

Employees' State Insurance Corporation

Employers' Registration Form (Regulation 10-B)



Employer's Code No.

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1. Name of the Factory / Establishment _____
2. (a) Complete Postal address of the Factory / Establishment _____

 _____ PIN _____
3. (a) Telephone No., if any _____ (b) Fax No. if any _____
 (c) Mobile No _____ (d) E-mail address, if any _____
4. Location of Factory / Establishment
 - (a) State _____ (d) Name of Town/Revenue _____
 - (b) District _____ (e) Police Station _____
 - (c) Municipality / Ward _____ (f) Revenue Demarcation/Hudbast No. _____
5. (a) Whether the building / premises of factory / Estt. is owned or hired _____
 (b) If hired or there is a change in the name of unit ownership, please indicate. _____

 i) ESI Code No. if covered earlier _____
 ii) Date from which earlier factory/est. closed down _____
 iii) Terms and conditions. under which property acquired/ taken on lease (enclose copy of agreement relevant deed) _____
6. Details of Bank A/c. : _____ (b) Name of Bank and Branch _____
 (a) Account No. _____ (i) _____
 (b) Account No. _____ (ii) _____
 (c) Account No. _____ (iii) _____
7. (a) Income Tax PAN/GIR No. _____
 (b) Income Tax Ward/Circle/Area _____
8. Exact nature of work/business carried on _____
9. Date of commencement of Factory/Estt. _____
10. (a) Whether registered under Factories / Shop & Estt. / Other Act (Please specify) _____
 (b) Factory licence No. / Trade licence No. / Catering Estt. Licence No. / Shop Estt. Registration No. / Licence No. under Cinematography Act etc. _____

Licence No.	Date	Licencing Authority
No.	Date	Issuing Authority

 (c) Please give whichever is applicable :
 - (i) Commercial Tax No. _____ i) _____
 - (ii) State Sales Tax No. _____ ii) _____
 - (iii) Central Sales Tax No. _____ iii) _____
 - (iv) Any other Tax No. _____ iv) _____
 (d) Maximum no. of persons that can be employed on anyone day, as per Licence _____
11. (a) Whether power is used for manufacturing process as per section-2 (K) of the Factory Act, if so, since when _____
 (b) In case of factory whether Licence issued under Section 2(m) (i) or 2 (m) (ii) of the Factories Act, 1948 _____

No.	Sanctioned Power load	Issuing Authority

 (c) Power connection No _____

12. (a) Whether it is Public Limited Company / Partnership / Proprietorship / Cooperative Society / Ownership (attach copy of Memorandum & Articles of Association / Partnership Deed / Resolution.)

(b) Give name, present & permanent, residential address of present Proprietor / Managing Director, Director / Managing Partners / Partners / Secretary of the Cooperative Society

Name Designation Address

- i)
- ii)
- iii)
- iv)
- v)
- vi)
- vii)

13. Address(es) of the Registered Office / Head Office / Branch Office / Sales Office / Administrative Office / other offices if any, with no of employees attached with each such office and person responsible for the office

Address	No of employee As on date	Phone No/ Fax No.	Function	Person responsible of day to day functioning of the Factory / Office	Code No. allotted, if any
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14 (a) Whether any work / business carried out through contractor / immediate employer (give details on a separate sheet, if required)
 (b) If yes, give nature of such work / business

15. (a) EPF Code No. (If covered under EPF Act) No Issuing Authority

16. Total number of employees employed for wages directly and through immediate employers on the date of application (Whether manual, Clerical / Supervisors, connected with the administration or purchase of raw materials or distribution or sales of product / service, whether permanent or temporary)

As on Date	Total No. of Employees			No. of employees drawing wages Rs. 15,000 or less		
	Male	Female	Total	Male	Female	Total
Employed directly by the Principal Employer						
Through Immediate employer / Contractor						
Total						

17. Total wages paid in the preceding month

	Total Wages	Wages paid to employees drawing wages Rs. 15,000 or less
To employees employed directly by the Principal employer		
To employees employed through immediate employer/Contractor		

18. Give first date since when 10/20** or more coverable employees under ESI Act were employed for wages

19. Monthwise Employment Strength Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
 2010
 2011

I here by declare that the statement given above is correct to the best of my knowledge and belief, I also undertake to intimate changes, if any, promptly to the Regional Office/Sub-Regional Office / ESI Corporation as soon as such changes take place.

Date
Place

Name & Signature

Designation with seal
(Should be signed by principal employer u/s 2 (17) of ESI Act)

Please mention the Employer's Code No. if previously allotted in case the factory / establishment was covered under the ESI Act

Score out whichever is not applicable. In case of factory / an establishment using power in the manufacturing process the number applicable is 10 persons or more. In the case of a factory not using power or an establishment engaged in manufacturing process without using power or any other establishment, the number applicable is 20 or more person

INSTRUCTIONS

Please enclose photocopy of the following deeds / agreements / documents / certificates.

- a) Registration Certificate / Licence issued under Shops and Establishment Act / Factories Act.
- b) Latest Rent Bill of the premises you are occupying indicating the capacity in which the premises is occupied, if applicable.
- c) Latest building Tax / Property Tax Receipt (Xerox).
- d) Memorandum and Articles of Association / Partnership Deed / Trust Deed.
- e) Xerox Copy of certificate of commencement of production and or Registration No. of CST/ST

Note 2 : "Power" shall have the meaning assigned to it in the Factories Act, 1948 which is as under power 'means electrical energy, or any other form of energy which is mechanically transmitted and is not generated by human or animal agency

Note 3 : Manufacturing process as defined in Section 2(k) in factory Act is as under 'manufacturing process' means any process for :

- (i) making, altering, repairing, ornamenting, finishing, packing, oiling, washing, cleaning, breaking up, demolishing, or otherwise treating or adapting any article or substance with a view to its use, sale, transport, delivery or disposal
- (ii) pumping oil, water, sewage or any other substance,
- (iii) generating, transforming or transmitting power,
- (iv) composing types for printing, printing by letter press, lithography, photogravure or other similar process or book binding,
- (v) Constructing, reconstructing, repairing, re-fitting, finishing or breaking up ship or vessels.
- (vi) preserving or storing any article in cold storage

Note 4 'immediate Employer' in relation to employees employed by or through him, means a person who has undertaken the execution, on the premises of the factory or and establishment to which this Act applies or under the supervision of the principal employer or his agent, of the whole or any part of any work which is ordinarily part of the work or the factory or establishment of the principal employer or is preliminary to the work carried on in, or incidental to the purpose of, any such factory or establishment and includes a person by whom the services of an employee who has entered into a contract of service with him are temporarily lent on hire to the principal employer and includes a contractor.

Note 5 "Principal Employer means" :

- a) In a factory, the owner or occupier of the factory and includes the managing agent of such owner or occupier, the legal representative of a deceased owner or occupier and where a person has been named as the manger of the factory under the Factories Act, 1948, the person so named:
- b) In any establishment under the control of any department of any Government, in India the authority appointed by such Government in this behalf or where no authority is so appointed, the head of the Department :
- c) In any other establishment, any person responsible for the supervision and control of the establishment

Note 6 "Occupier" of a factory / establishment means the persons who has ultimate control over the affairs of the factory/ establishment and when the said affairs are entrusted to a managing agent shall be the Occupier of the factory/ establishment.

Note 7 "Employees " means any person employed for wages in or in connection with the work of a factory or an establishment to which this Act applies and

- i) who is directly employed by the principal employer on any work of , or incidental or preliminary to or connected with the work of , the factory or establishment whether such work is done by the employee in the factory or establishment or elsewhere; or
- ii) who is employed by or through an immediate employer on the premises of the factory or establishment or under the supervision of the principal employer or his agent on work which is ordinarily part of the work of the factory or establishment or which is preliminary to be carried on or incidental to the purpose of the factory or establishment or

Proforma to be submitted along with Form01

Mandatory fields for registration of Employers

1	Name of the Unit	
	Category of Unit	Factory/Establishment
	Add1	
	Add2	
	Add3	
	PIN Code	
2	Telephone No. & Fax No.	
3	Mobile No.	
4	E-mail id	
5	State	
6	District	
7	Police Station	
8	Name of Town / Revenue Village	
9	Name of Taluk	
10	Revenue Demarcation / Hudbast No.	
11	Municipality Ward	
12	Building / Premises is Owned or Hired/leased	
13	Bank A/c No.	
	Name of the Bank	
	Name of the Branch	
	MICR No.	
	IFSC No.	
14	Income Tax PAN/GIR No.	
	Income Tax Ward / Circle / Area	
15	Whether Multinational	Yes/No
16	Exact Nature of work/ Business carried on	
17	Category	
18	Whether Hazardous	Yes/No
19	Date of Commencement	

20	Whether registered under Factories /Shop & Establishment/ SSI/Contractor Labour Act license /Other Act (Specify)	
	License No.	
	Date	
	Licensing Authority	
21	Other Tax No.	
	Commercial/State Sales/Central Sales/Any Other	
	License No./Date/Issuing authority	
22	Date since from power is used	
23	Under which section power is used	Sec.2(k) or 2(m)(i) or 2(m) (ii)
	Power connection No	
	Sanctioned Power Load	
	Issuing Authority	
24	Constitution of Ownership	Proprietorship/Partnership/Private Limited/Public Limited/Co-operative Society/Trust
25	Name of the Proprietor/Partner/Director etc	
	Designation	Proprietor/Partner/Director etc
	Age	
	Father's Name	
	Full Address of the Proprietor / Partners / Directors, etc.	
26	First Date since when 10/20 or more employees are employed	
27	Total No. of Employees	
	Male	
	Female	
	Total	
28	Employees drawing wages or Rs.15000/- or less	
	Male	
	Female	
	Total	
29	Total Wages	
30	Wages paid to employees drawing Rs.15000/- or less	
31	EPF Code No/Issuing Authority	
32	Details of DD Submitted	

List of enclosures to be submitted along with Form-01 Application for allotment of Code Number in case of Factory where 10 or more employees are employed

1. Month wise employment strength from the date of starting of the Factory/Unit
2. Copies of Attendance/Salary/Wages Register for the month in which the employment strength reaches 10 and above duly attested by the authorized signatory of the Factory/Unit.
3. Copies of Partnership Deed in case of Partnership Firm/Memorandum and Articles of Association in case of registration made under the Companies Act.
 - a. Name of Proprietor/Partners/Directors with their Age and Father's Name
 - b. Signature of the Proprietor/Partners/ Directors
 - c. Residential address of the Proprietor/Partners/ Directors
4. Details of manufacturing process in Factory Premises
5. E.B.Card with power consumption entries.
6. Copy of Factory License
7. Copy of SSI Certificate.
8. Copy of Certificate of Incorporation obtained from Registrar of Companies under Companies Act, 1956.
9. Lease Deed / Agreement in respect of the Factory premises
10. Copy of Income Tax PAN Allotment of Occupier, Partner, Proprietor or Directors as the case may be
11. Copy of Bank Statement with transaction of entries for at least 6 months along with MICR No. & IFSC No. of the Bank concerned.
12. Multinational Yes/No
13. Category - Whether Hazardous

List of enclosures to be submitted along with Form-01 Application for allotment of Code Number in case of “Shops / Establishments” where 20 or more employees are employed for wages

(The following documents should be self attested by the employer / authorized signatory and submitted along with Form-01)

1. Month wise employment strength from the commencement of Shop / Establishment.
2. Copies of Attendance/Salary/Wages Register with designation of employees, employed from date of inception including the month in which the number of coverable employees are 20 and more, duly attested by the authorized signatory.
3. The Original letter showing that the person concerned is really the Authorized Signatory.
4. Copies of Partnership Deed in case of Partnership Firm/Memorandum and Articles of Association in case of Companies.
5. Copy of Income Tax PAN Card of Occupier, Partner, Proprietor or Directors.
6. Address Proof of having separate office premises and rental agreement/Lease Deed/Sale Deed.
7. Copy of Certificate of Registration obtained under Shop & Establishment Act.
8. Copy of Certificate of Incorporation from Registrar of Companies under Companies Act, 1956.
9. Two photos each of the Partners / Proprietor to be pasted on Letter Head with the following particulars:-
 - a) Name of Proprietor/Partners/Directors with their age and Father's Name
 - b) Signature of the Proprietor/Partners/Directors
 - c) Residential address of the Proprietor/Partners/Directors
10. Copy of Bank Statement with transaction of entries for at least 6 months.
11. Copy of Bank Statement with transaction of entries for at least 6 months along with MICR No. & IFSC No. of the Bank concerned.
12. Multinational Yes/No
13. Category - Whether Hazardous

Additional Documents required for Labour supply/Manpower supply /Security Service Agencies

14. Copies of Work Order(s) obtained from at least two different Principal Employers who are covered under ESI Act along with their ESI Code number, with clear description/ nature of work, number of persons required, period of contract and value of contract amount.
15. Demand Draft, drawn at any nationalized bank favoring “ESI Fund A/c No.1” towards payment of advance contribution in respect of all coverable employees for six months, based on full month gross wages/salary.
16. Copy of Application in Form No. IV, submitted by the contractor under Rule 21(1) of Tamil Nadu Contract Labour Rules, 1975.
17. License granted by the Competent authority as per Rule 25(1) – Form No. VI of Tamil Nadu Contract Labour Rules, 1975.
18. If the applicant employer (Contractor) is in position for more than 6 months, copy of Form XXIV under Rule 82 (1) of the Tamil Nadu Contract Labour Rules, 1975.
19. Copy of application in Form V under Rule 8(1) of Tamil Nadu Private Security Agencies Rules, 2008 as per Section 7 of The Private Security Agencies (Regulation) Act 2005.
20. Copy of License in Form VI under Rule 9(1) of Tamil Nadu Private Security Agencies Rules, 2008.

List of enclosures to be submitted along with Form-01 Application for allotment of Code Number in case of EDUCATIONAL INSTITUTIONS where 20 or more employees are employed

(The following documents should be self attested by the Signatory / Authorized signatory and submitted along with Form-01)

1. Month wise employment strength from December 2010.
2. Copies of Attendance / Salary / Wages Register with designation of employees, employed from Dec'10 including the month in which the number of coverable employees are 20 and more, duly attested by the authorized signatory.
3. Name of the Principal / Correspondent / Trustees / Registrar of Societies with their age and Father's Name & Address.
4. The Original letter showing that the person concerned is really the Authorized Signatory.
5. Copies of Trust Deed / Partnership Deed / Related Documents in case of Trust / Partnership / Society.
6. Copy of Income Tax PAN Card of Trust / Society / Educational Institutions.
7. Address Proof of having separate office premises and rental agreement/Lease Deed/Sale Deed.
8. Copy of Bank Statement with transaction of entries for at least 6 months along with MICR No. & IFSC No. of the Bank concerned.
9. Multinational Yes/No
10. Category - Whether Hazardous
11. Permission of the competent authority for running the Educational Institution.