

<i>Report</i>		CASH TRANSACTION REPORT
<i>Reporting Entity</i>		INTERMEDIARY
<i>Version</i>		1.0

MARCH 2006

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1. Introduction

The Prevention of Money Laundering Act, 2002 (PMLA 2002) forms the core of the legal framework put in place by India to combat money laundering. PMLA 2002 and the Rules notified thereunder came into force with effect from July 1, 2005. Director, FIU-IND and Director (Enforcement) have been conferred with exclusive and concurrent powers under relevant Sections of the Act to implement the provisions of the Act.

The PMLA 2002 and Rules notified thereunder impose an obligation on banking companies, financial institutions and intermediaries to verify identity of clients, maintain records and furnish information to FIU-IND.

2. Financial Intelligence Unit – India

The Government of India set up Financial Intelligence Unit – India (FIU-IND) on 18th November 2004 as an independent body to report directly to the Economic Intelligence Council (EIC) headed by the Finance Minister.

FIU-IND has been established as the central national agency responsible for receiving, processing, analyzing and disseminating information relating to suspect financial transactions. FIU-IND is also responsible for coordinating and strengthening efforts of national and international intelligence and enforcement agencies in pursuing the global efforts against money laundering and related crimes. The address of Financial Intelligence Unit – India (FIU-IND) is:

Director, FIU-IND
Financial Intelligence Unit-India
6th Floor, Hotel Samrat
Chanakyapuri, New Delhi -110021
India

Website address: www.fiuindia.gov.in

3. Prevention of Money Laundering Act, 2002

Section 12 of the Prevention of Money Laundering Act, 2002 lays down following obligations on an intermediary:

- “12. (1) Every banking company, financial institution and intermediary shall-*
- (a) maintain a record of all transactions, the nature and value of which may be prescribed, whether such transactions comprise of a single transaction or a series of transactions integrally connected to each other, and where such series of transactions take place within a month;*
 - (b) furnish information of transactions referred to in clause (a) to the Director within such time as may be prescribed;*
 - (c) verify and maintain the records of the identity of all its clients, in such a manner as may be prescribed.*

Provided that where the principal officer of an Intermediary or financial institution or intermediary, as the case may be, has reason to believe that a single transaction or series of transactions integrally connected to each other have been valued below the prescribed limit so as to defeat the provisions of this section, such officer shall furnish information in respect of such transactions to the Director within the prescribed time.

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(2) The records referred to in sub-section (1) shall be maintained for a period of ten years from the date of cessation of the transactions between the clients and the banking company or financial institution or intermediary, as the case may be.”

4. Cash Transaction Report

The Prevention of Money laundering Act, 2002 and the Rules thereunder require every intermediary to furnish details of the following cash transactions:

(A) All cash transactions of the value of more than rupees ten lakhs or its equivalent in foreign currency.

(B) All series of cash transactions integrally connected to each other which have been valued below rupees ten lakhs or its equivalent in foreign currency where such series of transactions have taken place within a month.

5. Due Date

Rule 8 of Notification No. 9/2005 dated 1-7-2005 require the Principal Officer of an Intermediary to furnish the information of the cash transactions of a month to Director, FIU-IND by the 15th day (Substituted for the 7th day by Notification No. 15/2005 dated 13-12-2005) of the succeeding month.

6. Intermediary

Intermediary includes following persons registered under section 12 of the Securities and Exchange Board of India (SEBI) Act, 1992.

- (i) Stock brokers
- (ii) Sub-brokers
- (iii) Share transfer agents
- (iv) Bankers to an issue
- (v) Trustees to trust deed
- (vi) Registrars to issue
- (vii) Merchant bankers
- (viii) Underwriters
- (ix) Portfolio Managers
- (x) Depositories and participants
- (xi) Custodian of securities
- (xii) Foreign institutional investors
- (xiii) Credit rating agencies
- (xiv) Venture capital funds
- (xv) Collective investment schemes including mutual funds

7. Methods of filing

Cash Transaction Reports can be filed either in manual or electronic format. However, a reporting agency must submit all reports to FIU-IND in electronic format if it has the technical capability to do so. The required technical capability is defined as follows:

- i) A personal computer with 32 MB memory RAM, 800 x 600 VGA video display, Windows® 98/Me/NT/2000/XP; and
- ii) An Internet connection.

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It must be noted that every intermediary has to ensure reporting by all its branches/franchisees either in manual or electronic format. Thus, an Intermediary has to adopt only one format for all its branches/franchisees.

8. Manual format

Cash Transaction Reports in manual format consists of following forms:

Form	Information	Completed by
Summary of Cash Transaction Reports for an Intermediary	Contains summary of enclosed CTRs	Principal officer of the intermediary
Cash Transaction Report for an Intermediary	Details of account and cash transactions	Reporting intermediary branch
Annexure A- Individual Detail Sheet for an Intermediary	Identification details of individual	Reporting intermediary branch
Annexure B- Legal Person/ Entity Detail Sheet for an Intermediary	Identification details of legal person /entity	Reporting intermediary branch

The above forms are given in the Appendix.

9. Electronic Format

FIU-IND is in the process of developing technological infrastructure to enable submission of electronic return over a secure gateway. In the interim the intermediary exercising the electronic option should submit the following to Director, FIU-IND:

- i) One CD containing six data files in prescribed data structure. A label mentioning name of the intermediary, SEBI Registration Number of the intermediary, type of report (CTR), month and year of report should be affixed on each CD for the purpose of identification.
- ii) Each CD should be accompanied by Summary of Cash Transaction Reports for an intermediary (same form should be used for both manual as well as electronic format) in physical form duly signed by the principal officer. This summary should match with the data in Control File (CINCTL.txt).

Important:

- i) In case the size of data files exceeds the capacity of one CD, the data files should be compressed by using Winzip 8.1 or ZipItFast 3.0 (or higher version) compression utility only to ensure quick and smooth acceptance of the file.
- ii) The CD should be virus free.

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10. Description of Data Files

In case of electronic filing, the consolidated CTR data for the intermediary should have following six data files:

S No.	Filename	Description
1	CINCTL.txt	Control File
2	CINBRC.txt	Branch Data File
3	CINACC.txt	Account Data File
4	CINTRN.txt	Transaction Data File
5	CININP.txt	Individual Data File
6	CINLPE.txt	Legal Person/Entity Data File

11. Steps in preparation of data files

- i) The records containing details of cash transactions to be reported are extracted in Transaction Data File (CINTRN.txt).
- ii) The records containing details of accounts (trading/demat etc.) containing the cash transactions are extracted in Accounts Data File (CINACC.txt).
- iii) If the account is for Individuals, the records containing details of Individuals who are account holders are extracted in Individual Data File (CININP.txt). The Relation Flag should be set to "A".
- iv) If the account is for a Legal Person /Entity, the records containing details of Legal Persons /Entities who are account holders are extracted in Legal Persons /Entities Data File (CINLPE.txt). The Relation Flag should be set to "A".
- iii) If the account is for a Legal Person /Entity, the records containing details of Directors/ Partner/ Members etc. of Legal Persons /Entities are appended to Individual Data File (CININP.txt). The Relation Flag should be set to "C".
- v) The records containing details of authorised signatories if not an account holder are appended to Individual Data File (CININP.txt) or Legal Persons /Entities Data File (CINLPE.txt) as the case may be. The Relation Flag should be set to "B".
- vi) The records containing details of account introducers are appended to Individual Data File (CININP.txt) or Legal Persons /Entities Data File (CINLPE.txt) as the case may be. The Relation Flag should be set to "D".
- vii) The records containing details of account guarantors are appended to Individual Data File (CININP.txt) or Legal Persons /Entities Data File (CINLPE.txt) as the case may be. The Relation Flag should be set to "E".
- viii) The records containing details of branches/franchisees which have reported cash transactions are extracted in Branch Data File (CINBRC.txt).
- ix) The report level details and summary of other five tables is entered in Control file. (CINCTL.txt)

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12. Steps in validation of data files

- i) There should be six data files with appropriate naming convention.
- ii) The data files should be as per specified data structure and business rules.
- iii) None of the mandatory fields should be left blank.
- iv) Month and Year of report should be same in all data files.
- v) The summary figures in control file should match with the totals in other data files.
- vi) The primary key integrity should be validated as under:
 - a. [Branch Reference Number] should be unique in Branch Data File (CINBRC.txt)
 - b. [Branch Reference Number + Account Number] should be unique in Account Data File (CINACC.txt)
- vii) The foreign key integrity should be validated as under:
 - a. All values of [Branch Reference Number] in Account Data File (CINACC.txt) should have a matching [Branch Reference Number] value in Branch Data File (CINBRC.txt)
 - b. All values of [Branch Reference Number + Account Number] in Transaction Data File (CINTRN.txt) should have matching [Branch Reference Number + Account Number] value in Account Data File (CINACC.txt)
 - c. All values of [Branch Reference Number + Account Number] in Individual Data File (CININP.txt) should have matching [Branch Reference Number + Account Number] value in Account Data File (CINACC.txt)
 - d. All values of [Branch Reference Number + Account Number] in Legal Person / Entity Data File (CINLPE.txt) should have matching [Branch Reference Number + Account Number] value in Account Data File (CINACC.txt)
- viii) The data sufficiency should be validated as under:
 - a. All values of [Branch Reference Number + Account Number] in Account Data File (CINACC.txt) should have at least one matching [Branch Reference Number + Account Number] value in Transaction Data File (CINTRN.txt).
 - b. All values of [Branch Reference Number + Account Number] in Account Data File (CINACC.txt) should have at least one matching [Branch Reference Number + Account Number] value in Individual Data File (CININP.txt). (As account for legal person/entity would have individuals as authorised signatories).
 - c. All values of [Branch Reference Number + Account Number] in Account Data File (CINACC.txt) with Type of Account Holder = "B" (Legal Person/Entity) should have at least one matching [Branch Reference Number + Account Number] value in Legal Person / Entity Data File (CINLPE.txt).

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13. General Notes for all Data Files

- i) All Data Files should be generated in ASCII Format with ".txt" as filename extension.
- ii) Each Record (including last record) must start on new line and must end with a newline character. Hex Values: "0D" & "0A".
- iii) All CHAR fields must be left justified.
- iv) If CHAR field has no data or less data with respect to defined length, then the entire field (in case of no data) or the remaining field (in case of less data) has to be filled with right justified blank characters (Spaces).
- v) All NUM fields must be right justified.
- vi) If NUM field has no data or less data with respect to defined length, then the entire field (in case of no data) or the remaining field (in case of less data) has to be filled with left justified zeroes.
- vii) If DATE field has no data then the entire field has to be filled with blank characters (Spaces).
- viii) Fields with an asterisk (*) have to be compulsorily filled up.
- ix) For fields that do not have an asterisk (*), reasonable efforts have to be made to get the information. Enter "N/A" to indicate that the field is not applicable. Do not substitute any other abbreviations or special characters (e.g., "x", "-" or "*").

14. Data Structure of Control File (CINCTL.txt)

	Field	Type	Size	From	To	Remarks
1	Report Name*	CHAR	3	1	3	Value should be "CIN" signifying CTR for intermediaries
2	Serial Number of Report*	NUM	8	4	11	Indicates the running sequence number of CTR for the reporting agency starting from 00000001
3	Record Type*	CHAR	3	12	14	Value should be "CTL" signifying Control file
4	Month of Report*	NUM	2	15	16	01 for Jan, 02 for Feb and so on
5	Year of Report*	NUM	4	17	20	2005, 2006
6	Complete name of intermediary*	CHAR	80	21	100	Field + filler spaces = 80
7	Category of intermediary*	CHAR	1	101	101	"A"- Stock brokers "B"- Sub-brokers "C"- Share transfer agents "D"- Bankers to an issue "E"- Trustees to trust deed "F"- Registrars to issue "G"- Merchant bankers "H"- Underwriters "I"- Portfolio Managers "J"- Investment advisers "K"- Depositories "L"- "Depository participants

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						"M"- Custodian of securities "N"- Foreign institutional investors "O"- Credit rating agencies "P"- Venture capital funds "Q"- Collective investment schemes "R"- Mutual funds "Z"- Others
8	SEBI registration number *	CHAR	12	102	113	SEBI registration number of intermediary
9	Unique ID issued by FIU*	CHAR	10	114	123	Use XXXXXXXXXXXX till the ID is communicated
10	Principal Officer's Name*	CHAR	80	124	203	Field + filler spaces = 80
11	Principal Officer's Designation*	CHAR	80	204	283	Field + filler spaces = 80
12	Principal Officer's Address1*	CHAR	45	284	328	No., Building Field + filler spaces = 45
13	Principal Officer's Address2	CHAR	45	329	373	Street/Road Field + filler spaces = 45
14	Principal Officer's Address3	CHAR	45	374	418	Locality Field + filler spaces = 45
15	Principal Officer's Address4	CHAR	45	419	463	City/Town, District Field + filler spaces = 45
16	Principal Officer's Address5	CHAR	45	464	508	State, Country Field + filler spaces = 45
17	Principal Officer's Pin code*	NUM	6	509	514	Pin code without "-" or space
18	Principal Officer's Telephone	CHAR	30	515	544	Telephone in format STD Code-Telephone number
19	Principal Officer's FAX	CHAR	30	545	574	Fax number in format STD Code-Telephone number
20	Principal Officer's E-mail	CHAR	50	575	624	E-mail address
21	Report Type*	CHAR	1	625	625	"N"- New Report "R"- Replacement to earlier submitted report
22	Reason for Replacement*	CHAR	1	626	626	"A" – Acknowledgement of Original Report had many warnings or error messages. "B" – Operational error, data omitted in Original Report. "C" – Operational error, wrong data submitted in Original Report. "N"- Not Applicable as this is a new report "Z"- Other Reason
23	Serial Number of Original	NUM	8	627	634	Serial Number of the Original

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	Report *					Report which is being replaced. Mention 00000000 if Report Type is "N"
24	Operational Mode*	CHAR	1	635	635	"P"- Actual/ Production mode "T"- Test / Trial mode
25	Data Structure Version*	CHAR	1	636	636	Value should be 1 to indicate Version 1.0
26	Number of Total Branches*	NUM	8	637	644	Total Number of branches/franchisees of the intermediary
27	Number of Branches which have sent reports (including NIL report)*	NUM	8	645	652	Include branches which have sent NIL reports or not sent any report
28	Number of Branches which have submitted CTRs (excluding NIL report)*	NUM	8	653	660	Exclude branches/franchisees which have sent NIL reports/not sent any report. This should match the count of total number of records in CINBRC.txt
29	Number of CTRs (Reported Accounts)*	NUM	8	661	668	Count of total number of records in CINACC.txt
30	Number of Transactions*	NUM	8	669	676	Count of total number of records in CINTRN.txt
31	Number of Individual Persons*	NUM	8	677	684	Count of total number of records in CININP.txt
32	Number of Legal Person/entities*	NUM	8	685	692	Count of total number of records in CINLPE.txt
33	Acknowledgement Number	NUM	10	693	702	For internal use of FIU-IND. Use value 0000000000
34	Date of Acknowledgement	DATE	8	703	710	For internal use of FIU-IND. Use value "XXXXXXXX"

15. Data Structure of Branch Data File (CINBRC.txt)

	Field	Type	Size	From	To	Remarks
1	Record Type*	CHAR	3	1	3	Value should be "BRC" signifying Branch Data file
2	Month of Report*	NUM	2	4	5	01 for Jan, 02 for Feb and so on
3	Year of Report*	NUM	4	6	9	2005, 2006
4	Line Number*	NUM	6	10	15	Running Sequence Number for each line in the file starting from 000001. This Number will be used during validation checks.
5	Name of Branch/franchisee*	CHAR	80	16	95	Field + filler spaces = 80
6	Branch Reference Number*	CHAR	20	96	115	[SEBI registration number +unique code for branch/franchisee]. Use only

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						SEBI registration number if there are no branches/franchisees unique code for branch/franchisee can be DP Id (for depository), Broker code (for stock exchange), sub broker code (for broker)
7	Unique ID issued by FIU*	CHAR	10	116	125	Use XXXXXXXXXXXX till the ID is communicated
8	Branch Address1*	CHAR	45	126	170	No., Building Field + filler spaces = 45
9	Branch Address2*	CHAR	45	171	215	Street/Road Field + filler spaces = 45
10	Branch Address3	CHAR	45	216	260	Locality Field + filler spaces = 45
11	Branch Address4	CHAR	45	261	305	City/Town, District Field + filler spaces = 45
12	Branch Address5	CHAR	45	306	350	State, Country Field + filler spaces = 45
13	Branch Pin code*	NUM	6	351	356	Pin code without “-” or space
14	Branch Telephone	CHAR	30	357	386	Telephone number in format STD Code-Telephone number
15	Branch Fax	CHAR	30	387	416	Fax number in format STD Code-Telephone number
16	Branch E-mail	CHAR	50	417	466	E-mail address

16. Data Structure of Account Data File (CINACC.txt)

	Field	Type	Size	From	To	Remarks
1	Record Type*	CHAR	3	1	3	Value should be “RAC” signifying Reported Account file
2	Month of Report*	NUM	2	4	5	01 for Jan, 02 for Feb and so on
3	Year of Report*	NUM	4	6	9	2005, 2006
4	Line Number*	NUM	6	10	15	Running Sequence Number for each line in the file starting from 000001. This Number will be used during validation checks.
5	Branch Reference Number*	CHAR	20	16	35	Refer Branch data file
6	Account Number*	CHAR	20	36	55	Number to uniquely identify the account. It can be Client code (share broker), Demat account number (depository) or share application number (registrar to the issue) etc
7	Name of first/sole account	CHAR	80	56	135	Field + filler spaces = 80

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	holder					
8	Type of Account*	CHAR	1	136	136	“A”- Trading Account “B”- Demat Account “C”- Account with Portfolio Manager “Z”- Other
9	Type of Account Holder*	CHAR	1	137	137	“A”- Individual “B”-Legal Person /Entity excluding “C” and “D” “C”- Central/ State Government “D”- Central/ State Government owned undertaking “Z”- Other
10	Date of Account opening*	DATE	8	138	145	Date in DDMMYYYY Format
11	Risk Category	CHAR	1	146	146	Risk Category as per the Internal Risk Assessment System of the intermediary “A”- Low Risk “B”- Medium Risk “C”- High Risk
12	Cumulative Credit Turnover*	NUM	20	147	166	Sum of all credits in the Account (trading account etc.) from 1 st April of the financial year till the last day of the month of reporting. If report is being furnished for Jan 2006 then transactions from 1 st April 2005 to 31 st Jan 2006 have to be aggregated. The amount should be rounded off to nearest rupee without decimal.
13	Cumulative Debit Turnover*	NUM	20	167	186	Sum of all debits in the Account (trading account etc.) from 1 st April of the financial year till the last day of the month of reporting. The amount should be rounded off to nearest rupee without decimal.
14	Cumulative Cash Deposit Turnover*	NUM	20	187	206	Sum of cash deposited by the client with the intermediary from 1 st April of the financial year till the last day of the month of reporting. The amount should be rounded off to nearest rupee without decimal.

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15	Cumulative Cash Paid Turnover*	NUM	20	207	226	Sum of cash paid by the intermediary to the client from 1 st April of the financial year till the last day of the month of reporting. The amount should be rounded off to nearest rupee without decimal.
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17. Data Structure of Transaction Data File (CINTRN.txt)

	Field	Type	Size	From	To	Remarks
1	Record Type*	CHAR	3	1	3	Value should be "TRN" signifying Transaction data file
2	Line Number*	NUM	6	4	9	Running Sequence Number for each line in the file starting from 000001. This Number will be used during validation checks.
3	Branch Reference Number*	CHAR	20	10	29	Refer Branch Data File
4	Account Number*	CHAR	20	30	49	Refer Account Data File
5	Transaction ID	CHAR	20	50	69	Unique ID to identify transaction (if available)
6	Date of Transaction*	DATE	8	70	77	Date in DDMMYYYY Format
7	Mode of Transaction*	CHAR	1	78	78	Mention "C"- Cash
8	Debit/Credit*	CHAR	1	79	79	"D" – Debit (Cash Paid by the intermediary to the client) "C" – Credit (Cash Deposited by the client with intermediary)
9	Amount*	NUM	20	80	99	The amount should be rounded off to nearest rupee without decimal. If this amount was not in Indian Rupees, it should be converted into Indian rupees.
10	Currency of Transaction*	CHAR	3	100	102	"INR" for Indian Rupees, Mention Currency code as per SWIFT Code
11	Disposition of Funds	CHAR	1	103	103	Reserved for later use. Use Value "X"
12	Remarks	CHAR	10	104	113	Mention any other information related to the transaction.

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18. Data Structure of Individual Data File (CININP.txt)

	Field	Type	Size	From	To	Remarks
1	Record Type*	CHAR	3	1	3	Value should be "INP" signifying Individual data file
2	Month of Report*	NUM	2	4	5	01 for Jan, 02 for Feb and so on
3	Year of Report*	NUM	4	6	9	2005, 2006
4	Line Number*	NUM	6	10	15	Running Sequence Number for each line in the file starting from 000001. This Number will be used during validation checks.
5	Branch Reference Number*	CHAR	20	16	35	Refer Branch Data File
6	Account Number*	CHAR	20	36	55	Refer Account Data File
7	Relation Flag*	CHAR	1	56	56	"A"- Account Holder "B"- Authorised Signatory "C"- Director/ Partner/Member etc. of a Legal Person /Entity "D"- Introducer "E"- Guarantor "Z" – Other
8	Full name of Individual*	CHAR	80	57	136	Full Name Field + filler spaces = 80
9	Client Code /Number	CHAR	10	137	146	Client Code/Number if it has been allotted
10	Name of Father/Spouse	CHAR	80	147	226	Full Name of Father/Spouse Field + filler spaces = 80
11	Occupation	CHAR	50	227	276	Where Applicable
12	Date of Birth	DATE	8	277	284	In DDMMYYYY format
13	Sex	CHAR	1	285	285	"M"- Male "F"- Female
14	Nationality	CHAR	2	286	287	Country code as per SWIFT
15	Type of Identification	CHAR	1	288	288	"A" –Passport "B"- Election ID Card "C"- PAN Card "D"- ID Card "E"- Driving License "F"- Account Introducer "Z" - Other
16	Identification Number	CHAR	10	289	298	Number mentioned in the identification document
17	Issuing Authority	CHAR	20	299	318	Authority which had issued the identification document
18	Place of Issue	CHAR	20	319	338	Place where document was issued
19	PAN	CHAR	10	339	348	Ten Digit PAN used by Income Tax Department
20	Communication Address 1*	CHAR	45	349	393	Field + filler spaces = 45

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21	Communication Address 2	CHAR	45	394	438	Field + filler spaces = 45
22	Communication Address 3	CHAR	45	439	483	Field + filler spaces = 45
23	Communication Address 4	CHAR	45	484	528	Field + filler spaces = 45
24	Communication Address 5	CHAR	45	529	573	Field + filler spaces = 45
25	Communication Address Pin code*	NUM	6	574	579	Pin code without “-” or space
26	Contact Telephone	CHAR	30	580	609	Telephone number in format STD Code-Telephone number
27	Contact Mobile number	CHAR	30	610	639	Mobile number
28	Contact E-mail	CHAR	50	640	689	E-mail address
29	Place of Work	CHAR	80	690	769	Name of Organisation/ employer
30	Second Address 1	CHAR	45	770	814	Permanent address / Place of work (if other than communication address)
31	Second Address 2	CHAR	45	815	859	Field + filler spaces = 45
32	Second Address 3	CHAR	45	860	904	Field + filler spaces = 45
33	Second Address 4	CHAR	45	905	949	Field + filler spaces = 45
34	Second Address 5	CHAR	45	950	994	Field + filler spaces = 45
35	Second Address Pin code	NUM	6	995	1000	Pin code without “-” or space
36	Second Telephone	CHAR	30	1001	1030	Telephone number in format STD Code-Telephone number

19. Data Structure of Legal Person/Entity Data File (CINLPE.txt)

	Field	Type	Size	From	To	Remarks
1	Record Type*	CHAR	3	1	3	Value should be “LPE” signifying Legal Persons/ Entity data file
2	Month of Report*	NUM	2	4	5	01 for Jan, 02 for Feb and so on
3	Year of Report*	NUM	4	6	9	2005, 2006
4	Line Number*	NUM	6	10	15	Running Sequence Number for each line in the file starting from 000001. This Number will be used during validation checks.
5	Branch Reference Number*	CHAR	20	16	35	Refer Branch Data File
6	Account Number*	CHAR	20	36	55	Refer Account Data File
7	Relation Flag*	CHAR	1	56	56	“A”- Account Holder “D”- Introducer “E”- Guarantor “Z”- Other
8	Name of Legal Person /Entity*	CHAR	80	57	136	Full Name Field + filler spaces = 80
9	Client Code /Number	CHAR	10	137	146	Client Code/Number if it has been allotted
10	Nature of Business	CHAR	50	147	196	Where Applicable
11	Date of Incorporation	DATE	8	197	204	In DDMMYYYY format
12	Type of Constitution*	CHAR	1	205	205	“A”- Sole Proprietorship “B”- Firm

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						"C"- HUF "D"- Corporate "E"- Trust "F"- FI "G"- Mutual Fund "H"- Bank "I"- Society "J"- NBFC "K"- FII "L"- OCB "Z"- Other
13	Registration Number	CHAR	20	206	225	Registration Number mentioned in deed/document
14	Registering authority	CHAR	20	226	245	Authority Registering deed/document
15	Place of Registration	CHAR	20	246	265	Place where the document was registered
16	PAN	CHAR	10	266	275	Ten Digit PAN used by Income Tax Department
17	Communication Address 1*	CHAR	45	276	320	Field + filler spaces = 45
18	Communication Address 2	CHAR	45	321	365	Field + filler spaces = 45
19	Communication Address 3	CHAR	45	366	410	Field + filler spaces = 45
20	Communication Address 4	CHAR	45	411	455	Field + filler spaces = 45
21	Communication Address 5	CHAR	45	456	500	Field + filler spaces = 45
22	Communication Address Pin code*	NUM	6	501	506	Pin code without "-" or space
23	Contact Telephone	CHAR	30	507	536	Telephone number in format STD Code-Telephone number
24	Contact Fax	CHAR	30	537	566	Fax number in format STD Code-Telephone number
25	Contact Email	CHAR	50	567	616	E-mail address
26	Registered Address 1	CHAR	45	617	661	Registered address (if different from above).
27	Registered Address 2	CHAR	45	662	706	Field + filler spaces = 45
28	Registered Address 3	CHAR	45	707	751	Field + filler spaces = 45
29	Registered Address 4	CHAR	45	752	796	Field + filler spaces = 45
30	Registered Address 5	CHAR	45	797	841	Field + filler spaces = 45
31	Registered Address Pin code	NUM	6	842	847	Pin code without "-" or space
32	Registered office Telephone	CHAR	30	848	877	Telephone number in format STD Code-Telephone number
33	Registered office Fax	CHAR	30	878	907	Fax number in format STD Code-Telephone number