



EMPLOYEES' PROVIDENT FUND ORGANISATION

(A statutory Body under the Ministry of Labour and Employment, Government of India)

www.epfindia.gov.in

PROVIDENT FUND CODE NUMBER INTIMATION LETTER

No : 2173020037MAS

Date : 27/08/2014

To,

AMUTHASEKARAN
MANAGING DIRECTOR
HAND IN HAND INCLUSIVE DEVELOPMENT AND SERVICES
NO.1 2ND FLOOR 54TH STREET 9TH AVENUE ASHOK NAGAR
CHENNAI CHENNAI
TAMIL NADU - 600083

Sub: Allotment of Code Number to establishment M/s HAND IN HAND INCLUSIVE DEVELOPMENT AND SERVICES under Employees' Provident Fund and Miscellaneous Provisions Act, 1952-regarding.

Sir/Madam ,

Based on the information submitted online by you, your establishment is registered with Employees' Provident Fund Organisation with the following code number :

Code Number : TNMAS0084440000

This code number is allotted based on the following declarations by you:

1. Name of Establishment : HAND IN HAND INCLUSIVE DEVELOPMENT AND SERVICES
2. PAN of Establishment : AACCH0711J
3. Date on which employment strength crossed 19 : -
4. Section under which covered : 0001(3)(b)
5. Primary Activity : EXPERT SERVICES
6. Ownership Type : NGO (NON-GOVT. ORGANISATIONS)
7. The address proof of the establishment is :

- Copy of bank passbook/statement
- Copy of post paid telephone bill of any company
- Copy of power connection in the name of the establishment
- Copy of water connection in the name of the establishment
- Any license/certificate/number issued by any Govt. authority

8. The proof of date of set up 15/10/2008 is 0

9. As at the time of application, your establishment is having the following licenses and registrations:

10. As on date of your application, your establishment is registered with ESIC having Code 51001075990000999.

11. As on date of your application, your establishment is not having LIN.

REGIONAL OFFICE

CHENNAI

NO.1 2ND FLOOR 54TH STREET 9TH AVENUE ASHOK NAGAR 600083

jalasayanan.hr@hishseed.org

Please note that this intimation letter is generated with the Owners' Details in Form 5A and the intimated letter will be valid only if the Form 5A is enclosed.

Important information:

1. By virtue of this registration, you are required to comply with the provision of the EPF & MP Act 1952. The obligations/duties/responsibilities cast upon you as an employer of this establishment and penalties, on account of non-compliance with the same, are explained on our website **www.epfindia.gov.in**. You are required to go through them carefully.

2. Remittance of dues under the provisions of the Act is to be made only through a Challan generated through the Unified portal. (The process for registration on the portal, preparation of the ECR txt file and related information is available on the website and the portal).

3. In case this letter is produced as a proof of the code number of the establishment, before any person including any Inspector from EPFO, the Form 5A generated through the portal at the time of registration should be a part of this letter. The remittance details of the establishment will be available on the EPFO website through the link "Establishment Search" where all payments from December 2016 onwards with the names of employees are available.

4. Please quote the Code Number TNMAS1017288000 for all the future correspondence with EPFO.

This is a system generated letter and needs no signature.

Employees' Provident Fund Organisation

Dated: 27/08/2014

Government of India



INCOME-TAX DEPARTMENT
ACKNOWLEDGEMENT

Receipt with thanks from Helping Hand Micro Finance & Services a return of income in Form No. ITR 7 for assessment year 2012-13, having the following particulars:

PERSONAL INFORMATION
COMPUTATION OF INCOME
AND TAX THEREON

Name	HELPING HAND MICRO FINANCE & SERVICES	PAN	AACCH0711J	
Flat/Door/Block No	42/270	Name Of Premises/Building/Village		
Road/Street/Post Office	VANDEVASI ROAD	Area/Locality	PERIYAR NAGAR	
Town/City/District	KANCHEEPURAM	State	TAMIL NADU	Status (fill the code) 08
Designation of Assessing Officer (Ward/ Circle)	DD EXEMPTIONS / CHENNAI	Original or Revised		ORIGINAL
1	Gross total income	1		NIL
2	Deductions under Chapter- VI-A	2		
3	Total Income	3		
3a	Current Year loss (if any)	3a		
4	Net tax payable	4		NIL
5	Interest payable	5		
6	Total tax and interest payable	6		
7	Taxes Paid			
a	Advance Tax	7a		
b	TDS	7b	42,298	
c	TCS	7c		
d	Self Assessment Tax	7d		
e	Total Taxes Paid (7a+7b+7c+7d)	7e		42,298
8	Tax Payable (6 - 7e)	8		NIL
9	Refund (7e - 6)	9		42,298

Receipt No
1316

Seal and Signature of receiving Official

ASK No: 001011012115298
 Date: 01-10-2012 2012-13
 PAN: AACCH0711J/1ST/7
 Name: HELPING HA
 RR/SH: CA201011218/R0000112
 AO: DDT (EXEMPTION II)
 CHENNAI





TR-V

ACKNOWLEDGEMENT

AY 2011-12

Received with thanks from HELPING HAND MICRO FINANCE & SERVICE a branch of income tax (IT) Sec. 7 (b) assessment year 2011-12, having the following particulars

PERSON'S NAME

HELPING HAND MICRO FINANCE & SERVICES

W2 PARTNER NAME

W1 NAME

W4 PERMANENT ACCOUNT NUMBER
AACCH 0711 J

SEX

W6 DATE OF FORMATION
28-MAR-2008

W7 INCOME TAX WARD OFFICE

DATE

W8 ADDRESS
DOOR BUILDING

W9 RELIGION
HINDU

W10 LOCALITY

W11 ROAD
VANDAVASI ROAD

W12 VILLAGE

W13 DISTRICT
KANCHEEPURAM

W14 PIN CODE

W15 CITY
CHENNAI

W16 STATE
TAMIL NADU

W17 COUNTRY
INDIA

W18 SIGNATURE

COMPUTATION OF INCOME AND TAX RETURN

	2011-12	2010-11	Whole-Rupee(Rs.) only
Total Income	B1		
Income under Chapter VI-A	B2		
Income	B3		
Loss (if any)	B4		
Payable	B5		
Payable	B6		
Interest Payable	B7		
Advance Tax Paid	B8		
Assessment Tax Paid	B9		
Deducted	B10		
Deducted	B11		
Tax (B1-B2-B3-B4-B5-B6-B7-B8-B9-B10-B11)	B12		
Tax (B12-B7-B11-B10)	B13		
Tax (B12-B7-B11-B10)	B14		
USE ONE	B15		

000981

31 03 2012



Government of India



ACKNOWLEDGEMENT

I/We thank/s from HELPING HAND MICRO FINANCE & SERVICES a return of income in Form No. ITR 7 for the year 2010-11, having the following particulars.

Name HELPING HAND MICRO FINANCE & SERVICES		PAN AACCH 0711 J	
Door/Block No 2270	Name Of Premises/Building/Village VANDAVASI ROAD		
Street/Post Office PERIYAR NAGAR	Area/Locality		
City/District MADHUPURAM	State	Status (fill the code) DB	
Designation of Assessing Officer (Ward/ Circle)	EXEMPTIONS I	Original or Revised	ORIGINAL
1 Gross total income		1	NIL
2 Deductions under Chapter-VI-A		2	NIL
3 Total Income		3	NIL
4 Current Year loss (if any)		3a	NIL
5 Net tax payable		4	NIL
6 Interest payable		5	NIL
7 Total tax and interest payable		6	NIL
Taxes Paid			
a Advance Tax			NIL
b TDS			30,09,724
c TCS			NIL
d Self Assessment Tax			NIL
e Total Taxes Paid (7a+7b+7c+7d)		7e	30,09,724
8 Tax Payable (6 - 7e)		8	NIL
9 Refund (7e - 6)		9	30,09,724



00814

Seal and Signature of receiving Official





ई. मेल / Email : rpfchennai@yahoo.co.in

Tele.:044-28132700 Fax : 044- 28132181

कर्मचारी भविष्य निधि संगठन / EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार / MINISTRY OF LABOUR AND EMPLOYMENT, GOVT.OF INDIA)

क्षेत्रीय कार्यालय / Regional Office, 37, रायपेट्टा हाई रोड, चेन्नै . / 37, Royapettah High Road, Chennai-600 014.

COVERAGE MEMO

By Speed Post / Ack Due

No.EPF / CHN / RO / TN 84440

/CC- II(21)/200

Dated.
15-02-2012

To **HELPING HAND MICRO FINANCE & SERVICES**

NO.1, 2ND FLOOR,54TH STREET
9TH AVENUE, ASHOK NAGAR
CHENNAI 600083

Sub: Applicability of the provisions of the Employees Provident Funds & Miscellaneous provisions Act, '52 and the Schemes framed thereunder in respect of the establishment M/s.

- Regarding. **HELPING HAND MICRO FINANCE & SERVICES**

Ref: Establishment's letter / Coverage proposal dated

Sir/Madam,

This has reference to your application/representation cited, wherein you have sought for the allotment of EPF Code Number in respect of your establishment. It is seen that you have enclosed a Demand Draft for Rs.....0..... vide Instrument No..... dated

2. It is evident from the documents filed by you and also the other material evidences that: **HELPING HAND MICRO FINANCE & SERVICES**
- a) the establishment M/s. **HELPING HAND MICRO FINANCE & SERVICES** is engaged in the activity " **EXPERT SERVICE** " which is one of the items included in the Schedule I / Classes of establishments mentioned in the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 (hereinafter called the 'Act').
- b) the said establishment / factory has employed.....20.....persons as on.....26-Oct-11

NOTE



the provisions of the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder are applicable to your establishment which inter-alia includes the head office, branches, departments and units, whether situated in the same location or at different places with effect from **26-Oct-11** under Section 1(3) (a)/ Section 1(3)(b)/Section 2A of the Act. **TN/ 84440/**

(PTO)



ई. मेल / Email : rpfc_chennai@yahoo.co.in

कर्मचारी भविष्य निधि संगठन / EMPLOYEES' PROVIDENT FUND ORGANISATION
 (श्रम एवं रोजगार मंत्रालय, भारत सरकार / MINISTRY OF LABOUR AND EMPLOYMENT, GOVT. OF INDIA).
 क्षेत्रीय कार्यालय / Regional Office, 37, रायपेट्टा हाई रोड, चेन्नै . / 37, Royapettah High Road, Chennai-600 014.

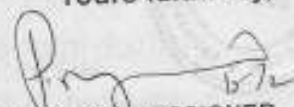
3. The EPF Code No. 84440 allotted to your establishment for the purpose of rendering compliance under the various provisions of the Act and the Schemes framed there under namely EPF Scheme 1952, Employees' Pension Scheme 1995 and Employees' Deposit Linked Insurance Scheme 1976 with effect from 22.01.2011. This EPF Code No. should invariably be quoted in all your future correspondences with this Office and all our associate Offices, as this is a key identifying factor for your establishment.

4. The Act along with its Schemes framed there under provides a comprehensive social security cover for the employees by way of Provident Fund, Pension and Insurance benefits. The details of the contributions and other charges to be paid, records to be maintained, returns to be submitted by the employer and duties of the employer are annexed to this letter. The employers and the employees play a key role in ensuring prompt compliance with the provisions of the Act which consequently enable the Employees' Provident Fund Organisation to provide a hassle-free and prompt delivery of the intended social security benefits.

5. The receipt of this letter may kindly be acknowledged and the copy of the contents may be brought to the notice of the employees also. You are requested to ensure proper compliance with the provisions of the Act and the Schemes framed there under with immediate effect.

Encl: As above

Yours faithfully,


 ASSISTANT P.F. COMMISSIONER
 For Regional P.F. Commissioner
 Chennai-14



EPFO, CHENNAI & PUDUCHERRY REGION
SALIENT FEATURES OF THE EPF & MP ACT, 1962 AND THE SCHEMES FRAMED THEREUNDER

The details of the rate of contributions and other charges payable every month by the employee/employer, the details of the records to be maintained/returns to be submitted is as indicated below. The duties and responsibilities of the employers covered under the Act is also indicated in brief. For further detailed informations, the employer may refer to the Statute book.

RATE OF CONTRIBUTION AND OTHER CHARGES PAYABLE EVERY MONTH
(All percentage to be calculated on Basic Wages+D.A.payable to the employee)

Rate of contribution	use Single Challan to remit dues	Contribution		Administrative Charges (Payable by Employer only)	Inspection Charges (For Exempted Essts only)
		Employees' Share	Employers' Share		
		(Percentage of wages)			
EPF (A/c.No.1)	12%*	3.67% (12% - 8.33%)	—	—	
EPF (A/c.No.2)			1.10% (Subject to a minimum of Rs.5/-)	0.18%	
EPS (A/c.No.10)		8.33%	—	—	
EDLI (A/c.No.21)		0.5%	—	—	
EDLI (A/c.No.22)			0.01%(Subject to a minimum of Rs.2/-)	0.005% (subject to a minimum of Re. 1/-)	

*10 % of contribution is applicable only to certain specified Industries / Class of establishments.

The deposit in respect of payments due under EPF account numbers 1, 2, 10, 21 & 22 are to be made through a single challan prescribed, into the designated branches of State Bank of India and the duplicate copies of challans as received from the Bank should be forwarded to this Office duly enclosing Form. 12A (Revised). Please note that all contributions are to be paid into the Bank through local cheques or demand drafts only.

MAINTENANCE OF EPF RECORDS AND SUBMISSION OF RETURNS

(i)	Form No.9 under the E.P.F. Scheme, 1952	These are to be submitted to this office once in respect of those employees who are required or entitled to become members on the date of factory / establishment is covered under the Scheme
(ii)	Form No.2 under the E.P.F. & also under the E.P.S. 1995	These are to be obtained from every Member for submission to Scheme, 1952 and this Office.
(iii)	Form No. 5A	This is to be submitted to this office in triplicate. Any subsequent change in ownership is also to be notified to this office through this form.
(iv)	Form No. 3A	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 and E.P.S are to be posted every month.
(v)	Form No. 6A	This is the 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-3A last contribution to be shown for February payable in March every year.
(vi)	Form No. 12A	This is the monthly return 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 deposits made in the State Bank of India should be attached with this.
(vii)	Form No.5 & 10	These are the return of employees who have become new members or have left the service in the month and are to be submitted to this office by 15th of the following month irrespective of whether the particulars are 'Nil' for any month.

All the required forms are available in the PF Office and will be supplied free of cost on receipt of your indent.

For detailed information visit our website: www.epfindia.gov.in/www.epfochennai.tn.nic.in
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