

[Company name]

[Address] · EPF/ETF employer no. [XX/00000] · TIN [000000000]

PAYSLIP

Employee name	[Name]	Pay period (month)	[January 2026]
Designation	[Designation]	Date of payment	[2026-02-05]
EPF member no.	[00]	Days worked / no-pay days	[22 / 0]
NIC	[000000000V]	Hours worked / OT hours	[176 / 0]

EARNINGS	LKR	DEDUCTIONS	LKR
Basic salary	150,000.00	EPF employee contribution 8%	14,000.00
Fixed allowance (EPF-liable)	25,000.00	APIT	1,500.00
Other allowance	0.00	Stamp duty	25.00
Travelling reimbursement	0.00	Salary advance	0.00
Overtime pay	0.00	Staff loan instalment	0.00
Arrears / bonus	0.00	Other deduction	0.00
Less: no-pay deduction	0.00		
GROSS PAY	175,000.00	TOTAL DEDUCTIONS	15,525.00
EPF-liable earnings	175,000.00	NET PAY	159,475.00

EMPLOYER CONTRIBUTIONS (not deducted from pay)

EPF employer 12%	21,000.00
ETF employer 3%	5,250.00
Total EPF remitted (20%)	35,000.00

Received the net pay stated above. Employee signature: _____ Date: _____

Figures shown are the worked example (basic 150,000 + allowance 25,000; APIT 1,500 per IRD Table 1 2025/26). Components per Shop and Office Employees Regulations reg. 17(1)(ii).
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