# DDO Significant dealing reporting user guide

The purpose of this document is to provide you as distributor guidance on how to complete the **Significant dealings CSV format** reporting template. The template has been created to align to the Financial Services Council (FSC) data standards and the table below has been sourced from the FSC data standards guide. One report may be produced for multiple products.

# Within the template there is guidance on which fields are:

### M – Mandatory,

### C – Conditional, or

# O – Optional.

# Please follow this guidance when populating the template.

Once completed either upload the file into the MLC portal (Under construction) as a .csv or email it to us.

| **#** | **Data Heading** | **Definition/description** | **Comment/coding** | **Mandatory/ optional/ conditional** |
| --- | --- | --- | --- | --- |
| Report header information | | | | |
| 7.1. | Version of standard | Version number of FSC data standard | 1.3 | M |
| 7.2. | Formatted text encoding | To ensure correct transmission of free text, this field indicates how the text is represented. This format should be used for every free text field in this record. | 1 = Plain text | M |
| 7.3. | Report description | What does this report cover? | 3 = Significant Dealing(s) | M |
| 7.4. | Report Type | Is report all transactions by date range or transactions by unique identifier?  If transactions by date range, then expectation is there will only be one report for the specific date range (specified below).  If transactions by unique ID, then there may be any number of reports for a date range. | Single choice of:  1 = transactions by date range  2 = transactions by unique identifier | M |
| 7.5. | Report unique ID | Report ID – Your unique ID for your records only. Unique to distributor. Can be combined with distributor ID to have industry-wide unique ID. *If this is a replacement report, please provide ID from original report.* | Alpha-numeric | O |
| 7.8. | Report date | Date that transaction report was made. | Dd/mm/yyyy | M |
| 7.9. | Report period start | Initial date the report covers. Inclusive of day. Only complete if Report Type (field 7.4) is “transactions by date range” | Dd/mm/yyyy | C |
| 7.10 | Report period end | Final date the report covers. Inclusive of day. Only complete if Report Type (field 7.4) is “transactions by date range” | Dd/mm/yyyy | C |
| Reporting entity – An entity can be an organisation or a personA platform, or a fund manager or a dealer group or even a single financial adviser are all entities. A single report may cover more than one entity. The relationship between entities is described elsewhere. (fields 4.1 to 4.4) | | | | |
| 2.  2.1. | Entity Name | Either the Licensee, platform, or adviser name. | Plain text only | M |
| 2.2. | Entity Type | Identifies the type of the entity  If Adviser – FAR is primary ID  If AFSL (including Promoter) – AFSL is primary ID  If Corporation with none of the above, then use ABN as primary ID  If Other – use other entity number as primary ID | Single choice of {Adviser / AFSL / Corporate / Other} | M |
| 2.3. | Entity FAR | If the entity type (field 2.2) is an individual financial advisor, then include here the Financial Advice Register number of the adviser. | Numeric | C |
| 2.4. | Entity ACL | Australian Credit License (ACL) number of entity. | Numeric | C |
| 2.5. | Entity AFSL | Entity AFSL. | Numeric | C |
| 2.6. | Entity ABN | Entity ABN. Must be used if reporting holds an ABN | Numeric | C |
| 2.7. | Other Entity Number | If Entity type = other | Alpha-numeric | C |
| Reporting entity contact details(who to contact if a receiver has a question about this report) | | | | |
| 3.  3.1. | Contact name | Contact details for this report | Free text | M |
| 3.2. | Contact title | Contact position title (eg Senior Product Manager; Compliance Manager). | Free text | O |
| 3.3. | Contact phone | Phone number for contact person | Numeric | M |
| 3.4. | Contact email | Email for contact person | XXX@XXX | M |
| 3.5. | Contact address | Address for contact person | Free text | O |
| 3.6. | Contact company | The name of the company that this contact represents | Free text | M |
| Intermediaries / Distributors covered by this reportOnly include entities/distributors involved in transactions | | | | |
| 7.13 | Report on multiple entities? | Is the distributor reporting on one or more entities other than itself? | Y/N | M |
| *The following field groups (2.1-2.7 and 4.1-4.4) can have multiple subrecords – one subrecord per distributor that is included in this report* | | |  |  |
| 2.1-2.7 | Distributor entity details (see above) | Complete if field 7.13 = Y., Include all relevant sub type records, using ‘entity type’ from *See fields 2.1 to 2.7* |  | C |
| 4.1-4.4 | Parent-child relationships **(see below)** | Complete if field 7.13 = Y. This field explains how the distributor(s) are related to the reporting entity. See Common Data Items fields 4.1 to 4.1 |  | C |
| Parent-child relationships Describing relationships between entities | | | | |
| 4.1. | Parent ID type | ‘entity type’ for relevant entity (see field 2.2) | ‘entity type’ value | C |
| 4.2 | Parent unique ID | as per ‘entity type’ above (field 2.3 to 2.7) |  | C |
| 4.3 | Child ID type | ‘entity type’ for relevant entity (see field 2.2) | ‘entity type’ value | C |
| 4.4 | Child unique ID | as per ‘entity type’ above (field 2.3 to 2.7) |  | C |
| Significant dealings details | | | | |
| 7.14 | Sig dealing awareness date | Date the distributor became aware of significant dealing (see RG 274 at Table 5). | Date | M |
| 7.15 | Sig dealing description | Description by distributor of significant dealing (see RG 274 at Table 5). | Free text | M |
| 7.16 | Sig dealing – why | Reason(s) why distributor considers this dealing to be a sig dealing (see RG 274 at Table 5). | Free text | M |
| 7.17 | Sig dealing – how identified | Description by distributor of how significant dealing was identified (see RG 274 at Table 5). | Free text | M |
| 7.18 | Sig dealing – distributor steps | What steps, if any, has the distributor taken, or will the distributor take, in relation to the significant dealing (see RG 274 at Table 5). | Free text | M |
| Details of dealings (Transactions) included in report – can be multiple subrecordsIf the report relates to multiple dealings, then the following fields (7.14 to 7.29) need one subrecord for each dealing (within the main record) | | | | |
| 7.19 | Distributor type | The type of the distributor that was involved in the relevant dealing. This is the lowest level entity involved in distribution | Single choice of {adviser, platform, aggregator, promoter} | M |
| 7.20 | Distributor primary identifier | Use the primary entity identifier for the distributor involved in the relevant dealing. This must be the primary identifier used in field 4.2 or 4.4 (entity number not provided in 2.2). | FAR # or AFSL # | M |
| 7.21 | Bulk Dealing | Is this subrecord covering a single bulk transaction?  Note only to be used for bulk switches/rebalances (ie the same product across multiple client portfolios). | Y/N | M |
| 7.22 | Bulk Dealing volume outside TMD | How many dealings within the bulk dealing were outside TMD?  Only complete if previous field (7.21) = “Y” | Numeric | C |
| 7.23 | Personal advice? | Is this dealing an excluded dealing due to personal advice exemption? | Y/N | M |
| 7.24 | Outside of TMD? | Is the dealing outside of TMD? | Y/N | M |
| 7.25 | How is the client outside the TM | If dealing is outside TM (field 7.24 = “Y”), explain the attributes for which the client is outside the target market. Should be answered to extent distributor is aware of relevant attributes. | Free text | O |
| 7.26 | Rationale for dealing | If this specific (or bulk) dealing is outside target market, why did dealing proceed despite this? Field is mandatory if personal advice field (7.23) is N and “dealing outside TM” field (7.24) is Y. This field is to be answered from the perspective of the distributor.  If answer to this field is “other” then complete following field (7.27). | Multi choice – one or more of:   1. Investment product in diversified portfolio 2. Distributor assesses product as suitable for customer’s objectives, financial situation, and needs, despite TMD. 3. Customer was assessed to be outside TM after dealing occurred 4. Distributor considers risk of customer harm to be low 5. Free text | C |
| 7.27 | Rationale for dealing – other | Only complete if “outside TM reason” (field 7.26) is “other”. Do not duplicate answers in previous field “outside TM reason” (field 7.26). | Do not use | C |
| 7.28 | Date of dealing | Date this specific dealing occurred | dd/mm/yyyy | M |
| 7.29 | Size of dealing | The $ value of this specific dealing. Should be sum insured for life, TPD and trauma and monthly benefit for IP. For Platform it could be the initial amount and for Investment Product – the amount that was initially invested in that option. For change in future strategy (e.g. set up for future contributions) the value could be $0. | ### | M |
| 7.30 | Number | Number of units, shares etc involved in dealing | ### | O |
| Product identifier | | | | |
| 1.1. | Primary product identifier type | Which of the following types of IDs has been determined to be the primary ID of the product? | Single choice of {APIR} | M |
| 1.2. | Product APIR code | The product’s APIR code. | Alpha-numeric | M |
| 1.3. | Listing exchange | Code of exchange the product is listed on, using ISO Market Identifier Code (MIC). Should include if product is listed.  If a product is listed in Australia and another country, use the Australian listing. | ISO MIC – 4 character alpha | O |
| 1.4. | Product exchange code | The product’s exchange code (for listed products). Must include if “listing exchange” is completed. | Numeric | O |
| 1.5. | Product ISIN code | The product’s ISIN code. Should include if available | Numeric | O |
| 1.6. | USI | For super funds: 9 digit APIR code or 14 digit numeric code | Numeric | O |
| 1.7. | Issuer product code | Issuer determined product code – should be the type of last resort.  Don’t reuse industry wide codes in this field.  For products without industry wide codes, can use this field, plus code for issuer, to set an industry-wide code. | Free text | O |
| 1.8. | Product name | Financial instrument (Product) name. | Plain text only | M |
| 1.9. | Product ARSN | Product ARSN. Must include if available.  Do not use this field as primary product identifier | Nine-digit numeric | O |
| Validation Footer/Check sums – not multivalued | | | | |
| 7.31 | # dealings | Count of number of dealings included in overall record – this should equal the count of subrecords in fields 7.19 and following |  | M |
| 7.32 | Sum of $ | Sum of $ values included in overall record under data item “size of dealing” (field 7.29) |  | M |
| 7.33 | # dealings outside of TM | Count of number of dealings included in overall record which are outside of TMD. Only complete if report description (field 7.3) is “all dealings” |  | O |
| 7.33 | Sum of $ outside of TM | Sum of $ values included in overall record under data item “size of dealing” (field 7.29) which are outside of TMD. Only complete if report description (field 7.3) is “all dealings” |  | O |