

File setup formatting guidelines for successful NAV submission

File – Accepted file format

CSV and Microsoft Excel can be processed.

NOTE

- Files must not be password protected.
- Files must not be compressed (i.e. received in ZIP format).
- Files sent to us must be registered with Euronext Dublin or they cannot be processed.
- Please do not send additional files that are intended for other organisations.

File – Choose a file name

A file name is typically based on the Fund name or your Provider name but is not limited to this. A file name must be unique. Our NAV services team will confirm if the file name you have chosen is unique.

For example

NAV_Fundname.csv	E.g NAV_ABC.csv
NAV_Provider.xls	E.g NAV_Administrator.xls
NAV_Provider_Team1.xlsx	E.g NAV_Administrator_001.xlsx

Records – to ensure successful processing

- No formatting of data (E.g. no commas)
- No blank rows
- All records must relate to Euronext Dublin listed funds only (i.e. Sedol/ISIN must be recognised by Euronext Dublin to be accepted)
- If a Bid and/or Offer price is provided, the BidOfferDate is also required.
- Sedol is our preferred identifier code but we can also facilitate ISIN identification from Irish domiciled funds (IE ISINs).

Sample records

Sedol	Nav	Navdate	Fundname	Classname	Bid	Offer	Bidofferdate
XXXXXX	xxx xx	yyyymmdd	Abc	Abc1	xxx xx	xxx xx	Yyyymmdd
B2T3452	101.23	20150930	Samplefund	Samplefund1	101.23	101.3	20150930

Note

Bid, Offer and Bidofferdate are optional fields

File – Setup your file

Once registered on www.isedirect.ie you can [set up your file](#). You can also email our NAV Services team at isedirectnav@ise.ie.