

# CPF E-SUBMISSION (EMPLOYERS) SERVICE – FTP FILE SPECIFICATIONS

**Filename:** <CSN><Month Paid><Advice Code>.DTL  
 (Eg : 234567891APTE01JAN202201.DTL)  
 Acceptable file extensions include .dtl, .dat and .txt

**Description:** CPF e-Submission (Employers) File Transfer Mode

## General Information

Record Type	Record Length (Bytes)	Block Size	Sequence
Fixed Length	150	27900	Unique Entity Number (UEN) / NRIC / Foreign Identification No. (FIN) (col 3-12), Asc. Payment Type (col 13-15), Asc. Sno (col 16-17), Asc. Advice Code (col 18-19), Asc. Record Type (col 2), Asc. Relevant Month (col 20-25), Asc. Employee Account No. (col 28-36), Asc. Payment Code (col 26-27), Asc.

CPF Submission Number (CSN) = UEN / NRIC / FIN + Payment Type + Sno

## File Layout

### Structure

Each file may contain 1 or more payment advices. Each payment advice contains the following set of records:-

- 1 unique **Employer Header Record** for each Employer
- 1 or more **Employer Contribution Summary Record(s)** for each Employer
- 0 or more **Employer Contribution Detail Record(s)** for each Employer
- 1 **Employer Trailer Record** for each Employer

**\*Each file may contain 1 or more payment advices. However, each payment advice should have its own Employer Header Record, Employer Trailer Record and a different Advice Code.**

### Employer Header Record

Column	Description	Data Type	Value	Explanation
1 - 1	Submission mode	X(1)	F	F - File transfer mode
2 - 2	Record type	X(1)	Space	
3 - 12	UEN/NRIC/FIN	X(10)		9 or 10 bytes UEN/NRIC/FIN (left justified with spaces)
13 - 15	Payment type	X(3)		Payment Type e.g. PTE, AMS, VCT
16 - 17	Sno	X(2)		Serial number e.g. 01, 02, 03
18 - 18	Filler	X(1)	Spaces	
19 - 20	Advice code	X(2)	01-99	Records with same advice codes will be printed on the same hardcopy Record of Payments.
21 - 28	File Creation Date	9(8)	YYYYMMDD	Date of file creation
29 - 34	File Creation Time	9(6)	HHMMSS	Time of file creation
35 - 47	File ID	X(13)	FTP.DTL	For file transfer mode
48 - 150	Fillers	X(103)	Spaces	

### Employer Contribution Summary Record

Column	Description	Data Type	Value	Explanation
1 - 1	Submission mode	X(1)	F	F - File transfer mode
2 - 2	Record type	X(1)	0 (zero)	0 - CPF Contribution Summary record
3 - 12	UEN/NRIC/FIN	X(10)		9 or 10 bytes UEN/NRIC/FIN (left justified with spaces)
13 - 15	Payment Type	X(3)		Payment Type e.g. PTE, AMS, VCT
16 - 17	Sno	X(2)		Serial number e.g. 01, 02, 03
18 - 18	Filler	X(1)	Spaces	
19 - 20	Advice code	X(2)	01-99	Records with same advice codes will be printed on the same hardcopy Record of Payments.
21 - 26	Relevant month	9(6)	YYYYMM	Month the contribution is for
27 - 28	Payment code	X(2)	01-11	01 - CPF Contribution 02 - MBMF 03 - SINDA 04 - CDAC 05 - Eurasian Community Fund (ECF) 07 - CPF Penalty Interest 10 - Community Chest 11 - Skill Development Levy (SDL)
29 - 40	Contribution summary amount	9(10)V99		
41 - 47	Donor count	9(7)		No. of donor contributing to the respective fund: MBMF, SINDA, CDAC, ECF & Community Chest. This field should be padded with zeroes if the Payment Code is not 02, 03, 04, 05 or 10.
48 - 150	Fillers	X(103)	Spaces	

## Employer Contribution Detail Record

Column	Description	Data Type	Value	Explanation
1 - 1	Submission mode	X(1)	F	F - File transfer mode
2 - 2	Record type	X(1)	1 (one)	1 - CPF Contribution Detail record
3 - 12	UEN/NRIC/FIN	X(10)		9 or 10 bytes UEN/NRIC/FIN (left justified with spaces)
13 - 15	Payment type	X(3)		Payment Type e.g. PTE, AMS, VCT
16 - 17	Sno	X(2)		Serial number e.g. 01, 02, 03
18 - 18	Filler	X(1)	Spaces	
19 - 20	Advice code	X(2)	01-99	Records with same advice codes will be printed on the same hardcopy Record of Payments.
21 - 26	Relevant month	9(6)	YYYYMM	Month the contribution is for
27 - 28	Payment code	X(2)	01-05	01 - CPF Contribution 02 - MBMF 03 - SINDA 04 - CDAC 05 - Eurasian Community Fund (ECF)
29 - 37	Employee account no.	X(9)		To indicate the employee's CPF Account No (e.g. NRIC No.). First byte is either S or T and last byte is the check digit. (For explanation on prefix S & T, please refer to pg 6 on Notes, item 4).
38 - 49	Contribution detail amount	9(10)V99		The respective contribution amount for CPF, MBMF, SINDA, CDAC or ECF (up to 2 decimal places).  <u>Important:</u> Please note the rounding rules for CPF contributions - (a) the total CPF contribution payable by the employer should be rounded off to the nearest dollar e.g. \$1.50 should be regarded as \$2.00; (b) the amount recoverable by the employer from the employee's wages should be rounded down to the nearest dollar e.g. \$1.50 should be regarded as \$1.00.
50 - 59	Ordinary wages	9(8)V99		Ordinary wages in dollars (up to 2 decimal places). Pad with zeroes for MBMF, SINDA, CDAC or ECF contribution detail records. Negative wages are not allowed.

60 - 69	Additional wages	9(8)V99		Additional wages in dollars (up to 2 decimal places). Pad with zeroes for MBMF, SINDA, CDAC or ECF contribution detail records. Negative wages are not allowed.
70 - 70	Employment status	X(1)	E/L/N/O	E - Existing employee or employee who leaves and joins in the same month L - Leaver N - New Joiner O - (alphabet O) Employee who joins and leaves in the same month Code ' ' (space) if it is a MBMF, SINDA, CDAC or ECF contribution detail record.
71 - 136	Employee name	X(66)		Name of employee as shown on identity card for Singaporeans and PR holders. This field shall be left justified.
137 - 150	Fillers	X(14)	Spaces	

### Employer Trailer Record

Column	Description	Data Type	Value	Explanation
1 - 1	Submission mode	X(1)	F	F - File transfer mode
2 - 2	Record type	X(1)	9	
3 - 12	UEN/NRIC/FIN	X(10)		9 or 10 bytes UEN/NRIC/FIN (left justified with spaces)
13 - 15	Payment type	X(3)		Payment Type e.g. PTE, AMS, VCT
16 - 17	Sno	X(2)		Serial number e.g. 01, 02, 03
18 - 18	Filler	X(1)	Spaces	
19 - 20	Advice code	X(2)	01-99	Records with same advice codes will be printed on the same hardcopy Record of Payments.
21 - 27	Employer record count	9(7)		Total no. of records for the Employer, inclusive of header and trailer records in the set.
28 - 42	Employer contribution amount	9(13)V99		Sum of amounts in contribution summary records.
43 - 150	Fillers	X(108)	Spaces	

**Notes:**

1. Please read through the Terms & Conditions at [www.cpf.gov.sg](http://www.cpf.gov.sg) before using the CPF e-Submission (Employers) File Transfer Service.
2. Please do not include any negative amounts or the following characters in your file:  
\_+\$<>:;!=[]^\"~
3. All unused numeric fields must be padded with zeroes.
4. S prefix is used for Singapore citizens, permanent residents who are issued CPF account numbers by the Board. However, the T prefix will be issued to people who become permanent residents from 1 January 2000 as well as persons born on and after 1 January 2000.
5. Our system accepts both alpha and numeric check digit for Employee CPF Account No. The table below shows the conversion of alpha to numeric check digit and vice versa:

Alpha Check Digit	A	B	C	D	E	F	G	H	I	J	Z
Numeric Check Digit	1	2	3	4	5	6	7	8	9	0	-

6. The sample file layout is enclosed on the next page.

# Sample file layout for CPF e-Submission (Employers) File Transfer Mode

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-----1-----2-----3-----4-----5-----6-----7-----8-----9-----0-----1-----2-----3-----4-----5
12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890
-----1-----2-----3-----4-----5-----6-----7-----8-----9-----0-----1-----2-----3-----4-----5
F 234567891APTE01 0420180129183315FTP.DTL
F0234567891APTE01 042018010100000051800000000000
F0234567891APTE01 0420180102000000000195000000001
F0234567891APTE01 042018010300000000070000000001
F0234567891APTE01 042018010400000000010000000001
F0234567891APTE01 042018010500000000090000000001
F0234567891APTE01 042018010800000001000000000000
F0234567891APTE01 042018010900000001000000000000
F0234567891APTE01 042018011000000000000000000000
F0234567891APTE01 042018011100000000000000000000
F1234567891APTE01 0420180101S1122334A00000001110000000300000000000000000000MICKEY TAN AH TAN
F1234567891APTE01 0420180104S1122334A00000000010000000000000000000000000000 MICKEY TAN AH TAN
F1234567891APTE01 0420180101S2122334B00000001110000000300000000000000000000N JACKIE JACK
F1234567891APTE01 0420180105S2122334B000000000900000000000000000000000000 JACKIE JACK
F1234567891APTE01 0420180101S3122334C00000001480000000400000000000000000000000000RAVIDAVI SINGH S/O RAVIDAVI SINGH
F1234567891APTE01 0420180103S3122334C0000000007000000000000000000000000000000 RAVIDAVI SINGH S/O RAVIDAVI SINGH
F1234567891APTE01 0420180101S4122334D0000000148000000040000000000000000000000000000EMUHAMMED ALI BIN MUHAMMED ALI
F1234567891APTE01 0420180102S4122334D0000000001950000000000000000000000000000 MUHAMMED ALI BIN MUHAMMED ALI
F9234567891APTE01 0400000190000000000541650
*Comments
} Mickey CPF con = $1110
} CDAC = $1.00
} Jackie CPF con = $1110
} ECF = $9.00
} Ravidavi Singh CPF con = $1480
} SINDA = $7.00
} Muhammed Ali CPF con = $1480
} MBMF = $19.50
-----1-----2-----3-----4-----5-----6-----7-----8-----9-----0-----1-----2-----3-----4-----5
  
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\* Comments must not appear in the submission file.

\*\* Last Page \*\*