THE EMPLOYEE’S PROVIDENT FUND ACT, NO. 15 OF 1958
“G“ FORM “K“ /PART I

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

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 Number

<table>
<thead>
<tr>
<th>Membership Number (state employer’s number and member’s number; also attach membership card: “B” Form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Membership Number under last employer</td>
</tr>
<tr>
<td>(b) Membership Number under previous employers, if any, and the date, Month or year of leaving such employer</td>
</tr>
</tbody>
</table>

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 the Act and Note at page 2)

11. Name and address of the last employer

CM 034342 - 25/008970 (2006/09) /e.g. date stated above, description fork

E.P. No. 13 (Regulation 31) (P.S. T & E) 4/72
PARTICULARS OF NATIONAL IDENTITY CARD

For Holders of Bank Accounts

Type of Account - Savings / Current Account

Name of Bank

Account No.

Bank Branch

Signature of Member

Name Certificate

1. Name in Birth Certificate/Marriage Certificate

2. Name in National Identity Card

3. "B" Card (Membership Card)

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

Signature of Employer.

Left

Right
II Part II (To be filled in by the Employer)

Manager/Superintendent/Proprietor of: .................................................. Membership Number: ..................................................

situated at: ...........................................................................................................

I do hereby certify that: ...........................................................................................

was employed as: .................................................................................................

in the above estate/establishment and that he/she is a member of the Employees Provident fund. He/She is retiring/leaving employment for the reason stated in paragraph 10 of his/her claim. His/Her contributions have been remitted in full to the Central Bank and the last month's contributions were included in the return of the contribution for the month of

20

I certify that, since the submission of the last C (3) return, the contributions as shown in Annex 'D' below have been recovered up to the date of leaving/retirement and have been included in the remittances made by me to the Central Bank on Account of the Employees Provident Fund. (03)

The said member signed the claim and affixed his/her thumb marks in my presence.

<table>
<thead>
<tr>
<th>Employer's Number:</th>
<th>Signature: ..................................................</th>
</tr>
</thead>
</table>

'02

(02) I certify that, since the submission of the last C (3) return, the contributions as shown in Annex 'D' below have been recovered up to the date of leaving/retirement and have been included in the remittances made by me to the Central Bank on Account of the Employees Provident Fund. (03)

The said member signed the claim and affixed his/her thumb marks in my presence.

<table>
<thead>
<tr>
<th>Employer's Registration Number:</th>
<th>Employment Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Annex 'D'**

(Contributions remitted to Central Bank after submission of last C (3) Return)

<table>
<thead>
<tr>
<th>Employer's Registration Number:</th>
<th>Employment Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature and Designation of Employer.</th>
</tr>
</thead>
</table>

V.B. - This Annex should be filled only by employers who are required to send half yearly return in Form C (3).
01. "A" Cards should be issued by authorized officials.

02. "B" and "C" cards should be issued by authorized officials.

03. (i) "D" Cards should be issued by authorized officials.

04. (ii) "E" Cards should be issued by authorized officials.

05. (iii) "F" Cards should be issued by authorized officials.

06. "G" Cards should be issued by authorized officials.

07. "H" Cards should be issued by authorized officials.

08. "I" Cards should be issued by authorized officials.

09. "J" Cards should be issued by authorized officials.

10. "K" Cards should be issued by authorized officials.

11. "L" Cards should be issued by authorized officials.

12. "M" Cards should be issued by authorized officials.

13. "N" Cards should be issued by authorized officials.

14. "O" Cards should be issued by authorized officials.

15. "P" Cards should be issued by authorized officials.

16. "Q" Cards should be issued by authorized officials.

17. "R" Cards should be issued by authorized officials.

18. "S" Cards should be issued by authorized officials.

19. "T" Cards should be issued by authorized officials.

20. "U" Cards should be issued by authorized officials.

21. "V" Cards should be issued by authorized officials.

22. "W" Cards should be issued by authorized officials.

23. "X" Cards should be issued by authorized officials.

24. "Y" Cards should be issued by authorized officials.

25. "Z" Cards should be issued by authorized officials.

Instruction 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 "C" 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.

Instruction for the Applicant

01. Completed "K" application should be submitted to the nearest District Labour Office or sub labour office.

02. Please attach the relevant documents as stated in the instruction form.