



NZX OTC Bulk File Load User Guide

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Introduction

Document Purpose

The purpose of this document is to outline the requirements of forming a valid OTC Bulk Load File, delivering the

file to BaNCS and checking its status and contents. The Bulk OTC file does not rely on the end user having a messaging interface to BaNCS, although the subsequent OTCs can be accessed and tracked via a back-office system.

Intended Audience

This document is intended for use by Clearing & Settlement Participants.

Overview

NZX has developed an interface that allows Participants to deliver a file of OTC instructions directly to BaNCS without having to use a back-office interface or enter manual instructions. A file may contain one or more instructions, based on the definitions described later in this manual.

The Participant is responsible for creating a correct file and delivering it to BaNCS. BaNCS will pass the file to perform record and file validation checks before submitting the successful instructions. Once an instruction has been accepted by BaNCS it is available for viewing via the screen interface, similar to any other OTC instruction. The Bulk OTC interface is only responsible for accepting and loading OTC instructions; any further processing is the responsibility of the Participant.

File Creation

Files are structured as simple CSV files containing

- a header line,
- one or more content lines,
- followed by a footer (trailer) line.

Fields are separated by commas; line endings may be Unix style (LF) or Windows style (CRLF). Trailing empty fields are acceptable but ignored. For example, CSVs exported from Excel in standard Windows style are acceptable.

Header

The header line consists of the following three fields:

S. No.	Field Name	Format	Length	M/O/C	Description
1.	Record Type	Alphanumeric	1	M	"H" for header
2.	Date	Date	10	M	Today's date (YYYY-MM-DD)
3.	Participant Code	Alphanumeric	9	M	BPID of the instructing party

Trailer

The trailer line consists of the following two fields:

S. No.	Field Name	Format	Length	M/O/C	Description
1.	Record Type	Alphanumeric	1	M	"T" for trailer
2.	Record Count	Number	5	M	Number of records in the file, excluding header and trailer.

Instruction

Files must contain at least one OTC instruction, and each instruction must be on a separate line.

S. No.	Field Name	Format	Length	M/O/C*	Description
1.	Securities Movement Type	List of Values	7	M	Identifies if the Instruction is a Delivery / Receive instruction. Values are: Receive Deliver
2.	Payment Type	List of Values	4	M	Identifies if the instruction is a free of payment or against payment instruction. Values are: FREE APMT
3.	Instructing party security account	Alphanumeric	15	M	Security account number
4.	Instructing party cash account	Alphanumeric	15	C	Cash account number for versus payment trades
5.	Counterparty BP ID	Alphanumeric	11	M	BaNCSS BPID of the counterparty to this instruction
6.	Counterparty security account	Alphanumeric	15	C	For OWNE/OWNI transactions (which are prebatched) identifies the counterparty securities account. Note that counterparty cash account is not needed as account transfers are only FOP.
7.	Transaction code	List of Values	4	M	TRAD – Off market Normal Trades OWNE – Account Transfer External OWNI – Account Transfer Internal
8.	Participant Reference	Alphanumeric	16	M	Reference number given by the participant for identifying the instruction in the system
9.	Common Reference	Alphanumeric	16	O	Common reference provided by the instructing parties to match the trade.
10.	Instrument ID	Alphanumeric	12	M	ISIN of security used for transaction
11.	Trade Date	Date	10	M	Trade Date YYYY-MM-DD
12.	Settlement date	Date	10	M	Settlement date YYYY-MM-DD
13.	Trade Quantity	Number		M	The Nominal value/Quantity of securities to be settled

14.	Quantity Indicator	Alphanumeric	4	M	Indicates how the quantity is measured. UNIT – Units traded
15.	Trade Price	Number	15,6	M	
16.	Currency	Alphanumeric	3	C	If Payment Type is equals APMT then trade currency is mandatory If omitted NZD is assumed
17.	Settlement Amount	Number	15,6	C	If Payment Type is equals APMT then Settlement Amount is mandatory
18.	Accrued Interest	Number	15,6	O	
19.	Hold Flag	Alphanumeric	1	O	Y/N Flag to denote if the trade will be loaded in a “held” state. Default N if omitted
20.	Cum/Ex indicator	Alphanumeric	4	O	CCPN (Cum) or XCPN (Ex) Flag to indicate if the trade is Cum or Ex. This is a matching field for OTC trades and if one party specifies this the other party must provide the same value.

*M = Mandatory, O = Optional, C = Conditional

Example Content

Below is a four-line CSV containing two OTC transactions, displaying how an acceptable message format should look like.

Note: Trailing commas are required for detail line fields omitted, however are not required on the header and footer lines

```
H,2015-12-
25,AAAA00000,,,,,,,,,,,,,Deliver,FREE,21038002553,,BBBB00000,21039
002572,TRAD,Bulktest27,COMMONREF22027,NZTCAE0001S1,2015-12-25,2015-12-
25,4,UNIT,10,NZD,20,,N,CCPN
Deliver,FREE,21038002553,,BBBB00000,21039002572,TRAD,Bulktest27,COMMON
REF22027,NZTCAE0001S1,2015-12-25,2015-12-25,6,UNIT,10,NZD,20,,N,XCPN
T,2,,,,,,,,,,,,,,,,,,,,,
```

Delivery and Verification

Deliver a Bulk OTC File to BaNCS

Files are uploaded to a secure ftp site for input into BaNCS. There are ftp sites for all BaNCS regions, please use your regular BaNCS username and password for a particular region to upload the file.

- Auckland Production: <https://ak7.nzclearingcorp.com/otc/>
- Wellington Production (DR only): <https://wg7.nzclearingcorp.com/otc/>
- EXT: <https://ext.nzclearingcorp.com/otc/>

- CNF: <https://cnf.nzcclearingcorp.com/otc/>

Filenames must contain the phrase 'BULKOTC', and end in '.csv' or '.txt'.

, Participants must take care to use a unique name for every file they upload, e.g. by including the date as duplicate filenames will be rejected.

If a file is rejected, an amended file must be uploaded using a new filename.

BaNCs file processing

Upon delivery of a file to the ftp site, BaNCs will accept the file for passing. If the file passes all format and verification steps the individual OTC instructions will be submitted into BaNCs, where they will be accepted or rejected based on existing OTC instruction rules.

The status of a Bulk OTC file should be monitored through the BaNCs “Query Incoming” screen as shown below:



Select your BPID before searching and set the “Message Type” to BULKOTC as shown below.



Files with a REJECTED status have failed validation and will need to be re-uploaded. Files with a TRANSMITTED status have passed validation, and an OTC instruction will be attempted for each instruction in the file. Files with a PARTIAL status may have some lines validated and some rejected – for more information right-click the file and choose ‘Display’. Failed instructions will require re-uploading, however there may be valid instructions which were accepted.

Note: that a file may be marked PARTIAL if all instructions failed validation, so long as the header line was accepted.

<div> Reference Data Depository Clearing System Services Favourites Wizard More </div> <div> Query -> Incoming </div>																																																																																																																																																																																																																																																	
<div> <div> Sender BP ID DFLT </div> <div> File/Message Name </div> <div> From Date 01/01/2024 </div> <div> Time in Minutes </div> </div> <div> <div> Message Type BULKOTC </div> <div> Status Select </div> <div> To Date 11/12/2024 </div> <div> Record Details Search </div> </div> <div> Search Advanced Search </div>																																																																																																																																																																																																																																																	
<table> <thead> <tr> <th>Sender BPID</th><th>Sender User ID</th><th>Message Standard</th><th>Message Type</th><th>Status</th><th>Date</th><th>File/Message Name</th><th>Time</th><th>COMMS Reference</th><th>Rejection Code</th><th>Reje</th></tr> </thead> <tbody> <tr><td>JBNVA00000</td><td>JBNVA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>11/12/2024</td><td>BULKOTC_JBNVA00000_2024-12-11_01.csv</td><td>12:45:28</td><td>INTP5021</td><td></td><td>java</td></tr> <tr><td>FNZW00000</td><td>FNZW00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>22/11/2024</td><td>BULKOTC_FNZWPerformanceJAT3.csv</td><td>15:18:57</td><td>INTP5020</td><td></td><td>java</td></tr> <tr><td>AACA00000</td><td>AACA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>22/11/2024</td><td>BULKOTC_AACAPerformanceJAT3.csv</td><td>15:17:06</td><td>INTP5019</td><td></td><td>java</td></tr> <tr><td>AACA00000</td><td>AACA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>PARTIAL</td><td>22/11/2024</td><td>BULKOTC_AACAPerformanceJAT2.csv</td><td>15:12:46</td><td>INTP5018</td><td></td><td>java</td></tr> <tr><td>AACA00000</td><td>AACA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>PARTIAL</td><td>22/11/2024</td><td>BULKOTC_AACAPerformanceJAT.csv</td><td>15:09:26</td><td>INTP5017</td><td></td><td>java</td></tr> <tr><td>FNZW00000</td><td>FNZW00000</td><td>PRPCSV</td><td>BULKOTC</td><td>PARTIAL</td><td>22/11/2024</td><td>BULKOTC_FNZWPerformanceJAT.csv</td><td>15:08:16</td><td>INTP5016</td><td></td><td>java</td></tr> <tr><td>TRUW00000</td><td>TRUW00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>22/11/2024</td><td>BULKOTC_TRUW_TRACPerformanceJAT.csv</td><td>15:05:54</td><td>INTP5015</td><td></td><td>java</td></tr> <tr><td>SHAW00000</td><td>SHAW00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>22/11/2024</td><td>BULKOTC_SHAW_TRACPerformanceJAT.csv</td><td>15:02:43</td><td>INTP5014</td><td></td><td>java</td></tr> <tr><td>SHAW00000</td><td>SHAW00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>22/11/2024</td><td>BULKOTC_SHAW_DWNPPerformanceJAT.csv</td><td>14:45:43</td><td>INTP5013</td><td></td><td>java</td></tr> <tr><td>UBSA00000</td><td>UBSA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>22/11/2024</td><td>BULKOTC_UBSA_PerformanceJAT.csv</td><td>14:39:32</td><td>INTP5012</td><td></td><td>java</td></tr> <tr><td>JBNVA00000</td><td>JBNVA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>22/11/2024</td><td>BULKOTC_JBNVA_PerformanceJAT.csv</td><td>14:36:21</td><td>INTP5011</td><td></td><td>java</td></tr> <tr><td>JBNVA00000</td><td>JBNVA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>15/11/2024</td><td>BULKOTC_JBNVA00000_2024-11-15_7.csv</td><td>17:52:46</td><td>INTP5010</td><td></td><td>java</td></tr> <tr><td>JBNVA00000</td><td>JBNVA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>15/11/2024</td><td>BULKOTC_JBNVA00000_2024-11-15_6.csv</td><td>17:36:16</td><td>INTP5009</td><td></td><td>java</td></tr> <tr><td>JBNVA00000</td><td>JBNVA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>15/11/2024</td><td>BULKOTC_JBNVA00000_2024-11-15_5.csv</td><td>17:24:24</td><td>INTP5008</td><td></td><td>java</td></tr> <tr><td>JBNVA00000</td><td>JBNVA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>15/11/2024</td><td>BULKOTC_JBNVA00000_2024-11-15_4.csv</td><td>15:54:11</td><td>INTP5007</td><td></td><td>java</td></tr> 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<tr><td>JBNVA00000</td><td>JBNVA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>20/11/2024</td><td>BULKOTC_JBNVA00000_2024-11-14_1.csv</td><td>20:55:18</td><td>INTP5002</td><td></td><td>java</td></tr> </tbody> </table>											Sender BPID	Sender User ID	Message Standard	Message Type	Status	Date	File/Message Name	Time	COMMS Reference	Rejection Code	Reje	JBNVA00000	JBNVA00000	PRPCSV	BULKOTC	TRANSMITTED	11/12/2024	BULKOTC_JBNVA00000_2024-12-11_01.csv	12:45:28	INTP5021		java	FNZW00000	FNZW00000	PRPCSV	BULKOTC	TRANSMITTED	22/11/2024	BULKOTC_FNZWPerformanceJAT3.csv	15:18:57	INTP5020		java	AACA00000	AACA00000	PRPCSV	BULKOTC	TRANSMITTED	22/11/2024	BULKOTC_AACAPerformanceJAT3.csv	15:17:06	INTP5019		java	AACA00000	AACA00000	PRPCSV	BULKOTC	PARTIAL	22/11/2024	BULKOTC_AACAPerformanceJAT2.csv	15:12:46	INTP5018		java	AACA00000	AACA00000	PRPCSV	BULKOTC	PARTIAL	22/11/2024	BULKOTC_AACAPerformanceJAT.csv	15:09:26	INTP5017		java	FNZW00000	FNZW00000	PRPCSV	BULKOTC	PARTIAL	22/11/2024	BULKOTC_FNZWPerformanceJAT.csv	15:08:16	INTP5016		java	TRUW00000	TRUW00000	PRPCSV	BULKOTC	TRANSMITTED	22/11/2024	BULKOTC_TRUW_TRACPerformanceJAT.csv	15:05:54	INTP5015		java	SHAW00000	SHAW00000	PRPCSV	BULKOTC	TRANSMITTED	22/11/2024	BULKOTC_SHAW_TRACPerformanceJAT.csv	15:02:43	INTP5014		java	SHAW00000	SHAW00000	PRPCSV	BULKOTC	TRANSMITTED	22/11/2024	BULKOTC_SHAW_DWNPPerformanceJAT.csv	14:45:43	INTP5013		java	UBSA00000	UBSA00000	PRPCSV	BULKOTC	TRANSMITTED	22/11/2024	BULKOTC_UBSA_PerformanceJAT.csv	14:39:32	INTP5012		java	JBNVA00000	JBNVA00000	PRPCSV	BULKOTC	TRANSMITTED	22/11/2024	BULKOTC_JBNVA_PerformanceJAT.csv	14:36:21	INTP5011		java	JBNVA00000	JBNVA00000	PRPCSV	BULKOTC	TRANSMITTED	15/11/2024	BULKOTC_JBNVA00000_2024-11-15_7.csv	17:52:46	INTP5010		java	JBNVA00000	JBNVA00000	PRPCSV	BULKOTC	TRANSMITTED	15/11/2024	BULKOTC_JBNVA00000_2024-11-15_6.csv	17:36:16	INTP5009		java	JBNVA00000	JBNVA00000	PRPCSV	BULKOTC	TRANSMITTED	15/11/2024	BULKOTC_JBNVA00000_2024-11-15_5.csv	17:24:24	INTP5008		java	JBNVA00000	JBNVA00000	PRPCSV	BULKOTC	TRANSMITTED	15/11/2024	BULKOTC_JBNVA00000_2024-11-15_4.csv	15:54:11	INTP5007		java	JBNVA00000	JBNVA00000	PRPCSV	BULKOTC	TRANSMITTED	15/11/2024	BULKOTC_JBNVA00000_2024-11-15_3.csv	15:50:15	INTP5006		java	JBNVA00000	JBNVA00000	PRPCSV	BULKOTC	TRANSMITTED	15/11/2024	BULKOTC_JBNVA00000_2024-11-15_2.csv	15:46:02	INTP5005		java	JBNVA00000	JBNVA00000	PRPCSV	BULKOTC	TRANSMITTED	15/11/2024	BULKOTC_JBNVA00000_2024-11-15_1.csv	23:07:37	INTP5004		java	JBNVA00000	COMMSUSER	PRPCSV	BULKOTC	REJECTED	01/11/2024	BULKOTC_JBNVA00000_2024-11-14_2.csv	23:04:37	INTP5003	8202	Head	JBNVA00000	JBNVA00000	PRPCSV	BULKOTC	TRANSMITTED	20/11/2024	BULKOTC_JBNVA00000_2024-11-14_1.csv	20:55:18	INTP5002		java
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The below example shows the “Display” for a PARTIAL file. The first OTC instruction passed, while the second instruction failed (along with the header and footer). Scrolling to the right allows the user to see the contents of the file line-by-line.

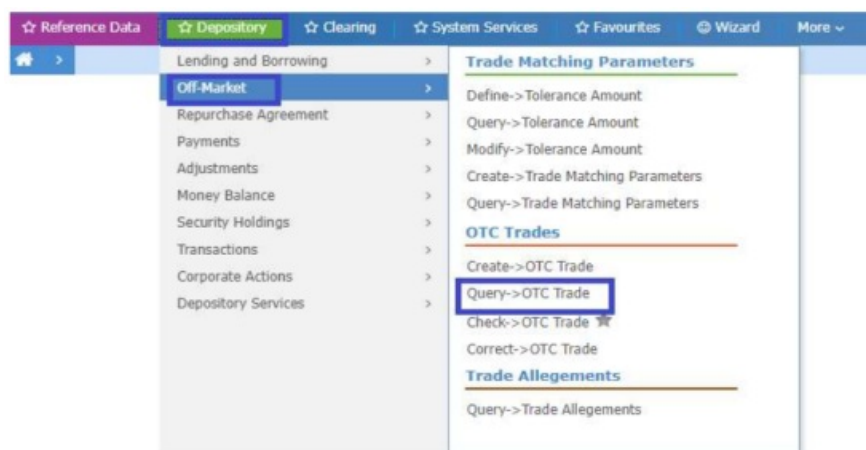
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<div> <div> Sender BP ID DFLT </div> <div> File/Message Name </div> <div> From Date 01/01/2024 </div> <div> Time in Minutes </div> </div> <div> <div> Message Type BULKOTC </div> <div> Status Select </div> <div> To Date 11/12/2024 </div> <div> Record Details Search </div> </div> <div> Search Advanced Search </div>																																																																																																																																																																																																																																																	
<table> <thead> <tr> <th>Sender BPID</th><th>Sender User ID</th><th>Message Standard</th><th>Message Type</th><th>Status</th><th>Date</th><th>File/Message Name</th><th>Time</th><th>COMMS Reference</th><th>Rejection Code</th><th>Reje</th></tr> </thead> <tbody> <tr><td>JBNVA00000</td><td>JBNVA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>11/12/2024</td><td>BULKOTC_JBNVA00000_2024-12-11_01.csv</td><td>12:45:28</td><td>INTP5021</td><td></td><td>java</td></tr> <tr><td>FNZW00000</td><td>FNZW00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>22/11/2024</td><td>BULKOTC_FNZWPerformanceJAT3.csv</td><td>15:18:57</td><td>INTP5020</td><td></td><td>java</td></tr> <tr><td>AACA00000</td><td>AACA00000</td><td>PRPCSV</td><td>BULKOTC</td><td>TRANSMITTED</td><td>22/11/2024</td><td>BULKOTC_AACAPerformanceJAT3.csv</td><td>15:17:06</td><td>INTP5019</td><td></td><td>java</td></tr> 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Sender BPID	Sender User ID	Message Standard	Message Type	Status	Date	File/Message Name	Time	COMMS Reference	Rejection Code	Reje																																																																																																																																																																																																																																							
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Incoming Individual Records screen

The following errors that will be detected during the file validation phase are:

Error Code	Error Description
8200	Invalid File Format
8201	Missing or badly formed header or trailer record
8202	Header date should be current date
8203	Instructing Participant code is invalid
8204	Instructing Participant not authorised for messages
8205	Invalid trailer record count
8206	Detail lines badly formed

Note: The “Query Incoming” screen only reports on syntax validation of the OTC file. Individual OTC trades should be checked via the “Query OTC Trade” screen (as shown below) to ensure they have passed business logic as well.



Please refer to User Guide 6 – “Clearing” for further information on processing OTC instructions following this step.

DISCLAIMER

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Documents / Resources

	<p>NZX OTC Bulk File Load [pdf] User Guide OTC Bulk File Load, OTC Bulk File Load, File Load</p>
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References

- [User Manual](#)

Manuals+, Privacy Policy

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