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EMPLOYEES' PROVIDENT FUND - DEPARTMENT OF LABOUR

සේවක අර්ථසාධක අරමුදල ලේකම් කාර්යාලය, කම්කරු දෙපාර්තමේන්තුව, කොළඹ 05.
 Employees' Provident Fund Secretariat, Labour Department, Colombo 05.

Instructions for Death Claimers

You are kindly informed to pay attention to the followings when submitting the required documents with the "L" application.

General Instructions

1. *If a loan has been obtained keeping the EPF as the security for the loan, submit Loan 14 form signed from the relevant Bank and the labour office.*
2. *If the ABH forms have not been registered, Service letter /s or Appointment Letter /s including the Employee Number /s confirming that the employee has worked in the institution /s.*
3. *When the money has been credited under a temporary number, i.e. In the 90000 group and belongs to the member, a letter obtained from the institution confirming the same and containing the permanent number should be submitted to the Central Bank of Sri Lanka and the amount has to be transferred to that number.*
4. *When the EPF amount of the member exceeds Rs. 4mn. and a person has not been nominated or cancel the nominations, a Deposit Note obtained by filing a Testamentary Case in Court should be submitted.*
5. *When there is a difference in the name of the member in the Death certificate, Marriage certificate and the Central Bank records, a letter should be obtained from the institution confirming the name.*
6. *All the letters obtained from the Grama Niladhari should be countersigned by the Divisional Secretary.*
7. *When the claim is regarding a member demised abroad, submit the Death Certificate registered in the Consular Division of the Ministry of Foreign Affairs.*

Documents to be submitted by all the applicants in General

1. *Copy of Registered Death Certificate of the member. (If the name in the death certificate is wrong, The name should be rectified from the relevant office)*
2. *L - forms Certified in the names of all applicants above the age of 18 yrs.*
3. *L - 2 form*
4. *L - 3 form signed by the guardian when the beneficiary is below the age of 18 yrs.*
5. *Indemnification Letter.*
6. *Active Bank Account copies certified by the relevant branch of the bank (Account number, Bank, Branch and Name should be clear)*
7. *Copy of the National Identity Card*
8. *Passport size recent color photograph of the applicant / Power of Attorney holder*

(A photocopy of Marriage certificate or Birth certificate should be submitted along with the original)

Special Attention

When ABH forms have not been registered, the original of a document to prove the employment at the institution / s any other document to prove employment, if the institution is closed down, should be produced. (Appointment letters, Letters of Termination of employment, Salary records etc.)

The other documents to be produced when there is a nominee

- 1. If the nominee is the spouse, the marriage certificate.
- 2. If it is a child or a sibling, the birth certificate.
- 3. If it is the mother or / and father, the birth certificate of the member.

When a nominee has not been appointed or when the nomination is cancelled other documents to be produced (if the member is married)

- 1. Marriage certificate
- 2. Birth certificates of children

If the member is unmarried or has no children after marriage.

- 1. Marriage certificate
- 2. Birth certificate of the member if unmarried and Grama Niladhari's letter stating that he/she was single.
- 3. Death Certificates of parents / siblings if they are dead.
- 4. L - 3 form from guardian if there are siblings under the age of 18.
- 5. Birth-Certificates of siblings.

How to submit application when the applicant has migrated.

- 1. When citizenship is gained in some other country, all the forms should be certified by the Sri Lankan Embassy or High commission of that country, should be produced along with Passport and Visa copy.
- 2. When a certified application is submitted to me through a person residing in this country, Power - of - Attorney should have been vested on that person.
- 3. When the money is credited to a foreign account, a letter containing the BANK CODE, CITY, ACCOUNT NUMBER AND NAME OF THE BANK should be submitted.
- 4. If the applicant has gone abroad temporarily, he/she could submit his / her application after returning to the country.

The duly completed set of forms should be submitted to the Zonal Labour Office at which L - 2 form is certified.

Yours faithfully,

for Commissioner of Labour