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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INSTRUCTIONS FOR EMPLOYER REGISTRATION

In the EPFO Official Website, www.epfindia.gov.in, select the ‘For Employers’, under ‘Our Services’ and then select the fourth item, ‘Online Registration of Establishment (OLRE Portal)’ this will open the Employer Registration Homepage.

In the Employer Registration Homepage, New user needs to select the Register option, to register the Employer. 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 number. Enter the PIN in the box, select the check box for ‘I Agree’ and submit the application.

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.
7. You have successfully completed the Employer registration and will get the following screen.

![Employer Registration Screen]

Thank You for registration.
You can now log in to OLRE portal and register your digital signature.
After DSC registration you can apply for code. Please Click here to login.

***
INSTRUCTIONS FOR DSC REGISTRATION

Once the Employer Registration is successfully completed and the username and password has been obtained, it is mandatory to 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 from the EPFO official Website.
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.

---

Pl. 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, with the details of Active DSC registered with a Successfully Registered message.
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.

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 a Proprietorship firm, the PAN can be in the name of the Proprietor.** In such case the name of the OWNER in the Owners’ 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](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 (PI 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 selected 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 bank passbook/statement” as an address proof for the establishment, then he must select the option “Copy of 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.
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.

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 Owners’ 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.
- 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.

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 if the establishment is already having such code 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.

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 particulars 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 other types 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.

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

<table>
<thead>
<tr>
<th>PARTICULARS OF OWNERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
<tr>
<td>KAVITA SHARMA</td>
</tr>
</tbody>
</table>

Note: “The Mobile number and Email provided against the Owner ticked as ‘Primary’ shall be used as primary mobile number and Email. Logic to the CRC and other EPFO portals and all other activities shall be affected using the primary contact details.

*OS: Director Identification Number (only for Directors)
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 to 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.

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.

**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 the “Review Application Form” from the “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 partial form is saved and reopened.
after some more entries and saved again. However after 30 days of the generation of the application number the data will lapse if the application is not submitted.

SUBMISSION OF THE APPLICATION FORM

20. On completion of entering all details in the respective items, the applicant has to click the Preview Button. All validations will take place and the errors if any, will be prompted one by one. If the validation is successful, a preview page will open as shown below, where employer can check the details. (Please ensure that the POP up blocker is not on).
21. It is advised that the application is printed before submission using the print button provided in the preview form and the data entered is verified against the actual documents to avoid any error. Editing is permitted only till the application is submitted. On confirming the contents are correct in the preview, select SAVE button.

22. 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 from 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 selected ‘No’ the screen will appear as shown above. If he wants to furnish the bank details, and selected yes, the screen will be as follows.

23. 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.

24. On selecting the digitally signed documents select UPLOAD button. The Digital Signature on the PDF documents will be verified with the Registered DSC of the Applicant Owner.
25. The list of Uploaded documents are shown.

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

26. Now, select the check box for, ‘**I agree that the above uploaded documents are verified at our end**’ and press the Submit button, as given below.
The Final Review of application shown as below,
OLRE with DSC – Instructions For Filling OLRE Application

**DATE OF SETUP OF ESTABLISHMENT:** 2015-01-22

**DOCUMENTARY PROOF OF DATE OF SET UP**

<table>
<thead>
<tr>
<th>DOCUMENT NAME</th>
<th>REFERENCE NUMBER</th>
<th>DATE OF ISSUES OF DOCUMENT</th>
<th>ISSUED BY, PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of the first Sales Invoice</td>
<td>123456789</td>
<td>2015-01-31</td>
<td>STO DELHI</td>
</tr>
</tbody>
</table>

**BUSINESS ACTIVITY AND OWNER’S DETAILS**

- WHETER THE ESTABLISHMENT IS A FACTORY: No
- PRIMARY BUSINESS ACTIVITY: BREAD

**LICENSES ISSUED BY VARIOUS AUTHORITIES**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>NUMBER</th>
<th>DATE</th>
<th>ISSUED BY</th>
<th>ISSUED AT PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax Act</td>
<td>123456789</td>
<td>2015-01-31</td>
<td>STO DELHI</td>
<td>DELHI</td>
</tr>
</tbody>
</table>

**IN CASE ESTABLISHMENT IS COVERED UNDER THE ESIC ACT:** No

**OWNER’S DETAILS**

- **OWNERSHIP TYPE:** PROPRIETARY FIRM
- **REGISTRATION NO:** 9076
- **DATE OF REGISTRATION NO:** 2016-01-26
- **ISSUED BY:** DELHI

### PARTICULARS OF OWNERS

<table>
<thead>
<tr>
<th>SL NO</th>
<th>NAME</th>
<th>STATUS/ DESIGN</th>
<th>DATE OF BIRTH</th>
<th>FATHER’S NAME</th>
<th>RESIDENTIAL ADDRESS</th>
<th>MOBILE NO</th>
<th>EMAIL</th>
<th>DATE FROM WHICH IN POSITION</th>
<th>PRIMARY/CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GEETER MALE KAVITA SHARMA</td>
<td>MANAGER PRA AQRPS885M</td>
<td>1973-10-31</td>
<td>BOBIR NATH SHARMA</td>
<td>A-703</td>
<td>858886448</td>
<td><a href="mailto:harshikaushik2006@gmail.com">harshikaushik2006@gmail.com</a></td>
<td>2015-01-01</td>
<td>YES</td>
</tr>
</tbody>
</table>

*Note: The Mobile number and Email provided against the Primary Box shall be used as Primary mobile number and Email. Login to the system, all other activities shall be affected using the primary contact.*

### PARTICULARS OF LEASE

- WHETER THE ESTABLISHMENT ON LEASE: No

### EMPLOYEE DETAILS

- **NUMBER OF EMPLOYEES AS ON DATE OF APPLICATION:** 21
- **NUMBER OF EXCLUDED EMPLOYEES:** 10
- **DATE ON WHICH THE EMPLOYMENT STRENGTH CROSS 19:** 2015-01-31

### BANK DETAILS

<table>
<thead>
<tr>
<th>BANK CODE</th>
<th>BANK NAME</th>
<th>BRANCH NAME</th>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT TYPE</th>
<th>MARKED AS ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBIN0000107</td>
<td>STATE BANK OF INDIA</td>
<td>KANPUR MAIN</td>
<td>1234567892</td>
<td>SAVINGS ACCOUNT</td>
<td>NO</td>
</tr>
</tbody>
</table>
27. 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.

28. Tick the declaration regarding the correctness of the data and enter the PIN received on his mobile number and select ‘Submit’ button.

29. The following confirmation message on the EPFO field office details according to the address entered and documentary proof selected will be listed. Select OK.
30. 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.

- 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 ECR portal using the temporary login name and password received as above through URL http://www.epfindia.gov.in/site_en/Online_ECR.php and create his permanent user-id and password of his choice for starting remittance thorough ECR upload.
Note: A separate ECR login is provided, so that the Owner need not himself be involved for the remittance and can get it delegated to any authorised 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:

<table>
<thead>
<tr>
<th>Tick</th>
<th>Requirements</th>
<th>UPLOAD Document as Digitally Signed PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scanned image of PAN for upload</td>
<td>PAN card Image</td>
</tr>
<tr>
<td></td>
<td>All the address proof(s) of the establishment as mentioned in the Instruction Sheet</td>
<td>One address proof</td>
</tr>
<tr>
<td></td>
<td>The date of set up and the proof for such date</td>
<td>Setup Proof Document</td>
</tr>
<tr>
<td></td>
<td>The factory license number, date, issued by and date of trial production (only for factory)</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>The details of the Manager(s) with their personal details (only for factory).</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>The activity in which the establishment is engaged is identified from the list.</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>All license in name of establishment and their details.</td>
<td>One License Proof**</td>
</tr>
<tr>
<td></td>
<td>In case the establishment is already covered under the ESIC, the ESIC Code</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>The ownership details with proof</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Details of the Owners(s)</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>If the establishment is already on lease, the start date and the details of the lessee(s)</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Scanned image of cheque(s) of the bank account(s) for upload</td>
<td>One Cheque out of all bank accounts declared.</td>
</tr>
<tr>
<td></td>
<td>The list of branches of the establishments at different locations with their address and number of employees</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Scanned copy of Consent letter of the majority of employees with their details and signatures. (Only in case of voluntary coverage)</td>
<td>Copy of Consent Letter</td>
</tr>
<tr>
<td></td>
<td>Date of agreement and any subsequent date mentioned in the said agreement for voluntary coverage. (Only in case of voluntary coverage)</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Specimen Signature of Authorised Signatory</td>
<td>In the format Provided</td>
</tr>
</tbody>
</table>

** 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

Process flow for furnishing of details by employers in respect of new members joining the establishment (having previous membership)

**IMPORTANT:** It may please be noted that for new members joining an establishment, there are two possibilities:

(i) The new member doesn't have any previous P.F. membership. Such member is to be identified by the employer for allotment of Universal Account Number (UAN) by EPFO.

(ii) The new member has previous P.F. membership which is to be linked with present member ID through his Universal Account Number (UAN).

Click on Digitally Sign

Process flow for furnishing of details by employers in respect of new members joining the establishment (having previous membership)

**IMPORTANT:** It may please be noted that for new members joining an establishment, there are two possibilities:

(i) The new member doesn't have any previous P.F. membership. Such member is to be identified by the employer for allotment of Universal Account Number (UAN) by EPFO.

(ii) The new member has previous P.F. membership which is to be linked with present member ID through his Universal Account Number (UAN).
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.
Click Save button

Provide PIN associated with the signature.
Steps for Installing Java

If Java is not installed then following screen may appear -

Or it may appear as follows -

**Steps for Unblocking Java Application**

Java Application Blocked

Open Control Panel -> Java
Java Control Panel

Go to Security Tab -> Click on Edit Site List
Exception Site List -> Click on Add Button

In Location type the URL -> http://olre.epfoservices.in/olrenew/ and click OK button
Click on Continue Button

Click OK Button

Restart the browser after updating the Java settings.
Steps for Updating Java

If Java version is not updated then the following screen may appear -

Click on Update for updating the Java to latest version. Restart the browser after updating the Java.

***