

## Company Letterhead or Address

Superintendent  
Employees Provident Fund Department  
Central Bank of Sri Lanka  
Whiteaways Building  
No.25, Sir Baron Jayathilake Mawatha  
Colombo 01

Dear Sir/ Madam

### **Request to amend the name / National Identity Card (NIC) no. of the EPF member account**

Below mentioned information are provided to amend the name / NIC no. of the EPF member account of the employee working / worked in our Company/ Institution

1 Member Number

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Employer no.    English letter    Member no.

2 Information according to the member account statement / "C"/"C 3" reports (As mentioned in the Central Bank database)

Name of the member

NIC no.

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3 Information according to the B card (The name and NIC no. mentioned in the "B" card should be as per the information mentioned in the NIC)

Name of the member

NIC no.

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4 Name according to the Birth Certificate

5 Information according to the NIC (**Amendments will be made as per the information provided here**)

Name of the member

Name with Initials  
(Write in English capital letters)

NIC no.

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6 Mobile phone number

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(For notification of amendment through SMS)

I hereby certify that all the aforementioned names refer to one and the same person stated with the name and the NIC no. under item 5 above and from ..... to ..... all the contributions have been credited only to him / her under the member no. mentioned in the item 1 above. Accordingly, I request you to amend the name / NIC no. of the member account mentioned under item 1, as per the name (Name with initials recorded in English) / NIC no. mentioned in the item 05 above.

.....  
Date

.....  
Signature of the Employer  
Name, Designation, Stamp

#### **Important note:-**

Please be informed that, Employer should be provided a letter according to the aforementioned format with accurate name & NIC no. of the member, along with copies of NIC, Birth Certificate and "B" Card, certified as true copies placing the signature with the official seal of the employer.

For further information : 0112206690/ 0112206691/ 0112206692