



GRAM : BHAVISHYANIDHI

BY REGD. POST A. D.
Phone : 2652730, 2652728

EMPLOYEE'S PROVIDENT FUND ORGANISATION

"Bhavishya Nidhi Bhavan", Ram Chowk, Ghod Dod Road,
SURAT-395001.

No. GJ/SRT/ ³⁵⁸⁷¹ E-I / ~~EXP~~ / 2557

Dated : 08.08.07

To,

M/S BIGS SUPPORT SERVICES PVT.LTD. CODE NO. GJ/SRT/ 35871

T-12, SILICON SHOPPER, 3rd FLOOR,

OPP. SATYANAGAR, MAIN ROAD,

UDHNA, SURAT.

Subject : Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder - applicability thereof - Allotment of Code Number.

Subject to pre-ponement of date of Coverage
at a later Stage on Verification of records.

Sirs,

1. Your factory / establishment with all its branches and departments is brought within the purview of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder with effect from 28.06.07 ~~(provisionally)~~. The information made available by you and the inquiry made by area Enforcement Officer (copy enclosed) reveals that :-

- (i) Your factory is engaged in _____ one of the Industries specified in Schedule I to which the Employee's Provident Funds and Miscellaneous Provisions Act, 1952 is applicable under Section 1 (3) (a) of the Act.
- (ii) Yours is an establishment classified as EXPERT SERVICE to which the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 has been made applicable by the Government of India by a Notification issued under Section 1 (3) (b) of the Act.
- (iii) The activities carried on by your establishment/factory are neither the specified industry in Schedule I nor the class of establishment under Section 1 (3) (b) of the Act. Your establishment/factory is therefore held as non-specified.

1-A The coverage is provisional on the basis of enquiries made/information available and is subject to further verification of your records for prior periods.

1-B With reference to your application No. _____ dated _____ received for extension for Employee's Provident Funds and Miscellaneous Provisions Act, 1952 under Section 1 (4) of the Act., on a voluntary basis, a Code number is hereby allotted to your establishment namely GJ / SRT / _____ provisionally covering your establishment with effect from _____ pending issue of a Notification by the Govt. of India / Central Provident Fund Commissioner in exercise of the powers conferred on them by subsection (4) of Section 1 of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

1-C The Code No. GJ / SRT / 35871 is allotted to you for the purpose of making compliance the provisions of the Employee's Provident Funds and Miscellaneous Provisions Act, 1952 and the Scheme framed thereunder. This Code number should invariably be quoted in all the correspondence with this office.

2. You are required to implement the provisions of the Employees' Provident Fund Scheme w. e. F. 28.06.07 Pension Scheme w. e. f. 28.06.07 and

INSPECTION NOTE BOOK

1. Name of the E. O.
2. Date of Visit.
3. Period for which accounts are checked.
4. Observations.

You should report the compliance on the Provident Fund Inspector's remarks within 15 days unless otherwise noted in the Inspection Book by the Inspector.

12. It is important to ensure that the amount due is paid within the prescribed time limit. Delayed remittances are dealt in the manner as provided under Section 14-B of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, in addition to the levy of damages for the pre-discovery period. Besides, prosecution could also be launched for non-payment of dues and for non-submission of Returns.

13. Individuals working in the Head Office/branch of an establishment (factory/non factory) doing the job of Maintenance of accounts, sale and purchase which are incidental to manufacturing activity, are also coverable by virtue of Section 2-A of the Employees' Provident Funds and Miscellaneous Provisions Act., 1952. You are therefore, requested to furnish the names and detailed address of such Branches or Departments or Head Office within 15 days. If you have no such Department or branches, sales office etc. a 'NIL' report may be sent to this Office. The above information should be sent in the Proforma 'A' Annexed hereto.

14. Please intimate, if you have any existing Provident Fund in your Factory/ establishment. Please transfer, to the Employees' Provident Fund, all accumulations standing to the Credit of the covered employees, as required by Section 15 of the Act and para 28 of the Employees' Provident Fund Scheme within 10 days from the date the Act has become applicable to you. If you have no Provident Fund in existence, please send a "NIL" report.

15. Please also submit Return in Form No. 5-A (Revised) (Specimen enclosed) showing the particulars of ownership immediately.

16. In case you find any difficulty in implementing any of the provisions of the Schemes, you may send one of your responsible representatives to this office who will be guided in the matter.

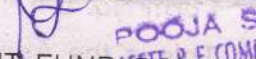
17. Copies of instructions issued by this Office from time to time are sent separately for guidance.

18. Please acknowledge receipt of this communication.

Encl. :

- (1) Proforma 'A'
- (2) Sample copy of Challans.
- (3) Form No. 5-A

Yours faithfully,


POOJA SINGH
REGIONAL PROVIDENT FUND COMMISSIONER
INCHARGE, SUB REGIONAL OFFICE, SURAT.

Copy to :

1. Head Clerk A/c. Gr _____ to watch the Compliance.
 - (a) The maximum number of employees in the factory is 21
 - (b) If the establishment fails to comply with the Provisions, default may be intimated to Enf. Section immediately.
2. Shri _____ Enforcement Officer _____ with reference to the his Report dated _____ for information and necessary action. He is advised to visit the establishment and afford necessary guidance to the employer in the matter of complying with the statutory provisions. He should also submit his recommendsations for finalising the coverage of this establishment **within 3 months.**

For, REGIONAL PROVIDENT FUND COMMISSIONER
INCHARGE, SUB REGIONAL OFFICE, SURAT