

අංක 2249/13 - 2021 ඔක්තෝබර් මස 12 වැනි අඟහරුවාදා - 2021.10.12 No. 2249/13 - TUESDAY, OCTOBER 12, 2021

(Published by Authority) PART I : SECTION (I) — GENERAL Government Notifications

L.D.-B 2/2012

EMPLOYEES' PROVIDENT FUND ACT, No. 15 OF 1958

REGULATIONS made by the Minister of Labour under Section 46 of the Employees' Provident Fund Act, No.15 of 1958.

NIMAL SIRIPALA DE SILVA (M. P.), Attorney-at-Law, Minister of Labour.

Colombo, 08th October, 2021.

Regulations

1. The Employees' Provident Fund Regulations, 1958 published in *Gazette* Extraordinary No.11573 of October 11,1958 as amended, from time to time, are hereby amended as follows:-

(1) by the repeal of regulation 6 and the substitution therefor of the following:-

"6. (1) Every employer of employees in any covered employment shall within thirty days from the date of recruitment of an employee forward to the relevant Labour Office in the area within which the work place of such employee is situated, an employee's record card substantially in Form 'A' of the Second Schedule hereto; and

(2) The Commissioner-General shall issue to such employee, a certificate of membership of the Fund substantially in Form 'B' of the Second Schedule hereto.



- (2) by the repeal of regulation 6A.
- (3) in paragraph (2) of regulation 7-
 - (a) by the substitution, in paragraph (a) for the letters and figure "EM 1" of the words and figure "Form EM -1";
 - (b) by the substitution , in paragraph (b) for the words and figures "computer file formats EM 2 and EM 3" of the words and figures "Computer File Formats EM-2 and EM-3";
- (4) in regulation 8, by the substitution for the words and figure "form D with form Dl" of the words and figure "Form D with Form D-l";
- (5) in regulation 9, by the substitution for the words "and figures form C of the Second Schedule hereto or computer file formats EM - 2 and EM - 3 of the fifth Schedule" of the words and figures "Form C of the Second Schedule or Computer File Format EM - 2 and EM - 3 of the Fifth Schedule".
- (6) by the repeal of regulation 10 and the substitution therefor of the following:-

"10. (1) Every employee to whom the Act applies shall, when required to do so by the Commissioner-General or by his employer, furnish clear impressions of his right thumb and left thumb in the space provided for the purpose on the employee's record card and in such other document or form including a document or form in electronic media which is required for the purposes of the Act. Every such employee shall in addition appear for a photograph if required so by the Commissioner-General or an officer authorized by the Commissioner General.

(2) Where the impressions of the left and right thumb of an employee cannot be furnished under paragraph (1) due to some sickness, deformity or any such reason, the Commissioner-General or an officer authorized by the Commissioner General shall determine an alternative manner to fulfill this requirement.".

(7) by the repeal of regulation 12 and the substitution therefor of the following:-

"12. (1) Every employee to whom the Act applies shall, when take up employment in a covered employment for the first time, personally present before the Commissioner-General or an officer authorized by the Commissioner General to furnish information specified in Form 'A' of the Second Schedule hereto.

(2) Every employer to whom the Act applies shall facilitate his employees to comply with the provisions of paragraph (1).

(3) Where any employer refuses or unreasonably delays to certify the employee's record card (Form 'A') of an employee, such employee may send to the Commissioner-General such record card (Form 'A') without being certified by the employer. In such event if the Commissioner-General is satisfied that the employer has without any reasonable cause refused or delayed to certify such record card (Form 'A'), the Commissioner-General shall, notwithstanding the fact that such employer has not certified employee's record card (Form 'A'), grant the membership of the Fund to such employee.

(4) The employer shall send to the Commissioner-General, relevant documents relating to the second and subsequent employments, if any, of the employee. The Commissioner-General shall thereupon cause to resend the membership certificate to the relevant employee which shall be retained in the custody of such employee.".

(8) by the repeal of regulation 13.

(9) in regulation 14, by the substitution for the words "fee of one rupee," of the words "fee of hundred rupees".

- (10) by the repeal of regulation 17.
- (11) by the repeal of regulation 31 and the substitution therefor of the following:-

"**31.** (1) Every claim for the payment of any benefit made on any such ground as is referred to in Section 23 of the Act shall be substantially in Form 'K' of the Second Schedule.

(2) The employer shall within five working days upon receipt of the duly completed Form 'K' from the employee, complete the relevant part that shall be completed by such employer and hand it over to the employee.".

(12) in regulation 31A, by the substitution for the words "form S" of the words "Form S".

(13) by the repeal of Form 'A', 'B', and 'C' of the Second Schedule and the substitution therefor of the following:-

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FORM A

Employees' Provident Fund - Department of Labour

Employee's Record Card

The data & information are fed into the computer in English, Hence the application must be filled in English. Please read the instruction sheet for further information.

National Identity Card No.). :											
Employer's No. :			/		Ν	/lember	's No.	:]	
Date Employed From :		/		/								
Nature of Work/ Designat	tion											
Full Name :												
Name with initials :												
Permanent Address :												
Date of Birth :	/	/							А	ge :		

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Nationality :						S	ex :	Fer	nale				Ma	le						
Married or Single : Marr	ried		Sing	gle																
Name of the Spouse :																				
Name of Mother :																				
Name of Father :																				
Mobile/Phone No.																				
Left Thumb Marl	k		Rig	ht Tl	numb	Mark														
																	natu	re.		
Employer Name & Addı	ress :	1																		

I do hereby certify that the signature & thumb marks of the employee were placed in my presence.

Date :

/		/		

Signature & Designation of Employer or His Representative Official Frank.

	Employees' Provident I	Form B Fund - Department of Lab	oour
	Certificate	e of Membership	
National Identity Card I	No./Passport No :		
Full Name :			
Employer's No. :		Member's No. :	
Previous No (if any)			

6A I කොටස : (I) ඡෙදය - ශී ලංකා පුජාතාන්තික සමාජවාදී ජනරජයේ අති විශෙෂ ගැසට් පතුය - 2021.10.12 Part I : Sec. (I) - GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 12.10.2021

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අරමුදුදේ කටයුතු සහතු කිරීම වන් මූදුණය. කරහ උද ''ම්'' වාර්තා මබ මටන රඩුවද එය වාර්තාව හෝ පරීන්ත කරහ උද ''ම්'' වාර්තා මබ මටන රඩුවද එය වාර්තාව නියමීන කම්හාදනයා කර ගැනීමෙ වනකීම හේතිව නේදේ අදු අධිකාරීමර්ත නියමීන		choque attached to, should be to reach the Superintendent, I before the date date.
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 දරසක දුම්පා, ප්‍රේ යේත්ත, දායාක මුද්දේ තොට්මක් සම්භාම එම දායාක දීමතා පෝචාක්ෂීන්ත් හි සුදුම්වලට තමන්ය යුතු ආකාරය අධ්වා ක්රේම්ම පරිදි කම්මුර්ණ කාර්තා හැරිනාවක් එටය යුතුහා. "හි" වාටිකාවක් තොරමැත්වා කිසිම දායාක දීමකාවක් තේවාකයින්නේ කාර්තා හි සිදුම් වලට අරු සාසු රෝකායක් දායාක දීමතාවක් තේවාකයින්නේ ක්රීයායියින්නේ කිදීමේ වලට 13 රෙස් හෝ සාස පොතෙක් කිසින් ත්රීත්ත හි සිටින්නේ නේවා. 	வே தெற்று வர் தெற்று முற்று தல்வாக தொழில்கவர்கள் தன்றிகளியாக 'C' யசுயறி காரோசையர் அனும்கைக்குட் வேளிரேர் மி சேத் தற்பு வர் தேர் புரு கரிக்கப்பட்ட மரத்திற்களை பக்களிப்புக்கள் மற்றும் 'C' பரசம் கழித்தையுக இறை வேணை மில 1958 நடை நாளுக்கு முன்னதாக கவிப்பட வாக பியா நிட்டித்திற்கு கொடர்க்கம் வழக்க வந்துப்பிகைக்கப்படு வெள்றே	instance allocations structure to return (your submission or to return recourterates are procession or use zer- Send segantic chemical Fights). The support of each imployment. Contributions and the C from for a particular menth should be received by the Fund on or before the list working day of the according month.
ල්යාපේද්ළු කාරන ලද එක් එක් නේව්යාකනයෙක් වෙනුවෙන් වෙන් වෙන්. "වෙන්" වාර්තාවක් හා වෛත්පකක් බැහිප එවන බුතුය. මෙම මාසයක් සඳහා කරනු ලබනා දාමක දීමනා හා "කි" කිරිනාව එම මායවේ පුළු මොහෙත් අවසාන වැඩි කරන දිනව පෙර ආශ්ෂුද මෙන්න ලැබීය කාලය	2.10	
ත්ත්ත් ප්රමාන කරන්න කරන්නේ අර්ථකාරක අරමුදුල්" අනුත්තින් ලියා "සදාත්කයන් අයුළුව පමණ්ඩ්" ප්රමාන කොට එවන යුතුන, දානක දීමනා මුදුල්ප් තොරව්ය යුතුය. චෝක්පකෙහි පිටුගත සේදාය, පෝවාය අංකාය සදානේ කරන්න.		 C Format Check the meaning of month of contributions and employer registration number. Check the neurons of contribution tetal.
 "ම්" වැරිනාවේකි දාක්ෂරහා වෛර්තය අංකය සහ දායකා දීමනා මායය කිවැරදි දැයි ප්රීන්ණ "ම" වැරිනාවෙනි දාක්ෂරහා වෛර්තය අංකය සහ දායකා දීමනා මායය කිවැරදි දැයි ප්රීන්ණ පරිත්ති	போத்த பண்ணுப்பல் கான்றுப்பல்களில் உள்ள தொகை காரோசைல்பில் குறிக்கப்பட்ட தொகைப்புக் சமமாக இருத்தல் இ. ஒடு பதின் புதிய உறுப்பினர்களின் பெயர் விமார்கள் தேரிய தல்வடபாள கட்டையில் உள்ளவாது எழுதப்படல் வென்று	Amount of the cheque bring attached should tally with the "Total Ramittance". Name of new employees should be written as in the National Identity Card.
ດ້ຽນຫຼື ດ້ອກ ອອກໄດຈອກຄຳ ແຕ່ແກ່ ຊີເດດີ "ອູດ ອອກອີອ" ອອກເລືອດນີ້ ເຊິ່ນທີ່ຈຽນກາ ອິດເດຍີ ແລະນາ ການເລືອດຈີນແດ້ເປັນອາດາ ແລະອີ ດຳເລີ່າສາ ການຊາກອີດອາດາສີ ປວີຊີ ຕິລະນາກາ ເລີ້ອຣະລະ ລາດ ວ່າ ປາງ ເດືອກາ ແລະອິດສານ ປະກາດ, "ເຂົ້າ" ປາດັດແນ້ ແອ້ລູມີຈັດເ ເຊື້ອື່ອອີ ຊີ ອນັກກາ ອາການແຮຼ ຊານຸດ.	ලව සමානාක් 3. 20 දී වේනාක්	Pre-printed member particulture should not be changed when filling the C Form. Addition of New Name in C Forma Rayou have on odd a sear member or members to the list of employees in the C Form, write or type the tree member/s member is in the Abstract Member (2 and 1 Mesok lenter. Assimiltant) the acted member in the search
වී කට සාමාන්ත ආකා කර කාලී ආකළක් කිරීම පරක්ෂා කාමාන්තයික් ඇතුළක් කිරීමට අවකා නාම අපත් පෙකේ කදාන පරිදි ලියන්තා, තව කාමාන්තයෙට දිය බුජ කාමාන්තයින් පෙන පරාර, ඇති අවකාන ආකායට පතු ප්රෝදානයක් පෙනේ ඒවා විත බලා නත්ත.	ուսով որը ուրանությունը ուրանություն որուս որուսությունը որուց որուց ուրանությունը որու ուրանությունը գրությունը ուրանությել ուրալու ուրեց Յումացինաստի որուց ու Յուղեցուտը քիլլսուը՝ որուցումը ֆրուսեսի Յումանի Յումացինաստ որրիսուի որ «Ն՝ ծով է առնակետեն երջնելի գիրաստեսի Ֆունեսի	order which has not been availand to any member of the exployment. Fill up the other cagos appropriately. 4. Member's Mobile Planes Number
4. කාම්පරීකයෙනත් ජංගම දර්ෂාරතා ආකාශ කාමාරකාශයක් පේ.අ. ඒ තිබුම මාර්කාව ශාරාත්කාලීනා වීම පිළිබඳව දස්වූම්වන් කිරීම පදහා කාමා පළේබන්තා කරන කරන කේ.මීමට ඔහු කේ.මීමට මුල්කාලින් ප්රාමේ ඉරිකාරිත ආකාශ සඳහන් කාර්තාවා	արգորցան ու բայների ու բայների հարձանուտ։ Յիրորունիչներն հարցը կլայներին հարձային Առումում, բննքրումիլի Յունեշիչնեստ ույցիչերում՝ ծլմելըիչերիստու Ալիլյեն-հարձային Մեհեւային Յունեսի Յունեշիչնեստու ույցիչերում՝ ծլմելըիչերիստու Ալիլյեն-հարձային Տիշիչերենացելի արերոնացելի	Add an active mobile phone number of the emphysics in order to receive SMS notifications when the member account is updated monthly. 5. Alternitions and Amnedments
 மிறாம் கிறேம் மல மலையின் மிலை விறுக்கு வல வரியிலா, வுல வரியிலா விறும் சுமைல் பல விறையிலான வரு வற்றும் விறுமை விறும் சுமைல் விறுமை வருகியிலா வரும் விறுமை விறும் குமைல் விறுமை விறுமை வறுமை விறுமை விறுமை விறுமை விறுவு விறுமை விறுமை விறுமை விறும் விறுமை விறுமை விறுமை விறுமை விறுமை விறுமை விறுமை விறும் விறுமை விறுமை விறுமை விறை விறுமை விறுமை விறுமை விறும் விறுமை விறும் விறுமை விறுமை விறுமை விறுமை விறுமை விறும் விறுமை விறுமை விறுமை விறுமை விறுமை விறுமை விறுமை விறுமை விறும் விறுமை வறுமை விறுறுமை விறுமை விறுமை விறுமை விறுமை விறுமை விறுமை விறுறுமை விறுமை விறுமை விறுமை விறுமை விறுறுமை விறுமை விறுறை விறுமை விறுமை விறுறை விறுமை விறுமை விறுமை விறுறை விறுறுறை விறுறுறை விறுறுறை விறுறை விறுறை விறுறு விறுறை விறுறுமை விறுமை விறுமை விறுறுறை விறுறுறை விறுறை விறுறுறுறுறை விறுறை விறுறை விறுறை விறுறை விறுறை விறை விறுறை விறுறை	ູ ເມື່ອສາກ ລະກຳມານ. ຂອງການການ ຊີ່ແລະລາຍ ລາວ ແລະ ເພື່ອການ ເພື່ອການ ເພື່ອການ ແລະ ເພື່ອການ ແລະ ເພື່ອການ ແລະ ເພື່ອກ ແລະ ເພື່ອການ ເພື່ອການ ເພື່ອການ ເພື່ອການ ເພື	Do not make alterations on pre-printed information. If you have to make any alcoutions or animultantis in respect of member names or numbers, communicate such information to the Superintendent of EPP in a suparate lefter. Do not attach lefters or notes to the C Form.
 පුළ්හද ඩූ දයකක දීම්මන ප්රේ. ප්‍රී වූ දයකක දීම්මනා පෙරේම සඳහා එක් එක් මාස සඳහා වේනා වේනාම සිබ් ව්‍ර විභා කර ප්‍ර වන්නා. 	udini elegidise sufficialescendar Barensedurah inti. Udini elegidise 6. utsantrikutsendar inti Batantantan international constantanta constantanta estenational en	 Arrent of Contributions Use separate C Forms for each month to pay contributions in arrents.
 "ම්" හරහා නිම පරිදු දේවයක් නොක්රීමේන් මුහු ස්තා හැකි කැටත "වේ වාර්තානේ දේ සංචාන කරදු ප්‍රත්ෂණ වන මෙම ක්රීන්තේ ප්‍රමේ දේවලා දාසක දීමනා බැගීමෙන් යහැති හසුවීම පේවා යෝජනායාට අධිභාග් නෙවීමට සිදුවීම හා නිනීයේ යහැතිට හසුවීම. 	ւ սերությունը ու	 Consequences If C Form it act property submitted C Form information will be rejected without being processed. No contributions will be ceedined to individual accounts of frambers listed in C Form.
	ு பழவற்றில் படியால்ப்பட்ட உறுப்போனாளின் நான்ப்பட்ட களைக்குள்றுக்கு பங்களிடிருக்கள் வான்ப்படைகள் தொழில்துத் தன்ப்படைகள் தல்லது நீதி விசாறவைக்கு உட்பற்துதப்படற்கும்.	Employer is liable to be prosecuted and suechinged.
ල්ටිකාරී කස් ඇ. දොඩාක්ෂේත්තුව 11.3. කර් බොහෝත් එයාම්ලයක මාවක, කොහෙලු 01. හෝ 2309, තොලෙ.	exeiteneehturrent sooftan de Lagenseksenti Bou.13. den unfignek gugdense, Gemigtel 01 Bourgense sooroog	SUPERINTENDENT BPP Department D. 1.5. Setteron ligothildee Mewatha Colombol 16 we 1299, Colombo

A I කොටස : (I) ජෙදය - ශී ලංකා පුජාතාන්තික සමාජවාදී ජනරජයේ අති විශෙෂ ගැසට් පතුය - 2021.10.12 Part I : Sec. (I) - GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 12.10.2021

8A

- (14) In the Second Schedule, -
 - (a) in form Dl,
 - (i) by the substitution for the words and figure "form D(l)" of the words and figure "Form D-l";
 - (ii) in item 3(a) thereof, by the substitution for the words "Sole Proprietorship" of the words "Sole Proprietorship";
 - (b) by the repeal of form G;
 - (c) in form S_{r} -
 - (i) by the substitution for the words "form S" of the words "Form S";
 - (ii) in item 8 thereof, by the substitution for the words "Membership Card "B" form" of the words "Form B (Membership Card)";
 - (iii) by the substitution for the words "Name as per "B" Card (Membership Card)" appearing under the heading "Name Certificate", of the words "Name as per Form "B"(Membership Card)";
- (15) in the Fourth Schedule, -
 - (a) in form "EM 1",-
 - (i) by the substitution for the word and figure "EM 1" of the word and figure "Form EM 1";
 - (ii) in item 2.2 thereof, by the substitution for the words "Shop and Office Act" of the words and figures "Shop and Office Employees (Regulation of Employment and Remuneration) Act (Chapter 129);
 - (iii) in item 2.3 thereof, by the substitution for the words "Wages Board Act" of the words and figures "Wages Board Ordinance (Chapter 136)";
 - (iv) in item 4.2 thereof, by the substitution for the word "Land" of the word "Land";
 - (v) in item 7 thereof, by the substitution for the words "e- Returns" of the words "e- Returns";
 - (vi) by the substitution for the words "declare & agree" of the words "declare";
 - (b) in form 'EM 2'-
 - (i) by the substitution for the word and figure "EM 2" of the words and figure "Computer File Format EM 2";
 - (ii) in the corresponding entries of item 4, by the substitution for the words and figures "Submission ID" and "Data Submission Number*" of the words and figures "Data Identification Number" and "Data Submission Identification Number*" respectively;
 - (iii) in the corresponding entry of item 8, by the substitution for the words "Text" and "(Bank Code, Branch Code and Cheque No.)" of the words "Text" and "(Bank Code, Branch Code and Account No. or Cheque No.)" respectively;
 - (iv) in the corresponding entry of item 10, by the substitution for the words and figures "District Office Code No. (Refer Annex 9)" of the words and figures District Labour Office Code No." respectively;
 - (c) by the repeal of Form EM3' of the Fifth Schedule and the substitution therefor of the following:

10A I කොටස : (I) ජෙදය - ශී ලංකා පුජාතාන්තික සමාජවාදී ජනරජයේ අති විශෙෂ ගැසට් පතුය - 2021.10.12 PART I : Sec. (I) - GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 12.10.2021

"Form EM 3

Employees' Provident Fund - Department of Labour

Contribution Detail File (should be named as EVEMC.TXT)

No.	Field	Length	Туре	Description
1	NIC Number	20	Text	NIC/Passport number
2	Last Name	40	Text	Last Name
3	Initials	20	Text	Initials
4	Mem. Number	6	Numeric	Member's Account Number
5	Tot. Cont	9.2*	Numeric	Total Contribution Amount (Rs.)
6	Emp. Cont	9.2*	Numeric	Employer's Contribution Amount (Rs.)
7	Mem. Cont	9.2*	Numeric	Member's Contribution Amount (Rs.)
8	Tot. Earings	11.2**	Numeric	Total Earnings (Rs.)
9	Mem. Status	1	Text	Member Status
				E=Existing N=New V= Vacated
10	Zn. Code	1	Text	Zone code
11	Emp. No	6	Numeric	Employer Number
12	Cont.Period	6	Numeric	Contribution Year Month

I කොටස : (I) ඡෙදය - ශ්‍රී ලංකා ප්‍රජාතාන්තික සමාජවාදී ජනරජයේ අති විශෙෂ ගැසට් පතුය - 2021.10.12 11A Part I : Sec. (I) - GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 12.10.2021

13	Submission ID	2	Numeric	Data Submission Number ***
14	DaysWork	4.2	Numeric	No. of days worked
15	Oc. Grade	3	Numeric	Occupation Classification Grade (As per the classification of Census and Statistics Dept.)

- 9.2* There should be maximum of 10 digits including 7 integers, decimal point and 2 decimals
- 11.2 ** There should be maximum of 12 digits including 9 integers, decimal point and 2 decimals
 - *** If it sends the file as a one (including all the staff), number should be "01". If it sends under two categories such as "Executive" & "Non-Executive", the number should be "02".

It is suggested to replace the above foot note (***) with the following.

Data submission number of the contribution detail file : if an employer submits more than one file for its staff (*e.g.* : for different categories such as "executive", "Non-Executive", etc.), the employer should maintain separate data submission number for each of the file.

2. These regulations shall come into operation on June 1, 2022.

10-402