



RETURN FOR INVESTMENT SERVICE PROVIDERS – REPORTING **INSTRUCTIONS** (Version November 2021)

Introduction

In terms of Article 23 (1) of the Central Bank of Malta Act CAP. 204 the Bank may “*require any person in general or any entity which is licensed, authorised or registered by a competent authority, any branch of a foreign legal person, or any other person or entity, as may be determined by the Bank, to provide the Bank with such statistical and other information as the Bank may consider necessary to carry out its functions under this Act or any other Act, including in relation to its macro-prudential policy function, and the Bank may enquire into and ask for clarifications of any information so provided.*” In this regard, Investment Services Licence Holders (excluding credit institutions which are also Investment Services Licence Holders) are currently required to submit the Return for Investment Service Providers (the ‘*ISP return*’), either on a quarterly or an annual basis, for the CBM’s policy-making, research or analysis purposes or to fulfil the national and international statistical reporting requirements of the CBM..

The CBM’s *ISP Return*

The following table outlines the details of the revised sheets, which have been amended with the purpose of implementing the new statistical reporting requirements.

| Sheet Name | Description |
|---------------------|---|
| <i>SBSA_NOM_HSE</i> | Security-by-security data on securities held as nominees on behalf of resident households. |
| <i>SBSA_NOM_NFC</i> | Security-by-security data on securities held as nominees on behalf of resident non-financial companies. |

| | |
|--------------------------------|--|
| <i>SBSA_OWN_ACC</i> | Security-by-security data on securities held by the Investment Services Licence Holder. |
| <i>SBSA NON-NOM_HSE</i> | Net transactions (<i>Purchases – Sales</i>) affected on behalf of non-nominee resident households during the reference period on a security-by-security basis. |
| <i>SBSA NON-NOM_NFC</i> | Net transactions (<i>Purchases – Sales</i>) affected on behalf of resident non-nominee non-financial companies during the reference period on a security-by-security basis. |
| <i>Transactions_for_Period</i> | Quarterly net transactions broken down by instrument and resident sectors (Own account, Households & Non-Financial Companies). All licence holders are required to report only those transactions reported in the SBS sheets. |
| <i>Non-SBS_Nominee</i> | Aggregate data (by type of security, country and issuing sector) on the opening position, purchase, sale, revaluations, other changes and closing position of foreign and domestic securities which do not have a valid ISIN code and are held on behalf of resident households and resident non-financial companies. |
| <i>Non-Resident_Nominee</i> | Domestic securities (i.e., securities issued by Maltese residents) held on behalf of non-residents. |
| <i>Non-Nominee</i> | Aggregate transactions data (by type of security, country and issuing sector) on the purchase and sale of foreign and domestic securities which do not have a valid ISIN code made for resident households and non-financial companies which are not held under nominee services. |
| <i>Sectoral_Balance_Sheet</i> | Balance sheet classified by sector of the counterparty to the outstanding amount. |
| <i>External_Balance_Sheet</i> | Foreign Assets held with/Liabilities owed to, non-residents including flows classified by country. |
| <i>Income_&_Services</i> | Income earned, services paid for during the period. |
| <i>Income_Statement</i> | Profit and Loss Statement. |
| <i>Clients_DPM</i> | Value in Euro of clients' assets held under Discretionary Portfolio Management at the end of the reporting period. |
| <i>Clients_Non_Nominee</i> | Absolute amount of the clients' assets transacted under non-nominee during the reporting period. |
| <i>Clients_Under_Nominee</i> | Value in Euro of clients' assets held under nominee at the end of the reporting period. |

Reporting Frequency

First reporting according to the new returns will commence for the reporting period 1 January to 31 December 2021 for ISPs reporting on an annual basis, and from 1st July to 30th September 2021 for ISPs reporting on a quarterly basis.

The deadline for the returns (quarterly and annually) for 2021 will be $(t + 59)$ where t represents the last date in the reporting period. Therefore, the return is to be submitted 59 days after the last date in the reporting period. This may change for the 2022 returns.

The sample of reporting ISPs is determined by the Bank once a year. ISPs will be notified with any change in their reporting obligations, if any.

Investment Services Licence Holders may access the new CBM's ISP returns and Reporting Instructions through the CBM webpage using this [link](#).

Returns must be submitted via INFOSTAT and via LH portal. Note that all revisions should also be submitted via both portals.

Contacts

Any queries relating to the return and the related guidance notes should be made directly to: isp@centralbankmalta.org for CBM sheets. For any queries to the MFSA, kindly contact Statistics@mfsa.mt.

Investment Service Providers Balance of Payments and Financial Accounts Questionnaires Guidance Notes

Purpose

The data collected through this questionnaire shall be used to produce Malta's Balance of Payments, International Investment Position, Security Holding Statistics, Financial Accounts Statistics and for financial stability purposes. These Guidance Notes provide detailed instructions on how to complete the return.

General Notes

- ✓ **Inputting**
All figures in all the sheets should be reported in **Euro** and to the nearest **thousand**.
- ✓ **Valuation and time of recording**
Transactions are to be valued at the actual market prices agreed upon by parties of the transactions. Transactions should be recorded when economic value is created, transformed, exchanged, transferred, or extinguished.

Positions of securities should be reported at the close market prices converted into Euro using the exchange rate prevailing at the close of business on the **last working day** of the reporting period.

✓ **Residency concept**

For Balance of Payments (BOP) and Financial Accounts (FA) purposes, a resident is defined as any individual, enterprise or any other organisation having a centre of economic interest in Malta – that is, engages for an extended period (**one year or more**) in economic activities in Malta. Branches, subsidiaries, and affiliates of non-resident enterprises domiciled in Malta (and having economic interest in the country) are also regarded as residents of Malta.

Any individual, enterprise or other organisation having a centre of economic interest in a country other than Malta is not a resident of Malta for this questionnaire's purposes. For example, overseas branches and subsidiaries of Maltese enterprises are regarded as non-residents.

A household is resident in the economic territory in which household members maintain or intend to maintain a dwelling or succession of dwellings treated and used by members of the household as their principal dwelling. Being present for one year or more in a territory or intending to do so is sufficient to qualify as having a principal dwelling there. If there is uncertainty about which dwelling is the principal dwelling, it is identified from the length of time spent there, rather than other factors such as presence of other family members, cost, size, or length of tenure.

✓ **Structure of the guidance notes**

The general approach of these guidance notes is to describe the purpose of each sheet, headings, and selectable items. A working example is included in each section in order to facilitate understanding.

✓ **Exchange Rate**

The exchange rate for closing positions must be taken as at end of the reporting period from the Archive ECB rates which can be accessed using the following link: [Exchange rates - Central Bank of Malta \(centralbankmalta.org\)](https://www.centralbankmalta.org/en/exchange-rates).

SBSA Schedules

The Security-by-Security Assets (SBSA) sheets require respondents to provide information on securities held on behalf of, or transacted for, resident households (HSE) and resident non-financial companies (NFC) clients and securities held on own account. Securities (issued by resident and non-residents entities) should be reported using their International Securities Identification Number (ISIN) in the appropriate sheet. Note that all securities (**which have a valid ISIN code**) – issued both by residents and non-residents – should be reported in the SBSA sheets.

When a licence holder is submitting the SBSA sheets ‘SBSA_NOM_HSE’, ‘SBSA_NOM_NFC’ and ‘SBSA_OWN_ACC’ for the first time, the respective SBSA sheet for the previous reporting quarter/period should also be submitted. Example: if a licence holder is due to submit the returns for the first time in June 20XX, and any of the above mentioned SBSA sheets will be included in the submission, the same sheet/s for the previous period i.e., March 20XX should also be sent.

| Name of schedule | Description |
|--|--|
| SBSA_NOM_HSE (Nominee Households) | Securities with a valid ISIN held on behalf of resident Households |
| SBSA_NOM_NFC (Nominee Non-Financial Corporations) | Securities with a valid ISIN held on behalf of resident Non-Financial Corporations |
| SBSA_NON-NOM_HSE (Non-Nominee Households) | Securities with a valid ISIN transacted on behalf of resident Households but not held under nominee services |
| SBSA_NON-NOM_NFC (Non-Nominee Non-Financial Corporations) | Securities with a valid ISIN transacted on behalf of resident Non-Financial Corporations but not held under nominee services |
| SBSA_OWN_ACC (Own Account) | Securities with a valid ISIN held by the Investment Service Provider |

The SBSA sheet for Nominee Households, Nominee Non-Financial Corporations and Own Account share a common format which is described in the following section. The Non-Nominee sheets (SBSA Non-Nominee Households and SBSA Non-Nominee Non-Financial Corporations) have a slightly different format which is explained further below.

Type of clients

The category ‘*Households (HSE)*’ refers to resident individuals/groups of individuals who act on their own personal behalf. Unincorporated businesses are also included in this sector (e.g., sole proprietors).

The category ‘*Non-Financial Companies (NFC)*’ consists of resident incorporated businesses (i.e., bodies recognised as independent legal entities) whose principal activity is the production of goods and non-financial services. The institutional units covered under this heading include:

- private and public corporations which are market producers principally engaged in the production of goods and non-financial services;
- co-operatives recognised as independent legal entities which are market producers principally engaged in the production of goods and non-financial services;
- holding corporations controlling a group of corporations which are resident market producers of goods and non-financial services;

SBSA Nominee

A

| REPORTING OF SECURITIES HELD ON BEHALF OF RESIDENT HOUSEHOLD CLIENTS (NOMINEE) ON A SECURITY BY SECURITY (SBS) BASIS | | | | |
|--|--|--|----------------------|--|
| Print Set up | | Show All | | CONFIDENTIAL |
| Position at end of period | | | | |
| Security identifier code (ISIN) | Number of units/shares (in 000s and applicable for shares and other equity only) | Nominal value (in euro 000s and applicable for debt securities only) | Denominated currency | Market Price per unit/share in denomination currency |
| B | C | D | E | F |

- A. Description of the sheet delineating what data should be inputted in the sheet.
- B. **International Security Identifier Code (ISIN)** - code which identifies a security. All ISIN codes must be twelve digits long otherwise an error message will appear asking to input a twelve-digit code. An ISIN code can be used more than once per sheet, *provided that denominated currency is different*. Usually, the first two digits are letters and the last 10 are numbers, but not always. Note that the letters should be in CAPS. No in-house identification codes must be used instead of an ISIN.
- C. **Number of units/shares (in 000s and applicable for shares and other equity only)** - the total number of units of the security held on behalf of the respective sector (i.e., households or non-financial companies) or on own account at the end of the reporting period. This field is to be filled in for equity and investment funds only.
- D. **Nominal value (in euro 000s)** - the total nominal value of debt securities held on behalf of the respective sector (i.e., households or non-financial companies) or on own account at the end of the reporting period. Debt securities denominated in foreign currencies should be converted into euro using the middle exchange rate prevailing at end of the respective reference period. This field is to be filled in for debt securities only.
- E. **Denomination Currency** - the currency code of the security's denomination e.g., EUR for euro, GBP for Sterling, etc. This can be chosen from the drop-down menu.
- F. **Market Price per unit in denomination currency** – The unit market price of the security in terms of the denomination currency should be reported in this column. This should be reported in actual.

In sheet 'SBSA_NOM_HSE' columns AA to AN contain validation and input checks. The number of occurrences of any error is shown in row 8 and a definition of the error is displayed in row 9.

Inputting Example

Assets held on behalf of resident household clients as at end of reporting quarter:

1. 800 shares (euro denominated) in a Maltese Bank with ISIN MT0000000001. This market price at the end of the reporting period was €5.23 per share.
2. Debt securities (ISIN UK0000000002) issued by a British non-financial company with nominal value of £10,000. Their market price as at the last trading day of the reporting period stood at £101.25 and the official exchange rate stood at €1.00=£0.80.

Sheet to be filled in: 'SBSA_NOM_HSE'.

1. Input the ISIN in the column 'Security Identifier Code (ISIN)', i.e., MT0000000001. Insert '0.8' in the column 'Number of units/shares' and EUR as 'Denominated Currency' and '5.23' under 'Market Price'.
2. Input the ISIN in the column 'Security Identifier Code (ISIN)', i.e., UK0000000002. Insert '12.5' in the column 'Nominal value' (this is the euro thousand equivalent of £10,000 (i.e., £10,000/£0.80 = €12,500/1000=12.5) and GBP as 'Denominated Currency' and 101.25 under 'Market Price' (Note that the market price should not be converted to euro, but reported in the denominated currency).

| REPORTING OF SECURITIES HELD ON BEHALF OF RESIDENT HOUSEHOLD CLIENTS (NOMINEE) ON A SECURITY BY SECURITY (SBS) BASIS | | | | |
|--|--|--|----------------------|--|
| Print Set up | | Show All | | CONFIDENTIAL |
| Position at end of period | | | | |
| Security identifier code (ISIN) | Number of units/shares (in 000s and applicable for shares and other equity only) | Nominal value (in euro 000s and applicable for debt securities only) | Denominated currency | Market Price per unit/share in denomination currency |
| MT0000000001 | 0.8 | | EUR | 5.23 |
| UK0000000002 | | 12.5 | GBP | 101.25 |

SBSA Non-Nominee

The Non-Nominee sheets (Non-Nominee Households and Non-Nominee Non-Financial Companies) require only the ISIN of the security transacted and the net transaction value in euro thousand. Net transactions refer to the acquisition (purchases) less disposal (sales) of the respective securities carried out during the reporting period. When calculating the net transactions for debt securities, please include any purchased or sold interest.

Inputting Example

Transactions carried out on behalf of resident non-financial companies during the reference quarter/period:

1. Purchased €25,000 bonds (ISIN IR0000000001) issued by an Irish bank.
2. Sold a nominal amount of €8,000 in bonds (ISIN IR0000000001), equivaling to a market value of €8,800.
3. Sold equities worth €15,500 (ISIN MT0000000003).

Sheet to be filled in: 'SBSA_NON-NOM_NFC'.

- 1,2. Input the ISIN in the column 'Security Identifier Code (ISIN)', i.e., IR0000000001. Since 1. and 2. above refer to the same security (i.e., same ISIN), the transactions should be netted off. Thus, net transaction would be €25,000 - €8,800 = €16,200. Insert '16.2' in the 'Net Transactions column'.
3. Input the ISIN in the column 'Security Identifier Code (ISIN)', i.e., MT0000000003. Insert '-15.5' in the column 'Net Transactions'.

| REPORTING OF SECURITIES TRANACTED ON BEHALF OF RESIDENT HOUSEHOLD CLIENTS (NON-NOMINEE) ON A SECURITY BY SECURITY (SBS) BASIS | | | |
|---|-------------|----------|--|
| Print Set up | | Show All | |
| | | | CONFIDENTIAL |
| Security identifier code (ISIN) | Transaction | | Net transactions (purchases less sales including purchased and sold interest) in euro '000 |
| | | | |
| IR0000000001 | | | 16.2 |
| MT0000000003 | | | -15.5 |

Non-SBS Nominee

In some cases, the security held on behalf of clients may not have a valid ISIN. This sheet requires respondents to detail securities (issued by resident and non-resident entities) held on behalf of **resident households** and **non-financial company** clients *which do not have a valid ISIN*. The reporting in this case is on an aggregate basis in terms of instrument, country, and sector.

The sheet is divided into two parts. The first part contains a table for inputting data on securities without a valid ISIN held on behalf of resident households. The second part of the table requires the same information but for non-financial companies.

Other Foreign Assets held on behalf of households and non-financial companies

If the instrument cannot be classified as any of the financial instruments selectable from the drop-down menu, the respective balance should be detailed in the lower section of tables under the heading 'Other foreign assets held on behalf of nominee resident Households' and similarly for the Non-Financial Sector.

| NOMINEE BUSINESS OF RESIDENT HOUSEHOLDS & NON FINANCIAL COMPANY CLIENTS | | | | | | | |
|---|-----------------------|----------------------|---------------------------------|------------------------------|------------------------------|------------------------------|---------------------------|
| ASSETS HELD ON BEHALF OF (NOMINEE) RESIDENT HOUSEHOLDS & NON FINANCIAL COMPANY NOT REPORTED ON A SECURITY BY SECURITY BASIS | | | | | | | |
| Print Set up | | Show All | | E | | | |
| NOMINEES - RESIDENT HOUSEHOLDS | | | | | | | |
| Instrument | Country of issuer | Sector of Issuer | Position at Beginning of Period | Increase due to Transactions | Decrease due to Transactions | Revaluations / Other Changes | Position at End of Period |
| <i>Select instrument from dropdown list</i> | <i>Select country</i> | <i>Select sector</i> | EUR '000 | EUR '000 | EUR '000 | EUR '000 | EUR '000 |
| A | B | C | | D | | F | 0 |
| | | | | | | | 0 |

- A. **Type of Investment/Instrument** – Investments are categorised in the drop-down menu in Sheet 'Non-SBS Nominee' into three:
- *Investment Fund Shares/units acquired/sold by Maltese Residents,*
 - *Shares and Other Equities acquired/sold by Residents of Malta, and*
 - *Debt Securities acquired/sold by Residents of Malta.*

Investment Fund Shares/units acquired/sold by Maltese Residents are units in collective investment undertakings through which investors pool funds for investment in financial or nonfinancial assets or both.

Shares and Other Equities acquired/sold by Residents of Malta consist of financial assets which represent property rights on corporations. These financial assets generally entitle the holders to a share in the profits of the corporations and. This item includes:

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

Debt Securities acquired/sold by Residents of Malta includes bonds, debentures and notes etc. that usually give the holder the unconditional right to a fixed money income or contractually determined variable money income. This category also includes bills, commercial paper, enterprises' acceptances, etc. that usually gives the holder the unconditional right to receive a stated, fixed sum of money on a specified date. The following are also classified under this category:

- Bonds such as treasury, zero coupon, deeply discounted, currency linked, floating rate, convertible bonds and Eurobonds;
- 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.
- Treasury bills/notes;
- Enterprises' acceptances;
- Certificate of deposit with contractual maturity of one year or less;
- Commercial and financial paper;
- Promissory notes;

The type of instrument can be selected from the drop-down menu in the column with the heading 'Instrument', clicking the arrow that appears in the bottom right corner of the cell, and selecting the appropriate financial asset.

- B. **Country of Issuer** - corresponds to the country of domicile of the entity that issued the security, irrespective of the stock exchange on which the security is quoted.

The country of domicile can be selected from the drop-down menu in the respective cell.

C. **Sector of Issuer**

Deposit-Taking Corporations Except the Central Bank – S122 includes all financial corporations and quasi-corporations, except those classified in the central bank and in the MMF subsectors, which are principally engaged in financial intermediation and whose business is to receive deposits and/or close substitutes for deposits from institutional units, hence not only from MFIs, and, for their own account, to grant loans and/or to make investments in securities

General Government – S13 consists of institutional units which are non-market producers whose output is intended for individual and collective consumption, and are financed by compulsory payments made by units belonging to other sectors, and institutional units principally engaged in the redistribution of national income and wealth.

Non-Profit Institutions Serving Households – S15 consists of non-profit institutions which are separate legal entities, which serve households and which are private non-market producers. Their principal resources are voluntary contributions in cash or in kind from households in their capacity as consumers, from payments made by general government and from property income.

Central Bank – S121 consist of all financial corporations and quasi-corporations whose principal function is to issue currency, to maintain the internal and external value

of the currency and to hold all or part of the international reserves of the country.

Money Market Funds (MMF) – S123 consists of all financial corporations and quasi-corporations, except those classified in the central bank and in the credit institutions subsectors, which are principally engaged in financial intermediation. Their business is to issue investment fund shares or units as close substitutes for deposits from institutional units, and, for their own account, to make investments primarily in money market fund shares/units, short-term debt securities, and/or deposits.

Non-MMF Investment Funds – S124 consists of all collective investment schemes, except those classified in the MMF subsector, which are principally engaged in financial intermediation. Their business is to issue investment fund shares or units which are not close substitutes for deposits, and, on their own account, to make investments primarily in financial assets other than short-term financial assets and in non-financial assets (usually real estate).

Other Financial Intermediaries, Except Insurance Corporations and Pension Funds – S125 consists of all financial corporations and quasi-corporations which are principally engaged in financial intermediation by incurring liabilities in forms other than currency, deposits, or investment fund shares, or in relation to insurance, pension and standardised guarantee schemes from institutional units.

Financial Auxiliaries – S126 consists of all financial corporations and quasi-corporations which are principally engaged in activities closely related to financial intermediation but which are not financial intermediaries themselves.

Captive Financial Institutions and Money Lenders – S127 consists of all financial corporations and quasi-corporations which are neither engaged in financial intermediation nor in providing financial auxiliary services, and where most of either their assets or their liabilities are not transacted on open markets.

Insurance Corporations – S128 consists of all financial corporations and quasi-corporations which are principally engaged in financial intermediation as a consequence of the pooling of risks mainly in the form of direct insurance or reinsurance.

Pension Funds – S129 consists of all financial corporations and quasi-corporations which are principally engaged in financial intermediation as the consequence of the pooling of social risks and needs of the insured persons (social insurance). Pension funds as social insurance schemes provide income in retirement, and often benefits for death and disability.

The sector of issuer can be selected from the drop-down menu in the respective cell.

- D. Positions** - Respondents should report the opening and closing positions for the respective financial instrument held on behalf of clients. Figures should be converted into *euro*

thousands using the appropriate official middle rate on the respective date using the ECB exchange rates as explained previously.

- E. Transactions** – Respondents should input transactions (buying or selling of securities) carried out on behalf of resident household/non-financial company clients. Purchases of the respective financial instrument should be recorded under the column 'Increase due to Transactions'. Sales are to be inputted in the column 'Decrease due to Transactions'. In both cases the entries should be converted in *euro thousands* using the official middle exchange rate as at date of the transaction in case the security is denominated in other currencies.
- F. Revaluations / Other changes** - Other changes refer to changes in the end period positions caused by market price changes, exchange rate changes (in cases where the security is denominated in currencies other than euro) and changes in volume (caused for example by change in residency). The value of other changes is calculated as a residual using the differences between the closing and opening balances and net transactions. (*This value is calculated automatically*).

Inputting Example

Financial Assets held on behalf of Households

1. *Households Nominee opening balances (as at 1st January 20XX):*
 - 1a. Irish Non-Financial Company shares with a market value of €30,000 as at 1st January 20XX.
 - 1b. German bank bonds valued at €4,000 as at 1st January 20XX.
2. *Transactions for the period (1st January 20XX – 31st March 20XX):*
 - 2a. Bought €5,000 shares in Irish Non-Financial companies on behalf of households
 - 2b. Sold €2,000 German bank bonds of behalf of households
 - 2c. Bought £25,000 shares on 1st March 20XX in a UK Collective Investment Scheme (CIS) on behalf of households.
3. *Closing Balance (as at 31st March 20XX):*
 - 3a. Irish Non-Financial Company shares having a market value of €35,000 held on behalf of households.
 - 3b. German bank bonds having a market value of €1,100 held on behalf of households.
 - 3c. Collective Investment Schemes with a market value of £25,000.

Other Information (Official Middle exchange rate):

| | |
|-----------------------------|------------------|
| 1 st March 20XX | 1 EUR : 0.80 GBP |
| 31 st March 20XX | 1 EUR : 0.85 GBP |

- 1a. Select 'Shares & Other Equities acquired/sold by Residents of Malta' from the drop-down menu in the first column. Choose Ireland in the next cell and 'Non-Financial Corporations – S11' in the Sector of Issuer column. Input '30' in the 'Position at beginning of period' column.
- 1b. Select 'Debt Securities acquired/sold by Residents of Malta' from instrument drop down menu and Germany as the country of issuer. Select 'Deposit-Taking Corporations Except The Central Bank - S122' as the issuing sector and enter '4' as the position at the beginning of the period.
- 2a. Since the ISP already holds Irish 'Shares & Other Equities acquired/sold by Residents of Malta' in non-financial companies on behalf of households, the same row can be reused to report transaction 2a. Since this is a purchase transaction input '5' in the column 'Increase due to transactions'.
- 2b. To record this transaction input '2' in the column 'Decrease due to transactions' for the entry row made in step (1b) above.
- 2c. Select 'Investment fund shares/units acquired/sold by Residents of Malta' from the instrument drop down menu, UK as the country of issuer and 'Non-MMF Investment Funds – S124' as the type of issuer. Since this transaction consists of an acquisition of assets enter the respective value (converted into euro using the exchange rate as at date) of '31.250' in the column 'Increase due to transactions'.
- 3a, 3b, 3c. Input the closing value of the respective securities in the 'Position at end of period' column. 3c should be converted into euro using the official middle exchange rate as at last day of the reporting period.

| NOMINEES - RESIDENT HOUSEHOLDS | | | | | | | |
|--|--|--|---------------------------------|------------------------------|------------------------------|------------------------------|---------------------------|
| Instrument <small>Select instrument from dropdown list</small> | Country of issuer <small>Select country</small> | Sector of Issuer <small>Select sector</small> | Position at Beginning of Period | Increase due to Transactions | Decrease due to Transactions | Revaluations / Other Changes | Position at End of Period |
| | | | EUR '000 | EUR '000 | EUR '000 | EUR '000 | EUR '000 |
| Shares & Other Equities acquired/sold by Residents of Malta - F51 | Ireland - IE | Non Financial Corporations - S11 | 30 | 5 | 0 | 0 | 35 |
| Debt Securities acquired/sold by Residents of Malta - F3 | Germany/Deutschland - DE | Deposit-Taking Corporations Except The Central Bank - S122 | 4 | 0 | 2 | -1 | 1 |
| Investment fund shares/units acquired/sold by Residents of Malta - F52 | United Kingdom - GB | Non-MMF Investment Funds - S124 | 0 | 31 | 0 | -2 | 29 |

(In this case, the value of 'Revaluations/Other Changes' for the German bonds is the result of a decrease in the market value of the bonds. The 'other changes' for the CISs was caused by exchange rate changes).

Note that all columns must be filled. Kindly do not leave blank cells to represent a value of 0.

In case the transactions/balances were carried out/held on behalf of resident non-financial companies please use the lower of the table in 'Non_SBS_Nominee', titled 'Nominees – Resident Non-Financial Companies' for inputting.

Non-Resident Nominee

Respondents are required to detail in this sheet any positions held and/or transactions carried out, in respect of domestic securities (i.e., securities issued by Maltese entities) on behalf of non-resident clients.

The layout of this sheet is the same as 'Non_SBS_Nominee'. For inputting instructions and example please refer to the previous section titled 'Non_SBS_Nominee'. The difference between 'Non_SBS_Nominee' and 'Non-Resident_Nominee' is that the former refers to information regarding securities held and/or transacted on behalf of resident Households and NFCs whereas in 'Non-Resident_Nominee', data pertaining to non-resident nominee clients should be included, without making any distinction between type of client.

Licence holders are required to detail the country of residence of the non-resident nominee client. The country of residence can be selected from the drop-down menu found in the column "Country of non-resident asset holder".

| NOMINEE BUSINESS OF NON-RESIDENT CLIENTS | | | | | | | |
|---|--------------------------------------|------------------|---------------------------------|------------------------------|------------------------------|------------------------------|---------------------------|
| DOMESTIC ASSETS HELD ON BEHALF OF NON-RESIDENTS | | | | | | | |
| Print Set up | | Show All | | | | | |
| NOMINEES - NON-RESIDENTS | | | | | | | |
| Instrument | Country of non-resident asset holder | Sector of Issuer | Position at Beginning of Period | Increase due to Transactions | Decrease due to Transactions | Revaluations / Other Changes | Position at End of Period |
| Select instrument from dropdown list | Select country | Select sector | EUR '000 | EUR '000 | EUR '000 | EUR '000 | EUR '000 |
| | | | | | | 0.000 | |
| | | | | | | 0.000 | |

Non-Nominee

This return is to be filled in **only** if transactions carried out on behalf of resident NFCs are not reported on Security-by-Security basis in Sheet 'SBSA_NON-NOM_HSE' or Sheet 'SBSA_NON-NOM_NFC'.

Respondents are requested to provide information on the purchase and sale of investments (not held under nominee services) made on behalf of resident household and non-financial corporations. Respondents need to specify the country and sector of the issuer. A description of the items and definitions required to fill 'Non_Nominee' is provided below.

| NON-NOMINEE BUSINESS (RESIDENT HOUSEHOLDS & NON FINANCIAL COMPANY CLIENTS) | | | | | | |
|--|-------------------|------------------|----------------|----------|-------------------------|----------|
| FINANCIAL ASSETS TRANSACTED ON BEHALF OF NON-NOMINEE HOUSEHOLDS & NON FINANCIAL COMPANIES NOT REPORTED ON SECURITY BY SECURITY BASIS | | | | | | |
| Print Set up | | Show All | | | | |
| NON - NOMINEE | | | | | | |
| Instrument | Country of issuer | Sector of Issuer | Type of Client | | | |
| | | | HOUSEHOLDS | | NON FINANCIAL COMPANIES | |
| | | | Purchases | Sales | Purchases | Sales |
| Select instrument from dropdown list | Select country | Select sector | EUR '000 | EUR '000 | EUR '000 | EUR '000 |
| | | | | | | |
| | | | | | | |

A. Type of Instrument

For a description of the selectable financial instruments please refer to 'Non_SBS_Nominee'. The type of instrument can be chosen from the drop-down menu.

B. Country

Note that all securities resident or non-resident should be reported. The country of issuer can be selected from the drop-down menu. For further details please refer to 'Non_SBS Nominee'.

C. Sector of Issuer

This field requires the respondent to detail the sector of issuer of the respective financial instrument. For further details please refer to 'Non_SBS Nominee'.

D. Type of Client

This sheet should **only** include transactions carried out on behalf of non-nominee resident household and/or resident non-financial companies. *Instructions received from other local licence holders or any other type of client (e.g., banks or other financial companies) should not be reported here.* For further details regarding the definitions of household and non-financial company clients please refer to SBSA Schedules.

E. Type of transaction

'Purchases' refers to the market value of all acquisitions of financial assets, carried out on behalf of resident household or non-financial company (NFC) clients.

'Sales' corresponds to the market value of all disposals of financial assets, carried out on behalf of resident household or non-financial company (NFC) clients.

(Figures should be reported at market value in thousands of euro. If the transaction was carried out in a currency other than euro, the value of the transaction should be converted into euro using the exchange rate prevailing at the time of the transaction.)

Inputting Example

Non-Nominee Transactions for the period

Example 1: An individual (on his personal behalf) instructs ISP Limited to purchase €24,000 worth of bonds issued by a German insurance company but quoted on the Paris Stock exchange. The ISP carries out this transaction through a custodian in the UK.

Select from the drop-down menu 'Debt Securities acquired/sold by Residents of Malta'. Choose 'Germany' in the country column. Select 'Insurance Corporations – S128' in the sector of issuer column and input '24' in the column 'Purchases' under the 'Household' heading as shown below.

| NON - NOMINEE | | | | | | |
|---|--|--|-----------------------|-------------------|-------------------------|-------------------|
| Instrument <i>Select instrument from dropdown list</i> | Country of issuer <i>Select country</i> | Sector of Issuer <i>Select sector</i> | Type of Client | | | |
| | | | HOUSEHOLDS | | NON FINANCIAL COMPANIES | |
| | | | Purchases EUR '000 | Sales EUR '000 | Purchases EUR '000 | Sales EUR '000 |
| Debt Securities acquired/sold by Residents of Malta - F3 | Germany/Deutschland - DE | Insurance Corporations - S128 | 24 | | | |

Non-Nominee Transactions for the period

Example 2: A non-financial company instructs ISP Ltd to sell its equities in a UK bank. The sale value amounts to £15,000. The official exchange rate as at the date of transaction is €1.00 : £0.70.

Select from the drop-down menu 'Shares & Other Equities acquired/sold by Residents by Malta'. Choose 'United Kingdom' in the country column. Select 'Deposit-Taking Corporations Except The Central Bank - S122' in the sector of issuer column and input '21.429' (euro thousands equivalent of £15,000 with exchange rate €1.00 : £0.70) in the column 'Sales' under the 'Non-Financial Companies'.

| NON - NOMINEE | | | | | | |
|---|--|--|-----------------------|-------------------|-------------------------|-------------------|
| Instrument <i>Select instrument from dropdown list</i> | Country of issuer <i>Select country</i> | Sector of Issuer <i>Select sector</i> | Type of Client | | | |
| | | | HOUSEHOLDS | | NON FINANCIAL COMPANIES | |
| | | | Purchases EUR '000 | Sales EUR '000 | Purchases EUR '000 | Sales EUR '000 |
| Shares & Other Equities acquired/sold by Residents of Malta - F51 | United Kingdom - GB | Deposit-Taking Corporations Except The Central Bank - S122 | | | | 21.429 |

Other foreign assets acquired/sold by Maltese Residents

The respective details for transactions of instruments other than those selectable from the drop-down menu (e.g., deposits with foreign institutions) should be recorded in the lower part of the sheet below the heading 'Other foreign assets acquired/sold by Maltese Residents'. The sector of the counterparty is not required in such cases. Respondents need only to specify the financial

instrument transacted, country of domicile of the counterparty and the market value of transactions in the appropriate column.

| Other foreign assets transacted on behalf of non-nominee resident Households & Non-Financial Companies | | | | | | |
|--|--|--|----------------|----------|-----------------------|----------|
| Instrument <i>Please specify instrument</i> | Country of counterparty <i>Select country</i> | | Type of Client | | | |
| | | | HOUSEHOLD | | NON FINANCIAL COMPANY | |
| | | | Purchases | Sales | Purchases | Sales |
| | | | EUR '000 | EUR '000 | EUR '000 | EUR '000 |
| | | | | | | |

Transactions for Period

This sheet shall be used to obtain data on the transactions in financial securities carried out during the period on behalf of resident Households, resident non-financial companies, and own account. In this sheet report only the total market value of transactions for securities (nominee business & own account) reported in the SBSA sheets. Transactions for non-nominee business (SBSA _NON-NOM_HSE & SBSA_NON-NOM_NFC) should be excluded.

| Net Transactions reported in SBS* | | |
|---|----------------------------------|------------------------------|
| Type of security | Asset holder | Net transactions Eur'000s |
| Debt Securities | Resident Households | |
| | Resident Non-Financial Companies | |
| | Own Account | |
| Shares & Other Equities including Investment fund shares/units | Resident Households | |
| | Resident Non-Financial Companies | |
| | Own Account | |

* This return is to be filled in only by those ISPs which report holdings on a Security by Security basis

Transactions are to be classified by type of security (Debt Securities, Shares & other Equities, including Investment Fund shares/units). For a description of the financial securities please refer to 'Non_SBS Nominee'. All securities irrespective of the residency of the issuer should be included in this table.

Only data pertaining to resident Households, nominee and non-nominee resident non-financial companies and own account should be included in the table in Sheet 'Transactions for Period'.

Sectoral Balance Sheet

The 'Sectoral Balance Sheet' contains a balance sheet with various columns representing sectoral counterpart (i.e., the corresponding party of an asset/liability held by the licence holder). This balance sheet should only include own account assets and liabilities. Each balance sheet item (except for 'Fixed Assets/Non-Financial Assets' and 'Reserves') should be categorised according to the counterpart. The sectoral counterparts and balance sheet instruments are described in the following two sub sections.

Sectors

General Government - This sector includes the administrative institutions of the state, such as ministries. It also includes local organisations responsible for public administration, such as, local councils.

Monetary Financial Institutions: Banks - This sector consists of all financial corporations which are principally engaged in financial intermediation and whose business is to receive deposits and to grant loans and/or to make investments in securities. These include merchant and universal banks, savings banks (including savings and credit associations), postal cheque and giro services, post banks, giro banks, agricultural credit associations, co-operative credit institutions, credit associations and specialised banks.

Monetary Financial Institutions: Money Market Funds - Money Market Funds (MMFs) are collective investment schemes that raise funds by issuing shares or units to the public but invest only in money market Instruments.

Other Financial Institutions including Auxiliaries: Investment Funds - Investment Funds are non-MMF investment schemes that raise funds by issuing shares or units to the public.

Other Financial Institutions including Auxiliaries: Others - Business which provide some form of financial service but are not banks, money market funds, investment funds or insurances should also be included under this heading. This sector includes the following financial institutions: insurance brokers, loan brokers, flotation corporations, stock exchanges, foreign exchange bureaus, money transfer operators and central supervisory authorities of financial intermediaries' financial markets.

Insurance Companies - Consist of all financial corporations which are principally engaged in financial intermediation as the consequence of the pooling of risks. Their principal function is to provide life, accident, health, fire, or other forms of insurance to individual institutional units or groups of units or reinsurance services to other insurance corporations.

Non-Financial Companies - The category 'Non-Financial Companies' consists of incorporated businesses (i.e., bodies recognised as independent legal entities) whose principal activity is the production of goods and non-financial services. The institutional units covered under this heading include:

- private and public corporations which are market producers principally engaged in the production of goods and non-financial services;
- co-operatives recognised as independent legal entities which are market producers principally engaged in the production of goods and non-financial services;
- holding corporations controlling a group of corporations which are resident market producers of goods and non-financial services;

Households and NPISH - A household is defined as a group of persons who share the same living accommodation, who pool some or all their income and wealth, and who consume certain types of goods and services collectively. Enterprises which are not incorporated such as sole proprietors are also included in this sector. Non-profit institutions serving households (NPISH) are entities mainly engaged in providing goods and services to households or the community at large free of charge or at prices that are not economically significant. Examples include charities, trade unions, religious institutions, and social, cultural, and recreational clubs that do not charge economically significant prices.

Euro Area Residents - Non-resident units including governments, households, financial and non-financial companies etc. which are residents of the euro area. (Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Slovakia, Slovenia, and Spain) excluding Malta.

Rest of the World - Non-resident sectoral units including governments, households, financial and non-financial companies etc. which reside outside the euro area.

Balance Sheet Items – Assets Side

1. Debt Securities

Debt instruments are those instruments that require the payment of principle and/or interest at some point(s) in the future. These financial assets which are typically represented by documents intended to circulate, and whose nominal value is determined on issue. This balance sheet item includes bills, bonds, certificates of deposit, commercial paper, debentures, and similar instruments normally traded in the financial markets. (Financial derivatives should not be included under this heading). Debt securities are sub-categorised into short-term and long-term debt.

- a. Short Term Debt: Debt securities with an original maturity of one year or less.
- b. Long Term Debt: Debt securities with an original maturity of more than one year.

2. Equity and Investment Fund Shares

Equity and investment fund shares have the distinguishing feature that the holders own a residual claim on the assets of the institutional unit that issued the instrument. Equity represents the owners' funds in the institutional unit.

- a. Equity: Equity consists of all instruments and records that acknowledge claims on the residual value of a corporation, after the claims of all creditors have been met. Includes listed and unlisted shares.
- b. Money market fund shares/units: Money market fund shares are share/units in investment funds that invest only or primarily in short-term money market securities such as treasury bills, certificates of deposit, and commercial paper.
- c. Non-MMF investment fund shares/units: Non-MMF investment funds are shares/units in collective instrument schemes that raise funds by issuing shares or units to the public.

3. Financial Derivatives

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, and so on) can be traded in their own right in financial markets.

4. *Loans*

Loans are financial assets that are

- Created when a creditor lends funds directly to a debtor, and
- Are evidenced by documents that are not negotiable.

Loans are further sub-categorised into short-term and long-term loans:

- a. Short-Term Loans: Loans with an original maturity of one year or less.
- b. Long-Term Loans: Loans with an original maturity over one year.

5. *Deposits and cash balances*

Cash balances consist of notes and coins that are of fixed nominal values and are issued or authorized by central banks or governments.

Deposits include all claims that are on deposit-taking corporations (banks) and represented by evidence of deposit. A deposit is usually a standard contract, open to the public at large, that allows the placement of a variable amount of money. The nominal value of deposits is usually fixed in terms of the currency in which the deposits are denominated.

Both transferable and non-transferable deposits are included in this category. "Non-transferable deposits" include 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. "Transferable deposits" are exchangeable on demand at par without restriction or penalty, freely transferable by cheque or giro order, and otherwise commonly used to make payments.

6. *Trade Credits, Advances and Other Receivables*

Trade credit and advances consist of credit extended directly by the license holder for services provided to their customers and advances for work commissioned by the license holder, that is still in progress (or is yet to be undertaken) and prepayment for goods and services not yet provided.

Other accounts receivable includes accounts receivable other than those included in trade credit and advances or other instruments. It includes liabilities for taxes, lending fees, wages and salaries, dividends, and social contributions that have accrued but not yet paid.

7. *Land and Buildings*

This item includes investment in land and buildings/offices directly owned by the enterprise. This item is not allocated to any particular counterpart, but the split of land and buildings owned in Malta, and abroad, is required.

8. Other Fixed Assets / Non-Financial Assets

This item consists of tangible assets such as machinery, equipment (e.g., computer software and databases), and intangible assets (e.g., research and development).

9. Other assets not specified elsewhere

Under this category include assets which are nowhere else classified.

Total Assets - Summation of the items 1 to 9.

Balance Sheet Items – Liabilities Side

10. Debt securities issued

Refers to financial instruments issued by the license holder which entail the payment of principal and/or interest at some future point in time (e.g., bonds issued).

11. Financial Derivatives

A financial derivative contract which due to unfavourable price movements of the underlying asset the license holder owes money to the counterpart of the contract.

12. Trade Credits and Other Payables

Consist of credit extended directly by suppliers of goods and services provided to the ISP and advances for work commissioned to the license holder, that is still in progress (or is yet to be undertaken).

Other accounts receivable includes accounts receivable other than those included in trade credit and advances or other instruments. It includes liabilities for taxes, lending fees, wages and salaries, dividends, and social contributions that have accrued but not yet paid.

13. Loans

Please refer to the definition provided in (4) above.

14. Other Liabilities not specified elsewhere

Any type of liability that cannot be classified into any of the above categories.

Total Liabilities - Summation of the items 10 to 14.

15. Called up Share Capital

Comprises amounts arising from the issue of equity to shareholders or other proprietors, representing the holder's property rights and generally an entitlement to a share in its profits and to a share in its own funds in the event of liquidation.

16. Reserves

Any part of shareholders' equity, except for called up share capital (e.g., funds arising from non-distributed benefits or funds set aside in anticipation of future likely payments and obligations).

Total Capital & Reserves - Summation of the items 15 to 16.

Inputting Example

Assets held and liabilities owed by ISP Ltd at end of reporting period March 20XX:

Assets:

1. Treasury bills amounting to €80,000 issued by the Maltese Government.
2. German Government Bonds €15,000.
3. Equities in a British non-financial company, valued £7,500. (Exchange rate as at end of the reference reporting period stood at €1 : £0.75).
4. €12,000 deposit held with a resident bank.
5. Office premises in Valletta, valued at €50,000.

Liabilities:

6. €7,000 still owed to a resident Web development company for the development of the company's website.
7. €60,000 loan with original maturity of 7 years provided by a resident bank.
8. Share capital amounting to €80,000. 40% of the shares are held by a resident insurance company. The remaining portion are owned by a British company.
9. €20,000 reserves.

Inputting instructions:

Assets:

1. Since treasury bills are debt securities with a short-term maturity (i.e., mature in less than one year), the respective balance should be inputted. The figure should be inputted in the column titled "General Government". (Financial assets held by one entity, which in this case consists of short-term government securities, generally imply a liability for another entity. In this case the liability holder is the entity which issued the financial instrument, i.e., government.)
2. In this case the government securities have an original maturity over one year and were issued by a foreign, euro-area, government. The respective balance should be recorded in the column "Euro Area Residents".

3. Since the equities were issued by a foreign non-euro area company the balance should be reported in the column "Rest of the World. The value should be converted into euro by using the appropriate exchange rate at the end of the reference period.
4. Since the deposits are held with a resident bank the respective figures should be inputted under the column "Banks".
5. Fixed assets do not involve a counterparty as in the case of financial assets considered in examples 1 to 4 above. Since the offices are in a Maltese territory the balance should be inputted in the column "Total Resident".

Liabilities:

6. In this case the balance pertains to trade transaction which has not been paid yet. As such it should be recorded. Since the balance is owed to resident NFC the figure should be inputted in the column headed "Non-Financial Companies".
7. Since the loan has an original loan maturity over one year the figure should be inputted in the column "Banks".
8. The amount of share capital should be inputted in the columns "Insurance Companies" (40% of €80,000) and "Rest of the World" (60% of €80,000) respectively.
9. The €20,000 reserves should be allocated in the column "Total". (The balance is recorded in this column because there is no counterparty to this liability.).

Assets:

| | Resident | | | | | | | | | | | Non Residents | | | Total |
|--|--------------------|---------------------------------|--------------|--|------------|------------|---------------------|-------------------------|--------------------|----------------|---------------------|-------------------|---------------------|--------------|-------|
| | General Government | Monetary Financial Institutions | | Other Financial Institutions including Auxiliaries | | | Insurance Companies | Non Financial Companies | Households & NPISH | Total Resident | Euro Area Residents | Rest of the World | Total Non Residents | | |
| | | Banks | Money Market | Investment Funds | Others | | | | | | | | | | |
| | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | | |
| Assets | | | | | | | | | | | | | | | |
| 1) Debt Securities | 80.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 80.0 | 15.0 | 0.0 | 15.0 | 95.0 | |
| a) Long term (maturity > 1 year) | | | | | | | | | | 0.0 | 15.0 | | 15.0 | 15.0 | |
| b) Short term (maturity <= 1 year) | 80.0 | | | | | | | | | 80.0 | | | 0.0 | 80.0 | |
| 2) Equity and investment fund shares | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 10.0 | 10.0 | 10.0 | |
| 2.1) Listed | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 10.0 | 10.0 | 10.0 | |
| a) Equity | | | | | | | | | | 0.0 | | 10.0 | 10.0 | 10.0 | |
| b) Money market fund (MMF) shares/units | | | | | | | | | | 0.0 | | | 0.0 | 0.0 | |
| c) Investment fund (excl. MMFs) shares/units | | | | | | | | | | 0.0 | | | 0.0 | 0.0 | |
| 2.2) Unlisted | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| a) Equity | | | | | | | | | | 0.0 | | | 0.0 | 0.0 | |
| b) Money market fund (MMF) shares/units | | | | | | | | | | 0.0 | | | 0.0 | 0.0 | |
| c) Investment fund (excl. MMFs) shares/units | | | | | | | | | | 0.0 | | | 0.0 | 0.0 | |
| 3) Financial derivatives | | | | | | | | | | 0.0 | | | 0.0 | 0.0 | |
| 4) Loans | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| a) Long term (maturity > 1 year) | | | | | | | | | | 0.0 | | | 0.0 | 0.0 | |
| b) Short term (maturity <= 1 year) | | | | | | | | | | 0.0 | | | 0.0 | 0.0 | |
| 5) Deposits and cash balances | | | 12.0 | | | | | | | 12.0 | | | 0.0 | 12.0 | |
| 6) Trade Credits, Advances and Other Receivables | | | | | | | | | | 0.0 | | | 0.0 | 0.0 | |
| 7) Land and buildings | | | | | | | | | | 50.0 | | | 0.0 | 50.0 | |
| 8) Other Fixed/Non-Financial Assets | | | | | | | | | | | | | | | |
| 9) Other assets not specified elsewhere | | | | | | | | | | 0.0 | | | 0.0 | 0.0 | |
| Total Assets | 80.0 | 0.0 | 12.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 142.0 | 15.0 | 10.0 | 25.0 | 167.0 | |

Liabilities:

| Liabilities | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 10) Debt securities issued | | | | | | | | | | 0.0 | | | 0.0 | 0.0 |
| 11) Financial Derivatives | | | | | | | | | | 0.0 | | | 0.0 | 0.0 |
| 12) Trade Credits & Other Payables | | | | | | | 7.0 | | | 7.0 | | | 0.0 | 7.0 |
| 13) Loans: | 0.0 | 60.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 60.0 | 0.0 | 0.0 | 0.0 | 60.0 |
| a) Long term (maturity > 1 year) | | 60.0 | | | | | | | | 60.0 | | | 0.0 | 60.0 |
| b) Short term (maturity <= 1 year) | | | | | | | | | | 0.0 | | | 0.0 | 0.0 |
| 14) Other Liabilities not specified elsewhere | | | | | | | | | | 0.0 | | | 0.0 | 0.0 |
| Total Liabilities | 0.0 | 60.0 | 0.0 | 0.0 | 0.0 | 0.0 | 7.0 | 0.0 | 0.0 | 67.0 | 0.0 | 0.0 | 0.0 | 67.0 |
| Capital & Reserves | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 | Euro '000 |
| 15) Called up share capital | | | | | | 32.0 | | | | 32.0 | | 48.0 | 48.0 | 80.0 |
| 16) Reserves | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 8.0 | 0.0 | 0.0 | 0.0 | 8.0 | 0.0 | 12.0 | 12.0 | 20.0 |
| Total Capital & Reserves | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 40.0 | 0.0 | 0.0 | 0.0 | 40.0 | 0.0 | 60.0 | 60.0 | 100.0 |

Selected Off-balance sheet information

Respondents are required to detail information on the value of equity and debt securities held on behalf of resident households and resident non-financial companies. (For the definitions of households and non-financial companies, please refer to Sectoral definitions provided at the start of this section).

Income & Services

The 'Income & Services' requires respondents to report:

- income in the form of interest and dividends earned on securities (issued by non-residents) which are not reported in any of the SBSA reports. [Upper part of the sheet.]
- income earned from services rendered by the ISP to non-residents and services commissioned to non-residents. [Lower part of the sheet.]

Upper part of Income and Services – Interest and Dividend earned

| Interest and dividends earned from / paid to non-residents | | |
|---|----------|----------|
| Type of Income | Receipts | Payments |
| | EUR '000 | EUR '000 |
| A Interest on own account (earned from / paid to non-residents) ¹ | | |
| B Dividends on own account (earned from / paid to non-residents) ¹ | | |
| C Interest received obo resident household & non financial companies on foreign securities not reported on a SBS basis | | |
| D Dividends received obo resident household & non financial companies on foreign securities not reported on a SBS basis | | |

¹ Do not include interest and/or dividends earned on securities reported on SBSA - Own Account

A - Interest on own account not reported on SBSA

The value of interest in thousands of euro received on foreign securities or other financial assets held with non-residents (e.g., foreign bank deposits) by the investment services provider on its own account or interest payable to non-residents by the licence holder. The former should be inputted in the 'Receipts' column. The latter should be recorded under the 'Payments' heading.

B - Dividends on own account not reported on SBSA

The value of dividends in thousands of euro received from securities issued by non-residents and held by the licence holder on its own account or the amount of dividends paid to non-residents. The former should be inputted in the 'Receipts' column. The latter should be recorded under the 'Payments' heading.

C - Interest received obo Households and Non-Financial Companies

Interest received on behalf of resident households and non-financial companies on foreign securities which were not reported in the SBSA sheets (i.e., the non-resident securities reported in the Nominee sheet).

D - Dividends received obo Households and Non-Financial Companies

Dividend received on behalf of resident households and non-financial companies on foreign securities which were not reported in the SBSA sheets (i.e., the non-resident securities reported in the Nominee sheet).

Inputting Example:

Interest and Dividends earned for the period 1st January 20XX – 31st March 20XX:

Interest earned on own account, on behalf of Households and Non-Financial Companies:

1. Interest earned on non-resident financial instruments held on own accounts **€15,000**
 - A) Of which reported in SBSA – Own Account €12,000
 - B) Of which not reported in SBSA – Own Account €3,000
2. Interest earned on behalf of Households & NFCs on non-resident securities **€135,000**
 - A) Of which securities reported in SBSA Sheets €100,000
 - B) Of which securities not reported in SBSA Sheets €35,000
3. Interest Paid on debt securities issued by the ISP **€27,000**

Dividends earned on behalf of Households & Non-Financial Companies:

4. Dividends earned from non-resident financial instruments held on own account. **€20,000**
 - A) Of which reported in SBSA – Own Account €18,000
 - B) Of which not reported in SBSA – Own Account €2,000
5. Dividends earned on behalf of Households & NFCs **€180,000**
 - A) Of which securities reported in SBSA Sheets €80,000
 - B) Of which securities not reported in SBSA Sheets €100,000
6. Dividends Paid on debt securities issued by the ISP **€13,000**

Items 1a, 2a, 4a and 5a must not be reported since they are included in the SBSA sheets. The remaining items should be recorded in the table below:

| Interest and dividends earned from / paid to non-residents | | |
|---|----------|----------|
| Type of Income | Receipts | Payments |
| | EUR '000 | EUR '000 |
| Interest on own account (earned from / paid to non-residents) ¹ | 3.000 | 27.000 |
| Dividends on own account (earned from / paid to non-residents) ¹ | 2.000 | 13.000 |
| Interest received obo resident household & non financial companies on foreign securities not reported on a SBS basis | 35.000 | |
| Dividends received obo resident household & non financial companies on foreign securities not reported on a SBS basis | 100.000 | |

¹Do not include interest and/or dividends earned on securities reported on SBSA - Own Account

Lower part of Income and Services – Services, wages and rents received from/provided to non-residents

Sheet 'Income & Services' requires respondents to detail receipts and payments for other business services (which can be chosen from a drop-down menu) provided to/by non-residents. For both receipts and payments, the country of residency of the client/supplier should be reported.

| Services, wages and rents received from/provided to non-residents | | | |
|---|-------------------------|----------|----------|
| Type of service | Country of counterparty | Receipts | Payments |
| Select instrument from dropdown list | Select country | EUR '000 | EUR '000 |
| | | | |

A
B
C

A – Type of Service

Refers to the type of services commissioned or rendered. The type of service can be selected from the drop-down menu which contains the following services:

- Accounting, auditing and book-keeping: include those activities related to accounting and audit services.
- 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.
- Advisory Fees: Advisory fees not classified elsewhere.
- Business and management consultancy: Include planning, organisation cost projecting and human resource management.
- Commissions: Commissions earned for services rendered.
- Communication: services include telecommunications (broadcasting, satellite, electronic mail etc.), postal, courier, newspaper, and magazine delivery services etc.
- Compensation of Employees: wages and other forms of remuneration to employees.
- Computer and information services: include data base development, storage and on-line series facilities, data processing, tabulation processing services (on a time share or specific basis) and processing management services, hardware consultancy, software design, development and customised implementation and programming, maintenance and repairs of computers and peripheral equipment and news agency service.
- 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, commissions and fees associated with security brokerage, placements of issues, underwriting, redemption, swaps,

options and commodity futures and portfolio and other financial management fees.

- Foreign Tax paid: includes any taxes paid to non-residents as well as any refund of taxes from abroad. Interest charges on the late payment of taxes should also be included.
- Public relations services: include any receipts and payments related to public relations.
- Rent: receipts from/payments for renting offices, building, hardware to/from non-residents etc.
- Tax consultancy services: Include those activities related to tax consultancy and related services.

B – Country of Counterparty

Refers to the country of residency of the counterparty of the service commission or rendered. The respective country can be selected from the drop-down menu.

C – Receipt/Payment

Income earned from rendering services should be recorded under the 'Receipts' heading. Costs incurred for business services paid for should be recorded under the 'Payments' heading.

[In cases where the Business Service cannot be categorised in any of the items from the drop-down list, use the lower part of the table to specify the nature of the business service and the respective receipts/payments under the appropriate headings.]

Inputting Example:

Business Services rendered/commissioned to foreign clients/businesses for the period 1st January 20XX – 31st March 20XX:

1. ISP Limited commissioned a British domiciled IT company to develop a specialised database management system. The total cost of the project amounted to £20,000. The payment was affected on 31st March. Exchange rate as at that date was 1 EUR : 0.80 GBP.
 2. ISP Limited received a total value of €20,000 for security brokerage services affected on behalf of French residents.
 3. Tax consultancy services provided to a German company (€10,000).
-
1. Select 'Computer and information services' from the drop-down menu in the first column, 'United Kingdom - GB' as the country of counterparty and the euro (thousand) equivalent of £20,000 i.e., '25' under the 'Payments' heading.
 2. Select 'Financial Services' as type of services, 'France - FR' as the country of counterparty and '30' in the Receipts column.
 3. Select 'Tax Consultancy Services' as type of services, 'Germany/Deutschland - DE' as the country of counterparty and '10' in the Receipts column.

| Services, wages and rents received from/provided to non-residents | | | |
|---|--|----------|----------|
| Type of service <i>Select instrument from dropdown list</i> | Country of counterparty <i>Select country</i> | Receipts | Payments |
| | | EUR '000 | EUR '000 |
| Computer and information services | United Kingdom - GB | 0.000 | 25.000 |
| Financial services | France - FR | 20.000 | 0.000 |
| Tax consultancy services | Germany/Deutschland - DE | 10.000 | 0.000 |

External Balance Sheet

Respondents are to report in 'External Balance Sheet' the opening and closing balances of, and transactions in, foreign assets held, and liabilities owed to non-residents by the licence holder. The sheet is divided into two parts. The upper part of the sheet should be used to report foreign assets held by the license holder whereas the lower part of the sheet should be used to report (foreign) liabilities.

Upper Part of External Balance Sheet – Foreign Assets held

| FOREIGN ASSETS HELD BY THE LICENCE HOLDERS | | | | | | | |
|--|----------------------------------|---|---------------------------------|------------------------------|------------------------------|------------------------------|---------------------------|
| Instrument ¹ <i>Choose instrument from dropdown list</i> | Country <i>Choose country</i> | Sector of Issuer: (to be filled for debt and equity securities incl. investment funds) <i>Select sector</i> | Position at Beginning of Period | Increase due to Transactions | Decrease due to Transactions | Revaluations / Other Changes | Position at End of Period |
| | | | EUR '000 | EUR '000 | EUR '000 | EUR '000 | EUR '000 |
| | | | | | | 0.000 | |

A
B
C
D
E
F

A – Instrument

Refers to the type of financial instrument held by the license holder. Only assets which have a foreign counterpart should be reported, i.e., assets having a resident counterpart (e.g., deposit with a resident bank) are to be excluded from this balance sheet. Interest accrued and unpaid should be included with the instrument on which it is earned. The type of instrument can be selected from the drop-down menu which contains the following options:

- Bank Deposits held with foreign banks: include both transferable and non-transferable deposits. “Non-transferable deposits” include 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. “Transferable deposits” are exchangeable on demand at par without restriction or penalty, freely transferable by cheque or giro order, and otherwise commonly used to make payments.

- Debt securities issued by non-residents: includes bonds, debentures and notes etc. that usually give the holder the unconditional right to a fixed money income or contractually determined variable money income. This category also includes bills, commercial paper, enterprises' acceptances, etc. that usually give the holder the unconditional right to receive a stated, fixed sum of money on a specified date. [Securities already reported in the SBSA – Own Account should not be reported here.]
- Equities issued by non-residents: consist of financial assets which represent property rights on corporations. These financial assets generally entitle the holders to a share in the profits of the corporations and to a share in their net assets in the event of liquidation. [Securities already reported in the SBSA – Own Account should not be reported here.]
- Financial derivatives: 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, and so on) can be traded in their own right in financial markets.
- Investment fund share/units issued by foreign institutions: are units in collective investment undertakings through which investors pool funds for investment in financial or nonfinancial assets or both. [Securities already reported in the 'SBSA_OWN_ACC' should not be reported here.]
- Receivables from non-residents: Cover any receivables from non-residents. Examples of receivables include amounts due from foreign counterparts, such as unpaid brokerage fees.

B - Country

The residency/country of domicile of the counterpart to the asset (i.e., the holder of the liability) should be selected from the drop-down menu in the second column.

C – Sector of Issuer

This field should be reported only for Debt securities issued by non-residents, Equities issued by non-residents and Investment fund share/units issued by foreign institutions. Respondents can choose amongst three sectors: - Banks, Government and Others from the drop-down menu. (See 'Non_SBS Nominee' for a description of these sectors).

D – Positions

Respondents should report the opening and closing positions for the respective financial instrument held on own account. In the eventuality that the financial instrument is denominated in currencies other than euro, the opening and closing positions should be

converted into euro using the official exchange rate as at the first/last day of the reporting period respectively.

E – Transactions

Transactions refer to increases (purchases) or decreases (sales) of financial assets made during the reporting period. Transactions carried out in currencies other than the euro should be converted into Euro using the official middle rate on the transaction day.

F – Revaluations / Other changes

Other changes are obtained as a residual. It is calculated as the difference between the change in position (*closing – opening*) and the net transactions.

Other Foreign Assets

In cases where the foreign asset cannot be categorised in any of the items from the drop-down list in the first column, use the lower part of the table (row 62) to specify the nature of the asset (e.g., property abroad) and the opening and closing balances and transaction under the appropriate headings.

Inputting Example:

Foreign assets opening balances as at 1st January 20XX:

| | |
|---|----------|
| 1. Deposit held in a German domiciled bank. | €14,000 |
| 2. Deposit with a US domiciled bank. | \$50,000 |
| 3. Bonds issued by Italian companies. * | €34,000 |

Transactions carried out during the period 1st January 20XX – 31st March 20XX:

| | |
|--|---------|
| 4. Drew from the deposit held with the German Bank. | €10,000 |
| 5. Bought equities issued by French NFCs on 20th February. * | €60,000 |
| 6. Bought UK government bonds on 20th February. * | £50,000 |

Foreign assets closing balances as at 31st March 20XX:

| | |
|---|----------|
| 7. Deposit with a German domiciled bank. | €4,000 |
| 8. Deposit with a US domiciled bank. | \$50,000 |
| 9. Bonds issued by Italian non-financial companies (market value). * | €34,000 |
| 10. Equities issued by French non-financial companies (market value). * | €60,000 |
| 11. UK Government Bonds (market value). | £55,000 |

*Not reported in SBSA – OWN Account

Exchange Rates (Official Middle Rate)

| | 1 st January | 20 th February | 31 st March |
|-----------|-------------------------|---------------------------|------------------------|
| EUR : USD | 1 EUR : 1.50 USD | - | 1 EUR : 1.10 USD |
| EUR : GBP | - | 1 EUR : 0.80 GBP | 1 EUR : 0.80 GBP |

1. Select 'Bank Deposits held with foreign banks' from the drop-down menu, 'Germany/Deutschland - DE' as the country of the counterparty to the asset and input '14' as the position at the beginning of the period.

2. Select 'Bank Deposits held with foreign banks' from the drop-down menu, 'United States' as the country of the counterparty to the asset and input '33' as the position at the beginning of the period (the euro [thousand] equivalent of the deposit in dollars, i.e., \$50,000/1.50)
 3. Select 'Debt securities issued by non-residents' (when selecting this item, the cell in the 'Sector' column changes colour to white to indicate that the sector of the issuer of the security needs to be reported). Choose 'Italy/Italia - IT' as the country of the counterparty to the asset and 'Non-Financial Corporations – S11' as the issuing sector. Input '34' as the opening position.
 4. Use the first row (created for entry number 1 above). Input '10' in the 'Decrease due to Transactions'.
 5. Select 'Equities issued by non-residents' (when selecting this item, the cell in the 'Sector' column changes colour to white to indicate that the sector of the issuer of the security needs to be reported). Choose 'France - FR' as the country of the counterparty to the asset and 'Non-Financial Corporations – S11' as the issuing sector. Input '60' as an 'Increase due to Transactions'.
 6. Select 'Debt securities issued by non-residents', 'United Kingdom' and 'General Government – S13' as the issuing sector of the securities. Input '62' (euro [thousand] equivalent of £50,000 using the official exchange rate as at date) in the 'Increase due to Transactions' column.
- 7,8,9,10. only require respondents to input the respective (euro-equivalent) closing figures in the column 'Position at End of Period'.

| FOREIGN ASSETS HELD BY THE LICENCE HOLDERS | | | | | | | |
|---|--------------------------|---|---------------------------------|------------------------------|------------------------------|------------------------------|---------------------------|
| Instrument ¹ | Country | Sector of Issuer (to be filled for debt and equity securities incl. investment funds FMI v1 Select sector) | Position at Beginning of Period | Increase due to Transactions | Decrease due to Transactions | Revaluations / Other Changes | Position at End of Period |
| | | | EUR '000 | EUR '000 | EUR '000 | EUR '000 | EUR '000 |
| <i>Choose instrument from dropdown list</i> | <i>Choose country</i> | | | | | | |
| Bank Deposits held with foreign banks | Germany/Deutschland - DE | | 14.000 | 0.000 | 10.000 | 0.000 | 4.000 |
| Bank Deposits held with foreign banks | United States - US | | 33.000 | 0.000 | 0.000 | 12.000 | 45.000 |
| Debt securities issued by non residents | Italy/Italia - IT | Non Financial Corporations - S11 | 34.000 | 0.000 | 0.000 | 0.000 | 34.000 |
| Equities issued by non residents | France - FR | Non Financial Corporations - S11 | 0.000 | 60.000 | 0.000 | 0.000 | 60.000 |
| Debt securities issued by non residents | United Kingdom - GB | General Government - S13 | 0.000 | 62.000 | 0.000 | 6.000 | 68.000 |

Lower part of 'External Balance Sheet': Foreign Liabilities owed

Liabilities owed to non-resident entities are to be reported in the lower part of the table in Sheet 'External_Balance_Sheet'.

| FOREIGN LIABILITIES HELD BY THE LICENCE HOLDER | | | | | | | |
|--|-----------------------|--|---------------------------------|------------------------------|------------------------------|------------------------------|---------------------------|
| Instrument | Country | | Position at Beginning of Period | Increase due to Transactions | Decrease due to Transactions | Revaluations / Other Changes | Position at End of Period |
| | | | EUR '000 | EUR '000 | EUR '000 | EUR '000 | EUR '000 |
| <i>Choose instrument from dropdown list</i> | <i>Choose country</i> | | | | | | |
| | | | | | | 0.000 | |

A
B
C
E

D

A - Instrument

The type of liability can be selected from the drop-down menu in the first column of the table. Interest accrued and unpaid should be included with the instrument on which it is payable. The items in the drop-down menu are described below.

- Called up share capital (of non-residents) of LESS than 10%; refers to holdings of less than 10% of ordinary shares held by a non-resident corporate or unincorporated body in the company.
- Called up share capital (of non-residents) of MORE than 10%; refers to holdings of more than 10% of ordinary shares held by a non-resident corporate or unincorporated body in the company. Any share premium should also be recorded according to the relative holding. (e.g., if a non-resident holds 40% of the total ordinary share capital, then 40% of the share premium should also be recorded).
- Financial derivatives: a financial derivative contract which due to unfavourable price movements of the underlying asset the licence holder owes money to the counterpart to the contract.
- Loans from non-residents: long-term; financial liabilities created through the direct borrowing of funds by the company for its own account from non-residents (lenders). Only loans from non-residents (including foreign parent and foreign subsidiaries) with a maturity of one year or over should be reported under this item.
- Loans from non-residents: short-term; financial liabilities created through the direct borrowing of funds by the company for its own account from non-residents (lenders). Only loans from non-residents (including foreign parent and foreign subsidiaries) with a maturity of one year or less should be reported under this item.
- Payables to non-residents; Covers any payables to non-residents.
- Retained Earnings/(Losses); Comprise foreign shareholders' share of retained profits/accumulated losses and other reserves. Profits (or losses) should be net of taxes, profit appropriation (dividends) and extraordinary items.¹ Please report any profits under the column "increase due to transactions" and any losses under the column "decrease due to transactions". The amount of Retained Earnings/(Losses) reported should be in proportion to the amount of ordinary share capital owned by non-residents. E.g., if the total proportion of shares held by non-residents is 70%, then 70% of the retained earnings (as defined above) is to be included.

B - Country

The residency/country of domicile of the counterpart to the liability (i.e., the holder of the asset) should be selected from the drop-down menu in the second column. [The list of countries that can be selected is smaller than for the other sheets in order to reduce the reporting burden].

¹ Examples of extraordinary profits (or losses) are capital gains and provisions.

C – Positions

Respondents should report the opening and closing positions for the respective financial liability. In the eventuality that the liability is quoted or denominated in currencies other than euro, the opening and closing positions should be converted into euro using the official exchange rate as at the first/last day of the reporting period respectively.

D – Transactions

Transactions refer to increases or decreases in liabilities owed to non-residents made during the reporting period. Transactions affected using currencies other than the euro should be converted into Euro using the official middle rate on the transaction day.

E – Other changes / Revaluations

Other changes are obtained as a residual. It is calculated as the difference between the change in position (opening – closing) and the net transactions.

Other Foreign Liabilities

Liabilities owed to non-residents which cannot be classified as any of the items from the drop-down list should be detailed on the lower part of the table for liabilities.

Inputting Example:

| | | | |
|--|--|---------------------------------|------------------------------|
| Liabilities owed to non-residents opening balances as at 1st January 20XX: | | | |
| 1. | Short term loan provided by German related company | | €30,000 |
| 2. | ISP's called up share capital 100% held in Spain | | €25,000 |
| 3. | Payments still due to a British IT company. * | | £14,000 |
| Transactions carried out during the period 1st January 20XX – 31st March 20XX: | | | |
| 4. | Loan repayments to the German related company. | | €20,000 |
| 5. | Further IT services commissioned to the British IT company (but not paid) 20 th February. * | | £1,000 |
| Liabilities owed to non-residents closing balances as at 31st March 20XX: | | | |
| 6. | Short term loan provided by German related company. | | €10,000 |
| 7. | ISP's Called up share capital 100% held by Swiss company. | | €25,000 |
| 8. | Payments still due to a British IT company | | £11,000 |
| *Not reported in SBSA – OWN Account | | | |
| Exchange Rates (Official Middle Rate) | | | |
| | <i>1st January</i> | <i>20th February</i> | <i>31st March</i> |
| <i>EUR : GBP</i> | 1 EUR : 0.70 GBP | 1 EUR : 0.80 GBP | 1 EUR : 0.80 GBP |

1. Select 'Loans from non-residents: short-term' from the drop-down menu, 'Germany/Deutschland - DE' and input '30' as the opening position.
2. Since the non-resident holder of equity owns more than 10% of the company select 'Called up share capital (of non-residents) of MORE than 10%*' from the drop-down menu, 'Spain - ES' as the country of residence/domicile of the counterpart and '25' in the 'Position at Beginning of Period' column.

3. Select 'Payables to non-residents' and 'United Kingdom - GB' in the country field. Input '20' (the euro [thousand] equivalent of the outstanding £14,000 i.e. $£14,000/0.70$) as the opening balance.
4. Use the row already created for inputting entry number 1 above. Input 20 in the 'Decrease due to Transactions'
5. Input '1.25' (the euro thousand equivalent of £1,000 (i.e., $£1,000/0.80$) using the exchange rate at date the expense was charged).

For entries 6, 7 and 8 just input the (euro thousand equivalent) values in the column 'Position at End of Period' in the appropriate row. The 'Other Changes' column is automatically calculated.

| FOREIGN LIABILITIES HELD BY THE LICENCE HOLDER | | | | | | | |
|--|--------------------------|--|---------------------------------|------------------------------|------------------------------|------------------------------|---------------------------|
| Instrument | Country | | Position at Beginning of Period | Increase due to Transactions | Decrease due to Transactions | Revaluations / Other Changes | Position at End of Period |
| <i>Choose instrument from dropdown list</i> | <i>Choose country</i> | | EUR '000 | EUR '000 | EUR '000 | EUR '000 | EUR '000 |
| Loans from non-residents: short-term | Germany/Deutschland - DE | | 30.000 | 0.000 | 20.000 | 0.000 | 10.000 |
| Called up share capital (of non-residents) of MORE than 10%* | Spain - ES | | 25.000 | 0.000 | 0.000 | 1.000 | 26.000 |
| Payables to non-residents | United Kingdom - GB | | 20.000 | 1.250 | 0.000 | -7.500 | 13.750 |

Income Statement

The revenue/ expenses earned/ incurred by the Licence Holder during the reporting period are to be included.

Kindly note the following:

- Administrative Expenses should include expenditure in the form of depreciation, directors remuneration, salaries, staff bonuses, other appropriations of profits and other variable remuneration, shared commission and fees payable which are directly related to commission and fees receivable which are included within total revenue, and where the payment of the commission and fees payable is contingent upon the actual receipt of the commission and fees receivable, employees' and directors' shares in profits, investor compensation scheme, professional fees, audit fees, registration and other fees, bank charges, rental expenses, travel expenses, insurance expenses, advertising expense, fees, brokerage and other charges paid to clearing house, exchanges and intermediate brokers for the purpose of executing, registering or clearing transactions, feed to tied agents, foreign exchange losses, non-recurring expenses from non-ordinary activities and other administrative expenses excluding financial cost, taxation for the year, allowable commissions and fees, other commissions payable and exceptional items of expenditure. This also includes the fair value movements on intangible assets and gain/loss on revaluation of property for P/L.
- Finance cost include interest charges in respect of borrowing made to finance the acquisition of readily realisable investments, interest paid to clients on clients' money, interest paid to counterparties and other interest payable.

Validation Checks

This sheet contains a series of checks which verify whether the return has been filled in correctly.

| Investment Service Providers | | | |
|------------------------------|---|----|---|
| CENTRAL BANK RETURNS CHECKS | | | |
| SBSA - NOM HSE | Fill in the Security identifier code (ISIN) | ok | ✔ |
| | Fill either 'No of shares' or 'Nominal value' | ok | ✔ |
| | Currency cannot be left blank | ok | ✔ |
| | Market Price cannot be left blank | ok | ✔ |
| SBSA - NOM NFC | Fill in the Security identifier code (ISIN) | ok | ✔ |
| | Fill either 'No of shares' or 'Nominal value' | ok | ✔ |
| | Currency cannot be left blank | ok | ✔ |
| | Market Price cannot be left blank | ok | ✔ |
| SBSA - NOM OWN ACC | Fill in the Security identifier code (ISIN) | ok | ✔ |
| | Fill either 'No of shares' or 'Nominal value' | ok | ✔ |
| | Currency cannot be left blank | ok | ✔ |
| | Market Price cannot be left blank | ok | ✔ |
| Non SBS Nominee | Select Instrument | ok | ✔ |
| | Select Country | ok | ✔ |
| | Select Sector | ok | ✔ |
| | Input Values | ok | ✔ |
| Non-Resident Nominee | Select Instrument | ok | ✔ |
| | Select Country | ok | ✔ |
| | Select Sector | ok | ✔ |
| | Input Values | ok | ✔ |
| Non Nominee | Select Instrument | ok | ✔ |
| | Select Country | ok | ✔ |
| | Select Sector | ok | ✔ |
| | Input Values | ok | ✔ |
| Income & Services | Select Instrument | ok | ✔ |
| | Select Country | ok | ✔ |
| | Input Values | ok | ✔ |
| External Balance Sheet | Select Instrument | ok | ✔ |
| | Select Country | ok | ✔ |
| | Input Values | ok | ✔ |
| | Select sector of issuer | ok | ✔ |
| A | B | C | |

A. This column indicates in which sheet the data being checked is located.

- B. The second column contains the name of the check being performed. Respondents may use these entries to be automatically redirected to the data on which the validation check is being performed.
- C. The third column indicates whether the validation check has been satisfied or not. An 'ok' message indicates that the check has been satisfied.

MFSA Sheets

Clients DPM, Clients Under Nominee, Clients Non-Nominee

1. Clients DMP

Sheet 'Clients DPM' contains a balance sheet (only asset side) with various columns representing sectoral counterpart (i.e., the corresponding party of an asset held by the licence holder). The amount reported should reflect the value in euro of the underlying positions at the end of the reference period. This balance sheet should only include clients' assets held under Discretionary Portfolio Management. Each balance sheet item (except for 'Fixed Assets/Non-Financial Assets') should be categorised according to the counterpart. The sectoral counterparts and balance sheet instruments are described in the following two sub sections.

2. Clients Under Nominee

Sheet 'Clients Under Nominee' contains a balance sheet (only asset side) with various columns representing sectoral counterpart (i.e., the corresponding party of an asset held by the licence holder). The amount reported should reflect the value in euro of the underlying positions at the end of the reference period. This balance sheet should only include clients' assets held under nominee **excluding discretionary portfolio management**. Each balance sheet item (except for 'Fixed Assets/Non-Financial Assets') should be categorised according to the counterpart. The sectoral counterparts and balance sheet instruments are described in the following two sub sections.

3. Clients Under Non-Nominee

Sheet 'Clients Non – Nominee' contains a balance sheet (only asset side) with various columns representing sectoral counterpart (i.e., the corresponding party of an asset transacted by the licence holder). This balance sheet should only include the **absolute amount** of the clients' assets transacted under non nominee during the reference quarter. Each balance sheet item (except for 'Fixed Assets/Non-Financial Assets') should be categorised according to the counterpart. The sectoral counterparts and balance sheet instruments are described in the following two sub sections.

Kindly see the [Sectoral Balance Sheet](#) for any definitions need to fill in this sheet.

Uploading

Once the return is filled in, the next step would be to upload the return. Return should be submitted via LH portal and via INFOSTAT. Kindly go through the following [link](#) which included instructions on how to upload via INFOSTAT and through the following [link](#) for instructions on uploading on LH portal.

Definitions from: [European system of accounts. ESA 2010 \(europa.eu\)](http://europa.eu)