



## Reporting Instructions

Form 9 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 domiciled in a country other than Newland. Newland subsidiaries of nonresident 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 9

Form 9 collects information on the transactions of this enterprise and its Newland subsidiaries with **non-resident** transport operators, including foreign airlines, ships, railways, fishing vessels, etc.

Part A, which is divided into two subsections, collects data on goods and services provided to non-resident transport operators. In items 1 through 10, report goods and services that your enterprise provides to non-residents and for which your enterprise arranges settlement directly with a non-resident transport operator or the non-resident agent thereof. Information on settlements made through other resident enterprises will be collected directly from them. In item 11 through 20, report goods and services that are acquired by non-resident transport operators from other residents and for which settlement is made through your enterprise or its subsidiaries.

Part B collects data on the ticket sales of, and revenue earned by, non-resident transport operators. This part should be completed by branch offices or principal agents for non-resident transport operators.

Part C collects data on selected earnings, such as those from the provision of freight services within Newland (inland freight), of non-resident transport operators and other payments to non-resident operators—apart from passenger services and freight services provided on imports and exports). This part should be completed by branch offices or principal agents for non-resident transport operators.

## Country

The country of residence of the non-resident operator should be recorded in several sections of form 9.

## Passenger Fares (Items 11 and 12)

Item 11 requests data on the value of ticket sales (less refunds) made by non-resident transport operators to Newland resident travelers. Item 22 requests information on passenger revenue earned by non-resident transport operators from tickets sold (irrespective of which operator sold the ticket) to residents of Newland. (A ticket sold by one operator may be used on another operator's service and thereby generate revenue for the second operator.) If your enterprise is a branch or agent of the first operator, the ticket sale should be reported in item 11. If your enterprise is a branch or agent of the second operator, the ticket sale should be reported in item 12. Fares should be recorded on a gross basis—that is, before deduction of commissions. Commissions paid by non-resident transport operators on ticket sales should be recorded in part A. Revenue includes earnings from the charter of transport equipment with crew (to carry passengers) and from accompanied luggage (excess baggage).

## Form 9—Transactions with Non-Resident Transport Operators

### Part A. Goods and Services Provided to Non-Resident Transport Operators (Report in thousands of Newland dollars)

	Total	Country of Residence of Operator (specify)				
	A	B	C	D	E	F
<b>Provided by Your Enterprise and Settlements Made Directly with Non-Residents</b>						
1. Fuel (bunkers)						
2. Provisions (catering)						
3. Loading and unloading charges (stevedoring)						
4. Port charges, taxes, and landing fees						
5. Repairs and maintenance of transport equipment						
6. Cleaning services						
7. Agent fees on passenger ticket sales						
8. Other agent fees						
9. Advertising						
10. Other (please specify.....)						
<b>Provided by Other Resident Enterprises and Settlements Made Through Your Enterprise</b>						
11. Fuel (bunkers)						
12. Provisions (catering)						
13. Loading and unloading charges (stevedoring)						
14. Repairs and maintenance of transport equipment						
15. Cleaning services						
16. Port charges, taxes, and landing fees						
17. Agent fees on passenger ticket sales						
18. Other agents' fees						
19. Advertising						
20. Other (please specify.....)						

**Part B. Passenger Revenue Earned by Non-Resident Transport Operators from Carriage of Resident Travelers**  
(Report in thousands of Newland dollars)

	Total	Country of Residence of Operator (specify)				
	A	B	C	D	E	
11. Passenger ticket sales (less refunds) made during the quarter by Non-resident transport operators to resident travelers in the quarter						
12. Passenger fare revenue earned during the quarter by non-resident transport operators						

**Part C. Selected Earnings of Non-Resident Transport Operators from Residents**  
(Report in thousands of Newland dollars)

	Total	Country of Residence of Operator (specify)				
	A	B	C	D	E	
13. Inland freight—that is, the carriage of goods, including those carried to and from the border, within Newland						
14. Mail						
15. Other (excluding freight, passenger, and charter services) Please specify: .....						

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

Please provide details of any significant 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 of the contact person have been entered on page one.
- The information in parts A, B, and C 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 D.
- I have made a copy of this form for my records.

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

Signature: .....