

Submission of Monthly Return of Contributions
On Floppy Disk/ CD ROM

ACCEPTABLE MEDIUM

<i>Medium</i>	<i>Backup Command</i>
- Floppy disk 3 ½	WinZip, Pkzip ,Arj or Copy
- CD Rom	WinZip, Pkzip, Arj or Copy

The floppy disk or CD ROM should be sent together with a form CC19(a) with the header duly completed and signed.

ACCEPTABLE FILE AND FORMAT

- A. ASCII File
- B. Excel File –CSV file

A. –Ascii file - Monthly contributions for each employee

File Name : cc20m.dat
 Record Description : Fixed length of 269 characters
 (Note A and B should be taken into considerations)

	DESCRIPTION OF FIELD	LENGTH	REMARKS
1	Year	4	See Note A for details
2	Month	4	See Note A for details
3	Employer's Registration Number	7	See Note A for details
4	Employee's National Identity Card No	14	
5	Employee Surname	50	
6	Employee Other Name	50	
7	Employee Maiden Name	50	
8	Rate of Contribution	1	See Note B for details
9	NPF Monthly Salary	10	Including decimal point (9999999.99)
10	NSF Monthly Salary	10	Including decimal point (9999999.99)
11	NPF Contributions Paid	10	Including decimal point (9999999.99)
12	NSF Contributions Paid	10	Including decimal point (9999999.99)
13	Wage Type	1	F-fortnightly, H-half monthly, M-monthly, W-weekly
14	Job title	50	Description of employee's job

B.1 – Excel file: Monthly contributions for each employee

File Name : cc20m.csv (comma Delimited)
(Note A and B should be taken into consideration)

COLUMN	DESCRIPTION OF FIELD	MAXIMUM LENGTH	REMARKS
A	Year	4	See Note A for details
B	Month	2	See Note A for details
C	Employer's Registration	7	See Note A for details
D	Employee's National Identity Card No	14	
E	Employee Surname	50	
F	Employee other Name	50	
G	Employee Maiden Name	50	
H	Rate of Contribution	1	See note B for details
I	NPF Monthly Salary	10	Including decimal point (9999999.99)
J	NSF Monthly Salary	10	Including decimal point (9999999.99)
K	NPF Contributions Paid	10	Including decimal point (9999999.99)
L	NSF Contributions Paid	10	Including decimal point (9999999.99)
M	Wage Type	1	F- Fortnightly, H – half monthly, M-monthly, W – weekly
N	Job Title	50	Description of employee's job

How to proceed to convert EXCEL format to CSV format

1. Open Excel file containing all data for the monthly return.
2. Please note that the order of the columns for the return should be as mentioned in the above table. Do not label the column (i.e. the first row should start with the data).
3. The length of data of each column should not exceed the maximum length specified in the above table.
4. To save the file as CSV format
 - Select FILE and then SAVE AS from menu.
 - In the Save As window, enter the file name (cc20m.csv) at the FILE NAME prompt.
 - At the SAVE AS TYPE prompt, scroll and select the option
CSV (Comma delimited) (*.csv)
 - Then click on SAVE button to save the excel document. The file will be automatically converted into the CSV format.

Note A:

- ◆ Each file should contain records for one registration number only.
- ◆ Return for one specific registration number should not be split into several files.
- ◆ Field position and length should strictly be followed. There should be no blank spaces between any two fields.
- ◆ Only maiden name and job title are not mandatory fields. All other fields cannot be left blank..
- ◆ Year and Month are numeric fields. For example,
July in the financial year 2005/2006 should be represented by : year = 2005, month = 7
January in the financial year 2005/2006 should be represented by: year 2006, month = 1

Note B:

Rate	Employer Share	Employee Share
S	6%	3%
T	6%	
P	10.5%	3%
Q	10.5%	
H	8.5%	5%
N(nsf only)	2.5%	