

Monthly Provident Fund (PF) Contribution Submission Document

Company Name: _____
PF Registration Number: _____
Month & Year: _____
Date of Submission: _____

Employee PF Contribution Details

S. No.	Employee Name	Employee Code	PF Number	Basic Salary (₹)	Employee Contribution (12%)	Employer Contribution (12%)	Total Contribution	Remarks
1	Rohan Kumar	EMP001	PN/12345/0001	18,000	2,160	2,160	4,320	-
2	Sneha Sharma	EMP002	PN/12345/0002	21,000	2,520	2,520	5,040	-
3	Amit Singh	EMP003	PN/12345/0003	15,000	1,800	1,800	3,600	-

Total Employees	Total Employee Contribution (₹)	Total Employer Contribution (₹)	Grand Total (₹)
3	6,480	6,480	12,960

Prepared By:

Name & Designation

Verified By:

Name & Designation

Authorized Signatory:

Name & Designation

Important Notes:

- This document must be submitted monthly along with payment proof to the PF authorities as per statutory requirements.
- Ensure all employee details and PF numbers are accurate to avoid discrepancies.
- Retain a signed copy of this document for company records and audit purposes.
- Any changes or new additions in employee details must be updated promptly on the next submission.
- Late submissions or incorrect data may result in penalties as per the Provident Fund Act.