

Contribution History Reports

The Contribution History Report contains the periods and the corresponding amount being remitted to the member's EPF account for each period.

Purposes for which Contribution History Report can be requested.

A member can request a Contribution History Report for the following purposes.

- ❖ For VISA assistance/ Skill assessment.
- ❖ For National Vocational Qualification (NVQ).
- ❖ To personally verify whether the employer has accurately remitted EPF contributions.

For the purposes of easy verification of documents, the papers used to print the Contribution History Report is differentiated based on the purpose for which the Contribution History Report is being requested.

Modes through which Contribution History Report can be requested.

A member can request a Contribution History Report by:

- ❖ Visiting the Employees' Provident Fund Department.
- ❖ Sending a letter addressed to Superintendent, Employees' Provident Fund Department, Whiteaways Building, No.25, Sir Baron Jayathilaka Mawatha, Colombo-01.
- ❖ Sending an email to epfconhis@cbsl.lk.

Documents required when Contribution History Report is requested.

1. Duly completed application form requesting a Contribution History Report.
“**APPLICATION FOR EPF CONTRIBUTION HISTORY REPORT**” [link to application form]
2. Copy of the National Identity Card (NIC).
3. Copy of the B card/s.
4. Copy of the Bio page of the passport when requesting Contribution History Report for VISA assistance/ skill assessment purposes.

Important Instructions

- ❖ Please note that EPF Department is bound to maintain the secrecy of individual member account details. Therefore, the Contribution History Report is a document issued only to the member.
- ❖ When requesting EPF Contribution History Report through an e-mail, please forward the request only through the member's personal e-mail.
- ❖ A copy of the valid passport is compulsory when requesting Contribution History Report for VISA assistance/skill assessment purposes.
- ❖ It is mandatory for the member to produce a copy of the B card or B card details being available in the Labour Department database to obtain a Contribution History Report.
- ❖ Contribution History Report is not issued when the name appearing in the Central Bank database differs from the name appearing in the National Identity Card.