

File Format for sending Form II / R4 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 / R4 data there should be only one record of this type.
- (b). Detail Record Format - Individual Member Contribution details of Form II /R4 Having one record for each and every Member Contribution.

Details of the formats are given below.

Header Record Format

<u>Field Description</u>	<u>Positions</u>		<u>Length</u>	<u>Type</u>	<u>Re-remarks</u>
	<u>From</u>	<u>To</u>			
Identification	1	1	1	A	By default 'H'
Employer number (AANNNNNN)	2	9	8	A/N	Refer Note 1
Form II / R4 period from	10	15	6	A	Refer Note 2
Form II / R4 period to	16	21	6	A	Refer Note 2
Total Members	22	27	6	N	Refer Note 5
Total Contribution in Cents	28	41	14	N	Refer Note 5
No of lines per page in the Form II Hard copy	42	43	2	N	Refer Note 5

Detail Record Format

<u>Field Description</u>	<u>Positions</u>		<u>Length</u>	<u>Type</u>	<u>Re-remarks</u>
	<u>From</u>	<u>To</u>			
Identification code	1	1	1	A	By default 'D'
Employer number (AANNNNNN)	2	9	8	A/N	Refer Note 1
Member number	10	15	6	N	Refer Note 5
Initials of the name	16	35	20	A	Refer Note 3
Surname only	36	65	30	A	Refer Note 3
NIC Number	66	77	12	A/N	Refer Note 4
Form II / R4 period from	78	83	6	A	Refer Note 2
Form II / R4 period to	84	89	6	A	Refer Note 2
One Month Contributions in Cents	90	98	9	N	Refer Note 5

Notes

- 1 Employer Number format should be 1st 2 positions Alpha and next 6 positions digits (AANNNNNN)
Ex. If the Employer EPF Number is A/3057, it should be stored as

A

	0	0	3	0	5	7
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 in the text file.

2. Form II / R4 period from and Form II / R4 period to format should be as follows.

Form II / R4	period from	period to
2016 October Month	201610	201610
2016 November Month	201611	201611

3. All names should be left aligned, in upper case, without dots and commas. Initials should be separated with a single space.
4. Both NIC numbers in Old format (10 digits) and New format (12 digits) should be right aligned in the NIC number field in the text file.
For Old format NIC numbers, 1st and 2nd positions in the NIC Number in the text file should be filled with zeros.
5. 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 000300035

Email Id for Form II / R4 queries - etfmagtrans@gmail.com