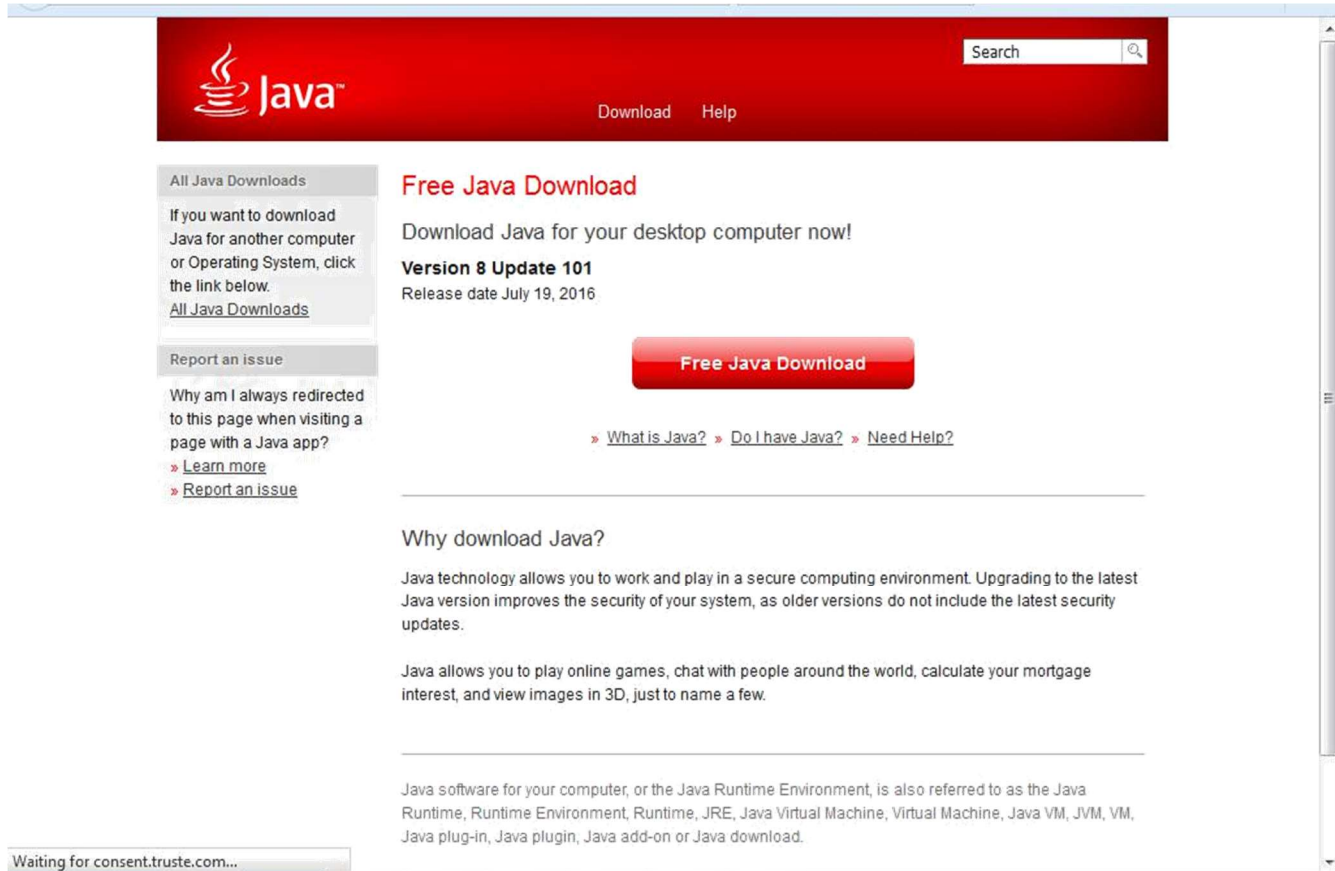
Steps for Installing Java

1. If Java is not installed then following screen may appear:

The screenshot shows a web application interface with a dark theme. At the top, there is a navigation bar with the logo 'P.M.R.P.V.' and the text 'पुनर्विद्युत'. Below the navigation bar, there are several menu items: 'Home', 'Member Register', 'Approve Employee Registration', and 'Approved Employees List'. A central 'Loading...' message is displayed in a grey box. To the right of the 'Loading...' message, there is a link that says 'Click here to see the Steps for Installing JAVA'. Below the 'Loading...' message, there is a table titled 'Approved Employees List'. The table has four columns: 'Sl. No.', 'Approved On', 'No. of Members Declared', and 'PDF'. The first row of the table shows '1', '29/09/2016 16:47:35', '2', and 'View PDF'. At the bottom of the page, there is a footer that says '© Employees' Provident Fund Organisation, India'. A dialog box titled 'Approve Activity' is overlaid on the page, containing a large empty white area.

Sl. No.	Approved On	No. of Members Declared	PDF
1	29/09/2016 16:47:35	2	View PDF

2. Download and install java from <https://www.java.com/en/download>. Restart the browser after installing java



The screenshot shows the Java website's download page. At the top, there is a red navigation bar with the Java logo on the left, a search box, and links for "Download" and "Help". Below the navigation bar, the page is divided into a left sidebar and a main content area. The sidebar contains links for "All Java Downloads", "Report an issue", and "Why am I always redirected to this page when visiting a page with a Java app?". The main content area features a "Free Java Download" heading, followed by the text "Download Java for your desktop computer now!" and "Version 8 Update 101" with a release date of July 19, 2016. A prominent red button labeled "Free Java Download" is centered on the page. Below the button are links for "What is Java?", "Do I have Java?", and "Need Help?". Further down, there is a section titled "Why download Java?" which explains the security benefits of updating to the latest version. At the bottom of the page, there is a section titled "Java software for your computer" which lists various terms used to refer to the Java Runtime Environment.

Java™

Download Help

All Java Downloads

If you want to download Java for another computer or Operating System, click the link below.
[All Java Downloads](#)

Report an issue

Why am I always redirected to this page when visiting a page with a Java app?
» [Learn more](#)
» [Report an issue](#)

Free Java Download

Download Java for your desktop computer now!

Version 8 Update 101
Release date July 19, 2016

Free Java Download

» [What is Java?](#) » [Do I have Java?](#) » [Need Help?](#)

Why download Java?

Java technology allows you to work and play in a secure computing environment. Upgrading to the latest Java version improves the security of your system, as older versions do not include the latest security updates.

Java allows you to play online games, chat with people around the world, calculate your mortgage interest, and view images in 3D, just to name a few.

Java software for your computer, or the Java Runtime Environment, is also referred to as the Java Runtime, Runtime Environment, Runtime, JRE, Java Virtual Machine, Virtual Machine, Java VM, JVM, VM, Java plug-in, Java plugin, Java add-on or Java download.

Waiting for consent.truste.com...

3. Click on Free Java Download

The screenshot shows the Java website's download page for Windows. At the top, there is a red navigation bar with the Java logo on the left, a search box on the right, and the words "Download" and "Help" in the center. Below the navigation bar, the page is divided into several sections. On the left, there are three vertical menu sections: "Help Resources" with links like "What is Java?", "Remove Older Versions", "Disable Java", "Error Messages", "Troubleshoot Java", and "Other Help"; "Windows 64-bit Users" with a question "Do you use both 32-bit and 64-bit browsers?" and a link "FAQ about 64-bit Java for Windows"; and "Offline Installation" with the text "Trouble downloading? Try the offline installer". The main content area features the heading "Download Java for Windows" in red, followed by "Recommended Version 8 Update 101 (filesize: 723 KB)" and "Release date July 19, 2016". A prominent red button with white text says "Agree and Start Free Download". Below this, a disclaimer states: "By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#)". A blue information icon is followed by the text: "When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation." Below this, there are two links: "» [Installation Instructions](#)" and "» [System Requirements](#)". A line of text asks: "Not the right operating system? [See all Java downloads.](#)". At the bottom of the page, a paragraph explains: "Java software for your computer, or the Java Runtime Environment, is also referred to as the Java Runtime, Runtime Environment, Runtime, JRE, Java Virtual Machine, Virtual Machine, Java VM, JVM, VM, Java plug-in, Java plugin, Java add-on or Java download."

4. Click on Agree and Start Free Download.

The screenshot shows the Oracle Java website interface. At the top, there is a red navigation bar with the Java logo on the left, a search box on the right, and the words "Download" and "Help" in the center. Below the navigation bar, the page content is organized into several sections. On the left, there is a "Help Resources" sidebar with links like "What is Java?", "Remove Older Versions", "Disable Java", "Error Messages", "Troubleshoot Java", and "Other Help". Below this is a section for "Windows 64-bit Users" with links for "Do you use both 32-bit and 64-bit browsers?" and "FAQ about 64-bit Java for Windows". Further down is an "Offline Installation" section with a link to "Trouble downloading? Try the offline installer". The main content area features a prominent warning: "By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#)". Below this, there is a light blue box with a lightbulb icon containing the text: "When your Java installation completes, you **may need to restart your browser** (close all browser windows and re-open) to enable the Java installation." This is followed by links for "Installation Instructions" and "System Requirements". At the bottom of the main content area, there is a link: "Not the right operating system? [See all Java downloads.](#)".

Opening jxpiinstall.exe

You have chosen to open:

- jxpiinstall.exe
which is: Binary File (723 KB)
from: <http://sdlc-esd.oracle.com>

Would you like to save this file?

Save File Cancel

By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#)

When your Java installation completes, you **may need to restart your browser** (close all browser windows and re-open) to enable the Java installation.

- » [Installation Instructions](#)
- » [System Requirements](#)

Not the right operating system? [See all Java downloads.](#)

Java software for your computer, or the Java Runtime Environment, is also referred to as the Java Runtime, Runtime Environment, Runtime, JRE, Java Virtual Machine, Virtual Machine, Java VM, JVM, VM, Java plug-in, Java plugin, Java add-on or Java download.

5. Click on Save File

The screenshot shows the Java download page with a download manager overlay. The download manager lists two files: 'jppinst.exe' (723 KB) and 'GAGGN8Q7400000000804.pdf' (79.3 KB). A red button labeled 'Agree and Start Free Download' is visible. The page content includes a sidebar with 'Help Resources' and 'Windows 64-bit Users' sections, and a main area with 'Download Java' and 'Recommended Version' information.

Download Java
Recommended Version
Release date: July 19, 2015

Agree and Start Free Download

By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#).

When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation.

- [Installation Instructions](#)
- [System Requirements](#)

Not the right operating system? [See all Java downloads.](#)

Java software for your computer, or the Java Runtime Environment, is also referred to as the Java Runtime, Runtime Environment, Runtime, JRE, Java Virtual Machine, Virtual Machine, Java VM, JVM, VM, Java plug-in, Java plugin, Java add-on or Java download.

6. Double click on jxpiinstall.exe

The screenshot shows the Java website interface. At the top, there is a red header with the Java logo on the left, a search bar on the right, and the words "Download" and "Help" in the center. Below the header, on the left side, is a "Help Resources" sidebar with links such as "What is Java?", "Remove Older Versions", "Disable Java", "Error Messages", "Troubleshoot Java", and "Other Help". Below this is a section for "Windows 64-bit Users" with a question "Do you use both 32-bit and 64-bit browsers?" and a link to a FAQ. Further down are sections for "Offline Installation" and "Trouble downloading?".

The main content area is titled "Download Java for Windows". A "Security Warning" dialog box is open in the center, asking "Do you want to run this file?". The dialog provides details: Name: C:\Users\Administrator\Downloads\jxpiinstall.exe, Publisher: Oracle America, Inc., Type: Application, and From: C:\Users\Administrator\Downloads\jxpiinstall.exe. It includes "Run" and "Cancel" buttons and a checked option "Always ask before opening this file". Below the dialog, there is a warning icon and text: "While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?".

Below the dialog, there are links for "System Requirements" and "Not the right operating system? See all Java downloads.". At the bottom of the page, there is a paragraph of text: "Java software for your computer, or the Java Runtime Environment, is also referred to as the Java Runtime, Runtime Environment, Runtime, JRE, Java Virtual Machine, Virtual Machine, Java VM, JVM, VM, Java plug-in, Java plugin, Java add-on or Java download."

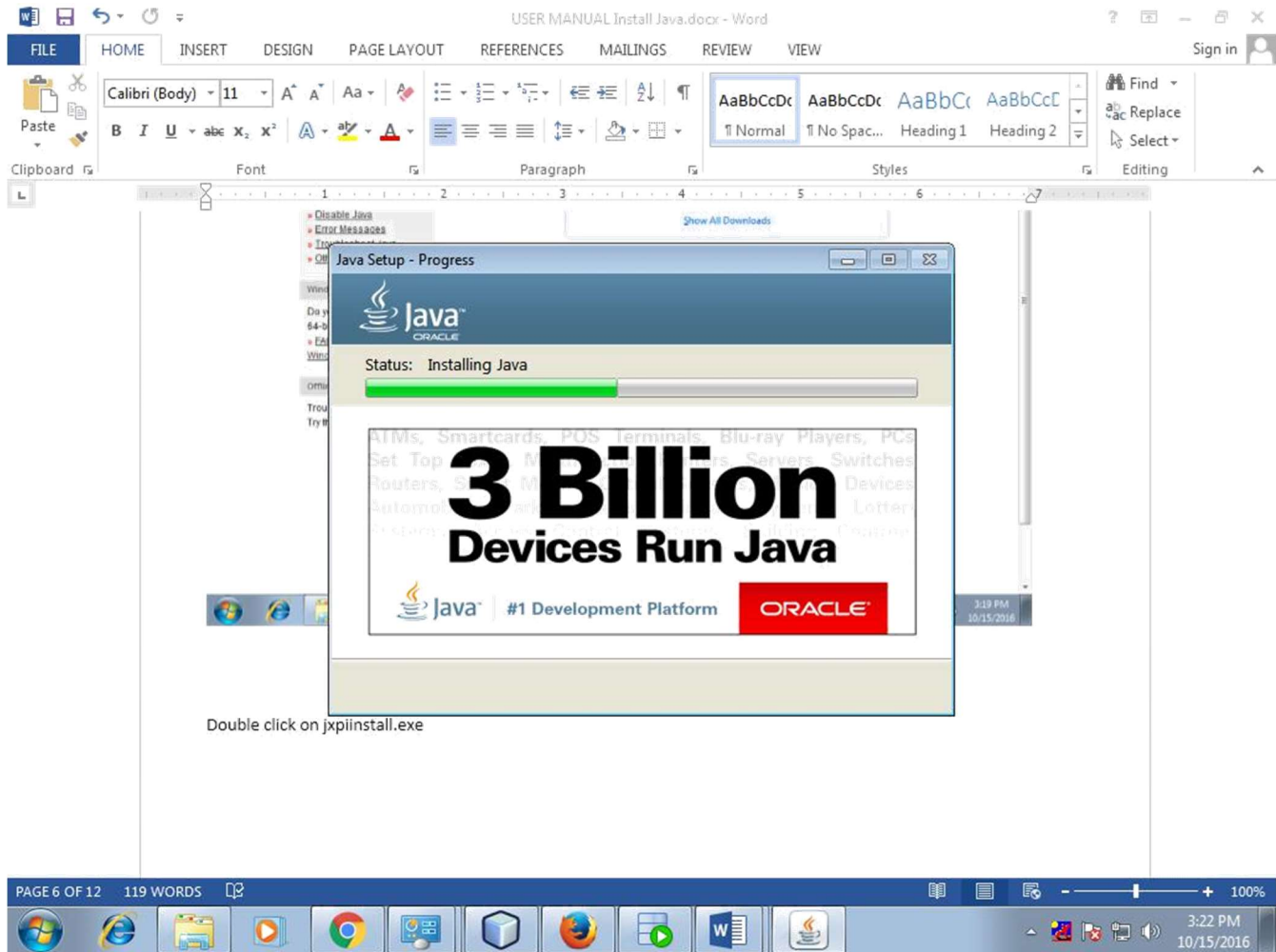
7. Click on Run

The screenshot shows the Oracle Java website's download page for Windows. The main heading is "Download Java for Windows" in red. Below it, it says "Recommended Version 8 Update 101 (filesize: 723 KB)" and "Release date July 19, 2016". A sidebar on the left contains "Help Resources" with links like "What is Java?", "Remove Older Versions", "Disable Java", "Error Messages", "Troubleshoot Java", and "Other Help". There are also sections for "Windows 64-bit Users" and "Offline Installation".

Overlaid on the page is a "Java Setup - Welcome" dialog box. The dialog has a blue header with the Java logo and "ORACLE". The main text says "Welcome to Java" and "Java provides access to a world of amazing content. From business solutions to helpful utilities and entertainment, Java makes your Internet experience come to life." It includes a note: "Note: No personal information is gathered as part of our install process. [Click here](#) for more information on what we do collect." Below this, it says "Click Install to accept the [license agreement](#) and install Java now." At the bottom, there is a checkbox for "Change destination folder", a "Cancel" button, and an "Install >" button.

At the bottom of the page, there are links for "Select Language", "About Java", "Support", "Developers", "Feedback", "Privacy", "Cookie Preferences", "Terms of Use", "Trademarks", and "Disclaimer". The Oracle logo is in the bottom right corner.

8. Click and Install java to a location in to your personal computer.



9. A screen like above will appear while installing java in your pc



10. Above screen will appear after successfully installing java.

11. You can verify whether java is installed on you PC or not from <https://www.java.com/en/download/installed8.jsp>

The screenshot shows the Java website's interface. At the top, there is a red navigation bar with the Java logo on the left, a search bar on the right, and the words 'Download' and 'Help' in the center. Below the navigation bar, the page is divided into two main sections. On the left, there is a 'Help Resources' sidebar with a list of links: 'What is Java?', 'Remove Older Versions', 'Disable Java', 'Error Messages', 'Troubleshoot Java', and 'Other Help'. Below this is a section for 'All Java Downloads' with a link to 'All Java Downloads'. The main content area on the right is titled 'Verify Java and Find Out-of-Date Versions'. It contains a paragraph of text, a large red 'Agree and Continue' button, and several paragraphs of text explaining the process, including a note about restarting the browser and enabling JavaScript. At the bottom of the page, there is a footer with various links and the Oracle logo.

Java

Download Help

Search

Help Resources

- » [What is Java?](#)
- » [Remove Older Versions](#)
- » [Disable Java](#)
- » [Error Messages](#)
- » [Troubleshoot Java](#)
- » [Other Help](#)

All Java Downloads

If you want to download Java for another computer or Operating System, click the link below.
[All Java Downloads](#)

Verify Java and Find Out-of-Date Versions

Check to ensure that you have the recommended version of Java installed on your Windows computer and identify any versions that are out of date and should be uninstalled.

Agree and Continue

By clicking **Agree and Continue**, you acknowledge that you have read and accepted the [license terms](#) for the verify and find old versions feature.

After clicking the button, the Java detection app will ask for permission to run. Click **Run** to allow the application to continue.

If you recently completed your Java software installation, **restart your browser** (close all browser windows and re-open) to **enable the newly installed Java version** in the browser. Javascript must also be enabled.

If you prefer to simply verify your Java version and not accept the license terms, you can do so from the [verification page](#).

[Select Language](#) | [About Java](#) | [Support](#) | [Developers](#) | [Feedback](#)
[Privacy](#) | [Cookie Preferences](#) | [Terms of Use](#) | [Trademarks](#) | [Disclaimer](#)

ORACLE

12. Click on Agree and Continue.

Java

Download Help

Search

Help Resources

- [What is Java?](#)
- [Troubleshooting Java](#)
- [Instructions for Uninstalling Java](#)
- [Beyond Uninstall Help](#)
- [Other Help](#)

Having trouble removing out-of-date versions of Java?

If you are experiencing issues while uninstalling Java, please see the [Java Uninstall Instructions](#). If you are still having trouble uninstalling out-of-date versions of Java, you can [request further uninstall help](#).

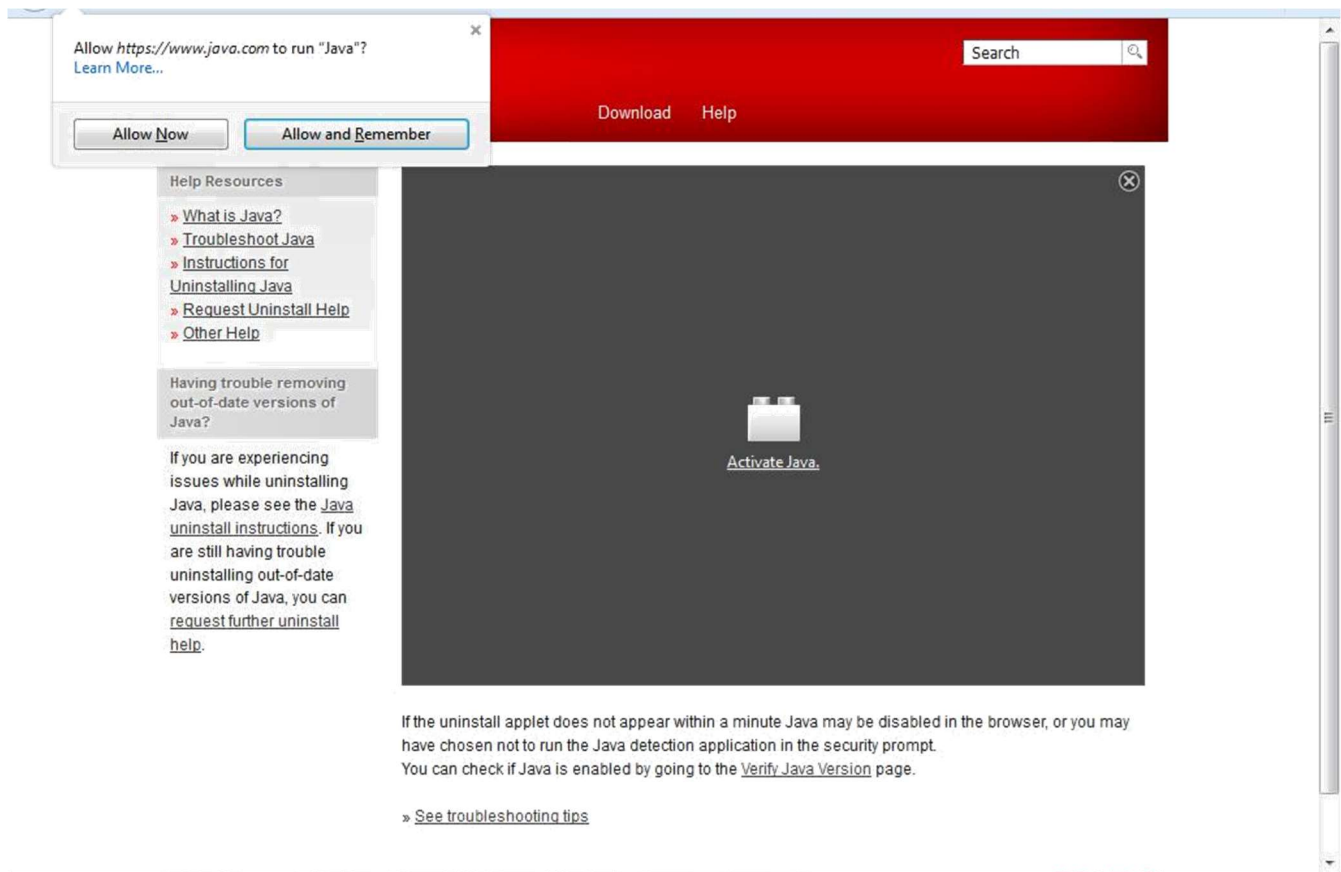
Activate Java

If the uninstall applet does not appear within a minute Java may be disabled in the browser, or you may have chosen not to run the Java detection application in the security prompt. You can check if Java is enabled by going to the [Verify Java Version](#) page.

• [See Troubleshooting Java](#)

Waiting for oracle.112.2e7.net...

13. Click on Activate Java



14. Click on Allow and Remember & here it will verify whether the installed java is ok or not.

Approve Activity

PDF SIGNATURE

Please select DSC for signing purpose.

Issued To	Issued By	Subject DN	Issuer DN	Issue ...	Expire...
T K VIVEKANANDAN	(n)Code Solutions CA 2014	CN=T K VIVEKANANDAN, SERIALNUMBER=4 2f717716dea9b473 9140ef934be3339f3 5ab11528cafe105e8 5af1975913151, ST=Delhi, OID.2.5.4.17=11007	CN=(n)Code Solutions CA 2014, OID.2.5.4.51="301, GNFC Infotower", STREET="Bodakdev", S G Road, Ahmedabad", ST=Gujarat, OID.2.5.4.17=38005	Wed Sep 16 16:18:01 IST 2015	Sat Sep 16 11:55:54 IST 2017

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© Employees' Provident Fund Organisation, India

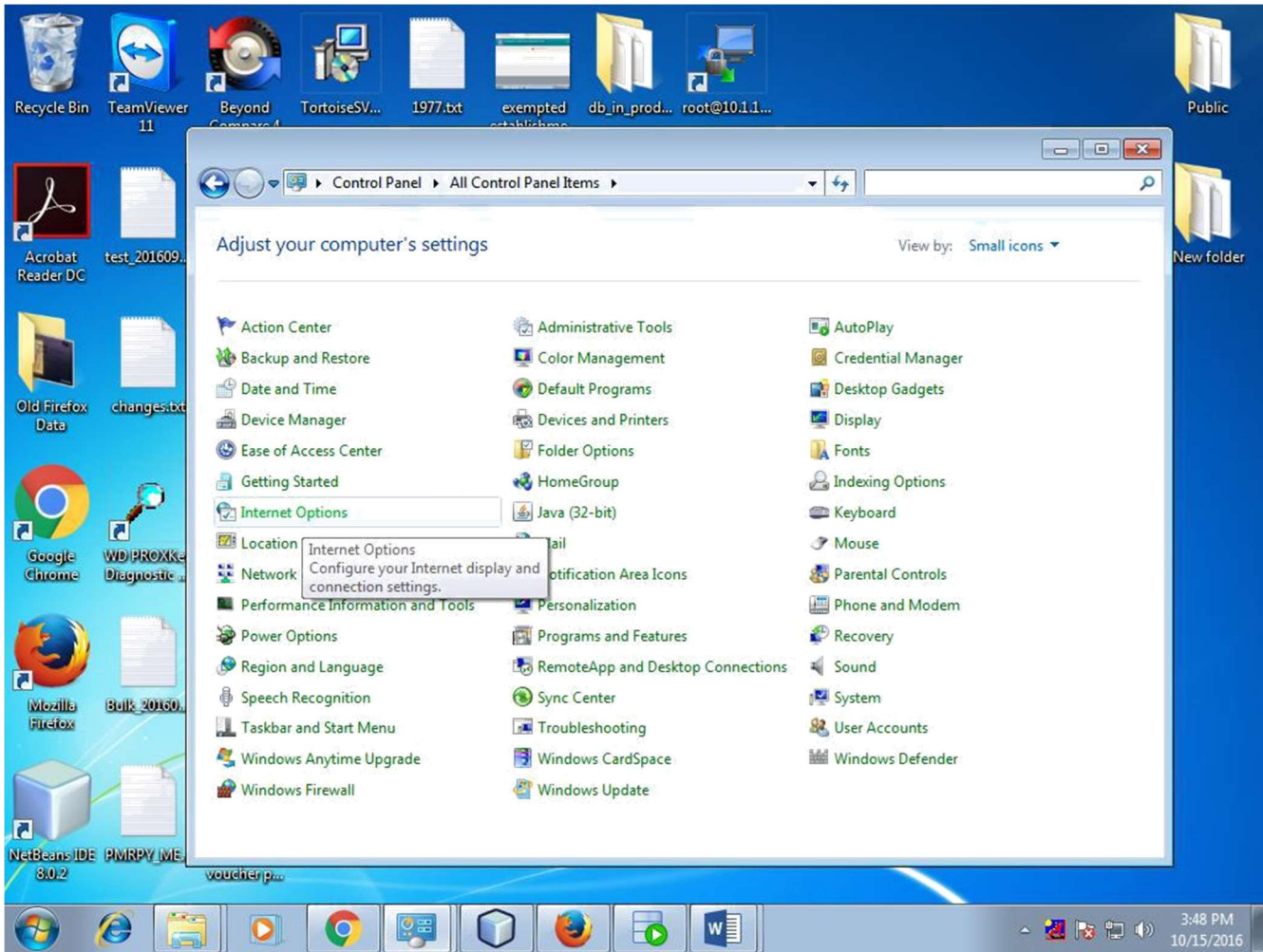
16. Select appropriate digital signature and sign the data to approve.

17. While signing the data if an error occurs like this:

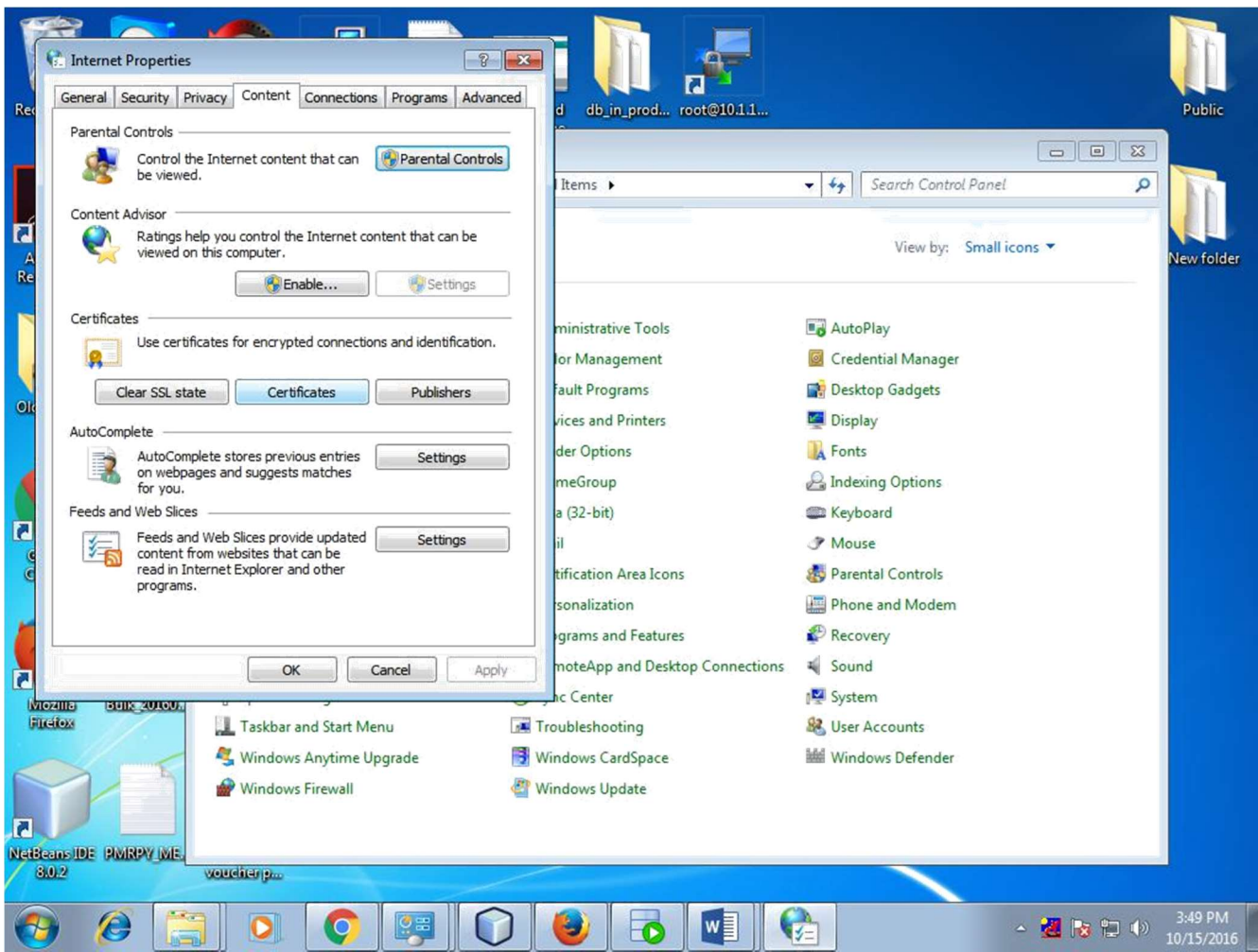


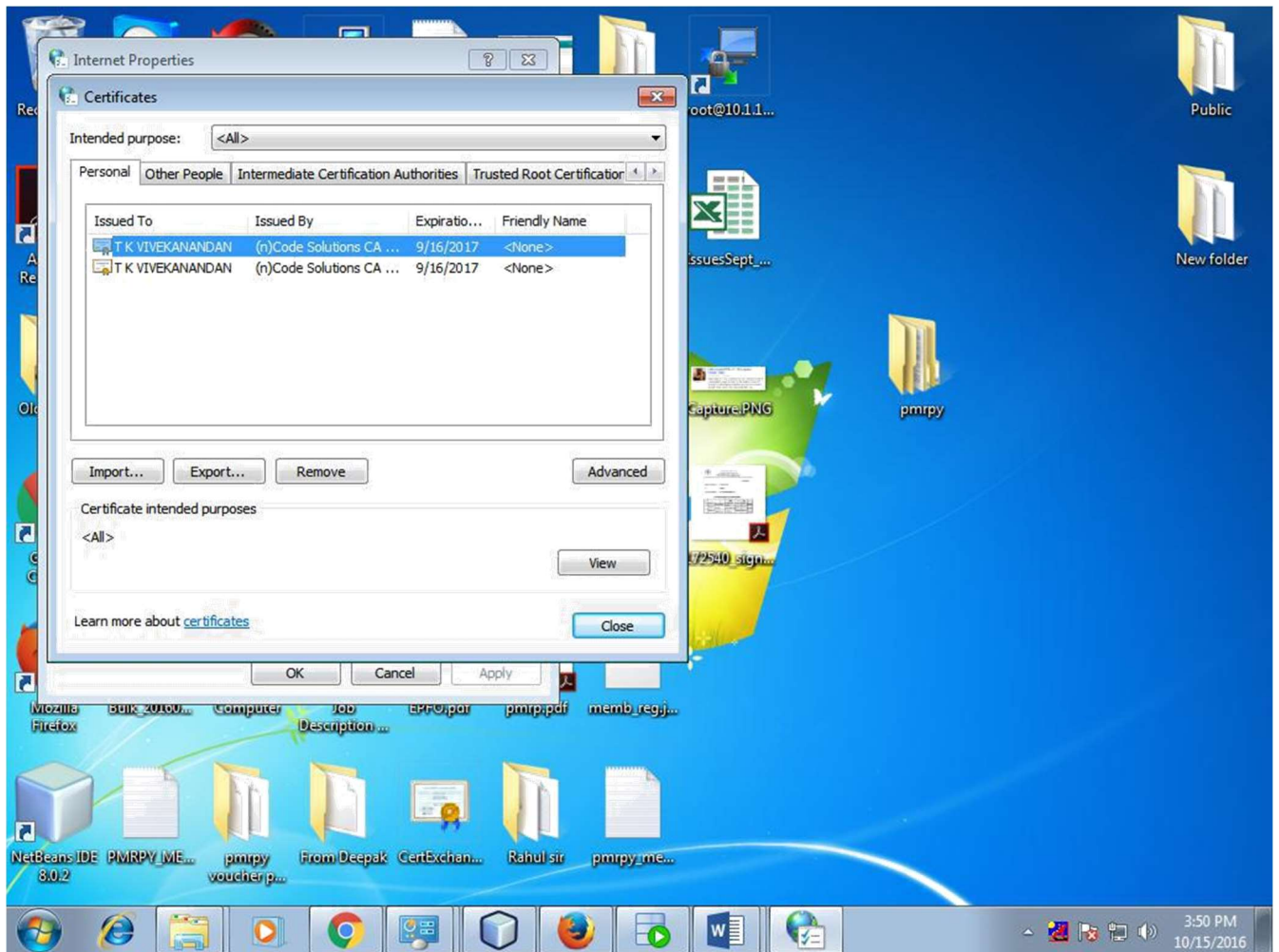
Follow these steps to remove error above:

- a. Go to Control Panel and Click on Internet Options.

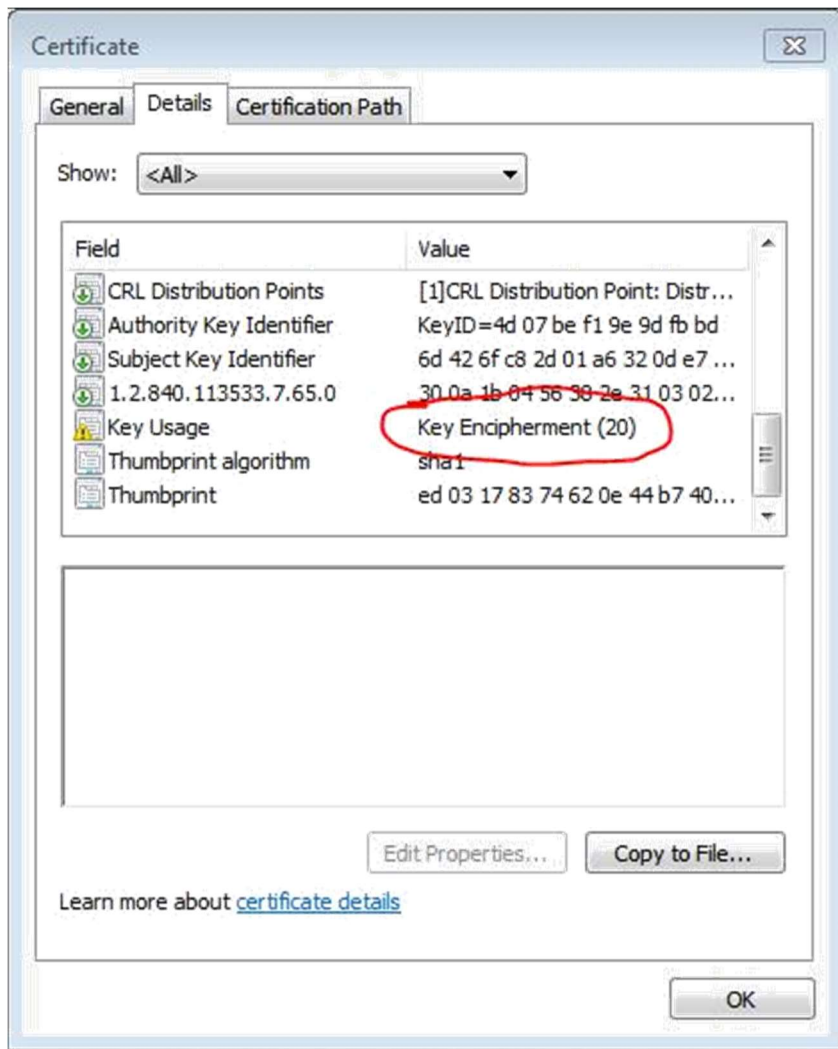


b. Click on certificates from the Content Tab.

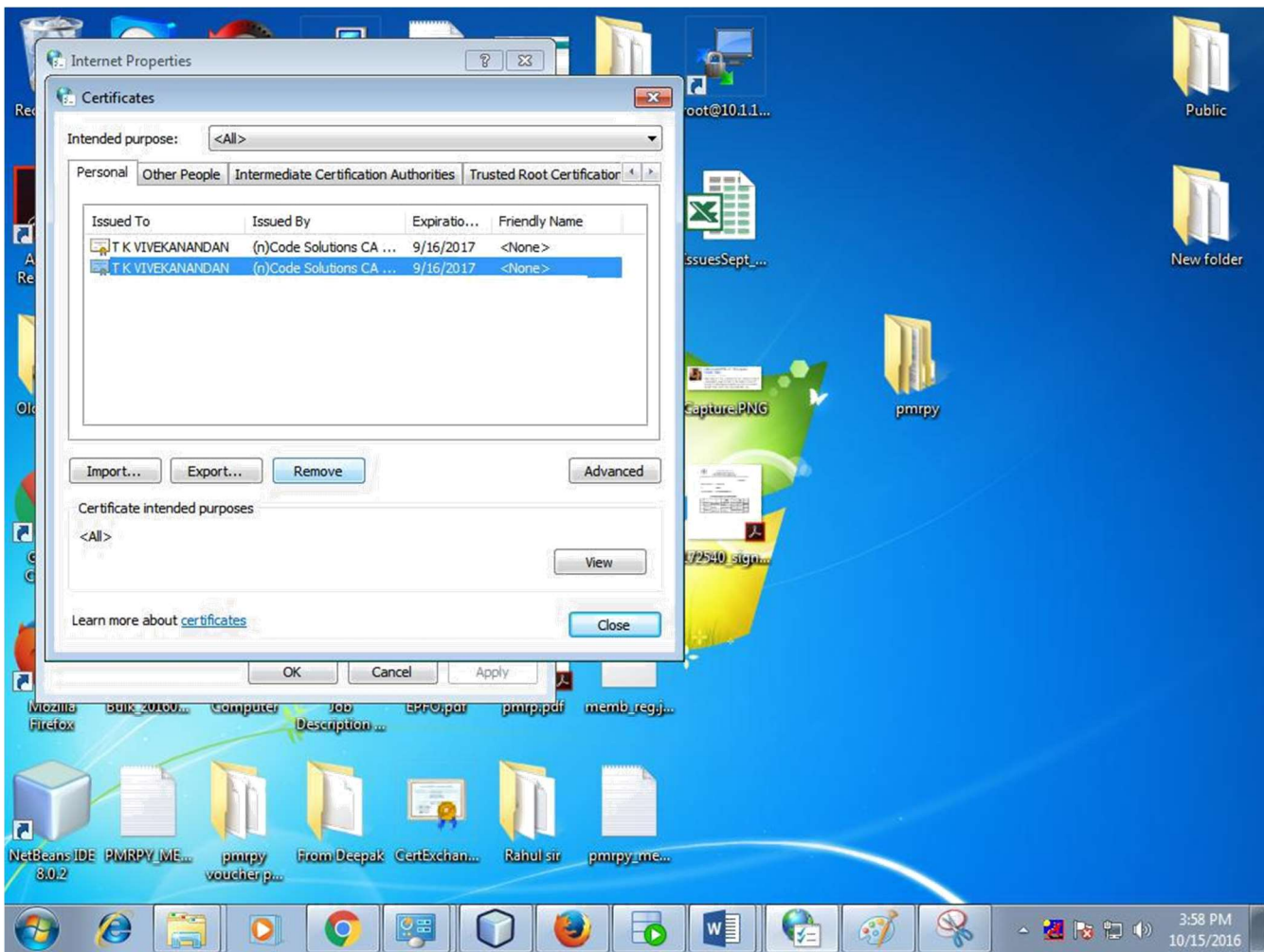




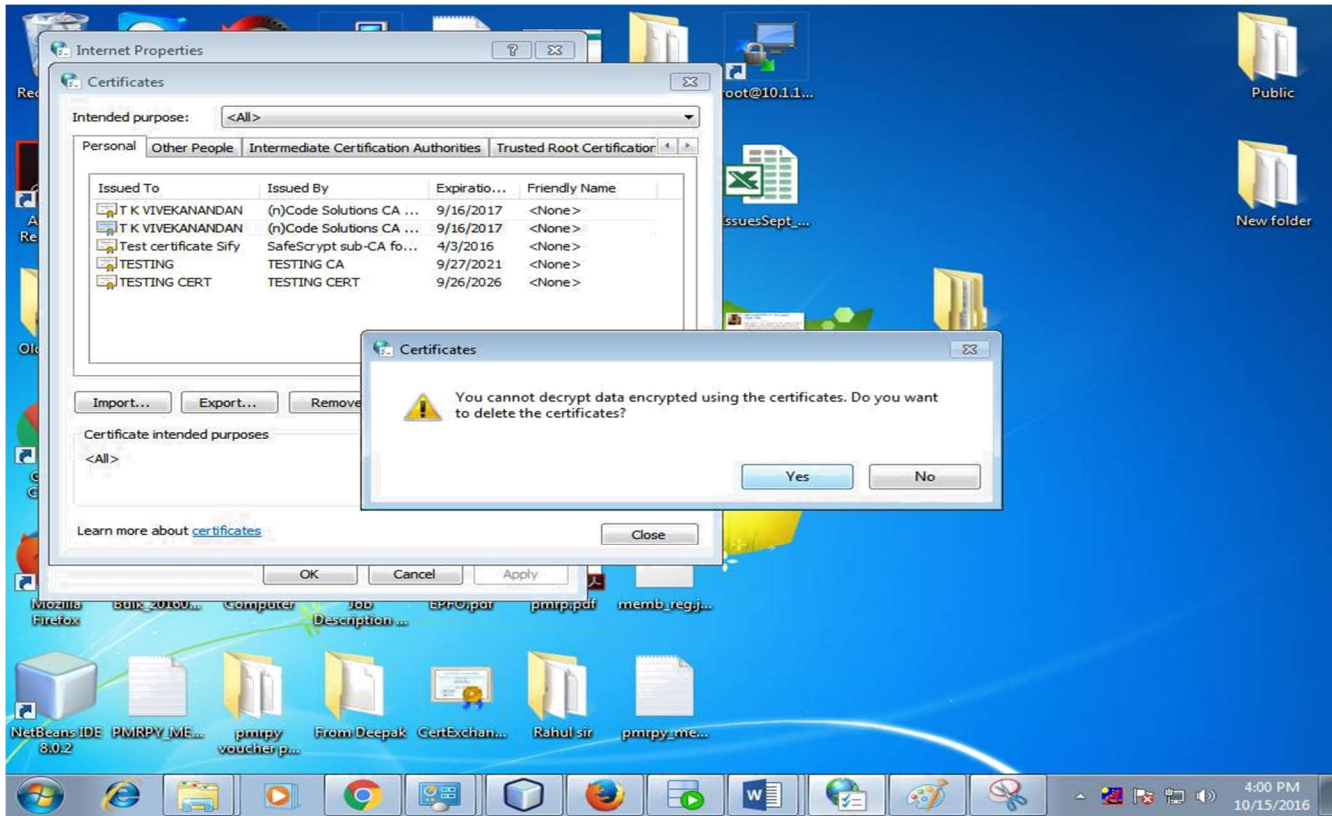
- c. You will see two certificates for a single usb token. Double click on the first certificate -> click on the details tab -> verify the key usage



- d. If the value for the Key Usage is Key Encipherment (20) then click 'OK' and click to select the same certificate and click on remove.



e. Click on Yes to confirm delete.



After successfully, deleting the duplicate certificate, please refresh your browser and retry the signing process again.