

Instructions to fill the Form WR1

Upon registration at the EPF Department, Central Bank, you will be informed of your password/PIN to enable you to obtain this online facility (Internet /SMS).

Duly filled application should be sent to the :

SUPERINTENDENT,
EMPLOYEES' PROVIDENT FUND
P O Box 1299
JANADHIPATI MAWATHA
COLOMBO

(Indicate "**Internet/SMS Registration**" on the left side of the envelop)

For details Contact EPF Help Desk, 0112206642, 0112206690, 0112206691, 0112206692 and 0112206693

Cage No.	Instructions																
Cage 1.	Write your full name as given in the NIC. Use one cage for one letter. Keep one cage blank in between two names. Attach a copy of the NIC certified by the current employer.																
Cage 2.	Write your Last Name with Initials. Use one cage for one letter.																
Cage 3.	Write the NIC number and the Date of Issue.																
Cage 4	Date of birth Eg. 21 st of March 1967 should be indicated as; <table border="1" style="margin-left: 40px;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td>2</td><td>1</td><td>0</td><td>3</td><td>1</td><td>9</td><td>6</td><td>7</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	2	1	0	3	1	9	6	7
D	D	M	M	Y	Y	Y	Y										
2	1	0	3	1	9	6	7										
Cage 5	Indicate your sex with a cross 'X' sign.																
Cage 6	Write your current residence address and contact number during office hours. The address you provide here will be used to mail you the details of this service.																
Cage 7	For Internet Services , your NIC number will be used as your logon id. Provide your email address. For SMS Services , you are required to include your Mobile Phone number for registration.																
Cage 8.	Provide your current employment detail. If you are not employed at present provide your most recent employment details and the certification by the most recent employer. The information provided in Cages (1) to (6) and 8 should be certified by the member's current employer.																
Cage 9.	Provide your previous employment details to have the access to those account details.																
Cage 10.	Provide your signature. This should match with your signature that has already been placed in your 'B'card																