

Instructions to fill the Form WR2

Upon changes applied to your profile at the EPF Department of Central Bank, you will be informed of your new password/PIN to enable you to obtain this online facility (Internet /SMS).

Duly filled application should be sent to the :

SUPERINTENDENT,
EMPLOYEES' PROVIDENT FUND
P O Box 1299
JANADHIPATI MAWATHA
COLOMBO

(Indicate “**Internet/SMS Account Change**” on the left side of the envelop)

For details Contact EPF Help Desk, 0112477060 and 0112477050

Cage No.	Instructions
Cage 1.	Write your full name as given in the NIC. Use one cage for one letter. Keep one cage blank in between two names. Attach a copy of the NIC certified by the current employer.
Cage 2.	Write your Last Name with Initials. Use one cage for one letter.
Cage 3.	Write the NIC number and the Date of Issue.
Cage 4	Write your current residence address and contact number during office hours. The address you provide here will be used to mail you the details of this service. If you have an Internet account, you can change your contact details by changing your profile.
Cage 5	For Internet Services , your NIC number will be used as your logon id. Provide your email address. For SMS Services , you are required to include your Mobile Phone number for registration. If you have an Internet account, you can change your Mobile Number by changing your profile. If you wish to suspend any service, mark the Suspend status with a 'X' sign Your new passwords will be notified to you via a registered post.
Cage 6.	Provide your current employment detail. If you are not employed at present provide your most recent employment details and the certification by the most recent employer.
	The information provided in Cages (1) to (4) and 6 should be certified by the member's current employer.
Cage 7.	Provide your other employment details if you wish to register with your account. If you have already included them at the first registration, you may omit this section.
Cage 8.	Provide your signature.