

Company Letterhead

Superintendent
Employees' Provident Fund Department
Central Bank of Sri Lanka
No. 13, Lloyds Building
Sir Baron Jayathilake Mawatha
Colombo 01.

Dear Sir/ Madam,

Request to Amend the Name/ National Identity Card (NIC) Number of EPF Member Account

This is to inform you that the name/ NIC number of the following employee who is working/ has worked at our organization need to be amended.

1. EPF Number :/...../.....
(Employer No./Zone Code/Member No.)
2. Details as per the Member
Account Statement/ 'C'/ 'C3' Report (As per the records of the Central Bank)
 - 2.1. Member's Name :
 - 2.2. NIC Number :
3. Details as per the "B" Card
 - 3.1. Member's Name :
 - 3.2. NIC Number :
4. Name as per the Birth Certificate :
5. Details as per the NIC
 - 5.1 Member's Name :
 - 5.2. NIC Number :

I hereby certify that all the above details refers to one and the same person named (Name as per the NIC), bearing the NIC number, and the contributions credited under the member account mentioned in (1) above during the period from to (Service Period) should be credited to the aforesaid member's account. Accordingly, it is requested to amend the name and/or NIC number of the member account mentioned in (1) above, as per the details mentioned in (5) above.

Date :

.....
Signature of the Authorized Officer & Official Seal

Important :

Please note that the amendment request letter must be forwarded to EPF Department of Central Bank of Sri Lanka according to the above format on a company letterhead along with the copies of NIC, Birth Certificate, 'B' Card with correct name and NIC number and all such documents should be certified by the employer. as true copies of the original documents.

For Further Information : Tel.: 011 2206690 / 011 2206691 / 011 2206692