



**THE EMPLOYERS'  
FEDERATION OF CEYLON**  
*A Voice for Your Business*

**95**  
YEARS  
Your most rewarding  
**PARTNERSHIP**

## MEMBERSHIP SUBSCRIPTION AND APPEARANCE FEES

**2024 – 2025**



**HR & LEGAL  
SOLUTIONS**



**PREMIUM  
ADVISORY**



**LEGAL  
REPRESENTATION**



**RESPONSIBLE  
BUSINESS INITIATIVES**



**ADVOCACY &  
LOBBYING**



**TRAINING &  
CERTIFICATIONS**



**INDUSTRIAL  
RELATIONS**



**RESEARCH &  
PUBLICATIONS**

1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025

[www.employers.lk](http://www.employers.lk)



## Membership Privileges

Easy access to a team of specialised Legal and HR professionals to obtain tailor made services over the telephone, through emails and consultations online or at the Secretariat

### Premium Advisory Services that include:

- ▶ Advice in relation to Employment Law, Industrial Relations, Employee Relations and Human Resource Management
- ▶ Written opinions on matters related to Industrial Relations / Employee Relations, HR and legal issues related to employment
- ▶ Drafting and vetting employment related documents including Letters of Appointment, etc.
- ▶ Advice on termination of employment and drafting letters related to disciplinary action
- ▶ Advice on enterprise restructuring, retrenchment and closure

### Industrial / Employment Relations Services that include:

- ▶ Advice on preventing disputes at the workplace
- ▶ Collective bargaining and negotiations with Trade Unions
- ▶ Dispute settlement discussions with relevant parties including Trade Unions
- ▶ Drafting of Collective Agreements
- ▶ Facilitating workplace dispute resolution

## Advocacy and Lobbying

The EFC represents Members' interests in tripartite bodies nationally such as the National Labour Advisory Council (NLAC) and Wages Boards, as well as internationally at the International Labour Conference (ILC) convened by the International Labour Organisation (ILO)

### Members are eligible to access the following value-added services at a special rate through our team of Legal and HR Professionals

- ▶ Representation at Labour Tribunals, Arbitrations, Industrial Courts, Department of Labour as well as inquiries before the Termination Unit and the Workmen's Compensation Tribunal
- ▶ In-house Training Programmes and Certifications and Company-based Customised Training
- ▶ Effective, Feasible and Customised HR and Legal Solutions
- ▶ Industry-specific Research Reports and Publications

### For further details, please contact:

#### Membership

#### Subscription & Renewal

Shenali Wasana  
Junior Executive  
011 7801801 | 077 3952702  
shenaliw@empfed.lk

#### New Member

#### Enquiries

Satheeka Kavisekera  
Manager – Marketing & Communications  
077 8880301  
satheeka@empfed.lk



# The Employers' Federation of Ceylon

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VAT REGISTRATION NO:409044077 7000

## SUBSCRIPTION FOR THE FINANCIAL YEAR 1<sup>st</sup> APRIL 2024 TO 31<sup>st</sup> MARCH 2025 AND APPEARANCE FEES - NON-PLANTATION COMPANIES / ESTABLISHMENTS

A. (i) **Less than 16 employees**

A subscription rate of 0.5% of the Annual Wage Bill subject to a minimum of Rs.170,000.00 and a maximum of Rs.220,000.00 per annum + applicable taxes

A(ii) **16- 25 employees**

A subscription rate of 0.5% of the Annual Wage Bill subject to a minimum of Rs.180,000.00 and a maximum of Rs.275,000.00 per annum + applicable taxes

A(iii) **26-50 employees**

A subscription rate of 0.5% of the Annual Wage Bill subject to a minimum of Rs.225,000.00 and a maximum of Rs.400,000.00 per annum + applicable taxes

A(iv) **51-100 employees**

A subscription rate of 0.5% of the Annual Wage Bill subject to a minimum of Rs.270,000.00 and a maximum of Rs.430,000.00 per annum + applicable taxes

A(v) **101-250 employees**

A subscription rate of 0.5% of the Annual Wage Bill subject to a minimum of Rs.285,000.00 and a maximum of Rs.495,000.00 per annum + applicable taxes

A(vi) **251 - 500 employees**

A subscription rate of 0.5% of the Annual Wage Bill subject to a minimum of Rs.390,000.00 and a maximum of Rs.580,000.00 per annum + applicable taxes

A(vii) **501 - 750 employees**

A subscription rate of 0.5% of the Annual Wage Bill a maximum of Rs.610,000.00 per annum + applicable taxes

A(viii) **751 - 1000 employees**

A subscription rate of 0.5% of the Annual Wage Bill a maximum of Rs.640,000.00 per annum + applicable taxes

A(ix) **1001-2000 employees**

A subscription rate of 0.5% of the Annual Wage Bill a maximum of Rs.660,000.00 per annum + applicable taxes

A(x) **2001-4000 employees**

A subscription rate of 0.5% of the Annual Wage Bill a maximum of Rs.701,000.00 per annum + applicable taxes

A(xi) **4001-7500 employees**

A subscription rate of 0.5% of the Annual Wage Bill a maximum of Rs.752,000.00 per annum + applicable taxes

A(xii) **7501 to 10000 employees**

A subscription rate of 0.5% of the Annual Wage Bill a maximum of Rs.801,000.00 per annum + applicable taxes

A(xiii) **10001 to 15000 employees**

A subscription rate of 0.5% of the Annual Wage Bill a maximum of Rs.852,000.00 per annum + applicable taxes

A(xiv) **15001 to 25000 employees**

A subscription rate of Rs.951,000.00 per annum + applicable taxes Regardless of the Wage Bill

A(xv) **Over 25000 employees**

A subscription rate of Rs.1,045,000.00 per annum + applicable taxes Regardless of the Wage Bill

**Membership for Special Categories**

Membership for Special categories - applicable only for a period of 3 years from the date of first joining the EFC.

**Special Rate "A"- IT / BPO / KPO Industry - (Under 100 employees)**

A(xvi) A subscription rate of 0.5% of the Annual Wage Bill subject to a minimum of Rs 250,000.00 and a maximum of Rs.375,000.00 per annum + applicable taxes

A(xvii) **Special Rate "B"- Schools (Private and International) - (Under 100 employees)**

A subscription rate of 0.5% of the Annual Wage Bill subject to a minimum of Rs.200,000.00 and a maximum of Rs.330,000.00 per annum + applicable taxes

A(xviii) **Special Rate "C"- Hotel and Tourism Sector - (Under 100 employees)**

A subscription rate of 0.5% of the Annual Wage Bill subject to a minimum of Rs.175,000.00 and a maximum of Rs.290,000.00 per annum + applicable taxes

**B. NEW MEMBER APPLICATION PROCEDURE**

- a. New members are required to submit the duly perfected Membership Application and Membership Information Form along with all the supporting documents mentioned in the checklist of the application form.
- b. Upon verification, the Secretariat will issue an invoice based on the details submitted by your organisation.
- c. Once the payment is completed, the Director General of the EFC shall approve and allow the organisation to obtain professional services from the EFC. Such approvals are subject to further ratification by the Council.

**C. NUMBER OF EMPLOYEES AND ANNUAL WAGE BILL DETAILS**

- a. Please submit the number of employees as of 31<sup>st</sup> March 2024 and the wage bill for this purpose will be the wage bill on which the provident fund is payable computed for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.

- b. In the case of a new establishment which has not been in existence for a full Financial Year, the calculation should be based on their latest wage bill x 12. The wage bill for this purpose, however, will include the non-recurring cost of living gratuity and any other cost of living allowance but will exclude payments such as bonuses, incentives, allowances and overtime.
- c. In order to fall in line with compliance, it is required to submit a certificate indicating that the number of employees declared in the subscription form is correct. In view of this requirement, please submit a copy of the ETF Online Payment Settlement Statement or 'ETF R FORM' for the period of March 2024.

#### **D. JOINING FEE FOR NEW MEMBERS**

Giving due consideration to the prevailing business environment, the joining fee will be waived in case of new members joining the membership on or before 30<sup>th</sup> June 2024. New members joining after 1<sup>st</sup> July 2024 will be required to calculate the joining fee at 15% in respect of the Annual Membership Subscription excluding taxes.

#### **E. REFUNDABLE DEPOSIT FOR NEW MEMBERS**

A refundable deposit of 25% on the Annual Membership Subscription is payable by new members under A(i) – A(xviii) at the time of joining the membership against the following.

- a. Failure to give three months' notice, in terms of the EFC rules, prior to resignation.
- b. In the event of removal from the membership due to non-payment of subscription.
- c. Failure to meet invoices for appearances and value-added services provided by the EFC, i.e., up to the total value of such invoices.

**Note** – Joining Fee and Refundable Deposit which is applicable for new members will not be pro-rated and will be calculated on the yearly subscription payable.

#### **F. PRO-RATED SUBSCRIPTION PAYMENT DURING THE FINANCIAL YEAR FOR NEW MEMBERS**

For organisations seeking membership during the financial year 2023-2024, the applicable rate will differ based on the period they join the membership.

- a. April to July 2024, the full subscription will be applicable.
- b. August to November 2024, 75% of the subscription will be applicable.
- c. December 2024 – February 2025, 50% of the subscription will be applicable.
- d. Organisations that wish to join the membership during March 2024 shall be required to pay the subscription in full for the upcoming financial year 2025-2026 at existing rates, subject to the condition that they make the required payment to cover up any difference in the amount payable if rates for the following year are increased. Such members will be eligible to receive services from the date of joining.

#### **G. GROUP REBATE**

- a. Member companies will be required to identify the "Parent Company" for the purpose of a rebate.
- b. In order to be categorized as a 'Group of Companies' and to be entitled for the 'Group Rebate', the members should meet the following criteria.
  - (i) For the purpose of the rebate, a Group of Companies would mean a parent company and one subsidiary in which the said parent company has not less than 50% shares.
  - (ii) Subsidiaries/ associate companies should individually remit their subscription calculated based on A(i) to A(xviii) given above.
  - (iii) The rebate will be calculated on the basis set out below.

For Group of Companies whose total annual membership subscription is up to Rs. 1,000,000.00

The first Rs. 500,000.00 will be exempted from the rebate calculation - the next Rs. 200,000.00 from the excess will attract a 6% rebate and 10% on the balance amount.

For Group of Companies whose total annual membership subscription is between Rs 1,000,000/- to Rs 2,500,000/-

The first Rs 900,000/- will be exempted from the rebate calculation – the next Rs.200,000.00 from excess will attract a 6 % rebate and 10% on the balance amount.

For Group of Companies whose total annual membership subscription is above Rs 2,500,000/-

The first Rs 1,300,000/- will be exempted from the rebate calculation – the next Rs.200,000.00 from excess will attract a 6% rebate and 10% on the balance amount.

- c. The parent company should forward a statement setting out the number of companies in the Group and the total amounts paid by way of subscription for the financial year 2024-2025.
- d. The Secretariat will calculate the percentage rebate that the Group is entitled to and refund the excess payment to the parent company.

#### **H. MEMBERSHIP SUBSCRIPTION PAYMENT**

Membership subscription payments can be settled through cheques and/or bank transfers. Members are required to notify the EFC Secretariat of the payment advice upon completing the online fund transfer.

##### Cheque Payments:

Cheques should be drawn in favour of “The Employers’ Federation of Ceylon” and crossed “Account Payee Only”. Members are required to submit the cheques to the Secretariat and not forward the same directly to the Bank to avoid delays in processing payments.

##### Bank Account Details for Online Bank Transfer

Title of Account in the Bank	: The Employers’ Federation of Ceylon
Account Type	: Current Account
Bank Account Number	: 0122 6000 0134
Name & Address of Bank	: Sampath Bank PLC, 1596, Kotte Road, Rajagiriya
Bank code	: 7278
Branch code	: 122
Swift Code	: BSAMLKLX

#### **I. APPEARANCE FEES**

Each appearance in Colombo shall be at Rs.25,000+applicable taxes. Each outstation appearance (where the EFC has specifically agreed to provide outstation services) shall be at Rs.26,000+applicable taxes.

In case of denial of employment i.e., in respect of an applicant/complainant who has not been regarded as an employee by a member and therefore has not been taken into account in computing the annual membership subscription, an appearance in Colombo will be at Rs.27,000+applicable taxes. Where the EFC has specifically agreed to provide outstation services, an appearance Outstation within 40km from Colombo will be at Rs.30,700+applicable taxes. Outstation beyond 40 km from Colombo will be at Rs.36,200+applicable taxes.

Where transport is not provided by a member, traveling in respect of outstation appearances will be charged at Rs.88.00 per Kilometer. The above rates are applicable for appearances at the Department of Labour and Labour Tribunals.

Where accommodation and food are not provided by a member and if such expenses were incurred in respect of outstation appearances will be reimbursed from the member.

**Payments for appearances should be made within 14 days of the date of invoice.**



**Vajira Ellepola**  
**Director General**