

Instruction Sheet for competing Application for Non- Medical Assistance claims.

The financial assistance granted in terms of the provisions stipulated in the President's Fund Act is a charitable aid. Please read the instructions well, complete the application and submit the same with relevant supporting documents to the Divisional Secretariat you belong to, provided that you are an eligible person in every aspect to receive such charitable aid.

01. Methods of Submitting the Application :-

Step 01 – Obtain the Application

Obtain an application visiting the nearest Divisional Secretariat or the Office of the President's Fund or download an application via the under mentioned website.

(You may download the application in a language of your preference from www.presidentsfund.gov.lk → Download)

Step 02 - Prepare the Completed Application with the Necessary Documents

Handover the duly completed application with the necessary documents given under 03 of the Instruction Sheet related to the category you apply for, to the Divisional Secretariat you belong to.

Step 03 - Hand over the Applications with Necessary Documents

The Application and the relevant documents should be handed over to the Divisional Secretariat and thereafter the information will be entered to the system of the President's Fund subsequent to necessary preliminary activities. Such information is forwarded to the President's Fund with the recommendation of the Divisional Secretary in respect of its accuracy. Subsequent to the checks carried out by the President's Fund, requests which have fulfilled the requirements will be submitted for the approval of the Hon. President.

Step 04 - Payment of Money

Subsequent to obtaining the approval of the Hon. President, the approved amount will be passed to the relevant Divisional Secretariat and the said amount will be duly granted to the applicant by the Divisional Secretariat.

N.B.:- You will be notified of the steps, such as the Receipt of the Application

to the President's Fund, Receipt of Approval, etc. via a short message (SMS).

02. Special Matters to be Concerned:-

- 02.01 The application should be very carefully read, filled and submitted by the applicant only if the beneficiary is a child under the age of 18 years or the beneficiary is bedridden.
- 02.02 You may handover the duly filled application to the Divisional Secretariat you belong to, on working days.
- 02.03 When completing the application, all sections of the application should be filled and it should be indicated as "not applicable" in instances where it is not applicable or where, there is no information is available to be provided.
- 02.04 In case the available space is not sufficient to give the family details and bank details/ movable and immovable property details / bank details and to clarify the need for financial assistance, an annexure should be submitted for the said purpose.
- 02.05 If the President's Fund decides that it needs to further verify the patient's family Information, you should provide the relevant information.
- 02.06 After you handover the application, you will be issued a Registration No. having accepted and entered the said documents to the system. It will be more convenient for both you and us to carry out our activities, if you refer to the said Registration No. in all queries you make from the President's Fund/ Divisional Secretariat.
- 02.07 You may submit appeals on any matter related to your application submitted to the Divisional Secretariat. The appeal tendered by you should be forwarded to the President's Fund with the recommendation of the Divisional Secretary.
- 02.08 Application for non- medical claims based on the information given in this new Application form and the Sheet of Instructions will be in effect from 21.06.2025.

- 03. Applying for Financial Assistance in accordance with the Provisions Stipulated in the President's Fund Act**
Give the details of the assistance you seek from the President's Fund under the Item 17 of the Application under the category you apply based on the distress you have been subjected to, in brief .

03.01 **For the Relief of Poverty**

03.01.01 Generally, assistance is provided to eradicate poverty under two methods.

- I. Provision of financial assistance to purchase the equipment or items required for a certain project or extending assistance to purchase such items/equipment through the Divisional Secretary, with or without the financial contribution of the respective person, so as to uplift the livelihood of the individuals/families.
- II. Provision of financial assistance to a determined period in consideration of the situation of the beneficiary/family.

03.01.02 Documents to be Submitted with the Application

- I. The relevant letter of request
- II. Documents on vocational skills, if any, related to the applicant (Relevant to self-employments.)
- III. The attested copy of the National Identity Card
- IV. Bank account details of the of the family members, of 03 months

03.01.03 **It is mandatory to furnish the details related to the following matters, in supplying information under the item 17 of the Application.**

- Regarding the purpose for which the livelihood assistance is sought.
(In the event assistance is sought for a self-employment ,)
- The prospective self-employment to be engaged in
- The cost estimate related to the said purpose
- Equipment and tools required for the self-employment

03.02 **For the Advancement of Education or Knowledge**

03.02.01 Documents to be Submitted with the Application

- I. The relevant letter of request
- II. A letter of recommendation issued by the Principal, in case of a student attending school education
- III. A letter issued by a Vocational Training Institute (mentioning the selection and the relevant course fee)
- IV. The attested copy of the National Identity Card (copy of the National Identity Card of the mother/father/guardian, in case of providing educational assistance to a student attending school)
- V. Bank account details of the of the family members, of 03 months

03.02.02 **It is mandatory to furnish the details related to the following matters, in supplying information under the item 17 of the Application.**

In the event of a school child under the age of 18 years ,

- Name of the mother/father/guardian
- Name of the school
- Grade of the student
- Regarding the purpose for which the financial assistance is required

In respect of requesting financial assistance for vocational training courses,

- The institution where you perceive to obtain the vocational training
- Course to be followed
- Regarding the Cost to be borne

03.03 **For the Advancement of Religion or the Maintenance of Religious Rites and Practices**

03.03.01 Documents to be Submitted with the Application

- I. The relevant letter of request
- II. Reports of the Field Officers containing the details and observations related to the said request.
- III. Documents related to registration
- IV. Cost Estimate
- V. Photographs in case of applying for assistance for any renovation purpose

03.04 **For any other purpose, which is in the opinion of the President and the Board of Governors, of benefit or of interest to the public**

03.4.01 Documents to be Submitted with the Application

- I. The relevant letter of request
- II. Details related to the project to be executed for the benefit of the said family/society
- III. Estimates related to the project reports beneficial to the society
- IV. Copies of the documents related to the request
- V. The attested copy of the National Identity Card
- VI. Bank account details of the of the family members, of 03 months

03.04.02 **It is mandatory to furnish the details related to the following matters, in supplying information under the item 17 of the Application.**

In respect of a project beneficial to the society ,

- Information related to the said project
- Information related to the project benefits to the society
- Information as to why the financial assistance is required for the said project

In case of a request tendered by an individual,

- Detailed information related to the relevant request
- Information related to the purpose for which the financial assistance is required

Submission of duly completed applications without defects and accurate documents will facilitate both your and our purposes.

Your unwavering support is sought to provide you an efficient and prompt service since it is the primary objective of the staff of the President's Fund.

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