Filename: <CSN><Month Paid><Advice Code>.DTL (Eg: 234567891APTE01DEC201801.DTL) Acceptable file extensions include .dtl, .dat and .txt

Description: CPF EZPay (FTP) File Transfer Mode

General Information

Record	Record	Block	Sequence
Туре	Length	Size	
	(Bytes)		
Fixed	150	27900	Unique Entity Number (UEN) / NRIC / Foreign Identification No. (FIN) (col
Length			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.

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
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)	CCYYMMDD	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
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)	CCYYMM	Month the contribution is for
	Payment code		01-11	 01 - CPF Contribution 02 - MBMF 03 - SINDA 04 - CDAC 05 - Eurasian Community Fund (ECF) 06 - Reserved for future use 07 - CPF Penalty Interest 08 - Foreign Worker's Levy (FWL) 09 - FWL Penalty Interest 10 - Community Chest 11 - Skill Development Fund (SDF)
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 - File transfer mode				
$\frac{1}{2} - 2$			1 (one)	1 - CPF Contribution Detail				
2 2	Record type	11(1)	r (one)	record				
3 - 12	UEN/NRIC/FIN	X(10)		9 or 10 bytes UEN/NRIC/FIN				
5 - 12	UEIN/INKIC/FIIN	A(10)		-				
12 15	Deserve and four a	$\mathbf{V}(2)$		(left justified with spaces)				
13 - 15	Payment type	X(3)		Payment Type				
	ä			e.g. PTE, AMS				
16 - 17	Sno	X(2)		Serial number				
				e.g. 01, 02, 03				
	Filler		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)	CCYYMM	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				
	I J I I I I I I I I I I I I I I I I I I			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	9(10)V99		The respective contribution				
50 15	amount)(10)())		amount for CPF, MBMF,				
	amount			SINDA, CDAC or ECF (up to 2				
				decimal places).				
				deemiar places).				
				Important: 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				
50 50	0.1	0(0) 100		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 - 92		X(22)		Name of employee as shown on identity card for Singaporeans and PR holders (up to 22 characters). This field shall be left justified.
93 - 150	Fillers	X(58)	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
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	9(13)V99		Sum of amounts in contribution
	amount			summary records.
43 - 150	Fillers	X(108)	Spaces	

Notes:

- 1. Please read through the Terms & Conditions at <u>cpf.gov.sg</u> before using the CPF EZPay 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	Α	В	С	D	Е	F	G	Η	Ι	J	Ζ
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 EZPay (FTP) File Transfer Mode

234567891APTE01 0420180129183315FTP.DTL			
234567891APTE01 0420180101000000518000000000			
234567891APTE01 042018010200000001950000001			
234567891APTE01 042018010300000000000000000000000000000000			
234567891APTE01 0420180104000000000000000000000000000000			
234567891APTE01 042018010500000000000000000000000000000000			
234567891APTE01 042018010800000010000000000			
234567891APTE01 042018010900000000000000000			
234567891APTE01 0420180110000000000000000000000000000000			
234567891APTE01 0420180111000000000000000000000000000000	*Comments		
234567891APTE01 0420180101S1122334A000000111000000300000000000000000LMICKEY TAN AH TAN	Mickey	CPF con	= \$1110
234567891APTE01 0420180104S1122334A0000000000000000000000000000000 MICKEY TAN AH TAN	ſ	CDAC	= \$1.00
234567891APTE01 0420180101s2122334B00000011100000030000000000000000JACKIE JACK] Jackie	CPF con	= \$1110
234567891APTE01 0420180105S2122334B0000000000000000000000000000000000	۲	ECF	= \$9.00
234567891APTE01 0420180101S3122334C000000148000000040000000000000000ERAVIDAVI SINGH S/O RAVIDAVI SINGH	🌱 Ravidavi Singh	CPF con	= \$1480
234567891APTE01 0420180103S3122334C0000000000000000000000000000000000	6	SINDA	= \$7.00
234567891APTE01 0420180101S4122334D0000001480000000400000000000000000000 ALI BIN MUHAMMED ALI	┥ Muhammed Ali	CPF con	= \$1480
234567891APTE01 0420180102S4122334D0000000195000000000000000000000 MUHAMMED ALI BIN MUHAMMED ALI		MBMF	= \$19.50
234567891APTE01 04000001900000000541650	J		

* Comments must not appear in the submission file.

** Last Page **