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कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

मुख्यालय/HEAD OFFICE, भविष्य निधि भवनए BHAVISHYA NIDHI BHAWAN

14, भीकाजी कामा प्लेस, नई दिल्ली-110066 14-BHIKAJI CAMA PLACE, NEW DELHI-110066

No. C-III/Compliance- 2001/CIR/E.1

Dated: 01.12.2015.

To

The Regional P.F. Commissioner,  
All Regional / Sub Regional Offices, EPFO,

Subject: Revised Online Registration Process for Issue of PF Code to  
Establishments through the OLRE Portal - regarding.

Reference: C-III/Compliance- 2001/CIR/E 1/26303 dated 28.09.2015

Sir,

Please refer to the circular cited above (uploaded at Sl. No 401 of the Circular Section for the year 2015-16 on the [epfindia.gov.in](http://epfindia.gov.in)) regarding Online Registration of Establishments. Employees' Provident Fund Organisation has now launched a revised process for the registration wherein the employer will be able to apply online and upload the digitally signed documents at the time of application itself. The new process will come into effect from 1<sup>st</sup> December 2015. The new process will be divided in the following steps:

- Registration of the Employer for creating his Login Id and password.
  - Registration of the Digital Signature of the said employer after login to the created user registration
  - Online application including the upload of digitally signed documents.
2. On submission of the application, the code number will be immediately intimated and the code allotment letter will be available for download.
  3. The revised instructions and process have been made available on the EPFO's website at [http://epfindia.gov.in/site\\_docs/PDFs/OLRE\\_PDFs/OLRE\\_withDSC.pdf](http://epfindia.gov.in/site_docs/PDFs/OLRE_PDFs/OLRE_withDSC.pdf).
  4. The employer himself will have to apply now and the name and basic details of the said employer will be auto populated in the application form under the Employer details fields and the employer will be responsible for the correctness of the data and the documents uploaded by him.

5. Under the revised process there will not be any requirement for the Enforcement Officer for visit to collect any physical documents and the documents uploaded by the employer will be available for download by the respective offices. In case of upload of the wrong documents or data, the offices will be taking action as per the provisions of the Act/ Schemes.

This issues with the approval of the Addl. CPFC (HQRS).

Yours faithfully,



(JAGMOHAN)

**Addl. Central Provident Fund Commissioner-I (Compliance)**

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2. PS to FA & CAO, PS to CVO, PS to All ACC – Head Office
3. All Additional Central Provident Fund Commissioners (Zones) & Director, NATRSS
4. ALL Zonal Vigilance Directorate, Zonal Audit Wings
5. RPF, NDC for web upload
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(Shyam Sunder)

**REGIONAL P.F. COMMISSIONER (COMPLIANCE)**