

**Did you read the instructions page before filling the claims form?**

**Use only blue and black coloured pens to fill the forms**

**Claim application forms can be submitted only after the employer has paid the contribution for the member in full until the date of termination of employment.**

### 01. How can you withdraw funds ?



**A member is entitled to withdraw the balance on termination of employment.**

**However,**

**A claim for refund of contributions cannot be made while being employed, in respect of the same institution under another member number by terminating the previous employment within a short period or crediting contributions under another member number by transferring to another institution controlled by the same employer.**

### 02. What are the other documents that must be submitted with the claim application?



**A photo-copy of the National Identity Card certified by the last Employer**

**A photocopy of the bank passbook bearing the name of the Bank, Branch, Account No. of the Bank account and the name of account holder**

**Must verify as to whether the bank account is in active status**



### 03. How can you claim the benefits if you were employed in multiple companies?

**VI-A applications for institutions previously employed with the PF letter must be certified separately by each employer and submitted**

**Those employed in estates must simultaneously submit VI-A applications that are certified separately by each employer**

**An application in respect of institutions that are not in operation should be completed as per the instructions No. 5 and submitted.**

**If you were employed at several institutions, the application form should be certified by the last institution, and must submit the application along with a document ( a copy of B Card, a copy of the letter of Appointment, Salary slip)confirming the service at previous institutions which have not closed down operations.**

**Dates of commencement and termination of service at all places of work and Member numbers must be filled on the front page of the application form.**

**04. Can you obtain funds every five years?**



Only upon cessation of employment that a withdrawal claim for refund of contributions can be made

A member is not entitled to make a second claim until the lapse of five years from the date of previous withdrawal of fund balance.



**05. How can you obtain funds credited by a company that is not in operation?**

In the event the employer is not in operation, the member should fill Part I of the application form. Additionally, the sheet of personal details and Indemnity letter along with a copy of the National Identity Card should be certified by the Grama Niladhari and the Divisional Secretary in the member's area.

It is compulsory to submit a document (a copy of the letter of appointment / a copy of B Card / Salary slip / a statement of Accounts of Employees' Trust Fund issued by the Central Bank) for the proof of employment.

**06. My name is different in the ETF account?**



In case of any discrepancy in the name on the National Identity Card, in the application and in the Statement of Accounts of Employees' Trust Fund, it should be certified by the employer through a letter.

In the event that the name has changed after marriage, a copy of the certificate of marriage must be submitted as a proof.

If the name changed in another way, a copy of the part which depicts the change of name in Column 13 of the Birth Certificate must be submitted.

Name

**07. Do you need to have a bank account?**



**Yes**

A savings/current or joint account under the applicant's name is required.



### 08. What if there is a difference between the names in the bank account and the National Identity Card?



If there is any difference between the names in the bank account and the National Identity Card, it should be certified by the bank before submitting the application. Otherwise,

a letter of request should be attached with the application to make payments in the name mentioned in the National Identity card.

### 09. Don't have a bank account?



Open a bank account in your name at any branch of a Bank convenient to you before submitting the application and include the details in the application

**NOT AN ISSUE**

### 10. If the Employer does not possess an official Rubber stamp?

If the employer does not possess an official Rubber stamp, the employer should submit a letter for the proof



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### 11. What if the employer is unwilling to fill the form?



The member should obtain three copies of the claim form and fill Part I accurately. One of the completed forms should be sent to the employer by registered post

If the claim form is not returned within two weeks, the original receipt received from the post office, a completed Letter of Indemnity, a copy of the National Identity Card and the bank book and the two other claim forms must be forwarded

**12. Do you have to include a phone number?**

**Yes**

It is compulsory to include a mobile phone number. A mobile number should be included since all details regarding the status of the application will be sent through a text message.



**13. Any more information?**



Members should place his /her thumb impressions and signatures on the application in the presence of the employer

It is appropriate to submit the application personally at every instance. If the application is handed over by another person, a copy of the applicant's National Identity Card should be produced

Completed claim applications can be handed over at the Head Office or Regional Offices of the Board

It is suitable to bring the National Identity card and the Bank passbook when handing over the application