Courtesy Translation

Corporations established in Québec are required to communicate with Revenu Québec in French. For this reason, Revenu Québec does not produce an English version of the documents intended for corporations. However, Revenu Québec may provide courtesy translations of such documents for information purposes.

Data Interchange Format for Financial Institutions, Pension Plan Administrators and Other Holders

February 2006



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1. <u>INTRODUCTION</u>

This document describes the rules for the electronic transmission of information about unclaimed financial assets to Revenu Québec. It proposes a standard format for all involved in the electronic interchange of data between a financial institution or other organization and Revenu Québec. More specifically, transferors will find in this document the information they need to create remittance files.

This document is intended mainly for information systems personnel and only covers the various rules and instructions for creating electronic remittance files.

Additional information about data content and validation rules are in the appendices.

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2. <u>FILE STRUCTURE FOR DATA INTERCHANGE</u>

This section describes the file structure for data interchange between a financial institution or organization and Revenu Québec.

2.1 File structure

The interchange file must contain the three sections below in order for the electronic transfer to be successful.

Header section

The header section is the first record in the file. Its purpose is to identify the financial institution or organization responsible for the remittance. It contains nominal information, the transmission date and the numbers of the cheques made payable to Revenu Québec or the designated trustee, as applicable.

All remittance files must contain only one record of this type.

Information section

The information section contains the records describing the unclaimed assets. Nominal information about the interested party is provided for each asset.

This section must follow the header section. There must be at least one record of this type.

Control section

The control section must be the last record in the file (after the information section). Its purpose is to identify the financial institution or organization responsible for the remittance. It contains the transmission date, the number and total amounts of registered and unregistered financial assets remitted.

All remittance files must contain only one record of this type.

2.2 Tables

The tables specify in which format data is to be transmitted. It contains the following items:

Number

- Number assigned to each field in the remittance file. This number indicates the order in which the field appears within the file.

Field

Name of each field in the remittance file.

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Description

Brief description of each field in the remittance file.

Position

Start and end positions of the field in the remittance file.

Length

Length of each field in the remittance file.

Type

- Type of each field in the remittance file. Valid types are
 - o NUM: Numeric
 - o ALPHAN: Alphanumeric
 - o DATE: Date

Mandatory/Optional

Indicator specifying whether a value for the field must be entered in the remittance file. When a field is optional, the default value must be entered.
 A field is optional only if certain conditions are met.

Possible Value(s)

List of possible values for each field in the remittance file. Certain fields list the values in the form of a two-column table. The first column contains a value and the second column contains its description. Only enter the value shown in the first column in the remittance file. The description is additional information.

Validation Rule(s)

 Validation rules determine the value for the field. The rules may depend on one or more fields in the remittance file.

Additional Information

Additional information about the field.

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3. RULES

This section contains the various rules applicable to the electronic transmission of data.

3.1 Remittance files

Remittance files submitted by financial institutions or organizations are subject to validation by Revenu Québec.

If an error is detected, the file is rejected and returned to the sender for correction and resubmission.

3.2 Data format

There are three types of data format: numeric, alphanumeric and date.

3.3 Contents of the remittance file

A remittance file can contain only one competence field¹ and one currency field² for all unclaimed financial assets in a remittance. If there are more than one of either field for a remittance, create several remittance files.

^{1. (}Information record format – field no. 3)

^{2. (}Information record format – field no. 14)

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4. <u>TECHNICAL SPECIFICATIONS</u>

4.1 Type of medium

Remittance files must be sent on a CD-ROM.

4.2 Name of the remittance file

The name of the remittance file must be in the following format:

REMISEBNR9999999YYYY99.TXT

where

- 99999999 is the number assigned by Revenu Québec to the financial institution or other organization,
- YYYY is the year of the remittance, and
- 99 is the sequential number of the remittance (for example, 01 for the first remittance).

4.3 Field format

Fields are formatted as follows:

Numeric fields

- Aligned to the right,
- Default value is 0 for mandatory fields
- Default value is blank for optional fields

Alphanumeric fields

- Aligned to the left
- Default value is blank

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5. TABLE OF DATA INTERCHANGE FORMATS

5.1 Header format

	Field	Description	Positio	n	Length	Туре	Mandatory /Optional	Po	ossible value(s)	Validation rule(s)	Additional information
			From	to							
1	Number of financial institution or organization	Number assigned by Revenu Québec to each financial institution or organization responsible for remitting unclaimed financial assets	1	8	8	NUM	Mandatory	•	Number assigned by Revenu Québec	 A value must be entered. Must be the possible value. 	
2	Type of record	Header record identifier	9	9	1	NUM	Mandatory	1	Header record	 The first record of a file must be a type 1 record. There must be only one type 1 record. 	
3	Transmission date	Date on which the remittance file is transmitted to Revenu Québec	10	17	8	DATE	Mandatory	•	Format: YYYYMMDD		
4	Addressee	Name of the organization to which the unclaimed financial asset remittance file is transmitted	18	117	100	ALPHAN	Mandatory	•	Must be REVENU QUÉBEC.		
5	Source	Name of the issuer (financial institution or organization) responsible for the remittance of the unclaimed financial assets	118	217	100	ALPHAN	Mandatory	•	Legal name of institution or organization responsible for the remittance	A value must be entered.Must be the possible value.	
6	Address 1 of financial institution or organization	Business address of the financial institution or organization responsible for the remittance	218	257	40	ALPHAN	Mandatory	•	street number, street name, suite number, P.O. box, branch number, etc.		
7	Address 2 of financial institution or organization	Business address of financial institution or organization responsible for the remittance (continued)	258	297	40	ALPHAN	Optional				
8	Municipality of financial institution or organization	Municipality of the financial institution or organization responsible for the remittance	298	337	40	ALPHAN	Mandatory	•	Name of the municipality		

	Field	Description	Positio	n	Length	Туре	Mandatory /Optional	Possible value(s)	Validation rule(s)	Additional information
			From	to						
9	Province of financial institution or organization	Province code or state code of the financial institution or organization responsible for the remittance	338	339	2	ALPHAN	Mandatory	Refer to: • Appendix A – Province and Territory Codes • Appendix B – State and Possession Codes		
10	Country of financial institution or organization	Country code of the financial institution or organization responsible for the remittance	340	342	3	ALPHAN	Mandatory	Refer to Appendix C – Country Codes (ISO)		
11	Postal code of financial institution or organization	Postal code of the financial institution or organization responsible for the remittance	343	352	10	ALPHAN	Mandatory	• If field 10 is "CAN", the postal code format must be X9X9X9.		
12	Area code of financial institution or organization	Area code of the financial institution or organization responsible for the remittance	353	355	3	NUM	Mandatory	Must be three digits.		
13	Telephone number of financial institution or organization	Telephone number of the financial institution or organization responsible for the remittance	356	362	7	NUM	Mandatory	Must be seven digits.		
14	Number of cheque payable to Revenu Québec's designated trustee	Number of the cheque made payable to Revenu Québec's designated trustee for the remittance of registered unclaimed financial assets	363	372	10	NUM	Optional	Must be greater than zero	Mandatory if registered unclaimed financial assets are being remitted to Revenu Québec's designated trustee	
15	Number of cheque payable to Revenu Québec	Number of the cheque made payable to Revenu Québec for the remittance of deregistered unclaimed financial assets	373	382	10	NUM	Optional	Must be greater than zero	Mandatory if deregistered unclaimed financial assets are being remitted to Revenu Québec	

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5.2 Information record format

mber of uncial itution or anization oe of record	Number assigned by Revenu Québec to each financial institution or organization responsible for remitting unclaimed financial assets Information record identifier Plan code assigned by Revenu Québec, based on the business name of the	From 1 9 10	8 9	8	NUM NUM	Mandatory Mandatory	Numi Reve	nber assigned by enu Québec	A value must be entered.Must be the possible value.	
ancial itution or anization be of record	each financial institution or organization responsible for remitting unclaimed financial assets Information record identifier Plan code assigned by Revenu Québec, based on the business name of the	9		8		·		<u> </u>		
	Plan code assigned by Revenu Québec, based on the business name of the		9	1	NUM	Mandatory		l l		
npetence	based on the business name of the	10	l			Walldatory	2 Iı	Information record	• There must be at least one type 2 record.	• Information records must be type 2 records.
	financial institution or organization responsible for the remittance		19	10	ALPHAN	Mandatory	24BANQ	QUE Banque	A value must be entered.Must be the possible value.	
erence nber of	Supplemental pension plan or registered pension plan	20	49	30	ALPHAN	Mandatory	• Refer	erence number	A value must be entered.	
uncial asset	The Canada Revenue Agency registration number for the plan									
	Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in RRSP)									
	The Canada Revenue Agency registration number for the plan									
	Account or policy number of the interested party									
	Other unregistered investment securities									
	Account or policy number of the interested party									
nl		Supplemental pension plan or registered pension plan The Canada Revenue Agency registration number for the plan Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in RRSP) The Canada Revenue Agency registration number for the plan Account or policy number of the interested party Other unregistered investment securities Account or policy number of the	rence per of ncial asset Supplemental pension plan or registered pension plan The Canada Revenue Agency registration number for the plan Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in RRSP) The Canada Revenue Agency registration number for the plan Account or policy number of the interested party Other unregistered investment securities Account or policy number of the	rence per of registered pension plan or registered pension plan The Canada Revenue Agency registration number for the plan Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in RRSP) The Canada Revenue Agency registration number for the plan Account or policy number of the interested party Other unregistered investment securities Account or policy number of the	rence or of registered pension plan or registered pension plan The Canada Revenue Agency registration number for the plan Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in RRSP) The Canada Revenue Agency registration number for the plan Account or policy number of the interested party Other unregistered investment securities Account or policy number of the	rence per of registered pension plan or registered pension plan The Canada Revenue Agency registration number for the plan Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in RRSP) The Canada Revenue Agency registration number for the plan Account or policy number of the interested party Other unregistered investment securities Account or policy number of the	Supplemental pension plan or registered pension plan The Canada Revenue Agency registration number for the plan Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in RRSP) The Canada Revenue Agency registration number for the plan Account or policy number of the interested party Other unregistered investment securities Account or policy number of the	Supplemental pension plan or registered pension plan The Canada Revenue Agency registration number for the plan Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in RRSP) The Canada Revenue Agency registration number for the plan Account or policy number of the interested party Other unregistered investment securities Account or policy number of the	Supplemental pension plan or registered pension plan or registered pension plan The Canada Revenue Agency registration number for the plan Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in RRSP) The Canada Revenue Agency registration number for the plan Account or policy number of the interested party Other unregistered investment securities Account or policy number of the	Supplemental pension plan or registered pension plan The Canada Revenue Agency registration number for the plan Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in RRSP) The Canada Revenue Agency registration number for the plan Account or policy number of the interested party Other unregistered investment securities Account or policy number of the

	Field	Description	Posit		Length	Туре	Mandatory /Optional	Poss	ible value(s)	Validation ru	le(s)	Additional information
			From	to								
5	Type of plan	Supplemental pension plan or registered pension plan	50	51	2	NUM	Optional	02	RRSP	A value is following of	mandatory in the	
								04	RRIF	Tono wing (auses.	
		A receiving plan to which amounts applicable under the pension plan may be						10	LIF	_		
		transferred								Supplemental	Must be one of	
		Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in						11	LIRA	or registered pension plan	the possible values	
		RRSP)								Tax-deferred	Must be one of	
		A receiving plan to which amounts applicable under the pension plan may be						14	Locked-in RRSP	retirement plan	the possible values	
		transferred								Other	Not applicable	
		Other unregistered investment securities						00	Not applicable	unregistered investment securities	Must be 00	
		Not applicable								securities		
6	Registered plan	Supplemental pension plan or	52	53	2	ALPHAN	Mandatory		an under provincial	02 - RRSP	Not applicable	
	legislation	registered pension plan Legislation governing the plan (provincial							gislation: refer to ppendix A – Province	04 - RRIF	Not applicable	
		or federal charter) Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and Locked-in RRSP)						• Pl	nd Territory Codes lan under federal gislation: FD	10 - LIF	Mandatory, must be federal or provincial legislation	
		Legislation governing the plan (provincial or federal charter)								11 - LIRA	Mandatory, must be	
		Other unregistered investment									provincial legislation	

	Field	Description	Posit		Length	Туре	Mandatory /Optional	Possib	ole value(s)	Va	lidation rul	e(s)	Additional information
			From	to									
		securities Not applicable									– Locked- in RRSP	Mandatory, federal legislation Default value = FD	
7	Type of investment security	Type of investment security held by the interested party: Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and locked-in RRSP) Other unregistered investment securities Not applicable Supplemental or registered pension plan	54	54	1	ALPHAN	Optional	A C E F O Blank	Share Guaranteed investment certificates (GIC) Cash Mutual fund Bond Registered or unregistered plan other than A, F or O	-	values.	e of the possible not applicable	
8	CUSIP, ISIN or interchange code	 CUSIP number, ISIN of the security or interchange code of the mutual fund Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and locked-in RRSP) Other unregistered investment securities Not applicable Supplemental or registered pension plan 	55	69	15	ALPHAN	Optional			•	Optional if 1	not applicable	

	Field	Description	Posit	ion	Length	Type	Mandatory /Optional	Possible value(s)	Validation rule(s)	Additional information
			From	to						
9	Registered plan amount	Supplemental or registered pension plan Amounts payable under a pension plan of \$1,000 or more, corresponding to the value of the accrued rights of the interested party's pension plan or to the residual value of the pension at the time of the remittance to Revenu Québec's designated trustee. Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and locked-in RRSP) • Value of investment capital and interest • Cash value	70	79	10	NUM	Mandatory	• Default value: 0	 Must be equal or greater than 0. Must be in Canadian currency. Format: 9(08)V99 	

	Field	Description	Posit		Length	Type	Mandatory /Optional	Possible value(s)	Validation rule(s)	Additional information
			From	to						
10	Deregistered plan amount	Supplemental or registered pension plan	80	89	10	NUM	Mandatory	Default value: 0	• Must be equal or greater than 0.	
		Amounts payable under a pension plan of less than \$1,000 corresponding to the value of the accrued rights of the interested party's pension plan or to the residual value of the pension at the time of the remittance and any other amount payable under a pension plan (for example, payments due and unpaid, interest on late remittances, death benefits)							 Must be in Canadian currency. Format: 9(08)V99 	
		Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and locked-in RRSP)								
		Amounts payable under a retirement plan of less than \$1,000 corresponding to the value of the accrued rights of the interested party's retirement plan or to the residual value of the pension at the time of the remittance and any other amount payable under a retirement plan (for example, payments due and unpaid, interest on late remittances, death benefits)								
		Other unregistered investment securities								
		Value of investment capital and interestCash value								

	Field	Description	Posit	tion	Length	Туре	Mandatory /Optional	Possible value(s)	Validation rule(s)	Additional information
			From	to						
11	Amount of federal tax withheld	Amount withheld from the amount in field 10	90	99	10	NUM	Optional	•Default value: 0	 Must be equal or greater than 0. Must be in Canadian currency. Format: 9(08)V99 	
12	Amount of provincial tax withheld	Amount withheld from the amount in field 10	100	109	10	NUM	Optional	• Default value: 0	 Must be equal or greater than 0. Must be in Canadian currency. Format: 9(08)V99 	
13	Number of shares or mutual fund units	Supplemental or registered pension plan Not applicable Tax-deferred retirement plan (RRSP, RRIF, LIRA, LIF and locked-in RRSP) Number of mutual fund units held by the interested party Number of shares held by the interested party Other unregistered investment securities Number of mutual fund units held by the interested party Number of mutual fund units held by the interested party Number of shares held by the interested party	110	120	11	NUM	Optional	• Default value: 0	 Must be equal or greater than 0. Format: 9(08)V99 	Mandatory only in the case of a mutual investment fund or a share fund

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	Field	Description	Posit	ion	Length	Type	Mandatory /Optional	Possible value(s) Vali	lidation rule(s)	Additional information
			From	to						
14	Currency	Currency code for the investment	121	123	3	ALPHAN	Mandatory		Must be one of the possible values.	 Remittances are made in Canadian dollars The currency is the currency of origin for the property. However, the value of the property is converted into Canadian dollars.
15	Simple or compound interest indicator	Reserved for the investment type "Certificate of deposit"	124	124	1	ALPHAN	Optional	S Simple interest	Must be one of the possible values. Optional if not applicable	
16	Name of interested party		125	164	40	ALPHAN	Mandatory	This field must contain either the last name of the natural person or the name of the legal person.	A value must be entered.	
17	First name of interested party		165	184	20	ALPHAN	Optional	This field must contain only the first name of the interested party.	Optional if not applicable	

	Field	Description	Posit	tion	Length	Type	Mandatory /Optional	Possible value(s)	Validation rule(s)	Additional information
			From	to						
18	number of interested party		185	193	9	NUM	Optional	Valid social insurance number (modulo)	 In the case of a registered plan, the social insurance number is mandatory. Refer to Appendix D – Social Insurance Number Validation Formula. If the social insurance number is mandatory but unknown enter: 999 999 998. In the case of an unregistered investment, the social insurance number is optional. 	The social insurance number must be valid unless it is unknown.
19	Date of birth of interested party		194	201	8	DATE	Optional	 Format: YYYMMDD Valid date 	 In the case of a registered plan, the date of birth is mandatory. The year of birth must be after 1850 and before 2100. The date of birth must be on or before the day the file is transmitted. In the case of an unregistered investment, the date of birth is optional. 	
20	Sex of interested party		202	202	1	ALPHAN	Optional	F Female M Male BLANK Unknown	 Use when available. Must be one of the possible values. 	Not required for plan management activities. When entered, it facilitates an eventual conversion of the plan if the interested party is traced.

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		Field	Description	Posit		Length	Туре	Mandatory /Optional	Possible va	alue(s)	Validation rule(s)	Additional information
_	11 .	C: '1		From	to	2	A I DILANI	0 1 1	CEL	C' 1		N . 1 C 1
		Civil status of the interested party		203	205	3	ALPHAN	Optional	CEL	Single	Use when availableMust be one of the possible	Not required for plan management
	'	interested party							DIV	Divorced	values.	activities. When
									MAR	Married		entered, it facilitates an eventual
									REL	Member of a religious order		conversion of the plan if the interested party
									SPF	De facto separated		is traced.
									SPL	Legally separated		
									UNI	De facto union		
									VEU	Widow		
-		Language of		206	206	1	ALPHA	Optional	A	English	Default value: F	
	1	interested party							F	French	Must be one of the possible values.	
		Address 1 of interested party	Last known address of the interested party	207	246	40	ALPHAN	Optional	• street name, branch	number, street suite, P.O. box,	Use when availableOptional if not applicable	Enter the city, province and postal code in the appropriate fields.
		Address 2 of interested party	Address of the interested party (continued)	247	286	40	ALPHAN	Optional			 Use when available Optional if not applicable	
		Municipality of interested party	Municipality of the interested party	287	326	40	ALPHAN	Optional	• Name	of municipality	 Use when available Optional if not applicable	

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	Field	Description	Posit	tion	Length	Type	Mandatory /Optional	Possible va	alue(s)	Validation rule(s)		Additional information
			From	to								
26	Province/State of interested party	Province or state code of the interested party	327	328	2	ALPHAN	Optional	Provinc Codes a	o Appendix A – ce and Territory and Appendix B – nd Possession	 Use when available Must be one of the values. If field 27 is "USA "CAN," field 26 is mandatory. Optional if not app 	possible " or	Possible values are based on Canada Post standards
27	Country of interested party	Country code of the interested party	329	331	3	ALPHAN	Optional	•See Apper Codes (IS	ndix C – Country O).	 Use when available Must be one of the values. Optional if not app 	possible	
28	Postal code of interested party	Postal code of the interested party	332	341	10	ALPHAN	Optional			 Use when available If field 27 is equal and the value of the code is not nil, the must be X9X9X9. Optional if not app 	to "CAN" e postal format	
29	Area code of interested party		342	344	3	NUM	Optional	Must b	e three digits.	Use when available		
30	Telephone number of interested party		345	351	7	NUM	Optional	Must b	e seven digits.	Use when availableOptional if not app		
31	Contributing	Indicator used only for RRSPs and RRIFs. This indicator specifies whether	352	352	1	ALPHAN	Mandatory	•O	•Yes	02 - RRSP	O or N	• The contributing spouse indicator
	spouse	there is a contributing spouse to the						•N	∙No	04 - RRIF	O or N	is based on the
		interested party's plan.								10 - LIF	N	value entered in field 5.
										11 – LIRA	N	noid 3.
										14 – Locked-in RRSP	N	
										00 – Not applicable	N	

	Field	Description	Posit	tion	Length	Type	Mandatory /Optional	Poss	sible value(s)	Validation rule(s)		Additional information
			From	to								
32	Calculation of the	Indicator used for RRIF or LIF plans	353	353	1	ALPHAN	Mandatory	О	Based on age of spouse	02 - RRSP	O or N	• This indicator is
	minimum amount based on age of contributing	under provincial legislation. This indicator specifies whether the calculation of the minimum amount may						N	N Based on age of interested party	04 - RRIF	O or N	based on the value entered in field 5.
	spouse	be based on the age of the interested party or the age of the spouse.							•	10 - LIF	N	
		party of the age of the spouse.								11 – LIRA	N	
										14 – Locked-in RRSP	N	
										00 – Not applicable	N	
33	Last name of contributing spouse		354	393	40	ALPHAN	Optional	• I	Last name	 Field 33 is mandate 31 or field 32 is "C RRSPs and RRIFs" In all other cases, t spouse's last name optional. 	O" (only). he	
34	First name of contributing spouse		394	413	20	ALPHAN	Optional	• F	First name	 Enter the spouse's if field 31 or field (only RRSPs and I) In all other cases, to spouse's first name optional. 	32 is "O" RRIFs). the	

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	Field	Description	Posit	tion	Length	Type	Mandatory /Optional	Pos	sible value(s)	Validation rule(s)		Additional information
			From	to								
35	contributing spouse	For calculating the minimum amount	414	421	8	NUM	Optional		Format: YYYYMMDD Valid date	 For a wound up plandate of birth is optice. If field 32 is "O," the birth is mandatory. The year of birth mandater 1850 and before. The date of birth mandater transmitted. In all other cases, the left blank. 	onal. the date of the ust be the re 2100. the ust be on the efficient is the istance of the interval of t	
36	Social insurance number of contributing spouse		422	430	9	NUM	Optional		Valid social insurance number (modulo)	 If field 32 is "O," the insurance number of contributing spouse mandatory. If it is usenter 999 999 998. Numeric value other For a wound up play social insurance numeroptional 	f the is nknown, r than 0 n, the	
377	New plan	Indicator specifying whether a RRIF or a LIF is governed by the regulations in force before 1993 or after 1993 concerning withdrawal amounts	431	431	1	ALPHAN	Mandatory	•O •N	•After 1993 •Before 1993	02 - RRSP 04 - RRIF 10 - LIF 11 - LIRA 14 - Locked-in RRSP 00 - Not applicable	O or N O or N N N N N N	This indicator is required only for certain types of plans.

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	Field	Description	Posit	tion	Length	Type	Mandatory /Optional	Possible	e value(s)	Validation rule(s)	Additional information
			From	to							
38	Name of beneficiary	Last name and first name of the beneficiary designated by the life insurance policy holder	432	481	50	ALPHAN	Optional	• Last	t name, first name	Optional if the field is not applicable based on the type of unclaimed property being remitted	
39	Account number in the name of Revenu Québec on behalf of the interested party	Account number in the name of Revenu Québec, in which the broker grouped all accounts of unknown or untraceable clients containing unclaimed securities that are unregistered	482	511	30	ALPHAN	Optional	• Acco	ount number	Optional if the field is not applicable based on the type of unclaimed property being remitted	This field is only for investment dealers, portfolio managers, mutual fund dealers
40	Source of rights to unclaimed cash	In the case of unclaimed cash <u>from</u> <u>trusts</u> , the source of the property (dividends and interest)	512	515	4	ALPHAN	Optional	DIVI	Dividends Interest	Must be one of the possible values.	This field is only for trusts.
41	Capital amount	Portion of the unregistered amount corresponding to the initial capital without interest	516	525	10	NUM	Mandatory	• Defa	ault value: 0	Must be zero or greater.Must be in Canadian dollars.Format: 9(08)V99	• The sum of fields 41 and 42 must be equal to field 10.
42	Interest	Portion of the unregistered amount that is interest	526	535	10	NUM	Mandatory	• Defa	nult value: 0	Must be zero or greater.Must be in Canadian dollars.Format: 9(08)V99	• The sum of fields 41 and 42 must be equal to field 10.
43	Issuance date	Date on which the property was issued	536	543	8	Date	Mandatory	• Defa	ault value: 00000000	Format YYYYMMDD	
44	Maturity date	Date on which the property matures	544	551	8	Date	Mandatory	• Defa	ault value: 00000000	Format YYYYMMDD	
45	Maturity code	Code defining the maturity date	552	553	2	Alpha	Mandatory	• Defa	ault value: 00		
								00 No	ot applicable		
								D De	eath		
								EX Pa	ıyable		
								L M	aturity		

Field	Description	Posit	ion	Length	Туре	Mandatory /Optional	Poss	ible value(s)	Validation rule(s)	Additional information
		From	to							
							DE	Disability		
							PF	Unclaimed financial asset		
							Е	Deferred		

Data Interchange Format for Financial Institutions, Pension Plan Administrators and Other Holders

5.3 Control record format

	Field	Description	Posit		Length	Type	Mandatory /Optional	Possil	ble value(s)	Validation rule(s)	Additional information
1	Number of financial institution or organization	Number assigned by Revenu Québec to each financial institution or organization responsible for remitting unclaimed financial assets	From 1	to 8	8	NUM	Mandatory		umber assigned by Revenu uébec	A value must be entered.Must be the possible value	
2	Type of record	Control record identifier	9	9	1	NUM	Mandatory	3	Control record	 Only one type 3 record at the end of the file Only possible if type 1 and type 2 records have been read 	
3	Transmission date	Date on which the remittance file is transmitted to Revenu Québec	10	17	8	DATE	Mandatory	• Fo	ormat: YYYYMMDD	• Must be the same date as the one in the type 1 and type 2 records.	
4	Total registered plans	Total number of registered plans in the remittance file	18	23	6	NUM	Mandatory	•		 Must be zero or greater. Number of type 2 records that are registered plans 	
5	Total registered plan amount	Aggregate of registered plan amounts in the remittance file	24	34	11	NUM	Mandatory	•		 Must be zero or greater. Amount equal to the aggregate of registered plan amounts(field 9) entered in the type 2 records. 	
6	Total deregistered plans	Total number of deregistered plans in the remittance file	35	40	6	NUM	Mandatory	•		 Must be zero or greater. Number of type 2 records that are deregistered plans 	

	Field	Description	Posit	ion	Length	Type	Mandatory /Optional	Possible value(s)	Validation rule(s)	Additional information
			From	to						
7	Total deregistered plan amount	Aggregate of deregistered plan amounts in the remittance file	41	51	11	NUM	Mandatory	•	 Must be zero or greater. Amount equal to the aggregate of deregistered plan amounts (field 10) entered in type 2 records 	

Data Interchange Format for Financial Institutions, Pension Plan Administrators and Other Holders

<u>APPENDIX A – PROVINCE AND TERRITORY CODES</u>

Code	Name
AB	Alberta
BC	British Columbia
MB	Manitoba
NB	New Brunswick
NF	Newfoundland and Labrador
NT	Northwest Territories
NS	Nova Scotia
NU	Nunavut
ON	Ontario
PE	Prince Edward Island
QC	Quebec
SK	Saskatchewan
YT	Yukon

<u>APPENDIX B – STATE AND POSSESSION CODES</u>

Name	Code	Name	Code
Alabama	AL	Nebraska	NE
Alaska	AK	Nevada	NV
American Samoa	AS	New Hampshire	NH
Arizona	AZ	New Jersey	NJ
Arkansas	AR	New Mexico	NM
		New York	NY
California	CA	North Carolina	NC
Colorado	CO	North Dakota	ND
Connecticut	CT		
		Ohio	ОН
Delaware	DE	Oklahoma	OK
District of Columbia	DC	Oregon	OR
Florida	FL	Pennsylvania	PA
		Puerto Rico	PR
Georgia	GA		
Guam	GU	Rhode Island	RI
Hawaii	HI	South Carolina	SC
		South Dakota	SD
Idaho	ID		
Illinois	IL	Tennessee	TN
Indiana	IN	Texas	TX
Iowa	IA		
		Utah	UT
Kansas	KS		
Kentucky	KY	Vermont	VT
		Virgin Islands	VI
Louisiana	LA	Virginia	VA
Maine	ME	Washington	WA
Maryland	MD	West Virginia	WV
Massachusetts	MA	Wisconsin	WI
Michigan	MI	Wyoming	WY
Minnesota	MN		
Mississippi	MS		
Missouri	MO		
Montana	MT		

CODE	COUNTRY
AFG	AFGHANISTAN
ALB	ALBANIA
DZA	ALGERIA
ASM	AMERICAN SAMOA
AND	ANDORRA
AGO	ANGOLA
AIA	ANGUILLA
ATA	ANTARCTICA
ATG	ANTIGUA AND BARBUDA
ARG	ARGENTINA
ARM	ARMENIA
ABW	ARUBA
AUS	AUSTRALIA
AUT	AUSTRIA
AZE	AZERBAIJAN
BHS	BAHAMAS
BHR	BAHRAIN
BGD	BANGLADESH
BRB	BARBADOS
BLR	BELARUS
BEL	BELGIUM
BLZ	BELIZE
BEN	BENIN
BMU	BERMUDA
BTN	BHUTAN
BOL	BOLIVIA
BIH	BOSNIA AND HERZEGOVINA
BWA	BOTSWANA
BVT	BOUVET ISLAND
BRA	BRAZIL
IOT	BRITISH INDIAN OCEAN TERRITORY
VGB	BRITISH VIRGIN ISLANDS
BRN	BRUNEI DARUSSALAM
BGR	BULGARIA
BFA	BURKINA FASO
BDI	BURUNDI
KHM	CAMBODIA
CMR	CAMEROON
CAN	CANADA
CPV	CAPE VERDE
CYM	CAYMAN ISLANDS
CAF	CENTRAL AFRICAN REPUBLIC

CODE	COUNTRY
TCD	CHAD
CHL	CHILE
CHN	CHINA
CXR	CHRISTMAS ISLAND
CCK	COCOS (KEELING) ISLANDS
COL	COLOMBIA
COM	COMOROS
COG	CONGO
COK	COOK ISLANDS
CRI	COSTA RICA
CIV	COTE D'IVOIRE
HRV	CROATIA
CUB	CUBA
CYP	CYPRUS
CZE	CZECH REPUBLIC
PRK	DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA
COD	DEMOCRATIC REPUBLIC OF THE CONGO
DNK	DENMARK
DJI	DJIBOUTI
DMA	DOMINICA
DOM	DOMINICAN REPUBLIC
TMP	EAST TIMOR
ECU	ECUADOR
EGY	EGYPT
SLV	EL SALVADOR
GNQ	EQUATORIAL GUINEA
ERI	ERITREA
EST	ESTONIA
ETH	ETHIOPIA
FLK	FALKLAND ISLANDS (ISLAS MALVINAS)
FRO	FAROE ISLANDS
FJI	FIJI
FIN	FINLAND
MKD	FORMER YUGOSLAV REPUBLIC OF MACEDONIA
FRA	FRANCE
FXX	FRANCE, METROPOLITAN
GUF	FRENCH GUIANA
PYF	FRENCH POLYNESIA
ATF	FRENCH SOUTHERN TERRITORIES
GAB	GABON
GMB	GAMBIA
GEO	GEORGIA

CODE	COUNTRY
DEU	GERMANY
GHA	GHANA
GIB	GIBRALTAR
GRC	GREECE
GRL	GREENLAND
GRD	GRENADA
GLP	GUADELOUPE
GUM	GUAM
GTM	GUATEMALA
GIN	GUINEA
GNB	GUINEA-BISSAU
GUY	GUYANA
HTI	HAITI
HMD	HEARD ISLAND AND MCDONALD ISLANDS
VAT	HOLY SEE
HND	HONDURAS
HKG	HONG KONG
HUN	HUNGARY
ISL	ICELAND
IND	INDIA
IDN	INDONESIA
IRN	IRAN (ISLAMIC REPUBLIC OF)
IRQ	IRAQ
IRL	IRELAND
ISR	ISRAEL
ITA	ITALY
JAM	JAMAICA
JPN	JAPAN
JOR	JORDAN
KAZ	KAZAKHSTAN
KEN	KENYA
KIR	KIRIBATI
KWT	KUWAIT
KGZ	KYRGYZSTAN
LAO	LAO PEOPLE'S DEMOCRATIC REPUBLIC
LVA	LATVIA
LBN	LEBANON
LSO	LESOTHO
LBR	LIBERIA
LBY	LIBYAN ARAB JAMAHIRIYA
LIE	LIECHTENSTEIN
LTU	LITHUANIA

CODE	COUNTRY
LUX	LUXEMBOURG
MAC	MACAU
MDG	MADAGASCAR
MWI	MALAWI
MYS	MALAYSIA
MDV	MALDIVES
MLI	MALI
MLT	MALTA
MHL	MARSHALL ISLANDS
MTQ	MARTINIQUE
MRT	MAURITANIA
MUS	MAURITIUS
MYT	MAYOTTE
MEX	MEXICO
FSM	MICRONESIA, (FEDERATED STATES OF)
MCO	MONACO
MNG	MONGOLIA
MSR	MONTSERRAT
MAR	MOROCCO
MOZ	MOZAMBIQUE
MMR	MYANMAR
NAM	NAMIBIA
NRU	NAURU
NPL	NEPAL
NLD	NETHERLANDS
ANT	NETHERLANDS ANTILLES
NCL	NEW CALEDONIA
NZL	NEW ZEALAND
NIC	NICARAGUA
NER	NIGER
NGA	NIGERIA
NIU	NIUE
NFK	NORFOLK ISLAND
MNP	NORTHERN MARIANA ISLANDS
NOR	NORWAY
OMN	OMAN
PAK	PAKISTAN
PLW	PALAU
PAN	PANAMA
PNG	PAPUA NEW GUINEA
PRY	PARAGUAY
PER	PERU

CODE	COUNTRY
PHL	PHILIPPINES
PCN	PITCAIRN
POL	POLAND
PRT	PORTUGAL
PRI	PUERTO RICO
QAT	QATAR
KOR	REPUBLIC OF KOREA
MDA	REPUBLIC OF MOLDOVA
REU	REUNION
ROM	ROMANIA
RUS	RUSSIAN FEDERATION
RWA	RWANDA
SHN	SAINT HELENA
KNA	SAINT KITTS AND NEVIS
LCA	SAINT LUCIA
SPM	SAINT PIERRE AND MIQUELON
VCT	SAINT VINCENT AND THE GRENADINES
WSM	SAMOA
SMR	SAN MARINO
STP	SAO TOME AND PRINCIPE
SAU	SAUDI ARABIA
SEN	SENEGAL
SYC	SEYCHELLES
SLE	SIERRA LEONE
SGP	SINGAPORE
SVK	SLOVAKIA
SVN	SLOVENIA
SLB	SOLOMON ISLANDS
SOM	SOMALIA
ZAF	SOUTH AFRICA
SGS	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS
ESP	SPAIN
LKA	SRI LANKA
SDN	SUDAN
SUR	SURINAME
SJM	SVALBARD AND JAN MAYEN ISLANDS
SWZ	SWAZILAND
SWE	SWEDEN
CHE	SWITZERLAND
SYR	SYRIAN ARAB REPUBLIC
TJK	TADJIKISTAN
TWN	TAIWAN, PROVINCE OF CHINA

CODE	COUNTRY
THA	THAILAND
TGO	TOGO
TKL	TOKELAU
TON	TONGA
TTO	TRINIDAD AND TOBAGO
TUN	TUNISIA
TUR	TURKEY
TKM	TURKMENISTAN
TCA	TURKS AND CAICOS ISLANDS
TUV	TUVALU
UGA	UGANDA
UKR	UKRAINE
ARE	UNITED ARAB EMIRATES
GBR	UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND
TZA	UNITED REPUBLIC OF TANZANIA
USA	UNITED STATES
UMI	UNITED STATES MINOR OUTLYING ISLANDS
VIR	UNITED STATES VIRGIN ISLANDS
URY	URUGUAY
UZB	UZBEKISTAN
VUT	VANUATU
VEN	VENEZUELA
VNM	VIETNAM
WLF	WALLIS AND FUTUNA ISLANDS
ESH	WESTERN SAHARA
YEM	YEMEN
YUG	YUGOSLAVIA
ZMB	ZAMBIA
ZWE	ZIMBABWE

Data Interchange Format for Financial Institutions, Pension Plan Administrators and Other Holders

<u>APPENDIX D – SOCIAL INSURANCE NUMBER VALIDATION FORMULA</u>

EXAMPLE:

Social insurance number: 999 999 998

Formula	Assigned digits	
	Digits	Check digit
Enter the social insurance number of the beneficiary. Do not use the check digit (ninth digit), in the calculation.	99999999	8
Select digits 2, 4, 6 and 8.	9999	
Multiply by 2.	X 2	
	19998	
Add the digits of the result.	(1 + 9 + 9 + 9 + 8) = 36	
Add digits 1, 3, 5 and 7.	$(9+9+9+9) = \underline{36}$	
Add the two results. Total	72	
Subtract the last digit of the result from 10.	10 - 2 = 8	

The result must correspond to the check digit, which is the ninth digit in the social insurance number. This indicates that it is valid.

Data Interchange Format for Financial Institutions, Pension Plan Administrators and Other Holders

APPENDIX E – CURRENCY CODES BY COUNTRY

COUNTRY	CURRENCY	CODE
Argentina	Argentine peso	ARS
Australia	Australian dollar	AUD
Austria	Austrian schilling; euro	ATS; EUR
Belgium	Belgian franc; euro	BEF; EUR
Brazil	Brazilian real	BRL
Bulgaria	Bulgarian lev	BGL
Canada	Canadian dollar	CAD
China	Renminbi yuan	CNY
Croatia	Croatian kuna	HRK
Cuba	Cuban peso	CUP
Cyprus	Cypriot pound	CYP
Czech Republic	Czech koruna	CZK
Denmark	Danish krone	DKK
Estonia	Estonian kroon	EEK
Finland	Finnish markka; euro	FIM; EUR
France	French franc; euro	FRF; EUR
Germany	German mark; euro	DEM; EUR
Greece	Greek drachma; euro	GRD; EUR
Hungary	Hungarian forint	HUF
Iceland	Icelandic krona	ISK
India	Indian Rupee	INR
Ireland	Irish pound; euro	IEP; EUR
Israel	New Israeli shekel	ILS
Italy	Italian lira; euro	ITL; EUR
Japan	Japanese yen	JPY
Latvia	Latvian lats	LVL
Lithuania	Lithuanian litas	LTL
Luxembourg	Luxembourg franc; euro	LUF; EUR
Malta	Maltese lira	MTL
Mexico	Mexican peso	MXN
Netherlands	Dutch guilder; euro	NLG; EUR
New Zealand	New Zealand dollar	NZD
Norway	Norwegian krone	NOK
Poland	Polish zloty	PLN
Portugal	Portuguese escudo; euro	PTE; EUR
Romania	Romanian leu	ROL

Russia	Russian ruble	RUB;RUR
Saudi Arabia	Saudi riyal	SAR
Slovakia	Slovak koruna	SKK
Slovenia	Slovenian tolar	SIT
South Africa	South African rand	ZAR
Spain	Spanish peseta; euro	ESP; EUR
Sweden	Swedish krona	SEK
Switzerland	Swiss franc	CHF
Turkey	Turkish lira	TRL
United Kingdom	Pound sterling	GBP
United States	US dollar	USD