Employee Migration Instruction Document - Update Employeesw Details

Instruction Document - Update Employee Details

Please Note:

- (1) Labels marked with '*' in this document indicate **mandatory** fields and should be completed (filled in) in the spreadsheet.
- (2) Labels marked with '*' in this document indicate conditionally mandatory fields. That means, depending on the value of some other fields, these fields will be made mandatory.
- (3) **Please note** the points mentioned below when you update the employee details to our application using this spreadsheet
 - The update is a all or nothing data overwritten operation. ie whenever you need to update any piece of data, within the given data update range such as a simple employee forename change, you must fill in all the data in the given spreadsheet.
 - The Employee's Works Number / Payroll ID will used as the identifier to identify which employee's data has to be updated.
 - This spreadsheet will not update any payroll specific data of an employee.
 - The columns having 'Blank' as header is unused, any data filled in these columns will be ignored.
 - Enter all the employee bank and emergency contact column data invariable of any change.
 Please note: If any of the bank details is not entered the existing bank details will be blanked/erased.
 - The employee's data will be validated against rules specific to the tax year in which the Employer or Bureau or Multisite HO operates. For example if Bureau Employer is in tax year 2013-14, then employee's data will be validated based on 2013-14 tax year rules.
- (4) **Please note** that this document is separated into the following sections :
 - A. Employer Details Section.
 - **B.** Employee Personal Details Section
 - C. Employee Employment Details for payroll purposes
 - D. Other Employment Details for payroll purposes
 - E. Employee P45 (Part 3) Details Unused
 - F. Employee P46 Details Unused
 - G. Employee Bank Details for payroll purposes
 - H. Current NI Contribution Unused
 - I. Previous NI Contribution Unused
 - J. SSP Payment from previous package Unused
 - K. SMP Payment from previous package Unused
 - L. Total Gross Pay TD from the previous package Unused
 - M. Employee Emergency Contact Details
 - N. Other Optional Employee data Unused

A Employer Details Section

UE1 Employer / Client/ Branch Reference (Mandatory)

If you have to update the employee details to our application using the spreadsheet then the Reference number will be mandatory for all the individuals mentioned,

- 1. An Employer under the individual Company
- 2. A Client under the pay bureau/Agent and
- 3. A Branch under Multisite company.

Please note, You need to enter the reference number which you have entered during the Client creation under the Bureau or Branch creation under the Multisites service. In case, If you have forgotten to provide the reference number at the time of creation, You may still edit the Client details or Branch details to add or update reference number.

Please note, Payroll users may enter the Employer's PAYE reference number in this field.

Data Specification:

- 1. The length must not exceed 20 characters.
- 2. You should only use alphanumeric characters.

Employer / Client/ Branch Name (Mandatory)

The Employer / Client / Branch Name is mandatory. Please note, this is only for your reference.

Data Specification:

- 1. The length must not exceed 35 characters.
- 2. You should only use alphanumeric characters.

Please note, the columns UE1 and UE2 are mandatory for Bureau and Multisites users for uploading the employee details.

B Employee Personal Details Section

Employee Works Number / Payroll ID (Mandatory)

The employee's Works Number is mandatory. The employee's works number is also referred to as the payroll number or payroll ID. It cannot be left blank.

Data Specification:

- 1. The length must not exceed 20 characters.
- 2. You should only use the characters defined in the Schema i.e, Any of A-Z, a-z, 0-9, space or .,-()/=!"%*;<>'+:?

Please note, the special characters listed below must not be used when you enter the employee's Works Number / Payroll ID.

- 1. This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
- 2. _ underscore3. \ Back slash.

Title (Mandatory)

Enter here the title of the employee. It cannot be left blank.

Data Specification:

- 1. No 'spaces' are allowed between any characters
- 2. The length must not exceed 4 characters, for e.g. Mr, Mrs, Miss, Ms, Dr, Sir, Rev, Cllr.

Surname (Mandatory)

The employee's Surname is mandatory. Make sure that the Surname or family name is spelt correctly and in the correct field. It cannot be left blank.

- 1. First character must be an alphabetical letter.
- 2. The length must not exceed 35 characters.

Please note, the special characters listed below must not be used when you enter the employee's Surname.

- 1. Please do not include leading or trailing spaces when you enter the Surname. For example if the Surname is O'Connor, do not include space before O'Connor or after O'Connor.
- 2. `This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe. For example in a surname the apostrophe must be entered as O'Connor, not as O'Connor.
- 3., comma, underscore, () opening and closing parenthesis, / Forward slash.
- 4. * asterisk, ? question mark, 1 2 3 numbers, . full stop
- 5. 0 zero (in place of the alphabet O).

UE6 First Forename (Mandatory)

The employee's first name is mandatory. It cannot be left blank. Use your employee's first full forename and don't use nicknames or familiar names (for example, don't enter Dave instead of David or Maggie instead of Margaret). Make sure that the forename(s) are spelt correctly, recorded in the correct fields and in the correct order. Do not include extra information in this field, such as 'staff' or 'temp'.

Data Specification:

- 1. First character must be an alphabetical letter.
- 2. The length must not exceed 35 characters.

Please note, the special characters listed below must not be used when you enter the employee's First forename.

- 1. `This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
- 2., comma
- 3. underscore
- 4. () opening and closing parenthesis
- 5. / Forward slash
- 6. 0 zero (in place of alphabet O)
- 7. 1 2 3 numbers
- 8. * asterisk
- 9. ? question mark, . full stop.

UE7 Second Forename

You may enter your Employee's Second forename details here. Enter your employee's second full forename, if applicable, and don't use nicknames or familiar names (for example, don't put Jim instead of James or Liz instead of Elizabeth). If there is no data, leave it blank.

Data Specification:

- 1. First character must be an alphabetical letter.
- 2. The length must not exceed 35 characters.

Please note, the special characters listed below must not be used when you enter the employee's Second forename.

- 1. `This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
- 2., comma
- 3. underscore
- 4. () opening and closing parenthesis
- 5. / Forward slash
- 6. 0 zero (in place of alphabet O)
- 7. 1 2 3 numbers
- 8. * asterisk
- 9. ? question mark, . full stop.

UE8 Employee Address Line 1 (Mandatory)

You should enter your Employee's address line 1 (current residential address). It cannot be left blank.

Data Specification:

1. The address can be a maximum of 4 lines excluding the postcode.

- 2. A single address line can contain a maximum of 35 characters including spaces.
- 3. Please do not enter any invalid characters listed below:
- a. `This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
 - b. underscore, Back slash

UE9 Address Line 2 (Mandatory)

You should enter the employee's address line 2 (current residential address). It cannot be left blank.

Data Specification:

1. Follow Address Line 1.

UE10 Address Line 3

You may enter the employee's town / city. If there is no data, leave it blank.

Data Specification:

1. Follow Address Line 1.

UE11 Address Line 4

You may enter the employee's county. If there is no data, leave it blank.

Data Specification:

1. Follow Address Line 1.

UE12 Post Code (Mandatory)

You should enter the employee's address postcode. It cannot be left blank.

Data Specification:

- 1. It must contain alphanumeric characters only. Spaces are allowed.
- 2. The length should not exceed 8 characters.

UE13 Country

You may enter the employee's address Country. If no or wrong data is entered here, "**United Kingdom**" will be set as the default Country. Please find the '**Annexure 1**' for Country Names

Data Specification:

- 1. It must contain characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

UE14 Employee Telephone Number

You may enter the employee's Telephone Number. If there is no data, leave it blank.

Data Specification:

- 1. It must contain numeric characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

UE15 Employee Mobile Number

You may enter the employee's Mobile Number. If there is no data, leave it blank.

Data Specification:

- 1. It must contain numeric characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

UE16 Employee Payroll E-Mail (to be used for this service)

You may enter the Employee Payroll E-Mail address, which is to be used for this service. If you wish to enable your employee's Internet account for this service, then enter here his / her E-Mail address. If there is no data, leave it blank.

UE17 Employee Personal E-Mail

You may enter the employee's Personal E-Mail address. If there is no data, leave it blank.

UE18 Date Of Birth (DD/MM/YYYY) (Mandatory)

The date of birth of your employee is mandatory. Do not use a fictitious or default date of birth. Make sure the date of birth is shown correctly. It cannot be left blank.

You must enter the Employee Date of Birth Field in one of the following formats:

- YYYY-MM-DD
 DD/MM/YYYY
 DD/MM/YY

Note: The date must be a valid calendar date.

Gender (male / female) (Mandatory)

The Employee Gender field is mandatory. It cannot be left blank.

The ONLY acceptable DATA for this field is one of the following:

- 1. Male: Male or M or male or m
- 2. Female: Female or F or female or f

UE20 NI Number

An employee is required by law to give you their National Insurance number, so you should ask for it as soon as they start working for you. Do not enter a made up number, use a default number or use one belonging to someone else.

Data Specification:

- 1. Characters 1 & 2 must be alpha and must be one of the issued National Insurance Number prefixes. Character 1 must not be D, F, I, Q, U, V or X.
- 2. Characters 3 8 must be numeric.
- 3. Character 9 must be alpha in the range A D or a space.

For e.g: Two alpha (AA) six digits (123456) one alpha (A, B, C, D or space) "AA123456A" or "BB123456

- 4. If NINO is not known, you must enter first two Address Lines for the employee.
- 5. If there is no data, leave it blank.

Passport No

You may enter your Employee's Passport number here. However, if you have collected it as part of your checks that the employee is entitled to work in the UK, then you must enter the passport number. Enter your employee's passport number, including UK or non UK passports. If there is no data, leave it blank.

Data Specification:

- 1. The length of the field must not exceed 35 characters.
- 2. You should only use the characters defined in the Schema, i.e Any of A-Z, a-z, 0-9, space or .,-()/=!"%&*:<>'+:?
- 3. If there is no data, leave it blank

For e.g A12345BCDE / THX1138

Marital Status

You may enter the employee's Marital Status.

The ONLY acceptable DATA for this field is one of the following:

- 1. Divorced or D
- 2. Married or M
- 3. Single or S
- 4. Widowed or W
- 5. Not Stated or X

If no data is entered here, "Not Stated" or "X" will be set as the default value.

UE23 Nationality

You may enter the employee's Nationality. Please find the 'Annexure 1' for Country Names

- 1. It must contain characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

C Employee Employment Details for payroll purposes

UE24 Unused

UE25 Unused

UE26 Employee Job Title

You may enter the employee's Job Title.

Data Specification:

- 1. The length should not exceed 50 characters.
- 2. You should only use the characters defined in the Schema i.e. A-Z upper or lower case, digits 0-9, comma, full stop, forward slash, ampersand, hyphen, space, apostrophe and brackets.

UE27 Unused

UE28 Unused

UE29 Unused

UE30 Unused

UE31 Unused

UE32 Payment Method (Mandatory)

The employee's payment method is mandatory. It is how the employee is to be paid. If no or wrong data is entered here, "Cheque" / CHQ will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. BACS
- 2. Cheque or CHQ
- 3. Cash or CSH
- 4. Internet Payment or IOL

UE33 Payment Frequency (Mandatory)

The employee's payment frequency is mandatory. It is how frequently this employee is paid. E.g. If the employee is paid monthly enter "**Monthly**". If no or wrong data is entered here, "**Monthly**" or "**M**" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. 4 Weekly or F
- 2. Monthly or M
- 3. 2 Weekly or N
- 4. Weekly or W
- 5. Quarterly or Q
- 6. Bi-Annual or H
- 7. Annual or Y

You may select the "Bi-Annual" pay frequency only if the employee is entitled to be paid twice in a year. In case you want to pay the employees' once in a year then select "Annual" pay frequency.

Do not use "**Bi-Annual**" or "**Annual**" pay frequency if the employee has started working for you towards the end of the tax year and you expect to pay them more regularly than twice in a year or once a year respectively.

UE34 Number of Normal Hours Worked (A / B / C / D / E) (Mandatory)

The hours the employee has worked is mandatory. The number of hours worked by an employee determines if they are entitled to tax credits and also how much they should receive. The information helps HMRC to ensure that customers receive the right amount of tax credits they are entitled to. So, it is important that employers accurately record the number of hours that employees normally work.

For example if the employee has worked for 10 hours then enter 'A'. If no data is entered here, 'D - 30

hrs or more' will be set as the default value for tax year 20142015 onwards.

The ONLY acceptable DATA for this field from tax year 20142015 onwards is one of the following:

- A If the employee worked up to 15.99 hrs
- **B** If the employee worked for 16-23.99 hrs
- C If the employee worked for 24-29.99 hrs
- **D** If the employee worked for 30 hrs or more
- **E** Other, you should select this only if your employee does not have a regular pattern of employment, or if the payment relates to an occupational pension or annuity.

If no data is entered here, 'D - 30 hrs or more' will be set as the default value.

If your employee is on paid leave, for example annual leave or sick leave, please report the normal hours worked. If you consider A, B, C or D are not appropriate then indicate **E**. For occupational pension schemes indicate '**E**' (Other).

For tax year 20132014 and earlier, enter one of the following:

- A Up to 15.99 hrs
- **B** 16-29.99 hrs
- C 30 hrs or more
- **D** Other

If your employee is on paid leave, for example annual leave or sick leave, please report the normal hours worked. If you consider A, B or C are not appropriate then indicate D. For occupational pension schemes indicate **D - Other**.

- **UE35** Unused
- **UE36** Unused
- **UE37** Unused

UE38 Scottish Indicator (Yes/No)

You may enter the employee's Scottish Indicator. If no or wrong data is entered here, "No" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

- 1. **Yes** or **Y** or **yes** or **y**
- 2. **No** or **N** or **no** or **n**

UE39 Working Outside UK (Yes/No)

State whether the employee is working outside UK or not. Enter "Yes" if the employee is Working Outside UK. If no or wrong data is entered here, "No" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. Yes or Y or yes or y
- 2. No or N or no or n

UE40 Unused

D Other Employment Details for payroll purposes

UE41 Student Loan Indicator (Yes / No)

You may enter the employee's student loan Indicator. State whether the employee should be subject to Student Loan deductions. If no or wrong data is entered here, "No" will be set as the default value. This field will be updated only if the employee's designation is "Student Employee" or "SE".

The ONLY acceptable DATA for this field is one of the following:

- Yes or Y or yes or y
- 2. No or N or no or n

Student Loan Start Date (DD/MM/YYYY) (Conditionally Mandatory) IIF42

You must enter the employee's student loan Start Date. Please note that this field is conditionally mandatory. This field must be filled if the Student Loan Indicator is set to "Yes". This field will be updated only if the employee's designation is "Student Employee" or "SE".

Data Specification:

You must enter the student loan Start Date Field in one of the following formats:

- 1. **YYYY-MM-DD**
- DD/MM/YYYY
 DD/MM/YY

University / College Name (Conditionally Mandatory)

You must enter the employee's University / College Name. Please note that this field is conditionally mandatory. This field must be filled if the employee's designation is set to "Student Employee" or

The University / College Name can contain a maximum of 70 characters including spaces.

Employee Seconded to work in UK - Type (A / B / C) (Conditionally Mandatory)

You must enter the Statement in Form P46 (Expat). Please note this field is conditionally mandatory. This field must be filled if the Employee / Pensioner Type is "Expat Employee", or "EE". It must be any of the following characters "A", "B", or "C", where:

- **A** I intend to live in the UK for 183 days or more.
- **B** I intend to live in the UK for less than 183 days.
- C I will be working for the employer both inside and outside the UK, but will be living abroad.

Is Employee European Economic Area citizen (Yes / No)

You may enter the European Economic Area citizen. If no or wrong data is entered here, "No" will be set as the default value. This field will be updated only if the employee's designation is "Expat Employee" or "EE".

The ONLY acceptable DATA for this field is one of the following:

- Yes or Y or yes or y 1.
- No or N or no or n

Is Employee EPM6 (Modified) Scheme Indicator (Yes / No)

You may enter the EPM6 (Modified) scheme. If no or wrong data is entered here, "No" will be set as the default value. This field will be updated only if the employee's designation is "Expat Employee" or "EE".

The ONLY acceptable DATA for this field is one of the following:

- Yes or Y or yes or y
- No or N or no or n 2.

Employee to Pay Tax (Yes/No)

Enter "Yes" if employee will pay tax on earnings. If no or wrong data is entered here, "Yes" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- Yes or Y or yes or y 1.
- No or N or no or n 2

Employee to Pay NI (Yes/No)

Enter "Yes" if employee will pay NI on earnings. If no or wrong data is entered here, "Yes" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. Yes or Y or yes or y
- 2. No or N or no or n

UE49 Employer to Pay NI (Yes/No)

Enter "Yes" if the employer pay's NI on employee earnings. If no or wrong data is entered here, "Yes" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. **Yes** or **Y** or **yes** or **y**
- 2. **No** or **N** or **no** or **n**

UE50 Unused

UE51 Unused

UE52 Unused

UE53 Unused

UE54 Department Name

You may enter the Department Name that the employee will be working in. The predefined department names are listed in the Chart of Setup option under Employer in the menu bar. If no data is entered here, "**Admin**" or "**AD**" will be set as the default value.

The acceptable DATA for this field is one of the following:

- 1. Admin or AD
- 2. Sales & Marketing or SM
- 3. Finance & Account or FA
- 4. Operation / Production or OP
- 5. Support or SP
- 6. Any predefined Department name, created by the user via Department Setup.

Please note, if the department name does not match/exist, then the system will not upload this data..

UE55 Cost Center Name

You may enter the employee's Cost Center Name. The predefined Cost Center names are listed in the Chart of Setup option under Employer in the menu bar. If no data is entered here, "Cost Center 1" or "CC1" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. Cost Center 1 or CC1
- 2. Cost Center 2 or CC2
- 3. Cost Center 3 or CC3
- 4. Any predefined Cost Center name, created by the user via Cost Center Setup.

Please note, If the cost center name does not match/exist, then the system will not upload this data.

UE56 Holiday Scheme Name

You may enter the employee's Holiday Scheme Name. If no data is entered here, "Self Defined Holiday Entitlement" or "HS4" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. Accrue Holiday Hourly or HS1
- 2. Pay Holiday Each Period or HS2
- 3. Accrue Holiday Regardless or HS3
- 4. Self Defined Holiday Entitlement or HS4
- 5. Any predefined Holiday Scheme name, created by the user via Holiday Scheme Setup.

The scheme "**Accrue Holiday Hourly**" is a holiday scheme where holiday entitlement accrues relative to the number of hours the employee works.

The scheme "Pay Holiday Each Period" is a holiday scheme where accrued holiday is paid and cleared in each pay period.

The scheme "**Accrue Holiday Regardless**" is a holiday scheme where the annual holiday entitlement accrues regardless of the number of days the employee actually works.

The scheme "**Self Defined Holiday Entitlement**" is a holiday scheme option where you can define your own annual holiday entitlements which will be reduced as and when holiday is taken.

Please note, If the Holiday Scheme name does not match/exist, then the system will not upload this data.

UE57 Unused

E Employee P45 (Part 3) Details

UE58 to UE67 Unused

E Employee P46 Details

UE68 Unused

G Employee Bank Details for payroll purposes

Enter all the employee bank data invariable of any change. If not entered all the existing data will be blanked/erased.

UE69 Employee Bank Account Type (A/B/S)

You may enter the Employee Bank Account Type **A** or **B** for Bank or **S** for Building Society. If there is no data, leave it blank.

The ONLY acceptable DATA for this field is one of the following:

- 1. **A** or **a** or **B** or **b**
- 2. **S** or **s**

UE70 Building Society Roll No.

You may enter the Employee Building Society Roll Number. Please note that the roll number should be alphanumeric and should not exceed 8 characters in length. If there is no data, leave it blank.

UE71 Employee Bank / Building Society Name

You may enter the name of the Bank / Building Society with which your employee has an account. Please note that the name can be alphanumeric and should not exceed 35 characters in length. If there is no data, leave it blank.

UE72 Employee Bank Branch Name

You may enter the name of the Bank / Building Society Branch with which your employee has an account. Please note that the branch name can have only alpha characters and should not exceed 35 characters in length. Space character will not be allowed. If there is no data, leave it blank.

UE73 Employee Bank Address Line 1

You may enter the address for the employee's Bank. If there is no data, leave it blank.

Data Specification:

- 1. The address can be a maximum of 4 lines excluding the postcode.
- 2. A single address line can contain a maximum of 35 characters including spaces.
- 3. Please do not enter any invalid characters, for guidelines look into the listed characters for employee 's address fields.

UE74 Bank Address Line 2

You may enter the address of the employee's Bank, for guidelines look into the listed characters for employee 's address fields. If there is no data, leave it blank.

UE75 Bank Address Line 3

You may enter the town/city of the employee's Bank, for guidelines look into the listed characters for employee 's address fields. If there is no data, leave it blank.

UE76 Bank Address Line 4

You may enter the county of the employee's Bank, for guidelines look into the listed characters for employee 's address fields. If there is no data, leave it blank.

UE77 Bank Post Code

You may enter the postcode of the employee's Bank. E.g. EP1 3SO. Please note that the Post Code should not exceed 8 characters. If there is no data, leave it blank.

UE78 Bank Country

You may enter the country of the employee's Bank. If there is no data, leave it blank.

The ONLY acceptable DATA for this field is one of the following:

- 1 United Kingdom
- 2. **UK**

UE79 Bank Contact Person Name

You may enter the name of the employee's Bank Contact Person. Please note that the name can be alphanumeric and should not exceed 35 characters in length. If there is no data, leave it blank.

UE80 Bank Telephone Number

You may enter the Telephone Number of the employee's Bank. If there is no data, leave it blank.

Data Specification:

- 1. It must contain numeric characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

UE81 Bank Fax Number

You may enter the Fax Number of the employee's Bank. If there is no data, leave it blank.

Data Specification:

- 1. It must contain numeric characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

UE82 Bank contact E-Mail

You may enter the E-Mail Address of the employee's Bank. If there is no data, leave it blank.

UE83 Employee Bank / Building Society Sort Code

You may enter the employee's Bank Sort Code. A sort code is a number which is assigned to a branch of a bank for internal purposes, usually the number is six digits long. If there is no data, leave it blank.

- 1. It must contain numeric characters only. Spaces are not allowed.
- 2. The length should 6 digits.

UE84 Employee Bank / Building Society Account Number

You may enter the employee's Bank Account Number. If there is no data, leave it blank.

Data Specification:

- 1. It must contain numeric characters only. Spaces are not allowed.
- 2. The length should be 8 digits..

UE85 Employee Account Name shown on the Bank Account

You may enter the employee's Bank Account Name. The name shown on the employee's bank account. If there is no data, leave it blank.

UE86 Bank / Online Account Ref.

You may enter the employee's Bank / Online Account Ref, if the employee does any of his banking via the Internet or enter here the web address he/she logs on to. Please note that the reference can be alphanumeric and should not exceed 30 characters in length. Space character will not be allowed. If there is no data, leave it blank.

UE87 Other Reference Number / BACS Reference / Service User Number (SUN)

You may enter any Reference Number. Please note that the reference number can be alphanumeric and should not exceed 30 characters in length. If there is no data, leave it blank.

UE88 IBAN Number

You may enter the International Bank Account Number (IBAN) number of the employee's Bank Account. It is an international standard for identifying bank accounts across national borders. Please note that the name can be alphanumeric and should not exceed 34 characters in length. If there is no data, leave it blank.

Please follow the recommended national specific format for IBAN Numbers.

E.g.: United Kingdom IBAN format: GBkk BBBB SSSS SSCC CCCC CC

 ${\bf B}=$ alphabetical bank code, ${\bf S}=$ sort code (often a specific branch), ${\bf C}=$ account No, ${\bf K}=$ Check digits, and should not exceed 34 characters in length.

Current NI Contribution

UE89 to UE144 Unused

SSP Payment from previous package

UE145 to UE150 Unused

K SMP Payment from previous package

UE151 to UE157 Unused

Total Gross Pay TD from the previous package

UE158 to UE193 Unused

M Employee Emergency Contact Details

Enter all the employee emergency contact data invariable of any change. If not entered all the existing data will be blanked/erased.

UE194 Emergency Contact Person Name

You may enter the name of the employee's Emergency contact person. Please note that the name can be alphanumeric and should not exceed 35 characters in length.

UE195 Emergency Contact Person Relationship

You may enter the relationship between the employee and the employee's Emergency contact person. Please note that the name can be alphanumeric and should not exceed 20 characters in length.

UE196 Emergency Contact Person Address Line 1

You may enter the employee's Emergency contact person address.

Data Specification:

- 1. The address can be a maximum of 4 lines excluding the postcode.
- 2. A single address line can contain a maximum of 35 characters including spaces.
- 3. Please do not enter any invalid characters, for guidelines look into the listed characters for surname and forename fields.

UE197 Emergency Contact Person Address Line 2

You may enter the employee's Emergency contact person address

UE198 Emergency Contact Person Address Line 3

You may enter the employee's Emergency contact person town / city

UE199 Emergency Contact Person Address Line 4

You may enter the employee's Emergency contact person county.

UE200 Emergency Contact Person Post Code

You may enter the postcode of the employee's Emergency contact person.

Data Specification:

1. The length should not exceed 20 characters.

UE201 Emergency Contact Person Country

You may enter the employee's Emergency contact person Country. Please find the '**Annexure 1**' for Country Names.

JE202 Emergency Contact Person Telephone Number 1

You may enter the employee's Emergency contact persons Telephone Number (primary). Please note that the Telephone Number should not exceed 35 characters.

UE203 Emergency Contact Person Telephone Number 2

You may enter the employee's Emergency contact person Telephone Number (alternate). Please note that the Telephone Number should not exceed 35 characters.

UE204 Emergency Contact Person E-Mail

You may enter the employee's Emergency contact person E-Mail address.

N Other Optional Employee data

UE205 Unused

Annexe 1

Country Name	Country Code
Afghanistan	AF
Åland Islands	AX
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	Al
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
	BE
Belgium Belize	BZ
Benin	
Bermuda	BJ BM
Bhutan	BT
Bolivia	ВО
	BA
Bosnia and Herzegovina Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	10
British Virgin Islands	VG
Brunei	BN
Bulgaria	BG
Burkina Faso	BF
Burundi Correle adia	BI
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF TD
Chad	TD
Chile	CL
China	CN
Christmas Island	CX
Cocos Islands	CC
Colombia	CO
Comoros	KM

Congle Islands CK Costa Rica CR Cöte d'Ivoire CI Croatia HR Cuba CU Cyprus CY Czech Republic CZ Denmark DK Djibouti DJ Dominican Republic DO Ecuador EC Egypt EG El Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Farore Islands FK Fji Fj Finland FI France FR French Guina GF French Guina GF French Fouthern Territories GF Gambia GM Georgia GE Germany DE Ghana GR Greenland GD Guinea Bissau	Country Name	Country Code
Cook Islands CK Costa Rica CR Côte d'Ivoire CI Croatia HR Cuba CU Cyprus CY Czech Republic CZ Demmark DK Djibouti DJ Dominica DM Dominica Republic DO Ecuador EC Egypt EG EI Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Fare Islands FO Fiji FJ Finand FI France FR French Guiana GF French Polynesia PF French Southern Territories TF Gabon GA Gambia GR Geremany DE Ghana GH Gibraltar	•	
Costa Rica CR Cóte d'Ivoire CI Croratia HR Cuba CU Cyrus CY Czech Republic DK Djibouti DJ Dominica DM Dominican Republic DO Ecuador EC Egypt EG El Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Farore Islands FO Fiji FJ Finland FI France FR French Guiana GF French Polynesia FF French Southern Territories TF Gambia GA Georgia GE Germany DE Ghana GH Gibraltar GI Giorece GR Greenland		
Côte d'Ivoire CI Croatia HR Cuba CU Cyprus CY Czech Republic CZ Denmark DK Djibouti DJ Dominica DM Dominica Republic DO Ecuador EC Egypt EG EI Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Faroe Islands FK Fiji FJ Finands FI France FR French Guiana FF French Polynesia PF French Polynesia PF French Poulynesia GF Georgia GA Gambia GM Georgia GE Germany DE Ghana GR Gibraltar		
Croatia HR Cuba CU Cyprus CY Czech Republic CZ Demmark DK Djibouti DJ Dominica DM Dominica DM Dominican Republic DO Ecuador EC Egypt EG El Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Farore Islands FK Farore Islands FK France Islands FR Fiji FJ Finland FI France FR French Guiana GF French Guina GF French Southern Territories GF Gambia GM Georgia GE Germany DE Ghana GH Gibraltar		
Cuba CU Cyrus CY Czech Republic CZ Denmark DK Djibouti DJ Dominican DM Dominican Republic DO Ecuador EC Egypt EG El Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Estonia EE Ethiopia ET Falkland Islands FK Faroe Islands FO Fiji FJ Finland FI France Islands FO Fiji FJ Finland FI France Rence FR French Quiana GF French Polynesia PF French Southern Territories GF Gabon GA Gambia GM Georgia GE Germany GE Ghana <t< td=""><td></td><td></td></t<>		
Cyprus CY Czech Republic CZ Denmark DK Djibouti DJ Dominica DM Dominican Republic DO Ecuador EC Egypt EG EI Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Farce Islands FO Fiji FJ Finland FI French Guina FR French Guina FR French Folynesia PF French Southern Territories TF Gabon GA Gambia GB Georgia GE Germany DE Ghana GH Greenland GL Greenland GL Greenland GC Guinea-Bissau GW Guinea-Bissau		
Czech Republic CZ Demmark DK Djibouti DJ Dominica DM Dominican Republic DO Ecuador EC Egypt EG El Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Faroe Islands FO Fiji FJ Finanda FI France FR French Guiana GF French Polynesia PF French Southern Territories TF Gabon GA Garmany DE Germany DE Germany DE Germand GH Girlatar GI Greece GR Greenland GL Guadeloupe GD Guadeloupe GD Guinea-Bissau		
Denmark DK Djibouti Dj Dominica DM Dominican Republic DO Ecuador EC Egypt EG El Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Farce Islands FO Fiji FJ Finland FI France FR French Guiana GF French Polynesia PF French Polynesia PF French Polynesia GG Gambia GM Georgia GE Germany DE Ghana GH Gibraltar GI Gibraltar GI Greece GR Greenland GL Guadeloupe GP Guam GU Guinea-Bissau		
Djibouti DJ Dominica DM Dominican Republic DO Ecuador EC Egypt EG El Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Faroe Islands FO Fiji FJ Finland FI France FR French Guina FF French Polynesia PF French Polynesia PF French Southern Territories TF Gabon GA Gambia GM Georgia GE Germany DE Ghana GH Gibraltar GI Greece GR Greenland GL Greenland GD Guadeloupe GP Guam GU Guinea-Bissau		
Dominican Republic DM Dominican Republic DO Ecuador EC Egypt EG El Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Faroe Islands FO Fiji FJ Finland FI France FR French Guiana GF French Funch 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 Greenada GD Guadeloupe GP Guam GV Guinea-Bissau GN Guine		
Dominican Republic DO Ecuador EC Egypt EG El Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Farce Islands FO Fiji FJ Finland FI Frinch Guidana GF French Fench Guiana GF French Southern Territories TF Gabon GA Gambia GM Georgia GE Germany DE Ghana GH Gibraltar GI Greece GR Greenland GL Greenda GD Guadeloupe GP Guam GU Guinea GN Guinea GN Guinea GN Guinea-Bissau GW Guinea GN<	-	
Ecuador EC Egypt EG El Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Farce Islands FO Fiji FJ Finland FI France FR 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 Greenda GD Guadeloupe GP Guam GU Guinea GN Guinea GN Guinea GN Guinea GN Guinea GN		
Egypt EG El Salvador SV Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Faroe Islands FO FO Fiji FJ Finland FI France FR French Guiana GF French Guiana GF French Guiana FF FF French Southern Territories TF Gabon GA Gambia GG GE Germany GB GE GE Germany GB GE GE GR	·	
El Salvador		
Equatorial Guinea GQ Eritrea ER Estonia EE Ethiopia ET Falkland Islands FK Faroe Islands FO Fiji FJ Finland FI France FR French Guiana GF French Guiana FF French Southern Territories GAA Gambia GA Gambia GB Georgia GE Germany DE Ghana GH Greece GR Greece GR Greenland GL Greenda GD Guadeloupe GP Guam GU Guatemala GT Guinea GN GN GU Guinea GN GN GU Guinea GN GN GN GU Guinea GN G		
Eritrea ER Estonia EE Estonia EE Ethiopia ET Falkland Islands FK Faroe Islands FF Finland FF Finland FF French Guiana FF French Polynesia FF French Southern Territories FF Gabon Gorgia	El Salvador	
Estonia EE Ethiopia ET Falkland Islands FK Faroe Islands FO Fiji FJ Finland FI France FR French Guiana FFF French Southern Territories FF French Southern Territories GA Gambia GB Georgia GE Germany DE Ghana GH Gibraltar GI Greece GR Greece GR Greenland GL Greenland GL Grenada GD Guadeloupe GP Guam GU Guatemala GT Guinea GN Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HR HU Iceland IS India IN Indonesia ID Iran IR Iraq Iraq Iran IR Iran Iran Iran Iran Iran Iran Iran Iran	•	GQ
Ethiopia ET Falkland Islands FK Faroe Islands FO Fiji FJ Finland FI France FR French Guiana GF French Polynesia PF French Southern Territories GA Gambia GA Gambia GB Georgia GE Germany DE Ghana GH Gibraltar GI Gibraltar GI Greece GR Greenland GL Grenada GD Guadeloupe GP Guam GU Guatemala GT Guinea GN Guinea-Bissau GW Guyana HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IR Indonesia IR Iraq IG	Eritrea	ER
Falkland Islands FK Faroe Islands FO Fiji FJ Finland FI France FR 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 Guinea GN Guinea GN Guinea GN Guinea GN Guinea Jissau GW Guyana HM Honduras HN Hong Kong HK Hungary HU Iceland IN India IN Indonesia ID	Estonia	EE
Falkland Islands Faroe Islands Foo Fiji Fili Fil Finland Fil France FR French Guiana French Polynesia French Southern Territories Gabon Ga	Ethiopia	ET
Fiji FJ Finland FI France FR 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 Greenada GD Guadeloupe GP Guam GU Guatemala GT Guinea GN Guinea GN Guinea GN Guinea GN GW Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hugary HU Iceland IS India IN Indoesia ID <		FK
Finland FI France FR 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 Greenland GL Greenland GD Guadeloupe GP Guam GU Guatemala GT Guinea GN Guinea GN Guinea GN Guinea GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hugary HU Iceland IS India IN Indoesia ID Iran IR <td></td> <td>FO</td>		FO
Finland FI France FR 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 Greenland GL Greenland GD Guadeloupe GP Guam GU Guatemala GT Guinea GN Guinea GN Guinea GN Guinea GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hugary HU Iceland IS India IN Indoesia ID Iran IR <td>Fiii</td> <td>FI</td>	Fiii	FI
France FR French Guiana GF French Polynesia PF French Southern Territories TF Gabon GA Gambia GF 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 Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia IR Iraq ISI	-	-
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 Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia IR Iraq ISIAM IFF		
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 Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR		
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 Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
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 Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
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 Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
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 Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
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 Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
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 Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ	-	
Gibraltar GI Greece GR Greenland GL Greenada GD Guadeloupe GP Guam GU Guatemala GT Guinea GN Guinea-Bissau GW Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
Greece GR Greenland GL Grenada GD Guadeloupe GP Guam GU Guatemala GT Guinea GN Guinea-Bissau GW Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
Greenland GL Grenada GD Guadeloupe GP Guam GU Guatemala GT Guinea GN Guinea-Bissau GW Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
Grenada GD Guadeloupe GP Guam GU Guatemala GT Guinea GN Guinea-Bissau GW Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
Guadeloupe GP Guam GU Guatemala GT Guinea GN Guinea-Bissau GW Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
Guam GU Guatemala GT Guinea GN Guinea-Bissau GW Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR		
Guatemala GT Guinea GN Guinea-Bissau GW Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR	·	
Guinea GN Guinea-Bissau GW Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR		
Guinea-Bissau Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras Hong Kong HK Hungary HU Iceland IS India IN Indonesia IR Iraq IQ		
Guyana GY Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR		
Haiti HT Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR		
Heard Island And McDonald Islands HM Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR		
Honduras HN Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
Hong Kong HK Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
Hungary HU Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
Iceland IS India IN Indonesia ID Iran IR Iraq IQ		
India IN Indonesia ID Iran IR Iraq IQ		
Indonesia ID Iran IR Iraq IQ		
Iran IR Iraq IQ		IN
Iraq IQ	Indonesia	ID
·	Iran	IR
	Iraq	IQ
	Ireland	IE

Country Name	Country Code
Israel	IL
Italy	IT
Jamaica	JM
Japan	JP
Jordan	Ì0
Kazakhstan	KZ
Kenya	KE
Kiribati	KI
Kuwait	KW
Kyrgyzstan	KG
Laos	LA
Latvia	LV
Lebanon	LB
Lesotho	LS
Liberia	LR
Libya	LY
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macao	MO
Macedonia	MK
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
	YT
Mayotte Mexico	MX
	FM
Micronesia Moldova	MD
	MC
Monaco	
Mongolia Montagrat	MN
Montserrat	MS
Morocco	MA
Mozambique Mozambique	MZ
Myanmar	MM
Namibia	NA NB
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
New Caledonia	NC NZ
New Zealand	NZ
Nicaragua	NI .
Niger	NE NE
Nigeria	NG
Niue	NU
Norfolk Island	NF

Country Name Country Code Northera KP Northern Mariana Islands MP Norway NO Oman OM Palsau PK Palau PW Palestine PS Panama PA Papua New Guinea PG Paraguay PY Per PE Philippines PH Pitcairn PN Portugal PL Portugal PT Puerto Rico PR Qatar QA Reunion RE Romania RO Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Arian SM Samoa WS San Marino SM Sao Tome And Principe ST Sau		
Northern Mariana Islands MP Norway NO Oman OM Pakistan PK Palau PW Palestine PS Panama PA Papua New Guinea PG Paraguay PY Peru PE Philippines PH Pittcairn PN Potadad PL Portugal PT Puerto Rico PR Qatar QA Reunion RE Romania RO Russia RU Rwanda RW Saint Helena SH Saint Natits And Nevis KN Saint Lucia LC Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Serbia and Montenegro CS Seychelles SC	·	<u> </u>
Norway NO Oman OM Pakistan PK Palau PW Palau PW Palau PW Palau PW Palau PA Papua New Guinea PG Paraguay PY Peru PE Philippines PH Pitcairn PN Poland PL Potrugal PT Puerto Rico PR Qatar QA Reunion RE Romania RO Russia RU Ravanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Vincent And Nevis KN Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Seregal		
Oman OM Pakistan PK Palau PW Palestine PS Panama PA Papua New Guinea PG Paraguay PY Per PH Philippines PH Philippines PH Pitcairn PN Poland PL Portugal PT Puerto Rico PR Qatar QA Reunion RE Romania RO Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Serbia and Montenegro CS Seychellles SC		
Pakistan PK Palau PW Palestine 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 Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Heren And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS Sand Marino SM Sao Tome And Principe ST Saudi Arabia SA Sereja SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL <		
Palau PW Palestine PS Panama PA Papua New Guinea PG Paraguay PY Peru PE Philippines PH Pitcairm PN Portugal PT Puerto Rico PR Qatar QA Reunion RE Romania RO Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Vincent And The Grenadines VC Samoa WS San Marino SM San Orme And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Siovakia SK Solomon Islands SB Somalia SO		
Palestine PS Panmama 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 Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Pierre And Miquelon PM Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Seengal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Siloyakia SI Slowakia SK<	Pakistan	PK
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 Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM San Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Silerra Leone SL Siloyania SI Slowon Islands SB	Palau	PW
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 Russia RU Rwanda RW Saint Hits And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Singapore SG Slovakia SK Slovakia SK Solomon Islands <t< td=""><td>Palestine</td><td>PS</td></t<>	Palestine	PS
Paraguay PY Peru PE Philippines PH Philippines PH Pitcairn PN Portugal PT Puerto Rico PR Qatar QA Romanio RE Romania RO Russia RU Ravanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Vincent And Nevis KN Saint Vincent And The Grenadines VC Samoa WS San Marino SM San Ozme And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Siowania SK Slovania SK Solomon Islands SB Somalia SO South Africa ZA	Panama	PA
Peru PE Philippines PH Pitcairn PN Poland PL Portugal PT Puerto Rico PR Qatar QA Reunion RE Romania RO Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Seengal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Siloyakia SK Slovenia SI Solowahia SK Solowahia SK Solowahia SB Somalia SO <	Papua New Guinea	PG
Philipipines PH PItcairn PN PN Poland PL Protugal PT Puerto Rico PR Qatar QA Reunion RE RE Romania RO RU Rwanda RW Saint Helena Shi Saint Kitts And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines Sh Sao Tome And Principe ST Saudi Arabia Sh Sepial And Montenegro CS Seychelles Signapore SG Slovakia SI South Africa South Africa SC South Africa SC South Africa South Georgia And The South Sandwich Islands SC Surviname SR Su	Paraguay	PY
Pitcaim PN Poland PL Portugal PT Puerto Rico PR Qatar QA Remion RE Romania RO Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS Sam Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Siongapore SG Slovakia SK Slovenia SI Solowania SI Somalia SO Somalia SO South Georgia And The South Sandwich Islands GS South Korea		PE
Pitcaim PN Poland PL Portugal PT Puerto Rico PR Qatar QA Remion RE Romania RO Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS Sam Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Siongapore SG Slovakia SK Slovenia SI Solowania SI Somalia SO Somalia SO South Georgia And The South Sandwich Islands GS South Korea	Philippines	PH
Poland PL Portugal PT Puerto Rico PR Qatar Qatar QA Reunion RE Romania RO RU Rwanda RW Saint Helena SH Saint Kitts And Nevis Saint Lucia LC Saint Pierre And Miquelon PM Saint VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro SC Siegra Leone SC Siegra Leone SC Siegra Leone SC Siouth Africa SO SO South Africa SO SO South Africa SO South Korea SP ST Sir Lanka SL Suriname SR SR Svalbard And Jan Mayen SI SW SR SR SR SWazilland SC SC Siegral Mayen SP SR SWazilland SC SC SWazilland SC SC Siegranda SN SO South Africa SC SC SI Signapore SG SC Siegra Lanka SL KS Sudan SD SC SI Sir Lanka SL KS Sudan SD SC SI SWazilland SC SC SI SWazilland SC SC SI SWazilland SC SC SC SI SC		
Portugal PT Puerto Rico PR Qatar QA Reunion RE Romania RO Russia RU Rwanda RW Saint Helena SH Saint Kits And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Silovakia SK Slovakia SK Slovakia SK Slovahia SI Solomn Islands SB Somalia SO South Africa ZA South Georgia And The South Sandwich Islands GS South Georgia And The South Sandwich Islands SD		
Puerto Rico PR Qatar QA Reunion RE Romania RO Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM San Ome And Principe ST Saudi Arabia SA Seregal SN Serebia and Montenegro CS Seychelles SC Sierra Leone SL Singapore SG Slovakia SK Slovenia SI Solomn Islands SB Somalia SO South Africa ZA South Korea KR Spain ES Sri Lanka LK Suriname SR Svalbard And Jan Mayen <t< td=""><td></td><td></td></t<>		
Qatar QA Reunion RE Romania RO Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Seregal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Singapore SG Slovakia SK Slovenia SI Solownia SB Somalia SO South Africa ZA South Georgia And The South Sandwich Islands GS South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan		
Reunion RE Romania RO Russia RU Rwanda RWW Saint Helena SH Saint Kitts And Nevis Saint Lucia LC Saint Pierre And Miquelon Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles Sicra Leone Siloyakia Singapore Siloyakia Solomon Islands Solomon Islands Solomon Islands Solomon Islands Soloth Africa South Georgia And The South Sandwich Islands SG South Korea Spain SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland SC SW		
Romania RO Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Singapore SG Slovakia SK Slovakia SK Slovania SK Slowonia SI Somalia SO Somalia SO South Georgia And The South Sandwich Islands GS South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Ja		
Russia RU Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Sioyaskia SK Slovakia SK Slovakia SK Slovenia SI Solomon Islands SB Somalia SO South Africa ZA South Georgia And The South Sandwich Islands GS South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svaziland SZ S		
Rwanda RW Saint Helena SH Saint Kitts And Nevis KN Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Singapore SG Slovakia SK Slovenia SI Solomon Islands SB Somalia SO South Africa ZA South Georgia And The South Sandwich Islands GS Spain SS Siri Lanka LK Sudan SD Suriname SR Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan TW		
Saint HelenaSHSaint Kitts And NevisKNSaint LuciaLCSaint Pierre And MiquelonPMSaint Vincent And The GrenadinesVCSamoaWSSan MarinoSMSao Tome And PrincipeSTSaudi ArabiaSASenegalSNSerbia and MontenegroCSSeychellesSCSierra LeoneSLSingaporeSGSlovakiaSKSloveniaSISolomon IslandsSBSomaliaSOSouth AfricaZASouth Georgia And The South Sandwich IslandsGSSouth KoreaKRSpainESSri LankaLKSudanSDSurinameSRSvalbard And Jan MayenSJSwazilandSZSwedenSESwitzerlandCHSyriaSYTaiwanTW		
Saint Kitts And Nevis Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino Sam Sen Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SI Singapore SG Slovakia SK Slovenia SI Solomon Islands SB Somalia SO South Africa South Georgia And The South Sandwich Islands SC Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SS SW SW SS SI Sierra Leone SI Sierra Leone SI Sierra Leone SI Singapore SG South Africa SO South Korea SS Syain SS Syain SS Syain SS SW		
Saint Lucia LC Saint Pierre And Miquelon PM Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Singapore SG Slovakia SK Slovenia SI Solomon Islands SB Somalia SO South Africa ZA South Georgia And The South Sandwich Islands GS South Korea KR Spain SS Suriame SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan TMS		
Saint Pierre And Miquelon Saint Vincent And The Grenadines VC Samoa WS San Marino Son Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Singapore SG Slovakia SN Solowenia SI Solomon Islands SB Somalia SO South Africa South Georgia And The South Sandwich Islands South Korea KR Spain SS Sir Lanka SL Sir Lanka SU Suriname SR Svalbard And Jan Mayen Syria Sweden SE Switzerland CH Syria SY Taiwan		
Saint Vincent And The Grenadines VC Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles Sierra Leone SL Singapore SG Slovakia SN Solowania SI Solomon Islands SB Somalia SO South Africa South Georgia And The South Sandwich Islands South Korea Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SR Swaziland SZ Sweden SE Switzerland CH Syria Taiwan VC WS WS WS WS WS SM SN SN SN SN SN SN SO SO SO SO		
Samoa WS San Marino SM Sao Tome And Principe ST Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Singapore SG Slovakia SK Slovenia SI Solomon Islands SB Somalia SO South Africa ZA South Georgia And The South Sandwich Islands GS South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria TW	·	
San MarinoSMSao Tome And PrincipeSTSaudi ArabiaSASenegalSNSerbia and MontenegroCSSeychellesSCSierra LeoneSLSingaporeSGSlovakiaSKSloveniaSISolomon IslandsSBSomaliaSOSouth AfricaZASouth Georgia And The South Sandwich IslandsGSSouth KoreaKRSpainESSri LankaLKSudanSDSurinameSRSvalbard And Jan MayenSJSwazilandSZSwedenSESwitzerlandCHSyriaSYTaiwanTW	Saint Vincent And The Grenadines	VC
Sao Tome And PrincipeSTSaudi ArabiaSASenegalSNSerbia and MontenegroCSSeychellesSCSierra LeoneSLSingaporeSGSlovakiaSKSloveniaSISolomon IslandsSBSomaliaSOSouth AfricaZASouth Georgia And The South Sandwich IslandsGSSouth KoreaKRSpainESSri LankaLKSudanSDSurinameSRSvalbard And Jan MayenSJSwazilandSZSwedenSESwitzerlandCHSyriaSYTaiwanTW	Samoa	WS
Saudi Arabia SA Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Singapore SG Slovakia SK Slovenia SI Solomon Islands SB Somalia SO South Africa ZA South Georgia And The South Sandwich Islands GS South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria TW	San Marino	SM
Senegal SN Serbia and Montenegro CS Seychelles SC Sierra Leone SL Singapore SG Slovakia SK Slovenia SI Solomon Islands SB Somalia SO South Africa ZA South Georgia And The South Sandwich Islands GS South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan TW	Sao Tome And Principe	ST
Serbia and Montenegro Seychelles Sc Seychelles Sc Sierra Leone SL Singapore SG Slovakia SK Slovenia SI Solomon Islands SB Somalia SO South Africa South Georgia And The South Sandwich Islands Spain ES Sri Lanka Sri Lanka Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland SY Taiwan SC	Saudi Arabia	SA
Seychelles Sierra Leone Sierra Leone Singapore Singapore Siovakia Siovakia Siovenia Siolomon Islands Siomalia Soo South Africa South Georgia And The South Sandwich Islands South Korea Kingapore Kingapore Siovakia Siovak	Senegal	SN
Sierra Leone SL Singapore SG Slovakia SK Slovenia SI Solomon Islands SB Somalia SO South Africa ZA South Georgia And The South Sandwich Islands GS South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan TM	Serbia and Montenegro	CS
SingaporeSGSlovakiaSKSloveniaSISolomon IslandsSBSomaliaSOSouth AfricaZASouth Georgia And The South Sandwich IslandsGSSouth KoreaKRSpainESSri LankaLKSudanSDSurinameSRSvalbard And Jan MayenSJSwazilandSZSwedenSESwitzerlandCHSyriaSYTaiwanTW	Seychelles	SC
SingaporeSGSlovakiaSKSloveniaSISolomon IslandsSBSomaliaSOSouth AfricaZASouth Georgia And The South Sandwich IslandsGSSouth KoreaKRSpainESSri LankaLKSudanSDSurinameSRSvalbard And Jan MayenSJSwazilandSZSwedenSESwitzerlandCHSyriaSYTaiwanTW	Sierra Leone	SL
Slovakia SK Slovenia SI Solomon Islands SB Somalia SO South Africa ZA South Georgia And The South Sandwich Islands GS South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan TW	Singapore	SG
Slovenia Sl Solomon Islands SB Somalia SO South Africa ZA South Georgia And The South Sandwich Islands GS South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan TW	<u> </u>	
Solomon IslandsSBSomaliaSOSouth AfricaZASouth Georgia And The South Sandwich IslandsGSSouth KoreaKRSpainESSri LankaLKSudanSDSurinameSRSvalbard And Jan MayenSJSwazilandSZSwedenSESwitzerlandCHSyriaSYTaiwanTW		
SomaliaSOSouth AfricaZASouth Georgia And The South Sandwich IslandsGSSouth KoreaKRSpainESSri LankaLKSudanSDSurinameSRSvalbard And Jan MayenSJSwazilandSZSwedenSESwitzerlandCHSyriaSYTaiwanTW		
South Africa ZA South Georgia And The South Sandwich Islands GS South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan TW		
South Georgia And The South Sandwich Islands South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria Taiwan		
South Korea KR Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan TW		
Spain ES Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan TW		
Sri Lanka LK Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan		
Sudan SD Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan TW		
Suriname SR Svalbard And Jan Mayen SJ Swaziland SZ Sweden SE Switzerland CH Syria SY Taiwan TW		
Svalbard And Jan MayenSJSwazilandSZSwedenSESwitzerlandCHSyriaSYTaiwanTW		
SwazilandSZSwedenSESwitzerlandCHSyriaSYTaiwanTW		
SwedenSESwitzerlandCHSyriaSYTaiwanTW		-
SwitzerlandCHSyriaSYTaiwanTW		
Syria SY Taiwan TW		
Taiwan TW		
		SY
Tajikistan TJ	Taiwan	TW
	Tajikistan	TJ

Country Name	Country Code
Tanzania	TZ
Thailand	TH
The Democratic Republic Of Congo	CD
Timor-Leste	TL
Togo	TG
Tokelau	TK
Tonga	ТО
Trinidad and Tobago	TT
Tunisia	TN
Turkey	TR
Turkmenistan	TM
Turks And Caicos Islands	TC
Tuvalu	TV
U.S. Virgin Islands	VI
Uganda	UG
Ukraine	UA
United Arab Emirates	AE
United Kingdom	GB
United States	US
United States Minor Outlying Islands	UM
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Vatican	VA
Venezuela	VE
Vietnam	VN
Wallis And Futuna	WF
Western Sahara	EH
Yemen	YE
Zambia	ZM
Zimbabwe	ZW