D&B Worldwide Policies **March 12, 2004**

Administered by the Global Policy & Standards

Global Policy: **GP: 1 D&B D-U-N-S® Numbers**

Related Policies: GP: 2 Family Tree Linkage

Purpose:	This document outlines the policy for the assignment and maintenance of D&B D-U-N-S® Numbers to ensure the continuity and integrity of the D&B D-U-N-S® Numbering system worldwide. This policy supercedes any previous global, regional or local policy.

Table of Contents

1. Assigning D&B D-U-N-S® Numbers

- *1.1 When to Assign & What is Eligible*
- *1.2 What is Ineligible*
- *1.3 D&B D-U-N-S® Number Assignment*
- *1.4 Data Standards*
- *1.5 Requests For D&B D-U-N-S® Number Assignment*
- *1.6 Duns Service Level for the US Government*

2. D&B D-U-N-S® Number Maintenance

- *2.1 Re-use of the D&B D-U-N-S® Number*
- *2.2 Deleting D&B D-U-N-S® Numbers*
- *2.3 Deletion Events*
- *2.4 Data to be Recorded in the Local Delete System*
- *2.5 D&B D-U-N-S® Number Changes*

3. D&B D-U-N-S® Number Linkage

- *3.1 Linkage and Linkage Assignment*

4. Other Related Topics

- *4.1 Definition*
- *4.2 Background*
- *4.3 D&B D-U-N-S® Number Validation*
- *4.4 D&B D-U-N-S® Number Presentation Format*
- *4.5 D&B D-U-N-S® Number Administration*

1. Assigning D&B D-U-N-S® Numbers

1.1 When To Assign & What Is Eligible

A unique D&B D-U-N-S® Number is assigned to the following:

- Each commercial, non-profit or government entity on which we have a record or file and each newly created record.
- Self-employed individuals (only individuals such as; physicians, lawyers, contractors, etc. who are engaged in a specific commercial business activity are to be assigned a D&B D-U-N-S® Number).
- All secondary locations including Branches and Divisions on which there is a D&B record or file and each newly created record.
- A business which requires a D&B D-U-N-S® Number in order to complete a corporate relationship (family tree linkage). These businesses may be dormant or considered otherwise inoperative, but maintain an active relationship within a corporate structure.

D&B will assign a D&B D-U-N-S® Number to a business entity when its existence has been confirmed either through contact with the business, or through a registration at an appropriate country registry.

Examples of Eligible Business Entities:

- Legally recognized entities (e.g. proprietorship, partnership, corporation, limited liability company)
- Branches and Divisions
- Contractors (e.g. individual contractors, government contractors)
- Self-Employed Professionals (e.g. doctors, lawyers, engineers, and consultants)
- PO Boxes and Lock Boxes
- Non Profit Organizations
- Government entities (e.g. Branches, Agencies, Departments, Military Installations, etc.)

1.2 What Is Ineligible

Assignment of D&B D-U-N-S® Numbers for purposes other than identifying unique eligible business entities is prohibited.

Entities not eligible for a D&B D-U-N-S® Number include (but may not be limited to):

- Private individuals (if not operating as a sole proprietorship)
- Tradestyles that do not qualify as a Branch/Division
- Business entities located outside of the reporting territory of each D&B data center, particularly when required to complete foreign linkage (e.g. D&B Australia will not assign a D&B D-U-N-S® Number to a business entity located in the USA).
- Temporary records (i.e. records which are *not* designed to become a permanent component of the D&B Database, e.g. When D&B is unable to locate a business following an investigation, then a D&B D-U-N-S® Number will not be assigned to this inquiry. These are known as Unable To Locate responses).
- Other business assets not considered Branch locations (e.g. Automated Teller or Cash Machines, temporary construction sites [i.e., expected to exist for less than three months], loading docks at a site already assigned a D&B D-U-N-S® Number, railroad cars, utility sub stations, etc.)

1.3 D&B D-U-N-S® Number Assignment	When assigning a D&B D-U-N-S® Number, D&B: • Ensures the entity meets the eligibility criteria outlined in *Section 1.1* of this policy • Eliminates the re-use of a D&B D-U-N-S® Number by verifying it has not been previously assigned to any active or inactive record • Conducts due diligence to make certain the entity does not already exist on the D&B database • Determines the entity's ownership and linkage status (see GP:2 Global Linkage Policy)

1.4 Data Standards	Minimum Data Standards: Each D&B D-U-N-S® Numbered record contains the following *required* data elements: ♦ D&B D-U-N-S® Number ♦ Legal Business Name ♦ Complete Physical Address ♦ Linkage Status (Headquarters or Parent D&B D-U-N-S® Number) In addition, the following data elements are targeted for collection for the assignment of a D&B D-U-N-S® Number : ♦ Line of Business ♦ Activity Code (SIC Code or NAICS Code) ♦ Telephone Number ♦ Business Principal and Title (President, Branch Manager, Partner, Owner, etc.) ♦ Employees ♦ Tradestyle ♦ Mailing Address

1.5 Requests For D&B D-U-N-S® Number Assignment	Requests for D&B D-U-N-S® Numbers are received through customers and business partners requesting D&B products or services on entities not yet assigned a D&B D-U-N-S® Number. Charges to the customer may apply. Requests are also received from parties interested in having D&B D-U-N-S® Numbers assigned to their own businesses or organizations. These are referred to as *self-requests*. Compiling the minimum data required to create an eligible D-U-N-S® Numbered record is completed without charge. S*elf-requests* contain all the data elements outlined in section 1.4. Requests beyond this simple D&B D-U-N-S® Number assignment may result in charges to the requestor.

1.6 DUNS Number Service Level for the US Government	On October 1st, 2003, the US Federal Government required, as the unique identifier in its Integrated Acquisition Environment, that all members of the US Government business partner community ("entities") have a D&B®D-U-N-S® Number in order to conduct any business with the government. This includes all businesses that contract with the US Government as well as all recipients of US Government grant money.. D&B's global policy regarding any "entity" that contacts a Global Customer Service Center and identifies themselves as either a US Government Contractor (Vendor) or a US Government Grantee, is as follows: ▪ Free Assignment of D&B® D-U-N-S® Numbers ▪ Rapid Issuance of D&B® D-U-N-S® Numbers**:** Assignment should be completed within 24 hours. ▪ No up-sell or contract requirements unless *unilaterally* requested by the entity. ▪ D&B® D-U-N-S® Numbers may be assigned to an individual assuming they meet the following requirements: 1. The individual is performing a service (consulting, advising, lecturing, etc) for the government, and 2. The individual is being compensated by the government for this service Please note that in some instances, new records need to be created. These records (D&B® D-U-N-S® Support Records) are being used as the root data and identifier for businesses in the government acquisition and reporting systems. Your immediate compliance and support of this initiative is requested and appreciated. Any questions on this US Federal Government issue should be directed to Mark Muckerman, Area Manager, D&B Government Services (muckermanm@dnb.com phone: 001-703-807-5079).

2. D&B D-U-N-S® Number Maintenance

2.1 Re-use of the D&B D-U-N-S® Number	Once assigned, a D&B D-U-N-S® Number *is not* reused or reissued to another business entity. The availability of D&B D-U-N-S® Numbers for assignment is controlled and coordinated by the Regional D&B D-U-N-S® Number Administrator working with the Global D&B D-U-N-S® Number Administrator. The Regional D&B D-U-N-S® Number Administrator is responsible for auditing compliance to this policy.

2.2 Deleting D&B D-U-N-S® Numbers	Audit trail controls and systems are implemented within each data center to: • Prohibit the reuse and reissuing of previously assigned D&B D-U-N-S® Numbers • Prevent the loss of pertinent data when reconciling duplicate records • Create and maintain a delete/reference audit trail file for tracking *all* deleted D&B D-U-N-S® Numbers and, where applicable, the surviving entity D&B D-U-N-S® Number. Each deleted record carries a standard reason code indicating why the record was deleted.

2.3 Deletion Events	When a Duplicate record is found on the D&B database (i.e. two D&B D-U-N-S® Numbers assigned to the same business entity), then: ➢ Information found in the duplicate record is transferred to the record retained on the database. ➢ The duplicate record is deleted and a database referral is made to both the reason for deletion and the D&B D-U-N-S® Number of the record which was retained. ➢ The decision as to which record is maintained and which is deleted will be made by the local country based on the following: - the record containing the largest amount of data - the record containing the correct National Identification number (which may therefore have a link to bulk loads from national registries) - the record that has been sold most frequently (i.e. the record with the highest inquiry rate). ➢ All unique information contained in the record to be deleted is transferred to the retained record. This includes mailing addresses, financial updates and comparatives, public filings, history information, affiliated companies, and branch and subsidiary information. Any Branches and/or Subsidiaries of the record to be deleted are checked and updated accordingly. ➢ Records which appear to be duplicates are checked carefully before a delete is processed. If the record is a: **Duplicate Skeletal Record of a Branch Record** (A skeletal record is one which only contains basic name and address data and is sometimes referred to as a Duns Support): ➢ The Branch record is retained and the Skeletal Record is deleted. **Headquarters which moves to a Branch location:** ➢ This situation occurs when a Headquarters moves to an address already occupied by its Branch. ➢ The Branch record is deleted; modified Headquarters data is reflected in all downward-linked cases. **Duplicate Branch Record of Existing Branch Record:** ➢ In this situation, both records are Branch records which reflect the same entity. Any unique information contained in the record to be deleted is first transferred to the record being retained. ➢ If the location is now a Branch of a different Headquarters record, both Headquarters records are reviewed and the appropriate changes are made to those records. **Full Record which is now a Branch:** ➢ This situation occurs when a record, which was formerly a separate entity, becomes a Branch. This may happen when a Subsidiary case merges with its Parent and the Subsidiary location now functions as a Branch, or when a separate entity is acquired by another company which then opens a Branch location at that site. ➢ The Full record is written out-of-business and reference to the new business entity is made within the Branch record and the Global Duns Number Audit Trail.

2.4 Data to be Recorded in the Local Delete System	The following information is recorded in the local delete system: • D&B D-U-N-S® Number being deleted • D&B D-U-N-S® Number being referred to • Reason Codes for the delete (where country systems allow)

2.5 D&B D-U-N-S® Number Changes

Once a D&B D-U-N-S® Number has been assigned to a business entity, certain events may occur which could affect the status of the D&B D-U-N-S® Number and therefore affect Family Tree Linkage. Below you will find some of the routine business changes and the appropriate guidelines to follow for each situation:

- RELOCATIONS WITHIN A COUNTRY
  - If a business relocates within the same country, the D&B D-U-N-S® Number remains the same.
  - If a Headquarters location moves to an existing Branch location and operational functions cease to be separate and unique, the D&B D-U-N-S® Number of the Headquarters is retained and the D&B D-U-N-S® Number of the Branch deleted.
  - If Branch operations cease at one location and have been consolidated to another Branch location, the Branch record is taken to Out-of-Business status.
  - The deleted and surviving referral D&B D-U-N-S® Numbers are captured in the Global D-U-N-S® Number Audit Trail.

- RELOCATIONS TO ANOTHER COUNTRY
  - If a business relocates to another country, the D&B D-U-N-S® Number is taken to Out-Of-Business status, and a new record is created in the country to which the business is re-located, with a new D&B D-U-N-S® Number. This is because the new record is actually a different legal entity.

- MERGERS
  - In instances where two or more business entities merge, thus eliminating one or more business entities, only one D&B D-U-N-S® Number survives.
  - The retained D&B D-U-N-S® Number is that of the surviving company in the merger.
  - The discontinued business entities are taken to Out-of-Business status.
  - The discontinued and surviving referral D&B D-U-N-S® Numbers are captured in the Global D-U-N-S® Number Audit Trail.

- CONTROL CHANGES
  - If a business entity is sold or a controlling interest of a business entity changes, while maintaining the same line of business, the original D&B D-U-N-S® Number is retained.
  - If a Branch location is sold or spun off as a separate legal entity (i.e. Corporation, Partnership, Proprietorship) the Branch record is taken to an out-of-business status and a new record is created, with a new D&B D-U-N-S® Number.
  - If a Branch location is sold to another company and that location operates as a Branch of that company, the D&B D-U-N-S® Number is retained and the ownership linkage (Headquarters D&B D-U-N-S® Number) is updated to the company which purchased the Branch. The primary name of that Branch location is changed to match the new Headquarters company name.

- DISCONTINUANCES
  - If a business discontinues without a successor, the D&B D-U-N-S® Number remains with that out of business record and *is not be reissued or reassigned.*

- INACTIVE OR DORMANT
  - If a business becomes inactive or dormant, the record or file will be retained in the database.

3. D&B D-U-N-S® Number Linkage

3.1 Linkage and Linkage Assignment	Refer to Global Policy, *GP:2 Family Tree Linkage, Sections 1.1 - 1.4*

4. Other Related Topics

4.1 Definition	A D&B D-U-N-S® Number is a non-indicative nine-digit number assigned by Dun & Bradstreet to identify unique business entities, access D&B products and link related entities and data.

4.2 Background	Since its inception in 1962, the D-U-N-S Numbering System has become one of D&B's cornerstones in providing value to customers worldwide. A rapidly growing segment of customers have adopted the D&B D-U-N-S® Number as an internal business identifier. With this integration of the D&B D-U-N-S® Number into so many of our customers' information systems, the need to ensure that the assignment and maintenance of the D&B D-U-N-S® Numbering System becomes imperative.

4.3 D&B D-U-N-S® Number Validation

MODULUS TEN CALCULATION (MOD 10 CHECK)

The first eight digits of a D&B D-U-N-S® Number are sequentially machine generated. The ninth digit is a check digit.

The check digit was built into the D&B D-U-N-S® Number to catch input errors. This check digit catches 100% of the single digit errors and 98% of the single transposition errors (i.e. adjacent digits). The check digit is calculated by a routine known as the Modulus Ten Calculation.

04-997-7473

The D&B D-U-N-S® Number listed above is correctly formatted and passes the MOD 10 Check. The ninth digit (the "3" in this example) is the check digit. A combination of digits is used to calculate (or verify) the check digit for any D&B D-U-N-S® Number. That combination of eight digits is:

1 2 1 2 1 2 1 2

In order to calculate or verify a check digit, the first eight digits of the D&B D-U-N-S® Number – without the check digit – are placed directly above the checking combination as shown below. Each upper digit is then multiplied by the digit below it:

0	4	9	9	7	7	4	7
x1	x2	x1	x2	x1	x2	x1	x2

0+8+9+1+8+7+1+4+4+1+4 = 47

Add the digits, treating each one as a separate number (that is 18 becomes 1 and 8). In this example, the total is 47. Subtract this total, 47 from the next highest multiple of 10, (that is 50 in this case).

50 – 47 = **3**
3 = check digit

This matches the ninth digit in the given D&B D-U-N-S® Number 04-997-747**3**. Therefore the number is valid. The Mod Ten Check is normally automatically performed at the time of data entry.

D&B D-U-N-S® NUMBER EXPANSION AND MOD 10+5

To ensure an adequate supply of D&B D-U-N-S® Numbers, D&B implemented an alternate check digit calculation, MOD 10+5, during December 1997. The new check digit calculation provides an additional 100,000,000 D&B D-U-N-S® Numbers. All D&B systems should have been modified to accommodate MOD 10+5 by March 31, 1997.

The MOD 10+5 calculation is virtually identical to the original Modulus Ten calculation. The important difference is that after performing the original calculation, add five to the result.

The MOD 10+5 check is illustrated here using the same eight digits as above, 04-997-747?

50 – 47 = 3
3 + 5 = **8**

8 = check digit

This creates a unique D&B D-U-N-S® Number of 04-997-747**8**.

If the original check digit calculation is greater than a 4, then add 5:

9 + 5 = 14

then subtract 10 to determine the check digit:

14 – 10 = 4
4 = check digit

The MOD 10+5 the system continues to catch over 99% of D&B D-U-N-S® number input errors.

4.4 D&B D-U-N-S® Number Presentation Format	The term D-U-N-S® is a registered trademark of The Dun & Bradstreet Corporation and should appear as follows when it is referenced in any written material to be used externally: **D&B D-U-N-S® Number** Hyphens should appear between each letter comprising the word D-U-N-S and all letters should be capitalized. As the D&B D-U-N-S® Number becomes more established within the global business community it is important that all internal and external correspondence including letters, brochures, products, and reports comply with this instruction. The D&B D-U-N-S® Number is always presented in a distinct format: two digits, hyphen, three digits, hyphen, four digits. For example: **04-997-7473** The D&B D-U-N-S® Number should always appear in the heading of the Business Information Products in the following format: **D-U-N-S: 04-997-7473**

4.5 D&B D-U-N-S® Number Admini-stration	The following global activities have been defined: <u>D&B D-U-N-S® NUMBER ADMINISTRATORS</u> The current list of D&B D-U-N-S® Number Administrators is available in the Cross-Border Customer Service Contact Directory. Copies of this directory can be obtained now from the D&B European Regional Office in High Wycombe, England and on the D&B Intranet Global Data Authority webpage as of January 1999. The *Global D&B D-U-N-S® Number Administrator* is responsible for D&B D-U-N-S® Number Administration within Dun & Bradstreet worldwide. A *Regional D&B D-U-N-S® Number Administrator* is appointed in every Region and is responsible for D&B D-U-N-S® Number administration, practices and procedures in that region and is accountable to the Global D&B D-U-N-S® Number Administrator for setting and enforcing policy. A *Country D&B D-U-N-S® Number Administrator* is appointed in every country Headquarters office and Correspondent Department Office. This individual is responsible for D&B D-U-N-S® Number administration in the geographic areas associated with those operations and is accountable to the Regional D&B D-U-N-S® Number Administrator for setting and enforcing policy. <u>D&B D-U-N-S® NUMBER REPLENISHMENT AND INFORMATION REQUESTS</u> Requests for the establishment or replenishment of a D&B D-U-N-S® Number reserved for assignments must be requested through the Regional D&B D-U-N-S® Number Administrator and are authorized by the Global D&B D-U-N-S® Number Administrator. Information requests relating to the D&B D-U-N-S® Number, D&B D-U-N-S® Number Linkage as well as the availability and uses of the D&B D-U-N-S® Number should be processed through the Country D&B D-U-N-S® Number Administrators.

D&B Worldwide Policies **Reviewed on November 29th, 2002**

Administered by the Global Data Authority

Global Policy: **GP: 3 Branch Records**

Related Policies: GP:2 Family Tree Linkage

Purpose:	This document outlines the policy for building and maintaining Branch records to ensure consistency is achieved around the globe when Branch records are built and maintained. This policy supercedes any previous global, regional or local policy.

Table of Contents

1. What Constitutes a Branch
- *1.1 Branch Definition*
- *1.2 Types of Branch Records*

2. Branch Data Standards
- *2.1 Rules Governing Branch Creation*
- *2.2 Branch Data Standards*
- *2.3 Assignment of Activity Codes*

3. Linkage
- *3.1 Treatment of Branches*
- *3.2 Linkage Entities*

4. Data Collection Guidelines
- *4.1 Branch Events*

5 Branch Maintenance
- *5.1 D&B D-U-N-S® Number Changes*

1. What Constitutes a Branch

1.1 Branch Definition	A Branch is a secondary location for which its Headquarters has legal responsibility. Typically, a Branch is a separate location. However, a Branch can be located together with its Headquarters or sister Branch, provided they have unique, separate and distinct operations. A Branch record has the same legal name as its Headquarters but may operate under a different trade style. A Branch record is linked to a Headquarters by the Headquarters D&B D-U-N-S® Number and cannot have more employees than its Headquarters.

1.2 Types of Branch Records	**There are 2 types of Branch record on the D&B database.** • DOMESTIC BRANCH ➢ A Domestic Branch is a secondary location for which its Headquarters has legal and/or financial responsibility and is located in the *same country* in which its Headquarters resides. ➢ Typically, a Branch is at a separate location. However, a Branch can be located together with its Headquarters or sister Branch, provided they have unique, separate, and distinct operations. ➢ Branches often have secondary names or trade styles, but the Branch primary business name is *always* identical to its Headquarter's primary name. ➢ A Branch record is linked to a Headquarters by the Headquarters D&B D-U-N-S® Number. ➢ A person employed by a company who works primarily from their home is not considered a Branch location. ➢ A Branch does not have its own share capital. ➢ All linked Branch records cannot singly or jointly have more employees than their common Headquarters. • FOREIGN BRANCH ➢ A Foreign Branch is a secondary location reporting to a Headquarters in *another country* and is subject to the same policies as a Domestic Branch listed above. ➢ A Foreign Branch is not a separate legal entity from the Headquarters but is distinguished from a Domestic Branch in that it is locally registered and subject to local country laws and taxes. ➢ A Foreign Branch may file a financial statement within the local country. The financial statement may reflect the financial condition of the Branch activities OR may be the financial statement of the foreign Headquarters. ➢ A Foreign Branch is distinct from a Subsidiary in that the Branch does not have its own share capital.

Return to Top

2. Branch Data Standards

2.1 Rules Governing Branch Creation	**Location** A Branch: • Operates from a distinct location; • Has an operation to which a valid activity code (e.g. SIC code, NAICS code) can be assigned; • Is a location which has a distinct address, either recognized by postal authorities, or is known and accepted by the local community, where mail and goods may be delivered. Building structure(s) at the location can be permanent or temporary, as long as the duration of the Branch operations at that particular location is of a reasonable length of time (e.g. 3 months or more). In situations where a business occupies several floors in the same building, and there are two or more distinct operations on different floors (therefore each having a different address), a Branch record is created for each different business unit. Each operation will have its own distinct management with its own purchasing and payment authority.

2.2 Branch Data Standards	*Minimum Data Standards.* Each D&B D-U-N-S® Numbered Branch record contains the following *required* data elements: ♦ Headquarters D&B D-U-N-S® Number ♦ Headquarters Name ♦ Complete Physical Branch Address In addition, the following Branch specific data elements are targeted for collection: ♦ Line of Business ♦ Activity Code (SIC Codes or NAICS Codes) ♦ Telephone Number ♦ Branch Manager – Name and Title ♦ Employees ♦ Tradestyle ♦ Mailing Address Data on Branch records refers to the Branch operation and not its Headquarters with the following exceptions: ♦ If the Branch is under construction, and as yet has no distinct telephone number or Branch manager, a contact name at the Headquarters and the Headquarter's telephone number is used. ♦ If the activity code for the Branch cannot be determined, then the activity code for the Headquarters is used.

2.3 Assignment of Activity Codes	Activity Codes are assigned based on the type of operations at the Branch location not the Headquarters. If the line of business cannot be determined (either directly from the Branch contact or following attempts to contact sources at the Headquarters location) then, in *rare* instances, the activity code(s) of the Headquarters is used. A Post Office Box in a town with no physical Branch location is treated as a Branch and is assigned SIC code 9999 (or its country equivalent; 9999 8888 if an eight digit SIC number is used). A Lock Box Branch is assigned an SIC code 9999 (or its country equivalent; 9999 0001 if an eight digit SIC number is used).

Return to Top

3. Linkage

3.1 Treatment of Branches	For each Branch record, there is an active (not out-of-business) linked Headquarters record in the country's database. The Headquarters record: ♦ Accurately reflects each Branch linkage (in certain data centers, this may necessitate an update to the Headquarters record to create the link). ♦ Is linked to Branch records by the Headquarter's D&B D-U-N-S® Number.

3.2 Linkage Entities within a Family Tree	See Global Policy, *GP:2, Family Tree Linkage, Section 1.2* for details on linkage entities and their definitions.

Return to Top

4. Data Collection Guidelines

4.1 Branch Events	**Branch now reports to a new Headquarters, the:**
	♦ Branch is linked to the new Headquarters through the new Headquarters D&B D-U-N-S® Number.
	♦ Past and present Headquarters records accurately reflect the change in Branch status.
	
	Headquarters name changes and/or it relocates to a new city/country, the:
	♦ Modified Headquarters name and address is reflected in all downward-linked cases**.**
	
	Branch operations have been discontinued, the:
	♦ Branch record is written out-of-business.
	♦ Headquarters record accurately reflects the change in Branch status.
	
	The Branch is now a separate entity, the:
	♦ Branch record is written out-of-business and reference to the new business entity is made within the Branch record and the Global Duns Number Audit Trail.
	
	Headquarters moves to Branch location and the Branch is no longer a separate entity, the:
	♦ Branch is deleted and the modified Headquarters data is reflected in all downward-linked cases.
	♦ The relationship between the deleted Branch and the retained Headquarters is maintained in the Global D-U-N-S® Number Audit Trail.
	
	There are multi ple Branches at one location, then:
	♦ Separate and unique D&B D-U-N-S® Numbers are assigned if they have unique, separate and distinct operations.
	♦ Branches have unique Tradestyles.
	♦ At least one of the following conditions will apply; the Branch entity has a different activity code and:
	  Different Branch manager … *or*
	  Unique mailing address.

Return to Top

5. Branch Maintenance

5.1 D&B D-U-N-S® Number Changes	See Global Policies, *GP:1,D&B D-U-N-S® Numbers, Section 2.5.*

Return to Top

Policy Brief

The policy brief is intended to provide a summary of the key points contained within the full policy document. It is strongly recommended that the entire policy document be review to ensure complete understanding and compliance

1.1 **Branch definition:**

- A secondary location for which its Headquarters has legal responsibility
- Has the same legal name as its Headquarters but may utilize a tradestyle
- Is linked to a Headquarters by the Headquarters D&B D-U-N-S® Number

1.2 **Types of Branch Records:**

- Domestic Branch – Headquarters located in the same country
- Foreign Branch – Headquarters located in a different country

2.1 **Rules governing Branch creation:**

A Branch:

- Operates from a distinct location
- Has an operation to which a valid activity code can be assigned
- Is typically a location which has a distinct address

2.2 **Branch Data Standards:**

- Each D&B D-U-N-S® Numbered Branch record contains the Headquarters D&B D-U-N-S® Number, the Headquarters Name and the complete physical Branch address.
- Other key data elements that are targeted for collection.

3.1 **Treatment of Branches:**

- For each Branch record, there is an active linked Headquarters record in the country's database.
- The Headquarter's record accurately reflects each Branch linkage.
- All Branch records are linked to the Headquarters by the Headquarter's D&B D-U-N-S® Number.

D&B Worldwide Policies **Reviewed on November 29th, 2002**

Administered by the Global Data Authority

Global Policy: **GP: 5 D-U-N-S® Number Purge Policy**

Related Policies: GP: 1 D&B D-U-N-S Numbers

Purpose:	This document outlines the policy for purging the host country database of D-U-N-S Numbered records, through both batch and online processes, and policy supercedes any previous global, regional or local policy.

Table of Contents

1. What is a Database Purge?
- *1.1 Definition*
- *1.2 What is Eligible to be Purged?*

2. Data Requirements
- *2.1 Data and Data Archive Requirements*
- *2.2 Data Requirements*
- *2.3 Other Policy Considerations*

1: What is a Database Purge?

(i) Definition	A database purge is any automated or manual process, initiated through batch and/or on line means, which is designed to permanently delete from the local country database one or more D-U-N-S® Numbered records. A database purge generally results in the deletion of the D-U-N-S® Number itself along with information linked to, or included in, the D-U-N-S® Numbered report.

(ii) What is Eligible to be Purged?	Any D-U-N-S® Numbered record is eligible for deletion from the database *providing* it meets one or more of the following criteria; the record: - Is a duplicate of another record - Was written erroneously And … - Does not contain a bankruptcy, management or business indicator (or local country equivalent) - Has no active trade - Is not a Parent or Headquarters location - Is not a confirmed High Risk or Fraud - Is not a Lock Box or PO Box (remittance only), with SIC Code 9999-0001 and 9999-8888 respectively. - Is not on Stop Distribution - Has no open and active Public Filings - Is not a court house record (SIC 9211; US only) Any record which *does not* meet the above criteria is retained on the database until such time as its eligibility has been determined through reinvestigation or other means, or until all relevant data including, but not limited to, public records, trade and operational details, has been transferred from the "From" record to the "To" record prior to processing of the delete request. Deletion of D-U-N-S® Numbered records solely for the purpose of cleansing the local database is *strictly prohibited*. See Section 2.3, *Deletion Events*, and Section 2.5, *D&B D-U-N-S® Number Changes* in *GP: 1 D&B D-U-N-S® Numbers* for additional details.

Return to Top

2: Data Requirements

(i) Data and Data Archive Require-ments	The following data elements are retained for every record deleted through bulk and/or on line processes: - "From" D-U-N-S® Number – the D-U-N-S® Number of the record being deleted. - "To" D-U-N-S® Number – the D-U-N-S® Number of the record being retained and referred to. - Date Processed – the date the delete transaction occurred. - Reason Code – explains the reason for the record's deletion from the database. Valid codes are defined in the matrix that follows. Each country ensures that the data elements above are passed to, and stored in, the RDB (Repository Database) and/or GDW (Global Data Warehouse) databases for consolidation at a global level. Where necessary, data extracts and data feeds are modified to accommodate the presence of the required data fields.

(ii) Data Require-ments	The following matrix summarizes the data elements that are archived for each globally approved category of deleted record:

	"From" D-U-N-S® Number	"To" D-U-N-S® Number	Reason Code	Date Deleted	GSRL 5.0 Reason Code
- Duplicate Record	X	X	X	X	420
- Reversal of a Delete	X	X	X	X	423
- Duns Number Assigned In error	X		X	X	5229

(iii) Other Policy Consid-erations	General and Operations Managers take steps to ensure established internal processes and procedures are established to ensure compliance to this Global Policy. The Global Data Authority, together with the Regional Data Authorities, conduct periodic compliance review audits to ensure global standards are being met.

Return to Top

Policy Brief

The policy brief is intended to provide a summary of the key points contained within the full policy document. It is strongly recommended that the entire policy document be review to ensure complete understanding and compliance.

1.1 Definition of "Purge"

- A database purge is any automated or manual process, initiated through batch and/or on line means, which is designed to permanently delete from the local country database one or more D-U-N-S® Numbered records.

1.2 What is eligible to be Purged?

- Any D-U-N-S® Numbered record eligible for deletion from the database *providing* it meets one or more of the following criteria; the record:
- Is a duplicate of another record
- Was written erroneously; AND:
  - Does not contain a bankruptcy, management or business indicator (or local country equivalent)
  - Has no active trade
  - Is not a Parent or Headquarters location
  - Is not a confirmed High Risk or Fraud
  - Is not a Lock Box or PO Box (remittance only), with SIC Code 9999-0001 and 9999-8888 respectively.
  - Is not on Stop Distribution
  - Has no open and active Public Filings
  - Is not a court house records (SIC 9211; US only)

2.1 Data and Data Archive Requirements:

- The following data elements are retained for every record deleted through bulk and/or line processes:
  - "From" D-U-N-S® Number
  - "To" D-U-N-S® Number
  - Date Processed
  - Reason Code

D&B Global Policies **March 22, 2004**

Administered by Global Policy & Standards

Global Policy: **GP: 9 Verifying Parent Linkage**

Related Policies: GP: 2 Family Tree Linkage

Purpose:	This document outlines the policy for determining and linking subsidiaries to parents when the subsidiary is reporting the parent relationship exists. This policy supercedes any previous global, regional or local policy.

Table of Contents

1. **The Meaning of the term "Self-Reported"**
   - *1.1 Definition of Self-Reported*
2. **The Process for verifying self-reported parent linkage**
   - *2.1 Verifying Self-Reported Parent*

1. What is the Meaning of the term "Self-Reported"?

1.1 Definition of "Self-Reported"	**Definition of "Self-Reported":** • A subsidiary is self-reporting when eUpdate is the entry point for providing parent company linkage data to D&B or, during the creation of a new record, the source at the subsidiary reports a parent relationship exists. Or when a company calls D&B and requests an update on their own business that adds a new parent company or changes the parent company.

2. What is the Process for verifying self-reported parent linkage?

2.1 Verifying Self-Reported Parent Linkage	***Verifying Self-Reported Parent Linkage*** When a business is self-reporting a parent/subsidiary exits: • A call is required to contact the parent to verify the existence of that relationship. The source at the parent should confirm that the company in question (the company self-reporting the linkage) is a subsidiary of the parent entity. • If the source at the parent can not confirm that the company in question is a subsidiary then it should not be linked to the parent. • If the source at the parent can not be contacted the company in question should not be linked to the parent. • If the parent is a publicly traded company and the subsidiary in question appears in the annual filing with the Securities Exchange Commission, (or appropriate publicly traded authority) that can be used as a secondary authority to link the subsidiary to the parent. • Where appropriate if the source at the parent does not confirm the parent/subsidiary relationship then a High Risk tip should be submitted on the company in question.

Return to Top