

MEMBER PORTAL USER MANUAL

Short Code/Long Code Mapping

Issue 1.5

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1.0 Introduction

1.1 Scope

The document *RTS-24 – Maintenance of Relevant Data Relating to Orders in Financial Instruments* of the MIFID II directive requires trading venues to receive and maintain information on:

- Identifier of the Client to which an order is assigned (Local Person Identifier or Legal Entity Identifier), for client orders only
- Identification of the Person (Local Person Identifier) or of the Algorithm (Algo ID) that took the Investment Decision
- Identification of the Person (Local Person Identifier) or of the Algorithm (Algo ID) that took the Execution Decision

The above identifiers are also called *Long Codes*.

In addition, where competent authorities request any of these details in accordance with Article 25(2) of Regulation (EU) No 600/2014, trading venues shall provide such details using the standards and formats introduced by the directive.

In order to minimise the information to be reported with orders and quotes and to ensure appropriate security standards of confidential information, London Stock Exchange Group has developed a solution called “Member Portal” which trading firms can register a numerical *Short Code*, which is the actual information that will be attached to the newly introduced market message fields *Client Identification code*, *Investment decision within firm* and *Execution within firm*, to the aforementioned *Long Code*.

1.2 Document History

Version	Changes
1.0	Initial version
1.1	Modifications to paragraphs 2.3 and 3.0
1.2	Modifications to paragraphs 2.3 and 4.0
1.3	Modifications to paragraphs 2.1, 2.2, 2.3 and 3.0
1.4	Modification to section 2.3 to add the Turquoise Europe code for Bulk Upload via SFTP
1.5	Modifications to section 2.0 Modifications to paragraphs 2.2 to clarify cancelling short / long codes Modifications to section 2.3 Modifications to section 3.0 Modifications to section 6.

In subsequent issues of this document, where amendments have been made, these changes will be indicated through the use of **red text**.

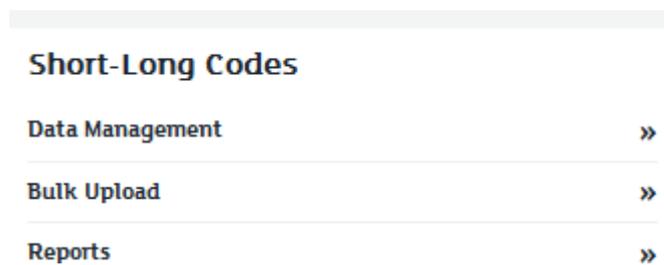
2.0 Short-Long Codes mapping

A new Member Portal section called *Short-Long Codes* as shown in Figure 1 is introduced to allow trading firms to manage the short-long code mappings, including adding new codes or amending/deleting existing ones.

The section is available on the dashboard of every venue (London Stock Exchange and Turquoise) of a trading firm, allowing the user to manage only the mappings of the venue they have privileges on.

The new section can be accessed 24 hours a day by the Super User of the venue and by the Company Users previously allowed by the Super User in the *Company User Management* section.

Figure 1



A trading firm can manage the short-long code mappings in the following ways:

- Manual insertion through the Member Portal web interface
- Bulk upload through the Member Portal web interface
- Bulk upload via SFTP

The three options are detailed in the next paragraph and, for simplicity, they refer to a single venue and a single member firm.

The same procedure – manual insertion or upload, must be repeated for all the member firms configured within the same trading participant and for all the venues the trading participant is a member of.

MIFID II Identifiers

MiFID II Identifiers, Legal entity identifiers (LEI) and Natural Person codes registered on the member portal must adhere to the regulatory guidelines laid down by ESMA and the FCA.

- The LEI must be valid and accurately reflected as shown in the GLEIF <https://search.gleif.org/#/search/>
- Natural person identifiers should be identified by the two-letter country identifier provided by ISO 3166-1 as the 'alpha-2' code followed by the identifier provided for in Annex II

Regulatory links

ESMA

- [2016-1064_rts_22_annex_ii.pdf \(europa.eu\)](#)

FCA

- [ANNEX II National client identifiers for natural persons to be used in transaction reports - FCA Handbook](#)

2.1 Manual insertion

The manual insertion, as well as the manual modification or deletion of existing codes, is possible through the *Data Management* page of the *Short-Long codes* section.

A new mapping is inserted through the *Add Short-Long Code* button as per Figure 2:

Figure 2

The screenshot shows a 'Data Management' interface. It features four input fields: 'Short Code', 'Long Code', 'Identifier Code Type' (a dropdown menu currently showing 'Tuttt'), and 'Status' (a dropdown menu currently showing 'Active'). To the right of these fields is a dark button labeled 'Add Short-Long Code'. Below the fields is a dark button labeled 'Search'.

Once clicked, the window in Figure 3 will be prompted:

Figure 3

The screenshot shows a modal window titled 'Add Short-Long Code' with a close button (X) in the top right corner. The form inside the modal has four sections: 'Short Code' with a text input field; 'Long Code' with a text input field; 'Identifier Code Type' with a dropdown menu showing 'Client LEI'; and 'Notes' with a text area. At the bottom of the modal is a grey button labeled 'Send'.

Table 1 summarises the information to be provided in Figure 3:

Table 1

Field Name	Mandatory	Description
Short Code	Y	4 – 4,294,967,295
Long Code	Y	Up to 50 alphanumeric chars
Identifier Code Type	Y	Client LEI Natural Person Algorithm
Notes	N	Free text field

The new short-long code pair will be active as soon as it is inserted by the user and validated by the system. The constraints detailed at paragraph 3.0 are enforced by the system as soon as the new code is inserted¹.

Once the new record is created, it will appear in the list of the mappings registered under the trading firm, as reported in Figure 4:

Figure 4

<u>Short Code</u>	Long Code	Identifier Code Type	
8	National ID	Natural Person	

¹ The same constraints are enforced for records entered with bulk uploads as reported in paragraphs 2.2 and 2.3.

Clicking on the View Icon  on a record in the table, a pop-up will be shown, allowing the user to see the details of the selected short-long code. The user could also modify all the fields, excluding the *Short Code* and the *Identifier Code Type*.

It is important to point out that cancelling a Short/Long code mapping is not allowed.

In this section it's possible to search for an existing active Short-Long code using the filters in the top of the page and clicking the *Search* button. By default, only active short-long codes are shown.

In order to show inactive codes, the user could specify the related value in the *Status* filter and click the *Search* button.

The user can change the number of items per page working on the dedicated list box on the bottom of the page. Different options are available.

The *Download Report* button allows the user to download a .csv file containing all the records according to the filters used. Only records related to the venues the user has privileges on can be downloaded.

The following fields are included in the file:

- Short code
- Long code
- Identifier code type
- Venue
- ActivationDate

2.2 Bulk Upload via web interface

The Bulk Upload functionality is available in the *Bulk Upload* page of the *Short-Long codes* section and allows a Member Portal user to register a new set of short-long code mappings through the upload of a .csv file on the website. Only amendments of existing mappings are permitted.

The .csv file used for the bulk upload has the fields listed in Table 2:

Table 2

Field Name	Mandatory	Description
Short Code	Y	4 – 4,294,967,295
Long Code	Y	50 alphanumeric chars
Identifier Code Type	Y	L: Client LEI N: Natural Person A: Algorithm
Notes	N	Free text field
Operation Type	Y	0: New 1: Update

It is important to point out that cancelling a Short/Long code mapping is not allowed.

The record reported in Figure 4 would have been reported in the .csv file as follows:

Short Code, Long Code, Identifier Code Type, Notes, Operation Type
8,National ID,N,,0

No restrictions are introduced to the name of the .csv file.

Please note that the same file can only report a record for each short-long code pair.

In other words, it is restricted to request the insertion of the same short-long code pair in the same file. Should this happen, the system will return an error for each record in the file.

Once the .csv file is produced, it can be selected by clicking on the *Browse* button and then uploaded onto the system with the *Upload CSV* button, as reported in Figure 5:

Figure 5

File CSV

No file selected.

Replace the whole list of existing short-long codes

When uploading the file, the user can choose to:

- Insert and modify the existing set of short-long codes, hence working by difference; updating from scratch is not allowed

A *Download CSV Template* button is also available to download a sample file containing the headers listed in Table 2.

Once the bulk upload has been fully processed by the system, an email to the Super User and the Company Users that have privileges on the section will be sent.

Contextually, a record displaying the status of the upload will be shown as per Figure 6:

Figure 6

Upload Id	Upload Date	Status	User File	Result File	Error File
1003	2017-08-25 16:20	Published	Download	Download	...

The following labels are displayed:

- *Upload ID*: unique identifier of the upload
- *Upload Date*: date in which the upload has been made
- *Status*: can have one of the following four values:
 1. *In Progress*: the bulk upload is still in progress. The page will automatically reload once the upload is completed;
 2. *Published*: all the records in the file went through without errors
 3. *Published with errors*: some records contained errors
 4. *Not Published*: all the records contained errors
- *User File*: the user's original .csv
- *Result File*: a .txt file containing the number of records which have been added, updated, deleted.
- *Error File*: a .csv file listing the records containing errors. An *Error Description* field is added to instruct the user of the error.

The *User File*, *Result File* and *Error File* documents are kept onto the system for up to five working days.

Finally, the user must be aware that only one bulk upload at a time is permitted, otherwise a warning message alerting of an ongoing upload is prompted.

2.3 Bulk Upload via SFTP

The same file prepared according with the specifications reported at paragraph 2.2 can be stored in a SFTP server. However, a specific naming convention has to be used:

Venue_ShortLongCodes_YYYYMMDD_NN.csv

Table 3

Field Name	Description
Venue	London Stock Exchange: LSE Turquoise: TQ Turquoise Europe: TQEU
YYYYMMDD	Date in the YYYYMMDD format
NN	Users can upload more than one file at a time; consequently a progressive number NN of the daily upload must be included in the name of the file – the minimum admitted value is 01. The Member Portal will manage the queue of the files on the Member Portal server.

The Super User – or any other Company User previously authorised by the Super User – can request an SFTP user directly through the Member Portal, in the *SFTP Users* page of the *Short-Long Codes* section.

Each trading firm can request up to one SFTP user per single venue and must decide, at the time of the request, whether to upload the .csv file by difference or from scratch as described at paragraph 2.2 and shown in Figure 7:

Figure 7

✕

Add new SFTP user

Mifid II

ShortLongCodes

SFTP user's type

By Difference
 From Scratch

Add

At the time of the request of the SFTP user, customers are required to specify one or more public IP addresses from which they will be connecting to the server.

Once the credentials to access the SFTP are received, customers are required to connect to either one of the below for the production environment.

- HTTPS://mft.lseg.com and reset the password
- SFTP://mft.lseg.com and reset the password

For any connectivity issues contact londontam@lseg.com

SFTP Folder structure:

The root folder of the SFTP server is the FirmID which, in turn, contains an *IN* and a *OUT* folder with respectively read-write and read only access. These folders contain either the subfolder *BY_DIFFERENCE* or *FROM_SCRATCH* depending on the upload method chosen at the time of the request of the SFTP user.

In the event an upload 'from scratch' is the chosen option, the short-long codes included in the file overwrites the ones available on the member portal.

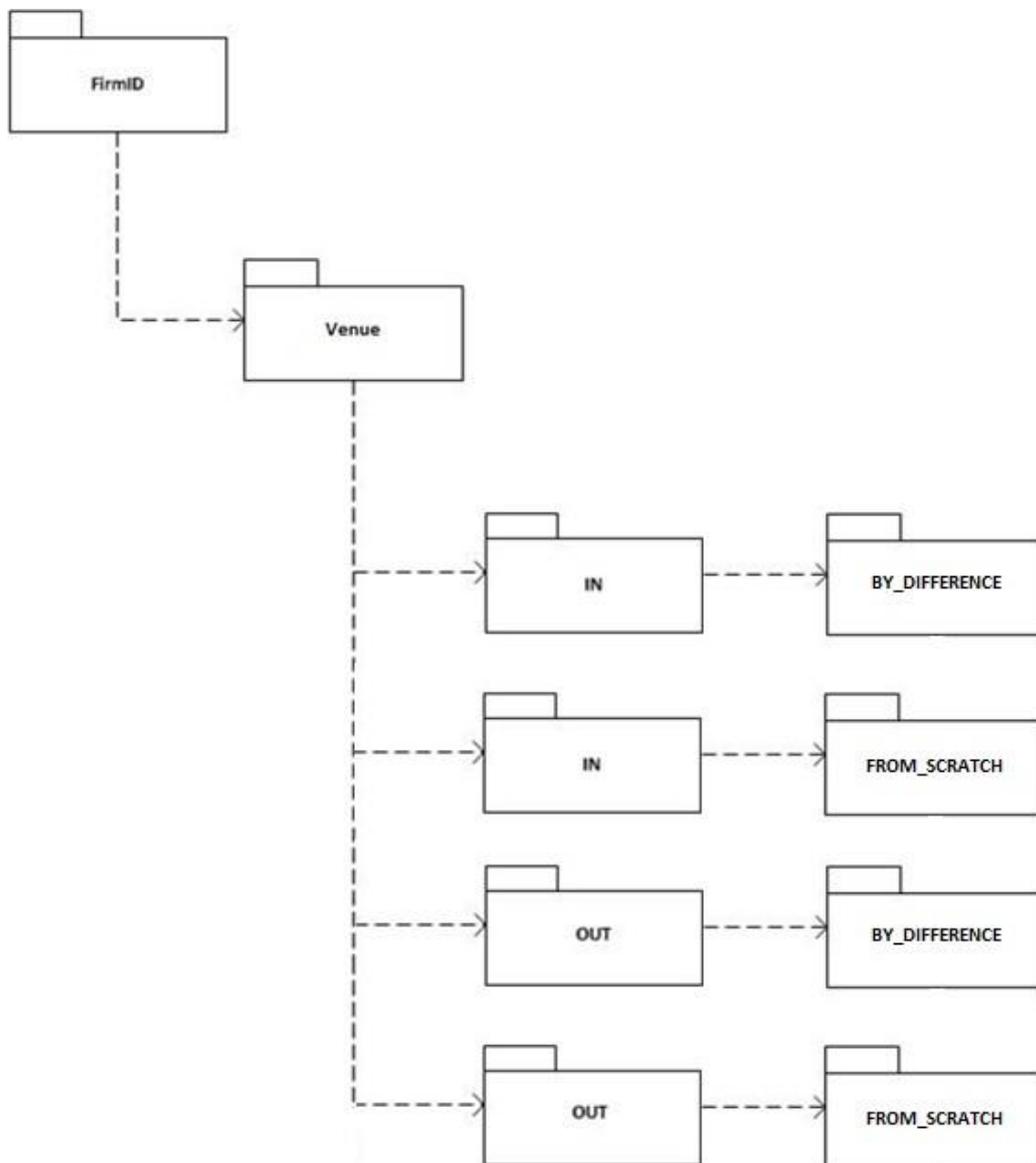
In addition, records not included in the file but available on the member portal will not be cancelled.

All the records included in the .csv file must have *OperationType = 0*.

Consequently, bulk upload .csv files has to be stored into the dedicated subfolder of the *IN* folder. *Results File* and *Errors File* (if available) must be retrieved in the dedicated subfolder of the *OUT* folder.

Figure 8 details the main structure of the SFTPserver.

Figure 8



3.0 Constraints

The following constraints apply whenever an insertion or an amendment of a record occurs:

- Two different records can not have the same pair *Short Code-Identifier Code Type* for the same venue. In other words, it is possible to use the same pair *Short Code-Identifier Code Type* on different venues.
- We expect *Local Person Identifier* and *Legal Identity Identifiers* to be used respectively to identify a *Natural Person* and an *LEI* (they must not be used to identify an algorithm, failing which the record would be rejected)
- Adding (*OperationType* = 0) to an already existing record is treated as an amendment (*OperationType* = 1). This is valid for both bulk upload via web interface and SFTP
- Modifying (*OperationType* = 1) a non-existing records is treated as an insertion (*OperationType* = 0). This is valid for both bulk upload via web interface and SFTP
- The Algo ID is a free text.

4.0 Missing Short Code Reports

The Reports section allows the user to download the *Missing Short Codes* reports of the last five working days. A *Missing Short Codes* report is a file listing the discrepancies between the records reported on the Member Portal and those used as part of the market message layout sent to the exchange.

Only the first 1,000 missing records will be included in the *Missing Short Codes* report. Customers might request their Technical Account Manager adds an ad-hoc extraction containing all the missing records.

The user is expected to insert any missing short code into the Member Portal in order to fill the gap.

The *Missing Short Code* report for the day T is available at T+1.

5.0 Member Portal Registration

London Stock Exchange and Turquoise member firms that have not yet registered for access to the Member Portal should complete the relevant order form available at:

<https://www.lseg.com/markets-products-and-services/our-markets/markets-membership/member-portal>

6.0 Contacts

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