File Transfer Function

FUNCTION NAME: **CORPORATE COMMUNICATIONS RECIPIENT FILE TRANSFER**

WHEN TO USE:

-   To **upload** recipients' information for corporate communications events with record dates either on current date or one CCASS day before current date in the form of batch file from CCASS terminals to the HKSCC host computer.

AVAILABLE FUNCTIONS:

A. Authorise Corp Comm Recipient Batch File Upload
    To authorise the Corp Comm Recipient batch file to be uploaded.

B. Corp Comm Recipient Batch File Upload
    To upload the authorised Corp Comm Recipient batch file.

AVAILABLE FUNCTION TIME:

-   Corporate Communications ('Corp Comm') Recipient batch file can be uploaded between 8:00 a.m. to 7:00 p.m.

BATCH PROCESSING SCHEDULE:

-   CCASS scheduled to validate and process the Corp Comm Recipient batch file in five batches at around 4:00 p.m., 4:30 p.m., 5:00 p.m., 6:00 p.m. and 7:00 p.m.

-   After uploading, the Corp Comm Recipient batch file will be validated and processed by CCASS and a *Corp Comm Recipient Batch Input Control Report* (See Section 4.3 on Report Description) will be generated to indicate which recipient records are rejected and to give a summary of the result for each validated batch file.

FUNCTIONAL DESCRIPTION:

-   This function is available to participants to help participants to upload a high transaction volume of recipients' information for corporate communications events.

-   Instead of updating the recipients' information for each corporate communications event at a time by on-line data entry, a Corp Comm Recipient batch file containing the recipients' information of various corporate communications events is uploaded to the HKSCC host computer to save effort. The Corp Comm Recipient batch file is a DOS file created according to a certain format stipulated by HKSCC. See Section 5.8 on Corp Comm Recipient batch file layout.

- The Corp Comm Recipient batch file can be stored in any connected disk drive for the batch file uploading.

- For Corp Comm Recipient file transfer, the file name to be sent to CCASS can be any valid file name.

- The File Indicator [9(4)] recorded in each Corp Comm Recipient upload file has to be unique within same day. Upload files with duplicate "File Indicator" will be rejected by CCASS/3 upon submission.

- For each validation batch run, regardless number of files being uploaded CCASS processes all uploaded files.

- CCASS records the recipients' information by corporate communications event level, if the recipient's information of the **same corporate communications event** has been processed in various batches with **different Batch References**, CCASS takes into account of all information processed in various batches.

- CCASS records the recipients' information by corporate communications event level, if the recipient's information of the **same corporate communications even**t has been processed in various batches with **same Batch Reference**, CCASS only takes into account of those information carried in the last uploaded file and processed in the latest batch. CCASS discards recipient information uploaded in previous files.

- CCASS records the recipients' information by corporate communications event level, if the recipient's information of **different corporate communications events** has been processed in various batches with **same Batch Reference**, CCASS takes into account of those information processed in the various batch.

    The following table illustrate the handling of Recipient Information by CCASS:

Information carried in each uploaded file		CCASS updates
Corp Comm Event	*Batch Reference*	*Recipient Information based on*
Same	*Same*	*Latest File & Latest Batch Only*
Same	*Different*	*All Uploaded Files*
Different	*Same*	*From Various*
Different	*Different*	*Validation Batches*

- In case of whole day typhoon/black rainstorm, or half day typhoon in the afternoon (business is closed before 4:00 p.m.), recipient batch file containing corporate communications events with record date on the typhoon/black rainstorm day can still be uploaded to CCASS within the next 2 CCASS days following the typhoon/black rainstorm day.

- In case of whole day typhoon/black rainstorm, or half day typhoon in the afternoon (business is closed before 4:00 p.m.), recipient batch file containing corporate communications events with one day after the record date on the typhoon/black rainstorm day can still be uploaded to CCASS on the next CCASS day following the typhoon/black rainstorm day.

- To upload Corp Comm Recipient batch file, an authoriser has to authorise the Corp Comm Recipient batch file being upload, then the maker perform the file transmission action via the CORP COMM RECIPIENT BATCH FILE UPLOAD function.

- Upon selection of batch upload function, a new window will be displayed for maker to perform the upload function by selecting the respective authorised batch file, maker can access both upload function and other online functions concurrently.

- After the scheduled Corp Comm Recipient batch file validation run, participants can use the REPORT DOWNLOAD function (Section 4.1) to check the availability of the *Corp Comm Recipient Batch Input Control Report*, and print the report if necessary.

The access path for Corporate Communications Recipient File Transfer is:

Logon to CCASS	→	**Select Upload Batch File menu**	→	**Select Authorise Corp Comm Recipient Batch File Upload / Corp Comm Recipient Batch File Upload function**	→	**Select / Enter name of Corp Comm Recipient batch file**	→	**Click 'Submit' after file selection**
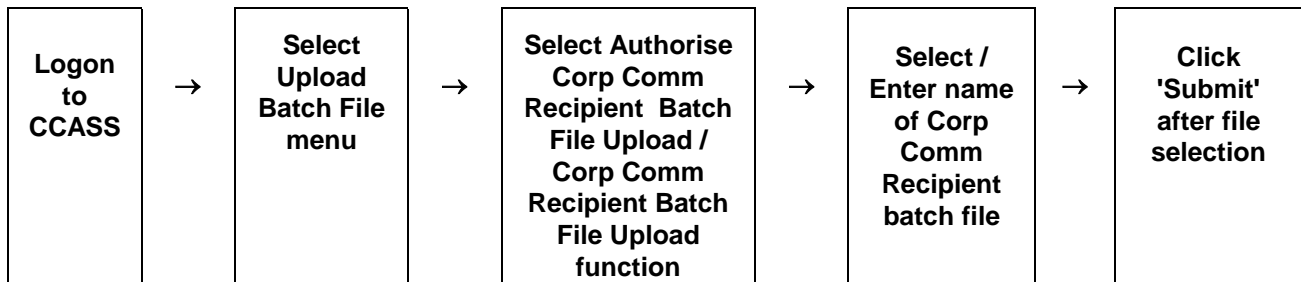
CORPORATE COMMUNICATIONS RECIPIENT FILE TRANSFER - Sample Screen
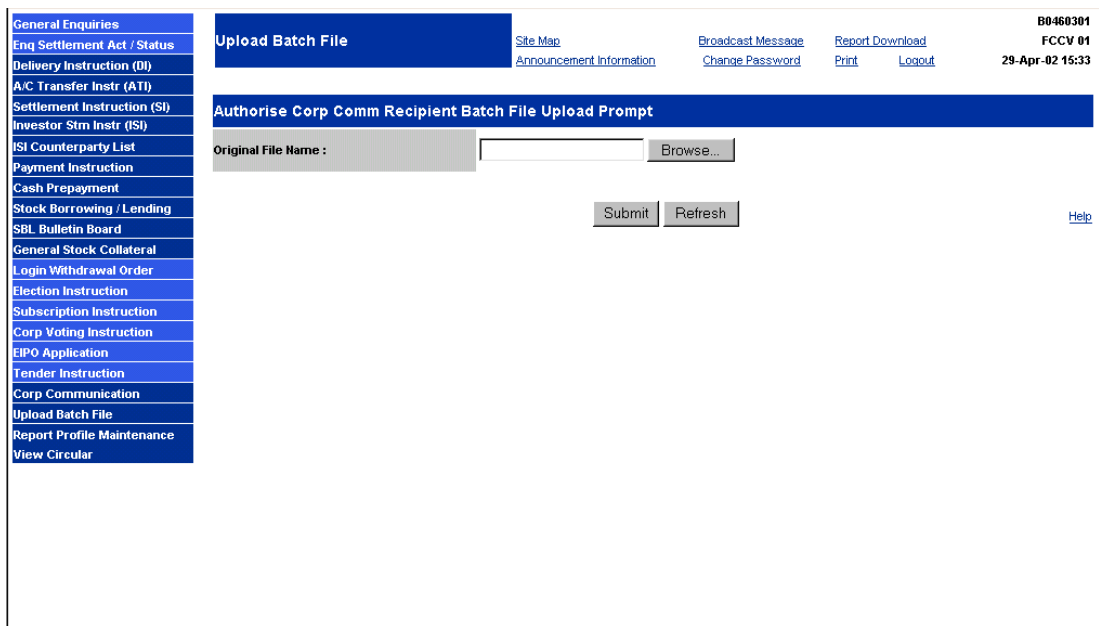
DESCRIPTION OF FIELDS:

Field	*Description/Format*
ORIGINAL FILE NAME	- name of the Corp Comm Recipient batch file to be uploaded. - batch file can be selected via the connected disk drive by clicking the BROWSE button.