

Standard Usage for Registered Representative Change (REP) Transaction (ACATS)

4/1/05 (see Change Log for updates since last version)

REP Transaction is used to in conjunction with ACATS to either correct a broker/dealer change request due to a soft reject confirmation or to add additional agents on a contract when there are 4 or more agents. This document is for ACATS related representative changes. The REP transaction can also be used for internal broker/dealer agent changes outside of the ACATS process. A separate Standard Usage document is available for Non-ACATS related REP changes.

Listed are the fields applicable to the REP transaction. Fields not listed are not used for this transaction and should be filled with spaces if alpha/numeric and date fields and zeros for numeric fields (see layouts).

Note: Records and field that are required but not included in Standard Usage are Submitting Header (70) and Contra Header (72) records, as well as System Code, Record Type, Sequence Number and NSCC Control Number in 73-01, 73-04 and 73-30 records.

Since there are multiple occurrences of the 73-30 (Agent Record) due to multiple agents on a contract, the first occurrence should be the primary agent on the contract.

Standard Usage documents were reviewed and approved by the ACATS/IPS Pilot Working Group.

Field Name	Record	Field Item #	DTCC Edit	Description	Notes
Transaction Type	73-01	7033	R	Required for both Distributor Requests and Carrier Confirms	Filled with code "REP"
Corrective Action	73-01	7034	C	Required for Distributor Requests Not Used for Carrier Confirms	This indicator provides a flag to the Carrier that the transaction is due to an ACATS soft reject. Distributor should always populate this field with Y when using REP transaction in conjunction with an ACATS transaction. DTCC will require this field to be filled anytime the 73-04 record is present.
Transaction Status	73-01	7035	C	Not Used for Distributor Request (spaces) Required for Carrier Confirm	Carrier should use the ACK for accepted transactions, HRJ for rejects .
Transaction	73-01	7036	C	Not Used	Carrier must use 000 (Accepted) when Transaction Status in

Status Reason				<p>for Distributor Request (spaces)</p> <p>Required for Carrier Confirm</p>	<p>ACK.</p> <p>Carrier should use HRJ when rejecting a REP transaction. A broker may still send in subsequent REP transactions after receiving a HRJ. SRJ should only be used on the CAT confirm to keep an ACATS Control number open. A Carrier can use any applicable reason codes if Transaction Status is HRJ.</p> <p>Carriers should not use 999 (multiple reasons) unless there are multiple reps. If there are multiple reps, the only time 999 may be used is if one rep was reject due to not being appointed (050) and one rep was rejected due to not being registered at the B/D on Carriers record (051).</p> <p>All other rejects should be prioritized by the Carrier so the process stops once a reject is detected.</p> <p>Example – If Carrier detects Contract Not Found (034), that should stop the process and 034 should be the reject code.</p>
Contract Number	73-01	7037	R	Required for both Distributor Request and Carrier Confirm	
CUSIP Number	73-01	7038	R	Required for both Distributor Request and Carrier Confirm	

IRS Qualification Code	73-01	7039	C	Required for Distributor Requests Optional for Carrier Confirm	
New/Current Distributor Client Account ID (BIN)	73-01	7041	C	Required Distributor Request Optional for Carrier Confirm	Current BIN would apply to this transaction. However, this field is optional number Non-ACATS REP transactions.
NAIC Number	73-01	7042	C	Not Used for Distributor Request (spaces) Optional for Carrier Confirm	Carrier should only fill this field under the following conditions: Transaction Status = HRJ (depending on reason code) Transaction Status is: 014 (Receiving Firm not appointed in Issue State) 015 (Receiving Firm not appointed in Resident State) 050 (Rep Not Appointed) For any other condition, this field should be spaces Note: DTCC will not edit this condition

Line of Business	73-01	7043	C	<p>Not Used for Distributor Request (spaces)</p> <p>Optional for Carrier Confirm</p>	<p>Carrier should only fill this field under the following conditions:</p> <p>Transaction Status = HRJ (depending on reason code) Transaction Status is:</p> <p>014 (Receiving Firm not appointed in Issue State) 015 (Receiving Firm not appointed in Resident State) 050 (Rep Not Appointed)</p> <p>For any other condition, this field should be spaces</p> <p>Note: DTCC will not edit this condition</p>
Appointment State – 1	73-01	7044	C	<p>Not Used for Distributor Request (spaces)</p> <p>Optional for Carrier Confirm</p>	<p>Carrier should only fill this field under the following conditions:</p> <p>Transaction Status = HRJ (depending on reason code) Transaction Status is:</p> <p>014 (Receiving Firm not appointed in Issue State) 015 (Receiving Firm not appointed in Resident State) 050 (Rep Not Appointed)</p> <p>For any other condition, this field should be spaces</p> <p>Note: DTCC will not edit this condition</p>

Appointment State – 2	73-01	7044	C	Not Used for Distributor Request (spaces) Optional for Carrier Confirm	Carrier will only fill this field under the following conditions: Transaction Status = HRJ Transaction Status is: 050 (Rep Not Appointed) and the rep needs to be appointed in two states. For any other condition, this field should be spaces Note: DTCC will not edit this condition
Appointment State - 3	73-01	7044	C	Not Used for Distributor Request (spaces) Optional for Carrier Confirm	Carrier will only fill this field under the following conditions: Transaction Status = HRJ Transaction Status is: 050 (Rep Not Appointed) and the rep needs to be appointed in three states. For any other condition, this field should be spaces Note: DTCC will not edit this condition
Delivering/Current Firm Owner SSN/Tax ID	73-01	7104	O	Optional for both Distributor Request and Carrier Confirm	Distributor and Carrier can use this field as an extra verification to ensure correct contract number. Some firms may use this field or they may use the Annuitant SSN or they may use both. Check with your trading partner.

Delivering/Current Firm Owner SSN/Tax ID	73-01	7105	O	Optional for both Distributor Request and Carrier Confirm	Distributor and Carrier can use this field as an extra verification to ensure correct contract number. Some firms may use this field or they may use the Owner SSN or they may use both. Check with your trading partner.
Carrier Agent Limits	73-01	7046	O	Not Used for Distributor and Optional for Carrier	Carrier will only fill this field under the following condition: Transaction Status = HRJ Transaction Status Reason is: 054 (Number of Agents Exceeds Carrier Limits) For any other condition, this field should be spaces. Example of Usage: If Carrier cannot hold more than 3 agents on a contract, they would soft reject with 054 and fill field 7046 with "03".
ACATS Control Number	73-04	7100	R	Required for both Distributor and Request and Carrier Confirm	This number is generated from ACATS and must be provided on all ACATS initiated transactions. CCYYDDNNNNNN CCYY = Year DDD = Julian Date NNNNNNN = Sequence Number
ACATS Sequence Number	73-04	7101	R	Required for both Distributor and Request	This number is generated from ACATS and must be provided on all ACATS initiated transactions. Example of this field 0000001

				and Carrier Confirm	
Agents Accepted	73-30	7300	C	Not Used for Distributor Request (spaces)* Required for Carrier Confirm	<p>This field is used to indicate which agents were rejected when multiple occurrences of the 73-30 record are submitted under one REP transaction.</p> <p>If Transaction Status in 73-01 is ACK, then this field for all occurrences should be Y.</p> <p>If Transaction Status in 73-01 is HRJ or SRJ, this field should be N if there is only one 73-30 record. When there are multiple occurrences of the 73-30 record, Y or N may be applicable. Not all agents may have been the cause of the reject. This field allows the Carrier to indicate which specific agents caused the reject.</p> <p>*Note to Distributors: Carrier will not process transaction unless all agents are in good order. This field is to help you determine which agent you will need to perform corrective action on. If a SRJ confirm occurs, Distributor will need to resubmit a REP transaction again with all agents included, even the ones that were considered acceptable the first time.</p>
Multiple Reason Code	73-30	7302	C	Not Used for Distributor Request (spaces) Required for Carrier Confirm	<p>If Transaction Status is ACK, this field should be filled with 000.</p> <p>If Transaction Status is HRJ, either use 000 or applicable reason code.</p>

Team ID	73-30	7303	O	Optional for both Distributor Request and Carrier Confirm	If there are multiple occurrences of the 73-30 record, team id should only be filled in the first occurrence. There is no need to duplicate in each 73-30 record. However, DTCC will not edit this.
Agent ID	73-30	7304	O	Optional for both Distributor Request and Carrier Confirm	This field should be populated for each occurrence of the 73-30 record. This field is the broker assigned id which can be unique for each agent.
Agent Tax ID	73-30	7305	R	Required for both Distributor Request and Carrier Confirm	
Agent Tax ID Qualifier	73-30	7306	R	Required for both Distributor Request and Carrier Confirm	

Agent Date of Birth	73-30	7307	C	Optional for Distributor Request and for Carrier Confirm	
Agent Allocation Percent	73-30	7308	O	Optional for both Distributor Request and Carrier Confirm	Optional means that the field does not have to be greater than zero. However, a zero fill is mandatory for this field. DTCC will edit to make sure all occurrences of the 73-30 record add up to either 0% or 100%. If it does not add up to 0% or 100%, it will be rejected back to the submitting firm.

Change Log

11/15/04	Changed usage in Multiple Reason code field
	Changed edit for Agent DOB from required for Distributors to optional for distributors.
12/9/04	Pilot Group agreed that REP confirms should not use the SRJ status. For REP transactions, the status does not impact the ACAT control number, therefore, SRJ and HRJ really mean the same thing and only one status should be used.
3/24/05	Added item 7046 to 73-01 record – Carrier Agent Limits Removed references to SRJ. SRJ is only used for CAT transactions. ACK or HRJ are the only applicable status codes for REP.