



GUIDELINES ON THE RECORD-KEEPING REQUIREMENTS FOR ALL JDIC POLICYHOLDERS

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EXECUTIVE SUMMARY

The Jamaica Deposit Insurance Corporation (JDIC/The Corporation) was created to establish and manage a Deposit Insurance Scheme to protect depositors from loss of their deposits or parts thereof. In furtherance of its mandate, the Corporation has issued these Guidelines which set out the minimum “Record-Keeping Requirements for all its Policyholders” (*The Guidelines*) with regard to customer and account data. The Guidelines are issued in accordance with the provisions of the Deposit Insurance Act.

The objective of The Guidelines is to provide clear guidance to Policyholders regarding their responsibility to maintain records in a manner that is consistent with the information required by the Corporation to execute its mandate. The information outlined in these Guidelines must be made available to the Corporation in the prescribed format and at such time as the Corporation may require.

The Guidelines are presented in three sections: Section 1 provides an introduction and background; Section 2 sets out the technical specifications for the customer and account information a Policyholder is required to maintain and provide to the Corporation and includes details regarding data requirements, format and transmission; and Section 3 outlines other information requirements relating to the maintenance of customer and account data such as features of deposit products and accounting and information technology systems.

SUMMARY OF KEY CHANGES TO THE GUIDELINES

The Guidelines were originally issued on March 30, 2012 to all Policyholders for implementation on October 30, 2014. The revised Guidelines were reissued effective April 30, 2014 for implementation on January 1, 2015.

The revised Guidelines provide greater clarity as it relates to: data extraction and transmission procedures; and the format, structure and content of customer and account data files. Section 2: "Record-keeping Requirements - Technical Specifications" of the Guidelines has been updated with these key changes which are summarized below.

I. Schedules of Required Files

Schedules providing details of the required files have been amended/ added to further enhance Policyholders' capacity to provide the Corporation with the requisite data and closer align the data received by the Corporation with its business process and information systems. Within this context, amendments have been applied to the schedules of files in the following areas:

- Contents of the "field name/ information required" column of each schedule have been amended to reflect concise names which can adequately be used in the header row of the respective files, augmented where necessary by simple statements that add further clarity. This, in conjunction with the adjacent "field description" column should sufficiently elucidate the specific data requirement while allowing for usable field/ column names.
- Inclusion of additional schedules/ files namely: customer related persons file; signatories file; account owners file; beneficiary information file.

II. Data Interchange

Details of the data interchange between the Policyholders and the Corporation have been added. This includes:

- Documents required for data delivery
- Data preparation requirements / conduct
- Data transmission requirements / conduct

A sample layout for a manifest to be used for detailing the contents of a package of data to be delivered has been included. This prescribes the format to be used for specifying the contents of data archives (to be delivered) and will provide a basis for integrity checking and management of the data interchange process.

A sample record layout to be used in the compilation of a data dictionary which will accompany all data packages delivered to the Corporation has been added. This depicts the style to be used for the documentation of files containing the data extracts from the Policyholder's banking information system.

Data archive preparation has been prescribed, and the tools and methodology to be employed in their creation and delivery (batching and transmitting) have been specified.

III. Data File Naming Convention

Specification of a naming convention for data files and use of particular components incorporated into file names has been added. File name core components are defined here, and must be used for each file as detailed in the Schedules of required files.

IV. Metadata File Naming Convention

A naming convention for files containing required metadata which must form a part of data delivery has been specified, in a similar manner to that employed for data files.

V. Archive File Naming Convention

A naming convention for archives which are the containers of files to be delivered has been specified, in a similar manner to that employed for metadata files.

VI. Data File Format

Characteristics and format of data files to be submitted are described in this subsection.

VII. Data Specifications

Specification of data file contents and prescribed rules to be applied in file preparation are outlined in this subsection.

VIII. System and Data Documentation

This section has been renamed from 'Data Definition Documents', and has had its content updated.

Previously incorporated sections on 'File Formats' and 'Data Transmission' have been superseded by the subsections listed above and hence have been removed.

IX. Account Classification and Ownership Categorization

Deposit insurance entitlements are computed based on ownership categories; accordingly, Policyholders' banking systems must have the capacity to associate each deposit account to the requisite ownership category. In order to minimize the nuances specific to this process, an "Account Classification Table" has been included in this subsection.

Policyholders are required to classify each account record in accordance with the specifications outlined in the "Account Classification Table" and the "Account Ownership Category Table".

SECTION 1: INTRODUCTION and BACKGROUND

1.0 Introduction

The Jamaica Deposit Insurance Corporation was established by the Government of Jamaica in 1998 under the Deposit Insurance Act (the Act, DIA). The functions of the Corporation are:

- (i) to provide in accordance with the provisions of the DIA, insurance against the loss of deposits or parts thereof;
- (ii) to manage and administer the Deposit Insurance Fund (DIF or the Fund) or any other income of the Corporation;
- (iii) to levy premiums for the Fund and fees or other amounts payable in accordance with the provisions of the Act.

In carrying out its functions, the Corporation contributes to the confidence and stability of the financial system.

Membership in the Deposit Insurance Scheme (the Scheme) is compulsory for all deposit-taking financial institutions regulated by the Bank of Jamaica, also referred to as “Policyholders”. The nature and extent of each Policyholder’s record-keeping practices will impact on the Corporation’s ability to effectively carry out its functions and so dictates that the Corporation develop these Guidelines. The Guidelines set out the minimum **Record-Keeping Requirements for all Policyholders regarding customer and account data.**

2.0 Objective

The principal objective of The Guidelines is to provide clear guidance to Policyholders regarding the customer and account information that they must maintain at all times in order to enhance the Corporation's capability to carry out its obligations under the DIA. These Guidelines also aim to:

- (i) Ensure that Policyholders implement the necessary policies, systems and procedures that are required to compile and maintain the requisite information and in the required format;
- (ii) Enhance the Corporation's capacity to inform the most cost effective resolution strategy in regards to a failing/ failed institution;
- (iii) Ensure that if there is a pay out of depositors, the Policyholder can submit the required customer and account information electronically in the standard file structure as well as other information requirements within the stated timelines;
- (iv) Minimize the exposure of the Fund to loss and contribute to the confidence and stability of the financial system.

The Guidelines were developed with due consideration to governing legislation and standards of best practices that guide the record-keeping practices of Policyholders. As far as practicable, these Guidelines seek to minimize any regulatory, operational and financial burden on Policyholders, while ensuring that the Corporation can effectively execute its mandate. *The Guidelines* will be reviewed and amended as deemed necessary by the Corporation to ensure its relevance and efficacy.

3.0 Legal Authority

The Guidelines are issued in accordance with the following provisions of The Deposit Insurance Act, 1998 (amended 2011) and The Deposit Insurance Regulations, 1998:

(i) The Deposit Insurance Act, section 4(1) provides: *"The principal objects of the Corporation are to establish and manage a scheme for the insurance of deposits or parts thereof against the risk of loss."* And section 4(2) states, *"In carrying out the objects referred to in subsection (1) the Corporation shall take all such measures as may be necessary to ensure that there is the least possible exposure of the Corporation to loss."*

(ii) Section 5(2)(a) of the DIA provides that: *"For the purpose of the performance of its functions under this Act, and subject to the provisions of this Act, the Corporation may do anything and enter into any transaction which in the opinion of the Corporation, is necessary or incidental to its functions, and in particular and without limiting the generality of the foregoing the Corporation may-*

(a) Make such enquiries of a Policyholder as to the conduct of its affairs as may be prescribed;"

(iii) The Deposit Insurance Regulations, section 10 provides that: *"Where the Corporation, considers it to be necessary or desirable in furtherance of its principal objects, the Corporation may require an applicant or Policyholder, as the case may be, to provide or cause to be provided to the Corporation any additional information concerning the business and affairs of the applicant or Policyholder,*

or any of its directors or officers, or of any person connected with or exercising control over the applicant or Policyholder."

(iv) The Deposit Insurance Regulations, Form 3, Policy of Deposit Insurance, section 11 provides: "The Corporation for the purpose of monitoring or assessing the compliance of the Policyholder with the conditions of this policy or where the Corporation considers it to be necessary or desirable in furtherance of its objects as set out in section 4 of the Act, may by notice in writing request the Policyholder to provide the following information within such period as may be specified in the notice-

(a) Its financial statements and such returns, statements and information including those required under section 16 of the Banking Act, section 16 of the Financial institutions Act or regulation 44 of the Bank of Jamaica (Building Societies) Regulations, 1995, as the case may require, for the period specified, prepared on a consolidated or unconsolidated basis, plus those where applicable, of its holding company and subsidiaries;

(b) a statement certified by an authorized signatory of the Policyholder, that sets out:

(i) a profile of insurable deposits in the format requested;

(ii) a profile of insured deposits in the format requested;

(iii) a detailed description of the system that is used by the Policyholder to compile information on its deposit

liabilities; and

(iv) a detailed listing of the amounts, status and dates of maturity of loans that are made and of other assets, and of debentures that are issued and that are not insured under the Act, and other liabilities.”

4.0 Policyholders' Records

For the purpose of these Guidelines “Policyholders' Records” refer to the content, format and storage of documents or data evidencing transactions and any other information concerning the business affairs of the Policyholder, or of any of its directors or officers, or of any person connected with or exercising control over the Policyholder which the Corporation may consider to be necessary or desirable in furtherance of its principal objects.

Policyholders' records comprise financial and non-financial data. These records include, but are not necessarily limited to information in respect of:

- Customer records
- Deposit accounts/liabilities
- Loan accounts/credit facilities
- Product features of deposit accounts and loan accounts/credit facilities
- Accounting systems
- Banking information technology systems
- Financial statements
- Accounting and banking operations policies and procedures
- Account mandates/agreements
- Signature cards
- Location of branches, sub branches and agencies

- Operational structure and other corporate data
- Any other data or information deemed necessary

5.0 Applicability

The Guidelines are applicable to all licensed financial institutions as defined under the DIA and to which a policy of Deposit Insurance has been issued by the Corporation pursuant to section 14 of the DIA.

Under section 2 of the DIA a “financial institution” means-

- (i) A bank licensed under the Banking Act or a financial institution licensed under the Financial Institutions Act;
- (ii) A building society licensed under the Building Societies Act; or
- (iii) Subject to subsection (3), any other person or undertaking whose business includes the accepting of deposits and who has been declared by the Minister under section 2 of the Bank of Jamaica Act to be a specified financial institution.

The Guidelines will be applicable to Credit Unions¹ when they become members of the Deposit Insurance Scheme (DIS).

¹ Credit Unions operating under the Co-operatives Society Act have been designated as ‘specified financial institutions’ under the Bank of Jamaica Act by the Minister of Finance, which brings them within the supervisory ambit of the Central Bank and currently allows the Central Bank to access information on the sector. Regulations to establish a formal supervisory framework for these entities inclusive of a licensing regime and necessary regulatory and sanction powers are being drafted.

6.0 Compliance

- (i) Each Policyholder is required to implement appropriate policies, systems and operational procedures to ensure that there is full compliance with The Guidelines.
- (ii) In accordance with the provisions of The Deposit Insurance Act, 1998 and The Deposit Insurance Regulations, 1998 and for the purpose of carrying out its functions or monitoring and assessing compliance with *The Guidelines*, (commencing immediately after the implementation date) each Policyholder must:
 - **Submit on an annual basis, as at April 1:**
 - Confirmation of compliance by completing the Compliance Certificate in Appendix 1 of The Guidelines.
 - Conversely, if there are areas of non-compliance, a written action plan and implementation timeline regarding plans to address the deficiencies must be submitted to the Corporation instead of the Compliance Certificate.
 - **Every three years, on or before April 1, or within such other period as may be specified by notice in writing by the Corporation:**
 - In addition to the confirmation of compliance, complete the Schedules included in The Guidelines for resubmission, providing details where necessary.

If there are areas of non-compliance, a written action plan and timeline regarding plans to address the deficiencies must be submitted along with the completed Schedules instead of the Compliance Certificate.

- Submit a data set of customer and account records to the Corporation (at scheduled intervals) consistent with the technical specifications outlined in section 2, to facilitate the ongoing monitoring of compliance with the Guidelines. Details of the policies and procedures for this compliance review will be advised.²

- (iii) A Policyholder is legally responsible for the authenticity and accuracy of information submitted to the Corporation. Upon receipt of a request for information, the Policyholder is required to submit the Compliance Certificate in the attached form duly signed either by the Policyholder's chief executive officer or compliance officer or designated authorized signatory and auditors, attesting to the authenticity and accuracy of information provided.
- (iv) Each Policyholder is required to advise all their branches of the requirements of the Guidelines and ensure compliance.
- (v) The Policyholder shall cause its officers, auditors, and former auditors to provide the Corporation or any person designated by the Corporation with the required information and any pertinent explanation in the

² The framework for the Corporation to conduct scheduled independent review/ assessment of each Policyholder's level of compliance with the Guidelines is to be developed (with due consideration to the circumstances in which information on customers' accounts may be disclosed) and shared with Policyholders for consultation.

specified format (written or electronic) and within the timeframe requested.

(vi) The Policyholder is required to advise the Corporation within a timely manner of any material change to any information provided.

(vii) Nothing in these Guidelines shall be taken to obviate the need for a Policyholder to comply with the information requirements as outlined in the Deposit Insurance Act and the Deposit Insurance Regulations or any other governing legislation.

7.0 Background & Underlying Principles for the Record-keeping Requirements

7.1 Background

The Corporation's capacity to protect depositors against the loss of deposits or parts thereof, manage the Fund, levy premiums and in so doing contribute to financial system stability will, to a great extent, depend on its knowledge of the Policyholder's business and affairs as well as the state of the Policyholder's records.

As such, the information required by the Corporation extends beyond the need to have access to depositors' data at the time of a Policyholder's closure in order to make payments out of the Fund (i.e. a payout) and includes the availability and access to other Policyholder records on an ongoing basis. This will be by way of requests for routine reports which will primarily provide the necessary information for the JDIC to manage an effective Deposit Insurance Scheme.

The Corporation requires information from Policyholders in order to: assess the risk exposure of the Fund; levy premiums; determine the early detection and timely intervention and resolution of a failing or failed Policyholder³ by using the most cost effective strategy; and also to ensure that it has the necessary policies and systems in place to pay out depositors promptly and accurately. The Corporation also requires information to allow for continuous and timely review of its public policy objectives, mandates and powers, coverage limit and Rules of Coverage to ensure they remain relevant and applicable.

These record-keeping requirements are consistent with the Corporation's mandate and industry best practice as outlined in the *Core Principles for Effective Deposit Insurance Systems*⁴. Specific reference is made to Principle 4 which in part states: "A deposit insurer should have all powers necessary to fulfil its mandate and these powers should be formally specified. All deposit insurers require the power to finance reimbursements, enter into contracts, set internal operating budgets and procedures, and access timely and accurate information to ensure that they can meet their obligations to depositors promptly."

Policyholders' record-keeping standards that do not meet the requirements of the Corporation can significantly compromise the operations of the Corporation and result in undue exposure of the Scheme to risks particularly as it relates to reputation, operational, financial and legal risks. The Corporation's inability to properly assess its risks and pay out depositors promptly and accurately if there is the closure of a Policyholder is potentially detrimental to public confidence and the credibility of the financial system. This could lead to financial contagion and result in runs on viable institutions. Inadequate and inaccurate record-keeping

³ The intervention and resolution activities of the Corporation are contemplated within the intervention action that can be taken by the Minister and the Supervisor of Banks and Financial Institutions under their respective powers in the legislation governing JDIC Policyholders i.e. the Banking Act, the Financial Institutions Act, the Building Societies Act or any other applicable legislation.

⁴ Basel Committee on Banking Supervision (BCBS) and the International Association of Deposit Insurers (IADI) - Core Principles for Effective Deposit Insurance Systems; June 2009.

standards by Policyholders could also hamper payout planning, intervention and resolution strategies and could result in fraudulent claims being made by depositors. These issues would result in an increased overall cost to the Fund in the intervention process and the likelihood of a call upon the public purse. The excess cost would be passed on to viable member institutions in an effort to replenish the Fund in the future.

The Corporation is cognizant of each Policyholder's obligation to maintain records consistent with legislation, supervisory guidance, standards of best practices and internal operating policies and procedures. However, given the diverse manner in which information is maintained by each Policyholder and the increasing complexity and dynamics of bank products and practices it is critical that the Corporation ensures that all Policyholders' record-keeping practices are also aligned with the Corporation's various information needs.

7.2 Underlying Principles for the Record-keeping Requirements

The records that Policyholders are required to maintain as outlined in Section 2 are based on the following underlying principles that govern the operation of the Scheme.

7.2.1 Insurance of Deposits

Section 13 of the DIA provides that "the Corporation shall insure the insurable deposits of a depositor with a Policyholder". Section 2 of the DIA defines an insurable deposit by expressly excluding the deposits of government and other Policyholders from deposit insurance entitlement.

7.2.2 Policy Renewal, Assessment, Computation and Payment of Premium

The annual premium payable by a Policyholder is defined by the application of a rate of assessment applied to the total value of insurable deposits held by the

Policyholder on 31 December of the previous year. For the purpose of calculating the annual premium and the annual renewal of the Policy of Deposit Insurance, Policyholders must provide the Corporation with information on their total insurable deposits as at December 31 of the previous year, by completing the Return of Insurable Deposits (Form 2) in the Deposit Insurance Regulations. Additionally, Policyholders are required to complete at least annually a survey of the distribution of their insurable deposits as at the same period.

7.2.3 Review of the Fund

Section 17 (4) of the DIA dictates that the Corporation reviews at least once in each year, the size of the Fund having regard to its liabilities and potential liabilities and make such recommendations to the Minister as it deems appropriate. The insured deposits of Policyholders form the most significant share of potential liabilities to the Fund.

It is therefore necessary that Policyholders have systems in place that are capable of accurately determining and reporting which deposits qualify for deposit insurance as set out in the Form 2. As stated in section 8.2.2 above, the information submitted in the Form 2 is also used for the purpose of assessment, computation and payment of premiums. In this regard the Corporation requires Policyholders to maintain appropriate fields in their banking information system that indicate the relevant account ownership categories for the purposes of deposit insurance computations.

7.2.4 Financial System Stability

Section 4 (2) of the DIA empowers the Corporation to take all such measures as may be necessary to ensure that there is the least possible exposure of the

Corporation to loss. The possibility of a pay out of depositors in a failed Policyholder represents the greatest loss exposure to the Corporation. In order to mitigate this risk, JDIC through collaboration with the Bank of Jamaica and enquires of Policyholders, conducts on-going monitoring with a view to obtaining early-warning signals of Policyholders with potential difficulties. One of the objectives of the Guidelines is to provide JDIC with routine access to information from Policyholders in order to facilitate the prompt determination of the most cost effective resolution of a financial institution in difficulty, and this may not necessarily be a payout. The earliest accurate understanding of the Corporation's payout liabilities will facilitate the determination of the most cost effective resolution strategy.

7.2.5 Payments out of the Fund

Section 18 (1) of the DIA dictates that the Corporation is required to make payments out of the Fund (i.e. a payout) in respect of an insured deposit up to a maximum of \$600,000 (or the then existing prescribed coverage limit ⁵) in Jamaican currency to every depositor of a Policyholder in the following circumstances-

- (i) the Policyholder's licence to carry on its business operations has been revoked by the Minister;
- (ii) a winding up order has been made by a court against the Policyholder or a resolution for a creditor's voluntary winding up has been passed;

⁵ Subsection (9) of section 18 of the DIA provides that the Minister may increase the maximum amount specified i.e. the prescribed coverage limit as stated in subsection (1). Effective July 2007, the coverage limit was increased from \$300,000 to \$600,000.

- (iii) the Policyholder is unable, by reason of an order of a court or of any action taken by the Minister or the Bank of Jamaica to make any payment in respect of the deposit;
- (iv) the policy of deposit insurance issued to the Policyholder has been cancelled subsequent to the making of the insurable deposit.

Where the Corporation is obliged to make such payments, its ultimate objective is to have the closed Policyholder submit the required depositors' data in section 2 electronically in the standard file format **within 24 hours**, and section 3 **within one week** of the occurrence of any of the specified events stated above. This can only be achieved if Policyholders are aware of the Corporation's information needs and implement the necessary systems to maintain and make the data available to the Corporation as required. The timely access to the required data if a Policyholder is closed will ensure that depositors are reimbursed in the shortest possible time. In addition to the timely submission of depositors' data, in order to facilitate the pay out of depositors in a timely manner, the Corporation will eventually require Policyholders to implement additional system enhancements geared at aggregating the deposits for each depositor and identifying each depositor's insurance entitlement.

The DIA also dictates that where the Corporation is obliged to make payments out of the Fund, if such payments do not commence not later than three (3) months (i.e. statutory timeline) from the occurrence of any of the specified circumstances, the Corporation is liable to pay interest (i.e. late payment interest) upon the outstanding Deposit Insurance payment at a prescribed rate to the depositor. The late payment interest that will be paid from the Fund cannot be claimed against the assets of the closed Policyholder. It is therefore

important to ensure that payments are made timely i.e. within the three month period to reduce the exposure of the Fund. The Corporation's ultimate objective is to pay out depositors within fourteen (14) days after the date of the Policyholder's closure⁶.

When the Corporation becomes obligated to make payments under the DIA, the closed Policyholder is required to provide the Corporation with information regarding their customer and account data, financial statements and banking and accounting information systems (as outlined sections 1 and 2) to facilitate Deposit Insurance payment processing. The processing of Deposit Insurance payments includes several activities as follows:

- Completing all the end of day (as at the date of closure) processing activities of the Policyholder that affect their customer and account records;
- Determining the end of day ledger balances (as at the date of closure) for each account which must include any accrued interest not yet paid and the deduction of applicable withholding taxes;
- Balancing the failed Policyholder's deposit liability ledgers;
- Extracting the deposit liability information from the closed Policyholder's banking information system for conversion and loading into the Corporation's payout management information system; and
- Calculating the deposit insurance payment for each depositor in the Corporation's payout information system in accordance with the Deposit Insurance Coverage Rules in the DIA.

⁶ The Corporation will endeavour to make payments out of the Fund within the shortest possible time given the particular circumstance.

7.2.6 Payout Processing

For the purpose of providing the Corporation with the requisite information to determine a depositor's entitlement to Deposit Insurance in accordance with the Deposit Insurance Coverage Rules as outlined in the DIA, each Policyholder must maintain records that clearly and accurately identify the following:

(i) **Deposits and depositors qualifying for Deposit Insurance payment -**

Section 2 of the DIA defines an "insurable deposit" as a deposit received or held by a Policyholder from or on behalf of a depositor other than:

- a deposit from another Policyholder;
- a deposit from a statutory body or authority of government company;
- a Ministry, department or agency of the Government; a Parish Council, the Kingston and St Andrew Corporation or a Municipal Council;

Additionally, the "Return of Insurable Deposits" (Form 2) identifies deposit liabilities which qualify for deposit insurance as:

- Demand and savings deposits
- Time deposits and certificates of deposits of all maturities
- Shares in a building society (i.e. other than capital shares, deferred shares or preference shares)
- Foreign currency deposits
- Managers cheques
- Money orders
- Drafts
- Travellers cheques issued by the Policyholder
- Prepaid letters of credit

- Credit balances of deposit instruments in transit
- Interest accrued and/or payable on all deposits other than the deposits of other Policyholders, statutory bodies or Government companies; and
- Any other deposit liabilities

(ii) **Deductions to be made from Deposit Insurance payments** – Under section 5(2) (d) of the DIA the Corporation is obligated to deduct from payments made to a depositor out of the Fund in respect of an insured deposit, arrears in respect any credit facilities, deposits pledged as collateral, called in guarantees, and unsecured overdrafts due from the depositor to the Policyholder in question. To facilitate these deductions the Policyholder's records must indicate any amounts in arrears at any given date and also the relationship between the owner of a loan /credit facility and a deposit account where such relationships exist.

(iii) **Ownership category and rights** - Section 18(5) of the DIA provides that where a depositor holds more than one deposit in an institution in different capacities and with different rights in relation thereto, each such deposit shall be treated as a separate deposit for the purpose of making payments out of the Fund. Where a depositor holds more than one deposit in an institution in the same capacity and with the same rights, all such deposits shall be treated as a single deposit for the purpose of a payout. For the purpose of determining Deposit Insurance payment the ownership categories are: Individual accounts (singly and jointly owned) including sole traders and partnerships; trust; nominee and Corporate.

A Policyholder's banking information system must have the capacity to: assign and maintain a single customer record for each customer; associate each deposit and loan account to a customer record and an account ownership category; and also identify and aggregate multiple deposit accounts that are maintained by the same person(s) in the same capacity and rights. This is applicable whether the accounts are held at different branches of the Policyholder. The JDIC's policies, procedures and information systems have been developed to identify customers with more than one customer record using certain data fields and also to identify deposit accounts owned by the same depositor(s); in the same institution; in the same right and capacity (i.e. account ownership category). Therefore, once the data is extracted from the Policyholder's banking system and loaded into the JDIC's payout management information system all accounts maintained by the same persons will be aggregated in order to determine the total deposit insurance entitlement. Notwithstanding Policyholders are encouraged to continue to aggressively undertake initiatives that will reduce/ minimize duplicate customer information files within their database.

One important development observed among Deposit Insurers globally, in order to expedite payment to depositors, is to request that member institutions banking systems maintain a Single Customer View (SCV), which provides a consolidated view of all deposit accounts owned by the same depositors that are eligible for deposit insurance coverage. Having such a system will enable faster determination of deposit insurance payout for each depositor, hence facilitating a prompt and accurate payout. If

adopted, this system will also assist JDIC Policyholders to aggregate and monitor significant balances and transactions of customers with multiple accounts within a particular branch or among several branches as required under the “Know the Transaction Counterparty” policies and procedures of the Bank of Jamaica’s Guidance Notes on the Detection and Prevention of Money Laundering and Terrorist Financing Activities (revised 2009).

Notably, the Corporation’s ultimate objective is to ensure that the Policyholders’ banking information systems have the capacity to compute each depositor’s entitlement consistent with the Deposit Insurance Coverage Rules. We therefore urge Policyholders to give consideration to incorporating this functionality/feature in future upgrades/ modifications or acquisitions of banking information systems.

Section 19(1)(a) of the DIA further dictates that payments out of the Fund shall be made to persons in whose names deposits are listed in the records of the Policyholder concerned.

- (iv) **Deposit held in a foreign currency** – Under section 18A (1) of the DIA, where the Corporation is obliged to make payment out of the Fund in respect of a deposit held in a foreign currency the equivalent Jamaican dollar amount shall be calculated in accordance with the Bank of Jamaica weighted average selling rate of the foreign currency at the date of closure of the Policyholder.

(v) **Accrued interest on deposit accounts** - Section 18B of the DIA, dictates that if the Corporation becomes obliged to make payments out of the Fund, interest on deposits shall cease to accrue from the date on which the event occurred. As such, the Corporation must include interest accrued on insurable deposits when determining the Deposit Insurance payment due to each depositor. To facilitate the correct computation of the depositor's insurance entitlement, the Policyholder's banking information system must have the capacity to calculate and generate interest accrued and applicable withholding taxes from the date of last payment to the date of closure (or any other date specified by the Corporation). The calculation of the accrued interest must be as agreed in the contract between the depositor and the Policyholder and is **not** subject to penalties. The Policyholder will be required to provide the information regarding accrued interest within 24 hours of the closure date in the format stated in section 2. In accordance with Form 2 of the Deposit Insurance Regulations, each Policyholder is currently required to provide the Corporation with the amount of accrued interest on all deposits when submitting data as at December 31 each year on their total insurable deposits.

(vi) **Separate Coverage for beneficiaries of trust and nominee accounts** – Section 18C (1) of the DIA provides separate coverage for the beneficiaries of a trust or nominee account. As such, the rights of the beneficiary in that deposit account will be treated as distinct from his rights in any other deposit held in any other capacity in the same institution for the purpose of deposit insurance payments. The relevant and current information regarding all parties of a trust or nominee account and their beneficial entitlement must therefore

be maintained for the purpose of deposit insurance payment. This is also in keeping with the proposed Joint, Trust and Nominee Account Regulations⁷ which in some cases place the burden of maintaining information relating to the identity of beneficiaries and settlors upon the trustee or nominee account holder.

- (vii) **Beneficial interest of co-owners in joint accounts** – Under section 18C(2) of the DIA, in order to recognize the beneficial interest of co-owners of joint accounts, the Policyholder must indicate on its records the names of the individual co-owners. The Corporation will rely on the records of the Policyholder at the time of closure for the relevant customer information regarding each co-owner in order to make deposit insurance payments.
- (viii) **Deposits of Depositors with Policyholders which subsequently amalgamate** – Section 18D of the DIA also makes provision for separate coverage for a depositor that holds insurable deposits with two or more Policyholders that (a) subsequently merge; and (b) continue operations as one Policyholder. The insurable deposits of the depositor in the Policyholders concerned that existed before the amalgamation may for a period of up to two (2) years after the merger be treated as separate insurable deposits.
- (ix) **Customer information to facilitate payment to depositors by way of a transferred deposit** – Under section 19A of the DIA if the Corporation is obliged to make payment out of the Fund, such

⁷ At the time of writing the Corporation had dispatched to the Chief Parliamentary Counsel for finalization the “Draft Joint, Trust and Nominee Accounts Regulations”.

payment may be made by way of a transferred deposit to be held by another Policyholder (Transferee Policyholder). A depositor who is paid by way of a "transferred deposit" may access his insured deposit through a convenient branch location of the Transferee Policyholder. To facilitate the expedient payment of depositors by the Transferee Policyholder, the Corporation will be required to provide the Transferee Policyholder with Deposit Insurance payment data in an electronic format. The payment data will comprise of each depositor's unique customer and account information that is required to identify each depositor and their respective deposit insurance payment.

- (x) **Depositors who have deposits in excess of the insured deposit –** Section 19(2) of the DIA dictates, that depositors who have deposits in excess of the Insured Deposit (prescribed coverage limit) be issued with a certificate by the Corporation for the amount in excess of the insured deposit if there is a payout. As such, the total insurable balance which must include principal and any accrued interest as at the closure date must be made available to the Corporation to facilitate the issuance of a certificate if applicable.

SECTION 2: RECORD-KEEPING REQUIREMENTS – TECHNICAL SPECIFICATIONS

1.0 Overview

This section is to be utilised by the technical personnel responsible for preparing the customer and account data that Policyholders are required to maintain and submit to the Corporation. The Guidelines include details regarding data transmission, file format, structure and content of the customer and account data.

The related customer and account data extract files to be delivered by the Policyholder to the Corporation are set out in Schedules 1 – 12 of this section as follows:

- 1) Schedule 1: Customer Information File
- 2) Schedule 2: Customer-Related Persons File
- 3) Schedule 3: Deposit Account Information File
- 4) Schedule 4: Other Deposit Information File
- 5) Schedule 5: Loan/ Credit Facility in Arrears File
- 6) Schedule 6: Signatories File
- 7) Schedule 7: Account Owners File
- 8) Schedule 8: Account Adjustment Transaction File
- 9) Schedule 9: Customer Information Amendments File
- 10) Schedule 10: Reference Tables File
- 11) Schedule 11: Beneficiary Information File
- 12) Schedule 12: Account Hold Information File

The information should be made available to the Corporation in the prescribed format and at such time as the Corporation may require. The ultimate objective of the Corporation is to ensure that in the event of the failure of a Policyholder and the Corporation is required to make payments out of the Fund to reimburse depositors, the Policyholder is in a state of readiness to provide for extraction of the data required from their core banking information systems for transmission in the required structure and manner to the Corporation within **24 hours** of the closure date. Other information requirements outlined in section 3 of the Guidelines are to be submitted within one week after the closure of a Policyholder.

The Schedules outline the minimum required/ mandatory data fields to be maintained within each of the above files. All fields are required to be populated except in instances where the data is not in existence. For instance, a male customer would not be required to complete the data field requiring a maiden name. Each Schedule includes: the name of each field, its description, and the data type of its source.

For the purpose of determining a Policyholder's level of compliance, each Schedule also includes a column for each Policyholder to indicate whether their banking information system currently stores / maintains the specific data field as at the reporting date.

The information requirements will be reviewed and amended as deemed necessary by the Corporation to ensure its relevance and efficacy. Policyholders will be advised in a timely manner of any changes to the information requirements outlined in these Guidelines.

2.0 Data Interchange

Any complete data package to be delivered to the JDIC MUST include **one or more** *compressed archives*, each of which must contain:

1. a **Manifest**, clearly detailing the contents of the archive. This must specify:
 - the *name of the archive* (as per the **Archive File Naming Convention** specified below);

and, for each contained file:

- a *descriptive name* for the file (which must be indicative of the file's content and purpose);
- in the case of Data Files:
 - the actual *file name* (as per the **Data File Naming Convention** specified below);
 - a header record count, value '0' or '1' indicating '0' if header record is not included and '1' if included (only one header record is allowed). If a header record is present its content should be

column headings to which ALL column / field names specified in the Data Dictionary must agree;

- the *file type*, which at this time is defined by the current JDIC requirement for tab-separated text files (meaning that **the registered Internet media type [MIME type] to use is: text/tab-separated-values**);
 - the *file size* (in bytes);
 - the file's *record count* (including header record, if present);
 - an '**md5sum**' hash of the file;
 - if the file's rows contain *money columns*, a *total (sum)* of each such named column must be provided (with column names in agreement with the Data Dictionary described below);
 - a *previous submission counter* indicating whether the file was included in any previous archives (example values could be '**0**' if the file is being submitted for the first time, '**2**' if the file had been delivered twice before, etc.).
- Metadata files (i.e. the *Manifest* and the *Data Dictionary*)-
 - must be provided as **PDF documents** *locked from editing and password-protected*.

The Manifest format to be used is as follows:

ARCHIVE NAME: 056-30122010-01-Archive.zip							
Date Prepared:		December 30 th , 2010					
Prepared By:		John Henry Cabot					
Number of Files:		4					
	File Name	Previous Submits	Header Count	Record Count	Size	Type	
	Descriptive	Actual					
1	Manifest	056-30122010-01-Manifest.pdf	0		11373	PDF	
	MD5Sum:						
	Field #		- Total:				
	Field #		- Total:				
2	Dictionary	056-30122010-01-Dictionary.pdf	0		13669	PDF	
	MD5Sum: 71475b94f146466208110dbd4592f1b0						
	Field #		- Total:				
	Field #		- Total:				
3	Customer Information	056-0100-01-30122010.tsv	0	1	252516	48712	TSV
	MD5Sum: 51b817e70e1e9afd9b4c32628b00e1c3						
	Field #		- Total:				
	Field #		- Total:				
4	Deposit Account Information	056-0100-01-30122010.tsv	0	1	222470	26254488	TSV
	MD5Sum: ab75f96c61acc269bbe94f82240ca36a						
	Field #	10	- Total:		932,000,000.00		
	Field #	11	- Total:		878,245,382.45		
5							
	MD5Sum:						
	Field #		- Total:				
	Field #		- Total:				

2. a **Data Dictionary**, which must contain:

- the *name* and *description* of each file;
- *Record Layouts* of the data rows for each file in the data set, showing the names, data types and descriptions of **all fields** comprising that file's data rows.

The Record Layout format to be used is as follows:

NAME: 056-0500-01-30122010			DESCRIPTION: Loan/ Credit Facility in Arrears File			
Field #	(EXPORTED) FILE DATA		(BANK INFO. SYSTEM) SOURCE DATA			Description
	Name / Heading	Width	Field Name	Type / Size	Format	
1.	ACCOUNT NUMBER	10	actNum	character (10)	XXXXXXXX...	Account Number
2.	ALTERNATE NUMBER	10	altNum	character (10)	XXXXXXXX...	Alternate Number
3.	A/C BRANCH CODE	6	brCode	character (6)	XXXXXXXX...	Branch Code
4.	PRODUCT CODE	4	prCode	character (4)	XXXXXXXX...	Product Code – indicates type of Loan / Credit
5.	SUB PRODUCT CODE	2	spCode	character (2)	XX	Detail Product Type
6.	OWNER COUNT	2	ownerCount	Integer (1)	##	Number of persons liable
7.	GUARANTOR FLAG	1	gFlag	boolean	X	Indicates whether a guarantor exists
8.	START DATE	10	startDate	date	dd/mm/yyyy	Effective date of loan
9.	DISBURSEMENT DATE	10	disburseDate	date	dd/mm/yyyy	Date funds were disbursed
10.	MATURITY DATE	10	maturityDate	date	dd/mm/yyyy	Date the Loan / Facility matures
11.	CURRENCY CODE	3	currencyCode	character (3)	XXX	Indicates currency of this facility
12.	PAST DUE STATUS	1	pdStatus	boolean	X	Indicates whether payments are past due
13.	OUTSTANDING PRINCIPAL	15	osPrincipal	numeric (15,2)	#.##	Overdue Principal amount
14.	OUTSTANDING INTEREST	15	osInterest	numeric (15,2)	#.##	Overdue Interest amount

NAME: 056-0500-01-30122010			DESCRIPTION: Loan/ Credit Facility in Arrears File			
Field #	(EXPORTED) FILE DATA		(BANK INFO. SYSTEM) SOURCE DATA			Description
	Name / Heading	Width	Field Name	Type / Size	Format	
15.	OUTSTANDING PENALTY	15	osPenalty	numeric (15,2)	###	Outstanding Penalties
16.	OUTSTANDING CHARGES	15	osCharges	numeric (15,2)	###	Outstanding Fees / Charges
17.	OUTSTANDING TOTAL	15	osTotal	numeric (15,2)	###	Total Sum Outstanding

- The **Data Files** listed in the Manifest and further described in the Data Dictionary.

The Archives

- Archives must be created using a ZIP-based, cross-platform, container-format type compression archiver; **only such archives** will be accepted by the Corporation;
- Archive contents should be so selected as to yield compressed archives which fit within a size of 1.5GB at maximum; that is to say:
 - If the total volume of data would exceed this size if placed in a single archive, then multiple archives must be created so that none surpasses the ceiling.*

N.B. Archives **must have contents as described above**, even to the point of repeating placement of the Data Dictionary in each archive.

- Archives must be secured using **strong encryption**.

To meet all the stated requirements the Corporation currently specifies use of **7Zip**, a freely available cross-platform archiver which includes strong encryption. The utility provides for good balance between efficiency and compression ratio,

and facilitates the execution of compression and encryption in 'one step' thus negating any need for a second tool in the archive preparation process.

Physical movement of prepared data archives between a Policyholder and the Corporation must, of necessity, be accomplished by electronic means. The physical media available for effecting the electronic transfer of data fall into two (2) categories:

- **Telecommunications** – solutions providing an encrypted tunnel through the Internet, allowing for:
 - establishment of Virtual Private Network (VPN) links establishing secure communication between the Policyholder and the Corporation over which data may be copied;
 - use of secure File Transfer Protocol (SFTP) via which data may be deposited on the designated Corporation platform;
 - use of secure HyperText Transfer Protocol (HTTPS) via which data may be deposited on the designated Corporation platform.
- **Removable Writable Media**, which must be:
 - laser optical, (ie. either CD-ROM or DVD-ROM)

The final decision in any particular case will be predicated upon projected transfer time, taking into consideration elements such as data set size and available Internet bandwidth on the side of both the Corporation and the Policyholder. At the time of data transfer, additional details regarding security protocols will be advised by the Corporation.

3.0 Data File Naming Convention

All Policyholders must adopt the following file naming convention for Data Files:

PolicyholderCode-FileCode-SerialNumber-CreationDate.Extension

Example of file name: **056-0100-01-30122010.tsv**

Representing Policyholder's (**056**) extract of a Customer Information File (**0100**) in one instance (**01**) on December 30th, 2010 (**30122010**).

Where:

3.1 The **Policyholder Code** is derived from the institution's "routing and transit number" used for local clearing purposes or electronic payments or may be a user defined code limited to six alphanumeric characters. Example: Bank B, Branch ABC routing and transit is "056-0034"; the Policyholder code is "056".

3.2 The **File Code** is a 4-digit number representing the file as follows:

- 0100: Customer Information File
- 0200: Customer-Related Persons File
- 0300: Deposit Account Information File
- 0400: Other Deposit Information File
- 0500: Loan/ Credit Facility in Arrears File
- 0600: Signatories File
- 0700: Account Owners File
- 0800: Account Adjustment Transaction File
- 0900: Customer Information Amendment File
- 1001: Reference Table - Product Information File
- 1002: Reference Table - Branch Information File
- 1003: Reference Table - Currency Information File
- 1100: Beneficiary Information File
- 1200: Account Hold Information File

Note that all other reference tables provided by the Policyholder are to be represented by a file code commencing with '11' and the value of the ending digits incremented for each additional reference file.

- 3.3 The **Serial Number** is a 2-digit number which increases from '01' satisfying any need to *split* a data set across multiple files (e.g. **02, 03, 04**, etc.).
- 3.4 The **Creation Date** is the date the file was extracted from the banking information system (eg. **30122010**). This can differ from the date of creation of the archive in which the file is ultimately placed, and hence also differ from the date of submission to the Corporation of that archive.
- 3.5 The **Extension** of the file type identifier, accepted at this time is **'.tsv'**.

4.0 Metadata File Naming Convention

All Policyholders must adopt the following file naming convention for Metadata Files:

PolicyholderCode- CreationDate -SerialNumber-FileDescription.Extension

Example of file name: **056-30122010-01-Manifest.pdf**

Representing Policyholder's (**056**) creation on December 30th, 2010 (**30122010**) of the first (**01**) Archive Manifest (**Manifest**) in *Portable Document Format (PDF)*.

Example of file name: **056-30122010-01-Dictionary.pdf**

Representing Policyholder's (**056**) creation on December 30th, 2010 (**30122010**) of the first (**01**) Archive Data Dictionary (**Dictionary**) in *Portable Document Format (pdf)*.

5.0 Archive File Naming Convention

All Policyholders must adopt the following file naming convention for Archive Files:

PolicyholderCode- CreationDate -SerialNumber-FileDescription.Extension

Example of file name: **056-30122010-01-Archive.zip**

Representing Policyholder's (**056**) creation on December 30th, 2010 (**30122010**) of the first (**01**) Archive (**Archive**) in *ZIP File Format (zip)*.

6.0 Data File Format

- 6.1 Data Files must be *plain text only*, using as line endings line feed characters (<LF>, *Unix style*) or carriage return / line feed combinations (<CR><LF>, *DOS/Windows style*); the provided Data Dictionary must specify the style actually used.

7.0 Data Specifications

- 7.1 There should be no NON-PRINTABLE / SPECIAL CHARACTERS such as carriage return (<CR>) or line feed (<LF>) embedded within any fields in the files extracted for submission.
- 7.2 No binary fields are to be included in the files, i.e. ALL FIELDS must be plain alphanumeric text, *each separated from the next by a single <TAB> character*. As such, NO JUSTIFICATION is necessary; fields should have no leading or trailing spaces.
- 7.3 Fields representing **numeric values** should be **unsigned** if positive, **signed** (-) if negative and contain **zero** otherwise.
- 7.4 Fields representing **money amounts** should be formatted **999,999,999,999.99**.
- 7.5 Fields representing **date values** should be formatted **DD/MM/YYYY**.
- 7.6 NO DATA should be placed in a field for which a value does not exist; *that field must be left empty*.

8.0 System and Data Documentation

The Policyholder must maintain the details relating to current banking information system(s) such as *System Name* and *Version* plus information regarding Service Providers (where applicable). Operations and User Manuals should be maintained, as well as Data Management Documentation, i.e. Database Schema and Record Layouts as may be required. To facilitate and simplify the preparation of extracts to be transmitted to the Corporation on a routine basis or in the event of a Policyholder failure, a standard Data Dictionary containing record layouts (as per item 2.0. *Data Interchange*, in these Technical Specifications) should also be maintained.

Banking Systems Data Documentation should facilitate provision of the information requirements specified in the Schedules. Maintained information should include, at minimum: *record keys* and *indexes*, *field types* and *sizes* and any *explanatory notes* for field values (e.g. for reference tables - *product*, *branch*, *transaction* and *hold codes*). The documentation should support simple mapping of data fields in the banking information system to fields required in the Schedules.

9.0 Reference/Code Tables

Where data is represented by a code, the respective reference tables defining the code and its description must be provided in an electronic format (Refer **Schedule 10: Reference Tables File Structures**).

10.0 Account Classification and Ownership Categorisation

To ensure that deposits maintained in the same capacity/ ownership category and with the same rights are treated as the same deposit for the purpose of determining and calculating deposit insurance payment in accordance with the DIA the Corporation is introducing standardized and unique **Account Classifications** and **Ownership Categories** to be applied to each Account Record. Policyholders are required to use the following pre-defined values for these fields; if Account Classification and / or Account Ownership Category fields already exist in the Policyholder's banking information system, the Policyholder will need to map the data represented there to the prescribed codes tabulated below. Elements that do not represent a logical combination between the two sets of codes will result in the account record being rejected/ not be accepted. Example an Account Record that is assigned a classification code "05" (PER - personal account) must be assigned an account ownership category code of "01" (individual) or "02" (Joint).

Account Classification Codes			
Classification Code	Mnemonic	Description	Requires a Beneficiary File
01	TRUS	Trust Account	Y
02	NOM	Nominee Account	Y
03	INTER	Internal Account maintained by the Policyholder	N
04	BUS	Business Account	N
05	PER	Personal Account	N

Account Ownership Category Codes		
Category Code	Description	Code Indicates Insurable Status
01	Individual – One Natural Person	Y
02	Joint – Two or More Natural Persons	Y
03	Club, Association or Providence Society	Y
04	Company registered or incorporated under The Companies Act	Y
05	Government Entity	N (refer

Account Ownership Category Codes		
Category Code	Description	Code Indicates Insurable Status
		below)
06	JDIC Policyholder	N (refer below)
07	Partnership registered under The Business Name Act	Y
08	Sole Trader registered under The Business Name Act	Y

Deposits held by a Policyholder for a Government Entity or Policyholder are not eligible for deposit insurance coverage. However, in accordance with section 18 of the DIA if a trust or nominee account is established by a Government Entity or Policyholder (i.e. the trustee or nominee) for the benefit of beneficiaries, that account is eligible for deposit insurance i.e. insurable.

11.0 Accrued Interest and Withholding Tax

For the purpose of computing insured deposit payments, a deposit account balance consists of both the amount standing to the credit of the deposit account balance on the records of the Policyholder and interest accrued, but not yet credited to the account balance as at the closure date. The calculation of the accrued interest must be as agreed in the contract between the depositor and the Policyholder and is **not** subject to any penalties.

Policyholders' banking information systems must be able to: calculate and post the accrued interest and withholding tax to each account as part of the end of day processing as at the closure date. If the banking system is unable to update each account balance, an interest payment and withholding tax account adjustment transaction file (consistent with the file specified in Schedule 8) must

be generated and transmitted to the Corporation for uploading and processing to each account in the Corporation's payout management information system, as an alternative at this time. The deposit account file structure includes two discrete data fields for the principal balances stated above

12.0 Policyholders that Merge

The DIA makes provision for separate coverage for a depositor that maintains insurable deposits with two or more Policyholders that subsequently amalgamate and continue operation as one institution. Policyholder's banking information system must be capable of identifying the deposit liabilities that were established at the respective institutions prior to the merger.

13.0 End Of Day Balance

The end of day account balance or close of business account balance means the closing ledger balance of a deposit account or credit facility as at the completion of all end of day processing on the date of the occurrence of the specified circumstance under sub section 18(1) of the DIA or any other date at which the Corporation request the data. The account balance must include holds, uncleared funds etc. The completion of end of day processing refers to the point in time at which all transactions (financial and non-financial) made on the specific day are processed and posted to the records of the Policyholder. For account information files, the end of day principal balance must reconcile with the respective sub-ledger and general ledger and the Policyholder's balance sheet.

SCHEDULE 1: CUSTOMER INFORMATION FILE

Name of Institution: _____

Reporting Date: _____

- a) The Policyholder must compile and maintain a standard set of data for each customer that maintains an account.
- b) The data for each customer as outlined in this Schedule must be compiled to form a unique "**Customer Record**".
- c) This data must be provided to the JDIC in a set of related text files as laid out in these Schedules.
- d) The Policyholder must assign a unique Customer code / Number to identify **each** Customer Record. Therefore if there are multiple owners of an Account, *multiple Customer Records* will be associated with the Account.
- e) The Customer data that is extracted by the Policyholder should only contain customer records that are associated with an account(s) that is open on the books of the Policyholder.
- f) The DIA makes provision for separate coverage for a depositor that holds insurable deposits with two or more Policyholders that (a) subsequently merge; and (b) continue operations as one Policyholder. The insurable deposits of the depositor in the Policyholders concerned that existed before the amalgamation may for a period of up to two (2) years after the merger be treated as separate insurable deposits. In such instances it may be necessary for the Policyholder to maintain a unique identifier for the customers that established banking business with the respective institutions prior to the merger.

01	FILE NAME: Customer Information File			
Reference Schedule 1 (n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? (‘Y’ or ‘N’)
(1)	CUSTOMER NUMBER	Unique customer identifier assigned to each customer record by the Policyholder.	Variable Character	
(2)	ALTERNATE CUSTOMER NUMBER	Alternate customer number or any other unique identifier assigned to each customer record by the Policyholder. (If applicable/ available).	Variable Character	
(3)	CUSTOMER TYPE CODE	Code representing type of Customer, that is ‘I’ for Individual, ‘and O’ for Organisation or as defined .in the Policyholder’s provided reference file,	Variable Character	
(4)	CUSTOMER BRANCH ID	Code representing the Branch of the Policyholder at which this Customer Information Record is maintained at the time of the submission of the data to the JDIC (as defined in the Policyholder’s provided reference file).	Variable Character	
(5)	FULL NAME	First Name, Middle Name, Last Name separated by spaces if the Customer is a natural person; Business, Association or Company Name if not a natural person.	Variable Character	
(6)	LAST NAME	The Last Name / Surname of the individual / natural person or Registered Name of the Business Entity. If the customer is not a natural person (e.g. <i>company, trading as partnership, club and association</i>) the <u>registered name of the entity is required</u> and should include all name components (e.g. Company, Limited, etc.),	Variable Character	
(7)	MAIDEN NAME	The Maiden Name of the Customer (if applicable / available).	Variable Character	
(8)	FIRST NAME	The First Name of the individual / natural person.	Variable Character	
(9)	MIDDLE NAME	The Middle Name of the individual / natural person (if applicable / available).	Variable Character	
(10)	TITLE	The Title of the individual / natural person (i.e. <i>Mr., Mrs., Sir, Dr.</i>).	Variable Character	
(11)	PERMANENT ADDRESS – LINE 1	The Customer’s Primary / Permanent Street Address of residence if the customer is a natural person, or the Registered Address of the Business if not. (<i>The Permanent / Registered Address may differ from the Mailing Address</i>).	Variable Character	

01	FILE NAME: Customer Information File			
Reference Schedule 1 (n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(12)	PERMANENT ADDRESS – LINE 2	The Customer's Primary / Permanent Street Address of residence if the customer is a natural person, or the Registered Address of the Business if not. (<i>The Permanent / Registered Address may differ from the Mailing Address</i>).	Variable Character	
(13)	PERMANENT ADDRESS – LINE 3	The Customer's Primary / Permanent Street Address of residence if the customer is a natural person, or the Registered Address of the Business if not. (<i>The Permanent / Registered Address may differ from the Mailing Address</i>).	Variable Character	
(14)	PERMANENT ADDRESS – CITY	The City associated with the Customer's Permanent / Registered Address. (<i>The Permanent / Registered Address may differ from the Mailing Address</i>).	Variable Character	
(15)	PERMANENT ADDRESS – PARISH / STATE	The Parish / State associated with the Customer's Permanent / Registered Address. (<i>The Permanent / Registered Address may differ from the Mailing Address</i>)	Variable Character	
(16)	PERMANENT ADDRESS - POSTAL CODE	The Postal Code / Zip Code associated with the Customer's Permanent / Registered Address. (<i>The Permanent / Registered Address may differ from the Mailing Address</i>).	Variable Character	
(17)	PERMANENT ADDRESS –COUNTRY	The Country associated with the Customer's Permanent / Registered Address. (<i>The Permanent / Registered Address may differ from the Mailing Address</i>).	Variable Character	
(18)	MAILING ADDRESS - LINE 1	The Customer's preferred Mailing Address for delivery of documents via postal services (e.g. <i>Street Number / Apartment Number / Post Office Box and Street</i>), if different from Permanent / Registered Address.	Variable Character	
(19)	MAILING ADDRESS - LINE 2	The Customer's preferred Mailing Address for delivery of documents via postal services (e.g. <i>Street Number / Apartment Number / Post Office Box and Street</i>), if different from Permanent / Registered Address.	Variable Character	
(20)	MAILING ADDRESS - LINE 3	The Customer's preferred Mailing Address for delivery of documents via postal services (e.g. <i>Street Number / Apartment Number / Post Office Box and Street</i>), if different from Permanent / Registered Address.	Variable Character	
(21)	MAILING ADDRESS - CITY	The City associated with the Customer's Mailing Address. (<i>The Mailing Address may differ from the Permanent / Registered Address</i>)	Variable Character	
(22)	MAILING ADDRESS - PARISH / STATE	The Parish / State associated with the Customer's Mailing Address. (<i>The Mailing Address may differ from the Permanent / Registered Address</i>).	Variable Character	

01	FILE NAME: Customer Information File			
Reference Schedule 1 (n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(23)	MAILING ADDRESS - COUNTRY	The Country associated with the Customer's Mailing Address. <i>(The Mailing Address may differ from the Permanent / Registered Address).</i>	Variable Character	
(24)	MAILING ADDRESS POSTAL CODE/ ZIP CODE	The ZIP / Postal Code associated with the Customer's Mailing Address. <i>(The Mailing Address may differ from the Permanent / Registered Address).</i>	Variable Character	
(25)	HOME TELEPHONE	The Customer's Home Telephone Number.	Variable Character	
(26)	MOBILE TELEPHONE	The Customer's Mobile Telephone Number.	Variable Character	
(27)	E-MAIL ADDRESS	The Customer's e-Mail Address.	Variable Character	
(28)	WORK TELEPHONE	The Customer's Work Telephone Number.	Variable Character	
(29)	TRN	<p>TRN is the Customer's "Taxpayer Registration Number" issued by the Government of Jamaica. This will be used by the JDIC as one of three identifiers for determining if multiple customer records on file refer to the same individual or entity.</p> <p>There are persons to whom the TRN requirement is not applicable e.g. minors and citizens of other countries who are visiting the island, on work permit arrangements, or study arrangements. (Refer to BOJ Guidance Notes on the Detection and Prevention of Money Laundering and Terrorist Financing Activities).</p>	Variable Character	
(30)	OTHER REF # TYPE	Code representing type of other Government issued Reference Number (as defined in the Policyholder's provided reference file e.g. National Insurance Number (NIS) or a Social Security Number).	Variable Character	
(31)	OTHER REF #	Other Government issued Reference Number (the number corresponding to the above reference # type).	Variable Character	
(32)	BIRTH / INCORPORATION DATE	<p>Customer's date of birth stating day, month and year if a natural person; if not, date of incorporation of the business (day, month, year).</p> <p>The date of birth / incorporation date will be used as one of three identifiers for determining if multiple customer records on file refer to the same individual or entity.</p>	DD/MM/YYYY	

01	FILE NAME: Customer Information File			
Reference Schedule 1 (n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(33)	ID CODE	Where the Customer is a natural person, the Code representing the <i>type of identification</i> presented to the Policyholder on establishing the business relationship i.e. <i>passport, driver's licence</i> etc., or where the Customer is not a natural person, Code representing the Business Registration Number. (as defined in the Policyholder's provided reference file).	Variable Character	
(34)	ID NUMBER	Where the customer is a natural person, the number corresponding to the type of ID indicated, e.g. <i>passport number</i> , or where the customer is a company, partnership, or other type of business, the <i>Registration Number</i> or <i>Certificate of Incorporation</i> number.	Variable Character	

Note

1. The customer's complete permanent/residential address must be recorded. Additionally, where customers have different mailing address and residential address, the records should capture both addresses.

SECTION: 2

SCHEDULE 2: CUSTOMER-RELATED PERSONS FILE

Name of Institution: _____

Reporting Date: _____

- a) The Policyholder must compile and maintain a standard set of data for each "Customer-Related Person".
- b) For the purpose of these Guidelines "Customer-Related Person" refers to a person (human being) associated with or who has ultimate control over a business entity.
- c) The standard set of data maintained by the Policyholder for each business entity (i.e. a customer that is not a natural person e.g. a company, club and association, partnership) must include information on related persons, such as the principal owners of the entity, directors of the company and officers.
- d) The data for each person related to a business entity as outlined in this Schedule must be compiled to form a unique **"Customer-Related Person Record"**.

02	FILE NAME: Customer-Related Persons File			
Reference Schedule 2 (n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? (‘Y’ or ‘N’)
(1)	CUSTOMER NUMBER	Unique Identifier of the “Customer Record” assigned by the Policyholder to the business entity to which this natural person is related.	Variable Character	
(2)	PERSON NUMBER	Numeric representation of related person (1, 2, 3 etc.; one record for each natural person related to the specified Customer Record/ business entity).	Variable Character	
(3)	PERSON ROLE	“Owner”, “Director”, “Management Officer” or any other role fulfilled by this related person with respect to the specified Customer as identified by the customer number.	Variable Character	
(4)	FULL NAME	First Name, Middle Name, Last Name (separated by spaces) of the related person.	Variable Character	

SECTION: 2

SCHEDULE 3: DEPOSIT ACCOUNT INFORMATION FILE

Name of Institution: _____

Reporting Date: _____

- a) The Policyholder is required to compile and maintain a standard set of data for each deposit.
- b) For the purpose of these Guidelines:
 - a. A deposit has the same meaning as in the Deposit Insurance Act, the Banking Act and the Financial Institutions Act, which in part states: "a sum of money paid on terms" that is being held by the Policyholder.
 - b. Deposits are classified as "deposit accounts" as per this Schedule 3 and "other deposits" as per Schedule 4. Deposit accounts include demand and savings deposits, time and certificate of deposits, building society shares and foreign currency deposits otherwise referred to as deposit accounts and are assigned a unique account number and associated with a customer record in the Policyholder's banking system.
- c) The data for each deposit account as outlined in this Schedule must be compiled to form a unique **Deposit Account Record** in the Policyholder's banking information system.
- d) Each deposit account must be identified by a unique account in the Policyholder's banking information system.
- e) Each deposit account record must be associated with a customer record(s).
- g) The DIA makes provision for separate coverage for a depositor that holds insurable deposits with two or more Policyholders that (a) subsequently merge; and (b) continue operations as one Policyholder. The insurable deposits of the depositor in the Policyholders concerned that existed before the amalgamation may for a period of up to two (2) years after the merger be treated as separate insurable deposits. In such instances it may be necessary for the Policyholder to maintain a unique identifier for the deposits that were established at the respective institutions prior to the merger.

JDIC: Guidelines On The Record-Keeping Requirements For All Policyholders

03 FILE NAME: Deposit Account Information File				
Reference Schedule 3 (n)	Field Name	JDIC Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(1)	ACCOUNT NUMBER	The unique number assigned by the institution to each deposit account.	Variable Character	
(2)	ALTERNATE NUMBER	Alternate account number or any other unique identifier assigned by the institution to each deposit account (if applicable / available).	Variable Character	
(3)	ACCOUNT BRANCH ID	Code identifying the Policyholder Branch where the account is maintained at the time of providing the data to JDIC (as defined in the Policyholder's provided reference file).	Variable Character	
(4)	PRODUCT CODE	Identifies the product type (as defined in the Policyholder's provided reference file) .	Variable Character	
(5)	PRODUCT SUB CODE	Any other code to identify the product type from an account perspective (as defined in the Policyholder's provided reference file, if applicable). Products with different interest rates and / or maintained in different currencies are generally classified as different types of products.	Variable Character	
(6)	ACCOUNT CLASS CODE	Code representing Account Classification (as per Account Classification Table).	Variable Character	
(7)	OWNERSHIP CATEGORY CODE	Code representing Account Ownership Category (as per Ownership Category Table).	Variable Character	
(8)	ACCOUNT NAME	A designated short name for the account, if available; can be the same as the Full Name of the owner, a name specified by the Owner or the Policyholder, the Owner's Business Name or any name on record in the Policyholder's Banking Information System(s).	Variable Character	
(9)	OWNER COUNT	The number of customers that own the deposit i.e., 1 – for an individually-owned single account, >1 (greater than 1) for individually-owned joint accounts.	Integer	

JDIC: Guidelines On The Record-Keeping Requirements For All Policyholders

03	FILE NAME: Deposit Account Information File			
Reference Schedule 3 (n)	Field Name	JDIC Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(10)	PRIN BALANCE	<p>The balance on each account as at the end of day processing on the reporting date. The balance must be in the currency in which the account is denominated/ maintained excluding accrued interest and withholding tax.</p> <p>This field must be populated <u>only</u> if the account is interest bearing and the Policyholder's banking information system is unable to generate accrued interest to the respective accounts prior to transmitting the data to the JDIC.</p> <p>If the Policyholder's banking information system is unable to generate accrued interest and applicable withholding taxes as at the specified date as part of the end of day processing, a separate transaction file must be generated electronically with the accrued interest and withholding tax in the Account Adjustment File format, for processing in the Corporation's payout system.</p>	Money (two decimal places)	
(11)	PRIN BAL PLUS INT	<p>Current principal balance on each account as at the end of day processing on the reporting date and must include accrued interest less withholding tax as at the reporting date if the account is an interest bearing account. For deposits that pay interest, the accrued interest refers to the interest accrued from the last interest payment date or from the value date to the reporting date. The balance must be in the currency in which the account is denominated/ maintained.</p> <p>Note: Both the principal balance and the principal balance plus interest fields must not be populated i.e. the Policyholder must populate one of the two data fields.</p>	Money (two decimal places)	
(12)	CURRENCY CODE	Code representing the currency in which the account is denominated / maintained (as defined in the Policyholder's provided reference file).	Variable Character	
(13)	GL ACCOUNT	The GL Account specifies the number of the General Ledger Account to which the account principal balance is reconciled.	Variable Character	
(14)	POA FLAG	An indicator ('Y' / 'N') that the account holder has executed a power of attorney.	Character (1)	
(15)	POA	First Name, Middle Name, Last Name (separated by spaces) of the person with the power of attorney.	Variable Character	

JDIC: Guidelines On The Record-Keeping Requirements For All Policyholders

03	FILE NAME: Deposit Account Information File			
Reference Schedule 3 (n)	Field Name	JDIC Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(16)	START DATE	The date the account was opened or if the account was closed and reopened, the <i>most recent</i> open date. Where a Policyholder closes an account for a customer and subsequently makes a decision to re-open that account, the information with regards to the start date should be the date recognized by the Policyholder as the date on which "the individual/ entity began to hold the respective account" consistent with the KYC requirement in the Bank of Jamaica Guidance Notes on the Detection and Prevention of Money Laundering and Terrorist Financing Activities.	DD/MM/YYYY	
(17)	MATURITY DATE	Date of next maturity for fixed term accounts.	DD/MM/YYYY	
(18)	UNCLAIMED MONIES	A flag ('Y' / 'N') to indicate if the account is classified as unclaimed money as defined in the Banking Act.	Character (1)	
(19)	SIGNATORY COUNT	Number of signatories on record for authorizing the withdrawal of funds. Applicable to all deposit accounts i.e. personal and non personal accounts.	Variable Character	
(20)	SIGNING RULES	Rules for signing, e.g. two (2) signatures required for amounts above \$100,000, etc.	Variable Character	

SECTION: 2

SCHEDULE 4: OTHER DEPOSIT INFORMATION FILE

Name of Institution: _____

Reporting Date: _____

- a) The Policyholder is required to compile and maintain a standard set of data for each "other deposit".
- b) "Other deposits" include: managers cheques, money orders, drafts, travelers cheques; letters of credit; credit balance in deposit instruments in transit and any other deposit liabilities (refer to the DIA for the definition of deposits). These are usually deposits for which no individual account is maintained or customer record assigned.
- c) These deposit liabilities are therefore not required to be represented with/ assigned a customer number.
- d) Each "other deposit" must be assigned a unique deposit identifier in the Policyholder's banking information system.
- e) The data as outlined in this Schedule must be submitted for each "other deposit" that forms part of the Policyholder's deposit liabilities as at the date of extracting the data.
- f) The data for each "other deposit" as outlined in this Schedule must be compiled to form a unique **"Other Deposit Record"**.

JDIC: Guidelines On The Record-Keeping Requirements For All Policyholders

04	FILE NAME: Other Deposit Information File			
Reference Schedule 4 (n)	Field Name	JDIC Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(1)	DEPOSIT TYPE	Deposit t type is a unique identifier to indicate the specific type of “other deposit” e.g. managers cheque; money order; draft or travellers cheque. (as defined in the Policyholder’s provided reference file)	Variable Character	
(2)	DEPOSIT ID	Unique Identifier of the “other deposit” e.g. cheque number, money order serial number etc.	Variable Character	
(3)	DATE OF ISSUE	The date the “other deposit” was issued/ originated by the Policyholder.	DD/MM/YYYY	
(4)	PAYEE’S NAME	The full name of the payee stated /or rightful owner at the time of issuance of the “other deposit”. If a natural person, this should be First Name, Middle Name, Last Name separated by spaces; if not a natural person, the full business name of the entity including all name components e.g. Company, Limited, and Association.	Variable Character	
(5)	PURCHASER NAME	The full name of the purchaser or sender of the “other deposit”. If a natural person, this should be First Name, Middle Name, Last Name separated by spaces; if not a natural person, the full business name of the entity including all name components e.g. Company, Limited, and Association. (The name of the sender is applicable to transactions involving person who are remitting funds e.g wire transfers)	Variable Character	
(6)	AMOUNT	The amount represents the current balance or nominal value of the “other deposit” in the respective currency. The amount should reconcile to the total deposit balance in the general ledger or other summary reconciliations of deposit balances.	Money (two decimal places)	
(7)	CURRENCY	The original currency in which the “other deposit” was issued. (as defined in the Policyholder’s provided reference file)	Variable Character	
(8)	GL ACCOUNT	The General Ledger account to which the amount of the “other deposit” is reconciled.	Variable Character	
(9)	WARNING FLAG/ INDICATOR	Any indicator which reflects a particular status of the “other deposit” e.g. payment stopped; instrument reported lost/stolen; payee deceased.	Variable Character	

SECTION: 2

SCHEDULE 5: LOAN/CREDIT FACILITY IN ARREARS FILE

Name of Institution: _____

Reporting Date: _____

- a) The information in this Schedule is to be made available to the Corporation for outstanding / past due loans and any other outstanding credit facilities in the agreed file format and at such time as the Corporation may require. The Policyholder is not required to submit information relating to loans that are not in arrears and closed loans / facilities.
- b) The Policyholder is required to compile and maintain the standard set of data for each loan account and any other credit facility.
- c) The data for each Loan and other Credit Facility must be compiled to form a unique **"Loan and other Credit Facility Account Record"**.
- d) Each Loan and other Credit Facility must be associated with a customer record.
- e) This data must be provided to the JDIC in a set of related text files as laid out in these Schedules.

JDIC: Guidelines On The Record-Keeping Requirements For All Policyholders

05	FILE NAME: Loan/Credit Facility Arrears File			
Reference Schedule 5 (n)	Field Name	JDIC Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(1)	ACCOUNT NUMBER	The unique number assigned by the Policyholder to each credit facility / loan record.	Variable Character	
(2)	ALTERNATE NUMBER	Alternate account number or any other unique number to identify each credit facility/loan record if applicable.	Variable Character	
(3)	ACCOUNT BRANCH ID	Code representing the branch where the credit facility / loan is maintained at the time of providing the data to JDIC. (as defined in the Policyholder's provided reference file)	Variable Character	
(4)	PRODUCT CODE	Credit facility product code identifies the type of credit facility/loan by product code. Credit facilities/loan accounts with different interest rates and maintained in different currencies are often classified as different types of products. (as defined in the Policyholder's provided reference file)	Variable Character	
(5)	PRODUCT SUB CODE	Any other code to identify the product type from an account perspective if applicable. Credit facilities with different interest rates maintained in different currencies are often classified as different types of products. (as defined in the Policyholder's provided reference file if applicable)	Variable Character	
(6)	ACCOUNT NAME	A designated short name for the account, if available; can be the same as the Full Name of the owner, a name specified by the Owner or the Policyholder, the Owner's Business Name or any name on record in the Policyholder's Banking Information System(s).	Variable Character	
(7)	OWNER COUNT	Number of customers holding the credit facility/loan: The number of customers holding the liability i.e., 1 – for a singly-held loan, >1 (greater than 1) for jointly-held liabilities.	Integer	
(8)	GUARANTOR	An indicator "(Y" / 'N') whether the credit facility is guaranteed by a third party.	Character (1)	
(9)	START DATE	The date the credit facility / loan account was opened or if the account was closed and reopened, the <i>most recent</i> open date. Where a Policyholder closes an account for a customer and subsequently makes a decision to re-open that account, the information with regards to the start date should be the date recognized by the Policyholder as the date on which "the individual/ entity began to hold the respective account" consistent with the KYC requirement in the Bank of Jamaica Guidance Notes on the Detection and Prevention of Money Laundering and Terrorist Financing Activities.	DD/MM/YYYY	
(10)	DISBURSEMENT DATE	The date the credit facility was disbursed.	DD/MM/YYYY	

JDIC: Guidelines On The Record-Keeping Requirements For All Policyholders

05	FILE NAME: Loan/Credit Facility Arrears File			
Reference Schedule 5 (n)	Field Name	JDIC Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(11)	MATURITY DATE	Account maturity date: If the credit facility has a fixed maturity date the date the facility matures.	DD/MM/YYYY	
(12)	CURRENCY CODE	Indicate the currency of the credit facility. (as defined in the Policyholder's provided reference file)	Variable Character	
(13)	PAST DUE STATUS	An indicator whether any payments in respect of the credit facility are overdue as per the definition of past due/overdue in the loan contract executed by the Policyholder	Variable Character	
(14)	OUTSTANDING PRINCIPAL	The outstanding principal balance due i.e. principal balance in arrears.	Money (two decimal places)	
(15)	OUTSTANDING INTEREST	Outstanding interest charges: Where the credit facility is interest bearing the outstanding interest balance due i.e. interest payment in arrears.	Money (two decimal places)	
(16)	OUTSTANDING PENALTY	Outstanding penalty charges: The outstanding penalty charges i.e. penalty charges in arrears.	Money (two decimal places)	
(17)	OUTSTANDING CHARGES	Any other outstanding fees: Any other outstanding fees/ amounts due to the Policyholder i.e. outstanding fees/ charges in arrears.	Money (two decimal places)	
(18)	OUTSTANDING TOTAL	The outstanding balance due inclusive of principal, interest, penalty and any other outstanding fees.	Money (two decimal places)	

SECTION: 2

SCHEDULE 6: SIGNATORIES FILE

Name of Institution: _____

Reporting Date: _____

- a) The Policyholder is required to compile and maintain a standard set of data regarding the signatories for each deposit account.
- b) A signatory record(s) is required for each signatory on all deposit accounts i.e. personal including single owned accounts and non personal accounts.
- c) The data for each signatory as outlined in this Schedule must be compiled to form a unique "**Signatories Record**".

JDIC: Guidelines On The Record-Keeping Requirements For All Policyholders

FILE NAME: Signatories File				
Reference Schedule 6 (n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? (‘Y’ or ‘N’)
(1)	ACCOUNT NUMBER	Unique identifier assigned by the Policyholder to the account on which this person is a signatory.	Variable Character	
(2)	ACCOUNT BRANCH ID	Code representing the branch where the account is maintained at the time of providing the data to JDIC. (as defined in the Policyholder's provided reference file)	Variable Character	
(3)	FULL NAME	First Name, Middle Name, Last Name (separated by spaces) of this signatory.	Variable Character	
(4)	SIGNATORY NUMBER	Numeric representation of this signatory (1, 2, 3 etc.; there must be one record for each signatory on the Account)	Integer	
(5)	SIGNING LIMIT	Maximum money amount for which this signatory can sign; if no limit applies then zero (0) or simply not providing a value will suffice.	Money (two decimal places)	
(6)	POA AGENT	Flag (‘Y’ / ‘N’) indicating whether or not this signatory is a “POA Agent”	Variable Character	

SECTION: 2

SCHEDULE 7: ACCOUNT OWNERS FILE

Name of Institution: _____

Reporting Date: _____

- a) The Policyholder is required to compile and maintain a standard set of data regarding each account owner.
- b) Each Deposit Account Record must be associated with one or more Customer Record(s).
- c) Each Credit Facility or Loan Account Record must be associated with one or more Customer Record(s).
- d) As Accounts belong to Customers, the Policyholder's maintained data must include information on the relationships between Customer Records and Account Records; this information must be provided in the "**Account Owners**" File.

JDIC: Guidelines On The Record-Keeping Requirements For All Policyholders

07	FILE NAME: Account Owners File			
Reference Schedule 7 (n)	Field Name	JDIC Field Description / Information Required	Field Format	Data Item Maintained? (‘Y’ or ‘N’)
(1)	ACCOUNT NUMBER	The unique number assigned by the institution to each account.	Variable Character	
(2)	ACCOUNT BRANCH ID	Code identifying the Policyholder branch where the account is maintained at the time of providing the data to JDIC (as defined in the Policyholder's provided reference file).	Variable Character	
(3)	CUSTOMER NUMBER	Unique customer number assigned by the Policyholder for the customer that owns the account. There will be one unique customer number for each account owner hence for a joint account belonging to three (3) individuals there will be three (3) records bearing the same Branch ID and Account Number, each with a different Customer Number.	Variable Character	

SECTION: 2

SCHEDULE 8: ACCOUNT ADJUSTMENT TRANSACTION FILE

Name of Institution: _____

Reporting Date: _____

- a) The Policyholder is required to compile and maintain a standard set of data regarding account adjustment transactions.
- b) Where Financial Adjustments (e.g. accrued interest, withholding taxes, clearing and suspense account transactions that were not posted as at the closure date) are required to be applied to Account Records *after* extraction and submission of the initial account data to the JDIC, those adjustment transactions should be submitted to the Corporation in accordance with this Schedule.
- c) Loan Account Transactions and Deposit Account Transactions may be submitted in the same file or as separate files.

08	FILE NAME: Account Adjustment Transaction File			
Reference Schedule 8 (n)	Field Name	JDIC Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(1)	ACCOUNT NUMBER	The unique account number to which the transaction is to be applied.	Variable Character	
(2)	ACCOUNT BRANCH ID	Code identifying the Policyholder Branch where the account is maintained at the time of providing the data to JDIC (as defined in the Policyholder's provided reference file)	Variable Character	
(3)	ACCOUNT TYPE	Indicating whether the transaction targets a deposit account or a loan account.	Variable Character	
(4)	TRANSACTION CODE	A code which represents the type of transaction (as defined in the Policyholder's provided reference file).	Variable Character	
(5)	TRANSACTION DESCRIPTION	Additional descriptive information beyond the transaction code description, if available.	Variable Character	
(6)	TRANSACTION AMOUNT	The dollar value of the transaction. Must be the original currency of the respective account	Money (two decimal places)	
(7)	CURRENCY CODE	Code representing the currency in which the transaction is denominated (as defined in the Policyholder's provided reference file); should be the same as the currency in which the account is denominated / maintained.	Variable Character	
(8)	TRANSACTION DATE	The effective date of the transaction, i.e. the date on which the transaction should have occurred.	DD/MM/YYYY	

SECTION: 2

SCHEDULE 9: CUSTOMER INFORMATION AMENDMENT FILE

Name of Institution: _____

Reporting Date: _____

- a) The Policyholder is required to compile and maintain a standard set of data regarding customer information amendments for the respective customer record.
- b) After data has been extracted and submitted to the JDIC, amendments may need to be applied to Customer Records by the Policyholder. Such non-financial adjustments would constitute changes that were not processed as at the closure date; these are required to be submitted to the Corporation in accordance with this Schedule.
- c) Amendment records are identical to the Customer Information Records in Schedule 1, with four (4) additional fields (identified by **(*)** in the field description) providing information about the change(s); the requisite fields to be amended in the targeted Customer Record must be populated with the new/ replacement values all other fields must be left unpopulated.

9 FILE NAME: Customer Information Amendment File				
Reference Schedule 9(n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(1)	AMENDMENT NUMBER	Unique serial number for this Amendment Record as assigned by the Policyholder.*	Variable Character	
(2)	CUSTOMER NUMBER	Customer code/number: Unique customer identifier assigned to each customer record by the Policyholder.	Variable Character	
(3)	ALTERNATE CUSTOMER NUMBER	Alternate customer number or any other unique identifier assigned by the institution to each customer (If applicable/ available).	Variable Character	
(4)	CUSTOMER TYPE CODE	Code representing type of Customer, e.g. 'I' for Individual, 'O' for Organisation.	Variable Character	
(5)	CUSTOMER BRANCH ID	Code representing the Branch of the Policyholder at which this Customer Information Record is maintained at the time of the submission of the data to the JDIC (as defined in the Policyholder's provided reference file).	Variable Character	
(6)	FULL NAME	First Name, Middle Name, Last Name separated by spaces if Customer is a natural person. Business, Association or Company Name if not a natural person.	Variable Character	
(7)	LAST NAME	The Last Name / Surname of the individual / natural person or Registered Name of the Business Entity. If the customer is not a natural person (e.g. <i>company, trading as partnership, club and association</i>) the <u>registered name of the entity is required</u> and should include all name components (e.g. Company, Limited, etc.),	Variable Character	
(8)	MAIDEN NAME	The Maiden Name of the Customer (if applicable / available).	Variable Character	
(9)	FIRST NAME	The First Name of the individual / natural person.	Variable Character	
(10)	MIDDLE NAME	The Middle Name of the individual / natural person (if applicable / available).	Variable Character	
(11)	TITLE	The Title of the individual / natural person (i.e. <i>Mr., Mrs., Sir, Dr.</i>) .	Variable Character	
(12)	PERMANENT ADDRESS – LINE 1	The Customer's Primary / Permanent Street Address of residence if the customer is a natural person, or the Registered Address of the Business if not. (<i>The Permanent / Registered Address may differ from the Mailing Address</i>).	Variable Character	
(13)	PERMANENT ADDRESS – LINE 2	The Customer's Primary / Permanent Street Address of residence if the customer is a natural person, or the Registered Address of the Business if not. (<i>The Permanent / Registered Address may differ from the Mailing Address</i>).	Variable Character	

9	FILE NAME: Customer Information Amendment File			
Reference Schedule 9(n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(14)	PERMANENT ADDRESS – LINE 3	The Customer's Primary / Permanent Street Address of residence if the customer is a natural person, or the Registered Address of the Business if not. <i>(The Permanent / Registered Address may differ from the Mailing Address).</i>	Variable Character	
(15)	PERMANENT ADDRESS – CITY	The City associated with the Customer's Permanent / Registered Address. <i>(The Permanent / Registered Address may differ from the Mailing Address).</i>	Variable Character	
(16)	PERMANENT ADDRESS – PARISH / STATE	The Parish / State associated with the Customer's Permanent / Registered Address. <i>(The Permanent / Registered Address may differ from the Mailing Address)</i>	Variable Character	
(17)	PERMANENT ADDRESS - POSTAL CODE	The Postal Code / Zip Code associated with the Customer's Permanent / Registered Address. <i>(The Permanent / Registered Address may differ from the Mailing Address).</i>	Variable Character	
(18)	PERMANENT ADDRESS – COUNTRY	The Country associated with the Customer's Permanent / Registered Address. <i>(The Permanent / Registered Address may differ from the Mailing Address).</i>	Variable Character	
(19)	CUSTOMER MAILING ADDRESS - LINE 1	The Customer's preferred Mailing Address for delivery of documents via postal services (e.g. <i>Street Number / Apartment Number / Post Office Box and Street</i>), if different from Permanent / Registered Address.	Variable Character	
(20)	CUSTOMER MAILING ADDRESS - LINE 2	The Customer's preferred Mailing Address for delivery of documents via postal services (e.g. <i>Street Number / Apartment Number / Post Office Box and Street</i>), if different from Permanent / Registered Address.	Variable Character	
(21)	MAILING ADDRESS - LINE 3	The Customer's preferred Mailing Address for delivery of documents via postal services (e.g. <i>Street Number / Apartment Number / Post Office Box and Street</i>), if different from Permanent / Registered Address.	Variable Character	
(22)	MAILING ADDRESS - CITY	The City associated with the Customer's Mailing Address. <i>(The Mailing Address may differ from the Permanent / Registered Address).</i>	Variable Character	
(23)	MAILING ADDRESS - PARISH / STATE	The Parish / State associated with the Customer's Mailing Address. <i>(The Mailing Address may differ from the Permanent / Registered Address).</i>	Variable Character	
(24)	MAILING ADDRESS -COUNTRY	The Country associated with the Customer's Mailing Address. <i>(The Mailing Address may differ from the Permanent / Registered Address).</i>	Variable Character	

9	FILE NAME: Customer Information Amendment File			
Reference Schedule 9(n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(25)	CUSTOMER MAILING ADDRESS POSTAL CODE/ ZIP CODE	The ZIP / Postal Code associated with the Customer's Mailing Address. (<i>The Mailing Address may differ from the Permanent / Registered Address</i>).	Variable Character	
(26)	HOME TELEPHONE	The Customer's Home Telephone Number.	Variable Character	
(27)	MOBILE TELEPHONE	The Customer's Mobile Telephone Number.	Variable Character	
(28)	E-MAIL ADDRESS	The Customer's e-Mail Address.	Variable Character	
(29)	WORK TELEPHONE	The Customer's Work Telephone Number.	Variable Character	
(30)	TRN	<p>TRN is the Customer's Taxpayer Registration Number. This will be used by the JDIC as one of three identifiers for determining if multiple customer records on file refer to the same individual or entity.</p> <p>There are persons to whom the Taxpayer Registration Number (TRN) requirement is not applicable e.g. minors and citizens of other countries who are visiting the island, on work permit arrangements, or study arrangements. (Refer to BOJ Guidance Notes on the Detection and Prevention of Money Laundering and Terrorist Financing Activities).</p>	Variable Character	
(31)	OTHER REF. # TYPE	Code representing type of other Government-assigned Reference Number (as defined in the Policyholder's provided reference file).	Variable Character	
(32)	OTHER REF. #	Other Government-assigned Reference Number (of indicated type).	Variable Character	
(33)	BIRTH / INCORPORATION DATE	<p>Customer's date of birth stating day, month and year if a natural person; if not, date of incorporation of the business (day, month, year).</p> <p>The date of birth / incorporation date will be used as one of three identifiers for determining if multiple customer records on file refer to the same individual or entity.</p>	DD/MM/YYYY	
(34)	ID CODE	Where the Customer is a natural person, the Code representing the <i>type of identification</i> presented on establishing relationship i.e. <i>passport, driver's licence</i> etc., or where the Customer is not a natural person, Code representing the Business Registration Number. (as defined in the Policyholder's provided reference file).	Variable Character	

9	FILE NAME: Customer Information Amendment File			
Reference Schedule 9(n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? ('Y' or 'N')
(35)	ID NUMBER	Where the customer is a natural person, the number corresponding to the type of ID indicated, e.g. <i>passport number</i> , or where the customer is. a company, partnership, or other type of business, the <i>Registration Number</i> or <i>Certificate of Incorporation</i> number.	Variable Character	
(36)	REQUESTED BY	Name of person requesting change/ amendment if applicable. *	Variable Character	
(37)	REQUEST COMMENT	Comment / explanation supporting Change Request if applicable. *	Variable Character	
(38)	REQUEST DATE	Date of Change Request. *	DD/MM/YYYY	

SECTION: 2

SCHEDULE 10: REFERENCE TABLES FILES

Name of Institution: _____

Reporting Date: _____

- a) This Schedule outlines the Corporation's information requirements as regards the reference tables that are included in the Institution's data dictionary. Some examples of reference tables are:
- i. Product Information File
 - ii. Branch Information File
 - iii. Currency Information File

Please note that any other reference tables deemed necessary for data submission must be submitted by the Policyholder. At a minimum, reference tables should include:

- Reference code
 - Reference name/ description
 - Reference sub- code if applicable
- b) Each reference table must be submitted in a separate file. Each file name should be consistent with the file naming convention outlined in sub-section 3.0.
- c) The information set out in this Schedule is to be made available to the Corporation in electronic form at such time as the Corporation may require.

10.1	FILE NAME: Product Information File			
Reference Schedule 10.1 (n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? (‘Y’ or ‘N’)
(1)	PRODUCT CODE	The code used to identify the deposit or loan product maintained by the Policyholder.	Variable Character	
(2)	PRODUCT SUB CODE	Any other code used by the Policyholder to identify a product if applicable. Product with different interest rates maintained in different currencies are usually classified as different types of products.	Variable Character	
(3)	PRODUCT NAME	The description of the respective product codes used to identify the deposit or loan product maintained by the Policyholder.	Variable Character	
(4)	PRODUCT SUB CODE NAME	The description of the respective product sub code if applicable	Variable Character	

10.2	FILE NAME: Branch Information File			
Reference Schedule 10.2 (n)	Field Name/ Information Required	Field Description	Field Format	Data Item Maintained? ('Y' or 'N')
(1)	BRANCH CODE	The code of each branch/ location established place of business of the Policyholder.	Variable Character	
(2)	BRANCH NAME	The name assigned to the branch (may be the general location or a short version of the address)	Variable Character	
(3)	ADDRESS LINE 1	Address of each branch / established place of business of the Policyholder.	Variable Character	
(4)	ADDRESS LINE 2	Address of each branch / established place of business of the Policyholder.	Variable Character	
(5)	ADDRESS LINE 3	Address of each branch / established place of business of the Policyholder.	Variable Character	
(6)	ADDRESS LINE 4	Address of each branch / established place of business of the Policyholder.	Variable Character	

10.3	FILE NAME: Currency Information File			
Reference Schedule 10.3 (n)	Field Name	Field Description / Information Required	Field Format	Data Item Maintained? (‘Y’ or ‘N’)
(1)	CURRENCY CODE	The code used by the Policyholder for each currency in which accounts are maintained.	Variable Character	
(2)	CURRENCY NAME	The name of each currency code used by the Policyholder.	Variable Character	
(3)	EXCHANGE RATE	Exchange rate in relation to the Jamaican Dollar for each currency as at the date of closure used by the Policyholder to convert accounts maintained in foreign currency for general ledger reporting.	Decimal (3, 2)	

SECTION: 2**SCHEDULE 11: BENEFICIARY INFORMATION FILE****Name of Institution:** _____**Reporting Date:** _____

- a) The Policyholder is required to compile and maintain a standard set of data for each beneficiary of a trust or nominee account.
- b) The proposed Joint, Trust and Nominee Account (DIA) Regulations⁹ in some cases place the burden of maintaining information relating to the identity of beneficiaries and settlors upon the trustee or nominee account holder.

11	FILE NAME: Beneficiary Information File			
Reference Schedule 11 (n)	Field Name/Information Required	Field Description	Field Format	Data Item Maintained? (‘Y’ or ‘N’)
(1)	ACCOUNT NUMBER	Unique identifier assigned by the institution to the trust or nominee account.	Variable Character	
(2)	ACCOUNT BRANCH ID	Code identifying the Policyholder Branch where the account is maintained at the time of providing the data to JDIC (as defined in the Policyholder’s provided reference file).	Variable Character	
(3)	FULL NAME	First Name, Middle Name, Last Name (separated by spaces) of the Beneficiary if a natural person or Business, Association, or Company Name of the Beneficiary.	Variable Character	
(4)	TITLE	Title of the Beneficiary if an individual / natural person i.e. Mr., Mrs, Sir, Dr.	Variable Character	
(5)	FIRST NAME	First name of the Beneficiary if an individual / natural person.	Variable Character	

⁹ At the time of writing the Corporation had dispatched to the Chief Parliamentary Counsel for finalization the “Draft Joint, Trust and Nominee Accounts Regulations”.

11	FILE NAME: Beneficiary Information File			
Reference Schedule 11 (n)	Field Name/Information Required	Field Description	Field Format	Data Item Maintained? ('Y' or 'N')
(6)	MIDDLE NAME	Middle name of the Beneficiary if an individual / natural person.	Variable Character	
(7)	LAST NAME	Last name/surname of the Beneficiary if an individual /natural person or Registered business name if the beneficiary is not a natural person e.g. company, trading as partnership, club and association. The registered name of the entity is required and should include all name components e.g. Company, Limited,	Variable Character	
(8)	MAIDEN NAME	The maiden name of the Beneficiary if applicable.	Variable Character	
(9)	TRN	<p>TRN is the "Taxpayer Registration Number" for the Beneficiary issued by the Government of Jamaica.</p> <p>There are persons to whom the TRN requirement is not applicable e.g. minors and citizens of other countries who are visiting the island, on work permit arrangements, or study arrangements. (Refer to BOJ Guidance Notes on the Detection and Prevention of Money Laundering and Terrorist Financing Activities).</p>	Variable Character	
(10)	OTHER REF # TYPE	Code representing type of other Government issued Reference Number for the Beneficiary (as defined in the Policyholder's provided reference file e.g. National Insurance Number (NIS) or a Social Security Number).	Variable Character	
(11)	OTHER REF #	Other Government issued Reference Number (the number corresponding to the above reference # type).	Variable Character	
(12)	BIRTH / INCORPORATION DATE	Beneficiary's date of birth stating day, month and year if a natural person; if not, date of incorporation of the business (day, month, year).	DD/MM/YYYY	
(13)	ENTITLEMENT \$ VALUE	Each beneficiary's entitlement as a dollar value of the account balance if applicable.	Money (two decimal places)	
(14)	ENTITLEMENT VALUE %	Each beneficiary's entitlement as a percent of the account balance if applicable.	Variable Character	

11	FILE NAME: Beneficiary Information File			
Reference Schedule 11 (n)	Field Name/Information Required	Field Description	Field Format	Data Item Maintained? (‘Y’ or ‘N’)
(15)	SETTLOR / GRANTOR NAME	List the full name (separated by spaces) of all settlors. Each full name should be separated by "and".	Variable Character	

SECTION: 2

SCHEDULE 12: ACCOUNT HOLD INFORMATION FILE

Name of Institution: _____

Reporting Date: _____

- a) The Policyholder is required to submit the details of unexpired holds; encumbrances or flags/ warnings to which a deposit account or credit facility/loan account (in arrears) is subjected.
- b) The data relating to each hold; encumbrance or flag/ warning must be entered in a separate record.

12	FILE NAME: Hold Information File			
Reference Schedule 12 (n)	Field Name/Information Required	Field Description	Field Format	Data Item Maintained? (‘Y’ or ‘N’)
(1)	ACCOUNT NUMBER	Unique account identifier assigned to each account record by the Policyholder.	Variable Character	

(2)	ACCOUNT BRANCH ID	Code identifying the Policyholder Branch where the account is maintained at the time of providing the data to JDIC (as defined in the Policyholder's provided reference file)	Variable Character	
(3)	HOLD CODE	A code describing the hold; encumbrance or flag on the account. (as defined in the Policyholder's provided reference file)	Variable Character	
(4)	START DATE	The date the hold; encumbrance or flag became effective.	DD/MM/YYYY	
(5)	EXPIRATION DATE	The date the hold; encumbrance; or flag is to expire.	DD/MM/YYYY	
(6)	AMOUNT	Dollar value of amount being held against the account (may include uncleared amounts and hypothecation of funds).	Money (two decimal places)	

SECTION 3: OTHER RECORD-KEEPING REQUIREMENTS

Overview

This section provides details regarding other record-keeping requirements relating to the customer and account data that each Policyholder is required to maintain and provide to the JDIC. The information includes:

Schedule 13: Deposit Liabilities General Ledger Balances

Schedule 14: Information Relating to the Features of Each Deposit Liability Product

Schedule 15: Information Relating to Accounting Systems

Schedule 16: Information Relating to Information Technology Systems

The information set out in these Schedules must be submitted in electronic or paper form to the Corporation at such time as the Corporation may require. The ultimate objective of the Corporation is to ensure that in the event of the failure of a Policyholder and the Corporation is required to make payments out of the Fund to reimburse depositors, the Policyholder is in a state of readiness to provide the requisite

information within one week after the closure of a Policyholder. Of note the other customer and account data outlined in section 2 must be submitted within 24 hours of the closure date.

SECTION: 3

SCHEDULE 13: DEPOSIT LIABILITIES GENERAL LEDGER BALANCES

Name of Institution: _____

Reporting Date: _____

- a) This Schedule sets out the information requirements regarding the Policyholder's general ledger accounts that record their deposit liabilities.
- b) The data provided will be used to reconcile the deposit liability/account data files with the Policyholder's sub-ledgers, general ledger and balance sheet of the same date.
- c) Where additional space in which to respond is required, the institution shall complete the information on a separate page.
- d) The exchange rate applicable for this Schedule is the rate used by the Institution for general ledger reporting.

	DEPOSIT TYPE	PRODUCT CODE	PRODUCT SUB CODE	GENERAL LEDGER ACCOUNT	NUMBER OF ACCOUNT RECORDS	CURRENCY	BALANCE DENOMINATED IN RESPECTIVE CURRENCY	EXCHANGE RATE	GENERAL LEDGER ACCOUNT BALANCE-JMD
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1.	Savings Account								
	TOTAL								
2.	Current/ Cheque Account								
	TOTAL								

	DEPOSIT TYPE	PRODUCT CODE	PRODUCTSUB CODE	GENERAL LEDGER ACCOUNT NUMBER	NUMBER OF ACCOUNT RECORDS	CURRENCY	BALANCE DENOMINATED IN RESPECTIVE CURRENCY	EXCHANGE RATE	GENERAL LEDGEAR ACCOUNT BALANCE-JMD
4	Managers Cheque								
	TOTAL								
5	Drafts								
	TOTAL								

PLEASE INSERT ADDITIONAL ROWS IF REQUIRED

Certified Correct:

_____	_____	_____	_____
Authorized Signature	Print Full Name	Title	Date

SECTION: 3

SCHEDULE 14: INFORMATION RELATING TO THE FEATURES OF EACH DEPOSIT

LIABILITY PRODUCT

Name of Institution: _____

Reporting Date: _____

- a) Each Policyholder is required to maintain the following information for each deposit liability product.
- b) The information must be maintained at the product and sub-product level that can be traced to each sub-ledger and general ledger deposit liability account.
- c) If the information required is not applicable please indicate N/A.

Name of the Deposit Liability Product Type: Indicate in the following columns (insert additional columns if required) the name that distinguishes a product from all other products. e.g. Demand and savings deposit; time deposits and certificate of deposits of all maturities, shares in building societies, foreign currency deposits, managers cheques; money orders. Refer Form 2 of The Deposit Insurance Regulations, Return of Insurable Deposit		Product (1)	Product (2)	Product (3)
Reference Schedule 14 (n)	Information Required			
(1)	Deposit Liability Product Code: Codes should be those that appear in the Policyholder's banking information system and as identified in the Reference Tables File.			
(2)	Deposit Liability Product Code Name: The name or description of the product code.			
(3)	Deposit liability sub- product code: Indicate any other code that distinguishes products belonging to the same product type if applicable e.g. the product's unique marketing or promotional name. Products of the same product type but with different interest rate and interest processing rules and also maintained in different currencies are often classified as different product sub- types. Codes should be those that appear in the Policyholder's banking information system and as identified in the Reference Tables File.			
(4)	Name of the deposit liability sub- product code if applicable: The name or description of the sub- product code. Codes should be those that appear in the			

Name of the Deposit Liability Product Type: Indicate in the following columns (insert additional columns if required) the name that distinguishes a product from all other products. e.g. Demand and savings deposit; time deposits and certificate of deposits of all maturities, shares in building societies, foreign currency deposits, managers cheques; money orders. Refer Form 2 of The Deposit Insurance Regulations, Return of Insurable Deposit		Product (1)	Product (2)	Product (3)
Reference Schedule 14 (n)	Information Required			
	Policyholder's banking information system and as identified in the Reference Tables File.			
(5)	An indicator whether the product / sub-product is currently offered (O); or no longer offered but still active/discontinued (D) i.e. accounts exist on the Policyholders deposit ledger.			
(6)	Indicate whether the product / sub-product database is maintained manually (M) or electronically (E).			
(7)	Name of the banking information system software used if the database is maintained electronically.			
(8)	Currency in which the product/ sub-product is maintained.			
(9)	Indicate if the deposit product is a credit interest bearing account.			
(10)	Indicate if the banking information system can generate for a randomly selected date the exact credit interest amounts due and payable (accrued interest) for the period from the last payment date to any randomly selected date.			
(11)	Indicate if the banking information system can generate for a randomly selected date the exact withholding tax deductible from the credit interest amounts due and payable (accrued interest) and for the period from the last payment date to any randomly selected date.			
(12)	Indicate if the banking information system can process/post the accrued interest and withholding tax deductible to each account at any randomly selected date as part of the end of day processing.			
(13)	If response to (10), (11) and (12) is no, state briefly the information which the system is capable of generating and processing.			

Name of the Deposit Liability Product Type: Indicate in the following columns (insert additional columns if required) the name that distinguishes a product from all other products. e.g. Demand and savings deposit; time deposits and certificate of deposits of all maturities, shares in building societies, foreign currency deposits, managers cheques; money orders. Refer Form 2 of The Deposit Insurance Regulations, Return of Insurable Deposit		Product (1)	Product (2)	Product (3)
Reference Schedule 14 (n)	Information Required			
(14)	Can the system provide the information as set out in (10) and (11) in an electronic form consistent with the file structure for account transaction adjustments to facilitate the electronic data transfer to the JDIC?			
(15)	If the response to (14) is no state how the information can be made available electronically.			
(16)	Interest Rules: The methodology and procedures for determining the amount of accrued interest on such types of deposit products or sub-products E.g. terms of Interest Payment, frequency and effective processing dates, calculated on minimum, average or tiered balance(s), premium or bonus rates, penalties etc.).			
(17)	Withholding Tax: Indicate if interest paid is taxable or exempt at the product or sub-product level.			
(18)	List all bank charges applicable and if transaction charges are system generated.			
(19)	General ledger name and account number as per Chart of Accounts to which each deposit product type or sub-product type reconciles for Principal Balance and an indication if the general ledger entries are automatic.			
(20)	General ledger name and account number as per Chart of Accounts to which each deposit product type or sub-product type reconciles for Accrued Interest and an indication if the general ledger entries are automatic.			
(21)	General ledger name and account number as per Chart of Accounts to which each insurable deposit product or sub-product type reconciles for Interest Expense Paid and an indication if the general ledger entries are automatic.			
(22)	General ledger name and account number as per Chart of Accounts to which each deposit product or sub-product type reconciles for Withholding Tax and an indication if the general ledger entries are automatic.			
(23)	Deposit product and sub-product types operating terms & conditions: Indicate relevant information such as			

Name of the Deposit Liability Product Type: Indicate in the following columns (insert additional columns if required) the name that distinguishes a product from all other products. e.g. Demand and savings deposit; time deposits and certificate of deposits of all maturities, shares in building societies, foreign currency deposits, managers cheques; money orders. Refer Form 2 of The Deposit Insurance Regulations, Return of Insurable Deposit		Product (1)	Product (2)	Product (3)
Reference Schedule 14 (n)	Information Required			
	amount of initial opening balance; minimum maintaining balance; groups to which product is offered etc or attach relevant documentation.			
(24)	Documentation: Name of forms and account opening terms and agreement that a depositor is required to complete/ sign upon opening an account. Also indicate certificates and other documents that are issued evidencing ownership of a deposit e.g. passbook, certificate etc.			
(25)	Sample Forms: Provide samples of forms and account opening terms and agreement that a depositor is required to complete/ sign upon opening an account. Also certificates and other documents that are issued evidencing ownership of a deposit e.g. passbook, certificate etc.			
(26)	Special Features: Any other special feature(s) of the deposit liability product or sub product that would help the Corporation in determining the insurable status of the product			
(27)	Maintenance of account agreements and signature cards: Indicate if account agreements and signature cards can be accessed electronically and if yes the name of the system that maintains the data.			
(28)	Automated Banking Services: Indicate if the product allows a customer to access his account electronically – Automated Teller machines; Debit Point of Sale Terminals; Telephone Banking or Internet Banking.			

Certified Correct:

Authorized Signature

Print Full Name

Title

Date

SECTION: 3

SCHEDULE 15: INFORMATION RELATING TO ACCOUNTING SYSTEMS

Name of Institution: _____

Reporting Date: _____

- a) This Schedule outlines the Corporation's information requirements with regards the accounting systems used by the Policyholder for the record-keeping of customer and account data.

	INFORMATION RELATING TO ACCOUNTING SYSTEMS	
Reference Schedule 15 (n)	Information Required	Indicate Yes (Y) or No (N) if the Data is Currently Maintained/ Available
(1)	A copy of the accounting policy and procedure manual.	
(2)	Description of manual accounting systems if any.	
(3)	An overview and description of the general ledger accounting system, and how it integrates with any sub-systems.	
(4)	General Ledger Chart of Accounts.	
(5)	Unaudited Financial Statements prepared on an unconsolidated and consolidated basis as at the reporting date. The Financial statements are: <div style="text-align: center;"> (i) Balance sheet, (ii) Earnings and Expenditure; (iii) Trial balance. </div>	
(6)	Most current audited Financial Statements prepared on an unconsolidated and consolidated basis. The Financial statements are: <div style="text-align: center;"> (i) Balance sheet, (ii) Earnings and Expenditure. </div>	

	INFORMATION RELATING TO ACCOUNTING SYSTEMS	
Reference Schedule 15 (n)	Information Required	Indicate Yes (Y) or No (N) if the Data is Currently Maintained/ Available
(7)	A listing of all the deposit liabilities sub ledgers and the relationship to the balance sheet items.	
(8)	A listing of the name and account number of internal account(s) maintained in respective deposit sub ledgers.	
(9)	A listing of all the clearing accounts sub ledgers and the relationship to the balance sheet items.	
(10)	A listing of all the suspense accounts and the relationship to the balance sheet items.	
(11)	A listing of all the correspondent bank accounts and the relationship to the balance sheet items.	
(12)	<p>A description i.e. name, general ledger account number and nature of transactions of the following accounts, along with copies of the most recent reconciliation or a detailed listing of outstanding transactions:</p> <ul style="list-style-type: none"> a. Suspense accounts b. Inward and outward cheque and electronic clearing account c. Any other Clearing accounts d. Local Bank Accounts e. Correspondent Bank Accounts 	
(13)	Name, address and account numbers of all local and overseas bank accounts and correspondent bank accounts.	
(14)	Policies on inactive and dormant accounts e.g. classification criteria and respective codes.	
(15)	Policies on any other account flags/ warnings e.g. types of flags or warnings; classification criteria and respective codes.	

SECTION: 3

SCHEDULE 16: INFORMATION RELATING TO INFORMATION SYSTEMS

Name of Institution: _____

Reporting Date: _____

- a) This Schedule outlines the Corporation's information requirements with regard to the Information Systems used by the Policyholder for the record-keeping of Customer and Account Data.
- b) The information set out in this Schedule is to be made available to the Corporation in electronic or paper form at such time as the Corporation may require.

	INFORMATION RELATING TO INFORMATION SYSTEMS						
INFORMATION REQUIRED Reference Schedule 16 (n)	DETAILS						
1. Contact information of the persons principally responsible for the maintenance of the banking information system(s) e.g. staff member(s) or agent(s)		Name of Principal Contact Person(s) Responsible for the Maintenance of the Information System(s)	Position	Address	Telephone No.	E-Mail	Other Remarks
	i.						
	ii.						
	iii.						

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	INFORMATION RELATING TO INFORMATION SYSTEMS					
INFORMATION REQUIRED Reference Schedule 17 (n)		DETAILS				
2. The host / server platform(s) on which Customer Records and Loan & Deposit Accounting Records are maintained.		Hardware Platform Make & Model	Operating System	Database Management System / File System	Application Software Hosted on Platform	Platform Purpose (e.g. Customer Relationship Management, Deposit Account Maintenance, Credit / Loan Facilities etc.)
	i.					
	ii.					
	iii.					
	iv.					
	v.					
	vi.					
	vii.					

	INFORMATION RELATING TO INFORMATION SYSTEMS				
INFORMATION REQUIRED Reference Schedule 17 (n)	DETAILS				
3. Indicate physical access control systems and devices employed e.g. door swipe cards utilized to restrict access to the Information Technology Department and hardware platforms		Make	Model	Description	Other Remarks
	i.				
	ii.				
	iii.				
	iv.				
	v.				
	vi.				
	vii.				

	INFORMATION RELATING TO INFORMATION SYSTEMS				
INFORMATION REQUIRED Reference Schedule 17 (n)	DETAILS				
4. The location where the information systems are maintained including back-up and Business Recovery Sites		Name of Application	Location Where the Information System is Maintained	Location Where the Information System Backup is Maintained	Other Remarks
	i.				
	ii.				
	iii.				
	iv.				
	v.				
	vi.				

	INFORMATION RELATING TO INFORMATION SYSTEMS							
INFORMATION REQUIRED Reference Schedule 17 (n)	DETAILS							
5. Networking Features		Type of Networks (TCP/IP- based LANs, WAN, etc.)	Name and Location of Hosts / Servers	Purpose	Type of Connection e.g. Lease line, Frame relay, VPN, wireless	Respective Processing Modes e.g. online or Batch	List of Branches Connected	List of Branches not Connected
	i.							
	ii.							
	iii.							
	iv.							
	v.							
	vi.							
	vii.							

	INFORMATION RELATING TO INFORMATION SYSTEMS						
INFORMATION REQUIRED Reference Schedule 17 (n)	DETAILS						
6. A listing of the Application Software used and address of vendors and/ or principal contact persons		Names of Tools / Applications Used	Version	Name of Vendor & Contact Person	Purpose	Respective Processing Modes e.g. Online or Batch	Contact Information of Vendor &/or Principal Contact Person (address; telephone and e-mail)
	i.						
	ii.						
	iii.						
	iv.						
	v.						
	vi.						
	vii.						

	INFORMATION RELATING TO INFORMATION SYSTEMS			
INFORMATION REQUIRED Reference Schedule 17 (n)	DETAILS			
7. Contact information for service providers being used and a description of the work for which they have been engaged.		Name of all service providers/ software providers	Contact Information of Vendor &/or Principal Contact Person (address; telephone & e-mail) Name of Vendor & Principal Contact Person	A Description of the Services Provided by Each
	i.			
	ii.			
	iii.			
	iv.			
	v.			
	vi.			

APPENDIX 1: Compliance Certificate

JAMAICA DEPOSIT INSURANCE CORPORATION

Compliance Certificate

Record-Keeping Requirements

Pursuant to Guidelines on the Record Keeping Requirements for all Policyholders of the Jamaica Deposit Insurance Corporation, this is to certify that as at -----
(date) the ----- (name of Policyholder)

- (i) keeps and maintains a true and accurate record of its banking information records in compliance with schedule(s) ----- of the Guidelines and/ or
- (ii) has enclosed/ submitted to the JDIC the information requested in compliance with Schedule(s) ----- of the Guidelines.

The undersigned hereby declares that he/she is duly authorized to issue this certification, and that the data provided are true and correct.

Signed by Authorized Signatory Date

Print Full Name..... Title

APPENDIX 2: Compliance Schedule

Compliance Schedule

Policyholders are required to comply with the following activities immediately upon the Guidelines becoming effective. Please Refer Section 6.0 of The Guidelines for further details.

Compliance Activity	Timeline
Submit Compliance Certificate in Appendix 1 of The Guidelines; or Inform the JDIC (in writing) of any areas of non-compliance, action plan and timelines for addressing non-compliance.	Annually on April 1, after the effective date of The Guidelines.
In addition to the annual requirements outlined above, complete and resubmit the Schedules in The Guidelines, providing details where necessary.	Every three years on April 1, after the effective date of The Guidelines or any other shorter period advised by the Corporation.
Submit a data set of customer and account records to the Corporation (at scheduled intervals) consistent with the technical specifications outlined in section 2, to facilitate the ongoing monitoring of compliance with the Guidelines. Details of the polices and procedures for this compliance review will be advised. ¹⁰	To be advised. Subject to the finalization of the compliance framework for this activity and agreed timelines with respective Policyholders to conduct this compliance review.

¹⁰ The framework for the Corporation to conduct scheduled independent review/ assessment of each Policyholder's level of compliance with the Guidelines is to be developed (with due consideration to the circumstances in which information on customers' accounts may be disclosed) and shared with Policyholders for consultation.

GLOSSARY

The following terms shall have the meanings ascribed to them for the purposes of these Guidelines and supporting Schedules.

Aggregation	Combining of all accounts that are owned by the same customers within the same ownership category and maintained with the same Policyholder, for the purpose of determining a depositor's entitlement to deposit insurance payment. Also referred to as linking.
Connected Persons	Has the same meaning as in the Deposit Insurance Act, the Banking Act and the Financial Institutions Act
Coverage Limit	The limit of payment the JDIC can make to depositors as prescribed under the Deposit Insurance Act
Credit Facilities	Includes loans, advances, comfort letters, standby and commercial letters of credit and any other arrangement whereby a customer of a Policyholder has access to funds or financial guarantees of the Policyholder or the Policyholder undertakes on behalf of a customer financial liability to another person (source: The Banking Act, the Financial Institutions Act)

Deposit	Has the same meaning as in the Deposit Insurance Act, the Banking Act and the Financial Institutions Act Which in part states: “sum of money paid on terms” that are being held by the Policyholder.
Deposit Insurance Act	The Act of Parliament establishing the JDIC and its functions (DIA)
Deposit Insurance Fund (DIF)	A Fund established in advance under a deposit insurance scheme to pay back depositors should their insured financial institution fail. Usually made up of premiums collected from member institutions/Policyholders.
Deposit Insurance Premium	Amount paid annually by member institutions (Policyholders) as contributions to the DIF.
Insurable Deposits	Deposits received or held by a Policyholder from or on behalf of a Depositor other than a deposit from another Policyholder; a deposit from a statutory body or authority or Government company; a Ministry, department or agency of the Government; a Parish Council; the Kingston & St Andrew Corporation or a Municipal Council
Insured Deposit	That portion of insurable deposits that is covered by insurance under the Deposit Insurance Act, 1998.

Material Change	Modifications or amendments to any information previously submitted or any additions, deletions, edits that would be reasonable construed to have an impact on the information requirements outlined in the Schedules
Nominee Account	Moneys held on account by a nominee for the benefit of a principal or ward of the nominee, or of a minor or patient, as the case may be.
Policyholder(s)	Deposit taking financial institutions (banks and building societies) insured under the Deposit Insurance Scheme. Also termed member institutions.
Premium Assessment Rate	Rate at which Policyholders are charged to determine deposit insurance premiums due to the Deposit Insurer
Specified Date	A term identifying the date on/ by which the specified instructions of the Corporation can be reasonably completed
Timely	The period that would be considered reasonable in the context and having regard to the circumstances prevailing
Transferred	The process whereby the deposits of a failed

Deposit	Policyholder are transferred to a viable Policyholder for the purpose of paying out depositors.
Trust Account	Moneys held on account for the purpose of a trust.
Unclaimed Moneys	Moneys that remain unclaimed in the possession or under the control of a bank for a period of fifteen years or more. Refer The Banking Act and FIA Act Section 40 where unclaimed moneys is defined.