

## Guidelines for Re-Registration of EPF members

The Employees' Provident Fund (EPF) Department of the Central Bank of Sri Lanka (CBSL) is re-registering EPF members based on their National Identity Card (NIC) information. This process aims to enhance service efficiency for both members and employers.

### • Is re-registration compulsory?

Yes, Employers should re-register all current employees and subsequently should re-register all new employees at the time of recruitment by submitting relevant documents to EPF Department.

### • Required documents for re-registration process.

Obtain a clear copy of the **current NIC & a duly completed "RR Form"** from each employee.

### • How to re-register employees?

1. Download & fill the **"RR Form"** completely and accurately as per the current NIC details. A clear copy of the current NIC should be placed on the top half of the RR Form. (Employees should be made aware of the importance of providing accurate NIC details).
2. Obtain the signatures of the employees as a verification of the details provided (Compulsory).

3. Information provided in the RR form should be certified by the employer only after verifying with the NIC details (Compulsory). **Paste the NIC copy on the top half of the form in the designated area only.**
4. Sort the RR forms according to the order of member number and mention the serial number (1,2,3, ...) in the cage given on the top right corner in the form. Submit the set of sorted forms along with a **"Covering Letter"** in the given format, to the address mentioned below.

### • Already re-registered employees:

- If employees have already been re-registered using Form RR-6, **refrain from resubmitting the "RR Form"** for those employees.
- A list of already re-registered members can be obtained via [epfrr@cbsl.lk](mailto:epfrr@cbsl.lk) if needed.

### • How to amend details of already re-registered employees?

Submit a letter from the employer addressed to the EPF Department requesting to amend name and/or NIC number along with **certified** copies of NIC, "B" card, birth certificate, and, if applicable, marriage certificate or a letter from the Department of Registration of Persons for NIC changes.

**All copies should be certified by the employer.**

### • Added benefits to members:

Members can access EPF information services (Internet & SMS) by providing consent on the "RR Form." For more details, please refer to the **"EPF Information Services for Internet/Mobile Phone Users."**

### • How to submit the completed "RR Forms":

Send the completed set of forms by post or hand them over to:

Senior Assistant Superintendent,  
Re-Registration Division,  
Employees' Provident Fund Department,  
Central Bank of Sri Lanka,  
Whiteaways Building, No. 25,  
Sir Baron Jayathilaka Mawatha,  
Colombo 01.

**Please refrain from sending scanned documents through e-mail.**

For more information, please call or email the contacts given below.

011-2206681  
011-2206682  
011-2206683  
011-2206684  
011-2206685

[epfrr@cbsl.lk](mailto:epfrr@cbsl.lk)

**We solicit your fullest co-operation to complete this important task successfully.**



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Employees' Provident Fund