



Proposal for “PF ESIC Return Filing”

Commercial:

PF ESIC Monthly Return Filing Package

1. Up to 20 Employee **Rs.2000/-**
2. Up to 40 Employee **Rs.3000/-**
3. Up to 100 Employee **Rs.5000/-**
4. More than 100 Employee **Rs. 7500/-**

Documents Requirement for PF ESIC Registration:

1. Photograph of Partners
2. PAN Card of Partners
3. Aadhar Card of Partners (or Any One Election Card/Driving License)
4. Latest Saving Account Bank Statement of partners
5. Telephone Number and Email of Partner
6. Proof of Address for Registered Place of LLP (Latest Utility Bill Required)

Minimum Requirement for PF ESIC Registration Formation:

- a. Mandatory if **20+ employees**.
- b. Voluntary if fewer than 20.
- c. Covers employees earning \leq **₹15,000/month**.
- d. Employer & employee each contribute **12% of basic + DA**.
- e. Register online via **EPFO portal / AGILE-PRO-S form**.
- f. Mandatory if 10+ employees (some state – 20).
- g. Covers employees' earnings \leq **₹21,000/month**.
- h. Employer contributes **3.25%**, employee **0.75%** of wages.
- i. Register online via **ESIC portal / AGILE-PRO-S form**.

Annual Compliance of PF ESIC Registration (to be followed every year):

1. File monthly returns and payments by the 15th of every month.
2. Submit PF annual forms 3A & 6A by 30th April.
3. Submit ESIC half-yearly returns (Apr–Sep & Oct–Mar).
4. Update employee details – new joiners, exits, and salary changes.
5. Maintain records – wages, attendance, and contribution registers.
6. Ensure timely filings and payments to avoid penalties.
7. Keep employee and compliance documents ready for inspection.

Start Process Now – Get PF ESIC Registration

- Step 1: Send us Documents Via Email or WhatsApp
 - Email: office@legaladda.com
 - WhatsApp: +91 9726365804
- Step 2: Preparation of Documents & Processing
- Step 3: Get PF ESIC Registration

Legal Adda – One Stop Business Solution

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Thank You :)
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