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कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Govt. of India)
मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14-भोकाजी कामा प्लेस, नई दिल्ली-110 066.
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110 066.



No: CAIU/011(28)/15/DL/ Pt.

Dated: 24.01.2018

17809

25 JAN 2018

To

All Additional CPFCs
All RPFCs

Subject: - Online Submission of Form 5A.

Sir,

At present employers are submitting Form 5A in hard copy to respective field offices. CPFC has ordered for online submission of Form 5A by all employers of covered establishment under Employees Provident Fund & MP Act (Copy enclosed). In case of online submission of form 5A with digital/e- signatures by employers, field offices should not ask for hard copies of the same again.

Please ensure to give wide publicity about online submission of Form 5A.

(This is issued with the approval of CPFC).

(K.L. Taneja)
ACC (HQ) Compliance

Copy to:

ACC (IS) HQ
DD (OL) for Hindi Version



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No.: CAIU/011(28)/15/DL/Pt.

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ORDER

1. In exercise of powers conferred by Sub-Paragraph 7 of Paragraph 36 read with Paragraph 36A and Paragraph 27AA of the Employees' Provident Funds Scheme, 1952 and Paragraph 21 of the Employees' Pension Scheme, 1995, I, Dr. V.P. Joy, the Central Provident Fund Commissioner hereby direct that every employer in relation to a factory or other establishment to which the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 applies, shall furnish online/electronically in Form No. 5A, particulars of all branches and departments, owners, occupiers, Directors, Partners, Manager or any other person or persons who have the ultimate control over the affairs of such factory or establishment and also furnish details of changes in such particulars within 15 days of such change, in the proforma attached herewith. E-sign facility has been provided to the employers for online submission of Form No. 5A.
2. Offline/Physical submission of Form No. 5A stands discontinued. Details for online submission of Form No. 5A are available on the website of the Employees' Provident Fund Organization at the following URLs:

www.epfindia.gov.in

www.epfindia.com

(Dr. V.P. Joy)

Central Provident Fund Commissioner

FORM NO-5-A
(The Employees' Provident Funds Scheme, 1952 (Para 36-A and Para 27AA)
The Employees' Pension Scheme, 1995 (Para-21)

RETURN OF OWNERSHIP

1. Name of the establishment:
2. Code No. of the establishment under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952:
3. Postal Address of the establishment and its branches/departments, if any

4. Industry or business in which engaged:
5. Date of first commencement of production/business (Trial/Regular):
6. Date of Closure by the previous Management:
7. Whether run by the owner or lessees (if by lessees period of the lease should be indicated)

8. Particulars of owners.

Name	Father's Name	*Status	Age	Residential Address	Date From Which in Position
1	2	3	4	5	6

- 1.
- 2.
- 3.
- 4.
- 5.

*whether Proprietor, Partner, Managing Partner, Managing Director, Director etc.

9. If on Lease, particulars of Lessees:

Name	Father's Name	Age	Residential Address	Date From Which in Position
1	2	3	4	5

- 1.
- 2.
- 3.
- 4.
- 5.

10. If registered under the factories Act, particulars of Manager/Occupier:

Name	Father's Name	Age	Residential Address
1	2	3	4
A. Occupier			
B. Manager			

11. Particulars of the persons mentioned above, who are in charge of and responsible for the conduct of the business of the establishment.

Name	Father's Name	Age	Residential Address
1	2	3	4
1.			
2.			
3.			

Dated:

Digital Signature/ e-Signature of the Employer

Designation

Note: Any change in the information given above should be intimated online within fifteen days of such change.