



## Instructions for Completing Form 18—International Securities

### Reporting Instructions

Form 18 should be completed for the enterprise (and any subsidiaries in Newland) listed on page one of the form—unless different arrangements have been made with the Newland Ministry of Statistics.

### Residents and Non-Residents

A *non-resident* is any individual, enterprise, or other organization ordinarily domiciled in a country other than Newland. Newland subsidiaries of non-resident companies are *residents* of Newland. Similarly, foreign subsidiaries of Newland companies are non-residents.

### 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, income, fees, 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 of Form 18

Form 18 sets out information that should be reported quarterly by this enterprise in respect of international security transactions undertaken on its own account or on behalf of clients. As arranged with your enterprise, information in respect of parts A and B should be supplied on computer print out, magnetic tape, or disk and accompanied by completed parts C through E of form 18.

In part A, you should report details on securities issued in Newland (a) by residents and held or traded by your enterprise on behalf of non-resident clients and (b) by non-residents and held or traded by your enterprise on behalf of resident clients or on your own account.

In part B, you should report details on securities issued abroad (a) by residents and held or traded by your enterprise on behalf of non-resident clients; (b) by non-residents and held or traded by your enterprise on behalf of resident clients or on your own account, and (c) by residents and held or traded by your enterprise on behalf of resident clients or on your own account. For all categories, separate details should be reported for each unique security reference number (column A) and owner code (column B) combination. If you are unsure what should actually be reported, please contact Mr. Smith at (XXX) XXX-XXXX.

In part C, you should report details of your enterprise's claims on, or liabilities to, non-resident clients in respect of accounts outstanding for security transactions, income, fees, etc.

### Security Reference Numbers and Owner Codes

A standard security reference number should be used for each security. When such numbers do not exist—particularly for securities issued abroad—you should create your own codes and provide a list of these codes to the Newland Ministry of Statistics. The list should show, for each code, the type of security, the country of issue, the currency of denomination, the industry (activity) of the issuer, and the sector (international institution, government, central bank, other bank, other) of the issuer. (International institutions are organizations, such as Asian Development Bank and the European Investment Bank, whose members are governments.)

The non-resident owner code should consist of four digits. The first digit of the code should describe the sector of the non-resident client (1-international institution, 2-government, 3-central bank, 4-other bank, and 5-other). The last three characters should be the country of residence code of the non-resident client. Country codes are provided at the conclusion of these instructions.

The resident owner code should be four-digit alpha numeric code that is determined by your organization. A separate code should be allocated to each enterprise (business) client. A list of these codes, showing the industry (activity) and sector (government, central bank, other bank, other financial institution, and other) of each owner should be provided to the Newland Ministry of Statistics. Clients who are individuals rather than enterprises should be assigned the code *HOUS*.

## Positions, Transactions, Other Changes, Income, Fees, and Withholding Taxes

The information reported in parts A, B, and C should have the following relationships:

$$\text{Closing Position} = \text{Opening Position} + \text{Financial Transactions} + \text{Other Changes.}$$

Opening and closing positions should be reported via *market prices* prevailing at the reference dates.

**Financial transactions** are transactions relating to the acquisition (including issues) or disposal (including redemptions) of a security. Financial transactions should be recorded before the deduction of fees.

**Other changes** are valuation changes, such as those caused by exchange rates (in the case of securities denominated in foreign currencies) and market price changes.

**Income** refers to *dividends* and *interest*. Dividends should be recorded on the ex dividend date. Interest includes discounts. A discount is the difference between the value of a financial instrument when it is issued and its final redemption value. Interest should be recorded on an accrual basis. The difference between income accrued and income payable should be recorded as a financial transaction in the instrument to which the interest relates. If you are unsure how to record these types of transactions, please contact Mr. Smith at (XXX) XXX-XXXX.

Income should be recorded before the deduction of any fees and withholding taxes.

**Fees** are amounts payable by non-resident clients for services provided by your enterprise.

**Withholding Taxes** refer to—in the case of securities issued by residents—taxes payable to the Newland government by your enterprise on behalf of non-resident clients and—in the case of securities issued by non-residents—taxes withheld by foreign governments on securities held by your enterprise on behalf of resident clients or on your own account.

### Country codes

[A country code list should be supplied by the compiler.]

## Instructions for Completing Form 18—International Securities

### Part A. Securities Issued in Newland (Report in thousands of Newland dollars)

Reference Number	Owner Code	Opening Position	Financial Transactions				Other Changes	Closing Position	Currency of Denomination	Income	Fees	Withholding Taxes
			Issues	Redemptions	Purchases	Sales						
A	B	C	D	E	F	G	H	I	J	K	L	M
<b>(a) Securities Issued by Residents and Owned by Non-Residents</b>												
<b>(b) Securities Issued by Non-Residents and Owned by Residents</b>												
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											//////////	
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**Part B. Securities Issued Abroad**  
(Report in thousands of Newland dollars)

Reference Number	Owner Code	Opening Position	Financial Transactions				Other Changes	Closing Position	Currency of Denomination	Income	Fees	Withholding Taxes
			Issues	Redemptions	Purchases	Sales						
A	B	C	D	E	F	G	H	I	J	K	L	M
<b>(a) Securities Issued by Residents and Owned by Non-Residents</b>												
<b>(b) Securities Issued by Non-Residents and Owned by Residents</b>												
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Supplementary item: Fees collected from non-residents not included in parts A or B above

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**Part C. Claims on, and Liabilities to, Non-Resident Clients**

(Report in thousands of Newland dollars)

Type of Investment	Opening Position	Transactions	Other Changes	Closing Position
A	B	C	D	E
<b>Claims on Non-Residents</b>				
Securities				
Fees				
Income				
Others				
<b>Liabilities to Non-Residents</b>				
Securities				
Fees				
Income				
Others				

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

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

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**Part E: 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 security activities of the enterprise named on page one. / The following activities 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: .....