

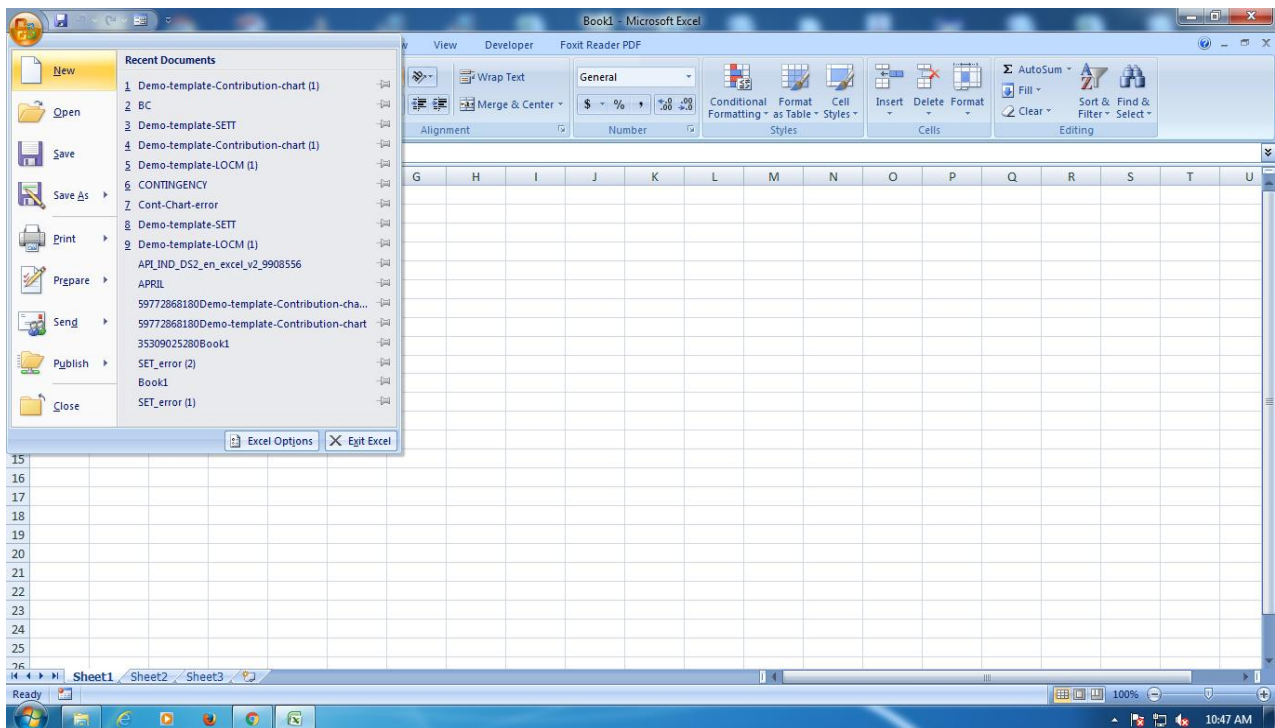
# STEPS FOR CREATING AND UPLOADING CONTRIBUTION CHART OF FORM NO. 1 IN EXCEL FORMAT

Add	
(i) Net Collections	
(ii) Balance Brought Forward(From Pre. Stmt)	
(iii) Net Cr. Balance of Incoming Transfers	
(iv) Interest Advised by Fund	
(v) Reviving lapse A/C	
(vi) Adjustment	N
Deduct	
(vi) Net Cr. Balance of Outgoing Transfers	
(vii) Lapsed Cont., Interest, Unclaimed Amount	
(viii) Contra-entry Interest @ 15% on arrear PF Contribution	
(ix) Interest on Advance	
(x) Remittance from Board of Trustees	
(xi) Adjustment	N
Balance Carried Forward	

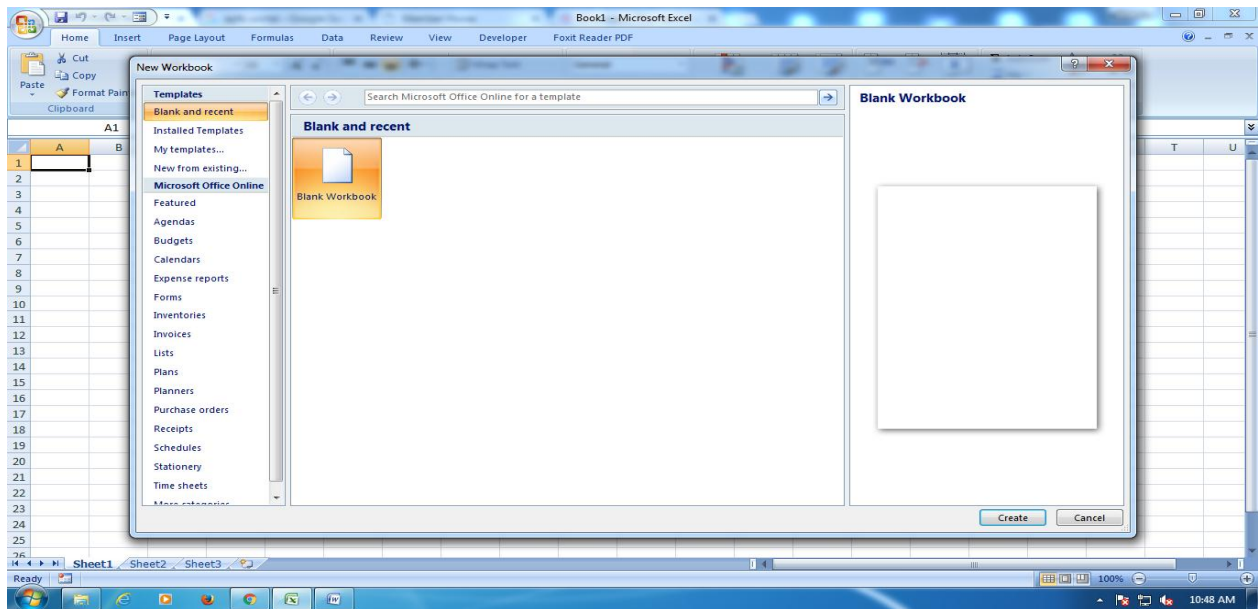
  

Remarks	File Upload
Contribution Chart	Choose File   No file chosen (only Demo_Template) (xls, xlsx formats)
List of Ceased Member(s)	Choose File   No file chosen (only Demo_Template) (xls, xlsx formats)
Settlement List	Choose File   No file chosen (only Demo_Template) (xls, xlsx formats)

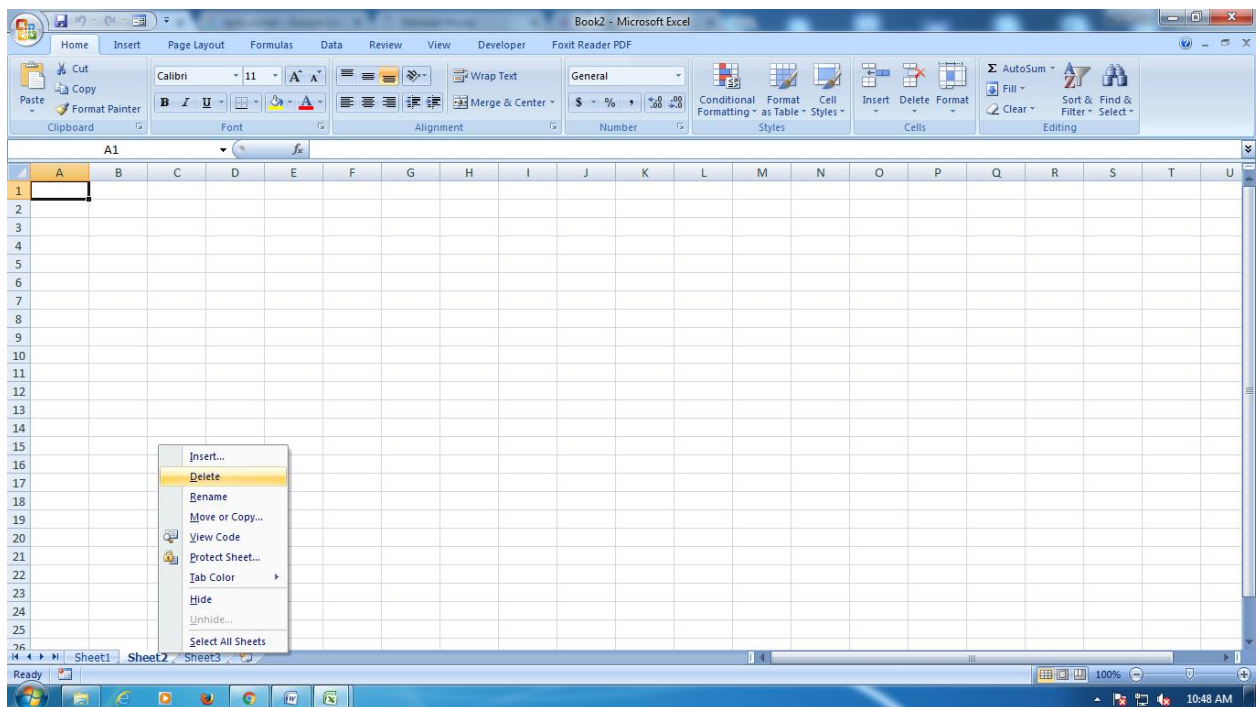
Step1: First Open a new Excel File.



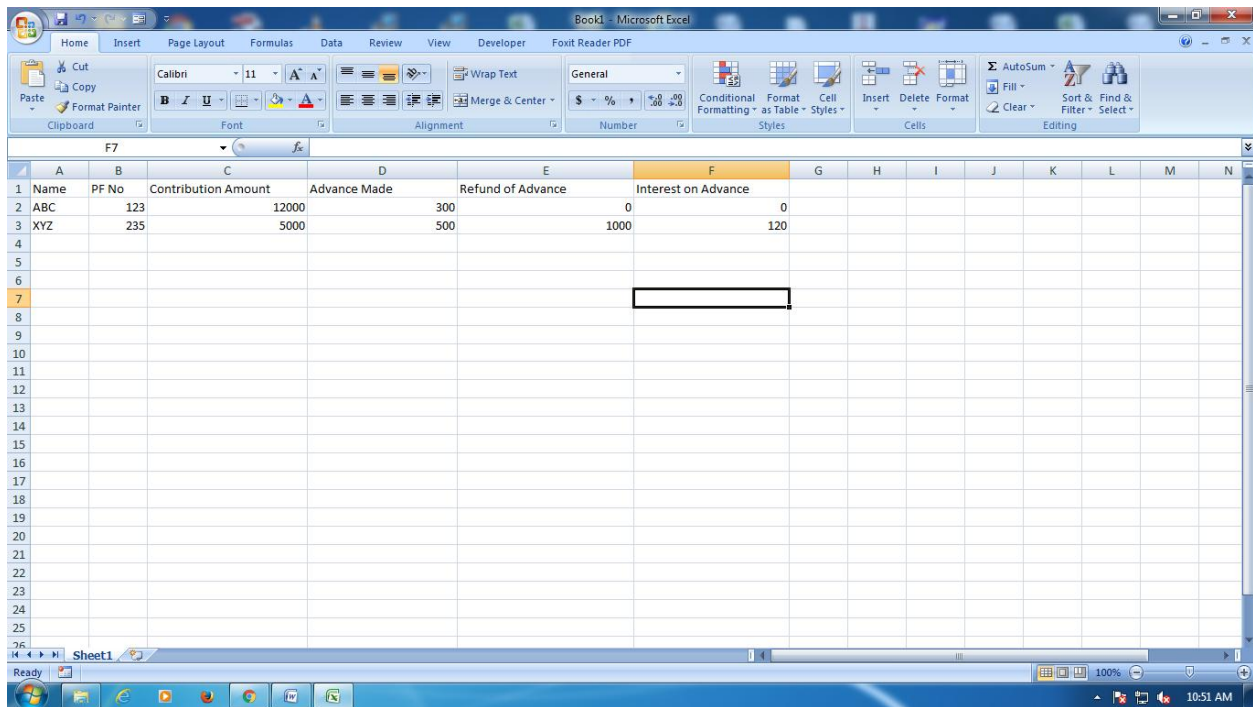
Step2: Create a Blank Document.



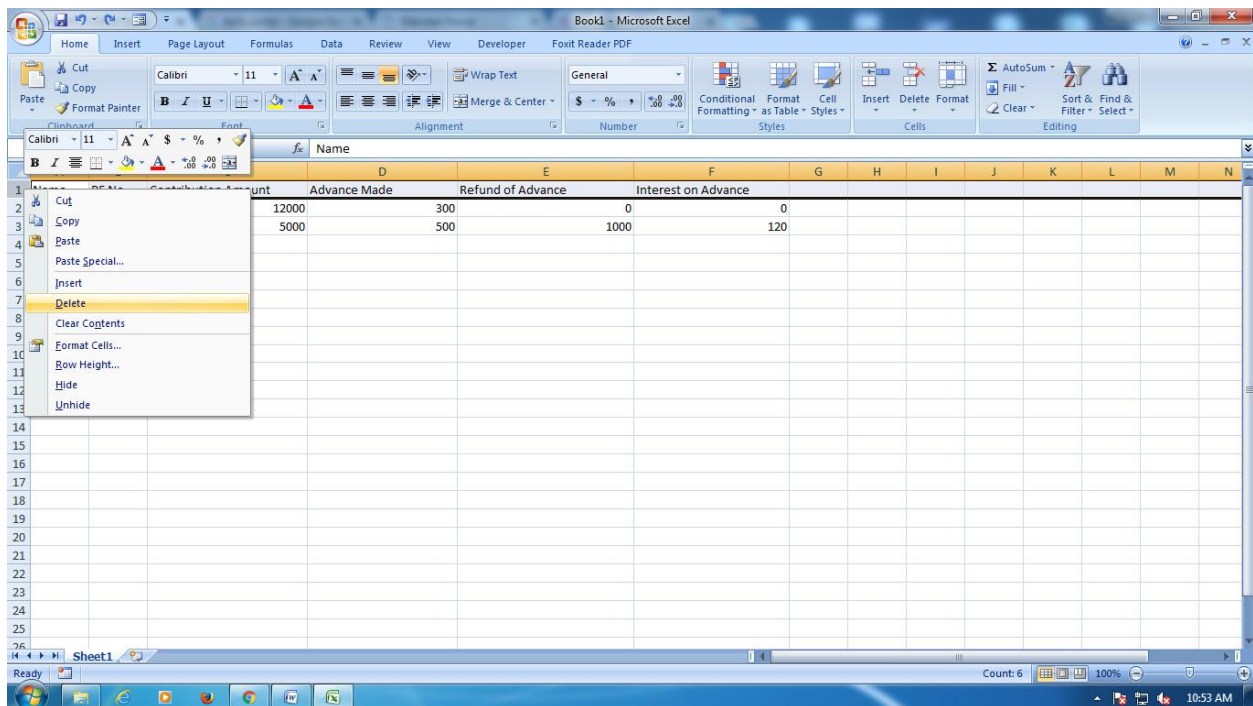
Step3: Delete the Sheet 2 and Sheet 3 from the bottom of the excel sheet



Step 4: Enter the records and put the values. If any of the Amount field is not applicable, then put simply 0 (zero).



Step 5: After finishing all the fields, delete the header by selecting the header row.



Step 6: Save the excel sheet and upload it.