

FILE AND RECORD LAYOUT

1. RECORD TYPES

1.1 **Address Record** - Internet address to which the status report has to be sent

Record type	(A1)	'A'
Address	(A99)	Internet address.

1.2 **Header Record** - each batch of data records pertaining to a particular form is headed by a header record

Record type	(A1)	'H'
Institution no.	(N7)	Unique code of banking institution
DI return code	(A5)	Form code for which data will follow
Period	(A10)	Period for which the data is being returned.

For daily returns (D1), the format is YYYY/MM/DD.

For monthly returns (M1, M2, M3, M4), the format is YYYY/MM where 'MM' may be only between 01 and 12.

For quarterly returns (Q1, Q2, F1, C1) the format is YYYY/MM where the 'MM' may be only between 01 and 04, indicating the quarter of the relevant year.

For half-yearly returns (H1, F2, C2) the format is YYYY/MM where 'MM' is the number of the month six months into the financial year of the banking institution. For example, if Bank1's financial year is from March 1999 to February 2000, its H1 set of returns has to be reported as 1999/08.

For yearly returns (Y1, F3) the format is YYYY/MM where 'MM' is the number of the month of the financial year end of the banking institution. For example, if Bank1's financial year is from March 1999 to February 2000, its Y1 set of returns has to be reported as 2000/02.

For annual returns (C3) the format is YYYY/MM where 'MM' will always be December

of the relevant year.

Return type	(A2)	<p>'C1' for 20th day quarterly returns of controlling companies</p> <p>'C2' for half-yearly (financial year) returns for controlling companies</p> <p>'C3' for annual (calendar year) returns of controlling companies</p> <p>'D1' for daily returns of Forex Dealers</p> <p>'F1' for 20th day quarterly returns of foreign operations</p> <p>'F2' for half-yearly (financial year) returns of foreign operations</p> <p>'F3' for yearly (financial year) returns of foreign operations</p> <p>'H1' for half-yearly (financial year) returns of banks</p> <p>'M1' for 15th day Bank Supervision monthly returns of banks</p> <p>'M2' for 20th day Research monthly returns of banks</p> <p>'M3' for 15th day Research monthly returns of banks</p> <p>'M4' for 20th day Bank Supervision monthly returns of banks</p> <p>'Q1' for 20th day Bank Supervision quarterly returns of banks</p> <p>'Q2' for 20th day Research quarterly returns of banks</p> <p>'Y1' for yearly (financial year) returns of banks</p>
File Type	(A2)	<p>'CS' for complete set of data. See Annexure C for specification of which returns belong to which set.</p>

1.3 **Data Record** - the values required by the SARB

Record Type	(A1)	'D'
Unique No.	(N7)	Unique number indicating the cell on the DI return, that is, which data are being sent.
Value	(N13.2)	A value can be a monetary value, a percentage or a date. Please note that negative values have to start with a negative sign, be packed with zeroes and be followed by the amount. No sign is required, however, when a positive value is reported. For example, a negative value of -R123 456 366,20 has to be reported as

-00000012345600, that is, rounded to the nearest thousand rand and followed by two zeroes. The two zeroes will be used in cases in which the banking institution is required to submit percentages. It should be noted that all such percentage values have to be rounded off to two decimals. In other words, all reported values shall have a length of 15 characters.

When a date has to be reported as the contents of a cell on a DI return, such a date has to be reported in the format of 00000YYYYMMDD00 (please note '00' in the decimal positions). For example, 5 June 1997 has to be reported as 000001997060500. Dates and percentages have to be taken into account in the calculation of the hash total of a DI return.

1.4 **Total Record** - each batch of data records pertaining to a particular return is followed by a total record

Record type	(A1)	'T'
Record no.	(N7)	Total number of data records being sent per DI return
Hash total	(N13.2)	Total of all values of unique numbers per DI return
Hash unique	(N7)	Unique number of hash total cell for the particular DI return

2. **GENERAL FILE LAYOUT**

A record	One per file
H record	One per DI return
D records	As many as there are unique numbers per DI return for which values have to be given to the SARB
T record	One per DI return

3. **NIL RETURNS**

If no values need to be reported for a particular DI return, the header and total record still have to be included in the file, but **no data records** need to be included for that particular return.

4. **EXTRACTS FROM FILES ('_' indicates a blank)**

4.1 *M1 Monthly set*

AJoe.Soap@Bank1.com
H9999999DI1001996/10__M1CS
D00000010000000000000000
D0000002000000200050000
D00000030000000000009900
D0000004000000001100000
D00000050000000000000000

.
.
.

T00000050000002011599000000504

Followed by the rest of the required returns of the M1 set.

4.2 *A nil return, which should be included in the correct set of forms*

H9999999DI3001996/10__M1CS
T00000000000000000000000015221

5. **GENERAL**

- 5.1 The flat file is to consist of all returns of a particular set, and neither one return per file nor more than one return type per file is valid. Consequently, daily, monthly, quarterly, half-yearly and yearly returns may not be in the same flat file, and M1 and M2, etc, returns also have to be in separate flat files.
- 5.2 When non-numeric information has to be reported (for example, in response to the instruction 'Specify' on a DI return), the said information is to be reported by means of a hard copy.
- 5.3 The onus will be on each individual banking institution to ensure that only authorised personnel have access to send data electronically to the SARB's Bank Supervision Department.