

INSTRUCTIONS FOR COMPILING AND SUBMITTING THE TAX CODES OF INSURED

The file with the insureds' tax codes must be in CSV format, using the character “;” as field separator, and must be sent to the email address:

- dormienti@ivass.it, for undertakings having their head office in Italy and branches of non EEA States;
- dormienti_estere@ivass.it, for foreign undertakings.

The file must be named “ANNNA.csv” or NNNNN.csv, where ANNNA or NNNNN¹ stays for the company's code assigned by IVASS (for ex. A999S.csv for undertakings having their head office in Italy, D999R.csv for undertakings carrying on business by way of establishment or 99999 for those carrying on business by way of free provision of services).

The first record must contain only the field header:

“Company's Code”;“Tax Code”

All the subsequent records must contain:

- the company's code, using IVASS code (according to the format ANNNA or NNNNN), equal for all the records;
- the single tax code of the holder of the policy, different for each record.

The file can have a maximum size of 20 megabyte. Where necessary the files must be sent in compressed format .zip. When, despite the compression, the files exceed the limit of 20 megabytes, they shall be sent in separate files with separate emails. In this case the files shall be named ANNNA_slot_n.csv where n is the sequence number assigned to the file.

The correctness of the tax codes must be checked before sending them to IVASS; in all cases codes shorter than 16 characters and with an incorrect sequence of alphanumeric characters (AAAAANNANNANNA) will not be considered.

¹ The IVASS code is made up, for undertakings with head office in Italy or carrying on business by way of establishment, by the sequence of one alphabetic character, three numbers and one alphabetic character, while for those carrying on business by way of free provision of services by the sequence of five numbers.