

Staff Circular No 2025 /03
07th Jan 2025

**EPF AND ETF REQUIREMENTS APPLICABLE TO TRAINEE
EMPLOYEES**

1. Deduction of EPF and ETF contribution of trainee employees in accordance with the EPF act

In accordance with the government EPF&ETF acts all trainees are now eligible to contribute towards the Employee Provident Fund (EPF) from their basic salary.

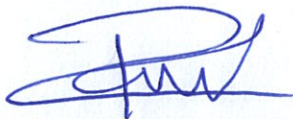
a) Contribution to EPF 8% of Basic Salary

Contribution of the company to EPF 12% of Basic Salary

b) Contribution of the Company to ETF 3% of Basic salary

This initiative is to ensure that our trainees receive the same benefits and financial security provided to our permanent employees.

Accordingly, please note that with effect from the month of January 2025 , EPF and ETF contributions of all trainees. Will be deducted from the basic salary and remitted to the respective funds as per existing government regulations with the required contribution of the company.



Manager Human Resources



CEO/Executive Director