



**SENTINEL**  
*retirement fund*

# CSV CONTRIBUTION FILE SPECIFICATION

*Version 2*

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# 1. DEFINITIONS

CSV	COMMA-SEPARATED VALUE
Alpha	Alphabet A-Z Special Characters (\$ % @ etc) Upper Case and Lower Case May not contain Comma (,)
Alphanumeric	Alphabet A-Z Numbers 0-9 Special Characters (\$ % @ etc) Upper Case and Lower Case May not contain Comma (,)
Decimal	Numbers 0-9 +- . allowed
Numeric	Numbers 0-9 +- . allowed when the data represents an amount
Header Line	1st line found in the data extract file
Data Line	Every line in the data extract excluding the 1st line

## 2. FILE FORMAT DESCRIPTION

The Sentinel Retirement Fund CSV V2 Contribution file is a comma-separated values (CSV) file.

Due to the delimiter being used is a comma, **no data field may contain commas.**

Amount fields for example must not use a comma as the 'Thousand' separator.

- 1,343.99 will fail validation
- 1343.99 will pass validation

Each record (line) consists of 70 data fields separated by a comma.

The file must contain 1 **Header Line** and at least 1 **Data Line**.

- **Header Line**
  - First line found in the extract file. The **Header Line** contains 70 descriptions of the data in the data lines that follow.
  - The descriptions in the **Header Line** can be changed by the employer but the order cannot be changed.
  - As an example, column 4 "Return Period" might make more sense to an employer if it is called "Month". The description can be changed to "Month" but in the **Data Lines** that follow, the data must still be found in column 4.
  - The format and length of the **Header Line** data elements are not checked at all.
- **Data Line**
  - Each line found in the extract after the **Header Line** is considered to be a **Data Line**. The **Data Line** contains 70 data values.
  - The data found in the **Data Lines** will ultimately be uploaded into the **Sentinel Retirement Fund** system.
- **Compression**
  - Large files can be compressed using WinRAR, WinZip or 7-Zip before being uploaded.
  - Please note that that the compressed file being upload must only contain 1 contribution file.

Each **Data Line** can be broken into seven sections

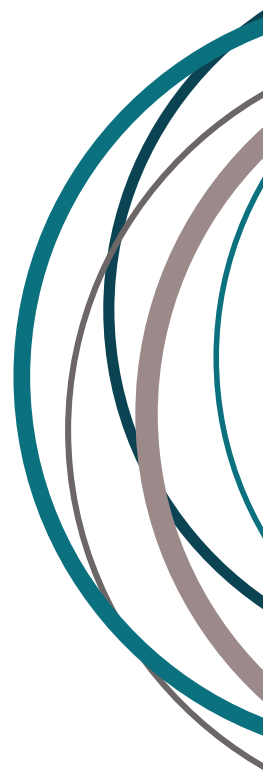
COLUMN NO	COLUMN NAME	DESCRIPTION
<b>1. IDENTIFIER SECTION</b>		
1	Version	Current CSV version number e.g 2
2	Fund No	Refers to the administrating fund. <ul style="list-style-type: none"><li>• Values found in Appendix A</li><li>• <b>Example:</b> 10</li></ul>
3	Employer Code	Unique Employer code generated by Sentinel Retirement Fund for employers. <ul style="list-style-type: none"><li>• <b>Example:</b> MCOR</li></ul>
4	Return Period	Period for which contributions are being processed. <ul style="list-style-type: none"><li>• <b>Example:</b> 20220910</li></ul>
5	Return Date	Date for which contributions are being processed. <ul style="list-style-type: none"><li>• <b>Example:</b> 20220901</li></ul>
6	Industry Number	Unique Industry Number generated by Sentinel Retirement Fund and TEBA <ul style="list-style-type: none"><li>• Any member making Pension Fund Contributions to Sentinel Retirement Fund is assigned a unique Industry Number which will never be reassigned to another member</li></ul> All correspondence sent by Sentinel Retirement Fund to the member will contains a reference to the Industry Number

COLUMN NO	COLUMN NAME	DESCRIPTION
<b>2. DEMOGRAPHIC SECTION</b>		
7	Pay Point	Pay Point is used to group employee correspondence
8	Normal Retirement Age	Retirement Age as negotiated with each employee by the employer <ul style="list-style-type: none"> <li>If not specified, the default age agreed upon between Sentinel Retirement Fund and the employer will be used</li> </ul>
9	Surname	<ul style="list-style-type: none"> <li>Employee's Surname</li> </ul>
10	Full Names	Employee's Full Names separated by a space <ul style="list-style-type: none"> <li>Example: Thomas Edison John</li> </ul>
11	Initials	Employee's Initials. <ul style="list-style-type: none"> <li>If not specified, Initials will be derived from the Full Names</li> <li>Example: TEJ</li> </ul>
12	Title	Employee's Title <ul style="list-style-type: none"> <li>Valid values found in Appendix G</li> </ul>
13	Employee Number	Unique Employee Number generated by the employer
14	ID Number	Employee's South African ID Number <ul style="list-style-type: none"> <li>Must pass Check Digit Validation</li> <li>CDV calculation example in Appendix T</li> <li>Mandatory if no Passport Number is supplied</li> </ul>
15	Passport Number	Employee's Passport Number <ul style="list-style-type: none"> <li>Mandatory if no ID Number specified</li> </ul>
16	Tax Number	Employee's South African Income Tax Number <ul style="list-style-type: none"> <li>Must pass Check Digit Validation</li> <li>CDV calculation example in Appendix S</li> </ul>
17	Date of Birth	Employee's Date of Birth
18	Gender	Employee's Gender <ul style="list-style-type: none"> <li>Valid values found in Appendix B</li> </ul>
19	Marital Status	Employee's Marital Status <ul style="list-style-type: none"> <li>Valid values found in Appendix C</li> </ul>
20	Postal Address (1)	Employee's 1st Postal Address line
21	Postal Address (2)	Employee's 2st Postal Address line
22	Postal Address (3)	Employee's 3st Postal Address line
23	Postal Address (4)	Employee's 4st Postal Address line
24	Postal Address Postal Code	Employee's Postal Address Postal Code
25	Postal Address Country	Employee's Postal Address Country
26	Home Number	Employee's Home phone number
27	Mobile Number	Employee's Mobile Number
28	Email Address	Employee's Email Address
<b>3. SERVICE SECTION</b>		
29	Movement Type	Employee's Movement Type <ul style="list-style-type: none"> <li>Valid values found in Appendix E</li> <li>Mandatory when Employees are either joining ("Engagement") or leaving ("Discharge") the fund in the Return Period of the file</li> </ul>
30	Movement Date	Employee's Movement Date <ul style="list-style-type: none"> <li>Mandatory when Employees are either joining ("Engagement") or leaving ("Discharge") the fund in the Return Period of the file</li> </ul>

COLUMN NO	COLUMN NAME	DESCRIPTION
<b>4. EMPLOYEE CONTRIBUTIONS SECTION</b>		
31	Employee Fund Salary	Employee's Fund Salary <ul style="list-style-type: none"> <li>Value must be positive</li> <li>Employee Fund Salary is the Employee's "Pensionable Salary"</li> <li>It is a portion of the Employee's total Remuneration as agreed upon between the Employee and Employer</li> </ul>
32	Employee Contribution	Employee's Contribution <ul style="list-style-type: none"> <li>Value must be positive</li> <li>Calculated as a % of the Employee Fund Salary</li> <li>An example can be found in the Examples Of Calculations &amp; Checks section</li> </ul>
33	Adjustment Employee Contribution	Adjustment Employee Contribution <ul style="list-style-type: none"> <li>Value may be positive or negative</li> </ul>
34	Employee Additional Voluntary Contribution	Employee's Additional Voluntary Contribution <ul style="list-style-type: none"> <li>Value must be positive</li> </ul>
35	Employee Death Cover	Employee's Death Cover <ul style="list-style-type: none"> <li>Value must be positive</li> <li>Calculated as a % of the Employer Fund Risk Salary</li> <li>An example can be found in the Examples Of Calculations &amp; Checks section</li> <li>Not compulsory if employer or member opted out of Sentinel risk benefit</li> </ul>
36	Adjustment Employee Death Cover	Adjustment Employee Death Cover <ul style="list-style-type: none"> <li>Value may be positive or negative</li> </ul>
37	Employee Disability Cover	Employee's Disability Cover <ul style="list-style-type: none"> <li>Value must be positive</li> <li>Calculated as a % of the Employer Fund Risk Salary</li> <li>An example can be found in the Examples Of Calculations &amp; Checks section</li> <li>Not compulsory if employer or member opted out of Sentinel risk benefit</li> </ul>
38	Adjustment Employee Disability Cover	Adjustment Employee Disability Cover <ul style="list-style-type: none"> <li>Value may be positive or negative</li> </ul>
39	Employee Adjustment Reason	Employee Adjustment Reason <ul style="list-style-type: none"> <li>Valid values found in Appendix F</li> <li>Mandatory when Adjustment Employee Contribution, Adjustment Employee Death Cover or Adjustment Employee Disability Cover amounts are found</li> </ul>



COLUMN NO	COLUMN NAME	DESCRIPTION
<b>5. EMPLOYER CONTRIBUTIONS SECTION</b>		
40	Employer Risk Fund Salary	Employer Fund Risk Salary <ul style="list-style-type: none"> <li>Value must be positive</li> <li>It is a portion of the Employee's total Remuneration as agreed upon between the employee and Employer</li> <li>Not compulsory if employer or member opted out of Sentinel risk benefit</li> </ul>
41	Employer Contribution	Employer Contribution <ul style="list-style-type: none"> <li>Value must be positive</li> <li>Calculated as a % of the Employee Fund Salary</li> <li>An example can be found in the Examples Of Calculations &amp; Checks section</li> </ul>
42	Adjustment Employer Contribution	Adjustment Employer Contribution <ul style="list-style-type: none"> <li>Value may be positive or negative</li> </ul>
43	Employer Voluntary Contributions	Employer Additional Voluntary Contribution <ul style="list-style-type: none"> <li>Value must be positive</li> </ul>
44	Employer Adjustment Reason	Adjustment Employer Contribution <ul style="list-style-type: none"> <li>Value must be positive</li> <li>Mandatory when Adjustment Employer Contribution amount is found</li> </ul>
<b>6. END OF LINE SECTION</b>		
45	End of Line	Must be EOL <ul style="list-style-type: none"> <li>This field is used to make certain that no additional commas (,) are found in columns 1 through 44</li> <li>Example: If Employee Fund Salary (column 31 = 1,354.78) uses the 'Thousand' separators, we effectively have an extra column and the End Of Line marker will be found in column 46 and not column 45</li> </ul>



COLUMN NO	COLUMN NAME	DESCRIPTION
<b>7. CONDUCT STANDARD SECTION</b>		
46	Fund Registration Number	Registration number of administrating fund. Values found in Appendix A • <b>Example:</b> 12/08/0001215/0000
47	Employer Name	Registered name of contributing employer <b>Example</b>
48	Employer Address 1	Employer 1st address line
49	Employer Address 1	Employer 2nd address line
50	Employer Address 1	Employer 3rd address line
51	Employer Address 4	Employer 4th address line
52	Employer Postal Code	Employer Postal Code
53	Employer Country Code	Employer Country
54	Employer Contact	The contact person responsible at the employer or pay-point dealing with enquiries relating to contribution statements and payment of contributions;
55	Employer Person Responsible	The identity of the person envisaged in section 13A(8) of the Act, as requested from the employer by the fund in terms of section 13A(9)(a) of the Act;
56	Participant Number	Unique membership number issued by the Fund
57	Residential Address (1)	Employee's 1st Residential Address line
58	Residential Address (2)	Employee's 2nd Residential Address line
59	Residential Address (3)	Employee's 3rd Residential Address line
60	Residential Address (4)	Employee's 4th Residential Address line
61	Residential Address Postal Code	Employee's Residential Address Postal Code
62	Residential Address Country	Employee's Residential Address Country
63	Annual Emoluments	Employee annual salary Value must be positive
64	Contribution Percentage	Percentage of salary used for contributions calculation
65	Contribution Amount	Total contributions paid to administrator
66	Data Placeholder 1	Reserved for future contribution requirements
67	Data Placeholder 1	Reserved for future contribution requirements
68	Data Placeholder 3	Reserved for future contribution requirements
69	Data Placeholder 4	Reserved for future contribution requirements
70	Data Placeholder 5	Reserved for future contribution requirements
71	Data Placeholder 6	Reserved for future contribution requirements





### 3. FILE LAYOUT

COLUMN NUMBER	COLUMN NAME	DATA SECTOR	DATA TYPE	LENGTH	FORMAT	VALUE	MANDATORY
1	Version	Identifier section	Numeric	3		2	Yes
2	Fund No	Identifier section	Numeric	2		Appendix A	Yes
3	ER Code	Employer section	Alpha	4			Yes
4	Return Period	Identifier section	Numeric	6	CCYYMM		Yes
5	Return Date	Identifier Section	Numeric	8	CCYYMMDD		Yes
6	Industry Number	Identifier Section	Alpha-numeric	8	ANNNNNNN		Yes
7	Pay Point	Demographic	Alpha-numeric	10			No
8	Normal Retirement Age	Demographic	Decimal	3.2			No
9	Surname	Demographic	Alpha	30			Yes
10	Full Names	Demographic	Alpha	30			Yes
11	Initials	Demographic	Alpha	5			No
12	Title	Demographic	Numeric	2			Yes (If no ID Number specified)
13	Employee Number	Demographic	Alpha-numeric	30			No
14	ID Number	Demographic	Numeric	13			No
15	Passport Number	Demographic	Alpha-numeric	13			No
16	Income Tax Number	Demographic	Numeric	10		Appendix S	No
17	Date Of Birth	Demographic	Numeric	8	CCYYMMDD		Yes
18	Gender	Demographic	Numeric	1		Appendix B	Yes (If no ID Number specified)
19	Marital Status	Demographic	Numeric	1		Appendix C	No
20	Postal Address (1)	Demographic	Alpha-numeric	40			Yes
21	Postal Address (2)	Demographic	Alpha-numeric	40			Yes
22	Postal Address (3)	Demographic	Alpha-numeric	40			No
23	Postal Address (4)	Demographic	Alpha-numeric	40			No
24	Postal Address Postal Code	Demographic	Numeric	4			Yes

COLUMN NUMBER	COLUMN NAME	DATA SECTOR	DATA TYPE	LENGTH	FORMAT	VALUE	MANDATORY
25	Postal Address Country	Demographic	Alpha	2		Appendix D	Yes
26	Home Number	Demographic	Alpha-numeric	20			No
27	Mobile Number	Demographic	Alpha-numeric	20			No
28	Email Address	Demographic	Alpha-numeric	50			No
29	Movement Type	Service	Numeric	1		Appendix e	No
30	Movement Date	Service	Numeric		CCYYMMDD		No
31	Employee Fund Salary	Employee contributions	Decimal	7.2	9999999.99	Positive values only	Yes
32	Employee Contribution	Employee contributions	Decimal	7.2	9999999.99	Positive values only	Yes
33	Adjustment Employee Contribution	Employee contributions	Decimal	7.2	9999999.99	Positive and negative Values allowed	No
34	Employee Additional Voluntary Contribution	Employee contributions	Decimal	7.2	9999999.99	Positive values only	No
35	Employee Death Cover	Employee contributions	Decimal	7.2	9999999.99	Positive values only	No
36	Adjustment Employee Death Cover	Employee contributions	Decimal	7.2	9999999.99	Positive and negative	No
37	Employee Disability	Employee Contributions Cover	Decimal	7.2	9999999.99	Positive values only	No
38	Adjustment Employee Disability Cover	Employee contributions	Decimal	7.2	9999999.99	Positive and negative values allowed	No
39	Employee Adjustment Reason	Employee contributions	Numeric	3		Appendix F	No
40	Employer Risk Fund Salary	Employer contributions	Decimal	7.2	9999999.99	Positive values only	No
41	Employer Contribution	Employer contributions	Decimal	7.2	9999999.99	Positive values only	Yes
42	Adjustment Employer Contribution	Employer Contributions	Decimal	7.2	9999999.99	Positive and negative values allowed	No
44	Employer Adjustment Reason	Employer Contributions	Numeric	3		Appendix F	No
45	End Of Line	End Of Line	Alpha	3		EOL	Yes
46	Fund Registration No	Conduct Standard Section	Alpha-numeric	20		Appendix A	Yes
47	Employer Name	Conduct Standard Section	Alpha-numeric	40			Yes

COLUMN NUMBER	COLUMN NAME	DATA SECTOR	DATA TYPE	LENGTH	FORMAT	VALUE	MANDATORY
48	Employer Address 1	Conduct Standard Section	Alpha-numeric	40			Yes
49	Employer Address 2	Conduct Standard Section	Alpha-numeric	40			Yes
50	Employer Address 3	Conduct Standard Section	Alpha-numeric	40			Yes
51	Employer Address 4	Conduct Standard Section	Numeric	4			Yes
52	Employer Address Post Code	Conduct Standard Section	Alpha	2			Yes
53	Employer Address Country	Conduct Standard Section	Alpha-numeric	40			Yes
54	Employer Contact Person	Conduct Standard Section	Alpha-numeric	40			Yes
55	Employer Person Responsible	Conduct Standard Section	Alpha-numeric	40			Yes
56	Participant Number	Conduct Standard Section	Numeric	9			Yes
57	Residential Address (1)	Conduct Standard Section	Alpha-numeric	40			Yes
58	Residential Address (2)	Conduct Standard Section	Alpha-numeric	40			Yes
59	Residential Address (3)	Conduct Standard Section	Alpha-numeric	40			No
60	Residential Address (4)	Conduct Standard Section	Alpha-numeric	40			No
61	Residential Address Postal Code	Conduct Standard Section	Numeric	4			Yes
62	Residential Address Country	Conduct Standard Section	Alpha	2		Appendix D	Yes
63	Annual Emoluments	Conduct Standard Section	Decimal	7.2	9999999.99	Positive values only	Yes
64	Contribution Percentage	Conduct Standard Section	Decimal	7.2	9999999.99	Positive values only	Yes
65	Contribution Amount	Conduct Standard Section	Decimal	7.2	9999999.99	Positive values only	Yes
66	Data Placeholder 1	Conduct Standard Section					
67	Data Placeholder 2	Conduct Standard Section					
68	Data Placeholder 3	Conduct Standard Section					
69	Data Placeholder 4	Conduct Standard Section					
70	Data Placeholder 5	Conduct Standard Section					
71	Data Placeholder 6	Conduct Standard Section					



## 4. APPENDIX

### APPENDIX A – FUND

FUND	DESCRIPTION
10	Sentinel Retirement Fund

### APPENDIX B – GENDER

GENDER	DESCRIPTION
1	Male
2	Female

### APPENDIX C – MARITAL STATUS

MARITAL STATUS	DESCRIPTION
1	Single
2	Married
3	Widowed/Widower
4	Divorced
5	Separated

### APPENDIX D – COUNTRY CODES

COUNTRY	DESCRIPTION
AFGHANISTAN	AF
ALBANIA	AL
ALGERIA	DZ
AMERICAN SAMOA	AS
ANDORRA	AD
ANGOLA	AO
ANGUILLA	AI
ANTARCTICA	AQ
ANTIGUA AND BARBUDA	AG
ARGENTINA	AR
ARMENIA	AM
ARUBA	AW
AUSTRALIA	AU
AUSTRIA	AT
AZERBAIJAN	AZ
BAHAMAS	BS
BAHRAIN	BH
BANGLADESH	BD
BARBADOS	BB
BELARUS	BY
BELGIUM	BE

**APPENDIX D – COUNTRY CODES** - *CONTINUED*

COUNTRY	DESCRIPTION
BELIZE	BZ
BENIN	BJ
BERMUDA	BM
BHUTAN	BT
BOLIVIA	BO
BOSNIA AND HERZEGOWINA	BA
BOTSWANA	BW
BOUVET ISLAND	BV
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRUNEI DARUSSALAM	BN
BULGARIA	BG
BURKINA FASO	BF
BURUNDI	BI
CAMBODIA	KH
CAMEROON	CM
CANADA	CA
CAPE VERDE	CV
CAYMAN ISLANDS	KY
CENTRAL AFRICAN REPUBLIC	CF
CHAD	TD
CHILE	CL
CHINA	CN
CHRISTMAS ISLAND	CX
COCOS (KEELING) ISLANDS	CC
COLOMBIA	CO
COMOROS	KM
CONGO, DEMOCRATIC REPUBLIC OF	CD
CONGO, PEOPLE'S REPUBLIC OF	CG
COOK ISLANDS	CK
COSTA RICA	CR
COTE D'IVOIRE	CI
CROATIA	HR
CUBA	CU
CYPRUS	CY
CZECH REPUBLIC	CZ
DENMARK	DK
DJIBOUTI	DJ
DOMINICA	DM
DOMINICAN REPUBLIC	DO
EAST TIMOR	TL

**APPENDIX D – COUNTRY CODES** - *CONTINUED*

COUNTRY	DESCRIPTION
ECUADOR	EC
EGYPT	EG
EL SALVADOR	SV
EQUATORIAL GUINEA	GQ
ERITREA	ER
ESTONIA	EE
ETHIOPIA	ET
FALKLAND ISLANDS (MALVINAS)	FK
FAROE ISLANDS	FO
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRANCE, METROPOLITAN	FX
FRENCH GUIANA	GF
FRENCH POLYNESIA	PF
FRENCH SOUTHERN TERRITORIES	TF
GABON	GA
GAMBIA	GM
GEORGIA	GE
GERMANY	DE
GHANA	GH
GIBRALTAR	GI
GREECE	GR
GREENLAND	GL
GRENADA	GD
GUADELOUPE	GP
GUAM	GU
GUATEMALA	GT
GUINEA	GN
GUINEA-BISSAU	GW
GUYANA	GY
HAITI	HT
HEARD AND MC DONALD ISLANDS	HM
HONDURAS	HN
HONG KONG	HK
HUNGARY	HU
ICELAND	IS
INDIA	IN
INDONESIA	ID
IRAN (ISLAMIC REPUBLIC OF)	IR
IRAN (ISLAMIC REPUBLIC OF)	IR

## APPENDIX D – COUNTRY CODES - *CONTINUED*

COUNTRY	DESCRIPTION
IRAQ	IQ
IRELAND	IE
ISRAEL	IL
ITALY	IT
JAMAICA	JM
JAPAN	JP
JORDAN	JO
KAZAKHSTAN	KZ
KENYA	KE
KIRIBATI	KI
KOREA, DEMOCRATIC PEOPLE'S RE	KP
KOREA, REPUBLIC OF	KR
KUWAIT	KW
KYRGYZSTAN	KG
LAO PEOPLE'S DEMOCRATIC REPUB	LA
LATVIA	LV
LEBANON	LB
LESOTHO	LS
LIBERIA	LR
LIBYAN ARAB JAMAHIRIYA	LY
LIECHTENSTEIN	LI
LITHUANIA	LT
LUXEMBOURG	LU
MACAU	MO
MACEDONIA, THE FORMER YUGOSLA	MK
MADAGASCAR	MG
MALAWI	MW
MALAYSIA	MY
MALDIVES	MV
MALI	ML
MALTA	MT
MARSHALL ISLANDS	MH
MARTINIQUE	MQ
MAURITANIA	MR
MAURITIUS	MU
MAYOTTE	YT
MEXICO	MX
MICRONESIA, FEDERATED STATES	FM
MOLDOVA, REPUBLIC OF	MD
MONACO	MC
MONGOLIA	MN

**APPENDIX D – COUNTRY CODES** - *CONTINUED*

COUNTRY	DESCRIPTION
MONTSERRAT	MS
MOROCCO	MA
MOZAMBIQUE	MZ
MYANMAR	MM
NAMIBIA	NA
NAURU	NR
NEPAL	NP
NETHERLANDS	NL
NETHERLANDS ANTILLES	AN
NEW CALEDONIA	NC
NEW ZEALAND	NZ
NICARAGUA	NI
NIGER	NE
NIGERIA	NG
NIUE	NU
NORFOLK ISLAND	NF
NORTHERN MARIANA ISLANDS	MP
NORWAY	NO
OMAN	OM
PAKISTAN	PK
PALAU	PW
PALESTINIAN TERRITORY, OCCUPIED	PS
PANAMA	PA
PAPUA NEW GUINEA	PG
PARAGUAY	PY
PERU	PE
PHILIPPINES	PH
PITCAIRN	PN
POLAND	PL
PORTUGAL	PT
PUERTO RICO	PR
QATAR	QA
REUNION	RE
ROMANIA	RO
RUSSIAN FEDERATION	RU
RWANDA	RW
SAINT KITTS AND NEVIS	KN
SAINT LUCIA	LC
SAINT VINCENT AND THE GRENADI	VC
SAMOA	WS
SAN MARINO	SM



**APPENDIX D – COUNTRY CODES - *CONTINUED***

COUNTRY	DESCRIPTION
SAO TOME AND PRINCIPE	ST
SAUDI ARABIA	SA
SENEGAL	SN
SEYCHELLES	SC
SIERRA LEONE	SL
SINGAPORE	SG
SLOVAKIA (SLOVAK REPUBLIC)	SK
SLOVENIA	SI
SOLOMON ISLANDS	SB
SOMALIA	SO
SOUTH AFRICA	ZA
SOUTH GEORGIA AND THE SOUTH SANDS	GS
SPAIN	ES
SRI LANKA	LK
ST. HELENA	SH
ST. PIERRE AND MIQUELON	PM
SUDAN	SD
SURINAME	SR
SVALBARD AND JAN MAYEN ISLAND	SJ
SWAZILAND	SZ
SWEDEN	SE
SWITZERLAND	CH
SYRIAN ARAB REPUBLIC	SY
TAIWAN	TW
TAJIKISTAN	TJ
TANZANIA, UNITED REPUBLIC OF	TZ
THAILAND	TH
TOGO	TG
TOKELAU	TK
TONGA	TO
TRINIDAD AND TOBAGO	TT
TUNISIA	TN
TURKEY	TR
TURKMENISTAN	TM
TURKS AND CAICOS ISLANDS	TC
TUVALU	TV
UGANDA	UG
UKRAINE	UA
UNITED ARAB EMIRATES	AE
UNITED KINGDOM	GB
UNITED STATES	US

#### APPENDIX D – COUNTRY CODES - *CONTINUED*

COUNTRY	DESCRIPTION
UNITED STATES	US
UNITED STATES MINOR OUTLYING	UM
UNITED STATES MINOR OUTLYING	UM
URUGUAY	UY
UZBEKISTAN	UZ
VANUATU	VU
VATICAN CITY STATE (HOLY SEE)	VA
VENEZUELA	VE
VIETNAM	VN
VIRGIN ISLANDS (BRITISH)	VG
VIRGIN ISLANDS (U.S.)	VI
WALLIS AND FUTUNA ISLANDS	WF
WESTERN SAHARA	EH
YEMEN	YE
YUGOSLAVIA	YU
ZAMBIA	ZM
ZIMBABWE	ZW

#### APPENDIX E – MOVEMENT TYPE

MOVEMENT TYPE	DESCRIPTION
1	Engagement
2	Discharge

#### APPENDIX F – ADJUSTMENT REASON

ADJUSTMENT REASON	DESCRIPTION
1	Previous Cons Rate Incorrect
2	Previous Fund Salary Incorrect/Salary Adjusted
3	back pay (incorrect increase/promotion)
4	unpaid leave
5	lesser Paid leave
6	engagement Date Error
7	discharge date error
8	adjustment For Same Month

#### APPENDIX G – TITLE

TITLE	DESCRIPTION
1	Mr
2	Mrs
3	Miss
4	Dr
5	Pastor
8	Professor
9	Ms (if married title/status unknown, female only)

## APPENDIX S – MODULUS 10 Check On Income Tax Number (S.A.R.S.)

Note: Modulus 10 Validation will only be applied if the income Tax Number has been supplied  
Digit 10 is the Check Digit.

DIGIT	FORMULA
1	Multiply by 2 (Add result to Total *)
2	Add to Total
3	Multiply by 2 (Add result to Total *)
4	Add to Total
5	Multiply by 2 (Add result to Total *)
6	Add to Total
7	Multiply by 2 (Add result to Total *)
8	Add to Total
9	Multiply by 2 (Add result to Total *)

\* If the line item calculation total exceeds 9, add the individual digits together to get a single digit (Example: 18=1+8=9)

### Digit 10: Check Digit

1. If the last digit of Total > 0 Then  
The Check Digit should be equal to the result of 10 – (Total MOD 10)
2. If the last digit of Total = 0 Then  
The Check Digit should be equal to zero

### Example:

Income Tax Number: 0001339050

Last Digit of Total = 0 and last digit of Income Tax Number = 0, Income Tax Number is valid

DIGIT	FORMULA	RESULT
1	0 * 2	0
2	0	0
3	0 * 2	0
4	1	1
5	3 * 2	6
6	3	3
7	9 * 2 = 18 (1 + 8 = 9)	9
8	0	0
9	5 * 2 = 10 (1 + 0 = 1)	1
<b>TOTAL</b>		<b>20</b>

## APPENDIX T – MODULUS 13 Check On ID Number (S.A.R.S.)

Note: Modulus 13 validation will only be applied if the ID Number has been supplied  
Digit 13 is the Check Digit

ID Number format: {YYMMDD}{G}{SSS}{C}{A}{Z}

YYMMDD : Date Of birth

G : Gender

0-4=Female

5-9=Male)

SSS : Sequence for YYMMDDG combination

C : Citizenship

(0=SA 1=Other)

A : Numeric

(usually 8 or 9)

Z : Check Digit



**Example:**

ID Number: 800101 5009 087

- 1. Add all the digits in odd positions excluding the Check Digit (13)
  - $8 + 0 + 0 + 5 + 0 + 0 = 13$  [1]
- 2. Move even digits into a field and multiply by 2
  - $011098 * 2 = 22916$  [2]
- 3. Add all the digits of [2]
  - $2 + 2 + 9 + 1 + 6 = 20$  [3]
- 4. Add [1] and [3]
  - $13 + 20 = 33$  [4]
- 5. Subtract the 2nd digit of [4] from 10
  - $10 - 3 = 7$  [5]
- 6. If [5] is 1 digit, it must be equal to the Check Digit
  - $7 = 7 = \text{valid}$
- 7. If [5] is 2 digits, the last digit must be equal to the Check Digit

5. Examples Of Calculations & Checks

EXAMPLE DATA	
Employee Contribution Rate	6.50%
Employer Contribution Rate	13.50%
Death Cover Factor	1.50%
Disability Cover Factor	1.00%
Total Cover Factor	2.50%
Employee Fund Salary	36900.33
Employer Risk Fund Salary	36900.33

Employee Contribution = Employee Fund Salary \* Employee Contribution Rate  
=  $36900.33 * 6.50\%$   
= 2398.52

Employer Contribution = Employee Fund Salary \*  
(Employer Contribution Rate  
- Death Cover Factor  
- Disability Cover Factor)  
  
=  $36900.33 * (13.50\% - 1.50\% - 1.00\%)$   
= 4059.04

Employer Death Cover = Employer Risk Fund Salary \* Death Cover Factor  
=  $36900.33 * 1.50\%$   
= 553.50

Employer Disability Cover = Employer Risk Fund Salary \* Disability Cover Factor  
=  $36900.33 * 1.00\%$   
= 369.00

## CONTACT DETAILS

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