

Statutory Compliance Declaration Letter for EPF/ESI

Date: _____ / _____ / _____

To,
The Manager,
[Company Name]
[Company Address]

Subject: Declaration of Statutory Compliance under EPF and ESI Act

Dear Sir/Madam,

I, [Name of the Declarant], [Designation] of [Vendor/Agency/Contractor Name], with registered office at [Registered Address], hereby declare and undertake as under:

1. That we are maintaining all statutory records, registers and returns as required under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees' State Insurance Act, 1948.
2. That we have valid registration under EPF (Registration No: _____) and ESI (Registration No: _____) Acts.
3. That all employees deployed/provided to [Company Name] are duly covered under EPF and ESI as per applicable statutory provisions.
4. All respective employer and employee contributions towards EPF and ESI are being deposited within the statutory time limits with the appropriate authorities.
5. We shall submit relevant documentary proof (challans, returns, etc.) as and when required by [Company Name] for verification.
6. We undertake to indemnify [Company Name] from any liability or statutory penalty arising due to non-compliance or default on our part.

Thanking you.

Yours faithfully,

[Authorised Signatory]

[Designation]

[Vendor/Agency/Contractor Name]

[Contact Details]

Important Notes:

- This declaration should be printed on the letterhead of the contractor/vendor/agency.
- All information and registration numbers provided must be accurate and updated.
- Documentary evidences (PF and ESI challans, employee register, etc.) may be requested at any point by the principal employer.
- Misrepresentation or non-compliance can result in legal and financial consequences.
- Retain a signed copy of this declaration for your records.