**File Format for sending Form II 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 <u>only one record</u> of this type.

(b)   Detail Record Format     - Individual Member Contribution details of Form II
                                        Having one record for each and every Member Contribution.

Details of the formats are given below.

**Header Record Format**

| Field Description | From | To | Length | Type | Re-marks |
|---|---|---|---|---|---|
| Identification | 1 | 1 | 1 | A | By default 'H' |
| Employer number (AANNNNNN) | 2 | 9 | 8 | A/N | Refer Note 1 |
| Form II period  From | 10 | 15 | 6 | A | Refer Note 2 |
| Form II period To | 16 | 21 | 6 | A | Refer Note 2 |
| Total Members | 22 | 27 | 6 | N | Refer Note 4 |
| Total Contribution in Cents | 28 | 41 | 14 | N | Refer Note 4 |
| No of lines per page in the | 42 | 43 | 2 | N | Refer Note 4 |

Form II Hard copy ( Put 24 for this field as standard)

**Detail Record Format**

| Field Description | From | To | Length | Type | Re-marks |
|---|---|---|---|---|---|
| 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 |
| 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 | Left aligned |
| Form II period from | 78 | 83 | 6 | A | Refer  Note 2 |
| Form II period to | 84 | 89 | 6 | A | Refer Note 2 |
| 6 Months Contributions in Total Cents | 90 | 98 | 9 | N | Refer Note 4 |

**Notes**

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



        A        0   0   3   0   5   7

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

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