

REQUEST LETTER

Date: 17th Sep 2020

To,
HR Manager
Quin Bay Technologies Private Limited
Bangalore

Dear Sir / Madam,

Sub: Request for deduction of Employee Provident Fund (EPF) without restricting to Statutory wage ceiling – i.e. Rs.15,000/- per Month but on entire Basic Salary

This is with reference to the above subject; I would like to request you to deduct my EPF contribution on entire Basic Salary without restricting to statutory wage ceiling which defines the Basic Salary as Rs. 15,000/- per month regardless.

I understand and agree that :

- EPF contributions are governed by the Employee Provident Fund Department and can be changed based on the guidance provided by the EPF Department.
- In case of future changes in the wage ceiling, I shall authorize you to perform necessary changes in my compensation structure.
- I cannot change the EPF contribution during my remaining tenure at the Company

Please find below my required details:

Full Name : Himanshu Gupta

Date of Joining : 1st Oct 2020

I request you to kindly do the needful.

Thanking you,
Yours sincerely,

Employee Signature

