

## (PF ACT, 1952 REQUIREMENT AND DUE DATES

**1** - Un-exempted Establishment \*\* **2** - Exempted Establishment

S.No.	Particulars	Last Date	Applicable to
I)	Monthly Return		
	Form No 12A, 5, 10,	25 days from the close of every month	<b>1</b>
	Appendix - A, Form No 2(IF), 3(IF), 4(IF), 7(IF), 4(PS), 5(PS), 6(PS),	25 days from the close of every month	<b>2</b>
	Challan	15 days from the close of every month	<b>1 &amp; 2</b>
II)	Form – 2 (Nomination Form)	Alongwith Monthly Return	<b>1 &amp; 2</b>
III)	Business Number	Alongwith application for PF Code	<b>1 &amp; 2</b>
IV)	Social Security Number	Collect at the time of joining Employees	<b>1 &amp; 2</b>
V)	Form –5A – Ownership Detail	Within 15 days of every change	<b>1 &amp; 2</b>
VI)	Form – 31 (PF Advance)	When loan require	<b>1 &amp; 2</b>
VII)	Form – 13 (PF Transfer)	For Provident Fund transfer	<b>1 &amp; 2</b>
VIII)	Form – 19 – PF Withdrawals	After 2 months from date of resignation	<b>1 &amp; 2</b>
IX)	Form – 10C (Pension withdrawals / Scheme Certificate)	After 2 months from date of resignation	<b>1 &amp; 2</b>
X)	Form 10 – D (Pension Claim)	-----	<b>1 &amp; 2</b>
XI)	Form 20 (PF Claim – Death Case)	-----	<b>1 &amp; 2</b>
XII)	Form 5(IF) – EDLI Claim – Death Case	-----	<b>1 &amp; 2</b>
XIII)	Eligibility Register	Require at the time of Inspection	<b>1 &amp; 2</b>
XIV)	Authorised Signatory for PF Matters-Specimen Signature	At the earliest	<b>1 &amp; 2</b>
XV)	Inspection Register	Require at the time of PF Inspection	<b>1 &amp; 2</b>
XVI)	Form – 11 (Declaration of previous Employment and PF & EPS Details)	Require at the time of Inspection	<b>1</b>
XVII)	Form-9(PS) - (Declaration of previous Employment and PF & EPS Details)	Require at the time of Inspection	<b>2</b>
XVIII)	Annual Return		
	Form – 3A, 6A & Challan	30 April	<b>1</b>
	Form – 7(PS), 8(PS) & Challan	30 April	<b>2</b>
XIX)	Consolidated Return of employees who are entitled and required to become members		
	Form – 9	15 days of the Extension of the Scheme	<b>1</b>
	Form – 3(PS)	15 days of the Extension of the Scheme	<b>2</b>
XX)	Minutes Book (Quarterly Meeting)	Require at the time of PF Inspection	<b>2</b>
XXI)	Investment Register	Require at the time of PF Inspection	<b>2</b>
XXII)	Trust Balance Sheet Submit with Regional PF Commissioner's office (RPFC)	Within 6 months from the close of Currency period i.e. 30 <sup>th</sup> September	<b>2</b>
XXIII)	Detail of Trustees	Require at the time of PF inspection	<b>2</b>