

**Subscription to The Employers' Federation of Ceylon
for the Financial Year 1st April 2017 to 31st March 2018**

Please note that you should calculate the amount payable by you correctly in making your remittances. If your remittance is incorrect, we would not be in a position to give you credit for having paid your subscription until the full amount is received and part payment will not be accepted.

1	Name of Employer:		
	Address		
	VAT Registration No.		
	SVAT Registration No.		
	Name of CEO:		
	Tel No:	Fax No:	E-mail:
	Name of Contact Person-HR: (1)		Designation:
	Tel No:	Fax No:	E-mail:
	Name of Contact Person-HR: (2)		Designation:
	Tel No:	Fax No:	E-mail:
	Name of Contact Person-Training		Designation:
	Tel No:	Fax No:	E-mail:
	Name of Contact Person - Finance		Designation:
	Tel No:	Fax No:	E-mail:
	Name of Contact Person - Marketing		Designation:
	Tel No:	Fax No:	E-mail:

2	Categories	Male	Female	Total
	i) Managers			
	ii) Executives			
	iii) Clerical & Supervisory			
	iv) Minor Office Staff			
	v) Manual Labour			
	vi) Others			
	Total			

3	Total Wages and Salary Bill for the Financial Year from 01.04.2016 to 31.03.2017 on which Provident Fund is payable	
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4	0.5% on 3 above [see A(i) to A(xvii) page 1]	
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5	(i) Subscription payable	
	(ii) For New Members if pro-rated Subscription payable {SeeB(d) page 1}	

6	NBT 2% on 5 above	
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7	Total of 5 & 6 above	
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8	VAT 15% on 7 above	
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9	Total amount Payable 7 & 8	
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10	Refundable Deposit for new members 25% on 5 (i) above (Ex: NBT & VAT)	
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11	Total amount payable for New Members 9 & 10	
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12	Cheque details	Bank	
		No	
		Date	
		Amount	

Note : Kindly note that providing contact information and breakdown of employee categories in section 1. and 2. are mandatory

13 If Group of Companies:Identify Parent Company:			
Nature of Business			
Is Your Company	a) Multinational:	b) BOI:	Within EPZ :
Is Your Company ✓	i) Banking & Finance : ii) Food & Beverage : iii) Garment : iv) Hotel & Tourism : v) Import/Export : vi) Manufacturing :	vii) Manufacturing/Sales & Marketing : viii) Manufacturing/Sales & Marketing /Import & Export : ix) Sales & Marketing : x) Non-Governmet : xi) Service : xii) BPO :	

14 In the case of Manufacturing Companies please indicate the location of Factory / Plants			

15 Do you have a Trade Union in your establishment ?			Y / N
If Yes			
If Yes			
Trade Unions affiliated to your Company			
Name	Categories of Workers		Number
	Manual ,Blue Colloar (unskilled, semi skilled , skilled) Clerical & Allied or Supervisory Staff		

16 Does your company engage in collective bargaining with the Trade Union ?			Y / N
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17 Have your reached any Collective Agreements with the Trade Union ?			Y / N
Please specify the nature of current agreements if any (eg.Duration of Agreement,Title, Categories covered)			
Does the Agreement cover Wage revisions ?			Y / N
Does the Agreement have a dispute settlement procedure ?			Y / N

18 Do you provide check off facilities (remit Trade Union Subscription by Company) ?			Y / N
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19 Do you provide any facilities to the Trade Union as below ?			
a) Premises (i) to hold meetings			Y / N
(ii) to hold Union AGM			Y / N
(iii) to hold Union level committee meetings			Y / N
b) Any other facilities for holding of Trade Union meetings			Y / N
c) Facilities short of an office : table, chair, cupboard, open space			Y / N
d) Notice Board facilities			Y / N
e) Leave or time off for union activities / meetings			Y / N
f) Any other relevant details (briefly)			

20 Does your Company pay NRCLG			Y / N
If Yes			
			Males
			Females

