

**SUBMISSION – ADVANCE REFUNDING**  
**SPECIAL DATA & DOCUMENT SUBMISSION CASES**

**DATA SUBMISSIONS**

**Standard Data Submission**

For an advance refunding in which (i) each security that is refunded is refunded in whole and (ii) CUSIP numbers had been assigned to the refunded securities, the minimum data elements to be provided in a data message, together with the value to be selected or entered, would be:

- ***submission data*** –
  - (i) submission type (select ‘advance refunding disclosure’)
  - (ii) submission status (select ‘publish’)
  
- ***offering data*** –
  - (i) offering type (select ‘bond’)
  
- ***issue data*** (each element provided for each issue refunded in whole or in part in an advance refunding) –
  - (i) issue type (select ‘refunded’)
  - (ii) security type (select ‘CUSIP-9’)
  
- ***security data*** (provided for each refunded security of each refunded issue – data not to be submitted for any security that is not refunded) –
  - (i) original CUSIP-9 of refunded security<sup>1</sup> (enter nine-digit number)
  
- ***underwriter data*** –
  - (i) managing underwriter MSRB ID (enter MSRB ID)

**Special Data Submission Cases**

Additional or different data elements to be included in special data submission cases are described below.

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<sup>1</sup> The data message for an advance refunding disclosure submission would contain information about all refunded securities in an advance refunding. The document message in which an advance refunding document is submitted would contain information about only those refunded securities to which such advance refunding document applies, as described below.

### **Partial Refunding of a Security**

If less than all of a specific security is being advance refunded and, as a result, new CUSIP numbers have been assigned to the refunded portion and/or to the unrefunded balance, the security data would be:

- ***security data*** (provided for each refunded security of each refunded issue, as indicated – data not to be submitted for any security that is not refunded) –
  - (i) original CUSIP-9 of refunded security (enter nine-digit number)
  - (ii) maturity date (enter date)
  - (iii) new CUSIP-9 of refunded security, if assigned (enter nine-digit number as applicable)
  - (iv) new CUSIP-9 of unrefunded balance, if assigned (enter nine-digit number as applicable)

### **Refunding of an Issue With No CUSIP Numbers**

If no CUSIP numbers had been assigned to the securities being refunded due to ineligibility for CUSIP number assignment, the issue data and security data would be:

- ***issue data*** (each element provided for each issue refunded in whole or in part) –
  - (i) issue type (select ‘refunded’)
  - (ii) security type (select ‘Non-CUSIP’)
  - (iii) issuer name (enter full plain English name of issuer of refunded issue)
  - (iv) issue description (enter full plain English description of refunded issue)
  - (v) issuer state (enter name)
  - (vi) issue dated date (enter date)
- ***security data*** (provided for each refunded security of each refunded issue in an advance refunding – data not to be submitted for any security that is not refunded) –
  - (i) maturity date (enter date)

## DOCUMENT SUBMISSIONS

### **Standard Document Submission**

For an advance refunding for which a single advance refunding document is submitted as a single PDF file, the minimum elements to be provided in a document message, together with the value to be selected or entered, would be, in addition to the PDF file of the document itself:

- ***submission data*** –
  - (i) submission type (select ‘advance refunding disclosure’)
  - (ii) submission status (select ‘publish’)
  - (iii) submission identifier (enter identification number assigned by EMMA to related data message)
  
- ***document data*** –
  - (i) document type (select ‘advance refunding document’)
  - (ii) document disclosure completion indicator (select ‘complete’)
  - (iii) document description (optional – if no submitter supplied document name provided, EMMA will provide default description)
  - (iv) original CUSIP-9 of refunded security (enter nine-digit number for each refunded security applicable to such document)
  - (v) CUSIP-9 identifier of refunding issue (enter nine-digit number of the latest maturity of each advance refunding issue applicable to such document)
  
- ***file data*** –
  - (i) date received from issuer (enter date)
  
- ***underwriter data*** –
  - (i) managing underwriter MSRB ID (enter MSRB ID)

### **Special Document Submission Cases**

Additional or different data elements to be included in special document submission cases are described below.

#### **Advance Refunding Document Consisting of Multiple Files**

If the advance refunding document is submitted as multiple PDF files, each file must be submitted in a separate document message. The separate files would be linked through a common submission identifier included in the submission data of each document message. The document data and file data for the PDF files submitted would be (assuming for illustration purposes that the advance refunding document consists of two separate PDF files):

**First PDF file:**

- **document data** –
  - (i) document type (select ‘advance refunding document’)
  - (ii) document disclosure completion indicator (select ‘partial’)
- **file data** –
  - (i) date received from issuer (enter date)
  - (iii) file order (enter ‘1’)

**Second PDF file:**

- **document data** –
  - (i) document type (select ‘advance refunding document’)
  - (ii) document disclosure completion indicator (select ‘complete’)
  - (iii) document posting operation indicator (select ‘append to posted document’)
- **file data** –
  - (i) date received from issuer (enter date)
  - (ii) file order (enter ‘2’)

**Amendment to Advance Refunding Document**

**Amendment as appended file.** If an advance refunding document has previously been submitted and a submitter is now submitting an amendment to the advance refunding document to be displayed as an additional file on EMMA, the document data and file data for the amendment would be:

- **document data** –
  - (i) document type (select ‘advance refunding document’)
  - (ii) document disclosure completion indicator (select ‘complete’)
  - (iii) document posting operation indicator (select ‘append to posted document’)
- **file data** –
  - (i) date received from issuer (enter date)

**Amendment as replacement file.** If an advance refunding document has previously been submitted and a submitter is now submitting an amendment to the advance refunding document that is to replace the existing file or files on display on EMMA, the file data for the amendment would be:

- **document data** –
  - (i) document type (select ‘advance refunding document’)
  - (ii) document disclosure completion indicator (select ‘complete’)
  - (iii) document posting operation indicator (select ‘replace posted document’)

- *file data* –
  - (i) date received from issuer (enter date)