PAWNBROKER & SECOND-HAND DEALER SYSTEM SOFTWARE SPECIFICATIONS

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Document Information

Document Ownership

The owner of this document is:

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Version History

Version	Date	Changes
1.0	April 1998	First Release.
2.0	December 2002	Document restructured and reformatted under the Dealer Support Project (OIT #669) to improve useability and increase dealer compliance.
3.0	August 2004	Changes to Act and Regulations.
4.0	September 2016	Changes to the Regulations.

Reference Material(s)

The following documents/reference materials provide additional understanding of information contained in this document.

Document	Version	Available From
Pawnbrokers and Second-Hand Dealers Act 1996 **Note:** Where referred to in these Specifications includes the provisions of the Pawnbrokers and Second-Hand Dealers Amendment Act 2002.	1996	http://www.austlii.edu.au
Pawnbrokers and Second-Hand Dealers Amendment Act 2002 (Uncommenced) Once commenced these provisions will form part of the Pawnbrokers and Second Hand Dealer Act 1996	2002	http://www.austlii.edu.au
Pawnbrokers and Second-Hand Dealers Regulation 2003	2003	http://www.austlii.edu.au
NSW Police *Weblink System* **NOTE** This is a system, not a document.	n/a	NSW Police Internet Web Site (www.police.nsw.gov.au). From the *Home Page* choose the *Registered Users* section.
Weblink System Quick Reference Card	3.0 2003	NSW Police Internet Web Site (www.police.nsw.gov.au). From the *Home Page* choose the *Registered Users* section.
Weblink System Dealer Manual	3.0 2003	NSW Police Internet Web Site (www.police.nsw.gov.au). From the *Home Page* choose the *Registered Users* section.

Abbreviations & Definitions

The table below lists abbreviations and contextually specific language used throughout this document.

Term	Definition
ASCII text file	A type of file generated by a PC that is IBM compatible.
Data	Facts or information that is prepared so that it can be processed by a computer and used as a basis for deciding something.
Dealer	Licensed Pawnbroker or Second-hand Dealer.
Dealer / Licensee	Refers to a licensed Pawnbroker or Second-hand Dealer.
Dealer System	A system used by dealers that consists of the following components: • **Business Component** This component performs standard business operating functionality. • **Legislative Component** This component performs the functionality necessary to meet legislative requirements.
OFT	Office of Fair Trading.
Field	A database/software component that contains/holds a specific piece of data.
File	A container/holder of specific information/data. For example, a file may contain a number of different *records* and / or fields.
In Transaction / (In Item)	An item that is coming into the dealer's business. Refer 5.1 Appendix A - Lookup Tables, Transaction Types for a description of the different types of in transactions.
ISP	Internet Service Provider.
NSWP	New South Wales Police.
Out Transaction / (Out Item)	An item that is going out of the dealer's business. Refer 5.1 Appendix A - Lookup Tables, Transaction Types for a description of the different types of out transactions.
PC	Personal Computer.
Prescribed Goods	Second hand goods as described in the Pawnbrokers and Second-hand Dealers Regulation 2003 (Part 1, 6).
Record	A database/software component that contains/holds a collection of like fields. For example, an *Individual Customer* may contain the fields *Street Name*, *Street Number*, *Street Type*, *Suburb*, *Postcode* etc.
SLA	Service Level Agreement.
Software / Application / System	A program that is added to a PC for the purposes of performing specific functions.
The Industry	Licensed Pawnbrokers and Second-hand Dealers.
Weblink System	The system used by dealers over the Internet to upload transaction details of prescribed goods to NSW Police. The system can be accessed via www.police.nsw.gov.au.

1. Introduction

1.1 Background

On 30th April. 1997, legislation that regulated the activities of pawnbrokers and businesses dealing in prescribed second-hand goods was introduced through NSW Parliament. (Refer Pawnbrokers and Second Hand Dealers Act 1996 and Pawnbrokers and Second-hand Dealers Regulation 2003).

This legislation required all licensed dealers to keep specific records in relation to business administration and daily transaction details.

The Office of Fair Trading issue licences subject to conditions. All pawnbrokers and most second-hand dealers are required by a condition of their licence to create, store and download these records to NSW Police. Whilst other second-hand dealers are exempt (by licence condition) from creating and storing these records electronically they are required to keep these records in hard copy format.

Records must be:
- Kept up to date
- Kept for three (3) years
- Available for inspection by an authorised officer.

A licensee is required to keep electronic records would have the following condition appear on the licence:

> "You must use electronic means of creation and storage of records for the purposes of sections 16, 28 and 29a of the pawnbrokers and second-hand dealers act, 1996, using software which complies with the specifications issued by the New South Wales Police service titled 'pawnbroker and second-hand dealer system (dealer software specifications)', as modified from time to time."

NSW Police have developed this document 'Pawnbroker and Second-hand Dealer System Software Specifications' to enable dealers subject to this condition, to meet their legislative requirements in respect to creation, storage and transmission of records.

This document (version 1.0) was first released in April 1998 to meet the requirements of the new legislation. In December 2002, a restructured and reformatted document, Version 2.0, was released. Whilst requiring no changes to the specifications, this document set out to clarify those requirements.

In 2002, a legislative review of the Pawnbrokers and Second-hand Dealers Act was finalised. These legislative changes adopted by this review were introduced in two stages. Stage 1 changes commenced on 15th December 2003 and did not impact these specifications. Stage 2 of the legislative changes is due to commence in late 2004. These changes have a large impact on the Dealer Software Specifications and as a result, Version 3.0 of the document was released in September 2004.

1.2 Purpose

The purpose of this document is to provide dealers and their software providers' specifications to develop a *dealer system* (Refer 2.2.1 Dealer System) based on legislative requirements. This is achieved by describing the:

- Information/data the dealer **MUST** collect and store electronically, and

- Information/data that **MUST** be sent to NSW Police electronically within three (3) working days of a transaction being made, and

- The format that the data **MUST** be in for upload to NSW Police over the Internet.

To support a comprehensive understanding of the system specifications, the following information is also provided in this document:

- A concept of operations that describes the operating environment that this document assumes dealers and NSW Police work within (Refer Section 2 Concept of Operations).

- A summary of key legislative points that impact both the *dealer system* specifications and a dealer's business management processes (Refer 4.2 Legislation).

- Sample *transaction process models* that dealers may wish to customise and use within their business (Refer 4.3 Business Processes).

It is important to note, NSW Police do not provide technical assistance to dealers or vendors, make recommendations or endorse software providers or their products.

1.3 Scope

This document is intended for use by software developers and/or persons engaged by dealers to develop new software or enhance existing software to enable a licensed dealer to perform the tasks required by legislation.

Even though a summary of key legislative points is contained in this document, it is not within the scope of this document to provide an interpretation of legislation (refer *Pawnbrokers and Second-hand Dealers Act 1996* and *Pawnbrokers and Second-Hand Dealers Regulation 2003*). Nor is it within the scope of this document to specify a dealer's computing system for managing day to day business management requirements.

1.4   Dealer Responsibilities

It is the dealer's responsibility to:

- Have a clear understanding of all current legislation relating to their business, in particular the *Pawnbrokers and Second-hand Dealers Act 1996* and *Pawnbrokers and Second-Hand Dealers Regulation 2003.*

- Take appropriate measures to ensure compliance at all times of **all current** legislation that impacts their business.

- Install and maintain appropriate purpose built software that meets system specifications outlined in this document and allows the dealer's business to complete the processes required to comply with legislation.

- Establish an arrangement with an Internet Service Provider (ISP) to enable connection to the Internet in order to upload transaction data to NSW Police.

- Make the necessary arrangements to protect and secure dealer transaction data. This may include password protecting the *dealer system* and installing firewalls and antivirus software etc. (Refer 3.11 Security).

- Ensure the appropriate purpose built software is installed and functioning **before trading is commenced.**

- Ensure business management processes are in place in order to accurately capture and comply with legislative requirements (Refer 4 Non-Functional Requirements).

- Rectify any data errors identified by NSW Police in a timely and appropriate manner. Refer to Dealer User Manual.

It should be noted, dealer compliance is monitored and reported on by NSW Police. Disciplinary action may be invoked should there be a failure to comply. This may result in suspension or cancellation of a licence.

2.   Concept of Operations

2.1   General

Research into *the industry* reveals a broad range of business management systems, both paper and electronic, are already being used by the wide variety of dealers affected by the legislation (Refer *Pawnbrokers and Second-hand Dealers Act 1996* and *Pawnbrokers and Second-Hand Dealers Regulation 2003*). Consequently, it is reasonable to assume a large number of dealers already use a PC and perhaps some kind of business system for managing day to day transactions and business proceedings.

System specifications in this document are therefore provided as guidelines for either modifying and enhancing an existing business system or developing a new system for the purposes of performing the necessary tasks to meet legislative requirements. This approach allows a degree of flexibility to dealers in the choice of software they wish to use, and potentially minimises costs and disruption to existing business processes.

2.2   Systems

While the dealer may choose to record and maintain data not subject to this legislation, this document takes the view that the dealer is using one (1) system, the *dealer system* to perform **ALL** tasks required by legislation. Particular emphasis is placed on the data file required to be uploaded to NSW Police (Refer Dealer Data File (ASCIII text file sent to NSWP)). Consequently, the dealer's PC will have the functionality to connect to the Internet and upload the file in the specified format to the NSW Police *Weblink system* via the Internet.

2.2.1   Dealer System

Regardless of whether or not a dealer chooses to modify an existing system or develop a new system, this document expects that the *dealer system* will typically consist of the following two (2) functional components:

1. The *business component* which addresses the day to day business management requirements as determined by the nature of the dealer's business. This component may include functionality such as point-of-sale transactions, inventory control, profit and loss etc.

2. The *legislative component* which provides the functionality required so the dealer's business can perform the tasks necessary to meet legislative requirements. This includes the functionality to create an ASCII text file containing the specified details of daily transactions for transfer to NSW Police along with other records which are required to be created and maintained by the dealer, however are not required to be transferred to the NSW Police.

2.2.2   NSW Police Weblink System

NSW Police have developed a system to take receipt of and process data files uploaded by dealers. The system is called the *Weblink System* and can be accessed via the *Registered Users* section from the NSW Police *Home Page* on the Internet (www.police.nsw.gov.au) by dealers with a registered *username* and *password*.

Access

Upon receipt of licensee information from OFT, NSW Police register the dealer and advise them, usually by telephone, of their *username* and *password* for using the *Weblink* system.

A username and password will be allocated for each registered business address, known as branch, operating under the licence. Data is required to be submitted under each of these usernames respectively.

Each Branch must have a PC and Browser with Internet Connection and maintain their records at the Branch where the transactions are made.

A dealer should protect their password at all times. A dealer will be held responsible for all actions performed within the *Weblink System* under their *username* and *password*. **Harsh penalties exist for computer related offences.**

Note:

Usernames will not be allocated to Second-hand Dealers for addresses at remote locations such as markets. In these instances, usernames will be allocated to the principal business address where the computer records are kept.

Support

A *Weblink System Dealer Manual* and *Weblink Quick Reference Card* are available to assist dealers in using the *Weblink System*. These support materials can be downloaded at any time from the NSW Police Internet site (Refer Document Information,

4.0	September 2016	Changes to the Regulations.

Reference Material(s)).

2.3   Process

2.3.1   Diagram

The following diagram highlights how the *dealer system* and the NSW Police *Weblink System* transfer and process the data file that is transferred to NSW Police. A description of this process has also been provided.
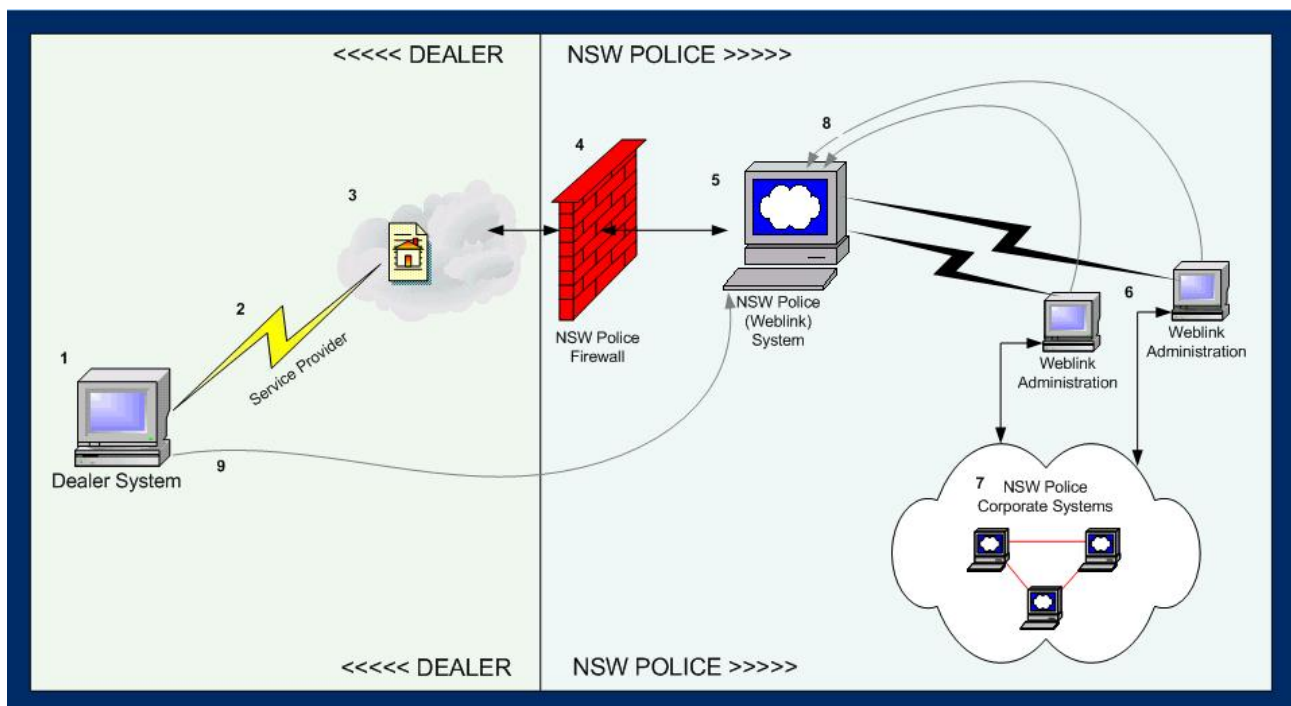
2.3.2   Description

The *dealer system* (1) *records* and maintains ALL required information so it is available for inspection as required. On a daily basis (or as often as is necessary to meet legislative requirements), the *dealer system* creates the file that needs to be uploaded to NSW Police. The dealer uses a nominated *service provider* (2) to connect to the Internet (3). Once connected to the Internet, the dealer goes to the NSW Police Internet site (www.police.nsw.gov.au), and using their *registered user name* and *password*, are authenticated to access the NSW Police *Weblink System* (4, 5). The dealer then completes the required tasks in order to upload the transaction data file. NSW Police Weblink System will then validate the format of the Dealer File and whether the contract has previously been sent. If necessary Weblink then produces a validation message which will have to be addressed. Any contracts successfully transferred will result in a receipt number being issued for the file.

NSW Police Administrators (6) regularly retrieve uploaded dealer files from the *Weblink System* (6) and process them via the NSW Police corporate systems (7). When processing is complete, Weblink System Administrators put a *result file* (Refer *Weblink System Dealer Manual*) on the *Weblink System* (8) so that the dealer can log back in to the *Weblink System* (9) and collect the *result file*. The *result file* contains confirmation that the file has been received and processed by NSW Police and highlights any errors found in the file. Dealers **MUST** address any errors found immediately (Refer 1.4 Dealer Responsibilities). Failure to do so may result in Police action.

3. Functional Requirements

3.1 General

The functional requirements for the *dealer system* are determined by the *Pawnbrokers and Second-hand Dealers Act 1996* and *Pawnbrokers and Second-Hand Dealers Regulation 2003*. Section 4.2, Legislation lists some of the key points that directly impact these requirements however, it is the dealer's responsibility to ensure they have copies of and understand all current legislation that impacts a dealer's business (Refer 1.4 Dealer Responsibilities).

While a large number of *dealer system* requirements relate to recording and transfer of crucial transaction data on prescribed goods to NSW Police over the Internet in an ASCII text file format, all functional requirements are of equal importance and detailed in this section.

As NSW Police do not provide technical assistance to dealers or vendors, or make recommendations or endorse software providers, NSW Police are not able to provide any further technical assistance should the dealer system be unsuccessful in uploading the file.   This assistance should be obtained from the software provider or Internet Service Provider as the case necessitates.

Requirements in this section are documented in accordance with the structure below and should be read in conjunction with the Concept of Operations.
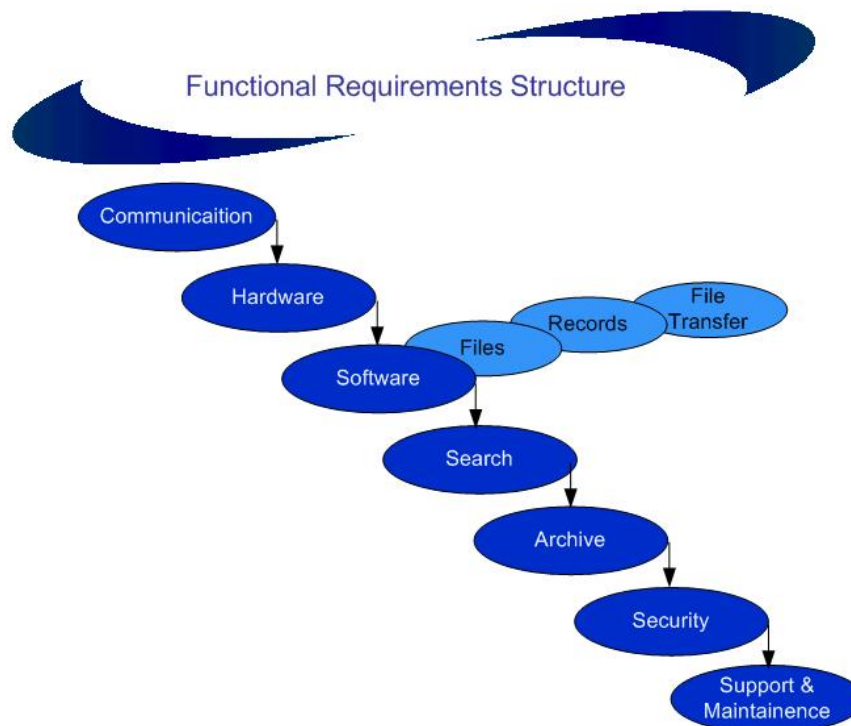
3.2 Business Rules

Requirement	**1.**	The *dealer* **MUST** be readily able to produce records to an authorised officer on request. The purpose is to track movement of items between branches and licence locations.
Requirement	**2.**	Each branch must be capable of creating, storing and downloading transaction records via the internet.

3.3   Communication

Requirement   3.   The *dealer system* **MUST** have the ability to connect to the Internet for the purpose of uploading the *Dealer Data File* (Refer Dealer Data File (ASCII text file sent to NSWP) on page 18) and retrieving confirmation reports from NSW Police. This will require the dealer using an ISP.

Requirement   4.   It is **RECOMMENDED** that the dealer **not** share dial-up connections with a fax or telephone with call waiting turned on as these services cause the internet connection to disconnect.

3.4   Hardware

Requirement   5.   It is **RECOMMENDED** that the *dealer system* be a Windows based application.

Requirement   6.   The *dealer system* **MUST** have the ability to connect to the Internet – this may or may not require the installation of a modem.

3.5   Software

Requirement   7.   The *dealer system* **SHOULD:**

o   Have an up-to-date virus protection package and personal firewall in order to reduce risk associated with on-line connection to the Internet.

Requirement   8.   The *dealer system* **MUST:**

o   Have the ability to use a contemporary mainstream Web browser, for example, Microsoft Internet Explorer and Netscape Communicator under Windows 98 or later.

o   Weblink has been tested using Internet Explorer 6.0 and Netscape Communicator 7.1.

o   Have browser settings that enable cookies to allow the NSW Police *Weblink System* to establish and track dealer sessions.

o   Be able to record, retrieve, update and store specified data for a minimum of three (3) years in an electronic format.

NOTE
It is more than likely and highly preferable that this be achieved using some kind of database.

3.6   Files

Requirement   9.   The *dealer system* **MUST** be able to create and manage the following sets of data in accordance with the requirements detailed in the remainder of this section:

o   Staff File
o   Customer Sold To File
o   Item Storage Location File
o   Dealer Data File
o   Voided Contracts

Requirement   **10.**   The contents of the files **MUST** replicate all requirements listed of 3.6.1.

NOTE
While it is preferable that the file names used in the *dealer system* replicate those used in this document, it is not necessary and variations are acceptable.

Requirement   **11.**   Information stored in each set of data **MUST** be able to be easily retrieved in a timely manner as required by NSW Police.

Requirement   **12.**   Each file transaction containing dealer data sent to NSW Police **MUST NOT** exceed 800 KB. This file size has been tested using a direct connection but dependent on your computer specifications, modem and ISP connection a smaller file size is recommended.

3.6.1   Staff File

This file is used to keep an up-to-date record of all staff members employed in the licensed business.

Requirement   **13.**   This file **MUST** be created and maintained by the *dealer system* and available in a timely manner for inspection by NSW Police.

NOTE
This file is **not required to be sent to NSW Police** via the *Weblink System*.

Requirement   **14.**   This file **MUST** be kept for three (3) years from the time a staff member leaves employment of the licensed business.

Requirement   **15.**   While not an official requirement, it is **RECOMMENDED** employees who performed the transactions within the business be attached to the record.

Requirement   **16.**   This file **MUST** contain the fields listed in the following table in a format preferred by the dealer.

Field Name	Description / Example
Staff Name	E.g. Mary-Sue JONES
Staff Birth Date	E.g. 20 Jan 1974
Staff Residential Address	E.g. 15/75 Blackwood Rd, BURWOOD, NSW 2134
Employment Start Date	E.g. 01/01/2001
Employment End Date	E.g. 03/04/2002 (if applicable)

NOTE
All fields listed above are unique to the fields required for the *Dealer Data File* (Refer page 18 Dealer Data File (ASCII text file sent to NSWP)).

3.6.2   Existing Pawn Contracts and Extensions

Requirement   17.   The dealer system **MUST:**

- o   Provide the ability to extend existing contracts.

- o   Retain a complete record of the existing contract to be extended.

- o   Store details of all terms and conditions relating to the contract extension.

- o   Maintain a link between the contract extension and the contract to be extended.

- o   Not create a new contract number when extending an existing contract.

- o   Store all details of the contract extension including:
    - ▪   Date of contract extension agreement
    - ▪   Contract number for the existing contract
    - ▪   New redemption date resulting from the extension
    - ▪   Any new or varied rates and/or fees which are or may be payable as a result of the contract extension
    - ▪   Any new or varied terms and conditions resulting from the contract extension.

- o   Ensure that the new redemption date resulting from the contract extension is greater than the redemption date of the existing contract and prior contract extensions.

- o   Ensure that the date of the contract extension agreement is earlier than or equal to the redemption date of the existing contract and any prior contract extensions.

- o   Provide a facility to print a hard copy of the details of the contract extension along with space for a signature by the customer confirming agreement to the terms of the contract extension.

- o   Provide the ability to display and print full details of an existing contract and any associated contract extensions.

3.6.3   Incoming Items

Requirement   18.   The dealer system **MUST**:

- o   Record the date of acquisition/transaction of each incoming item.

- o   Automatically timestamp (including date and time to 1 second accuracy) the creation and modification of all electronic transaction records.

- o   Record the timestamp for the creation of the electronic records associated with incoming and outgoing items.

- o   Record whether second hand goods were acquired on the dealer's premises or outside the dealer's premises.

Requirement   19.   The Dealer must only send an Item Identification number if available. An entry of n/a or nvn in this field will be rejected. In order to leave this mandatory record blank, the creation of a tick box indicating the Item Identification number is unavailable or not visibly noticed MUST be included in the software. This Tick Box is not required to be sent in the Data File.

Requirement   20.   The Dealer Software shall ensure the accurate entry of the Item Identification number records through the use of double blind fields (e.g. the number is entered twice in separate fields) and the characters in each field are obscured, typically with an asterisk, as they are entered. The entered values in each field are compared and the value is only accepted if the values are identical. All identifying numbers must be captured separately in this manner.

Requirement   21.   Record the details of any register check (e.g. REVS) performed by the dealer on incoming items.

3.6.4   Print

Requirement   22.   The Dealer shall:

- o   Provide the ability to print a hard copy of a pawn which incorporates the records required by Section 28(2) of the Pawnbrokers & Second Hand Dealers Act 1996.

- o   Provide the ability to print a hard copy of an extending agreement as required by Section 29A of the Pawnbrokers & Second Hand Dealers Act 1996.

- o   Provide the ability to print a hard copy of any record required to be kept under the provisions of this Act and Regulation and specified by the 'Pawnbrokers & Second Hand Dealer System Software Specifications'.

The Dealer may:

- o   Provide the ability to print a hard copy of 'A Note of the Rights and Obligations of a Person Pawning the Goods' (Form 3).

3.6.5   Customs Reference

Requirement   23.   The dealer system **MUST**:

- o   allow for a customs reference number to be recorded for prescribed goods imported from overseas.

- o   Allow one customs reference number to be entered and recorded for each contract. If a customs reference number is entered for a given contract ensure it is applied to all items within that contract.

- o   In instances where goods imported from overseas are itemised on a document, issued by Australian Customs, and identified with a reference number, the dealer will be exempt from providing identification records as otherwise required by Clause 18 of the Regulations.

- o   When the customer in an organisation and a customs reference number is provided for a contract, must record details of organisational customers selling goods including:

  - ▪   Name of organisation
  - ▪   Full overseas registered business address

o   Where the customer is an individual or acting on behalf of an organisation and a customs reference number is provided for a contract, record details of individual customer selling the goods including:

  ▪   Full name including given and surnames.

  ▪   Full overseas address.

  ▪   Whether the customer is the owner of the goods

  ▪   Customs reference number for the items pawned or sold.

o   The Customs Reference Number must be recorded and sent in the Customer Identification record.

o   This exemption applies only to goods itemised on the customs document and where that document is held in hardcopy within the business.

3.6.6   Customer Sold To File

This file is used to keep details of the customer/organisation for an *out transaction* (i.e. Out Item) of which the value is more than fifty dollars ($50) and sold other than by auction conducted away from the business premises of the Pawnbroker.

Requirement   24.   This file **MUST** be created and maintained by the *dealer system* and available in a timely manner for inspection by NSW Police.

NOTE
This file is **not required to be sent** to NSW Police via the *Weblink System.*

Requirement   25.   This file **MUST** contain the fields listed in the table below in a format preferred by the dealer.

Field Name	Description/Example
*Contract Number	• All *in transactions* are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • The following formula is used to determine the Contract Number: Current year **+** sequentially incrementing number starting from 000001 for the current year For example, if the fourth *in transaction* is being made for the year 2002 the contract number would be: **2002000004**
*Item Number	• Each item within a contract is assigned an Item Number. • The Item Number is a sequential number assigned to each item starting from **001** for the contract. For example, if there are three (3) separate items for contract number **2002000004**, the Item Numbers for each of these items would be **001**, **002** and **003** respectively.
*Customer Name	• This is the customer's given name (eg. Mary-Anne) and surname or family name (eg. Jones). For example Mary-Anne Jones. • This field is a combination of the *Given Names* and *Surname/Family Name* fields used in the *Dealer Data File records* (Refer Dealer Data File (ASCII text file sent to NSWP)).

Field Name	Description/Example
*Customer Address	• This is the address of the customer and/or organisation making the transaction. • This field is a combination of the *Unit Level No, From Street Number, To Street Number, Property Name/RMB, Street Name, Street Type Code, Town/City/Suburb Name, State* and *Post Code* fields used in the *Dealer Data File records* (Refer Dealer Data File (ASCII text file sent to NSWP)).

NOTE
Fields preceded with an asterisk (*) are either identical to, or included in the fields required for the *Dealer Data File* (Refer Dealer Data File (ASCII text file sent to NSWP)).

3.6.7   Item Storage Location File

This file is used to keep an up-to-date record of where items that are stored away from the primary business address are physically stored/located whilst in the possession of the dealer.

Requirement   26.   This file **MUST** be created and maintained by the *dealer system* and available at any time for inspection by NSW Police.

        NOTE
        This file is **not required to be sent** to NSW Police via the *Weblink System*.

Requirement   27.   This file **MUST** contain the fields listed in the table below in a format preferred by the dealer.

Field Name	Description / Example
*Contract Number	• All *in transactions* are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • The following formula is used to determine the Contract Number: Current year **+** sequentially incrementing number starting from 000001 for the current year For example, if the fourth *in transaction* is being made for the year 2002 the contract number would be: **2002000004**
*Item Number	• Each item within a contract is assigned an Item Number. • The Item Number is a sequential number assigned to each item starting from **001** for the contract. For example, if there are three (3) separate items for contract number **2002000004**, the Item Numbers for each of these items would be **001**, **002** and **003** respectively.
Item Location Address	• Indicates where an item that is not stored at the principal place of business is physically stored. **NOTE** If a business has multiple storage locations, the different storage locations **MUST** be clearly indicated in this field.

NOTE
Fields preceded with an asterisk (*) are either identical to, or included in the fields required for the *Dealer Data File* (Refer Dealer Data File (ASCII text file sent to NSWP)).

3.6.8   Details of Letters

Requirement   28.   The Dealer software **MUST** record details of letters sent via registered mail to customers notifying them of the proceeds of sale of unredeemed goods including:

- Contract and Item Number.
- Date that the letter was sent.
- Letter registration number

3.6.9   Dealer Data File (ASCII text file sent to NSWP)

This file is used to record and maintain transaction data on prescribed goods that needs to be uploaded to NSW Police via the *Weblink System*.

Requirement   29.   This file **MUST** be created and maintained by the *dealer system* and available at any time for inspection by NSW Police.

Requirement   30.   This file **MUST** be created and sent to NSW Police via the *Weblink System* over the Internet within three (3) working days of a transaction being created.

Requirement   31.   The records for this file **MUST** be able to be individually selected by contract number and resent when required. This requirement would be used when a date range has been previously selected and sent, but some records were rejected and were required to be resent. As the date range file had been accepted (less the rejected items) you would need to only resend the appropriate records not the whole file. This requirement is to facilitate this procedure. However a new file could be generated only for the previously rejected records.

Requirement   32.   The *records* for this file (see below) **MUST** be placed in an ASCII text file format for uploaded to NSW Police.

Requirement   33.   This file **MUST** contain all or a combination of the following *records* depending on the transactions/contracts undertaken during the period of a file's creation*:*

- o ***Transfer File Header**
- o **Individual Customer**
- o **Organisation Customer**
- o **ID**
- o **In Item**
- o **Item Identification Number**
- o **Jewellery Anklet**
- o **Jewellery Brooch**
- o **Jewellery Chain**
- o **Jewellery Earrings**
- o **Jewellery Ring**
- o **Jewellery Watch**
- o **Jewellery Other**
- o **Out Item**

o *** Transfer File Trailer**

NOTE

Records preceded with an asterisk (*) are mandatory for the file. Section 3.8 File Transfer outlines additional format and preparation requirements.

The file MUST NOT contain ANY data (e.g. blank lines) that does not conform to record formats detailed in Section 3.7.

3.6.10 Voided Contract File

This file is used to record and maintain details of contract numbers which are allocated to transactions that do not proceed to completion for any reason.

Requirement   34.   This file **MUST** be created and maintained by the *dealer system* and available at any time for inspection by NSW Police.

NOTE

This file is **not required to be sent** to NSW Police via the *Weblink System*.

Requirement   35.   This file **MUST** contain the fields listed in the table below in a format preferred by the dealer.

Field Name	Description / Example
*Contract Number	• All *in transactions* are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • The following formula is used to determine the Contract Number: Current year **+** sequentially incrementing number starting from 000001 for the current year For example, if the fourth *in transaction* is being made for the year 2002 the contract number would be: 2002000004
Date Voided	• Date in the form of dd/mm/yyyy that the contract has been voided.
Reason for Voiding	Entered in error • Customer terminated transaction • Hardware/software malfunction • Customer unable to comply with requirements • Other - reason to be entered

NOTE

Fields preceded with an asterisk (*) are either identical to, or included in the fields required for the *Dealer Data File* (Refer Dealer Data File (ASCII text file sent to NSWP)).

3.7   Records

Requirement   36.   The *dealer system* **MUST** be able to create and manage different types of *records* in accordance with the *record* information provided on the following pages.

Requirement   37.   A complete set of appropriate *records* **MUST** be created and populated for each transaction made. A different combination of *records* will be created depending on the type of transaction (i.e. an *in transaction* or an *out transaction*) and item(s) (i.e. a general item or an item of jewellery) being made.

Requirement   38.   All *records* **MUST** be placed into an ASCII text file and uploaded to NSW Police via the *Weblink System* within three (3) working days of a transaction being created.

Requirement   39.   The length of a record **MUST NOT** exceed 394 bytes.

3.7.1   Field Type Details

The field type details in the table below explain the data format that **MUST** be programmed and entered into the field of the *records* detailed on the following pages.

Field Type	Details
DATE	A date entered in the format of ddmmyyyy (e.g. May 30, 2002 would be 30052002). All dates MUST be greater than 31/12/1889.
DATE/TIME	All Date/Time entered in the format ddmmyyyyhhmmss (e.g. May 30, 2002 1.05.03 pm would be 30052002130503). All dates MUST be greater than 31/12/1889.
TEXT	Alphanumeric character(s) in any case unless otherwise specified (e.g. eiwn7kwQ). The maximum length of a text field is 100 bytes. All text fields MUST be enclosed in double quotes.
DECIMAL	An integer value in an explicit decimal point format (e.g. 23.01). All zero values must have an explicit decimal point (eg. 0.1 or 0.1). The maximum length of a decimal field is 20 bytes. No commas (,) can be used in this field. For example, to indicate one thousand dollars ($1,000.00), 1000 would be entered (i.e. without the dollar ($) sign and without the comma (,)).
NUMERIC	An integer value with no explicit or implicit decimal point format (e.g. 1234). The maximum length of a decimal field is 20 bytes. No commas (,) can be used in this field. For example, to indicate one thousand dollars ($1,000), 1000 would be entered (i.e. without the dollar ($) sign and without the comma (,)).

The length of each field must not exceed the maximum length in characters specified in the corresponding "Limit" column of the record details tables on the following pages.

3.7.2 Transfer File Header

Record Name	Transfer File Header		Description	The header record is used by NSW Police to identify the dealer sending the file. One (1) header record **MUST** be created for each *Dealer Data File* uploaded to NSW Police and contain the fields listed below.
Record Type	HF			

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Transfer File Header). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. HF).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Transaction Start Date	Date	8	Y	• Indicates the earliest date of transactions included in the *Dealer Data File*.
Transaction End Date	Date	8	Y	• Indicates the last date of transactions included in the *Dealer Data File*.
Record Count	Numeric	4	Y	• Indicates the total number of *records* included in the *Dealer Data File* including the header and trailer *records*.
Version	Text	3	Y	• Refers to the Dealer Software Specification Version number (e.g. 4.0 for this version). • It MUST be provided with data files as of Version 4.0. It is OPTIONAL for earlier versions. • The field is NOT required to be provided with data extracted from earlier versions.

3.7.3   Individual Customer

Record Name	Individual Customer	Description	This record is used to record details of the customer. If the customer is representing
Record Type	CI		an organisation, this record **AND** the Organisation Customer record (Refer 3.7.4 Organisation Customer) **MUST BOTH** be completed.

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)

Field	Type	Limit	Mandatory	Additional Information
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Individual Customer). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. **CI**).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS099999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • The format for this field is yyyynnnnnn. • The following formula **MUST** be used to determine the Contract Number: Current year + sequentially incrementing number starting from 000001 for the current year. For example, if the fourth in transaction is being made for the year 2002 the contract number would be: **2002000004**
Surname / Family Name	Text	25	Y	• This is the customer's surname or family name (eg. Jones or Gobel-Uclid).
Given Names	Text	50	Y	• Identifies the customer's first name. • This field **MUST** contain all first or given names of the customer (e.g. Mary-Anne or Lee Harvey).
Birth Date	Date	8	Y	• This is the customer's date of birth (ddmmyyyy).
Property Name/RMB	Text	50	Y/N	• **MUST** be provided if no "From Street Number" is available & Road Mail Box number on one line

Unit/Level/Lot	Text	10	N	• This field is used to record one or a combination of the following address components:
				  • Unit/Apartment /Suite number (e.g. 19, 2B etc)
				  • Level such as Grnd, Top, Lv 4 etc.)
				  • Lot number (e.g. Lot 2 etc)

Individual Customer (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**

From Street Number	Text	8	Y/N	• Indicates street number of building e.g. if the address was 29 Black Street, 29 would be entered.
				  OR
				  If the address was 17 – 23 Black Street, 17 would be entered in this field (and the 23 would be entered in the To Street Number field).
				• **MUST** contain alphanumeric (0-9 and A-Z) characters ONLY.
				• **MUST** be provided when available. If the address does not have Street Number (usually for Rural areas), then a Property Name **MUST** be given in the Property Name field.

To Street Number	Text	8	N	• This filed indicates the last number of the block which the building occupies. • This field only needs to be completed if the building occupies more than one (1) street number. For example, if the address was 17 – 23 Black Street, 23 would be entered in this field (and the 17 would be entered in the From Street Number field) • **MUST** contain alphanumeric (0-9 and A-Z) characters ONLY.
Street Name	Text	30	Y/N	• This is the name of the Street or Road etc. • Only the street name needs to be entered (e.g. Bathurst). • MUST not contain State.

Street Type Code	Text	4	N	• Indicates the type of street or road (e.g. AVE).
				• Refer 5.1 Appendix A - Lookup Tables Street Type Codes for a list of codes that can be entered into this field.
				  OR
				  If the appropriate code is not found, enter free text.

Town/City/Suburb Name	Text	30	Y/N	• Indicates the customer's town, city or suburb name (e.g. Bondi or Bathurst or Newcastle). • **MUST** be a valid "Locality" listed as Delivery Area under "Category" column in the Australia Post Full Post Code Database* at the time of data entry.

State	Text	3	Y/N	• **MUST** be a valid "State" associated with the selected "Locality" and "Post Code" as listed in the Australia Post Full Database* at the time of data entry.
				• List of the Valid Values are:
				  o ACT Australian Capital Territory
				  o NSW New South Wales
				  o NT Northern Territory
				  o QLD Queensland
				  o SA South Australia
				  o TAS Tasmania
				  o VIC Victoria
				  o WA Western Australia

Individual Customer (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Post Code	Numeric	4	Y/N	• **MUST** be a valid "Post Code" as listed in the Australia Post Full Post Code Database* at the time of data entry.
Overseas Address	Text	100	Y/N	• Free Format Text field to capture customer's overseas address • Overseas Address MUST be provided for the second hand purchase that occurred overseas and the owner of the goods does not reside in Australia. • Address details in Australia is not mandatory when overseas address is applicable and provided.
Owner Flag	Text	1	Y	• Indicates whether or not the customer is the owner of the goods or not. • If the customer is the owner of the goods, **Y MUST** be entered. • If the customer is not the owner of the goods, **N MUST** be entered. **Note:** This field is case sensitive – the value must be in uppercase.
Organisation Flag	Text	1	Y	• Indicates whether or not the customer is dealing on behalf of an organisation. • If the customer is representing an organisation, **Y MUST** be entered. • If the customer is representing themselves or an entity that is not an organisation (eg. their sister), then **N MUST** be entered. **Note:** This field is case sensitive – the value must be in uppercase. **IMPORTANT NOTE** If **Y**, is entered in this field an Organisation Customer record **MUST** be completed for the customer in addition to the Individual Customer record (Refer 3.7.4 Organisation Customer).
Total Amount	Decimal	12	Y/N	• This field is **MANDATORY** for an in transaction Type 1 (i.e. Pawn/Pledge) and NOT MANDATORY for other transaction types. • This is the total amount received for an in transaction Type 1 (i.e. pawn or pledge) Refer 5.1 Appendix A - Lookup Tables Transaction Types. • The explicit decimal point format (nnnnnnnnn.nn) **MUST** be used in this field. For example, if the total amount were one hundred and fifty dollars ($150.50), 150.50 would be entered into the field (the dollar ($) symbol is not entered).
Transaction Date	Date	8	Y	• This is the actual contract date when the transaction occurred.
Customs Reference	Text	20	Y/N	• This field is mandatory if goods are imported from overseas and an overseas address is supplied.

* NOTE

• The Australia post code file is available to download for free from the Australia Post web site at www.australiapost.com.au .

• The software MUST provide facility to download and refresh the Dealer Software database when a new file is posted on the Internet by Australia Post.

• It is the Dealers responsibility to refresh their post code file as soon as a new file is out by the Australia Post.

3.7.4 Organisation Customer

Record Name	Organisation Customer	Description	When the customer is acting on behalf of an organisation, this record **MUST** be created and forwarded to NSW Police **AS WELL AS** an Individual Customer record (Refer 3.7.3 Individual Customer). For example, if a customer called Joe Brown were selling goods on behalf of XYZ Corporation, the dealer would need to collect information for both an Individual Customer record and an Organisation record.
Record Type	CO		

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)

Field	Type	Limit	Mandatory	Additional Information
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Organisation Customer). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. CO).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS099999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • The format for this field is yyyynnnnnn. • The following formula **MUST** be used to determine the Contract Number: Current year + sequentially incrementing number starting from 000001 for the current year. For example, if the fourth in transaction is being made for the year 2002 the contract number would be: 2002000004
Organisation Name	Text	50	Y	• Indicates the name of the organisation that the customer is representing (eg. XYX Computing, Salvation Army).
Organisation ABN	Numeric	12	N	• Australian Business Number **MUST** be provided for all registered Australian Business entities such as Companies, Organisations, etc. • Not mandatory if an overseas address is provided or some (typically low turnover) organisations.
Property Name/RMB	Text	50	Y/N	• **MUST** be provided if no "From Street Number" is available & Road Mail Box number on one line.

Unit/Level/Lot	Text	10	N	• This field is used to record one or a combination of the following address components:
				  • Unit/Apartment /Suite number (e.g. 19, 2B etc)
				  • Level such as Grnd, Top, Lv 4 etc.)
				  • Lot number (e.g. Lot 2 etc)

Organisation Customer

Field	Type	Limit	Mandatory	Additional Information
From Street Number	Text	8	Y/N	• Indicates street number of the building e.g. if address was 29 Black Street, 29 would be entered. **OR** If the address was 17 – 23 Black Street, 17 would be entered in this field (and 23 would be entered in the To Street Number field). • MUST contain alphanumeric (0-9 and A-Z) characters ONLY. • **MUST** be provided when available. If the address does not have Street Number (usually for Rural areas), then a Property Name **MUST** be given in the Property Name field.
To Street Number	Text	8	N	• This field indicates the last number of the block which the building occupies. • This field only needs to be completed if the building occupies more than one (1) street number. For example, if the address was 17 – 23 Black Street, 23 would be entered in this field (and the 17 would be entered in the From Street Number field). • **MUST** contain alphanumeric (0-9 and A-Z) characters ONLY.
Street Name	Text	30	Y/N	• This is the name of the Street or Road etc. • Only the street name needs to be entered (e.g. Bathurst). • **MUST** not contain State.
Street Type Code	Text	4	N	• Indicates type of street or road (e.g. AVE). • Refer 5.1 Appendix A - Lookup Tables, Street Type Codes for a list of codes that can be entered. **OR** If the appropriate code is not found, enter free text.
Town/City/Suburb Name	Text	30	Y/N	• Indicates the customer's town, city or suburb name (e.g. Bondi or Bathurst or Newcastle). • **MUST** be a valid "Locality" listed as Delivery Area under "Category" column in the Australia Post Full Post Code Database* at the time of data entry.
State	Text	3	Y/N	• **MUST** be a valid "State" associated with the selected "Locality" and "Post Code" as listed in the Australia Post Full Database* at the time of data entry. • List of the Valid Values are: 　o　ACT　Australian Capital Territory 　o　NSW　New South Wales 　o　NT　　Northern Territory 　o　QLD　Queensland 　o　SA　　South Australia 　o　TAS　Tasmania 　o　VIC　Victoria 　o　WA　　Western Australia

Organisation Customer				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Post Code	Numeric	4	Y/N	• **MUST** be a valid "Post Code" as listed in Australia Post Full Post Code Database* at time of data entry.
Overseas Address	Text	100	Y/N	• Free Format Text field to capture customer's overseas address • Overseas Address MUST be provided for the second hand purchase that occurred overseas and the owner of the goods does not reside in Australia. • Address details in Australia are not mandatory when an overseas address is applicable and provided

* NOTE

• The Australia post code file is available to download for free from the Australia Post web site at www.australiapost.com.au .

• The software MUST provide facility to download and refresh the Dealer Software database when a new file is posted on the Internet by Australia Post.

• It is the Dealers responsibility to refresh their post code file as soon as a new file is out by the Australia Post.

3.7.5 ID

Record Name	ID	
Record Type	CD	

Description
The ID record contains verification to confirm that the customer is who they say they are.
The dealer **MUST** confirm and reference all the required information about the customer for this record including the customer's photograph, name, address and signature. A customer may produce different identification documents for the dealer to do this. <u>At least one (1) of the ID documents used **MUST** be issued by a government entity</u>. A separate ID record **MUST** be created for each identification document produced by the customer and forwarded to NSW Police.
A CD record should not be sent when a Customs Reference number is recorded in the CI records. This exemption applies only in instances where second hand goods are imported from overseas.
A customer's ID MUST be checked and recorded each time they visit the business and make a transaction even if the customer is a regular / known customer to the Dealer's business.
Refer 5.1 Appendix A - Lookup Tables, ID Types for a list of identification documents.

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Record Type	Text	2	Y	• Identifies the name of the record (i.e. ID). • This field is case sensitive and the record type MUST be entered in upper case (i.e. CD).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS099999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • The format for this field is yyyynnnnnn. • The following formula **MUST** be used to determine the Contract Number: Current year + sequentially incrementing number starting from 000001 for the current year. For example, if the fourth in transaction is being made for the year 2002 the contract number would be: 2002000004

ID (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
ID Type	Text	30	Y	• This indicates the document used to identify the customer. • Refer 5.1 Appendix A - Lookup Tables ID Types for a list of ID codes that can be entered in this field. **OR** If the ID type is not in the look up table, enter free text. **NOTE:** If more than one (1) ID document is used to identify the customer, an additional ID record MUST be completed.

Issued By	Text	50	Y	• This is the name of the organisation that issued the ID document (e.g. Passport Office)
				• Valid values for "DRIVERS LICENCE"
				   o ACT
				   o NSW
				   o NT
				   o QLD
				   o SA
				   o TAS
				   o VIC
				   o WA
				   o O/S (for overseas Drivers Licences)

ID Number	Text	20	N	• This is the identification number printed on the ID document (e.g. a credit card account number, a driver's licence number).
Name Printed on ID	Text	50	Y	• Indicates the name printed on the ID document (e.g. Sally-Ann Jones).
Address on ID	Text	1	Y/N	• This indicates whether or not the customer's address has been sighted the ID document. • Enter **Y** if the address is on the document and **N** if it is not. **Note:** This field **MUST** be **Y** on one (1) of the ID records created for the transaction. **Note:** This field is case sensitive – the value must be in uppercase.
Signature on ID	Text	1	Y	• This indicates whether or not the customer's signature has been sighted on the ID document. • Enter **Y** if the signature is on the document and **N** if it is not. **Note:** This field **MUST** be **Y** on one (1) of the ID records created for the transaction. **Note:** This field is case sensitive – the value must be in uppercase.

ID (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Photo on ID	Text	1	Y	• This indicates whether or not the customer's photo has been sighted on the ID document. • Enter **Y** if there is a photo of the customer on the document and **N** if there is not. **Note:** This field is case sensitive – the value must be in uppercase.
Date of Birth on ID	Text	1	Y/N	• This indicates whether or not the customer's Date of Birth has been sighted on the ID document. • Enter **Y** if there is a Date of Birth of the customer on the document and **N** if there is not. **Note:** This field is case sensitive – the value must be in uppercase.

3.7.6 In Item

Record Name	In Item	
Record Type	IT	

Description		
This is used to record details of all *in transactions* (Refer 5.1 Appendix A - Lookup Tables, In Transaction Type Codes). It contains general information about the transaction including the Item Class (i.e. whether it is a general item or an item of jewellery). If it is an item of jewellery, one (1) of the following *records* **MUST** be completed and forwarded to NSW Police in addition to this In Item record:		

Jewellery – Anklet   Jewellery - Chain   Jewellery - Earrings   Jewellery – Other

Jewellery - Brooch   Jewellery - Ring   Jewellery - Watch

NOTE: A description of the different jewellery *records* is contained in this section.

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)

Field	Type	Limit	Mandatory	Additional Information
Record Type	Text	2	Y	• Identifies the name of the record (i.e. In Item). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. IT).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • The format for this field is yyyynnnnnn. • The following formula **MUST** be used to determine the Contract Number: Current year **+** sequentially incrementing number starting from 000001 for the current year. For example, if the fourth in transaction is being made for the year 2002 the contract number would be: 2002000004
Item Number	Numeric	3	Y	• Each item within a contract is assigned an Item Number. • Having more than fifty (50) items per contract has been known to cause problems when processing files. It is therefore REQUIRED that the number of items per contract MUST not exceed fifty (50) items. • The Item Number is a sequential number assigned to each item starting from 001 for the contract. For example, if there are three (3) separate items for contract number 2002000004, the Item Numbers for each of these items would be 001, 002 and 003 respectively.

In Item (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Transaction Type Code	Numeric	2	Y	• Indicates the type of transaction made. Refer 5.1 Appendix A - Lookup Tables, Transaction Types for a complete description of transaction types. • Enter the relevant transaction type code from the following list for **in transaction type codes**: **1** = Pawn Pledge **2** = Buy **3** = Consign In
Record Date	Date/Time	14	Y	• This field **MUST** automatically display the current date/time (ddmmyyyyhhmmss). • This field MUST be the record creation date.
Item Class	Text	1	Y	• Indicates if the item is a general item or an item of jewellery. • If the item is a (G)eneral item, enter **G**. • If the item is an item of (J)ewellery, enter **J**. **Note:** If the item is a (J)ewellery item, the appropriate additional record **MUST** be completed for the item. For example, if this item is a ring, J would be entered in this field and the Jewellery Ring record would also be completed. **Note:** This field is case sensitive – the value must be in uppercase.
Item Name	Text	40	Y	• Details of the item are provided in this field (e.g. Ring, CD Player). • Refer 5.1 Appendix A - Lookup Tables, for a list of item names for both (G)eneral and (J)ewellery Item's. • If the item is not listed, enter the item description in free text.
Price Paid By Licensee	Decimal	12	Y/N	• This field is **MANDATORY** for an in transaction Type 2 (i.e. Buy) and NOT MANDATORY for other transaction types. • Indicates the value of each item in explicit decimal point format (nnnnnnnnn.nn). • This is the amount the Dealer pays the customer for the item. **OR** The amount lent on the item.
Brand Make	Text	25	N	• Indicates brand and/or make of item (e.g. Compaq, IBM, Canon).
Model	Text	20	N	• Indicates model of an item (e.g. Desktop Pro, G2).
Inscription	Text	20	N	• Indicates what, if anything is in-scripted or engraved on an item (e.g. a licence number or message such as Love Always etc.).

Field	Type	Limit	Mandatory	Additional Information
Description	Text	100	N	• This is a free text comprehensive description of the item. For example, if the item is a PC, the dealer may enter information such as the screen size, frame colour, material, number of buttons, details of any scratches, stains or defects etc.

3.7.7   Item Identification Number

Record Name	Item Identification Number	
Record Type	IN	

Description
The IN record contains every serial number or other identifying numbers that appears on the goods and each component.
This record **MUST NOT** be created if no identifying number is visible. A tick box indicating Item Identification number is unavailable or not visibe MUST be included in the software. This Tick Box is not required in the Data File, refer to Requirement 19.
The dealer **MUST** record all Serial numbers or other identifying numbers separately.
Multiple numbers **MUST** not be recorded in one field using separators such as / or –.

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)

Field	Type	Limit	Mandatory	Additional Information
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Item Identification Number). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. IN).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).

Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number.
				• The format for this field is yyyynnnnnn.
				• The following formula **MUST** be used to determine the Contract Number:
				  Current year **+** sequentially incrementing number starting from 000001 for the current year.
				  For example, if the fourth in transaction is being made for the year 2002 the contract number would be: 2002000004

Item Number	Numeric	3	Y	• Each item within a contract is assigned an Item Number. • Due to problems caused during processing files in excess of 50 items, it is REQUIRED that the number of items per contract MUST not exceed fifty (50) items. • The Item Number is a sequential number assigned to each item starting from 001 for the contract. For example, if there are three (3) separate items for contract number 2002000004, the Item Numbers for each of these items would be 001, 002 and 003 respectively.

Item Identification Number (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Item Identification Number	Text	35	Y	• This is the identifying number as it appear on the item or its components. For example Serial Number, etc) • The IMEI number must be provided for any incoming mobile phone item. • Do not include double inverted commas ("), commas (,) or pipes (|). • The Dealer must only send this record if an Item Identification number is presently available. DO not use n/a or nvn etc as it will be rejected. • The non-unique WIFI MAC Address number must be provided for any incoming electronic devices as per the Pawnbrokers and Second-Hand Dealers Regulation.

IN Type	Numeric	1	Y	• This indicates the type of identifying number as recorded on the item.
				
				• List of valid values are:
				  o 1 = Serial Number
				  o 2 = International Mobile Equipment Identification (IMEI)
				  o 3 = Barcode (not mandatory)
				  o 4 = Other
				  o 5 = Old Data
				  o 6 = Media Access Control Address (MAC Address)
				
				NOTE: If more than one (1) Identifying number appears on the item, an additional IN record **MUST** be completed.

3.7.8 Jewellery Anklet

Record Name	Jewellery Anklet	Description	This record **MUST** be completed in addition to an In Item record (Refer 3.7.6 In Item) if the *Item Class* is a (J)ewellery item of an **anklet or bracelet** nature.
Record Type	JA		

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Jewellery Anklet). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. JA).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • As this is an additional record for either an In or Out Item, the same contract number **MUST** be used as for the main In or Out Item. • The format for this field is yyyynnnnnn.
Item Number	Numeric	3	Y	• Each item within a contract is assigned an Item Number. • As this is an additional record for either an In or Out Item, the same item number **MUST** be used as for the main In or Out Item.
Mens Ladies Childs	Text	1	N	• If the item is for a (M)an. enter **M**. • If the item is for a (L)ady, enter **L**. • If the item is for a (C)hild, enter **C**. • If the item is a (U)nisex item, enter **U**. **Note:** This field is case sensitive – the value must be in uppercase.
Material	Text	20	N	• Indicates what the item is made from. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Carat	Numeric	2	N	• Indicates the number of carats in the item (e.g. 24 or 02 etc.).

Jewellery Anklet (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Colour	Text	20	N	• Indicates the colour of the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the colour is not listed in the look up table, type free text.
Shape	Text	20	N	• Indicates the shape of the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of shape is not listed in the look up table, type free text.
Length	Decimal	5	N	• Indicates the length of the item in centimetres. • This field **MUST** be entered in explicit decimal point format (nnn.n).
Width	Decimal	5	N	• Indicates the width of the item in centimetres. • This field **MUST** be entered in explicit decimal point format (nnn.n).
Weight	Decimal	5	N	• Indicates the weight of the item. • This field **MUST** be entered in explicit decimal point format (nnn.n) in grams (e.g. 020.5).
Primary Stone Colour	Text	30	N	• This is the colour of the main / primary stone(s) in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the colour is not listed in the look up table, type free text.
Primary Stone Count	Numeric	3	N	• This is the number of primary stones in the item (e.g. 020).
Primary Stone Carat	Decimal	6	N	• Indicates the number of carats of the main stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn)
Secondary Stone Colour	Text	30	N	• This is the colour of the secondary stone in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the colour is not listed in the look up table, type free text.
Secondary Stone Count	Numeric	3	N	• This is the number of secondary stones in the item.
Secondary Stone Carat	Decimal	6	N	• Indicates the number of carats of the secondary stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn).

3.7.9   Jewellery Brooch

Record Name	Jewellery Brooch		Description	This record **MUST** be completed in addition to an In Item record (Refer 3.7.6 In Item) if the *Item Class* is a (J)ewellery item and is a **brooch** of any type.
Record Type	JB			

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Individual Customer). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. JB).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as a ticket or invoice number. • As this is an additional record for either an In or Out Item, the same contract number **MUST** be used as for the main In or Out Item. • The format for this field is yyyynnnnnn.
Item Number	Numeric	3	Y	• Each item within a contract is assigned an Item Number. • As this is an additional record for either an In or Out Item, the same item number MUST be used as for the main In or Out Item.
Material	Text	20	N	• Indicates what the item is made from. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Carat	Numeric	2	N	• Indicates the number of carats in the item (e.g. 24 or 02 etc.).
Colour	Text	20	N	• Indicates the colour of the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.

Jewellery Brooch (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Shape	Text	20	N	• Indicates the shape of the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Length	Decimal	5	N	• Indicates the length of the item in centimetres. • This field **MUST** be entered in explicit decimal point format (nnn.n).
Width	Decimal	5	N	• Indicates the width of the item in centimetres. • This field **MUST** be entered in explicit decimal point format (nnn.n).
Weight	Decimal	5	N	• Indicates the weight of the item. • This field **MUST** be entered in explicit point format (nnn.n) in grams (e.g. 020.5).
Primary Stone Colour	Text	30	N	• This is the colour of the main / primary stone(s) in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Primary Stone Count	Numeric	3	N	• This is the number of primary stones in the item (e.g. 020).
Primary Stone Carat	Decimal	6	N	• Indicates the number of carats of the main stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn).
Secondary Stone Colour	Text	30	N	• This is the colour of the secondary stone in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Secondary Stone Count	Numeric	3	N	• This is the number of secondary stones in the item.
Secondary Stone Carat	Decimal	6	N	• Indicates the number of carats of the secondary stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn).

3.7.10 Jewellery Chain

Record Name	Jewellery Chain		Description	This record **MUST** be completed in addition to an In Item record (Refer 3.7.6 In Item) if the *Item Class* is a (J)ewellery item of **necklace or chain nature**. This **includes necklaces with pendants** however **DOES NOT** include anklets or bracelets. Refer 3.7.8 Jewellery Anklet if the item is an anklet or bracelet.
Record Type	JC			

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Jewellery Chain). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. JC).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • As this is an additional record for either an In or Out Item, the same contract number **MUST** be used as for the main In or Out Item. • The format for this field is yyyynnnnnn.
Item Number	Numeric	3	Y	• Each item within a contract is assigned an Item Number. • As this is an additional record for either an In or Out Item, the same item number **MUST** be used as for the main In or Out Item.
Mens Ladies Childs	Text	1	N	• If the item is for a (M)an. enter **M**. • If the item is for a (L)ady, enter **L**. • If the item is for a (C)hild, enter **C**. • If the item is a (U)nisex item, enter **U**. **Note:** This field is case sensitive – the value must be in uppercase.
Material	Text	20	N	• Indicates what the item is made from. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.

Jewellery Chain (continued)

Field	Type	Limit	Mandatory	Additional Information
Carat	Numeric	2	N	• Indicates the number of carats in the item (e.g. 24 or 02 etc.).
Colour	Text	20	N	• Indicates the colour of the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Shape	Text	20	N	• Indicates the shape of the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Length	Decimal	5	N	• Indicates the length of the item in centimetres. • This field **MUST** be entered in explicit decimal point format (nnn.n).
Width	Decimal	5	N	• Indicates the width of the item in centimetres. • This field **MUST** be entered in explicit decimal point format (nnn.n).
Weight	Decimal	5	N	• Indicates the weight of the item. • This field **MUST** be entered in explicit decimal point format (nnn.n) in grams (e.g. 020.5).
Primary Stone Colour	Text	30	N	• This is the colour of the main / primary stone(s) in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Primary Stone Count	Numeric	3	N	• This is the number of primary stones in the item (e.g. 020).
Primary Stone Carat	Decimal	6	N	• Indicates the number of carats of the main stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn).
Secondary Stone Colour	Text	30	N	• This is the colour of the secondary stone in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Secondary Stone Count	Numeric	3	N	• This is the number of secondary stones in the item.

Jewellery Chain (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Secondary Stone Carat	Decimal	6	N	• Indicates the number of carats of the secondary stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn).
Number Pendants	Numeric	2	N	• This is the number of pendants that hang off the item.
Main Pendant Shape	Text	30	N	• Indicates the shape of the main or largest pendant on the item (e.g. cross, Eiffel Tower etc.).

3.7.11 Jewellery Earrings

Record Name	Jewellery Earrings	Description	This record **MUST** be completed in addition to an In Item record (Refer 3.7.6 In Item) if the *Item Class* is a (J)ewellery item of an **earring (both clip on and pierced)** nature.
Record Type	JE		

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Jewellery Earrings). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. JE).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • As this is an additional record for either an In or Out Item, the same contract number **MUST** be used as for the main In or Out Item. • The format for this field is yyyynnnnnn.
Item Number	Numeric	3	Y	• Each item within a contract is assigned an Item Number. • As this is an additional record for either an In or Out Item, the same item number **MUST** be used as for the main In or Out Item.
Pierced / Clip on	Text	1	Y	• Indicates the type of earring. • If it is a (P)ierced earring, enter **P**. • If it is a (C)lip on earring, enter **C**. **Note:** This field is case sensitive – the value must be in uppercase.
Material	Text	20	N	• Indicates what the item is made from. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.

Colour	Text	20	N	• Indicates the colour of the item's metal. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.

Jewellery Earrings (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Carat	Numeric	2	N	• Indicates the number of carats in the item (e.g. 24 or 02 etc.).
Shape	Text	20	N	• Indicates the shape of the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Weight	Decimal	5	N	• Indicates the weight of the item. • This field **MUST** be entered in explicit decimal point format (nnn.n) in grams (e.g. 020.5).
Primary Stone Colour	Text	30	N	• This is the colour of the main / primary stone(s) in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Primary Stone Count	Numeric	3	N	• This is the number of primary stones in the item (e.g. 020).
Primary Stone Carat	Decimal	6	N	• Indicates the number of carats of the main stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn).
Secondary Stone Colour	Text	30	N	• This is the colour of the secondary stone in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Secondary Stone Count	Numeric	3	N	• This is the number of secondary stones in the item.
Secondary Stone Carat	Decimal	6	N	• Indicates the number of carats of the secondary stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn).

3.7.12 Jewellery Ring

Record Name	Jewellery Ring			Description	This record **MUST** be completed in addition to an In Item record (Refer 3.7.6 In Item)
Record Type	JR				if the *Item Class* is a (J)ewellery item and a type of **ring for the finger or toe**.

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Jewellery Ring). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. JR).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • As this is an additional record for either an In or Out Item, the same contract number **MUST** be used as for the main In or Out Item. • The format for this field is yyyynnnnnn.
Item Number	Numeric	3	Y	• Each item within a contract is assigned an Item Number. • As this is an additional record for either an In or Out Item, the same item number **MUST** be used as for the main In or Out Item.
Mens Ladies Childs	Text	1	N	• If the item is for a (M)an. enter **M**. • If the item is for a (L)ady, enter **L**. • If the item is for a (C)hild, enter **C**. • If the item is a (U)nisex item, enter **U**. **Note:** This field is case sensitive – the value must be in uppercase.
Material	Text	20	N	• Indicates what the item is made from. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** • If the type of material is not listed in the look up table, type free text.
Carat	Numeric	2	N	• Indicates the number of carats in the item (e.g. 24 or 02 etc.).

Jewellery Ring (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Colour	Text	20	N	- Indicates the colour of the item. - Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Weight	Decimal	5	N	- Indicates the weight of the item. - This field **MUST** be entered in explicit decimal point format (nnn.n) in grams (e.g. 020.5).
Primary Stone Colour	Text	30	N	- This is the colour of the main / primary stone(s) in the item. - Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Primary Stone Count	Numeric	3	N	This is the number of primary stones in the item (e.g. 020).
Primary Stone Carat	Decimal	6	N	- Indicates the number of carats of the main stone in the item (e.g. 00.240 or 00.250 etc.). - This field MUST be entered in explicit decimal point format (nn.nnn).
Secondary Stone Colour	Text	30	N	- This is the colour of the secondary stone in the item. - Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Secondary Stone Count	Numeric	3	N	This is the number of secondary stones in the item.
Secondary Stone Carat	Decimal	6	N	- Indicates the number of carats of the secondary stone in the item (e.g. 00.240 or 00.250 etc.). - This field MUST be entered in explicit decimal point format (nn.nnn).
Stone Arrangement	Text	30	N	- Indicates how the stones are arranged in/on the piece. - Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.

Band	Text	30	N	• Indicates band characteristic of a ring.
				• Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.

3.7.13 Jewellery Watch

Record Name	Jewellery Watch	Description	This record **MUST** be completed in addition to an In Item record (Refer 3.7.6 In Item) if the *Item Class* is a (J)ewellery item of a **watch or time piece** nature.
Record Type	JW		This includes any type of time piece of an ornamental or worn nature such as nurses' watches, stopwatches, grandfather clocks, alarm clocks etc.

Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Jewellery Watch). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. JW).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • As this is an additional record for either an In or Out Item, the same contract number **MUST** be used as for the main In or Out Item. • The format for this field is yyyynnnnnn.
Item Number	Numeric	3	Y	• Each item within a contract is assigned an Item Number. • As this is an additional record for either an In or Out Item, the same item number **MUST** be used as for the main In or Out Item.
Mens Ladies Childs	Text	1	N	• If the item is for a (M)an. enter **M**. • If the item is for a (L)ady, enter **L**. • If the item is for a (C)hild, enter **C**. • If the item is a (U)nisex item, enter **U**. **Note:** This field is case sensitive – the value must be in uppercase.
Watch Band Material	Text	20	N	• Indicates the material the watch band is made from. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.

Jewellery Watch (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Watch Band Colour	Text	20	N	• Indicates the colour of the watch band. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Watch Face Display	Text	20	N	• Indicates the display format of the watch or timepiece. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Watch Face Material	Text	20	N	• Indicates the material used in the fact of the watch or timepiece. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Watch Face Colour	Text	20	N	• Indicates the colour of the face of the watch or timepiece. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Watch Face Shape	Text	20	N	• Indicates the shape of the face of the watch or timepiece. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Weight	Decimal	5	N	• Indicates the weight of the item. • This field **MUST** be entered in explicit decimal point format (nnn.n) in grams (e.g. 020.5).
Primary Stone Colour	Text	30	N	• This is the colour of the main / primary stone(s) in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Primary Stone Count	Numeric	3	N	• This is the number of primary stones in the item (e.g. 020).
Primary Stone Carat	Decimal	6	N	• Indicates the number of carats of the main stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn).

Jewellery Watch (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Secondary Stone Colour	Text	30	N	• This is the colour of the secondary stone in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Secondary Stone Count	Numeric	3	N	• This is the number of secondary stones in the item e.g. 020.
Secondary Stone Carat	Decimal	6	N	• Indicates the number of carats of the secondary stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn).

3.7.14 Jewellery Other

Record Name	Jewellery Other		Description	This record **MUST** be completed in addition to an In Item record (Refer 3.7.6 In Item) if the *Item Class* is a (J)ewellery item and does not fit any of the other jewellery *records* listed in this section. This may include items such as cufflinks, body piercing jewellery items, tie pins, hat pins, tiaras, crowns etc.
Record Type	JO			

Fields Required (Refer 3.7.1 Field Type Details for details of Field Data Types listed below)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Jewellery Other). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. JO).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).
Contract Number	Numeric	10	Y	• All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • As this is an additional record for either an In or Out Item, the same contract number **MUST** be used as for the main In or Out Item.
Item Number	Numeric	3	Y	• Each item within a contract is assigned an Item Number. • As this is an additional record for either an In or Out Item, the same item number **MUST** be used as for the main In or Out Item.
Mens Ladies Childs	Text	1	N	• If the item is for a (M)an. enter **M**. • If the item is for a (L)ady, enter **L**. • If the item is for a (C)hild, enter **C**. • If the item is a (U)nisex item, enter **U**. **Note:** This field is case sensitive – the value must be in uppercase.
Material	Text	20	N	• Indicates what the item is made from. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Carat	Numeric	2	N	• Indicates the number of carats in the item (e.g. 24 or 02 etc.).

Jewellery Other (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Colour	Text	20	N	• Indicates the colour of the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Shape	Text	20	N	• Indicates the shape of the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Weight	Decimal	5	N	• Indicates the weight of the item. • This field **MUST** be entered in explicit decimal point format (nnn.n) in grams (e.g.020.5).
Primary Stone Colour	Text	30	N	• This is the colour of the main / primary stone(s) in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Primary Stone Count	Numeric	3	N	• This is the number of primary stones in the item (e.g. 020).
Primary Stone Carat	Decimal	6	N	• Indicates the number of carats of the main stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn).
Secondary Stone Colour	Text	30	N	• This is the colour of the secondary stone in the item. • Refer 5.1 Appendix A - Lookup Tables, Jewellery Description Codes. **OR** If the type of material is not listed in the look up table, type free text.
Secondary Stone Count	Numeric	3	N	• This is the number of secondary stones in the item.
Secondary Stone Carat	Decimal	6	N	• Indicates the number of carats of the secondary stone in the item (e.g. 00.240 or 00.250 etc.). • This field MUST be entered in explicit decimal point format (nn.nnn).

3.7.15 Out Item

Record Name	Out Item			Description	This record is used to capture details of *out transactions* and **MUST** be completed for each type of out transaction (Refer 5.1 Appendix A - Lookup Tables, Out Transactions Type Codes).
Record Type	IO				
Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)					
Field	Type	Limit	Mandatory	Additional Information	
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Out Item). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. IO).	
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).	
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).	
Contract Number	Numeric	10	Y	• The Contract Number for an Out Item **MUST** be the original Contract Number that was assigned when the item was brought into the business as an In Item (Refer 3.7.6 In Item). **Notes about Contract Numbers for In Items** • All in transactions are given a unique system generated contract number. This may be known to some as at ticket or invoice number. • The format for this field is yyyynnnnnn. • The following formula **MUST** be used to determine the Contract Number: Current year + sequentially incrementing number starting from 000001 for the current year. For example, if the fourth in transaction is being made for the year 2002 the contract number would be: 2002000004	

Item Number	Numeric	3	Y	• The Item Number for an Out Item **MUST** be the original Item Number that was assigned when the item was brought into the business as an *In Item* (Refer 3.7.6 In Item)
				• Having more than fifty (50) items per contract has been known to cause problems when processing files. It is therefore REQUIRED that the number of items per contract MUST not exceed fifty (50) items.
				• In the case of an Item, which is the subject of an extending agreement, the Item Number should also refer to the Original Contract and Item Number assigned when the Item was brought into the business as an *In Item*.
				Notes about Item Numbers for In Items: • Each item within a contract is assigned an Item Number.
				• The Item Number is a sequential number assigned to each item starting at 001 for the contract. For example, if there are three (3) separate items for contract number 2002000004, the Item Numbers for each of these items would be 001, 002 and 003 respectively.

Out Item (continued)				
Field	**Type**	**Limit**	**Mandatory**	**Additional Information**
Transaction Type Code	Numeric	2	Y	• Indicates the type of transaction made. Refer 5.1 Appendix A - Lookup Tables, Transaction Types for a complete description of transaction types. • Type relevant transaction type code from the following list of **out transaction type codes** **5** = Redeem **6** = Sell Second Hand Goods **7** = Sell Forfeited Goods (Sold At Auction) **8** = Consign Out **9** = Cancel Consign In **10** = Return to Legitimate Owner **11** = Other Disposal **12** = Cancel Out Item **13 = Sell Forfeited Goods (Sold at Shop).**
Transaction Date	Date	8	Y	• This is the actual date that the transaction has occurred. • Also, a "Record Date" MUST automatically be populated from computer date and kept on the dealer record for future reference if required.
Selling Price	Decimal	12	Y/N	• This field is **MANDATORY** for an *Out transaction* Type 7 (Sell Forfeited Goods – Sold at Auction) or Type 13 (Sell Forfeited Goods – Sold at Shop) and NOT MANDATORY for other transaction types. • Indicates selling price of the item in explicit decimal point (nnnnnnnnn.nn) format (e.g. 155.55).
Additional Information	Text	30	Y/N	• **This field is MANDATORY for an out transaction Type 11 (i.e. Other Disposal) and NOT MANDATORY for other transaction types** • Provides additional information on an out transaction in an Out Item record. • This field is **MUST** be completed if the Out Item Transaction Type Code is 11 (Other Disposal) (e.g. Junked could be entered) • This field **SHOULD** also be used to record details if the Out Item (regardless of transaction type) is part of a group of item/s originally recorded as one (1) item. For example, if a box of tools was originally recorded as one (1) item and the spanner is now being sold, the dealer may enter part of box of tools. While if the item being disposed is the last of the items within a group of items, then the dealer may enter *Disposed All*.

3.7.16 Transfer File Trailer

Record Name	Transfer File Trailer		Description	This record indicates the end of the *Dealer Data File*. One (1) Transfer File Trailer record **MUST** be created and forwarded to NSW Police with each *Dealer Data File*.
Record Type	TF			
Fields Required (Refer 3.7.1 Field Type Details, for details of Field Data Types listed below)				
Field	Type	Limit	Mandatory	Additional Information
Record Type	Text	2	Y	• Identifies the name of the record (i.e. Transfer File Trailer). • This field is case sensitive and the record type **MUST** be entered in upper case (i.e. TF).
Dealer Licence Number	Text	8	Y	• This is the dealer's licence number as issued by the OFT (e.g. 2PS09999).
Branch Number	Text	2	Y	• This is a number assigned by NSWP to a licensee (e.g. 01).

3.8   File Transfer

3.8.1   Data Input

Requirement   40.   Field values **MUST** be entered in accordance with the details provided at 3.7.1 Field Type Details.

Requirement   41.   A text field (Refer 3.7.1 Field Type Details) **MUST NOT** contain any double quotes (eg. "").   If quotes need to be used, a single quote is acceptable (eg. ').   For example, if an item is engraved with the text *to my friend Jo*, it could be entered as 'to my friend Jo'.

Requirement   42.   A text field (Refer 3.7.1 Field Type Details) **MUST NOT** contain any commas (,) or pipes (|).

Requirement   43.   If suitable codes relating to transaction details are provided in the Look up tables in the Appendix of this document, they **MUST** be used when entering transaction details. Refer 5.1 Appendix A - Lookup Tables.

3.8.2   Preparation for Transfer

The following requirements relate to how the *Dealer Data File* must be prepared for upload to NSW Police.

Requirement   44.   Each of the *records* for the *Dealer Data File* **MUST** be placed into one (1) ASCII text file in a comma separated values (CSV) format, using ASCII character set.

Requirement   45.   The file name of the ASCII text file should reflect the dealer's business filing conventions and **MUST** have a .TXT file extension (eg. **Upload10.02.02.TXT**).

Requirement   46.   *Records* **MUST** be placed in the in the *Dealer Data File* in the following order:
- o **Transfer File Header**
- o **Individual Customer**
- o **Organisation Customer**
- o **ID**
- o **In Item**
- o **Item Identification Number**
- o **Jewellery Anklet**
- o **Jewellery Brooch**
- o **Jewellery Chain**
- o **Jewellery Earrings**
- o **Jewellery Ring**
- o **Jewellery Watch**
- o **Jewellery Other**
- o **Out Item**
- o **Transfer File Trailer**

Requirement **47.** Each *record* within the *Dealer Data File* **MUST** start on a new line and must be separated by a carriage return i.e. ASCII13,14 or HEXØAØD

Requirement **48.** All text fields **MUST** be delimited by double quotes (e.g. " "). Quotation marks are not included in the character count of the field.

For example, the first three (3) fields of the IO (Item Out) *record* below are text fields and encased in double quotes.

```
"IO","2PS88888","01",2004000811,1,5,01122002,,
```

Requirement **49.** If a field within a *record* is blank, empty or has a value of zero (0), *ONLY* a comma (,) **MUST** appear on the output *Dealer Data File* to indicate there is no value for that field. An example of this is illustrated in the following IT (In Item) record where three (3) fields (*Brand Make, Model* and *Inscription*) in the record are blank.

```
"IT","2PS88888","01",2004906077,3,1,10092004000000,"J
","CHAIN",15.00,,,,"Analog"
```

NOTE
Unlike all other fields in a record, the **last** field in a *record* is **not** followed by a comma. This means that if the last two (2) fields of a record have a blank, empty or value of zero (0), there will only be one (1) comma to indicate this. For example, in the following IO (Out Item) record, the last two (2) fields (*Selling Price* and *Additional Information*) are blank.

```
"IO","2PS88888","01",2004000811,1,5,01122002,,
```

Requirement **50.** The total number of lines in the *Dealer Data File* **MUST** equal the *record* count in the header *record*. For example, if the *header* record indicates there are forty two (42) *records* in the file, the total number of *records* in the file including the *header* and *trailer records* must be forty two (42).

3.9 Search

Requirement **51.** The *dealer system* **MUST** provide a search facility for use upon request by NSW Police to return the following printable reports:

- o All *in* and *out transaction* items between a specified date range with the facility to filter and sort transaction details.

- o Customer/organisation details by name and address.

- o ID type by customer name and/or ID type.

- o Staff details by staff name, date of birth and residential address.

- o Search by *Number* and *Item Number* fields.

- o *Item Location* for goods not stored at the principle business location.

3.10 Archive

Requirement   **52.**   Transaction data **MUST** be recorded and maintained in an electronic format for three (3) years.

3.11 Security

Requirement   **53.**   It is **RECOMMENDED** that all data be stored in a secure manner so that in the event of misplaced equipment the data can be retrieved.

This may include:

- o   Installing antivirus and firewall software.

- o   Performing regular data backups and storing backup data tapes off site away from the principle place of business.

- o   Password protecting the *dealer system* and regularly changing the password to protect against staff changes etc.

Requirement   **54.**   A dealers' *username* and *password* for using the NSW Police *Weblink System* is provided to a dealer in confidence and **MUST** be diligently protected from misuse. Dealers are held directly accountable for all actions performed within the *Weblink System* under their *username* and *password*.

3.12 Support & Maintenance

Requirement   **55.**   The *dealer system* **MUST** be maintained and supported so that it is able to meet legislative requirements. This is the responsibility of the dealer and their respective software developer (Refer 1.4 Dealer Responsibilities). It is recommended that dealers' software providers ensure support of any products utilised and that agreed support arrangements are outlined and documented in SLAs.

4. Non-Functional Requirements

4.1 General

A dealer's business operating procedures are also determined by and need to be modified in accordance with legislation.

It is the dealer's responsibility to ensure they have a clear understanding of ALL current legislation that affects their business (**Refer** 1.4 **Dealer Responsibilities**) **and that their businesses take the appropriate steps to ensure compliance.**

This section lists some of the key legislative points (extracted from the *Pawnbrokers and Second-hand Dealers Act 1996* and *Pawnbrokers and Second-Hand Dealers Regulation 2003)* and provides sample transaction process models to assist a dealer's business when designing the *dealer system* and customising business processes to ensure compliance with legislation.

This section **DOES NOT** endorse an interpretation of legislation or make recommendations as to how the dealer should run a business to meet legislative requirements. The following structure is used in this section:
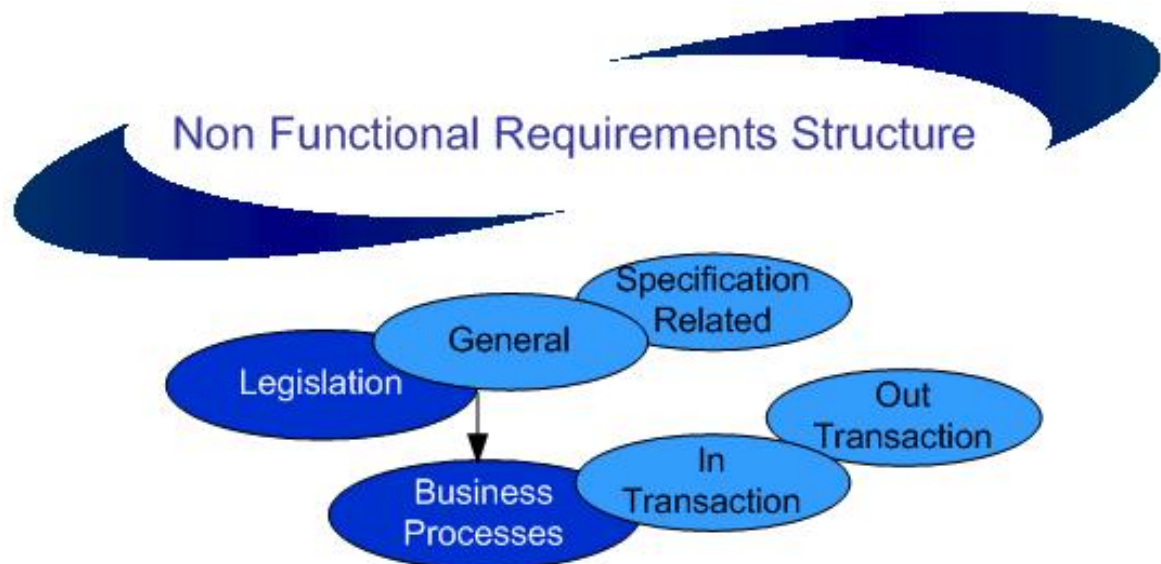
4.2 Legislation

Requirement   56.   Dealers **MUST** understand all current legislation that affects their business and take appropriate measures to ensure compliance.

Some *General* and *Specification Related* legislation points are listed below.

4.2.1 General

- All Dealers must have a licence. There are three (3) types of licence:
    - o Pawnbrokers.
    - o Second-hand dealer.
    - o Pawnbrokers and Second-hand dealer.
      (Act – 6 & 7 & 12A)

- A licence cannot be transferred or lent.
  (Reg 26)
- Personal details must be supplied when applying for a licence.
  (Reg 9)
- A licence can be refused or revoked if the licensee or an employee of the licensee is convicted for an offence under this Act or of an offence involving dishonesty or dealing in stolen goods.
  (Act – 8(1)(d) & 34(1)(c) & 34(1)(f))
- Additionally the licence can be revoked if dealer takes an unreasonable number of household goods from the same customer over a period of time.
  (Act 34(3)(b) & (1)(f)).
- If a dealer has their licence revoked, the Director-General can refuse to give the dealer a licence for a period of time.
  (Act 36(3))
- A licence is valid for twelve (12) months from the date issued or renewed.
  (Act 10(2) & 10A(4))
- A Dealer must renew their licence before expiry of their current licence or within an allowed time.
  (Act – 10A(6))
- Any person who sells prescribed second hand goods on more than six (6) days in any twelve (12) month period is deemed to be a second hand-dealer.
  (Act 38(1))
- Second hand goods must be kept for fourteen (14) days, commencing on the date the record is created on the dealer system, before they can be sold. (Unless the item is purchased at Public Auction, is taken on consignment or has been purchased by auction or tender from a government department or authority) (Act 21(1)(a) & Reg 19)
- Demerits points are accrued on a dealer's licence as the result of the payment of infringement notices or a conviction before a Court and at the direction of the Director–General. A dealer can accumulate a total of twelve (12) points on their licence in a three (3) year period.
  (Act 27(1) & (3))
- Customer has three (3) months to redeem goods.
  (Act 29(1))
- A Dealer may not dispose of pledged goods, other than via redemption, for a minimum of three (3) months after they are pledged.
  (Act 29(5))
- If the amount lent on an item is more that $50 and the pledge is forfeited, the item must be sent to auction or sold within the business premises of the pawnbroker (Act 30(1) & Reg 25)
- The customer can claim any surplus money from a pawnbroker within twelve (12) months.
  (Act 31(1))
- A pawnbroker who sells unredeemed goods must within 21 days, notify the original pawner, by registered mail, of any surplus proceeds resulting from the sale of those goods.
  (Act 31A).
- If a pawnbroker sells or transfers the pawnbrokers business to another person the rights and obligations of the pawnbroker in respect to each agreement is also transferred to that person. (Act 32D)
- The Director-General can attach conditions to a licence.
  (Act 36(1)(b))

- Data can be transferred between OFT and Police.
  (Act 42)

- The Governor can make regulations relating to the transfer of data between the OFT or Police and Dealers and Police.
  (Act 43(e) & 43(f))

4.2.2   Specification Related

- A dealer must provide **place of trading** and **storage locations** and notify any changes of such to the OFT within fourteen (14) days.
  (Act – 12 & 12A)

- Customers must give personal details to the Dealer.

- Name, address, DOB, signature.
  (Act 15(1)(1A) & Reg 14(1)(a) & Reg 18 & Reg 22A)

- The personal details of any customer who purchases goods from a dealer for more than $50 must be recorded (unless purchased at an auction held away from the licensed premises).
  (Reg 14(2)(d))

- Dealers must keep details of all transactions both pawn and second-hand.
  (Act – 16(1))

- A dealer must assign a unique transaction number to each transaction.
  (Reg 14(1)(b))

- A dealer must keep an electronic record of the details of all employees and should include full name, address, date of birth and employment start and end date.   This record should not be sent to Police.
  (Act – 16(2) & Reg 15)

- All *records* must be kept for three (3) years. A record that is required to be kept under this Act must be kept so it is readily able to be produced to an Authorised Officer. Such a record must be in English and kept for a period of three (3) year after it was created. For this purpose, a record which relates to a specific business premises should be kept on those premises.
  (Act – 16(4) & (5))

- Where required by a condition attached to the licence, records must be kept and maintained via electronic methods.
  (Act – 16(7) &Act 28(5a) & Reg 13(4) & Reg 16A(1))

- *Records* must be supplied to the NSW Police within three (3) working days of the transaction being made.

- The Commissioner may specify jewellery descriptions.
  (Reg 14(3)(c))

- A dealer must record the amount lent and the interest rate details.
  (Act 28(2)(b))

4.3   Business Processes

Requirement	**57.**	Dealers **MUST** ensure the internal business management processes are customised to capture the required transaction data and forward to NSW Police as required by legislation.
		Transaction flow models are provided on the next page. These are sample diagrams ONLY and are provided to assist dealers when customising their own dealer system and business processes.

4.3.1 In Transaction Process Model
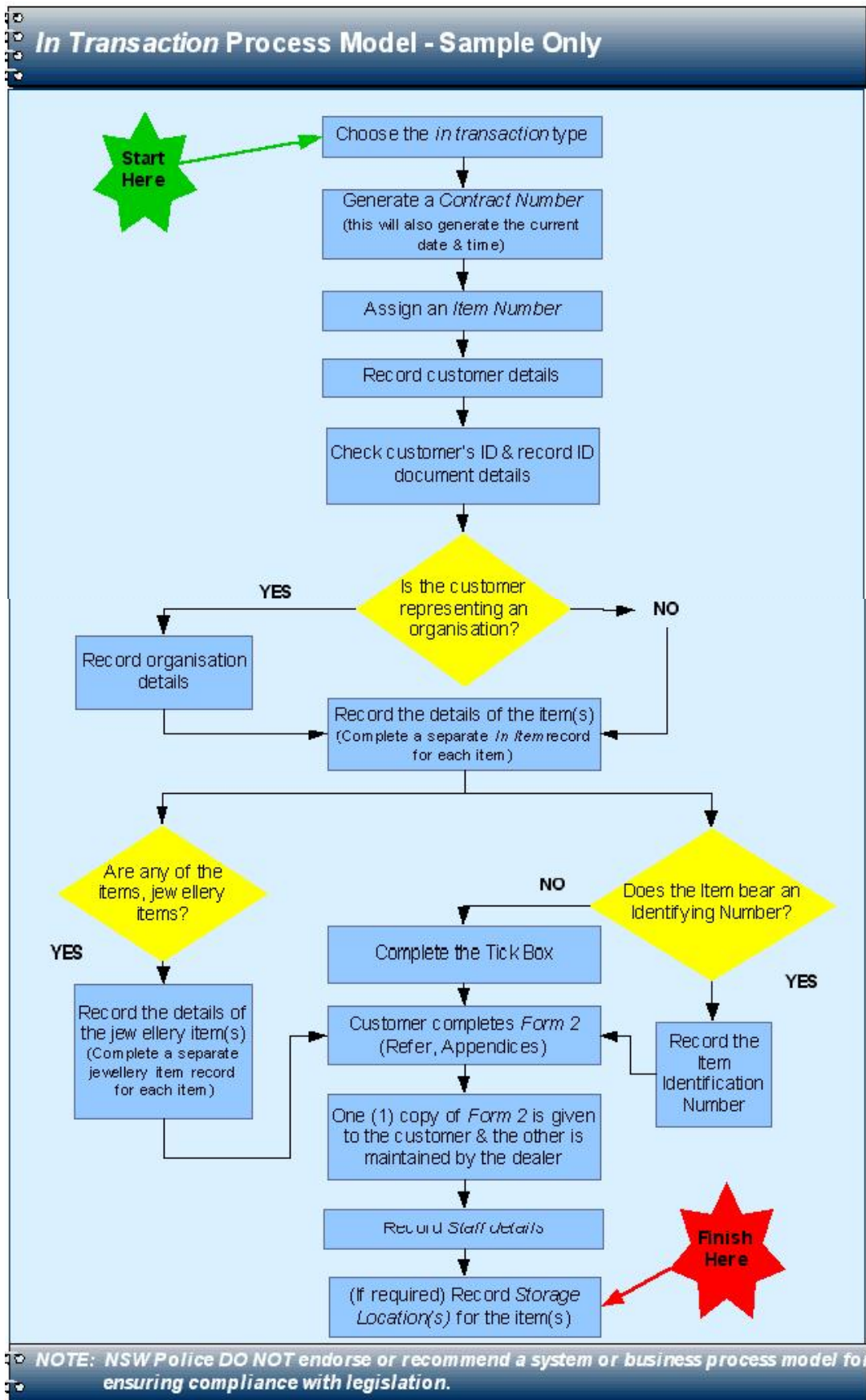
4.3.2 Out Transaction Process Model
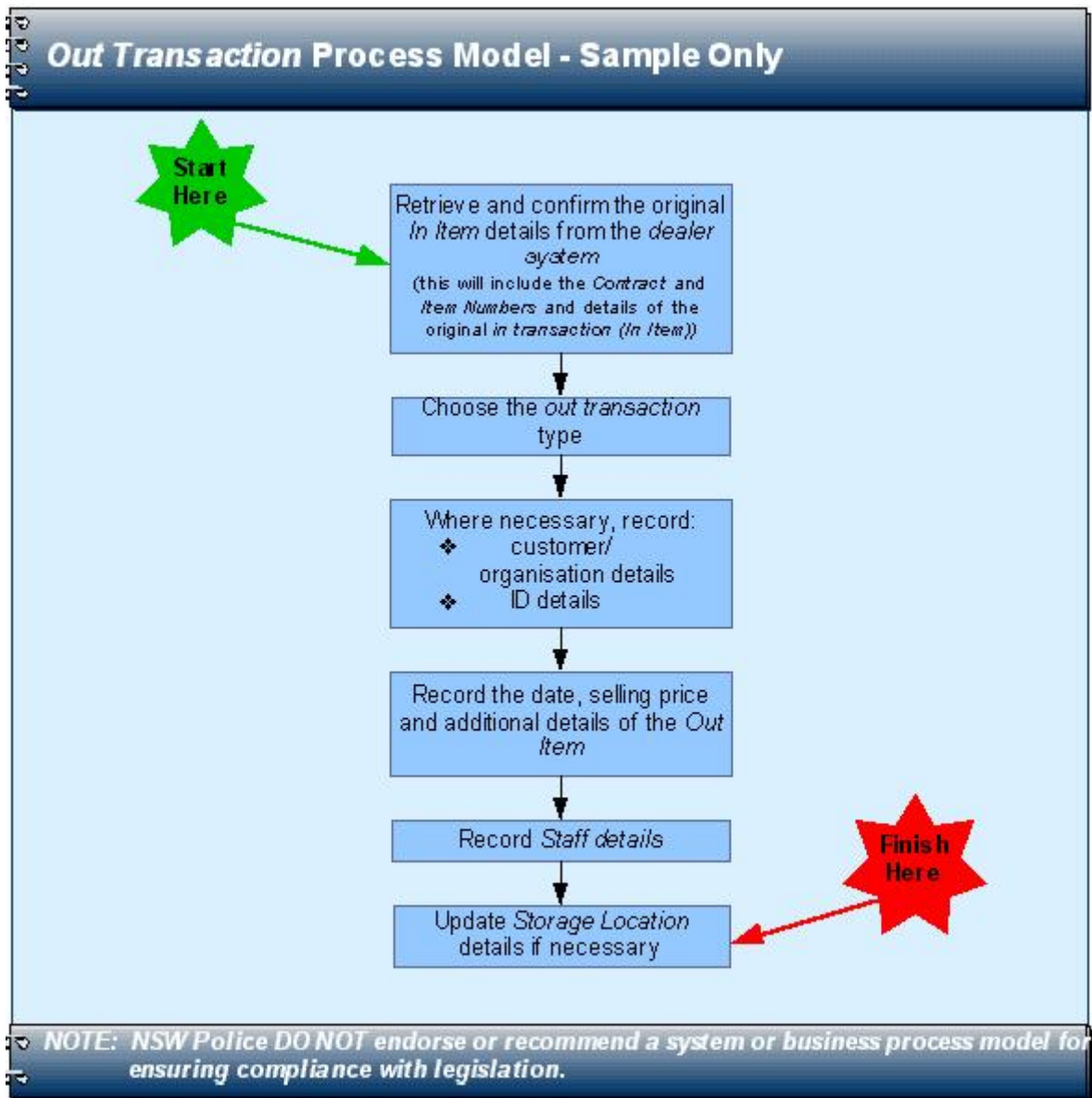
5. Appendices

5.1 Appendix A - Lookup Tables

5.1.1 Transaction Types

All transactions made during the course of a dealer's business are classified as either *in transactions* or *out transactions*. All *records* and fields contained in the *Dealer Data File* sent to NSW Police revolve around either an *in transaction* or an *out transaction*. A description of the transaction types and codes contained within these two (2) classifications is given below.

IMPORTANT NOTE
If an item is processed as an *out transaction* (Out Item) for example, *consigned out - 8*, and later comes back to the dealer as what would normally be considered an *in transaction* (In Item), the item is considered an *out transaction* (Out Item) not an *in transaction* (In Item). The item **MUST** be recorded as a *Cancel Out item – 12* and the contract and item numbers should replicate those used in the original *in transaction* (In Item) details of the item.

In Transaction Type Codes

Transaction Type	Code	Description
Pawn/Pledge	1	When goods are taken as security for money lent. This includes goods received under a contract of sale where the seller has the right to buy back the goods.
Buy	2	Where goods are bought from an individual or an organisation.
Consign In	3	Where goods were consigned by an individual or an organisation (Consignor).
Cancel Consign Out	4	THIS TRANSACTION TYPE IS OBSOLETE AS OF 1998. DO NOT USE THIS AS A CODE.

Out Transactions Type Codes

Transaction Type	Code	Description
Redeem	5	Where pawned goods are redeemed by an owner or agent.
Sell Second Hand Goods	6	Where second hand goods are sold.
Sell Forfeited Goods (Sold at Auction)	7	Where forfeited goods (i.e. goods where the contract has expired) are sold by the Licensee. Use this code if the method of disposal is by Auction.
Consign Out	8	Where goods are consigned by the Licensee (Consignor) to another business or organisation (Consignee).
Cancel Consign In	9	Where consigned in goods are taken back to the Consignee.
Return to Legitimate Owner	10	Where goods are returned to their legitimate owner, which can be a person or organisation.
Other Disposal	11	Any other out transaction not described in types five (5), six (6), seven (7), eight (8), nine (9), ten (10) or twelve (12).
Cancel Out Item	12	Where items coming into the dealer's business have been previously processed by the dealer's business. For example if an item is processed as an Out Item (sold or consigned-out), and it is later returned to the shop, then it should be recorded again as Out Item with the transaction type code as 12 – Cancel Out Item.

Transaction Type	Code	Description
Sell Forfeited Goods (Sold by Sale)	**13**	Where forfeited goods (i.e. goods where the contract has expired) are sold by the Licensee. Use this code if the method of disposal is by sale.

5.1.2   Street Type Codes

Use the following lookup table to find the code for a specific type of street or road etc.
If the type of street that you are looking for is not in the table below, a free text entry is acceptable.

Street Type	Street Type Abbreviation
AVENUE	AV
BOULEVARDE	BVD
CIRCLE	CIR
CIRCUIT	CCT
CLOSE	CL
COURT	CT
CRESCENT	CR
DRIVE	DR
ESPLANADE	ESP
EXPRESSWAY	EXP
FAIRWAY	FAWY
FREEWAY	FWY
PARADE	PDE
PARKWAY	PWY
PLACE	PL
PROMENADE	PROM
ROAD	RD
SQUARE	SQ
STREET	ST
TERRACE	TCE
HIGHWAY	HWY
LANE	L
WAY	WY
MOTORWAY	MWY
NOT APPLICABLE	NA
UNKNOWN	UNK
GLEN	GLN
COMMON	CMMN
PLAZA	PLZA
WALK	WK
MEWS	MEWS
GROVE	GR
GARDENS	GDNS
KNOLL	KNOL
ROW	ROW
MALL	MALL
ACCESS	ACCS
ALLEY	ALLY
ALLEYWAY	ALWY
AMBLE	AMBL
ANCHORAGE	ANCG
APPROACH	APP
ARCADE	ARC
ARTERY	ART
BASIN	BASN
BEACH	BCH
BEND	BEND
BLOCK	BLK
BRACE	BR
BRAE	BRAE
BREAK	BRK
BRIDGE	BDGE
BROADWAY	BDWY

Street Type	Street Type Abbreviation
BROW	BROW
BYPASS	BYPA
BYWAY	BYWY
CAUSEWAY	CAUS
CENTRE	CTR
CENTREWAY	CNWY
CHASE	CH
CIRCLET	CLT
CIRCUS	CRCS
COLONNADE	CLDE
CONCOURSE	CON
COPSE	CPS
CORNER	CNR
CORSO	CSO
COURTYARD	CTYD
COVE	COVE
CREST	CRST
CROSS	CRSS
CROSSING	CRSG
CROSSROAD	CRD
CROSSWAY	COWY
CRUISEWAY	CUWY
CUL-DE-SAC	CDS
CUTTING	CTTG
DALE	DALE
DELL	DELL
DEVIATION	DEVN
DIP	DIP
DISTRIBUTOR	DSTR
DRIVEWAY	DRWY
EDGE	EDGE
ELBOW	ELB
END	END
ENTRANCE	ENT
EXTENSION	EXTN
FIRETRACK	FTRK
FIRETRAIL	FITR
FLAT	FLAT
FOLLOW	FOLW
FOOTWAY	FTWY
FORESHORE	FSHR
FORMATION	FORM
FRONT	FRNT
FRONTAGE	FRTG
GAP	GAP
GARDEN	GDN
GATE	GTE
GATES	GTES
GLADE	GLD
GRANGE	GRA
GREEN	GRN
GROUND	GRND
GULLY	GLY

Street Type	Street Type Abbreviation
HEIGHTS	HTS
HIGHROAD	HRD
HILL	HILL
INTERCHANGE	INTG
INTERSECTION	INTN
JUNCTION	JNC
KEY	KEY
LANEWAY	LNWY
LEES	LEES
LINE	LINE
LINK	LINK
LITTLE	LT
LOOKOUT	LKT
LOOP	LOOP
LOWER	LWR
MEANDER	MNDR
MEW	MEW
MOUNT	MT
NOOK	NOOK
OUTLOOK	OTLK
PARK	PARK
PARKLAND	PKLD
PART	PART
PASS	PASS
PATH	PATH
PATHWAY	PWAY
PIAZZA	PIAZ
POCKET	PKT
POINT	PNT
PORT	PORT
QUAD	QUAD
QUADRANGLE	QDGL
QUADRANT	QDRT
QUAY	QY
QUAYS	QYS
RAMBLE	RMBL
RAMP	RAMP
RANGE	RNGE
RESERVE	RES
REST	REST
RETREAT	RTT
RIDE	RIDE
RIDGE	RDGE
RIDGEWAY	RGWY
RIGHT OF WAY	ROWY
RING	RING
RISE	RISE
RIVER	RVR
RUN	RUN
RIVERWAY	RVWY
RIVIERA	RVRA
ROADS	RDS
ROADSIDE	RDSD

Street Type	Street Type Abbreviation
ROADWAY	RDWY
RONDE	RNDE
ROSEBOWL	RSBL
ROTARY	RTY
ROUND	RND
ROUTE	RTE
RUE	RUE
SIDING	SDNG
SLOPE	SLPE
SPUR	SPUR
STAIRS	STRS
STATE HIGHWAY	SHWY
STEPS	STPS
STRAND	STRA
STRIP	STRP
SUBWAY	SBWY
TARN	TARN
THOROUGHFARE	THOR
TOLLWAY	TLWY
TOP	TOP
TOR	TOR
TOWERS	TWRS
TRACK	TRK
TRAIL	TRL
TRIANGLE	TRI
TRUNKWAY	TKWY
TURN	TURN
UNDERPASS	UPAS
VALE	VALE
VIADUCT	VDCT
VIEW	VIEW
VILLAS	VLLS
VISTA	VSTA
WADE	WADE
WALKWAY	WKWY
WHARF	WHRF
WYND	WYND
YARD	YARD
SERVICEWAY	SWY

5.1.3   Item Names

The lookup table below contains some of the more common examples of item names for both general and jewellery items. If the item name you are looking for is not in the lookup table, enter the item name in free text format.

NOTE(S)

- If the item is a (J)ewellery item, the appropriate additional record **MUST** be completed for the item. (Refer 3.7 Records)

- Jewellery item names for Jewellery Record Types are listed below.

- If the name of the jewellery item is not listed in the lookup table in below (eg. cufflink) and consequently entered as free text, the additional record that **MUST** be created for the item will be Jewellery Other (Refer 3.7.14 Jewellery Other).

Item Class: General
Amplifier
Angle Grinder
Camera
Camera Lens
Car Stereo
CD Player
Drill
Edge Trimmer
Facsimile Machine
Fishing Rod
Laptop Computer
Microwave
Mobile Phone
Mower
Personal Computer
Pushbike
Radio Cassette
Saw
Speaker
Stereo System
TV
VCR
Video Camera
Walkman

Item Class: Jewellery
JA   • Bangle,   • Bracelet,   • Jewellery Anklet,   • Anklet Bracelet   • Anklet   • Ankle Chain
JC   • Necklace   • Fob Chain   • Neck Chain   • Pendant on Chain   • Jewellery Chain   • Chain Necklace   • Paperchain   • Chain Necklace Pendant   • Chain
JB   • Brooch
JE   • Earring   • Stud   • Sleeper   • Dia stud   • Drop
JR   • Ring   • Maternity Ring   • Ring with Stone   • Diamondring   • Ring without Stone   • Jewellery_Ring   • Russian Wedding Band

• Wedding Band
• Wedder
JW
• Watch
• Dress watch
• Diving watch
• Nurses watch
• Pocket watch
• Sports watch
• Wrist watch
• Stop watch
• Stopwatch
• Watchband
JO
• ALL other jewellery types..

5.1.4 ID Types

The following identification documents may be produced by the customer to allow the dealer to verify a customer's details.

If the ID type is not in the lookup table, it **MUST** be entered in free text format.

At least one (1) of the ID documents used to identify a customer **MUST** be from a government entity.

Government entities in the table below are preceded with an asterisk (*).

Identification Types	
*18+ CARD	*LIQUOR LICENCE
ANIMAL/PET LICENCE	*MARITIME SERVICES LICENCE
BANK PASSBOOK	*MARRIAGE CERTIFICATE
BANK STATEMENT	*MEDICARE
*BIRTH CERTIFICATE	MEMBERSHIP NUMBER
*CITIZENSHIP CERTIFICATE	MORTGAGE
*CORRECTIVE SERVICES MASTER INDEX NUMBER	OTHER
*COURT CASE REFERENCE NUMBER	*PASSPORT
*CRANE DRIVERS LICENCE	*PAWN & 2ND HAND DEALER LICENCE
*DEPT OF HEALTH INDEX NUMBER	*PAWNBROKER'S LICENCE
*DRIVER LICENCE	*PENSION CARD
*DSS CARD	PHONE BILL
EDUCATION CERTIFICATE	POWER BILL

*ELECTORAL ROLL	PROFESSIONAL ASSOCIATIION CERTIFICATE
EMPLOYEE NUMBER	RENT BOND FORM
EMPLOYER PAY SLIP	RENT RECEIPT
FINANCIAL INSTITUTION NUMBER	*SCHOOL REPORT
*FIREARM/SHOOTER LICENCE	*SECOND HAND DEALER'S LICENCE
FISHING LICENCE	*DEPARTMENT OF SOCIAL SECURITY DOCUMENT
*FORKLIFT LICENCE	STUDENT ID
FP - BLOOD SAMPLE	*TAX FILE NUMBER
FP - BUCCAL SWAB	TITLE DEEDS
FP - HAIR SAMPLE	*TRADE CERTIFICATE
FP - OTHER	UNION CARD
GAS BILL	*VEHICLE REGISTRATION
*GOVERNMENT LETTER	*VESSEL REGISTRATION
HEALTH CARE CARD	WATER BILL
*JUVENILE JUSTICE INDEX NUMBER	
*LICENCE SUSPENSION REFERENCE NUMBER	

5.1.5 Jewellery Description Codes

The following codes are used in the jewellery record descriptions (Refer 3.7 Records).

Colour
Yellow
Silver
White
Red
Green
Blue
Black
Material
Metal
Gold
Silver
Copper
Pearls
Plastic
Shape - Anklet/Bracelet
Box
Flat
Link
Rope
Beads
Solid

Shape - Brooch
Animal
Cameo
Heart
Shape - Chain
Box
Flat
Link
Rope
Beads
Solid
Shape - Other
Square
Rectangle
Oval
Round
Stone Colour
White
Red
Blue
Green
Clear
Purple
Opal

Band
Patterned
Smooth
Shape - Earrings
Stud
Hoop
Cross
Stone Arrangement
Cluster
Line
Solitaire
Pattern
Watch Band Material
Metal
Nylon
Velcro
Leather
Plastic

Watch Band Colour
Yellow
Silver
White
Black
Brown
Beige
Watch Face Display
Digital
Roman numerals
Numbers
Watch Face Material
Metal
Gold
Silver
Plastic
Watch Face Shape
Square
Rectangle
Oval
Circle
Watch Face Colour
(Same as Colour)

5.2   Appendix B – Form 2 (Owner Declaration for Pawn slip/Receipts)

The following *Owner Declaration for Pawn Slip/Receipts, Form 2* is extracted from the *Pawnbrokers and Second-hand Dealers Act 1996*. Words to this effect **MUST** be included in the receipt provided to the customer and the original of the completed and signed form **MUST** be kept in hardcopy and maintained by the dealer. It is the dealer's responsibility to ensure they have the latest copy of this form from the most recently amended *Pawnbrokers and Second-hand Dealers Act 1996*.

The form is included in this document for information only.

Owner Declaration for Pawn slip/Receipts
Statement by customer as to who is the owner of goods sold or pawned. **I** *(name)*   **of** *(full address)*   am the owner of the goods described below. Signed: Dated:
OR
I *(name)*   **of** *(full address)*   am not the owner of the goods described below. The owner of the goods is _____ of _____ and I am authorised by the owner to sell/pawn the goods. *(You should cross out either "sell" or "pawn" if you are not authorised to do that thing.)* Signed:
Dated :
Description of Goods: _____ _____ _____ _____
NOTE: If you are offering any second-hand goods for sale by a second-hand dealer, or you are offering any goods to a pawnbroker as security for money lent to you, the dealer or pawnbroker is not allowed to accept those goods unless you have filled in this form and signed it. This is required so that the dealer or pawnbroker can be sure that you are the owner of the goods or, if you are not the owner, that you have the authority of the owner to sell or pawn the goods. **It is a crime to give false information or make a false statement in this form.** **Maximum penalty: 50 penalty units (currently $5,500).**