###### **File Format for sending Form II Member Details in Magnetic media**

File Name - MEMTXT (Should be in text file format )

Record Length - 98

The above text file should consist of two types of record formats as follows.

(A). Header Record Format - For a particular set of Form II data there should

Be only one record of this type.

(b) Detail Record Format - Individual Member Contribution details

Having one record for each and every Member Contribution.

Details of the formats are given below.

**Header Record Format**

**Field Description Length Type Re-marks**

Identification 1 A By default ‘H’

Employer number (AANNNNNN) 8 A/N Refer Note 1

Form II period From 6 A Refer Note 2

Form II period To 6 A Refer Note 2

Total Members 6 N Refer Note 4

Total Contribution in Cents 14 N Refer Note 4

No of lines for validation 2 N By default ‘24’

### **Detail Record Format**

**Field Description Length Type Re-marks**

Identification code 1 A By default ‘D’

Employer number (AANNNNNN) 8 A/N Refer Note 1

Member number 6 N Refer Note

Initials of the name 20 A Refer Note 3

Surname only 30 A Refer Note 3

NIC Number 12 A/N Left aligned

Form II period from 6 A Refer Note 2

Form II period to 6 A Refer Note 2

Monthly Contribution in Cents 9 N Refer Note 4

##### **Notes**

1. Employer Number format should be 1st 2 positions Alpha and next 6 positions digits

(AANNNNNN)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A |  | 0 | 0 | 3 | 0 | 5 | 7 |

Ex. If the Employer EPF Number is A/3057, it should be stored as

in the text file.

Ex. If the Employer EPF Number is PF/2359, it should be stored as

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| P | F | 0 | 0 | 2 | 3 | 5 | 9 |

in the text file.

2. Form II period from and Form II period to format should be as follows.

Form II Form II period from Form II period to

2008 July Month 200807 200807

2008 August Month 200808 200808

3. All names should be left aligned, in upper case, without dots and commas. Initials should be separated with a single space.

4. All numeric fields should be right aligned and filled with leading zeros.

Contribution amounts should be in cents

Ex. Rs. 3000 with 35 cents should be entered as 300035

Rs 3000 with 00 cents should be entered as 300000

5. If it is an old NIC first two digits should be kept as zeros

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 0 | 0 | 5 | 1 | 2 | 0 | 3 | 0 | 8 | 7 | 4 | V |

If it is a New NIC number it should be filled as given below

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 9 | 6 | 0 | 2 | 6 | 6 | 0 | 0 | 3 | 5 | 4 |