

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

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

#### **Record Length - 96**

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 of Form II  
Having one record for each and every Member Contribution.

Details of the formats are given below.

#### **Header Record Format**

<b><u>Field Description</u></b>	<b><u>Positions</u></b>		<b><u>Length</u></b>	<b><u>Type</u></b>	<b><u>Re-marks</u></b>
	<b><u>From</u></b>	<b><u>To</u></b>			
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 Form II Hard copy ( Put 24 for this field as standard)	42	43	2	N	Refer Note 4

#### **Detail Record Format**

<b><u>Field Description</u></b>	<b><u>Positions</u></b>		<b><u>Length</u></b>		<b><u>Type</u></b>	<b><u>Re-marks</u></b>
	<b><u>From</u></b>	<b><u>To</u></b>				
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	75	10		A/N	Left aligned
Form II period from	76	81	6		A	Refer Note 2
Form II period to	82	87	6		A	Refer Note 2
Total 6 Months Contributions in Cents	88	96	9		N	Refer Note 4

#### **Notes**

- 1 Employer Number format should be 1<sup>st</sup> 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 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**