



Zurich, 10 January 2018  
Statistics

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## Structure and encryption of e-mail

### Transmission of statistical data to the SNB

| <b>Contents</b> |                              | <b>Page</b> |
|-----------------|------------------------------|-------------|
| 1.              | Contents                     | 2           |
| 2.              | How to structure an e-mail   | 2           |
| 2.1.            | Subject line                 | 2           |
| 2.2.            | Body                         | 3           |
| 2.3.            | Attachments                  | 3           |
| 2.4.            | Address for data submissions | 3           |
| 3.              | E-mail encryption            | 3           |
| 3.1.            | Acknowledgement of receipt   | 4           |
| 3.2.            | Technical problems           | 4           |
| 4.              | Contacts                     | 4           |



## 1. Contents

This document describes the formal and relevant security requirements for an e-mail in which statistical data are transmitted to the SNB.

Please follow the principles outlined below, to ensure smooth and secure processing of your data.

## 2. How to structure an e-mail

### 2.1. Subject line

The subject line of an e-mail must include at least the following information:

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*Re: SNB-Code [survey abbreviation](#) <number of funds> [reference date](#) type of delivery*

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The **SNB code** is the individual code of the reporting institution. For the collective capital investment statistics (FOND), the SNB code of the fund management is entered.

*Example: 123456 MONA\_U KRED JAHR\_U 31.12.2018*

The **survey abbreviation** is the short code of the survey for which the reports are being completed (you will find a list of all survey abbreviations on the SNB's website, [www.snb.ch](http://www.snb.ch) -> Statistics -> Surveys -> [Survey documents](#)). If reports for several surveys are transmitted with the same e-mail, the different short codes are separated by a space.

*Example: 123456 EURO2 ASTA2 C\_Basel3 20181231*

For the collective capital investment statistics (FOND), the number of funds contained in the delivery should be entered in **<number of funds>**.

*Example: 123456 FOND 23 31.12.2018*

The **reference date** is the date when the report is transmitted. All reports in the e-mail must have the same date. Surveys with **different reference dates** (e.g. follow-up deliveries, corrections, etc.) must be submitted with **individual e-mails** (one for each reference date).

**Type of delivery** is used to designate follow-up deliveries (correction), information (info) and test deliveries (test).

*Example: 123456 EURO 2018.12.31 Correction*

*Cf. also [Faulty deliveries/follow-up deliveries](#)*

## 2.2. Body

The message body displayed when the message is opened should only show your contact details (signature). If you have explanations and comments on the data submitted, please attach them as a txt, doc, docx or pdf file. Information contained in the body of the mail cannot be processed.

*Example:*

*D. Brown*

*Phone +41 (031)220 66 31*

*Fax: +41 (031) 220 66 99*

*Anybank*

*12 High Street*

*P.O. Box 134*

*Anytown [postcode]*

## 2.3. Attachments

You should include the survey data (xml or xls, xlsx) in your message as attachments. Explanations and comments on the data submitted should also be provided as txt, doc, docx or pdf files. Files with macros cannot be received.

## 2.4. Address for data submissions

The only address that may be used when transmitting reports to the Data Collection unit at SNB Statistics is: [dataexchange@snb.ch](mailto:dataexchange@snb.ch).

## 3. E-mail encryption

It is absolutely essential for each e-mail containing statistical data to be **encrypted**. In this context, the following criteria must be met:

- The e-mail client or gateway software must support encryption using certification or private key (signature key) under the S/MIME standard. As regards encryption/signature algorithms and associated key lengths, the following minimum requirements must be met:
  - Encryption: AES 128-bit, triple DES 168-bit.
  - Digital signature: RSA 1024-bit/SHA-1
- The sender may alternatively transmit the e-mail using Transport Layer Security (Secure SMTP over TLS)
- The sender must implement appropriate technical measures to ensure that the sent e-mail is free from malware (e.g. viruses).

In addition, the SNB recommends the use of digital signatures according to the following criteria:

- The sender must possess a certificate binding their name and business e-mail address to their public key (signature authentication key). The certificate must support advanced electronic signature. Such certificates can be obtained from an accredited certification authority (CA). The SNB does not accept test certificates from CAs.

### **3.1. Acknowledgement of receipt**

For each incoming e-mail, the SNB will reply with an automatic confirmation e-mail (unencrypted and unsigned, without indication of the content). If the sender does not receive such a confirmation within ten minutes after sending the statistical report, the SNB must be contacted immediately.

### **3.2. Technical problems**

If a technical fault renders e-mail transmission impossible and there is a danger that the submission could be delayed beyond the deadline, the SNB must be informed immediately and an extension of deadline requested if necessary.

## **4. Contacts**

For technical assistance or questions relating to content, please refer to our [Contacts page](#).