

Employees' Provident Fund Organisation S.R.O WIHTEFIELD. 36, Lakshmi complex, NH-4 K.R.Puram, Bangalore 560036

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E mail: epfokrpbglr@hotmail.com

No.KN/WF/ENF/52063/200 /2009

Date: 11.12.2009

To
The Proprietrix
M/s. Vishaka Structurals
#4, Building No. 726/3,
Ramamurthy Nagar Main Road.
Dodda Banaswadi,
Bangalore 560043

KN/WF/52063

Sir.

On the basis of particulars turnished by you, it is evident that:

a) Your establishment/tactory viz AA/s. Vishaka Structurals is engaged in rendering Expert Services under Schedule I / Classes of establishments under Section 1(3)(b) of the Employees' Provident Funds and Miscellaneous Provisions Act 1952.

- b) That the said establishment /p tactory has employed 20 persons as on 15.10.2009.
- c) Therefore, the provisions of EPF & Misc. Provisions Act 1952, and the schemes framed there under are applicable to your above mentioned establishment together with head office and its branches/departments whether situated at the same place or at a different place with effect from 15.10.2009 subject to further verification of your records for the earlier period.
- (2) The Code No. KN/WF/52063 is allotted to your establishment for the purpose of making compliance with the various provisions of the EPF & MP Act 1952, and the schemes tramed thereunder namely EPF Scheme 1952, Employees Pension Scheme 1995 and Employees Deposit Linked Insurance Scheme 1976. This Code number should be invariably quoted in all the correspondence with this office.

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The contribution payable by the employer shall be at the rate of 12% of basic wages, dearness allowance (including cash value of any food concessions and retaining allowance, if any payable to each employee every month). The contribution payable by the employees shall be equal to the contribution payable to the employer.

The contribution shall be calculated on the basis of basic wages, dearness allowance etc. payable during the whole month whether paid on daily, weekly fortnightly or monthly basis.

Each contribution shall be calculated on the nearest rupee ie., 50 paise or (11) more to be accounted as the next higher rupee and fraction of a rupee less

than 50 paise to be ignored.

For the purpose of calculating contribution, the wages may be rounded off to (111) the nearest rupee ie., 50 paise or more being taken as one rupee and less than 50 paise be ignored.

(3) Before paying the member's wages, you shall deduct the employees' contributions from his wages which together with your own contributions and administrative charges shall be paid within 15 days of the close of every month in the Account of the Fund maintained by the State Bank of India by combined challan in the following manner:

(a) E.P.F. Contribution

To be deposited in EPF A/c No. 1

(b) Administrative charges : To be deposited in EPF A/c No. 2

(c)Employees Pension Fund

contribution

To be deposited in Employees Fund A/c No. 10 Pension

Note: (i) The rate of administrative charges is 1.1% subject to a minimum of Rs.5/- w.e.f. 1-8-98 of pay, basic wages, dearness allowance including cash value of any food concession and retaining allowance, it any.

(iii) it may be noted that if timely deductions are not made from the member's wages of the employer will have to pay both the shares himself, as the recovery of arrears contributions for the back period from the subsequent wages of the employees, is prohibited except when such recovery could not be made at the appropriate time due to accidental mistake or cierical error.

- (iii) The Pension Scheme is to be applicable to every member of the fund.
- (iv) Please see page No. 4 for details of contribution.
- (4) Besides making deposits in account Numbers 1,2 and 10 as explained above, you are also required to deposit the contributions and Adm. charges in Account No. 21 and 22 under the Employees Deposit Linked Insurance Scheme 1976, in the manner indicated below within 15 days of the close of each month.
 - (ii) Deposit Linked Insurance Fund Account No. 21

in this account will be deposited the contributions at 0.5% which will be the aggregate of the basic wages, dearness allowance including and retaining allowance if any, payable to the employees by an employer.

(iii) Regional Insurance Fund Administrative A/c no. 22 To this account will be deposited the administration charges at the rate of 0.01% subject to a minimum of Rs.2/- which will be the aggregate of the basic wages, dearness allowance including the cash value of food concession and retaining allowance, it any payable to the employees by an employer.

(5) The Deposit in the above accounts, viz., 1, 2, 10, 21 22 are to be made by combined challan and triplicate copies of the challans one received from the Bank should be forwarded to this office duly attached with form No. 12A (Revised as explained below):

You are required to maintain/torward the tollowing returns:

(i) Form No. 9 under EPF These are to be submitted to this office once, in Scheme respect of those employees who are required or entitled to become member on the date the factory / establishment is covered under the Scheme.

(ii) Form No. 2 under the EPF Scheme and also Under Employees Pension Scheme 1995

Form No. 6-A

form No. 12-A

Form No. 5& 10

(111)

(V)

These are to be obtained in duplicate from every member for submission to this office.

(iii) Form 5A This is to be submitted to this office in duplicate.

Any subsequent change in ownership is also to be notified to this office through this form.

Form 3-A Form No. 3-A This is to be maintained at the factory / establishment in respect of every employee who is a member in which the contribution paid by the P.F. are to be posted every month.

ints is the annual return of contribution and is to be submitted to this office within 30 days of the close of the financial year, (i.e. 30th April) along with Form 3-A (Last contribution to be shown for February payable in March each year)

This is the monthly return of contributions and is to be submitted to this office by $25^{\rm m}$ every following month. Triplicate copies of the challans in support of the deposits made in the State Bank of India should be attached with this.

These are the returns of employees who have become new members or have left the service in the month and are to be submitted to this office before the $15^{\rm th}$ of the following month irrespective of whether the particulars are 'Nii for any month.

6. All the forms prescribed under the Employees Provident Funds Scheme 1952, the Employees Pension Scheme, 1995 and the Deposit Linnked Insurance, 1976, are available in PF office and will be SUPPLIED FREE OF COST on receipt of your indent.

7. Regarding Pension Fund Contributions, it should be separated from the Employees share of Provident Fund contribution and shown separately in the respective form and remitted separately in A/c no. 10 forthwith.

8. In case, the employees shown in Form-9 were the members of the establishment's Private Provident Fund as the commencement of the Scheme, the accumulations in the Provident Fund standing to their credit should be remitted into the State Bank of India to the credit of EPF A/c no. I through the prescribed challans and the triplicate copy of the challans sent to this office. All the amounts relating to the Provident Fund accumulations lying invested in the securities should be transferred to the EPF within 1 month by having the Securities transferred to and endorsed in favour of the Central Board of Trustees, Employees Provident Fund and the Securities thus transferred should be sent to this office. A note containing the instructions in the matter of transfer to these accumulations is enclosed. Cash on hand in relation to the accounts of the private Provident Fund should be remitted within 10 days from the date of this communication tailing which damages at the prescribed rates will have to be paid by you on the delayed remittances made in cash after the due date.

the receipt of this letter along with the enclosures may kindly be acknowledged.

ASSISTANT PROVIDENT FUND COMMISSIONER (ENF) **5UB-REGIONAL OFFICE, WHITEFIELD** BANGALORE Copy to: i. The Enforcement officer, Bangalore Division for watching compliance. He/She is to obtain 5A in duplicate in respect of the establishment immediately. 2. Accounts Branch, Sub-Accounts office through Co-ordinator. 3. PD Cell 4. EDP Cell For information. ASSISTANT PROVIDENT FUND COMMISSIONER (ENF) SUB-BEGIONAL OFFICE, WHITEFIELD BANGALORE. DETAILS OF CONTRIBUTION H.H. AIG 10% / 12% 1.67% / 3.67% Alc 10 8.33% A/c 21 0.50% A/o 2 1.10% (mm. Rs. 5/+) AG 22 0.01% (mm Rs. 2/-)

¡Note : Flease remit only at the following branches;

State Bank of India - NAL, Kadugodi, Mahadevapura, Doorvannagar, Hoskote, Kolar, Chickballapur, Chintamani. State Bank of Mysore - Kolar, KCH, HEMI. Nagar, Cauribidanur, Mahir, Mulbagai, Srinivaspur, Hangarpet, Siddlaghatta, Chintamani, Chickballapur.