



**DD - BDA INSTITUTION
DISSEMINATION
MANUAL**

July 2014



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1 OVERVIEW

Participating Institutions can request data to be downloaded overnight. The request must be in writing to Customer Support who will schedule the details of the download via RPROC in BDA. Each participant is allocated a file to which the data is downloaded

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3 VERSION CONTROL

| Version | Author | Date | Reason for changes |
|---------|------------------|---------------|--|
| V1.8 | Barbara Teasdale | 28 July 2014 | Rebranded and new contact details |
| V 1.9 | Barbara Teasdale | 7 August 2014 | Prime Broking fields added to card codes 78 and 98 |
| | | | |

4 PASSWORDS

Passwords are required in order to access the information. The Open Systems Department of the JSE will maintain the passwords.

4.1 Password Requirements

The passwords must consist of the following:

- a minimum of 8 characters
- must be alpha numeric
- must be unique to each user
- must not consist of any common words or phrases
- must not consist of any initial, name, surname or any other name which can be associated with the user

4.2 Issuing of new passwords

- Open Systems will be responsible for issuing new passwords



4.3 Password resume on RACF

The following steps must be followed to resume passwords:

- Letterhead of the company must be faxed to the JSE
- Contact number must be specified
- Contact name must be specified
- Open Systems will phone the client to confirm details
- Password will be resumed

4.4 Password resume on Authentication (TACACS) Server

The following steps must be followed to reset passwords:

- Letterhead of the company must be faxed to the JSE
- Contact number must be specified
- Contact name must be specified
- Open Systems will phone the client to confirm details
- Password will be reset

4.5 Confirmation of user Id and Password

1. A representative from the Customer Support department will provide you with your Sign-on and Dataset name before 11am on the day you go live.
2. For security purposes, a representative from the RACF department will provide you with your Password.
3. An Account Officer, from the Information Products Sales Division will contact you to confirm receipt of the Dataset, UserID and Password.
4. The onus is on you to test as soon as you have received the above-mentioned information to ensure that you will gain access to the Mainframe.

Should you experience any problems relating to the information communicated to you or the actual testing of this information, please contact Customer Support on +27 11 520 7777 or CustomerSupport@jse.co.za



5 DOWNLOADING DATA

5.1 Scheduling the download

Customer Support will schedule the process DISINS on RPROC according to the written instructions from the institution. Multiple requests may be submitted. Each request can be tailored to the Institutions daily requirements as follows:

- **INSTITUTION CODE**
The institution will be allocated an account code by Customer Support
- **BRANCH /PARTNER CODE**
The applicable Branch and Partner code must be entered - if left blank, all branch and main office data will be downloaded
- **PF IND**
Portfolio indicator - if set to 'Y', only portfolio clients detail will be downloaded
If set to 'N', only non-portfolio detail will be downloaded
If left blank, all clients' detail will be downloaded

NOTE: The BRANCH/PARTNER CODE and PF IND are the highest order of selection. Other selections are within these primary selections.

- **AC1/2/3/4/5/6/UP/DEA**

| | |
|---|---|
| Download of account details | 'Y' or 'N' - record layout 80 |
| Download of account address lines 1 and 2 | 'Y' or 'N' - record layout 85 |
| Download of account address lines 3 and 4 | 'Y' or 'N' - record layout 86 |
| Download of account other information | 'Y' or 'N' - record layout 77 |
| Download of additional account information | 'Y' or 'N' - record layout 78 |
| Download of CSDP account details | 'Y' or 'N' - record layout 98 |
| Download of accounts that have changed | 'Y' or 'N' - record layouts 80/85/86/77/78/98 |
| Download of accounts deactivated on the day | 'Y' or 'N' - record layout 80 |
- **BL1/BL2/PF/NZ/UP**

| | |
|--|-------------------------------|
| Download of all accounts 'other' balances | 'Y' or 'N' - record layout 90 |
| Download of all accounts trading balances | 'Y' or 'N' - record layout 91 |
| Download of all accounts portfolio balances | 'Y' or 'N' - record layout 95 |
| Exclude zero balances for record layouts 90 and 91 above | 'Y' or 'N' |
| Download updated balance records only | 'Y' or 'N' |
- **RV/FN/SCR/XOP/CS**

| | |
|---------------------------|-----------------------------------|
| Include deal reversals | 'Y' or 'N'. |
| Daily financial movements | 'Y' or 'N' - record layout 87 |
| Daily scrip movements | 'Y' or 'N' - record layouts 88/89 |



| | |
|--|--|
| Include XOP's | 'Y' or 'N' |
| Cash transactions | 'Y' or 'N' - record layout 97 |
| • DL1/DL2/DL3/DL4/DL5 | |
| Daily deals | 'Y' or 'N' - record layouts 81/82/83/84/99 |
| • INS/IUP/BNK/BUP/BDEA | |
| Instruments | 'Y' or 'N' - record layout 92 |
| Download updated instruments only | 'Y' or 'N' |
| Download all bank records | 'Y' or 'N' - record layout 69 |
| ('Y' will download ALL active bank account details if the Updated and Deactivated indicators are set to 'N') | |
| Download only updated bank records | 'Y' or 'N' |
| ('Y' will download only updated bank account details for the day. The Bank Record details must also be set to 'Y') | |
| Download deactivated bank records | 'Y' or 'N' |
| ('Y' will download only bank account details deactivated that day. The Bank Record details must be set to 'Y') | |
| • DIVS/R-MSTS/STRT ENT | |
| All dividends with LDT date more recent than 60 business days loaded by the listings department | |
| | 'Y' or 'N' - record layout 93 |
| All 'rights' processes more recent than 20 business days | 'Y' or 'N' - record layout 94 |
| All Corporate Actions for STRATE Approved Securities | 'Y' or 'N' - record layout 74 |
| • PFV/ALL HOLDINGS/UP/ENTDU | |
| Portfolios | 'Y' or 'N' - record layout 96 |
| Download updated portfolio records only | 'Y' or 'N' |
| Download ENTDU records | 'Y' or 'N' - record layout 73 |
| • BEE/ALL/EXP/TAX/ID | |
| Download Active BEE Records | 'Y' or 'N' - Card Code 79 |
| All BEE Records | 'Y' or 'N' - Card Code 79 |
| Expired BEE Records | 'Y' or 'N' - Card Code 79 |
| Download Tax Exemption Info | 'Y' or 'N' - Card Code 68 |
| Download Tax ID Information | 'Y' or 'N' - Card Code 62 |



Record Layouts Used

All balance amounts are multiplied by 100 so that they are represented as whole numbers rather than numbers with decimals. The sign for these balance fields precedes the balance figure. (Signs are '+', '-' or space, when the balance is zero). All records are a standard 173 characters long and are blank filled.

5.1.1 Header Record

The first record on the file to be downloaded is the header record.

NOTE: The terms 'machine date' and 'machine time' refer to the actual date and time that the file being downloaded started being written to.

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|------------|----------------|
| DATE | X(10) | CCYY/MM/DD | Machine date |
| FILLER | X | | |
| TIME | X(8) | HH:MM:SS | Machine time |
| FILLER | X | | |
| BAT-DTE | 9(8) | YEARMDD | Batch run date |
| FILLER | X(147) | | |

5.1.2 Trailer Record

The last record on the file to be down loaded is the trailer record.

NOTE: The terms 'machine date' and 'machine time' refer to the actual date and time that the file being downloaded finished being written to.

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|------------|----------------------------------|
| DATE | X(10) | CCYY/MM/DD | Machine date |
| FILLER | X | | |
| TIME | X(8) | HH:MM:SS | Machine time |
| FILLER | X | | |
| NARRATIVE | X(20) | | 'NUMBER OF RECORDS = ' |
| RECORDS | 9(9) | | Number of detail records on file |
| FILLER | X | | |
| BAT-DTE | 9(8) | YEARMDD | Batch run date |
| FILLER | X(117) | | |

5.1.3 Key

- X Represents an alpha field
- 9 Represents a numeric field



5.2 Record Layouts

5.2.1 Account Details

5.2.1.1 Account Details Record 1 - Layout 80

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|-----------------|--------|-------|----------------------------------|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 80 | Card code 80 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| ACC-TYP-CDE | X(2) | | Account type code |
| BRN-CDE | X(2) | | Branch code |
| PARTNER-CDE | X(2) | | Partner code |
| PF-IND | X(1) | | Portfolio indicator - 'Y' or 'N' |
| PF-MAN-CHG-CDE | 9(2) | | Portfolio management charge code |
| ADVR-CDE | X(4) | | Portfolio advisor code |
| CLI-TITLE | X(10) | | Clients title |
| INITIALS | X(4) | | Clients initials |
| SURNAME | X(40) | | Clients surname |
| EXTNL-ACC-IND | X(1) | | External account indicator |
| EXTNL-ACC-CDE | X(17) | | External account code |
| MAN-CDE | X(3) | | Managed code |
| SET-TYP-CDE | X(1) | | Settlement type code |
| NON-RES-IND | X(1) | | Non-resident indicator |
| COUNTRY-CDE | X(3) | | Country of residence code |
| INV-TYPE | X(3) | | Investment type code |
| DTE-DEACTIVATED | 9(8) | | Date deactivated |
| SEX | X(1) | | Male Female or Blank |
| ID-NO | X(13) | | Identification number |
| LANG-CDE | X(1) | | Language code |
| PRIN-AG-IND | X(1) | | Trading capacity indicator |
| CLI-IND | X(7) | | Client indicator |
| CLI-CAT | X(2) | | Client category |
| SCRIP-ACC-NO | X(12) | | Scrip account number |
| EL-PAY-MAN-DTE | 9(8) | | Electronic payment mandate date |
| MIN-NTE-IND | X(1) | | Minimised note indicator |
| ELECTION-IND | X(1) | | Election indicator |
| ELEC-RPT-IND | X(1) | | Electronic report indicator |
| SLB-RATE | 9(5) | | Scrip lending and borrowing rate |
| FILLER | X(2) | | Spaces |



5.2.1.2 Account Details Record 2 - Layout 85

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|-----------------------------|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 85 | Card code 85 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| ADR-LINE-1 | X(40) | | Address line 1 |
| ADR-LINE-2 | X(40) | | Address line 2 |
| TEL-NO-1 | X(15) | | Telephone number 1 |
| TEL-NO-2 | X(15) | | Telephone number 2 |
| TAX-NO | X(12) | | Income tax number |
| VAT-NO | X(13) | | Vat Number |
| CO-REG-NO | X(14) | | Company Registration Number |
| FILLER | X(10) | | Spaces |



5.2.1.3 Account Details Record 3 - Layout 86

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|----------------|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 86 | Card code 86 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| ADR-LINE-3 | X(40) | | Address line 3 |
| ADR-LINE-4 | X(40) | | Address line 4 |
| POSTAL-CDE | X(4) | | Postal code |
| TELEFAX | X(15) | | Telefax number |
| EMAIL-ADDR | X(45) | | E-mail address |
| FILLER | X(15) | | Spaces |



5.2.1.4 Account Details Record 4 - Layout 77

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|------------------------------------|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 77 | Card code 77 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| FIRST-NAMES | X(40) | | First Names |
| DTE-LOADED | 9(8) | | Date account loaded |
| EXCH-CTL | X(1) | | Exchange control code |
| STAFF-IND | X(1) | | Staff Indicator |
| FILLER | 9(2) | | Filler |
| FILLER | 9(5) | | Filler |
| FILLER | 9(11) | | Filler |
| MAND-RCV-DTE | 9(8) | | Mandate received date |
| MAND-CHG-DTE | 9(8) | | Mandate changed date |
| INSTIT-CDE | X(3) | | Institution code |
| BKGE-PCNT | 9(3) | | Brokerage percentage |
| LAS-UPD-DTE | 9(8) | | Machine date of last update |
| ACC-ID-CDE | X(3) | | Account ID code |
| BCA-CITY-CDE | X(2) | | Temporary field for city code |
| SHORT-NAME | X(20) | | Shortened account name |
| REF-BY | X(30) | | Name of person who referred client |
| FILLER | X(6) | | Spaces |



5.2.1.5 Account Details Record 5 - Layout 78

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|-------------------|--------|-------|--|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 78 | Card code 78 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| CTA-OPTN-CDE | X(1) | | Contra parameters option code |
| MANDATE-MOD | X(1) | | Mandate modification indicator |
| REG-INS-CDE | 9(2) | | Registration instruction code |
| SCR-DISP-CDE | X(2) | | Scrip dispatch code |
| SC-CHG-CDE | 9(2) | | Safe custody charge code |
| SPEC-REG-NAME | X(70) | | Full name for registration |
| NEG-SCALE | X(3) | | Negotiated brokerage scale code |
| INV-RET-CDE | X(2) | | Investment return code |
| ASSET-RATE | 9(5) | | Account asset rating |
| CR-LIM-CDE | X(2) | | Credit limit |
| CR-LIM-AMT | 9(15) | | Credit limit amount |
| RTS-CONSOL-IND | X(1) | | Rights consolidation indicator |
| CON-KEY-OPTN | X(1) | | Consolidation option code |
| ALLOC-SEQ-NO | 9(3) | | Scrip allocation sequence number |
| VAT-INV-IND | X(1) | | VAT invoice to be created - 'Y' or ' ' |
| DEL-CHQ-IND | X(1) | | Deal cheque production indicator |
| LEG-ENT-CDE | X(2) | | Legal status code |
| POW-ATT | X(1) | | Power of attorney held |
| MMKT-IND | X(1) | | Indicates a money market account |
| MMKT-MANDATE-DTE | 9(8) | | Mandate date for money market account |
| SAFEX-ACC-CDE | X(5) | | SAFEX account code related to BDA |
| SAFEX-RATE-CLASS | X(1) | | SAFEX rate charge |
| UNEX-CDE | X(8) | | UNEXcor code |
| NO-MST-IND | X(1) | | Marketable securities tax indicator |
| CMPY-RPT-IND | X(1) | | Company Report indicator |
| PRIME-BRK-CDE | 9(3) | | Prime broker Code |
| PRIME-ACC-CDE | 9(7) | | Prime account code |
| PRIME-BRK-VER-DTE | 9(8) | | Prime broker verification date |
| PRIME-STATUS-IND | X(1) | | Prime status indicator |



5.2.1.6 Account Details Record 6 - Layout 79

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|-----------------------|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 79 | Card code 79 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| PROCS-DTE | 9(8) | | Process date of entry |
| BEE-IND | X(1) | | Y (yes) or space |
| EXP-DTE | 9(8) | | BEE expiry date |
| FILLER | X(142) | | Spaces |



5.2.1.7 Account Details Record 7 - Layout 98

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|---------------------|--------|-------|----------------------------------|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 98 | Card code 98 |
| BRK CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| CSDP-CDE | X(2) | | Bank code |
| CSDP-BRN-CDE | X(4) | | Bank branch code |
| CSDP-ACC-NO | X(16) | | Bank account number |
| CSDP-BIC-CDE | X(11) | | Bank BIC code |
| CSDP-BP-ID | X(8) | | Business partner ID |
| CSDP-CSD-ACC-NO | 9(9) | | Bank CSD account number |
| CSDP-VER-DTE | 9(8) | | Bank verification date |
| CSH-AGT-CDE | X(2) | | CSA bank code |
| CSH-AGT-BRN-CDE | X(4) | | CSA Bank branch code |
| CSH-AGT-ACCT-NO | X(16) | | CSA bank account number |
| CSH-AGT-BIC-CDE | X(11) | | Bank BIC code |
| CSH-AGT-BP-ID | X(8) | | Business partner ID |
| CSH-AGT-VER-DTE | 9(8) | | CSH bank verification date |
| CLNT-BIC-CDE | X(11) | | Client account BIC code |
| NTE-IND | X(1) | | Electronic broker note indicator |
| STRT-CSDP-TEL-NO | X(15) | | Strate CSDP telephone number |
| STRT-ACC-TYP-HOLDER | X(1) | | Strate CSDP account type holder |
| PRIME-ACC-IND | X(1) | | Prime account indicator |
| FILLER | X(23) | | Spaces |



5.2.2 Balance Details

5.2.2.1 Balances Record 1 - Layout 90

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|------------------------------|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 90 | Card code 90 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| BAL-CDE | X(2) | | Balance code |
| KOU-SIGN | X(1) | +/- | Sign of cash balance |
| KOU-CASH-BAL | 9(15) | | Cash balance |
| KOU-JSET-SIGN | X(1) | +/- | Sign of JSE trustees balance |
| KOU-JSET-BAL | 9(15) | | JSE Trustees balance |
| FILLER | X(125) | | Spaces |

5.2.2.2 Balances Record 2 - Layout 91

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|-----------------------------------|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 91 | Card code 91 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| K06-SIGN | X(1) | +/- | Sign of cash balance |
| K06-CASH-BAL | 9(15) | | Cash balance |
| K06-JSET-SIGN | X(1) | +/- | Sign of JSE trustees balance |
| K06-JSET-BAL | 9(15) | | JSE Trustees balance |
| K06-CS-SIGN | X(1) | +/- | Sign of current sales balance |
| K06-CUR-SAL | 9(15) | | Current sales balance |
| K06-CP-SIGN | X(1) | +/- | Sign of current purchases balance |
| K06-CUR-PUR | X(15) | | Current purchases balance |
| K06-FS-SIGN | X(1) | +/- | Sign of future sales balance |
| K06-FUT-SAL | 9(15) | | Future sales balance |
| K06-FP-SIGN | X(1) | +/- | Sign of future purchases balance |
| K06-FUT-PUR | 9(15) | | Future purchases balance |
| K06-FR-SIGN | X(1) | +/- | Sign of free deals balance |
| K06-FREE-BAL | 9(15) | | Free deals balance |
| FILLER | X(47) | | Spaces |



5.2.2.3 Portfolio Balances Record - Layout 95

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|--|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 95 | Card code 95 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| INSTR-TYP | X(1) | | Share type code, E = equity, G =bond |
| ICB SECTOR-CDE | X(4) | | ICB sector code |
| COST-SIGN | X(1) | +/- | Sign of position cost |
| POSN-COST | 9(15) | | Cost of position |
| VAL-SIGN | X(1) | +/- | Sign of current market value |
| POSN-VAL | 9(15) | | Current market value of position |
| INC-SIGN | X(1) | +/- | Sign of income |
| POSN-INC | 9(15) | | Income from position |
| VAL-CLNP-SIGN | X(1) | +/- | Sign of clean price value |
| POSN-VAL-CLNP | 9(15) | | Clean price value |
| BOARD-IND | X(1) | | Board Field (ALTX Board: A, JSE Overall: J, NAM Overall: N) |
| FILLER | X(88) | | Spaces |



5.2.3 Daily Financial & Scrip Transactions

5.2.3.1 Financial Transaction Records - Layout 87

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|--|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 87 | Card code 87 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| BAL-CDE | X(2) | | Balance code |
| DESIG-CDE | X(2) | | Designation code |
| SIGN-AMT | X(1) | +/- | Sign of transaction amount |
| TRAN-AMT | 9(15) | | Transaction amount |
| TRAN-NARATV | X(40) | | Transaction narrative |
| FIN-TRAN-CDE | X(2) | | Transaction code |
| DOC-REF-NO | X(6) | | Document reference number |
| CHQ-DEP-NO | 9(7) | | Cheque deposit number |
| CASH-ALPHA | X(2) | | Alpha code of bank if cash transaction |
| AGE-DTE | 9(8) | | Age date of transaction |
| EXCH-CTL | X(1) | | Exchange control code |
| GENRL-ANALS | X(9) | | General analysis code |
| FILLER | X(64) | | Spaces |



5.2.3.2 Scrip Transaction Record 1 - Layout 88

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|---|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 88 | Card code 88 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| INSTR-TYP | X(1) | | Share type code, E = equity, G =bond |
| INSTR-ALPHA | X(6) | | Share alpha code |
| INSTR-VERSION | 9(3) | | Share version number |
| SCR-TYP | X(2) | | Scrip type, e.g. C = certificate. |
| CERT-NO | X(9) | | Certificate number |
| DEED-NO | X(9) | | Transfer deed number |
| SCR-RCPT-NO | X(9) | | Scrip receipt number |
| SCR-SEQ-NO | 9(3) | | Scrip sequence number |
| SCR-REC-ORG | X(2) | | Scrip record origin |
| DTE-RCVD | 9(8) | | Date scrip was received |
| LOCN-ALPHA | X(2) | | Location alpha code after transaction |
| LOCN-BRN | X(2) | | Branch code of scrip after transaction. |
| SIGN-QTY | X(1) | +/- | Sign of transaction quantity |
| TRAN-QTY | 9(11) | | Transaction quantity |
| SIGN-AMT | X(1) | +/- | Sign of transaction amount |
| TRAN-AMT | 9(15) | | Transaction amount |
| AGE-DTE | 9(8) | | Age date of transaction |
| LOCN-ALPHA2 | X(2) | | Location alpha code before transaction. |
| LOCN-BRN2 | X(2) | | Branch code of scrip before transaction. |
| LOCN-DUE | X(2) | | Location alpha code of scrip destination. |
| SCR-TRAN-CDE | X(2) | | Transaction code |
| REG-CDE | 9(2) | | Nominee company registration code |
| DEL-ID | 9(7) | | Deal id |
| FILLER | (50) | | Spaces |

NB: If a transaction record is for a managed client with scrip held in dematerialised form, users should be aware of the following:

- 1) A transaction record for this client will contain 'dematerialised' data which differ from the current data in the fields below.
- 2) A transaction record for the Nominee Company of this client will contain data of fungible scrip received, moved or dispatched. This transaction record is in the same format, with the same content as the current records, but the account number is the account number of the Nominee Company.



| BDA FIELD NAME | LENGTH | DESCRIPTION |
|----------------|--------|--|
| SCR-TYP | X(2) | 'DM' = 'Dematerialised) |
| CERT-NO | X(9) | Same as ACC-CDE, left-justified with leading zeroes i.e. 123467bb or 001234bb. |
| DEED-NO | X(9) | Nominee Company account left-justified with leading zeroes i.e. 0039xxcbb in this 9 position alphanumeric field. Zero Spaces |
| SCR-RCPT-NO | X(9) | Spaces |
| SCR-SEQ-NO | 9(3) | Zero |
| SCR-REC-ORG | X(2) | Same as the reg-cde |
| DTE-RCVD | 9(8) | 'O', spaces |
| LOCN-ALPHA | X(2) | updated |
| LOCN-BRN | X(2) | zero |
| TRAN-QTY | X(1) | zero |
| AGE-DTE | 9(8) | same as for non-DM scrip |
| LOCN-DUE | X(2) | zero |
| SCR-TRAN-CDE | X(2) | |
| DEL-ID | 9(7) | |



5.2.3.3 Scrip Transaction Record 2 - Layout 89

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|--|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 89 | Card code 89 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| INSTR-TYP | X(1) | | Share type code, E = equity, G = bond |
| INSTR-ALPHA | X(6) | | Share alpha code |
| INSTR-VERSION | 9(3) | | Share version number |
| SCR-TYP | X(2) | | Scrip type, eg C = certificate. |
| CERT-NO | X(9) | | Certificate number |
| DEED-NO | X(9) | | Transfer deed number |
| SCR-RCPT-NO | X(9) | | Scrip receipt number |
| SCR-SEQ-NO | 9(3) | | Scrip sequence number |
| REG-HOLDER | X(70) | | Name of registered holder of the scrip |
| FILLER | X(47) | | Spaces |

5.2.3.4 Cash Transaction Record - Layout 97

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|----------------------------|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 97 | Card code 97 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| BAL-CDE | X(2) | | Balance code |
| DESIG-CDE | X(2) | | Designation code |
| SIGN-AMT | X(1) | +/- | Sign of transaction amount |
| TRAN-AMT | 9(15) | | Transaction amount |
| TRAN-NARATV | X(40) | | Transaction narrative |
| FIN-TRAN-CDE | X(2) | | Transaction code |
| DOC-REF-NO | X(6) | | Document reference number |
| CHQ-DEP-NO | 9(7) | | Cheque deposit number |
| CASH-ALPHA | X(2) | | Alpha code of cash account |
| AGE-DTE | 9(8) | | Age date of transaction |
| EXCH-CTL | X(1) | | Exchange control code |
| GENRL-ANALS | X(9) | | General analysis code |
| FILLER | X(64) | | Spaces |



5.2.4 Daily Deals

5.2.4.1 Deals Record 1 - Layout 81

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|--|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 81 | Card code 81 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| DEL-ID | 9(7) | | Deal number |
| DEL-SEQ | 9(3) | | Deal line sequence number |
| ACC-TYP-CDE | X(2) | | Account type code |
| BRN-CDE | X(2) | | Branch code |
| PARTNER-CDE | X(2) | | Partner code |
| AGE-DTE | 9(8) | | Age date of deal |
| INSTR-TYP | X(1) | | Share type code, E = equity, G = bond |
| INSTR-ALPHA | X(6) | | Share alpha code |
| INSTR-VERSION | 9(3) | | Share version number |
| PS-IND | X(1) | | Purchase or sale |
| SIGN-TRAN-AMT | X(1) | +/- | Sign of note amount |
| TRAN-AMT | 9(15) | | Note amount |
| SIGN-QTY | X(1) | +/- | Sign of quantity of shares |
| TRAN-QTY | 9(11) | | Deal line quantity |
| CON-CHG-IND | X(1) | | Indicates lines to be grouped for charges |
| CON-NTE-IND | X(1) | | Indicates lines to be grouped on one note |
| SIGN-CONSID | X(1) | +/- | Sign of consideration |
| CONSID | 9(15) | | Consideration |
| PRCE | 9(9) | | Deal line price |
| DEL-TRAN-CDE | X(2) | | Deal transaction code |
| TRADE-CAP | X(1) | | Trade capacity |
| TRADE-TYP | X(2) | | Trade type |
| RVSD-DEL-ID | 9(7) | | Deal id of the opposite leg of reversed deal |
| DEALR-CDE | 9(5) | | Dealer code |
| ORD-NUM | X(12) | | Order number |
| SIGN-UT-QTY | X(1) | | Sign of Unit Trust Quantity |
| UT-QTY | 9(15) | | Unit Trust Quantity |
| RAND-IND | X(1) | | Rand Indicator , either = 'Y' or = '' |
| FILLER | X(23) | | Spaces |



5.2.4.2 Deals Record 2 - Layout 82

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|-----------------|--------|-------|--|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 82 | Card code 82 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| DEL-ID | 9(7) | | Deal number |
| DEL-SEQ | 9(3) | | Deal line sequence number |
| CHG-STRCT-ENTRD | X(1) | | Indicates charge structure code was entered |
| CHG-ENTRD | X(1) | | Indicates charges were entered manually |
| CHG-STR-CDE | X(2) | | Charge structure code |
| SIGN-BAS | X(1) | +/- | Sign of basic charge |
| CHG-BAS | 9(15) | | Basic charge |
| SIGN-BRO | X(1) | +/- | Sign of brokerage |
| CHG-BRO | 9(15) | | Brokerage charge |
| SIGN-VAT | X(1) | +/- | Sign of VAT charge |
| CHG-VAT | 9(15) | | VAT charge |
| SIGN-MST | X(1) | +/- | Sign of Marketable Securities Tax |
| CHG-MST | 9(15) | | Marketable Securities Tax charge |
| SIGN-INS | X(1) | +/- | Sign of Insider Trading Levy |
| CHG-INS | 9(15) | | Insider Trading Levy charge |
| SIGN-SET | X(1) | +/- | Sign of Strate cost recovery levy |
| CHG-SET | 9(15) | | Strate cost recovery levy |
| SETTLE-WK | 9(4) | | Settlement period YYWW |
| TRMS-1 | X(2) | | Terms of this line |
| TRMS-2 | X(2) | | Terms of this line |
| TRMS-3 | X(2) | | Terms of this line |
| TRMS-4 | X(2) | | Terms of this line |
| TRMS-5 | X(2) | | Terms of this line |
| TRMS-6 | X(2) | | Terms of this line |
| TRMS-7 | X(2) | | Terms of this line |
| RVSD-DEL-ID | 9(7) | | Deal id of the opposite leg of reversed deal |
| DEALR-CDE | 9(5) | | Dealer code |
| ORD-NUM | X(12) | | Order number |
| FILLER | X(7) | | Spaces |



5.2.4.3 Deals Record 3 - Layout 83

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|--------------------|--------|-------|--|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 83 | Card code 83 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| DEL-ID | 9(7) | | Deal number |
| DEL-SEQ | 9(3) | | Deal line sequence number |
| REF-ALPHA | X(2) | | Alpha reference |
| REF-TYP | X(1) | | Reference type code |
| REF-PAGE-NO | X(10) | | Reference page number ex trading sheet |
| REF-LINE-NO | 9(3) | | Reference line number ex trading sheet |
| REF-ORD-NO | 9(7) | | Clients order number (DLDIR, DLEXT) |
| ORD-NO | X(12) | | Order number |
| DEL-ID-OPTN | 9(7) | | Deal id of option deal to be exercised |
| SETTLE-DTE | 9(8) | | Settlement date |
| BRK-DIR-IND | X(1) | | Indicates broker direct deal |
| COUNTRY-CDE | X(3) | | Country of residence code of account holder |
| NON-RES-IND | X(1) | | Non-resident indicator |
| EXCH-CTL | X(1) | | Exchange control type |
| PRCE-FORMAT | X(1) | | Price format code, 'C' cents, 'P' percent |
| PRCE-NOM | 9(9) | | Nominal price |
| REF-BRK-CDE | 9(3) | | Refereeing broker code |
| EXTNL-ACC-CDE | X(17) | | External account code |
| ORDER-DTE | 9(9) | | Order date |
| CAPTR-TIME-STMP | 9(7) | | Order time |
| MATCH-TIME | 9(9) | | Matched time |
| RVSD-DEL-ID | 9(7) | | Deal id of the opposite leg of reversed deal |
| DEALR-CDE | 9(5) | | Dealer code |
| DEAL-EXTNL-ACC-CDE | X(17) | | Deal External Account Code |
| FILLER | X(9) | | Spaces |



5.2.4.4 Deals Record 4 - Layout 84

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|--|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 84 | Card code 84 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| DEL-ID | 9(7) | | Deal number |
| CLEAN-PRCE | 9(9) | | Clean price - 5 decimal places |
| NET-PRCE | 9(9) | | Nett price - 5 decimal places |
| ALL-IN-PRCE | 9(9) | | All in price - 5 decimal places |
| YIELD-TO-M | 9(9) | | Yield to maturity - 5 decimal places |
| SIGN-BKGE | X(1) | +/- | Sign of brokerage |
| BKGE-PCNT-GILT | 9(9) | | Bond brokerage - 5 decimal places |
| SIGN-INT-FAC | X(1) | +/- | Sign of interest factor |
| INT-FACTOR | 9(9) | | Interest - 5 decimal places |
| EX-IND | X(1) | | Indicates ex interest bond deal |
| INT-DTE | X(8) | | Date from/to which interest is calculated. |
| NUM-DAY-INT | 9(3) | | Number of days interest |
| SIGN-INT-AMT | X(1) | +/- | Sign of interest amount |
| INT-AMT | 9(15) | | Interest amount - 2 decimal places |
| FILLER | X(68) | | Spaces |



5.2.4.5 Deals Record 5 - Layout 99

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|--|
| SYSTEM | X(2) | 'BD' | System BDA |
| CARD-CDE | 9(2) | 99 | Card code 99 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| DEL-ID | 9(7) | | Deal ID seq. number |
| BRN-CDE | X(2) | | Branch code |
| PARTNER-CDE | X(2) | | Partner code |
| AGE-DTE | 9(9) | | Age date of record |
| INSTR-TYP | X(1) | | Instrument type |
| INSTR-ALPHA | X(6) | | Instrument alpha |
| INSTR-VERSION | 9(3) | | Instrument version |
| SETTLE-DTE | 9(9) | | Settlement date |
| PS-IND | X(1) | | Purchase/sale indicator |
| SIGN-TRAN-AMT | X(1) | | Sign for deal amount |
| TRAN-AMT | 9(15) | | Initial deal amount inclusive of charges |
| SIGN-QTY | X(1) | | Sign for quantity on deal |
| TRAN-QTY | 9(11) | | Original quantity on deal |
| FILLER | X(91) | | Spaces |



5.2.5 Instrument Record - Layout 92

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|-----------------|--------|-------|--|
| SYSTEM | XX | 'BD' | System BDA |
| CARD-CDE | 9(2) | 92 | Card code 92 |
| BRK-CDE | 9(3) | | Broker code |
| INSTR-TYP | X(1) | | Share typ code, E = equity, G = bond |
| INSTR-ALPHA | X(6) | | Share alpha code |
| INSTR-VERSION | 9(3) | | Share version number |
| DTE-EFF-FROM | 9(8) | | Date instrument version started trading |
| DTE-EFF-TO | 9(8) | | Date instrument version ceased trading |
| PRCE | 9(9) | | Ruling price at close of business |
| PRCE-NOM | 9(9) | | Nominal price instrument |
| GILT-PRCE | 9(9) | | Clean price - 5 decimal places |
| GILT-ALLIN-PRCE | 9(9) | | All in price - 5 decimal places |
| INSTR-RPT-NAME | X(24) | | Instrument report name |
| INSTR-SHRT-NAME | X(14) | | Instrument short name |
| ICB SECTOR-CDE | X(4) | | ICB Sector code of instrument |
| PRCE-FORMAT | X(1) | | Price format, C=Cents, P=percent |
| COUPON-RATE | 9(7) | | Rate of interest (bonds) - 3 decimal places |
| YIELD-TO-M | 9(9) | | Yield to maturity - 5 decimal places |
| ELEC-TRADE-DTE | 9(8) | | Electronic trade date |
| BOARD-IND | X(1) | | Board Field (ALTX Board: A, JSE Overall: J, NAM Overall: N) |
| BEE-IND | X(1) | | Bee Indicator, either ='Y' or = " |
| MST % FACTOR | 9(7) | | MST % factor, 5 decimals e.g. 12, 12345 = 1212345 |
| FILLER | X(28) | | Spaces |



5.2.6 Multiple Bank Accounts Record - Layout 69

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|------------------|--------|-------|-----------------------------|
| SYSTEM | X(2) | 'BD' | System BDA |
| CARD-CDE | 9(2) | '69' | Card code 69 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account Code |
| BAL-CDE | X(2) | | Balance Code |
| BANK-BRN-NO | 9(6) | | Bank Branch Number |
| BANK-ACC-NO | X(16) | | Bank Account Number |
| BANK-DESCRIP | X(20) | | Bank Description |
| BANK-ACC-TYP | X(1) | | Bank Account Type |
| PREFERRED-ACC | X(1) | | Preferred Account Indicator |
| VERIFY-STA | X(1) | | Verified Status |
| VERIFY-DTE | 9(8) | | Verified Date |
| VERIFY-TME | 9(7) | | Verified Time |
| VERIFY-USER | X(4) | | Verified by user |
| DTE-DEACTIVATED | 9(8) | | Date deactivated |
| TME-DEACTIVATED | 9(7) | | Time deactivated |
| USER-DEACTIVATED | X(4) | | Deactivated by user |
| LAS-UPD-DTE | 9(8) | | Last update date |
| LAS-UPD-TME | 9(7) | | Last update time |
| LAS-UPD-USER | X(4) | | Last updated by user |
| LAS-UPD-SOURCE | X(8) | | Last update source |
| FILLER | X(47) | | Filler |



5.2.7 Equity Entitlement Information

NOTE: Corporate Action information provided as part of the BDA dissemination files are only related to the information required to process Corporate Actions in BDA and does not necessarily reflect all Corporate Action Events.

5.2.7.1 Dividend Record - Layout 93

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|-----------------|--------|-------|---|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 93 | Card code 93 |
| BRK-CDE | 9(3) | | Broker Code |
| INSTR-TYP | X(1) | | Share type code, E = equity, G = bond |
| INSTR-ALPHA | X(6) | | Share alpha code |
| INSTR-VERSION | 9(3) | | Share version number |
| LDR-DTE | 9(8) | | Last day to register for dividend |
| DIV-SEQ-NO | 9 | | Dividend sequence number |
| DIV-NO | 9(5) | | Dividend number ex company |
| DIV-TYP | X(1) | | Dividend type |
| DTE-DECLARED | 9(8) | | Date dividend was declared |
| EX-DIV-DTE | 9(8) | | Ex-dividend date |
| PAY-DTE | 9(8) | | Dividend pay date |
| DIV-RATE | 9(11) | | Dividend rate - 6 decimal places |
| DIV-FORMAT | X(1) | | Format of dividend - C = cents, P = percent |
| DIV-BONUS | 9(11) | | Dividend bonus - 6 decimal places |
| RATE-CONF | X(1) | | Rate confirmed - 'Y' or 'N'. |
| NRST-PCNT | 9(9) | | Non-resident tax - 6 decimal places |
| ISSUE-RAT-OLD | 9(13) | | Old ratio - 7 decimal places |
| ISSUE-RAT-NEW | 9(13) | | New ratio - 7 decimal places |
| INSTR-TYP-REP | X(1) | | New share type. |
| INSTR-ALPHA-REP | X(6) | | New share alpha code. |
| INSTR-VERS-REP | 9(3) | | New share version |
| FILLER | X(48) | | Spaces |



5.2.7.2 Entitlements Record - Layout 94

NOTE: Corporate Action information provided as part of the BDA dissemination files are only related to the information required to process Corporate Actions in BDA and does not necessarily reflect all Corporate Action Events.

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|-----------------|--------|-------|---|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 94 | Card code 94 |
| BRK-CDE | 9(3) | | Broker Code |
| INSTR-TYP | X | | Share type code, E = equity, G = bond |
| INSTR-ALPHA | X(6) | | Share alpha code |
| INSTR-VERSION | 9(3) | | Share version number |
| RTS-CONV-DTE | 9(8) | | Date entitlement takes place |
| LINK-SEQ-NO | 9 | | Link sequence number (complex operations) |
| INSTR-TYP-REP | X(1) | | New share type code, E = equity, G = bond |
| INSTR-ALPHA-REP | X(6) | | New share alpha code |
| INSTR-VERS-REP | 9(3) | | New share version number |
| RTS-CONV-CDE | X(2) | | Entitlement conversion code |
| ISSUE-RAT-OLD | 9(13) | | Ratio of old shares - 7 decimal places |
| ISSUE-RAT-NEW | 9(13) | | Ratio of new shares - 7 decimal places |
| RTS-TU-PRCE | 9(13) | | Take up price - 6 decimal places |
| RTS-PAY-QTY | 9(6) | | Minimum number of new shares |
| RTS-PO-PRCE | 9(13) | | Pay out price - 6 decimal places |
| RTS-LINK-CDE | X(1) | | Link code for complex cases |
| NRST-PCNT | 9(9) | | Non-resident tax percentage |
| FILLER | X(67) | | Spaces |



5.2.7.3 Electronically Settled Corporate Actions Record - Layout 74

NOTE: Corporate Action information provided as part of the BDA dissemination files are only related to the information required to process Corporate Actions in BDA and does not necessarily reflect all Corporate Action Events.

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|-----------------|--------|------------|-------------------------------------|
| SYSTEM | XX | VALUE 'BD' | System BDA |
| CARD-CDE | 99 | VALUE 74 | CARD CODE 74 |
| BRK-CDE | 9(3) | | Broker Code |
| LDT | 9(8) | | Last Day to Trade for Dividend |
| INSTR-TYP | X(1) | | Share type code |
| INSTR-ALPHA | X(6) | | Share alpha code |
| INSTR-VERSION | 9(3) | | Share version number |
| PROCS-TYP | X(2) | | Entitlement process type |
| PROCS-SEQ | 9(3) | | Entitlement process sequence number |
| RD | 9(8) | | Record Date |
| ELECTION-DTE | 9(8) | | Election-Date |
| PAY-DTE | 9(8) | | Dividend Pay Date |
| EX-DIV-DTE | 9(8) | | Ex-Dividend Date |
| DIV-NO | 9(5) | | Dividend Sequence Number |
| DIV-TYP | X(3) | | Dividend Number ex Company |
| DIV-RATE | 9(11) | | Dividend rate (6 decimal places) |
| DIV-BONUS | 9(11) | | Dividend bonus - 6 decimal |
| RATE-CONF | X(1) | | Rate confirmed - 'Y' or 'N' |
| INSTR-TYP-REP | X(1) | | New share type code |
| INSTR-ALPHA-REP | X(6) | | New share alpha code |
| INSTR-VERS-REP | 9(3) | | New share version number |
| ISSUE-RAT-OLD | 9(13) | | Ratio of old shares |
| ISSUE-RAT-NEW | 9(13) | | Ratio of new shares |
| PAY-OUT-PRCE | 9(13) | | Pay out price |
| TAKE-UP-PRC | 9(13) | | Take up price |
| FILLER | X(18) | | Spaces |



5.2.8 Portfolio / All Holdings Record - Layout 96

| BDA FIELD NAME | LENGTH | VALUE | DESCRIPTION |
|----------------|--------|-------|--|
| SYSTEM | X(2) | BD | System BDA |
| CARD-CDE | 9(2) | 96 | Card code 96 |
| BRK-CDE | 9(3) | | Broker code |
| ACC-CDE | 9(7) | | Account code |
| INSTR-TYP | X(1) | | Share type code, E = equity, G = bond |
| INSTR-ALPHA | X(6) | | Share alpha code |
| INSTR-VERSION | 9(3) | | Share version number |
| ICB SECTOR-CDE | X(4) | | ICB sector code |
| SIGN-HLDG-QTY | X(1) | | Sign of shareholding quantity |
| SH-HLDG-QTY | 9(13) | | Shareholding quantity not at home |
| SIGN-QTY-AH | X(1) | | Sign of shareholding quantity at home |
| QTY-AH | 9(13) | | Shareholding quantity at home |
| SIGN-COST-OTH | X(1) | | Sign of cost of scrip not at home |
| COST-PF-OTH | 9(15) | | Cost of scrip not at home - 2 decimal places |
| SIGN-COST-AH | X(1) | | Sign of cost of scrip at home |
| COST-PF-AH | 9(15) | | Cost of scrip at home - 2 decimal places |
| SIGN-QTY-HLDG | X(1) | | Sign of unit trust quantity holding |
| UT-QTY-HLDG | 9(15) | | Foreign unit trust quantity holding 5 decimal places |
| SIGN-DEMAT-QTY | X(1) | | Sign of demat quantity holding |
| DEMAT-HLDG-QTY | 9(13) | | Dematerialized quantity at CSD |
| SIGN-UT-QTY | X(1) | | Sign of Unit Trust Quantity |
| UT-QTY | 9(15) | | Unit Trust Quantity |
| SIGN-CL-QTY | X(1) | | Sign of CL Quantity |
| CL-QTY | 9(13) | | CL Quantity |
| BOARD-IND | X(1) | | Board Field (ALTX Board: A, JSE Overall: J, NAM Overall: N) |
| FILLER | X(24) | | Spaces |





Should you have any queries regarding this manual please contact Customer Support on +27 11 520 7777

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