



EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम मंत्रालय, भारत सरकार)/(Ministry of Labour & Employment, Govt. of India)



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NEW FUNCTIONALITY IMPLEMENTED FOR REGISTRATION OF DSC/E-SIGN

KIND ATTENTION TO THE EMPLOYERS

Already, the employer login had a facility for registration of DSC/ e-sign of authorized signatory. On submit a letter was generated and after attestation by the employer, the letter was being sent to the concerned field office for approval. The letter was earlier sent physically and approval in the FO INTERFACE enabled the employer to use the DSC/ e-sign for KYC approvals etc., During the lockdown period due to the Covid-19 pandemic, the employers were allowed to send the request letter through e-mail.

As a new functionality, on 29.05.21 a change has been made in the Employer unified portal enabling the employer to upload the scanned copy of signed letter (PDF less than 500kb) through their login itself. Once uploaded it will be verified and approved by APFC (Accounts) in unified portal office login.

(Please remind that "Revoke" means cancellation of DSC/E-sign facility)

Please follow the instructions for DSC/e-Sign Signatory Registration/Revoke and the File Upload process:

1. Register the DSC/e-Sign in the appropriate fields.
2. Download the DSC/e-Sign Request/Revoke Letter copy.
3. Print the DSC/e-Sign Request/Revoke Letter copy on the letter head of the establishment and sign it properly.
4. Scan the letter in PDF format (size of document is less than 500 kb and in a single page only) and upload it by clicking the upload button.

Please note that as per EPF & MP Act 1952 vide u/s 2(e) "employer" means –

- (i) in relation to an establishment which is a factory, the owner or occupier of the factory, including the agent of such owner or occupier, the legal representative of a deceased owner or occupier and, where a person has been named as a manager of the factory under clause (f) of sub-section (1) of section 7 of the Factories Act, 1948 (63 of 1948), the person so named; and
- (ii) in relation to any other establishment, the person who, or the authority which, has the ultimate control over the affairs of the establishment, and where the said affairs are entrusted to a manager, managing director or managing agent, such manager, managing director or managing agent;

Message from Regional PF Commissioner-I

Explanations:-

EMPLOYER means Owner / Occupier i.e., Proprietor or Partner/Managing Partner or Chairperson/ Managing Director / Directors (Board Members) or Managing Trustee / Trustees or Municipal Commissioner or Executive Officer for Temples. No one else is Employer.

EXAMPLE: If an Employer had authorised Mr.XXX, XXX cannot authorize Mr.YYY as XXX is not an Employer. It simply means persons names found in the list of owners/occupiers in FORM 5A can only authorize anyone else to do Employer activity in the unified portal as they have the Original Power.
