

# **IMPORTANT NOTICE**

**National Securities Clearing Corporation**



**A#6528**

**P&S #6098**

**DATE: November 13, 2007**

**TO: ALL PARTICIPANTS**

**ATTENTION: MANAGER MUTUAL FUNDS OPERATIONS,  
MANAGER DATA PROCESSING, MANAGER  
CASHIERS, MANAGER P&S DEPARTMENT**

**FROM: WEALTH MANAGEMENT SERVICES - MUTUAL  
FUNDS**

**SUBJECT: MUTUAL FUND PROFILE SERVICE - SECURITY  
PROFILE – NEW FUNCTIONALITY FOR FUNDS  
TO UPDATE AND DELETE SHARE CLASSES,  
FUND PORTFOLIOS AND SECURITY ISSUE IDs**

**Effective Friday, November 30, 2007**, NSCC will implement new functionality for funds to update and delete share classes, fund portfolios, and security issue IDs in the Mutual Fund Profile Security Issue database. This functionality will be accommodated via DTCC WebDirect screens and mainframe file input. Funds that are mainframe users will need to program for a new record type to submit the change and delete transactions. There has also been a change to the edit criteria for the “NAV Repurchase Share Class” field.

There are no changes for firms.

## **I. Background**

On September 14, 2007 the reengineered Profile Security Issue hierarchal relational database was launched into production for funds and firms (see Important Notice A#6481, P&S#6051 dated July 25, 2007).

A Security Issue ID must have a unique Share class name and a unique Fund Portfolio name in order for the data elements within these hierarchy levels to be associated within the database. When a share class name or fund portfolio name is changed or updated, any security issue IDs and associated data fields will be impacted. Consistency is critical as misspellings or different spacing will cause the name to be unique.

Appropriate edits will be employed and warning messages will be presented on the WebDirect screens to the input user prior to deleting any share class names or fund portfolio names. Notification messages will provide the fund with a greater understanding of the impact their change or delete action will have on their data.

## II. DTCC WebDirect Screens Modified and New Screen Created

Under “Hierarchy Management Transactions” on the “Security Profile” web screen, there will be one new screen called “Security Issue Setup”. The “Security Issue Setup” screen will allow the fund to select the current Security Issue ID, enter a new one, or select the “Delete” button to delete the existing one.

The two existing “Hierarchy Management Transactions” screens (“Share Class Setup” and “Fund Portfolio Setup”) will be modified to include a delete button for a delete transaction. The update functionality of the screens will also be modified to allow for the update of Fund Portfolio Names and Share Class names having underlying data.

Funds can refer to the Profile Security Issue New Functionality User Guide for instructions on completing the WebDirect Screens to accommodate the following transactions:

- Update Share Class name
- Update Fund Portfolio name
- Update Security Issue ID
- Delete Share Class name
- Delete Fund Portfolio name
- Delete Security Issue ID

The New Functionality User Guide can be found on the Wealth Management Services website at <https://funds.dtcc.com> under Participant Services/ Manuals//Mutual Fund Profile/Phase II/ Profile Security Issue New Functionality User Guide.

## III. Mainframe Users

A new record type “030” has been created to accommodate the updates and deletions input by funds via file transmission. Firms will not receive the 030 record, but will receive in the global security output file those records in Security Profile affected by the changes and deletions resulting from the fund input of record 030.

The new record layouts in fixed length and variable length can be found in **Appendix A**.

Beginning **Friday, November 16, 2007** testing of the new record type will be accommodated in the Participant Services Environment (PSE) region. Participants wishing to test should contact the Enterprise Service Center (ESC) by calling the NSCC Production Support Hotline at 888-382-2721, option 1, and then option 4. To ensure proper set up for the PSE region it is requested that at least three days prior notice be provided to ESC.

## IV. New Edit Criteria and Reject Codes

There has been an edit change to the “NAV Repurchase Code” field and the “NAV Repurchase Share Class” field (these fields are found at the Share Class Level General Profile tab on screen or on General Profile record type 020). When “NAV Repurchase Code” is 1= Yes, Same Class Only, then the “NAV Repurchase Share Class” field becomes optional for completion. If the fund populates it, then the repurchase share class name must be the same class name (name must be exact match as currently established on the database.)

Three new reject codes have been added:

0662 – NAV Repurchase Share Class must be blank

0663 – NAV Repurchase Share Class must be same as class name

0664 – NAV Repurchase must be populated

The complete Mutual Fund Profile Service Reject Code list can be found at <https://funds.dtcc.com> under Participant Services / Codes/Reject Codes/Mutual Fund Profile Service.

## **V. Output to Firms**

Input by funds which reflect Share Class name, Fund Portfolio name, and Security Issue ID changes and deletions will appear in the daily Global AutoRoute file (02110824).

## **VI. Reminder for New Fund Users of Profile Security Issue**

Funds that are populating Profile Security Issue database for the first time are reminded that once all required data has been populated, an authorizing email must be sent to Rita Gribben at [rgribben@dtcc.com](mailto:rgribben@dtcc.com) confirming the fund has completed its data input and review, and can be released as output to the firms.

Any questions or concerns regarding this Important Notice can be directed to Mutual Fund Marketing at 212-855-8877, your relationship manager, or the undersigned.

Rita A. Gribben  
Director/Product Management  
DTCC Wealth Management Services  
212-855-5677

## APPENDIX A

### Record Type 030 – Fixed length and Variable length

#### VARIABLE LENGTH

Field Name	Start	End	Len	Type	Description	Opt/ Req	Reject Code
Record Length	1	4	4	N	0306	R	0088
Physical Sequence Number	5	6	2	A/N		R	0080
Logical Sequence Number	7	8	2	A/N	01	R	0080
Filler	9	9	1	A/N	Space	R	
Reminder Indicator	10	10	1	A/N	Output Only; Space on input	R	
Originator Type Indicator	11	11	1	A/N	'F' = Fund	R	0081
Profile Type	12	13	2	A/N	06 = Hierarchical Security Issue	R	0082
Record Type	14	16	3	A/N	030 = Master Tables Maintenance Record	R	0083
Action Type	17	17	1	A/N	C = change (Class Name, Portfolio Name, Security Id) D = Delete (Security Id)	R	0349
Submitting Participant Number	18	21	4	A/N	@	R	0100
Filler	22	32	11	A/N	Space	R	
Submission Date	33	40	8	A/N	ccyymmdd	R	0036
Profile Effective Date	41	48	8	A/N	Ccyymmdd (current business date only)	R	0044
Security Issue Country Code	49	50	2	A/N	See ISO Country Codes Req.'d if Target Field = 'S'	OC	0153
Security Issue ID	51	59	9	A/N	Req.'d if Target Field = 'S'	OC	0040
ISIN Security Issue Check Digit	60	60	1	A/N	Req.'d if Target Field = 'S'	OC	0041
Filler	61	61	1	A/N	Space	R	0153

Field Name	Start	End	Len	Type	Description	Opt/Req	Reject Code
Target Field	62	62	1	A/N	C – Class Name P – Portfolio Name S – Security Id	R	0670
New Security Issue Country Code	63	64	2	A/N	See ISO Country Codes Req.'d if Target Field = 'S' and Action Type = 'C'	OC	0671
New Security Issue ID	65	73	9	A/N	Req.'d if Target Field = 'S' and Action Type = 'C'	OC	0672
New ISIN Security Issue Check Digit	74	74	1	A/N	Req.'d if Target Field = 'S' and Action Type = 'C'	OC	0673
Filler	75	78	4	A/N	Space	R	
Test Indicator	79	79	1	A/N	Space = Production 1 = Test	R	0089
NSCC Rejection Indicator	80	80	1	A/N	Input: Space Output: 0 = Accepted by NSCC 1 = Rejected by NSCC 2 = Rejected by NSCC, Multiple Errors	R	
NSCC Reject Code 1	81	84	4	A/N	Input : Space Output: Reject code or space	R	
Share Class Name	85	104	20	A/N	Req.'d if Target Field = 'C'	OC	0526
New Share Class Name	105	124	20	A/N	Req.'d if Target Field = 'C' and Action Type = 'C'	OC	0674
Filler	125	158	34	A/N	Space	R	
Fund Portfolio Name	159	218	60	A/N	Req.'d if Target Field = 'P'	OC	0527
Filler	219	232	14	A/N		R	
New Fund Portfolio Name	233	292	60	A/N	Req.'d if Target Field = 'P' and Action Type = 'C'	OC	0675
Filler	293	306	14	A/N		R	

**FIXED LENGTH**  
**Record 1 of 4 (Required)**

Field Name	Start	End	Len	Type	Description	Opt/Req	Reject Code
Physical Sequence Number	1	2	2	A/N		R	0080
Logical Sequence Number	3	4	2	A/N	01	R	0080
Filler	5	5	1	A/N	Space	R	
Reminder Indicator	6	6	1	A/N	Output Only; Space on input 'R' = Reminder on output	R	
Originator Type Indicator	7	7	1	A/N	'F' = Fund	R	0081
Profile Type	8	9	2	A/N	06 = Hierarchical Security Issue	R	0082
Record Type	10	12	3	A/N	030 = Master Tables Maintenance Record	R	0083
Action Type	13	13	1	A/N	C = change (Class Name, Portfolio Name, Security Id) D = Delete (Security Id)	R	0349
Submitting Participant Number	14	17	4	A/N	@	R	0100
Filler	18	28	11	A/N	Space	R	
Submission Date	29	36	8	A/N	ccyymmdd	R	0036
Profile Effective Date	37	44	8	A/N	Ccyymmdd @	R	0044
Security Issue Country Code	45	46	2	A/N	See ISO Country Codes Req.'d if Target Field = 'S'	R	0153
Security Issue ID	47	55	9	A/N	Req.'d if Target Field = 'S'	R	0040
ISIN Security Issue Check Digit	56	56	1	A/N	Req.'d if Target Field = 'S'	R	0041
Filler	57	57	1	A/N	Space	R	0153
Target Field	58	58	1	A/N	C – Class Name P – Portfolio Name S – Security Id	R	0670

Field Name	Start	End	Len	Type	Description	Opt/Req	Reject Code
New Security Issue Country Code	59	60	2	A/N	See ISO Country Codes Req.'d if Target Field = 'S' and Action Type = 'C'	OC	0671
New Security Issue ID	61	69	9	A/N	Req.'d if Target Field = 'S' and Action Type = 'C'	OC	0672
New ISIN Security Issue Check Digit	70	70	1	A/N	Req.'d if Target Field = 'S' and Action Type = 'C'	OC	0673
Filler	71	74	4	A/N	Space	R	
Test Indicator	75	75	1	A/N	Space = Production 1 = Test	R	0089
NSCC Rejection Indicator	76	76	1	A/N	Input: Space Output: 0 = Accepted by NSCC 1 = Rejected by NSCC 2 = Rejected by NSCC, Multiple Errors	R	
NSCC Reject Code 1	77	80	4	A/N	Input : Space Output: Reject code or space	R	

**Record 2 of 4 (Required)**

Field Name	Start	End	Len	Type	Description	Opt/Req	Reject Code
Physical Sequence Number	1	2	2	A/N		R	0080
Logical Sequence Number	3	4	2	A/N	02	R	0080
Filler	5	6	2	A/N	Space	R	
Share Class Name	7	26	20	A/N	Req.'d if Target Field = 'C'	OC	0526
New Share Class Name	27	46	20	A/N	Req.'d if (Target Field = 'C' and Action Type = 'C')	OC	0674
Filler	47	80	34	A/N	Space	R	

**Record 3 of 4 (Required)**

Field Name	Start	End	Len	Type	Description	Opt/Req	Reject Code
Physical Sequence Number	1	2	2	A/N		R	0080
Logical Sequence Number	3	4	2	A/N	03	R	0080
Filler	5	6	2	A/N	Space	R	
Fund Portfolio Name	7	66	60	A/N	Req.'d if Target Field = 'P'	OC	0527
Filler	67	80	14	A/N	Space	R	

**Record 4 of 4 (Required)**

Field Name	Start	End	Len	Type	Description	Opt/Req	Reject Code
Physical Sequence Number	1	2	2	A/N		R	0080
Logical Sequence Number	3	4	2	A/N	03	R	0080
Filler	5	6	2	A/N	Space	R	
New Fund Portfolio Name	7	66	60	A/N	Req.'d if Target Field = 'P' and Action Type = 'C'	OC	0527
Filler	67	80	14	A/N	Space	R	