

YEAR 2022' DORMANT INSURANCE

Announcement related to the insurance money during the period of service in Korea

(Regarding obtaining air tickets during travel to home country)

In accordance with the memorandum of understanding between Srilanka and the Republic of South Korea, the benefits claimed on the insurance premiums deducted from your salary during your service in that country and the money related to cover the expenses incurred for the air tickets purchased while going to the motherland. You can apply through the email address given here along with the required documents.

- **Email address :** epscenterlk@yahoo.com
- Check if your name is included in the attached list to apply for insurance money.
- If your name is included in this list, if you have already received this insurance money or submitted an application to receive the insurance money, no refund or application will not be accepted.

- **If the employee who is currently employed in South Korea is applying,**
 - A scanned copy of the filled insurance application form. (insurance application form and model application form attached)
 - A scan copy of first page of passport.(with photograph)
 - A scan copy of NIC (Scan id)
 - A scan copy of immigration certificate of departure from Korea.(Departure seal)

A scan copy of active bank account in Sri Lanka.(here the name of the bank, account number and name of the account holder should be mentioned. Also Swift code related to the bank should be mentioned. Also if it is mentioned in the flight permit it should record in the bank account

If a representative of an expatriate who is currently working in Korea in another foreign country applies,

- A scanned copy of the filled insurance application form. (insurance application form and model application form attached)
- Employee's hand written letter of authorization with his /her contact number.(certified by the embassy where he/she is located done)
- Birth certificate showing the relationship of the authorized representative marriage certificate.
- Copy of his/her active bank account book.
- Copy of passport or NIC

All these should be certified by a lawyer and certified by the consular division. Finally it should be certified by the Korean Embassy of srilanka and forwarded to the EPS institute through the e-mail.

- **If a representative of a person who has worked in South Korea and is currently in Sri Lanka applies,**

- A scanned copy of the filled insurance application form. (insurance application form and model application form attached)
- A scan copy of first page of passport.(with photograph)
- Employee's hand written letter in English language of authorization with his /her contact number.(certified by the embassy where he/she is located done)
- A scanned copy of representative and employee's NIC (scan ID)
- A scan copy of immigration certificate of departure from Korea.(Departure seal)
- A copy of an active account of the specific employee
The above documents should be certified by a lawyer.

- **If a family member applies for employee who died while service period in south Korea.**

- A scanned copy of the filled insurance application form. (insurance application form and model application form attached)
- B. Documents to be submitted on behalf of the deceased.

The documents submitted under 1,2,5 should be translated into English and submitted for certification in relation to the documents mentioned in No 3 and 4. Original documents should be submitted along with copies.

c. Documents to be presented on behalf of the applicant.

The documents submitted under 1 should be translated into English and submitted for certification in relation to the documents mentioned under no 2 and 3. Original documents should always be submitted along with copies.

All the documents specified in the above 2 steps. (B and C) should be attested by a lawyer and those documents should be sent to the ministry of Foreign affairs. Finally it should be certified through the Sri Lankan Korean office and sent to the email address of the EPS company.

mention Name of bank account holder.

Ex : Name which should be appeared in the Bank Account:

Passport name :

Initial :Rathnayaka

Other names : MudhiyansalakeSumudhuNimantha

Name of the bank account should be mentioned as per name in passport as shown above.

- 1. RathnayakaMudhiyansalakeSumudhuNimantha OR**
- 2. R.M. SumudhuNimantha OR**
- 3. R.M.S Nimantha**

- As above mentioned , if you have already received this insurance money or have applied for insurance money. Please make any applications or inquiry in any way as no refund or application will be not accepted.
- When you forward the filled application form to us please mention **“Dormant insurance- Name of applicant”** as the subject of the email.

Sri lanka EPS center

(2022.09.12)