

**TOTSCo Bulletin No. 30**  
**DATE: 6 October 2023**  
**SUBJECT: Document Change Freeze**

TOTSCo today announces a change freeze for all mandatory One Touch Switch (OTS) documents. This is effective from 6 October 2023 to OTS go-live. This is to provide stability for industry as they prepare for OTS go-live.

During this mandatory document freeze period, we will only consider and accept changes that are:

- emergency priority, or
- address critical issues that need immediate attention.

These thresholds are deliberately high. Any changes to mandatory documents meeting them will be subject to rigorous scrutiny. This will take place through our change management process. You will then receive advance notification of any change and proposed implementation date. It is our intention to minimise changes to the mandatory documents before OTS go-live.

The reference table below provides an overview of all our mandatory documents.

Subject Area	Document Title	Current Version	Status
<b>Mandatory OTS Documents</b>			
<b>Technical Specification</b>	TOTSCo API Specification	1.1	Baselined
	OTS Message Specification	1.1b	Baselined
	OTS Response Codes	1.0	Baselined
	One Touch Switch Message Delivery Policies	1.0	Baselined
<b>OTS Process</b>	OTS Industry Process	4.3	Baselined
	OTS Industry Process Flows	4.3	Baselined

Besides mandatory documents, there are several supplemental OTS advisory documents. There is the potential for more documents in the future. These documents have been created by industry to provide non-mandatory guidance on best practice.

The reference table below provides an overview of the advisory documents and their status.

Subject Area	Document Title	Current Version	Status
<b>Advisory OTS Documents</b>			
<b>Best Practice Guides</b>	OTS Matching Best Practice Guide	1.0	Baselined
	OTS Match Request and Response Scenarios Matrix	1.0	Baselined
	OTS Open Order Best Practice Guide	V0.2	Draft
	Unhappy Paths and Edge Cases	Pending	Draft

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