

Appendix 8. Model Survey Forms

Table 8.1. Summary of the Model Survey Forms

Forms Number and Title	Scope and Purpose	Other Comments
1. Balance of payments & IIP Exploratory	This form collects information on the type and size of balance of payments and IIP activity undertaken by enterprise groups. It provides information for maintaining and developing a balance of payments and IIP enterprise register.	This form may be regarded as a benchmark collection form. It uses mark boxes to encourage a quick response. It may be modified to establish an ITRS register.
2. Balance of payments & IIP Register	This form records details of enterprise groups and the type and size of their balance of payments and IIP activity. It provides data essential for the balance of payments and IIP collection designs and maintenance.	This is an office form.
3-1. ITRS – Payments and Receipts	This form collects single transactions reported to the banking system by banks' clients or by banks on behalf of their clients.	
3-2. ITRS – Imports and Exports	This form demonstrates how an ITRS could be used to capture data on goods transactions.	It is not recommended to compile goods statistics based on ITRS due to limitations described in Chapter 11 Goods.
3-3. ITRS – Enterprises	This form is for FDR reporters and covers transactions passing through enterprise foreign currency accounts at domestic banks, bank accounts at nonresident banks, noncash transactions, and external asset and liability positions and for PDR reporters - includes transactions passing through enterprise bank accounts at nonresident banks, including positions.	
3-4. ITRS – Banks	This form collects details of banks' stock positions.	
3-5. ITRS – Banks' Records of Transactions	This form collects details of banks' flows.	

4. Goods	The form collects across-the-board data and selected data on exports and imports of goods and the receipts and payments for repairs and manufacturing services.	The form illustrates methods for collecting various data – including manufacturing services and repairs – on goods.
5. Goods for Merchanting	This form collects data required for recording merchanting transactions in the balance of payments. Data should be collected on a gross basis, by commodity, and by partner country, wherever possible.	
6. International Trade in Services	The form collects data on services not covered by forms 7-12 for compilation of various services items.	Separate forms could be created to collect information on specific aspects of services (for example, provision of financial services).
7. Manufacturing Services	This form contains a sample questionnaire on manufacturing services on physical inputs owned by others.	
8. Resident Transport Operators	The form collects data on resident transport operator earnings and expenses for compilation of transportation and certain goods items.	The form could be tailored for different modes of transport. Several more specialized forms could be created from the model form.
9. Transactions with Non-Resident Transport Operators	The form collects, from residents, data on non-resident transport operators' earnings and expenses for compilation of transportation and certain goods items.	The form could be tailored for different modes of transport. Several more specialized forms could be created from the model form.
10. International Travel	The form collects data on the means used to pay for travel and related services for compilation of the travel item.	Several specialized forms could be created from this form.
11. Construction	This form collects information on construction abroad, construction in the compiling economy, as well as data on both short-term and long-term construction projects.	
12. International Insurance Services	The form collects information on the insurance and re-insurance activities of resident enterprises. The data are used in the compilation of services, current	The form illustrates methods for collecting various data specifically associated with the insurance industry.

	and capital transfers and the IIP.	
13. International Pension Services	The form collects information on the pension activities of resident pension funds. The data are used in the compilation of services, current transfers, and the IIP.	The form illustrates methods for collecting various data specifically associated with the operations of pension funds.
14. Foreign Embassies and International Institutions	The form collects data on wages and salaries paid to local workers, other embassy expenditures, foreign aid, and official finance. These data are used to compile compensation of employee, government services, current transfer, financial account, IIP, and investment income items.	While the reporters to this form, who will be non-residents, cannot be compelled to complete it, a number of countries have successfully collected information by using forms similar to the model form.
15. Private Aid and Charitable Organizations	The form collects data on the income, compensation of employees and current and capital transfers of private aid and other charitable organizations.	The form illustrates methods for collecting various data specifically associated with the operations of private aid and charitable organizations, including their relationship with non-resident entities.
16. Current Transfers Grants and Technical Assistance	This form collects information on current transfers, grants and technical assistance. Part A of the form seeks information on transfers in cash and in kind received by the government and the private sector, including nongovernment organizations (NGO). Part B of the form pertains to technical assistance of project work/staffed missions received by the economy.	The information can be used for the compilation of current transfers in the secondary income account and capital transfers in the capital account.
17. Financial Claims and Liabilities to Nonresidents	The form collects data on financial flows, stock positions, reconciliation items, income, certain financial services, and withholding taxes. The data are used to compile financial account, IIP, investment income, financial services and current transfer items.	In practice, several forms may be created from this form, or more simplified versions of the form could be developed. An example, associated specifically with foreign direct investment, is provided as form 18.
18. Foreign Direct Investment	The form collects data specifically on foreign direct investment items of form 16.	This form is a narrower version of form 17, collecting data specifically on foreign

		direct investment.
19. International Securities	This form collects data on financial transactions, stock positions, income, financial services, and withholding taxes associated with international securities from financial intermediaries,. The data are used to compile financial account, IIP, investment income, financial services and current transfer items.	The form can be used in either an enterprise survey or an ITRS. The form is based on the assumption that comprehensive data are available from a single source; when this is not the case, the form should be modified. For enterprise surveys, compilers should ensure that the delineation of reporting between form 17 (or its equivalent) and form 19 is clear and that double counting is avoided.
20. Holdings of and Transactions in Financial Derivatives Contracts with Nonresidents	This form collects collect information on holdings of and transactions in financial derivatives contracts with nonresidents.	The data are collected by types of derivative instruments (options, futures and forwards, and swaps). The reporting instructions explain how the forms are to be accomplished.
21. Travel - Returning Residents	The form collects data from returning residents on their expenditure on goods and services and on income and other amounts received while abroad. The data are used mainly to compile travel and compensation of employee items.	The model form is designed to be completed by returning residents shortly after they arrive back in the compiling economy. Alternatively, the questions could be included in regular household surveys for completion some time after returning.
22. Travel - Departing Non-Residents	The form collects data from non-residents departing the economy on their expenditure on goods and services and on income and other amounts received while in the compiling economy. The data are used mainly to compile travel and compensation of employee items.	The model form is designed to be completed by departing non-residents shortly before they depart from the compiling economy. Alternatively, the form could be used as the basis for an interview survey of these non-residents.
23. International Transactions and Positions of Households	This form requests data that would be of specific interest for households.	



Balance of Payments Survey Form 1—Exploratory Survey

Please correct any errors in this label

<p>----- Reference number</p>

Balance of Payments Division
 Newland Ministry of Statistics
 Archadia
 Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

OFFICE USE ONLY
Rec. _____
Edit _____
Check _____

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information for the purpose of determining enterprises that should be included in the balance of payments or international investment position surveys, which - in turn - are used to compile Newland's balance of payments and international investment position statistics. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Information required by this form should be supplied for the enterprise to which the form is addressed and for any subsidiaries located in Newland. Some general notes appear on page 2.

Due date: Please return the completed form in the postage-paid envelope by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you : Your cooperation is greatly appreciated. Accurate balance of payments and IIP statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Facsimile number: (.....)

Area code

582
Form 1—Exploratory Form

General Notes

1. This form should be completed for the enterprise named on page one and any of its subsidiaries in Newland. If there are any errors in the address label, please make corrections before returning the form.
2. A **nonresident** is an individual, enterprise, or other organization ordinarily domiciled in a economy other than Newland. Newland subsidiaries of nonresident companies are regarded as **residents** of Newland. Similarly, subsidiaries of Newland companies are regarded as nonresidents.
3. All values are expressed in Newland dollars.

Part A. Introductory Questions

1. Is this enterprise a subsidiary¹ of another enterprise in Newland? Yes [] No []

If the answer is *yes*, go to question 13 and do not answer intervening questions.

2. Does this enterprise have subsidiary companies in Newland? Yes [] No []

If the answer is *yes*, the following questions should be completed in respect of the enterprise and its subsidiaries in Newland.

Part B. Nonresident Owners

3. Did this enterprise have **nonresident owners** as of 31 December 20XX? Yes [] No []
(An enterprise has nonresident owners if it is a branch or subsidiary of a nonresident company or has nonresident shareholders.)

If the answer is *no*, go to question 4.

- 3A. Is this enterprise a subsidiary of a foreign company? Yes [] No []

- 3B. Does a single nonresident shareholder (or a group of related nonresident shareholders) hold between 10 and 50 percent of the voting equity in this enterprise or any of its subsidiaries in Newland? Yes [] No []

If the answer to question 3A or 3B is *yes*, please list the names of the owners, their equity interest, and the name of the enterprise in which the equity is held.....
.....

4. Did any resident company that is a subsidiary or branch of a nonresident enterprise own between 10 and 50 percent of the voting equity in this enterprise or its subsidiaries as of 31 December 20XX? Yes [] No []

If the answer is *yes*, please give details.
.....

¹ A subsidiary is an enterprise over which its owner can exercise control, i.e. it owns more than 50 percent of the voting securities.

Part C. Ownership of Nonresident Branches and Companies

5. Did this enterprise or its subsidiaries have any nonresident subsidiaries or own 10 percent or more of voting equity in a nonresident enterprise as of 31 December 20XX? Yes No

Part D. International Trade in Goods in 2011

6. Did this enterprise or its subsidiaries export goods to or import goods from, abroad during 20XX? Yes No

If the answer is *no*, go to question 7.

- 6A. Please record the approximate value of goods exported and goods imported in 2011 by this enterprise and its subsidiaries combined:

<i>Goods Exported</i>		<i>Goods Imported</i>	
Nil	<input type="checkbox"/>	Nil	<input type="checkbox"/>
\$1 to less than \$10,000	<input type="checkbox"/>	\$1 to less than \$10,000	<input type="checkbox"/>
\$10,000 to less than \$100,000	<input type="checkbox"/>	\$10,000 to less than \$100,000	<input type="checkbox"/>
\$100,000 to less than \$1 million	<input type="checkbox"/>	\$100,000 to less than \$ 1 million	<input type="checkbox"/>
\$1 million and more	<input type="checkbox"/>	\$1 million and more	<input type="checkbox"/>

- 6B. Please mark the categories for which the values of goods exported or imported exceeded \$100,000.

	<i>Exports</i>	<i>Imports</i>
Food, live animals, beverages, and tobacco	<input type="checkbox"/>	<input type="checkbox"/>
Minerals, fuels, and lubricants	<input type="checkbox"/>	<input type="checkbox"/>
Chemical, plastic, medical, pharmaceutical, and rubber products, and fertilizers	<input type="checkbox"/>	<input type="checkbox"/>
Wood, paper, and products thereof	<input type="checkbox"/>	<input type="checkbox"/>
Textiles, clothing, and footwear	<input type="checkbox"/>	<input type="checkbox"/>
Machinery, office and communication equipment, and other electrical goods, including spares	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles and transport equipment, including spares	<input type="checkbox"/>	<input type="checkbox"/>
Metal and metal products not in other categories	<input type="checkbox"/>	<input type="checkbox"/>
All other goods	<input type="checkbox"/>	<input type="checkbox"/>

7. Did this enterprise engage in *merchandising*—that is, buy and resell goods, including gold, abroad without the goods entering Newland? Yes No

Part E. International Trade in Services in 20XX

8. Did this enterprise or its subsidiaries sell services to or purchase services from nonresidents during 20XX? (Include transactions with related nonresident enterprises.) Yes No

If the answer is *no*, go to question 9.

- 8A. Please record the approximate value of:

<i>Services Exported</i>		<i>Services Imported</i>	
Nil	<input type="checkbox"/>	Nil	<input type="checkbox"/>
\$1 to less than \$10,000	<input type="checkbox"/>	\$1 to less than \$10,000	<input type="checkbox"/>
\$10,000 to less than \$100,000	<input type="checkbox"/>	\$10,000 to less than \$100,000	<input type="checkbox"/>
\$100,000 to less than \$1 million	<input type="checkbox"/>	\$100,000 to less than \$ 1 million	<input type="checkbox"/>
\$1 million and more	<input type="checkbox"/>	\$1 million and more	<input type="checkbox"/>

- 8B. Please mark the categories for which the values of services exported or imported exceeded \$100,000.

	<i>Exports</i>	<i>Imports</i>
Manufacturing (processing) services	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance and repair services	<input type="checkbox"/>	<input type="checkbox"/>
Transportation services for passenger and freight	<input type="checkbox"/>	<input type="checkbox"/>
Operational leasing or rental without operators	<input type="checkbox"/>	<input type="checkbox"/>
Other transport services	<input type="checkbox"/>	<input type="checkbox"/>
Construction	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Pension services	<input type="checkbox"/>	<input type="checkbox"/>
Financial services	<input type="checkbox"/>	<input type="checkbox"/>
Charges for the use of intellectual property	<input type="checkbox"/>	<input type="checkbox"/>
Telecommunications, computer, and information services	<input type="checkbox"/>	<input type="checkbox"/>
Trade-related services	<input type="checkbox"/>	<input type="checkbox"/>
Other business services (specify)	<input type="checkbox"/>	<input type="checkbox"/>

.....
 Personal, recreational, and cultural services
 If you are uncertain about the appropriate category, please describe the service.

Part F. Employment of Nonresident Workers in 20XX

9. Did this enterprise or its subsidiaries employ any foreign workers in 20XX?
(Foreign workers include persons residing in Newland for less than 12 months.)
- Yes No

If the answer is *no*, go to question 10.

- 9A. What were the approximate wages and salaries (in thousands of dollars) paid to all such persons combined in 20XX? \$ _____,000

Part G. External Financial Assets and Liabilities as of December 31, 20XX

10. Please record the approximate market value of shares and other liabilities of this enterprise (and its subsidiaries) held by nonresidents as of December 31, 20XX and financial claims of this enterprise (and its subsidiaries) on nonresidents at that date.

- 10A. Please record the approximate value of:

<i>Shares held by, and Other Liabilities to, Nonresidents</i>	<input type="checkbox"/>	<i>Claims on Nonresidents</i>	<input type="checkbox"/>
Nil	<input type="checkbox"/>	Nil	<input type="checkbox"/>
\$1 to less than \$10,000	<input type="checkbox"/>	\$1 to less than \$10,000	<input type="checkbox"/>
\$10,000 to less than \$100,000	<input type="checkbox"/>	\$10,000 to less than \$100,000	<input type="checkbox"/>
\$100,000 to less than \$1 million	<input type="checkbox"/>	\$100,000 to less than \$ 1 million	<input type="checkbox"/>
\$1 million and more	<input type="checkbox"/>	\$1 million and more	<input type="checkbox"/>

- 10B. Please mark the categories for which the values of liabilities or assets exceeded \$100,000.

	<i>Liabilities</i>	<i>Assets</i>
Stocks (shares)	<input type="checkbox"/>	<input type="checkbox"/>
Investment fund shares or units	<input type="checkbox"/>	<input type="checkbox"/>
Other equity	<input type="checkbox"/>	<input type="checkbox"/>
Other (debt) securities	<input type="checkbox"/>	<input type="checkbox"/>
Loans	<input type="checkbox"/>	<input type="checkbox"/>
Accounts receivable and payable	<input type="checkbox"/>	<input type="checkbox"/>
Deposits	<input type="checkbox"/>	<input type="checkbox"/>
Notes and coin	<input type="checkbox"/>	<input type="checkbox"/>
Insurance and pension technical reserves and entitlements	<input type="checkbox"/>	<input type="checkbox"/>

Financial Derivatives [] []

Other (specify) [] []

.....

Part H. Other Interactions with Non-Residents in 20XX

11. Did this enterprise or its subsidiaries have any other interactions or positions with non-residents in 20XX?

Ownership of land abroad Yes [] No []

Payment of rent for offices abroad Yes [] No []

Payment for licenses to explore or exploit natural resources abroad Yes [] No []

If you are uncertain about the appropriate category, please describe the interaction.

If the answer is yes, please give details.

.....

Part I. Details of Subsidiary Companies in Newland

12. Please complete the following table if the answer to question 2 is yes.

	Name of Subsidiary	Name of Parent Company	% Owned by Parent Company	Main Activity of Company	Office Use Only
A					
B					
C					
D					

Part I. Final Questions

13. Please verify that the form has been completed correctly; indicate that you have done so by marking the following boxes.

- The name and address shown on page one is correct or has been corrected.
- The name and telephone number of the person who should be contacted regarding this form are entered on page one. The person who completed this form has signed his or her name on this page.
- The answer to question 1 is *yes*, and the name and address of the primary parent company in the group are
.....
.....
Therefore, questions 2 through 12 have not been completed.
- The answer to question 1 is *no*, and questions 2 through 11 have been completed.
- The answer to question 2 is *yes* and question 12 has been completed.
- I have made a copy of this form for my records.

Name of person completing this form:

Signature:



**Balance of Payments Survey
Form 2—Enterprise Register Form**

Please correct any errors in this label

<p>-----</p> <p>□□□□□□□□□□□□</p> <p>Reference number</p>
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Balance of Payments Division
Newland Ministry of Statistics
Archadia
Telephone (XXX) XXX-XXXX
Facsimile (XXX) XXX-XXXX
Email: bop@stat.com

<p>OFFICE USE ONLY</p> <p>Rec. _____</p> <p>Edit _____</p> <p>Check _____</p>
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QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This enterprise register form is used to record information about members (enterprises) of the population of Newland, which - in turn - are used to compile Newland's balance of payments and international investment position statistics. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Information required by this form should be supplied for the enterprise to which the form is addressed and for any subsidiaries located in Newland. Some general notes appear on pages two to four.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you : Your cooperation is greatly appreciated. Accurate balance of payments and IIP statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)
Area code

Title:

Facsimile number: (.....)
Area code

Instructions for Form 2—Balance of Payments and International Investment Position Enterprise Register Form

The enterprise register form is used to record information about members (enterprises) of the population.

The information is subsequently used to conduct balance of payments and IIP surveys.

In **part A**, the reference number, the name of the top enterprise in the group, and the address; the name and title of the contact officer in the enterprise (e.g., the person who completed the exploratory form or the person who completes other collection forms); and the contact's telephone and facsimile numbers are recorded.

In **part B**, information on the enterprise group is entered. This section allows for both descriptive coding and an alphanumeric code. The type of information that may be stored here includes:

Type of Unit

This section shows whether the statistical unit is:

1. A single enterprise unit
2. A multi enterprise group
3. A split enterprise group—that is, one that has been split according to sector.

Sector

1. General government
2. Central bank
3. Other deposit-taking corporation
4. Other financial corporation
 - 4a. Money market fund (MMF)
 - 4b. Non-MMF investment fund
 - 4c. Other financial intermediary (except insurance corporations and pension funds)
 - 4d. Financial auxiliary
 - 4e. Captive financial institution or money lender
 - 4f. Insurance corporation
 - 4g. Pension fund
5. Non-financial corporation, household or nonprofit institution serving households (NPISH)
 - 5a. Non-financial corporation
 - 5b. Household
 - 5c. NPISH

Public/private

1. Publicly owned enterprise
2. Privately owned enterprise.

(The first category could be subdivided to distinguish among enterprises owned by central, state, or local governments.)

Type of Enterprises

1. Direct investment enterprise, branch or subsidiary
2. Direct investment enterprise, associate
3. Direct investor
4. Both a direct investment enterprise and a direct investor
5. Neither a direct investment enterprise nor a direct investor.

Direct investor is an entity resident in Newland that has acquired at least 10 percent of voting power of an enterprise resident in another economy.

Direct investment enterprise is an enterprise resident in Newland in which a foreign direct investor owns 10 percent or more of its voting power.

Immediate direct investment is when a direct investor directly owns 10 percent or more of voting power in a direct investment enterprise.

Indirect direct investment is when a direct investor owns 10 percent or more of voting power in a direct investment enterprise through a chain of ownership.

A direct investor has control over a direct investment enterprise when it owns more than 50 percent of voting power in that direct investment enterprise.

A direct investor has significant degree of influence over a direct investment enterprise when it owns from 10 to 50 percent of voting power in that direct investment enterprise.

Industry

(This section contains whatever coding system is considered appropriate.)

In **part C**, the activities of the group (which are collected in the exploratory survey) are recorded. The **size categories** (consistent with the exploratory questionnaire) are:

- 0 Nil
- 1 \$1 to less than \$10,000
- 2 \$10,000 to less than \$100,000
- 3 \$100,000 to less than \$1 million
- 4 \$1 million and more

Reporters are asked, on the exploratory form, to mark boxes for activities exceeding certain thresholds. The categories marked should be recorded on the line labeled *categories*. These data are used to identify the target populations and the sizes of population members for collection design purposes.

The categories for **exports of goods** and **imports of goods** are:

- A Food, live animals, beverages, and tobacco
- B Minerals, fuels, and lubricants
- C Chemical, plastic, medical, pharmaceutical, and rubber products, and fertilizers
- D Wood, paper, and products thereof
- E Textiles, clothing, and footwear
- F Machinery, office and communication equipment, and other electrical goods, including spares
- G Vehicles and transport equipment, including spares
- H Metal and metal products not included elsewhere
- I All other goods

For **exports of services** and **imports of services**, the categories are:

- A Manufacturing services on physical inputs owned by others
- B Maintenance and repair services
- C Passenger and freight services
- D Operational leasing or rental without operators
- E Other transport services
- F Travel
- G Construction
- H Insurance
- I Pension services
- J Financial
- K Charges for use of intellectual property
- L Telecommunication services
- M Computer and information services
- N Merchanting and other trade-related services
- O Miscellaneous business, professional, and technical services
- P Personal, cultural, and recreational services

For **external financial assets** and **external financial liabilities**, the categories are:

- A Stocks and shares
- B Investment fund shares and units
- C Land
- D Other equity
- E Debt securities
- F Loans
- G Accounts receivable and payable
- H Deposits
- I Notes and coin
- J Insurance and pension reserves and entitlements
- K Financial derivatives
- L Other

For **other income and transfers**, the categories are:

- A Rent
- B Donations
- C Debt forgiveness
- D Licenses to explore or exploit natural resources

In **part C**, an additional line is included for *other activities*. This is a useful place for identifying activities (which may require special targeting) such as merchandising and imports and exports of goods for processing or repair.

In **part D**, data are recorded on the source used to identify this unit and on the most recent exploratory survey in which this unit was included.

In **part E**, details of subsidiary companies and any direct investment enterprises abroad are recorded. Including the name of the immediate parent company makes it possible to identify the complete company structure when enterprises in the group are subsidiaries of subsidiaries.

In **part F**, major shareholders are identified. Reference numbers should be allocated to these major shareholders, and a separate record created for them, even if they are nonresident entities.

Form 2—Balance of Payments and International Investment Position Enterprise Register Form

Part A. Identification of Enterprise Group

Reference Number and Name	Address	Contact Name and Title	Telephone and Facsimile Numbers

Comments:

Part B. Description of Enterprise Group

	Type of Unit	Sector	Public/Private	Type of Enterprise	Industry
Description					
Code					

Comments:

Part C. Activities of the Group

	Exports Goods	Imports Goods	Exports Services	Imports Services	Employs Foreign Workers	Foreign Assets	Foreign Liabilities	Other Income and Transfers
Yes/No								
Size								
Categories					////////////////			

Other activities:

Part D. Population Maintenance Information

Enterprise identified from (source):

Most recent exploratory survey in which the enterprise was included:

Part E. Details of Direct Investment Enterprises Abroad (subsidiaries and associates)

Name of Direct Investment Enterprise	Reference Number	Economy	Sector Code	Industry Code	Reference Number of Parent Company	Percent of Voting Shares Held

Part F. Major Shareholders

Record details of any shareholder with an equity holding of 10 percent or more in the top enterprise of the group or any subsidiary.

Name of Company	Reference Number	Shareholder's Name and Economy	Shareholder's Reference Number	% of Shares Held

Section G. Officer Completing This Form

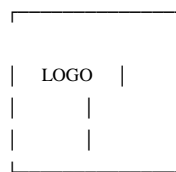
Name: _____ Date: ____/____/19____

Balance of Payments Survey

Form 3-1 – ITRS—Payments and Receipts

For more information, please contact:

 Reference number | |
 Bank | |
 Date (day & month) | |
 Transactor code | |



Balance of Payments Division -----
 Newland Ministry of Statistics
 Archadia
 Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

General Notes on Form 3-1

- Under the *Statistics Act of Newland*, residents are required to complete form 3-1 for any payment to a nonresident in excess of ND 5,000; however, transactions involving a bank account with a nonresident bank are excluded. (The excluded transactions are measured on ITRS Form 4—Enterprises.) Each person or enterprise making payments to nonresidents in excess of ND 5,000 is required to have a **transactor code**, which should be reported on form 3-1.
- A **nonresident** is any individual, enterprise, or other organization ordinarily resident in a economy other than Newland. Newland branches and subsidiaries of nonresident companies are **residents** of Newland. Similarly, foreign branches and subsidiaries of Newland companies are nonresidents.
- The information reported on this form is used to compile balance of payments statistics for Newland and is treated **confidentially**.
- Completion of this form requires a copy of the Annex for ITRS Classifications. Copies may be obtained from the bank that provided form 3-1.
- Responses to questions on form 3-1 should be **printed clearly** and a **copy should be kept** by the individual or enterprise representative completing the form.
- ITRS Form 3-2—Imports/Exports must also be completed if transactions reported on form 3-1 are payments for goods imported / receipts for goods exported into/from Newland. A copy of form 3-2 is available from the bank that provided form 3-1.

Completing Form 3-1

Codes The **reference number** and **bank code** will be entered by the bank that provided form 3-1. Individuals or enterprise representatives completing form 3-1 should enter the month and day as a four-digit number (e.g., 0403 for April 3) and the **transactor code**, if such a code has been assigned by the Newland Ministry of Statistics.

Question 1 To report the character of the transaction which is payment or receipt.

Question 2 **Currency codes** are included on the Annex for ITRS Classifications. All amounts should be reported in thousands of foreign currency units, or Newland dollars, for which entries should be left blank.

Question 3 To report the equivalent Newland dollar value (expressed in thousands), convert from the foreign currency by using the **midpoint** of the buy and sell rates applicable on the date of the transaction.

Question 4 Consult the Annex for ITRS Classifications for the appropriate transaction code and describe the transaction. If a number of codes are applicable to the transaction, provide the appropriate information in this item. Multiple codes may be connected to a single settlement payment when: (1) more than one transaction code is applicable to the payment (e.g., a loan repayment combined with interest); (2) partial netting exists (e.g., the actual payment is the difference between financing provided and fees charged); (3) or a settlement transaction occurs (i.e., the payment settles a number of transactions). In each case, the underlying transactions should be recorded, use an attachment if space is insufficient. When individual underlying transactions are less than the equivalent of ND 5,000, entries may be amalgamated and the most appropriate transaction code applied.

Question 5 Refer to the Annex for ITRS Classifications for a list of **other party codes** and **economy codes**.

Balance of Payments Survey
Form 3-2 ITRS—Imports and Exports

 Reference number | |
 Bank | |
 Date (day & month) | |
 Transactor code | |

For more information, please contact:

Balance of Payments Division -----
 Newland Ministry of Statistics
 Archadia
 Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

Payments/Receipts for Goods Imported into /Exported from Newland

Instructions for Completing Form 3-2

1. Please enter, in the table provided, information on payments, which are recorded on form 3-2, for goods imported/exported into/from Newland. Each shipment valued at ND 5,000 or more should be reported on a separate line. Smaller amounts may be combined and reported on one line.
2. In columns A, please describe the import/export and, in column B, apply the appropriate code, which is to be found in the Annex for ITRS Classifications.
3. In columns C, please enter the relevant code for the economy from/to which the goods were shipped. The codes can be found in the Annex for ITRS Classifications.
4. In columns D, please enter the month and year in which the goods arrived/left. The date should be entered as a four digit number (e.g., 0412 for April 2012).
5. In part A, in column E, the recorded value of goods should be consistent with that reported in response to question 3 on form 3-1. In column F, please record the type of valuation of the goods: on board the carrier at the port of entry to Newland—that is, the c.i.f. (cost, insurance, and freight)—or on board ship at the point of departure from the exporting economy—that is, the f.o.b. (free-on-board) value.
6. In part B, in column E, the recorded value of goods should be consistent with that reported in response to question 3 on form 3-1. In column F, please record the type of valuation of the goods—that is, the c.i.f. (cost, insurance, and freight) or the f.o.b. (free-on-board) value.

Form 3-2 Payments/Receipts for Goods Imported into /Exported from Newland

Part A. Supplementary Details of Goods Imported into Newland

(Report in thousands of Newland dollars)

Description of Import A	Import Code B	Economy of Consignment C	Month and Year of Shipment D	Value of Goods (as reported on form 3-2) E	Type of valuation (c.i.f. or f.o.b.) F

Part B. Supplementary Details of Goods Exported from Newland

(Report in thousands of Newland dollars)

Description of Export A	Export Code B	Economy of Destination C	Month and Year of Shipment D	Value of Goods (as Reported on Form 3-2) E	Type of valuation (c.i.f. or f.o.b.) F

Please verify that codes in the top left hand corner are identical to those on form 3-2.

Please add any additional information that may clarify your answers.

.....

Person completing this form: Telephone number:

Enterprise (if applicable):..... Facsimile number:

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Balance of Payments Survey Form 3-3- ITRS—Enterprises

Please correct any errors in this label.

 | | | | | | | | | | | | | | | | | | | |
 Reference number

Balance of Payments Division
Newland Ministry of Statistics
Archadia

Telephone (XXX) XXX-XXX
Facsimile (XXX) XXX-XXX
Email: bop@stat.com

OFFICE USE ONLY
Rec. _____
Edit _____
Check _____

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority The *Statistics Act of Newland* requires that, each month, a representative of the enterprise to which this form is addressed must complete and return ITRS Form 3-3—Enterprises to the Newland Ministry of Statistics.

Confidentiality The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection This form collects, from enterprises, information to be used in compiling Newland's balance of payments and international investment position statistics. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry Statistics.

Instructions Detailed instructions for the completion of ITRS form 3-3 commence on page two.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Assistance For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you Your cooperation is greatly appreciated. Accurate balance of payments statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:.....

Email:

General Notes and Instructions for ITRS Form 3-3—Enterprises

1. The International Transactions Reporting System (ITRS) collects data from enterprises via several forms. The main form is the ITRS Form 3-3—Enterprises, which enterprises are required to complete and return to the Newland Ministry of Statistics each month. The Annex for ITRS Classifications contains the codes and descriptions necessary to complete form 3-3.
2. A **nonresident** is an individual, enterprise, or other organization ordinarily domiciled in a economy other than Newland. Newland branches and subsidiaries of nonresident companies are regarded as **residents** of Newland. Similarly, foreign branches and subsidiaries of Newland companies are regarded as nonresidents.
3. ITRS Form 3-3—Enterprises collects monthly data on balance of payments transactions from enterprises that conduct considerable transactions with nonresidents through accounts at **resident** banks and/or with accounts at **nonresident** banks. In addition, form 3-3 collects data on other claims on, or liabilities to, **nonresidents**.
4. A separate form 3-3 should be completed for **each foreign currency account** that your enterprise has at a **resident** bank and **each account** at a **nonresident** bank—unless other arrangements have been made with the Newland Ministry of Statistics.
5. Form 4 collects data on payments and receipts passing through particular bank accounts of your enterprise. Separate entries should be recorded for each transaction of ND 5,000 or more; smaller transactions may be combined. When several transaction codes apply to a receipt or a payment or result from payments being partly offset against receipts (or vice versa), the underlying gross transactions should be recorded. (See the Annex for ITRS Classifications for more information on **multi-payment transactions**.) Similarly, **offset transactions** (also described in the Annex) that do not result in bank account entries but otherwise affect your enterprise's external asset or liability positions should also be recorded. Should your enterprise conduct offset transactions denominated in currencies (including Newland dollars) for which a form 4 is not already being completed, you should record such transactions on a separate form 3-3.
6. Form 3-3 can be used as a pro forma for supplying relevant data in computer readable format, or information may be entered on the form itself. If space to record all transactions is insufficient, please be sure to attach the additional details.

Completing ITRS Form 3.3

Part A

7. The **company reference number** is listed on page one of this form. The **currency code** classification is included in the Annex for ITRS Classifications. Month and year should be entered as a four-digit number (e.g., 0494 for April 1994).

Part B

8. **Day** should be recorded as a two-digit number (e.g., 02 for the second day of the month). The **number** of the first transaction recorded each day should be 001; successive three-digit numbers should be used for subsequent transactions. The **transaction code**, the **transaction type**, the **other party code**, and the **economy code** should be taken from the Annex for ITRS Classifications.
9. To limit the reporting burden and processing costs, data should be reported in thousands or millions of currency units and small transactions should be combined. For certain types of transactions (namely, multi-payment and offset transactions), it is necessary to identify the underlying transactions and report them on a gross basis (see note 5).
10. In columns G and I where values should be expressed in Newland dollars, transactions should be converted at the **midpoint** of the buy and sell rates applicable on the date of the transaction.

Parts C and D

11. Parts C and D facilitate reconciliation and verification of data supplied in part B. Any significant reconciliation amounts or unusual exchange rates should be explained.

Part E

12. The **asset/liability code** should be selected from codes 710 through 790 for assets and 810 through 890 for liabilities from the **transaction codes** in the Annex for ITRS Classification.. The **economy code** should be taken from the relevant listing from the Annex [to be provided by the compiler]. The **currency code** should be taken from the relevant listing from the Annex [to be provided by the compiler]. One line should be used for each asset/liability, economy, and currency combination. For example, if your enterprise held a portfolio of equity securities in a nonbank enterprise in the United States and had long-term U.S. dollar loans from banks in the United States in U.S. dollar and United Kingdom in pounds, these three entries should be made:

A	B	C
710	001	USD
850	001	USD
850	002	GBP

13. In column A, 710 represents shares in nonresident enterprises, and 850 represents long-term loan liabilities to nonresidents. In column B, 001 represents the United States and 002 represents the United Kingdom. In column C, USD represents the U.S. dollar and GBP represents the Great Britain pound.

14. Not all of your enterprise's payments to, and receipts from, nonresidents will be reported in part B as some payments may have been made through foreign exchange orders with domestic banks. These transactions should be reported on ITRS forms 3-1, which will be provided to you by your bank. However, for purposes of reconciliation, any effect that these payments and receipts have on the external assets and liabilities of your enterprise must be reported in columns H and I.

Part F

15. This section of the form collects, for payments made through accounts covered by form 3-3, information on goods imported and exported during the month and on payments made during the month. As delivery and payments may occur in different months, goods reported in columns D, E, and F may not correspond with those recorded in column G. As the value in your books may differ from the cost insurance and freight (c.i.f.) and the free on board (f.o.b.) values required for balance of payments purposes, you are requested to provide these bases of valuation, even if some degree of estimation is required. Economy of consignment is the economy from which your imports were initially dispatched. Economy of destination is the economy to which you expect to make final delivery of your exports. The relevant **economy codes** from the Annex should be used [to be provided by the compiler]. Please note that all amounts in foreign currencies should be converted at the **midpoint** of the buy and sell rates applicable on the date of the transaction.

Part G

16. This section is included to assist you in checking the form before you return it.

Transactions with Nonresidents Through Accounts at Resident Banks, Accounts at Nonresident Banks, and Offset Transactions

Part A. Reference Information

Enterprise Name	Enterprise Reference Number	Account Number	Economy in Which Account is Held	Currency Code	Month and Year

Part B. Payments and Receipts

1. All amounts reported in columns F, G, H, and I should be in thousands.
2. Small transactions—that is, transactions of less than the equivalent of ND 5,000—should be combined and reported as single transactions. These should be coded with the most appropriate transaction code.
3. In the case of multi-payment and offset transactions (see note 5 of the instructions for form 4), underlying gross amounts should be recorded.

Day	Number	Transaction Code	Transaction Description	Transaction Type	Payment (foreign currency)	Payment (Newland dollars)	Receipt (foreign currency)	Receipt (Newland dollars)	Other Party Code	Other Party Economy Code
A	B	C	D	E	F	G	H	I	J	K
	001									
Total	//////	////////////////	////////////////	////////////////					////////////////	////////////////

Part C. Reconciliation with Bank Balance
 (Report in thousands of currency units)

Closing Account Balance for This Month (in foreign currency) A	Closing Account Balance for Previous Month (in foreign currency) B	Total Payments (as recorded in column F of part B) C	Total Receipts (as recorded in column H of part B) D	Reconciliation (A - B + C - D) E

Please explain any significant reconciliation items.

Part D. Exchange Rate Check

Please record the average implied exchange rates used in part B:

for payments (Total in column F/Total in column G)

for receipts (Total in column H/Total in column I)

Please explain any unusual exchange rate conversions.

Part E. Other External Assets and Liabilities Position

1. Report details of claims (other than accounts at nonresident banks) on, and liabilities to, nonresidents.
2. Report in thousands of currency units.
3. A separate line should be used to record each asset/liability code, nonresident party code, and economy code combination (see note 12 of the instructions for form 4).

Asset/ Liability Code	Econom y Code	Currency Code	Closing Position for This Month	Closing Position for Previous Month	Payments Recorded in Part B	Receipts Recorded in Part B	Payments Made Elsewhere	Receipts from Elsewhere	Reconciliation (a)
A	B	C	D	E	F	G	H	I	J

(a) For assets, $J = D - E + F - G + H - I$. For liabilities, $J = D - E - F + G - H + I$.

Please explain any significant reconciliation items.

Part F. Supplementary Data on Trade Transactions
(Report in thousands of Newland dollars)

Description of Goods A	Import/Export Code B	Economy of Consignment or Destination C	Value of Goods Shipped			Payments Made During Month G
			Book Value (a) D	C.i.f. Value E	F.o.b. Value F	
Imports of Goods						
Exports of Goods						
				//////////		
				//////////		
				//////////		

(a) As recorded in your books.

Please verify that the totals of payments and receipts, which are recorded in column G, are equal to the total of the corresponding amounts for goods recorded in columns G and I in part B.

Part G. Final Questions

Please verify that the form has been completed correctly and mark the following boxes.

- The information in part A of the form is correct.
- Part B of the form has been completed in accordance with instructions; in particular, multi-payment and offset transactions have been reported on a gross basis. The totals for columns F, G, H, and I have been entered.
- Part C has been completed in accordance with instructions, and any significant reconciliation items have been explained.
- Exchange rates have been calculated in part D, and the average exchange rates derived show that each transaction has been converted correctly. Any unusual exchange rates have been explained.
- Part E has been completed in accordance with instructions, and any large reconciliations have been explained.
- Part F has been completed, and the total of import and export payments, which are recorded in column G, agree with the values of goods reported columns G and I in part B of the form.
- I have made a copy of this form for my records.

Name of person completing this form: Telephone number:

Signature: Facsimile number:

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**Balance of Payments Survey
Form 3-4-I TRS-Banks**

Please correct any errors in this label.

<p>----- Reference number</p>

Balance of Payments Division
Newland Ministry of Statistics
Archadia

Telephone (XXX) XXX-XXXX
Facsimile (XXX) XXX-XXXX
Email: bop@stat.com

<p>OFFICE USE ONLY Rec. _____ Edit _____ Check _____</p>
--

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority The *Statistics Act of Newland* requires that, each month, a representative of the bank to which this form is addressed must return ITRS payment and receipt forms 3-1 and 3-2 (or records thereof) completed by clients and ITRS bank forms 3-4 and 3-5 to the Newland Ministry of Statistics.

Confidentiality The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection This form collects information to be used in compiling Newland's balance of payments and international investment position statistics. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Balance of Payments Division of the Newland Ministry of Statistics.

Instructions Detailed instructions for the completion of ITRS forms appear on following pages.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Assistance For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you Your cooperation is greatly appreciated. Accurate balance of payments statistics depend upon it.

After you complete each form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Facsimile number: (.....)

Area code

Notes and Instructions for Form 3-4 and Form 3-5

1. The International Transactions Reporting System (ITRS) collects information from banks via a number of forms.

Definitions of Residents and Nonresidents

2. A **nonresident** is an individual, enterprise, or other organization ordinarily domiciled in a economy other than Newland. Newland branches and subsidiaries of nonresident companies are regarded as **residents** of Newland. Similarly, foreign branches and subsidiaries of Newland companies are regarded as nonresidents.

Form 3 Series

3. The basic forms are the ITRS Form 3-1—Payments/Receipts. These should be completed by **residents** of Newland who make payments in to, or receive payments from, **nonresidents**, in any currency. Supplementary Form 3-2—Imports and Exports are required for transactions involving goods arriving in or departing from Newland. To reduce reporting burdens and processing costs associated with the form 3 series, a number of **exemptions** are permitted. These include:
 - (a) Transactions in the amount less than the equivalent of ND 5,000. However, transactions below this level are the subject of small sample surveys (see note 8).
 - (b) Purchases and sales of travelers' checks. These should be reported by your bank on ITRS Form 3-4—Banks, part B at the time the travelers' checks are settled with nonresident banks.
4. In accordance with ITRS collection arrangements, your bank is responsible for making **resident bank customers** aware of their obligations to complete ITRS form 3-1. In most cases, forms 3-1 should be completed when customers enter your bank to undertake the relevant transactions. (Some banks have combined the ITRS forms with bank forms on which payment instructions are specified.) Persons or enterprises engaging in transactions valued at the equivalent of ND 100,000 or more per year should register with the Newland Ministry of Statistics to obtain a **transactor code**.
5. Tracking the occurrence of payments made, in Newland dollars, by residents to nonresidents is more difficult; resident transactors may engage in such transactions without approaching a bank. When particular persons or enterprises regularly conduct such transactions, the Newland Ministry of Statistics will make special arrangements for resident principals to report the transactions directly to the ministry.
6. The staff of your bank should be familiar with forms 3-1 and with the Annex for ITRS Classifications, which is used by transactors to complete other forms. An **ITRS training package** is available from the Newland Ministry of Statistics, or your bank may telephone for assistance at the numbers shown on page one (upper right-hand corner) of this form.
7. Your bank should maintain a sufficient supply of forms and should also, if customers complete forms regularly, encourage them to maintain supplies of forms for their use. Your bank may order forms by contacting the Newland Ministry of Statistics at the address shown on page one of this form.
8. Your bank may also encounter ITRS Form 3-1S—Sample. These modified versions of forms 3-1 collect data on a sample of transactions valued at amounts below a designated threshold. The information is used to determine appropriate classifications for those transactions.

ITRS Form 3-4—Banks

9. ITRS Form 3-4 primarily collects data on payments and receipts for your bank's own accounts with **nonresidents**. Separate entries should be recorded for each transaction of ND 5,000 or more; smaller transactions may be combined. When several transaction codes apply to a receipt or a payment or result from payments being partly offset against receipts (or vice versa), the underlying gross transactions should be recorded. (See Annex for ITRS Classifications for further information on **multi-payment transactions** [to be provided by the compiler]) Similarly, **offset transactions** (also described in the ITRS Classification [to be provided by the compiler]) that do not result in bank account entries but otherwise affect the banks' external asset and liability position should also be recorded.
10. Form 3-4A can be used as a pro forma for supplying relevant data in computer readable form, or information may be entered on the form itself. If space to record all transactions is insufficient, please be sure to attach the additional details.

Completing ITRS Form 3-4—Banks

Part A

11. The **bank reference number** is listed on page one of this form. The **currency code** classification is shown in the Annex [to be provided by the compiler]. Month and year should be entered as a four-digit number (e.g., 0494 for April 1994).

Part B

12. The **day** should be recorded as a two digit-number (e.g., 02 would represent the second day of the month). **Number** is a three-digit code. The number 001 should be the first number used each day. Subsequent numbers should be used for subsequent transactions. The **transaction code**, the **transaction type**, the **other party code**, and the **economy code** should be taken from form 3-1.
13. To reduce the reporting burden and limit processing costs, data should be reported in thousands or millions of currency units; and small transactions should be combined. For multi-payment and offset transactions, it is necessary to identify the underlying transactions, and these should be reported on a gross basis.
14. In columns G and I where values should be expressed in Newland dollars, transactions should be converted at the **midpoint** of the buy and sell rates applicable on the date of the transaction.

Part C

15. Part C facilitates checking of the conversion rates used in part B. Any unusual conversion rates should be explained.

Parts D, E, and F

16. Parts D, E, and F facilitate reconciliation of stock position and flow data supplied in various forms. Data in part D represent a summary of form 5B, which is described subsequently. Any significant reconciliation amounts reported in column E of parts E or F should be explained. For transactions in Newland dollars, closing balances in part E, columns A and B should be recorded as zero—unless the bank holds Newland dollar accounts with nonresident banks, in which case the balance of these accounts should be recorded. See form 3-1 for a list of **economy codes**.

Part G

17. The **asset/liability code** should be selected from codes 710 through 790 for assets and 810 through 890 for liabilities from the **transaction code** classification shown on form 3-1. The **economy code** should be selected from the **economy** classifications shown in Annex [to be provided by the compiler]. One line should be used for each asset/liability, economy, and currency combination. For example, if your enterprise held a portfolio of equity securities in a nonbank enterprise in the United States and had long-term U.S. dollar loans from banks in the United States in U.S. dollar and United Kingdom in pounds, these three entries should be made:

A	B	C
710	001	USD
850	001	USD
850	002	GBP

18. In column A, 710 represents shares in nonresident enterprises, and 850 represents long-term loan liabilities to nonresidents. In column B, 001 represents the United States and 002 represents the United Kingdom. In column C, USD represents the U.S. dollar and GBP represents the Great Britain pound.

Part H

19. This section is included to assist you in checking the form before you return it.

Other ITRS Forms

20. Your bank may encounter other special purpose ITRS collection forms requesting information on transactions that cannot readily be collected by using forms 3-1 to 3-5.

Part A. Reference Information

Bank Name	Bank Reference Number	Currency Code	Month and Year

Part B. Bank's Own Account Payments and Receipts

(Including transfer of funds between accounts and the purchase and sale of foreign currency)

1. All amounts should be reported in thousands in columns F, G, H, and I.
2. Small transactions—that is, transactions of less than the value of ND 5,000—should be combined and included as a single transaction. These should be given the most appropriate transaction codes.
3. In the case of multi-payment and offset transactions (see instruction 9), the underlying gross amounts should be recorded.

Day	Number	Transaction Code	Transaction Description	Transaction Type	Payment (foreign currency)	Payment (Newland dollars)	Receipt (foreign currency)	Receipt (Newland dollars)	Other Party Code	Other Party Economy Code
A	B	C	D	E	F	G	H	I	J	K
	001									
Total	//////	////////////////	////////////////	////////////////					////////	////////////////

Part C. Exchange Rate Check

Please record the average implied exchange rates used in part B:

for payments (Total in column F / Total in column G)

for receipts (Total in column H / Total in column I)

Please explain any unusual exchange rates.

Part D. Transaction Summary
 (Report in millions of currency units)

Description of Transaction	Payments A	Receipts B
1. Bank's own account (column A = column F in part B and column B = column H in part B)		
2. Resident transactions—ND 5,000 or greater		
3. Resident transactions—less than ND 5,000		
4. Nonresident accounts—banks		
5. Nonresident accounts—nonbanks		
6. Total		

Part E. Reconciliation with Nostro Balances
 (Report in millions of currency units)

Currency Code A	Closing Account Balance for This Month (in foreign currency) B	Closing Account Balance for Previous Month (in foreign currency) C	Total Payments (as recorded in column A, row 6 of part D) D	Total Receipts (as recorded in column B, row 6 of part D) E	Reconciliation (A - B + C - D) F

Please explain the reconciliation item if it is significant.

Please specify the amounts reported in columns B and C by economy.

Economy Code						
Value in column B						
Value in column C						

Part F. Reconciliation of Accounts of Nonresidents
(Report in millions of units of currency)

Currency Code A	Closing Account Balance for This Month B	Closing Account Balance for Previous Month C	Total payments from Nonresident Accounts (as recorded in column A, rows 4 and 5, of part D) D	Total receipts for Nonresident Accounts (as recorded in column A, rows 4 and 5, of part D) E	Reconciliation (A - B + C - D) F

Please explain the reconciliation item if it is significant.

For the amounts reported in columns A and B, please indicate whether the account is held by a nonresident bank or nonbank and record the relevant economy codes and amounts involved.

Bank/Nonbank						
Economy code						
Value in column A						
Value in column B						

Part G. Other External Asset and Liability Positions

1. Report details of claims (other than nostro accounts) on and liabilities (other than vostro accounts and other deposits) to nonresidents.
2. Report in thousands of currency units.
3. A separate line should be used to record each asset/liability code, economy code, and currency code.

Asset/ Liability Code A	Economy Code B	Currency Code C	Closing Position for This Month D	Closing Position for Previous Month E	Payments Recorded in Part B F	Receipts Recorded in Part B G	Reconciliation (a) H

(a) For assets, $H = D - E + F - G$. For liabilities, $H = D - E - F + G$.

Please explain the reconciliation item if it is significant.

Part H. Final Questions

Please verify that the form has been completed correctly and mark the following boxes.

- The information in part A of the form is correct.
- Part B of the form has been completed in accordance with instructions. In particular, multi-payment and offset transactions have been reported on a gross basis. The totals for columns F, G, H, and I have been entered.
- The exchange rates in part C have been calculated, and the average exchange rates derived show that each transaction has been converted correctly. Any unusual conversion rates have been explained.
- Parts D, E, and F have been completed in accordance with instructions, and any significant reconciliation items have been explained.
- Part G has been completed in accordance with instructions, and any significant reconciliations have been explained.
- I have made a copy of this form for my records.

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

Signature: Facsimile number:

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Balance of Payments Survey
Form 3-5—ITRS—Banks' Record of Transactions

Please correct any errors in this label.

 □□□□□□□□□□

Reference number

Balance of Payments Division
 Newland Ministry of Statistics
 Archadia

Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

OFFICE USE ONLY

Rec. _____
 Edit _____
 Check _____

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority The *Statistics Act of Newland* requires that, each month, a representative of the bank to which this form is addressed must return ITRS payment and receipt forms 3-1 and 3-2 (or records thereof) completed by clients and ITRS bank forms 3-4 and 3-5 to the Newland Ministry of Statistics.

Confidentiality The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection This form collects information to be used in compiling Newland's balance of payments and international investment position statistics. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Balance of Payments Division of the Newland Ministry of Statistics.

Instructions Detailed instructions for the completion of ITRS forms appear on following pages.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Assistance For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you Your cooperation is greatly appreciated. Accurate balance of payments statistics depend upon it.

After you complete each form, please retain a copy for your records.

John Smith
 Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name: Telephone number: (.....)
 Area code
 Title: Facsimile number: (.....)
 Area code

Notes and Instructions for Form 3-5

1. In accordance with ITRS collection arrangements, your bank should, for transactions that pass through the bank, maintain a record of all transactions with **nonresidents**. A copy of these records should be sent to the Newland Ministry of Statistics, within six days of the end of the reference month, on ITRS Form 3-5—Record of Transactions. Entries in some table cells are not required (note //// marks). For example, in columns E, F, and G, only currency code, payments and receipts, and value are required. For column A (bank's own transactions), greater detail is required on the ITRS 3-4—Banks; this column is included in the table on the form 3-5 to show the coverage provided by form 3-4. Form 3-5 can be regarded as a pro forma for supplying data in computer readable form.

2.

ITRS Form 3-5—Bank's Record of Transactions

Bank Name	Bank Reference Number	Month and Year

	Own Account Transactions of Bank A	Large Transactions of Residents (a) B	Small Transactions of Residents (b) C	Nonresident Accounts—Banks D	Nonresident Accounts—Nonbanks E
Currency code					
Payments					
Receipts					
Day and month			////////////////	////////////////	////////////////
Reference number of transaction			//////////////// //////////////// ////////////////	//////////////// //////////////// ////////////////	//////////////// //////////////// ////////////////
Resident transactor code	//////////////// ////////////////		//////////////// ////////////////	//////////////// ////	//////////////// ///
Value					

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Transaction Codes

<p>1. Goods exported and imported</p> <p>110 Goods arriving in or leaving Newland</p> <p>120 Merchanting</p> <p>130 Nonmonetary gold</p> <p>140 Goods supplied to ships in port</p> <p>2. Transport and travel services</p> <p><i>Freight services</i></p> <p>211 Sea transport</p> <p>212 Air transport</p> <p>213 Other transport</p> <p><i>Passenger services</i> (international routes)</p> <p>221 Sea transport</p> <p>222 Air transport</p> <p>223 Other transport</p> <p><i>Other transport services</i></p> <p>231 Sea transport</p> <p>232 Air transport</p> <p>233 Other transport</p> <p>240 Postal and courier services</p> <p>Travel services</p> <p>251 Business travel</p> <p>252 Personal travel</p> <p>3. Other services</p> <p>310 Manufacturing services</p> <p>320 Maintenance and repair services</p> <p>330 Construction</p> <p>341 Insurance premiums</p> <p>342 Insurance claims</p> <p>343 Financial services</p> <p>350 Charges for use of intellectual property (royalties and fees)</p> <p>361 Telecommunication</p> <p>362 Computer services</p> <p>363 Information service</p> <p>371 Research and development services</p> <p>372 Professional and management consulting services</p> <p>373 Technical, trade-related, and other business services</p> <p>374 Audiovisual and related services</p> <p>375 Personal, cultural, and recreational services</p> <p>380 Services to foreign governments, n.i.e.</p>	<p>4. Income</p> <p>410 Dividends</p> <p>420 Distribution of profits</p> <p>430 Interest</p> <p>440 Taxes, subsidies, rent</p> <p>5. Remittances</p> <p>510 Compensation of employees</p> <p>520 Workers' remittances</p> <p>530 Other personal transfers</p> <p>6. Transfers</p> <p>610 Development assistance</p> <p>620 Technical assistance</p> <p>630 Other grants</p> <p>640 Other current transfers</p> <p>7. Transactions in claims on nonresidents</p> <p>710 Equity</p> <p>720 Debt instruments between affiliated enterprises</p> <p>731 Long-term debt securities (bonds, notes)</p> <p>732 Short-term debt securities</p> <p>740 Options, futures, warrants, swaps, etc.</p> <p>751 Loans, long-term</p> <p>752 Loans, short-term</p> <p>760 Deposits</p> <p>770 Other equities</p> <p>780 Other</p> <p>8. Transactions in liabilities to nonresidents</p> <p>810 Equity</p> <p>820 Debt instruments between affiliated enterprises</p> <p>831 Long-term debt securities (bonds, notes)</p> <p>832 Short-term debt securities</p> <p>840 Options, futures, warrants, swaps, etc.</p> <p>851 Loans, long-term</p> <p>852 Loans, short-term</p> <p>860 Deposits</p> <p>870 Other equities</p> <p>880 Other</p> <p>9. Transfer of funds between accounts</p> <p>900 Transfer of funds between accounts</p>

Transaction Type

(Required to complete forms 3-3, 3-4, and 3-5)

<p>1. Single payment transaction The payment is applicable to only one transaction code, and no netting or settlement is involved.</p> <p>2. Multi-payment transaction Payments apply to <i>more than one transaction code</i> (e.g., a loan repayment is combined with interest), result from <i>partial netting</i> (e.g., actual payment is the difference between financing acquired and fees paid), or are <i>settlement transactions</i>, in which a payment settles a number of transactions. In each case, underlying transactions should be recorded.</p>	<p>3. Offset transactions These transactions do not result in cash payments through bank accounts and should be recorded so that all gross transactions are measured. Offset entries could result from, for example, the acquisition of financing to pay for goods and services; the provision of goods, services, and financial assets in lieu of interest and dividends; debt to equity swaps; or the issue of shares to pay for goods. In each case, both a payment and a receipt entry should be recorded. If several transaction categories are involved, several payment and receipt entries may have to be recorded.</p> <p>4. Transfer of funds between accounts The other currency involved should be recorded in column D.</p>
--	--

Other Party Codes

<p>1. Nonresident head office, nonresident parent company, major shareholder, or companies related to or associated with these</p> <p>2. Nonresident branch or subsidiary of transactor or an enterprise in which this enterprise (or a subsidiary or associate company) has a major shareholding</p> <p>3. Foreign government</p>	<p>4. An international institution</p> <p>5. A nonresident central bank</p> <p>6. A nonresident bank</p> <p>7. Another nonresident entity or person</p> <p>8. A resident entity or person</p> <p>Note: In items 1 and 2, a major shareholder is one with 10 percent or more equity interest.</p>
--	--

Country Codes

To be provided by the compiler

Currency Codes

To be provided by the compiler

Export/Import Codes

(Required to complete forms 3-2 and part F of form 3-3)

<p>A. Food, live animals, beverages and tobacco</p> <p>B. Minerals, fuels, and lubricants</p> <p>C. Chemical, plastic, medical, pharmaceutical, and rubber products, and fertilizers</p> <p>D. Wood, paper, and products thereof</p> <p>E. Textiles, clothing, and footwear</p>	<p>F. Machinery, office and communication equipment, and other electrical goods, including spares</p> <p>G. Vehicles and transport equipment, including spares</p> <p>H. Metal and metal products not included elsewhere</p> <p>I. All other goods</p>
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**Balance of Payments Survey
Form 4— Trade in Goods and Trade Finance,
and Import of Repairs Services**

Please correct any errors in this label

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Reference number

Balance of Payments Division
Newland Ministry of Statistics
Archadia

Telephone (XXX) XXX-XXXX
Facsimile (XXX) XXX-XXXX
Email: bop@stat.com

OFFICE USE
ONLY
Rec. _____
Edit _____
Check _____

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information, which will be used in compiling Newland's balance of payments statistics, on exports and imports of goods. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Detailed notes are presented on pages two and three. Questions begin on page four.

Due date: Please return the completed form by MM DD, YYYY

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates: Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com

Thank you: Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name: Telephone number:
Area code
Title: Email:

Instructions for Completing Form 4—Goods

Reporting Instructions

Form 4 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 Nonresidents

A *nonresident* is any individual, enterprise, or other organization domiciled in a economy other than Newland. Newland subsidiaries of nonresident companies are *residents* of Newland. Similarly, foreign subsidiaries of Newland companies are nonresidents.

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 4

Form 4 collects information on the goods transactions of this enterprise and its Newland subsidiaries with **nonresidents**.

Parts A and B collect data on exports and imports—that is, goods sold to nonresidents (exports) and goods purchased from nonresidents (imports).

Part C covers repairs by nonresidents to goods owned by your enterprise.

Parts D (exports) and E (imports) measure significant differences between date of sale and date of shipment.

Parts F (imports) and J (exports) are concerned with the financing of trade.

Completing Part A (Exports of Goods)

In column A, enter a description of the commodity exported by your enterprise (and its subsidiaries) and, in columns E to I, the countries in which final delivery of the goods is expected. One row should be completed for each commodity. Please note that the sum of columns E through I should equal column D. The free on board (f.o.b.) value is the value of goods at the point of departure from the exporting economy (in this case, Newland), and the f.o.b. value includes the cost of loading the goods prior to transportation. If the response to item 6 is ND 500 or less, record a dash (—).

Completing Part B (Imports of Goods)

Record the free on board (f.o.b.) value and the cost, insurance, and freight (c.i.f.) values for each commodity group that your enterprise (and its subsidiaries) imports. The f.o.b. value is the value of goods when they leave the exporting economy; the f.o.b. value includes also the cost of loading the goods prior to transportation. The c.i.f. value is the value of goods delivered to the border of the importing economy (in this case, Newland). If you are in doubt about the commodity group for a particular import, please contact the Newland Ministry of Statistics or describe details in the space provided on the form. The economy from which the goods were initially dispatched (consigned) should be entered in the heading for columns C through G, and the sum of the values recorded in those columns should equal column B. If the answer to question 11 or 12 is ND 500 or less, record a dash (—).

Completing Part C (Repairs to Goods)

A separate line should be completed for each commodity and economy. In column D, any associated transportation and insurance costs should be reported separately.

Completing Parts D and E (Consignment Trade)

A separate line should be completed for each commodity and economy combination. In part D, please report details about goods sent abroad on consignment, including value of goods sent abroad during the period, value of goods sold, value of goods destroyed or wasted, value of goods returned and values of goods held. Please verify that the total value of goods held at the end of the period (column D) equals the beginning value (column C) plus the value of goods sent (column E), less the value of goods sold (column G), less goods returned (column F), less goods wasted or destroyed (column H). Details of commissions paid to nonresident agents should also be reported. Similarly, in part E, please report details about goods held domestically on consignment and commissions received from nonresidents for the sale of consignment goods.

Completing Parts F and G (Trade Payables and Receivables)

A separate line should be completed for each economy. In part F, please report any advances paid on goods yet to be imported, payments made on goods imported in previous periods, and goods imported where payment was made in a previous period or is yet to be made. In part G, please report any advances received on goods yet to be exported, payments received on goods exported in previous periods, and goods exported where payment was received in a previous period or is yet to be received.

Form 4—Goods

Part A. Goods Sold to Nonresidents and Exported from Newland During the Quarter
(Report in thousands of Newland dollars and, where appropriate, specify quantity)

Commodity Description	Volume		F.o.b. Value					
	Amount	Units (specify)	Total	Economy of Final Delivery				
A	B	C	D	E	F	G	H	I
1.								
2.								
3.								
4.								
5.								

6. Please report, for the quarter, the value of any goods exported from Newland but lost before delivery. ND '000

Part B. Goods Purchased from Nonresidents and Imported to Newland During the Quarter
(Report in thousands of Newland dollars)

Commodity Group	C.i.f. Value	F.o.b. Value					
		Total	Economy of Initial Dispatch (specify)				
	A	B	C	D	E	F	G
1. Food, live animals, beverages, and tobacco							
2. Mineral, fuels, and lubricants							
3. Chemical, plastic, medical, pharmaceutical, and rubber products, and fertilizers							
4. Wood, paper, and products thereof							
5. Textiles, clothing, and footwear							
6. Machinery, office and communications equipment, and other electrical goods, including spare parts							
7. Vehicles and transport equipment, including spare parts							
8. Metal and metal products not included elsewhere							
9. All other goods							
Total			///////	///////	///////	///////	///////

If you are unable to assign goods to a particular commodity, please provide details.

11. Of the amount reported in row Total, column A, how much was for insurance premiums? ND '000

12. How much was received in respect of insurance claims for goods purchased abroad and lost before arrival in Newland? ND '000

Part C. Value of Fees for Repairs to Goods Paid to Nonresidents During the Quarter
(Report in thousands of Newland dollars)

Commodity Description	Economy in Which Goods were Repaired	Value of Repairs	Transportation Costs paid to Nonresidents
A	B	C	D
1.			
2.			
3.			

Part D. Consignment Trade—Goods Consigned Abroad During the Quarter
(Report in thousands of Newland dollars)

Commodity Description	Economy of Consignment	Value of Goods Held Abroad		Goods Shipped During the Period		Value of Goods Sold Abroad	Value of Goods Wasted or Destroyed During the Period	Commissions Paid to Nonresident Agents
		Opening Stock	Closing Stock	Sent Abroad c.i.f.	Returned f.o.b.			
A	B	C	D	E	F	G	H	I
1.								
2.								
Total	///////							

Part E: Consignment Trade—Goods Held Domestically on Consignment During the Quarter
(Report in thousands of Newland dollars)

Commodity Description	Economy of Origin	Value of Goods Held		Goods Shipped During the Period		Value of Goods Sold Domestically	Value of Goods Wasted or Destroyed During the Period	Commissions Received
		Opening Stock	Closing Stock	Received from Abroad c.i.f.	Returned f.o.b.			
A	B	C	D	E	F	G	H	I
1.								
2.								
Total	///////							

Part F. Trade Finance—Imports
(Report value in thousands of Newland dollars)

Economy (specify)	Finance Extended		Finance Extinguished	
	Imports Received - Payment to be Made	Advances Paid - Goods yet to be Received	Imports Received - Payment Made in Previous Period	Payments Made - Goods Received in Previous Period
A	B	C	D	E
1.				
2.				
Total				

Part G. Trade Finance—Exports
(Report value in thousands of Newland dollars)

Economy (specify)	Finance Extended		Finance Extinguished	
	Exports Sent - Payment to be Made	Advances Received - Goods yet to be Sent	Exports Sent - Payment Received in Previous Period	Payments Received - Goods Sent in Previous Period
A	B	C	D	E
1.				
2.				
Total				

Part H. Revisions to Previously Reported Data

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

Part I. Final Questions

Please verify that the form has been correctly completed; mark the following boxes and strike out the 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.
- Responses cover all transactions in goods of the enterprise named on page one and its subsidiaries in Newland. / The following activities have not been included:
 - The information in part A of the form has been completed in accordance with instructions.
 - The information in part B of the form has been completed in accordance with instructions.
 - The information in part C of the form has been completed in accordance with instructions.
 - The information in parts D and E of the form has been completed in accordance with instructions.
 - The information in parts F and G 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 H.
- I have made a copy of this form for my records.

Name of person completing this form:

Signature:



**Balance of Payments Survey
Form 5— Goods for Merchanting**

Please correct any errors in this label

<div style="border-bottom: 1px dashed black; width: 80%; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; margin: 5px 0;"> </div> <p style="text-align: center; margin-top: 20px;">Reference number</p>

Balance of Payments Division
Newland Ministry of Statistics
Archadia
Telephone (XXX) XXX-XXXX
Facsimile (XXX) XXX- XXXX
Email: bop@stat.com

OFFICE USE ONLY
Rec. _____
Edit _____
Check _____

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information on purchases and resales of goods under merchanting, which will be used in compiling Newland's balance of payments statistics. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Description of activity: Merchanting transactions consist of the purchase of goods by a resident (your company) from non-residents combined with the subsequent resale of the **same goods** to another nonresident without the goods entering Newland. Part A covers the merchanting activity undertaken by your company. In the case where the physical form of the goods purchased from abroad is changed during the period they are owned by your company (for example as a result of processing, assembly, labeling and packaging), then the activity should be reported as manufacturing services (see form 7). Manufacturing services include the processing, assembly, labeling and packing of goods that are owned by a resident of another economy. The value of the manufacturing service is the fee charged for manufacturing - it does not take into account the value of the goods or the change in their value due to the manufacturing. Part B requests details on significant revisions to data for previous periods (if any), and part C includes questions for verifying the comprehensiveness of the completed data.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates: Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you: Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:	Telephone number: (.....)
Title:	Area code (.....)
	Email:

Form 5 - Goods for Merchanting
Part A: Goods for Merchanting

Is your company undertaking merchanting activity abroad?

Yes No

If the response to the above question is “yes”, please complete the tables below with information regarding the goods acquired and resold under merchanting.

Goods Acquired from Abroad Under Merchanting
 (Report in thousands of Newland dollars)

Commodity Description	Economy From Where Goods Were Purchased	Value of Goods Purchased Abroad During the Period
A	B	C
1.		
2.		
3.		
4.		
Total	////////////////////	

Goods Sold Abroad Under Merchanting
 (Report in thousands of Newland dollars)

Commodity Description	Economy to Which the Goods Were Sold	Value of Goods Sold During the Period (Including Goods Purchased in Previous Periods)	
		Margin on Purchase and Resale of Goods (i.e., Merchanting)	Selling Price
A	B	C	D
1.			
2.			
3.			
4.			
Total	////////////////////		

Part B. Revisions to Previously Reported Data

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

.....

Part C. 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 part A 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 B.
- I have made a copy of this form for my records.

Name of person completing this form:

Signature:

Instructions for Completing Form 6—International Trade in Services

Reporting Instructions

Form 6 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 Nonresidents

A **nonresident** is any individual, enterprise, or other organization ordinarily domiciled in a economy other than Newland. Newland subsidiaries of nonresident companies are **residents** of Newland. Similarly, foreign subsidiaries of Newland companies are nonresidents.

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 6

Form 6 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 nonresidents. 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.

Economy

Each question seeks information on economy of transaction. Record the economy 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 nonresidents include those for which payment is made directly to your enterprise by a nonresident 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 nonresidents 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 nonresidents include all services provided by nonresidents and paid for directly by your enterprise, its subsidiaries, or its employees. Exclude services that are provided by nonresidents 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 6 seeks information on transactions between residents and nonresidents, you should not report services provided to nonresidents by nonresident enterprises owned by 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 (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 repair 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 computer-related online downloads.

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 (except for software or audio, e-books, and video); and library and archive services.

Research and Development These activities cover those services that are associated with basic research, applied research and experimental development of new products and processes (e.g., research associated with the physical, social science, humanities, etc.)

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.

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); health services, education services, heritage 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 nonresident pension funds, and on behalf of nonresident employees should be recorded.

Form 6—International Services

Part A. Selected Services Provided to Nonresidents

(Report in thousands of Newland dollars)

	Total	Transactions by Economy (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 services						
6. Computer services						
7. Information services						
8. Research and development						
9. Professional and management consulting services						
10. Architecture, engineering, and other technical services						
11. Waste treatment and depollution, agricultural and mining services						
12. Operating leasing						
13. Trade-related services						
14. Other business services						
15. Personal, cultural, and recreational services						
16. Other (specify)						

Part B. Selected Services Received from Nonresidents

(Report in thousands of Newland dollars)

	Total	Transactions by Economy (specify)					
	A	B	C	D	E	F	
17. Maintenance and repair services							
18. Postal and courier services							
19. Financial services							
20. Charges for the use of intellectual property							
21. Telecommunications services							
22. Computer services							
23. Information services							
24. Research and development							
25. Professional and management consulting services							
26. Architecture, engineering, and other technical services							
27. Waste treatment and depollution, agricultural, and mining services							
28. Operating leasing							
29. Trade-related services							
30. Other business services							
31. Personal, cultural, and recreational services							
32. 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 Economy (specify)					
	A	B	C	D	E	F	
33. Insurance of goods	Premiums paid						
	Claims received						
34. Other casualty insurance	Premiums paid						
	Claims received						
35. Life insurance	Premiums paid						
	Claims received						

Part D. Pension Contributions on Behalf of Resident and Nonresident Employees by Brokers and Agents

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

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

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

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

.....

c. on behalf of nonresident employees into nonresident pension funds? Yes No

If the answer to question 36 (a), (b) and (c) is *no*, please go to question 38.

(Report in thousands of Newland dollars)

	On behalf of resident employees			On behalf of nonresident employees		
	Economy of fund			Economy of fund		
	A	B	C	D	E	F
37. Contributions made						

Part E. Purchase and Sale of Marketing Assets

38. 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 nonresidents? ND

b. value of marketing assets sold to nonresidents? ND

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

39. Does this enterprise, its subsidiaries in Newland, or its employees working abroad:

a. provide services to nonresidents that are paid for on your behalf by another resident entity? Yes No

b. receive services from nonresidents 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 nonresident enterprise for long-term construction activity in Newland? Yes No

If the answer to question 39 (a) or (b) is *Yes*, please give the name and address of the resident company making or receiving payments.

.....
.....

Part G. Revisions to Previously Reported Data

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

.....
.....

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:

a <small>LOGO</small>	<h2 style="margin: 0;">Balance of Payments Survey</h2> <h3 style="margin: 0;">Form 7– Manufacturing Services</h3>
Please correct any errors in this label	<div style="border-bottom: 1px dashed black; width: 150px; margin: 0 auto; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; width: 150px; margin: 0 auto; margin-bottom: 5px;"></div> Reference number

Balance of Payments Division
 Newland Ministry of Statistics
 Archadia
 Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

OFFICE USE ONLY
Rec. _____
Edit _____
Check _____

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects quarterly information, which will be used in compiling Newland's balance of payments statistics, on manufacturing services. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Description of activity: Manufacturing services include the processing, assembly, labeling and packing of goods that are owned by a resident of another economy. Part A covers the data on manufacturing (processing) that is undertaken by your company on goods owned by nonresidents; Part B covers the data on manufacturing (processing) that is undertaken by a foreign economy on goods owned by your company. Included in Part B are only manufacturing services that change the condition of the goods. Manufacturing services that do not change the condition of the goods are included in Part A. The value of the manufacturing service is the fee charged for manufacturing – it does not take into account the value of the goods or the change in their value due to the manufacturing. Part C requests details on significant revisions to data for previous periods (if any), and part D includes questions for verifying the comprehensiveness of the completed data.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates: Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you: Your cooperation is greatly appreciated. Accurate balance of payments statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
 Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Email:

Form 7 - Manufacturing Services

Part A: Manufacturing Services Undertaken by Your Company

In the period covered by this survey, did your company perform manufacturing (processing) services on goods belonging to foreign owners?²

Yes No

If your response to the above question is “yes”, please

- a. Provide a short description of i) the goods received for manufacturing and ii) the manufactured (finished) goods;
- b. Complete the table below with information regarding the manufacturing of these goods.

Information on Manufacturing Services Sold by Your Company

(Report in foreign currency or Newland dollars)

Economy of Origin	Currency	Value of Goods Received/Dispatched During the Quarter		Value of Manufacturing Services During the Quarter		Value of Goods Sold in Newland on Behalf of the Foreign Owner
		Goods Received from Nonresidents for Manufacturing	Goods Dispatched to Nonresidents After Manufacturing*	Total	of which Payment in Kind (Estimated Value of Goods)	
A	B	C-1	C-2	D-1	D-2	E
Total	X					X

* Final value of manufactured goods that takes into account any concessions granted (e.g., special taxes and custom regulations).

Part B: Manufacturing Services Undertaken by Nonresidents Abroad for Your Company

In the period covered by this study, did your company send goods for manufacturing (processing) abroad?

Yes No

If your response to the above question is “yes”, please

- c. Provide a short description of i) the goods sent abroad for manufacturing and ii) the returned manufactured (finished) goods;
- d. Complete the table below with information regarding the manufacturing abroad of these goods.

Information on Manufacturing Services Purchased Abroad

(Report in foreign currency or Newland dollars)

Economy of Manufacturing	Currency	Value of Goods Dispatched/Received During the Quarter		Value of Manufacturing Services During the Quarter		Value of Manufactured Goods Sold Abroad on Behalf of Your Company
		Goods Dispatched to Nonresidents for Manufacturing	Goods Received from Nonresidents After Manufacturing	Total	of which Payments in Kind (Estimated Value of Goods)	
A	B	C-1	C-2	D-1	D-2	E
Total	X					X

Part C. Revisions to Previously Reported Data

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

.....

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:



**Balance of Payments Survey
Form 8—Resident Transport Operators**

Please correct any errors in this label

 [][][][][][][][][][][][][][][][][]
 Reference number

Balance of Payments Division
Newland Ministry of Statistics
Archadia

Telephone (XXX) XXX-XXXX
Facsimile (XXX) XXX-XXXX
Email: bop@stat.com

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QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information, which will be used in compiling Newland's balance of payments and international investment position statistics, on international transportation transactions. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Detailed notes are presented on page two. Questions begin on page three.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates: Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you : Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Email:

Instructions for Completing Form 8—Resident Transport Operators

Reporting Instructions

Form 8 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 Nonresidents

A *nonresident* is any individual, enterprise, or other organization domiciled in a economy other than Newland. Newland subsidiaries of nonresident companies are *residents* of Newland. Similarly, foreign subsidiaries of Newland companies are nonresidents.

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 8

Form 8 collects information on the international transportation activities of this enterprise and its Newland subsidiaries. Part A collects selected earning and expense data. Part B collects information on expected purchases of large equipment. Part C requests selected details of ticket sales to resident travelers on international routes.

Partner Economy

Part A of form 8 requests information on earnings and expenses by economy. The countries in which earnings or expenses were incurred should be indicated. (Transactions with residents of Newland should be recorded as such in sections 2a and 2b of part A.) Part C requests information on amounts of revenue earned by other nonresident airlines on passenger ticket sales by your enterprise. The economy of residence of the nonresident transport operator should be recorded.

Passenger Fares (Item 1)

Amounts reported should include passenger fares earned, for the categories of persons shown in the table, by your enterprise and its subsidiaries. Earnings from the charter of transport equipment with crew (to carry passengers) and from accompanied luggage (excess baggage) should be included. Earnings should be recorded on a gross basis—that is, before any deduction of commissions on ticket sales. Such commissions should be regarded as expenses and reported in item 11.

Freight Services (Item 2)

Amounts reported should include earnings by this enterprise and its subsidiaries from the carriage of goods (freight) and from the charter of transport equipment with crew (to carry goods). Earnings should be recorded on a gross basis—that is, before any deduction of commissions to freight agents. Such commissions should be regarded as expenses and reported in item 12.

Charter of Equipment without Crew (Items 3b and 13)

Amounts reported should cover payments associated with charter of transport equipment without crew—except for transport equipment under a financial lease.

Agent Fees on Passenger Fares (Item 11)

Amounts reported should include fees paid to nonresidents in respect of passenger fares earned.

Passenger Fare Ticket Sales to Residents (Part C)

These data are required to estimate earnings and associated expenses of nonresident operators on passenger services provided to resident travelers. In item 17, data on ticket sales (less refunds) to resident travelers for international routes should be reported. In item 18, revenue paid to nonresident operators on tickets sold by your enterprise should be reported. All amounts should be reported before deduction of commissions on ticket sales. Commissions earned by your enterprise on revenue reported in item 18 *should be recorded in item 19 rather than item 3*.

Form 8—Resident Transport Operators

Part A. Selected Earnings and Expenses
(Report in thousands of Newland dollars)

	Total	Earnings and Expenses by Economy (specify)				
	A	B	C	D	E	F
Selected Transportation Earnings						
1. Passenger fares earned from:						
a. Nonresident travelers on international routes						
b. Nonresident travelers on domestic routes						
c. Resident travelers on international routes		////////	////////	////////	////////	////////
2. Earnings from freight services on:						
a. Imports to Newland						
b. Exports from Newland						
c. Operations in Newland for nonresidents						
d. Other foreign routes						
3. Other selected earnings from abroad:						
a. Inward mail						
b. Charter of equipment without crew (leasing)						
c. Other (specify.....)						
Selected Transportation Expenses Abroad						
4. Fuel (bunkers)						
5. Provisions (catering)						
6. Loading and unloading charges (stevedoring)						
7. Repairs and maintenance of transport equipment						
8. Cleaning charges						
9. Crew lay-over expenses						
10. Port charges, taxes, and landing fees						
11. Agent fees on passenger fares						
12. Other agent fees						
13. Charter of vessels without crew (leasing)						
14. Advertising abroad						
15. Other expenses abroad (specify.....)						

Part B. Expected Equipment Purchases

16. Please give details of any purchases of large equipment (e.g., aircraft, ships) that you expect to take delivery of in the next two years. Include information on the type of acquisition of equipment, whether under financial lease or other arrangements (please specify).

Part C: Passenger Fare Ticket Sales to Residents on International Routes

(Report in thousands of Newland dollars)

	Total	Economy of Residence of Nonresident Operator (specify)				
	A	B	C	D	E	F
17. Ticket sales (less refunds) made, during the quarter, to resident travelers on international routes		//////// ////	//////// ////////	//////// ////////	//////// ////////	//////// ////////
18. Revenue earned, during the quarter, by nonresident transport operators on tickets issued by your enterprise						
19. Commission earned by your enterprise on amounts reported in item 18						

Part D. Revisions to Previously Reported Data

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

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:



Balance of Payments Survey
Form 9—Transactions with Nonresident Transport Operators

Please correct any errors in this label

----- □□□□□□□□□□□□
Reference number

Balance of Payments Division
 Newland Ministry of Statistics
 Archadia

Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

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QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information from the companies providing goods and services to nonresident transport operators and revenue earned by branch offices or agencies representing the nonresident transport operators in Newland. The data collected through this form will be used in compiling Newland's balance of payments and international investment position statistics. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Balance of Payments Division of the Newland Ministry of Statistics.

Instructions: Detailed notes are presented on page two. Questions begin on page three.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates: Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you : Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
 Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Email:

Instructions for Completing Form 9—Transactions with Nonresident Transport Operators

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 Nonresidents

A *nonresident* is any individual, enterprise, or other organization domiciled in a economy other than Newland. Newland subsidiaries of nonresident companies are *residents* of Newland. Similarly, foreign subsidiaries of Newland companies are nonresidents.

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 with **nonresident** transport operators, including foreign airlines, ships, railways, fishing vessels, etc. (if the enterprise is unaffiliated with nonresident operators to whom services are provided) or on transactions of the branch offices or agencies representing the nonresident transport operators with or on behalf of its nonresident parent company.

Part A, which is divided into two subsections, collects data on goods and services provided to nonresident transport operators. In items 1 through 10, report goods and services that your enterprise provides to nonresidents and for which your enterprise arranges settlement directly with a nonresident transport operator or the nonresident 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 nonresident 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 on behalf of nonresident transport operators and revenue earned by, nonresident transport operators. This part should be completed by branch offices or agencies representing nonresident transport operators for nonresident transport operators.

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

Economy

The economy of residence of the nonresident transport operator should be recorded in several sections of form 9.

Passenger Fares (Items 11 and 12)

Item 21 requests data on the value of ticket sales (less refunds) made by nonresident transport operators to Newland resident travelers. Item 22 requests information on passenger revenue earned by nonresident 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 21. If your enterprise is a branch or agent of the second operator, the ticket sale should be reported in item 22. Fares should be recorded on a gross basis—that is, before deduction of commissions. Commissions paid by nonresident 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 Nonresident Transport Operators

Part A. Goods and Services Provided to Nonresident Transport Operators
(Report in thousands of Newland dollars)

	Total	Economy of Residence of Operator (specify)				
	A	B	C	D	E	F
Provided by Your Enterprise and Settlements Made Directly with Nonresidents						
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)						
Provided by Other Resident Enterprises and Settlements Made Through Your Enterprise						
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 Nonresident Transport Operators from Carriage of Resident Travelers
(Report in thousands of Newland dollars)

	Total	Economy of Residence of Operator (specify)				
	A	B	C	D	E	
21. Passenger ticket sales (less refunds) made during the quarter on behalf of nonresident transport operators to resident travelers in the quarter						
22. Passenger fare revenue earned during the quarter by nonresident transport operators						

Part C. Selected Earnings of Nonresident Transport Operators from Residents
(Report in thousands of Newland dollars)

	Total	Economy of Residence of Operator (specify)				
	A	B	C	D	E	
23. Inland freight—that is, the carriage of imported goods, including those carried to and from the border, within Newland						
24. Inland freight—that is, the carriage of exported goods, including those carried to and from the border, within Newland						
25. Mail						
26. 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.

.....

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:



Balance of Payments Survey Form 10—International Travel

Please correct any errors in this label

<p>-----</p> <p>XXXXXXXXXXXX</p> <p>Reference number</p>
--

Balance of Payments Division
Newland Ministry of Statistics
Archadia

Telephone (XXX) XXX-XXXX
Facsimile (XXX) XXX-XXXX
Email: bop@stat.com

<p>OFFICE USE ONLY</p> <p>Rec. _____</p> <p>Edit _____</p> <p>Check _____</p>

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information, which will be used in compiling Newland's balance of payments and international investment position statistics, on international travel transactions. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Detailed notes are presented on page two. Questions begin on page three.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates: Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you: Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Email:

Instructions for Completing Form 10—International Travel

Reporting Instructions

Form 10 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 Nonresidents

A *nonresident* is any individual, enterprise, or other organization ordinarily domiciled in a economy other than Newland. Newland subsidiaries of nonresident companies are *residents* of Newland. Similarly, foreign subsidiaries of Newland companies are nonresidents.

Travelers

Travelers are persons who stay, for work and other purposes (e.g., tourism, education, health), in countries other than those in which they are residents. Normally, a person staying in a economy for less than 12 months should be regarded as a traveler. Students and medical patients should, regardless of their length of stay in the host economy, be regarded as travelers. Officials of foreign governments stationed at embassies and similar institutions are not regarded as travelers.

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 10

Form 10 collects information on the international travel transactions of this enterprise.

Part A should be completed by enterprises issuing credit and debit cards or by enterprises making settlements abroad for credit and debit card transactions.

Part B should be completed by enterprises issuing travelers' checks and making settlements abroad for travelers' check transactions.

Part C should be completed by tour wholesalers and enterprises making or receiving prepayments, advances, or travel settlements. Amounts for passenger fares for travel on international routes should be excluded.

Part D should be completed by hotels that provide lodging or other services to international travelers. Part D should include amounts received from supplementary hotel operations (such as gift shops) and amounts received from nonresident travelers and used to acquire, on behalf of these travelers, goods and services from other resident enterprises.

Economy

In parts A, B, and C, you are requested to classify transactions by economy of the nonresident counterparty. In part D, you should report the economy of residence of the nonresident travelers.

Credit and debit card and travelers' checks transactions

Travelers' checks and credit and debit card transactions should be recorded at the face value of the transaction. Any fees earned or paid abroad should be separately recorded.

Form 10—International Travel

Part A. Selected Credit and Debit Card Transactions

(Report in thousands of Newland dollars)

	Total	Transactions by Economy (specify)				
	A	B	C	D	E	F
1. Expenditure by nonresident travelers in Newland during the quarter						
2. Expenditure by Newland residents traveling abroad during the quarter						
3. Earnings from abroad on credit and debit card transactions during the quarter						
4. Fees paid abroad on credit and debit card transactions during the quarter						

Part B. Selected Traveler's Check Transactions

(Report in thousands of Newland dollars)

	Total	Transactions by Economy (specify)				
	A	B	C	D	E	F
1. Travelers' checks issued abroad on behalf of your enterprise and used in Newland by nonresidents during the quarter						
2. Travelers' checks issued in Newland by your enterprise and presented for collection by nonresident banks during the quarter						
3. Travelers' checks issued (less refunds) in Newland on behalf of nonresident banks during the quarter						
4. Travelers' checks issued abroad by nonresident enterprises, purchased by your enterprise, and sent for collection to nonresident banks during the quarter						
5. Earnings from abroad on travelers' checks transactions during the quarter						
6. Fees paid abroad for travelers' checks transactions during the quarter						

Part C. Prepaid and Advance Purchase Tours and Other Travel Settlements

(Report in thousands of Newland dollars)

Amounts in respect of international airline travel should be excluded.

	Total	Of Which, Settled with Credit/Debit Cards or Travelers' Checks	Transactions by Economy (specify)				
	A	B	C	D	E	F	G
1. Amounts received from abroad during the quarter for prepaid and advance purchase tours							
2. Amounts paid abroad during the quarter for prepaid tours and advance purchase tours							
3. Amounts received from abroad during the quarter for other travel settlements (please specify)							
4. Amounts paid abroad during the quarter for other travel settlements (please specify.....)							
5. Commissions received from abroad during the quarter							
6. Commissions paid abroad during quarter							

Part D. Nonresident Travelers Staying at Hotels
(Report in thousands of Newland dollars)

	Total	Economy of Residence of Traveler (specify)				
	A	B	C	D	E	F
1. Number of nonresident travelers lodging at the hotel during the quarter						
2. Number of nights that nonresident travelers lodged at the hotel during the quarter						
3. Amount paid, during the quarter, for accommodation by nonresident travelers						
4. Amount paid, during the quarter, for other goods and services provided by the hotel to nonresident travelers						
5. Amount paid, during the quarter, by the hotel to other resident enterprises for goods and services provided to nonresident travelers						

Part E. Revisions to Previously Reported Data

Please provide details of any significant revisions to data previously reported incorrectly (previous quarters).

.....

Part F. 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 information in parts A through D 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 E.
- I have made a copy of this form for my records.

Name of person completing this form:

Signature:



**Balance of Payments Survey
Form 11— Construction**

Please correct any errors in this label

 □□□□□□□□□□□□□□

 Reference number

Balance of Payments Division
 Newland Ministry of Statistics
 Archadia
 Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

OFFICE USE ONLY

Rec. _____
 Edit _____
 Check _____

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects quarterly information on construction activities, which will be used in compiling Newland's balance of payments statistics. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Description of activity: This activity covers construction services provided abroad on a short-term basis (up to one year) and/or under long-term construction and installation projects (one year and longer) undertaken abroad by your company. It may include engineering construction, such as roads, bridges, dams, etc, buildings, land improvement, installation and assembly work, repairs and maintenance on buildings, etc.. It includes also the construction and installation activity undertaken in Newland by non-residents for your company. It excludes construction and related-installation work provided abroad by nonresident branches and subsidiaries of your company, and construction work performed in your economy by resident branches and subsidiaries of a foreign construction company. Please complete Part A if your company is undertaking construction work abroad. Please complete Part B if your company is the beneficiary of construction work undertaken in Newland by nonresident companies. Part C requests details on significant revisions to data for previous periods (if any), and part D includes questions for verifying the comprehensiveness of the completed data.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates: Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you: Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
 Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Email:

Part B: Import of Construction Services (excludes construction services provided by branches and subsidiaries of foreign companies located in Newland)

Has your company commissioned construction work from a foreign company in the past quarter?

- Yes No

If your response to the above question is “yes”, please

- a. Provide a short description of the type of construction work commissioned from the foreign company.
- b. Complete the table below with information regarding the construction activity. Please complete a line for each ongoing contract with your foreign provider.

Information on Construction Execution by Quarter

(Report in foreign currency or Newland dollars)

Counterpart Economy	Contract Dates		Currency in Which the Contract was Concluded	Value of Contract	Construction Equipment Brought to the Construction Site During the Quarter	Contract Value Executed During the Quarter	Goods Purchased in Newland for this Construction Project by the Nonresident Counterpart	Contract Balance at the End of Quarter
	Start	End						
A	B1	B2	C	D	E	F	G	H

Part C. Revisions to Previously Reported Data

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

.....

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:



Balance of Payments Survey

Form 12—International Insurance Services

Please correct any errors in this label.

<p>----- □□□□□□□□□□</p> <p>Reference number</p>
--

Balance of Payments Division
 Newland Ministry of Statistics
 Archadia
 Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

<p>OFFICE USE ONLY</p> <p>Rec. _____ Edit _____ Check _____</p>
--

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information, which will be used in compiling Newland's balance of payments statistics, on international insurance service transactions. These statistics are published quarterly in *Newland Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Detailed notes are provided on page two. Questions begin on page three.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates: Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you : Your cooperation is greatly appreciated. Accurate balance of payments statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
 Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Email :

Instructions for Completing Form 12—International Insurance Transactions

Reporting Instructions

Form 12 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 Nonresidents

A **nonresident** is any individual, enterprise, or other organization ordinarily domiciled in a economy 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

Part A collects quarterly and/or annual information associated with **nonlife** insurance contracts between your resident insurance enterprise and nonresident policyholders; and reinsurance between your resident insurance enterprise and nonresident insurance enterprises:

The requested information refers to the following:

Direct written premiums are the amounts charged to and physically paid by the nonresident policyholders during the accounting (“risk”) period for insurance coverage.

Important: Direct written premium amounts should not be adjusted for reinsurance premiums, i.e. the part of the premiums that is ceded to reinsurers should be left included; any assumed premiums from other direct insurers should be excluded. These ceded or assumed premiums should be shown separately under cross-border reinsurance transactions.

Premiums earned refer to the proportion of actual premiums that relate to the accounting period (independent of whether they were paid during current or previous quarters) and that cover the risks incurred during the **current** accounting period.

Paid claims occur when actual payments of cash have been made to nonresident claimants for insured events of the current or previous periods.

Claims due / outstanding are claims that became due, in the **current** quarter, after the eventualities that gave rise to the claims; i.e. the cost of claims is assigned to the **relevant period**. It should include claims that have been reported but not yet settled, and claims that have been reported and settled but not yet paid at the end of the accounting period.

Claims due on extraordinary events are claims on catastrophic events including earthquakes, tsunamis, floods, cyclones, hurricanes, hail storms, bush fires, etc., where these events are not periodic and not considered part of normal business.

Ceding commission is paid by the reinsurer to reimburse the ceding company for its acquisition expenses and other costs incurred to place the business with the reinsurer.

Profit commission represents a predetermined percentage of the profit realized by the reinsurer on the contracts ceded by the primary insurance companies and the cedants’ share of such profits.

Part B

Insurance technical reserves include details of *premiums paid and not yet earned* and *claims due but not yet paid*. These amounts refer to reserves set aside on the balance sheet for future commitments that arise out of nonlife insurance contracts (including any related administration expenses, taxes, etc.)

a. **Unearned premium reserves** are that part of premiums written that apply to the unexpired part of the policy period: Please provide the stock of unearned premium reserves vis-à-vis nonresident policyholders at the beginning and at the end of the accounting period.

b. Please provide the stock of estimated **loss reserves and reserves for claims incurred vis-à-vis nonresident policyholders but not reported** and provisions set aside to meet the estimated costs of settling claims that have occurred up to the end of the accounting period from policies currently in force and policies written in the past, after the deduction of amounts already paid. This amount would include funds for unpaid claims, claims adjustment and handling expenses known but not yet settled, and estimates for claims incurred but not yet notified (so called IBNR - Incurred But Not Reported) by the balance sheet date.

c. **Income earned refers to income from the investment of reserves** held against unearned premiums and unpaid claims (i.e., from investing policyholders' funds) during the period.

Part B collects quarterly and/or annual information associated with **life** insurance contracts between your resident insurance enterprise and nonresident policyholders.

Additional information:

Changes in life insurance actuarial reserves vis-à-vis nonresident policyholders refers to the changes in the present value of the future expected cash flows of an insurance policy

Insurance technical reserves for life insurances comprise reserves for unearned premiums and against outstanding insurance claims, and, in addition, actuarial reserves for life insurance and with-profit insurance set aside for payments of benefits in future.

Economy

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

Insurance Services Included

Form 12—International Insurance Transactions

Part A. International Insurance Transactions of Newland Insurance Enterprises
(Report in thousands of Newland dollars)

	Total	Transactions by Economy (specify)					
	A	B	C	D	E	F	
Non-life Insurance Provided to Nonresidents							
1. Premiums written ²⁶⁹ of which to affiliates							
Premiums earned during accounting period							
Claims paid							
Claims due during accounting period							
<i>Of which:</i> claims due on extraordinary events							
Re-insurance Accepted from Nonresident Insurers (not included above)							
2. Premiums written of which to affiliates							
Premiums earned							
<i>Of which:</i> “ceding commission” withhold by nonresident insurer (if applicable)							
Claims paid							
Claims due “Profit commission” ceded to nonresident insurer							
<i>Of which:</i> claims due on extraordinary events							
Re-insurance Business Ceded to Nonresident Insurers (not included above)							
3. Premiums paid <i>of which to affiliates</i>							
<i>Of which:</i> “ceding commission” deducted prior to remitting							
Claims received							
“Profit commission” received from nonresident reinsurer (if not included in claim receipt)							
<i>Of which:</i> claims due on extraordinary events							
Life Insurance Provided to Nonresidents							
4. Premiums written ²⁷⁰ Premiums earned by the end of accounting period							
Benefits paid							
Benefits due by the end of accounting period							
Investment income allocated to nonresident beneficiaries in <i>Of which: allocated to individual actuarial reserves and added directly to insurance technical reserves</i>							

²⁶⁹ Including premiums ceded to reinsurers, and excluding premiums assumed from other direct insurers.

²⁷⁰ Including premiums received for cross-border beneficiaries of Group insurances.

Part B. Technical Reserves Due to Nonresident Policyholders
(Report in thousands of Newland dollars)

	Opening Position	Net Changes due to Transactions	Exchange rate and Other Changes	Closing Position	Income Earned on Investment of Reserves
	A	B	C	D	E
Insurance Provided to Nonresidents					
Premiums					
Claims					
Re-insurance Accepted from Nonresident Insurers					
Premiums					
Claims					
Life insurance Provided to Nonresidents					
Premiums					
Claims					
Changes in life insurance reserves (actuarial reserves and reserves for with-profit insurance)					

Part C. Payments for Services Settled Through Other Resident Organizations

- Does this enterprise, or its subsidiaries in Newland:
 - a. provide services to nonresidents that are paid for on your behalf by another resident entity? Yes No
 - b. receive services from nonresidents for which payment is received on your behalf by another resident entity? Yes No

If the answer to question 10 (a) or (b) is *Yes*, please give the name and address of the resident company making or receiving payments.

.....

Part D. Revisions to Previously Reported Data

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

.....
.....

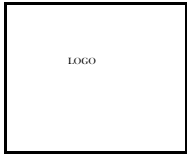
Part E. Final Questions

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 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 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:



**Balance of Payments Survey
Form 13—International Pension Services**

Please correct any errors in this label.

----- Reference number
--

Balance of Payments Division
Newland Ministry of Statistics
Archadia
Telephone (XXX) XXX-XXX
Facsimile (XXX) XXX-XXX
Email: bop@stat.com

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Edit _____
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QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed must complete and return this form to the Newland Ministry of Statistics.

Confidentiality The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection This form collects information, which will be used in compiling Newland's balance of payments statistics, on international pension fund transactions. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions Detailed notes are provided on page two. Questions commence on page three.

Due date Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance For queries or assistance regarding this form, please call (XXX) XXX-XXX, or email bop@stat.com.

Thank you Your cooperation is greatly appreciated. Accurate balance of payments statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name: Telephone number: (.....)
 Title: Area code
 Email:.....

Instructions for Completing Form 13—International Pension Services

Reporting Instructions

Form 13 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 Nonresidents

A *nonresident* is any individual ordinarily domiciled in a economy 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 13

Form 13 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 nonresident 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.**

Economy

Each question seeks information on economy of transaction. Record the economy of residence of the nonresident transactor. If this is not feasible, please provide aggregate information.

Other

Because form 12 seeks information on pension transactions between residents and nonresidents, you should not report transactions provided to nonresidents by nonresident 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 (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 13—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 Economy (specify)				
	A	B	C	D	E	F
Pension Contributions Received from Nonresidents or from Resident Employers Paying on Behalf of Their Nonresident Employees						
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 nonresident enterprises on behalf of nonresident employees						
Pension Benefits Paid to Nonresidents						
4. Pension benefits paid to nonresident retirees						
Pension Entitlements/Liabilities in Defined <i>Contribution</i> Schemes Vis-à-vis Nonresident Beneficiaries						
5. Opening position						
6. Changes in the current accounting period due to contributions receivable for nonresident employees/beneficiaries						
7. Changes in the current accounting period due to benefits payable to retirees abroad						
8. Changes in the current accounting period due to holding gains and losses 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 Economy (specify)					
	A	B	C	D	E	F	
Pension Contributions Received from Nonresidents or from Resident Employers Paying on Behalf of Their Nonresident Employees							
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 nonresident enterprises on behalf of nonresident employees							
Pension Benefits Paid to Nonresidents							
4. Pension benefits paid to retirees							
PBO (Projected Benefit Obligations) in Defined Benefit Schemes Vis-à-vis Nonresident Beneficiaries							
5. Opening position							
6. Changes in the current accounting period due to contributions receivable for nonresident employees/beneficiaries							
6. Changes in the current accounting period due to benefits payable to retirees abroad							
7. Increase of the PBO in the accounting period due to service costs for nonresident employees/beneficiaries							
8. Increase of the PBO in the accounting period due to interest costs ²⁷¹							
9. 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.							
9. Closing position							

Part C. Revisions to Previously Reported Data

²⁷¹In 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).

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

.....
.....

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:



Balance of Payments Survey Form 14— Foreign Embassies and International Institutions

Please correct any errors in this label

<p>-----</p> <p>XXXXXXXXXXXXXXXXXX</p> <p>Reference number</p>
--

Balance of Payments Division
 Newland Ministry of Statistics
 Archadia
 Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

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Rec. _____
Edit _____
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QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information, which will be used in compiling Newland's balance of payments statistics, on transactions associated with foreign embassies and international institutions located in Newland. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Due date: Please return the completed form by MM DD, YYYY.

How to file: Please submit the form by mail (Address) or email (bop@stat.com).

Estimates: Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you : Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)
Area code

Title:

Email:

Form 14—Foreign Embassies and International Institutions

Part A. Average Number of Staff Employed During the Quarter

1. Diplomatic, consular, and other foreign staff	
2. Locally engaged staff	

Part B. Operating and Capital Expenditure in Newland During the Quarter

(Report, except for item 4(b), in thousands of Newland dollars.)

3. Local staff	
(a) Wages and salaries paid to local staff (including payments in kind and before deduction of income taxes)	
(b) Employer's contribution to social security	
4. Diplomatic, consular, and other foreign staff	
(a) Wages and salaries paid to staff (including any expenses paid on behalf of staff directly by your organization to other organizations in Newland)	
(b) Of the amount recorded in (a), what percentage do you estimate was spent in Newland?	
5. Other operating expenditure in Newland (Include expenditure on office supplies and equipment, fuel and utilities—such as electricity and telephone services, rates, rents, official entertainment expenses, and rental and operation of cars.)	
6. Capital expenditure in Newland	
(a) Purchase of land	
(b) Purchase of buildings and expenditure on construction and improvements to buildings	
(c) Other (please specify)	
7. Other (please specify)	

Part C. Capital Receipts in Newland During the Quarter

(Report in thousands of Newland dollars)

8. (a) Sales of land	
(b) Sales of buildings	
(c) Other (please specify)	

Part D: Grants and Other Assistance Provided to Newland During the Quarter
(Report in thousands of Newland dollars)

9. Official cash grants	
(a) Recurrent expenditure	
(b) Project financing	
(c) Other (specify)	
10. Other assistance	
(a) Goods	
(b) Technical assistance	
(c) Debt forgiven	
(d) Education scholarships	
(e) Other services	
(f) Other (please specify)	
11. Military assistance (please specify)	
12.(To be completed by embassies, if information is available) Estimated value of grants and aid provided to Newland by private institutions (such as foreign development assistance agencies, humanitarian organizations, and churches) in your economy	

Part E. Official Loans to Residents of Newland
(Report in thousands of currency units)

Name of Borrower	Currency of Loan	Position at Beginning of Quarter	Drawings During the Quarter	Repayments During the Quarter	Other Changes in Position	Position at End of the Quarter	Interest paid by the borrower
A	B	C	D	E	F	G	H
Loans							
Arrears							

Please note: Repayments and interest due during the quarter and not paid should be shown under **Loans** as *repayments* and *interest* and under **Arrears** as *drawings*. Debt forgiven to residents of Newland should be shown as a *repayment* (while debt written off should be shown as an *other change*); debt forgiven should also be shown at 10(c).

Please supply details of any amounts reported in column F.
.....

Part E. Revisions to Previously Reported Data

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

Part F. Final Questions

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

- The name and address 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.
- Parts A through D of the form have been completed.
- In part E, amounts in column G = amounts in columns C + D - E + F. / Amounts due but not paid for loan repayments and interest have been reported as per instruction in the Arrears section of Part E. / Amounts in column F have been explained.
- There are no significant revisions to data for previous periods / Details of significant revisions to data for previous periods have been included in part E.
- I have made a copy of this form for my records.

Name of person completing this form:

Signature:

Instructions for Completing Form 15—Private Aid and Charitable Organizations

Reporting Instructions

Form 15 should be completed for the organization listed on page one of the form—unless different arrangements have been made with the Newland Ministry of Statistics.

Residents and Nonresidents

A **nonresident** is any individual, enterprise, or other organization ordinarily domiciled in a economy other than Newland. Newland branches and subsidiaries of nonresident companies are **residents** of Newland. Similarly, foreign branches and subsidiaries of Newland companies are nonresidents. Foreign aid and charitable organizations associated with resident aid and charitable organizations are nonresidents.

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 15

Form 15 collects quarterly information on selected foreign activities and relationships of this organization and its related resident operations.

Part A collects information on related foreign operations of this organization and the funding between this enterprise and the related foreign operations.

Part B collects information on the nonresidents who work for this organization in Newland and abroad.

Part C collects information on the foreign sources of income for this organization.

Part D collects information on the grants and disbursements made by this organization abroad.

Economy

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

Form 15—Private Aid and Charitable Organizations

Part A. Related Foreign Operations
(Report in thousands of Newland dollars)

Does this organization have related operations abroad? Yes No

If the answer is *no*, go to part B.

Are the foreign operations long-term (more than one year) or expected to be? Yes No

	Transactions by Economy		
	A	B	C
a. Funding provided to related operations abroad			
b. Funding received from related operations abroad			

Part B. Nonresidents Working for this Organization
(Report in thousands of Newland dollars)

	Working in Newland (specify economy of residence of workers)			Working abroad (specify economy of residence of workers)		
	A	B	C	D	E	F
1. Number of foreign employees						
2. Wages and salaries paid:						
a. In cash						
b. Into accounts with resident banks						
c. Into accounts with foreign banks						
d. In kind (such as food, housing, and other noncash benefits)						
3. Employer's contribution to social security schemes						
4. Termination payments						

Part C. Investments Abroad
(Reports in thousands of Newland dollars)

Economy	Currency	Position at Beginning of Period	New Deposits, Loans and Other Investments Extended During the Period	Withdrawals of Deposits and Other Investments and Repayments on Loans During the Period	Other Changes in Position	Position at End of the Quarter	Income Received During the Period
A	B	C	D	E	F	G	H
Nonresident Bank Accounts							
Loans to Nonresidents							
Other Foreign Investments							

Please supply details of any amounts reported in column F.
.....

Part D: Grants and Other Assistance Provided During the Period, by Economy
(Report in thousands of Newland dollars)

	Economy A	Economy B	Economy C
1. Disbursements of aid				
(a) Cash				
(b) In kind				
(c) Other (specify)				
2. Capital donations				
(a) Investment grants				
(b) Technical assistance				
(c) Other (please specify)				

Part E. Revisions to Previously Reported Data

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

.....
.....

Part F. Final Questions

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

- The name and address 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.
- Parts A through D of the form have been completed.
- In part C, item 8, amounts in column G = amounts in columns C + D - E + F. / Amounts in column F have been explained.
- There are no significant revisions to data for previous periods / Details of significant revisions to data for previous periods have been included in part E.
- I have made a copy of this form for my records.

Name of person completing this form:

Signature:



Balance of Payments Survey

Form 16—Current Transfers, Grants, and Technical Assistance

Please correct any errors in this label

<p>----- □□□□□□□□□□□□</p> <p>Reference number</p>
--

Balance of Payments Division
Newland Ministry of Statistics
Archadia

Telephone (XXX) XXX-XXXX
Facsimile (XXX) XXX-XXXX
Email: bop@stat.com

OFFICE USE ONLY	
Rec.	_____
Edit	_____
Check	_____

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed must complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information, which will be used in compiling Newland's balance of payments statistics. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Detailed notes are presented on page two. Questions begin on pages three and four.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you : Your cooperation is greatly appreciated. Accurate balance of payments and IIP statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Email:.....

Instructions for Completing Form 16 – Current Transfers, Grants, and Technical Assistance

Reporting Instructions

Form 16 should be completed by government entities, non-governmental organizations (NGO), international or local donor entities respectively, as listed on page one of the form—unless different arrangements have been made with the Newland Ministry of Statistics.

Residents and Nonresidents

A *nonresident* is any individual, enterprise, or other organization ordinarily domiciled in a economy other than Newland. Newland local NGOs are *residents* of Newland. International donor agencies or international organizations are considered nonresidents of Newland.

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 transactions should be converted at the **midpoint** of the buy and sell rates applicable on the date of the transaction.

Structure and Scope of Form 16

Form 16 sets out information that should be reported quarterly/annually on transfers from nonresidents, in cash or in kind, received by the Newland government entities or by the private sector (including local enterprises and NGOs).

Furthermore, information is collected on foreign sponsored technical assistance in form of staffed missions sent to Newland for project work. The total costs for such projects and all individual components are relevant for Newland's balance of payments. The cost components include administrative expenses incurred in the nonresident donor economy, costs incurred in Newland (e.g. for transport, administrative arrangements), and the salaries paid to short-term expatriates as well as long-term personnel and local staff. A rough breakdown of the main technical assistance services provided to Newland (e.g., consulting, accounting, administration, management training, trade-related services) is appreciated.

If the reporter is the government entity, the report should include transfers in cash and in kind, and technical assistance received directly by the Government or provided to private sector under the Government's monitoring.

If the reporter is a private entity (including NGOs), the report should include transfers in cash and in kind received directly by the private entity.

In part A, you should report details on received transfers in cash and in kind.

In part B, you should report details on received technical assistance in form of project work/staffed missions..

If you are unsure what should actually be reported, please call (XXX) XXX-XXXX.

Economy codes

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

Form 16 - Current Transfers Grants and Technical Assistance

Transfers and Grants, Except Technical Assistance	Total for Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4
A	B	C	D	E	F

Part A. Transfers in Cash and in Kind Received by Newland Resident Entities

(Report in thousands of Newland dollars)

1. Cash grants received by the government²⁷²					
Total transfers in form of cash grants received: ²⁷³					
a. for financing current expenditures (e.g., administrative expenses, salaries)					
b. for acquiring fixed assets (investment projects, construction, capital formation)					
2. Transfers in kind received by the government					
Total transfers in kind RECEIVED:					
a. in-kind supply for current consumption (office supplies, medication, etc.)					
b. in-kind supply for gross capital formation (includes provision of computers, construction material, machinery)					
3. Cash received by the private sector, including NGOs					
Total transfers in form of cash grants received:					
a. for financing current expenditures (e.g., administrative expenses, salaries)					
b. for acquiring fixed assets (investment projects, construction, capital formation)					
4. Transfers in kind received by the private sector, including NGOs					
Total transfers in kind received:					
a. in-kind supply for current consumption (office supplies, medication, etc.)					
b. in-kind supply for gross capital formation (includes provision of computers, construction material, machinery)					

²⁷² If the reporter is a private entity, sections 1 and 2 should be skipped.

²⁷³ If in the same period grants are aimed at financing both current expenditures and capital formation, please try to split the total accordingly.

Part B. Technical Assistance in Form of Project Work/Staffed Missions Received by Newland Resident Entities²⁷⁴

(Report in thousands of Newland dollars)

Technical Assistance	Total for Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4
A	B	C	D	E	F
1. Technical assistance received by the government					
Total cost of the project (incl. planning, costs incurred in the reporting economy, salaries paid)					
<i>Of which</i>					
a. Total <i>costs incurred</i> in the reporting economy (e.g., for transport in the reporting economy, administrative arrangements, business services)					
Please provide rough breakdown of the incurred costs (<i>please add rows if needed</i>)					
-					
-					
-					
b. Funds in cash directly transferred to the projects accounts					
c. Total salaries paid within the project:					
• salaries paid to local staff (provide estimates if possible)					
• salaries paid to foreign staff resident in reporting Newland economy (residing in Newland for more than 1 year)					
• salaries paid to short-term experts (foreign experts who will reside in the reporting economy less than 1 year) ²⁷⁵					
2. Nature of technical assistance					
Could you provide a rough (percentage) breakdown of the main technical assistance services provided to the reporting economy (e.g., consulting, teaching, administration, health management, trade-related services).					
-					

²⁷⁵ It suffices to provide an estimate for the number and average duration of short-term staff working in the reporting country.

Part C. Revisions to Previously Reported Data

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

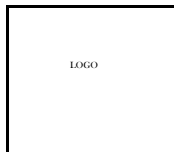
Part D: Final Questions

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

- The name of the entity 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 information in parts A and B 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 C.
- I have kept a copy of this form for my records.

Name of person completing this form:

Signature:



Balance of Payments Survey
Form 17—Financial Claims on and Liabilities to Nonresidents

Please correct any errors in this label.

 | | | | | | | | | | | | | | | |
 Reference number

Balance of Payments Division
 Newland Ministry of Statistics
 Archadia
 Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

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Edit _____	
Check _____	

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects quarterly information, which will be used in compiling Newland's balance of payments and international investment position statistics. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Detailed notes commence on page two, and questions begin on page six.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates: Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you: Your cooperation is greatly appreciated. Accurate balance of payments statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
 Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Email:

Instructions for Completing Form 17—Financial Claims on, and Liabilities to, Nonresidents

Reporting Instructions

Form 17 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 Nonresidents

A **nonresident** is any individual, enterprise, or other organization ordinarily domiciled in a economy other than Newland. Newland branches and subsidiaries of nonresident companies are **residents** of Newland. Similarly, foreign branches and subsidiaries of Newland companies are nonresidents.

Your Foreign direct investment enterprises are:

- nonresident enterprises in which your enterprise or its subsidiaries in Newland have voting equity of more than 50 percent; these are branches and subsidiaries, controlled by your enterprise;
- nonresident enterprises in which your enterprise or its Newland subsidiaries have voting equity of between 10 and 50 percent: these are associates, significantly influenced by your enterprise;
- nonresident subsidiaries or associates of the immediate direct investment enterprises of your enterprise, in a chain of control or influence.

A **nonresident direct investor** is a nonresident entity (or group of related nonresidents) that owns voting equity of 10 percent or more in this enterprise. Nonresident enterprises that control or significantly influence the immediate nonresident direct investor are also considered nonresident direct investors in your enterprise, in a chain of control or influence. Common examples of nonresident direct investors are foreign head offices (for branches) and foreign parent companies (for subsidiaries). An enterprise may have more than one direct investor, and these direct investors may reside in different countries. An investor need not have the largest shareholding to be considered a direct investor.

Fellow enterprises are nonresident enterprises that are under the control or influence of the same immediate or indirect investor, but neither controls or influences the other (that is to say fellows have less than 10 percent (if any) equity ownership in each other) .

Other nonresidents are those that are not direct investors, direct investment enterprises, or fellow enterprises.

The definitions and treatments of direct investment are complex. If you are uncertain about the application of definitions, please call (XXX) XXX-XXXX or email bop@stat.com for assistance..

Structure of Form 17

Form 17 collects quarterly information regarding the financial claims of your enterprise and its subsidiaries on nonresidents and the liabilities of your enterprise and its subsidiaries to nonresidents. The form requests data on positions (stocks), financial transactions, reconciliation items (other changes in stocks), income, and associated financial fees and withholding taxes.

Form 17 consists of ten parts. Part A collects basic data on financial assets; part B collects information on financial assets classified by economy of the nonresident debtor. Parts C and D collect similar data for liabilities. Part E collects information on financial fees and withholding taxes; part F collects information on the valuation of direct investment; and parts G and H collect information on retained earnings and profits. Part I requests details on significant revisions to data for previous periods (if any), and part J includes questions for verifying the comprehensiveness of the completed data.

Financial Instruments

Equity and investment fund shares includes stocks (shares) and other equity, such as investment in branches. Non-voting preferred stock (preference shares) should be recorded under *long-term debt securities*.

Long-term and short-term debt securities include bonds, debentures, commercial paper, promissory notes, certificates of deposit, and other tradeable nonequity securities other than financial derivatives. Long-term debt securities include instruments issued with original maturities of more

than 12 months. Instruments with original maturities of 12 or fewer months are included in short-term debt securities. In parts A and C, long-term and short-term debt securities should be included in the *respective* category.

Financial derivatives (other than reserves) and employee stock options include all tradeable financial derivatives or secondary market instruments such as options, futures, and forward contracts.

Loans include loans and financial leases. Long-term loans are those with original maturities of more than 12 months.

Deposits include checking accounts, savings accounts, and other time deposits.

Trade credit and advances are commercial credits extended by exporters to importers and prepayments made by importers to exporters.

Other includes all other financial assets and liabilities, not included in any of the specified instruments.

Positions, Transactions, Other Changes, and Income

Opening position refers to the value of the claims (part A and B) and liabilities (part C and D) of your enterprise and its subsidiaries at the beginning of the quarter. The opening positions you report should agree with the closing positions you reported for the previous quarter. If this is not the case, details should be given in part I. The **closing position** refers to the value of the claims and liabilities of your enterprise and its subsidiaries at the end of the quarter.

Financial transactions are transactions relating to the acquisition or disposal of your enterprise's financial claims on, or liabilities to, nonresidents. Purchases of stock made by your enterprise (and its subsidiaries) in nonresident companies, purchases of your enterprise's shares by nonresidents, issuances and purchases of long- and short-term debt securities, increased deposits in bank accounts, and drawdowns of loans are examples of transactions that increase assets or liabilities. Sales of stock by your enterprise (and its subsidiaries) in nonresident companies, sales of your enterprise's shares by nonresidents, redemptions and sales of long- and short-term debt securities, withdrawals from bank accounts, and repayments of loans are examples of transactions that decrease assets or liabilities.

Income refers to: (1) income receivable by your enterprise from its ownership of claims on nonresidents; and (2) income payable by your enterprise as a result of its liabilities to nonresidents. Common forms of income are *dividends*, *distributions of profit*, and *interest*.

Dividends and *distributions of profit* refer to income received from the ownership of stock (shares) or equivalent equity interest in enterprises. These amounts should be recorded on the basis of dividend (or remittance) payments dates. *Interest* relates to income earned from the ownership of financial assets other than equity assets. Income includes discounts. A discount is the difference between the value of a financial instrument when it 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.

For direct investments (see definition provided previously), undistributed income (reinvested earnings) should be reported in parts G and H. (See the subsequent instruction for completing these parts.)

Valuation

All values should be reported in thousands of Newland dollars. Please convert amounts expressed in foreign currencies to Newland dollars.

Financial transactions and **income** denominated in foreign currencies should be converted to Newland dollars by using the **midpoint** of the appropriate buy and sell rates applicable on the date of the transaction. Financial transactions and income should be recorded on a *gross basis*—that is, before the deduction of commissions on receipts (or addition of commissions on payments), brokerage fees, and withholding taxes, which are to be recorded in part E if paid to or received from a nonresident.

Positions denominated in foreign currencies should be converted to Newland dollars at the **midpoint** of the appropriate buy and sell exchange rates applicable on the reference dates.

All valuations should be made at **market values**. For valuing equity positions at market value, one of the following methods may be used:

- the midpoint of the stock market buy and sell rates on the reference date
- a recent transaction value
- own funds at book value
- directors' value
- net asset value

Net asset value equals total assets, including intangibles, less liabilities and the paid-up value of non-voting stock. Assets and liabilities should be recorded at current, rather than historical, values. Own funds at book value (OFBV) involves valuing an enterprise using book values that contain major attributes of International Accounting Standards (inclusion of cumulative reinvested earnings; revaluation of most financial instruments in current period prices; and inclusion of cumulative depreciation of plant and equipment, including write-offs of worthless assets).

Relationships Between Data Items

Information reported in parts A and C should reflect the following relationships:

closing position = opening position + change in position

change in position = net financial transactions + other changes

net financial transactions = *increases* (transactions relating to the acquisition of assets or liabilities) - *decreases* (transactions relating to the disposal of assets or liabilities)

other changes = valuation changes (caused by exchange rate changes, and market price changes) + residuals (caused by reclassification of items, write downs, and arithmetical errors)

Amounts reported in parts B and D should be consistent with relevant amounts in parts A and C, respectively.

Liabilities Held by Resident Nominees and Other Financial Intermediaries on Behalf of Nonresidents

Certain liabilities (such as securities issued in Newland) of your enterprise may be held by nonresidents through financial intermediaries in Newland, and the details of these liabilities may not be known to you. Information on these liabilities is collected by the Ministry of Statistics from the financial intermediaries.

Treatment of Transactions with Related Banks

All financial transactions involving debt or financial derivatives and positions with related banks should be included as claims on, or liabilities to, other nonresidents rather than as claims on, or liabilities to, direct investors or direct investment enterprises.

Treatment of Hedges

Financial instruments that are hedged by the use of derivatives (such as currency swaps) should be recorded according to the terms of the contract and without regard to the hedge. The details of the hedge, if it is with a nonresident, should be reported under the financial derivative instrument. For example, for a long-term loan that is the subject of a swap, information on the *unhedged* position, principal repayments, and interest should be recorded in the appropriate columns for long-term loans. The market value of the swap and the actual payments on the swap agreement (excluding underlying instrument) should be recorded under the appropriate position and transaction columns in the row for financial derivatives (other than reserves) and employee stock options.

Economy classification

Economy refers to the economy of residence of the creditor or debtor. In parts B and C, if the opening and closing positions for particular countries are less than ND1 million, the amounts relating to these countries may be consolidated and attributed to the largest economy.

Transactions with international institutions, such as the Asian Development Bank, should be recorded as *INT. INST.*

Retained Earnings (Parts G and H)

Parts G and H seek information on retained earnings. Part G should be completed for the foreign direct investment enterprises of your enterprise (and its subsidiaries), and part H should be completed in respect of your enterprise. Part H should be completed only if your enterprise has nonresident direct investors.

Operating profit is profit from the operations of enterprises. When operating profit is calculated, depreciation should be determined on the basis of replacement cost. Exchange rate gains and losses, special tax provisions (such as accelerated depreciation), and any extraordinary items should be excluded from the calculation.

Net income received equals interest, dividends, and any undistributed profits from the ownership of subsidiaries and associates attributable to the enterprise(s) concerned, less interest payable by the enterprise(s).

Taxes on profits should be recorded when due and without penalty.

Form 17—Financial Claims on, and Liabilities to, Nonresidents

Part A. Claims on Nonresidents

(Report in thousands of Newland dollars)

	Opening Position	Change in Position					Closing Position	Income
		Transactions			Other Changes			
		Increases	Decreases	Net	Exchange Rate	Other		
		A	B	C	D	E		
Claims on Direct Investment Enterprises								
1. Equity and investment fund shares								
2. Debt instruments (a)								(b)
Claims on Direct Investors								
3. Equity and investment fund shares								
4. Debt instruments (a)								(b)
Claims on Fellow Enterprises								
5. Equity and investment fund shares								
6. Debt instruments (a)								(b)
Claims on Other Nonresidents								
7. Equity and investment fund shares								
8. Long-term debt securities								
9. Short-term debt securities								
10. Long-term loans								
11. Short-term loans								
12. Deposits								
13. Financial derivatives (other than reserves) and employee stock options								//////////
14. Trade credit and advances								
15. Other								
16. Total claims								

(a) For banks, debt claims on affiliated financial institutions should be reported in the appropriate item in *Claims on Other Nonresidents*. For nonbanks' claims on nonresidents and banks' claims on nonresident nonbanks, include long- and short-term debt securities, notes, financial derivatives (other than reserves) and employee stock options, loans, trade credit and advances, and other claims.

(b) Excludes financial derivatives.

Part B. Claims on Nonresidents by Economy of Nonresident Debtor and by Currency
 (Report in thousands of Newland dollars)

Economy of Debtor (specify)	Currency Code	Net Transactions			Closing Position			Income		
		Equity and investment fund shares	Financial derivatives	Other	Equity and investment fund shares	Financial derivatives	Other	On Equity and investment fund shares	On Financial Derivatives	On Other
		A	B	C	D	E	F	G	H	I
									(a)	
									(a)	
									(a)	
									(a)	
									(a)	
									(a)	
									(a)	
Total claims										

(a) Income on financial derivatives should be reported as zero (interest does not accrue on such instruments).

Part C. Liabilities to Nonresidents
(Report in thousands of Newland dollars)

	Opening Position	Change in Position					Closing Position	Income
		Transactions			Other Changes			
		Increase s	Decreases	Net	Exchange Rate	Other		
		A	B	C	D	E		
Liabilities to Direct Investors								
1. Equity and investment fund shares								
2. Debt instruments (a)								(b)
Liabilities to Direct Investment Enterprises								
3. Equity and investment fund shares								
4. Debt instruments (a)								(b)
Liabilities to Fellow Enterprises								
5. Equity and investment fund shares								
6. Debt instruments (a)								
Liabilities to Other Nonresidents								
7. Equity and investment fund shares								
8. Long-term debt securities								
9. Short-term debt securities								
10. Long-term loans								
11. Short-term loans								
12. Deposits								
13. Financial derivatives (other than options)								////////// /
14. Trade credit and advances								
15. Other								
16. Total liabilities								

(a) For banks, debt liabilities on affiliated financial institutions should be reported in the appropriate item in *Liabilities to Other Nonresidents*. For nonbanks' liabilities to nonresidents and banks' liabilities to nonresident nonbanks, include long- and short-term debt securities, notes, financial derivatives, loans, trade credits, and other claims.

(b) Excludes financial derivatives.

Part D. Liabilities to Nonresidents by Economy of Nonresident Creditor and by Currency
(Report in thousands of Newland dollars)

Economy of Creditor (specify)	Currency Code	Net Transactions			Closing Position			Income		
		Equity and investment fund shares	Financial derivatives	Other	Equity and investment fund shares	Financial derivatives	Other	On Equity and investment fund shares	On Financial Derivatives	On Other
		A	B	C	D	E	F	G	H	I
									(a)	
									(a)	
									(a)	
									(a)	
									(a)	
									(a)	
									(a)	
									(a)	
Total claims										

(a) Income on financial derivatives should be reported as zero (interest does not accrue on such instruments).

Part E. Fees for Financial Services and Withholding Taxes
(Report in thousands of Newland dollars)

	Total	Economy of Nonresident Party (specify)					
		Economy 1	Economy 2	Economy 3	Economy 4	Economy 5	Economy 6
Fees for Financial Services							
Receivable from nonresidents							
Payable to nonresidents							
Withholding Taxes							
Paid by your enterprise, on behalf of nonresidents, to the Newland government							
Paid by nonresidents, on behalf of your enterprise, to foreign governments							

Part F. Valuation of Direct Investment Equity

Please record the method of valuation (e.g., stock market valuation of shares, recent transactions value, own funds at book value, directors' valuations, net asset value based on current values, net asset value based on book values) used in part A, item 1G and part C, item 1G.

Part A item 1G

Part C item 1G

What were the corresponding book values on your own books?

Part A item 1G	ND'000	<input type="text"/>
Part C item 1G	ND'000	<input type="text"/>

Part G. Retained Earnings of immediate Foreign Direct Investment Enterprises

(For all items except 5, report in thousands of Newland dollars)

	Economy of Residence of Direct Investment Enterprise (specify)				
	Economy 1	Economy 2	Economy 3	Economy 4	Economy 5
1. Operating profit plus net income during quarter					
2. Taxes (on profits) due for payment during quarter					
3. Dividends paid or profits remitted during quarter					
4. Retained earnings (1 - 2 - 3)					
5. Percentage equity owned by reporting enterprise at end of period (%)					
6. Retained earnings attributable to reporting enterprise (4 * 5 / 100)					

Part H. Retained Earnings of Reporting Enterprise

(For all items except 5, report in thousands of Newland dollars)

This section should be completed only by enterprises having direct investors.

	Total for All Shareholders	Foreign Direct Investors (specify economy)		
		Economy 1	Economy 2	Economy 3
1. Operating profit plus net income during quarter				
2. Taxes (on profits) due for payment during quarter				
3. Dividends paid or profits remitted during quarter				
4. Retained earnings (1 - 2 - 3)				
5. Percentage of equity owned by immediate direct investors at end of period (%)	//////////////////// ////////////////////			
6. Retained earnings attributable to direct investors(4 * 5 / 100)	//////////////////// ////////////////////			

Part I. Revisions to Previously Reported Data

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

.....

Part J. 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 questions answered cover all the external assets and liabilities of the enterprise named on page one and its subsidiaries in Newland. The following activities have not been included:
- In parts A and C, row 14 has been completed and for all completed rows, the change in position (columns G-A) equals net transactions (column D = B - C) plus other changes (columns E + F).
- In part B, the total claims row has been completed, and the information reported corresponds with information reported in part A. For example, the total of column A in part B should equal the sum of items 1D, 3D, and 5D in part A.
- In part D, the total liabilities row has been completed, and the information reported corresponds with information reported in part C. For example, the total of column A in part D should equal the sum of items 1D, 3D, and 5D in part C.
- The economy columns information in part E sums to the total column.
- The information in part F has been completed.
- Parts G and H have 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 I.
- I have made a copy of this form for my records.

Name of person completing this form:

Signature:



**Balance of Payments Survey
Form 18— Foreign Direct Investment**

Please correct any errors in this label

----- _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Reference number
--

Balance of Payments Division
Newland Ministry of Statistics
Archadia

Telephone (XXX) XXX-XXXX
Facsimile (XXX) XXX- XXXX
Email: bop@stat.com

OFFICE USE ONLY Rec. _____ Edit _____ Check _____
--

QUARTER / YEAR ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information to provide reliable and up-to-date information on direct investment in Newland which will be used in compiling Newland's balance of payments and international investment position (IIP) statistics, on Newland's external assets and liabilities. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Detailed notes are presented on pages two and three. Questions begin on page five.

Due date: Please return the completed form by **MM DD, YYYY.**

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you : Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Email:

Instructions for Completing Form 18 - Direct Investment

Reporting Instructions

Form 18 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 call (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 18 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 investors (that is, foreign enterprises that own 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 direct investors but less than 10 percent equity ownership (if any) in each other).

Part C: Investment between your enterprise and your foreign direct investment enterprises (that is, nonresident enterprises in which your enterprise directly or indirectly holds 10 percent or more of the voting equity) and investment with nonresident fellow enterprises (that is, investment 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 (immediate 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. 7

Form 18—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 (Please indicate if data for these enterprises is included in section C)	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	<input type="checkbox"/>	K2 - Finance and insurance, except financial intermediary	<input type="checkbox"/>
B. Mining and quarrying	<input type="checkbox"/>	L - Real estate activities	<input type="checkbox"/>
C. Manufacturing	<input type="checkbox"/>	M - Professional, scientific and technical	<input type="checkbox"/>
D. Electricity, gas, steam and air-conditioning supply	<input type="checkbox"/>	N - Administrative and support services	<input type="checkbox"/>
E. Water supply, sewerage, waste management and remediation activities	<input type="checkbox"/>	O - Public administration	<input type="checkbox"/>
F. Construction	<input type="checkbox"/>	P - Education	<input type="checkbox"/>
G. Wholesale and retail	<input type="checkbox"/>	Q - Human health and social work	<input type="checkbox"/>
H. Transport and storage	<input type="checkbox"/>	R - Arts, entertainment and recreation	<input type="checkbox"/>
I - Accommodation and food service	<input type="checkbox"/>	S - Other services activities	<input type="checkbox"/>
J - Information and communication	<input type="checkbox"/>	T - Activities of households as employers of domestic personnel; undifferentiated goods- and services-producing activities of private households for own use	<input type="checkbox"/>
K1 - Financial intermediary	<input type="checkbox"/>	U - Activities of extraterritorial organizations and bodies	<input type="checkbox"/>

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 economy 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 investors (immediate and indirect)

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

Economy 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)

Economy 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 by economy 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.

Direct investor's positions with its direct investment enterprises abroad (immediate and indirect)

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

Economy 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.

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 (see Note at Part B2)

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)

Economy 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)
----------------------------	---	---

Counterpart economy (list separately)	Equity claims of your enterprise on related enterprises abroad				Equity liabilities of 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)										

Debt

Counterpart economy (list separately)	Short and long-term debt claims of your enterprise on related enterprises abroad				Short and long-term debt liabilities of your enterprise to related enterprises abroad			
	Opening balance (13)	Financial transactions (net) during period (14)	Other changes during period (15)	Closing balance (16)	Opening balance (17)	Financial transactions (net) during period (18)	Other changes during period (19)	Closing balance (20)
Direct investor(s)								
Fellow enterprise(s)								

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 D.1 above 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)
--------------------------------------	--	--

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)		

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

Section F. 1. Assets with related entities (direct investor(s), direct investment enterprise(s), and fellow enterprise(s))

Please report in thousands of Newland dollars, using the valuation guidelines described above, the equity and debt asset closing balances, between your enterprise and related nonresidents, by type (direct investor, direct investment enterprise, fellow enterprise). If none, please report "N/A", as appropriate.

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

Counterpart economy (name)	<i>Equity</i> Resident direct investor equity claims on direct investment enterprise abroad	<i>Equity</i> Resident direct investment enterprise equity claims on direct investor abroad	<i>Equity</i> Resident fellow enterprise equity claims on nonresident fellow enterprise	<i>Debt</i> Resident direct investor debt claims on direct investment enterprise abroad	<i>Debt</i> Resident direct investment enterprise debt claims on direct investor abroad	<i>Debt</i> Resident fellow enterprise debt claims on nonresident fellow enterprise

Section F. 2. Assets with unrelated nonresident entities

Please report in thousands of Newland dollars, using the valuation guidelines described above, the equity and debt asset closing balances, by instrument, between your enterprise and unrelated nonresident entities. If none, please report "N/A", as appropriate.

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

Part G. Revisions to Previously Reported Data

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

.....
.....

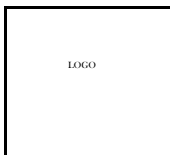
Part H. Final Questions

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, C, D, E, and F 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 G.
- I have kept a copy of this form for my records.

Name of person completing this form:

Signature:



Balance of Payments Survey
Form 19—International Securities

Please
 correct any
 errors in
 this label

<p>-----</p> <p> </p> <p>Reference number</p>

Balance of Payments Division
 Newland Ministry of Statistics
 Archadia

Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

OFFICE USE ONLY	
Rec. _____	
Edit _____	
Check _____	

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information, which will be used in compiling Newland's balance of payments statistics, on Newland's external assets and liabilities. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Detailed notes are presented on pages two and three. Questions begin on page four.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (Address) or email (bop@stat.com).

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you : Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
 Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)

Area code

Title:

Email:.....

Instructions for Completing Form 19—International Securities

Reporting Instructions

Form 19 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 Nonresidents

A **nonresident** is any individual, enterprise, or other organization ordinarily domiciled in a economy other than Newland. Newland subsidiaries of nonresident companies are **residents** of Newland. Similarly, foreign subsidiaries of Newland companies are nonresidents.

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 19

Form 19 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 submitted by electronic means and accompanied by completed parts C through E of form 19.

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 nonresident clients and (b) by nonresidents 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 nonresident clients; (b) by nonresidents 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 call (XXX) XXX-XXXX.

In part C, you should report details of your enterprise's claims on, or liabilities to, nonresident 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 economy 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 nonresident owner code should consist of four digits. The first digit of the code should describe the sector of the nonresident client (1-international institution, 2-government, 3-central bank, 4-other bank, and 5-other). The last three characters should be the economy of residence code of the nonresident client. Economy 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 call (XXX) XXX-XXXX.

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

Fees are amounts payable by nonresident 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 nonresident clients and—in the case of securities issued by nonresidents—taxes withheld by foreign governments on securities held by your enterprise on behalf of resident clients or on your own account.

Economy codes

[An economy code list should be supplied by the compiler.]

Instructions for Completing Form 19—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
(a) Securities Issued by Residents and Owned by Nonresidents												
(b) Securities Issued by Nonresidents and Owned by Residents												
											///////// ///	
											///////// ///	
											///////// ///	
											///////// ///	
											///////// ///	

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
(a) Securities Issued by Residents and Owned by Nonresidents												
(b) Securities Issued by Nonresidents and Owned by Residents												
											///////// ///	
											///////// ///	
											///////// ///	
											///////// ///	
											///////// ///	

Supplementary item: Fees collected from nonresidents not included in parts A or B above

ND'000

Part C. Claims on, and Liabilities to, Nonresident Clients
(Report in thousands of Newland dollars)

Type of Investment	Opening Position	Transactions	Other Changes	Closing Position
A	B	C	D	E
Claims on Nonresidents				
Securities				
Fees				
Income				
Others				
Liabilities to Nonresidents				
Securities				
Fees				
Income				
Others				

Part D. Revisions to Previously Reported Data

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

.....

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:



Balance of Payments Survey

Form 20—Holdings of and Transactions in Financial Derivatives Contracts with Nonresidents

Please correct any errors in this label

 |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
 Reference number

Balance of Payments Division
 Newland Ministry of Statistics
 Archadia
 Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

OFFICE USE ONLY

Rec. _____
 Edit _____
 Check _____

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The Statistics Act of Newland requires that a representative of the enterprise to which this form is addressed must complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The Statistics Act of Newland also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information, which will be used in compiling Newland's balance of payments and international investment position statistics. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Detailed notes are presented on page two. Questions begin on page three.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you: Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
 Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)
 Area code

Title:

Facsimile number: (.....)
 Area code

Instructions for Completing Form 20—Holdings of and Transactions in Financial Derivatives Contracts with Nonresidents

Reporting Instructions

Form 20 should be completed for all resident enterprises (and any subsidiaries in Newland) that have derivative contracts with nonresidents—unless different arrangements have been made with the Newland Ministry of Statistics.

Residents and Nonresidents

A nonresident is any individual, enterprise, or other organization ordinarily domiciled in a economy other than Newland. Newland branches and subsidiaries of nonresident companies are residents of Newland. Similarly, foreign branches and subsidiaries of Newland companies are nonresidents. Transactions and positions should be reported for the economy in which the direct counterparty resides. Please do not report transactions and positions based on currency of denomination of the instrument, the economy of the parent institution of the counterparty (i.e., nationality), the economy of issuance of the instrument, or the economy of a guarantor (i.e., ultimate risk).

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.

Reporting of Positions

In Parts A, B and C, positions reported should be the balances outstanding at the close of business as of the last day of the calendar quarter covered by the report. Financial derivatives are valued at market prices prevailing on the balance sheet recording dates. If market price data are unavailable, other fair value methods (such as option models or present values) may be used to value them. Positions data should be reported on a gross basis. However, multiple contracts with a single counterparty may be reported on a net basis if a master netting agreement is in place and if the contracts are carried out at net values in the reporting entity's accounting records and statements of financial position.

Structure and Scope of Form 20

The purpose of this form is to gather timely and reliable information on transactions in, and holdings of, derivatives contracts with foreign residents, categorized by the economy of the foreign resident. The data are collected according to the derivative instruments: options, futures and forwards, and swaps. The value of commodities, securities, other non-cash and cash (for foreign exchange currency swaps) assets received or delivered to settle derivatives contracts of any type should not be included in the reporting of transactions and positions. Employee stock options (financial instruments that may have similar characteristics as call options) should not be included in the reporting of transactions and positions.

Part A-Options: For transactions (columns B and C), report premiums paid or received on options. In columns D and E, report the receipts or payments of cash upon exercise of options that are settled only in cash. End-quarter positions are to be reported in columns F (Assets) and G (Liabilities).

Part B-Futures Transactions and Forward Agreements: For transactions in futures and forwards (columns B and C), report the cumulative payments or receipts (usually daily for futures) that arise from the change in value of the futures contracts (the "variation margin"). Also include the final cash settlement of futures and forwards contracts. For forward rate agreements, report cash received or paid upon maturity or settlement of forward agreements (including foreign exchange contracts). Do not report the amount received or paid upon settlement of a forward with a security or other non-cash asset. End-quarter positions are to be reported in columns D (Assets) and E (Liabilities).

Part C-Swaps: Report in columns B and C, the net amount of cash received or paid upon maturity or termination of a swap; and any periodic net cash settlement payments required under the terms of the swap (net settlements refer to the

netting of individual contract flows and not to the netting of like instruments). End-quarter positions are to be reported in columns D (Assets) and E (Liabilities).

Part D- Notional Value of Foreign-Currency and Foreign Currency-Linked Contracts: Report positions in notional value, classified by foreign current payments and receipts, and by instrument (forwards and options).

Specific Exclusions:

The following should not be reported: (i) spot foreign exchange contracts, (ii) short sale of assets, (iii) regular securities trades, (iv) normal purchases and sales of an item other than a financial instrument or derivative instrument that will be delivered in quantities expected to be used or sold by the reporting entity over a reasonable period in the normal course of business, (v) life insurance, property and casualty contracts, and (vi) financial guarantees that do not meet the definition of a derivative. For further information on financial arrangements that are not financial derivatives, see the sixth edition of the *Balance of Payments and International Investment Position Manual* (paragraph 5.83).

Form 20— Holdings of and Transactions in Financial Derivatives Contracts with Nonresidents

Part A. Options (Report in thousands of Newland dollars)						
Economy	Transactions		Receipts/Payments of Cash Upon Exercise of Options that are Settled Only in Cash		Outstanding Positions at End-Quarter	
	Premium Receipts	Premium Payments	Receipts	Payments	Assets	Liabilities
A	B	C	D	E	F	G
Part B. Futures and Forwards (Report in thousands of Newland dollars)						
Economy	Cumulative Receipts/Payments During the Period as a Result of the Change in Value of Futures and Forwards Contracts, and from Final Cash Settlements				Outstanding Positions at End-Quarter	
	Receipts		Payments		Assets	Liabilities
A	B		C		D	E
Part C. Swaps (Report in thousands of Newland dollars)						
Economy	Net amount of cash received/paid upon maturity or termination, and any periodic net cash settlement payments				Outstanding Positions at End-Quarter	
	Receipts		Payments		Assets	Liabilities
A	B		C		D	E
Part D. Financial Derivative Positions with Nonresidents: Notional Value of Foreign-Currency and Foreign Currency-Linked Contracts (Report in thousands of Newland dollars)						
Instrument				Outstanding Positions at End-Quarter		
A				B		
<i>To receive foreign currency:</i>						
Forwards						
Options						
<i>To pay foreign currency:</i>						

Forwards	
Options	

Part E. Revisions to Previously Reported Data

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

.....

Part F. 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, C and D 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 are indicated below.
- I have kept a copy of this form for my records.

Name of person completing this form:

Signature:



Balance of Payments Survey Form 21—Travel: Returning Residents

Balance of Payments Division
Ministry of Statistics

Please correct any errors in this label

Reference number

Balance of Payments Division
Newland Ministry of Statistics
Archadia
Telephone (XXX) XXX-XXXX
Facsimile (XXX) XXX-XXXX
Email: bop@stat.com

OFFICE USE ONLY
Rec. _____
Edit _____
Check _____

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information, which will be used in compiling Newland's balance of payments statistics, on the expenditure of resident travelers returning to Newland.

Instructions: Please respond to all the questions on form 21. When you have completed the form, please place it in the blue bin that is labeled *Newland Ministry of Statistics—Traveler Survey* and located in the arrivals hall. A staff member from the ministry will be standing beside this bin to answer any questions you may have.

Due date: Please return the completed form by MM DD, YYYY.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates: If you do not know the exact amounts requested for the form, please provide your best estimates.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you: Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)
Area code

Title:

Email

Form 21 - Travel: Returning Residents

You have the option of reporting either in respect of yourself or in respect of a group of travelers.

Travelers who are accompanied by children (persons under the age of 18) should include the travel expenditure associated with these children.

1. Are you completing this return in respect of yourself only or in respect of a group of travelers?

Self only—please go to question 3.

Group—please go to question 2.

2. a. How many people are in your group?

--

- b. How many of these persons are under 18 years of age?

--

3. In which economy did you spend the most time abroad?

--

4. What was the purpose of your travel?

Business Personal

5. If the purpose of your travel was business, have you been employed abroad either on:

- a) border (commuting daily or weekly)
 b) seasonal work
 c) short-term contract
 d) none of the above (paid by a resident employer)

6. a. How many nights did you stay abroad?

--

- b. How many of these nights did you spend in lodgings that were paid for?

--

7. Please record, in Newland dollars, your travel expenditure while abroad. Include amounts paid on your behalf by other residents, such as your employer.

Type of Expenditure	Amount (in Newland dollars)
(a) Expenditures incurred prior to the trip (Include any amounts spent, prior to your departure, on your trip abroad.)	
(b) Accommodation	
(c) Food and beverages	
(d) Entertainment	
(e) Souvenirs and other goods that you have purchased abroad	
(f) Transportation <i>inside</i> foreign countries and between foreign countries	
(g) Gifts for persons residing abroad	
(g) Other expenditure, excluding international transportation, while abroad (please specify).....	
Total expenditure while abroad	

8. Does the amount reported in question 7(a) include an airfare?

Yes No

9. Please record any earnings and other amounts you *received* during [period] from residents of countries you visited while traveling abroad.

Source of Receipts	Amount (in Newland dollars)
(a) Earnings from employment by foreign enterprises	
(c) Gifts from foreign residents	
(d) Other (please specify).....	
Total amounts received while abroad	

Form 22 - Travel: Departing Nonresidents

You have the option of reporting either in respect of yourself or in respect of a group of travelers.

Travelers who are accompanied by children (persons under the age of 18) should include the travel expenditure associated with these children.

1. Are you completing this return in respect of yourself only or in respect of a group of travelers?

Self only—please go to question 3.

Group—please go to question 2.

2. a. How many people are in your group?

--

b. How many of these persons are under 18 years of age?

--

3. In which economy do you ordinarily reside?

--

4. What was the purpose of your visit to Newland?

Business Personal

5. If the purpose of your travel was business, have you been employed in Newland either on:

- a) border (commuting daily or weekly)
- b) seasonal work
- c) short-term contract
- d) none of the above (paid by a nonresident employer)

6. a. How many nights did you stay in Newland?

--

b. How many of these nights did you spend in lodgings that were paid for?

--

7. Please record, in Newland dollars, your travel expenditure in Newland. Include amounts paid on your behalf by other nonresidents, such as your employer.

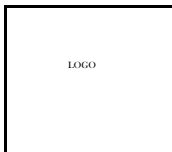
Type of Expenditure	Amount (in Newland dollars)
(a) Expenditures incurred prior to the trip (Include any amounts spent, prior to your arrival, on your trip to Newland.)	
(b) Accommodation	
(c) Food and beverages	
(d) Entertainment	
(e) Souvenirs and other goods that you are taking out of Newland	
(f) Transportation <i>within</i> Newland	
(g) Gifts for persons residing in Newland	
(g) Other expenditure, excluding international transportation, in Newland (please specify).....	
Total expenditure in Newland	

8. Does the amount reported in question 7(a) include an airfare?

Yes No

9. Please record any earnings and other amounts you *received* during [period] from Newland residents while traveling in Newland.

Source of Receipts	Amount (in Newland dollars)
(a) Earnings from employment by Newland enterprises	
(c) Gifts from Newland residents	
(d) Other (please specify)	
Total amounts received while in Newland	



**Balance of Payments Survey
Form 23—International Transactions and
Positions of Households**

Please correct any errors in this label

 □□□□□□□□□□□□□□
 Reference number

Balance of Payments Division
 Newland Ministry of Statistics
 Archadia
 Telephone (XXX) XXX-XXXX
 Facsimile (XXX) XXX-XXXX
 Email: bop@stat.com

OFFICE USE ONLY

Rec. _____
 Edit _____
 Check _____

QUARTER ENDED MM DD, YYYY

Please read this first.

Collection authority: The *Statistics Act of Newland* requires that a representative of the enterprise to which this form is addressed complete and return this form to the Newland Ministry of Statistics.

Confidentiality: The *Statistics Act of Newland* also guarantees the confidentiality of the information provided via this form.

Purpose of collection: This form collects information, which will be used in compiling Newland's balance of payments statistics, on international transactions and positions of households. These statistics are published quarterly in *Newland: Balance of Payments and International Investment Position*, which is available from the Newland Ministry of Statistics.

Instructions: Detailed notes are presented on page two. Questions begin on page three.

Due date: Please return the completed form by **MM DD, YYYY**.

How to file: Please submit the form by mail (address) or email (bop@stat.com).

Estimates: Some of the data requested may not be readily available from your records. In these cases, **careful estimates** will suffice.

Assistance: For queries or assistance regarding this form, please call (XXX) XXX-XXXX or email bop@stat.com.

Thank you : Your cooperation is greatly appreciated. Accurate balance of payments and international investment position statistics depend upon it.

After you complete this form, please retain a copy for your records.

John Smith
 Newland Statistician

Person who should be contacted if any queries arise regarding this form:

Name:

Telephone number: (.....)
 Area code

Title:Email:

Instructions for Completing Form 23—International Transactions and Positions of Households

Reporting Instructions

Form 23 should be completed for the household listed on page one of the form—unless different arrangements have been made with the Newland Ministry of Statistics.

Residents and Nonresidents

A *nonresident* is any individual, enterprise, or other organization ordinarily domiciled in a economy other than Newland. Newland subsidiaries of nonresident companies are *residents* of Newland. Similarly, foreign subsidiaries of Newland companies are nonresidents.

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. Where amounts are less than ND500, leave blank or indicate with a ‘-’.

Structure of Form 23

Form 23 collects quarterly information on selected international positions and transactions of this household.

Part A collects information on goods received and sent by parcel post and courier services. Do not include goods purchased abroad and sent home during the personal trip.

Part B collects information on services received from nonresidents. Legal services include conveyancing on property purchases. Education services include correspondence courses and education services purchased on-line. Entertainment services include purchases of on-line content, fee-for-use websites and pay-per-view television. Do not include services purchased abroad during the personal trip.

Part C collects information on foreign assets, including participation in time-share arrangements on foreign property and holdings of foreign-issued notes and coin. Equity and units in investment funds exclude positions held on your behalf by resident custodians and fund managers. Other changes include changes in the value of assets due to market price changes and exchange rate changes.

Part D collects information on foreign income received.

Part E collects information on foreign liabilities. Mortgages with foreign banks (e.g., on foreign properties) should be included with loans.

Part F collects information on payments made to nonresidents.

Economy

Each question seeks information on economy of transaction or position. Record the economy of residence of the nonresident transactor.

Form 23—International Transactions and Positions of Households

Part A. Imports and Exports of Goods
(Report in thousands of Newland dollars)

	Total	Transactions by Economy (specify)				
	A	Economy 1	Economy 2	Economy 3	Economy 4	Economy 5
Imports of Goods						
1. Value of goods received by parcel post (other than gifts)						
2. Value of gifts received by parcel post						
3. Value of goods received by courier (other than gifts)						
4. Value of gifts received by courier						
Exports of Goods						
5. Value of goods dispatched by parcel post (other than gifts)						
6. Value of gifts dispatched by parcel post						
7. Value of goods dispatched by courier (other than gifts)						
8. Value of gifts dispatched by courier						

Part B. Services Received from Nonresidents and Provided to Nonresidents
(Report in thousands of Newland dollars)

Value of services	Total	Transactions by Economy (specify)				
	A	Economy 1	Economy 2	Economy 3	Economy 4	Economy 5
Services received from nonresidents						
9. Legal services						
10. Accounting services						
11. Brokerage services						
12. Education services						
13. Entertainment services						
14. Other (please specify:)						
Services provided to nonresidents						
15. Legal services						
16. Accounting services						
17. Brokerage services						
18. Education services						
19. Entertainment services						
20. Other (please specify:)						

Part C. Foreign Assets
(Report in thousands of Newland dollars)

Economy	Currency	Position at Beginning of Quarter	Purchases and Deposits During the Quarter	Sales and Withdrawals During the Quarter	Other Changes in Position	Position at End of the Quarter
A	B	C	D	E	F	G
15. Equity in Nonresident Enterprises						
16. Units in Nonresident Investment Funds						
17. Debt Securities issued by Nonresidents						
18. Stock Options Written by Nonresidents						
19. Foreign Bank Accounts						
20. Foreign Currency						
21. Land						
22. Other Foreign Investments						

Please describe any participation in time-share arrangements, including the location of the accommodation and whether participation is by deeded ownership, on a membership basis, or on a right-to-use basis

.....

Part D. Amounts Received From Nonresidents
(Report in thousands of Newland dollars)

	Total	Transactions by Economy (specify)					
	A	B	C	D	E	F	
23. Dividends received on ownership of shares							
24. Distributions from investment funds							
25. Interest earned on debt securities							
26. Education services							
27. Interest on bank accounts							
28. Rent received from leasing foreign land							
29. Wages and salaries received from nonresident employers							
30. Social security contributions paid on your behalf by nonresident employers							
31. Remittances received from family/relatives/friends abroad							
31a. Of which for purchase of real estate							
32. Social security benefits received from nonresident pension funds							
33. Claims received from nonresident insurers							
34. Other (please specify: _____)							

Part E. Foreign Liabilities
(Report in thousands of Newland dollars)

Economy	Currency	Position at Beginning of Quarter	Borrowings During the Quarter	Payments During the Quarter	Other Changes in Position	Position at End of the Quarter
A	B	C	D	E	F	G
35. Loans						
36. Other Foreign Liabilities						

Part F. Payments to Nonresidents
(Report in thousands of Newland dollars)

	Total	Transactions by Economy (specify)					
	A	B	C	D	E	F	
37. Remittances (e.g., to family abroad)							
37a. Of which for purchase of real estate							
38. Social security contributions paid to nonresident pension funds							
39. Insurance premiums paid to nonresident insurers							
40. Taxes paid to foreign governments on foreign earnings							
41. Loan repayments							
<i>Of which: interest accruing on loans</i>							
42. Fees on foreign bank accounts							
43. Fees on foreign loans							
44. Other (please specify: -----)							

Part G. Final Questions

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

- [] The contact details for the household shown on page one are 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.
- [] I have made a copy of this form for my records.

Name of person completing this form:

Signature: