DATA SUBMISSION REQUIREMENTS MANUAL

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Revision History

Date	Document Version	Section Modified	Modification
May 2000	1.0	--	--
July 2004	2.0	Introduction	Removed Physical Media standards
		Electronic Data Submission	Added Connection Options for Secure FTP Access (Encryption Gateway and Secure Remote details); Compiled submission format for Secure FTP
		File-Naming Convention	Added ACE standards; Added additional file-naming rules
		Submitting Data on Physical Media	Removed
June 2005	3.0	Electronic Data Submission	Removed SNA Section
March 2007	4.0	All	All sections reviewed & revised to accommodate the 2008 changes to the Automobile Statistical Plan and new record layout
September 2007	5.0	Various	Included new production URLs for the new transmission methods. Updated Trailer record to specify placement of Dollar Amount Sign.
December 2007	5.1	Transmitting Files Interactively	Change to the URL
January 2008	5.2	Various	Change to URL for interactive transmission of data files and cleanup of the details of the migration to the new transmission methods
June 2011	6.0	All	All sections reviewed & revised to accommodate the 2012 changes to the Commercial Liability Statistical Plan and new record layout
June 2012	6.1	OSAB Submissions (Plan 7)	Correction to file naming convention for OSAB Test submissions (PRIME)
August 2012	6.2	Front Page	Document updated with GISA logo

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1. INTRODUCTION

This document specifies the standards for reporting all statistical data to Insurance Bureau of Canada (IBC). Statistical Plan data submissions are subject to processing fees, and adhering to these standards will ensure that your data files are processed efficiently, resulting in reduced deficiency charges. These charges are outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

The standards set out in this document will occasionally be revised in order to reflect system enhancements or statistical plan reporting requirements.

Data Submission Relationship

The primary data submission relationship is between IBC and the insurer. Should you have any questions, your primary point of contact is IBC's Data Quality Team through your assigned Data Quality Analyst (DQA). DQAs serve as the front-line support for any data submission, error correction, or data quality issue. They are available daily to assist you with:

- Ensuring timely and accurate reporting of statistical data
- Co-ordinating test submissions
- Requirements for error correction
- Providing suggestions for improving your data submissions
- Assisting with edit rule interpretation
- Conducting user training

Should you require assistance regarding your data submissions, please contact your DQA at 416-445-5912 or 800-761-6703.

If a third party submits data to IBC on your behalf, please provide them with a copy of this document and ensure they are familiar with IBC data submission requirements. It is your responsibility to ensure that your third party is continually informed of any ongoing changes in reporting requirements.

Changes to Your Business

Prior to submitting data not currently reported to IBC, please write or call your DQA outlining the changes. The DQA will advise you on the appropriate procedures and provide you with the necessary support. It is important to contact us prior to submitting the new data, because information on licensing changes (e.g., new companies or entering new provinces or lines of business)

affects validation of the data and must be incorporated into IBC's system to ensure data quality. By advising us first, we can ensure that your data will be processed quickly and efficiently.

Rejected Submissions

All submissions not complying with the requirements set out in this document will be rejected by IBC.

If any transmission is not readable, and is therefore rejected through electronic reporting, you will be notified by e-mail.

Submitting Test Data to IBC

In an effort to improve the quality of data, IBC allows insurers to send test submissions. Test submissions for Plan 4 – Commercial Liability (until February 1st 2012) and Plan 7 – OSAB should continue to be submitted using the current method. These should consist of a small, controlled volume of data of not more than 10,000 records per submission. Larger submissions affect the turnaround time for all insurers using the test environment, and IBC reserves the right to reduce the volume of any test submission exceeding 10,000 records.

Test submissions for Plan 8 & 9 - Automobile Stat Plan should be submitted using the Test Analysis module implemented in January 2008 with the new Submission Management application. In this environment, test files can be changed to production if the analysis determined that the submission is ready for production.

The Test Analysis environment will be available for Plan 4 - Commercial Liability with the migration of the Plan to the new Submission Management application as of February 1st 2012

Backing Up Submission Data

It is your responsibility to keep a backup copy of your data. If IBC encounters problems reading your submission, you will be asked to resubmit the data.

When data quality issues arise, IBC, on behalf of the General Insurance Statistical Agency (GISA), could require you to resubmit inaccurately reported data.

2. TRANSMITTING SUBMISSIONS TO IBC

2.1. TRANSMISSION METHODS

Available Transmission Methods

There are three newer secure transmission mechanisms specifically for the collection of plans 8 & 9 submissions and for the collection of plan 4 submissions beginning February 1 2012. The three mechanisms are:

- Secure File Transfer Protocol (FTP)
- Web Services data exchange
- Interactive file transfer (manual process)

There are two transmission mechanisms for the collection of plan 7 submissions and for the collection of plan 4 submissions up until JANUARY 31 2012. The two mechanisms are:

- Secure FTP
- Non-secure FTP (No longer available for new setup)

Strategy and Timelines

The migration of plan 4 from the existing transmission methods (non-secure FTP and secure FTP mainframe) to the new methods will be phased as follows:

- **There are no changes to submissions for statistical plans 8 & 9.** Insurers must continue to report automobile data in the 600-byte automobile record formats. The files must follow the appropriate file-naming conventions and must be submitted to IBC using one of the three secure transmission methods. [1]

- **There are no changes to submissions for statistical plan 7.** Insurers must continue to report Ontario Statutory Accident Benefits data continue following the existing record formats. The files must follow the appropriate file-naming

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[1] Automobile companies in run-off can submit data in either the 600-byte or the 450-byte automobile record formats. The files must follow the appropriate file-naming convention and must be submitted to IBC using one of the three newer secure transmission methods.

convention and must continue to be submitted to IBC using the existing non-secure and secure FTP sites.

- **Statistical plan 4 data reported until JANUARY 31 2012**, insurers must continue to report Commercial Liability data following the existing 450-byte record formats, following the existing file-naming convention and must continue to be submitted to IBC using the existing non-secure and secure FTP sites.

- **For statistical plan 4 data reported to IBC beginning FEBRUARY 1 2012**, insurers must report Commercial Liability data with 2012+ Entry Dates, regardless of Policy Effective Date, in the new 600-byte Commercial Liability record formats. The files must follow the appropriate file-naming conventions and must be submitted to IBC using one of the three automobile transmission methods.

  Beginning February 1 2012, companies in run-off for Commercial Liability and Commercial Liability data for pre-2012 Entry Dates, regardless of Policy Effective Date, can be reported in either the 600-byte or the 450-byte Commercial Liability record formats and also must be submitted to IBC using one of the three secure transmission methods.

  Beginning February 1 2012, Commercial Liability data sent to the existing non-secure and secure FTP sites will be rejected.

The following table outlines what has been described above.

Statistical Plan	Entry Date	Date Received at IBC	Mandatory Format	Transmission Method
Automobile (plans 8 & 9)	Any [2]	Any	600-byte [2]	3 newer secure transmission methods
Ontario Statutory Accident Benefits (plan 7)	Any	Any	Existing formats	2 existing transmission methods

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[2] Automobile companies in run-off can submit data in either the 600-byte or the 450-byte automobile record formats. The files must follow the appropriate file-naming convention and must be submitted to IBC using one of the three newer secure transmission methods.

Statistical Plan	Entry Date	Date Received at IBC	Mandatory Format	Transmission Method
Commercial Liability (plan 4)	Prior to January 2012	Prior to February 1st 2012	450-byte	2 existing transmission methods
	Beginning January 2012	Beginning February 1st 2012	600-byte [3]	3 newer secure transmission methods
	Prior to January 2012	Beginning February 1st 2012	600-byte or 450-byte	3 newer secure transmission methods

Organization of the Following Sections

This document has been organized into sections based on the timelines described above. Please see the appropriate section of the document based on the time period during which you are reporting data to IBC.

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[3] Commercial Liability companies in run-off can submit data in either the 600-byte or the 450-byte automobile record formats. The files must follow the appropriate file-naming convention and must be submitted to IBC using one of the three newer secure transmission methods.

2.2.   TRANSMITTING FILES UNTIL JAN. 31 2012

There are no changes in the reporting of statistical plan submissions UNTIL **JANUARY 31 2012.**

Statistical plans 8 & 9, insurers must continue to report automobile data in the 600-byte automobile record formats. The files must follow the appropriate file-naming conventions and must be submitted to IBC using one of the three secure transmission methods. [4]

Statistical plan 4 data reported until JANUARY 31 2012 and plan 7, insurers must continue to report Ontario Statutory Accident Benefits data continue following the existing record formats. The files must follow the appropriate file-naming convention and must continue to be submitted to IBC using the existing non-secure and secure FTP sites.

The following table illustrates the rules described above, and the three separate files that would be required when all of the possible scenarios are encountered.

	Format	**Expected File Content**	**Filename Prefix**	**Destination FTP Site**
File 1	600-byte Auto (plans 8 & 9)	AUTOMOBILE (plans 8 & 9)	PAUTO or TAUTO	Newer secure transmission methods ONLY
File 2	Auto Run-off 450-byte Auto (plans 8 & 9)	AUTOMOBILE (plans 8 & 9) for run-off companies	PAUTOR or TAUTOR	Newer secure transmission methods ONLY
File 3	Other statistical plans	All other plans (4 & 7)	PST or TST	Existing transmission methods ONLY

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[4] Automobile companies in run-off can submit data in either the 600-byte or the 450-byte automobile record formats. The files must follow the appropriate file-naming convention and must be submitted to IBC using one of the three newer secure transmission methods.

2.2.1.   AUTOMOBILE SUBMISSIONS (PLANS 8 & 9)

Transmission Methods

Secured file transfer is the method for submitting data to IBC. There are three options available:

- File Transfer Protocol (FTP) via IPSec-based site-to-site VPN tunnel
- Web Services (secure web applications exchanging data)
- Interactive file transfer (employing Internet Explorer version 6.0 and higher)

In order to transmit data electronically, you may have to install new software and/or reconfigure your communication equipment. Please see the Transmission Method Setup section of this document.

Transmitting Files Using Secure FTP

1. Establish site-to-site VPN connection.

2. Connect to IBC's FTP server: ftp://ftpsite.ibc.ca

3. Transfer the file using the proper filename (see File-Naming Convention below).

Transmitting Files Using Web Services

1. Web application connect to IBC's secure server: https://filetransfer.ibc.ca

2. Transfer the file using the proper filename (see File-Naming Convention below).

Transmitting files Interactively

1. Open a browser and connect to IBC's secure server: https://portal.ibc.ca

2. Attach/transfer the file using the proper filename (see File-Naming Convention below).

File-Naming Convention for 600-byte Auto Format

Data submitted to IBC must follow the set file-naming convention. The naming convention is structured as follows:

$$\textbf{PAUTO . Dyyddd . V\#\#\# . C\#\#\#\#\#}$$

| Prefix (1) | File Creation Date (2) | Volume Sequence Number (3) | Submission Information (4) |

Where:
1. Prefix is the 5-character (xxxxx) high-level environment indicator.

   - The 1st character indicates the status: "P" for production, "T" for test.
   - The 2nd through 5th characters indicate the line of business: "AUTO" for automobile.
   - The 6th character, "R", indicates run-off data in the 450-byte format.

2. File Creation Date contains the letter "D" followed by a 2-digit (yy) year and 3-digit (ddd) Julian date.

3. Volume Sequence Number contains the letter "V" followed by a 3-digit open field. This is used to prevent overwriting when multiple submissions are received on the same day from the same company.

4. Submission Information is detailed by a "C" followed by the company number (3 digits), plan (1 digit) and kind (1 digit).

Data Type	EDS Method & Environment	Naming Convention Example
Statistical	FTP Production	PAUTO.Dyyddd.V###.C#####
	FTP Manual Test	TAUTO.Dyyddd.V###.C#####

For example: PAUTO.D08150.V001.C00281

- The example above indicates an FTP Production automobile 600-byte submission on May 29, 2008. It is the first volume created for the day for company 002, plan 8, kind 1.

Additional file-naming rules:

- All data submission files must have the correct 5-digit prefix as the first qualifier.
- Each sub-qualifier must follow the defined format.
- Plan can be set to zero '0' when multiple plans are reported in the file. Kind can be set to zero '0' when multiple kinds are reported in the file.

Any data submission received at IBC that does not follow the naming convention will be automatically rejected, and the reporting company will be notified.

Improper use of the naming convention may result in incorrect processing of the data submission leading to charges as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

Submission Headers and Trailers for 600-byte Auto Format

All data submissions to IBC must contain Header and Trailer records.

If the Header and/or Trailer records are missing, contain invalid data, or are not properly sequenced within the file, the data segments cannot be properly processed and will have to be resubmitted. The resubmission is subject to processing fees as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

For submission sequencing requirements please refer to the Sorting Data Submissions section of this document.

The required IBC **Control Information Header** format is as follows:

Position	Field Name	Contents
1 – 3	Header Identifier	Set to "000"
4	Reserved	Set to space
5 – 7	Company Number	As assigned by IBC
8 – 13	Entry Date	CCYYMM
14	Statistical Plan	8 = Automobile 9 = Facility Automobile
15	Reserved	Set to space
16	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses

The required IBC **Control Information Trailer** format is as follows:

Position	Field Name	Contents
1 – 3	Trailer Identifier	Set to "999"
4	Reserved	Set to space
5 – 7	Company Number	As assigned by IBC
8 – 13	Entry Date	CCYYMM
14	Statistical Plan	8 = Automobile 9 = Facility Automobile
15	Reserved	Set to space
16	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
17 – 23	Record Count	The total number of records in the data segment (right-justified with leading zeros, if applicable)
24 – 33	Dollar Amount	The total dollar amount in the data segment (right-justified with leading zeros, if applicable)
34	Sign of the Dollar Amount	"+" or blank for positive amounts and "-" for negative amounts

File-Naming Convention for 450-byte Auto Format

Automobile companies in run-off can submit data in the 450-byte automobile record formats. The files must follow the set file-naming convention. The naming convention is structured as follows:

$$PAUTOR . Dyyddd . V\#\#\# . C\#\#\#\#\#$$

| Prefix (1) | File Creation Date (2) | Volume Sequence Number (3) | Submission Information (4) |

Where:
1. Prefix is the 6-character (xxxxxx) high-level environment indicator.

   - The 1st character indicates the status: "P" for production, "T" for test.
   - The 2nd through 5th characters indicate the line of business: "AUTO" for automobile.
   - The 6th character, "R", indicates run-off data in the 450-byte format.
2. File Creation Date contains the letter "D" followed by a 2-digit (yy) year and 3-digit (ddd) Julian date.

3. Volume Sequence Number contains the letter "V" followed by a 3-digit open field. This is used to prevent overwriting when multiple submissions are received on the same day from the same company.

4. Submission Information is detailed by a "C" followed by the company number (3 digits), plan (1 digit) and kind (1 digit).

Data Type	EDS Method & Environment	Naming Convention Example
Statistical	FTP Production	PAUTOR.Dyyddd.V###.C#####
	FTP Manual Test	TAUTOR.Dyyddd.V###.C#####

For example: PAUTOR.D08150.V001.C00281

- The example above indicates an FTP Production automobile 450-byte submission on May 29, 2008. It is the first volume created for the day for company 002, plan 8, kind 1.

Additional file-naming rules:

- All data submission files must have the correct 5-digit prefix as the first qualifier.
- Each sub-qualifier must follow the defined format.
- Plan can be set to zero '0' when multiple plans are reported in the file. Kind can be set to zero '0' when multiple kinds are reported in the file.

Any data submission received at IBC that does not follow the naming convention will be automatically rejected, and the reporting company will be notified.

Improper use of the naming convention may result in incorrect processing of the data submission, leading to charges as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

Submission Headers and Trailers for 450-byte Auto Format

All data submissions to IBC must contain Header and Trailer records.

If the Header and/or Trailer records are missing, or contain invalid data, the data segments cannot be properly processed and will have to be resubmitted. The resubmission is subject to processing fees as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

The required IBC **Control Information Header** format is as follows:

Position	Field Name	Contents
1 – 3	Company Number	As assigned by IBC
4 – 9	Entry Date	CCYYMM
10 – 11	Reserved	
12	Statistical Plan	8 = Automobile 9 = Facility Automobile
13	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
14 – 16	Submission Number	A unique and sequential number to identify a partial submission
17	Record Type	1 = Header Indicator
18 – 25	Creation Date	CCYYMMDD
26	Submission Type	O = Original R = Resubmission
27	Last Submission Indicator	L = Last submission for this Entry Month P = Other than last

The required IBC **Control Information Trailer** format is as follows:

Position	Field Name	Contents
1 – 3	Company Number	As assigned by IBC
4 – 9	Entry Date	CCYYMM
10 – 11	Reserved	
12	Statistical Plan	8 = Automobile 9 = Facility Automobile
13	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
14 – 16	Submission Number	A unique and sequential number to identify a partial submission
17	Record Type	9 = Trailer Indicator
18 – 24	Record Count	The total number of records in the data segment (right-justified with leading blanks, if applicable)
25 – 34	Dollar Amount	The total dollar amount in the data segment (right-justified with leading blanks, if applicable)
35	Sign of the Dollar Amount	"+" or blank for positive amounts and "-" for negative amounts

2.2.2. ALL OTHER SUBMISSIONS (STAT PLANS 4 & 7)

Transmission Methods

File Transfer Protocol (FTP) is the method for submitting data to IBC. There are two FTP options available:

- Secure FTP
- Non-secure FTP (No longer available for new setup)

In order to transmit data electronically, you may have to install new software and/or reconfigure your communication equipment. Please see the Transmission Method Setup section of this document.

Transmitting Files Over Secure FTP

1. Establish site-to-site VPN connection.

2. Connect to IBC's secure FTP server: ftp://ftp.ibc.ca

3. Prior to transmitting a file to the secure FTP server, users should execute the following FTP site command:

   quote site lrecl=500 recfm=fb blksize=23500 cy pri=10 sec=30

   This ensures the appropriate space is allocated on the FTP server to receive the submission.

4. Transfer the file using the proper filename (see File-Naming Convention below).

Acceptable Submission Format for Secure FTP

For data submitted through secure FTP, users should ensure that either:
- all records in the submission contain a carriage return (CR) and a line feed (LF) in the last two bytes; or
- each record is padded to 500 bytes. Regardless of the data transmitted, all records submitted via FTP must have a logical record length of 500 bytes.

Failure to do so may result in a data wrap in the transmitted file.

Transmitting Files Over Non-secure FTP

1. Connect to IBC's non-secure FTP server: ftp://eds.ibc.ca

2. Transfer the file using the proper filename (see File-Naming Convention below).

File-Naming Convention

Data submitted to IBC must follow the set file-naming convention.
The naming convention is structured as follows:

$$xxx \ . \ Dyyddd \ . \ V\#\#\# \ . \ C\#\#\#\#\#$$

Prefix (1)	File Creation Date (2)	Volume Sequence Number (3)	Submission Information (4)

Where:
1. Prefix is the 3-character (xxx) high-level environment indicator.

   - use "PST" for Production Statistical Plan;
   - use "TST" for Test Statistical Plan; and
   - use "PPR" for PRIME.
2. File Creation Date contains the letter "D" followed by a 2-digit (yy) year and 3-digit (ddd) Julian date.

3. Volume Sequence Number contains the letter "V" followed by a 3-digit open field. This is used to prevent overwriting when multiple submissions are received on the same day from the same company.

4. Submission Information is detailed by a "C" or "P," which indicates if the submission is (C)omplete or (P)artial for the entry month, followed by the company number (3 digits), plan (1 digit) and kind (1 digit).

Data Type	EDS Method & Environment	Naming Convention Example
Stat	FTP Production	PST.Dyyddd.V###.C#####
	FTP Manual Test	TST.Dyyddd.V###.C#####
	FTP PRIME Test	PPR.Dyyddd.V###.C#####

For example: PST.D08150.V001.C00241

- The example above indicates an FTP Production submission on May 29, 2008. It is the first volume created for the day and it is a complete volume for company 002, plan 4, kind 1.

Additional file-naming rules:

- All data submission files must have the correct 3-digit prefix as the first qualifier.
- Each sub-qualifier must be no more than eight characters in length.
- Each sub-qualifier must begin with an alpha character.
- The complete filename must not exceed 22 bytes in length; the system is not able to retain anything beyond the 22nd character.
- No special character are permitted (*, _, /, %, $, etc.).

Any data submission received at IBC without the proper 3-character prefix is automatically rejected, and the reporting company is notified by e-mail.

Improper use of the naming convention may result in incorrect processing of the data submission leading to charges as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at
http://www.ibc.ca/en/DQ_Management/index.asp.

Submission Headers and Trailers for 450-byte Format

All data submissions to IBC must contain Header and Trailer records.

If the Header and/or Trailer records are missing, or contain invalid data, the data segments cannot be properly processed and will have to be resubmitted. The resubmission is subject to processing fees as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

The required IBC **Control Information Header** format is as follows:

Position	Field Name	Contents
1 – 3	Company Number	As assigned by IBC
4 – 9	Entry Date	CCYYMM
10 – 11	Reserved	
12	Statistical Plan	4 = Commercial Liability 7 = Ontario Statutory Accident Benefits
13	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
14 – 16	Submission Number	A unique and sequential number to identify a partial submission
17	Record Type	1 = Header Indicator
18 – 25	Creation Date	CCYYMMDD
26	Submission Type	O = Original R = Resubmission
27	Last Submission Indicator	L = Last submission for this Entry Month P = Other than last

The required IBC **Control Information Trailer** format is as follows:

Position	Field Name	Contents
1 – 3	Company Number	As assigned by IBC
4 – 9	Entry Date	CCYYMM
10 – 11	Reserved	
12	Statistical Plan	4 = Commercial Liability 7 = Ontario Statutory Accident Benefits
13	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
14 – 16	Submission Number	A unique and sequential number to identify a partial submission
17	Record Type	9 = Trailer Indicator
18 – 24	Record Count	The total number of records in the data segment (right-justified with leading blanks, if applicable)
25 – 34	Dollar Amount	The total dollar amount in the data segment (right-justified with leading blanks, if applicable)
35	Sign of the Dollar Amount	"+" or blank for positive amounts and "-" for negative amounts

2.3.   TRANSMITTING FILES BEGINNING FEBRUARY 1 2012

Beginning February 2012, plan 4 will be migrated from the existing transmission methods (non-secure FTP and secure FTP mainframe) to the new secure transmission methods. The transmission methods for the various statistical plans are as follows:

Statistical plans 8 & 9, insurers must continue to report automobile data in the 600-byte automobile record formats. The files must follow the appropriate file-naming conventions and must be submitted to IBC using one of the three secure transmission methods. [5]

Statistical plan 7, insurers must continue to report Ontario Statutory Accident Benefits data following the existing record formats. The files must follow the appropriate file-naming convention and must continue to be submitted to IBC using the existing non-secure and secure FTP sites.

Statistical plan 4 data reported beginning FEBRUARY 1 2012, insurers must report Commercial Liability data with 2012+ Entry Dates, regardless of Policy Effective Date, in the new 600-byte Commercial Liability record formats. The files must follow the appropriate file-naming conventions and must be submitted to IBC using one of the three secure transmission methods.

Beginning February 1 2012, companies in run-off for Commercial Liability and Commercial Liability data for pre-2012 Entry Dates, regardless of Policy Effective Date, can be reported in either the 600-byte or the 450-byte Commercial Liability record formats and also must be submitted to IBC using one of the three secure transmission methods.

Beginning February 1 2012, Commercial Liability data sent to the existing non-secure and secure FTP sites will be rejected.

The following table illustrates the rules described above, and the six separate files that would be required when all of the possible scenarios are encountered.

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[5] Automobile companies in run-off can submit data in either the 600-byte or the 450-byte automobile record formats. The files must follow the appropriate file-naming convention and must be submitted to IBC using one of the three newer secure transmission methods.

	Format	Expected File Content	Filename Prefix	Destination FTP Site
File 1	600-byte Automobile (plans 8 & 9)	AUTOMOBILE (plans 8 & 9)	PAUTO or TAUTO	Newer secure transmission methods ONLY
File 2	450-byte Automobile (plans 8 & 9)	AUTOMOBILE (plans 8 & 9) for run-off companies	PAUTOR or TAUTOR	Newer secure transmission methods ONLY
File 3	450-byte Ontario Statutory Accident Benefits (plan 7)	ONTARIO STATUTORY ACCIDENT BENEFITS (plan 7)	PST or TST	Existing transmission methods ONLY
File 4	600-byte Commercial Liability (plan 4)	COMMERCIAL LIABILITY (plan 4), any Entry Dates	PLIAB or TLIAB	Newer secure transmission methods ONLY
File 5	450-byte Commercial Liability (plans 8 & 9)	COMMERCIAL LIABILITY (plan 4) for run-off companies	PLIABR or TLIABR	Newer secure transmission methods ONLY
File 6	450-byte Commercial Liability (plans 8 & 9)	COMMERCIAL LIABILITY (plan 4), only for pre-2012 Entry Dates	PST or TST	Newer secure transmission methods ONLY

2.3.1. AUTOMOBILE SUBMISSIONS (PLANS 8 & 9)

Transmission Methods

Secured file transfer is the method for submitting data to IBC. There are three options available:

- File Transfer Protocol (FTP) via IPSec-based site-to-site VPN tunnel
- Web Services (secure web applications exchanging data)
- Interactive file transfer (employing Internet Explorer version 6.0 and higher)

In order to transmit data electronically, you may have to install new software and/or reconfigure your communication equipment. Please see the Transmission Method Setup section of this document.

Transmitting Files Using Secure FTP

1. Establish site-to-site VPN connection.

2. Connect to IBC's FTP server: ftp://ftpsite.ibc.ca

3. Transfer the file using the proper filename (see File-Naming Convention below).

Transmitting Files Using Web Services

1. Web application connect to IBC's secure server: https://filetransfer.ibc.ca

2. Transfer the file using the proper filename (see File-Naming Convention below).

Transmitting files Interactively

1. Open a browser and connect to IBC's secure server: https://portal.ibc.ca

2. Attach/transfer the file using the proper filename (see File-Naming Convention below).

File-Naming Convention for 600-byte Auto Format

Data submitted to IBC must follow the set file-naming convention. The naming convention is structured as follows:

$$\underbrace{PAUTO}_{\text{Prefix (1)}} . \underbrace{Dyyddd}_{\substack{\text{File Creation} \\ \text{Date (2)}}} . \underbrace{V\#\#\#}_{\substack{\text{Volume} \\ \text{Sequence} \\ \text{Number (3)}}} . \underbrace{C\#\#\#\#\#}_{\substack{\text{Submission} \\ \text{Information (4)}}}$$

Where:
1. Prefix is the 5-character (xxxxx) high-level environment indicator.

   - The 1st character indicates the status: "P" for production, "T" for test.
   - The 2nd through 5th characters indicate the line of business: "AUTO" for automobile.
   - The 6th character, "R", indicates run-off data in the 450-byte format.

2. File Creation Date contains the letter "D" followed by a 2-digit (yy) year and 3-digit (ddd) Julian date.

3. Volume Sequence Number contains the letter "V" followed by a 3-digit open field. This is used to prevent overwriting when multiple submissions are received on the same day from the same company.

4. Submission Information is detailed by a "C" followed by the company number (3 digits), plan (1 digit) and kind (1 digit).

Data Type	EDS Method & Environment	Naming Convention Example
Statistical	FTP Production	PAUTO.Dyyddd.V###.C#####
	FTP Manual Test	TAUTO.Dyyddd.V###.C#####

For example: PAUTO.D08150.V001.C00281

- The example above indicates an FTP Production automobile 600-byte submission on May 29, 2008. It is the first volume created for the day for company 002, plan 8, kind 1.

Additional file-naming rules:

- All data submission files must have the correct 5-digit prefix as the first qualifier.
- Each sub-qualifier must follow the defined format.
- Plan can be set to zero '0' when multiple plans are reported in the file. Kind can be set to zero '0' when multiple kinds are reported in the file.

Any data submission received at IBC that does not follow the naming convention will be automatically rejected, and the reporting company will be notified.

Improper use of the naming convention may result in incorrect processing of the data submission leading to charges as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at
http://www.ibc.ca/en/DQ_Management/index.asp.

Submission Headers and Trailers for 600-byte Auto Format

All data submissions to IBC must contain Header and Trailer records.

If the Header and/or Trailer records are missing, contain invalid data, or are not properly sequenced within the file, the data segments cannot be properly processed and will have to be resubmitted. The resubmission is subject to processing fees as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

For submission sequencing requirements please refer to the Sorting Data Submissions section of this document.

The required IBC **Control Information Header** format is as follows:

Position	Field Name	Contents
1 – 3	Header Identifier	Set to "000"
4	Reserved	Set to space
5 – 7	Company Number	As assigned by IBC
8 – 13	Entry Date	CCYYMM
14	Statistical Plan	8 = Automobile 9 = Facility Automobile
15	Reserved	Set to space
16	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses

The required IBC **Control Information Trailer** format is as follows:

Position	Field Name	Contents
1 – 3	Trailer Identifier	Set to "999"
4	Reserved	Set to space
5 – 7	Company Number	As assigned by IBC
8 – 13	Entry Date	CCYYMM
14	Statistical Plan	8 = Automobile 9 = Facility Automobile
15	Reserved	Set to space
16	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
17 – 23	Record Count	The total number of records in the data segment (right-justified with leading zeros, if applicable)
24 – 33	Dollar Amount	The total dollar amount in the data segment (right-justified with leading zeros, if applicable)
34	Sign of the Dollar Amount	"+" or blank for positive amounts and "-" for negative amounts

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File-Naming Convention for 450-byte Auto Format

Automobile companies in run-off can submit data in the 450-byte automobile record formats. The files must follow the set file-naming convention. The naming convention is structured as follows:

$$PAUTOR . Dyyddd . V\#\#\# . C\#\#\#\#\#$$

| Prefix (1) | File Creation Date (2) | Volume Sequence Number (3) | Submission Information (4) |

Where:
1. Prefix is the 6-character (xxxxxx) high-level environment indicator.

    - The 1st character indicates the status: "P" for production, "T" for test.
    - The 2nd through 5th characters indicate the line of business: "AUTO" for automobile.
    - The 6th character, "R", indicates run-off data in the 450-byte format.
2. File Creation Date contains the letter "D" followed by a 2-digit (yy) year and 3-digit (ddd) Julian date.

3. Volume Sequence Number contains the letter "V" followed by a 3-digit open field. This is used to prevent overwriting when multiple submissions are received on the same day from the same company.

4. Submission Information is detailed by a "C" followed by the company number (3 digits), plan (1 digit) and kind (1 digit).

Data Type	EDS Method & Environment	Naming Convention Example
Statistical	FTP Production	PAUTOR.Dyyddd.V###.C#####
	FTP Manual Test	TAUTOR.Dyyddd.V###.C#####

For example: PAUTOR.D08150.V001.C00281

- The example above indicates an FTP Production automobile 450-byte submission on May 29, 2008. It is the first volume created for the day for company 002, plan 8, kind 1.

Additional file-naming rules:

- All data submission files must have the correct 5-digit prefix as the first qualifier.
- Each sub-qualifier must follow the defined format.
- Plan can be set to zero '0' when multiple plans are reported in the file. Kind can be set to zero '0' when multiple kinds are reported in the file.

Any data submission received at IBC that does not follow the naming convention will be automatically rejected, and the reporting company will be notified.

Improper use of the naming convention may result in incorrect processing of the data submission, leading to charges as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

Submission Headers and Trailers for 450-byte Auto Format

All data submissions to IBC must contain Header and Trailer records.

If the Header and/or Trailer records are missing, or contain invalid data, the data segments cannot be properly processed and will have to be resubmitted. The resubmission is subject to processing fees as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at
http://www.ibc.ca/en/DQ_Management/index.asp.

The required IBC **Control Information Header** format is as follows:

Position	Field Name	Contents
1 – 3	Company Number	As assigned by IBC
4 – 9	Entry Date	CCYYMM
10 – 11	Reserved	
12	Statistical Plan	8 = Automobile 9 = Facility Automobile
13	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
14 – 16	Submission Number	A unique and sequential number to identify a partial submission
17	Record Type	1 = Header Indicator
18 – 25	Creation Date	CCYYMMDD
26	Submission Type	O = Original R = Resubmission
27	Last Submission Indicator	L = Last submission for this Entry Month P = Other than last

The required IBC **Control Information Trailer** format is as follows:

Position	Field Name	Contents
1 – 3	Company Number	As assigned by IBC
4 – 9	Entry Date	CCYYMM
10 – 11	Reserved	
12	Statistical Plan	8 = Automobile 9 = Facility Automobile
13	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
14 – 16	Submission Number	A unique and sequential number to identify a partial submission
17	Record Type	9 = Trailer Indicator
18 – 24	Record Count	The total number of records in the data segment (right-justified with leading blanks, if applicable)
25 – 34	Dollar Amount	The total dollar amount in the data segment (right-justified with leading blanks, if applicable)
35	Sign of the Dollar Amount	"+" or blank for positive amounts and "-" for negative amounts

2.3.2.   COMMERCIAL LIABILITY SUBMISSIONS (PLAN 4)

Transmission Methods

Secured file transfer is the method for submitting data to IBC. There are three options available:

- File Transfer Protocol (FTP) via IPSec-based site-to-site VPN tunnel
- Web Services (secure web applications exchanging data)
- Interactive file transfer (employing Internet Explorer version 6.0 and higher)

In order to transmit data electronically, you may have to install new software and/or reconfigure your communication equipment. Please see the Transmission Method Setup section of this document.

Transmitting Files Using Secure FTP

1. Establish site-to-site VPN connection.

2. Connect to IBC's FTP server: ftp://ftpsite.ibc.ca

3. Transfer the file using the proper filename (see File-Naming Convention below).

Transmitting Files Using Web Services

1. Web application connect to IBC's secure server: https://filetransfer.ibc.ca

2. Transfer the file using the proper filename (see File-Naming Convention below).

Transmitting files Interactively

1. Open a browser and connect to IBC's secure server: https://portal.ibc.ca

2. Attach/transfer the file using the proper filename (see File-Naming Convention below).

File-Naming Convention for 600-byte CL Format

Data submitted to IBC must follow the set file-naming convention. The naming convention is structured as follows:

$$\underbrace{PLIAB}_{\text{Prefix (1)}} . \underbrace{Dyyddd}_{\substack{\text{File Creation} \\ \text{Date (2)}}} . \underbrace{V\#\#\#}_{\substack{\text{Volume} \\ \text{Sequence} \\ \text{Number (3)}}} . \underbrace{C\#\#\#\#\#}_{\substack{\text{Submission} \\ \text{Information (4)}}}$$

Where:

1. Prefix is the 5-character (xxxxx) high-level environment indicator.

    - The 1st character indicates the status: "P" for production, "T" for test.
    - The 2nd through 5th characters indicate the line of business: "LIAB" for commercial liability.

2. File Creation Date contains the letter "D" followed by a 2-digit (yy) year and 3-digit (ddd) Julian date.

3. Volume Sequence Number contains the letter "V" followed by a 3-digit open field. This is used to prevent overwriting when multiple submissions are received on the same day from the same company.

4. Submission Information is detailed by a "C" followed by the company number (3 digits), plan (1 digit) and kind (1 digit).

Data Type	EDS Method & Environment	Naming Convention Example
Statistical	FTP Production	PLIAB.Dyyddd.V###.C#####
	FTP Manual Test	TLIAB.Dyyddd.V###.C#####

For example: PLIAB.D12150.V001.C00241

- The example above indicates an FTP Production commercial liability 600-byte submission on May 29, 2012. It is the first volume created for the day for company 002, plan 4, kind 1.

Additional file-naming rules:

- All data submission files must have the correct 5 or 6 character prefix as the first qualifier.
- Each sub-qualifier must follow the defined format.
- Kind can be set to zero '0' when multiple kinds are reported in the file.

Any data submission received at IBC that does not follow the naming convention will be automatically rejected, and the reporting company will be notified.

Improper use of the naming convention may result in incorrect processing of the data submission leading to charges as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

Submission Headers and Trailers for 600-byte CL Format

All data submissions to IBC must contain Header and Trailer records.

If the Header and/or Trailer records are missing, contain invalid data, or are not properly sequenced within the file, the data segments cannot be properly processed and will have to be resubmitted. The resubmission is subject to processing fees as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

For submission sequencing requirements please refer to the Sorting Data Submissions section of this document.

The required IBC **Control Information Header** format is as follows:

Position	Field Name	Contents
1 – 3	Header Identifier	Set to "000"
4	Reserved	Set to space
5 – 7	Company Number	As assigned by IBC
8 – 13	Entry Date	CCYYMM
14	Statistical Plan	4 = Commercial Liability
15	Reserved	Set to space
16	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses

The required IBC **Control Information Trailer** format is as follows:

Position	Field Name	Contents
1 – 3	Trailer Identifier	Set to "999"
4	Reserved	Set to space
5 – 7	Company Number	As assigned by IBC
8 – 13	Entry Date	CCYYMM
14	Statistical Plan	4 = Commercial Liability
15	Reserved	Set to space
16	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
17 – 23	Record Count	The total number of records in the data segment (right-justified with leading zeros, if applicable)
24 – 33	Dollar Amount	The total dollar amount in the data segment (right-justified with leading zeros, if applicable)
34	Sign of the Dollar Amount	"+" or blank for positive amounts and "-" for negative amounts

File-Naming Convention for 450-byte CL Format in Run-off

Commercial Liability companies in run-off can submit data in the 450-byte commercial liability record formats. The files must follow the set file-naming convention. The naming convention is structured as follows:

$$\underbrace{PLIABR}_{\text{Prefix (1)}} . \underbrace{Dyyddd}_{\substack{\text{File Creation}\\\text{Date (2)}}} . \underbrace{V\#\#\#}_{\substack{\text{Volume}\\\text{Sequence}\\\text{Number (3)}}} . \underbrace{C\#\#\#\#\#}_{\substack{\text{Submission}\\\text{Information (4)}}}$$

Where:
1. Prefix is the 6-character (xxxxxx) high-level environment indicator.

   - The 1st character indicates the status: "P" for production, "T" for test.
   - The 2nd through 5th characters indicate the line of business: "LIAB" for commercial liability.
   - The 6th character, "R", indicates run-off data in the 450-byte format.
2. File Creation Date contains the letter "D" followed by a 2-digit (yy) year and 3-digit (ddd) Julian date.

3. Volume Sequence Number contains the letter "V" followed by a 3-digit open field. This is used to prevent overwriting when multiple submissions are received on the same day from the same company.

4. Submission Information is detailed by a "C" followed by the company number (3 digits), plan (1 digit) and kind (1 digit).

Data Type	EDS Method & Environment	Naming Convention Example
Statistical	FTP Production	PLIABR.Dyyddd.V###.C#####
	FTP Manual Test	TLIABR.Dyyddd.V###.C#####

For example: PLIABR.D12150.V001.C00241

- The example above indicates an FTP Production commercial liability 450-byte submission on May 29, 2012. It is the first volume created for the day for company 002, plan 4, kind 1.

Additional file-naming rules:

- All data submission files must have the correct 5-digit prefix as the first qualifier.
- Each sub-qualifier must follow the defined format.
- Kind can be set to zero '0' when multiple kinds are reported in the file.

Any data submission received at IBC that does not follow the naming convention will be automatically rejected, and the reporting company will be notified.

Improper use of the naming convention may result in incorrect processing of the data submission, leading to charges as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

File-Naming Convention for 450-byte CL Format for pre-2012

Data submitted to IBC must follow the set file-naming convention.
The naming convention is structured as follows:

$$\text{xxx . Dyyddd . V\#\#\# . C\#\#\#\#\#}$$

| Prefix (1) | File Creation Date (2) | Volume Sequence Number (3) | Submission Information (4) |

Where:

1. Prefix is the 3-character (xxx) high-level environment indicator.

    - use "PST" for Production Statistical Plan;
    - use "TST" for Test Statistical Plan; and

2. File Creation Date contains the letter "D" followed by a 2-digit (yy) year and 3-digit (ddd) Julian date.

3. Volume Sequence Number contains the letter "V" followed by a 3-digit open field. This is used to prevent overwriting when multiple submissions are received on the same day from the same company.

4. Submission Information is detailed by a "C" or "P," which indicates if the submission is (C)omplete or (P)artial for the entry month, followed by the company number (3 digits), plan (1 digit) and kind (1 digit).

Data Type	EDS Method & Environment	Naming Convention Example
Stat	FTP Production	PST.Dyyddd.V###.C#####
	FTP Manual Test	TST.Dyyddd.V###.C#####

For example: PST.D12150.V001.C00242

- The example above indicates an FTP Production submission on May 29, 20012. It is the first volume created for the day and it is a complete volume for company 002, plan 4, kind 2.

Additional file-naming rules:

- All data submission files must have the correct 3-digit prefix as the first qualifier.
- Each sub-qualifier must be no more than eight characters in length.
- Each sub-qualifier must begin with an alpha character.
- The complete filename must not exceed 22 bytes in length; the system is not able to retain anything beyond the 22nd character.
- No special character are permitted (*, _, /, %, $, etc.).

Any data submission received at IBC without the proper 3-character prefix is automatically rejected, and the reporting company is notified by e-mail.

Improper use of the naming convention may result in incorrect processing of the data submission leading to charges as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at
http://www.ibc.ca/en/DQ_Management/index.asp.

Submission Headers and Trailers for 450-byte CL Format

All data submissions to IBC must contain Header and Trailer records.

If the Header and/or Trailer records are missing, or contain invalid data, the data segments cannot be properly processed and will have to be resubmitted. The resubmission is subject to processing fees as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

The required IBC **Control Information Header** format is as follows:

Position	Field Name	Contents
1 – 3	Company Number	As assigned by IBC
4 – 9	Entry Date	CCYYMM
10 – 11	Reserved	
12	Statistical Plan	4 = Commercial Liability
13	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
14 – 16	Submission Number	A unique and sequential number to identify a partial submission
17	Record Type	1 = Header Indicator
18 – 25	Creation Date	CCYYMMDD
26	Submission Type	O = Original R = Resubmission
27	Last Submission Indicator	L = Last submission for this Entry Month P = Other than last

The required IBC **Control Information Trailer** format is as follows:

Position	Field Name	Contents
1 – 3	Company Number	As assigned by IBC
4 – 9	Entry Date	CCYYMM
10 – 11	Reserved	
12	Statistical Plan	4 = Commercial Liability
13	Kind	1 = Premiums 2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
14 – 16	Submission Number	A unique and sequential number to identify a partial submission
17	Record Type	9 = Trailer Indicator
18 – 24	Record Count	The total number of records in the data segment (right-justified with leading blanks, if applicable)
25 – 34	Dollar Amount	The total dollar amount in the data segment (right-justified with leading blanks, if applicable)
35	Sign of the Dollar Amount	"+" or blank for positive amounts and "-" for negative amounts

2.3.3.   OSAB SUBMISSIONS (PLAN 7)

Transmission Methods

File Transfer Protocol (FTP) is the method for submitting data to IBC. There are two FTP options available:

- Secure FTP
- Non-secure FTP (No longer available for new setup)

In order to transmit data electronically, you may have to install new software and/or reconfigure your communication equipment. Please see the Transmission Method Setup section of this document.

Transmitting Files Over Secure FTP

1. Establish site-to-site VPN connection.

2. Connect to IBC's secure FTP server: ftp://ftp.ibc.ca

3. Prior to transmitting a file to the secure FTP server, users should execute the following FTP site command:

   quote site lrecl=500 recfm=fb blksize=23500 cy pri=10 sec=30

   This ensures the appropriate space is allocated on the FTP server to receive the submission.

4. Transfer the file using the proper filename (see File-Naming Convention below).

Acceptable Submission Format for Secure FTP

For data submitted through secure FTP, users should ensure that either:
- all records in the submission contain a carriage return (CR) and a line feed (LF) in the last two bytes; or
- each record is padded to 500 bytes. Regardless of the data transmitted, all records submitted via FTP must have a logical record length of 500 bytes.

Failure to do so may result in a data wrap in the transmitted file.

Transmitting Files Over Non-secure FTP

1. Connect to IBC's non-secure FTP server: ftp://eds.ibc.ca

2. Transfer the file using the proper filename (see File-Naming Convention below).

File-Naming Convention

Data submitted to IBC must follow the set file-naming convention.
The naming convention is structured as follows:

$$\textbf{xxx . Dyyddd . V\#\#\# . C\#\#\#\#\#}$$

| Prefix (1) | File Creation Date (2) | Volume Sequence Number (3) | Submission Information (4) |

Where:
1. Prefix is the 3-character (xxx) high-level environment indicator.

    - use "PST" for Production Statistical Plan;
    - use "PPR" for Test Statistical Plan; and

2. File Creation Date contains the letter "D" followed by a 2-digit (yy) year and 3-digit (ddd) Julian date.

3. Volume Sequence Number contains the letter "V" followed by a 3-digit open field. This is used to prevent overwriting when multiple submissions are received on the same day from the same company.

4. Submission Information is detailed by a "C" or "P," which indicates if the submission is (C)omplete or (P)artial for the entry month, followed by the company number (3 digits), plan (1 digit) and kind (1 digit).

Data Type	EDS Method & Environment	Naming Convention Example
Stat	FTP Production	PST.Dyyddd.V###.C#####
	FTP PRIME Test	PPR.Dyyddd.V###.C#####

For example: PST.D12150.V001.C00272

- The example above indicates an FTP Production submission on May 29, 2012. It is the first volume created for the day and it is a complete volume for company 002, plan 7, kind 2.

Additional file-naming rules:

- All data submission files must have the correct 3-digit prefix as the first qualifier.
- Each sub-qualifier must be no more than eight characters in length.
- Each sub-qualifier must begin with an alpha character.
- The complete filename must not exceed 22 bytes in length; the system is not able to retain anything beyond the 22nd character.
- No special character are permitted (*, _, /, %, $, etc.).

Any data submission received at IBC without the proper 3-character prefix is automatically rejected, and the reporting company is notified by e-mail.

Improper use of the naming convention may result in incorrect processing of the data submission leading to charges as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at
http://www.ibc.ca/en/DQ_Management/index.asp.

Submission Headers and Trailers for 450-byte Format

All data submissions to IBC must contain Header and Trailer records.

If the Header and/or Trailer records are missing, or contain invalid data, the data segments cannot be properly processed and will have to be resubmitted. The resubmission is subject to processing fees as outlined in the *Deficiency Fees Reference Manual*. A copy of this manual is available on IBC's Data Quality Management web page at http://www.ibc.ca/en/DQ_Management/index.asp.

The required IBC **Control Information Header** format is as follows:

Position	Field Name	Contents
1 – 3	Company Number	As assigned by IBC
4 – 9	Entry Date	CCYYMM
10 – 11	Reserved	
12	Statistical Plan	7 = Ontario Statutory Accident Benefits
13	Kind	2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
14 – 16	Submission Number	A unique and sequential number to identify a partial submission
17	Record Type	1 = Header Indicator
18 – 25	Creation Date	CCYYMMDD
26	Submission Type	O = Original R = Resubmission
27	Last Submission Indicator	L = Last submission for this Entry Month P = Other than last

The required IBC **Control Information Trailer** format is as follows:

Position	Field Name	Contents
1 – 3	Company Number	As assigned by IBC
4 – 9	Entry Date	CCYYMM
10 – 11	Reserved	
12	Statistical Plan	7 = Ontario Statutory Accident Benefits
13	Kind	2 = Paid Claims and/or Expenses 3 = Outstanding Claims and/or Expenses
14 – 16	Submission Number	A unique and sequential number to identify a partial submission
17	Record Type	9 = Trailer Indicator
18 – 24	Record Count	The total number of records in the data segment (right-justified with leading blanks, if applicable)
25 – 34	Dollar Amount	The total dollar amount in the data segment (right-justified with leading blanks, if applicable)
35	Sign of the Dollar Amount	"+" or blank for positive amounts and "-" for negative amounts

3. TRANSMISSION METHOD SETUP

3.1. Implementing FTP

File Transfer Protocol (FTP) allows all users of a network to store, share and distribute data, regardless of the mix of devices and operating systems in the network. With file transfer, you can copy or move files and programs between your (local) host and remote hosts or between two remote hosts.

To submit data using secured FTP option you will need:
- a workstation with Internet access;
- FTP client software;
- an IBC-assigned user ID and password; and
- an IPSec* compliant VPN gateway or router or firewall.

In order to implement FTP, the requesting company completes a user ID request form and signs a security statement. These can be obtained from IBC's Member Services department by e-mailing memberservices@ibc.ca.

IBC will then assign a user ID and password, and the requesting company can test the FTP connection using a test submission.

Users' FTP passwords never expire. If users think the security of their passwords has been compromised, they should contact the IBC Help Desk immediately at helpdesk@ibc.ca or 416-644-3100.

Connection Setup for Secure FTP

A secure VPN tunnel must be established between IBC and the requesting company before FTP can be used to transmit data.

The firewall leading to the Internet usually can provide the VPN gateway functionality to establish a secured tunnel to IBC's network. A pre-shared secret key between two parties will be used in addition to the agreed methods of authentication, encryption and hashing algorithm as defined by the IPSec standards. The IP addresses of the user's VPN gateway and the FTP client must also be provided to IBC.

Please arrange a time with your tech support department to contact IBC Help Desk to set up the VPN tunnel.

A detailed technical reference guide is available on the IBC website:
http://www.ibc.ca/en/DQ_Management/Auto_Stat_Plan.asp.

For further information, please contact your Data Quality Analyst (DQA).

3.2.   Implementing Web Services

A web service is a collection of protocols and standards used for exchanging data between applications or systems. Software applications written in various programming languages and running on various platforms can use web services to exchange data over computer networks like the Internet in a manner similar to inter-process communication on a single computer.

To submit data using this option, you will need:
- a host/server/workstation with Internet access;
- a web application; and
- an IBC-assigned user ID and password.

In order to implement web services, the requesting company completes a user ID request form and signs a security statement. These can be obtained from IBC's Member Services department by e-mailing memberservices@ibc.ca.

IBC will then assign a user ID and password, and the requesting company can test the web service connection using a test submission.

Users' web service passwords never expire. If users think the security of their passwords has been compromised, they should contact the IBC Help Desk immediately at helpdesk@ibc.ca or 416-644-3100.

A detailed technical reference guide is available on the IBC website: http://www.ibc.ca/en/DQ_Management/Auto_Stat_Plan.asp.

For further information, please contact your Data Quality Analyst (DQA).

3.3.   Implementing Interactive File Transfer

File Transfer can also be achieved using the Web Browser (via the HTTPS Protocol). You can copy or move files and programs between your (local) host and remote hosts, or between two remote hosts.

To submit data using this option, you will need:
- a workstation with Internet access;
- a Web Browser (Internet Explorer 6.0 or above); and
- an IBC-assigned user ID and password.

In order to implement Web Browser, the requesting company completes a user ID request form and signs a security statement. These can be obtained from IBC's Member Services department by e-mailing memberservices@ibc.ca.

IBC will then assign a user ID and password, and the requesting company can test the Web Browser connection using a test submission.

Users' Web Browser passwords never expire. If users think the security of their passwords has been compromised, they should contact the IBC Help Desk immediately at helpdesk@ibc.ca or 416-644-3100.

A detailed technical reference guide is available on the IBC website: http://www.ibc.ca/en/DQ_Management/Auto_Stat_Plan.asp.

For further information, please contact your Data Quality Analyst (DQA).

4. CONTACTING IBC FOR SUPPORT

IBC is committed to providing superior customer service. We provide full support to our clients through our various support teams:

- Data Quality Management
- Helpdesk
- Member Services

Your primary point of contact is the Data Quality Management Team through your Data Quality Analyst (DQA), who can be reached by phone at 416-445-5912 or 1-800-761-6703 or by e-mail to dataquality@ibc.ca.

For further information, visit IBC's website at www.IBC.ca.