

Name :-
 Address :-

 Date :-

Superintendent,
 Employees' Provident Fund Department,
 Central Bank of Sri Lanka,
 Colombo 01.

Dear Sir,

Requesting EPF Balance Confirmation Letter for Applying Visa

I,, holder of passport No. is hereby request you to issue me an EPF Balance Confirmation Letter for undermentioned member numbers for the purpose of applying Visa in(Country).

Required category	Documents attached herewith (*along with copies)
<input type="checkbox"/> Own	<input type="checkbox"/> Scanned color copy of NIC <input type="checkbox"/> Scanned color copy of Passport (Bio-page)
<input type="checkbox"/> Fund declaration for Spouse	<input type="checkbox"/> Scanned color copy of member's NIC <input type="checkbox"/> Scanned color copy of spouse Passport (Bio-page) <input type="checkbox"/> Scanned copy of marriage certificate
<input type="checkbox"/> Fund declaration for Children	<input type="checkbox"/> Scanned color copy of your NIC <input type="checkbox"/> Scanned color copy of child Passport (Bio-page) <input type="checkbox"/> Scanned copy of child birth certificate
<input type="checkbox"/> Other	

	Employer No.	Member No.	"B" Card Submitted/ Not Submitted		Employer No.	Member No.	"B" Card Submitted/ Not Submitted
01.				06.			
02.				07.			
03.				08.			
04.				09.			
05.				10.			

NIC No.- Contact No. -

Email -

I am hereby assured not to utilize the Balance Confirmation Letter issued by you for any other purpose except for the above specified purpose.

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(Signature of the member/applicant)

For Issuing Balance Confirmation Letter

** Each individual request for EPF balance confirmation must be sent by the member via his/her personal email.*

** Mention the subject of the email as " Request for EPF Balance Confirmation Letter".*