

Employees Provident Fund

Payment of Benefit

Benefits of EPF can be claimed by members only under the following circumstances. Accordingly fill in the prescribe form, attach relevant documents and submit to the nearest District Labour Office.

01. Leaving service at the age of retirement.

Retired males at 55 years of age and females at 50 years of age should submit the application with the original birth certificate. In the case of birth certificate has been lost following documents can be accepted

1. An affidavit to confirm the age together with the result sheet of search of registers.
2. If you worked in an estate, a certificate to guess the age by the superintendent with an affidavit to confirm the age.

02. Leaving service on the ground of marriage.

Women employees, who have got married within 3 months after leaving the service or left the service within 5 years of marriage should submit the marriage certificate.

03. Leaving service on permanent disability.

After submission of form of health 307 obtained from a medical officer of government hospital to the nearest labour office, received M form should be certified by the medical officer of government hospital mentioning that the person is unable to work anymore. (After receiving application to the Commissioner of Labour, the member should be faced to a medical board to confirm the disability).

04. Migrating to another country for permanent residence.

The permanent visa and the original of the passport together, with their photocopies should be forwarded.

05. Leaving employment for a permanent and pensionable government profession.

The original of letter of appointment, recent salary particulars, service letter issued by the Head of the Department within the period of one month and in the case of police or three forces official identity card together with their photocopies should be provided.

06. Leaving service on a state statutory board or corporation being closed down or on compensation.

The relevant institution should forward the register of the employees to be left to the Commissioner of Labour (E.P.F) and benefit should be paid with the approval of Commissioner of Labour subjected to the 23 F section of the act. (The name of the applicant should be included in the said register).

Guidelines and other documents to be forwarded.

1. Membership certificate/ certificates.("B" Card)
2. If membership certificate has been misplaced, service should be certified by each employer via certificate of service, letter of appointment, salary particulars etc.
3. National Identify Card and the certified photocopy of the same by the employer.
4. A photocopy of the page of the bank account pass book which shows the name of the bank, branch, address and the account number to be credited the benefit, or a recent bank statement for a current account.
5. If the member who has obtained a housing loan using EPF balance as a gurantee or the loan has been applied for, but has not been obtained,
 - i. When there is a default on a loan, please complete EPF housing loan form 14 and have it certified by the relevant bank and the District Labour Office.
 - ii. When the housing loan has not been obtained your account of EPF should be activated by the relevant Labour office and forward together with the application form.
6. 3.5 x 4.5 cm sized recently taken colour photographs
7. The Annual Statement of Account of the Central Bank of Sri Lanka
8. Whenever the name appearing in the records of the Central Bank differs from the other documents, a letter obtained from the employer to confirm that the two names represent the identity of the same person or form of personal details and the letter of indemnity.
9. If the institution you have worked is not functioning anymore, duly filled form "K" should be submitted with the part II certified by the district labour office relevant to the place of work confirming that the institution was closed. Form of personal details obtained from the labour office should be forwarded with the certification of Grama Niladhari & Divisional Secretary.
10. For issues relating to benefit please inquire from the nearest District Labour Office.