

Quarterly Long Term Survey Specification Document

Updated 01-09-2013

This specification provides information needed to create files of data for the Investment Company Institute's Quarterly Long Term Survey, and to electronically deliver such files to ICI for tabulation. The following sections are included in this document:

- I. ICI Contact Information
- II. Survey Objective
- III. When to Report Data
- IV. How to Deliver Data
- V. File Format
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I. ICI Contact Information

Should you require additional help in creating the Quarterly Long Term (QLT) data file, or if you have questions regarding the process of supplying survey data electronically, you may call or e-mail ICI at any time.

E-mail messages may be sent to the surveymaster@ici.org. Or you may contact:

Paul Camarata
Director – Electronic Data Collection
(202) 326-5952
e-mail: paul@ici.org

II. Survey Objective

The Institute's Quarterly Long Term Survey of funds provides a regular measure of asset breakdown and composition. The results are reported on an aggregate basis by ICI Investment Objective to members, the media, and the public.

Understanding "Class Level" and "Fund Level" Records:

In reporting Quarterly Long Term data, it is important to understand what is meant by the terms "class level" and "fund level" records. Certain data elements are considered class level records and certain data are considered fund level.

If you are referring to the green paper questionnaire, everything contained on the front side of the questionnaire is considered class level (shareholder account) data. These data items include the number of Regular Accounts, Withdrawal Accounts, Periodic Accumulation Plans, and Single Accumulation Plan accounts.

The back-side of the green paper questionnaire contains all of the fund level (portfolio asset composition) data elements. These data items include a breakdown of equity and bond holdings, as well as liquid assets.

III. When to Report Data

The data are collected for the previous quarter ending date, and should be submitted to the Institute prior to the 25th of the month following current quarter. For example, assume the current calendar date is April 10th. Users should submit quarterly long-term data as of March 31st (1st quarter) by April 25th.

Please note that in order for the ICI to process and report on the quarterly long term data which we receive in a timely and efficient manner, *it is crucial that the data be supplied at your earliest possible convenience*. If you are unable to provide your complete data set by the due date you should transmit all completed surveys. Please call Nick Rodriguez in the ICI Research Department (202-326-5946, nrodriguez@ici.org) with an estimated date of arrival for missing data.

IV. How to Deliver Data

Flat File Creation

Generate a pipe (|) delimited ASCII text file according to the file format found in Section V of this document.

Encryption

Because the data you are transferring can be considered confidential, it is wise to encrypt, or scramble, the data file so it becomes unusable to a non-authorized recipient. The ICI currently makes use of PGP encryption software for electronic data submissions. You may wish to refer to PGP's web-site located at <http://www.pgpi.org> for a complete description of their product.

Based on the type of computer system in use at your company, ICI will provide you with the necessary PGP encryption software. As always, if you have any questions or problems, please give ICI a call for personal assistance.

FTP Access

The preferred method for uploading (or sending) data to the ICI is via the Internet's File Transfer Protocol (or FTP). To access the ICI's FTP server (located at <ftp.ici.org>), you must provide your ICI User ID and Password. The ICI FTP server does not accept anonymous FTP transmissions. If you don't have an ID and

Password, or you are not sure what it is, feel free to contact Paul Camarata in the ICI's Information Systems Department (202-326-5952 or e-mail: paul@ici.org) for assistance.

File Transfer

When transferring your data file to the ICI's FTP server, you will be automatically logged into your company's own unique directory. This process is based on your FTP server User ID. The name of your directory will be a 5-digit number that represents your company's ICI Complex Number. This simplifies your process of sending data in that you won't have to worry about changing your remote directory once you are connected to the ICI's FTP host.

V. File Format

Notes on the file formats shown on the following pages:

- (a) All fields should be formatted without commas, single or double quotes, or dollar signs.
- (b) Currently, the version number (*field C-1 & F-1*) should be set to a numeric value of "3".
- (c) The Class Level "TYPE CODE" (*field C-2*) should be set to a lowercase "c" denoting class level records.
- (d) The Fund Level "TYPE CODE" (*field F-2*) should be set to a lowercase "f" denoting fund level records.
- (e) With respect to the "ICI Fund Number" & "ICI Class Number fields" (*C-3, C-7, & F3*); a complete mapping of your company's funds with ICI Fund Numbers and Class ID Numbers can be downloaded from your home directory on the Institutes FTP server (ftp.ici.org). The file is called "Fname.txt".
- (f) To report data for a new fund, or a fund that ICI does not yet know about, assign the fund an ICI Fund Number between 93000 and 93999. The Class ID Number for the new fund should be set to "0".

The following example illustrates the file format for a fund with 2 classes. Please note that in the example the lines wrap and appear as multiple lines. Your actual data file would only contain three lines.

| | | | | | |
|------|------------------------------|----|---|--|---|
| F-15 | Nonconvertible | 9 | N | | |
| F-16 | Options | 9 | N | | |
| F-17 | TotalUSGov_Agency | 9 | N | | |
| F-18 | TreasuryNoteBonds | 9 | N | | |
| F-19 | GovAgtBonds | 9 | N | | |
| F-20 | MortgageBackedSec | 9 | N | | |
| F-21 | OtherUSGov | 9 | N | | |
| F-22 | TotalUSGovAgency | 9 | N | | |
| F-23 | USTreasury | 9 | N | | |
| F-24 | OtherUSGovSec | 9 | N | | |
| F-25 | TotalTaxableDebt | 9 | N | | |
| F-26 | USCorpBonds | 9 | N | | |
| F-27 | ForeignBonds | 9 | N | | |
| F-28 | OtherSecurities | 9 | N | | |
| F-29 | MuniBonds | 9 | N | | |
| F-30 | RevenueBonds | 9 | N | | |
| F-31 | GeneralObligation | 9 | N | | |
| F-32 | ShortTermMuni | 9 | N | | |
| F-33 | Liquid Assets | 9 | N | | |
| F-34 | OtherAssets | 9 | N | | |
| F-35 | TotalNetAssets | 9 | N | | |
| F-36 | TotalCommonStockPercent | 7 | N | | |
| F-37 | USSecuritiesPercent1 | 7 | N | | |
| F-38 | ForeignSecuritiesPercent1 | 7 | N | | |
| F-39 | TotalPreferStockPercent | 7 | N | | |
| F-40 | USSecuritiesPercent2 | 7 | N | | |
| F-41 | ForeignSecuritiesPercent2 | 7 | N | | |
| F-42 | TotalWarrntRghtsPercent | 7 | N | | |
| F-43 | ConvertiblePercent | 7 | N | | |
| F-44 | NonconvertiblePercent | 7 | N | | |
| F-45 | OptionsPercent | 7 | N | | |
| F-46 | TotalUSGovAgencyPercent | 7 | N | | |
| F-47 | TreasuryNoteBondPercent | 7 | N | | |
| F-48 | GovAgtBondsPercent | 7 | N | | |
| F-49 | MortBackedSecPercent | 7 | N | | |
| F-50 | OtherUSGovPercent | 7 | N | | |
| F-51 | TotalUSGovAgencyPercentage | 7 | N | | |
| F-52 | USTreasuryPercent | 7 | N | | |
| F-53 | OtherUSGovtSec | 7 | N | | |
| F-54 | TotalTaxableDebtPercent | 7 | N | | |
| F-55 | USCorpBondPercent | 7 | N | | |
| F-56 | ForeignBondPercent | 7 | N | | |
| F-57 | OtherSecuritiesPercent | 7 | N | | |
| F-58 | MuniBondsPercent | 7 | N | | |
| F-59 | RevenueBondsPercent | 7 | N | | |
| F-60 | GeneralObligationBondPercent | 7 | N | | |
| F-61 | ShortTermMuniSecPercent | 7 | N | | |
| F-62 | LiquidAssetsPercent | 7 | N | | |
| F-63 | OtherAssetsPercent | 7 | N | | |
| F-64 | TotalNetAssetsPercent | 7 | N | | |
| F-65 | AppreciationDepreciation | 9 | N | | |
| F-66 | Date | 10 | S | | |
| F-67 | Supplier Name | 20 | S | | |
| F-68 | PhoneNumber | 13 | S | | E |

VI. File Naming Convention

The data file that is sent to ICI should follow the naming convention:

UFxxxxx.qyy

Where:

“U” is a fixed character representing Quarterly Long Term Survey data.

“F” is a fixed character indicating an ad-hoc “File-to-File” format.

“xxxxx” is a 5-digit complex number, zero filled if necessary (*provided by ICI*).

“q” is the corresponding quarter (1, 2, 3, or 4).

“yy” is the last 2 digits of the corresponding year (i.e., 03).

For example:

A file named **UF12345.112** contains Quarterly Long Term data for the first quarter of 2012. This file would be delivered to ICI prior to April 20th.

VII. Business Rules and Validation Requirements

The following validation rules were put in place to help ensure that the data submitted is consistent and meaningful. Records that fail these checks are flagged at ICI and you may receive a call about the data reported.

- (1) Data appearing in all dollar fields must be reported in thousands (000's) of dollars.
- (2) Data appearing in all dollar fields must be greater than “0” and less than or equal to 999,999,999 with the exception of Options (field F16 or F45 on the fund level format, Liquid Assets (field F33 or F62), and Asset Appreciation/ Depreciation (field F65). These fields can be a negative number.
- (3) The sum of the individual shareholder account line items (*fields C-9 – C-13*) must equal the “Total Shareholder Accounts” field (*field C-13*).

Note: All shareholder account data should be reported as actual numbers. If shareholder account data cannot be provided, do not populate with zeros, simply do not include class level records within the file.

- (4) The sum of the individual fund level line items must equal their respective section totals.

- (5) The sum of the individual section totals must equal the value in the Total Net Assets field.
- (6) If a value exists in the Total Net Assets field, at least one section (A - Equities, B - Debt, C - Liquid Assets, or D - Other Assets) must contain data.
- (7) Contact information is not required but is extremely helpful.