

Instructions for Completing Form 7—International Trade in Services

Reporting Instructions

Form 7 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 *nonresident* 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. 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 7

Form 7 collects quarterly information on selected international service transactions of this enterprise and its subsidiaries.

Parts A and B cover services (except insurance, pension, transportation, and travel services) provided to and received from non-residents. International insurance transactions should be reported in part C and international pension payments should be reported in part D. Details of transportation and travel transactions are collected through other survey forms. The activities of resident insurance enterprises and pension funds are collected through other survey forms.

Country

Each question seeks information on country of transaction. Record the country of residence of the nonresident transactor.

Services Included

Services, which are products other than tangible goods, include communications, advertising, accounting, and management consulting. Services do not include wages, profits, dividends, or interest. Transportation and travel services should not be included as information on these items is collected through other survey forms.

Services provided to non-residents include those for which payment is made directly to your enterprise by a non-resident entity (including a foreign affiliate of your enterprise). Record services provided by your enterprise, its employees abroad, or some other resident entity on whose behalf your enterprise receives payment. Exclude services that are provided to non-residents by your enterprise and paid for through other unrelated resident entities; however, report the names and addresses of these entities in your response to question 43.

Services received from non-residents include all services provided by non-residents and paid for directly by your enterprise, its subsidiaries, or its employees. Exclude services that are provided by non-residents to your enterprise or its subsidiaries and paid for, on your behalf, by other unrelated resident entities; however, record the names and addresses of these entities in your response to question 43.

Because form 7 seeks information on transactions between residents and non-residents, you should not report services provided to non-residents by non-resident subsidiaries of your enterprise. However, you should report services provided by your enterprise to related enterprises abroad and services provided by related enterprises abroad to your enterprise. If determinations between branch activities and head office activities prove difficult, or if you are uncertain about whether a particular transaction should be included, please call Mr. Fossum at (202) 623-7942 for assistance.

Individual Service Categories

Maintenance and Repair Services These services include fees charged for the maintenance and repair and the value of any parts or material included in the fee. Where parts or materials are separately charged, they are excluded from the value of the service.

Postal and Courier Services These services include the pickup, transport and delivery of letters, newspapers, periodicals, brochures, other printed matter, parcels and packages. It also includes post office counter services, such as sales of stamps and mailbox rental services.

Financial Services These services include fees for intermediation services such as lending, financial leasing, letters of credit, bankers acceptances, lines of credit, foreign exchange transactions and travelers' check transactions; commissions and fees associated with security brokerage, placements of issues, underwriting, redemptions, swaps, options, and commodity futures; and portfolio and other financial management fees.

Charges for the Use of Intellectual Property These include fees associated with the use of patents, copyrights, trademarks, industrial processes, franchises, etc. and licensing agreements associated with manuscripts, paintings, sculptures, etc., as well as other outcomes of research and development. Included are also charges for licenses to reproduce and/or distribute (e.g., copyright on books and manuscripts, computer software, cinematographic work and sound recordings and related rights, such as for recording of live performances, television, cable or satellite). However, outright purchases/sales of such marketing assets (e.g., franchises and trademarks) are recorded as transactions in assets (see Part E).

Telecommunications Services These services include broadcast or transmission of sound, images, data or other information by telephone, telex, telegram, radio and television cable transmission, radio and television satellite, electronic mail and networking, teleconferencing, etc. services.

Computer Services These services include data base development, storage, and on-line time series facilities; data processing, tabulation, processing services (on a time-share or specific basis), and processing management services; hardware consultancy; software design, development, and customized implementation and programming; maintenance and repair of computers and peripheral equipment; and news agency and library services.

Information Services This category includes news agency services, database services, and web search portals. Also included are direct nonbulk subscriptions to newspapers and periodicals, whether by mail, electronic transmission or other means; other online content provision services (including downloaded content that is not software or audio and video); and library and archive services.

Research and Development These activities include basic and applied research, laboratory and other services related to new products and material development (including computer components) associated with the physical, social sciences and humanities.

Professional and Management Consulting Services These services include legal advice, representation, and documentation; accounting, auditing, bookkeeping, and tax related services; planning, organization, cost projecting, and human resource management; and public relations. They also include advertising services; trade fair exhibition services; market research; and public opinion polling services.

Architecture, Engineering, and Other Technical Services These services include architectural design of urban and other development projects; planning, project design, and supervision of dams, bridges, airports, turnkey projects, etc.; and surveying, product testing and certification, and technical inspection services.

Waste Treatment and Depollution, Agricultural, and Mining Services This category includes services associated with the treatment of radioactive and other waste and cleanup of pollution and spills and restoring the environment; services associated with agricultural crops, e.g., protection against insects and disease, increasing of harvest yields, etc.; forestry and fishing services; mining, oil and gas-related services, e.g., analysis of ores, etc.; and on-site processing—other than processing involving goods that are or will be returned to the countries of origin.

Operating Leasing Operating leasing includes leasing of buildings, machinery and equipment—other than transportation equipment with crew—and excludes items under financial lease.

Trade-related Services These services include commissions on goods and services associated with commodity brokerage, auction sales, sales of ships and aircraft, etc.

Other Business Services These services include distribution services related to water, steam, gas, and other petroleum products and air-conditioning supply (where identified separately from transmission services); security and investigative services, translation and interpretation, photographic services, building cleaning, placement of personnel, real estate services, etc.

Personal, Cultural, and Recreational Services These services include fees received by actors, directors, and producers associated with the production of motion picture and television films; downloading of mass-produced audio-visual products (movies and music, including recordings of live performances); and other cultural services and sporting and other recreational services.

Note: Services, including education and health services, provided to nonresidents visiting Newland are considered to be travel services and should not be reported on this form.

Insurance Transactions to be Reported in Part C

Details of insurance premiums and claims for insurance placed directly abroad by Newland residents (other than insurance enterprises) and by Newland insurance agents and brokers on behalf of Newland residents should be recorded. Insurance enterprises, unless such enterprises also act as brokers or agents, should not complete this part of the form. Enterprises that use a resident agent or broker to place insurance abroad should not report these transactions as the transactions will be reported by the broker or agent.

Pension Transactions to be Reported in Part D

Details of pension contributions on behalf of resident employees into non-resident pension funds, and on behalf of non-resident employees should be recorded.

Form 7—International Services

Part A. Selected Services Provided to Non-Residents (Report in thousands of Newland dollars)

	Total	Transactions by Country (specify)				
	A	B	C	D	E	F
1. Maintenance and repair services						
2. Postal and courier services						
3. Financial services						
4. Charges for the use of intellectual property						
5. Telecommunications, computer and information services						
6. Research and development						
7. Professional and management consulting services						
8. Architecture, engineering, and other technical services						
9. Waste treatment and depollution, agricultural and mining services						
10. Operating leasing						
11. Trade-related services						
12. Other business services						
13. Personal, cultural, and recreational services						
14. Other (specify)						

Part B. Selected Services Received from Non-Residents

(Report in thousands of Newland dollars)

	Total	Transactions by Country (specify)				
	A	B	C	D	E	F
15. Maintenance and repair services						
16. Postal and courier services						
17. Financial services						
18. Charges for the use of intellectual property						
19. Telecommunications, computer and information services						
20. Research and development						
21. Professional and management consulting services						
22. Architecture, engineering, and other technical services						
23. Waste treatment and depollution, agricultural and mining services						
24. Operating leasing						
25. Trade-related services						
26. Other business services						
27. Personal, cultural, and recreational services						
28. Other (specify))						

Part C. Insurance Transactions of Newland Enterprises, Brokers, and Agents with Nonresidents

(Report in thousands of Newland dollars)

This section should NOT be completed by insurance enterprises.

	Total	Transactions by Country (specify)				
	A	B	C	D	E	F
37. Insurance of goods	Premiums paid					
	Claims received					
38. Other casualty insurance	Premiums paid					
	Claims received					
39. Life insurance	Premiums paid					
	Claims received					

Part D. Pension Contributions on Behalf of Resident and Non-Resident Employees

40. Does this enterprise, or its subsidiaries in Newland, pay pension contributions:

a. on behalf of resident employees into non-resident pension funds? Yes No

b. on behalf of non-resident employees into resident pension funds? Yes No

If yes, please give the name and address of the resident pension fund receiving payments.

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c. on behalf of non-resident employees into non-resident pension funds? Yes No

If the answer to question 40 (a), (b) and (c) is *no*, please go to question 42.

(Report in thousands of Newland dollars)

	On behalf of resident employees			On behalf of non-resident employees		
	Country of fund			Country of employee		
	A	B	C	D	E	F
41. Contributions made						

Part E. Purchase and Sale of Marketing Assets

42. Did the enterprise buy or sell brand names, mastheads, trademarks, logos or domain names (without buying or selling the enterprise that owned the marketing assets)? Yes No
- a. value of marketing assets purchased from non-residents? ND
- b. value of marketing assets sold to non-residents? ND

Part F. Payments for Services Settled Through Other Resident Organizations and Long-term Construction Activity

43. Does this enterprise, its subsidiaries in Newland, or its employees working abroad:
- a. provide services to non-residents that are paid for on your behalf by another resident entity? Yes No
- b. receive services from non-residents for which payment is received on your behalf by another resident entity? Yes No
- c. engage in long-term construction activity abroad? Yes No
- d. engage a non-resident enterprise for long-term construction activity in Newland? Yes No

If the answer to question 43 (a) or (b) is *Yes*, please give the name and address of the resident company making or receiving payments.

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Part G. Revisions to Previously Reported Data

Please provide details of any significant 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 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 F 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 G.
- I have made a copy of this form for my records.

Name of person completing this form:

Signature: