FSC Data Standards for DDO – Version 1.3

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This document provides assistance in relation to the data required to implement the Design and Distribution Obligations (DDO) under the *Corporations Act 2001* (Cth). It is a matter for each user of this guidance to consider their individual situation and to comply with the new regime. Whether a business uses this template, in whole or in part, is a decision for each business. The FSC does not require any business or organisation to use these standards.

Contents

Common data items

Product identifier

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/conditional
1.1.	Primary product identifier type	Which of the following types of IDs has been determined to be the primary ID of the product. The primary ID is used in the rest of the standard to identify the product uniquely. The issuer code must not be used unless no other codes are available.	Single choice of {APIR/Exchange code/ISIN/USI/Issuer code}	M
1.2.	Product APIR code	The product's APIR code. Should include if available		M if using as Primary Product identifier type, otherwise optional
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	M if "product exchange code" is used as Primary Product identifier type, otherwise optional
1.4.	Product exchange code	The product's exchange code (for listed products). Must include if "listing exchange" is completed.		M if using as Primary Product identifier type, otherwise optional

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/conditional
1.5.	Product ISIN code	The product's ISIN code. Should include if available		M if using as Primary Product identifier type, otherwise optional
1.6.	USI	For super funds: 9 digit APIR code or 14 digit numeric code	Will be either 9 or 14 digits	M if using as Primary Product identifier type, otherwise optional
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	M only if previous fields blank
1.8.	Product name	Financial instrument (Product) name. Note name is subject to change over time – not for machine analysis	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	M if available

Entity type – An entity can be an organisation or a person

A 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)

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
2.1.	Entity Name	The name of the entity included in this data item. May or may not be a product distributor. Not for machine analysis	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 Credit licensee – ACL 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 / credit licensee / Corporate / Other}	M

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
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.		M if using as entity identifier type, otherwise optional
2.4.	Entity ACL	Australian Credit License (ACL) number of entity.		M if using as entity type, otherwise optional
2.5.	Entity AFSL	Entity AFSL.		M if using as entity identifier type, otherwise optional
2.6.	Entity ABN	Entity ABN. Must be used if reporting holds an ABN		M if available
2.7.	Other Entity Number	If Entity type = other	Alpha-numeric	M if using as entity identifier type, otherwise optional

Report contact details

(who to contact if a receiver has a question about a data transmission)

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/conditional
3.1.	Contact name	Contact details for this record - name	Plain text only	M
3.2.	Contact title	Contact position title (eg Senior Product Manager; Compliance Manager).	Plain text only	O
3.3.	Contact phone	Phone for contact person	Full international number format	M
3.4.	Contact email	Email for contact person	XXX@XXX	M
3.5.	Contact address	Address for contact person	Plain text only	O
3.6.	Contact company	The name of the company that this contact represents	Plain text only	M

Parent-child relationships

Describing relationships between entities

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/conditional
4.1.	Parent ID type	'entity type' for relevant entity (see field 2.2)	'entity type' value	M

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/conditional
4.2	Parent unique ID	as per 'entity type' above (field 2.3 to 2.7)		M
4.3	Child ID type	'entity type' for relevant entity (see field 2.2)	'entity type' value	M
4.4	Child unique ID	as per 'entity type' above (field 2.3 to 2.7)		M

Data standard for DDO – TMDs

This data standard allows product issuers (under the DDO regime) to provide product distributors with the Target Market Determination(s) that issuers are required to make under the DDO regime. This data standard assumes that Issuers are using the FSC TMD funds management template.

TMD Report header information

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/conditional
5.1.	Version of standard	Version number of data standard. Can be non-integer. Major versions should increment by 1. Minor changes (backwards compatible) can increment by less than 1. (eg 2.1, 2.2, 2.3)	XXX	M
5.2.	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.	Choice of: 1. Plain text 2. Html 3. Rich Text Format	M
5.3.	Date sent	Date that this report was sent	Date.	M
2.1–2.7	Issuer details	As per 'entity type' above – include all relevant sub type records. *See Common Data Items fields 2.1 to 2.7*		O

Product TMD – can be multiple subrecords

Include one subrecord for each product TMD (one TMD per product)

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/conditional
1.1–1.9	Product details	As per 'product type' above – include all relevant sub type records. *See Common Data Items fields 1.1 to 1.9*		O
5.4	Product type	Type of product covered by TMD Note: • Managed fund includes ETPs and LICs • Superannuation includes superannuation wraps • Insurance bond includes investment bonds, education bonds and funeral bonds	Single choice of {managed fund/superannuation/ IDPS/ Insurance/ Credit/ Managed Account/ Insurance Bond/ Other}	
5.6.	TMD Version	Version number of the TMD (integers only).	XXX	M

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/conditional
5.7.	TMD Status	The status of the TMD which indicates whether it should be distributed. A status of cease distribution will be a signal to distributor to stop retail distribution (unless the distribution is excluded dealing).	Single choice of {Current/Cease Distribution}	M
5.8.	TMD Date	Date that this TMD version started	Date.	M
5.9.	TMD PDF link	URL link to location of PDF version of the TMD – try to use link that won't break (eg permalink or a link to the parent directory of the TMD PDFs)	[URL Link]	O
3.1 to 3.6	Contact details for this TMD	*See common data items* - include all relevant sub records – fields 3.1 to 3.6.		M

Additional TMD fields – Insurance

Do NOT include these fields in TMDs for funds management – instead refer to fields below under heading Additional TMD fields – Funds management (including ETPs).

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/conditional
5.11	Parent Product Name	If insurance product is sub product or cover type please insert Parent Product Name	Text	O
5.12	Parent Product Primary Identifier	Insert the primary product identifier for the parent product. Only include if 5.11 is completed.	*See Common Data Items fields 1.1 to 1.9*	C
5.13	Insurance cover type	Include all types of cover included in this insurance product	Multiple choices of {1. Life, 2. TPD, 3. Trauma, 4. Income Protection, 5 other}	O

Additional TMD fields – Funds management (including ETPs)

Use the coding "Null" for a field (eg 5.13) where the TMD field is not being used for the product – the issuer has not assessed the product against the relevant component of the FSC's TMD template.

#	Data Item		Definition/description	Comment/coding	Mandatory/ optional/conditional
5.11.		**Description of target market**	Summary of target market as per TMD.	Free-text field	O
5.12.	**1: Consumer's investment objective**	1.1: Investment Objective Description - product description including key attributes	The description of the investment objective of the product, including growth/ defensive split.	Free-text field	M
5.13.		1.2: Capital Growth	Do the product investment objectives align with those of an investor seeking Capital Growth – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.14.		1.3: Capital Preservation	Do the product investment objectives align with those of an investor seeking Capital Preservation – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.15.		1.4: Capital Guaranteed	Do the product investment objectives align with those of an investor seeking Capital Guaranteed – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.16.		1.5: Income Distribution	Do the product investment objectives align with those of an investor seeking Income Distribution – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.17.	**2: Consumer's intended product use (% of Investable Assets)**	2.1: Product Use Description - product description including key attributes	The description of the intended product use of the product., including asset allocation and portfolio diversification information	Free-text field	M

#	Data Item		Definition/description	Comment/coding	Mandatory/ optional/conditional
5.18.		2.2: Solution / Standalone (75% - 100%)	Is the product intended to be used as a Solution / Standalone product – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.19.		2.3: Core Component (25% - 75%)	Is the product intended to be used as a core component of a portfolio – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.20.		2.4: Satellite (0% - 25%)	Is the product intended to be used as a Satellite component of a portfolio – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.21.	3: Consumer's investment timeframe	3.1: Investment Timeframe Description - product description including key attributes	The description of the minimum suggested timeframe for holding the product	Free-text field	M
5.22.		3.2: Short (≤ 2 years)	Is it appropriate for investors to hold the product for 0-2 years before selling – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.23.		3.3: Medium (>2 years)	Is it appropriate for investors to hold the product for 2-8 years before selling – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M

#	Data Item		Definition/description	Comment/coding	Mandatory/ optional/conditional
5.24.		3.4: Long (> 8 years)	Is it appropriate for investors to hold the product for more than 8 years before selling – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.25.	**4: Consumer's Risk (ability to bear loss) and Return profile**	4.1: Risk and Return description - product description including key attributes	The description of the product risk and return metrics, include risk band and the return hurdle rate	Free-text field	M
5.26.		4.2: Very high	Does the product have very high risk and return attributes – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.27.		4.3: High	Does the product have high risk and return attributes – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.28.		4.4: Medium	Does the product have medium risk and return attributes – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.29.		4.5: Low	Does the product have low risk and return attributes – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M

#	Data Item		Definition/description	Comment/coding	Mandatory/ optional/conditional
5.30.	**5: Customer's need to withdraw money**	5.1: Need to withdraw money description - product description including key attributes	A description of the intended redemption frequency, access constraints and other relevant liquidity considerations.	Free-text field	M
5.31.		5.2: Daily	Product suitable for investors that redeem interests daily – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.32.		5.3: Weekly	Product suitable for investors that redeem interests weekly – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.33.		5.4: Monthly	Product suitable for investors that redeem interests monthly – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.34.		5.5: Quarterly	Product suitable for investors that redeem interests quarterly – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M
5.35.		5.6: Annually or longer	Product suitable for investors that redeem interests annually or longer – see FSC template TMD for definitions	Single choice of {In Target Market / Potentially in Target Market / Not considered in Target Market / Null}	M

#	Data Item		Definition/description	Comment/coding	Mandatory/ optional/conditional
5.36.	**Distribution conditions**	No distribution conditions	Are there no distribution conditions? Y - There are no distribution conditions / N - There are distribution conditions If "Y" here than there should be no conditions in fields 5.37 to 5.43.	Y/N	M
5.37.		Personal advice distribution only	Only suitable for distribution to consumers who have received personal advice? Y = distribution only permitted to those who have received personal advice	Y/N	M
5.38.		Personal advice distribution rationale	If only suitable for distribution to consumers who have received personal advice – set out rationale. Complete if previous field (5.37) is "Y"	Free text	C
5.39.		Specified distributors/ channels only	Only suitable for distribution through specified distributors / specified channels?	Y/ N	M
		The following two fields (5.40 and 5.41) can be multi valued			
5.40.		Specified distributors/ channels details	If only suitable for distribution through specified distributors / specified channels, insert distributor name (including unique ID) or channel name. Must complete at least one field here if previous field (5.39) is "Y"	Free text	C
5.41.		Specified distributors/ channels rationale	If only suitable for distribution through specified distributors / specified channels – set out rationale	Free text	C

#	Data Item		Definition/description	Comment/coding	Mandatory/ optional/conditional
5.42.		Other distribution conditions	Are there any other distribution conditions (ie sale via use of call script only)	Y/N	M
5.43.		Other distribution conditions details	If other distribution conditions, specify and describe. Must complete if previous field (5.42) is "Y"	Free text	C
5.44.	**Review**	Review triggers	Include all review triggers - list one trigger per line.	Free text	M
5.45.		Initial Review	X months. For example 15 equals '15 months'. This represents a review that is 15 months after "TMD Date"	Integer	M
5.46.		Maximum subsequent review period	X months. For example 39 means '39 months'. e.g. 3 years plus 3 months after previous review	Integer	M
5.47.	**Reporting**	Reporting instructions	Instructions to distributors on how to report to issuers. Exact copy from TMD	Free text	M
5.48.		Acquisition outside TM	Does issuer require reporting on transactions outside TMD that the Distributor is aware of?	Y/N	M
5.49.		FSC data standard for transaction reporting?	If previous field (5.48) is answered Y, should report follow FSC DDO data standard for transactions?	Y/N	C
5.50.		Alternative data standard	If previous field (5.49) is N, Link to alternative data standard if used	URL	C

#	Data Item		Definition/description	Comment/coding	Mandatory/ optional/conditional
5.51.		Frequency of report	Required frequency of report by distributors on dealings outside target market. • Quarterly means end of Dec, March, June, Sept; • Half yearly means end of Dec, June; • Yearly means end of June	Select one of: {Monthly/ Quarterly/Half yearly/ Yearly}	C
5.52.		FSC data standard for complaints?	Is complaints reporting required to use FSC complaints standard?	Y/N	M
5.53.		Alternative data standard	If previous field (5.53) is N, Link to alternative data standard if used	URL	C
5.54.		Complaints reporting frequency	Required frequency of report on complaints. • Quarterly means end of Dec, March, June, Sept; • Half yearly means end of Dec, June; • Yearly means end of June	Select one of: {Monthly/ Quarterly/Half yearly/ Yearly}	M
5.55.	**Sig dealing distributor guidance**	FSC significant dealing guidance?	Is issuer using the FSC template for guidance to distributors on significant dealing?	Y/N	M
5.56.		Non-FSC Significant dealing distributor guidance	If previous field (5.55) is "N", provide alternate guidance. Exact copy from TMD	Free text	C
5.57.	**Appropriateness**	Appropriateness requirement	Explanation of how Issuer considers TMD performs against appropriateness test as required by ASIC 274.64–66. Include here exact copy from TMD	Free text	O

Validation Footer/Check sums – not multivalued

| 5.58. | **Footer record** | TMD count | Count of TMDs in report | Number | | M |

Data Standard for DDO – Complaints

This data standard allows product distributors to provide reports required under the DDO regime to product issuers relating to the complaints received by product distributors. Where possible, data fields have been aligned to the data fields set out in the ASIC draft data dictionary proposed as part of RG 271. Platform/wrap/IDPS providers may use this standard to collate the complaints received from multiple financial planners for passing on to product issuers.

Report header information

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
6.1.	Version of standard	Version number of data standard. Can be non-integer. Major versions should increment by 1. Minor changes (backwards compatible) can increment by less than 1. (eg 2.1, 2.2, 2.3)		M
6.2.	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.	Choice of: 1. Plain text 2. Html 3. Rich Text Format	M
6.3.	Report unique ID	Report ID – unique to distributor. Can be combined with the reporting entity ID to have cross-industry unique ID.	Each distributor would choose their own ID	O
6.4.	Report date	Date that complaints report was sent. If reissued, the new information replaces any reports within the defined report start and end period. Accuracy needs to be provided to the second. Actual format may depend on IT language.	Date and time.	M
6.5.	Report Period Start	Period for which the report starts. Inclusive of day.	Date.	M
6.6.	Report Period End	Period for which the report ends. Inclusive of day.	Date.	M

Reporting entity – this entity may be reporting on behalf of multiple distributors. Not multivalued

The list of distributors included in the report is included below (field 6.10)

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
2.1-2.7	Reporting entity details	As per 'entity type' above – include all relevant sub type records (fields 2.1 to 2.7). *See Common Data Items*		O
3.1-3.6	Contact details for this report	*See common data items – fields 3.1 to 3.6*		M

Distribution entities covered by this report – can have multiple sub-records

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
6.9	Report on multiple entities?	Is the reporting entity reporting on more entities than itself?	Y/N	M
2.1-2.7	Distributor entity details	Complete if field 6.9 = Y, This field should include all relevant sub type records, using 'entity type' from Common Data Items		C
4.1-4.4	Parent-child relationships	Complete if field 6.9 = Y. This field explains how the distributor(s) are related to the reporting entity. *See Common Data Items*		C

Products covered by this report (same for all report types) – can have multiple sub-records

MUST Only include products for the issuer to whom this report is being provided

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
1.1-1.9	Product details	As per 'product type' above – include all relevant sub type records. *See Common Data Items – fields 1.1 to 1.9*		M
6.10	Number of Complaints	Number of complaints received in the reporting period for each product. Can be 0. If figure is above 0, the complaints summary section (below) should be completed. If this field is 0, then this is a 'nil complaint' report for the relevant product and reporting period for all the distributors covered by this report.	#	M

Complaint details – can have multiple sub-records – 1 sub-record per complaint

The fields below referencing "DD" are cross referencing items in the data dictionary for ASIC RG 271 (Internal dispute resolution), which is available from:
https://download.asic.gov.au/media/5895243/attachment-2-to-20-327mr-published-16-december-2020.pdf

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
6.12.	Complaint ID	The internal code used by the reporting entity for this complaint. Where available this complaint ID should be consistent with the ID required under RG271. Could be used in conjunction with reporting entity ABN/code to create industry wide unique code if needed. If amending a previous complaint, use the previous complaint ID and this record will replace the previous complaint record.	Must be unique within reporting entity.	C if available
6.13.	Client ID	Client account number (internal number used by the reporting entity)	Number	O
6.14.	AFSL of distributor	AFSL of distributor who did the dealing to which the complaint relates.	AFSL #	O
6.15.	Principal product involved in complaint	The primary product ID of the principal product involved in complaint. Must be the primary product ID used earlier in the field "product details" fields (1.1-1.9 in this record).		M
	The following field (6.16) can be multivalued			
6.16.	Other products involved in complaint	For any other products involved in complaint other than the principal product, state in this field the primary product ID of the other products included in the complaint. Must be the primary product ID used earlier in the field "product details" of this record (fields 1.1-1.9). Only use this field if this specific complaint covers more than one product.		O
6.17.	Is the complaint about the authorised representative of an AFS licensee or an authorised credit representative? (DD8)	Is the complaint about an authorised representative or a credit representative?	1 = Yes 2 = No 3 = Unknown	M
6.18.	Authorised representative or credit representative identifier number (DD9)	The unique identifier ASIC issued for the authorised representative or credit representative. A response is required if previous field (6.17) equals 1 (Yes).	Conditional field	C

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
6.19.	Complaint status (DD10)	The status of the complaint at the time of reporting Use 1 (Open) if the complaint has been opened for the first time and its resolution is in progress. Use 2 (Re-opened) if the complaint has been re-opened (e.g. if a complaint has been referred back from the Australian Financial Complaints Authority (AFCA) or additional information has become available). Use 3 (Withdrawn) if the complaint was withdrawn by the complainant or contact with the complainant has been lost. Use 4 (Closed) if the complaint has been resolved or the entity has provided a **final response** to the complainant. It is at the reporting entity's discretion as to which statuses are used. Distributors only need to report once to issuers on each complaint using this report – this data standard should not be used to provide updates on changes in the complaint status. Updates on complaint status may be dealt with via other mechanisms outside of this DDO data standard.	1 = Open 2 = Re-opened 3 = Withdrawn 4 = Closed	M
6.20.	Date received (DD11)	The date the entity first received the complaint	Date.	M
6.21.	AFCA Status (DD15)	Is the complaint currently, or has it ever previously been, at AFCA?	1 = Yes 2 = No	O
6.22.	AFCA reference number or case unique identifier (DD16)	AFCA reference number or case unique identifier, where known. Conditional field A response is required if previous field (6.21) equals 1 (Yes). If the AFCA reference number or case unique identifier is not known or unavailable, state 'Unknown'.		C
6.23.	Complaint Issue (DD19)	The issue raised by the complainant. If the complaint involves more than one issue, input up to three codes separated by commas (e.g. '6,48,60'). Use Table 13 from RG 271 data dictionary. https://download.asic.gov.au/media/5895243/attachment-2-to-20-327mr-published-16-december-2020.pdf		O
6.24.	Complaint content	This should include all the relevant details so that the issuer can understand the nature of the complaint. Include any 'distributor' product(s) such as a platform if relevant. **Remove any personal information**	Free text	M

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
6.25.	Complaint outcome(s) (DD23)	Based on DD23. Can include multiple codes. https://download.asic.gov.au/media/5895243/attachment-2-to-20-327mr-published-16-december-2020.pdf 1 = No outcome provided 2 = Apology 3 = Full/partial waiver of debt/ interest/fees 4 = Capitalisation of arrears 5 = Repayment arrangement 6 = Timeframe for refinance 7 = Timeframe for sale/surrender of asset 8 = Hardship superannuation release 9 = Policy/contract altered/voided/cancelled 10 = Other product, service or resolution provided 11 = Monetary compensation 12 = other, please describe	See description	O
6.26.	Monetary compensation	Amount of monetary compensation provided	Number	C if complaint outcome (field 6.25) includes 11

Validation Footer/Check sums – not multivalued

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
6.27.	Number of nil reports	Number of nil complaint records included in this file. Must equal the number of occurrences of field 2.7 where value in the field is zero.	Number	M
6.28.	Number of complaints	Number of complaint records included in this file. Must equal the count of the number of complaints in field 6.12 and following.	Number	M

Data standard for DDO – Transactions/Dealings/Significant Dealings

This data standard relates to reports by product distributors to product issuers (under the DDO regime) relating to product transactions/dealings, including dealings that are outside the target market. Distributors may choose to provide only dealings outside of target market to the Issuer and reporting may be consolidated rather than for each transaction.

Investment platforms may use this standard to collate the transactions received from multiple financial planners for passing on to product issuers.

Report Header information

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
7.1.	Version of standard	Version number of data standard Can be non-integer. Major versions should increment by 1. Minor changes (backwards compatible) can increment by less than 1. (eg 2.1, 2.2, 2.3)	XXX	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.	Choice of: 1. Plain text 2. Html 3. Rich Text Format	M
7.3.	Report description	What does this report cover?	Single choice of: 1 - All Dealings 2 – Dealing Outside of Target Market 3 - Significant Dealing(s) 4 – Replacement report	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 – 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.*	Each distributor would choose their own ID	M

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
7.8.	Report date	Date that transaction report was made. If report is reissued, the new information replaces any reports within the defined report start and end period.	Date and time.	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"	Inclusive of the day.	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"	Inclusive of the day.	C

Reporting entity – this entity may be reporting on behalf of multiple distributors

The list of distributors included in the report is not to be included here – instead included later (field 6.10)

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
7.11	Reporting entity details	As per 'entity type' above – include all relevant sub type records. *See Common Data Items fields 2.1 to 2.7*		O
7.12	Contact details for this report	*See common data items – fields 3.1 to 3.6*		M

Intermediaries / Distributors covered by this report

Only include entities/distributors involved in transactions

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
7.13	Report on multiple entities?	Is the reporting entity 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	Complete if field 7.13 = Y., Include all relevant sub type records, using 'entity type' from *See Common Data Items fields 2.1 to 2.7*		C
4.1-4.4	Parent-child relationships	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

Significant dealings details IF INCLUDED

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
7.14	Sig dealing awareness date	Date the distributor became aware of significant dealing (see RG 274 at Table 5). Only complete if report description (field 7.3) is "significant dealing".	Date	C
7.15	Sig dealing description	Description by distributor of significant dealing (see RG 274 at Table 5). Only complete if report description (field 7.3) is "significant dealing".	Free text	C
7.16	Sig dealing – why	Reason(s) why distributor considers this dealing to be a sig dealing (see RG 274 at Table 5). Only complete if report description (field 7.3) is "significant dealing".	Free text	C
7.17	Sig dealing – how identified	Description by distributor of how significant dealing was identified (see RG 274 at Table 5). Only complete if report description (field 7.3) is "significant dealing".	Free text	C
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). Only complete if report description (field 7.3) is "significant dealing".	Free text	C

Details of dealings (Transactions) included in report – can be multiple subrecords

If 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)

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
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 6.10	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

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
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"	Integer	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 this 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. Other	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).	Free text	C
7.28.	Date of dealing	Date this specific dealing occurred	Date.	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.	###	O
7.30.	Number	Number of units, shares etc involved in dealing	###	O

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
1.1-1.9	Product details	Product type data – include all relevant sub type records. *See Common Data Items fields 1.1 to 1.9* **Must be provided, including clear determination of primary product ID**		M

Validation Footer/Check sums – not multivalued

#	Data Item	Definition/description	Comment/coding	Mandatory/ optional/ conditional
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"		C - Only complete if report description (field 7.3) is "all dealings"
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"		C - Only complete if report description (field 7.3) is "all dealings"

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