

## **PAT - CPF FAQ on Submission Number**

### **1. What is CPF Submission Number?**

CPF Submission Number (CSN) is a new identifier type that employers should use to perform their employees' CPF contribution to CPF Board starting from 1 Jan 2009. CSN serves as a replacement of the previous identifier type Employer Reference Number (ERN).

### **2. What is the format of a CSN?**

A CSN has length of 15 characters and consists of two parts:

- Character 1-10: Unique Entity Number (UEN)  
UEN can take one of the following format:
  1. Local Company (currently known as ROC number): YYYYNNNNNC
  2. Business (currently known as ROB number): NNNNNNNNC
  3. Others: **S**YYPQNNNNC or **T**YYPQNNNNC

where:

YYYY – year

N – numeric ('0' to '9')

C – check alphabet

**S**YY and **T**YY – year of issuance. S stands for 19, T stands for 20, e.g. T09 means 2009

PQ – type of establishments

If the UEN is of length 9 (for Business entity), it should be left aligned, followed by a space.

- Character 11-15: CPF Payment Code  
Character 1-3 of CPF Payment Code must be alphabetic characters. It denotes the type of payment made by employers.  
Character 4-5 of CPF Payment Code must be numeric between '01' and '99'. If it is less than 10, it should be left-padded with a zero ('0')

### **3. When will PAT system start implementing CSN?**

PAT system will start implementing CSN identifier from 1 Jan 2009.

### **4. I am currently using multiple ERNs for many different submissions. Will these ERNs be replaced by a single CSN or multiple CSNs?**

Each ERN will be replaced by a CSN. Hence, if you have  $n$  ERNs, CPF Board will issue you  $n$  CSNs as their replacements. All active employers with existing Employer Reference Numbers (ERN) will be notified of their CSN by CPF Board.

### **5. How do I update the ERNs in my existing company and subsidiary profiles?**

All ERNs in Company and Subsidiary profiles of existing PAT users will be automatically updated to CSNs on 31 Dec 2008. Therefore, you do not need to update them yourselves.

**6. Do I need to update all my employees' employment to use the new CSN identifier?**

There would be a data migration done on 31 Dec 2008 to transfer all the employees' employment records existing in the PAT system from ERN to its corresponding CSN. It saves you all the troubles of updating these employment records individually.

**7. Do I need to reassign the User Groups of all the users in my company, from ERN to CSN?**

Similar to the employment records, there would be a data migration done on the PAT system data to automatically duplicate the User Group accesses of each user in your company to support both ERN and CSN identifier. For each User Group access to a particular ERN, a new User Group access to its corresponding CSN will be automatically created for you.

This duplication process will be done to allow you to still access your old transaction data that were created using ERN identifier for a limited period of time.

**8. How do I create a Payment Advice using my CSN?**

From 1 Jan 2009, you will be able to create a Payment Advice (PA) using CSN identifier in the same way as you used to. You can either fill up the online form, or upload a text file that contains the new CSN identifier.

If you are creating your PA online, you are to choose a CSN, instead of ERN, from the drop down list provided. If you are uploading a text file, you are to indicate your CSN, instead of your ERN, in your text file.

**9. Is there any change to the CPF Interface File Specification to accommodate CSN identifier?**

Yes, there will be a slight change to the CPF Interface File Specification to allow you to use your CSN identifier in your text file. Instead of 7-digit ERN, the system will now expect 15-digit CSN identifier from your text file.

You may visit PAT website at [www.pat.com.sg](http://www.pat.com.sg), click on Resources and go to File specifications section to download the latest CPF Interface File Specification.

**10. Will I still be able to create a Payment Advice using my ERN?**

No, starting from 1 Jan 2009, you can only create Payment Advices using your CSN identifier.

**11. Will I be able to duplicate an old PA created using an ERN to create a new PA?**

PAT system will allow you to duplicate an old PA that was created using an ERN to create a new PA in a limited period of 6 months from 1 Jan 2009. During this period of time, should you choose the duplicate option from the PA creation page, the system will list down all the previously-created PAs that use the chosen CSN and its

corresponding ERN. The new PA resulting from the duplication process will be tied to the chosen CSN, regardless of the type of identifier used by the duplicated PA.

This system functionality will cease once all of your old transaction data created using ERN are archived by the system within 6 months from 1 Jan 2009.

**12. What will happen if I upload a text file that uses an ERN? Will it be rejected by the system?**

For a period of 6 months from 1 Jan 2009, PAT system will help you to map the ERN in your text file to its corresponding CSN. Thus, if your text file passes the system validation, the Payment Advice created will use the CSN identifier corresponding to the ERN in your text file. During this period of time, the system will not reject your text file that contains ERN identifier, unless the ERN is not registered in the PAT system or the uploaded file does not conform to the file specification.

After the 6 months period is over, PAT system will no longer accept text files that contain ERN identifier. If you upload a text file that uses an ERN identifier, the file will fail the validation and the system will reject the file.

**13. Will I still be able to view, print, or download my old transaction data that were created using ERNs?**

For a period of 6 months from 1 Jan 2009, you will still be able to view, print, and download your old transaction data that were created using ERNs through the PAT system. However, these data will be slowly archived as the system regularly cleans up its data and only keeps data that are less than 6 months old online.

After the 6 months period is over, all of your old transaction data that were created using ERNs will have been archived by the system, and they will no longer be accessible to you.

**14. What will happen if I submit a PA, which was created using an ERN, through PAT system? Will it be rejected by the system? Will it be rejected by CPF Board?**

Should you submit a PA that was created using an ERN during the period of 6 months from 1 Jan 2009, PAT system will help you to map the ERN used the submitted PA to its corresponding CSN. Hence, the file sent to CPF Board will use the CSN identifier corresponding to the ERN in the submitted PA. As the file is sent using CSN identifier, CPF Board will not reject the PA submitted.

This system functionality will cease once all of your old transaction data created using ERN are archived by the system within 6 months from 1 Jan 2009.

**15. If I submit a PA, which was created using an ERN, through PAT system, will the corresponding acknowledgement and record of payment use ERN or its corresponding CSN?**

PAT system will process and display all Acknowledgements, GIRO reminders, Payment in Process, and Record of Payment files that are received on or after 1 Jan 2009 using

CSN identifier. Therefore, you may possibly receive Acknowledgements, GIRO reminders, Payment in Process, or Record of Payment that uses CSN for PA that you sent using ERN.

**16. Will I still be able to request for restoration of old transaction data, which were created using ERNs, from the short-term or long-term archive?**

You will be able to request for restoration of old transaction data from the short-term or long-term archive during a period of 6 months from 1 Jan 2009 only. It would be impossible to restore the archived data after the 6-month period is over, as the PAT system would have completely cut over to use CSN identifier only. Hence, such restoration request will not be entertained.

We seek your cooperation to perform the necessary backup of your transaction data during this period of time.

**17. Will there be any charges for the updates of my company ERN information in the PAT system?**

No, the updates of company, subsidiary profiles, employee's employment records, and user groups mentioned above are free of charge. The updates of the existing records residing in the PAT system will be done through a data migration on 31 Dec 2008. The ERN-CSN mapping list required will be provided by CPF Board.

**18. Now I have this information, what do I need to do?**

Firstly, please ensure that you receive the notification of your CSN sent by CPF Board.

Secondly, please get your payroll vendor to change your payroll system to adopt the latest CPF Interface File Specification and to allow you to use CSN identifier in your upload file.

Thirdly, please perform regular backups of your Payment Advice(s), Record Of Payment(s) and other necessary documents, including those old transaction data containing ERNs, from the PAT website.

**19. Who can I contact if I have queries on CSN?**

For queries on the ERN-CSN mapping in the PAT system, please send an email to [helpdesk@crimsonlogic.com.sg](mailto:helpdesk@crimsonlogic.com.sg) or call our hotline at 6887 7888. Should you realize that the ERN in your existing company and subsidiary profiles are not mapped correctly to its corresponding CSN after 1 Jan 2009, please contact us immediately.

For queries pertaining to CSN, please send an email to CPF Board at [employer-accounts@cpf.gov.sg](mailto:employer-accounts@cpf.gov.sg) or call them at 1800-227-1188.