

**STRUCTURES FOR THE TEXT FILE FOR UPLOAD IN THE EPFO APPLICATION**

**NOTE: IN CASE THE E-RETURN SOFTWARE IS NOT USED, THE SOFT COPY IN THE FOLLOWING STRUCTURE CAN BE SUBMITTED, PL USE VALIDATION TOOL TO CHECK CORRECTNESS**

**I. FORM 5 TEXT FILE**

	DATA FIELDS				
➤ MEMBER_ID*	(RegionCode	OfficeCode	EstCode	ExtensionCode	MemberID)
	([DL]	[FBD]	7digits	3digits	7digits)
➤ MEMBER_NAME*	(special characters not allowed)				(length 85)
➤ MEMBER_FATHERS_NAME*	(special characters not allowed)				(length 85)
➤ DOB*	DD/MM/YYYY				(length 10)
➤ GENDER*	(M OR F)				(length 1)
➤ DISABLED_FLAG	(Y OR N)				(length 1)
➤ RETURN_MONTH_YEAR (DUE MONTH)*	(DDYYYY)				(length 6)
➤ DOJ_EPF*	DD/MM/YYYY				(length 10)
➤ DOJ_EPS*	DD/MM/YYYY				(length 10)
➤ ACCOUNT_NO					(length 30)
➤ BRANCH_NAME					(length 50)
➤ BANK_NAME					(length 50)
➤ PADDR1	(only . , / () characters are allowed)				(length 50)
➤ PADDR2	(only . , / () characters are allowed)				(length 35)
➤ PCITY					(length 35)
➤ PDIST					(length 35)
➤ PSTATE					(length 35)
➤ PPIN					(length 11)
➤ INTERNATIONAL WORKER FLAG	(Y OR N)				(length 1)
➤ PAST SERVICE					(length 5)
➤ MOBLIE NUMBER					(Maximum 15 digits)
➤ FATHER/HUSBAND FLAG (F,S)	(if blank then F is taken as default)				(length 1)
➤ MARITAL STATUS FLAG (D,E,M,R,U,W)	(if blank then M is taken as default)				(length 1)

**Fields with \* are mandatory fields**

**All fields should be in Capital letters**

**FATHER/HUSBAND FLAG** - F means Father  
S means Husband (SPOUSE)

**MARITAL STATUS FLAG**

WIDOWER :-	E
MARRIED :-	M
REMARIED :-	R
UNMARRIED :-	U
WIDOW :-	W
DIVORCEE :-	D

**SAMPLE STRUCTURE**

```
HRFBD00108280000000035#~#TEK
CHAND#~#KISHORE#~#15/04/1967#~#M#~#N#~#052010#~#03/04/2001#~#01/04/2010#~#9
9823476260#~#JANAKPURI#~#STATE BANK OF INDIA#~#10 SUVIDHA MKT.KAKA
NAGAR#~#~#NEW DELHI#~#~#DELHI#~#110003#~#N#~#0#~#9868101362#~#F#~#M
```

**NOTE:**

**IN THE FORM 5 TEXT FILE IF THE NON MANDATORY THE FIELD IS BLANK, FOLLOWING DATA GOES IN THE SYSTEM ON UPLOAD:**

- i. **FATHER/HUSBAND FLAG: IF BLANK >> F (FATHER)**  
It is suggested that in case of Female only specify S if husband's name is given. In all other cases system will take the name as fathers name and not necessary to enter flag.
- ii. **MARITAL STATUS FLAG: IF BLANK >> M (MARRIED)**

**II. Form 10 Text file**

**DATA FIELDS**

- Member id\* (Region Code Office Code EstCode Extension Code MemberID)  
([DL] [FBD] 7digits 3digits 7digits)
- Member Name\* (special characters not allowed) (length 85)
- Month and Year\* (DDYYYY) (length 6)
- Date of Birth\* (DD/MM/YYYY) (length 10)
- Gender\* (M OR F) (length 1)
- Date of leaving EPF\* (DD/MM/YYYY) (length 10)
- Date of leaving EPS\* (DD/MM/YYYY) (length 10)
- Reason for leaving\* (length 1)
- Father's Name\* (special characters not allowed) (length 85)

Codes for Reason for Leaving are

- a. RETIREMENT - R
- b. SUPERANNUATION - S
- c. DEATH IN SERVICE - D
- d. PERMANENT DISABLEMENT - P
- e. CESSATION - C

**All the fields are mandatory**

**All fields should be in Capital letters**

**SAMPLE TEXT FILE**

HRFBD00108280000000003#~#SATYA PRAKASH#~#042010#~#15-04-  
1952#~#M#~#30/04/2010#~#30/04/2010#~#S#~#RAJIV MOHAN GUPTA

**NOTE: STRUCTURES FOR THE 12a AND 3A FILES WILL BE UPLOADED ON WEBSITE SOON.**