THE EMPLOYEE'S PROVIDENT FUND ACT, No. 15 OF 1958

"Form K"/Claim Form

I. Member's Details

1. Full Name of member

2. Address

3. Full Name of member's father

4. Full Name of member's mother

5. Full Name of member's spouse (if married)

6. Any natural distinguishing marks of member

7. Membership Numbers (state employer's number and member's number; also attach membership card - "B" Form)

8. Age and date of birth of member

9. Date on which employment ceased under the last employer

10. Cause of cessation of employment (vide Section 23 of the Act and Note 2 at page 2)

11. Name and address of the last employer

Note: This claim should be sent to the Commissioner of Labour through the employer under whom the member was last employed.

Claim made under Section 26 of the Act, by a member of the fund for benefits payable under Section 23 of the Act.

This is to certify that I, the undersigned, am a member of the Provident Fund and am entitled to the benefits payable under Section 23 of the Act.

Dated:...

[Signature]

[Name]

[Address]
**PARTICULARS OF NATIONAL IDENTITY CARD**

Name appearing on National Identity Card

Identity Card No.

Date of Issue

**FOR HOLDERS OF BANK ACCOUNTS**

Type of Account - Savings - Current Account

Name of Bank

Account No.

Bank Branch

Please order the cheque enabling credit to be made to my Bank Account of the aforesaid Bank.

**Signature of the Member**

**Name Certificate**

1. Name in Birth Certificate/Marriage Certificate

2. Name in National Identity Card

3. Name in "B" Card (Membership Card)

4. Name in EPF Account at Central Bank of Sri Lanka

I hereby certify that names above mentioned are referred to one and the same person.

**Left/Right**

**Signature of Employer**

**Witness's Thumb Mark**

**Name, Designation and address of witness**
PART II (To be filled in by the Employer)

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the employee who is submitting the return</td>
<td></td>
</tr>
<tr>
<td>Employer's Number</td>
<td></td>
</tr>
<tr>
<td>Employer's Registration Number</td>
<td></td>
</tr>
<tr>
<td>Date of the submission of the return</td>
<td></td>
</tr>
<tr>
<td>Membership Number</td>
<td></td>
</tr>
<tr>
<td>Date of the last C(3) return</td>
<td></td>
</tr>
<tr>
<td>Contributions remitted to Central Bank after submission of last C(3) return</td>
<td></td>
</tr>
</tbody>
</table>

**Calculation Table**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td></td>
</tr>
<tr>
<td>Total Earnings</td>
<td></td>
</tr>
<tr>
<td>Total Contributions</td>
<td></td>
</tr>
<tr>
<td>Name of the employer</td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

1. This Annex should be filled only by employers who are required to submit a half yearly return in form C(3).

2. Contributions remitted to Central Bank after submission of last C(3) return shall be included in the remittances made by me to the Central Bank on account of the Employees Provident Fund.
Instructions for the Employers,

01. Check whether Employee's name given in "K" form and your "C" or "C3" Return sent to the Central Bank tallies, (Spelling and initials are important) if there is any discrepancy you should certify by a letter that the names refer to one and the same person.

02. Check whether "A", "B" and "H" Cards have already been forward. If not, complete them, check with "C" or "C3" Return and annex to application.

03. (a) See that the last month of contribution is correctly entered in part II of "K" form,

(b) If you have sent contribution to Central Bank after submission of your last 'C3' return, complete the 'D' annex. Ensure that all past 'C3' returns have been finished.

Instructions for the Applicant

(i) Please attach the relevant documents as stated in the instruction form.

(ii) We arranged to Refund benefits at all our District Labour Offices. You should submit your claim application personally reaching to the nearest District or Sub Labour Office.

(iii) Recent Photograph (Bust) of the member size 3.5cm x 4.5cm is necessary at the time of handing over the application.