| CPF EZPay (FTP) File Specifications (effective from 26 September 2022) |
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**Filename:** **<CSN><Month Paid><Advice Code>.DTL**
**(Eg : 234567891APTE01JAN202201.DTL)**
**Acceptable file extensions include .dtl, .dat and .txt**

**Description:** **CPF EZPay - 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. <br> Payment Type (col 13-15), Asc. <br> Sno (col 16-17), Asc. <br> Advice Code (col 18-19), Asc. <br> Record Type (col 2), Asc. <br> Relevant Month (col 20-25), Asc. <br> Employee Account No. (col 28-36), Asc. <br> 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 Record of Payment. |
| 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 Record of Payment. |
| 21 - 26 | Relevant month | 9(6) | YYYYMM | Month the contribution is for |
| 27 - 28 | Payment code | X(2) | 01-11 | 01 - CPF Contribution<br>02 - MBMF<br>03 - SINDA<br>04 - CDAC<br>05 - Eurasian Community Fund (ECF)<br>07 - CPF Penalty Interest<br>10 - Community Chest<br>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 Record of Payment. |
| 21 - 26 | Relevant month | 9(6) | YYYYMM | Month the contribution is for |
| 27 - 28 | Payment code | X(2) | 01-05 | 01 - CPF Contribution<br>02 - MBMF<br>03 - SINDA<br>04 - CDAC<br>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).<br><br>Important: Please note the rounding rules for CPF contributions -<br>(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;<br>(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.<br>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.<br>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<br>L - Leaver<br>N - New Joiner<br>O - (alphabet O) Employee who joins and leaves in the same month<br>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.<br>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 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 before using the CPF EZPay (FTP) File Specifications.

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 EZPay (FTP) File Specifications

```
---------1---------2---------3---------4---------5---------6---------7---------8---------9---------0---------1---------2---------3---------4---------5
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345 678901234567890123456789012345678901234567890
----------------------------------------------------------------------------------------------------------------------------------------------------
F 234567891APTE01 0420180129183315FTP.DTL
F0234567891APTE01 04201801010000005180000000000
F0234567891APTE01 04201801020000000019500000001
F0234567891APTE01 04201801030000000007000000001
F0234567891APTE01 04201801040000000001000000001
F0234567891APTE01 04201801050000000009000000001
F0234567891APTE01 04201801100000000000000000000
F0234567891APTE01 04201801110000000000000000000                                        *Comments
F1234567891APTE01 0420180101S1122334A0000001110000000300000000000000000LMICKEY TAN AH TAN          ⎫ Mickey        CPF con  = $1110
F1234567891APTE01 0420180104S1122334A0000000001000000000000000000000000 MICKEY TAN AH TAN          ⎬               CDAC     = $1.00
F1234567891APTE01 0420180101S2122334B0000001110000000300000000000000000NJACKIE JACK               ⎫ Jackie        CPF con  = $1110
F1234567891APTE01 0420180105S2122334B0000000009000000000000000000000000 JACKIE JACK               ⎬               ECF      = $9.00
F1234567891APTE01 0420180101S3122334C0000001480000000400000000000000000ERAVIDAVI SINGH S/O RAVIDAVI SINGH ⎫ Ravidavi Singh CPF con = $1480
F1234567891APTE01 0420180103S3122334C0000000007000000000000000000000000 RAVIDAVI SINGH S/O RAVIDAVI SINGH ⎬            SINDA    = $7.00
F1234567891APTE01 0420180101S4122334D0000001480000000400000000000000000EMUHAMMED ALI BIN MUHAMMED ALI ⎫ Muhammed Ali   CPF con = $1480
F1234567891APTE01 0420180102S4122334D0000000019500000000000000000000000 MUHAMMED ALI BIN MUHAMMED ALI ⎬            MBMF     = $19.50
F9234567891APTE01 0400000170000000000521650

---------1---------2---------3---------4---------5---------6---------7---------8---------9---------0---------1---------2---------3---------4---------5
```

* Comments must not appear in the submission file.

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