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Process for Obtaining License, ESI & PF Code Number and PT Regn for Contractors deployed at various Project Sites – For Contractual Labor

As a part of our legal compliance for contractual labor deployed thru various contractors at various Project Sites, the following process needs to be followed to obtain code numbers for PF, ESI, Shop Act License & PT Regn on behalf of the contractors and compliance thereon:

Documents required before engaging Contractor

- a) Shop Act License
- b) ESI Code Number
- c) Provident Fund Code Number
- d) Professional Tax Registration

If the Contractor does not have the above License / Code Numbers issued by the respective Govt Authorities, then Contractor needs to submit the following documents to HR/Admn for obtaining the above Licenses / Code number on their behalf.

Documents from Contractor (Copy)

- 1) Full Name of the Contractor / Proprietor / Partners
- 2) Name of the Contractor's agency – letter head proof
- 3) Present & Permanent Address
- 4) Address Proof (Electricity Bill, Landline Telephone Bill, Ration Card, Voters ID Card)
- 5) PAN Card
- 6) Bank Account Number & Address (Current Account not saving)
- 7) Photographs (self)
- 8) Partnership deed, if the business is on partnership.
- 9) Rent Agreement, if not staying in own house.
- 10) List of labors with name, address, date of birth, date of joining and wages
- 11) Contractor's Property details – complete break up
- 12) Requisite forms need to be filled in & signed by the contractors.

Process Time

After obtaining the complete documents from the Contractor, HR/Admn will take 45 days to obtain License & Code numbers from the Authority. Since the compliance is required to be adhered from beginning of the Project, utmost care needs to be given while inducting sub-contractors.

Proposed By


(K. Panda)

Approved By


(Managing Director)