

Name and address of the employer

Date

Superintendent

Employee provident fund

The Central Bank of Sri Lanka

Colombo 01

Dear Sir/ Madam,

Request for Updating Current Year Contributions on Urgent Basis

..... (Name of the employee), holding NIC No....., and EPF Member No. is/was an employee of our company (Employer EPF No.....) since (Month and Year) . He/she needs to get updated his/her below mentioned contributions pertaining to the current year to the relevant member account for the purpose of (Mention the event referring 2.4).

Month & Year	Total Amount Stated in the “C” Form	Due payment to the member (20%)

Accordingly, you are hereby kindly requested to expedite of updating his/her contributions. We agreed to pay any payments should be paid by the company if any arise while updating rest of members accounts relating to this period or submit a corrected “C” form if any issue is identified in the initially submitted documents.

Certified copies of the “C” forms are attached for your reference.

Thank you,

.....
Authorized officer