

PF & ESI Registration Guide

Staffing & Recruitment

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Explains EPF and ESI registration and ongoing compliance for a staffing agency that is the employer of record for deployed staff — thresholds, contributions, returns and the code-transition. Use it to run statutory compliance. For the calendar use the Compliance Calendar.

Purpose of this tool & output

Register as employer of record for PF and ESI

How the output is used

Use it to register as employer of record for PF and ESI — the EPFO and ESIC registration a staffing agency needs to deploy workers on its own rolls.

Who receives it

The registration is with EPFO (EPF Act) and ESIC (ESI Act), filed on the unified Shram Suvidha portal.

How to submit / file it

Register the establishment with PAN, bank, and employee details; on registration, monthly ECR/contribution filings begin.

Fees & charges

No registration fee; the statutory PF and ESI contributions are an ongoing cost billed into your rates.

Who should vet it

A payroll/PF-ESI consultant, to register correctly and set up the monthly contribution filings.

Important cautions

As employer of record you are liable for PF and ESI of deployed staff — late or short payment attracts damages, interest and personal liability of officers. Rates, ceilings and processes change and the Social Security Code is consolidating them. Confirm current rules and file on time.

Companion documents

- Staffing Licensing Roadmap
- Contract Labour (CLRA) Licence Guide
- Overseas Recruitment (eMigrate) Licence Guide
- GST & Manpower-Supply Tax Guide
- Shops & Establishment / PT Registration
- New Labour Codes Compliance Guide

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.