



## Instructions for Completing Form 17 - Direct Investment

### Reporting Instructions

Form 17 should be completed for the enterprise listed on page one of the form—unless different arrangements have been made with the Newland Ministry of Statistics. Please take time to review the survey questionnaire before completing it. Do not hesitate to contact Mr. Smith at (XXX) XXX-XXXX if you have any difficulty understanding or completing the survey.

### Conversion to Newland Dollars

All values should be reported **in thousands of Newland dollars**. Please convert amounts in foreign currencies to Newland dollars. All amounts for financial transactions, dividends, interests, and withholding taxes should be converted at the **midpoint** of the buy and sell rates applicable on the date of the transaction; all amounts for opening and closing positions should be reported at the **midpoint** of the buy and sell rates applicable on the reference dates.

### Structure and Scope

Form 17 collects information about Newland's direct investment that should be reported quarterly/annually including following issues:

- **Part A:** General information on your enterprise
- **Part B:** Investments between your enterprise and your foreign direct investor (that is, the foreign enterprise that owns 10 percent or more of the voting equity in your enterprise) and investments with nonresident fellow enterprises (that is, selected investments with foreign enterprises that have your same owner).
- **Part C:** Investment between your enterprise and your foreign direct investment enterprises (i.e., nonresident enterprises in which your enterprise directly or indirectly holds 10 percent or more of the voting equity) and investments with nonresident fellow enterprises (that is, investments with foreign enterprises that are owned by your same owner).
- **Part D:** Income, financial transactions and assets and liabilities positions between your enterprise and your foreign direct investor(s) (that is, the foreign enterprise(s) that owns (own) 10 percent or more of the voting equity in your enterprise) and with nonresident fellow enterprises (that is, investments with foreign enterprises that have the same owner as your enterprise).
- **Part E:** Income, financial transactions and assets and liabilities positions between your enterprise and foreign enterprise(s) abroad in which your enterprise owns 10 percent or more of the voting equity, and with nonresident fellow enterprises (that is, investments with foreign enterprises that have the same owner as your enterprise).
- **Part F:** Information on positions in financial assets and liabilities between your enterprise and nonresidents (International Investment Positions)

If audited data are not available, unaudited estimates are acceptable.

### Definitions of entities in the questionnaire:

#### Direct investor:

A direct investor is an enterprise, resident in an economy that directly or indirectly holds 10 percent or more of the equity in a nonresident direct investment enterprise.

Units are viewed as **residents** of Newland if they have resided (or intend to reside) for a year or more in Newland. A direct investor's local enterprise group includes the resident enterprise that directly owns a foreign direct investment enterprise (see below for definition), the resident enterprises that directly or indirectly control this enterprise, and the resident enterprises that any of these enterprises directly or indirectly control in their own economy.

#### Direct investment enterprise:

A direct investment enterprise is an enterprise, resident in one economy, in which an enterprise, resident in another economy, holds 10 percent or more of the equity, either directly or indirectly.

Units are viewed as **residents** of Newland if they have resided (or intend to reside) for a year or more in Newland. A direct investment enterprise's local enterprise group includes the resident enterprise that is at least 10 percent directly owned by a foreign direct investor (see above for definition), and the resident enterprises that it directly or indirectly controls in its own economy.

All of these enterprises should be included in direct investment whether you report data for them on a single report for the local enterprise group or you report data on separate reports.

Units are viewed as **nonresidents** of Newland if they have resided (or intend to reside) abroad for a year or more. If you are not sure of the residence of an enterprise, please contact us so that we may determine its status.

A **fellow enterprise** is a nonresident that has a common (direct or indirect) parent with your enterprise but neither your enterprise nor the fellow enterprises holds 10 percent or more of the equity in the other.

An **unrelated entity** is one that does not meet the above criteria.

### **Valuation of data reported in Part B - E:**

Please all data in thousands of Newland dollars and according to the following guidelines:

#### **Positions**

##### ***Currency:***

Report all data in thousands of Newland dollars. If the currency(ies) of denomination of any of your enterprise's foreign assets and liabilities is (are) not in Newland dollars, please use the end-of-year foreign currency exchange rates to convert to Newland dollars.

##### ***Owners' equity:***

Please report owners' equity (i.e., net worth) as the claims on your foreign direct enterprise's, or fellow enterprise's, net worth consisting of:

- (i) paid-up capital (excluding any shares on issue that the enterprise holds in itself and including share premium accounts) or equivalent for unincorporated enterprises;
- (ii) all types of reserves identified as equity in the enterprise's balance sheet (including investment grants when accounting guidelines consider them a component of owners' equity); and
- (iii) cumulated retained earnings (which may be negative).

Similarly, please include the above 3 items in calculating the value of reverse equity investment, i.e., of your direct investment enterprise's, or of your fellow enterprise's, claim on your own net worth.

In determining your net worth (and therefore in determining your foreign direct investor's or fellow enterprise's claims on your net worth), most financial assets should be reflected at an estimate of their current fair values; cumulative reinvested earnings should be included; and depreciation on items of property, plant, and equipment should be deducted. If your normal bookkeeping or accounting rules do not value these items as described above, please adjust their values before calculating the amounts to enter in Sections B - E.

##### ***Debt instruments:***

###### ***Loans, trade credit and other accounts payable***

Please report on a nominal value basis (after allowing for any changes that may result from changes in exchange rates). Nominal value represents the value of funds advanced less any repayments plus any outstanding accrued interest.

###### ***Debt securities***

Please report the market value of the securities, as of the balance sheet date.

#### **Transactions**

Transactions should be recorded at the value at the time of the transaction. If the transaction is in a foreign currency, please use the rate of exchange on the day of the transaction, or a weighted average rate for the reporting period if transactions (such as interest receipts and payments) occur continually over the period.

For **interest**, please report the total value of interest (payable and receivable) that accrued during 20XX, even if some payment were made during the year.

For **dividends**, please record the total value of dividends received and receivable (and paid and payable) during 20XX.

## Form 17—Direct Investment

### Part A. General Information on your Enterprise

1.1. Name of your enterprise		
1.2 Name / position of person completing form	1.3. Name / Position of alternative contact person	
1.4. Postal Address		
1.5. Telephone number	1.6. Fax number	1.7. E-mail address
1.8 If the questionnaire is being completed for the enterprise by an agent (such as its accounting firm), please provide the name, postal and email addresses, and phone number.		1.9 The information provided on this form is correct.  Signed (senior company officer or company agent) Date

1.10. If your enterprise is part of a local group (see definition in Section B), please list the other enterprises in the group that operate in Newland and indicate if the data in Section C includes these enterprises (please tick the columns below accordingly).

Name of other resident enterprises in your local enterprise group <i>(Please indicate if data for these enterprises is included in section C)</i>	Not included	Included

1.11. What is the principal area of activity of the reporting enterprise or local enterprise group, based on turnover (tick one):

A. Agriculture, forestry, and fishing	K2 - Finance and insurance, except financial intermediary	
B. Mining and quarrying	L - Real estate activities	
C. Manufacturing	M - Professional, scientific and technical	
D. Electricity, gas, steam and air-conditioning supply	N - Administrative and support services	
E. Water supply, sewerage, waste management and remediation activities	O - Public administration	
F. Construction	P - Education	
G. Wholesale and retail	Q - Human health and social work	
H. Transport and storage	R - Arts, entertainment and recreation	
I - Accommodation and food service	S - Other services activities	
J - Information and communication	T - Activities of households as employers of domestic personnel; undifferentiated goods- and services-producing activities of private households for own use	
K1 - Financial intermediary	U - Activities of extraterritorial organizations and bodies	

**Part B.**

**Asset and liability positions of the direct investment enterprise with its foreign direct investor (Section B.1), and of the resident fellow enterprise with its fellow enterprises abroad (Section B.2), by country of the foreign units with whom the accounts are held.**

Please report in thousands of Newland dollars, using the valuation guidelines described above, the opening balances, any transactions during the period, any other changes on the balance sheet that are not the result of transactions, and the closing balances, between your enterprise and your direct investment enterprise(s) and fellow enterprises abroad. If none, please report "N/A", as appropriate.

**Section B.1. Direct investment enterprise's positions with its foreign direct investor**

Positions as of ..... (insert date to which the information refers)

Country of location of foreign direct investor	Equity and debt liabilities to foreign direct investor		Equity and debt claims on foreign direct investor (so-called "reverse investment")	
	Equity owned by direct investor - report the value of your direct investor's claims on your net worth	Debt liabilities to direct investor	Debt claims on direct investor	Equity claims on direct investor - report your claims on your direct investor's net worth

If your enterprise has no such assets or liabilities, please indicate N/A and continue.

**Section B.2. Your enterprise's positions with fellow enterprises abroad**

If your enterprise has no positions with nonresident fellow enterprises, please indicate N/A and do not complete the section below. If you are a fellow enterprise, please indicate below the residence of the ultimate controlling parent of your enterprise, that is, the enterprise at the top of the control chain:

Residence of ultimate controlling parent of your enterprise (please tick one case and see note below)	
Resident of your own economy	
Nonresident of your own economy	
Do not know	

**Note:**

If you are a resident fellow enterprise, and your ultimate controlling parent is a nonresident of your own economy, asset and liability positions with fellow enterprises abroad are regarded as inward direct investment. If your ultimate controlling parent is a resident of your own economy, asset and liability positions with fellow enterprises abroad are regarded as outward direct investment. If it is unknown whether your ultimate controlling parent is a resident or a nonresident of your own economy, then asset positions with fellow enterprises abroad are regarded as outward direct investment, and liability positions with fellow enterprises abroad are regarded as inward direct investment. For convenience, all positions with fellow enterprises abroad may be reported either in part B (inward direct investment), or in part C (outward direct investment), but please do not report such positions in both part B and C.

Positions as of ..... (insert date to which the information refers)

Country of location of fellow enterprise abroad	Equity and debt liabilities to fellow enterprise abroad		Equity and debt claims on fellow enterprise abroad	
	Equity owned by fellow enterprise abroad - report the value of your fellow enterprise abroad claims on your enterprise's net worth	Debt liabilities to fellow enterprise abroad	Debt claims on fellow enterprise abroad	Equity claims on fellow enterprise abroad - report your enterprise's claims on the net worth of your fellow enterprise abroad

**Part C.**

**Asset and liability positions of the direct investor with its foreign direct investment enterprises abroad (Section C.1),  
and of the resident fellow enterprise with its fellow enterprises abroad (Section C.2),  
by country of the foreign units with whom the accounts are held.**

Please report in thousands of Newland dollars, using the valuation guidelines described above, the opening balances, any transactions during the period, any other changes on the balance sheet that are not the result of transactions, and the closing balances, between your enterprise and your direct investment enterprise(s) and fellow enterprises abroad. If none, please report "N/A", as appropriate.

**Section C.1. Direct investor's positions with its direct investment enterprises abroad**

Positions as of ..... (insert date to which the information refers)

Country of location of direct investment enterprise	Equity and debt claims of direct investor		Liabilities of direct investors (so-called "reverse investment")	
	Equity claims (assets) on direct investment enterprise (for directly owned direct investment enterprises only) - report your enterprise's claims on the net worth of your direct investment enterprise	Debt claims (assets) on direct investment enterprise	Debt liabilities to direct investment enterprise	Equity liabilities to direct investment enterprise

If your enterprise has no such assets or liabilities, please indicate N/A and continue.

**Section C.2. Positions of resident fellow enterprises with fellow enterprises abroad**

If your enterprise has no positions with nonresident fellow enterprises, please indicate N/A and do not complete the section below. If you are a fellow enterprise, please indicate below the residence of the ultimate controlling parent of your enterprise, that is, the enterprise at the top of the control chain:

<b>Residence of ultimate controlling parent of your enterprise</b> <i>(please tick one case and see note below)</i>	
Resident of your own economy	
Nonresident of your own economy	
Do not know	

**Note:**

If you are a resident fellow enterprise, and your ultimate controlling parent is a nonresident of your own economy, asset and liability positions with fellow enterprises abroad are regarded as inward direct investment. If your ultimate controlling parent is a resident of your own economy, asset and liability positions with fellow enterprises abroad are regarded as outward direct investment. If it is unknown whether your ultimate controlling parent is a resident or a nonresident of your own economy, then asset positions with fellow enterprises abroad are regarded as outward direct investment, and liability positions with fellow enterprises abroad are regarded as inward direct investment. For convenience, all positions with fellow enterprises abroad may be reported either in part B (inward direct investment), or in part C (outward direct investment), but please do not report such positions in both part B and C.

Positions as of ..... (insert date to which the information refers)

<b>Country of location of fellow enterprise abroad</b>	<b>Equity and debt claims on fellow enterprise abroad</b>		<b>Equity and debt liabilities to fellow enterprise abroad</b>	
	Equity claims (assets) on fellow enterprise abroad - report the value of your enterprise's claims on your fellow enterprise's net worth	Debt claims on fellow enterprise abroad	Debt liabilities to fellow enterprise abroad	Equity liabilities to fellow enterprise abroad - report the value of your fellow enterprise's claims on your enterprise's net worth

**Part D.**  
**Inward Direct Investment Positions, Transactions, and Other Changes**

**Section D.1. Equity and Debt Outstanding Balances, Financial Transactions, and Other Changes in Assets and Liabilities between Your Enterprise and Your Direct Investor(s) and Fellow Enterprise(s) Abroad**

*Equity*

Please report in thousands of Newland dollars, using the valuation guidelines described above, the opening balances, any transactions during the period, any other changes on the balance sheet that are not the result of transactions, and the closing balances, between your enterprise and your direct investment enterprise(s) and fellow enterprises abroad. If none, please report "N/A", as appropriate.

Percent of your enterprise's equity held by your direct investor(s)

Counterpart jurisdiction (list separately)	Equity claims of your enterprise on related enterprises abroad				Equity liabilities by your enterprise to related enterprises abroad					
	Opening balance (1)	Financial transactions during period		Other changes during period (4)	Closing balance (5)	Opening balance (6)	Financial transactions during period		Other changes during period (9)	Closing balance (10)
		Increases (2)	Decreases (3)				Increases (7)	Decreases (8)		
Direct investor(s)										
Fellow enterprise(s)										
Country of direct investor	Percentage held at the beginning of period (See Section B) (11)			Percentage held at the end of the period (See Section B) (12)						



**Net income, realized and unrealized holding gains (losses) of your enterprise and other changes in equity investment position**

***“Other changes” during period***

Please specify the amount of changes in equity (items 4 and 9) intercompany debt assets and liabilities (item 15 and 19) in Section C.1 below that did not arise from transactions. A transaction is an interaction between two units that occurs by mutual agreement. The following are common examples of changes in balances arising from valuation adjustments: changes in foreign currency exchange rates; and write-ups, write-downs, or write-offs of assets (financial and nonfinancial) and debt liabilities.

***Realized and unrealized holding gains (losses): Item 30***

Please specify realized and unrealized holding gains (losses) included in net income resulting from the sale or disposition of financial and nonfinancial assets (such as securities, land, other property, plant, equipment); goodwill impairment; write-downs or write-offs of assets or liabilities; extraordinary, unusual, or infrequently occurring items that are material, such as losses from disasters or accidental damage; and gains and losses resulting from re-measuring foreign currency-denominated assets and liabilities due to changes in foreign exchange rates during the period.

***Other changes in equity investment position: Item 31***

Please specify the amount of the change in the equity investment position in the resident direct investment enterprise or resident fellow enterprise (item 4) or investment in the nonresident direct investor or nonresident fellow enterprise (item 9) that did not arise from transactions and this is **not** reported on item 30 (*Certain realized and unrealized gains (losses) of resident enterprise excluded from net income and taken directly to the owners’ equity account.*) A common example of a change in equity investment arising from a valuation adjustment that is not reported in item 30 is from the acquisition, or sale, of a direct investment enterprise for an amount that exceeds (or is less than) the value of the direct investment enterprise according to the books of the direct investment enterprise. Report the difference between the transaction value and the carrying amount in the equity investment position in this item.

Net income during period  (29)	Certain realized and unrealized holding gains (losses) included in net income during period (30)	Other changes in equity investment position during the period  (31)

If you are a fellow enterprise, please indicate below the residence of the ultimate controlling parent of your enterprise, that is, the enterprise at the top of the control chain:

<b>Residence of ultimate controlling parent of your enterprise</b> <i>(please tick one case and see note below)</i>	
Resident of your own economy	
Nonresident of your own economy	
Do not know	

**Part E.**  
**Outward Direct Investment Positions, Transactions, and Other Changes**

Please report for twelve month period ending 20XX in thousands of Newland dollars, using the valuation guidelines described above, the opening balances, any transactions during the period, any other changes on the balance sheet that are not the result of transactions, and the closing balances, between your enterprise and your direct investment enterprise(s) and fellow enterprises abroad. If none, please report "N/A", as appropriate.

**Section E.1. Equity and Debt Outstanding Balances, Financial Transactions, and Other Changes in Assets and Liabilities between Your Enterprise and Your Direct Investment Enterprise(s) and Fellow Enterprise(s) Abroad**

***Equity***

Percent of equity your enterprise holds in your direct investment enterprise(s) and your fellow enterprise(s) abroad

Counterpart jurisdiction (list separately)	Equity claims of your enterprise on related enterprises abroad				Equity liabilities by your enterprise to related enterprises abroad					
	Opening balance  (1)	Financial transactions during period		Other changes during period  (4)	Closing balance  (5)	Opening balance  (6)	Financial transactions during period		Other changes during period  (9)	Closing balance  (10)
		Increases (2)	Decreases (3)				Increases (7)	Decreases (8)		
Direct investment enterprise(s)										
Fellow enterprise(s)										
Country of direct investment enterprise	Percentage held at the beginning of period (See Section B) (11)			Percentage held at the end of the period (See Section B) (12)						
Country of fellow enterprise										



**Section E.3. Net income, realized and unrealized holding gains (losses) of your direct investment enterprise or fellow enterprise abroad and other changes in equity investment position**

***“Other changes” during period***

Please specify the amount of changes in equity (items 4 and 9) intercompany debt assets and liabilities (item 15 and 19) in Section C.1 below that did not arise from transactions. A transaction is an interaction between two units that occurs by mutual agreement. The following are common examples of changes in balances arising from valuation adjustments: changes in foreign currency exchange rates; and write-ups, write-downs, or write-offs of assets (financial and nonfinancial) and debt liabilities.

***Realized and unrealized holding gains (losses): Item 30***

Please specify realized and unrealized holding gains (losses) included in net income resulting from the sale or disposition of financial and nonfinancial assets (such as securities, land, other property, plant, equipment); goodwill impairment; write-downs or write-offs of assets or liabilities; extraordinary, unusual, or infrequently occurring items that are material, such as losses from disasters or accidental damage; and gains and losses resulting from re-measuring foreign currency-denominated assets and liabilities due to changes in foreign exchange rates during the period.

***Other changes in equity investment position: Item 31***

Please specify the amount of the change in the equity investment position in your direct investment enterprise or investment or fellow enterprise abroad (item 4) or investment in your enterprise by your direct investment enterprise or fellow enterprise abroad (item 9) that did not arise from transactions and is not reported on item 30 (certain realized and unrealized gains (losses) of resident enterprise excluded from net income and taken directly to the owners’ equity account). A common example of a change in equity investment arising from a valuation adjustment that is not reported in item 30 is from the acquisition, or sale, of a direct investment enterprise for an amount that exceeds (or is less than) the value of the direct investment enterprise according to the books of the direct investment enterprise. Report the difference between the transaction value and the carrying amount in the equity investment position in this item.

Net income during period  (29)	Certain realized and unrealized holding gains (losses) included in net income during period (30)	Other changes in equity investment during the period  (31)
Direct investment enterprise(s)		
Fellow enterprise(s)		

If you are a fellow enterprise, please indicate below the residence of the ultimate controlling parent of your enterprise, that is, the enterprise at the top of the control chain:

<b>Residence of ultimate controlling parent of your enterprise</b> <i>(please tick one case and see note below)</i>	
Resident of your own economy	
Nonresident of your own economy	
Do not know	

**Part F.**  
**International Investment Positions**  
**Closing balances of assets and liabilities between your enterprise and nonresidents**

**Definitions of entities in Part F:**

**Equity** comprises all instruments and records that acknowledge claims on the residual value of a corporation or quasicorporation, after the claims of all creditors have been met. Ownership of equity in legal entities is usually evidenced by shares, stocks, participations, depository receipts, or similar documents.

**Other equity** is equity that is not in the form of securities.  
Equity is treated as a liability of the issuing institutional unit (a corporation or other unit).

**Debt instruments** are those instruments that require the payment of principal and/or interest at some point(s) in the future. Debt instruments comprise:

**Currency:** currency consists of notes and coins that are of fixed nominal values and are issued or authorized by central banks or governments.

**Deposits:** deposits include all claims that are (1) on the central bank, deposit-taking corporations other than the central bank, and, in some cases, other institutional units; and (2) represented by evidence of deposit. A deposit is usually a standard contract,

**Debt securities:** debt securities are negotiable instruments serving as evidence of a debt.

**Loans:** loans are financial assets that (1) are created when a creditor lends funds directly to a debtor, and (2) are evidenced by documents that are not negotiable.

**Insurance, pension, and standardized guarantee schemes:** insurance, pension, and standardized guarantee schemes comprise:

- (a) nonlife insurance technical reserves;
- (b) life insurance and annuity entitlements;
- (c) pension entitlements, claims of pension funds on sponsors, and entitlements to nonpension funds; and
- (d) provisions for calls under standardized guarantees.

**Trade credit and advances:** trade credit and advances comprises (1) credit extended directly by the suppliers of goods and services to their customers and (2) advances for work that is in progress (or is yet to be undertaken) and prepayment by customers for goods and services not yet provided.

**Other accounts receivable/payable:** other accounts receivable/payable include accounts receivable or payable other than those included in trade credit and advances or other instruments.

A **financial derivative contract:** a financial derivative contract is a financial instrument that is linked to another specific financial instrument or indicator or commodity and through which specific financial risks (such as interest rate risk, foreign exchange risk, equity and commodity price risks, credit risk, etc.) can be traded in their own right in financial markets.

**Employee stock options:** employee stock options are options to buy the equity of a company, offered to employees of the company as a form of remuneration.

## **Valuation of data to be reported in Part F:**

Please report data according to the following guidelines:

### **Currency:**

Report all data in [thousands of units of local currency]. If the currency(ies) of denomination of any of your enterprise's foreign assets and liabilities is (are) not in [local currency], please use the end-of-year foreign currency exchange rates to convert to [local currency].

### **Owners' equity:**

For unrelated listed entities: market value, if available; otherwise, a proxy for market value (such as net asset value)

For related and/or unlisted enterprises, please report the value of outstanding owners' equity (i.e., net worth) as at year-end on the following basis:

For related entities: the sum of your foreign direct investor's or fellow enterprise's (see below for definitions) claims on your net worth, consisting of:

- (i) paid-up capital (excluding any shares on issue that the enterprise holds in itself and including share premium accounts) or equivalent for unincorporated enterprises;
- (ii) all types of reserves identified as equity in the enterprise's balance sheet (including investment grants when accounting guidelines consider them a component of owners' equity); and
- (iii) cumulated retained earnings (which may be negative).

Similarly, please include the above 3 items in calculating the value of your enterprise's equity claim on your direct investor, direct investment enterprise, or fellow enterprise (see below for definition). Do not use the carrying value on your books.

In determining your enterprise's net worth, most financial assets should be reflected at an estimate of their current fair values; cumulative reinvested earnings should be included; and depreciation on items of property, plant, and equipment should be included. If your normal bookkeeping or accounting rules do not value these items as described above, please adjust their values before calculating the amounts to enter in Section F.

### **Debt instruments:**

#### ***Loans and trade credit and other accounts payable***

Please report on a nominal value basis (after allowing for any changes that may result from changes in exchange rates). Nominal value represents the value of funds advanced less any repayments plus any outstanding accrued interest.

#### ***Debt securities***

Please report the market value of the securities, as of the balance sheet date.





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

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

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.....

**Part H.**  
**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 the 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 questions answered cover all the foreign direct investments of the enterprise. / The following foreign direct investments have not been included: .....
- The information in parts A, B, and C of the form has been completed in accordance with 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 D.
- I have kept a copy of this form for my records.

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

Signature: .....