



# Maritime Super Clearing House File Format (MSCHFF) v1.0 Specification



# About this Guide

This guide is designed to assist employers and their service providers with making contributions through the Maritime Super Clearing House. This guide includes details about:

- Maritime Super Clearing House File Format
- Contribution Receipt File and;
- Examples of contribution receipt files

The Maritime Super Clearing House is powered by Quicksuper\*.

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Maritime Super (the Fund) ABN 77 455 663 441, RSE Registration No. R1001747, MySuper Authorisation No. 77455663441220.

# 1 Introduction

This document is provided to employers and their service providers to specify how to populate the Maritime Super Clearing House File Format so it can be uploaded into the clearing house.

## 1.1 Maritime Super Clearing House File Format Specification

The Maritime Super Clearing House File Format (MSCHFF) is a variation of the SuperStream Alternative File Format (SAFF). The SAFF has been specified by the Australian Tax Office (ATO) as a standard file format that employers and payroll software providers can produce from their systems.

However the SAFF does not cater for all of the contribution data that our employers supply to Maritime Super, so we have included extra fields, specific to Maritime Super in the MSCHFF. Note the MSCHFF can only be used in the Maritime Super Clearing House, which then transforms the data into a SuperStream compliant message.

The MSCHFF file will not only load your employees' contributions to the clearing house but will also create new employees in the clearing house and update any changes to an existing employee's personal details. The clearing house will then send the appropriate contribution messages to the relevant funds and registration messages to the default fund.

## 1.2 File Types

This document describes the following files:

- **Maritime Super Clearing House File Format** – the file you upload in order to make contributions to funds on behalf of employers and their employees.
- **Receipt File** – the file that the clearing house generates after processing the uploaded file indicating whether the file was accepted or not.

# 2 Maritime Super Clearing House File Format

The clearing house allows you (the Client) to upload a MSCHFF file to provide the instructions for making contributions and providing the details of your employees to superannuation funds.

## 2.1 File Validation

### 2.1.1 General Validation

The following validation is applied across the file processing:

- all amounts are in dollars, must not have a negative sign and must not exceed \$99,999,999.99. An amount of one hundred dollars can be represented as \$100.00, \$100, 100.00 or 100.
- all dates must match the format specified on the 'Company Preferences' screen. The MSCHFF specification defines the SuperStream standard format of 'DD/MM/YYYY' (e.g. 28th September, 2014 is represented as: '28/09/2014'), however you can use any of the date formats allowed. If you are using Excel to create or edit your CSV file you may need to open the resultant file in a text editor (e.g. notepad) to verify the date format is correct.

Other field-level validations are included in the notes for the specific fields. If you submit a file that fails general validation for any field, the entire file is rejected.

### 2.1.2 Duplicate File Check

In order to protect your business from inadvertently uploading the same file twice, the clearing house performs a duplicate file check on all uploaded files. There are two options for duplicate file-checking:

- If 'FILE ID' is provided in the file, the clearing house will reject the file if a file has previously been processed with the same value in this field.
- If 'FILE ID' is not provided in the file, the clearing house will reject any file which is identical to a file previously processed.

Further clarifications regarding the duplicate file check:

- If you have uploaded a file and it has been rejected for some reason (e.g. a required field is missing on a row), this file will not be included in the duplicate file check. That is, you are able to correct the original file and upload again without needing to modify the value for 'FILE ID'. This is because the duplicate check excludes rejected files from being considered as duplicates.
- As expected, your file uploads are separate from uploads from other clearing house clients meaning that multiple clients can upload a file with the same 'FILE ID' or contents without affecting each other.

When selecting an appropriate value for the 'FILE ID' field, you should be mindful that it is the only field used in duplicate checking. That is, even if the remainder of the file is identical to another file, if the 'FILE ID' field is different the current file will not be considered as a duplicate file. Some suggestions for selecting a value include:

- An internal reference for the batch of contributions from your own system (e.g. payroll run ID or batch ID).
- A date/time stamp (e.g. in CCYYMMDDHHMMSS format) when the contribution file was created, assuming that the value for this would not be modified if the file was accidentally re-sent from your system.

## 2.2 File Format

The following sections define the field which appear on different lines within the MSCHFF. All fields are to be separated by a comma (,) value. Double quotes may be used around fields. For example, either of the following would work in the header record:

- VERSION,1.0,NEGATIVES SUPPORTED,false,FILE ID,1234567890
- "VERSION","1.0","NEGATIVES SUPPORTED","false","FILE ID","1234567890"

If the field values themselves contain commas, double quotes must be used.

There are four different types of records within the MSCHFF:

- The first line of your file must contain the label / value pairs in the "Header Values" section 2.2.1
- The second line of the file must contain the section headings as defined in "Section Headings" section 2.2.2
- The third line of the file must contain the column headings as defined "Column Headings" section 2.2.3
- The remaining lines of the file are populated with your contribution and member registration information as defined in the "Repeating Line Values" section 2.2.4. This line may appear as many times as you require.

The clearing house will accept heading, section and column values with or without the spaces between words and in upper or lower case. For example, any of the following would be accepted for the 'NEGATIVES SUPPORTED' label in the header:

- NEGATIVES SUPPORTED
- negatives supported
- NegativesSupported

### 2.2.1 Header Values

The MSCHFF features a header line which appears as the first line of the file and contains three labels and value pairs with key information to use when processing the file.

The following table defines the validation rules applied to the header values for files uploaded to the Maritime Super Clearing House:

Col	Field	Value and Format	Notes
1	Version Label	Must be set to 'VERSION' (without the quotes).	Any other value in this field will be rejected.
2	Version Value	Must be set to '1.0' or '1' (without the quotes).	Any other value in this field will be rejected.
3	Negatives Supported Label	Must be set to 'NEGATIVES SUPPORTED' (without the quotes).	Any other value in this field will be rejected.
4	Negatives Supported Value	Should be set to 'false' (without the quotes).	The value in this field will be ignored. As the clearing house does not accept negative amounts any invalid amount will be rejected regardless of the value provided in this field. For refunds please use the Contribution Refund Request form available on the Maritime Super website, under Employer Forms. This will be independent of the contribution process.
5	File ID Label	Must be set to 'FILE ID' (without the quotes).	Any other value in this field will be rejected.
6	File ID Value	Optional. Value may contain alphanumeric characters, underscore, hyphen, and period. A value containing other characters will result in the file being rejected. Maximum length = 20.	This field is used as a unique identifier for duplicate checking purposes. If provided, it must be unique for every file that you upload. See the following section on 'Duplicate File Check' for more details.

## 2.2.2 Section Headings

The second line of the MSCHFF is the section heading line. This line contains no values that you are required to populate, but it must be in your file. The clearing house does not validate this line of the file.

## 2.2.3 Column Headings

The third line of the MSCHFF is the column heading line. This line contains no values that you are required to populate, but it must be in your file and the headings you provide must match the values specified in the MSCHFF.

### 2.2.4.1 LINE ID

Col	Field	Value and Format	Notes
1	ID	Optional. Value may contain alphanumeric characters, underscore, hyphen, and period. A value containing other characters will result in the file being rejected. Maximum length = 20.	If supplied, the value is stored against the employee contribution for support purposes. It is not provided on to the fund.  Lower case alphabetic characters will be stored as upper case.  If you do choose to populate this field, it is recommended that you supply a unique value to simplify tracking of an employee contribution you included in a file with data in the clearing house.

### 2.2.4.2 HEADER

The clearing house will not use any of the Header values when the file is uploaded. These values will be populated with the clearing house details when the SuperStream compliant messages are sent to the receiving superannuation funds.

Col	Field	Value and Format	Notes
2	SourceEntityID	No validation.	Any value in this field will be ignored.
3	SourceEntityIDType	No validation.	Any value in this field will be ignored.
4	SourceElectronicServiceAddress	No validation.	Any value in this field will be ignored.
5	ElectronicErrorMessaging	No validation.	Any value in this field will be ignored.

### 2.2.4.3 SENDER

The clearing house will not use any of the Sender values when the file is uploaded. These values will be populated with the clearing house details when the SuperStream compliant messages are sent to the receiving superannuation funds.

Col	Field	Value and Format	Notes
6	ABN	No validation.	Any value in this field will be ignored.
7	Organisational Name Text	No validation.	Any value in this field will be ignored.
8	Family Name	No validation.	Any value in this field will be ignored.
9	Given Name	No validation.	Any value in this field will be ignored.
10	Other Given Name	No validation.	Any value in this field will be ignored.
11	E-mail Address Text	No validation.	Any value in this field will be ignored.
12	Telephone Minimal Number	No validation.	Any value in this field will be ignored.

#### 2.2.4.4 PAYER

The clearing house will not use any of the Payer values when the file is uploaded. These values will be populated with the clearing house details when the SuperStream compliant messages are sent to the receiving superannuation funds.

Col	Field	Value and Format	Notes
13	ABN	No validation.	Any value in this field will be ignored.
14	Organisational Name Text	No validation.	Any value in this field will be ignored.
15	BSB Number	No validation.	Any value in this field will be ignored.
16	Account Number	No validation.	Any value in this field will be ignored.
17	Account Name Text	No validation.	Any value in this field will be ignored.

#### 2.2.4.5 PAYEE/RECEIVER

The clearing house will use the registered payment details to make payments to the nominated superannuation fund. This means values in the payee/receiver context which relate directly to the payment will be ignored on upload.

When the clearing house makes the credit to the superannuation fund, these details will be populated according to the standard and will match the details that the clearing house used to make the payment.

Col	Field	Value and Format	Notes
18	ABN	Conditional - see notes for more details. Numeric value. Maximum length = 11.	The ABN for the superannuation fund you wish to send to. If provided, it must match the ABN registered for that superannuation fund within the clearing house. Not needed if the USI is supplied. See section 2.3.2 for more information about the requirements for this field.
19	USI	Conditional - see notes for more details. Alphanumeric value. Maximum length = 20.	This field provides a significant amount of flexibility on the values that are accepted in the file. For Maritime Super contributions the USI is 77455663441001. See section 2.3.2 for more information about the requirements of this field.
20	Organisational Name Text	Optional. Any value. Maximum length = 200.	The name of the fund being paid. This value is not used by the clearing house. It is included for readability purposes only. A value longer than 200 characters will be trimmed.
21	TargetElectronicServiceAddress	Conditional – see notes for more details. Alphanumeric value. Maximum length = 16.	The target electronic service address is used when contributing to a self-managed super fund (SMSF) to identify the SuperStream SMSF Messaging provider used by that SMSF. <b>Note:</b> If you populate this field with a URL value (e.g. begins with 'http') the value will be ignored. See section 2.3.2 for more information about the requirements for this field.
22	PaymentMethodCode	No validation.	Any other value in this field will be rejected.
23	TransactionDate	No validation.	Any value in this field will be ignored.
24	Payment/Customer Reference Number	No validation.	Any value in this field will be ignored as this number will be generated by the clearing house after the file is successfully uploaded.
25	Bpay Biller Code	No validation.	Any value in this field will be ignored.
26	Payment Amount	No validation.	Any value in this field will be ignored. The file total will be calculated and displayed when it has been uploaded successfully.
27	BSB Number	No validation.	Any value in this field will currently be ignored. Please refer to the section titled 'Future SMSF Auto-registration' for more details on this field.
28	Account Number	No validation.	Any value in this field will currently be ignored. Please refer to the section titled 'Future SMSF Auto-registration' for more details on this field.
29	Account Name Text	No validation.	Any value in this field will currently be ignored. Please refer to the section titled 'Future SMSF Auto-registration' for more details on this field.

#### 2.2.4.6 EMPLOYER

Col	Field	Value and Format	Notes
30	ABN	Conditional - see notes for more details. Numeric value. Maximum length = 11.	Any value in this field will currently be ignored. Please refer to the section titled 'Future SMSF Auto-registration' for more details on this field.
31	Location ID	Conditional - see notes for more details. Allowable characters: alphanumeric, underscore, hyphen, period. Maximum length = 20.	Any value in this field will currently be ignored. Please refer to the section titled 'Future SMSF Auto-registration' for more details on this field.
32	Organisational Name Text	No validation.	Any value in this field will currently be ignored. Please refer to the section titled 'Future SMSF Auto-registration' for more details on this field.
33	Superannuation Fund Generated Employer Identifier	Optional. Any value as generated by the receiving fund. Maximum length = 20.	This is the 6 digit Maritime Super employer code we will supply to you. Using this employer code for contribution and member registrations will help us to process more efficiently. For contributions to other funds this should field should be populated if known.

#### 2.2.4.7 SUPER FUND MEMBER COMMON

Col	Field	Value and Format	Notes
34	TFN	Optional, however refer to notes. Numeric value.	You must provide the employee's TFN if it has been provided to you. Please refer to the 'Identifiers' section for more details on this field.
35	Person Name Title Text	Optional. Format and length limited by accepted values.	A term indicating a person's status or used as a form of address or reference e.g. 'MR' or 'MRS'. If a value is provided, it must be one of the accepted values listed in section 2.4 - 'Name Title' otherwise the file will be rejected. Lower case alphabetic characters will be stored as upper case in the clearing house.
36	Person Name Suffix text	Optional. Format and length limited by accepted values.	Awards, honours or any other kind of denomination that may follow the name of a person. If a value is provided, it must be one of the accepted values listed in section 2.5 - 'Name Suffix' otherwise the file will be rejected. Lower case alphabetic characters will be stored as upper case.
37	Family Name	Mandatory. Value may contain alphabetic characters, apostrophe, hyphen, space, period, left and right parentheses. A value containing other characters will result in the file being rejected. Maximum length = 40.	Also known as surname, this field is required to assist funds in allocating contributions. A value longer than 40 characters will be trimmed.

Col	Field	Value and Format	Notes
38	Given Name	Mandatory. Value may contain alphabetic characters, apostrophe, hyphen, space, period, left and right parentheses. A value containing other characters will result in the file being rejected. Maximum length = 40.	Also known as first name, this field is required to assist funds in allocating contributions. You should provide the full given name and not just the first initial.  A value longer than 40 characters will be trimmed.
39	Other Given Name	Optional. Value may contain alphabetic characters, apostrophe, hyphen, space, period, left and right parentheses. A value containing other characters will result in the file being rejected. Maximum length = 40.	Also known as middle name, this field can assist funds in allocating contributions. It is not mandatory as not all employees will have a second given name; however you should provide this if available. If you only have the first initial of the employee's other given name, then this is acceptable to provide.  A value longer than 40 characters will be trimmed.
40	Sex Code	Mandatory. If provided, must be one of the listed values.	The gender of the employee. Must be one of the following values: <ul style="list-style-type: none"> <li>■ '1' - Male</li> <li>■ '2' - Female</li> <li>■ '3' - Intersex or Indeterminate</li> <li>■ '0' - Not stated or inadequately described</li> </ul> If the field is left blank, the value sent to funds will be defaulted to the 'Not stated or inadequately described' code.
41	Birth Date	Mandatory. Date value.	The file will be rejected if: <ul style="list-style-type: none"> <li>■ Field is left blank;</li> <li>■ Invalid value is supplied (e.g. 99999999); or</li> <li>■ Date outside accepted range (i.e. greater than current date or older than 100 years ago).</li> </ul>
42	Address Usage Code	Mandatory. Must be one of the listed values. Maximum length = 3.	Used to indicate if the provided address details for the employee specifies to a residential or postal address. Must be one of the following values: <ul style="list-style-type: none"> <li>■ 'RES' - Residential</li> <li>■ 'POS' - Postal</li> </ul> If this value is not provided, then the field will default to 'RES'.
43	Address Details Line 1 Text	Mandatory. Please refer to 'Employee Address' section. Any value. Maximum length = 50	Applicable for Australian or international addresses. Please refer to 'Employee Address' section for further information on these fields.
44	Address Details Line 2 Text	Optional. Any value. Maximum length = 50	Applicable for Australian or international addresses.



Col	Field	Value and Format	Notes
45	Address Details Line 3 Text	Optional. Any value. Maximum length = 50.	Applicable for Australian or international addresses.
46	Address Details Line 4 Text	Conditional. Please refer to 'Employee Address' section. Format and length limited by accepted values.	Applicable for Australian or international addresses. Lower case alphabetic characters will be stored as upper case.
47	Locality Name Text	Mandatory. Please refer to 'Employee Address' section. Any value. Maximum length = 50.	Applicable for Australian addresses only. Australian suburb aligned with the specified post code. Lower case alphabetic characters will be stored as upper case.
48	Postcode Text	Conditional. Please refer to 'Employee Address' section. 4 digit numeric value. Length = 4.	Applicable for Australian addresses only. Australian post code aligned with the specified suburb. If provided the post code and state must be a valid combination in the list published by Australia Post. Otherwise the file will be rejected
49	State or Territory Code	Conditional. Please refer to 'Employee Address' section. Format and length limited by accepted values.	Applicable for Australian addresses only. Australian state or territory. Valid values are: 'AAT', 'ACT', 'NSW', 'NT', 'QLD', 'SA', 'TAS', 'VIC', 'WA'. Lower case alphabetic characters will be stored as upper case. If provided the post code and state must be a valid combination in the list published by Australia Post, otherwise the file will be rejected.
50	Country Code	Optional - if not an Australian address this must be provided. The MS Clearing House will automatically use 'AU' for Australian addresses. Alphabetic characters. Length = 2.	Applicable for Australian or international addresses. Country may be specified using the two character code published under ISO 3166 e.g. 'AU' for Australia or 'NZ' for New Zealand. If this column is left blank for an address, the address is assumed to be in Australia. A full list of ISO 3166 country codes is available from: <b><a href="http://www.iso.org/iso/country_codes">http://www.iso.org/iso/country_codes</a></b> Lower case alphabetic characters will be stored as upper case. If an unknown country code is provided then this will result in the file being rejected.
51	E-mail Address Text	Optional. Value must be in a valid email address format (e.g. 'abc@xyz.com.au'). An invalid value will result in the file being rejected. Maximum length = 60.	Email address to use if required to contact the employee. This may be used for Maritime Super communications in the future.
52	Telephone Minimal Number Landline	Optional. Value must be a well-formed phone number containing only numeric digits, hyphen, space, plus symbol left and right parentheses. A value containing other characters will result in the file being rejected. Maximum length = 15.	Landline or fixed number to use if required to contact the employee.

Col	Field	Value and Format	Notes
53	Telephone Minimal Number Mobile	Optional. Value must be a well-formed phone number containing only numeric digits, hyphen, space, plus symbol left and right parentheses. A value containing other characters will result in the file being rejected. Maximum length = 15.	Mobile number to use if required to contact the employee. This may be used for Maritime Super communications in the future.
54	Member Client Identifier	Optional. Value may contain alphanumeric, hyphen and forward slash characters. A value containing other characters will result in the file being rejected. Maximum length = 20.	The member number allocated by the beneficiary fund to the employee. If the employee is a new member to the fund or the fund does not have member numbers (e.g. SMSF), you may leave this field blank. Maritime Super will advise you of any missing member numbers to include in your next contribution remittance.
55	Payroll Number Identifier	Optional. Any value. Maximum length = 20.	The ID representing the employee in your own payroll system. That is, your unique identifier for the employee. As with the member number providing this field will reduce the likelihood of any mismatches and increase the efficiency of our contribution processing.
56	Employment End Date	Optional. Date value.	The date the employee's employment ended with your company. Providing this will enable us to keep accurate payroll records and communicate any changes in benefits to the member. If provided, the date must be valid. The file will be rejected if: <ul style="list-style-type: none"> <li>■ Invalid value is supplied (e.g. 99999999);</li> <li>■ Employment End Date is less than Employment Start Date; or</li> <li>■ Date is outside accepted range (i.e. older than 100 years ago or greater than 6 months after current date).</li> </ul>

Col	Field	Value and Format	Notes
57	Employment End Reason Text	Optional. Any value. Maximum length = 80.	The general reason why the employee's employment ended with your company. You can provide this if the fund requests you to provide this information to them. You can provide any value as directed by the fund, however a list of suggested values are: <ul style="list-style-type: none"> <li>■ 'RESIGNED'</li> <li>■ 'RETIREMENT'</li> <li>■ 'DEATH'</li> <li>■ 'DISABLEMENT'</li> <li>■ 'LWOP' (Leave Without Pay)</li> <li>■ 'PARENTAL' (Parental leave, including maternity and paternity leave)</li> <li>■ 'REDUNDANCY'</li> <li>■ 'OTHER' (Other reason not able to be classified using the previous codes)</li> </ul> Any value longer than 80 characters will be truncated.

#### 2.2.4.8 SUPER FUND MEMBER CONTRIBUTIONS

Col	Field	Value and Format	Notes
58	Pay Period Start Date	Mandatory. Date Value.	The start date of the pay period. It must be earlier than the Pay Period End Date value and in a range no earlier than 2 years in the past.
59	Pay Period End Date	Mandatory. Date Value.	The end date of the pay period. It must be later than the Pay Period Start Date value and in a range no later than 6 months in the future.
60	Superannuation Guarantee Amount	Optional. Amount in dollars.	Contribution made by an employer for the benefit of an employee as mandated by super guarantee legislation.  For Maritime Super all employer contributions for accumulation members should be included here.
61	Award or Productivity Amount	Optional. Amount in dollars.	Contribution made by an employer for the benefit of an employee as mandated by an award or other industrial agreement.  Value will default to '0' if not provided.
62	Personal Contributions Amount	Optional. Amount in dollars.	A contribution made from the member's <b>post-tax</b> pay.  This includes the 4% & 5% post-tax contributions for Contributory Accumulation members and Accumulation Basic/Plus members.  Value will default to '0' if not provided.
63	Salary Sacrificed Amount	Optional. Amount in dollars.	A contribution made from the member's <b>pre-tax</b> pay.  This includes the 4.7% & 5.88% pre-tax contributions for Contributory Accumulation members and Accumulation Basic/Plus members.  Value will default to '0' if not provided.
64	Voluntary Amount	Optional. Amount in dollars.	Employer contributions which are not mandated employer contributions. For Maritime Super this field would typically be used for the super contribution paid as a result of a member's termination payment.
65	Spouse Contributions Amount	Optional. Amount in dollars.	A contribution made by an individual for their spouse's benefit. Includes where an employee directs an employer to make after-tax contributions on behalf of the employee's spouse (e.g. by payroll deduction).  Value will default to '0' if not provided.

Col	Field	Value and Format	Notes
66	Child Contributions Amount	Optional. Amount in dollars.	A contribution made by an individual for the benefit of a person less than 18, but not because they are the person's employer or where an employee directs an employer to make after-tax contributions for this purpose. Value will default to '0' if not provided.
67	Other Third Party Contributions Amount	Optional. Amount in dollars. Not used by Maritime Super.	A contribution made by a third party for the benefit of another person, other than contributions made: <ul style="list-style-type: none"> <li>■ by the person's employer</li> <li>■ by the person's spouse; or</li> <li>■ for a child under 18</li> </ul> Value will default to '0' if not provided.

#### 2.2.4.9 SUPER FUND MEMBER REGISTRATION

Col	Field	Value and Format	Notes
68	Employment Start Date	Optional. Date value.	The start date of the member's employment. It must be earlier than the Pay Period End Date value.
69	At Work Indicator	Optional.	Must be either 'Y' or 'N'. If not filled will assumed to be 'Y'.
70	Annual Salary for Benefits Amount	Optional. Amount in dollars.	The member's annual salary. Required for Maritime Super members.
71	Annual Salary for Contributions Amount	Optional. Amount in dollars.	The member's annual salary for contributions if different to the annual salary for Benefits.
72	Annual Salary for Contributions Effective Start Date	Optional. Amount in dollars.	The effective start date the of the annual salary for contributions.
73	Annual Salary for Contributions Effective End Date	Optional. Date value.	The effective end date the of the annual salary for contributions.
74	Annual Salary for Insurance Amount	Optional. Amount in dollars.	The member's annual salary for insurance if different to the annual salary for Benefits.
75	Weekly Hours Worked Number	Optional. Numeric value.	The hours per week worked by the member.
76	Occupation Description	Optional. Any value. Maximum length = 200.	The occupation description of the member. A value longer than 200 characters will be trimmed.
77	Insurance Opt Out Indicator	Optional.	Use 'Y' for a new member who does not wish to take up insurance. If left blank or 'N' then a new member will get insurance.
78	Fund Registration Date	Optional. Date value.	The start date of the member joining the fund. Enter this date if it is different to the date joined employer in Col BP. It must be earlier than the Pay Period End Date value.
79	Benefit Category Text	Optional. Any value. Maximum length = 200.	The benefit category of the member. A list of the Maritime Super categories is in section 2.4. A value longer than 200 characters will be trimmed.
80	Employment Status Code	Optional. Any value. Maximum length = 200.	The member's employment status eg casual, full-time. A value longer than 200 characters will be trimmed.
81	Super Contribution Commence Date	Optional. Date value.	Not used by Maritime Super.



Col	Field	Value and Format	Notes
82	Super Contribution Cease Date	Optional. Date value.	Not used by Maritime Super
83	Member Registration Amendment Reason Text	Optional. Any value. Maximum length = 200.	Any relevant text relating to a change in the member's personal details. A value longer than 200 characters will be trimmed by the clearing house.

#### 2.2.4.10 MARITIME SUPER SPECIFIC CONTRIBUTIONS

All of the fields below are optional and only apply to specific employers. Please contact us if you have any questions on which fields you need to use for your members.

The last nine columns of your data file may contain some or all of the following fields.

The field heading in your data file must appear exactly as shown below.

Col	Field Heading	Value and Format	Notes
84	Insurance Levy#monetaryItem#CTRAmount	Optional. Amount in dollars.	A 0.45% insurance levy for Death & TPD insurance paid by the employer for Accumulation Plus and Accumulation Basic members (SERF).
85	Employer Rate#decimalItem#CTRDetail	Optional. Amount in dollars.	The percentage contribution rate for the employer accumulation contribution if not 9.5%. To be used for Accumulation Plus and Accumulation Basic members (SERF).
86	Weeks#decimalItem#CTRDetail	Optional. Decimal value.	The number of weeks associated with the contribution for a Contributory Accumulation member (SRF).
87	Defined Benefit Employer Contribution#monetaryItem#CTRAmount	Optional. Amount in dollars.	An amount paid by the employer to fund defined benefits.
88	Defined Benefit Member Post Tax Contribution#monetaryItem#CTRAmount	Optional. Amount in dollars.	Member defined benefit contribution that the member has elected to pay from after tax salary.
89	Defined Benefit Member Pre Tax Contribution#monetaryItem#CTRAmount	Optional. Amount in dollars.	Member defined benefit contribution that the member has elected to pay via salary sacrifice subject to employer.
90	Admin Fee#monetaryItem#CTRAmount	Optional. Amount in dollars.	An employer contribution paid on behalf of the member to cover administration and insurance costs.
91	Group IP Premium#monetaryItem#CTRAmount	Optional. Amount in dollars.	The income protection insurance premium paid by an employer on behalf of a member covered under a Group IP policy.
92	Ordinary Time Earnings#monetaryItem#CTRDetail	Optional. Amount in dollars.	Amount paid to the member in the contribution period as defined by legislative definition of ordinary time.

## 2.3 Additional Notes

### 2.3.1 Future SMSF Auto-Registration

This section is only relevant if you are using the clearing house for SMSF contributions.

Currently, SMSFs must be registered in the clearing house prior to using the MSCHFF file. However, the MSCHFF file does include payment and message delivery information within it and therefore a future enhancement will be to allow auto-registration of an SMSF based on details in the MSCHFF file. No specific timing is currently available on this future enhancement but the change will be communicated when it is available.

It is noted that the 'BSB Number', 'Account Number' and 'Account Name Text' fields are currently ignored. However, if you would like to take advantage of this enhancement in the future then we recommend that you include these values in your file as they will be required for SMSF auto-registration.

### 2.3.2 Identifying Superannuation Funds

If you are only remitting contributions to Maritime Super then you only need to use our USI (77455663441001) as per column S of the MSCHFF template, and go straight to section 2.3.3.

If you are remitting contributions to another super fund then you need to read the following information down to section 2.3.3.

Historically, many public or corporate funds were identified using a Superannuation Product Identification Number (SPIN). The fund SPIN was in the form 'XXX9999AU'.

Under the SuperStream Standards, superannuation funds are identified using one of the following depending on their type:

- Unique Superannuation Identifier (USI), used to identify public or corporate super funds regulated by APRA; or
- ABN, used to identify SMSFs.

The following table summarises the requirements for the various fields:

Fund Type	ABN	USI	TargetESA
APRA-regulated fund	Optional. The ABN is not required if you have specified a USI. However, if provided the value must match the details on the master fund.	Mandatory. This must match an active master fund which is enabled to accept contributions.	Must be blank. Note: If you populate this field with a URL value (e.g. begins with 'http') the value will be ignored.
SMSF	Mandatory. The ABN must match a client fund previously registered in your the clearing house client facility.	Must be blank.	Mandatory. This must match the value registered against the client fund in your the clearing house client facility.

### Legacy Options

This section is relevant to clients migrating from legacy formats. You may include other identifiers in the USI field to match with funds in the clearing house if your payroll system cannot align to the preferred methods detailed above. Many of these are provided for backward compatibility. The options are listed in the order in which the clearing house will try to determine a matching fund:

	You provide in the USI field...	Example	Notes
1	Full client Fund ID	'QS12345XYZ' or 'QS1234577788899901'	The clearing house will match the value you provide with the client fund you have registered.
2	Partial client Fund ID without Client ID	'XYZ' or '77788899901'	The clearing house will prefix the value you provide with your Client ID to match with the client fund you have registered e.g. 'QS12345XYZ' or 'QS1234577788899901'.
3	Historical Fund ID	'SPINXXX9999AU' or 'ABN12345678901'	The clearing house will match the value you provide with the master fund based on Historical Fund ID.
4	SPIN	'XXX9999AU'	The clearing house will match the value you provide with the master fund based on SPIN.

For the USI, a fund may either use the fund SPIN or the fund ABN + 3 digits (i.e. 14 digit number).

This section explains how you can correctly identify funds using the 'USI' and 'ABN' fields. Please also refer to the 'Handling long numeric strings in Excel' section for further details regarding the 'USI' field.

### APRA-regulated Funds (with USIs)

Funds with a USI are pre-registered for your use and are referred to as 'master funds' within the clearing house. To make a contribution to a fund with a USI, the easiest way is to provide it in the USI field.

When providing the USI, you do not need to provide the Fund's ABN. However, if you do provide an ABN in addition to the USI, then the value must match the ABN on the master fund in the clearing house.

### SMSFs

SMSFs do not have USIs as they can be simply identified by their ABN. If you want to contribute to an SMSF, **you must register the fund in the clearing house along with payment details and their Electronic Service Address (ESA) for SuperStream delivery.**

In this case, you should not put a value into the USI field and should instead provide the SMSF's ABN in the ABN field. The ESA must be included in the TargetElectronicServiceAddress. The value provided in the TargetElectronicServiceAddress field must be the alias which corresponds to the SMSF message provider, not a URL address. Any URL values (e.g. begins with 'http') will be ignored when processing the file.

**Please note:** if you have SMSFs for which you do not currently have an ESA, you will need to revert to a legacy option to identify the fund in the file.

### 2.3.3 Identifiers

Under SuperStream, the Member ID, Payroll ID and TFN are all included in the contribution messages. These are all optional fields; however **we strongly recommend that you include an identifier if it is available to you**. This will reduce the likelihood of mismatches through contribution processing in the clearing house and with the receiving fund. That is, if no identifiers are included then matching falls back to non-unique fields such as names and date of birth which may be shared by multiple individuals.

Therefore:

- TFN must be provided where the employee has provided the TFN to you.<sup>1</sup>
- Member ID should be provided unless the employee is a new member of your default fund or the receiving fund does not have member identifiers (e.g. SMSF).
- Payroll ID should be provided if your payroll system allocates identifiers to employees.

If you do not have a valid identifier, you should leave the field blank. Please do not provide a default value in this case as it may affect member matching processes.

#### Australian address

If the country is 'AU' or blank (i.e. Australia), the following fields may be populated. An example is also provided for your reference.

Field	Required?	Example 1.	Example 2.
Address Line 1	Mandatory	10 Kent St	Unit 3
Address Line 2	Optional		10 Kent St
Address Line 3	Optional		
Address Line 4	Optional		
Suburb	Mandatory	SYDNEY	SYDNEY
State	Mandatory	NSW	NSW
Post Code	Mandatory	2000	2000
Country	Optional	AU	AU

<sup>1</sup> Refer to Superannuation Industry (Supervision) Amendment Regulation 2012 (No. 5), Regulation 7.07E (2).

The 'Address Line 3' and 'Address Line 4' fields may be included for Australian addresses however it is noted that other systems may only allow for at most two address lines. We recommend that you restrict Australian addresses to fit within the first two address lines if possible.

The 'Post Code' and 'State' must be a valid combination in the list published by Australia Post (see <http://auspost.com.au> to search for valid post codes).

#### International address

If some other country is specified, the following fields may be populated. An example is also provided for your reference.

Field	Required?	Example 1.	Example 2.
Address Line 1	Mandatory	10 Kent St	Unit 3
Address Line 2	Optional		10 Kent St
Address Line 3	Optional		
Address Line 4	Optional		
Suburb	Must be left blank	SYDNEY	SYDNEY
State	Must be left blank	NSW	NSW
Post Code	Must be left blank	2000	2000
Country	Mandatory	AU	AU

The 'Suburb', 'Post Code' and 'State' columns are specific to Australian addresses and must be left blank for international addresses.

### 2.3.4 Employee Address

#### IMPORTANT:

- The SuperStream Standards require that an address is provided with contributions.
- Employers are expected to make a reasonable effort to obtain and provide the employee address. However, the employee address is optional in this file format to allow for situations where the employer cannot provide it. In this case, the clearing house will include default information in outgoing SuperStream messages to indicate that the address is unknown.

### 2.3.5 Handling long numeric values in Excel

If you enter a numeric value of 12 digits or longer, by default Excel will display the number in scientific notation e.g. 123456789012 might be shown as '1.23457E+11'. If you then save the file in CSV format without re-formatting, the value will be included in the CSV file in scientific notation.

Furthermore, Excel will round values of 16 digits or longer so the full value may be lost. For example, 123456789012345678 might be stored as '123456789012345000' unless re-formatting is supplied.

The same problems occur if you open a CSV file that contains long numeric values. Excel will convert long numeric strings to scientific notation or round values. If the file is saved again as CSV, the values in the saved file will reflect this conversion.

The fields in this file that are most likely to be affected by this issue are:

- Fund ID, with 14 digit USIs.
- Payroll ID.
- Member ID.

For these fields, you may prefix the long number with a hash symbol (#) which will cause Excel to treat the value as a text string instead of a number. Excel will not convert values that it believes are text strings and therefore the value will be saved as you have entered. When the file is uploaded into the clearing house, the hash symbol will be ignored and processing will proceed based on the remaining value. For example, if you enter '#12345678901001' for the Fund ID, then the clearing house will ignore the leading hash symbol and try to match with Fund ID '12345678901001'.

### 2.4 Benefit Category

The Benefit Category must be completed for new members. The following is a list of Maritime Super benefit categories. If this field is not completed for new members it will be assumed the category is Accumulation Advantage.

For more information regarding benefit categories please contact Member Services on 1800 757 607.

Benefit Category	
Accumulation Advantage	Group IP Only
Accumulation Basic	Teekay Accumulation
Accumulation Plus	Trident Accumulation
Contributory Accumulation	AMOU - No-Fee Investments
Svitzer Accumulation	AMOU - Fee Investments

### 2.5 Job Description

The following is a list of the job descriptions used by Maritime Super employers.

For more information regarding job descriptions please see the relevant Product Disclosure Statement or contact Member Services on 1800 757 607.

Job Description	
Linesman	Baggage Handler
Able Seaman/Deckhand	Stevadore
Integrated Rating	Heavy Blue
Trainee Integrated Rating	Engineer

Job Description	
Cook/Chef	Officer
Steward/Caterer	Mate
Engine Room/Greaser	Master
Electrician/Shipwright	Launch driver
Cleaner Shorebased	Light-Blue
Onshore Operations/Admin/Accounts	

### 2.6 Name Title

The following is a list of accepted values for the optional Name Title column. These values are sourced from AS4590.

Accepted Value	Description
ABBOT	Abbot
AB	Able Seaman
ADML	Admiral
ACM	Air Chief Marshal
AIRCDRE	Air Commodore
AM	Air Marshal
AVM	Air Vice Marshal
AC	Aircraftman
ACW	Aircraftwoman
ALD	Alderman
AMBSR	Ambassador
ARCHBISHOP	Archbishop
ARCHDEACON	Archdeacon
ASSOC PROF	Associate Professor
BARON	Baron
BARONESS	Baroness
BISHOP	Bishop
BDR	Bombardier
BRIG	Brigadier
BR	Brother
CDT	Cadet
CANON	Canon
CAPT	Captain (Army)
CAPT, RAN	Captain (Navy)
CARDNL	Cardinal
CHAP	Chaplain
CPO	COL
COL	Colonel
CMDR	Commander
CMM	Commissioner
CDRE	Commodore
CONST	Constable
CPL	Corporal
COUNT	Count



Accepted Value	Description
COUNTESS	Countess
DAME	Dame
DEACON	Deacon
DEACONESS	Deaconess
DEAN	Dean
DEPUTY SUPT	Deputy Superintendent
DIRECTOR	Director
DR	Doctor
EARL	Earl
ENGR	Engineer
FR	Father
FLTLT	Flight Lieutenant
FSGT	Flight Sergeant
FLGOFF	Flying Officer
GEN	General
GOV	Governor
GP CAPT	Group Captain
HON	Honourable
JUDGE	Judge
JUSTICE	Justice
LADY	Lady
LBDR	Lance Bombardier
LCPL	Lance Corporal
LAC	Leading Aircraftman
LACW	Leading Aircraftwoman
LS	Leading Seaman
LT	Lieutenant (Army)
LEUT	Lieutenant (Navy)
LTCOL	Lieutenant Colonel
LCDR	Lieutenant Commander
LTGEN	Lieutenant General
LTGOV	Lieutenant Governor
LORD	Lord
MADAM	Madam
MADAME	Madame
MAJ	Major
MAJGEN	Major General
MGR	Manager
MSTR	Master
MAYOR	Mayor
MAYORESS	Mayoress
MIDN	Midshipman
MISS	Miss
MR	Mister
MON	Monsignor

Accepted Value	Description
MOST REV	Most Reverend
MTHR	Mother
MRS	Mrs
MS	Ms
NURSE	Nurse
OCDT	Officer Cadet
PASTOR	Pastor
PO	Petty Officer
PLTOFF	Pilot Officer
PTE	Private
PROF	Professor
RABBI	Rabbi
RADM	Rear Admiral
RECTOR	Rector
RSM	Regimental Sergeant Major
RSM-A	Regimental Sergeant Major Of The Army
REV	Reverend
RTHON	Right Honourable
RT REV	Right Reverend
SMN	Seaman
2LT	Second Lieutenant
SEN	Senator
SNR	Senior
SGT	Sergeant
SIR	Sir
SR	Sister
SISTER SUP	Sister Superior
SQNLDR	Squadron Leader
SCDT	Staff Cadet
SSGT	Staff Sergeant
SM	Station Master
SBLT	Sub Lieutenant
SUPT	Superintendent
SWAMI	Swami
VADM	Vice Admiral
VCE CMNDR	Vice Commander
VISCOUNT	Viscount
WOFF	Warrant Officer (Air Force)
WO	Warrant Officer (Navy)
WO1	Warrant Officer Class 1
WO2	Warrant Officer Class 2
WOFF-AF	Warrant Officer Of The Air Force
WO-N	Warrant Officer Of The Navy
WCDR	Wing Commander

## 2.7 Name Suffix

The following is a list of accepted values for the optional Name Suffix column. These values are sourced from AS4590.

Accepted Value	Description
BM	Bravery Medal
BEM	British Empire Medal
COMDC	Commissioner of Declarations
CH	Companion of Honour
AC	Companion of the Order of Australia
CV	Cross of Valour
DCMG	Dame Commander of the Order of Saint Michael and Saint George
DCB	Dame Commander of the Order of the Bath
DBE	Dame Commander of the Order of the British Empire
DCVO	Dame Commander of the Royal Victorian Order
AD	Dame of the Order of Australia
DFM	Distinguished Flying Medal
DSC	Distinguished Service Cross
DSM	Distinguished Service Medal
ESQ	Esquire
GC	George Cross
JNR	Junior
JP	Justice of the Peace
KB	Knight Bachelor
KCMG	Knight Commander of the Order of Saint Michael and Saint George
KCB	Knight Commander of the Order of the Bath
KBE	Knight Commander of the Order of the British Empire
KCVO	Knight Commander of the Royal Victorian Order
KG	Knight of the Garter
AK	Knight of the Order of Australia
KT	Knight of the Thistle
OAM	Medal of the Order of Australia - Order of St John
MP	Member of Parliament
MHA	Member of the House of Assembly
MHR	Member of the House of Representatives
MLA	Member of the Legislative Assembly
MLC	Member of the Legislative Council
AM	Member of the Order of Australia
MBE	Member of the Order of the British Empire
MC	Military Cross
OC	Officer Commanding
AO	Officer of the Order of Australia

Accepted Value	Description
OBE	Officer of the Order of the British Empire
OM	Order of Merit
QC	Queens Counsel
SNR	Senior
SC	Star of Courage
VC	Victoria Cross

## 3 Contribution Receipt File

After processing a Maritime Super Clearing House File Format upload, the clearing house will return a contribution receipt file indicating whether the file was uploaded. The contribution receipt file is specific to the clearing house and is not part of the MSCHFF specification. There are two possible outcomes:

1. Successfully uploaded.
2. Entirely rejected. Errors in the file resulted in the whole file being rejected. You must correct the errors and upload the corrected file for processing to continue.

You should ensure that the receipt file is checked for errors each time and respond accordingly.

### 3.1 File Format

#### 3.1.1 Contribution Receipt File structure

The Contribution Receipt File is a CSV file with a header line and repeating detail lines, one for every error or rejection within the original file.

Record	Description
Contribution Receipt File Header	One record at the start, representing a contribution receipt file. This record will be followed by a Receipt Detail record.
Receipt Detail	A record to indicate the result of the upload. The number of detail records will depend on contribution upload result. <ul style="list-style-type: none"> <li>■ If the file was successfully uploaded without any errors the receipt file will have one detail record.</li> <li>■ If the file was entirely rejected a detail record will be created for every error identified.</li> <li>■ If the file was part rejected due to fund specific errors a detail record will be created for every fund error identified. A separate template file containing all the rejected contributions will also be created.</li> </ul>

### 3.1.2 Contribution Receipt columns

Col.	Column	Value and Format	Notes
1	Your File	Copied from original file.	
2	Receipt Status	'Received' if the file was successfully uploaded. 'Error' if the entire file was rejected. 'Part Rejected' if part of the file was rejected due to fund specific errors.	
3	Line Number	Numeric. Not populated if receipt status is 'Received'.	Indicates the line on which the error has been determined.
4	Error Code	Numeric. Not populated if receipt status is 'Received'.	See list of codes below.
5	Error Description	Alphanumeric. Not populated if receipt status is 'Received'.	Description of error. See list of errors below.

## 3.2 Error Codes

The following describes the various error codes reported in the Receipt Detail record. The examples represent the text that may be included in the Error Description field.

Error Code	Description
01	<b>Invalid Contribution File</b> This error indicates the first line in the file does not contain the expected header fields in the correct order. Example: Uploaded file is not a valid contribution CSV file.
02	<b>Duplicate File</b> This error indicates the uploaded file has been identified as a probable duplicate. The duplicate file check rules are described further in the Section 2.1.3. Example: Probable duplicate file based on unique file reference 'ABC123456'. Probable duplicate file based on previously processed file
03	<b>Inconsistent Data</b> This error indicates that two lines in the file have conflicting values. Your file reference value must be the same on every line. Similarly your file date value must be the same on every line. Examples: Your file reference 'Jan08' inconsistent with line 2 value 'Janz08'. Your file date '12-Aug-2009' inconsistent with line 2 value '13-Aug-2009'.
04	<b>Invalid total contribution amount</b> The total contribution amount of the file must be greater than zero. An employee may have a contribution amount of zero, however if every employee contribution in the file is zero the file will be rejected. Example: Total contribution amount must be greater than zero.
05	<b>Employer has file awaiting submission</b> You can only have one outstanding contribution file for an employer which has yet to be submitted. Example: Employer 'EMPLOYERA' has a contribution file which has not been submitted.

Error Code	Description
06-09	Reserved for future use.
10	<p><b>Invalid Your File Reference</b></p> <p>This error indicates your file reference is not valid. The field must not be longer than 20 characters.</p> <p>Example:</p> <p>Your file reference 'ABCDEFGHJIJ123456789012' exceeds 20 character limit.</p> <p>Your file reference 'XYZ!@#' contains invalid characters.</p>
11	<p><b>Invalid Your File Date</b></p> <p>This field is optional but if provided it must match the client's preferred date format. It must be in a range no earlier than the previous banking day and no later than 14 days in the future. Any values outside this range will result in the file being rejected.</p> <p>Examples:</p> <p>Your file date not specified.</p> <p>Your file date '12-Aug-2009' is not in expected format 'DD/MM/YYYY'.</p> <p>Your file date '12-Oct-2020' is outside the valid date range.</p>
12	<p><b>Invalid Contribution Period Start Date</b></p> <p>This error indicates that the value specified in the contribution period start date is not valid. This is a mandatory field and must match the client's preferred date format. It must be specified in a range no earlier than 2 years in the past and no later than the contribution period end date.</p> <p>Examples:</p> <p>Required contribution period start date not specified.</p> <p>Contribution period start date '12-Aug-2009' is not in expected format 'DD/MM/YYYY'.</p> <p>Contribution period start date '12-Oct-2009' is after the specified period end date '12-Sep-2009'.</p> <p>Contribution period start date '12-Oct-1988' is outside the valid date range.</p>
13	<p><b>Invalid Contribution Period End Date</b></p> <p>This error indicates that the value specified in the contribution period end date is not valid. This is a mandatory field and it must match the client's preferred date format. It must be specified in a range no earlier than the contribution period start date and no later than 6 months in the future.</p> <p>Examples:</p> <p>Required contribution period end date not specified.</p> <p>Contribution period end date '12-Aug-2009' is not in expected format 'DD/MM/YYYY'.</p> <p>Contribution period end date '12-Oct-2020' is outside the valid date range.</p>
14	<p><b>Invalid Employer ID</b></p> <p>This error indicates that the Employer ID field does not match an enabled, registered employer available to the clearing house client. You should check that the specified employer is registered in the clearing house and that it is enabled. You cannot upload contributions requests for disabled employers.</p> <p>Example:</p> <p>Employer ID 'ABCDEF' is not registered for use.</p>
15	<p><b>Invalid Payroll ID</b></p> <p>This error indicates the Payroll ID field is not valid. It must not be longer than 20 characters. The clearing house may also raise an error if an employee exists with the same Payroll ID but has other details that are inconsistent with what you have provided in the file.</p> <p>Example:</p> <p>Payroll ID 'ABCDEFGHJIJ0123456789Z' exceeds 20 character limit.</p> <p>An employee with Payroll ID 'ABC123' already exists but does not match to details provided for this contribution.</p>
16	<p><b>Invalid Name Title</b></p> <p>The name title is an optional field but if provided must match one of the accepted values listed in Section 2.4.</p> <p>Example:</p> <p>Name title 'XYZ' is not one of the accepted values.</p>



Error Code	Description
17	<p><b>Invalid Family Name</b></p> <p>The Family Name field is a mandatory field and cannot be left blank. Additionally, only a specific set of characters are accepted for this field.</p> <p>Examples:</p> <p>Required family name not specified.</p> <p>Family name '\$MITH' contains invalid characters.</p>
18	<p><b>Invalid Given Name</b></p> <p>The Given Name field is a mandatory field and cannot be left blank. Additionally, only a specific set of characters are accepted for this field.</p> <p>Examples:</p> <p>Required given name not specified.</p> <p>Given name 'J@HN' contains invalid characters.</p>
19	<p><b>Invalid Other Given Name</b></p> <p>This is an optional field. If supplied, only a specific set of characters are accepted for this field.</p> <p>Example:</p> <p>Other given name 'M@RK' contains invalid characters.</p>
20	<p><b>Invalid Name Suffix</b></p> <p>The name suffix is an optional field but if provided must match one of the accepted values listed in Section 2.4.</p> <p>Example:</p> <p>Name suffix 'XYZ' is not one of the accepted values.</p>
21	<p><b>Invalid Date Of Birth</b></p> <p>This error indicates that the value specified in the Date Of Birth is blank, does not match the required format or is outside the accepted range. This field must match the client's preferred date format. The date must also be prior to the current date (i.e. future dates are not allowed) and must not be more than 100 years ago.</p> <p>Examples:</p> <p>Required date of birth not specified.</p> <p>Date of birth '12-Aug-1980' is not in expected format 'DD/MM/YYYY'.</p> <p>Date of birth '12/03/2299' is outside the valid date range.</p>
22	<p><b>Invalid Gender</b></p> <p>The gender is an optional field but if provided must match one of the accepted values.</p> <p>Example:</p> <p>Gender 'Z' is not one of the accepted values 'M', 'F', 'I' or 'N'.</p>
23	<p><b>Invalid Tax File Number</b></p> <p>This error indicates the Tax File Number (TFN) is not valid based on the rules supplied by the Australian Tax Office (ATO). This field is optional but, if supplied, it must pass the ATO basic validation rules.</p> <p>Example:</p> <p>Tax file number is not valid.</p>
24	<p><b>Invalid Phone Number</b></p> <p>The phone number is an optional field but if provided must not be longer than 15 characters. Additionally, the value must be a well-formed phone number consisting of a specific set of characters only.</p> <p>Examples:</p> <p>Phone number '12345678901234567890' exceeds 15 character limit.</p> <p>Phone number '!@#\$\$%' is not a valid phone number.</p>

Error Code	Description
25	<p><b>Invalid Mobile Number</b></p> <p>The mobile number is an optional field but if provided must not be longer than 15 characters. Additionally, the value must be a well-formed phone number consisting of a specific set of characters only.</p> <p>Examples:</p> <p>Mobile number '12345678901234567890' exceeds 15 character limit.</p> <p>Mobile number '!@#\$\$%' is not a valid phone number.</p>
26	<p><b>Invalid Email Address</b></p> <p>The email address is an optional field but if provided must not be longer than 60 characters. Additionally, the value must be in a valid email address format.</p> <p>Examples:</p> <p>Email address 'AAA...AAA' exceeds 60 character limit.</p> <p>Email address 'XYZ' is not a valid email address.</p>
27	<p><b>Invalid Address Line</b></p> <p>Address lines are optional fields but if provided must not be longer than 50 characters. Additionally, if other address components are provided, then at least Address Line 1 must also be provided.</p> <p>Examples:</p> <p>A partial address should not be included without the required address line 1.</p> <p>Address line 1 'AAA...AAA' exceeds 50 character limit.</p> <p>Address line 2 'AAA...AAA' exceeds 50 character limit.</p> <p>Address line 3 'AAA...AAA' exceeds 50 character limit.</p> <p>Address line 4 'AAA...AAA' exceeds 50 character limit.</p>
28	<p><b>Invalid Suburb</b></p> <p>The suburb is a required field for Australian addresses and must not be longer than 50 characters. Suburb must not be included for international addresses.</p> <p>Examples:</p> <p>Suburb 'AAA...AAA' exceeds 50 character limit.</p> <p>Required suburb is not included for an Australian address.</p> <p>Suburb should not be included for an international address.</p>
29	<p><b>Invalid State</b></p> <p>The state is a required field for Australian addresses and must match with one of the accepted values. It must also match with the state listed for the provided post code. State must not be included for international addresses.</p> <p>Examples:</p> <p>State 'AAA' is not one of the accepted values.</p> <p>State 'WA' does not match the state listed for post code '2000'.</p> <p>Required state is not included for an Australian address.</p> <p>State should not be included for an international address.</p>
30	<p><b>Invalid Post Code</b></p> <p>The post code is a required field for Australian addresses and must match with one of the accepted values. Post code must not be included for international addresses.</p> <p>Examples:</p> <p>Post code 'AAA' is not one of the accepted values.</p> <p>Required post code is not included for an Australian address.</p> <p>Post code should not be included for an international address.</p>

Error Code	Description
31	<p><b>Invalid Country</b></p> <p>The country is an optional field but if provided must match with one of the accepted values.</p> <p>Example:</p> <p>Country 'ZZ' is not one of the accepted values.</p>
32	<p><b>Invalid Employment Start Date</b></p> <p>This error indicates that the employment start date is not in the expected format, is outside the accepted range (i.e. older than 100 years ago or greater than 6 months after current date) or is greater than the employment end date.</p> <p>Examples:</p> <p>Employment start date '12-Aug-1980' is not in expected format 'DD/MM/YYYY'.</p> <p>Employment start date '12/03/2299' is outside the valid date range.</p> <p>Employment start date '10/09/2011' is after the employment end date '13/06/2010'</p>
33	<p><b>Invalid Employment End Date</b></p> <p>This error indicates that the employment start date is not in the expected format or is outside the accepted range (i.e. older than 100 years ago or greater than 6 months after current date).</p> <p>Examples:</p> <p>Employment end date '12-Aug-1980' is not in expected format 'DD/MM/YYYY'.</p> <p>Employment end date '12/03/2299' is outside the valid date range.</p>
34	<p><b>Invalid Employment End Reason</b></p> <p>The employment end reason is an optional field which can be any value but if provided must only contain printable ASCII characters.</p> <p>Example:</p> <p>Employment end reason 'XYZ... ' contains invalid characters.</p>
35	<p><b>Invalid Fund ID</b></p> <p>This error indicates that the Fund ID does not match an enabled, registered fund available to the clearing house client. You should check that the specified fund is registered in the clearing house and that it is enabled. You cannot upload contributions for disabled funds.</p> <p>Example:</p> <p>Required fund ID not specified.</p> <p>Fund ID 'XYZABC' is not registered for use.</p>
36	<p><b>Invalid Fund Employer ID</b></p> <p>This field is optional but, if supplied, it must not be longer than 20 characters.</p> <p>Example:</p> <p>Fund employer ID 'ABCDEFGHJI12345678' exceeds 20 character limit.</p>
37	<p><b>Invalid Member ID</b></p> <p>This error indicates the Member ID field is not valid. The Member ID must not be longer than 20 characters. Additionally, only a specific set of characters are accepted for this field.</p> <p>Examples:</p> <p>Member ID 'MemberABCDEFGHIJKLMNPO' exceeds 20 character limit.</p> <p>Member ID 'Member!@#%^&amp;*' contains invalid characters.</p>

Error Code	Description
38	<p><b>Invalid Amount</b></p> <p>This error indicates that one of the four amount fields contains an invalid amount.</p> <p>This error may also occur for spouse contributions i.e. when the other contributor type is set to 'SPOUSE'. A spouse contribution may only be made as an after-tax member additional amount. This error can therefore result if a non-zero amount has been provided for a spouse contribution in a field other than member additional amount.</p> <p>Examples:</p> <p>Employer super guarantee amount '-300.55' is not a valid amount.</p> <p>Employer additional amount '300.5577' is not a valid amount.</p> <p>Member salary sacrifice amount 'ABC' is not a valid amount.</p> <p>Member additional amount '300.00.2' is not a valid amount.</p> <p>Employer super guarantee amount should not be included for a spouse contribution.</p> <p>Employer additional amount should not be included for a spouse contribution.</p> <p>Member salary sacrifice amount should not be included for a spouse contribution.</p>
39	<p><b>Invalid Other Contributor Type</b></p> <p>The other contributor type is an optional field but if provided must be set to 'SPOUSE'.</p> <p>Example:</p> <p>Other contributor type 'XYZ' is not the accepted value 'SPOUSE'.</p>
40	<p><b>Invalid Other Contributor Name</b></p> <p>The other contributor name is an optional field but can only be set when the other contributor type is set to 'SPOUSE'. Additionally, only a specific set of characters are accepted for this field.</p> <p>Examples:</p> <p>Other contributor name 'XYZ!@#' contains invalid characters.</p> <p>Other contributor name should not be included when other contributor type is blank.</p>
41	<p><b>Invalid Your Contribution Reference</b></p> <p>This error indicates the value supplied in Your Contribution Reference was longer than the allowed length or contains invalid characters.</p> <p>Examples:</p> <p>Your Contribution Reference 'ABCDEFGHIJ123456789012' exceeds 20 character limit.</p> <p>Your Contribution Reference 'XYZ!@#' contains invalid characters.</p>
42-89	Reserved for future use.
90	<p><b>Fund specific error</b></p> <p>This error indicates the contribution has failed fund specific validation rules. These rules are associated with a particular Fund ID. Each fund may have its own set of rules. They are applied in addition to the standard QuickSuper rules.</p> <p>Examples:</p> <p>Fund Member ID must start with 'F' or 'M'.</p> <p>Fund Member ID must have 10 characters.</p>
91-98	Reserved for future use.
99	<p><b>Internal QuickSuper Error</b></p> <p>This indicates that the file could not be processed for an unspecified reason. You will not receive this error in normal processing. If this error occurs, please contact Maritime Super and we will advise of the next action.</p> <p>Example:</p> <p>Processing failed due to an internal system error.</p>

## 4 Example Contribution Receipt Files

### 4.1 Example 'Success' Contribution Receipt File

YourFileReference,ReceiptStatus,LineNumber,ErrorCode,ErrorDescription  
Ref123,Received,,,

### 4.2 Example 'Part Rejected' Contribution Receipt File

YourFileReference,ReceiptStatus,LineNumber,ErrorCode,ErrorDescription  
Ref123,Part Rejected,3,90,Fund Member ID must start with 'F' or 'M'.  
Ref123,Part Rejected,7,90,Fund Member ID must have 10 characters.

### 4.3 Example 'Error' Receipt Contribution File

YourFileReference,ReceiptStatus,LineNumber,ErrorCode,ErrorDescription  
Ref123,Error,2,14,Employer ID 'ABCDEF' is not registered for use.  
Ref123,Error,3,18,Required given name not specified.  
Ref123,Error,9,15,Payroll ID 'ABCDEFGHIJ0123456789Z...' exceeds 20 character limit.



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