

Documents to be provided by the member to request an EPF Balance Confirmation Letter/ Contribution History Report for the purpose of obtaining a Visa

1. The member himself should present to the EPF Department along with the following documents.

- Original "B" card or certified copy of the "B" card (A letter obtained from the Commissioner of Labour to be produced in case of a lost "B" card).

- National Identity Card (NIC) along with a copy

(In case of a lost NIC, a certified copy of the police entry and in a case of handing over the existing NIC to obtain a new one, a letter issued by the Gramasewa Niladhari in this regard should be produced).

- Valid Pass Port.

2. If member is unable to present himself to obtain the EPF Balance Confirmation letter / Contribution History Report;

(I) Due to being overseas, and a third party is present on behalf,

(An authorisation letter issued by the member to be produced along with copies of NIC, "B" card and passport. The letter should be certified by an Executive Officer of the Embassy of the country where the member is living).

(II) Eventhough he/she lives in the country, and a third person is present on behalf;

(Along with the documents mentioned in 1 above, the Power of Attorney which authorise to issue the document to the said person should be produced).

(III) Further, the person refers in 2 (I) & (II), who presents on belf of the member, should necessarily produce NIC in order to prove the identity.

3. If the respective menmber is unable to present himself to obtain a EPF Balance Confirmation / Contribution History Report and expect the soft copy of a EPF Balance Confirmation/ Contribution History Report ,following documents must be emailed to epfonlinebalance@cbsl.lk

- A request letter stating member email address
- A scanned copy of the National Identity Card
- A scanned copy of the “B” card

- A scanned copy of the biometric data page of the valid passport
- A scanned copy of the visa application

(If the request is made while residing abroad, following additional documents should be submitted.)

- A scanned copy of the Visa Data page of a valid passport
- Copies of the National Identity Card and the valid passport certified by an executive officer working at the Sri Lankan Embassy in the country of residence or a lawyer of the residing country.

Moreover, if the purpose of requesting the Balance Confirmation Letter / Contribution History Report / is to produce to an Embassy Office, in order to obtain a Visa for another party (Eg: Applying for Student Visa of own children);

Member should produced a letter addressing the Superintendent of Employee's Provident fund, requesting to issue an EPF Balance Confirmation Letter/ Contribution History Report in order to obtain a Visa for the relevant party. Futher, Name, NIC Number , Pass Port Number, the country to which the visa is applying and the specific purpose should be clearly mentioned in the same.