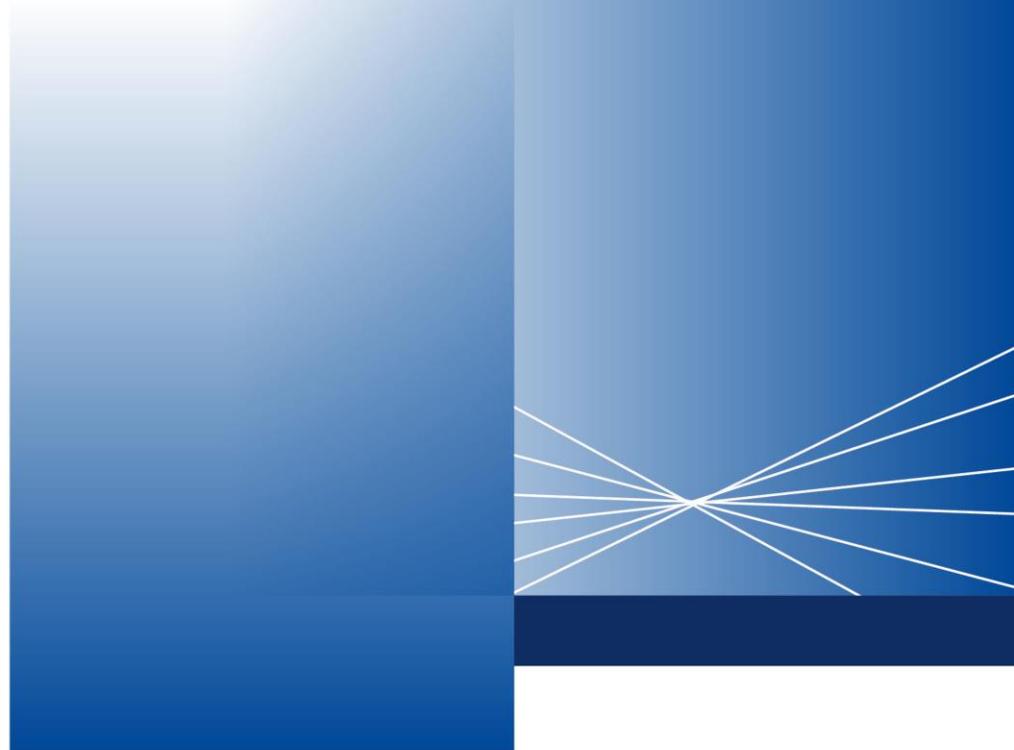# ΑΑΔΕ

**Independent Authority for Public Revenue (IAPR)**

## SERVING PUBLIC INTEREST AND SOCIETY AT LARGE

# File Specifications for Means of Payments Declaration from ACQuirers
# Version 1.1.0

ATHENS, 12 OCTOBER 2023

# Table of Contents

# 1 Change History

| Version | Date | Description |
|---------|------|-------------|
| 1.0.0 | 13/9/2023 | Initial Version |
| 1.1.0 | 12/10/2023 | Adding the IBAN to the unique key combination<br>Adding common cases of modifications<br>Additional file specifications of submitted file |

## 2   General file specifications of submitted file

When submitting the declaration file, the following general specifications should be followed so that it can be correctly transmitted to IAPR Registry.

1. The encoding of the CSV file should be UTF-8 without BOM
2. Fields are separated by the character (;)
3. Field values can optionally be enclosed in double quotes (")
4. File names must be in Latin characters
5. CSV files are uploaded in compressed zip format
6. The zip file must contain only 1 CSV file
7. Submitted file should only include the changes that have taken place during the reporting period
8. If no change has taken place during the reporting period, then no submission is needed
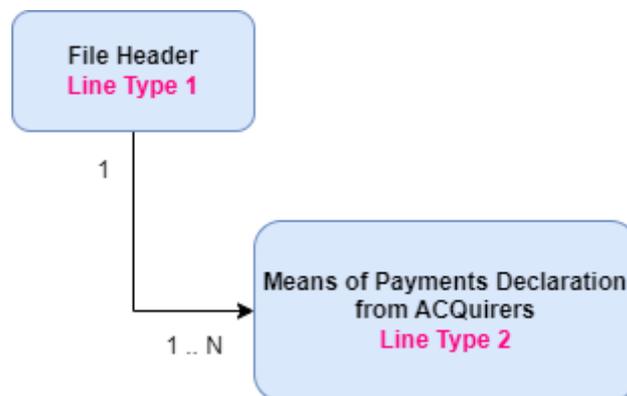


*Picture 1. CSV file hierarchy for Acquirers*

# 3  Unification of declarations – Handling of modifications

A statement is unique (per ACQuirer) by the combination of the user TIN, MID, TID and IBAN fields. This means that no modification of these fields can be made, but only deactivation of the declaration and then creation of a new declaration with the new data. In case where an ACQuirer recycles codes, a combination can be used as long as there is no active declaration with these fields.

Here are some common cases of modifications with a description of how to deal with them.

## 3.1  I have submitted a contract declaration and the contract terminated. How do I declare the termination of the contract?

In this case you must submit an amendment declaration (Declaration type = 2) stating the end date of the contract. e.g:

Initial record:
```
2;1;123456789;Client;GR1002600100000490200000000;12345672;987654323;
01/03/2023;;GR;987654321;NSP
```

Expiration record :
```
2;2;123456789;Client;GR1002600100000490200000000;12345672;987654323;
01/03/2023;05/10/2023;GR;987654321;NSP
```

## 3.2  A contract has expired and a new contract is subsequently created with the same unique fields. How is the new contract declared?

In this case you need to submit a new declaration (Declaration Type = 1). The activation date of the contract must be later than the end date of the previous one.

When it's done you can no longer modify the statement which has expired.

## 3.3  A terminal within the reference period, changes merchant. How do I properly declare the change?

You should first send an amendment declaration (Declaration type = 2) stating the date of deactivation. Then with new declaration (Declaration Type = 1) you will report the new merchant of the terminal with all its fields that make it unique.

## 3.4 I have submitted a statement and later I realize that I have made a mistake in one of the identification fields. How do I cancel the statement?

In this case you must submit a cancellation declaration (Declaration Type = 3) including the same information as the declaration you want to cancel (except for the name which may be different). e.g:

Initial record:
```
2;1;123456789;User;GR10026001000004902000000000;12345672;987654323;01
/03/2023;;GR;987654321;NSP
```

Cancellation record:
```
2;3;123456789;User;GR10026001000004902000000000;12345672;987654323;01
/03/2023;;GR;987654321;NSP
```

Then you can register a new contract with the same details.

# 4   File Specifications for Means of Payments Declaration from ACQuirers

*Table 1. File Specifications for Means of Payments Declaration from ACQuirers.*

| | | Description | Format | Mandatory | Accepted Values |
|---|---|---|---|---|---|
| **File Header** | | | | | |
| 1.1 | | **Line Type** | Number | Yes | 1 |
| 1.2 | | **Acquirer's Country** Acquirer's country of registered office or permanent establishment | Alphanumeric | Yes | Country Code (2 characters according to ISO 3166-1) |
| 1.3 | | **Acquirer's TIN** Taxpayers Identification Number of the Acquirer. In case of Acquirers with registered office outside of Greece, it can be used the local TIN number or a functional equivalent | Alphanumeric | Yes | |
| 1.4 | | **Acquirer's BIC** If it is available, it must be filled out | Alphanumeric | No | |
| 1.5 | | **Acquirer's Business Name** | Alphanumeric | Yes | |
| 1.6 | | **File Layout Version** The version of the file specifications as posted on the IARP website | Alphanumeric | Yes | 1.1.0 |

| | | Description | Format | Mandatory | Accepted Values |
|---|---|---|---|---|---|
| **Means of Payments Declaration from ACQuirers** | | | | | |
| 2.1 | | **Line Type** | Number | Yes | 2 |
| 2.2 | | **Type of Declaration** Indicator of Declaration type | Number | Yes | 1 = new declaration 2 = declaration amendment **(*)** 3 = declaration deletion **(**)** |
| 2.3 | | **Payment Services Client's TIN** | Number | Yes | 9 characters |
| 2.4 | | **Payment Services Client's Business Name** | Alphanumeric | Yes | |
| 2.5 | | **IBAN** Payment Account Number which is connected with the Mean of Payment | Alphanumeric | Yes | |

| 2.6 | **Merchant ID** Client ID (destination Merchant ID - MID) as maintained in the Acquirer's systems | Alphanumeric | Yes | TR100**(***)** |
|---|---|---|---|---|
| 2.7 | **Terminal ID** Terminal ID (destination Terminal ID - TID ACQuirer) of the Means of Payment as maintained in the Acquirer's systems. | Alphanumeric | Yes | TR100**(***)** |
| 2.8 | **Contract Start Date** Starting date of the Means of Payment Agreement between the Acquirer and the Client or alternatively the creation date of the Client's payment profile by the Acquirer | Date | Yes | Date format: DD/MM/YYYY |
| 2.9 | **Contract Expiration Date** Expiration date of the Means of Payments Agreement between the Acquirer and the Client, provided that there is, or alternatively, the deactivation date of Client's profile by the Acquirer | Date | No | Date format: DD/MM/YYYY |
| 2.10 | **NSP's Country** NSP' Country of registered office or permanent establishment | Alphanumeric | Yes | Country Code (2 characters according to ISO 3166-1) |
| 2.11 | **NSP's TIN** Taxpayers Identification Number of the Network Service Provider. In case of NSP's with registered office outside of Greece, it can be used the local TIN number or a functional equivalent | Alphanumeric | Yes | |
| 2.12 | **NSP's Business Name** | Alphanumeric | Yes | |

**(*)** With indicator 2, the changes made to a terminal are declared, except those that make it unique (user TIN, MID, TID, IBAN)

**(**)** A declaration is deleted only in the event of an error in the fields that make the declaration unique (these cannot be modified).

**(***)** MID or TID values may appear in various formats. Ex: 12345, 00012345, 0000012345. To avoid cross-checking problems between ACQuirers and NSPs, the above formats will be considered equivalent (leading zeros where present will be ignored). If MID, TID consists only of 0 then its normalized value is 0.

## Declaration example from ACQuirer:

1;GR;126621750;;Acquirer's Business Name;1.0.0
2;1;432506910;Client's Business Name 1;GR0902601780000880201215439;12345670;987654321;05/11/2022;;GR;900239597;NSP's Business Name 1
2;1;432506910;Client's Business Name 1;GR40011021200000021200984181;12345671;987654322;01/03/2023;;GR;904954086;NSP's Business Name 2
2;1;448925613;Client's Business Name 2;GR10026001000004902001181118;12345672;987654323;01/03/2023;11/05/2023;GR;900239597;NSP's Business Name 1
2;1;448925613; Client's Business Name 2;GR26017222700052271057264331;12345673;987654324;11/03/2023;;GR;904954086;NSP's Business Name 2
2;1;817776299; Client's Business Name 3;GR8008700210000300002898024;12345674;987654325;21/02/2023;;GR;904954086;NSP's Business Name 2