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Legal Consultant | Compliance Management
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कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. of India)



कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation
(Ministry of Labour & Employment, Government of India)



श्रम एवं रोजगार मंत्रालय
Ministry of Labour & Employment
भारत सरकार (Government of India)



compliance

- **“One Klik”** provides complete legal solutions for compliances services such as Provident Fund, ESI, Minimum Wages, Bonus, Gratuity, other labour laws & “HR Generalist Practical Training”.
- We also provide latest cases and new amendments in labour laws to our clients.

Employees' Provident Fund and Miscellaneous Provisions Act, 1952 : (EPF)

- The Employees' Provident Funds and Miscellaneous Provisions Act, 1952 came into effect on 4th March, 1952
- The organisation is administered by a Central Board of Trustees, composed of representatives of the Government of India

The following three Schemes are in operation under the Act:-

- I. The Employees' Provident Fund Scheme, 1952
- II. Employees' Pension Scheme, 1995 and
- III. Employees' Deposit Linked Insurance Scheme, 1976.



Services for EPF Act:

- Online Registration for PF code
- Submitting all necessary documents on timely basis
- Preparing, checking and submitting challans on timely basis
- Furnishing of particulars of change in ownership / management of the establishment
- Providing day to day consultancy on matters pertaining to EPF, pension scheme & EDLI scheme
- We shall process and submit P.F. Withdrawal forms and follow up for the same (For left employees)
- We undertake Transfer related Submission also (Online transfer)
- Assistance to employees of establishment in claiming Pension
- Assistance to employees to check PF balance, submit online transfer forms, track claim status
- UAN Generation, Guidance in UAN Activation and Seeding of KYC
- Digital Signature: Activation and Registration
- Online availability of Monthly Returns, Challans & Correspondence as per requirement
- Regular visit and correspondence with the PF department
- Maintain cordial relation with concerned PF Officials
- Replying to Show-cause Notices issued under EPF Act
- Conducting seminars to induct employees about the benefits associated with PF
- Timely updating and proper Guidelines, if any changes in Act or rules

Monthly PF Return Filing:

- ✓ **How we help with PF return filing:** We can help your business file PF return and make PF payments on time
- ✓ **Document Collection:** Expert will collect the necessary information and documents for preparation of PF return for your business
- ✓ **Return Preparation:** Based on the documents and information presented, our expert will prepare your PF return and send for your approval
- ✓ **Return Filing:** Once the PF return is verified and approved by you, our expert will file your PF return with the EPF department.
- ✓ **Online Payment:** After return filling, Challan is Prepared & Challan fee is submitted to PF department we will help you to pay online Challan payment through our secure & fast process services.

Employee's State Insurance (ESI):

- Employee's State Insurance (abbreviated as ESI) is a self-financing social security and health insurance scheme for Indian workers.
- This fund is managed by the Employees' State Insurance Corporation (ESIC) according to rules and regulations stipulated in the ESI Act 1948.
- ESIC is an autonomous corporation by a statutory creation under Ministry of Labour and Employment, Government of India.
- Under Section 2(12) the Act is applicable to non-seasonal factories employing 10 or more persons.
- Under Section 1(5) of the Act, the Scheme has been extended to shops, hotels, restaurants, cinemas including preview theatres, road-motor transport undertakings and newspaper establishments employing 10* or more persons.
- Further under section 1(5) of the Act, the Scheme has been extended to Private Medical and Educational institutions employing 10* or more persons in certain States/UTs.



Services for ESI:

- Registration work for ESIC code number
- Obtaining Sub-code for branch offices
- Providing day to day consultancy on matters pertaining to ESI Act
- Online Registration of Employees and issue of TIC
- Online Generation of ESI Challan
- Online availability of Employees' Details, Challans and Correspondence as per need.
- Online correction of employee details, whichever is possible
- Location-wise provision of data and Contribution Dues
- Assistance in Filling and submission of Accident Forms
- Attend Inspection and giving reply to show cause notices
- Assistance to employees in claiming various ESI benefits
- Assistance in preparation & submission of Certificate of Contribution whenever demanded by appropriate office under the ESI Act
- Timely updating and proper Guidelines, if any changes in Act or Rules
- Conducting seminars to induct employees about the benefits associated with ESI

Documents required for PF/ESI Registration:

- ✓ Copy of PAN
- ✓ List of minimum 10/20 Employees with their DOJ and Rate of Salary
- ✓ Copy of Address proof of Factory / Shop / Firm / Establishment
- ✓ Copy of GST Registration Certificate
- ✓ Business Number Allotment Form (may be obtained from Pf office)
- ✓ List of partners, directors and partners of the company
- ✓ Date of establishment
- ✓ Copy of licenses

Miscellaneous:

• ESIC:

- ✓ ESI return must be filed monthly by all persons and entities having a ESI registration. ESI contributions must be made by the employer for all employees having a salary of less than Rs.21,000 per month. The employer must contribute 3.25 % and employee must contribute 0.75 % of the wages for ESIC.
- ✓ Due date for payment of ESIC is 15th of the Following month.

• PF:

- ✓ All employers having PF registration are responsible to file returns on a monthly basis.
- ✓ Due date for payment of PF is 15th of the Following month

Why Choose Us as ESI PF Consultant?

- Quarterly induction to new joined employees – Regarding PF-ESI benefits*
- 100% accuracy in documents, challans, records etc.
- On Time Services
- 0% Chances of Penalty and Damage
- Regular Updates on New Amendments





- **Corporate Office:** 206, Abhirath Complex, Opp. Lifecare Hospital, Sardar Patel Statue Cross Road, Naranpura, Ahmedabad
- **Branch Office:** Office no. 107, 91/A, Sampatrao Colony, B/h Ivory Terrace, Alkapuri, Baroda
- **E-mail:** hr@oneklik.in
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- **Call/Whatsapp:** +91-90330-16939