

# EMPLOYEES' TRUST FUND BOARD

## INSTRUCTIONS TO BE FOLLOWED BY EMPLOYERS WHEN USING REMITTANCE FORMS R1/R4

In compliance with the provisions of the Employees' Trust Fund Act No. 46 of 1980, Employers are hereby informed to strictly follow the instructions given below when paying contributions to the Fund.

- 01 Employers are required to remit monthly an amount equivalent to 3% of total earnings of Employees to this Board. Contribution of a month should be sent to reach the E.T.F. Board on or before the last working day of the following month.
- 02 For every payment, duly completed Remittance Form R1/R4 should be submitted. Employers who have less than 15 employees should use Remittance Form R4 while Employers with more than 15 employees should use Remittance Form R1.
- 03 Employers who pay contributions using Form R1 should never use Remittance form R4 even if the number of employees falls below 15.
04. Employers who use Remittance Form R1 should submit contribution details of each employee half-yearly in Form II Return to the Member Accounts Section as in the following manner.

### PERIOD OF TIME

### DUE DATE

Form II for the 1<sup>st</sup> half  
(January to June)

on or before the end of August

Form II for the 2<sup>nd</sup> half  
(July to December)

on or before the end of  
February of the following year

Further information can be obtained from Manager – Member Accounts (Larger Category) on Telephone No. 011 2369596.

05. In case, where it is necessary to change the Remittance Form from R4 to R1, due to an increase in the number of employees to more than 15, it is essential that such change should commence either in January or July. The Board should be informed in advance of a change of Remittance Form. (Telephone No. 011 2581704 Ext. 623)
06. In all R1/R4 Remittance Forms, Employer's signature, **Telephone Number & e-mail address** (if any) should be entered.
07. Name with initials, Member No. & NIC No. of members should be entered in R4 Remittance Forms and these information should tally with the Remittance Forms submitted in every month.

08. Cheques should be drawn in favour of “Employees’ Trust Fund Board” . Post dated cheques are not accepted. Employers should take the responsibility for surcharges imposed on delayed payments which occur due to submitting incomplete and incorrect Cheques/Remittance Forms and making payments after the due date. It is necessary to provide all information requested in the remittance forms **correctly**.
09. The Board has provided “**Internet**” facility as the most convenient & quick system to make payments and upload member details without using Remittance Forms and Form II Returns. Further details can be obtained from Finance Manager (Contribution Collection) on Telephone No. 011 2368508
10. Payments by cash are accepted **only** at Bank of Ceylon - Torrington Square Branch, Bank of Ceylon - Super Grade Branch - Pettah and People’s Bank - Narahenpita Branch.
11. Employers who are not able to use the above methods may make the payments by Money Orders. It is mandatory to obtain Money Orders with the paying Post Office as “**Colombo**” .
12. Cheques & Money Orders can be handed over to the **Head Office, Regional Offices of the Board or to the E.T.F. Cheques Collecting Office at 5<sup>th</sup> City Branch of Bank of Ceylon building, Colombo 01.**
13. Before paying salaries/wages to employees, **making contributions for future months** is not in compliance with the Employees’ Trust Fund Act. Any such contributions, if received by the Board, will be returned to the respective Employers.
14. When an employer makes a payment by mistake or in excess, the request to refund such overpayment, should be forwarded to the Board within a period of **one year** from the date of payment. Such requests made after the stipulated period will not be considered.
15. Any change or correction of the name & address of the employer or closure of business should be notified in writing to the following address by registered post.

Please call telephone numbers 011 2368160, 011 2503911 or 011 2581704 for further details/clarifications.

Assistant General Manager  
(Contribution Collection & Surcharges)  
Employees’ Trust Fund Board  
10<sup>th</sup> Floor Labour Secretariat  
P.O. Box 807  
Colombo 05