

**OFFICE OF THE
REGIONAL PROVIDENT FUND COMMISSIONER
SUB REGIONAL OFFICE
Plot No. 43, Sector 44 , Gurgaon (Haryana)**

No. : Comp./Cov./HR/GGN/ 27577 / 5781/7856.

Regd.A.D

To,

Dated the :

M/s. Believe Security Services
18/28 Jyoti Park New Colony
Gurgaon

2/12/05
14/12/05

Sub. : Applicability of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and the Scheme framed thereunder to M/s. as above

Dear Sirs,

On the basis of particulars furnished by you on and on the basis of the inspection of the records of your establishment conducted by the Enforcement Officer on, it is evident that :

(a) Your establishment / factory viz M/s. Believe Security Services is engaged in Expert Services, which is included in Industries / Classes of establishment to which Employees' Provident Funds and Miscellaneous Provisions Act., 1952 applies.

(b) that the said establishment / factory has employed 22 persons on 01-11-05

Therefore, the provisions of the E.P.F. and Misc. Provisions Act, 1952 and the Schemes framed thereunder are applicable to your above named establishment together with head office and its branches/ departments whether situated at the same place or at different places with effect from 01-11-05 subject to further verification of your records for the earlier period.

With reference to your application No dated you are hereby allotted code No. HR/GGN/ on Administrative ground. Please note that this will not effect the original applicability of the establishment and it will be treated as part and parcel of the parent unit for all purpose (damages etc.). Employee's share for the period will not be-waived off.)

With reference to your application No. dated received for application of E.P.F. & Misc. Provisions Act, 1952 to your establishment under Section 1 (4) of the said Act on voluntary basis. Code No. HR/GGN/ is hereby allotted to your establishment covering your establishment with effect from pending issue of a notification by the Government of India in exercise of the powers conferred on them by sub-section (4) of Section 1 of the E.P.F. & Misc Provisions Act 1952.

The Code No. HR / GGN / 22577..... is allotted to your estt. for the purpose of making compliance with the various provisions of the E.P.F. & Misc. Provisions Act, 1952 and the Schemes framed thereunder namely E.P.F. Schemes 1952, Employees' Pension Scheme, 1995 and Employees' Deposit Linked Insurance Scheme, 1976. This Code No. should invariably be quoted in all the correspondence with this office.

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

- I. The contribution shall be calculated on the basis of the basic wages, dearness allowance etc payable during the whole month whether paid on daily, weekly, fortnightly or monthly basis.
- II. Each contribution shall be calculated to the nearest rupee i.e. 50 paise or more to be counted as the next higher rupee, and fraction of a rupee less than 50 paise to be ignored.
- III. For the purpose of calculation of contribution, the wages may be rounded off to the nearest rupee i.e. 50 paise or more being taken as one rupee and less than 50 paise to be ignored.

Before paying the member his this wages, you shall deduct the employee's contribution from his wages which together with your own contribution and administrative charges shall be paid with in 15 days of the close of every month in the Accounts of the Fund maintained by the State Bank of India by challans in the following manner :-

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|-------------------------------------|---|--|
| (a) E.P.F. Contribution | - | To be deposited in E.P.F. A/c. No.1 |
| (b) Administrative Charges | - | To be deposited in E.P.F. A/c. No.2 |
| (c) Employees' Pension Contribution | - | To be deposited in Employees' Pension Fund A/c.
No.10 @ 8.33% of the wages and balance amt.
of employer share will be deposited in A/c. No. 1. |

Note :- (i) The rate of administrative charges Rs. 1.10% w.e.f. 1-8-98 subject to a minimum of Rs. 5 of pay, basic wages, dearness allowance including cash value of any food concession and retaining allowance, if any.

(ii) It may be noted that if timely deductions are not made from the member's wages, the employer will have to pay both the shares himself, as the recovery of arrear 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 clerical errors.

(iii) The Employees' Pension Scheme will be applicable from prospective date i.e. 1st of the month of issue of this coverage notice.

Besides making deposits in A/c. No. 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.

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| (1) Employees' Deposit Linked Insurance Fund A/c. No. : 21 | To this account contributions will be deposited @ 0.5% which will be the aggregate of the basic wages, dearness allowance including cash value of food concession and retaining allowance if any, payable to the employees by employer. |
| 2) Deposit Linked Insurance Fund Administrative Charges A/c. No. 22 | To this account will be deposited the administration charges @0.01% (w.e.f.1-10-87) Subject to a minimum of Rs. 2/- Which will be the aggregate of the basic wages, dearness allowance (including the cash value Fund of food concession and retaining allowance, if any, payable to the employees by an employer) Prior to this the rate was 0.1 %. |

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

You are required to maintain/forward the following returns:

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| (1) Form No. 9 Revised under the E.P.F. Scheme 1952 & E.P. Scheme 1995 | This is to be submitted to this office once in respect of those employees who are required or entitled to become member on the date the factory / establishment is covered under the scheme. |
| (2) Form No.2 under the E.P.F. Scheme 1952 and also under the E.P. Scheme 1995 | These are to be obtained in duplicate form every member for submission to this office. |
| (3) Form No. 5-A | 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. |
| (4) 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 to the P.F. are to be posted every month. |
| (5) Form No. 6-A | This is a annual return of contribution and is to be submitted to this office within 30 days of the close of the financial year, along with form 3-A (last contribution to be shown for February, payable in March every year) |
| (6) Form No. 12-A | This is the monthly returns of contribution and is to be submitted to this office by 25th of every following month. Triplicate copies of the challans in support of the deposit made in the State Bank of India should be attached with this. |
| (7) Form Nos. 5 & 10 | 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 by the 25th of the following months. |

All the forms prescribed under the Employees' Provident Funds Schemes, 1952 the Employees' Pension Fund Scheme, 1995, and the Employees' Deposit Linked Insurance Scheme, 1976 are available in the P.F. office and will be supplied free of cost on receipt of your indent.

Yours Faithfully



Asstt. / Regional Provident Fund Commissioner

Copy to :

1. P. F. I. Cell
2. Account Section 6.....
3. Damage Cell
4. EDP Cell
5. Regional P.F. Commissioner.....for information.



Asstt. / Regional Provident Fund Commissioner