



UK Visas
& Immigration

The sponsorship management system (SMS) manuals

Step by step guide for sponsors

Manual 7 of 12: Bulk data transfer (BDT) of CAS

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Additional SMS manuals

There are 12 SMS manuals available, plus two supplementary policy manuals for completing a CoS and CAS. The manuals are grouped into three categories: common, CAS and CoS. The table below describes the purpose and audience of each manual.

You should read all manual applicable to your licence before contacting the relevant helpdesk.

Manual reference	Manual title	Type	Purpose	Audience
Manual 1	Introduction to SMS	Common	Use this manual to log into SMS, change your password, manage SMS users and view important messages posted by the Home Office. In addition, this manual explains who should use SMS and for what purpose. The manual features a full introduction to SMS as well as a comprehensive troubleshooting section.	All sponsors
Manual 2	Managing your licence	Common	To help sponsors manage their key personnel, change their licence details, and apply for allocations of CoS/CAS.	All sponsors

Manual 3	Applications, renewals and services	Common	To help sponsors apply for Premium customer service, apply or decline to apply for a Basic Compliance Assessment, renew their sponsor licence and manage action plans.	All sponsors
Manual 4	Creating and assigning CAS	CAS	To help sponsors create and assign individual and batches of CAS.	Sponsors licensed in Tier 4 (General and / or Child)
Manual 4a	Creating a CAS – guide for education sponsors	CAS	This guide contains supplementary information on completing a CAS. Use this guide to determine what information is necessary in each field of the CAS.	Sponsors licensed in Tier 4 (General and / or Child)
Manual 5	Reporting student activity	CAS	To help sponsors report student activity, for example if a student's circumstances change. This manual also contains help with reporting fee updates and adding sponsor notes to CAS that have already been assigned.	Sponsors licensed in Tier 4 (General and / or Child)
Manual 6	Bulk Data Transfer of CAS	CAS	To help sponsors use the bulk data transfer (BDT) functions of SMS. You must have a bespoke IT system in place to use BDT.	Sponsors licensed in Tier 4 (General and / or Child)

Manual 7	Miscellaneous CAS functions	CAS	To help sponsors complete all other functions of CAS, such as managing batches of CAS, managing pre-stored addresses for use when creating CAS, transferring ownership of CAS, printing CAS and exporting CAS.	Sponsors licensed in Tier 4 (General and / or Child)
Manual 8	Creating and assigning CoS	CoS	To help sponsors create and assign individual and batches of CoS.	Sponsors licensed in any Tier 2 or Tier 5 category
Manual 8a	Creating a CoS – guide for business sponsors	CoS	This guide contains supplementary information on completing a CoS. Use this guide to determine what information is necessary in each field of the CoS.	Sponsors licensed in any Tier 2 or Tier 5 category
Manual 9	Reporting worker activity	CoS	To help sponsors report worker activity, for example if a worker's circumstances change. This manual also contains help with adding sponsor notes to CoS that have already been assigned.	Sponsors licensed in any Tier 2 or Tier 5 category
Manual 10	Miscellaneous CoS functions	CoS	To help sponsors complete all other functions of CoS, such as managing batches of CoS, managing pre-stored addresses for use when creating CoS, transferring ownership of CoS, and printing CoS.	Sponsors licensed in any Tier 2 or Tier 5 category

Manual 11	Tier 5 Creative and Sporting groups of CoS	CoS	To help sponsors create and manage groups of CoS. Groups of CoS are only available to sponsors licensed in Tier 5 (Creative and Sporting).	Sponsors licensed in any Tier 2 or Tier 5 category
Manual 12	Restricted CoS	CoS	To help sponsors apply for restricted CoS, track applications for restricted CoS and once granted, create restricted CoS.	Sponsored licensed in Tier 2 (General)

Glossary

SMS	Sponsorship Management System
CoS	Certificate of Sponsorship
CAS	Confirmation of Acceptance for Studies
AO	Authorising Officer
KC	Key Contact
BDT	Bulk Data Transfer
SELT	Secure English Language Test
.XML	Extensible Mark-up Language
.PDF	Portable Document Format
Automation	On 6 April 2014 we introduced new functionality in SMS to automatically renew CoS allocations and to apply changes to your address, or that of your AO and KC. We will write to you if you meet the criteria and automation has been set.

CAS status

The table below shows each status which can apply to a CAS.

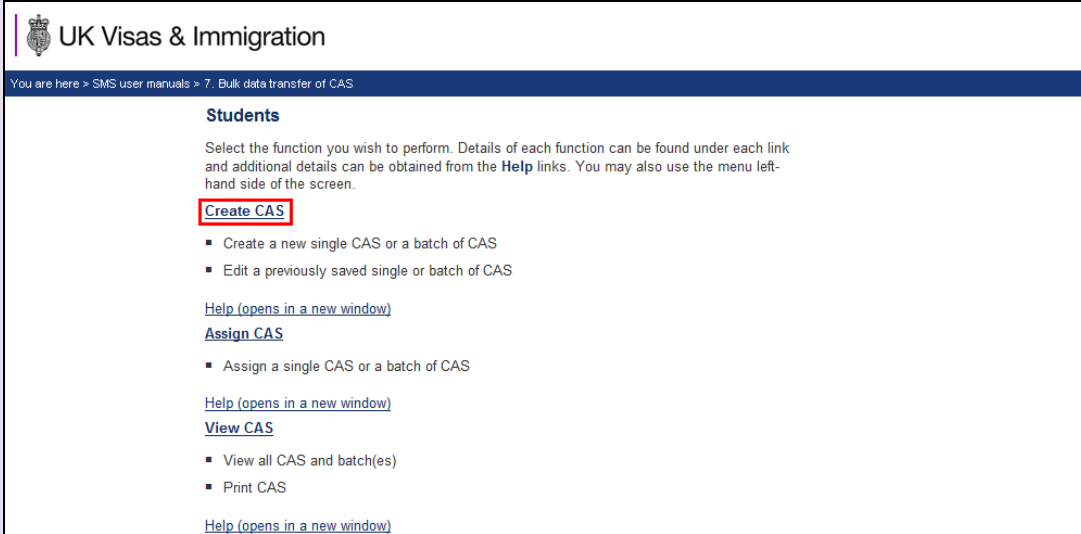
As seen in SMS	Meaning
WORK IN PROGRESS	The CAS is still 'in draft' as one or more mandatory fields are yet to be completed.
READY TO GO	All mandatory fields are complete and the CAS is ready to be assigned to an individual.
ASSIGNED	The CAS has been assigned to an individual and is ready to be used in support of an application for leave to enter/remain in the UK.
WITHDRAWN	You have used the 'Manage live CAS' function in SMS to withdraw the CAS.
OBSOLETE	SMS has automatically changed the CAS status to 'Obsolete' as it has detected that another CAS assigned to the same individual has been marked as 'Used' within the validity period of this CAS.
USED	The CAS has been used in support of an individual's application for leave to enter or remain.
EXPIRED	EITHER: The individual has not made an application for leave to enter or remain before the expiry date of the CAS. A new CAS is required. OR: The individual has applied by the CAS expiry date but we have not considered their application before that date. In this case, no action is required on your part; we will change the status of the CAS from EXPIRED to USED when the application is considered.
CANCELLED	The CAS has been cancelled as your licence has been revoked or has expired, or you have surrendered the relevant category / your whole licence prior to the CAS being used.

SMS guides

Guide 1: How to upload a batch of CAS using Bulk Data Transfer (BDT)

Follow the step by step instructions to upload a batch CAS records using BDT. This function is useful if you wish to transfer a large number of records from your IT systems directly into SMS. You must have installed a bespoke IT system on your network to create the .XML files required to use the BDT function.

You should read the [guidance for sponsors](#), [SMS guide 4a – Creating a CAS – guide for education sponsors](#) and the [BDT toolkit](#) before uploading a batch of CAS.

Step	Instruction	Screen example
1	From the Student screen, select Create CAS .	 <p>The screenshot shows the 'UK Visas & Immigration' website interface. At the top, there is a breadcrumb trail: 'You are here > SMS user manuals > 7. Bulk data transfer of CAS'. Below this, the 'Students' section is visible. It contains a paragraph of text: 'Select the function you wish to perform. Details of each function can be found under each link and additional details can be obtained from the Help links. You may also use the menu left-hand side of the screen.' Underneath, there are three main sections: 'Create CAS', 'Assign CAS', and 'View CAS'. The 'Create CAS' link is highlighted with a red rectangular box. Each section has a list of actions and a 'Help (opens in a new window)' link.</p>

2

From the **Create a CAS** screen, select the relevant category (General or Child) and choose **Next**.

If you are only licensed in one of these categories, the drop-down list will default to that category.

The screenshot shows the 'UK Visas & Immigration' logo at the top left. Below it is a breadcrumb trail: 'You are here > SMS user manuals > 7. Bulk data transfer of CAS'. The main heading is 'Create a CAS'. Below this, there is a sub-heading 'Select a category and choose **Next** to continue or **Back** to return to the **Students** screen.' A dropdown menu is open, showing 'Please select' at the top, followed by 'Tier 4 (Child)' and 'Tier 4 (General)'. The 'Tier 4 (General)' option is highlighted with a red box. To the right of the dropdown are 'Back' and 'Next' buttons.

3

From the second **Create a CAS** screen, select the category, choose **Create new batch of CAS**, then select **Next**.

The screenshot shows the 'UK Visas & Immigration' logo at the top left. Below it is a breadcrumb trail: 'You are here > SMS user manuals > 7. Bulk data transfer of CAS'. The main heading is 'Create a CAS'. Below this, there is a sub-heading 'Select what you want to do and choose **Next** to continue or **Back** to return to previous screen.' There are two sections: 'Tier and category' with 'Tier 4 (General)' selected, and 'Select from the options below:' with three radio button options: 'Create new single CAS', 'Create new batch of CAS' (which is selected and highlighted with a red box), and 'Find an existing batch of CAS'. To the right of the options are 'Back' and 'Next' buttons.

4

From the final **Create a CAS**, enter the name of the batch, then select **Next**.

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Create a CAS

Select what you want to do and choose **Next** to continue or **Back** to return to previous screen.

Tier and category
Tier 4 (General)

Select from the options below:

- Create new single CAS
- Create new batch of CAS
- Find an existing single CAS
- Find an existing batch of CAS

Create new batch of CAS


Batch name:

[Help \(opens in a new window\)](#)

Back **Next**

Note The name of the batch should be something memorable as you might need to retrieve it later.

5 From the **Batch details** screen, select **Upload** (two buttons available).

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Batch details

This screen should be used to populate a batch with CAS records. A maximum of 100 CAS will be displayed on this screen. Select from the options below, choose:

- **Save batch details** to save any changes to the batch name.
- **Unlink** to remove a CAS from a batch without deleting the CAS.
- **Edit** to make changes to the CAS or delete the CAS from the batch.
- **Upload** to upload CAS to the batch.
- **Add CAS** to add a single CAS to the batch.
- **Add pre-populated CAS** to add a CAS pre-populated with the non-personal details of the last CAS created within this batch.
- **Exit** if you do not wish to continue.
- **Delete all** to delete the whole batch and its contents.
- **Assign** to pay for and assign the batch. All CAS must have a status of **Ready to go** for **Assign** to be active.

Tier and category
Tier 4 (General)

Batch details

Batch name:

[Help \(opens in a new window\)](#)

Number of CAS in batch: 0

Owner: Don, DJ (OsNBX7uVOL)

Status: WORK IN PROGRESS

Date created: 05/03/2014

Upload **Add pre-populated CAS** **Add CAS** **Save batch details**

Details of CAS within batch

CAS status	Family name	Given name	Date of birth	Nationality	Passport number	Course start date
[Empty table body]						

Upload **Add pre-populated CAS** **Add CAS**

6

From the **CAS bulk file upload** screen, select **Browse** and navigate to the location of the .zip file on your computer or network, select it then select **Open**.

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CAS bulk file upload

Choose the compressed zip file that contains CAS records for this batch. Once you have selected the correct file, choose **Next** and the file will be transferred to SMS. Choose **Back** to return to the prepare batch page.

File upload to a batch of CAS

Selected batch: BDT R500

File: **Browse...**

Back **Next**

8

You are now ready to begin the upload process. Select **Next**.

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CAS bulk file upload

Choose the compressed zip file that contains CAS records for this batch. Once you have selected the correct file, choose **Next** and the file will be transferred to the sponsorship management system. Choose **Back** to return to the prepare batch page.

File upload to a batch of CAS

Selected batch: BDT R500

File: G:\My Documents\bdte **Browse...**

Back **Next**

9

The **CAS bulk file upload summary** screen is displayed. Your .ZIP file was successfully uploaded.

Select **Next** to apply the data to the batch. This can take some time.

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CAS bulk file upload summary

Your file was successfully transferred to the sponsorship management system and is ready to be applied. Check the details below are correct before choosing **Next** to continue. Choose **Back** to return to the data upload page.

Summary details of file upload for the CAS batch

File:	1. SELT required.zip
Selected batch:	BDT R500
Number of CAS:	2

Back **Next**

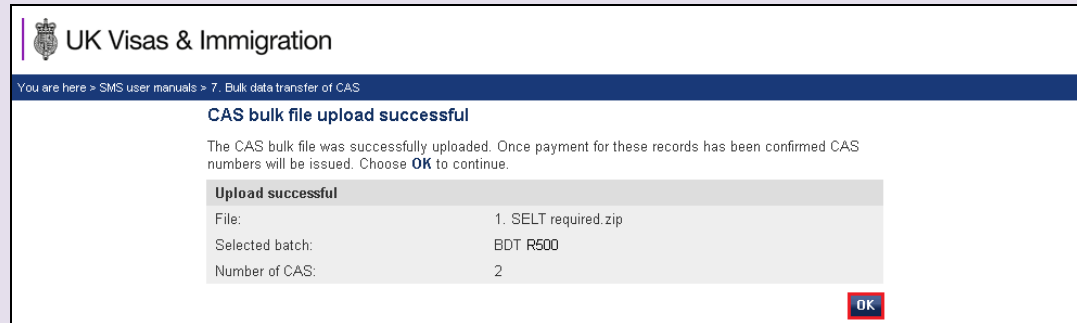
Note You may receive warnings regarding your file. Please check you are content with these before proceeding.

The **CAS bulk file upload successful** screen is displayed.

10

Your upload was successful. You can now see the number of CAS records that have been added to your new batch. Select **OK** to return to the **Batch details** screen.

If you have received any warning messages, please check the details as you may have accidentally used a CAS number that is associated with another CAS.



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CAS bulk file upload successful

The CAS bulk file was successfully uploaded. Once payment for these records has been confirmed CAS numbers will be issued. Choose **OK** to continue.

Upload successful	
File:	1. SELT required.zip
Selected batch:	BDT R500
Number of CAS:	2

OK

11

From the **Batch details** screen, you can see that all CAS in the batch have a status of READY TO GO.

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Batch details

Tier and category
Tier 4 (General)


Batch details

Batch name: *
[Help \(opens in a new window\)](#)
Number of CAS in batch: 0
Owner: Don, DJ (OsNBX7uVOL)
Status: WORK IN PROGRESS
Date created: 05/03/2014

Details of CAS within batch

	CAS status	Family name	Given name	Date of birth	Nationality	Passport number	Course start date
<input type="button" value="Unlink"/> <input type="button" value="Edit"/>	READY TO GO	Barry	Gareth	1980	AFGHANISTAN	032A667990	06/04/2014
<input type="button" value="Unlink"/> <input type="button" value="Edit"/>	READY TO GO	Johnson	Jimmy	1981	AFGHANISTAN	032B342123	06/04/2014

- 12 From the **Batch details saved** screen, select **OK**.
Your batch has now been saved. You are now ready to either add more CAS to the batch, or assign and pay for the batch.


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Batch details saved

The batch has been saved with the details shown below. Choose to **OK** continue.

Tier and category	
Tier 4 (General)	
Batch details	
Batch name:	BDT R500
Number of CAS in batch:	2



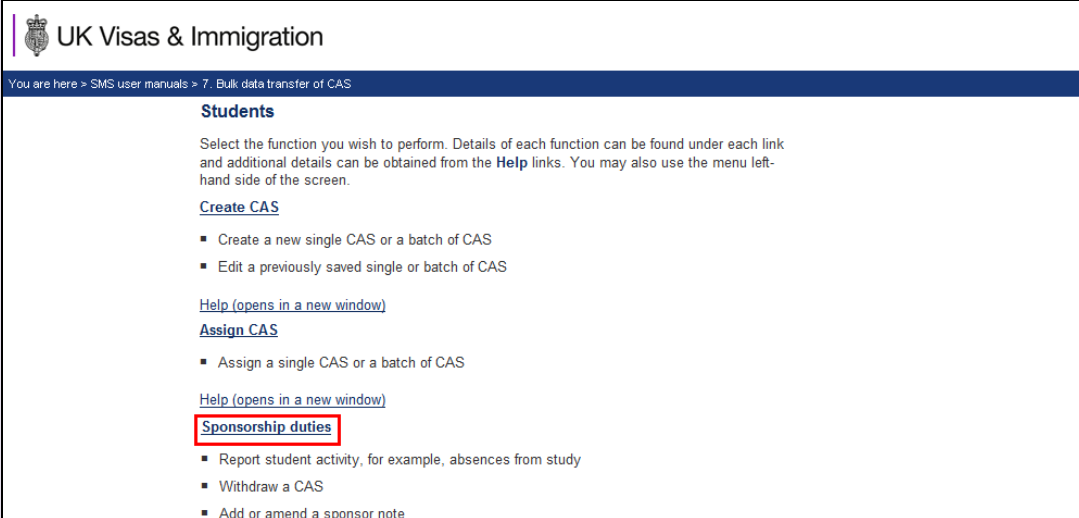
Guide 2: How to report bulk student activity using BDT

Follow the step by step instructions below to report multiple student 'no-shows' (i.e. the individuals have not arrived for enrolment) using the BDT functionality. This function is useful if you have had multiple student 'no-shows'. This function can only be used to report 'no-shows'.


If you need to report any other type of activity, or if you need to provide further details about a student not arriving for enrolment, you should use the **Report Activity by CAS Search** or **Report Activity by CAS Number** functions to submit the appropriate details to us.

You should read the [guidance for sponsors](#), [SMS guide 4a – Creating a CAS – guide for education sponsors](#) and the [BDT toolkit](#) before reporting bulk student no shows.

Deleted: and

Step	Instruction	Screen example
1	From the Students screen, select Sponsorship duties .	

- 2 From the **Sponsorship duties** screen, select **Report bulk student activity**.

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Sponsorship duties

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

Please note, Level 2 users can only report on CoS which they personally created and assigned, or which have been transferred to them.

[Report activity by CAS number](#)

- Report student activity with a known CAS number

[Help \(opens in a new window\)](#)

[Report bulk student activity](#)

- Report student activity by bulk upload

[Help \(opens in a new window\)](#)

[Provide bulk fee update](#)

- Provide fees update for multiple CAS records by bulk upload

[Help \(opens in a new window\)](#)

[Manage live CAS by CAS number](#)

- Access the manage a live CAS functions where the CAS number is known
- Add or edit a sponsor note, update fees or withdraw a CAS

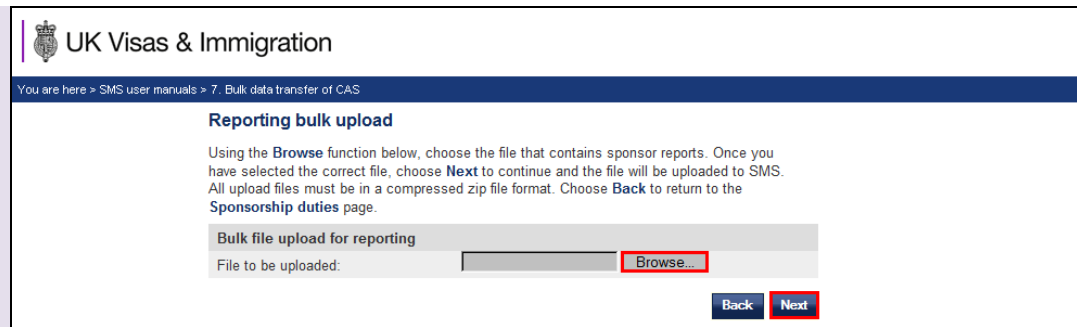
[Help \(opens in a new window\)](#)

[Manage live CAS by CAS search](#)

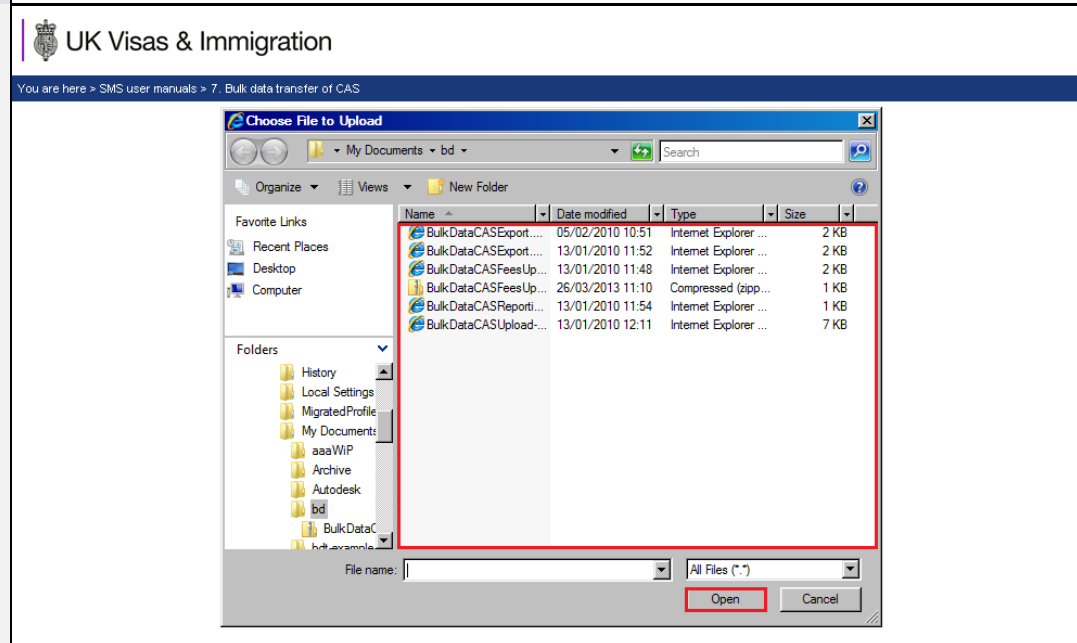
- Access the manage a live CAS functions by searching on student details
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

- 3 From the **Reporting bulk upload** screen, select **Browse**.



- 4 From the **Choose File to Upload** dialogue box, navigate to the file you wish to upload, select it and choose **Open**. This must be a compressed (.ZIP) file.



5

The **CAS bulk file upload summary** screen is displayed, which indicates that your file is in the correct format. Select **Next**.

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CAS bulk file upload summary

Your file was successfully transferred to the sponsorship management system and is ready to be applied. Check the details below are correct before choosing **Next** to continue. Choose **Back** to return to the data upload page.

Summary details of file upload for the CAS batch	
File:	oneBasicCAS_v2.1-Complete-ReadyToGo.zip
Selected batch:	Tester
Number of CAS:	1

[Back](#) [Next](#)

Note

You may receive warnings regarding your file. Please check you are content with these before proceeding, as you may have uploaded the same file previously.

6

The **CAS bulk file upload successful** screen is displayed. Your data has now been successfully uploaded.

You may receive a warning if your file contains errors. In this example, none of the errors were critical and the upload was successful. If your file contains a critical error, please see below.

Select **OK** to return to the **Sponsorship duties** screen.

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CAS bulk file upload successful

The CAS bulk file was successfully uploaded. Once payment for these records has been confirmed CAS numbers will be issued. Choose **OK** to continue.

Upload successful	
File:	oneBasicCAS_v2.1-Complete-ReadyToGo.zip
Selected batch:	Tester
Number of CAS:	1

Warnings	
Description	Actual resolution
The bulk file ID is already in use.	The CAS data was uploaded successfully with a Bulk ID that was already identified in the system.
The record applicant ID: 987654321ABCDEFG and Application ID: 123456789 has a duplicate within the database.	The CAS data was uploaded successfully, CAS records now exist that are duplicates of some already in the system.

[OK](#)

Warnings:

You may receive a critical error, which will prevent you from being able to progress; the **Next** button will be unavailable (greyed out).

- 7 The most common problem when uploading bulk data is that the .XML file does not conform to the BDT schema, as set out in the BDT Toolkit.

You will need to edit your file to ensure the data is correct, for which you might need to contact your IT provider. Once complete, compress the file (.ZIP format) and try the upload again.

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Reporting bulk upload warnings

Errors/Warnings have been detected in your upload file, these are displayed below. If the system is not able to resolve any error listed, choose **Cancel**. If errors/warnings are able to be automatically resolved by the system and you wish to proceed after reviewing the proposed resolutions below, choose **Next**.

Errors


Description
The record CAS Number: E4G7NB0C12T0A9 has already had a No Show activity recorded against it
The record CAS Number: E4C7NB0C12U0A6 has already had a No Show activity recorded against it

Bulk file upload summary

File:	BulkDataCASReporting-v1.1.SAMPLE.zip
Number of CAS:	2

Cancel **Next**

- 8 When the upload is successful, you will be returned to the **Sponsorship duties** screen.

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Report student activity - activity history

Any activity previously reported against this student is shown below. To report student activity select an activity type from the dropdown list and choose **Next**. Choose **Back** to return to the CAS details page.

Reported activity

CAS number: E4G7NB0C12T0A9

Date	Activity
26/03/13 11:35	NO_SHOW
13/02/13 11:17	Change in student circumstances
13/02/13 11:14	Previous notification withdrawn
13/02/13 11:13	Sponsor has stopped sponsoring the student

Activity type

Please select

[Back](#) [Next](#)

Guide 3: How to provide bulk fee updates using BDT


Follow the step by step instructions below to report bulk fee information using the BDT functionality. This function is useful if multiple students pay their fees after you have applied for a CAS, but before the students' have submitted their applications to us.

You can only use this function if the CAS has a status of ASSIGNED. Once the CAS has been marked as USED, you will no longer be able to update the fee-related information. It is important to keep SMS updated with any fees charged or paid.

You should read the [guidance for sponsors](#), [SMS guide 4a – Creating a CAS – guide for education sponsors](#) and the [BDT toolkit](#) before reporting bulk fee updates.

Step	Instruction	Screen example
------	-------------	----------------

- 1 From the **Students** screen, select **Sponsorship duties**.

 UK Visas & Immigration

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Students

Select the function you wish to perform. Details of each function can be found under each link and additional details can be obtained from the **Help** links. You may also use the menu left-hand side of the screen.

[Create CAS](#)

- Create a new single CAS or a batch of CAS
- Edit a previously saved single or batch of CAS

[Help \(opens in a new window\)](#)

[Assign CAS](#)

- Assign a single CAS or a batch of CAS


[Help \(opens in a new window\)](#)

[Sponsorship duties](#)

- Report student activity, for example, absences from study
- Withdraw a CAS
- Add or amend a sponsor note
- Update fees information

[Help \(opens in a new window\)](#)

2 From the **Sponsorship duties** screen, select **Provide bulk fee update**.

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Sponsorship duties

As a sponsor, you have responsibilities to manage the students to whom you have assigned CAS. This section allows you to fulfil these responsibilities by reporting student activity and managing live CAS.

Please note, Level 2 users can only report on CoS which they personally created and assigned, or which have been transferred to them.

[Report activity by CAS number](#)

- Report student activity with a known CAS number

[Help \(opens in a new window\)](#)

[Report activity by CAS search](#)

- Report student activity by searching on student details

[Help \(opens in a new window\)](#)

[Report bulk student activity](#)

- Report student activity by bulk upload

[Help \(opens in a new window\)](#)

Provide bulk fee update

- Provide fees update for multiple CAS records by bulk upload

[Help \(opens in a new window\)](#)

[Manage live CAS by CAS number](#)

- Access the manage a live CAS functions where the CAS number is known
- Add or edit a sponsor note, update fees or withdraw a CAS

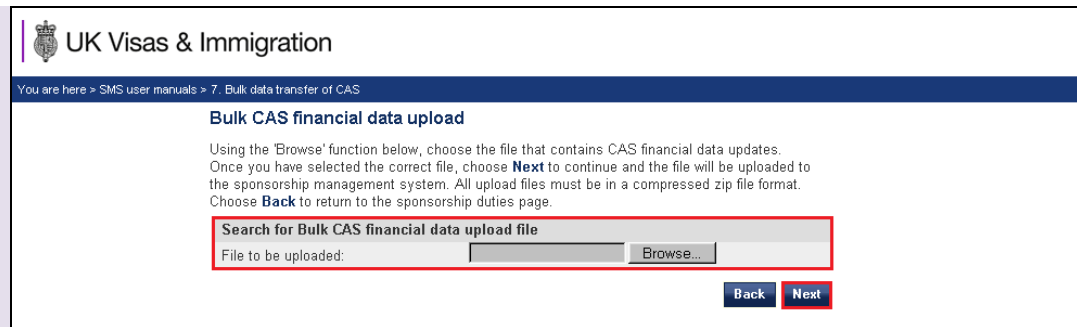
[Help \(opens in a new window\)](#)

[Manage live CAS by CAS search](#)

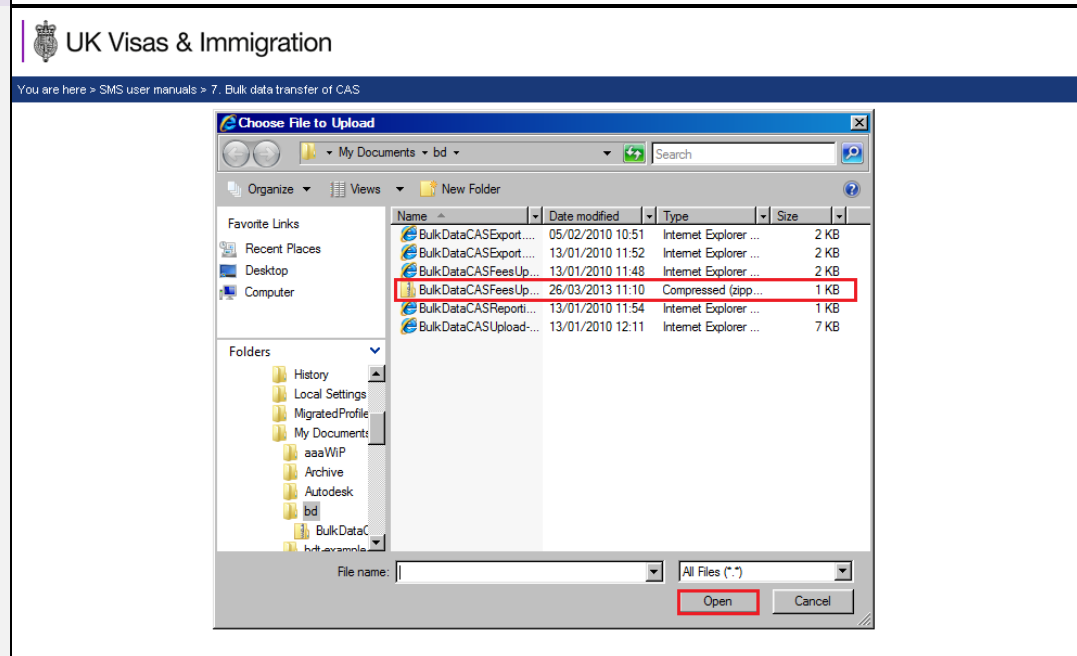
- Access the manage a live CAS functions by searching on student details
- Add or edit a sponsor note, update fees or withdraw a CAS

[Help \(opens in a new window\)](#)

- 3 From the **Bulk CAS financial data upload** screen, select **Browse**.



- 4 From the **Choose File to Upload** dialogue box, navigate to the file you wish to upload, select it and choose **Open**. This must be a compressed (.ZIP) file.



5

The **Bulk CAS financial data summary** screen is displayed, which indicates that your file is in the correct format. Select **Next**.

The screenshot shows the 'Bulk CAS financial data summary' screen. At the top, it says 'UK Visas & Immigration' and 'You are here > SMS user manuals > 7. Bulk data transfer of CAS'. The main heading is 'Bulk CAS financial data summary'. Below this, a message states: 'Your file was successfully transferred to the sponsorship management system and is ready to be applied. Check the summary details below, if correct choose **Next** to continue, if not choose **Back** to return to the file upload page.' A table shows the upload details: 'Bulk file upload for CAS financial data', 'File: BulkDataCASFeesUpdate-v1.1.SAMPLE.zip', and 'Number of CAS: 2'. At the bottom right, there are 'Back' and 'Next' buttons.

Note

You may receive warnings regarding your file. Please check you are content with these before proceeding, as you could have uploaded the same file previously.

6

Warnings:

You may receive a critical error, which will prevent you from being able to progress.

A common problem, as in this case, is when the data does not match any CAS records.

You will need to edit your file to ensure the data is correct. Once complete, compressed the file (.ZIP format) and try the upload again.

The screenshot shows the 'Reporting CAS financial data errors' screen. At the top, it says 'UK Visas & Immigration' and 'You are here > SMS user manuals > 7. Bulk data transfer of CAS'. The main heading is 'Reporting CAS financial data errors'. Below this, a message states: 'Errors have been detected in your upload file, these are displayed below. Please note the errors as you will need to address these before you can resubmit the file. Choose **OK** to continue.' A table titled 'Errors' is shown with the following content:

Description
CAS record(s) specified in the data file cannot be found. - E4G0AA0A00A0AX
CAS record(s) specified in the data file cannot be found. - E4G0AA0A00A0BX
CAS record(s) specified in the data file cannot be found. - E4G0AA0A00A0CX
CAS record(s) specified in the data file cannot be found. - E4G0AA0A00A0DX

Below the table, there is a 'Bulk CAS financial data summary' section with the following details: 'File: BulkDataCASFeesUpdate-v1.1.SAMPLE.zip' and 'Number of CAS: 4'. An 'OK' button is located at the bottom right.

7

When the upload is successful, you will be directed to the **Bulk CAS financial data upload successful** screen. Select **OK** to return to the **Sponsorship duties** screen.


The screenshot displays the UK Visas & Immigration interface. At the top, the logo and text 'UK Visas & Immigration' are visible. Below this, a breadcrumb trail reads 'You are here > SMS user manuals > 7. Bulk data transfer of CAS'. The main heading is 'Bulk CAS financial data upload successful'. The message states: 'The bulk CAS financial data file, as detailed below, was successfully imported to the sponsorship management system; the information will be updated shortly. Choose OK to continue.' Below the message is a table with the following data:

Upload successful	
File:	BulkDataCASFeesUpdate-v1.1.SAMPLE.zip
Number of CAS:	2

An 'OK' button is located at the bottom right of the screen.

8

If you wish to check that the fees have been updated as intended, navigate to **Sponsorship duties/Report activity by CAS number** and search for the CAS you just reported against.

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CAS details

The full details of the CAS are displayed below. Select from the options below, choose:

- **CAS activity** to transfer the CAS to another user (where permissions allow) or link/unlink the CAS to/from a batch, then select **Next** to continue;
- **Print** to save or print a .pdf of the CAS; or
- **Back** to return to the previous screen.

Please note, if you want to amend and/or assign a CAS, you can do so by selecting the **Create CAS** function, then **Find an existing single CAS**.

Tier and category	
Tier 4 (General)	

CAS details	
Sponsor licence number:	QHDGHB91X
Sponsor name:	Test Org 1

Accommodation and fees	
Course fees charged for first year of the course (in pounds sterling):	100.00
Course fees paid to date (in pounds sterling):	123.00
Boarding or accommodation fees charged for the first year or current year (in pounds sterling):	500.0
Accommodation fees paid to date (in pounds sterling):	
Boarding fees paid to date (in pounds sterling):	
Fees last updated:	06/04/2014