



MAHARASHTRA LABOUR WELFARE BOARD

(AN ISO 9001-2008 CERTIFIED)

Hutatma Babu Genu Mumbai Girni Kamgar Krida Bhavan,
Senapati Bapat Marg, Elphinstone (W) Mumbai - 400 013
Tel : 43226809/43226807/43226818/43226830 Fax : 43226822
E-mail : mlwbcontee@gmail.com

PROFORMA FOR NEW COVERAGE (UNDER THE BOMBAY LABOUR WELFARE FUND ACT, 1953)

To be submitted by employer along with following documents mentioned below for obtaining Establishment code number for MLWF

Name & Address of the establishment /
Factory for Communication

Details of Head Office / Branch with
Address

Name of the Employer / Director/ partners

Telephone & fax No.

Date of incorporation /commencement
starting of the estt. / factory /business

Class of the establishment
(i.e. whether factory, Motor Omnibus Service,
Motor transport understanding or Commercial
establishment, a Shop, a residential Hotel,
Restaurant, Eating House, Theatre or Other place
of amusement or Public entertainment

Detail of M.L.W.F. Code No.
if any allotted earlier to the Establishment

Number of employees

Direct (permanent/ temp/casual-----Through contract----- Total

Employees & Employers Contribution details given overleaf for the periods from ----- to-----

ENCLOSED

Bombay Shops & Establishment License		P.F.,E.S.I.C.,P.Tax Code Draft Letter	
Factory License		First Bank A/c. Opening Date Details	
Certificate of Incorporation		Balance Sheet of last 3 years	
Small Scale Industries Registration Certificates		Salary Registers & P.Tax challan	
Contract Labour (R&A) Act 1970		For Bank - RBI Permission Letter	
Partnership Deed/Work Order for contract empl		HEAD OFFICE Permission Letter	

FOR OFFICE USE ONLY
TO ISSUE NEW CODE NO

ASSTT. WELFARE COMMISSIONER
REVENUE COLLECTION

Certified that the information / particulars furnished above
is/are true to the best of my knowledge & belief

SIGNATURE WITH NAME
& DESIGNATION OF THE AUTHORITY

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31.12.2000 onwards		Employees' Contribution	Employer's Contribution	Total Contribution
Employees drawing wages / salary upto and inclusive of Rs.3000/- per mensem.	I	6.00	18.00	24.00
Employees drawing wages / salary exceeding Rs.3000/- per mensem.	II	12.00	36.00	48.00

* Details of Premises Owned by the Company/Shop/Establishments:
(Note: if Premises is Rental then, specify Employers properties details)

- a.] Name of the Employer _____
- b.] Name of Building /Premises _____
- c.] S.No. / H. No. _____
- d.] Area of the Property (in Sqr.Mtr) _____
- e.] City survey No of the Property _____
- f.] Area of the Property (in Sqr Mtr) _____
- g.] First Bank A/c. Opening Date Details _____

Period	Slab	No. Of Employees	Amount of Contribution	Amount of Penal Interest	Remark

Note: Interest will be charged as per the provisions of the Maharashtra Labour Welfare Fund Act 1953 for the defaulted Periods.