



LONPAC INSURANCE BHD
(S98FC5635C)

FPS - GROUP
Fee Protection Scheme (Group)
(version 1.0)

(Restricted)

1. **Fee Protection Scheme (Group)**

Uploading of FPS-Group File

This module is for the purpose of updating student declarations / fee collections collected by all schools on a month-to-month basis. These data are necessary and rigorously required for reporting purposes to the Committee for Private Education (CPE/SSG) to fulfil a regulatory and administrative requirement for the FPS by the Regulator.

(**FPS-Group File** submission is strictly based on **new school fee collections** of the earlier/preceding month and not to be CONSOLIDATED with any other months/previous collections).

To maintain accuracy, the data should not be duplicated (i.e. any particular FPS-Group file submission for a given period and/or set of course fees collected should be submitted only once).

School is required to submit student declarations / fee collections of the preceding month by 11th of the subsequent month.

(Individual Certificates of Insurance and individual Debit Notes will not be generated with the submissions)

Note: The submission will be collated and the required information shall be provided to the Committee for Private Education (CPE/SSG) accordingly and promptly on a monthly basis (i.e. Insurer is required to provide the school's data to CPE/SSG by 15th of every month).

The format of the FPS-Group File submission is detailed as follows :

- File name Format :** GROUP_PEICODE_YYYYMMDD_NEW_OUT_01.xls; (up to 99)
- Data Format :** Excel spreadsheet file (.xls), (.xlsx) only
- Maximum :** 400 rows per submission (including header) / **unlimited files per day**
- Remarks :**
- i. Only file dated current date will be accepted. NO backdating is allowed.
 - ii. No generation of certificate and debit note for the processed file;
 - iii. No data validation checking; no premium calculation; and
 - iv. For Date field - the format must be strictly "YYYYMMDD".
 - v. all cells to be formatted to 'text', formulated cells are not allowed.

Field	Format	Remarks
Serial No	Numeric	Including header: up to 399 // Excluding Header: up to 400
Policy Number	Alphanumeric	As per Agreement with FPS Provider – FPS Group Policy no.
Policy Start Date	YYYYMMDD	As per Agreement with FPS Provider
Policy End Date	YYYYMMDD	As per Agreement with FPS Provider
Name of PEI	Alphanumeric	As registered with SSG
Name of Student	Alphanumeric	As per NRIC or FIN
Student's NRIC/FIN no.	Alphanumeric	As per NRIC or FIN For students pending approval of Student Pass, put "IPA" and update when FIN becomes valid. For other students who do not have a NRIC or FIN number, put Passport number.
Student's Contract no.	Alphanumeric	As per Student Contract
Course Title	Alphanumeric	As permitted by SSG
Course Start Date	YYYYMMDD	As per Student Contract
Course End Date	YYYYMMDD	As per Student Contract
Total Course Fees Payable	Numeric with decimal (e.g. 99999.99)	As per Student Contract
Receipt Reference no.	Alphanumeric	As per Receipt
Receipt Date	YYYYMMDD	As per Receipt
Receipt Amount	Numeric with decimal (e.g. 99999.99)	As per Receipt
Receipt Value End Date	YYYYMMDD	Receipt Value end date is when the Student completes the course for which the Course Fees were paid
Data Accuracy Date	YYYYMMDD	The data provided by PEIs in their monthly declaration will be accurate as at the first day of the following month.

2. **View Uploaded File Status/download Processed File:**

This is to allow users to check on the processing status (Status: Processed or Rejected) of uploaded files after the files are being processed at the following stipulated timings.

Files uploaded will be processed at the following intervals:

FPS-Group: 5am, 1pm, 5pm, 10.15pm

FPS Group>> Bulk Purchase >> View Uploaded File Status :: Search

View Uploaded File Status

List of uploaded data dated

Feb 2024

Status

-- Please select --

-- Please select --

Processed

Rejected

Search

Guide

Please enter the search criteria to list policy

FPS Group>> Bulk Purchase >> View Uploaded File Status :: Search Results

Search By	Processed Data Dated on 02/2024 For S03296	Enquiry by	Z70202(D)696 29/02/2024 15:48:14
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Listing 1 to 11 of total 11 result(s) found.

No	File Name	Date Issued	User ID	Status	Download
1	Z70202(D)696_GROUP_20240209_NEW_OUT_01.xlsx	2024-02-09	Z70202(D)696	Success	Download
2	Z70202(D)696_GROUP_20240215_NEW_OUT_01.xlsx	2024-02-15	Z70202(D)696	Success	Download
3	Z70202(D)696_GROUP_20240215_NEW_OUT_02.xlsx	2024-02-15	Z70202(D)696	Success	Download
4	Z70202(D)696_GROUP_20240215_NEW_OUT_03.xlsx	2024-02-15	Z70202(D)696	Success	Download
5	Z70202(D)696_GROUP_20240220_NEW_OUT_01.xlsx	2024-02-20	Z70202(D)696	Success	Download
6	Z70202(D)696_GROUP_20240220_NEW_OUT_02.xlsx	2024-02-20	Z70202(D)696	Success	Download
7	Z70202(D)696_GROUP_20240221_NEW_OUT_01.xlsx	2024-02-21	Z70202(D)696	Success	Download
8	Z70202(D)696_GROUP_20240227_NEW_OUT_11.xlsx	2024-02-27	Z70202(D)696	Success	Download
9	Z70202(D)696_GROUP_20240227_NEW_OUT_21.xlsx	2024-02-27	Z70202(D)696	Success	Download
10	Z70202(D)696_GROUP_20240228_NEW_OUT_01.xlsx	2024-02-28	Z70202(D)696	Success	Download
11	Z70202(D)696_GROUP_20240228_NEW_OUT_02.xlsx	2024-02-28	Z70202(D)696	Success	Download

Click [here](#) to search again.

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Show All Record(s)

3. **Nil Declaration Submission:**

'Nil Declaration Submission' is required should there be no fee declarations/collections for the preceding month by 11th of the following month.

Nil declaration submission for the month is still necessary even though there may be no fee collection for the particular month.

Note: The submission will be collated and the required information shall be provided to the Committee for Private Education (CPE/SSG) accordingly and promptly on a monthly basis (i.e. Insurer is required to provide the school's data to CPE/SSG by 15th of every month).

Note: should the **Nil** declaration be submitted accidentally, user will still be allow to upload FPS-Group Declaration File thereafter.

FPS Group >> Nil Declaration :: [Submit](#)



Nil Declaration

This page is for the purpose of declaring nil student declarations/fee collections for the month.
School is required to declare nil student declarations/fee collections of the preceding month on 1st or 2nd of the following month.
Note: This submission will be collated and the information shall be provided to the Committee for Private Education accordingly every month (i.e. by 4th of the month).

[Nil Declaration](#)

4. Report

i. Limit Used Report (Criteria: By cut-off date):

(Cut-off date in eInsurance has been defaulted as 11th day of the month)

FPS-Group Declaration File submitted before/on 11th of every month will be declared as fee declarations/collections of the preceding month.

(for instance: FPS-Group Declaration File uploaded on 10/2/2024, these declarations will be submitted to CPE for the month of January).

Limit used report will be available at: 1am, 6am, 2pm, 6pm

FPS Group >> Reports >> Monthly/Real Time Limit Used :: Download

Monthly/Real Time Limit Used

Master Policy

Generate

Guide

Please click the button to download report.

Sample of the **Limit Used Report** Report on Monthly basis :

SPECIMEN MONTHLY FPS COURSE FEE DECLARATION TRACKER REPORT (By Individual School)		
Name of PEI:		
FPS-G2 Master Pol No.	Z23BX02000377	
Period of Insurance	01/01/2023 to 11/04/2023	
Maximum Insurable Limit	100,000.0	
(Report as at 08/06/2023)		
Month	FPS Fee Declared	Remarks
Jan-23		
Feb-23		
Mar-23	S\$ 85001.7	2 files submitted
Apr-23		
May-23		
Jun-23		
Jul-23		
Aug-23		
Sep-23		
Oct-23		
Nov-23		
Dec-23		
YTD TOTAL	S\$ 85001.7	

ii. Nil Declaration Report Screen

This is to allow user to list the Nil Declaration Report on Monthly basis.

FPS Group >> Reports >> Nil Declaration Report :: Search

Nil Declaration Report

List of Nil Declaration

dated forJun 2023

<2023>

JanFebMar

AprMayJun

JulAugSep

OctNovDec

Guide

Please enter the search

Search

FPS Group >> Reports >> Nil Declaration Report :: Search Results

Search By:For processed month 04/2023
For S03296

Enquiry by:Z70202(D)698 08/06/2023 09:53:09

Listing 1 to 1 of total 1 result(s) found.

No	Date Submitted	PEI Name	Submitted By
1	25/04/2023 13:42		Z70202(D)698

Click [here](#) to search again.

Goto Page:[1]

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