

Importing Using the CIK Library Keywords

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When importing a data file into the CIK Library, you must include a header row in the file that contains specific keywords used by the import process to determine the content of each column. The table below contains all of the keywords you can use for each data field in the CIK Library. Multiple keywords for the same data field are separated by a vertical bar. Only one keyword in each group must be present in the header row. For example, you may use "Entry" or "Company" as the keyword for the Entry Name field. You do not need to use both.

Data	Keywords
Contact Name	CIK Library Contact Contact Name Name
Entry Name	Entry Entry Name Item Item Name Company Company Name
CIK	CIK
CCC	CCC
Type	Type
SROS	SROS
Address 1	Address Street Street 1
Address 2	Address 2 Street 2
City	City
State/Province	State Province
ZIP Code	ZIP ZIP Code Postal Code Code
Phone Number	Phone Number Phone Number
E-mail	E-mail Email Emails
IRS Number	IRS IRS Number
File Number	File File Number
Ticker Symbol	Ticker Ticker Symbol Symbol Stock
Extra Notes	Comments
Accelerated Filer Status	Accelerated
Well-known Seasoned Issuer	Wellknown Well-known Known Seasoned
Shell Company	Shell Shell Company
Voluntary Filer	Voluntary
Smaller Reporting Company	Reporting Reporting Company Smaller Reporting Company
Group	Group Grouping

FYE	FYE Fiscal Year
Investment Company Type	Investment Investment Company

Helpful Hints:

- Keywords can be part of a label in a header row. For example, you can use "Is Voluntary Filer" for the Voluntary Filer column. Provided that additional words inside a label for the header row are not keywords for other data columns, those other words inside a label in the header row will not disrupt the import process. However, you must include the keyword or the data column will not be recognized during import.