



Instructions to Employers 98/1  
**EMPLOYEES' PROVIDENT FUND**

**IMPORTANT INSTRUCTIONS TO EMPLOYERS. PLEASE READ CAREFULLY FOR COMPLIANCE AND COPY FOR REFERENCE.**

Submission of C form and Payment of Contributions

A pre-printed C Form is sent by the Fund for the convenience of employers, but not as an obligation. Hence, it should be noted to make contributions with relevant forms before the due date irrespective of whether you receive the pre-printed C Form or not.

Duly completed C Form and the cheque attached to it should be sent to reach the Superintendent, EPF before the due date using the envelope provided.

**1. Contributions**

Each and every EPF contribution should be made with a duly completed C Form showing the distribution of contributions among employees. Contributions cannot be credited to individual member accounts without a C Form. (Non submission of C Form contravenes the provisions of the EPF Act. No. 15 of 1958) Send separate cheque and C Form in respect of each employment. Contributions and the C Form for a particular month should be received by the Fund on or before the last working day of the succeeding month.

Do not send Contributions in cash Draw cheques in favour of "The Superintendent, Employees' Provident Fund"  
Write the employer EPF registration number clearly on the reverse of the cheque.

**2. C Forms**

Check the month of contributions and employer registration number are correct.

Check the accuracy of total figures.

Amount of the cheque being attached should tally with the "Total Remittance".

Name of new employees should be written as in the "8" card.

Member particulars should be completed until they are preprinted by the computer.

**3. Addition of New Names in C Forms**

If you have to add a new member or members to the list of employees in the C Form, write or type the new member's name as in the "8" card in block capitals. Assign the next number in the serial order which has not been assigned to any member of the employment. Fill up the other cages appropriately.

**4. Alterations and Amendments**

Do not make alterations on pre-printed information. If you have to make any alterations or amendments in respect of member names or numbers, communicate such information to the Superintendent of EPF in a separate letter. Do not attach letters or notes to the C Form.

**5. Arrears of Contributions**

Use a separate C Form for payment of arrears.

**6. Consequences if C Form is not properly submitted.**

C Form information will be rejected without being processed. .

No contributions will be credited to individual accounts of members listed in C Form.

Employer is liable to be prosecuted and surcharged.

SUPERINTENDENT

EPF Department  
No. 41, Janadhipathi Mawatha, Colombo 1. or  
PO Box 1299, Colombo.