



## Instructions to fill the Form WR1

Upon registration at the EPF Department, Central Bank, you will be informed of your password/PIN to enable you to obtain this online facility (Internet /SMS).

Duly filled application should be sent to the :

SUPERINTENDENT,  
EMPLOYEES' PROVIDENT FUND  
CENTRAL BANK OF SRI LANKA,  
WHITEWAYS BUILDING,  
NO. 25, SIR BARON JAYATHILAKE MAWATHA,  
COLOMBO 01.

(Indicate “**Internet /SMS Registration**” on the left side of the envelop)

### For details

Contact 0112206642, 0112206690, 0112206691, 0112206692, 0112206693 and 0112477224.

Email to [epfonlinebalance@cbsl.lk](mailto:epfonlinebalance@cbsl.lk)

| Cage No. | Instructions   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|----------|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Cage 1.  | Write your full name as given in the NIC. Use one cage for one letter. Keep one cage blank in between two names. Attach a copy of the NIC certified by the current employer.   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Cage 2.  | Write your Last Name with Initials. Use one cage for one letter.   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Cage 3.  | Write the NIC number and the Date of Issue.  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Cage 4   | Date of birth Eg. 21 <sup>st</sup> of March 1967 should be indicated as;<br><table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td>2</td><td>1</td><td>0</td><td>3</td><td>1</td><td>9</td><td>6</td><td>7</td> </tr> </table> | D | D | M | M | Y | Y | Y | Y | 2 | 1 | 0 | 3 | 1 | 9 | 6 | 7 |
| D        | D  | M | M | Y | Y | Y | Y |   |   |   |   |   |   |   |   |   |   |
| 2        | 1  | 0 | 3 | 1 | 9 | 6 | 7 |   |   |   |   |   |   |   |   |   |   |
| Cage 5   | Indicate your sex with a cross 'X' sign.   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Cage 6   | Write your current residence address and contact number during office hours. The address you provide here will be used to mail you the details of this service.  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Cage 7   | For <b>Internet Services</b> , your NIC number will be used as your logon id. Provide your email address.<br>For <b>SMS Services</b> , you are required to include your Mobile Phone number for registration.  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Cage 8.  | Provide your current employment details. If you are not employed at present provide your most recent employment details and the certification by the most recent employer. (Submitting the B card of your current employment is not mandatory if you joined the company within the last 12 months.)  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|          | The information provided in Cages (1) to (6) and 8 should be certified by the member's current employer.   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Cage 9.  | Provide your previous employment details to have access to those account details. (Please provide copies of all B cards for the member accounts mentioned in the online balance inquiry request.)  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Cage 10. | Provide your signature. This should match with your signature that has already been placed in your 'B' card  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |