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SUPPLEMENT TO THE
CEYLON GOVERNMENT GAZETTE

අංක 11,573 — 1958 ඔක්තෝබර් 31 වැනි සිකුරාදා
No. 11,573 — FRIDAY, OCTOBER 31, 1958

L. D.—B.

THE EMPLOYEES' PROVIDENT FUND ACT,
No. 15 OF 1958

REGULATIONS made by the Minister of Labour, Housing and Social Services by virtue of the powers vested in him by section 46 of the Employees' Provident Fund Act, No. 15 of 1958, and approved by the Senate and the House of Representatives.

T. B. ILANGARATNE,
Minister of Labour, Housing and Social Services.

Colombo, October 29, 1958.

Regulations

1. These regulations may be cited as the Employees' Provident Fund Regulations, 1958:

PART I

COVERED EMPLOYMENTS

2. (1) Save as hereinafter provided in regulations 3 and 4—

- (a) every employment specified in the First Schedule to these regulations, and
- (b) every employment outside Ceylon which is in connection with or for the purposes of, the trade or business of any employer in any employment referred to in that Schedule and which would be a covered employment if it were in Ceylon,

shall be a covered employment.

(2) Every person employed in any covered employment other than—

- (a) a person holding the office of director in respect of his employment as such director,
- (b) a person who is a partner in any partnership in respect of his partnership,
- (c) a person who is employed in a managerial, executive or technical employment and for whom superannuation benefits or benefits

on termination of employment are provided under any provident fund or pension scheme or any other fund or scheme, established or administered outside Ceylon, and

- (d) a person who is employed outside Ceylon for the purpose of such employment but who is not ordinarily resident in Ceylon,

shall be an employee to whom the Act applies.

3. Any employment on any work which is usually performed by the day or by the job or by the journey shall not be a covered employment.

4. The employment by any employer of that employer's spouse in the service or for the purposes of the trade or business of that employer shall not be a covered employment.

5. The age prescribed for the purposes of sub-section (3) of section 8 of the Act shall be fourteen years in respect of every covered employment.

PART II

RETURNS AND FORMS TO BE COMPLETED BY OR IN RESPECT OF CONTRIBUTORS TO THE FUND

6. Every employer of employees in any covered employment shall, within such time as may be determined by the Commissioner in the case of each such employment by notice published in the Gazette and in one or more newspapers circulating in Ceylon, forward to the Commissioner in respect of each such employee—

- (a) an employee's record card, substantially in Form A of the Second Schedule hereto, and
- (b) a certificate of membership of the Fund substantially in Form B of that Schedule.

7. Every employer who is liable under the Act to pay contributions to the Fund shall, in respect of each month he is so liable to pay contributions—

- (a) send to the Central Bank of Ceylon, together with the contributions payable in respect of that month, a return substantially in Form C of the Second Schedule hereto, and
- (b) send at the same time to the Commissioner a duplicate of such return.

8. Every employer of employees to whom the Act applies and who is liable to pay contributions to the Fund shall, within two weeks from the date he becomes so liable, forward to the Commissioner a return substantially in Form D of the Second Schedule hereto in respect of all the employees employed by him on the date on which he became so liable to pay contributions under the Act.

9. Every employer of employees to whom the Act applies, and who is liable to pay contributions to the Fund shall maintain substantially in Form C of the Second Schedule hereto, a record of the contributions remitted by such employer every month to the Fund.

10. Every employee to whom the Act applies shall, when he is required so to do by the Commissioner or by his employer, furnish clear impressions of his right thumb and left thumb in the space provided for the purpose on the employee's record card and on the certificate of membership relating to such employee, and in such other document or form which is required for the purposes of the Act.

11. Every employee to whom the Act applies shall, when required so to do by his employer, furnish all such particulars as may be necessary for the purpose of completing any form or document required to be completed in respect of that employee under the provisions of the Act or under these regulations.

12. Where any certificate of membership in respect of any employee is sent in pursuance of regulation 6 to the Commissioner, the Commissioner shall, after such action thereon as he may deem necessary, return such certificate to the employer, and it shall be the duty of such employer to retain it in his custody and deliver it to the employee upon his leaving the services of that employer.

13. Where an employee who is a member of the Fund leaves the employment by virtue of which he became a member of the Fund and takes up, thereafter, any covered employment in respect of which he becomes liable to contribute to the Fund, then, such employee shall, upon his assumption of duties in such covered employment, deliver his certificate of membership to his new employer.

14. Where the certificate of membership of any employee is lost or destroyed, such employee shall forthwith apply to the Commissioner for a duplicate of such certificate, and the Commissioner shall, upon payment of a fee of one rupee, issue to such employee a duplicate of the certificate of membership. Every such certificate shall have the word "Duplicate" and the date of issue of such duplicate superscribed on such certificate.

15. (1) Where any employee who is a member of the Fund leaves the service of his employer, such employee shall notify the Commissioner of that fact.

(2) Every such notification shall be substantially in Form E of the Second Schedule hereto; and the employee shall within fourteen days of his leaving the service of his employer forward the notification to the employer for transmission to the Commissioner.

(3) Where any notification referred to in the preceding provisions of this regulation is sent to an employer for transmission to the Commissioner, the employer shall, if the information furnished in such notification is, to his knowledge, correct, certify to the correctness of the information furnished in such notification and shall forward such notification to the Commissioner within fourteen days of the receipt thereof by him.

16. Where any employee referred to in regulation 15 fails to send such notification to his employer within the period specified in that regulation, or where any such employee leaves the service of his employer without the knowledge of such employer, then, such employer shall upon the expiry of the period specified in regulation 15 (2), or as soon as he becomes aware that the employee has left his service, notify the Commissioner of that fact. Every such notification shall be substantially in Form F of the Second Schedule hereto.

17. Every person who after these regulations come into force takes up any covered employment in respect of which he is liable to contribute to the Fund shall, within fourteen days of his assuming duties in such employment, make a declaration in duplicate substantially in Form G of the Second Schedule hereto and deliver such declaration to his employer; and the employer of such employee shall if the particulars furnished therein are, to his knowledge, correct, certify to their correctness and shall forward such declaration to the Commissioner within fourteen days of the receipt by him of such declaration.

PART III NOMINATIONS

18. (1) Subject to the provisions of these regulations, a member of the Fund may at any time nominate any person or persons to whom the amount standing to the credit of that member's individual account in the Fund may be paid in the event of his death.

(2) A member of the Fund may at any time revoke any nomination made by him.

(3) Every nomination and every revocation of nomination under these regulations shall be effected by document which shall be in the appropriate form as hereinafter provided.

(4) Every document of nomination and every document of revocation of nomination made under these regulations by any member shall be forwarded to the Commissioner through his employer within thirty days of the execution of such document.

(5) Where any document of nomination is not sent to the Commissioner within the period specified in paragraph (4), the Commissioner may, unless he is satisfied that the delay was due to unavoidable circumstances, refuse to accept such document.

19. Where, upon representations made to the Commissioner or otherwise, the Commissioner is satisfied after due inquiry that any nomination or revocation of nomination made by any member has been secured under duress or by coercion or fraud, the Commissioner may, in his discretion, refuse to recognise such nomination or revocation of nomination, as the case may be.

20. (1) The nomination made by any employee in a covered employment upon his first becoming liable to contribute to the Fund under sub-section (3) of section 10 of that Act shall be substantially in form H of the Second Schedule hereto.

(2) Every revocation of nomination shall be substantially in Form I of the Second Schedule hereto.

21. The nomination made by a member of the Fund in a case—

(a) where he has not made a nomination upon his first becoming liable under section 10 (3) of the Act to contribute to the Fund ;
or

(b) where an earlier nomination made by him has been revoked or is deemed, by virtue of regulation 24 of these regulations, to have been revoked, shall be substantially in Form J of the Second Schedule hereto.

22. (1) Every nomination and every revocation of nomination shall be signed by the member making such nomination or revocation, as the case may be, in the presence of another person who shall witness the signature and the thumb mark of such member.

(2) Where a person is unable to sign, he shall, in lieu of his signature, place his thumb mark in the presence of another person who shall certify in the document of nomination that such thumb mark is the thumb mark of the person who makes such nomination.

(3) No person who has been nominated by any member of the Fund in any nomination shall witness the signature or the thumb mark of that member in that nomination.

23. (1) Where more than one person is nominated, the person making the nomination may specify in the document of nomination in what proportions the benefits payable under the Act shall be shared by the respective nominees.

(2) Where more than one person is nominated and no directions in regard to the shares payable to the nominees have been given by any member in any nomination made by him, the benefits payable under the Act shall be paid to the persons so nominated in equal shares.

24. (1) A nomination shall be deemed to be revoked—

(a) upon the death of the nominee, or where there is more than one nominee, in the event of any one of those nominees dying during the lifetime of the member who made such nomination ; or

(b) in the case of any nomination made by a member prior to his marriage, upon the marriage of such member.

(2) Where any nomination made by a member of the Fund is deemed to be revoked by virtue of paragraph (1) of this regulation, such member may make a fresh nomination.

25. Where a nomination made by a member is subsisting, any subsequent nomination made by such member shall be deemed to be invalid unless the first-mentioned nomination has been duly revoked by the member.

26. (1) Every nomination made under these regulations by a person who is married shall be in favour of one or more members of his family.

(2) For the purposes of this regulation, the expression "family" shall mean the spouse of such person and the children of such person or the children of such spouse and shall include any child duly adopted by such person under the law for the time being in force relating to the adoption of children.

27. Where by reason of the failure of a nominator to comply with these regulations, any money lying to the credit of the individual account of the nominator is paid in the event of his death to any person other than the nominee or a person claiming through him, such payment shall be deemed to have been properly made.

28. No nominee shall have any right or claim to or any interest in, any benefit to which a member of the Fund is entitled under the Act except upon the death of such member and except to the extent of such right as is conferred on the nominee by the document of nomination.

29. (1) Where a minor is appointed as a nominee by a member of the Fund, such member may appoint a person to whom any benefit payable under and by virtue of such nomination may be paid on behalf of such minor. Every person so appointed to receive any benefit on behalf of such minor shall, for the purposes of section 24 of the Act, be deemed to be the nominee, and the receipt by such person of any benefit payable under the Act to the minor shall constitute a sufficient discharge to the Fund.

(2) A member of the Fund may at any time, by declaration made in writing and sent to the Commissioner within thirty days of the making of such declaration, revoke the appointment of any person appointed by him to receive any benefit on behalf of a minor. Where such appointment has been revoked or in the event of the death of the person so appointed, the member may appoint any other person in place of the person whose appointment has been revoked or who is dead.

(3) Where any person is appointed to receive any benefit on behalf of a minor under the preceding provisions of this regulation, such person's appointment shall cease to be valid upon the revocation of the appointment or upon the death of such person or upon such minor attaining majority.

PART IV

PAYMENT OF BENEFITS

30. (1) Every claim for the payment of any benefit under Part III of the Act in respect of any member shall, except in the case of the death of the member or his physical or mental incapacity, be made by that member himself.

(2) In the event of the death of any member, any claim for the payment of any benefit payable in respect of such member shall—

- (a) where there is a nomination subsisting and the nominee is not a minor, be made by the nominee ;
- (b) where there is a nomination subsisting and the nominee is a minor, be made by the person appointed under regulation 29 or, if there is no person so appointed, by any other person on behalf of the minor ; and
- (c) where there is no nomination subsisting, be made by any person or persons entitled under section 24 of the Act to make such claim.

31. Every claim for the payment of any benefit made on any such ground as is referred to in section 23 of the Act shall be substantially in Form K of the Second Schedule hereto.

32. Every claim for the payment of any benefit in respect of any deceased member of the Fund shall be substantially in Form L of the Second Schedule hereto.

33. (1) Every claim for the payment of any benefit made on such ground as is referred to in paragraph (c) of section 23 of the Act shall be accompanied by a certificate from a registered medical practitioner.

(2) Every such certificate shall be substantially in Form M of the Second Schedule hereto.

(3) In this regulation "registered medical practitioner" has the same meaning as in the Act.

34. (1) Every claim for the payment of any benefit to a member of the Fund under section 23 of the Act or in respect of a member who is deceased shall, save as otherwise provided in paragraph (2), be sent to the Commissioner through the employer under whom such member was last employed, and it shall be the duty of such employer to make all such entries and furnish all such information as he may be required by these regulations to make or furnish on or in respect of such claim and shall within seven days of the receipt of the claim by him, transmit such claim by registered post to the Commissioner.

(2) Where the employer under whom a member of the Fund was last employed has ceased to be an employer or in such other special circumstances as the Commissioner may deem sufficient, a claim for the payment of any benefit may be sent direct to the Commissioner.

35. (1) Every claim for the payment of any benefit, other than a claim made in respect of a deceased member, shall bear the signature and the right and left thumb impressions of the member.

(2) Every claim for the payment of any benefit to or in respect of any member shall be accompanied by the certificate of membership of that member :

Provided, however, that in a case where the Commissioner is satisfied that such certificate is lost or destroyed, the Commissioner may waive this requirement.

36. Where any application is made by any member for the payment of any benefit on such ground as is referred to in paragraph (a) of section 23 of the Act, the date of birth of that member as shown on the employee's record card relating to that member shall be deemed to be the date of birth of that member :

Provided, however, that the Commissioner may, if he has reason to believe that such date is incorrect or for any other reason require further evidence to be furnished to his satisfaction as to the age of that member.

37. Where any claim is made by any member for the payment of any benefit on such ground as is referred to in paragraph (d) of section 23 of the Act, he shall furnish along with the written declaration referred to in that paragraph, such documentary evidence as may be available in regard to his impending departure from Ceylon.

38. Where any claim is made for the payment of any benefit in respect of any deceased member, the claimant shall forward along with his claim, a certified copy of the death registration entry relating to that member

made under the Births and Deaths Registration Act, No. 17 of 1951, or, in a case where the death has not been registered, such evidence of death as the Commissioner may require.

39. Where the claimant referred to in regulation 38 is the executor of the last will or the administrator of the estate of the deceased member, the claimant shall forward along with his claim a certified copy of the probate or letters of administration issued to him by court.

40. (1) Save as otherwise expressly provided in paragraph (2) of this regulation, a claim for the payment of any benefit due to a member who is of unsound mind shall be made by the manager of the estate of such person duly appointed by a court of competent jurisdiction.

(2) Where a member is of unsound mind and a manager has not been appointed by court, the Commissioner may, upon being satisfied that it is just and expedient so to do, pay the amount standing to the credit of that member in the fund to any person whom he shall judge proper to receive the same.

(3) Where the payment of any benefit due to a member who is of unsound mind is made under paragraph (1) or paragraph (2) of this regulation, such payment shall be and shall operate for all purposes as a complete discharge of the obligations of the Commissioner and of the Monetary Board in respect of the benefit due to such member.

41. Where any sum payable by way of benefit in respect of any deceased member is paid in pursuance of these regulations to the executor of the last will or to the administrator of the estate of such member, then, such payment shall, notwithstanding the invalidity or any defect in the probate or letters of administration, be deemed to have been properly made under the Act.

PART V

APPROVED PROVIDENT FUNDS AND PENSION SCHEMES

42. (1) For the purposes of section 27 of the Act, the requirements which any provident fund shall satisfy before such fund is declared to be an approved provident fund under the Act by the Commissioner shall, be the following:—

- (a) the amount of the contributions required to be made under the rules of the fund for each month by the employer in respect of every employee must be not less than the amount of contributions which that employer would have made in respect of such employee if that employer were a contributor to the Employees' Provident Fund;
- (b) the amount of the contributions required to be made under the rules of the fund in respect of each month by an employee must be not less than the amount of contributions which that employee would have made if that employee were a contributor to the Employees' Provident Fund;
- (c) the provident fund must be managed by a body of persons consisting or representatives of the employers and of the employees;
- (d) the investment of the moneys of the provident fund must be made in the name of a trustee or board of trustees;
- (e) except in a case where the provident fund is in respect of employees employed in any bank, the moneys in the provident fund or any part thereof must not be invested, directly or indirectly, in the business or the securities of the employer or in

any company in which the employer has an interest otherwise than as a shareholder in a public company whose shares are quoted in the official share list;

- (f) all employees for whose benefit the provident fund is established must be eligible for membership in the provident fund;
- (g) every employee who has been admitted as a member of the provident fund must continue to be a member thereof so long as he remains in the service of the employer who contributes to such fund or by whom such fund has been established;
- (h) the accounts of the provident fund must be audited once every year by an auditor or auditors approved by the Commissioner, and a copy of such auditor's report, together with a balance sheet and a statement of income and expenditure, must be sent to the Commissioner;
- (i) the moneys of the provident fund must be deposited in a bank, and proper books of accounts relating to such fund must be maintained;
- (j) the employer must not have any claim or lien whatsoever upon the amount for the time being standing in the provident fund to the credit of any member thereof, whether such amount represents the contributions made by the employer or by the employee or by both, unless such claim or lien is in respect of a loan granted by the employer to the employee or in respect of any advance of salary or wages paid to the employee by the employer;
- (k) the aggregate amount outstanding at any time out of loans granted to any member from the provident fund must not exceed seventy-five per centum of the total amount standing in the fund to the credit of such member;
- (l) the interest charged on any loan granted to any member from the provident fund must not exceed six per centum per annum;
- (m) the investments of the moneys of the provident fund must be valued at such intervals as may be determined by the administrators of the fund and whenever required so to do by the Commissioner; and
- (n) rules relating to the provident fund must be made to the satisfaction of the Commissioner in respect of all matters referred to in this regulation and such other matters as may be necessary for the proper and efficient management of the provident fund, the custody of moneys thereof, and the maintenance of books and records relating thereto.

(2) Notwithstanding anything in the preceding provisions of this regulation, as regards any provident fund in respect of which approval is sought under section 27 of the Act—

- (a) the aggregate amount of any loan granted to any member of the such provident fund may exceed seventy-five per centum of the amount standing to the credit of such member in the fund, if such loan has been granted for the construction or for the purchase of a house or for the purchase of a building site for the construction of a house;
- (b) where the contribution of an employer in respect of an employee to such fund exceeds six per centum of the total earnings of that employee from his employment, and the aggregate of the contributions made by that employer and by that employee to the fund exceeds ten per centum of the total earnings of that employee from his employment, then, if the contribution of such

employee is less than four per centum of his total earnings, such employee shall not be required, for the purposes of this regulation, to increase his contribution up to four per centum of his total earnings ;

- (c) where the contribution of an employer in respect of an employee to such provident fund is not less than ten per centum of the total earnings of that employee from his employment, then, the employee shall not be required, for the purposes of this regulation, to make any contribution to such fund;
- (d) where any employee who is a member of such provident fund is also a member of or is otherwise entitled to benefits under any other provident fund or pension scheme approved under the Act, or any other similar scheme or fund whereby superannuation benefits are provided to such employee, then, for the purposes of this regulation, no additional contribution shall be required to be paid by the employer or by the employee to the first-mentioned provident fund, if the aggregate value of the benefits receivable by such employee from all such sources is equal to or greater than the benefits which such employee would (in respect of his services under that employer subsequent to the date upon which his employment was declared to be a covered employment) have received had he been a member of the Employees' Provident Fund; and
- (e) where the Commissioner is of the opinion that any of the provisions of sub-paragraphs (c) to (n) of paragraph (1) of this regulation cannot be applied in respect of such provident fund or that it is necessary or expedient not to apply those provisions in respect of such provident fund, he may approve such provident fund notwithstanding the fact that such provident fund does not satisfy the requirements set out in those sub-paragraphs, or may require such other provision as he may consider necessary to be made in respect of any matter referred to in those sub-paragraphs.

43. (1) For the purposes of section 27 of the Act, the requirements which any pension scheme shall satisfy before such scheme is declared to be an approved pension scheme under the Act by the Commissioner, shall be the following :—

- (a) the amount of the contributions made by the employer under the pension scheme in respect of each employee must be not less than the amount of contribution which that employer would have made in respect of that employee, had such employer been a contributor to the Employees' Provident Fund ;
- (b) there must be provision in the pension scheme for the payment of benefits to an employee who ceases to be employed in the circumstances specified in section 23 of the Act ;
- (c) the benefits being benefits which are assessed actuarially and which any employee to whom the pension scheme is applicable is entitled to receive when he ceases to be employed in any of the circumstances specified in section 23 of the Act, or the benefits which are payable in respect of any such employee upon his death must not be less favourable to the employee or his heirs than the benefits which such employee or his heirs would have received had he been a member of the Employees' Provident Fund ;
- (d) rules relating to the pension scheme must be made to the satisfaction of the Commissioner in respect of all matters relating to the proper and efficient administration of the pension scheme.

(2) Where in the case of any pension scheme in respect of which approval is sought under section 27 of the Act, any employee who is a member of such pension scheme is also a member of, or is otherwise entitled to, any benefits under any provident fund or other pension scheme approved under this Act whereby superannuation benefits or benefits upon termination of employment are provided to such employee, then, for the purposes of this regulation, no additional contribution shall, notwithstanding anything to the contrary in the preceding provisions of these regulations, be required to be made by the employer to the first-mentioned pension scheme, if the aggregate value of the benefits receivable by such employee from all such sources is equal to or greater than the benefits which such employee would have received (in respect of his service under that employer subsequent to the date upon which that employment was declared to be a covered employment) had he been a member of the Employees' Provident Fund.

44. Where any provident fund relating to employees in a covered employment is administered by any person or body of persons outside Ceylon, the Commissioner may as a condition precedent to the approval by him of such fund, require the employer who is a contributor to such fund or any representative in Ceylon of the administrators of such fund to execute a bond in such form and manner as the Commissioner may determine for the due payment of any moneys payable out of such fund under the provisions of the Act to the members of such fund.

45. Where the administrator or liquidator of any approved provident fund or the administrator of any provident fund or contributory pension scheme, transfers, in pursuance of any provision of the Act, any sum of money lying in such fund or scheme to the Employees' Provident Fund, such administrator or liquidator shall forward to the Central Bank a return substantially in Form N of the Second Schedule hereto, and a copy of such return shall at the same time be transmitted to the Commissioner.

PART VI

GENERAL

46. A determination made under section 28 of the Act by any officer may be reviewed by the Commissioner within a period of one month from the date of such determination.

47. The Tribunal of appeal referred to in section 29 of the Act shall consist of five members appointed by the Minister. The Minister shall appoint one of the members of the Tribunal to be the Chairman of the Tribunal.

48. A member of the Tribunal may at any time resign from the Tribunal by letter addressed to the Minister.

49. (1) The Minister may, if he thinks it expedient so to do, remove, by Order published in the *Gazette*, any member of the Tribunal from office without stating any reason.

(2) Any member of the Tribunal in respect of whom an Order under paragraph (1) is made by the Minister shall vacate his office from the date of the publication of such Order in the *Gazette*.

(3) Any member of the Tribunal who has been removed from office shall not be eligible for re-appointment as a member of the Tribunal.

50. Every member of the Tribunal shall, unless he vacates office by death, resignation or removal, hold office for a period of three years. Any such member who vacates office by effluxion of time shall be eligible for re-appointment.

51. If the Chairman or any member of the Tribunal is temporarily unable to discharge the duties of his office on account of ill-health, absence from Ceylon or for any other reason, the Minister may appoint some other member to act in his place, or may appoint some other person to act in his place as a member, as the case may be.

52. A person appointed to be a member of the Tribunal in place of a member who is dead or who has resigned or who has been removed shall hold office during the unexpired period of the term of office of the member in whose place such person was appointed.

53. There shall be appointed a secretary to the Tribunal.

54. (1) The Quorum for any meeting of the Tribunal shall be three members.

(2) Where at any meeting of the Tribunal the Chairman is not present, the members present may, for the purposes of that meeting, appoint one of themselves as the Chairman ; and such member shall during the absence of the Chairman from that meeting preside at that meeting.

(3) The decision of the majority of the members of the Tribunal present at any meeting shall be deemed to be the decision of the Tribunal on any matter. In case of equality of votes the Chairman shall have a casting vote.

55. Every appointment of a member to the Tribunal shall be notified in the *Gazette*.

56. (1) The Tribunal shall, before making any decision upon any appeal preferred to the Tribunal under section 29 of the Act, give all interested parties an opportunity of being heard and of adducing such evidence, whether oral or documentary, as may, in the opinion of the Tribunal, be relevant to the case.

(2) The Tribunal may examine any witness, on oath, if it thinks fit so to do, and may summon any person to appear before it, and may require any person to produce any document which may, in the opinion of the Tribunal, be necessary or relevant to the case.

(3) All documents, notices, or summonses issued under the hand either of the Chairman of the Tribunal or the secretary thereto, shall be deemed to be issued by the Tribunal.

(4) The proceedings of the Tribunal shall be open to the public and minutes of such proceedings, including a summary of any oral evidence adduced before the Tribunal, shall be kept by or under the direction of, the Chairman.

(5) Every decision made by the Tribunal at any meeting shall be reduced to writing and shall be signed by the Chairman, and a copy of the decision shall forthwith be transmitted by registered post or delivered to the appellant and to the respondent.

57. Every appeal to the Tribunal under section 29 of the Act from any determination shall be made within fourteen days after the date of such determination.

58. (1) Every member of the Tribunal shall be paid in respect of each day on which he attends any meeting of the Tribunal—

(a) an allowance of fifty rupees ; and

(b) a travelling allowance consisting of an amount calculated at the rate of fifty cents for each mile or any outstanding part of a mile of the journey to and from the place of such meeting, if such member performs such journey by private or hired conveyance ; or

(c) the actual amount paid by such member as fare, if such member performs such journey by railway or omnibus or tramcar or any other public conveyance.

(2) Subject to the provisions of paragraph (3), every officer of the Department of Labour shall, in respect of any travelling undertaken by him in the performance of his duties under or in connection with the Act, be entitled to receive subsistence allowance and travelling allowance in accordance with the regulations and rates laid down in the Financial Regulations.

(3) Every such officer as is referred to in paragraph (2) shall be entitled to travel by road on any journey where the single journey by road does not exceed seventy-five miles, and to claim full mileage notwithstanding anything to the contrary in the Financial Regulations.

59. Every petition of appeal preferred under sub-section (2) of section 29 of the Act to the Supreme Court by any person shall be accompanied by a fee of two rupees.

60. (1) The notice referred to in sub-section (1) of section 11 of the Act shall be substantially in Form O of the Second Schedule hereto.

(2) The notice referred to in section 38 of the Act shall be substantially in Form P of the Second Schedule hereto.

(3) For the purposes of section 47 of the Act, the earnings of any employee shall include remuneration paid to him at piece rates.

61. (1) Every payment made to the Fund under the provisions of the Act or under these regulations shall be made by money order, postal order or cheque made in the name of the Employees' Provident Fund, and drawn on any commercial bank or in such other manner as the Monetary Board may from time to time determine either generally or in the special circumstances of any particular case.

(2) In this regulation "commercial bank" has the same meaning as in the Monetary Law Act, No. 58 of 1949.

62. (1) Where any contributions to the Fund have been paid in error by or in respect of any employee, being an employee who was not liable under the provisions of the Act to contribute to the Fund, or where any contributions paid to the Fund exceed, owing to an error, the actual amount due from or in respect of any employee, then, the Commissioner shall, on being satisfied that such contributions or such excess amount have or has been paid in error, cause the same to be refunded to the employer or employee, as the case may be.

(2) Every application for the refund of any contributions, made under paragraph (1) shall be substantially in Form Q of the Second Schedule hereto.

(3) Every application for the refund of any contributions made under paragraph (1) shall be made to the Commissioner not later than one year after the date of payment of the contributions to the Fund:

Provided, however, that the preceding provisions of this paragraph shall not apply to or in relation to any application for the refund of contributions made by or in respect of an employee who was not liable under the Act to contribute to the Fund.

63. No stamp duty shall be chargeable upon any document used in connection with the purposes of the Act.

64. Every employment referred to in the Third Schedule hereto shall be an employment in respect of which the cash value of any cooked or uncooked food provided by the employer for his employees and any such

commodity used in the preparation or composition of any food as is so provided shall be calculated in reckoning the total earnings of such employees in that employment.

65. (1) Where any sum is paid to any person under a determination made under the Act or by virtue of any provision of any regulation made thereunder and it is subsequently decided that such sum was not payable to such person, or where any payment has been made under the Act or under any regulations made thereunder to any person in error, then, the Commissioner may by written notice served on such person require such person to refund such sum within such time as may be specified in the notice.

(2) No person on whom a notice under paragraph (1) of this regulation has been served shall fail to comply with the requirements of such notice.

66. In these regulations, unless the context otherwise requires—

“ Act ” means the Employees' Provident Fund Act, No. 15 of 1958 ;

“ Commissioner ” means the Commissioner of Labour ;

“ Fund ” means the Employees' Provident Fund established under the Act ;

“ member ” means a member of the Fund ; and

the expressions “ employee ” and “ employer ” shall have the respective meanings assigned to them in the Act.

[Regulation 2]

FIRST SCHEDULE

Every employment other than employment—

(a) under the Government of Ceylon ; or

(b) under any local authority ; or

(c) under the Local Government Service Commission established under the Local Government Service Ordinance, No. 43 of 1945.

In this Schedule, the expression “ local authority ” means any Municipal Council, Urban Council, Town Council, or Village Committee.

SECOND SCHEDULE
The Employees' Provident Fund Act, No. 15 of 1958
FORM A

EMPLOYEE'S RECORD CARD

PART I

Full name: _____, Other names: _____, Employer's No.: _____, Address: _____, Member's No.: _____, Nationality: _____, Sex: _____,
 Age: _____, Date of birth*: _____, Place of birth: _____, Married or Single: _____, Name of spouse: _____, Name and place of birth
 of father: _____, Name of mother: _____, Name and place of birth of paternal grandfather: _____, Name of maternal grandfather: _____,
 Name of last employer: _____, Nature of employment: _____, Period employed: _____.

Identity (Give your right and left thumb marks and the numbers, if available, of the following:—
 (a) Post Office Savings Bank Book, (b) Post Office Identity Card, (c) Ceylon Savings Bank Book,
 (d) Certificate of Competence to Drive, (e) Temporary Residence Permit, (f) Citizenship
 Registration, (g) Passport).

Left Thumb mark	Right Thumb mark

Any natural distinguishing marks: _____.

Name/s of nominee/s as given in the document of nomination: _____, Age: _____, Relationship: _____, Share: _____.

Signature: _____.

PART II

Present employer: _____, Nature of employment: _____, Date on which employment commenced: _____, Rate of pay: _____.

I do hereby declare that the foregoing is an accurate record of the information furnished by the employee and that it has been verified from my records
 as far as it has been possible to do so. I do hereby further certify that the thumb marks and signature of the employee were placed in my presence.

Date: _____.

Signature and designation of employer or his representative. _____

* Give serial No. of Birth registration if available—Estates only.

[Regulation 6]

The Employees' Provident Fund Act, No. 15 of 1958

FORM B

CERTIFICATE OF MEMBERSHIP

Employer's No. : _____.

Member's No. : _____.

Left
thumb mark
of memberRight
thumb mark
of member

Full name of member : _____.

Other names : _____.

Address : _____.

Signature : _____.

Signature of witness : _____.

Date : _____.

(For office use only)

I do hereby certify that _____ is a member of the Employees' Provident Fund with effect from _____.

Date : _____.

Commissioner of Labour.

The Employees' Provident Fund Act, No. 15 of 1958

FORM C

Return of Employees' Earnings and Contributions for the month of _____ 19____

Summary	
Total No. of sheets
Total No. of employees in respect of whom contributions sent to Central Bank
Total amount
No. of Cheque/M. O./P. O. sent to Central Bank

Employer's Registration No. _____

Name and address of employer : _____

Mem-ber's No.	Name of Member (Surname to be written first, followed by initials)	Class or category of work	Sex	Age	Rate of payment Rs. c.	No. of days worked during the month	If pay-ment is at piece rates, give details of rate and output Rs. c.	Total wages or salary for the month* (excluding overtime payment) Rs. c.	Value of food, holiday payments, contract wages, etc. Rs. c.	Total gross wages Rs. c.	Contributions			Remarks	For office use only
											Em-ployee Rs. c.	Em-ployer Rs. c.	Total Rs. c.		

Total			
Surcharge, if any			
Grand Total			

I certify that all particulars in the above return are correct.

Date: _____
Signature of Employer, _____

* This should include basic wage or salary, cost of living allowances, piece rates and incentive payments.

[Regulation 8]

The Employees' Provident Fund Act, No. 15 of 1958

FORM D

PARTICULARS OF EMPLOYEES

1. Name of establishment or estate : _____.
 2. Nature of business : _____.
(In the case of estates give the acreage of each cultivated crop separately).
 3. Business registration Number : _____.
 4. Registered address : _____.
 5. Revenue district : _____.
 6. Name of proprietor/lessee : _____.
(If a limited liability company, the names of all the directors, and if a partnership, the names of all the partners should be given)
 7. Name of Manager or Superintendent : _____.
- | | <i>Males</i> | <i>Females</i> | <i>Total</i> |
|---|--------------|----------------|--------------|
| 8. Total number of employees who are fourteen years of age and over (exclude casual employees*) : _____ | | | |
| 9. Total number of employees in covered employments : _____ | | | |
| 10. Number of employees in employments other than covered employments : _____ | | | |
11. Is there now a provident fund or a contributory pension scheme in respect of any one or all categories of employees ? _____
If so, give details of numbers and categories of employees who are covered by such fund or scheme
 12. Have you applied for approval of the fund or scheme referred to in case 11, under Part IV of the Employees' Provident Fund Act, No. 15 of 1958
 13. Total number of employees' record cards and certificates of membership forwarded to the Commissioner :
 14. Names of the employees to whom the Act does not apply—[vide regulation 2(2)] : _____.

I (name and designation), _____ do hereby declare that the above particulars are correct.

Date : _____.

Signature of employer.

Note.—* "Casual employees" means those employees who are employed by the day or by the job or by the journey.

The Employees Provident Fund Act, No. 15 of 1958

FORM E

NOTIFICATION

PART I (To be filled in by an employee who is a member of the Fund on his leaving employment).

To : The Commissioner of Labour.

Take notice that I _____ of _____ whose signature and thumb marks are set out hereunder and who am a member of the Employees' Provident Fund have ceased to be employed by (name and registered number of the employer) _____ of (address of employer) _____ with effect from _____.

Thumb marks of employee.

Left

Right.

Signature of Employee.

Signature of witness to the signature and thumb marks of the employee.

Date : _____.

PART II (To be filled in by the employer).

I/*We _____ (name and registered number of employer) _____ do hereby notify you that _____ who is a member of the Employees' Provident Fund and whose membership number is _____ has ceased to be in my/*our employ with effect from _____.

Signature of Employer.

Date : _____.

* Delete if inapplicable.

The Employees Provident Fund Act, No. 15 of 1958

FORM F.

To : The Commissioner of Labour.

I*/We _____ (state the name and registration number of employer) do hereby notify that _____ who is a member of the Employees' Provident Fund and whose membership number is _____ has ceased to be in my*/our employ with effect from _____.

2. The said _____, as far as I/*we am/*are aware, failed to make the necessary notification under regulation 15 of the Employees' Provident Fund Regulations, 1958.

Signature of Employer.

Date : _____.

* Delete whichever is inapplicable.

[Regulation 17]

The Employees' Provident Fund Act, No. 15 of 1958

FORM G.

PART I (To be filled in by the employee)

I, _____ (name) of _____ do hereby solemnly and sincerely declare that—

- (1) *I have not been employed before in a covered employment and I have not been a contributor to the Employees' Provident Fund or any approved provident fund ;
- (2) *I have been employed before by _____ in a covered employment, namely _____ and I have been a contributor to the Employees' Provident Fund. My certificate of membership/*last annual statement from the Central Bank is attached hereto.
- (3) *I have been employed before by _____ in a covered employment, namely _____ and that I have been a contributor to an approved provident fund, namely _____.

Thumb marks of employee

Left

Right

Signature of Employee._____
Signature of witness to signature
and thumb marks of Employee.

PART II (To be filled in by the employer).

Commissioner of Labour :

Forwarded I/*We confirm that the above-named declarant has been taken into my/*our employ with effect from _____.

Date : _____.

Signature of Employer.

* Delete whichever is inapplicable.

The Employees' Provident Fund Act, No. 15 of 1958

**FORM H
NOMINATION**

Employer's number : _____.

Member's number : _____.

I, _____ presently employed _____ being a member of the Employees' Provident Fund do hereby nominate the person*/s mentioned in column I of the Schedule hereto whose relationship to me is as shown in the corresponding entry in column II of that Schedule, to receive, in the event of my death, the amount standing to my credit in my individual account in the Employees' Provident Fund, in the proportion specified in the corresponding entry in column III of that Schedule.

2. The provisions of the Employees' Provident Fund Act, No. 15 of 1958, and the regulations made thereunder relating to nominations were read and understood by me*/were read over and explained to me, and I do hereby set my hand this _____ day of _____ in the presence of the witness whose signature is herein subscribed.

Signature of member.

Thumb mark of member
Left Right



I, _____, of _____ do hereby declare that the provisions of the Employees' Provident Fund Act, No. 15 of 1958, and the regulations made thereunder relating to nominations were read over and explained to _____, and he, purporting to understand same, set his signature and thumb marks in my presence on this _____ day of _____.

Signature of Witness.

Name of Witness : _____.

Designation and address of Witness : _____.

* Delete whichever is inapplicable

SCHEDULE

<i>Column I</i> Name of nominee	<i>Column II</i> Relationship	<i>Column III</i> Proportion

The Employees' Provident Fund Act, No. 15 of 1958

FORM I

REVOCATION OF NOMINATION

Employer's number : _____.

Member's number : _____.

I, _____, of _____ presently employed _____ being a member of the Employees' Provident Fund do hereby revoke the appointment of _____ (give the name*/s of nominee*/nominees) as my nominee*/nominees made by me by document of nomination executed on _____ day of _____.

2. The provisions of the Employees' Provident Fund Act, No. 15 of 1958, and the regulations made thereunder relating to nominations were read and understood by me*/were read over and explained to me, and I do hereby set my hand on this _____ day of _____ in the presence of the witness whose signature is herein subscribed.

Signature of member.

Thumb mark of member
Left Right



I, _____, of _____ do hereby declare that the provisions of the Employees' Provident Fund Act, No. 15 of 1958, and the regulations made thereunder relating to nominations*/were read over and explained to _____ and he, purporting to understand the same, set his signature and thumb marks in my presence on this _____ day of _____.

Signature of witness.

Name of witness : _____.

Designation and address of witness : _____.

* Delete whichever is inapplicable.

The Employees' Provident Fund Act, No. 15 of 1958

FORM J

NOMINATION

Employer's Number : _____.

Member's Number : _____.

No nomination having been made by me at the time I first became a member of the Employees' Provident Fund*/. The nomination of _____ made by me by document of nomination executed on _____ day of _____ having been revoked by me by document of nomination executed on _____, */The nomination of _____ made by me by document of nomination executed on _____ day of _____ having lapsed*/by virtue of the death of the nominee*/one of the nominees, namely, _____ */by reason of the marriage contracted by me subsequent to the execution of the document of nomination, _____, I _____ presently employed _____, being a member of the Employees' Provident Fund do hereby nominate the person*/s mentioned in column I of the Schedule hereto, whose relationship to me is as shown in the corresponding entry in column II of that Schedule, to receive in the event of my death, the amount standing to my credit in my individual account in the Employees' Provident Fund, in the proportion specified in the corresponding entry in column III of that Schedule.

2. The provisions of the Employees' Provident Fund Act, No. 15 of 1958, and the regulations made thereunder relating to nominations were read and understood by me*/were read over and explained to me, and I do hereby set my hand this _____ day of _____, in the presence of the witness whose signature is herein subscribed.

Signature of member.

Thumb marks of member :—

Left

Right



I, _____, of do hereby declare that the provisions of the Employees' Provident Fund Act, No. 15 of 1958 and the regulations made thereunder relating to nominations were read over and explained to _____, and he, purporting to understand the same, set his signature and thumb marks in my presence on this _____ day of _____.

Signature of Witness.

Name of Witness : _____.

Designation and Address of Witness : _____.

* Delete whichever is inapplicable.

SCHEDULE

<p><i>Column I</i></p> <p><i>Name of Nominee</i></p>	<p><i>Column II</i></p> <p><i>Relationship</i></p>	<p><i>Column III</i></p> <p><i>Proportion of benefit</i></p>

The Employees' Provident Fund Act, No. 15 of 1958

FORM K

PART I

Claim made under section 26 of the Act by a member of the Fund for benefits payable under section 23 of the Act.

(This claim should be sent to the Commissioner of Labour through the employer under whom the member was last employed).

1. Name of member : _____.
2. Address : _____.
3. Member's number : _____.
4. Age and date of birth of member : _____.
5. Cause of cessation of employment : _____.
(Vide section 23 of the Act).
6. Date on which employment ceased : _____.
7. Name and address of the last employer : _____.
8. Nature of employment : _____.
9. Name/*s of nominee/*s if any : _____.
10. Names of legal heirs : _____.
(To be given only in cases where no nomination is subsisting).
11. Total amount of contributions to the credit of the member in the Fund according to the last annual statement sent by the Central Bank : _____.
(Attach last Annual Statement and two other Statements relating to any previous years which are available).

I do hereby declare that the foregoing facts are true and correct.

Thumb marks of member :—

Left

Right

_____,
Signature of member.

Date : _____.

Signature of witness to
signature and thumb marks
of member. } _____.

Name, designation and
address of witness. } _____.

PART II (To be filled in by the employer).

I/*We _____ Manager/*Superintendent/*Proprietor of _____ do hereby certify that _____ was employed as _____ and that he is a member of the Employee's Provident Fund. He is retiring for the reason stated in paragraph 5 of his claim and his last month's contributions were included in the return of contributions for the month of _____ 19—.

* The said member _____ signed the claim
and affixed his thumb marks in my presence.

Signature : _____,
Name : _____,
Designation : _____.

Date : _____.

* Delete whichever is inapplicable.

Note.—Cage 5—If cessation of employment is in consequence of marriage, a copy of the marriage certificate should be attached. If cessation is by reason of permanent and total incapacity for work, a medical certificate on the appropriate form should be attached. If cessation is due to impending departure from Ceylon, then the passport and other available travel documents should be attached.

The Employees' Provident Fund Act, No. 15 of 1958

FORM L

**CLAIM FOR BENEFITS UNDER SECTION 26 OF THE ACT BY A NOMINEE/HEIR/ADMINISTRATOR/
EXECUTOR.**

*(This claim should be sent to the Commissioner of Labour through the employer
by whom the deceased member was last employed)*

PART I

I, _____ (state full name of claimant) being nominee/heir/administrator/executor of last will of _____ whose membership No. _____ is _____ do hereby, in terms of section 26 of the Employees' Provident Fund Act, No. 15 of 1958, make a claim for the payment of benefit due in respect of the said deceased member, who was last employed by _____ (state name of deceased member's employer).

The deceased member was married */not married. *

I annex hereto—

- (a) copy of the certificate of death issued by the Registrar of Births and Deaths of _____ Division relating to the death of the said deceased member. *
- (b) certified copy of the letters of administration granted by the District Court of _____ relating to the administration of the estate of the said deceased member. *
- (c) certified copy of the probate granted to the executor of the last will of the said deceased member by the District Court of _____. *

PART II

(See note below)

1. Address of Claimant : _____.
2. Relationship of nominee or heir of deceased member : _____.
3. If the claimant is not the spouse of the deceased member, is the spouse living? _____.
4. Name and address of spouse, if living : _____.
5. If the spouse has been legally separated, state name of court and number of case allowing separation.
6. Names of all surviving children of the deceased member and their addresses : _____.
7. Names of any deceased children of the deceased member : _____.
8. Names and addresses of the heirs of deceased children of the deceased member : _____.
9. If the deceased member was not married, give names and addresses of next of kin : _____.
10. Particulars of properties or other assets left by the deceased member and their value (Village Headman's report should be attached. See note below) : _____.
11. Is the estate of the deceased member subject to testamentary or other action in any court? If so, state : _____.

 - (a) the name of the court and the number of the case : _____.
 - (b) the name and address of the administrator, or executor or other person who is in a position to give information about the case : _____.

12. Was the deceased member paying income tax? : _____.

I declare that the above particulars are true and correct.

Signature or left thumb mark of
Claimant.

Date : _____

PART III

I, _____ manager/superintendent of _____ do hereby certify that the said _____ was employed _____ His last monthly contributions was included in the return of contributions sent for the month of _____ 19____.

He died*/is reported to have died/on _____.

The claimant is known*/not known to me.*

I am aware that the claimant is—

- (a) the nominee referred to*
- (b) *related to the deceased member as claimed.
- (c) the guardian of the claimant who is a minor*.
- (d) the administrator of the deceased member's estate.*
- (e) executor of the last will of the deceased member.*

The claimant signed the claim*/placed his thumb impression on the claim* in my presence.*

I am satisfied that the signature*/thumb mark* on the claim is that of the claimant.

Date : _____.

Signature of Employer.

* Delete whichever is inapplicable.

Notes.—1. Part II should be filled in by a claimant who makes a claim as an heir of a deceased member. A claimant who is a nominee need *not* fill in Part II if the full benefits due to the deceased member have been covered by nominations, that is to say, where the claimant alone or the claimant along with one or more persons has been nominated to share the full benefit. If any share of the total benefit due to the deceased member has been left unallotted, then the nominee who makes a claim should fill in Part II. An administrator or executor need not complete Part II.

2. *Case 10 of Part II.* The Report should be from the Village Headman of the area where the deceased member was ordinarily resident and should be countersigned by the Divisional Revenue Officer of the area. It should, in addition to any other information, give the following information :—

- (a) properties and assets owned by the deceased in the area where he resided and their value, (b) properties and assets owned by the deceased member outside that area, if known, (c) names of spouse, children or legal heirs, (d) whether letters of administration or probate has been obtained, if so, name of court, the case number and the name of administrator or executor, (e) whether deceased member was paying income tax at the time of his death.

[Regulation 33.]

The Employees' Provident Fund Act, No. 15 of 1958

FORM M

MEDICAL CERTIFICATE

To : The Commissioner of Labour :

I, _____, being a registered medical practitioner do hereby declare that I have this _____ day of _____, 19____, examined (name of member of the Fund)_____ who is a member of the Employees' Provident Fund, and I do hereby certify that, to the best of my knowledge, the said _____ is suffering from an infirmity and is in consequence permanently and totally incapacitated and unfit for work any longer.

2. The said _____ placed his signature and thumb marks on this certificate in my presence.

Signature of Medical Practitioner.

Signature of Member.

Thumb marks of members

Right

Left

The Employees' Provident Fund Act, No. 15 of 1958

FORM N

STATEMENT OF CONTRIBUTIONS TRANSFERRED FROM ANY PROVIDENT FUND OR CONTRIBUTORY PENSION SCHEME TO THE EMPLOYEES' PROVIDENT FUND

Name of Fund : _____, Name of Employer : _____
 Address : _____, Address : _____

Name of employee	Amount of contributions lying to the credit of employee, including interest, &c.			Amount transferred	If total contributions of any employee are not transferred, state reason against his name	For office use only
	Employee's	Employer's	Total			
Total						

Date : _____

 Signature of Employer.
 Administrator of the fund or pension scheme.

Note:—If the provident fund or pension scheme covers employees working under more than one employer, a separate statement should be sent in respect of each such employer.

[Regulation 60 (1)]

The Employees' Provident Fund Act, No. 15 of 1958

FORM O

NOTICE UNDER SECTION 11 (1) OF THE ACT

To: The Commissioner of Labour :

Take notice that under section 11 (1) of the Employees' Provident Fund Act, No. 15 of 1958, we _____ Manager*/Superintendent of _____ for and on behalf of (name of employer) _____ being an employer of employees in a covered employment on the one part and (name*/s of employee*/s _____ being employee*/s employed by the said employer on the other part, do hereby elect that the monthly contribution to be made by the said employer in respect of the aforesaid employees shall be _____ per centum of the total earnings of each of the aforesaid employee*/s and the monthly contribution to be made by each of the employees shall be _____ per centum of his earnings.

This election shall take effect from _____ day of _____ 19_____.

Signed at _____ this _____ day of 19_____.

Signed on behalf of employer : _____.

Signature or right thumb impression
of each of the aforesaid employees
in the order as given above

1. _____.
2. _____.
3. _____.
4. _____.
5. _____.

Witnesses to Signature*/s thumb
impression/s of employee*/s.

1. Signature : _____.
Name : _____.
Designation : _____.
2. Signature : _____.
Name : _____.
Designation : _____.

Date : _____.

** Delete if inapplicable*

[Regulation 60 (2)]

The Employees' Provident Fund Act, No. 15 of 1958

FORM P

NOTICE UNDER SECTION 38

To :

Take notice that in the prosecution instituted against you in the _____ Court of _____ for failure to pay the sum of Rs. _____ which you are liable to pay in terms of _____ to _____ on account of the _____ payable in respect of _____ I, _____ intend adducing in accordance with the provisions of section 38 of the Employees' Provident Fund Act, No. 15 of 1958, evidence of the failure on your part to pay the sum of _____ which you are liable to pay in terms of _____ in respect of _____.

Signature and designation.

Dated this _____ day of _____.

The Employees' Provident Fund Act, No. 15 of 1958

FORM Q

APPLICATION FOR REFUND OF CONTRIBUTIONS MADE TO THE FUND IN ERROR

Name of employer: _____ Registered number of employer: _____

Membership Number	Name of employee	Month and year in respect of which recovery was made in error	Amount due Rs. c.	Amount remitted Rs. c.	Excess amount remitted in error Rs. c.	Remarks	For Office use only
Total							

Date: _____

Signature of employer.

[Regulation 64]

THIRD SCHEDULE

Employment in or about the business of any hotel, eating house, cafe, restaurant, tea kiosk, or any boarding house, lodging house or resthouse or club.