

**Application for Membership**

**Director General/ CEO**

**The Employers’ Federation of Ceylon**

385 J 3, Old Kotte Road

Rajagiriya

Sri Lanka

Dear Sir,

1. **……………………………………………………………………………………………………………………………………………**

being an employer / employers

**Note** - In terms of Rule 6, a separate application will be required for each company and membership of one company does not confer membership or any other privilege on subsidiaries or associate companies / firms etc.

1. Carrying on business in Sri Lanka at **…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**do hereby apply to become a member of The Employers' Federation of Ceylon and I / we hereby agree to be bound by the Rules of the Federation and by all directives the Council of the Federation issues in accordance with the Rules of the Federation. We enclose herewith a cheque covering the Membership Subscription payable including applicable Government Taxes for the current financial year, Joining Fee and Refundable Deposit.
2. Business registrations details

|  |  |  |
| --- | --- | --- |
| Business Registration No. | VAT Registration No. | SVAT Registration No – Purchaser Only  |
|  |  |  |

1. Primary contact information

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Contact No. | E-mail |
| Chairman/ CEO/ MD |  |  |  |
| Other (Please specify) |  |  |  |

1. Particulars of the business

|  |  |
| --- | --- |
| Nature of the business |  |
| No. of employees  | **Note:** Please include total employee count including executives, non-permanent or otherwise as at 31st March 2025 -  |
| Names and NIC numbers of Directors/ Partners  |  |

…………………………………………….. ……………………………………………..

**Director/ Partner Date (DD/MM/YYYY)**

The application for membership of the above applicant is hereby recommended.

…………………………………………….. ……………………………………………..

**Director General/ CEO (EFC) Date (DD/MM/YYYY)**

**Director General/ CEO** Date………………………………….

**The Employers’ Federation of Ceylon**

385 J 3, Old Kotte Road

Rajagiriya

Sri Lanka

Dear Sir,

In terms of Rule 10 (1) of the Rules of The Employers' Federation of Ceylon we, being a member of the Federation, nominate and appoint Mr. / Ms. **……………………………………………………………………………………………………………………………………………………….**

to be our representative in terms of Rule 8 and Messrs. **………………………………………………………………………………………………………………………………………………………** to be our alternate representatives in terms of Rule 9 thereof; to vote on our behalf and generally to exercise all powers vested in us as a member and to act for us in all matters affecting our membership in the Federation or of any Employers' Group.

We hereby request you to register our nominees accordingly.

Yours faithfully,

……………………………………………………

**Name and Designation**

**Declaration by Applicant for Membership**

1. Please provide the following details if your organisation were a member of the EFC previously.

|  |  |  |  |
| --- | --- | --- | --- |
| Membership Code | Date of Registration | Date of Resignation | Reason for discontinuation of membership |
|  |  |  |  |

1. Please state memberships in other Chambers or Trade Associations.

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| --- |
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|  |

1. Please provide the following detail if you have a Trade Union at your organisation.

|  |  |
| --- | --- |
| Trade Union  | Existing Disputes |
|  |  |

1. Please indicate one or more of the following reasons for joining the EFC membership.

|  |  |
| --- | --- |
|  | To obtain advise on legal and industrial relations in relation to labour matters. |
|  | To obtain services related to legal representation in pending Labour Tribunal, Arbitration, Industrial Courts, Department of Labour or other termination disputes. |
|  | To receive information regarding Labour Regulations and Industrial Relations. |
|  | To enjoy the value-added services i.e. training, solutions and publications offered by the EFC.  |
|  | To be a part of an Employer Organisation and to be able to interchange information with other members. |
| Please specify any other reasons. |

1. Please provide the following details if you are part of a Group of Companies.

|  |  |
| --- | --- |
| Name of the parent company |  |

|  |  |  |
| --- | --- | --- |
| Subsidiaries | Business Sector | EFC Members - Please mark √  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Membership Application Checklist**

*Please mark √ to confirm the required documents are duly perfected and submitted.*

|  |  |  |
| --- | --- | --- |
|  | To be *√* by the applicant  | To be *√* by the EFC |
| Application for Membership & Declaration Form  |  |  |
| Membership Subscription Form  |  |  |
| Business Registration Certificate  |  |  |
| ETF online payment settlement statement or ‘R’ Form for March 2024 |  |  |
| Form 20 for Particulars of Directors certified within last 30 days |   |  |
| Certificate(s) of VAT Registration & SVAT (for registered purchaser)  |   |  |
| Cheque for the Membership Subscription Fees  |  |  |

**Annexure – Rules for Members**

|  |  |
| --- | --- |
| **Rule 6** | Any firm, company, corporation or institution which is subsidiary to or in the managing agency or control of another firm, company, corporation or institution shall not be entitled to the benefits of membership by virtue of the fact that its parent or controlling firm, company, corporation or institution or managing agent is a member of the Federation, but may be eligible for election as a member of the Federation in its own right. |
| **Rule 7** | 1. Associations or Bodies of Employers may be permitted membership by the Council as affiliates. Every Body or Association so registered shall form part of an Affiliated Associations Group and the Chairman may be invited to be a non-voting member of the Council.
2. The Ceylon Chamber of Commerce shall have special affiliate status and be entitled to have are presentative on the Council.
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| **Rule 8** | In all matters affecting the membership of the Federation or of any Employers' Group, a direct member may, subject to the provisions of Rule 9, be represented by one person who shall1. where such member is a firm, company, corporation, institution, club or association be a partner, director, manager, president, vice-president or secretary thereof, or with the approval of the Council, any other person of senior management rank,
2. here such direct member is an individual employer, be such employer, or with the approval of the Council, be any other person of senior management rank appointed by such employer to represent such employer, and
3. Where such member is an affiliate, be such person nominated by the relevant association from among its executive committee members.
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| **Rule 9** | 1. In addition to any representative under Rule 8 hereof any direct member may nominate two other persons as his alternate representatives (hereinafter referred to as "alternate representatives").
2. Every such alternate representative shall:
3. Where the member is a firm, company, corporation, institution, club or association, be a partner, director, manager, president, vice-president or secretary thereof, or with the approval of the Council be any other person, and
4. Where such employer is an individual employer be a person appointed by such employer with the approval of the Council, to be the alternate representative of such employer.
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| **Rule 10**  | Every direct member shall register the name of every such representative or alternate representative, as is referred to in Rules 7 and 8 respectively with the Director General. |