Canada Deposit Insurance Corporation

Nominee Broker Data Requirements

Version 1.1.1

About this Document

The purpose of this document is to provide Nominee Brokers with guidance and technical specifications with regards to complying with the provisions set out in the Canada Deposit Insurance Corporation ("CDIC") Act and related CDIC By-laws.

Additional supplementary materials in support of the Nominee Broker Data Requirements ("NBDR") may be found on the CDIC web-site.

Nominee Broker/Dealer questions related to this document may be sent via e-mail to CDIC at: Brokers@cdic.ca

Version: 1.1.1
Updated as of: 2024-03-05
Effective Date: 2024-03-05

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1   Introduction

If a CDIC Member Institution ("MI") should fail, Canada Deposit Insurance Corporation may be obliged to make payments to depositors. These payments would be made in accordance with deposit insurance rules, in a timely manner. To determine the amounts owing, deposit liability information would be extracted from the failed MI's systems and CDIC would request beneficiary/client information from Nominee Brokers. The Nominee Broker Data Requirements ("NBDR") outlines the specifications for formatting the Nominee Broker data submission, which will facilitate CDIC's calculation of an insurance determination.

2   Terminology

The table below provides guidance with respect to terms used in this document.

NBDR Term	Description
Alphanumeric Code	A set of numbers and letters assigned by a Nominee Broker to represent a unique beneficiary or beneficial owner. May also be referred to as "Unique Client Identifier" ("UCI") or "Beneficiary ID".
Beneficial Owner	With respect to a Special Income Arrangement ("SIA"), the natural person for whose benefit the plan/account is held. For example, the annuitant of a Registered Retirement Savings Plan or Registered Retirement Income Fund; the holder of a Tax-free Savings Account or First Home Savings Account; or the beneficiaries of a Registered Education Savings Plan or Registered Disability Savings Plan (e.g., child(ren)).
Beneficiary	The beneficiary of a trust deposit where the trust deposit is disclosed on the records of a CDIC Member Institution. The beneficiary can be a person or (set of) co-owners.
Co-owners	With respect to a beneficiary, a trust deposit jointly owned by more than one person (i.e., joint tenancy/an equal and undivided ownership by the joint owners). Has the same meaning as joint owners.
Deposit	Includes deposits referred to in the *Canada Deposit Insurance Corporation Act* ("CDIC Act") as well as liabilities referred to in the Schedule to the CDIC Act.
Entity	Has the same meaning as in Section 2 of the *Bank Act* and includes a corporation, trust, partnership, fund, and unincorporated association or organization.
Legal Entity Identifier ("LEI")	A unique global identifier for legal entities participating in financial transactions. The identifier is formatted as a 20-character, alpha-numeric code based on the ISO 17442 standard.
Member Institution ("MI")	As defined in the *CDIC Act,* "means a corporation that has deposit insurance under this Act". A list of CDIC's Member Institutions can be found on [CDIC's website](#).
Multi-beneficiary deposit	A trust deposit owned by more than one person as tenants in common (i.e., a defined share for each owner).
Nominee Broker ("NB")	As defined in the *CDIC Act*, "means a person who is a party to an agreement or arrangement with a member institution in order to make deposits as a nominee on behalf of another person".
Person	Includes a natural person and an entity.
Special Income Arrangement ("SIA")	Has the same meaning as set out in the *Canada Deposit Insurance Corporation Co-owned and Trust Deposit Disclosure By-law.* The SIAs are: Registered Retirement Savings Plan ("RRSP"); Registered Retirement Income Fund ("RRIF"); Tax-free Savings Account ("TFSA"); Registered Education Savings Plan ("RESP"); Registered Disability Savings Plan ("RDSP"); and First Home Savings Account ("FHSA").

NBDR Term	Description
Unique Client Identifier ("UCI")	The Nominee Broker-generated alphanumeric code representing each unique beneficiary and beneficial owner.

3 Notice of Revision

Canada Deposit Insurance Corporation will be responsible for the maintenance of the NBDR and XML Validation (XSD) file, and any decision to revise them from time to time. Material changes to this version of the document have been highlighted in *purple font* for easier identification.

4 Character Coding

The XML file must use the UTF-8 encoding character set with only English and French characters expected in the submission.

Certain characters (e.g., <, >, &, ', ") have a special meaning in XML and where they occur in the data, they must be substituted with their XML entity reference equivalents or a validation error may occur. For entity reference details, refer to XML syntax information (XML Syntax (w3schools.com)).

In addition, the pipe character ("|") is reserved for certain CDIC applications and must not be used in the data submission. If the pipe character exists in the source data, it must be removed or substituted.

5 Required Information

The following basic information is required in the NBDR submission that Nominee Brokers submit to CDIC.

Nominee Broker client information includes:
- the assigned unique alphanumeric code (aka: "UCI") for the beneficiary (including a unique set of co-owners), or beneficial owner;
- the legal name and address of the beneficiary and/or beneficial owner;
- the type of special income arrangement associated with the alphanumeric code;
- the Member Institution ("MI") associated with the alphanumeric code; and
- the Legal Entity Identifier ("LEI") of the introducing broker if an Introducing & Carrying Broker arrangement exists.

Nominee Brokers must be capable of providing client (beneficiary) information within three business days of CDIC's request.

6 Logical Structure

NBDR extracts must be "well-formed" (see: Well Formed XML - w3resource) to be valid. The XML logical file schema is composed of two separate sections: client definitions (i.e., beneficiary/ beneficial owner names and address data) and arrangement definitions (i.e., UCI, MI, LEI and SIA Type).

Root[1]
    Clients[2]
        Unique Client Identifier (required for every UCI reported in the *Arrangements* section)
        Contact[3]
            Name (Entity name <u>or</u> First, Middle and Last names)
            Address (Street address lines 1 & 2, City, Province, Postal Code, Country)
    Arrangements[4]
        Unique Client Identifier (if tenants in common, report multiple UCIs per *Arrangement*)
        Member Intitution ID (where the deposit has been placed/issued)
        Legal Entity Identifier (representing the Introducing Broker, only if an I&CB arrangement)
        SIA Type (CDIC insurance category)
        Beneficial Owners[5]
            Unique Client Identifier (RESP Family Plans may include multiple *Beneficial Owner* UCIs)

In addition:
- NBs must ensure that NBDR submissions pass the latest published XML Schema Definition (XSD) file (aka: XML Validation) which can be found on CDIC's website here: <u>Nominee Broker Data Requirements (NBDR)</u>.
- NBs should not report data elements that do not conform to the above XML schema (i.e., do not report elements/content not specified in the schema).
- Data/content for each element of a given *Client* or *Arrangement* must be reported on separate lines. Combining multiple data elements in one *Client* or *Arrangement* line may limit CDIC's ability to assess NBDR compliance and report examples of any issues to NBs. CDIC will reject data extracts that are not well-formed and in the proper format.

7   Data Requirements and Format

Populate the extract metadata with the following data:
- The extract as-at date <extractDate> in the format "yyyy-mm-dd". Note that this may differ from the run date of the extract.
- A count of the UCIs reported in the "*Clients*" section <totalClients>.
- A count of the arrangements reported in the "*Arrangements*" section <totalArrangements>.

Populate the "*Clients*" section with Nominee Broker beneficiary and beneficial owner name and address data.
- NBs must assign a Unique Client Identifier <uci> to every unique *Beneficiary* and unique *Beneficial Owner* for a deposit held at a particular MI, placed through a particular Introducing Broker (if an I&CB arrangement), for a given SIA type (regardless of product, sub-system/platform or intermediary). It is strongly recommended that NBs assign the same UCI for the same beneficiaries/beneficial owners across all MIs and SIA Types.
- Where NBs have multiple versions of a single client record, they must not create a multiple-contact UCI as this would reflect a co-owned/joint client account.

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[1] The root includes the extract metadata (e.g., As-at date of the extract, total client, and total arrangement count).
[2] The beneficiary of a nominee (i.e., trust) deposit placed by a Nominee Broker at a CDIC Member Institution.
[3] The name and address associated with the UCI. For co-owned beneficiaries, report multiple contacts per UCI).
[4] A trust deposit with a unique SIA Type, LEI (only if an Introducing & Carrying Broker arrangement), beneficiary, and beneficial owner(s) (only if a SIA deposit) placed by a Nominee Broker at a particular CDIC Member Institution.
[5] The individual(s) who benefit from a Special Income Arrangement. Mandatory for all SIA deposits but not applicable to non-SIA deposits.

- NBs must report a UCI in the *Clients* section for every UCI (including for Beneficial Owners) reported in the *Arrangements* section.
- A UCI should not appear more than once in the "*Clients*" section.
- A contact name can be either an entity (with data reported in the entity field) or a natural person/individual (with data reported in the first and last name fields, middle name optional). A contact **must not** have data in both the entity name field and an individual name field.
- Contact names should reflect full legal names. NBs should not report additional data (e.g., type of account) in the name fields.
- Accounts with joint/co-ownership (i.e., joint tenants) should be reported as multiple *Contacts* for a particular UCI. Each *Contact* for a given joint UCI is expected to have a separate name and address record *(i.e., do not combine multiple names and/or addresses in a single name and/or address field)*. Accounts with multi-beneficiary ownership (i.e., tenants in common) should be reported as multiple Beneficiary UCIs for a particular *Arrangement*.
- As CDIC requires that MIs report a unique SIA Type (CDIC Insurance Category) per Arrangement (trust account), NBs should report only one SIA Type per Arrangement.
- All address fields are mandatory except for Address Line 2 <address2>, which may be omitted if no data exists. Where no data exists for mandatory address fields (e.g., certain international addresses), report an opening and closing tag (e.g., <postalCode></postalCode> or <postalCode/>).
- Address content should conform to [Canada Post Addressing Guidelines](#) (e.g., province/state, postal/ZIP codes, country, etc.).
- If multiple addresses exist for a given contact, report the primary address or multiple addresses.
- It is strongly recommended that NBs not re-assign the UCIs of past clients to new (different) clients.
- NBs should ensure that reported data is not truncated (e.g., name and/or address data).
- NBs should ensure that reported data is properly parsed into the correct fields (e.g., separate name and/or address data is not combined into one element/tag).

Populate the "*Arrangements*" section with Nominee Broker trust account data.
- For greater clarity, NBs should report only those arrangements that directly relate to a CDIC MI. NBs should refer to the latest MI-ID Code Table (see: [Member Institution ID Codes - cdic.ca](#)) for the current list of CDIC MIs.
- Accounts with multi-beneficiary ownership (i.e., tenants in common) should be reported as multiple Beneficiary UCIs for a particular *Arrangement*. Accounts with joint/co-ownership (i.e., joint tenants) should be reported as multiple *Contacts* for a particular UCI.
- UCIs for "*Beneficial Owners*" are required for all SIA deposits (e.g., RRSP, RRIF, TFSA, RESP, RDSP and FHSA) but are not applicable for non-SIA deposits (i.e., where SIA Type Code = "4").
- The "Beneficial Owner" (i.e., the individual who benefits from a registered plan deposit) should be the same individual as the "Beneficiary" (i.e., NB client) for RRSP, RRIF, TFSA and FHSA registered plan deposits. As such, for these types of SIA deposits, the UCI reported under *Arrangement* should be the same UCI reported under *Beneficial Owners* (see Section 8: Trust Arrangement Examples).
- The LEI field <lei> applies only to Introducing & Carrying Broker arrangements and as such, must be omitted where no such arrangement exists (i.e., deposits placed directly by the NB on behalf of their clients must not include an LEI tag).
- Where a beneficiary (NB client) holds multiple accounts/products at the same MI and placed by the same Introducing Broker/LEI (If an I&CB arrangement), within the same SIA Type, with the same beneficial owners (if a SIA deposit), the NB should not report duplicate arrangements. Doing so may limit CDIC's ability to assess NBDR compliance and report examples of any issues to NBs.

Data Element	XML Tag Name	Requirements	Field Format
Data Extract Date	extractDate	Enter the "as at" date of the records/content in the data extract.	DATE
Total Clients	totalClients	A count of clients (UCIs) in the *Clients* section of the data extract.	INT
Total Arrangements	totalArrangements	A count of arrangements in the *Arrangements* section of the data extract.	INT
Unique Client Identifier	uci	Enter the Nominee Broker-assigned beneficiary alphanumeric code. Only one UCI value should be assigned to a person who is a single beneficiary (including unique set of co-owners), or a beneficial owner for a given SIA Type and MI ID/LEI combination.	VARCHAR
Entity Name	entityName	Where the *UCI* represents an entity (e.g., corporation, trust, partnership, association, organization, etc.), enter the legal entity name. If an entity, no tags for firstName, middleName or lastName.	VARCHAR
First Name	firstName	Enter the first name of the client if a natural person (individual). If an individual, no tag for entity.	VARCHAR
Middle Name	middleName	Enter the middle name(s) of the client if a natural person. XML tag can be omitted if not applicable (i.e., data does not exist). If an individual, no tag for entity.	VARCHAR
Last Name	lastName	Enter the last name of the client if a natural person. If an individual, no tag for entity.	VARCHAR
Address Line 1	address1	Required for all addresses. Enter the street address line 1 (typically the number and street name).	VARCHAR
Address Line 2	address2	Enter the street address line 2, if applicable. XML tag can be omitted if content does not exist.	VARCHAR
City	city	Required for addresses in Canada or USA.	VARCHAR
Province/State	province	Required for addresses in Canada or USA. Must conform to the Canada Post Addressing Guidelines of a two-character province/state code (e.g., "ON" for Ontario, "ID" for Idaho).	VARCHAR
Postal Code	postalCode	Postal code with format ANA NAN required for addresses in Canada and ZIP code with format NNNNN (extension, -NNNN allowed) required for addresses in USA.	VARCHAR
Country	country	Required for all addresses. If a Canadian address, enter, "Canada". If a United States of America address, enter "USA" or "United States", but must be consistent throughout the data extract. All other foreign addresses should use the full country name (i.e., country codes are not acceptable).	VARCHAR

Data Element	XML Tag Name	Requirements	Field Format
MI ID Code	miid	Enter the CDIC Member Institution Identification Code associated to the *UCI*. This value may repeat for different arrangements. MI identification codes can be found on CDIC's website (Member Institution ID Codes - cdic.ca). NBs are expected to check for updates prior to submitting a NBDR extract.	CHAR(4)
Legal Entity Identifier	lei	The LEI of the Introducing Broker for an Introducing & Carrying Broker (I&CB) arrangement. If not an I&CB arrangement, omit this XML tag.	CHAR(20)
SIA Type Code	siaType	For a given *arrangement*, enter: **"4"** for **NSIA –** not a SIA deposit. **"5"** for **RRSP –** a deposit received under a RRSP. **"6"** for **RRIF** – a deposit received under a RRIF. **"7"** for **TFSA –** a deposit received under a TFSA. **"9"** for **RESP** – a deposit received under a RESP. **"10"** for **RDSP** – a deposit received under a RDSP; or **"11"** for **FHSA** – a deposit received under a FHSA. The same *SIA Type Code* value should not repeat for the given *UCI, MI ID, LEI,* and *Beneficial Owner.*	INT

The data should be submitted in a single XML file in the format as described in this document.
- VARCHAR (Variable Character): any alphanumeric string (using English and French characters)
- INT (Integer): a whole number (positive or negative) or zero ("0")
- CHAR [Character (*n*)]: an alphanumeric character string of length *n*
- DATE: YYYY-MM-DD (year, month, and day, using digits with dash separator)

8   Examples

Note: The data used in the examples below are fictitious.

Client section examples

Example 1: Individual (natural person)

```
<client>
   <uci>CIF521374</uci>
   <contact>
      <firstName>JOHN</firstName>
      <middleName>MICHAEL</middleName>
      <lastName>DOE</lastName>
      <address>
         <address1>1234 PORTAGE AVE</address1>
         <city>WINNIPEG</city>
         <province>MB</province>
         <postalCode>R3G 0R3</postalCode>
         <country>CANADA</country>
      </address>
   </contact>
</client>
```

Example 2: Entity

```
<client>
   <uci>CIF421987</uci>
   <contact>
      <entityName>SARA LEE ITF DAN LEE</entityName>
      <address>
         <address1>2313 CATHERINE ST</address1>
         <address2>FLOOR 17</address2>
         <city>MONTREAL</city>
         <province>QC</province>
         <postalCode>H3H 1N2</postalCode>
         <country>CANADA</country>
      </address>
   </contact>
</client>
```

Example 3: Joint/co-owned deposit (w/ 2 owners)

```
<client>
    <uci>CIF427504</uci>
    <contact>
        <firstName>JOHNNY</firstName>
        <lastName>WAYNE</lastName>
        <address>
            <address1>3456 ROBSON ST</address1>
            <city>VANCOUVER</city>
            <province>BC</province>
            <postalCode>V6E 3Z6</postalCode>
            <country>CANADA</country>
        </address>
    </contact>
    <contact>
        <firstName>FRANK</firstName>
        <lastName>SHUSTER</lastName>
        <address>
            <address1>789 MILNER ROAD</address1>
            <city>MONCTON</city>
            <province>NB</province>
            <postalCode>E1E 2S1</postalCode>
            <country>CANADA</country>
        </address>
    </contact>
</client>
```

Example 4: Multi-address entity (w/ 2 addresses)

```
<client>
    <uci>CIF427336</uci>
    <contact>
        <entityName>GLM HOLDINGS INC.</entityName>
        <address>
            <address1>60 CARLTON ST</address1>
            <city>TORONTO</city>
            <province>ON</province>
            <postalCode>M5B 1J2</postalCode>
            <country>CANADA</country>
        </address>
        <address>
            <address1>40 BAY ST</address1>
            <address2>SUITE 600</address2>
            <city>TORONTO</city>
            <province>ON</province>
            <postalCode>M5J 2L2</postalCode>
            <country>CANADA</country>
        </address>
    </contact>
</client>
```

Arrangement section examples

Example 5: Non-SIA deposit (not an I&CBA)

```
<arrangement>
    <uci>CIF421987</uci>
    <miid>MIID</miid>
    <siaType>4</siaType>
</arrangement>
```

Example 6: Introducing Broker, non-SIA deposit

```
<arrangement>
    <uci>CIF476453</uci>
    <miid>MIDI</miid>
    <lei>ABCD765987XYZ3210123</lei>
    <siaType>4</siaType>
</arrangement>
```

Example 7: Multi-beneficiary, non-SIA deposit

```
<arrangement>
    <uci>CIF427534</uci>
    <uci>CIF427535</uci>
    <uci>CIF427536</uci>
    <miid>MIID</miid>
    <siaType>4</siaType>
</arrangement>
```

Example 8: Joint/co-owned, non-SIA deposit

```
<arrangement>
    <uci>CIF427504</uci>
    <miid>MIDI</miid>
    <siaType>4</siaType>
</arrangement>
```

Example 9: RRSP deposit

```
<arrangement>
    <uci>CIF521374</uci>
    <miid>MIID</miid>
    <siaType>5</siaType>
    <beneficialOwners>
        <uci>CIF521374</uci>
    </beneficialOwners>
</arrangement>
```

Example 10: Introducing Broker, TFSA deposit

```
<arrangement>
    <uci>CIF726486</uci>
    <miid>MIDI</miid>
    <lei>ABCD765987XYZ3210123</lei>
    <siaType>7</siaType>
    <beneficialOwners>
        <uci>CIF726486</uci>
    </beneficialOwners>
</arrangement>
```

Example 11: RESP deposit (family plan)	Example 12: RDSP deposit
``` <arrangement> <uci>CIF942817</uci> <miid>MIID</miid> <siaType>9</siaType> <beneficialOwners> <uci>CIF944378</uci> <uci>CIF944809</uci> </beneficialOwners> </arrangement> ```	``` <arrangement> <uci>CIF1048372</uci> <miid>MIDI</miid> <siaType>10</siaType> <beneficialOwners> <uci>CIF1048625</uci> </beneficialOwners> </arrangement> ```

An XML example file (NBDR Example) can be found on this web page: Nominee Broker Data Requirements (NBDR)

9   Data Validation

- Nominee Brokers must ensure that their NBDR extract complies with CDIC's latest XML validation rules contained in the NBDR XML Schema Definition (XSD) file posted on this web page: Nominee Broker Data Requirements (NBDR). Where the published schema definition file (XSD) and the above Data Element requirements/field formats vary, the latest schema definition (XSD file) takes precedence.
- Failure to pass the XML validation (XSD file) will result in the rejection of the NBDR submission by CDIC.

10   File Extract Process

Upon request by CDIC, Nominee Brokers must generate and extract all data referred to in Section 7, for the "as at" date requested, for the specific MI(s) requested (e.g., request could be for a single MI, multiple MIs, or all MIs), and provide or make available the file(s) to CDIC.

The file extracts must conform to the following:
- XML format
- Character encoding must be UTF-8
- File extension must be .xml (not case sensitive)
- File name must follow the file naming specification (see Section 11)
- File must conform with CDIC's NBDR XML Schema Definition (XSD file)

11   File Name Specification

The following table highlights the NBDR File Naming specification.

File Name Element	Description	Format Start Position, Length
NB ID	A four-character CDIC NB identifier code published here: CDIC-NB-ID-SADC.pdf. This code will be assigned by CDIC upon NB or MI request. NB ID codes consist of 4 upper-case characters beginning with "X".	Alpha-numeric (4) 1, 4
Data Extract Date	An eight-character numeric string indicating the "as at" date of the data. Note that this may differ from the "run-date" of the extract.	DATE (YYYYMMDD) 5, 8

File Name Element	Description	Format Start Position, Length
NBDR Version	A two-character number representing the NBDR version number. For example, NBDR version 1.1 should be expressed as the value "11" and version 2.5 would be expressed as the value "25".	Numeric (2) 13, 2
File Number	A two-character number representing the NBDR file number. As the specification calls for a single XML file, the file number value is "01".	Numeric (2) 15, 2
Submission Number	A two-character number representing the submission number for a given data "as-at" date. This is designed to control the integrity of data should multiple submissions be needed for any given "as at" dataset. The value for the first submission for any given "as at" date should be "01" and thereafter, increase sequentially by one (i.e., 02, 03, 04 …).	Numeric (2) 17, 2

File name example:

XABC20220430110101.xml

NB ID   NBDR Version   Submission Number

Data Extract Date   File Number
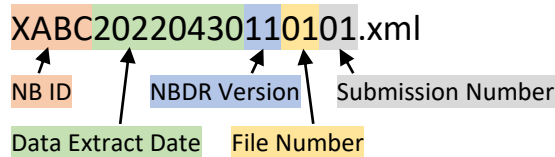
12 File Transmission Process

NBDR data extracts must be encrypted to CDIC standards prior to transmission and must be transmitted via the Nominee Broker Portal to CDIC in accordance with transmission instructions published on the Portal. NBs should not compress (e.g., zip) their data extracts prior to encryption. For any questions regarding CDIC's current encryption guidelines or transmission instructions, NBs should contact CDIC at Brokers@cdic.ca.

Appendix A – Document Change Log

Version	Major Change	Files/Elements Changed	Effective Date
1.0	• Initial version	N/A	2022-04-30
1.1	• Adding new arrangement type (FHSA) • Clarifying certain requirements (throughout)	SIA Type Code N/A	2023-03-01
1.1.1	• Special character (") entity reference update	Throughout, as applicable	2024-03-05