

## **INSTRUCTIONS TO FILL THE FORM II RETURN**

We hereby request all the employers under Larger Category to adhere the following instructions properly in sending the ETF Form II Returns in time.

1. Please indicate the respective period of Return, in the appropriate place in the Form II Return
2. Please write the names of members correctly and clearly in English with initials.
3. Each and every member should have a member number and it should be indicated in the numerical order. A number once allocated to an employee should not be re-allocated to any other member.
4. Where-ever possible indicate the National Identity Card Numbers correctly and clearly.
5. The total of six months contribution of the members should be indicated in the 4<sup>th</sup> column.
6. Total monthly earnings and contributions should be indicated in respect of each and every member.
7. While page total should be indicated at the bottom line in each page, it should not be carried forward. Instead, page totals should be indicated in the summary sheet.
8. Please indicate very clearly the Employer's Registration Number, Name, Address of employer and the telephone number/Fax number
9. Please indicate the page number in each page
10. Please ensure to forward us the summary sheet and the Contribution Reconciliation Statement, along with your Form II Return.
11. Please indicate the total number of members in the Form II Return.
12. Employers who send separate Form II Returns for permanent, Casual, Executive & Site employees who are scattered over the Island should ensure to collect the Form II Returns from these units and forward them in one batch to the ETF board.
13. Form II Returns for arrears payments should give the following particulars clearly.
  - a. Period for which the arrears is been paid
  - b. Reason for arrears payment
  - c. Date of payment
  - d. Cheque No and Bank

14. The last dates of receipt of Form II Returns in the ETF Board.  
1<sup>st</sup> Half Return – Last working day in the month of August  
2<sup>nd</sup> Half Return – Last working day in the month of February of the preceding year

Legal provisions have been made to surcharge the employers who do not send accurate and complete set of Form II Returns before the due dates. Delay in forwarding the Form II Returns may cause delay in processing Annual Member Statements (AMS)

15. Every effort is taken to post the pre-printed Form II Returns / Blank Forms II Returns to the employees in time. But however, in case of non-receipt of Form II Returns, please be obliged to collect the Form II Returns & send them before the due date.
16. The original of the ETF half yearly Form II Return should be duly certified by the employer by placing the rubber stamp and signature should be sent to the following address

Manager – Member Accounts (Larger Category)  
Employees' Trust Fund Board  
P.O Box 807, 1<sup>st</sup> Floor,  
Labour Secretariat  
Narahenpita  
Colombo 05

Although we had issued similar instructions along with our pre-printed Form II Returns in the past, some employers had not followed them. Due to the regular computerization of the Member contributions, we are compelled to check whether the instructions are been followed by you.

Accordingly, we may have to reject such incomplete and inaccurate Form II Returns. It is for this purpose that we got the original ETF Act amended by ETF (Amendment) Act No 18 of 1993 to enforce surcharges on incomplete and inaccurate Form II Returns.

Manager - Member Accounts (larger category)