

Covering Letter

Company Letter Head

[Employer's EPF Number]

[Employer's Name]

[Employer's Address]

[Date]

Senior Assistant Superintendent,
Re-Registration Division,
Employees' Provident Fund Department,
Central Bank of Sri Lanka,
No 30, Janadhipathi Mawatha,
Colombo 01.

Dera Sir,

Re-Registration of employees according to NIC information – [Employer's EPF Number]

Please make necessary arrangements to re-register (*Number of employees*) employees who are submitting the NIC information herewith according to their NIC information.

We certify that the information mentioned on the NIC copies are true and accurate.

[Name, Signature and Rubber Stamp of the employer]