

INPUT DATA SHEET FOR FILLING OF THE FORM 5A

SI No	Field Name	Data	Instruction
1	Name of the Establishment as per PAN*		Here the name as mentioned in the PAN (of the establishment) should be entered. The name may be different from the Estt. name as in EPFO Database. Verification will be with the PAN data online.
2	PAN*		PAN as mentioned above. This will be verified against data in sl no 1 and mismatch cases will be PAN VERIFICATION rejected. This means that the Form 5A is submitted but the PAN Verification failed. The employer can enter the correct name as per PAN and again save the form. In case of Proprietorship Firm however the data will also be verified against the name of the single owner permitted for data entry. ##
3	Code number was obtained based on*		Act applied for the establishment or Voluntary basis (u/s 1 (4) with majority employee consent) at the time of coverage.

4	Existing Address *		
(a)	Address line 1 *		
(b)	Address Line 2 *		
(c)	City *		
(d)	State *		
(e)	District *		
(f)	PIN *		
5	Phone Number		
6	Fax Number		
7	E-mail id		
8	Web Address		
9	Proof of address *	Copy of Bank passbook/statement	At least one is mandatory. If this is selected. The details of the bank account should be of this account.
		Copy of Post-paid phone bill of any company	If this document, please fill the same phone number at serial number 5

		Copy of Power connection in the name of establishment	
		Copy of Water connection in the name of establishment	
		Any License/certificate/number issued by a Govt. Authority	
10	Date of set up of the establishment*		This is the date of set up of the establishment and not the date of coverage.
11	Whether a factory*		Please refer to the section 1 (3) (a) of the Act and Schedule I to it.
12	Particulars of Manager /Occupier#		Only in case of a Factory Establishment In case of more than one person, facility is there to add row.
	Name#		
	Gender#		
	Designation#		
	Date of Birth#		

	Father's Name		
	Residential Address#		
	Mobile#		
	e-mail id#		
	Date from which in position#		
13	Primary Business Activity*		It is to be selected from the list as per the Notifications issued from time to time. Please refer your code allotment letter / Form 5A already submitted to EPFO in hard copy, where it will be mentioned. In case there is a change, the list is available at the following URL: http://epfindia.gov.in/classesOfIndustries.html
14	ESIC Registration Number*		Only when the establishment is also covered under ESIC. Then the number is mandatory.
15	Ownership Type*		Selection from the list at Annexure A below.
16	Owner's Details*		In case the establishment is a Proprietorship Firm, only one owner details are allowed. For others, multiple rows may be created. The details including the mobile number and the e-mail id should be of the owners (as defined under the section 2 e of the Act as Employer.

	Name*		
	Gender*		
	Designation*		
	PAN		
	DIN		
	Date of Birth*		
	Father's Name		
	Residential Address*		
	Mobile*		
	e-mail id*		
	Date from which in position*		
	Whether in Charge of Business of Establishment*		In case of multiple owners, the owner against which this is filled as Yes will be reflected in the Field 11 of the Form 5A.
	Primary*		In case of multiple owner, the owner who will get the SMS on the verification of PAN.

17	Particulars of Lessee		To be filled only when the establishments is being run by some lessee and not directly by the owner/employer and on selection of YES
	Period From*		
	Period To		
	Details of Lessee#		There is facility to add rows if more than one lessee.
	Name#		
	Gender#		
	Designation#		
	Date of Birth#		
	Father's Name		
	Residential Address#		
	Mobile#		
	e-mail id#		
	Date from which in position#		

18	Bank Details*		At least one Bank Account mandatory. Scanned copy of the cheque to be uploaded (max 150kb image file)
	IFS Code*		In case the IFS Code is known, the entry will display the Bank and Branch name, else data entry
	Bank Name*		
	Branch Name*		
	Account Number*		
	Account Type*		
	Marked as Address Proof*		In case address proof is a bank account
19	Sub Codes		The data will be displayed if the establishment has taken sub codes and will be displayed as Branches of the establishment that has logged in.
20	Branches with separate code number#		If the establishment has taken a separate code number anywhere in India for administrative convenience, the same should be added here.

			The code should be added and the name and address will be displayed.
21	Branches without separate code number#		Facility to add multiple branches. The details of such Branch of the establishment situated anywhere should be added here. The section 2A of the Act may be referred.

NOTE:

##: The PAN will be verified against the PAN number entered in sl. No. 2 and the name mentioned in sl. no. 1 above. The address details are also for the record purpose in case the establishment has shifted. At least one address proof should be there. However it will not change the name of the Establishment and address as in the EPFO Database until the employer approaches the concerned EPF Field office to get them corrected.

In case the PAN is rejected, the user may approach the following URL of the Income Tax Department for checking the correct name:

<https://incometaxindiaefiling.gov.in/e-Filing/Services/KnowYourJurisdictionLink.html>

- The fields marked with (*****) are mandatory.
- The Fields which are marked with (**#**) required when respective item selected as Yes.

ANNEXURE A

List of Ownership Type:

Sl. No.	Ownership Type
1	CENTRAL GOVT. CONTROLLED
2	CENTRAL GOVT. DEPARTMENT
3	STATE GOVT. CONTROLLED
4	STATE GOVT. DEPARTMENT
5	LOCAL BODIES / MUNICIPAL CORPORATIONS
6	CO-OPERATIVE SOCIETY
7	JOINT STOCK COMPANIES**
8	PARTNERSHIP FIRMS
9	PROPRIETORY FIRMS
10	REGISTERED SOCIETY
11	FIRMS RUN BY TRUST
12	CENTRAL PUBLIC SECTOR UNDERTAKINGS
13	STATE PUBLIC SECTOR UNDERTAKINGS
14	AUTONOMOUS / STATUTORY ORGANISATIONS
15	PRIVATE LIMITED COMPANIES
16	NGO (NON-GOVT. ORGANISATIONS)
17	LIMITED LIABILITY PARTNERSHIP

**** In-case of Public Limited Company the employer may select as JOINT STOCK COMPANIES**