

## Metadata – Money Changing

File Naming convention: LMC-MMYYYY-16??? (alphacode)

Details in File: **Flat file (.csv only) which has to be zipped**, with “|” [pipe] as a delimiter. Extraction script should remove all “|” characters during the file extraction process.

Formats of date, time, country and currency should be standardised as in document.

Previous metadata		New Metadata			Remarks on changes	
No.	Field	No	Field	Description		
		Licensee Info				
1	Alphacode	1	Alphacode	Five digit code issued by BNM (e.g. 16001)	No changes from previous metadata	
2	Outletcode	2	Outletcode	12 digit code issued by BNM (e.g. 160010110000)		
		Info of Person Conducting the Transaction *				
3	Customer Name	3	Customer Name	Name of person conducting the transaction.	To standardise practices in the industry, i.e. to capture information of person conducting the transaction as customer for fields 3 – 10 ( <i>not Entity information</i> )	
4	Customer ID	4	Customer ID	Identification of the person conducting the transaction (e.g. NRIC, passport number), alphanumeric only (eg. 801010012222) and no special characters (“-“, “/”, blank space)		
5	Date of birth	5	Date of Birth	Date of birth of the person conducting the transaction (in YYYYMMDD)		
6	Nationality	6	Nationality	Nationality of the person conducting the transaction (ISO 3166-1 Alpha-2 code, e.g. MY)		
7	Address	7	Address	Address of the person conducting the transaction (must not contain pipe “ ” in the address)		
Not applicable		8	Contact Number ^	Contact number (home, office or mobile) of person conducting the transaction, numbers only and to start with country code (e.g. 60123456789, 919977665511)		
8	Occupation/ Nature of business	9	Occupation ^	Occupation of person conducting the transaction	To split the field 8 in previous metadata into two fields (9 and 10)	
		10	Name of employer/ nature of self-employment/ nature of business ^	- Salaried person: Name of employer - Self-employed: Nature of self-employment / business (if person conducting transaction owns a business e.g. manufacturing)		
		Info of Beneficial Owner (BO) – compulsory for on-behalf transactions *				
				Transaction conducted on behalf of Individual	Transaction conducted on behalf of Entity <sup>1</sup>	
21	BO Name	11	BO Name	Name of individual that the transaction is conducted on behalf.	Name of Entity that the transaction is conducted on behalf.	To capture information of entity or person the

\* Not compulsory for transactions below RM3,000 (fields can be left blank if no information is obtained).

^ Not compulsory for transactions below RM10,000 (field can be left blank if no information is obtained).

<sup>1</sup> Entity refers to either a company, bank, LMC, LWS or other non-profit organisations.

9	Customer Type	12	Type of customer	“Individual”	“Company”, “Commercial Bank”, “Islamic Bank”, “LMC”, “LWS”, “Others <sup>2</sup> ”	transaction is conducted on behalf for fields 11 – 16
22	BO ID	13	BO ID	ID of individual (e.g. NRIC, passport number) that transaction is conducted on behalf, alphanumeric only (e.g. 801010012222) and no special characters	Company registration number of Entity that transaction is conducted on behalf, alphanumeric only (e.g. 123456X) and no special characters	
Not applicable		14	BO Date of Birth	Date of birth of the individual that the transaction is conducted on behalf (in YYYYMMDD)	Incorporation date of the Entity that the transaction is conducted on behalf (in YYYYMMDD)	
		15	BO Nationality	Nationality of individual that the transaction is conducted on behalf (ISO 3166-1 Alpha-2 code, e.g. MY)	Registration country of Entity that the transaction is conducted on behalf (ISO 3166-1 Alpha-2 code, e.g. MY)	
		16	BO Address	Address of individual that the transaction is conducted on behalf (must not contain pipe “ ” in the address)	Address of entity that the transaction is conducted on behalf (must not contain pipe “ ” in the address)	
		Transaction Info				No changes from previous metadata
10	Receipt No	17	Receipt No	Unique transaction number		
11	Date and time of transaction	18	Date and time of transaction	Date and time of the transaction (format “YYYYMMDD HH:MM”) – 24 hours format for time		
12	Transaction Type	19	Transaction Type	Choose from “Buy”, “Sell”, “Cancelled”		
13	Currency Type	20	Currency Type	Type of currency (format ISO 4217, e.g. USD, GBP).		
14	Type of E-Channel	21	Type of E-Channel <sup>#</sup>	If transaction is via e-channel, choose from “Mobile Device”, “Computer” <sup>3</sup>		
15	IP Address	22	IP Address <sup>#</sup>	If transaction is via e-channel (e.g. 192.0.2.1)		
16	Foreign Currency Amt	23	Foreign Currency Amount	Amount in FC up to 2 decimal points (e.g. 9.99)		
17	Rate	24	Rate	Exchange rate up to 4 decimal points (e.g. 9.9999)		
18	Amount (RM)	25	Amount (RM)	Amount in RM up to 2 decimal points (e.g. 9.99)		
19	Purpose	26	Purpose <sup>*</sup>	Purpose of transaction		
20	Source of Funds	27	Source of Funds	Source of fund/wealth		

<sup>2</sup> Others: Trust, club, society, charity, etc.

<sup>3</sup> "Mobile Device" includes both smartphones, tablets and other portable devices (accessed via mobile apps or mobile browser) while "Computer" includes both desktop and laptops (accessed via desktop apps or web browser).

\* Not compulsory for transactions below RM3,000 (field can be left blank if no information is obtained).

# To leave blank for non e-channel transactions.

*Example 1:*

Person X goes to Licensee A to exchange currencies for his own use

- Columns 3 – 10: Information of Person X
- Columns 11 – 16: Left blank

*Example 2:*

Person Y goes to Licensee A to exchanges currencies on behalf of his company, Company B

- Columns 3 – 10: Information of Person Y
- Columns 11 – 16: Information of Company B

*Example 3:*

Person Z goes to Licensee A to exchange currencies on behalf of his friend, person C

- Columns 3 – 10: Information of Person Z
- Columns 11 – 16: Information of person C