

File Format

Column	Field Name	Validation Rule																						
A	ID Type	<p>Must be one of the following:</p> <ul style="list-style-type: none"> • NRIC • FIN • MIC • WP • ASGD • ITR • UEN-LOCAL CO • UEN-BUSINESS • UEN-OTHERS 																						
B	ID Number	<p>Format of ID numbers:</p> <table border="1"> <tr> <td>NRIC</td> <td>SNNNNNNNC or TNNNNNNNC</td> </tr> <tr> <td>FIN</td> <td>GNNNNNNNC or FNNNNNNNC</td> </tr> <tr> <td>MIC</td> <td>consist of 7 or 8 alpha-numeric or consist of 12 numeric</td> </tr> <tr> <td>WP</td> <td>must consist of 10 characters including space</td> </tr> <tr> <td>ASGD</td> <td>ANNNNNNNNC</td> </tr> <tr> <td>ITR</td> <td>NNNNNNNNNC</td> </tr> <tr> <td>UEN - Business</td> <td>NNNNNNNNNC</td> </tr> <tr> <td>UEN – Local Co</td> <td>YYYYNNNNNC</td> </tr> <tr> <td>ASGD</td> <td>ANNNNNNNNC</td> </tr> <tr> <td>ITR</td> <td>NNNNNNNNNC</td> </tr> <tr> <td>UEN-Others</td> <td>TYYPQNNNNC or SYYPQNNNNC or RYYPQNNNNC</td> </tr> </table>	NRIC	SNNNNNNNC or TNNNNNNNC	FIN	GNNNNNNNC or FNNNNNNNC	MIC	consist of 7 or 8 alpha-numeric or consist of 12 numeric	WP	must consist of 10 characters including space	ASGD	ANNNNNNNNC	ITR	NNNNNNNNNC	UEN - Business	NNNNNNNNNC	UEN – Local Co	YYYYNNNNNC	ASGD	ANNNNNNNNC	ITR	NNNNNNNNNC	UEN-Others	TYYPQNNNNC or SYYPQNNNNC or RYYPQNNNNC
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C	Name	Max. 80 characters																						
D	Nationality	Please note that for Singapore Citizen, to input the value as S'PORE CITIZEN.																						
E	Gender	Must be F or M																						
F	Designation	<p>If the designation does not fall within one of the options, please select OTHERS.</p> <ul style="list-style-type: none"> • REMISIER • REAL ESTATE AGENT • INSURANCE AGENT • DISTRIBUTOR • FINANCIAL ADVISOR • INSTRUCTOR • THERAPISTS • SINGAPORE POOL RETAILERS • OTHERS 																						
G	Date of Birth	DD/MM/YYYY																						
H	Address Line 1	Max. 40 characters																						
I	Address Line 2	Max. 40 characters																						
J	Address Line 3	Max. 40 characters																						
K	Gross Commission	<p>Max. 10 digits</p> <p>(For amendment submission, if the amount is a negative, the minus sign (-) does not include in the max. 10-digit count.)</p> <p>Do not enter decimals Do not enter comma Do not enter the dollar sign (\$)</p>																						

Examples of error messages

1. Invalid data in cell

The error messages will be displayed at the top portion of the page (highlighted in red). User can then zoom in to the cell to check on the error.

Submit Commission Online

1. Create Submission | **2. Add Records** | 3. Summary | 4. Acknowledgement

Import Excel

You can import up to 500 records of the commission payees via an Excel file. [SELECT FILE](#)

Total gross commission amount cannot be more than 11 characters.

Note: It may take up to 80 seconds to complete the import.

Commission Payees' Details

	A	B	C	D	E	F	G	H	I
1	NRIC			SINGAPORE CITIZEN	FEMALE	SALES	09/08/1977		
2	UEN-LOCAL CO			MALAYSIAN	M	REMBER	25/09/55/29		
3	UEN-LOCAL CO			MALAYSIAN	M	REMBER	09/08/1979		
4	PASSPORT NO			MSIAN	M	REMBER	09/08/1980		
5	ASGO			MALAYSIAN	M	REMBER	09/08/1981		ADD
6	UEN-LOCAL CO								
7	UEN-LOCAL CO								
8	UEN-LOCAL CO								ADDRESS ADDR ADDRESS ADDR
9	UEN-LOCAL CO								

The cell with the error will be show a red triangular indicator at the top right side of the cell.

2	NRIC			SINGAPORE	M	SALESMAN	12/05/1958		
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2. Incorrect file type extension

Import Only Microsoft Excel (.xlsx) CLOSE

You can only import a Microsoft Excel file with extension .xlsx.

[OK](#)

Sample of Import Excel

S/No.	Document Filename
1	 Sample of Import Excel.xlsx

Important Notes:

File Structure

- a. The file to be imported must be in an Excel **(.xlsx)** document.
- b. There must not have any header.
- c. There should be a total of 11 columns in the file (columns A to K)
- d. There should not be any gap between the records.