



## Instructions for Completing Form 12—International Pension Services

### Reporting Instructions

Form 12 should be completed for the enterprise (and any subsidiaries in Newland) or government entity listed on page one of the form—unless different arrangements have been made with the Newland Ministry of Statistics.

### Residents and Non-Residents

Please provide a breakdown of the requested information into cross-border components, i.e., transaction and stocks vis-à-vis nonresident beneficiaries. A *non-resident* is any individual ordinarily domiciled in a country other than Newland.

### Conversion to Newland Dollars

All values should be reported in thousands of Newland dollars. Foreign currencies should be converted to Newland dollars at the **midpoint** of the buy and sell rates applicable on the date of the transaction.

### Structure of Form 12

Form 12 collects quarterly information on selected international pension fund transactions and positions of this enterprise or government entity.

Part A collects quarterly and/or annual information associated with pension contributions and benefits between the resident pension fund and non-resident individuals. Information is also requested pertaining to contributions received from domestic companies on behalf of their nonresident employees (e.g., short-term nonresident employees or employees working long-term abroad on behalf of the company).

**The requested information refers to the following:**

#### Part A: Cross-border transactions and stocks regarding defined *contribution* schemes

**Actual contributions** paid into individual accounts of nonresident beneficiaries include (domestic or nonresident) companies' (i.e., employers') contributions paid on behalf of their employees, and contributions received directly from nonresident employees/beneficiaries during the accounting period.

**Benefits paid** refer to actual payments made in the accounting period to nonresident retirees.

Please provide the **pension entitlements in defined contribution schemes vis-à-vis nonresident beneficiaries** at the beginning and at the end of the accounting period. Factors that trigger changes in pension entitlements in the current accounting period are contributions receivable for nonresident employees/beneficiaries, benefits payable to current retirees abroad, and any holding gains and losses arising from the investment of the cumulated pension entitlements vis-à-vis nonresidents that contribute to the current market value of the pension fund's assets.

**Income earned on cumulated pension entitlements** attributable to nonresidents refers to actual income (i.e., interest, dividends, rents) earned on the plan assets attributable to nonresident beneficiaries during the accounting period.

#### Part B: Cross-border transactions and stocks regarding defined *benefit* schemes

**Actual contributions** paid into individual accounts of nonresident beneficiaries include (domestic or nonresident) companies' (i.e., employers') contributions paid on behalf of their employees, and contributions received directly from nonresident employees/beneficiaries during the accounting period.

**Benefits paid** refer to actual payments made in the accounting period to nonresident retirees.

Please provide the **Projected Benefit Obligations (PBO) attributable to nonresident employees/beneficiaries** at the beginning and the end of the accounting period. Factors that trigger changes in pension entitlements vis-à-vis nonresident employees/beneficiaries during the accounting period are service costs, interest costs, actuarial gains/losses, contributions to the defined benefit scheme, and payments of benefits.

Please provide information regarding the **increase of the PBO in the accounting period due to service costs** for nonresident employees/beneficiaries; i.e., the additional liability the nonresident employees/beneficiaries earned during the previous accounting period.

Please provide information regarding the **increase of the PBO in the accounting period due to interest costs** for nonresident employees/beneficiaries; i.e., the additional liability created during the accounting period because nonresident employees are X amount of time (e.g., one year) closer to retirement.

Please provide information regarding the **increase/decrease of the PBO in the accounting period due to actuarial gains and losses from the difference between expected estimates and actual values in nonresident employees'/beneficiaries' pension plan.**

### **Country**

Each question seeks information on country of transaction. Record the country of residence of the non-resident transactor. If this is not feasible, please provide aggregate information.

### **Other**

Because form 12 seeks information on pension transactions between residents and non-residents, you should not report transactions provided to non-residents by non-resident branches and subsidiaries of your enterprise. If distinguishing between activities of the head office and nonresident branches and subsidiaries of your enterprise proves difficult, or if you are uncertain about whether a particular transaction should be included, please call Mr. Smith at (XXX) XXX-XXX for assistance.

Pension contributions made by enterprises on behalf of their employees are treated as if the contributions are made by the employees themselves.

## Form 12—International Pension Services

**Part A. Cross-border Transactions and Stocks Regarding Defined *Contribution* Schemes of Newland Pension Funds**  
(Report in thousands of Newland dollars)

	Total	Transactions by Country (specify)				
	A	B	C	D	E	F
<b>Pension Contributions Received from Non-Residents or from Resident Employers Paying on Behalf of Their Nonresident Employees</b>						
1. Pension contributions received directly from nonresident individuals						
2. Pension contributions received from resident enterprises on behalf of nonresident employees						
3. Pension contributions received from non-resident enterprises on behalf of nonresident employees						
<b>Pension Benefits Paid to Non-Residents</b>						
4. Pension benefits paid to nonresident retirees						
<b>Pension Entitlements/Liabilities in Defined <i>Contribution</i> Schemes Vis-à-vis Nonresident Beneficiaries</b>						
5. Opening position						
6. Changes in the current accounting period due to <b>contributions receivable</b> for nonresident employees/beneficiaries						
7. Changes in the current accounting period due to <b>benefits payable</b> to retirees abroad						
8. Changes in the current accounting period due to <b>holding gains and losses</b> earned from the investment of the cumulated pension entitlements vis-à-vis nonresidents that contribute to the current market value of the pension fund's assets						
9. Closing position						
10. Income earned from investment of cumulated pension fund entitlements attributable to nonresident employees/beneficiaries due to actual interest, dividends, and rent earned on the plan assets. Exclude holding gains and losses.						

**Part B. Cross-border Transactions and Stocks Regarding Defined *Benefit* Schemes of Newland Pension Funds**  
(Report in thousands of Newland dollars)

	Total	Transactions by Country (specify)				
	A	B	C	D	E	F
<b>Pension Contributions Received from Non-Residents or from Resident Employers Paying on Behalf of Their Nonresident Employees</b>						
1. Pension contributions received directly from nonresident individuals						
2. Pension contributions received from resident enterprises on behalf of nonresident employees						
3. Pension contributions received from non-resident enterprises on behalf of nonresident employees						
<b>Pension Benefits Paid to Non-Residents</b>						
4. Pension benefits paid to retirees						
<b>PBO (Projected Benefit Obligations) in Defined Benefit Schemes Vis-à-vis Nonresident Beneficiaries</b>						
5. Opening position						
6. Changes in the current accounting period due to <b>contributions receivable</b> for nonresident employees/beneficiaries						
6. Changes in the current accounting period due to <b>benefits payable</b> to retirees abroad						
7. Increase of the PBO in the accounting period due to <b>service costs</b> for nonresident employees/beneficiaries						
8. Increase of the PBO in the accounting period due to <b>interest costs</b> <sup>1</sup>						
9. Please provide information regarding the increase/decrease of the PBO in the accounting period due to <b>actuarial gains and losses from the difference between expected estimates and actual values in nonresident employees'/beneficiaries' pension plan.</b>						
9. Closing position						

**Part C. Revisions to Previously Reported Data**

Please provide details of any significant revisions to data previously reported incorrectly.

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<sup>1</sup>In most widely followed financial accounting rules, interest costs are calculated as interest rate multiplied by the PBO at the beginning of the accounting period. The interest rate may be an estimated discount rate reflecting the market rate currently used to settle benefits due, or a rate based on the expected return on high quality fixed income securities (e.g., long-term government bonds).

**Part D. Final Questions**

Please verify that the form has been correctly completed; mark the following boxes and strike out inappropriate phrases.

- [ ] The name of the enterprise shown on page one is correct. / I have corrected the name and address on page one.
- [ ] Details about the contact person have been entered on page one.
- [ ] The information in parts A through B has been completed in accordance with the instructions.
- [ ] There are no significant revisions to data for previous periods. / Details of significant revisions to data for previous periods have been included in part C.
- [ ] I have made a copy of this form for my records.

Name of person completing this form: .....

Signature: .....