Chapter 16

Reporting information to clients (non-MiFID provisions)

Trade confirmation and periodic information

This annex forms part of ■ COBS 16.2.1 R

	General	(1) Trade confirmation information	(2) Periodic information (where trade confirmation information is not provided on a transaction by transaction basis, to be provided for each transaction carried out during the reporting period)
1.	the reporting *firm* identification;	Y	
2.	the name or other designation of the *client*;	Y	
3.	the trading day;	Y	Y
4.	the trading time;	Y	Y
5.	the type of the order (for example, a limit order or a market order);	Y	Y
6.	the venue identification;	Y	Y
7.	the instrument identification;	Y	Y
7A.	the underlying instrument identification (Note 1);	Y	Y
7B.	the instrument type (Note 2);	Y	Y
7C.	the maturity date (Note 3);	Y	Y
7D.	the derivative type (Note 4);	Y	Y
7E.	put/call (Note 5);	Y	Y
7F.	the strike price (Note 6);	Y	Y
7G.	the price multiplier (Note 7);	Y	Y
8.	the buy/sell indicator;	Y	Y
9.	the nature of the order if other than buy/sell;	Y	Y
9A.	the counterparty;	Y	Y
10.	the quantity;	Y	Y

16

	General	(1) Trade confirmation information	(2) Periodic information (where trade confirmation information is not provided on a transaction by transaction basis, to be provided for each transaction carried out during the reporting period)
10A.	the quantity notation (Note 8);	Y	Y
11.	the unit price;	Y	Y
12.	the total consideration;	Y	Y
13.	a total sum of the commissions and expenses charged (for a *collective investment scheme operator*, initial *charges* may be disclosed in cash or percentage terms)and, where the *retail client* so requests, an itemised breakdown, including, where relevant, the amount of any *mark-up or mark-down* imposed by the *firm* or its *associate* where the *firm* or *associate* acted as *principal* in *executing* the transaction, and the *firm* owes a duty of best execution to the *client*;	Y	Y
14.	the rate of exchange obtained where the transaction involves a conversion of currency;	Y	Y
15.	[intentionally blank]		
16.	[intentionally blank]		
17.	the *client*'s responsibilities in relation to the settlement of the transaction, including the time limit for payment or delivery as well as the appropriate account details where these details and responsibilities have not previously been notified to the *client*;	Y	
18.	if the *client's* counterparty was the *firm* itself or any person in the *firm's group* or another *client* of the *firm*, the	Y	

16

	General	(1) Trade confirmation information	(2) Periodic information (where trade confirmation information is not provided on a transaction by transaction basis, to be provided for each transaction carried out during the reporting period)
	fact that this was the case unless the order was *executed* through a trading system that facilitates anonymous trading.		
19.	the transaction reference number (Note 9); and	Y	Y
20.	the customer / client identification (Note 10).	Y	Y

A *firm* may provide the *client* with the information referred to in this Annex using standard codes if it also provides an explanation of the codes used.

Firms are reminded that COBS 16.2.1R only requires a *retail client* to be provided with the *trade confirmation information* that applies to them. Where a piece of information is not applicable to the circumstances of a particular trade, the *firm* is not required to report that information to the *client* or to include the field on the confirmation.

The following Notes explain certain of the information requirements in the table above.

Note 1	This is the instrument identification applicable to the security that is the underlying asset in a derivative contract.
Note 2	This is the harmonised classification of the instrument that is the subject of the transaction (e.g. equity, bond). This item is only required when an explanation of the instrument type has not been provided in relation to the instrument identification in line 7.
Note 3	This is the maturity date of a bond or other form of securitised debt, or the exercise date/maturity date of a derivative contract. Where the derivative type is spread bet on an equity option or contract for difference on an equity option, the expiry of the option must be indicated.
Note 4	This is the harmonised description of the derivative type (e.g. option, future, contract for difference, complex derivative, warrant, spread bet, credit default swap or other swap).
Note 5	This is only relevant when the instrument is an option, warrant, spread bet on an equity option or contract for difference on an equity option. Where the instrument is a spread bet on an equity option or a contract for difference on an equity option this field should be used to indicate the put/call status of the equity option.
Note 6	This is only relevant when the instrument is an option, warrant, spread bet on an equity option or contract for difference on an equity option. Where the instrument is a spread bet on an equity option or a contract for difference on an equity option this field should be used to indicate the strike price of the equity option.
Note 7	This is the number of units of the instrument in question which are contained in a trading lot; for example, the number of derivatives or securities represented by one contract.

16

		(1) Trade confirmation information	(2) Periodic information (where trade confirmation information is not provided on a transaction by transaction basis, to be provided for each transaction carried out during the reporting period)
	General		
Note 8		This should be used to indicate whether the quantity is the number of units of the instrument, the nominal value of bonds, or the number of derivative contracts.	
Note 9		This should be the unique identification number for the transaction provided by the *firm*.	
Note 10		This is the identity of the *client* or customer on whose behalf the *firm* was acting.	

16