



Step 1: Understand the reporting requirements and guidelines

You should read the following materials before preparing your first submission file.

- ❑ [Consolidated Reporting Guidance - RMBS, CMBS and OABS](#) for the reporting requirements for repo eligible asset-backed securities.
- ❑ [Reporting Guidelines](#) for the guidance on the reporting frequency, due date, No Data (ND) policy, grandfathering arrangement, etc.

Step 2: Complete the required registration forms

You should also complete the following registration forms to access the Securitisation System .

- ❑ [IP Registration and Amendment Form](#) to apply to become an Information Provider (IP).
(Note: If you intend to submit data to the Securitisation System, you are classified as an IP, and are required to complete the Form. If you are an issuer and intend for a third party to submit data on your behalf, that third party is classified as an IP, and it is required to complete the Form.)
- ❑ [IP User Registration and Amendment Form](#) to add user(s) associated with an IP to the Securitisation System.
- ❑ [Deal Data Registration and Amendment Form](#) to register each deal to be reported in the Securitisation System and nominate the IP for that deal.

Once an organisation is authorised as an IP and the required registration documents are received by the RBA, the Securitisation Support Centre will provide user ID(s) and password(s) or issue API materials to the registered contacts.

Step 3: Prepare your first submission file

IPs are required to submit their data (loan level, security level, transaction level, pool level, cash flow waterfall model and related data) in 'eXtensible Markup Language' (XML format).

To help you understand how to prepare your first submission XML file(s), the RBA has provided an illustrative process (see the diagram on the right).

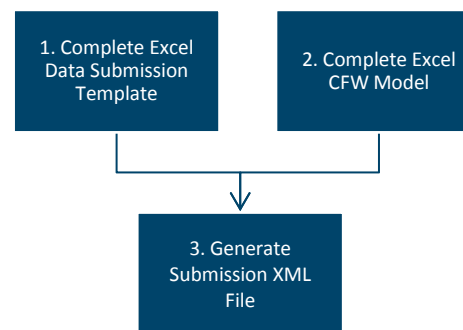
Once the submission XML file is created, you can contact the Securitisation Support Centre (Phone: 1800 919 211 / Email: ssc@rba.gov.au) to organise the testing of your submission file(s).

An Illustrative Process - Preparing the First Submission

To assist you in producing the XML submission data file, the RBA has published some [Example Tools and Templates](#) (See [Technical Support Notes](#) for how to use the Tools and Templates). IPs can use the Example Tools and Templates as a guide to develop their own solutions for creating their submission XML files.

For IPs using the Example Tools and Templates, it is important to be aware that they should be viewed as a point in time aid in your solution development and setup. The purpose of the Tools and Templates is to provide guidance and examples of how to create submission XML files using Excel. These example tools and templates will not be maintained by the RBA on an ongoing basis beyond the 30th June 2015 commencement of mandatory reporting.

The diagram below shows an example of how to prepare a submission file using the Example Tools and Template. Once again, please note that the process is illustrative only and is not an RBA recommended or supported solution.



Step 1: Complete Data Submission Template

1. Download the [Data Submission Template](#) (RBMS, CMBS and OABS).
2. Enter your submission data in the Template (See RBMS, CMBS and OABS [Example Excel Data Submission Files](#)).
3. Save the file(s) in the required XML format from Excel.

Step 2: Complete Cash Flow Waterfall (CFW) Model

1. Download the [CFW Excel Template](#) and [Cash Flow Waterfall XML Generation Tool](#).
2. Enter your CFW data in the Template (see [Example CFW Submission File](#)).
3. Use the [Cash Flow Waterfall XML Generation Tool](#) to save the file(s) in the required XML format.

Step 3: Generate Submission XML File

1. Use the [Cash Flow Waterfall XML Generation Tool](#) to append the CFW XML submission file to the data submission XML file to create a final submission XML file.