

**Please refer to the following documents requirement to request an EPF Balance Confirmation Letter for Visa purposes.**

**Content**

<b>S/N</b>	<b>Description</b>	<b>Form of Request</b>	
1.	When the member is the applicant of the VISA	Visiting Members	Through Email
2.	To declare the source of funds for spouse	Visiting Members	Through Email
3.	To declare the source of funds for son/daughter	Visiting Members	Through Email
4.	Other Document Requirements if member is unable to appear in person to obtain the EPF Balance Confirmation letter		
5.	In the event of unable to provide original NIC		
6.	In case of a lost "B" Card		

S/N	Description	Document Requirement	
		Visiting Members	Through Email
		The member should personally appear at the EPF Department along with the following documents.	The member should forward an email request to <a href="mailto:ccdpr@cbsl.lk">ccdpr@cbsl.lk</a> via his/her designated email along with the following documents (attachments - .pdf & .jpeg).
1.	<b>When the member is the applicant of the VISA</b>	1. Duly completed application form (Form: CCDPR-OTC). 2. National Identity Card (NIC) along with a copy. 3. Valid Passport along with a copy of the biometric data page. 4. Copy of the original "B" card.	1. Duly completed application form (Form: CCDPR-EMAIL). 2. Scanned color copy of the National Identity Card (NIC). 3. Scanned color copy of the biometric data page of the valid passport. 4. Scanned copy of the original "B" card.
2.	<b>To declare the source of funds for spouse</b>	1. Duly completed application form (Form: CCDPR-OTC). 2. National Identity Card (NIC) along with a copy of both member & spouse. 3. Valid Passport along with a copy of the biometric data page of spouse. 4. Copy of the original "B" card of member. 5. Copy of the marriage certificate.	1. Duly completed application form (Form: CCDPR-EMAIL). 2. Scanned color copy of National Identity Card's (NIC) of both member & spouse. 3. Scanned color copy of the biometric data page of the valid passport of spouse. 4. Scanned copy of original "B" card of member. 5. Scanned copy of Marriage certificate.
3.	<b>To declare the source of funds for Child</b>	1. Duly completed application form (Form: CCDPR-OTC). 2. National Identity Card (NIC) along with a copy of both member & child. 3. Valid Passport along with a copy of the biometric data page of child. 4. Copy of the original "B" card of member. 5. Birth certificate of child along with a copy.	1. Duly completed application form (Form: CCDPR-EMAIL). 2. Scanned color copy of National Identity Card's (NIC) of both member & child. 3. Scanned color copy of the biometric data page of the valid passport of child. 4. Scanned copy of original "B" card of member. 5. Scanned copy of Birth certificate of child.

5.	<b>Other Document Requirements if member is unable to appear in person to obtain the EPF Balance Confirmation letter.</b>	<p>1. <b>If member is unable to appear in person to obtain the EPF Balance Confirmation letter, a third party presents his/her behalf,</b> Along with the documents mentioned above, the Power of Attorney which is authorized to issue the document to the said person should be produced.</p> <p>2. <b>Further, the person referred to above, who presents on behalf of the member, should necessarily produce NIC in order to prove the identity.</b></p>
6.	<b>In the event of unable to provide original NIC</b>	In case of a lost NIC, a certified copy of the police entry and in a case of handing over the existing NIC to obtain a new one, a letter issued by the Gramasewa Niladhari in this regard should be produced
7.	<b>In case of a lost "B" Card</b>	A letter issued by the Commissioner of Labour or his authorized officer to be produced in case of a lost "B" card

