

# PF Registration & Monthly Compliance Checklist

For employers in Howrah, Kolkata and West Bengal. Use this sheet to test EPF applicability, assemble the registration pack and run the monthly cycle without missing a deadline.

## 1. Applicability test

- ☐ Count permanent, probationary, casual and part-time staff on payroll
- ☐ Add contract, agency, canteen and security workers on the premises
- ☐ Coverage is compulsory at 20 or more persons — note the exact date crossed
- ☐ Below 20? Consider voluntary coverage under Section 1(4) for tenders

## 2. Registration document pack

- ☐ PAN, incorporation certificate / partnership deed / LLP agreement
- ☐ GST certificate, trade licence or Shop & Establishment registration
- ☐ Factory licence, where applicable
- ☐ Cancelled cheque and latest bank statement
- ☐ Premises address proof — rent deed or ownership document with electricity bill
- ☐ Class 3 DSC of the authorised signatory (or Aadhaar e-Sign readiness)
- ☐ Employee list with date of joining, designation and PF wages
- ☐ First sale bill and first purchase bill

## 3. Filing and code allotment

- ☐ Register the employer on the Shram Suvidha USSP portal
- ☐ File Form 5A ownership return with branch and signatory particulars
- ☐ Register the DSC / e-Sign of the authorised signatory on the employer portal
- ☐ Respond to any regional office query within the time allowed
- ☐ Archive the allotment letter and portal credentials securely

## 4. Post-registration onboarding

- ☐ Generate UAN for every employee without an existing number
- ☐ Link existing UANs to the new member ID
- ☐ Seed and approve Aadhaar, PAN and bank KYC for each member
- ☐ Collect Form 11 declaration from every joiner on day one
- ☐ Verify the wage structure against the basic-wages principle before the first ECR

## 5. Monthly cycle

- ☐ Close the wage sheet by the 8th of the month
- ☐ Prepare the ECR from the wage sheet and reconcile headcount to payroll
- ☐ Generate the challan and remit by the 12th — the statutory limit is the 15th

- ☐ Add joiners, mark exits with correct date and reason
- ☐ Collect and verify contractor ECR and challan against your gate register
- ☐ File the challan and acknowledgement in the compliance folder

## 6. Inspection-ready records

- ☐ Wage registers and attendance records
- ☐ Monthly ECRs, challans and acknowledgements
- ☐ Form 11 declarations and Form 5A
- ☐ Contractor agreements, licences, challans and worker lists
- ☐ Balance sheets and ledgers reconciling wage cost to contributions

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General guidance only, not legal advice on your specific facts. Confirm current rates, ceilings and due dates with a consultant before acting.