

Price Rs.

Form No :1 (E.P.F. Loan)

**Application in terms of Employees' Provident Fund Act,  
No.15 of 1958 as amended by Act, No.42 of 1988  
for Housing Loan Keeping Employees' Provident Fund Balance of a Member as Security**

**(The Application in duplicate shall be forwarded to Labour Office of the Area  
Where the property for which the loan applied for is situated.)**

<b>For the use of the Lending Institution</b>
Name of the Lending Institution
Address
Reference No.
.....
Date
.....

<b>For the use of the Labour Office</b>																				
Name of the Labour Office																				
Address																				
Loan No.																				
<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
Application Received on																				
.....																				

The Name and Address of lending institution from whom the loan is to be obtained	..... .....
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*(The lending institution from whom the applicant wishes to obtain his loan shall be given in the above cage. The loan will be given by National Housing Development Authority, State Mortgage & Investment Bank, Housing Development Finance Corporation, Rural Bank, People's Bank, National Savings Bank and Bank of Ceylon)*

Divisional Secretariat of the area where the property is situated	..... .....
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Labour Office of the area where the property is situated	..... .....
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**If you have obtained a housing loan earlier on surety of your E.P.F. :-**

1. The Labour office to which the application was submitted :	.....
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2. Loan No allocated by the Commissioner of Labour	.....
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3. Bank and Branch from which the Loan was obtained	.....
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**1. Particulars of Applicant/ Applicant:**

**Applicant**

1.1. Applicant's Name in Full	..... .....
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1.2. Permanent Address	..... .....
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1.3 E-mail ..... .....	1.4 Telephone Number  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**The other applicants in the event of joint application**

1.5. Name in Full	..... .....
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1.6. Permanent Address	..... .....
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*(A Joint application can be forwarded only by the applicant, his spouse or and children who too are members of Employees' Provident Fund.)*

1.7. Applicant's relationship to joint applicants	
Applicant .....	Joint Applicant .....

2. The particulars required for correct identification of E.P.F. Membership:		
	Applicant's	Joint Applicant's
<b>2.1 Name in EPF 'B' card</b>		
Other Names		
Date of Birth		
Place of Birth		
No. & Date of National Identity Card		
Sex	Female <input type="checkbox"/> Male <input type="checkbox"/>	Female <input type="checkbox"/> Male <input type="checkbox"/>
Full Name of the Farther		
Full Name of the Mother		
Full Name of the Wife / Husband		

2.2 List of all E.P.F. Numbers in Reverse Chronological order. Give the Latest Number First.					
Applicant's					
	Employer's		Membership Number	Name and Address of the Employer	Whether still in Employment
	Number	Letters			
Latest Membership No.					
Previous Numbers					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Joint Applicant's					
	Employer's		Membership Number	Name and Address of the Employer	Whether still in Employment
	Number	Letters			
Latest Membership No.					
Previous Numbers					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

3. Particulars of Income					
3.1. Income from employment					
	Designation	Monthly Salary	Net Monthly Salary (excluding deductions)	Monthly Allowances	Name and Address of the Employer
Applicant's					
Applicant's Spouse's					
Joint Applicants					
Joint Applicant's Spouse's					

3.2. Other income (Other than Income from employment) Particulars of Income		
	Source of Income	Annual Income
Applicant's		
Applicant's Spouse's		
Joint Applicants		
Joint Applicant's Spouse's		

<b>4. Particulars of Bank Accounts of the applicants:</b>				
4.1. Savings/ Current Account No :		.....		
<i>(To facilitate the release of the loan, applicants who do not have their own Bank Account shall open a Bank Account and give these particulars.)</i>				
Particulars of the Housing Loan The purpose of the loan and the amount applied for Rs.....				
5.1 To purchase a land	5.2 To build a house	5.3 To purchase a house	5.4 For improvements of house	5.5 Redemption of house/Land
Loan Amount Rs.	Loan Amount Rs.	Loan Amount Rs.	Loan Amount Rs.	Loan Amount Rs.
<b>6. Particulars of the Land to be utilised for housing (For above 5.2 &amp; 5.4)</b>				
6.1 Deed No & Date :.....		Name of the Notary Public who certified .....		
6.2 Name of the Land & Extent ..... Acres..... Roods..... Perches.....		6.3 Lot No, Plan No and the name of the Surveyor ..... .....		
6.4 If the applicant is not the sole owner, The Extent owned the applicant : Acres..... Roods..... Perches.....		6.5 Address of the Land ..... .....		
6.6 Grama Niladhari Division : .....				
Divisional Secretariat: .....		Local Authority: .....		
<i>(In case of joint ownership, a letter from the Co-owners duly certificated by Gramaniladhari Asst. Govt. Agent to the effect that the Co-owners have no objection to the applicant constructing a house, should be furnished.)</i>				
<b>6.7 If the land on which the applicant wished to build a house is crown land, particulars of ownership.</b>				
	Yes	No		
Is it land obtained by Swarnabhoomi / Jayabhoomi Deed?				
Is it land obtained under Land Development Ordinance?				
Is it land obtained on Annual Permit?				
Is it an encroached land?				
<i>(If Swarnabhoomi / Jayabhoomi Deed or land development ordinance copy of the permit should be attached with original.)</i>				
6.8 If it is a land on Annual Permit or Encroachment a letter from the Govt. Agent granting approval to build should be attached.				

**7. Particulars of the Property to be purchased (relevant to 5.1 and 5.3)**

7.1 Deed No & Date : ..... Name of the Notary Public who certified  
 .....

7.2 Name of the Land & Extent ..... Acres..... Roods..... Perches.....	7.3 Lot No, Plan No and the name of the Surveyor ..... .....
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7.4 Address of the Land .....

7.5 Grama Niladhari Division : .....  
 Divisional Secretariat: ..... Local Authority: .....

**8. Particulars of the Mortgaged of the property to be redeemed (relevant to 5.5)**

8.1 Name of the Mortgagee and Address .....  
 .....

8.2 Mortgage Deed No and Date .....	Name of the Notary Public who certified the Mortgage .....
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8.3 Deed No. of the property owned by applicant & Date : .....  
 .....

8.4 Name of the Notary Public who certified the Deed : .....

8.5 Grama Niladhari Division : .....  
 Divisional Secretariat: ..... Local Authority: .....

**9. Particulars Regarding the Repayments of the Loan**

9.1 Time required for repayment of loan  
 (minimum 3 years/ maximum 15 years)      Years..... Months.....

9.2 Method of Recovery

Salary deduction by the employer	<input type="checkbox"/>
Direct payments to the lending institution	<input type="checkbox"/>
Bank Standing order	<input type="checkbox"/>

**10. Annexures**

Following documents as required 10.1 are attached to the application

1. ....
2. ....
3. ....

I / We ..... solemnly, sincerely & truly declare and affirm that the facts stated above are true to best of my / our knowledge and belief.

**Signature of the applicant/s**

1. ....
2. ....

Date.....

**Following section should be applied only for the applicant/s who are illiterate**

The above section having been read and explained to the above named deponent / deponents and the contents seemingly understood by the said deponent / deponents, he / she / they has/ have placed with his /her / their signature/s before me.

*(Should be attested by a Justice of Peace/ Commissioner of Oath/ A Government Officer bearing an official frank)*

Date.....

.....

Name of the Attester  
(Official Frank)

10.1 The documents mentioned below should be attached:

**(a) For Construction/ Improvement**

- (i) Deed of the land
- (ii) If you are not the owner Deed to confirm ownership, documents to confirm relationship with owner and consent letter from owner (certified by the Gramaniladhari and signed by the Divisional Secretary
- (iii) Building Plan (When the approval of the Provincial Authorities is required,submit the certificate)
- (iv) List of building materials required, total expenditure for each material bought and list of materials received free of charge.
- (v) Charges per unit for each work & list of total charges (Work done free of charge if any, work already accomplished charges for these work.)
- (vi) If partly finished list of work that has been so accomplished and the balance work to be done.
- (vii) Service Certificate and the salary particulars (If not employed at present, revenue certificate)

**(b) For Purchasing**

In case of purchasing a land / house, letter of consent from the vendor and copy of Deed.

**(c) For redeeming**

For redeeming a mortgage copy of the mortgage deed.

**Agreement of Assignment of Charge or Otherwise Secure of the Amount in Credit to his Membership of the Employee's Provident Fund by a in Obtaining a Housing Loan**

.....of.....  
(Name of the Applicant)

..... and I.....  
(Name of the Joint Applicant)

of.....do hereby agree to assigned or charge of otherwise secure the amount in credit to my account No/s.....  
(Amount in words)

(applicant) Rs. ....

lying at the end year .....and the amount in credit to my account No/s.....  
.....Rs. ....  
(Amount in words)

lying at the end of year.....in terms of E.P.F. Act No.15 of 1958, as amended by E.P.F. Act No.42 of 1988, section 23 & 24 in lieu of the loan obtained by me / us for the purpose of building/ purchasing / making improvements to house / redeeming a property / purchasing a land at .....

.....to .....  
(Name of the lending institution)

I/ We do further authorise the commissioner of labour to settle the installments due together with interest by deduction monies lying to credit of my account in E.P.F. Account No.....  
(Applicant's No.)

and my Account in the E.P.F.Account No.....  
(Joint Applicant's No.)

Applicant's Name..... Signature.....

Joint Applicant's Name..... Signature.....

Signed before me on ..... at.....

Date.....

.....  
Assistant Commissioner of Labour / Senior  
Labour Officer / Labour Officer  
(Official Frank)



**Part II**

**Recommendation of the Divisional Co-ordinating Committee for E.P.F. Housing Loans and Services**

Jurisdiction of A.C.L.

D.S. Division

Grama Niladhari Division




(i) EPF Membership No

(ii) Amount Required

	Main Applicant's	Joint Applicant's
(i) EPF Membership No		
(ii) Amount Required		

(iii) Amount lying to the credit of member upto December .....

} Rs.....

(iv) Amount lying to the credit of member upto December.....

} Rs.....

(v) State whether the committee approves the loan application and if so the amount of the loan recommended:

} Rs.....

(vi) No. of installments to repay the loan and value of each such installment

} Rs.....

.....  
 .....  
 .....  
 .....

Signatures of Committee Members

2. I do hereby certify that the balance lying in the E.P.F. Account of the applicant by December 20.....  
 ..... is *(in figures)* Rs.....*(in words)*.....  
 .....and the balance lying in the E.P.F. Account of the joint applicant .....  
 .....*(full name)* by December 20.....*(in figures)* is Rs.....  
 ..... *(in words)*.....  
 according to the declaration of the Superintendents E.P.F.

2.1. Recommendation of the A.C.L. on the loan application

.....  
 Date

.....  
 Assistant Commissioner of Labour