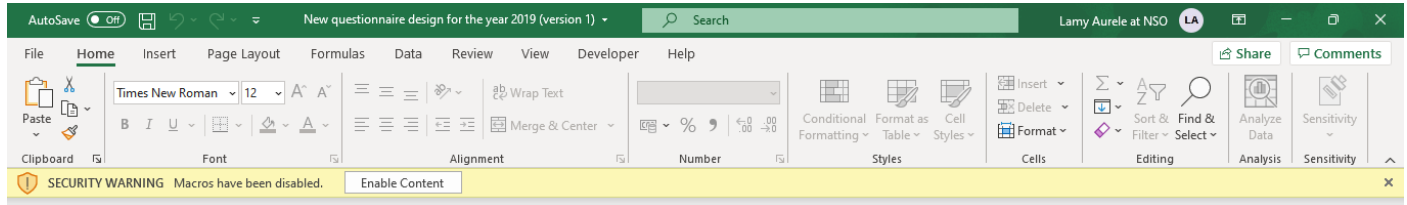


Guidelines

1. Filling of Reports:

When filling the report, do not forget to activate the macros by clicking on “enable content” when you open it.



Kindly send the completed form within **three weeks** of receipt.

2. Transactions in foreign currency

Transactions in foreign currency should be converted into Euro either using the official middle rate on the transaction day or the actual exchange rate used in the transaction.

3. Structure of Questionnaire:

The questionnaire collects information on balance of payments transactions and the financial assets and liabilities of the reporting enterprise.

Assets and Liabilities Sheets: Headings at the top of Part A and Part B

Country	Sector Of Issuer	Currency of denomination	Position at the beginning of period	Increase/decrease due to transactions	Interest received/paid during the year	Interest accrued during the year	Market price changes	Exchange rate changes	Other Changes	Position at the end of period	Dividends received/paid
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Country: select the country of residence of the creditor or debtor from the drop-down list. If the opening and closing positions for a particular country is less than €10,000, the amounts relating to that country may be consolidated and attributed to the country having the largest amount.

Sector of Issuer: select the counterpart sector from the drop-down list provided.

Currency of denomination: select the currency of denomination of the financial instrument from the drop-down list provided.

Position at the beginning of period (including position of accrued interest): report the opening position of the market value of the financial claims and liabilities of the reporting enterprise at the beginning of the year. The opening position should agree with the closing position reported in the financial accounts at the end of the preceding year.

Positions denominated in foreign currencies should be converted to Euro using the exchange rate prevailing **at the close of business on the last working day of the previous year.**

Increase/decrease due to transactions: report those transactions relating to the acquisition or disposal of the reporting enterprise's financial claims on and/or liabilities. Examples of net transactions of assets or liabilities of the enterprise include:

- Increase in loans or repayment;
- Increase or withdrawal in deposits held with banks;
- Increase or repayment of payables;
- Purchase or sale of the reporting enterprise's shares.

Interest received/paid during the year: report interest received or paid during that year.

Interest accrued during the year: report interest that falls due on a particular balance sheet item during that year. If interest is paid or received in arrears, that amount should also be added with the closing position of the financial asset or liabilities on which it accrues. Interest accrued from previous years should be recorded with the opening position of the financial asset or liabilities on which it accrues.

Market price changes: report changes in the market value of the reported security.

Exchange rate changes: report the impact on the stock of financial assets and liabilities due to changes in the exchange rate between the Euro and other currencies in which these assets and liabilities are denominated.

Other changes: provisions, depreciation, amortisation, bad debts, and any other changes not related to market price changes, exchange rate changes or transaction flows should be reported here.

Position at the end of period (including position of accrued interest) report the market value of the claims and liabilities of the reporting enterprise at the end of the year.

Dividends received/paid report any dividends and remittances of profits earned from the ownership of stock (shares) or equivalent equity interest in/by enterprises. These amounts should be recorded based on dividends actually received/paid during the year. Any shares issued or received in payment of the dividend should be included as dividends and not as an increase in share capital. Moreover, Dividends should be reported gross of taxes on income.

PART A – ASSETS

Note: The numbers correspond to the question numbers in the questionnaire.

If Assets are held with a company registered in Malta, please insert the name of that company in the Comments column.

ASSETS HELD WITH SUBSIDIARIES & ASSOCIATES OF WHICH

1/2/3: “Equity investment of 10% OR MORE voting power (share capital): Listed on the Foreign Stock Exchange, listed on the Malta Stock Exchange or unlisted” - refers to the holding of 10 per cent or more in any subsidiaries (including branches and other quasi-corporations), associates, and subsidiaries of associates, both immediate and indirect.

4: “Reinvested earnings held in subsidiaries & associates”- “Report the Reinvested Earnings held in subsidiaries and associates.

5/6: “Loans to subsidiaries and associates: long-term/short-term” - refers to those financial assets created through the direct lending of funds (including financial leases) by the reporting enterprise (lender) to its subsidiaries and associates (borrower) through an arrangement in which the lender either receives no security evidencing the transaction or receives a non-negotiable document or instrument.

7/8: “Receivables from subsidiaries and associates:long-term/short-term” - report any receivables from subsidiaries and associates of the reporting enterprise.

There are three types of receivables that are applicable throughout the questionnaire:

- Prepayments by the reporting entity on imports by the entity – which are extinguished upon delivery of the goods or services;
- Trade credits extended on exports by the reporting entity – which are extinguished upon actual payment (post payment);
- Miscellaneous account receivables – which include wages and salaries outstanding, prepayments of insurance premiums, etc.

9/10: “Trade credits & advances/prepayments from subsidiaries and associates: long-term/short-term”- consists of credit extended directly by the company for goods and services sold to subsidiaries and associates. Trade credits arise when payment for goods or services is not made at the same time as the change in ownership of a good or provision of a service.

11/12: “Debt Securities issued by subsidiaries and associates and held by the resident company: long-term/short-term” - include bills, bonds, notes, negotiable certificates of deposit, commercial paper, debenture, asset-backed securities, money market instruments and similar instruments.

ASSETS HELD WITH DIRECT INVESTOR/PARENT

13/14/15: “Equity in direct investor (share capital): Listed on the Foreign Stock Exchange, listed on the Malta Stock Exchange or unlisted” - refers to the equity holding of less than 10 per cent by the company in the direct investor. **Reverse investment** arises when a direct investment enterprise lends funds to or acquires equity in its immediate or indirect investor, provided it does not own equity comprising 10 per cent or more of the voting power in that direct investor.

16: “Reinvested Earnings Held in Direct Investor (including losses)”: include the share of reinvested earnings held in direct investor.

17/18: “Loans to direct investor/parent: long-term/short-term” – refers to financial assets created through the direct lending of funds (including financial leases) by the reporting enterprise (lender) to its parent (borrower) through an arrangement in which the lender either receives no security evidencing the transaction or receives a non-negotiable document or instrument.

19/20: “Receivables from direct investor/parent: long-term/short-term” – refers to any receivables from the direct investor.

21/22: “Trade credits & advances/prepayments from direct investor (parent): long-term/short-term” - consists of credit extended directly by the company for goods and services sold to direct investor/shareholder. Trade credits arise when payment for goods or services is not made at the same time as the change in ownership of a good or provision of a service.

23/24: “Debt Securities issued by Foreign Direct Investor/shareholder and held by the resident company - long-term/short-term”: include bills, bonds, notes, negotiable certificates of deposit, commercial paper, debenture, asset-backed securities, money market instruments and similar instruments.

ASSETS HELD WITH FELLOW ENTERPRISES

25-30: “Equity in fellow enterprises: Listed on the Foreign Stock Exchange, listed on the Malta Stock Exchange or Unlisted” - refers to the acquisition of equity in fellow enterprises.

31/32: “Reinvested Earnings in fellow enterprises”: Report the amount of reinvested earnings held in fellow enterprises.

33-36: “Loans to fellow enterprises: long-term/short-term”- refers to financial assets created through the direct lending of funds (including financial leases) by the reporting enterprise (lender) to enterprises that are under the control or influence of the same parent (borrower), through an arrangement in which the lender either receives no security evidencing the transaction or receives a non-negotiable document or instrument.

37-40: “Receivables from fellow enterprises: long-term/short-term” – refers to any receivables from fellow enterprises.

41-44: “Trade credits & advances/prepayments from fellow enterprises if ultimate controlling parent is resident in Malta: long-term/short-term - consists of credit extended directly by the company for goods and services sold to fellow enterprises. Trade credits arise when payment for goods or services is not made at the same time as the change in ownership of a good or provision of a service.

45/46: “Debt Securities issued by fellow enterprises and held by the resident company: long-term/short-term”- report any debt securities issued by fellow enterprises and held by the resident company.

ASSETS HELD WITH OTHERS

47-49: “Equity securities of less than 10%: Listed on the Foreign Stock Exchange, listed on the Malta Stock Exchange or Unlisted”: includes equity securities invested and not included in 1-3, 13-15, 25-30.

Examples of what to include in equity securities are:

- Ordinary shares;
- Participating preference shares;
- Depository receipts e.g., American depository receipts;
- Equity securities that have been lent under a securities lending arrangement.

Exclusions include:

- Non-participating preference shares;
- Rights, options, warrants, and other derivative instruments;
- Equity securities that have been bought under repurchase agreements;
- Equity securities that have been acquired under a securities lending arrangement.

50/51: “Loans to others: long-term/short-term”: - reports those financial assets created through the direct lending of funds (including financial leases) by the reporting enterprise (lender) to others(borrower) through an arrangement in which the lender either receives no security evidencing the transaction or receives a non-negotiable document or instrument.

Loans with a maturity of one year or over are classified as long-term and loans with a maturity of less than one year are classified as short-term.

52/53: “Receivables from Others - long-term/short-term”: - includes receivables from others, other than those reported under “trade credits and advances”. Under this item select long-term for receivables with a maturity of one year or over and short-term for receivables with a maturity of less than one year.

These include liabilities for taxes, securities lending fees, gold loan fees, wages, salaries, as well as dividends, and social contributions that have accrued but not yet been paid.

54/55: “Trade credits and advances/ prepayments”: - consists of credit extended directly by the suppliers of goods and services to non-related customers. Trade credits arise when payment for goods or services is not made at the same time as the change in ownership of a good or provision of a service.

56/57: “Unlisted debt securities issued by non-related companies and held by the resident company - long-term/short-term”: includes any long-term or/and short-term unlisted debt securities invested. Debt securities usually give the holder the unconditional right to a fixed money income or contractually determined variable money income and have an original term to maturity of over one year for long-term securities and a maturity of less than one year for short-term securities.

Examples of long-term debt securities are:

- Bonds such as treasury, zero coupon, deep-discounted, currency-linked, floating rate, convertible bonds, and euro bonds;
- Asset-backed securities such as mortgage-backed bonds;
- Index-linked securities;
- Non-participating preference shares;
- Floating rate notes (FRN) such as variable rate notes (VRN), perpetual notes (PRN), etc.;
- Euro-medium term notes;
- Debentures;
- Negotiable certificates of deposit with contractual maturity of more than one year;
- Debt securities that have been lent under a securities lending arrangement.

Exclusions include:

- Derivative instruments;
- Loans;
- Trade credits and accounts receivable;
- Money market instruments with contractual maturity of one year or less;
- Debt securities that have been bought under repurchase agreements;
- Debt securities that have been acquired under a securities lending arrangement.

Examples of short-term debt securities are:

- Treasury bills/notes;
- Bankers’ acceptances;
- Certificates of deposit with contractual maturity of one year or less;
- Commercial and financial paper;
- Promissory notes;
- Debt securities that have been lent under a securities lending arrangement;

Exclusions include:

- Bonds with optional maturity dates, the latest of which is more than one year after issue;
- Debentures;
- Negotiable certificates of deposit with contractual maturity of more than one year;
- Debt securities that have been bought under repurchase agreements;

- Debt securities that have been acquired under a securities lending arrangement;
- Derivative instruments;
- Loans;
- Trade credits and accounts receivable.

58/59: “Listed debt securities issued by non-related companies and held by the resident company (to be reported on SBSA sheet) - long-term/short-term”: same as above but for listed securities. Listed debt-securities should be also reported on the SBSA sheet provided. For each security the following details are being requested:

- ISIN
- Number of units/shares
- Nominal value
- Nominal currency denomination
- Price

60: “Deposits and progress payments effected during the period under review”: refers to a partial payment made to the company after the completion of a predefined stage of work.

61/62: “Deposits held in banks and other institutions - long-term/short-term”- includes all claims reflecting evidence of deposit other than transferable deposits. These include non-transferable savings deposits, time deposits and deposits in savings and loan associations, building societies, etc. These deposits are generally redeemable on demand or at a short notice but cannot be readily transferred to another party by way of cheque or similar payment order.

63: “Assets: Financial Derivatives: Employee Stock Options”: are options to buy the equity of a company, offered to employees of the company as a form of remuneration. Employee stock options have similar pricing behaviour to financial derivatives, but they have a different nature—including arrangements for the granting and vesting dates—and purpose. If a stock option granted to employees can be traded on financial markets without restriction, it is classified as a financial derivative.

64: “Assets: Financial Derivatives: Options”: report any other options except employee stock options.

65: “Assets: Financial Derivatives: Other than Options”: include forward type contracts, swap contracts, credit derivatives and margins.

66: “Fixed Assets”: report any fixed assets owned by the company.

67: “Goodwill”: report any goodwill owned by the company.

68: “Intangible Assets (other than goodwill)”: include any other intangible asset other than goodwill.

69: “Investment fund shares or unit: Money Market Funds”: include any Money Market Funds that are investment schemes that raise funds by issuing shares or unit to the public. The proceeds are invested primarily in money market instruments, MMF shares and units, transferable debt instruments with a residual maturity of less than one year, bank deposits, and instruments that pursue a rate of return that approaches the interest rates of money market instruments. MMF shares can be transferred by check or other means of direct third-party payment. Because of the nature of the instruments that MMFs invest in, their shares or units may be regarded as close substitutes for deposits.

70: “Investment fund shares or unit: Non-Money Market Funds”: investment funds are collective investment schemes that raise funds by issuing shares or units to the public. The proceeds are invested predominantly in long-term financial assets and nonfinancial assets (usually real estate). Investment fund shares or units are generally not close substitutes for deposits. They are not transferable by means of check or third-party payments. Some funds may be limited to certain investors only, whereas others are available to the public generally. Investment funds can be open or closed ended.

Open-ended funds or open funds are those whose shares or units are, at the request of the holders, repurchased or redeemed directly or indirectly out of the undertaking’s assets.

Closed-ended, closed, or exchange-traded funds are those with a fixed share capital, where investors entering or leaving the fund must buy or sell existing shares. Investment funds may be constituted as follows: (a) under the law of contract (as common funds managed by management companies), (b) under trust law (as unit trusts), (c) under a statute (as investment companies), or (d) otherwise with similar effect. Some investment funds invest in other funds (“funds of funds”). Pension funds are excluded; they are part of the insurance companies and pension funds subsector. Real estate investment trusts are included.

71: “Purchase of Property”: include the value of any property owned by the company.

72/73: “Other assets held abroad - long-term/short-term”: - include any other assets not specified above.

74: “Total Assets”: The values here should be equal to the opening and closing positions disclosed in the company’s balance sheet.

PART B – LIABILITIES

Note: The numbers correspond to the question numbers in the questionnaire.

If Liabilities are held by a company registered in Malta, please insert the name of that company in the Comments column.

LIABILITIES WITH DIRECT INVESTOR/PARENT

75-77 “Equity investment of 10% or more voting power (share capital) Listed on the Foreign stock exchange, listed on the Local stock exchange or unlisted” - refers to the holding of 10 per cent or more by direct investor. Include share premium, share contribution and reserves.

78: “Reinvested Earnings” - report the amount of reinvested earnings held in the company.

79/80: “Loans from direct investor/parent/shareholder: long-term/short-term”- report those financial liabilities created through the direct borrowing of funds (including financial leases) by the reporting enterprise (borrower) from its parent (lender) through an arrangement in which the lender either receives no security evidencing the transaction or receives a non-negotiable document or instrument.

81/82: “Payables to direct investor/parent/shareholder: long-term/short-term” - include payables to direct investor.

83/84: “Trade Credits and Advances to direct investor: long-term/short-term” - refers to trade credits extended on imports, advances for work that is in progress (or is yet to be undertaken) and prepayment by the company for goods and services provided by direct investor/shareholder. Advances arise when payment for goods or services is not made at the same time as the change of ownership. If a payment is made before the change of ownership, an advance payment has taken place. In addition, down payments or holding deposits (where ownership of the funds changes hands) are included in trade advances.

85/86: “Debt Securities issued by the resident company and held by direct investor/shareholder”: long-term/short-term - include bills, bonds, notes, negotiable certificates of deposit, commercial paper, debenture, asset-backed securities, money market instruments and similar instruments.

LIABILITIES WITH SUBSIDIARIES & ASSOCIATES

87-89: “Equity held by subsidiaries and associates of less than 10%: Listed on the Foreign Stock Exchange, listed on the Malta Stock Exchange or Unlisted” (reverse investment): refers to the equity holding by the foreign subsidiaries and associates in the reporting entity.

90/91: “Loans from subsidiaries and associates: long-term/short-term” - reports those financial liabilities created through the direct borrowing of funds (including financial leases) by the reporting enterprise (borrower) from its subsidiaries and associates (lender).

92/93: “Payables to subsidiaries and associates: long-term/short-term” - includes payables to subsidiaries and associates.

94/95: “Trade Credits and Advances to subsidiaries & associates: long-term/short-term” - refers to trade credits extended on imports, advances for work that is in progress (or is yet to be undertaken) and prepayment by the company for goods and services provided by subsidiaries and associates. Advances arise when payment for goods or services is not made at the same time as the change of ownership. If a payment is made before the change of ownership, an advance payment has taken place. In addition, down payments or holding deposits (where ownership of the funds changes hands) are included in trade advances.

96/97: “Debt Securities issued by the resident company and held by subsidiaries and associates: long-term/short-term”: include any debt securities held by subsidiaries & associates and issued by the resident company

LIABILITIES WITH FELLOW ENTERPRISES

98-103: “Equity held by fellow enterprises: Listed on the Foreign Stock Exchange, listed on the Malta Stock Exchange or Unlisted”- refers to the acquisition of equity by fellow enterprises.

104-107: “Loans from fellow enterprises: long-term/short-term” - report those financial liabilities created through the direct borrowing of funds by the reporting enterprise (borrower) from enterprises that are under the control or influence of the same parent (borrower).

108-111: “Payables to fellow enterprises: long-term/short-term” - report any payables to fellow enterprises.

112-115: “Trade Credits and Advances to fellow enterprises: long-term/short-term” - refers to trade credits extended on imports, advances for work that is in progress (or is yet to be undertaken) and prepayment by the company for goods and services provided by fellow enterprises. Advances arise when payment for goods or services is not made at the same time as the change of ownership. If a payment is made before the change of ownership, an advance payment has taken place. In addition, down payments or holding deposits (where ownership of the funds changes hands) are included in trade advances.

116/117: “Debt Securities issued by the resident company and held by fellow enterprises - long-term/short-term”: report any debt securities issued by the resident company and held by the fellow enterprises.

LIABILITIES WITH OTHERS

118-120: “Equity securities of less than 10%: Listed on the Foreign Stock Exchange, listed on the Malta Stock Exchange or Unlisted” - report holdings of less than 10 per cent of ordinary shares held by other corporate or unincorporated body in the reporting enterprise.

121/122: “Loans from others - long-term/short-term” - report those financial liabilities created through the direct borrowing of funds (including financial leases) by the reporting enterprise (borrower) from others(lender) through an arrangement in which the lender either receives a non-negotiable document or instrument or no security evidencing the transaction.

Long-term loans have a maturity of one year or more. Short-term loans have a maturity of less than one year.

123/124: “Trade credits and advances/prepayments: long-term/short-term”- refers to trade credits extended on imports, advances for work that is in progress (or is yet to be undertaken) and prepayment by the company for goods and services provided by non-related parties. Advances arise when payment for goods or services is not made at the same time as the change of ownership. If a payment is made before the change of ownership, an advance payment has taken place. In addition, down payments or holding deposits (where ownership of the funds changes hands) are included in trade advances.

125/126 “Payables to others: long-term/short-term” - reports payables to others other than those reported under trade credits and advances. Payables having a maturity of one year or more are classified as long-term. Payables having a maturity of less than one year are classified as short-term.

127-132: “Debt securities long-term/short-term: Listed on the Foreign Stock Exchange, listed on the Malta Stock Exchange or Unlisted” - report any debt securities issued and listed on the stock exchange by the reporting enterprise. Debt securities with a maturity of one year or more are classified as long-term. Debt securities with a maturity of less than one year are classified as short-term.

133: “Financial Derivatives”: Employee Stock Options”- include Employee Stock Options.

134: “Financial Derivatives: Options”: include any other Options except Employee Stock Options.

135: “Financial Derivatives: Other than Options”: include forward type contracts, swap contracts, credit derivatives and margins.

136/137 “Other liabilities: long-term/short-term”: include any external liability not specified above.

138: “Total Liabilities”: The values here should be equal to the opening and closing positions disclosed in the company’s balance sheet.

Please note, that TOTAL ASSETS (less Reinvested Earnings on the asset side) should be equal to TOTAL LIABILITIES Plus SHAREHOLDERS’ EQUITY.

Services sheet: Headings at the top of Part C

Mode 1 ^(a)	Mode 2 ^(b)	Mode 3 ^(c)	Mode 4 ^(d)
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Mode 1: is the cross-border supply of services, from the territory of one country into the territory of another country. For example, the computer services company in one country sells the computer services to the company (including its affiliates) in the other country (the supplier and the consumer remain in their own countries).

Mode 2: is the consumption of services abroad. Customers travel to another country to buy services by their own account.

Mode 3: is the commercial presence of a company from country A in the other country. For example, the computer service is provided to the customer by an affiliate in the other country.

Mode 4: is the presence of natural persons abroad. For example, one computer services company from country A is sending its employees directly to a customer in another country for supplying the services there.

PART C – PROFIT & LOSS ITEMS: PART 1

139: “Compensation of employees”- include wages, salaries, and other benefits in cash or in kind; together with contributions paid by employers on behalf of employees to social security schemes or to private insurance or pension funds to secure benefits for employees. Employees include seasonal or other short-term workers who have a centre of economic interest in their own economies.

140.1.1: “Computer Software”- The *computer software transactions* complementary grouping encompasses transactions relating to computer software services. It therefore includes transactions included in:

- Computer software services
- Licences to reproduce and/or distribute software

140.1.2: “Computer services other than computer software (including maintenance and repair of computers)”- include any other computer service other than computer software.

140.1.3: “Leasing of computers with an operator”- include only leasing of computers with an operator.

141: “Telecommunication services”- includes telecommunications services (such as broadcasting, satellite, electronic mail, etc.).

142: “Information services – news agency services”- include the provision of news, photographs, and feature articles to the media.

143: “Information services – other than news agency services”- include database services; that is database conception, data storage and the dissemination of data and databases (including directories and mailing lists), both online and through magnetic, optical, and printed media. Include web search portals, direct on-bulk subscriptions to newspapers and periodicals and library and archive services. Include downloaded content, except downloading of computer software and audio-visual products. Include administration services related to postal telecommunication system.

144: “Construction services in Malta”- include construction and installation services undertaken in Malta for the reporting enterprise.

145: “Construction services abroad”- include construction and installation projects undertaken abroad by the reporting enterprise.

146.1: “Financial services: Explicitly charged & other financial services”- include fees for intermediation services such as lending, financial leasing, letters of credit, bankers’ acceptances, lines of credit, foreign exchange transactions and travellers’ cheques transactions, placements of issues, underwriting, redemption, swaps, options and commodity futures and portfolio and other financial management fees. Exclude Financial intermediation services indirectly measured (FISIM) which should be included in 114.2.

146.2: “Financial intermediation services indirectly measured (FISIM)”- margins between interest payable and the reference rate on loans and deposits. Indirect charges in respect of interest apply only to loans and deposits and only when those loans and deposits are provided by, or deposited with, financial corporations.

146.3: “Brokerage/commission on financial instruments”- include any commission or brokerage fee on financial instruments.

147.1.1: “Life insurance”- involve a stream of payments by the policyholder in return for an agreed minimum lump sum at the end of the term of the policy, which may occur upon maturity or the death of the policyholder.

147.1.2: “Freight insurance”- encompasses insurance provided on goods that are in the process of being exported or imported. Freight insurance provides coverage against theft of, damage to or other loss of freight. Excluded from the coverage of freight insurance services is the insurance of the vehicles that are used to transport the goods. In addition, *freight insurance services* include services related to other transport of goods, where the insurance services provided are between a resident and a non-resident of the compiling economy.

147.1.3: “Other direct insurance”- covers all other forms of casualty insurance. Included are term life insurance; accident and health insurance (unless these are provided as part of government social security schemes); marine, aviation and other transport insurance; fire and other property damage insurance; pecuniary loss insurance; general liability insurance; and other insurance, such as travel insurance and insurance related to loans and credit cards.

148: “Reinsurances services”- the process by which an insurance enterprise receives insurance coverage from specialized insurers to protect itself against the risk of extraordinarily large or unforeseen losses.

149: “Auxiliary insurance services”- comprises transactions that are closely related to insurance and pension fund operations. Included are agents’ commissions, insurance brokering and agency services, insurance and pension consultancy services, evaluation and adjustment services, actuarial services, salvage administration services and regulatory and monitoring services on indemnities and recovery services. Unlike other insurance and pension services, auxiliary services are billed through explicit charges.

150.1: “Pension services”- Pension scheme are funded by contributions from the employer and/or the employees and by the investment income earned on fund assets. They may also engage in financial transactions on their own account.

150.2: “Standardized guarantee services”- include export credit guarantees and student loan guarantee.

151.1: “Franchises and trademarks licensing fees”- covers all payments and charges for the use of trademarks and franchises.

151.2: “Licences for the use of outcomes of research and development”- covers fees and charges for the use of proprietary rights arising from research and development.

151.3: “Licences to reproduce and/or distribute computer software”- covers the charges for the authorized reproduction and/or distribution (through licensing agreements) of produced software originals. Distribution, in this sense, is not defined as wholesale and retail sale. The sale of a copy of a computer software package that is purchased by an individual or enterprise for individual use is not covered by a licence to distribute. The sale of the software for individual or personal use is recorded in *computer services*. Software sold on physical media with the right to perpetual use is included under *goods*.

151.4: “Licences to reproduce and/or distribute audio-visual products”- covers fees and charges for the authorized reproduction and/or distribution, through licensing agreements, of produced audio-visual originals or prototypes (for example, cinematographic works and sound recordings). Also included are rights relating to the reproduction and/or distribution of recordings of live performances and radio, television, cable, and satellite broadcast. Retransmission rights for sports events are also covered.

151.5: “Licences to reproduce and/or distribute other than audio-visual Products”- covers fees and charges for the authorized reproduction and/or distribution through licensing agreements of original works of authors (for example, translation rights), painters, sculptors, etc., excluding those relating to products of an audio-visual nature.

152: “Intellectual property rights, acquisition of”- include the acquisition of “royalties and license fees” as well as the purchase and sale of patents, copyrights, trademarks, industrial processes, franchises, etc.

153: “Maintenance and repair services N.E.C.”- Maintenance and repairs on ships, aircraft and other transport equipment are included in this item. Parts and materials are to be included, if not charged separately. Cleaning of transport equipment is included in transport services. Construction repairs and maintenance are included under construction. Maintenance and repairs of computers are included under computer services.

154: “Manufacturing services on physical inputs owned by others (processing)”- include activities such as processing, assembly, labelling and packing that are undertaken by enterprises that do not own the goods. Examples include oil refining, liquefaction of natural gas and assembly of clothing and electronics. Excluded are the assembly of prefabricated construction (included in construction) and labelling and packing incidental to transport (included in transport services). The manufacturing is undertaken by an entity that does not own the goods and that is paid a fee by the owner. The ownership of the goods does not change, so no general merchandise transaction is recorded between the processor and the owner. Only the fee charged by the processor is included under this item, although such a fee may include the cost of materials purchased by the processor. This item is categorized into two:

154.1: “Goods for processing in reporting economy – Goods returned, Goods received”

154.2: “Goods for processing abroad – Goods sent, Goods returned”

155: “Merchanting”- is defined as the purchase of goods by a resident (of the compiling economy) from a non-resident combined with the subsequent resale of the same goods to another non-resident without the goods being present in the compiling economy. Merchanting occurs for transactions involving goods where physical possession of the goods by the owner is unnecessary for the process to occur. Merchanting is categorized into goods acquired under merchanting or goods sold under merchanting.

155.1: “Goods acquired under merchanting”- include the value of the goods when acquired under merchanting, commissions on goods and services transactions between the reporting entity and commodity broker, dealer and/or commission agents.

155.2: “Goods sold under merchanting”- include the value of the goods when sold under merchanting.

156.1 “Audio visual and artistic related services” – Audio visual services consists of services and fees related to the production of motion picture, radio and television programmes and musical recordings such as fees to actors, directors, and producers, amounts receivable and payable for rentals of audio visual and related products and purchases and sales of original manuscripts. Include downloading of audio-visual products and mass-produced audio-visual products (movies and music, including recordings of live performances) that are purchased or sold outright or for perpetual use only if downloaded. Exclude, those on CD-ROM, disk, etc. Similar products obtained through a licence to use (other than when conveying perpetual use) are included in audio-visual, as is other online content related to audio and visual media. Charges or licences to reproduce and/or distribute audio-visual products are excluded from audio-visual services and included in *charges for the use of intellectual property n.i.e.* Also included are purchases and sales of ownership rights for entertainment such as radio and television broadcast originals, sound recordings, motion pictures, videotapes, television, and radio programme originals, etc., over which legal or de facto ownership can be established by copyright.

Artistic related services include the services provided by performing artists (actors, musicians, dancers, etc.), authors, composers, and sculptors. Also include services provided by independent models as well as set, costume, and lighting designers. Transactions are included if the service providers are not employees of the entity making payments (otherwise, they represent compensation of employees). Also included are presentation and promotion services for performing arts and other live entertainment events. However, the recording of such events is included in *audio-visual services*. Mass-produced artistic related products (for example, books), as well as related purchases and sales of ownership rights of literary or other *artistic originals* (excluding those covered under audio-visual), should be treated in the same way as audio-visual products as described above. Transactions relating to the selling of exclusive rights (for example, the exclusivity of a publisher to publish literary works of an author) are not covered.

156.2: “Health services”- comprises general and specialized human health services supplied by hospitals, doctors, nurses, and paramedical and similar personnel, as well as laboratory and similar services, whether rendered remotely (through telemedicine or tele-diagnosis) or on-site. Included are diagnostic-imaging services and pharmaceutical, radiology and rehabilitation services. Excluded are health services provided to non-residents who are present in the territory of the service provider (should be included in *travel*) and veterinary services (should be included in *services incidental to agriculture, forestry, and fishing*).

156.3: “Education services”- include services relating to all levels of education whether delivered through correspondence courses, via television, satellite, or the Internet, or by teachers, among others, who supply services directly in host economies. Excluded are education services provided to non-residents who are present in the territory of the service supplier (should be included in *travel*).

156.4: “Heritage & recreational services”- include services associated with museums and other cultural, sporting, gambling, and recreational activities, except those involving persons outside their economy of residence (should be included in *travel*).

156.5: “Other personal services”- include social services, membership dues of business associations, domestic services, etc.

157.1: “Accounting, auditing, book-keeping and tax consulting services”- includes those activities related to accounting, book-keeping, and tax consultancy services.

157.2: “Advertising, market research and public opinion polling”- include design, creation, marketing, placement and purchase of advertisement, trade fair exhibition services and promotion, market research and public opinion polls.

157.3: “Business and management consultancy and public relations services”- include planning, organisation cost projecting and human resource management. Include non-financial advisory services provided by banks, financial advisory services provided by non-banks. Include services provided by a parent enterprise or other affiliated enterprise for the general management of a branch, subsidiary, or associate.

157.4: “Legal services”- include legal advice, representation, and documentation services.

158.1.1: “Provision of customised and non-customised R&D services”- include services that are associated with basic research, applied research and experimental development of new products and processes.

158.2: “Sales of proprietary rights arising from R&D”- covers patents, copyrights arising from research and development, industrial processes, and designs (including trade secrets) and other. These items should be identified separately as follows:

158.2.1: “Patents”

158.2.2: “Copyrights arising from research and development”

158.2.3: “Industrial processes and designs”

158.2.4: “Sales of proprietary rights arising from R&D other than patents, copyrights arising from R&D and industrial processes and designs”- include testing and other product/process development activities not included elsewhere.

158.3: “Research and development services other than work undertaken on a systematic basis to increase the stock of knowledge”- other research and development services not listed in question 126.2.

159.1: “Services incidental to mining, and oil and gas extraction”- includes mining services provided at oil fields and gas fields, including drilling, derrick building, repair and dismantling services and oil and gas well casing cementing. Services incidental to mineral prospecting and exploration, as well as mining engineering and geologic surveying, are also included here.

159.2: “Services incidental to agriculture, forestry and fishing”- include services that are incidental to agriculture, such as the provision of agricultural machinery with crew, harvesting, treatment of crops, pest control, animal boarding, animal care and breeding services. Services in hunting, trapping, forestry and logging and fishing are also included here, as are veterinary services.

159.3: “Waste treatment and de-pollution”- the treatment of radioactive and other waste; stripping of contaminated soil; cleaning up of pollution, including oil spills; restoration of mining sites; and decontamination and sanitation services. Also included are all other services that relate to the cleaning or restoring of the environment.

159.4: “Architectural services”- include transactions related to the design of buildings.

159.5: “Engineering services”- include the design, development and utilization of machines, materials, instruments, structures, processes, and systems. Services of this type involve the provision of designs, plans and studies related to engineering projects.

159.6: “Scientific and other technical services”- include surveying; cartography; product testing and certification; and technical inspection services.

160.1: “Rent of natural resources”- include rental of land and subsoil assets, non-cultivated biological resources, water resources, radio spectra.

160.2: “Leasing of computers without an operator”- include the leasing of computers without an operator. Leasing of computers with operator should be recorded under “Leasing of computers with an operator” (question number 108.1.3).

160.3: “Rentals, charters & leases of aircrafts with crew”- only rentals, charters, and leases of aircrafts with crew should be included here. Rentals, charters, and leases of aircrafts without crew should be recorded under “Rentals, charters & leases of vessels, aircrafts, coaches or other commercial vehicles without crew” (question number 128.6)

160.4: “Rentals, charters & leases of vessels with crew”- only rentals, charters, and leases of vessels with crew should be included here. Rentals, charters, and leases of vessels without crew should be recorded under “Rentals, charters & leases of vessels, aircrafts, coaches or other commercial vehicles without crew” (question number 128.6).

160.5: “Rentals, charters & leases of other type of road transport with crew”- only rentals, charters, and leases of other type of road transport with crew should be included here. Rentals, charters, and leases of other type of road transport without crew should be recorded under “Rentals, charters & leases of vessels, aircrafts, coaches or other commercial vehicles without crew” (question number 128.6).

160.6: “Rentals, charters & leases of vessels, aircrafts, coaches or other commercial vehicles without crew”- only rentals, charters, and leases of vessels, aircrafts, coaches, or other commercial vehicles without crew should be included here.

160.7: “Operational Leasing/rent N.E.C.”- include leasing of machinery and equipment without operator (other than transportation equipment with crew), leasing of dwelling and buildings. Exclude leasing of telecommunication lines or capacity, license payments for the right to use intangible assets, rent of natural resources, rental of accommodation and vehicles to non-residents during visits to other economies and rental of buildings by international organisations.

161: “Trade-related services”- any margins not included in the f.o.b. price of the goods are included in *trade-related services*. Excluded from *trade-related services* are franchising fees (included in *charges for the use of intellectual property n.i.e.*); brokerage on financial instruments (included in *financial services*); and transport-related charges, such as agency commissions (included in *transport*).

162.1.1: “Passenger transport by sea including fares that are part of a package tour except cruise fair”- include fares and other expenditure related to the carriage of passengers by sea transport. Include any taxes levied on passenger services, such as sales or value-added taxes. Fares that are a part of package tours, charges for excess baggage, vehicles, or other personal accompanying effects, and food, drink or other items purchased on board carriers are also included. The valuation of passenger sea transport should include fees payable by the carriers to travel agencies and other providers of reservation services. Excluded are services provided to non-resident passengers by resident carriers within the resident economy (included in *travel*), cruise fares (included in “*Other personal travel including cruise fares*”).

162.1.2: “Freight transport by sea”- covers the transport of objects by sea.

162.1.3: “Other Sea transport”- include any sea transport not covered in questions 162.1.1 and 162.1.2.

162.2.1: “Passenger transport by air including fares that are part of a package tour”- same instructions as for question 162.1.1 but include only passenger transport by air.

162.2.2: “Freight transport by air”- covers the transport of objects by air.

162.2.3: “Other air transport”- include any air transport not covered in questions 162.2.1 and 162.2.2.

162.3.1: “Passenger transport on road”- same instructions as for question 162.1.1 but include only passenger transport on road.

162.3.2: “Freight transport on road”- covers the transport of objects on road.

162.3.3: “Other Road transport”- include any road transport not covered in questions 162.3.1 and 162.3.2.

162.4.1: “Other modes of transport services N.E.C.: Passengers”- same instructions as for question 162.1.1 but include all other passenger transport services that cannot be allocated to any of the components of transport services previously described.

162.4.2: “Other modes of transport services N.E.C.: Freight (transport of objects other than people)”- covers the transport of objects not covered in questions 162.1.2, 162.2.2 and 162.3.2.

162.4.3: “Other”- covers other modes of transport not elsewhere classified.

162.4.3.1: “Pipeline transport”- covers the transport of goods in pipelines, such as the transport of petroleum and related products, water, and gas.

162.4.3.2: “Electricity transmission”- the movement or transfer of electric energy at high voltage over an interconnected group of lines and associated equipment between points of supply and the points at which it is transformed to low voltage for delivery to consumers or delivery to other electric systems.

162.4.3.3: “Other supporting and auxiliary transport services”- all other transport services that cannot be allocated to any of the components of transport services previously described.

162.4.3.4 “Postal & courier services”- includes the pick-up, transport and delivery of letters, newspapers, periodicals, brochures, other printed matter, parcels, and packages, including post office counter and mailbox rental services.

163.1: “Commissions related to gaming services”- include any commission related to gaming services.

163.2: “Commissions related to trade N.E.C. (please specify)”- covers commissions on goods and services transactions payable to merchants, commodity brokers, dealers, auctioneers, and commission agents (including commission on sales of ships, aircraft, and other goods).

164.1.1: “Business Travel: Acquisition of goods & services by border, seasonal & other short-term workers”- include the acquisition of goods and services for own use or to be given away by border, seasonal and other workers who are not resident in the economy where they are employed, and whose employer is resident in that economy.

164.1.2: “Business Travel: Other than acquisition of goods & services by border, seasonal & other short-term workers”- include all other business travel.

164.2.1: “Personal Travel: Health-related expenditure”- include expenditure for medical services, other healthcare, food, accommodation, and local transport, acquired by persons travelling for medical reasons.

164.2.2: “Personal Travel: Education-related expenditure”- include expenditure for tuition, food, accommodation, local transport, and health services, acquired by non-resident students.

164.2.3: “Personal Travel: Other personal travel including cruise fares”- which includes expenditure by those travelling neither for health nor for education as primary purposes. This category is usually the largest component of travel, as it includes all persons going abroad for holidays, recreational and cultural activities, visits to friends and relations, and pilgrimages.

165: “Other services N.E.C. (please specify) including airspace and airport charges and port dues”- include any other services not covered above.

166: “Provisions, depreciation, amortisation, exchange rate changes”-give the total amount of provisions, depreciation, amortisation and exchange rate changes reported in the Profit & Loss Account.

167: “Interest received/paid”- include the total interest paid or received during the year as reported in the Profit & Loss Account.

168: “Dividends”- include the total of dividends received and/or paid during the year as reported in the Profit & Loss Account.

169: “Earnings from shipbuilding and ship constructions”- include the amount of revenue from shipbuilding and ship constructions.

170: “Earnings from repairs, refits, overhauls & conversions of pleasure yachts”- include earnings from repairs, refits, overhauls, and conversions of pleasure yachts.

171: “Earnings from repairs, refits, overhauls & conversions of vessels (excluding pleasure yachts)”- include earnings from repairs, refits, overhauls, and conversions of vessels. Do not include earnings from pleasure yachts.

172: “Other Enterprise Revenue/Loss N.E.C.”- include other revenue or loss that was not included elsewhere.

173: “Transaction in goods”- include the amounts of goods purchased and sold during the year as reported in the Profit and Loss Account.

174: “Fuel and other supplies”- include the amount of fuel and other supplies purchased or sold during the year as reported in the Profit & Loss Account.

175: “Total”- the total given here plus the total given in the Transfer Sheet should be equal to the Total reported in the Profit & Loss Account.

PART D – TRANSFERS

176: “Bets placed/wins paid out (gross amount)”- include any bets placed or wins paid out during the year.

177: “Social Contributions”- include any social contribution paid or received during the year.

178: “Social Benefits”- include any social benefits received or paid during the year.

179: “Net non-life insurance premiums/claims”- include any net non-life insurance premiums or claims made during the year.

180: “Investment grants”- include capital transfers in cash or in kind made by foreign governments or international organisations or other institutional units to finance all or part of the costs of fixed assets.

181: “Penalties and fines”- include any fines or penalties refunded/paid by the reporting enterprise from/to abroad.

182: “Subsidies”- include subsidies on products and subsidies on production.

183: “Taxes on income”- Current taxes on income, wealth, etc. consist mainly of taxes on the incomes of households or profits of corporations and of taxes on wealth that are payable regularly every tax period.

184: “Taxes on products”- mainly comprise value added tax, domestic tax on petroleum products, duty on transfers for valuable consideration, and duties on alcohol and tobacco.

185.1: “Debt forgiveness”- include the voluntary cancellation of all or part of a debt obligation within a contractual agreement.

185.2: “Other transfers N.E.C.”- include any other transfers not specified elsewhere.

186: “Total”- the total given in the Services sheet and the total given in the Transfers Sheet should tally with the amounts reported in the Profit and Loss Account.