**BDA CA ELECTION Upload**

**SPECIFICATION**

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# Introduction to Uploading Data

The JSE has over the years created mechanisms that enable members and/or their software providers to upload various forms of reference and transactional data into BDA. With the introduction of T+3, i.e. moving the settlement cycle from 5 days to 3 days, the focus has very much been around providing users capabilities to automate various business processes with-in their operations, thus creating better efficiencies and hopefully saving end users costs. Incorporated into the real-time uploads, the JSE has also improved the error handling and reporting back to end users which will further enhance the automation.

The JSE has gradually introduced more real-time upload capabilities and the 1st set of real-time uploads were made available to members as part of T+3 Phase 1 namely:

1. Upload of client reference data
2. Corporate Active Elective Events Upload

The JSE will be implementing more real-time uploads as part of T+3 Phase 2.

This specification sets out the Corporate Action Elective Events upload files that are available, the layout for each file and the error reporting for the real-time uploads.

# Copyright

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# Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Updated By | Date | Reason for changes |
| V 0.1 | Barbara Teasdale | 23 July 2014 | Separation of Dissemination and Uploads |
| V 0.2 | Barbara Teasdale | 21 October 2014 | Removal of Account Uploads to separate spec. |
| V 0.3 | Barbara Teasdale | 4 November 2014 | Removal of Deal and Allocation Uploads |
| V 0.4 | Barbara Teasdale | 21 April 2016 | Separation of CA Election uploads from Financial Uploads and note regarding DRIPS added to Card Code 67. |
| V 0.5 | Barbara Teasdale | 30 August 2016 | Addition of Event Types RE,RI and IT |

# Corporate Events

## Upload of Changed Elective Events

It is important to note that there is a market cut-off time by when elections must be completed and submitted to each member’s CSDP. There will be validation of the Election cut off time and date where no files will be processed after this date and time has passed. There is however a process whereby this time can be extended by the JSE depending. This is really an exception and if required, the member can contact Customer Support. The election cut-off time is currently 11am on the Election date, i.e. RD-2.

****The following elective events are catered for:****

* SC (Scrip Dividend)
* TU (Take up)
* OL (Odd Lots)
* CD (DRIP)
* RI (DRIP)
* RE (Reinvestment)
* IT (Interest)

Only sections **B** (Client elections), **G** (SLB), and **H** (Collateral) for the above stated elective events will be catered for.

‘D’ delete, ’A’ Add must still be done manually on the relevant RTMNA, TDFRA, ODDLT as the upload does not cater for these actions.

The following basic processing rules apply when submitting an upload:

The upload file will update the election screen before the cut off time and if the file is sent after the cut off time the whole file will be rejected.

The users will not be able to add any positions via the upload file. Any additions will be done manually on the election screens.

The users will not be able to delete any frozen position via the upload file. Any deletes will be done manually on the election screens

For a deal entry, the ACC-CDE as well as the OPP-ACCOUNT must be captured else the line will be rejected.

For a Demat holding account entry, it is not necessary to capture 39008 as the OPP-ACCOUNT as the system will automatically update the CS election on 39008.

Once each record has passed all its validation rules for all the fields, the OPTN-CDE and ELECTION-QTY passed will override whatever details are currently residing on the frozen file.

The ELECTION-QTY in the upload file cannot be greater than the ORIG-QTY in the frozen file.

It is not necessary send through the individual OPTN-CDEs for an account, one OPTN-CDE for the position is sufficient. The system will default any balance of the account position to the other OPTN-CDE.

For example:

Assume the total position for an account is 100 units.

For a Take-up, if OPTN-CDE of “T” for 20 units is elected on, the system will automatically calculate the balances of 80 units are to be lapsed.

For a Scrip Dividend, if OPTN-CDE of ‘S’ for 60 units are elected on, the system will automatically calculate 40 units are to be processed to OPTN-CDE of “C” for cash where the default option is cash.

For Scrip Dividend, if OPTN-CDE of ‘S’ of 100 units is elected on, the system will process the total holdings to Scrip, none will be processed against the ‘C’ OPTN-CDE. The original record with holdings of space of 100 units will be removed. (The processing of the total holdings can apply to Take Up or DRIP events, too)

For Scrip Dividend , if OPTN-CDE of space is elected on for the same 100 units ,the system will process the total holdings to Cash, the OPTN-CDE of ‘S’ record will be totally removed, assuming the default option code is Cash. The same result would occur if OPTN-CDE of ‘C’ was passed instead of space.

For a DRIP, when OPTN-CDE of ‘space’ for 90 units is elected on, the system will automatically calculate 10 units are to be processed to the cash dividend portion.

For an ODD LOT, whichever OPTN-CDE is selected would apply to the total ODDLOT position. For a BUY the quantity difference would be calculated by the system to BUY up until the threshold Quantity.

For a SELL the whole ODDLOT quantity would be sold.

For a RETAIN, the whole ODDLOT quantity would be retained.

Spaces will be accepted as an option code across all events and the current BDA validation rules will be applied. i.e.

 Odd lot 🡺Retain,

 Take-Up 🡺Lapse

 Scrip Dividend 🡺The default election option will be applied when posting the entries on LDR.

 DRIP 🡺Reinvestment

For SLB data, the following rules need to be adhered to:

1. For a loan, the following fields are required to be filled

ACC-CDE (filled with LENDER-ACC)

LENDER-ACC (as per section G)

BORROWER-ACC (as per section G)

DEL-ID (as per section G)

Plus, all the mandatory fields as stipulated below

1. For Collateral, the following fields are required to be filled

ACC-CDE (filled with PROVIDER ACC)

PROVIDER-ACC (as per section H)

RECEIVER-ACC (as per section H)

DEL-ID (as per section H)

Plus, all the mandatory fields as stipulated below

Failure to comply with the stated basic rules would result in the record not being updated and an error message being written to COMPR (online enquiry) and PCOMPR report or passed back for the line on the response file.

### Automated submission of Upload

A Member is required to FTP the upload dataset to the JSE. On completion of the FTP upload, a batch job will automatically be submitted (via CONTROL-O) to process the uploaded records. There will not be a requirement for users to schedule the processing of the upload file via RPROC.

The dataset to be uploaded will have the following format:

BBAP.SPRD.UPLOAD.XXX.ELEC, the ‘XXX’ depicting the relevant 2 or 3 character broker alpha code.

A Member will be notified via the captured email address whether job has been successfully processed.

See point 5.3 on further information regarding update of email address for the ELECUP. This would be a once off set up of email addresses for all the Uploads requested.

If not successful, the reasons, per line can be found on COMPR or on the report PCOMPR with error format code of ‘ELEC’ as per the Download errors. The only difference is that now, the LINE (for the record line) and ACC (or account code) details would be filled in.

In addition to the COMPR notifications, a new response dataset will be created with the same dataset name as the upload file with the SEQUENCE number (as passed on the header record) appended to the end of the original file name.

Note : The response file will only hold the rejected records including the header, event and trailer records.  When no records have been rejected the header, event and trailer would be passed back on the response file.

Example:

BBAP.SPRD.UPLOAD.XXX.ELEC.SYYYYYYY

The ‘XXX’ depicting the relevant 2 or 3 character broker alpha code

The ‘S” is the prefix of the 7 byte sequence number as passed on the header record. See below for the record layout

It is recommended that sequence numbers are not reused. No verification is made on sequence numbers with respect to missing sequences. This is solely used to match an upload file to its respective response file. Should a sequence number be repeated by a member in that day then the applicable file will be appended to. The file will not be overwritten.

Each file uploaded will be archived onto the daily upload file backup.

The response file will also be archived onto a daily response upload file backup. The length of archive is still to be determined.

### Upload File layout

The file would consist of:

A Header record CARD CODE ‘000’

An Event detail record CARD CODE ‘066’

Multiple Account detail records CARD CODE ‘067’

A Trailer record CARD CODE ‘999’

## Corporate Action Card Codes

### Header Record – Card Code 000

BDA FIELD NAME LENGTH VALUE DESCRIPTION

CARD CODE 9(3) 000 Header Record 000

BRK\_CDE 9(3) Broker Numeric Code

DATE 9(8) Process Date

TIME X(6) Process Time

PREFIX X(1) ‘S’ Hard Coded Prefix for Sequence

SEQUENCE X(7) Sequence

FILLER X(2) Spaces

TOTAL LENGTH 30

Field Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field Name | Mandatory/Optional | Data Type | Data Length | Values | Validation |
| CARD CODE | M | NUMERIC | 9(3) | 0 | 0 |
| BRK-CDE | M | NUMERIC | 9(3) |  | Validate against BROKM on BDA |
| DATE | M | NUMERIC | 9(8) | Process date  | CCYYMMDD |
| TIME | M | NUMERIC | 9(6) | Process Time | HHMMSS |
| PREFIX | M | CHARACTER | X | ‘S’ | Hardcoded ‘S’ - prefix to sequence for the file extension name of output file    |
| SEQUENCE  | M | CHARACTER | X(7) | Any unique sequence - alphanumeric | Broker controlled unique sequence (note: would be prefixed by ‘S’ for file extension) |
| FILLER | M | CHARACTER | X(2) | Spaces |  |

### Event Detail Record – Card Code 066

BDA FIELD NAME LENGTH VALUE DESCRIPTION

CARD CDE 9(3) 066 Card Code 066

BRK CDE 9(3) Broker Numeric Code

PROCESS-TYPE X(2) Process Type

INSTR-TYP X Instrument Type

INSTR-ALPHA X(6) Instrument Alpha

INSTR-VERSION X(3) Instrument Version

LDR-DTE 9(8) Last Date to Register

PROC-SEQ 9(3) Process Sequence

FILLER X(78) Spaces

ERRORS-PER-LINE 9(3) Not filled in upload file coming from the broker, but filled in the Response file back to the broker

RESPONSE X(50) Not filled in upload file coming from the broker, but filled in the Response file back to the broker

TOTAL LENGTH 160

Field Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field Name | Mandatory/Optional | Data Type | Data Length | Values | Validation |
| CARD CDE | M | NUMERIC | 9(3) | 066 | File must have a ‘066’ CARD CODE record else the whole file will be rejected |
| BRK-CDE | M | NUMERIC | 9(3) | Numeric BRK-CDE | Valid broker code (from K0M).Whole file will be rejected, if invalid. |
| PROCS TYPE | M | CHARACTER | X(2) | Process type of event. ‘TU’,’OL’,’SC’,’CD’, ‘RE’, ‘RI’ and ‘IT’ | Validate against KTP for elective events If invalid, display error as per below response table.Whole file will be rejected, if invalid. |
| INSTRUMENT TYPE | M | CHARACTER | X | Instrument type of the share – should be ‘E’ for equity | Should be ‘E’ EquityIf invalid, display error as per below response table.Whole file will be rejected, if invalid. |
| ALPHA  | M | CHARACTER | X(6) | SHORT INSTRUMENT ALPHA code | Validate on event on Broker header If invalid, display error as per below response table.Whole file will be rejected, if invalid. |
| VERS | M | CHARACTER | X(3) | INSTRUMENT VERSION | Validate on event on Broker headerIf invalid, display error as per below response table.Whole file will be rejected, if invalid. |
| RD/LDR | M | NUMERIC | 9(8) | Record Date | Validate on event on Broker header.Format is CCYYMMDD.If invalid display error as per below response table.Whole file will be rejected, if invalid. |
| PROCS-SEQ | M | NUMERIC | 9(3) | Process sequence  | Validate on event on Broker header.Whole file will be rejected, if invalid. |
| FILLER | O | CHARACTER | X(78) | Spaces |  |
| ERRORS-PER-LINE | O | NUMERIC | 9(3) | Not filled upload file coming from the broker ,but filled in the Response file back to the broker | Total number of errors encountered per line |
| RESPONSE | O | CHARACTER | X(50) | Not filled upload file coming from the broker, but filled in the Response file back to the broker | Valid response description as per Response Codes table for Uploads and Downloads.  |

### Account Detail Record – Card Code 067

NOTE: For a DRIP one can either have a cash or shares, but one does not elect on the record if cash is required, as it is assumed (default**), so what must be passed in the input file through Card code 067 are only the records which require reinvestment, the option code must thus be left as ‘ ‘ (spaces)** – this is the only time option code of spaces is valid. The program will specifically ignore the ‘C’ and ‘S’ optn-cde in the case, for CD DRIP.

BDA FIELD NAME LENGTH VALUE DESCRIPTION

CARD CDE 9(3) 067 Card Coded 067

BRK CDE 9(3) Broker Numeric Code

LINE 9(7) Note: Additional field, not included in download

SECTION X Section

OPTN-CDE X(2) ‘S’ or ‘C’ or ‘T’ Option Code

 or ‘B’ or ‘S’ or ‘ ‘

ACC-CDE 9(7) Account Code

ORIG-SIGN X Sign (-/+ of Original Quantity)

ORIG-QTY 9(13) Original Quantity

ELECTION-SIGN X Election Sign (-/+ of Election Sign)

ELECTION-QTY 9(13) Election Quantity

SCRIP-TYPE X(2) Scrip Type

REG-CDE 9(2) Registration Code

LOCN-ALPHA X(2) Location Code

DEL-ID 9(7) Deal ID

PS-IND X Purchase and Sale Indicator

LENDER-ACC 9(7) Lender’s Account Number

BORROWER-ACC 9(7) Borrower’s Account Number

PROVIDER-ACC 9(7) Collateral Provider’s Account Number

RECEIVER-ACC 9(7) Collateral Receiver’s Account Number

OPP-ACCOUNT 9(7) Opposite Account Number

 Note: Additional field not included in download

OPP-LB-TYP-STOCK-ACC 9(7) Opposite LB Account

 Note: Additional field not included in download

ERRORS-PER-LINE 9(3) Total number of errors encountered per line

RESPONSE X(50) Valid response description as per Response

Codes table for Uploads and Downloads.

TOTAL LENGTH 160

Field Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Field Name | Mandatory/Optional | Data Type | Data Length |  | Values | Validation |
| CARD CDE | M | NUMERIC | 9(3) |  | 067 | File must have at least one ‘067’ CARD CODE record else the whole file will be rejected |
| BRK-CDE | M | NUMERIC | 9(3) |  | Numeric BRK-CDE | Valid broker code (from K0M).Whole file will be rejected, if invalid. |
| LINE | M | NUMERIC | 9(7) |  | 1 through 9999999 | To have consecutive numbers following each other starting from 1.Only used as reference to notify member of any erroneous lines.  |
| SECTION | M | CHARACTER | X |  | Section for which data is being passedIF Section G passedAll mandatory field + Lender account, Borrower account + DEL-ID must be filled IF Section H passed All mandatory field + Receiver account, Provider account + DEL-ID must be filled IF Section B passedAll mandatory fields + (scrip–typ or del-id)   | Validate Section ‘B” or ‘G’ or ‘H”Note: Section A represents all data on which CA is not processed. Section B contains all demat holdings, unsettled deals. Section G contains all SLB data and Section H contains all Collateral data.If invalid display error message as per below |
| OPTN-CDE | M | CHARACTER | X(2) | Option code of event | Validate as per table. If invalid, display error as per below response table. See processing rules in 5.2 above in point (9) for examples of how each option code would be processed.  |
| Event Type | OPTN CDE | Explanation |
| TU | T | Take up |
| Space | Lapse |
| SC | S | Scrip |
| C | Cash |
| Space | As per default Option code as set up on the Entitlements event (either ‘S’ or ‘C’)  |
| OL | S | Sell |
| B | Buy |
| Space | Retain |
| CD, RI, IT | Space | Reinvestment |
| ACC-CDE | M | NUMERIC | 9(7) |  | Account code.  | Validate on the frozen file.This field is mandatory if the election is a non-SLB and non-External Collateral position |
| ORIG-SIGN | M | CHARACTER | X |  | Sign of the Original Quantity‘-‘ if negative ORIG-QTY ,’+’ if positive ORIG-QTY,‘ ‘ if zero ORIG-QTY  | ‘-‘ , ‘+’ or ‘ ‘ |
| ORIG-QTY | M | NUMERIC | 9(13) |  | Total holding of account  | Validate on the frozen file.The quantity cannot be greater than what is on the frozen file for the position.For normal deals, SLB and Collateral deal positions this will be the deal quantity. |
| ELECTION-SIGN | M | CHARACTER | X |  | Sign of the Election Quantity‘-‘ if negative ELECTION-QTY ,’+’ if positive ELECTION-QTY,‘ ‘ if zero ELECTION-QTY  | ‘-‘ , ‘+’ or ‘ ‘ |
| ELECTION-QTY  | M | NUMERIC | 9(13) |  | Election Qty to be updated to for ‘SC’, ‘TU’ and CD.For ODD Lot event no need to fill – system automatically calculates difference up to the minimum qualifying quantity.  | Cannot exceed ORIG QTYNote: For CD DRIP, ELECTION –QTY is the “REINV.QTY” as displayed on ENDRP function on BDA, which is the quantity which the member wishes to reinvest as opposed to receiving the cash entitlement  |
| SCRIP TYPE | O | CHARACTER | X(2) |  | ‘DM’ value to be passed when demat holdings are being passed | Validate on frozen file.If invalid display error message as per response table below |
| REG-CDE | 0 | NUMERIC | 9(2) |  | REG-CDE for account  | Validate on frozen fileIf invalid, display error as per response table below  |
| LOCN-ALPHA | 0 | CHARACTER | X(2) |  | Location of account  | Validate on frozen fileIf invalid, display error as per response table below |
| DEL-ID | O | NUMERIC | 9(7) |  | Deal ID of BUY or SELL or SLB  | Validate on frozen fileIf invalid, display error as per response table, below.If the position is for a SLB or Collateral deal this will be the lender’s deal id or the Provider’s deal id. |
| PS-IND | O | CHARACTER | X |  | ‘P’ = Purchase. ‘S’ = Sale for deal | Validate on frozen fileIf invalid, display error as per response table below |
| LENDER-ACC | O | NUMERIC | 9(7) |  | Lender account from Section G Mandatory if Borrower account passed | Valid account on the frozen file Sufficient holdings for the election on the frozen fileIf not, display error as per below response table.The account provided must be the lending account; else the record will be rejected.The position linked to this deal should be confirmed, if not confirmed the record will be rejected (where the lender delivered the shares to the Borrower). |
| BORROWER-ACC | 0 | NUMERIC | 9(7) |  | Borrower account from Section GMandatory if Lender account passed | Valid account on the frozen file If invalid, display error as per response table below.The position linked to the deal should be confirmed (where the lender delivered the shares to the borrower), if not a confirmed position, the record will be rejected.Both lender and borrower account should be updated; if the lending account is not updated, then the record will be rejected. This is done to map each loan to the election as there can be multiple positions. |
| PROVIDER-ACC | 0 | NUMERIC | 9(7) |  | Provider account from Section HMandatory if Receiver account passed | Valid account on the frozen file Sufficient holdings for the election on the frozen fileIf not, display error as per response table below.The account should be the Provider account on the deal. The deal position should be confirmed, confirmed (where the provider has delivered the shares to the receiver) if not confirmed, the record will be rejected |
| RECEIVER-ACC | 0 | NUMERIC | 9(7) |  | Provider account from Section HMandatory if Provider account passed | Valid account on the frozen file  If invalid, display error as per response table below.The position linked to the deal should be confirmed, if the position is not confirmed (where the provider has delivered the shares to the receiver) the record will be rejected. Both provider and receiver account should be updated. If the provider account is not updated then the record will be rejected. The account code entered should be the receiving account for the deal. |
| OPP-ACCOUNT | O | NUMERIC | 9(7) |  | To be Captured as an opposite entry for the deal elected onTo be Captured as an opposite entry for account code 0000000  | Valid account on the frozen file Sufficient holdings for the election on the frozen fileIf not, display error as per below response table.This field can only be updated if the position being elected on is a deal but not an SLB or Collateral deal as other fields will cater for SLB and Collateral |
| OPP-LB-TYP-STOCK-ACC | O | NUMERIC | 9(7) |  | To be passed as an opposite stock account for the LB type entry is elected on (as per Section G or H) and the Opposite Stock account required for the 41616 or 41608 account, respectively, as is required to be updated on Section B.  | Valid account on the frozen file.Sufficient holdings for the election on the frozen fileIf not, display error as per below response table |
| ERRORS-PER-LINE | O | NUMERIC | 9(3) |  | Not filled upload file coming from the broker ,but filled in the Response file back to the broker | Total number of errors encountered per line |
| RESPONSE | O | CHARACTER | X(50) |  | Not filled upload file coming from the broker ,but filled in the Response file back to the broker | Valid response description as per Response Codes table for Uploads and Downloads.  |

### Trailer Record – Card Code 999

BDA FIELD NAME LENGTH VALUE DESCRIPTION

CARD CODE 9(3) 999 Trailer Card Code 999

BRK-CDE 9(3) Broker Numeric Code

DATE 9(8) Process Date

TIME 9(6) Process Time

TOTAL RECORDS 9(9) Number of Records

RECORDS PROCESSED 9(9) Number of Records Processed

RECORDS REJECTED 9(9) Number of Records Rejected

FILLER X(3) Spaces

TOTAL LENGTH 50

Field Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Name | Mandatory/Optional | Data Type | Data Length | Values |
| CARD CODE | M | NUMERIC | 9(3) | 999 |
| BRK-CDE | M | NUMERIC | 9(3) |  |
| DATE | M | NUMERIC | 9(8) | Process Date CCYYMMDD |
| TIME | M | NUMERIC | 9(6) | Process Time HHMMSS |
| TOTAL RECORDS | M | NUMERIC | 9(9) | Must be filled to ensure all the records received. Total number of records(excluding any header and trailer records)Ensure the total number of records tie back to the total number passed in file. If not, reject the whole file.   |
| RECORDS PROCESSED | M | NUMERIC | 9(9) | Number of successfully processed records (including sub headers, all records between the header and trailer records) |
| RECORDS REJECTED | M | NUMERIC | 9(9) | Number of rejected records (including sub headers, all records between the header and trailer records) |
| FILLER | M | CHARACTER | X(3) | Spaces |

A total rejection of the whole file would either be due to:

* the file being sent post CUT-OFF election time,
* missing CARD-CDEs
* Incorrect RECORDS count

Or if any of the following details are invalid:

BRK-CDE

INSTRUMENT TYPE

INSTRUMENT ALPHA

INSTRUMENT VERSION

LDR

PROCS-TYPE

PROCS-SEQ

Apart from the above total rejection, each line will be processed and updated separately irrespective of other lines. It is thus possible for partial process of a file.

For any invalid lines the members can correct and resend the dataset with the unprocessed entries (or process online via B5ACICS).

It is also possible to resend the whole file again once all the errors have been corrected. Each new file sent would override the previous file.

Should you have any queries regarding this document please contact the Client Services Centre on +27 11 520 7777

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