



## Balance of Payments and Sector Accounts

Profile:  
BFI – Special Financial Institutions

Notes to the monthly and annual reports



Version 3.0

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This is a non-authorized English translation of the notes for reporters with profile BFI.  
The Dutch version of the notes is official.

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## Introduction

## ***Purpose of the report***

De Nederlandsche Bank (DNB) collects monthly (calendar month) and annual data on transactions and positions in domestic and foreign assets and liabilities. The information collected is used to compile the Dutch Balance of Payments, International Investment Position (IIP) of the Netherlands, the Financial Accounts and the Sector Accounts, the latter two are compiled by Statistics Netherlands (CBS).

It is also used as input for the European Central Bank (ECB) and the Statistical Office of the European Commission (Eurostat) to compile the Balance of Payments, the International Investment Position, the Financial Accounts and the Sector Accounts of the Economic and Monetary Union (EMU) and the European Union (EU).

## ***Legal basis and submission period***

Pursuant to section 7 of the External Financial Relations Act of 25 March 1994 (*Wet financiële betrekkingen buitenland*, Wfbb) and the resulting Rapportagevoorschriften betalingsbalans-rapportages 2003, every entity is obliged in accordance with the relevant Bank regulations to truthfully submit all information and data that DNB requires in order to prepare the balance of payments. Pursuant to section 8 of the External Financial Relations Act, DNB is obliged to observe strict confidentiality in relation to the individual data supplied. Where applicable, the information and data will also be used for purposes as defined by Regulation (EC) 2533/98 under the confidentiality regime applicable in this Regulation.

Furthermore, DNB is, on the basis of the Mandating Order on Financial Corporations' Sector Accounts authorised ex article 33, subsection 3 CBS law in conjunction with the Decree Data Processing CBS to retrieve certain data from financial institutions for statistical purposes. Section 8 of the External Financial Relations Act and article 37 of the CBS-law, provide for the strict confidentiality in relation to the individual data supplied.

The following submission periods apply to the reporting obligations. The relevant monthly reports must be in DNB's possession no later than the 15<sup>th</sup> working day after the end of each calendar month and the annual reports no later than four months after the end of the financial year. If final figures are not available by then, provisional figures must be completed on the basis of prudent estimates in order to ensure submission takes place within the time limit. Final figures which are significantly different from the provisional figures should be reported to DNB as soon as possible (see the paragraph on re-reporting). If the required information is not available within the time specified, please submit a written, reasoned, request for postponement no later than one working day before the submission period expires to the postponement coordinator.

If the obligations under the Wfbb 1994 or the CBS-law are not fulfilled, DNB is authorised to impose a fine or penalty, without prejudice to any penalties under Regulation (EC) 2533/98.

## ***Re-reporting***

As long as the positions of estimated monthly figures do not change, any possible minor additions may be discounted, in consultation with the account manager at DNB, in the next reporting month. In the case of significant changes in any reports or in the reported closing positions, a revised report for the relevant period must be completed, again in consultation with the account manager at DNB.

## ***Residents and non-residents***

The balance of payments includes transactions between residents and non-residents only. In accordance with the definitions of the International Monetary Fund (IMF), residents of a certain country are taken to be the group of natural persons and legal entities whose centre of economic interest lies in the country concerned. In the Netherlands, this definition is elaborated further in the aforementioned Wfbb 1994. The Wfbb 1994 (article 1) defines *residents* as:

1. Natural persons whose place of residence is in the Netherlands and whose names have been entered in the registers of births, deaths and marriages;
2. Legal entities, partnerships and limited partnerships which are established or have their offices in the Netherlands, as well as legal entities, partnerships and limited partnerships which, though not established in the Netherlands, are managed from the Netherlands, if so determined by DNB;
3. Branches and agencies established in the Netherlands, if not covered by 2 above;
4. Natural persons of Dutch nationality, if not covered by 1 above, who have upon their own request been designated as residents by Our Minister.

*Non-residents* are taken to be: natural persons, legal entities, partnerships, branches, agencies and enterprises not covered by the definition of “residents”.

## **Who has to submit reports?**

DNB periodically determines the population that is required to report and inform those involved in writing of the manner in which the reporting must take place. A specific Internet application (see separate section), is available for the submission of the monthly and annual reports.

## **Centralised reporting**

DNB in principle assigns individual companies<sup>1</sup> as reporting companies. The selected companies have to report to DNB on an unconsolidated basis. Reporting companies, however, can ask for permission to complete a centralised report on behalf of other group companies. The reporting (using one registration number) then involves both the figures of the group companies and the reporting company. The reporting enterprise that compiles and submits centralised reports is responsible for the fulfilment of the reporting requirements of the enterprise on whose behalf it is acting. Sanctions for failing to meet the reporting requirements or not meeting them on time shall therefore be imposed on this reporting enterprise. Correspondence with respect to centralised reports shall be sent to the correspondence address of the enterprise that compiles and submits centralised reports.

Centralised reporting will be permitted only if all of the following conditions are met:

- a) the companies comprised in the centralised reporting belong to the same group;
- b) the companies comprised in the centralised reporting would be reporting under the same reporting profile if they were regarded as individual reporting companies;
- c) all assets and liabilities of all companies comprised in the centralised reporting should be included in the reporting. Mutual group relations must be eliminated by means of consolidation.

## **Representation**

Reporting enterprises usually report independently to DNB, i.e. without the intervention of third parties. However, a reporting enterprise may have its reporting, whether or not centralised, done by an external party (a representative). The reporting enterprise shall remain responsible at all times for the fulfilment of its reporting requirements. Sanctions for failing to meet the reporting requirements or not meeting them on time shall therefore be imposed on the reporting enterprise.

Representation shall be subject to the following conditions:

- a) the reporting enterprise shall inform DNB forthwith of the appointment of a representative and of any changes in that respect;
- b) the representative may only report on behalf of a reporting enterprise if the full reporting requirement has been taken over from that reporting enterprise.

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<sup>1</sup> For reasons of uniformity in language, the reporter concerned is addressed with the term ‘enterprise’ or ‘company’ in all forms and notes. In the note and forms for the profiles BFI and BFS, these terms refer to the BFI that is required to report including the consolidated resident group companies.

- c) DNB shall send all correspondence in the name of the reporting enterprise to the representative's correspondence address. This means that any correspondence about the imposition of sanctions shall also be sent to the representative's address.
- d) The representative must be a Dutch resident.

### ***Structure of the reporting model***

The reporting model comprises a general structure for **annual** reporting on transactions (necessary for the balance of payments) and positions of claims and liabilities (necessary for the International Investment Position) as a coherent whole. In the report, the opening and closing positions of all assets and liabilities must be reconciled, taking all movements in the relevant period into account (see Table 1). This does not mean, however, that all items in the reporting set need to be filled in. The shaded cells in the reporting model (not shown in e-Line Betalingsbalans) do not need to be completed either because the information requested is not available on a monthly basis and/or because the category in question is not applicable. Please note that transactions and positions must only be stated in one place in the reporting forms. In case of doubt concerning the correct classification of transactions and positions, we advise you to follow the definitions used for external reporting purposes.

Special Financial Institutions need to report on a **monthly** basis on transactions and income only. Trust companies, who do not keep the accounts of the Special Financial Institution involved, are permitted to use cash flow information.

The forms were prepared on the basis of this general reporting model. The model consists of two parts (i.e. for the assets/liabilities and for the related income). In most cases, the forms contain columns for:

#### Assets/Liabilities:

- Country. This is the country in which the debtor/creditor is established (please refer to the specific guidelines for each form; in the case of securities, for instance, this means the country of the issuer). Exceptions include transactions with and positions at international institutions such as the ECB, BIS and IMF; these must not be reported under a country code but under separate codes (usually beginning with the letter X). A list of the country codes to be used (ISO standard codes) is attached.
- Sector. This is the sector of the debtor/creditor concerned. A breakdown should be made according to the definitions and codes mentioned in appendix 2. It should be noted here that BFIs do not constitute a separate sector but form part of the sector Other Financial Institutions (OFI). Transactions with other BFIs, for example Dutch BFIs forming part of the same group as the reporting company, must therefore be entered under the sector 'OFI'.
- Assets/liabilities at the beginning of the year. These are the positions at the beginning of the reporting period. These positions must agree with the positions at the end of the previous reporting period. Reconciliation differences in positions, e.g. as a result of a changeover from individual to central reporting (or vice versa), are not permitted. Any differences arising in such cases must be stated in the 'other changes' column.
- Changes during reporting period, broken down into:
  - ♦ Transactions (increase/decrease in assets/liabilities). The gross transactions effected during the reporting period must be reported as **totals per country** at market prices. In some cases, net changes may be reported;
  - ♦ Profit/loss. This column only occurs with equity investment;
  - ♦ Declared dividend. This column only occurs with equity investment;
  - ♦ Exchange rate changes. This column is used to report differences in value caused by changes in exchange rates;
  - ♦ Price changes. Changes in (market) price must be stated here;
  - ♦ Other changes. This column is for reporting all other differences in value relative to the data in the previous report. To prevent questions being asked after the report is submitted, it is advisable to provide separate clarification for substantial amounts (see e-Line).
- Closing positions of assets/liabilities. This is the position at the end of the reporting period.

#### Related income:

- Interest received during the month. This column is used to report gross interest (before deduction of any withholding tax) received during the reporting month requested.
- Interest paid during the month. This column is used to report gross interest (before deduction of any withholding tax) paid during the reporting month requested.
- Dividend received/paid. This column is used to report gross dividends (before deduction of any tax on dividends) received or paid during the reporting period.



Table 1: Reconciliation model for direct reports												
Amounts in thousands of euros												
Type of asset/liability	Country of foreign asset/liability		Asset/liability						Interest			
			Position at the beginning of the month (excl. accrued interest)	Changes during the month			Position at the end of the month (incl. accrued interest)	Position of accrued interest at the beginning of the month	Changes during the month		Position of accrued interest at the end of the month	
				Transactions	Revaluation	Other changes			Interest accrued in the course of the month	Interest received during the month		Interest paid during the month
	Increase asset/liability	Decrease asset/liability	Exchange rate changes	Price changes				(11)	(12)	(13)	(14)	(15)
(1)	(4)	(5)	(6)	(7)	(8)	(9)	(10)					

Asset/liability reconciliation: position at the beginning of the month (column 3) + changes during the month (columns 4, 5, 6, 7 and 8) = position at the end of the month (column 9).

Reporting enterprises who prefer to report accrued interest instead of interest received/paid during the reporting period are permitted to report the accrued interest in the column interest paid/interest received, as long as a corresponding entry is included on the sub forms AO-OK or PO-OK respectively. These entries then have to be completed in both the monthly reports and the annual report.

The figures may exclusively be reported in Euro (EUR), rounded off to units of 1,000 (for example: EUR 1,250,490 becomes 1,250). Rounding off may only be applied at the level at which reporting takes place. Therefore, if the reported amount is the aggregate of several separate amounts, the constituent amounts (which are not rounded off) must be added up first, after which the rounded-off total is completed.

## ***Sign convention***

### Positions at the beginning and/or end:

In general, positions at the beginning and/or end reported (without a sign) on the forms for liabilities should be regarded as debts, and positions at the beginning and/or end reported on the forms (without a sign) for assets should be regarded as claims. Positions of both assets and liabilities should therefore be reported as positive amounts (without a sign). It is not allowed to report positions with a minus sign, with the exception of the cases mentioned below.

### Exceptions:

It is possible to report negative positions at the beginning and/or end (with a minus sign) on a limited number of sub forms. Specifically, this concerns positions of equity investment (both assets and liabilities) that can both be negative (on the annual reporting sub forms AD-C and PD-C) and investments in equity with short positions (sub forms AEB and AEN). Also, current account balances (sub form AO-RC) can represent both an asset and a liability (see further the notes on sub form AO-RC). For the sub forms mentioned, negative positions and/or liabilities should be reported with a minus sign

### Transactions:

Transactions should be reported without a sign, since the forms distinguish between sales and purchases, withdrawals and redemptions of loans, increases and decreases of current account balances, etc.

### Revaluations/Other changes:

Revaluations and other changes can be reported as an increase or a decrease of a position. Changes leading to a decrease should be reported with a minus sign.

## ***Netting***

It is possible for group companies to have similar but opposite transactions within a certain reporting period. Similar balance sheet positions may occur both on asset and liability side. These transactions and positions may not be netted. In other words, both positions and movements in them must in principle be reported gross. Any exceptions to this rule are mentioned explicitly at the (sub)form.

## ***Valuation principles and conversion to the euro***

The positions to be reported (for the beginning and end of the year) are in principle to be valued at current market prices. For the valuation of the *end-of-year* positions, market prices at the end of the year should be used; in this connection, amounts in foreign currency should be converted into euro using the official (middle) rate on the last trading day of the same year<sup>2</sup>. When in your system, exchange rates in conformity with market prices are being used, you can utilise these for the conversion. The positions at the beginning of the year should be stated on the basis of end-of-year market prices and end-of-year exchange rates from the preceding reporting year. If current market prices (or recent transaction prices) are not available, e.g. in the case of unlisted

<sup>2</sup> For information on exchange rates, please see the Bank's website (<http://statistics.dnb.nl>)

securities, prudent approximations of current prices are acceptable. Equity investment positions do not have to be reported on a monthly basis. In the case of transactions, the market price almost always corresponds with the agreed transaction price. Transactions in foreign currency should be converted into euro according to the official (middle) rate on the transaction day or the actual exchange rate used in the transaction. When net changes in foreign currency are reported (sub form AO-RC), it is sufficient to report the conversion of the net change per sort of foreign exchange against the average (middle) exchange rate during the month of the reporting month.

With equity investment in *listed stocks* valuation must take place at the current market price. The difference between the net asset value or book value and the market value must be stated as *other changes*. With equity investment in *unlisted stocks*, valuation may take place on the basis of net asset value<sup>3</sup>. Insofar as possible, the assets and liabilities of the equity investment must be stated at current value. Insofar as the equity investment itself has participating interests in other enterprises (to be considered as indirect equity investment of the direct investor), these equity investments must also be stated at net asset value. If no information on the net asset value of the equity investment is available, the book value of the equity investment may be stated instead (e.g. on the basis of historical cost). This valuation principle may only be used if:

- there is no information available about the net asset value of a foreign *minority* participation;
- there is no information available about the net asset value of foreign *majority* participations of a resident sub holding, whose shares are held by a non-resident company (and the participations are consolidated in the annual accounts of the non-resident shareholder).

### ***Time of observation for securities***

The positions and changes in securities must in principle be reported on the basis of trade date. If this is not possible, the data may also be reported on the basis of settlement date. The trade date is the date on which the transaction is effected. The settlement date is the date on which the change in the securities positions is actually entered in the securities administration and on which actual monetary settlement takes place. In case of reporting on trade date, claims and liabilities related to transactions which have not yet been settled, should be reported as other assets (sub form AO-OK) or other liabilities (sub form PO-OK) respectively. If the data are reported on the basis of trade date and a transaction is not effected, for whatever reason, according to the originally agreed transaction terms, then the data must be adjusted accordingly either in the same reporting period (if trade date and settlement date fall in the same period) or in the subsequent reporting period (if trade date and settlement date do not fall in the same period). A reporting period runs from the close of trade on the last day of trading of the previous calendar month to the close of trade on the last trading date of the calendar month. This is illustrated in the example below.

### **Example**

Your enterprise sells a block of shares on 30 January 2001 to the value of EUR 20,000. However, the transaction is not settled on 30 January but on 2 February (T+3). Therefore, the securities are not debited from the account until 2 February. If the reporting is based on the trade date, this transaction must be included in the report for January. If the reporting is based on settlement date, this transaction must be included in the report for February.

<sup>3</sup> For the term 'net asset value' reference is made to the Annual Reporting Guidelines.

## ***Components of monthly reporting***

The monthly reporting of cross-border transactions consists of the following forms:

Components of monthly reporting

<b>Form</b>	<b>Content</b>
<b>Form 1</b>	General register data
<b>Form 2</b>	Specific register data
<b>Form PD</b>	Liabilities: equity investment by non-residents in the reporting enterprise and/or resident subsidiaries comprised in this return
<b>Form PEN</b>	Liabilities: securities issued by the reporting enterprise insofar as deposited with a foreign (Central) Securities Depository
<b>Form PO</b>	Other liabilities to non-residents
<b>Form AD</b>	Assets: equity investment by the reporting enterprise and/or resident subsidiaries in non-resident companies comprised in this return
<b>Form ADO</b>	Assets: foreign real estate (excluding indirect property via non-resident subsidiaries)
<b>Form AEB</b>	Assets: investment in securities issued by non-residents
<b>Form AEN</b>	Assets: investments in securities issued by residents insofar as deposited with a foreign depository
<b>Form AO</b>	Other assets on non-residents
<b>Form D</b>	Financial derivatives with non-resident counterparties
<b>Form ANF</b>	Assets: intangible fixed assets and other non-financial assets
<b>Form GD</b>	International trade in services

## ***Components of annual reporting***

The annual reporting includes cross-border and domestic balance sheet items and data from the profit and loss account and consists of the following forms:

Components of annual reporting

<b>Form</b>	<b>Content</b>
<b>Form 1</b>	General register data
<b>Form 2</b>	Specific register data
<b>Form PD</b>	Liabilities: equity investment by residents and non-residents in the reporting enterprise and/or resident subsidiaries comprised in this return
<b>Form PEN</b>	Liabilities: securities issued by the reporting enterprise
<b>Form PV</b>	Provisions
<b>Form PO</b>	Other liabilities (to residents and non-residents)
<b>Form AD</b>	Assets: equity investment by the reporting enterprise and/or resident subsidiaries in resident and non-resident companies comprised in this return
<b>Form ADO</b>	Assets: foreign real estate (excluding indirect property via non-resident subsidiaries)
<b>Form AEB</b>	Assets: investment in securities issued by non-residents
<b>Form AEN</b>	Assets: investments in securities issued by residents
<b>Form ANF</b>	Assets: intangible fixed assets and other non-financial assets
<b>Form AO</b>	Other assets (on residents and non-residents)
<b>Form D</b>	Financial derivatives
<b>Form GD</b>	Goods and services: income and costs (by country)
<b>Form WVB</b>	Profit and loss account: revenues and costs
<b>Form WVU</b>	Profit and loss account: extraordinary items
<b>Form WVA</b>	Profit and loss account: other related variables

## ***e-Line Balance of Payments***

To facilitate the reporting process, DNB has developed an electronic, internet-based tool (e-Line Betalingsbalans/e-Line Balance of Payments). The basic idea is to make available standard software to reporting enterprises via a special website. This approach means that local installation at the reporting entities is not necessary. The application in question is naturally adequately protected.

The e-Line application enables the reporting enterprise to make comments and/or add explanatory notes at a central place in the report. Separate guidelines for the use of e-Line are available at the website <http://www.dnb.nl/en/statistics/eline-bb>

## ***Further information***

Further information can be obtained from:

De Nederlandsche Bank N.V.  
Statistics and Information Division  
Other Financial Institutions Statistics Department  
P.O. Box 98  
1000 AB Amsterdam  
The Netherlands  
Telephone: +31 20 524 6111  
e-mail: [sir.dra@dnb.nl](mailto:sir.dra@dnb.nl)

## **Reporting forms shared by the monthly and annual reports**

## ***Form 1: General register data***

Form 1 shows general register information on the reporting enterprise, which is registered in the DNB register. This concerns:

- **Data of the reporting enterprise:** name, correspondence and visiting address;
- (If applicable) **data on its representative:** name, correspondence and visiting address;
- **Other data:** registration number DNB and Chamber of Commerce Registration number.

Note:

DNB must be informed in case of any changes in the register data, preferably by email ([sir.dra@dnb.nl](mailto:sir.dra@dnb.nl)) or otherwise by letter (De Nederlandsche Bank NV, Division S&I, Department ECS, P.O. Box 98, 1000 AB Amsterdam).

## **Form 2: Specific register data**

Form 2 shows specific register information on the reporting enterprise, such as it is recorded in the DNB register. This concerns:

- **Reporting profile.** DNB allocates one or more reporting profiles to a reporting enterprise based on the latter's business activities. The profile determines the contents of the reports. The following reporting profiles can be distinguished:
    - ♦ NFV (Non-financial companies);
    - ♦ VRM/VRK (Insurance corporations);
    - ♦ PNM/PNK (Pension funds);
    - ♦ BIC/BIV/BIB/BIM (Investment funds);
    - ♦ BFI (Special Financial Institutions);
    - ♦ BFS (Special Financial Institutions, SPVs);
    - ♦ OFI (Other financial institutions).
    - ♦ DNB (De Nederlandsche Bank)
    - ♦ MFI (other Monetary Financial Institutions);
    - ♦ BWB (Custodians);
    - ♦ CLM (Banks and clearing members);
    - ♦ OVH (Government Institutions);
    - ♦ CSD (Centralised Securities Depository);
    - ♦ SLB (Syndicated Loans Abroad);
    - ♦ SLN (Syndicated Loans in the Netherlands)
- Reporting companies can have more than one reporting profiles.

These notes are intended for companies that are registered as Special Financial Institutions (profile BFI).

- **Financial year of the reporting enterprise.** Annual reports must refer to the financial year of the reporting enterprise. This financial year might differ from the calendar year. The last month of the financial year is registered in the DNB register in order to determine the financial year.
  - **Sector of the foreign group of which the reporting SFI is a part.** Annex 3 contains an overview of the sectors (branches of industries) that are distinguished.
  - **Contact person(s).** Here is shown which data on contact persons are registered in the DNB register. This concerns name, sex, telephone number, and e-mail address.
  - **Overview of Dutch entities included in the report (100% consolidated).** This includes an overview of **all** Dutch entities (including the reporting company itself) that – in accordance with an agreement with DNB - are comprised in one report. This is only permitted for subsidiaries whose figures have been fully consolidated in the figures of the reporting enterprise. In principle, consolidated reporting will only be permitted insofar as the group companies in question belong, broadly speaking, to the same domestic sector. The following sectors are distinguished for this purpose
    - ♦ Monetary authority (DNB);
    - ♦ Government;
    - ♦ Monetary Financial Institutions (banks);
    - ♦ Insurance corporations;
    - ♦ Pension funds;
    - ♦ Investment institutions;
    - ♦ Special Purpose Vehicles;
    - ♦ Other Financial Institutions;
    - ♦ Special Financial Institutions
    - ♦ Non-financial companies
- All other Dutch entities are required – insofar as they are instructed to report – to report to DNB independently.
- **Reporting period.** Here the period concerned is shown. In case of monthly reports, the calendar year and month are shown; for annual reports, the first and last month of the financial year are given. If the calendar month to be reported does not correspond with the financial month in your books, you may report on the financial month whose end is nearest to the end of the calendar month concerned. The required frequency must be maintained. Companies that close their books every 4 weeks are required to report each period as if it



were a calendar month. The 12th and 13th period must be totalled and reported as the month December.

- **Nil reporting.** If there is no transaction, position or change in a position regarding a non-resident to be reported, this can be indicated here.

Note:

DNB must be informed in case of any changes in the register data, preferably by email ([sir.dra@dnb.nl](mailto:sir.dra@dnb.nl)) or otherwise by letter (De Nederlandsche Bank NV, Division S&I, Department ECS, P.O. Box 98, 1000 AB Amsterdam).

## Monthly reporting forms

## **Monthly form PD: Liabilities, equity investment by non-residents in the reporting entity and/or consolidated resident group companies**

### **Concepts and definitions**

On a monthly basis form PD (which has only one sub form, PD-C) must be completed with information on transactions and income by non-residents in the Dutch reporting enterprise and/or subsidiaries comprised in this return. The purpose of the equity investment must be to gain a more or less permanent interest whereby a certain degree of control (i.e. 'significant influence' and a 'long-term relationship') is obtained in the management of your enterprise; this in contrast with the motives of e.g. investors in securities.

The form of equity investment may differ from case to case:

- Through share capital. A non-resident holds all or part of your enterprise's share capital (only insofar as the shares are not or no longer freely marketable) or contributes capital in some other form (for example to cover losses);
- Otherwise than through shares:
  - ♦ Through the provision of working capital by the foreign parent to your enterprise provided this is not a separate legal entity<sup>4</sup> (branch offices and/or branches), and/or
  - ♦ In the form of (capitalised) expenditure incurred with a view to the permanent formation of fixed capital, e.g. for the exploration of minerals and other natural resources (including investment for commercial exploitation).

Equity investment does not include:

- Shares that are deposited with a national or foreign (central) securities depository;
- Shares that can be traded through book entry systems in a different way.

These investments must be reported as issued securities (through form PEN). In the case of equity investments (liabilities) equal to or more than 10% which fall under the above mentioned two exceptions please contact DNB.

Subordinated and perpetual loans do not fall within the term 'equity investment'. These must be recognised as long-term loans (sub form PO-LL).

Equity investment is not confined to transactions involving a physical cash flow, but may also consist of e.g.:

- Exchange of shares;
- Contribution of assets/liabilities (in return for shares);
- Conversion of dividends, loans or current account balances into shares. In such cases, you must also report the counter-entry on sub form PD-C (dividend), sub form PO-LL (loan) or sub form AO-RC (current account).

Equity investment must be broken down as follows, measured by the position at the beginning of the month:

1. **Equity investment by non-resident shareholders equal to or more than 10%.** These are participations in the share capital or comparable capital of at least 10%. This category also comprises all legal non-autonomous Netherlands-based branches or branch offices that form part of the enterprises established abroad, including cross-holdings of your foreign subsidiaries that are greater than or equal to 10%.
2. **Equity investment by non-resident shareholders of less than 10%.** This relates to participations in the share capital or comparable capital of less than 10%;
3. **Equity investment by your non-resident subsidiaries (cross-holdings) of less than 10%.** (Note: cross-holdings that are greater than or equal to 10% qualify as normal equity investment and must be reported under point 1 above).

<sup>4</sup> The provision of working capital to entities that are legally independent must be reported as a loan (form PO-LL).

## Data to be completed

### Country of investor

The country of investor item should state the country of the non-resident shareholder(s). A list of the country codes to be used (ISO standard) is included (see appendix 1).

### Sector of the investor

The sector of the non-resident shareholder(s) should be distinguished according to the classification in appendix 2 using the corresponding character code.

### Positions at the beginning/end of the month

Opening and closing positions do not have to be completed in the monthly report.

### Transactions

Purchases and sales of equity investment during the reporting month must be stated on a gross basis (i.e. purchases and sales separately) per country and sector of the investor and valued at the market price (the price at which the equity investment was purchased or sold) applicable at the time of transfer of ownership. If the acquisition cost is not known, it must be approximated:

- in the case of quoted shares: on the basis of market value;
- in the case of unquoted shares: through (the share in) the net asset value of the equity investment.

Purchases and sales also include:

- capital contributions by the non-resident shareholder(s);
- covering of losses (meaning informal capital contributions) by the non-resident shareholder(s)
- contribution of working capital by the non-resident parent to the Dutch branch;
- repayments of share capital to your non-resident shareholder(s);
- conversion of loans in shares, conversion of stock dividends, etc.

### Revaluation

Exchange rate changes and price changes do not have to be completed in the monthly report.

### Other changes

The item other changes does not have to be completed in the monthly report.

### Declared dividend in the course of the month

The declared gross dividend (before dividend tax) should be reported under 'declared dividend'. Declared dividend relates only to profit from operating activities. Declared dividend from extraordinary gains, such as profit on the sale of a holding, should not be reported as dividend but as return of capital under 'sales'. During the period between the declaration and the actual payment of the dividend, a (short-term) liability should be reported on form PO-OK for other (short-term) liabilities, unless the liability forms part of the current account balance between the parties involved and is hence already reported on form AO-RC. The actual payment of the dividend should be reported as a decline in liabilities on the form for other liabilities, unless the liability and/or asset forms part of the current account balance between the parties involved and is hence already reported.

Note:

In addition to the monthly reporting (purchases, sales and dividends), a full reconciliation of stocks ("positions") and changes in them for equity investments is required on an annual basis.

## **Monthly forms PEN: Liabilities, securities issued by the reporting enterprise insofar as deposited with a foreign (Central) Securities Depository**

### **Concepts and definitions**

On form PEN securities issued by giro by your company should be reported insofar they are deposited with a foreign (central) depository. In addition, -if known to the reporting company-, both physical securities (bearer certificates) held directly by non-resident investors and shares registered by means of a share register must be reported. All depository receipts for shares (such as American Depository Receipts or ADRs) issued by foreign trust offices must also be reported on this form, however this applies only to newly generated capital (for example ADRs in the form of New York Registered Shares).

Note:

Do not report securities issued by your enterprise and deposited in the Netherlands;  
 Where securities are deposited partly in the Netherlands and partly abroad, report only the securities deposited abroad.

Form PEN consists of three sub forms:

#### **Subdivision form PEN into sub forms**

<b>Sub form</b>	<b>Content</b>
PEN-A	Liabilities: securities issued by the reporting company insofar as deposited with a foreign (central) depository – equity (without ISIN)
PEN-K	Liabilities: securities issued by the reporting company insofar as deposited with a foreign (central) depository – bonds and notes (without ISIN)
PEN-G	Liabilities: securities issued by the reporting company insofar as deposited with a foreign (central) depository – money market paper (without ISIN)

Reported values of all securities must be added up with a breakdown into the type of security, the country of residence of the (central) depository or the country of the registered holder. The securities must be specified as follows:

- **Equity** A share represents a right to the residual value of an enterprise after the claims of all other creditors have been settled. Shares also include depository receipts for shares. Shares of the reporting enterprise that are held as an equity investment by a non-resident must be reported on form PD. In other words, only issued shares that are freely marketable may be stated on this form. Furthermore a distinction should be made between quoted shares and unquoted shares;
- **Bonds and notes.** These comprise all debt paper with an **original** term to maturity of longer than one year regardless of whether the paper gives a right to a contractually agreed fixed or variable rate of interest. Further distinction should be made for debt paper with an original term to maturity of less than two years and an original term to maturity of more than two years;
- **Money market paper.** This comprises all debt paper with an **original** term to maturity of less than or equal to one year, again regardless of whether it gives a right to a contractually agreed fixed or variable rate of interest.

### **Data to be completed**

All amounts must be stated exclusive of commission and/or other brokerage or custody charges in thousands of euros.

#### Country of residence of the central securities depository or country of registered holder

This is the country of residence of the securities depository where the global note or comparable global certificate of the outstanding securities of your enterprise is deposited. As for depository receipts issued abroad (such as ADRs) the country of residence of the trust office must be stated. Where physical securities are reported, the country of residence of the non-resident investor must

be completed (if known). A list of the country codes to be used (ISO standard) is included (see appendix 1).

Position at the beginning/end of the month

Positions at the beginning/end of the month do not have to be reported in the monthly report.

Transactions

Issues and sales of securities on the one hand and repurchases and redemptions on the other must be reported separately at the transaction price (in case of debentures: excluding accrued interest). Repurchases of own shares must be reported as transactions if the shares will be withdrawn. If these shares will be sold later on, the transaction (purchase) should not be reported here but on form AEN.

Revaluation

Exchange rates and price changes do not have to be reported in the monthly report.

Other changes

The other changes do not have to be reported in the monthly report.

Position of accrued interest at the beginning/end of the month

Positions of accrued interest do not have to be reported in the monthly report

Interest accrued in the course of the month

Interest accrued during the month does not have to be reported in the monthly report.

Interest received and sold and interest paid and purchased

The payment of a coupon is to be reported in the column "interest paid and purchased". In case of transactions of interest bearing debt paper (issues, purchases or redemption) the interest sold and purchased should be reported here. In case of transactions of discount paper no sold or purchased interest should be reported. For discount paper the interest discounted at issuance should be reported as interest paid in the month in which the paper is repaid.

Revaluation and other changes

Revaluation and other changes do not have to be reported in the monthly report.

Dividend

In the case of shares, dividends paid during the month must be reported under dividends paid during the month. The amounts to be reported here only concern paid gross dividend (before deduction of any tax on dividends).

**Example 1: Debt with fixed or variable interest rate**

At 13 January 2004 a company issues one thousand bonds with a nominal value of EUR 10,000 each at a 100% rate and with an interest rate of 6%, which is paid every six months at 13 July and 13 January. The reports on the interest on May, June and July must be completed as follows (in thousands of euros) (for simplicity reasons, the liability part has been left out).

Sub form PEN-K

*Liabilities, bonds and notes issued by the reporting company insofar as deposited with a foreign (central) depository (without ISIN):*

Month	Interest					Position of accrued interest at the end of the month
	Position of accrued interest at the beginning of the month	Changes during the month			Revaluation and other changes	
		Transactions				
		Interest accrued in the course of the month	Received and sold interest during the month	Paid and purchased interest during the month		
May			0	0		
June			0	0		
July			0	300		

## Example 2: Debt paper without interest rate

At 15 January 2004 a company issues discount paper of EUR 10,000,000 at a rate of 98.2%, which will be redeemed at 15 July of the same year at a redemption value of 100%. At issue, the paper's yield equalled 3.6%. On 30 June the yield rises to 4.2% and remains the same thereafter. The reports on May, June and July must be completed as follows (in thousands of euros):

### Sub form PEN-G

*Liabilities, money market paper issued by the reporting company insofar as deposited with a foreign (central) depository (without ISIN):*

Month	Liability						Position at the end of the month (market value excl. accrued interest)
	Position at the beginning of the month (market value excl. accrued interest)	Changes during the month				Other changes (market value excl. accrued interest)	
		Transactions		Revaluation			
		Issues (market value)	Repurchases and redemptions (market value or redemption value excl. purchased interest)	Exchange rate changes	Price changes		
May		0	0				
June		0	0				
July		0	9,820				

Month	Interest					Position of accrued interest at the end of the month
	Position of accrued interest at the beginning of the month	Changes during the month			Revaluation and other changes	
		Transactions				
		Interest accrued in the course of the month	Received and sold interest during the month	Paid and purchased interest during the month		
May			0	0		
June			0	0		
July			0	180		

## Guidelines for the treatment of special corporate actions

### Stock split or reverse stock split

In the case of a stock split (i.e. splitting one share into two or more shares) or a reverse stock split (i.e. compressing two or more shares into one share) in order to enhance marketability of the shares, the treatment in an aggregated report is the same as in a normal report. In principle, no transaction needs to be reported in this case. It is possible that fractions of shares are combined into a new share or that existing shares are split into fractions of new shares. If the holders of existing shares are requested to pay an additional sum in order to make up fractions of shares into full shares, the monies received as a result must be stated as *issue proceeds*. Conversely, holders of existing shares may be offered payment for the repurchase of the remaining fractions of shares. These payments must be reported as *repurchases*.

### Issue of bonus shares (via 'subscription rights')

A company may decide to issue new or additional shares via an issue of 'subscription rights' which entitle the holders of existing shares to subscribe to the new shares at an issue price lower than the current market price of the existing shares. In this report the 'subscription rights' themselves are treated as written options or warrants. Trades in 'subscription rights' must therefore be reported in form D for derivatives if they are allocated to non-residents. If the enterprise charges a premium on the issue of the rights, such premiums must be reported as received premiums on written options. If no premium is charged, nothing needs to be reported. When the shares are actually issued, the proceeds must be reported in issue proceeds.

Payment of stock dividend

When dividend is paid in the form of new shares, both issue proceeds and the payment of dividend must be reported. The value of both items can be determined on the basis of the market value of the newly issued shares. The market value must be calculated as the total number of shares issued multiplied by the market price per share on the date on which the dividend is made available.

Conversion of debt paper into shares

Where debt paper is converted into (new) shares, two separate entries must be made in the report: one for the redemption of the debt paper; the other for the issue of shares. The reported value of the redemption and of the issue must agree with the market value of the shares issued.



## Monthly forms PO: Other liabilities to non-residents

### Concepts and definitions

On this form, transaction and income must be included in other liabilities with non-residents. Form PO consists of the following sub forms:

#### Subdivision form PO

Sub form	Content
PO-LK	Loans received from non-residents with a term shorter than or equal to one year
PO-RP	Loans received from non-residents related to repos
PO-LL	Loans received from non-residents with a term longer than one year
PO-FL	Financial leases received from non-residents
PO-OK	Other liabilities with non-residents with a term shorter than or equal to one year
PO-OL	Other liabilities with non-residents with a term longer than one year

Repo transactions (repurchase agreements and sell-buy back arrangements) must be considered as loans secured by securities and are therefore classified as loans.

Financial leases are a type of credit where it is agreed that the lessee (user) repays the purchase sum invested by the lessor (leasing company) plus interest in agreed instalments. The lessor remains the legal owner of the leased asset; the lessee bears the economic risk.

Assets and liabilities in current account (with the exception of the provision of working capital to branches as requested in sub form PD-C) should be reported at one place, i.e. at assets on sub form AO-RC.

Non-tradable (private) money market paper or capital market paper (bonds and notes) must be stated as a short or long-term loan respectively;

Loans granted by a syndicate of domestic and foreign lenders (syndicated loan) should only be reported on monthly form PO when the leader of the syndicate<sup>5</sup> is a non-resident (the country of the leader of the syndicate is the country of the non-resident creditor).

In the monthly report, interest to be paid may not be reported as a liability under 'Other liabilities' (interest is always reported on the same line as the underlying instrument). For an explanation of the data on interest which have to be reported in the annual report, please refer to the explanatory notes on the annual form PO.

Positions of 'Other liabilities' only need to be reported when for one group company the position one of these items, measured on the basis of the last known yearly figure, exceeds EUR 1 million.

When interest due on loans taken is in arrears and is added to the principal amount, two separate transactions should be reported: one for the increase in the liability and another for the payment of interest.

Within these sub forms, a secondary breakdown is requested into liabilities to:

- Equity investments (participations);
- Other group companies<sup>6</sup>;
- Third parties.

<sup>5</sup> The term leader of the syndicate refers to the entity that acts as (the back-office of the) administrative agent for the syndicate and through which the flow of money goes with reference to money supply, redemption and interest payment.

<sup>6</sup> Within the framework of this report on form PO 'other group companies' are defined as all companies which are not directly held by the reporting company or belong to the companies consolidated in the reports of the reporting company. For further information on the definition of 'group company', we refer to the Guidelines for compiling Annual Reports.

## **Data to be completed**

### Country of creditor

The country of creditor item is the country in which the creditor, to which a liability is owed, is established (see appendix 1).

### Sector of the creditor

The sector of the creditor should be distinguished according to the classification in appendix 2 using the corresponding character code.

### Position of the liability at the beginning/end of the month (exclusive of accrued interest)

The positions at the beginning/end of the month do not have to be reported in the monthly report.

### Transactions

The 'transactions' during the month should be reported on a gross basis (i.e. the total of funds borrowed and repaid must be mentioned separately in the 'increases/decreases in liabilities' columns).

### Revaluation

The items exchange rate changes and price changes do not have to be reported in the monthly report.

### Other changes

Other changes do not have to be reported in the monthly report.

### Position of accrued interest at the beginning/end of the month.

The positions of accrued interest do not have to be reported in the monthly report.

### Interest accrued in the course of the month

Interest accrued does not have to be reported in the monthly report.

### Interest paid

The interest paid item must state the gross (before deduction of any tax) interest actually paid or settled in the reporting month.

### Revaluations and other changes

Revaluations and other changes do not have to be reported in the monthly report.

## ***Monthly form AD: Assets, equity investment by the reporting enterprise and/or resident subsidiaries comprised in this return in non-resident companies***

### **Concepts and definitions**

On a monthly basis sub form AD-C must be completed if your enterprise and/or consolidated resident subsidiaries in this return has/have an investment in the capital of a non-resident enterprise (only transactions and income). The purpose of the equity investment must be to acquire a more or less permanent interest whereby a certain degree of control (i.e. 'significant influence' and a 'long-term relationship') is obtained in the management of the enterprise; this in contrast with the motives of e.g. investors in securities.

The form of equity investment may differ from case to case:

- Through share capital. Your enterprise holds all or part of share capital (contrary to sub form PD-C, the marketability of the owned shares is no object in this) in a non-resident company or makes another type of capital contribution (for example to cover losses);
- Otherwise than through shares:
  - ♦ through the provision of working capital by your enterprise to non-residents provided these are not independent legal entities (branch offices and/or branches), or
  - ♦ in the form of (capitalised) expenditure incurred with a view to the permanent formation of fixed capital, e.g. for the exploration of minerals and other natural resources (including investments for commercial exploitation).

Equity investment is not confined to transactions involving a physical cash flow, but also consist of e.g.:

- Exchange of shares;
- Contribution of assets/liabilities (in return for shares or otherwise);
- Conversion of dividends, loans or current account balances into shares. In such cases, you must also report the counter-entry on sub form AD-C (dividend), sub form AO-LL (loan) or sub form AO-RC (current account).

Subordinated and perpetual loans do not fall within the term 'equity investment'. These must be recognised as long-term loans (sub form AO-LL).

Equity investments must be broken down as follows, measured by the position at the beginning of the month:

1. **Your equity investment of 10% or more in non-resident companies/branches.** This relates to permanent investments of at least 10% in the share capital or comparable capital of the non-resident. This category also comprises all legal non-autonomous foreign-based branches or branch offices that form part of the reporting institution and/or consolidated resident subsidiaries. This also includes equity investment in your non-resident shareholders (cross-holdings) that are equal to or greater than 10%;
2. **Your equity investment of less than 10% in non-resident companies/branches.** This relates to permanent investment of less than 10% in the share capital or comparable capita of the non-resident;
3. **Your equity investment in your non-resident shareholders (cross-holdings) of less than 10%.** This relates to holdings of less than 10% in the capital of your non-resident shareholders. Cross-holdings equal to or more than 10% must be reported under category 1.

### **Data to be completed on sub form AD-C**

#### Country of investment

The country of non-resident investment items should mention the country of the participation. A list of the country codes to be used (ISO standard) is included in appendix 1.

#### Sector of investment

The sector of the non-resident investment item should be distinguished according to the classification in appendix 2 using the corresponding character code.

#### Positions at the beginning/end of the month

The opening and closing positions do not have to be completed in the monthly report.

#### Transactions

Purchases and sales of direct equity investment by resident enterprises during the reporting month must be stated per country and sector and valued at market price (the price at which the equity investment was purchased or sold) at the time of transfer of ownership.

Purchases and sales also include:

- capital contributions in non-resident equity investments;
- coverage of losses (= informal capital contribution) in non-resident subsidiaries;
- contribution of working capital in non-resident branches or branch offices;
- repayments of share capital by the equity investment;
- conversion of loan into shares, conversion of stock dividends, etc.

#### Revaluation

The items exchange rate changes and price changes do not have to be completed in the monthly report.

#### Other changes

Other changes do not have to be completed in the monthly report.

#### Declared dividend in the course of the month

The declared gross dividend (before dividend tax) should be reported under 'declared dividend'. Declared dividend relates only to profit from operating activities. Declared dividend from extraordinary gains, such as profit on the sale of a holding, should not be reported as dividend but as return of capital under 'sales' on form AD-C. During the period between the declaration and the actual receipt of the dividend, a (short-term) claim should be reported on form AO-OK for other (short-term) assets, unless the claim forms part of the current account balance between the parties involved and is hence already reported on form AO-RC. The actual receipt of the dividend should be reported as a decline in claim on the form for other assets, unless the claim and/or asset forms part of the current account balance between the parties involved and is hence already reported.

Note:

In addition to the monthly reporting for a limited number of items (purchases, sales and dividends), a full reconciliation of stocks ("positions") and changes in them for equity investments in companies is required on an annual basis.

## ***Monthly form ADO: Assets, foreign real estate (direct investment via non-resident subsidiaries excluded)***

### **Concepts and definitions**

On a monthly basis sub form ADO-C must be completed for reporting your enterprise's purchases or sales of foreign real estate. This is the case if your enterprise or consolidated group companies buys or sells foreign real estate (land, buildings etc.) **directly** (not through a non-resident subsidiary). If the reporting company's non-resident subsidiary manages real estate, the participation must be reported as equity investment (sub form AD). Participations in investment funds which are specialised in real estate must be reported as investment in shares (sub form AEB of AEN).

In the report, investment in real estate must be broken down as follows;

- **Real estate not for own use:** terrains and building which are not being used by your company. A further classification must be made:
  - ♦ **Dwellings:** buildings mainly or partly intended for occupation, including accompanying buildings such as garages and all goods permanently attached to the property;
  - ♦ **Other real estate not for own application:** this category comprises among other things: offices, shops, industrial buildings, parking garages, recreation parks, terrains and scenic areas.

### **Data to be completed on sub form ADO-C**

#### Country of real estate

The country of real estate item should mention the country where the real estate is located. A list of the country codes to be used (ISO standard) is included in appendix 1.

#### Positions at the beginning/end of the month

The positions at the beginning and at the end of the month do not have to be completed in the monthly report.

#### Transactions

Purchases and sales of foreign real estate during the reporting month should be valued at the price at the time of the transfer of ownership, that is at the price at which the real estate was purchased or sold.

#### Revaluation

The items exchange rate changes and price changes do not have to be completed in the monthly report.

#### Other changes

Other changes do not have to be completed in the monthly report.

#### Net income from real estate

Net income from real estate is the balance of (rental) income and operating costs relating to the directly held foreign real estate. Operating costs include e.g. the costs charged by the manager for the management and maintenance of the real estate, as well as the local property taxes.

#### Note:

In addition to the monthly reporting for a limited number of items (purchases, sales and net income), a full reconciliation of stocks and changes in them for investment in real estate is required on an annual basis.

## **Monthly forms AEB and AEN: Assets, investment in securities issued by non-residents and by residents insofar as deposited with a foreign depository**

### **Concepts and definitions**

These forms are to be used to report on investment in securities issued by non-residents (foreign securities - form AEB) and investment in securities issued by residents (Dutch securities - form AEN) insofar as these are held **directly** (i.e. without intervention of a Dutch custodian) with a non-resident custodian. A breakdown showing the country where the depository is established is entered on form AEN.

An investment in securities is the purchase of a claim against the issuer in the form of a marketable paper, where financial or other resources are provided in return for a given income. For the reporting forms AEB and AEN on the possession of securities, it should be noted that only securities of which the proceeds are reaped by the reporting entity should be reported (economic ownership). Changes in the possession of securities on account of reverse repurchase agreements, sell-buy backs (buy-sell-backs) and securities lending (borrowing) should **not** be reported on these forms as purchases and sales under transactions. Securities lent are regarded as property of the reporting company, whereas securities borrowed may **not** be regarded as property of the reporting company.

The forms AEB and AEN consist of the following sub forms:

Division forms AEB and AEN (investments in securities)

<b>Sub form</b>	<b>Content</b>
A	Equity (without ISIN)
K	Bonds and notes (without ISIN)
G	Money market paper (without ISIN)

The reported values must be calculated with a breakdown into the categories: type of security, country of residence of the (central depository) or country of the issuer and sector of the issuer. Securities should be classified as follows:

- **Equity.** A share represents a right to the residual value of an enterprise after the claims of all other creditors have been settled. Shares also include depository receipts for shares and units issued by investment funds. Shares of the reporting enterprise that are held as an equity investment must be reported on form AD. Shares must be classified in quoted shares, unquoted shares, participations in investment funds (quoted as well as unquoted) and participations in money market funds. Participations in Dutch investment funds and money market funds must be differentiated into funds governed by under the Act on financial supervision (Wet financieel toezicht, Wft) and funds not governed by the Wft. For the purposes of this report, the 'Wft funds' comprise only those funds falling within the scope of the register of investment funds. The official register of investment funds governed by the Wft can be found on the internet site of the Autoriteit Financiële Markten (AFM): [www.afm.nl](http://www.afm.nl) (Dutch only).
- **Participations in investment funds:** this refers to participation rights in institutions for collective investment in securities. With regard to this report, the definition 'investment fund' comprises institutions both with and without legal persons. Funds for joint account are therefore included in this definition. Foreign forms known as 'investment fund', 'unit trust' and SICAV/SICAF (Société d'Investissement à Capital Variable/Ferme) are included in this definition of investment fund.
- **Money market funds:** it is required to report this kind of investment fund separately. Money market funds are defined as investment funds whose participations form close substitutes for deposits (in terms of liquidity) and who mainly invest in money market instruments and/or shares/participations of money market funds and/or in other transferable debt instruments with a remaining term to maturity up to one year and/or bank deposits and/or pursue a certain level of results which is close to the current interest rate on money market instruments. For a list of money market funds in EU countries, you are requested to consult the MFI list which can be found on the website of the ECB: [www.ecb.int/stats/money/mfi/list/html/index.en.html](http://www.ecb.int/stats/money/mfi/list/html/index.en.html);

- **Bonds and notes.** These comprise all debt paper with an original term to maturity of more than one year regardless of whether the paper gives a right to a contractually agreed fixed or variable rate of interest. Further distinction should be made for debt paper with an original term to maturity of less than two years or an original term to maturity of more than two years.
- **Money market paper.** This comprises all debt paper with an original term to maturity of less than or equal to one year, again regardless of whether it gives a right to a contractually agreed fixed or variable rate of interest.

## Data to be completed

All amounts must be reported excluding commissions and/or other mediation or custody fees. Fees for security lending/borrowing are considered commission.

### Country of residence of the issuer (form AEB)

Form AEB requests the country of residence of the issuer of the foreign securities. This corresponds not necessarily with the country of issue of the security. Securities issued by international institutions such as ECB, EIB, BIS and IMF should be accounted for with the country code of the institution involved (usually beginning with the letter X). For instance, as country of residence for a security issued by EIB the code XF should be reported, not the code for Luxembourg. A list of the country codes to be used (ISO standard) is included in appendix 1.

### Sector of the issuer

The sector of the issuer should be distinguished according to the classification in appendix 2 using the corresponding character code.

### Position at the beginning/end of the month

The positions at the beginning and at the end of the month do not have to be completed in the monthly report.

### Transactions

Transactions are broken down into purchases and sales (including redemptions) at the prices agreed for the transactions (in case of debentures: excluding accrued interest).

### Revaluation

The items exchange rate changes and price changes do not have to be completed in the monthly report.

### Other changes

Other changes do not have to be completed to the monthly report.

### Position of accrued interest at the beginning/end of the month

Positions of accrued interest at the beginning/end of the month do not have to be completed in the monthly report.

### Interest accrued in the course of the month

Interest accrued in the course of the month does not have to be completed in the monthly report.

### Interest received and sold and interest paid and purchased

The payment of a coupon is to be reported in the column "interest received and sold". When transactions in interest bearing debt securities are concluded during an interest period, the accrued interest sold or purchased must be reported under the received and paid interest respectively. In case of transactions of discount paper no sold or purchased interest should be reported. For discount paper the interest difference between purchase and sale (redemption) should be reported as interest received in the month in which the paper is sold (redeemed).

### Revaluation and other changes

Revaluations and other changes do not have to be completed in the monthly report.

### Dividend

In the case of shares, dividends must be reported as 'dividends received during the month'. The amounts to be reported here only concern gross dividend (before deduction of any tax on dividends) paid out.

### Example 1: Debt with fixed or variable interest rate

At 1 April a company buys hundred bonds with a nominal value of EUR 100,000 at a rate of 100% and with an interest rate of 7.5%, which is paid every year at the 30 June. The reports on April, May and June must be filled in as follows (in thousands of euros) (for simplicity reasons, the liability part has been left out):

Sub form AEN-K

*Assets: investment in bonds and notes issued by residents, deposited with a foreign (central) depository (without ISIN):*

Month	Interest					Position of accrued interest at the end of the month
	Position of accrued interest at the beginning of the month	Changes during the month			Revaluation and other changes	
		Transactions				
		Interest accrued in the course of the month	Received and sold interest during the month	Paid and purchased interest during the month		
April			0	565		
May			0	0		
June			750	0		

### Example 2: Debt paper without interest rate

At 15 February a company invests in discount paper of EUR 1,000,000 at a rate of 99.5%, which will be redeemed at 15 April of the same year at a redemption value of 100%. The reports on February, March and April must be filled in as follows (in thousands of euros):

Sub form AEB-K

*Assets: investment in bonds and notes issued by non-residents (without ISIN):*

Month	Liability					Position at the end of the month (market value excl. accrued interest)
	Position at the beginning of the month (market value excl. accrued interest)	Changes during the month			Other changes (market value excl. accrued interest)	
		Transactions		Revaluation		
		Purchases (market value excl. accrued interest)	Sales and redemptions (market value or redemption value excl. accrued interest)	Exchange rate changes	Price changes	
February		995	0			
March		0	0			
April		0	995			

Month	Interest					Position of accrued interest at the end of the month
	Position of accrued interest at the beginning of the month	Changes during the month			Revaluation and other changes	
		Transactions				
		Interest accrued in the course of the month	Received and sold interest during the month	Paid and purchased interest during the month		
February			0	0		
March			0	0		
April			5	0		

### Guidelines for the treatment of special corporate actions



Stock split or reverse stock split

In the case of a stock split (i.e. splitting one share into two or more shares) or a reverse stock split (i.e. compressing two or more shares into one share) in order to enhance marketability of the shares, the treatment in an aggregated report is the same as in a normal report. No transaction needs to be reported in principle. It is possible that fractions of shares are combined into a new share or that existing shares are split into fractions of new shares. If the holders of existing shares are requested to pay an additional sum in order to make up fractions of shares into full shares, the monies received as a result must be stated as *purchases*. Conversely, holders of existing shares may be offered payment for the repurchase of the remaining fractions of shares. These payments must be reported as *sales*.

Issue of bonus shares (via 'subscription rights')

A company may decide to issue new or additional shares via an issue of 'subscription rights' which entitle the holders of existing shares to subscribe to the new shares at an issue price that is lower than the current market price of the existing shares. In this report the 'subscription rights' themselves are treated as written options or warrants. Trades in 'subscription rights' must therefore be reported in form D for derivatives if they are traded on a foreign stock exchange or directly with non-residents. If the issuing enterprise charges a premium on the issue of the rights, such premiums must be reported as *paid premiums* on purchased options. If no premium is charged, nothing needs to be reported. When the shares are actually issued, these must be reported as *purchases*.

Payment of stock dividend

When dividend is paid in the form of new shares, both a purchase and the receipt of dividend must be reported. The value of both items can be determined on the basis of the market value of the newly issued shares. The market value must be calculated as the total number of allotted shares issued multiplied by the market price per share on the date on which the dividend is made available.

Conversion of debt paper into shares

Where debt paper is converted into (new) shares, two separate entries must be made in the report: one for the redemption of the debt paper; the other for the purchase of shares. The reported value of the redemption and of the purchase must agree with the market value of the shares issued.

## **Monthly forms AO: Assets, other claims on non-residents**

On a monthly basis, transactions and income in other claims on non-residents must be reported on form AO (the mirror image of form PO). Form AO is subdivided into 8 sub forms:

### Subdivision form AO

<b>Sub form</b>	<b>Content</b>
AO-LK	(Other) Loans granted to non-residents with a term shorter than or equal to one year (including deposits)
AO-RP	Loans granted to non-residents related to reverse repos
AO-LL	(Other) Loans granted to non-residents with a term longer than one year
AO-FL	Financial leases granted to non-residents
AO-HY	Mortgages granted to non-resident households
AO-RC	Foreign current accounts (including margin accounts at clearing members, insofar no deposits)
AO-OK	Other assets on non-residents with a term shorter than or equal to one year
AO-OL	Other assets on non-residents with a term longer than one year

Deposits are non-transferable funds with a pre-arranged period of notice. Daily callable funds (such as overnight money, call-money, etc.) are not included and must be reported under current accounts (sub form AO-RC).

Reverse repo-transactions (reverse repurchase agreements and buy-sell-back arrangements) must be considered as secured loans and are therefore classified under loans.

Financial lease is a type of credit where it is agreed that the lessee (user) repays the invested purchase sum invested by the lessor (leasing company) plus interest in agreed instalments. The lessor remains the legal owner of the leased asset; the lessee bears the economic risk.

Mortgages granted comprise in this reporting framework mortgages (long term loans with real estate as collateral) to non-resident households only. Commercial mortgages granted should be reported at AO-LL (loans granted with a term longer than one year).

Claims and liabilities in current account (with the exception of the provision of working capital to branches which should be accounted for in sub form AD-C) must be reported at one place, i.e. as assets on sub form AO-RC.

Non-tradable (private) money market paper or capital market paper (bonds and notes) must be stated as a short or long-term loan respectively.

On sub forms 'Other assets on non-residents with a term shorter than or equal to one year' and 'Other assets on non-residents with a term longer than one year' all assets on non-residents that have not been reported on the other preceding forms have to be reported on the basis of original maturity. An example may be tax on dividend receivable.

In the monthly report, interest to be received may not be reported as a receivable. For an explanation of the data on interest which have to be reported in the annual report, please refer to the explanatory notes on the annual form AO.

Further, positions of 'Other assets' need only to be reported when for one group company the position one of these items, measured on the basis of the last known yearly figure, exceeds EUR 1,000,000 (1 million euro).

In case the interest to be received on granted loans is in arrears and is added to the initial sum, this should be reported both as an interest receipt (decreasing the position of accrued interest) and as an increase of the loan. In case the interest to be received and/or to be paid on claims and/or liabilities on current accounts is in arrears and is added to the balance of the current accounts, the hereby caused increase or decrease is the balance should be reported as (a part of the) net-transaction, and the interest to be received and the interest to be paid should be reported as received and/or paid interest as well.

All 8 sub forms ask for a breakdown into assets vis-à-vis:

- Foreign shareholder(s);
- Other non-resident group companies;<sup>7</sup>
- Third parties.

## Data to be completed on sub form AO-RC

### Country of debtor

Country of debtor is the country in which the debtor, from whom the receivable is due, is established. A list of the country codes to be used (ISO standard) is included (see appendix 1).

### Sector of debtor

This breakdown has to be made according to the classification in appendix 2 using the corresponding character code.

### The position of the receivable at the beginning of the month (accrued interest excluded)

The beginning and ending positions do not have to be completed in the monthly report.

### Transactions

Transactions on foreign current accounts during the month should be reported on a net basis, i.e. in one of the transaction columns. The following rules apply:

- The net increase of a receivable must be reported with a positive sign in the transaction column 'increase asset';
- The net increase of a payable must be reported with a positive sign in the transaction column 'decrease asset';
- The net decrease of a receivable must be reported with a positive sign in the transaction column 'decrease asset';
- The net decrease of a payable must be reported with a positive sign in the transaction column 'increase asset'.

### Revaluation

The items exchanges rate changes do not have to be completed in the monthly report.

### Other changes

Other changes do not have to be completed in the monthly report.

### Position of accrued interest at the beginning/end of the month

Accrued interest does not have to be completed in the monthly report.

### Interest accrued in the course of the month

'Interest accrued in the course of the month' does not have to be completed.

### Interest received' and/or 'interest paid'

'Interest received' and/or 'interest paid' must state the gross interest (before deduction of any withholding tax) received or paid in the reporting period.

### Revaluation and other changes

Revaluation and other changes do not have to be reported.

## Data to be completed on other sub forms

### Country of debtor

Country of debtor is the country in which the debtor from whom the receivable is due, is established. A list of the country codes to be used (ISO standard) is included (see appendix 1).

<sup>7</sup> In the framework of reporting form AO 'other group companies' are to be considered as all group companies excluding shareholder(s) of the reporting company or the group companies consolidated in the reporting. For the concept 'group company' please refer to the Guidelines for Annual Reporting of the Council for Annual Reporting.

Sector of debtor

A breakdown into the sector of debtor has to be made according to the classification in appendix 2 using the corresponding character code.

Position at the beginning/end of the month (accrued interest excluded)

Beginning and ending positions do not have to be completed in the monthly report.

Transactions

Transactions during the month must be reported gross, which means that the total of withdrawals and redemptions have to be reported separately at the columns 'increase assets' and 'decrease assets'.

Revaluation

The items exchanges rate changes and price changes do not have to be completed in the monthly report.

Other changes

Other changes do not have to be completed in the monthly report.

The position of accrued interest at the beginning/end of the month

The positions of the accrued interest do not have to be completed in the monthly report.

Interest accrued in the course of the month

Accrued interest does not have to be completed in the monthly report.

Interest received

At this column interest received during the month must be reported gross (before deduction of any withholding tax).

Revaluation and other changes

Revaluation and other changes do not have to be completed in the monthly report.

## **Monthly forms D: Financial derivatives with non-resident counterparties**

### **Concepts and definitions**

This form requests information on all derivatives contracts that your company has concluded *directly* -i.e. without intervention of a resident financial intermediary- with non-resident counterparties. The information to be reported concerns both exchange-traded contracts and OTC (Over The Counter) contracts, irrespective of the nature of the underlying value. In this context, the underlying value refers to the security, the index, the commodity or (other) financial instrument whose price determines the value of the contract.

Form D consists of the following sub forms:

#### Subdivision form D

<b>Sub form</b>	<b>Content</b>
D-OS	Options written by the reporting company with non-resident counterparties
D-OK	Options bought by the reporting company with non-resident counterparties
D-FB	Futures contracted on foreign markets
D-OTR	OTC-derivatives IRS, FRAs and CCIRS concluded with non-resident counterparties
D-OTV	Forward exchange contracts and other forward contracts concluded with non-resident counterparties

Options comprise all types of contracts that entitles the buyer (without any obligation) to conclude a transaction of a predetermined underlying value at a pre-agreed price. Options include warrants regardless of the duration. Options also include swaptions, caps and floors until execution. After execution of these instruments a new derivatives contract has to be reported on sub form D-OTR (OTC-derivatives/swaps). Subscription rights are also regarded as options. When executing these, as in the case of a normal call option, a purchase of securities has to be reported at form AEB or AEN (please refer to "Data to be completed on sub forms D-OS and D-OK"). Options are subject to 'option-style margining'. 'Option-style margining' refers to the system where the changes in the value of the contract are settled on expiry. The margin requirements serve purely and solely as collateral in this case.

Futures are standardised contracts listed at a stock exchange that give the buyer the obligation to purchase the underlying value at a price mentioned in the contract at a specific date in future. Futures have the nature of an obligation and can therefore be regarded as exchange-traded forward contracts. Futures are rarely executed, but are subject to 'future-style margining', a system where the changes in the value of the contract are settled daily (variation margin). In this case, the margin requirements not only serve as collateral but also as means for settlement.

Swaps and FRAs concern either a single or multiple exchange of interest payments in the same currency (normal interest rate swap) or different currencies (cross currency interest rate swap). Only in the case of a cross currency interest rate swap the underlying amounts are actually being exchanged. These exchanged amounts are not considered as a loan, but as a spot and as a forward transaction and therefore only result in changes in the current account (AO-RC). The market value of the forward has to be accounted for in the market value of the swap. Equity swaps, in which an interest rate is exchanged for the return on a particular equity index, and other contracts in which two growth rates are exchanged, are also considered to be as swaps even if none of the rates applies to the interest rate.

Forward contracts are non-exchange-traded futures. In most cases forward contracts are executed: after expiration of the contract the underlying value is bought or sold at the pre-agreed price.

All credit derivatives, including credit default swaps, should be reported under derivatives. This concerns credit derivatives at which by an option or a forward contract, cash flows based on differences in credit risks are being exchanged between two parties. Credit derivatives at which

the seller of the derivative reimburses (part of) the redemption when the debtor cannot repay the debt, are also considered to be credit derivatives and not a credit insurance.

Any margin accounts and changes on these accounts should be reported as current accounts (AO-RC). The exchange of notionals in the case of forward exchange contracts and CCIRS should also reported on form AO-RC.

All amounts must be stated exclusive of commission and/or other brokerage costs.

## Data to be completed on sub forms D-OS en D-OK

### Country of residence of the counterparty

In both forms a distinction should be made regarding the country of residence of the counterparty. For OTC contracts this is the country of residence of the direct counterparty and for exchange-traded contracts this is the country of residence of the Stock Exchange where the contract is traded. A list of the country codes to be used (ISO standard) is included (see appendix 1).

### Sector of the counterparty

In both forms, a distinction should be made regarding the sector of the counterparty. This must be the sector of the direct counterparty for OTC contracts. For exchange-traded securities the sector of the counterparty is always 'other financial institutions' (OFI). A list of sectors and sector codes (ISO standard) is included (see appendix 2).

### Position at the beginning/end of the month

Positions at the beginning and end of the month do not have to be completed.

### Transactions

Transactions must show premiums paid and premiums received as well as the cash settlement on execution of the option. If distinguishable, the premium received for a closing sell of a purchased option must be reported as income under purchased options. If distinguishable, the premium paid on a closing buy of a written option must be reported as a payment under written options.

### Reporting of the opening and closing transactions

	Opening	Closing
Written options (D-OS)	Received premium	Paid premium
Bought options (D-OK)	Paid premium	Received premium

Options can be settled in two different ways: by delivery of the underlying value at the execution price determined in the option contract or by cash settlement. The delivery of the underlying value may never be reported at form D-OS or D-OK. The delivery itself has to be accounted for at another form, if relevant. In the case of delivery of securities a purchase or sell must be reported at form AEB or AEN. In the case of delivery of (foreign) currency an increase or decrease on the current account must be reported (form AO-RC). In the case of combined options (like swaptions, caps or floors) a new derivative must be reported at form D-OTR. In case of cash settlement the payment or receipt should be reported at transactions, just like premature closing purchases or sales.

### Revaluation

The columns exchange rate changes and price changes do not have to be completed.

### Other changes

Other changes do not have to be completed in the monthly report.

## Example 1: Options

A company buys 1,000 call option contracts on shares of Z Corp. via the CBOE stock exchange in Chicago on 23 July at a premium of USD 54.10 per contract. The EUR-USD exchange rate on 23 July is 1.2300. (The value of the premium in euros thus amounted to USD 54.100 / 1.2300 = EUR 43.84.) At the end of July, the options are worth USD 53.60. On 24 August the company sells the

same contracts at a premium of USD 52.3. The EUR-USD exchange rate on 24 August is 1.2450. (The value of the premium in EUR is thus EUR 42.008 = USD 52.3 / 1.2450). The reports for the months July and August must be completed as shown below (amounts rounded off to thousands of euros). (For the sake of simplicity, the form for current account has been left out).

*D-OK: Options bought by the reporting company with non-resident counterparties*

Month	Country of residence counterparty	Sector of the counterparty	Positions at the beginning of the month	Changes during the month					Position at the end of the month
				Transactions		Revaluation		Other changes	
				Paid premiums	Received premiums	Exchange rate changes	Price changes		
July	US	OFI		44	0				
August	US	OFI		0	42				

**Data to be completed on sub form D-FB**

Country of residence of the counterparty

On this form, a distinction should be made regarding the country of residence of the counterparty. This must be the country of residence of the Stock Exchange where the contract is traded. A list of the country codes to be used (ISO standard) is included (see appendix 1).

Sector of the counterparty

The sector of the counterparty does not have to be completed because only exchange-traded contracts must be reported here.

Position at the beginning/end of the month

Opening and closing positions do not have to be completed because practically all futures are subject to 'daily marking-to-market', as a result changes in the value of the contract are settled daily by payment or receipt of variation margin.

Transactions

Regarding transactions, a distinction should be made in paid and received variation margins. Initial margin deposits or withdrawals may never be reported. Positions and (net) changes of margin accounts must also be reported on sub form AO-RC (current accounts).

Revaluation

The items exchange rate changes and price changes do not have to be completed.

Other changes

The item other changes do not have to be completed.

**Example 2: Futures**

At 26 July, a company buys 50 interest futures on three-month Euribor through its broker in London. Delivery takes place in October at a price of 97.750. The clearing organisation in London requires an initial margin of EUR 1,000 per contract. The company transfers the margin from her account in Germany to the clearing members account in London. As a result of the increase of the interest rate the price of the contract has decreased to 97.620 at 30 July. The company suffers a loss of EUR 16,250 (= 50 x 12.50 x (97.750 - 97.620)/0.005). Losses are settled directly through the margin account. No interest is reimbursed on the margin account. The report of July must be completed as follows (in thousands of euros). The interest part of form AO-RC is left out.

*D-FB: futures with non-resident counterparties*

Month	Country of residence of the counterparty	Sector of the counterparty	Position at the beginning of the month		Changes during the month				Position at the end of the month	
			Assets	Liabilities	Transactions		Revaluation			Other changes
					Paid variation margins	Received variation margins	Exchange rate changes	Price changes		
July	GB				16	0				

*AO-RC: foreign current accounts*

Month	Type of asset	Country of debtor	Sector of the debtor	Asset						Position at the end of the month (excl. accrued interest)
				Position at the beginning of the month (excl. accrued interest)	Changes during the month				Other changes	
					Transactions		Revaluation			
					Increase asset	Decrease asset	Exchange rate changes	Price changes		
July	With third parties	DE	MFI		0	50				
July	With third parties	GB	MFI		34	0				

**Data to be completed on sub form D-OTR**

Country of residence of the counterparty

On this form, a distinction should be made regarding the country of residence of the counterparty. This must be the country where the direct counterparty is based. A list of the country codes to be used (ISO standard) is included (see appendix 1).

Sector of the counterparty

On this form, a distinction should be made regarding the sector of the counterparty. This should be the sector of the direct counterparty. A list of sectors and sector codes (ISO standard) is included (see appendix 2).

Position at the beginning/end of the month

Positions at the beginning and the ending of the month do not have to be completed.

Transactions

For interest swaps, FRAs and cross currency interest rate swaps interest payments and receipts must be reported in the column 'Transactions'. The exchange of notionals in the case of CCIRS should also reported in form AO-RC. Transactions do not have to be broken down into transactions in contracts with a positive value (assets) and a negative value (liabilities).

Revaluation

Exchange rate changes and price changes do not have to be completed.

Other changes

Other changes do not have to be completed.

**Example 3: Interest rate swap**

A company has an interest rate swap contract with a pension fund in Germany paying a one-year interest and receiving a five-year interest. Interest payments are scheduled yearly on 30 September. The notional amount is EUR 10,000,000. Five-year swap interest is fixed at 3.60%. The current one-year interest is 2.3%. The reports of July must be completed as follows (in thousands of euros). The form for reporting current accounts (AO-RC) is left out.

*D-OTR: OTC derivatives IRS, FRAs and CCIRS concluded with non-resident counterparties*

Month	Country of residence of the counterparty	Sector of the counterparty	Position at the beginning of the month		Changes during the month					Position at the end of the month	
			Assets	Liabilities	Transactions		Revaluation		Other changes	Assets	Liabilities
					Payments	Receipts	Exchange rate changes	Price changes			
September	DE	PFN			23	36					



## Data to be completed on sub form D-OTV

### Country of residence of the counterparty

On this form, a distinction should be made regarding the country of residence of the counterparty. This must be the country where the direct counterparty is based. A list of the country codes to be used (ISO standard) is included (see appendix 1).

### Sector of the counterparty

On this form, a distinction should be made regarding the sector of the counterparty. This should be the sector of the direct counterparty. A list of sectors and sector codes (ISO standard) is included (see appendix 2).

### Position at the beginning/end of the month

Positions at the beginning and the ending of the month do not have to be completed.

### Transactions

Transactions must include, in the month that the contract is being settled, the difference between the current price of the notional amount at the date of delivery or receipt and the price determined in the forward contract, multiplied by the volume of the contract. If the contract results in a loss, the amount must be reported as a payment. When a forward contract results in a profit, the amount must be reported as a receipt.

### Revaluation

Exchange rate changes and price changes do not have to be completed.

### Other changes

Other changes do not have to be completed.

## **Example 4: forward exchange contract**

At 1 January, a company buys USD 1,000,000 at the exchange rate (USD/EUR) of 1.2300 at 6 months in the future. Counterparty is a Japanese bank. In 6 months' time the total cost will amount to EUR 813,008 (= 1,000,000/1.23). The exchange rate at 31st January is 1.2150. As a result, the market value of the contract is EUR 10,037 (= 1,000,000 x (1/1.2150 - 1/1.2300)). At the end of May the exchange rate has increased to 1.2422. As a result the contract has a value of EUR -7,985 (= 1,000,000 x (1/1.2422 - 1/1.2300)). The US dollars are transferred to the company's current account in the US on 30 June. The euros are transferred from the account in the Netherlands. The exchange rate on 30 June is 1.2500. The reports of January and June must be completed as follows (in thousands of euros). The interest part of form AO-RC is left out for simplicity reasons.

### *D-OTV: forward exchange contracts and other forward contracts concluded with non-resident counterparties*

Month	Country of residence of the counterparty	Sector of the counterparty	Position at the beginning of the month		Changes during the month					Position at the end of the month		
			Assets	Liabilities	Transactions		Revaluation		Other changes	Assets	Liabilities	
					Payments	Receipts	Exchange rate changes	Price changes				
January	JP	MFI			0	0						
June	JP	MFI			13	0						

### *AO-RC: foreign current accounts*

Month	Type of asset	Country of debtor	Sector of the debtor	Asset							
				Position at the beginning of the month (excl. accrued interest)	Changes during the month					Position at the end of the month (excl. accrued interest)	
					Transactions		Revaluation		Other changes		
					Increase asset	Decrease asset	Exchange rate changes	Price changes			
June	With third parties	US	MFI		800	0					

## Monthly form ANF-CGM: Assets, intangible fixed assets and other non-financial assets

### Concepts and definitions

Only purchases and sales of non-financial assets should be reported on this form. A distinction is made according to the type of asset.

<u>Type of non-financial asset</u>	<u>Description</u>
Franchises and trademarks	Franchises and trademarks generally involve intellectual property rights related to marketing
Computer software originals	Computer software originals
R&D	Intellectual property rights deriving from Research & Development. Examples include patents, copyrights, original designs (e.g. industrial design)
Audiovisual and artistic originals	Intellectual property rights to radio and television broadcasts, music recordings, film and video recordings, original works by performers, authors, composers and artists
Goodwill	Goodwill acquired from third parties
Concessions and licences	For example: related to the exploitation of natural resources.
Other intangible fixed assets	For example: capitalisation of costs associated with a share issue
Tangible fixed assets: capital assets and inventories	Tangible fixed assets for business operations include machinery, (computer) hardware and transport equipment; other tangible assets such as technical and administrative equipment and fixtures and fittings; tangible fixed assets under construction; prepayments on tangible fixed assets. Inventories include materials and supplies; semi-finished goods, goods in production, work and projects in progress; finished product; tradable goods and prepayments to suppliers for inventories to be received.

Note:

Prepayments for intangible fixed assets must also be reported.

### Data to be completed

#### Country of residence of the counterparty

In contrast to the annual form, domestic transactions do not need to be reported on the monthly form. A list of country codes to be used (ISO standard) is attached (see appendix 1).

#### Purchases and sales

Separate information is requested about purchases and sales under transactions.

## **Monthly forms GD: International trade in goods and services**

### **Subdivision of form GD**

<b>Sub form</b>	<b>Content</b>
<b>GD-ECM</b>	Services not within a group
<b>GD-ICM</b>	Services within a group
<b>GD-GLM</b>	Payments for user licences
<b>GD-RLM</b>	Payments for reproduction and/or distribution licences

### Royalties and licences

Payments for the use of non-financial intangible assets are reported on forms GD-GLM and GD-RLM. Examples include patents, copyrights, trading rights and industrial processes and designs, the use of manufactured originals or prototypes through licence agreements (such as manuscripts, computer programs, film and music rights) and franchises and similar rights. A distinction is made between user licences for these rights (GD-GL) and reproduction and/or distribution licences (GD-RL).

Note: purchases and sales of intellectual property rights should not be reported here, but on forms ANF-C (annual) and ANF-C2 (monthly and annual).

Four types of payments are distinguished based on the underlying intellectual property rights (standing rights).

<u>Type of intellectual property right</u>	<u>Description</u>
Franchises and trademarks	Franchises and trademarks generally involve intellectual property rights related to marketing
Computer software originals	Computer software originals
R&D	Intellectual property rights deriving from Research & Development. Examples include patents, copyrights, original designs (e.g. industrial design)
Audiovisual and artistic originals	Intellectual property rights to radio and television broadcasts, music recordings, film and video recordings, original works by performers, authors, composers and artists

### Services

Payments received and made for services from and to foreign counterparties are reported on the monthly forms GD-ECM and GD-ICM, broken down by type of service. The services concerned are set out below. This breakdown is not exhaustive. If the service you wish to report is not included as a separate category, you can report it under 'other services'. In that case, you should explain the nature of the service in the notes. For the other categories, you can use the notes to provide a brief explanation of exceptional transactions.

Type of service	Description
Goods	Purchase and sale of goods. Costs of raw materials and income from end products
Transit trade: purchase and sale of goods	The purchase and sale of goods from or to foreign residents, where those goods do not enter the Netherlands
Reinvoicing	The central settlement of invoicing, not involving (transit) trade
Financial services (explicitly charged for)	Commission and payments related to financial services such as banking services; advice on mergers, acquisitions and financial restructuring; costs of documentary credits, advice, bills, financial lease, factoring, currency arbitrage, commission on securities trading, brokerage fees, issue costs, costs of subscription/redemption, asset management, commission and custody fees. NOT: interest paid or received
Legal services	For example, establishing rights in relation to patents and licences; settlement of legal proceedings. NOT: tax advice
Accounting, auditing, bookkeeping and tax advice	For example: tax advice, audit of annual accounts, trust office services
Business advice, management advice and public relations	For example: advice and operational support for corporate policy and strategy
Other business services not mentioned earlier	For example: costs for distribution of electricity, water, steam, oil and gas; staff recruitment and placement; call centre services; travel agency services; cleaning costs
Advertising, market research and opinion polls	Advertising, market research and opinion polls
Operating lease	For example: lease of office buildings, vehicles (without personnel) or machinery and equipment (without operating staff)
Trade-related services	Trade-related services, for example goods brokers, intermediaries, (trade) agents; auctions
Other services	Other services (please specify)

## **Annual reporting forms**

## ***Annual forms PD: Liabilities, equity investment in the reporting enterprise and/or consolidated resident subsidiaries comprised in the report***

### **Concepts and definitions**

On a yearly basis (per financial year) the sub forms PD-A (General information) and PD-C (complete reconciliation of the figures) have to be completed in the case of equity investment by both non-residents and residents in the reporting enterprise and/or consolidated resident subsidiaries comprised in the report. For the definition of equity investment is referred to the notes to the monthly form PD.

### **Data to be completed sub form PD-A**

The form must contain the following data with regard to the equity investment:

- Name(s) of the shareholder(s);
- Country where the non-resident shareholder(s) has/have its/their registered office(s) (see appendix 1)
- Sector of the shareholder (see appendix 2)
- Share of the equity investment held in your enterprise or consolidated resident subsidiaries at the end of the financial year;
- The principle on which basis an equity capital participation is valued (market value, net asset value or historical costs). If the position of the equity capital participation is valued against quoted value, the principle of market value should be stated. In all other cases, net asset value should be stated as the valuation principle.

### **Data to be completed sub form PD-C**

#### Country of the shareholder

The 'country of shareholder' item must state the country of the shareholder(s). A list of ISO country codes is attached (see appendix 1).

#### Sector of the shareholder

The sector of the shareholder(s) should be distinguished according to the classification in appendix 2 using the corresponding character code.

#### Positions at the beginning/end of the year

The 'position at the beginning of the year' must match the closing position at the end of the previous year<sup>8</sup>. The 'position at the end of the year' must state, in proportion to the percentage of the equity investment, the share of the non-resident in the value of the equity investment at the end of the reporting year. In the case of (partly) listed shares, the position in terms of market value of the equity investment must be stated according to the ECB guideline. In the case of unlisted shares, the share in the Equity Share capital belonging to a non-resident shareholder must be stated here.

#### Purchases and sales

The 'purchases and sales' during the year with regard to equity investment by the investor must be reported on a gross basis (i.e. purchases and sales separately) per country and valued at the price (the amount at which the equity investment was purchased/sold) at the time of the transfer of ownership. If the acquisition price is not known, this must be approximated:

- in the case of quoted shares: on the basis of market value;
- in the case of unquoted shares: via (the share in) the net asset value of the equity investment.

<sup>8</sup> The 10% criterion is applicable to the situation at the end of the reporting period. This entails that any reclassification to the category >10% must be accompanied by the elimination of the old position and a simultaneous entry in the new category. The credit and debit entries must be reported in the 'other changes' column.

Purchases and sales must also include:

- capital contributions by the shareholder(s);
- coverage of losses (= informal capital contributions) by the non-resident shareholder(s)
- capital contributions by the parent to the Dutch branch;
- repayments of share capital to your shareholder(s);
- conversion of loans into shares, conversion of stock dividends, etc.

Basically, purchases and sales reported in the annual report should reflect the purchases and sales completed in the monthly reports of the financial year.

#### Profit/loss

The 'profit/loss' item must state the profit or loss from operational activities after tax, excluding extraordinary items and before profit appropriation, that is attributable to the equity investment. Results from revaluations of assets should be excluded from the profit/loss, but instead should be reported in the columns price changes or exchange rate changes (on PD-C) in conformity with the price changes or exchange rate changes of the assets. This concerns revaluations due to price changes, exchange rate changes, impairments or redemptions (of financial assets). Extraordinary items should be included under 'other changes'. Extraordinary items comprise amongst others an incidental large profit from the sale of an equity investment.

#### Dividend declared

The 'dividend declared' item must state the gross dividend declared (before deduction of any tax on dividends) in the reporting year to which shareholder(s) are entitled. The declared dividend comprises in this report only on profit from operational activities. Dividend declared from extraordinary profits, such as profit from the sale of an equity investment, should not be reported as dividend but as a disinvestment in the column sales. It should be reported on a net basis: dividend minus dividend tax.

#### Revaluation resulting from price changes or exchange rate developments

The 'exchange rate changes' item must state all valuation differences resulting from exchange rate changes. The 'price changes' item reflects changes in value resulting from changes in (market) prices, impairments or redemptions of financial assets (e.g. write-off of goodwill).

#### Other changes

'Other changes' include all other causes of changes in the value of liabilities, such as reclassifications or extraordinary items.

#### Dividend declared during the year

The item 'Dividend declared during the year' does not have to be completed in the annual report.

Note:

Share capital should only be stated as an equity capital participation if the underlying shares are not traded (anymore) on an organised exchange. The company concerned is generally not aware interests in the company (gradually) are built up through the stock exchange. The position regarding the equity capital participation by the non-resident will be stated at the moment the shareholder has made its interest known and the shares are no longer freely marketable. In this case, the value of the foreign equity capital participation must be stated in the column 'other changes'.

## ***Annual forms PEN: Liabilities, securities issued by the reporting enterprise***

### **Concepts and definitions**

On the annual form PEN securities issued by your enterprise by giro should be reported, deposited with a central securities depository both **outside** and **within** the Netherlands. In addition –if known by the reporting enterprise- physical securities held directly by non-residents must be reported. All depository receipts for shares (such as ‘American Depository Receipts’ or ADRs) issued by foreign trust offices must also be reported on this form insofar as this applies to newly generated capital (for example ADRs in the form of New York Registered Shares).

For a definition of issued securities is referred to the notes to the monthly form PEN.

### **Data to be completed**

All amounts must be stated exclusive of commission and/or other brokerage or custody charges in thousands of euros.

#### Country of residence of the central securities depository or country of registered holder

This is the country of residence of the securities depository where the global note or comparable global certificate of the outstanding securities of your enterprise is deposited. As for depository receipts issued abroad (such as ADRs) the country of residence of the trust office must be stated. Where physical securities are reported, the country of residence of the non-resident investor must be completed (if known). A list of the country codes to be used (ISO standard) is included (see appendix 1).

#### Position at the beginning/end of the year

Positions at the beginning of the year must correspond to the positions at the *end* of the previous year. The position at the end of the year must be calculated on the basis of the closing prices (in case of debentures: excluding accrued interest) of the last trading day of the reporting year. During the whole term or time to maturity debt paper without interest must be valued at issue price.

#### Transactions

Issues and sales of securities on the one hand and repurchases and redemptions on the other must be reported separately at the transaction price (in case of debentures: excluding accrued interest). Repurchases of shares must be reported as transactions if the shares will be withdrawn. If these shares will be sold later on, the transaction (purchase) should not be reported here but on form AEN.

#### Revaluation

Revaluation comprises exchange rates (only of relevance where the security is denominated in a currency other than the euro), on the other hand, and price changes (changes in market value as a result of price movements) on the other. For discount paper all mutations in market prices are regarded as interest. Therefore price mutations for discount paper by definition equal zero. The entire difference between the price at issuance and the price at redemption should be reported as interest paid in the year the securities are repaid.

#### Other changes

The other changes item includes all changes in (the value of) outstanding amounts that cannot be explained by transactions and/or revaluations.

#### Position of accrued interest at the beginning/end of the year

Positions of accrued interest do not have to be completed.

#### Interest accrued in the course of the year

Interest accrued does not have to be completed.



Interest received and sold and interest paid and purchased

The payment of a coupon is to be reported in the column "interest paid and purchased". In case of transactions of interest bearing debt paper (issues, purchases or redemption) the interest sold and purchased should be reported here. In case of transactions of discount paper no sold or purchased interest should be reported. For discount paper the interest discounted at issuance should be reported as interest paid in the year in which the paper is repaid.

Revaluation and other changes

Revaluation and other changes do not have to be completed in the annual report.

Dividend

In the case of shares, dividends paid during the year must be reported under dividends paid during the year. The amounts to be reported here only concern paid gross dividend (before deduction of any tax on dividends).

**Example 1: Debt with fixed or variable interest rate**

At 13 January 2004 a company issues thousand bonds with a nominal value of EUR 10,000 at a rate of 100% and with an interest rate of 6%, which is paid every six months at 13 July and 13 January. The reports on 2004 must be filled in as follows (in thousands of euros) (for simplicity reasons, the liability part has been left out):

Sub form PEN-K

*Liabilities, bonds and notes issued by the reporting company (without ISIN):*

Year	Interest					Position of accrued interest at the end of the year
	Position of accrued interest at the beginning of the year	Changes during the year			Revaluation and other changes	
		Transactions				
		Interest accrued in the course of the year	Received and sold interest during the year	Paid and purchased interest during the year		
2004		0	300			

**Example 2: Debt paper without interest rate**

At 15 January 2004 a company issues discount paper of EUR 10,000,000 at a rate of 98.2%, which will be redeemed at 15 July of the same year at a redemption value of 100%. The reports on 2004 must be filled in as follows (in thousands of euros):

Sub form PEN-G

*Liabilities, money market paper issued by the reporting company (without ISIN):*

Year	Liability						Position at the end of the year (market value excl. accrued interest)
	Position at the beginning of the year (market value excl. accrued interest)	Changes during the year				Other changes (market value excl. accrued interest)	
		Transactions		Revaluation			
		Issues (market value)	Repurchases and redemptions (market value or redemption value excl. purchased interest)	Exchange rate changes	Price changes		
2004	0	9.820	9.820	0	0	0	0

Year	Interest					Position of accrued interest at the end of the year
	Position of accrued interest at the beginning of the year	Changes during the year			Revaluation and other changes	
		Transactions				
		Interest accrued in the course of the year	Received and sold interest during the year	Paid and purchased interest during the year		
2004			0	180		

## Guidelines for the treatment of special corporate actions

### Stock split or reverse stock split

In the case of a stock split (i.e. splitting one share into two or more shares) or a reverse stock split (i.e. compressing two or more shares into one share) in order to enhance marketability of the shares, the treatment in an aggregated report is the same as in a normal report. In principle, no transaction needs to be reported in this case. It is possible that fractions of shares are combined into a new share or that existing shares are split into fractions of new shares. If the holders of existing shares are requested to pay an additional sum in order to make up fractions of shares into full shares, the monies received as a result must be stated as *issue proceeds*. Conversely, holders of existing shares may be offered payment for the repurchase of the remaining fractions of shares. These payments must be reported as *repurchases*.

### Issue of bonus shares (via 'subscription rights')

A company may decide to issue new or additional shares via an issue of 'subscription rights' which entitle the holders of existing shares to subscribe to the new shares at an issue price lower than the current market price of the existing shares. In this report the 'subscription rights' themselves are treated as written options or warrants. Trades in 'subscription rights' must therefore be reported in form D for derivatives if they are allocated to non-residents. If the enterprise charges a premium on the issue of the rights, such premiums must be reported as received premiums on written options. If no premium is charged, nothing needs to be reported. When the shares are actually issued, the proceeds must be reported in issue proceeds. The difference between the position at the beginning of the reporting year plus the issue proceeds and the position at the end of the reporting year (which is due to the difference between the lower issue price and the market price plus any other price movements) must be stated in revaluation-price changes.

### Payment of stock dividend

When dividend is paid in the form of new shares, both issue proceeds and the payment of dividend must be reported. The value of both items can be determined on the basis of the market value of the newly issued shares. The market value must be calculated as the total number of shares issued multiplied by the market price per share on the date on which the dividend is made available.

### Postponed payment (redemption and interest)

Where payments of interest and/or principal in relation to issued debt paper are not met, or not in time, the stated debt must remain unchanged in the report. In this case, the position of accrued interest will increase above the value of the interest to be paid over the normal interest period until the next payment. Adjustments may only be made in the report after a new payment date has been agreed with the holders and/or part of the debt or interest has been cancelled. Until then, no write-downs may be applied to the total value of the debt. In this special case you are requested to contact DNB.

### Conversion of debt paper into shares

Where debt paper is converted into (new) shares, two separate entries must be made in the report: one for the redemption of the debt paper; the other for the issue of shares. The reported value of the redemption and of the issue must agree with the market value of the shares issued. Any differences between the redemption value as calculated in the manner mentioned above and the outstanding nominal value of the debt paper on redemption date must be stated under revaluation so that the position at the end of the year is zero.

## ***Annual form PV: Provisions***

### ***Concepts and definitions***

On a yearly basis (per financial year) a complete reconciliation of the figures with respect to provisions has to be reported. This implies that apart from transactions data, information has to be reported concerning positions and other changes during the full financial year.

Sub form PV-OV does not contain any subdivisions. All provisions should be reported together as one sum. For the valuation and definition of this item, reporters should follow the guidelines for the compilation of the annual accounts.

### ***Data to be completed on sub form PV-OV***

#### Position at the beginning/end of the year

The 'position at the beginning of the year' should correspond with the closing position at the end of the previous year.

#### Transactions

Regarding transactions, both additions and reductions should be filled in separately. Additions consist of provisions made during the reporting period, both new provisions and increases to existing provisions. Reductions comprise all amounts that have been brought at the expense of the provisions.

#### Revaluation

The items exchange rate changes and price changes do not have to be completed.

#### Other changes

The 'other changes' item should state all changes in provisions due to other reasons than stated above.

## ***Annual forms PO: Other liabilities (to residents and non-residents)***

### ***Concepts and definitions***

On annual form PO Other liabilities to both residents and non-residents must be reported. On an annual basis also 'interest payable' should be reported. For the other concepts and definition of other liabilities is referred to the notes to the monthly form PO.

#### **Interest payable**

Positions relating to 'interest payable' should be reported under the item 'other liabilities with a term shorter than or equal to one year' (PO-OK). The total change in the position at the beginning and end of the book year should be included under the column 'Other changes'. Amounts for the item 'interest payable' should in no case be reported under the columns for transactions.

### **Data to be completed**

#### Country of foreign creditor

The country of the foreign creditor is the country in which the non-resident, to which a liability is owed, is established. A list of ISO country codes is attached (see appendix 1).

#### Sector of the creditor

The sector of the creditor should be distinguished according to the classification in appendix 2 using the corresponding character code.

#### Position at the beginning/end of the year (accrued interest excluded)

The 'position at the beginning of the year' must correspond with the closing position at the end of the previous year. The positions at the beginning/end of the year should be completed excluding accrued interest.

#### Transactions

The 'transactions' during the reporting year must be reported on a gross basis (i.e. the total of funds borrowed and repaid must be mentioned separately in the 'increases/decreases in liabilities' columns).

#### Revaluation

In these columns exchange rate changes (only applicable if the original debt was denominated in currencies other than the euro) and price mutations (under which revaluations) have to be completed.

#### Other changes

A residual group for all other changes, e.g. the cancellation of a liability). In order to prevent subsequent requests from DNB for additional clarification, significant amounts stated in 'other changes' can be clarified further in a specific field (see e-Line).

#### Position of accrued interest at the beginning/end of the year

Positions of accrued interest at the beginning/end of the year do not have to be completed.

#### Interest accrued during the year

Interest accrued during the year does not have to be completed.

#### Interest paid

The interest paid item must state the gross (before deduction of any tax) interest actually paid or settled in the reporting year

#### Revaluation and other changes

Revaluation and other changes do not have to be completed.

## ***Annual forms AD: Assets, equity investment by the reporting enterprise and/or resident subsidiaries included in this report***

### **Concepts and definitions**

On a yearly basis (per financial year) sub form AD-A (general information) and sub form AD-C (full reconciliation of the figures) must be filled in if your enterprise and/or consolidated resident subsidiaries in this return has/have an investment in the capital of resident and non-resident enterprises. Simply reference is made to the notes to the monthly form AD for the definition of equity investment and the classification in categories.

### **Data to be completed sub form AD-A**

The form must contain the following data with regard to the equity investment:

- Name of company in which the reporting company has an interest;
- Country where the equity investment has its registered office (see appendix 1);
- Sector of the company in which the reporting company has an interest (see appendix 2);
- Share of the equity investment in the enterprise or consolidated subsidiaries at the end of the financial year;
- The principle on which basis an equity capital participation is valued (market value, net asset value or historical cost).

### **Data to be completed sub form AD-C**

#### Country of investment

The 'country of investment' item must state the country where the participation has its registered office. A list of ISO country codes is attached (see appendix 1).

#### Sector of the shareholder

The sector of the shareholder(s) should be distinguished according to the classification in appendix 2 using the corresponding character code.

#### Position at the beginning/end of the year

The 'position at the beginning of the year' must correspond with the closing position at the end of the previous year. The 'position at the end of the year' item must state, in proportion to the percentage of the equity investment, the share in the value of the equity investment (totalised per country and sector) at the end of the reporting year. In the case of (partly) quoted shares, the position in terms of market value of the equity investment must be stated according to the ECB guideline. In the case of unquoted shares, the share in the net asset value of the equity investment must in principle be reported. When this information is unavailable, the book value of the participation (for example based on historical costs) can be used. This valuation principle is only allowed when it concerns:

- minority interests with no information available on the net asset value;
- majority interests of a resident sub holding which is held (directly or indirectly) by a foreign mother company, where information on the net asset value is not available at the sub holding (because consolidation occurs at the mother company level).

#### Purchases and sales

The 'purchases and sales' during the year with regard to equity investment should be reported on a gross basis (i.e. purchases and sales separately) per country and sector valued at the price (the amount at which the participation is purchased/sold) at the time of transfer of ownership. Any difference with the book value of the equity investment should be reported as 'other changes'.

Purchases and sales must also include:

- capital contributions;
- the coverage of losses (= informal capital contributions);
- capital contributions in foreign branch(es);

- repayments of share capital by the equity investment;
- conversion of loans into shares, conversion of stock dividends, etc.

Basically, purchases and sales recognised in the annual report should reflect the purchases and sales completed in the monthly reports of the financial year.

#### Profit/loss

The 'profit (loss)' item must state the profit or loss from operational activities after tax, excluding extraordinary items and before profit appropriation, attributable to the equity investment. Results from revaluations of assets should be excluded from the profit/loss, but instead should be reported in the columns price changes or exchange rate changes. Extraordinary income and expenditure, for example non-recurring gains from the sale of a participating interest, should be included under 'other changes'

If the position of the participation is valued at historical cost, in order to make the report balanced the declared dividend should also be entered in the column 'profits'.

#### Dividend declared

The 'dividend declared' item must state the gross dividend declared (before deduction of any tax on dividends) in the reporting year by the equity investment insofar as the reporting enterprise and/or consolidated resident subsidiaries are entitled to the dividend. The declared dividend comprises in this report only on profit from operational activities. Dividend declared from extraordinary profits should not be reported as dividend but as a disinvestment in the column sales; it should be reported 'net' (i.e. excluding dividend tax).

#### Revaluation

The 'exchange rate changes' item must state all valuation differences resulting from exchange rate movements. The 'price changes' item reflects changes in value resulting from changes in (market) prices, impairments or redemptions of financial assets (e.g. write-off of goodwill).

#### Other changes

'Other changes' include all other causes of mutations in the value of assets, such as reclassifications or extraordinary items.

#### Dividend declared during the year

The item 'Dividend declared during the year' does not have to be completed in the annual report.

#### Note:

When the company buys an interest in a company gradually through purchases on the stock exchange, these purchases should be stated as portfolio investments (on monthly form AEB). The moment the company treats the purchased interest in its internal books as participation, a reclassification from stock holding to participation is necessary. The change in the position should be stated at the column 'Other changes' on the annual forms (AD and AEB).

## ***Annual form ADO: Assets, real estate (direct investment via non-resident subsidiaries excluded)***

### **Concepts and definitions**

On a yearly basis a full reconciliation of real estate both in the Netherlands and abroad has to be completed. Real estate for own use only includes domestic land and buildings. Simply reference is made to the notes to the monthly form ADO for the definition of direct investment in foreign real estate and the classification in categories.

### **Data to be completed on sub form ADO-C**

#### Country of real estate

The country of real estate item should mention the country where the real estate is located. A list of the country codes to be used (ISO standard) is included in appendix 1.

#### Positions at the beginning/end of the year

The 'position at the beginning of the year' item must correspond with the closing position at the end of the previous year. The 'position at the end of the year' item must state the value of the property at the end of the reporting year. In principle, the market value must be reported. If no market value is available a (recent) assessment of the value or otherwise the historical cost may be used.

#### Transactions

The 'transactions during the year' with regard to real estate must be reported on a gross basis (i.e. purchases and sales separately) and valued at the price prevailing at the time of transfer of ownership, i.e. the price for which the property was bought/sold.

#### Revaluation

The 'exchange rate changes' item must state all valuation differences resulting from exchange rate changes. The 'price changes' item must account for all other valuation differences, such as revaluations based on estimates, etc.

#### Other changes

The 'other changes' item must state all other differences.

#### Net income from real estate

Net income from real estate is the balance of (rental) income and operating costs relating to the directly held real estate. Operating costs include e.g. the costs charged by the manager for the management and maintenance of the real estate, as well as the local property taxes.

## ***Annual forms AEB and AEN: Assets, investment in securities issued by residents and by non-residents***

### **Concepts and definitions**

These forms are to be used to report on investment in securities issued by non-residents (foreign securities - form AEB) and investment in securities issued by residents (Dutch securities - form AEN) regardless of whether these are held with a Dutch or a foreign custodian. Simply reference is made to the notes to the monthly forms (AEB and AEN) for the definition and the classification in categories.

### **Data to be completed on forms AEB and AEN**

All amounts must be reported excluding commissions and/or other mediation or custody fees. Fees for security lending/borrowing are considered commission.

#### Country of residence of the issuer (form AEB)

Form AEB requests the country of residence of the issuer of the foreign securities. This corresponds not necessarily with the country of issue of the security. Securities issued by international institutions such as ECB, EIB, BIS and IMF should be accounted for with the country code of the institution involved (usually beginning with the letter X). For instance, as country of residence for a security issued by EIB the code XF should be reported, not the code for Luxembourg. A list of the country codes to be used (ISO standard) is included in appendix 1.

#### Country of residence of the securities depository (form AEN)

This is the country of residence of the custodian holding the Dutch securities. A list of the country codes to be used (ISO standard) is included in appendix 1.

#### Sector of the issuer

The sector of the issuer should be distinguished according to the classification in appendix 2 using the corresponding character code.

#### Position at the beginning/end of the year

Positions at the beginning of the year must correspond with the positions at the end of the previous year. The position at the beginning of the year must be calculated on the basis of the closing prices of the last trading day of the previous reporting year. The position at the end of the year must be calculated on the basis of the closing prices (in case of debentures: excluding accrued interest) of the last trading day of the reporting year.

#### Transactions

Transactions are broken down into purchases and sales (including redemptions) at the prices agreed for the transactions (in case of debentures: excluding accrued interest). The sale or redemption of discount paper should be completed at historical cost.

#### Revaluation

Exchange rate changes (only relevant when the security is denominated in a currency other than the euro) and price changes (changes in the market value as a result of changes in securities' prices) are reported separately. For discount paper all mutations in market prices are regarded as interest. Therefore price mutations for discount paper by definition equal zero. The entire difference between the price at issuance and the price at redemption should be reported as interest paid in the year the securities are repaid.

#### Other changes

The other changes item includes all changes in (the value of) outstanding amounts that cannot be explained by transactions and/or revaluations. Other changes may include the amortisation of debt paper. In the case of form AEN, if the custody of securities issued by residents is transferred from a foreign to a domestic securities depository this must also be reported as other changes. For instance, the transfer of Dutch securities to the Netherlands must be reported as negative other changes on form AEN.



Position of accrued interest at the beginning/end of the year

Positions at the beginning/end of the year do not have to be completed.

Interest accrued in the course of the year

Positions at the beginning/end of the year do not have to be reported.

Interest received and sold and interest paid and purchased

The payment of a coupon is to be reported in the column "interest received and sold". When transactions in interest bearing debt securities are concluded during an interest period, the accrued interest sold or purchased must be reported under the received and paid interest respectively. For discount paper the interest difference between purchase and sale (redemption) in the year in which the securities are sold (repaid) has to be reported as interest received.

Revaluation and other changes

Revaluation and other differences do not have to be completed.

Dividend

In the case of shares, dividends must be reported as 'dividends received during the year'. The amounts to be reported here only concern gross dividend (before deduction of any tax on dividends) paid out.

**Example 1: Debt paper with fixed or floating interest rate**

At 1 April a company buys one hundred Dutch bonds with a nominal value of EUR 100,000 at a rate of 100% and with an interest rate of 7.5%, which is paid every year at 30 June. The reports on the interest for the year must be completed as follows (in thousands of euros) (to keep it simple the part in the report regarding the claim has been left out):

Sub form AEN-K

*Assets: investment in bonds and notes issued by residents (without ISIN):*

Year	Interest					Position of accrued interest at the end of the year
	Position of accrued interest at the beginning of the year	Changes during the year			Revaluation and other changes	
		Transactions				
		Interest accrued in the course of the year	Received and sold interest during the year	Paid and purchased interest during the year		
2004			750	565		

**Example 2: Debt paper without coupon (discount paper)**

At 15 February a company invests EUR 1,000,000 in German discount paper at a rate of 99.5% which will be redeemed at 15 April of the same year at a redemption value of 100%. The annual report must be completed as follows (in thousands of euros):

Sub form AEB-K

*Assets: investment in bonds and notes issued by non-residents (without ISIN):*

Year	Liability						Position at the end of the year (market value excl. accrued interest)
	Position at the beginning of the year (market value excl. accrued interest)	Changes during the year				Other changes (market value excl. accrued interest)	
		Transactions		Revaluation			
		Purchases (market value excl. accrued interest)	Sales and redemptions (market value or redemption value excl. accrued interest)	Exchange rate changes	Price changes		
2004	0	995	995	0	0	0	0

Year	Interest					Position of accrued interest at the end of the year
	Position of accrued interest at the beginning of the year	Changes during the year			Revaluation and other changes	
		Transactions				
	Interest accrued in the course of the year	Received and sold interest during the year	Paid and purchased interest during the year			
2004		5	0			

## Guidelines for the treatment of special corporate actions

### Stock split or reverse stock split

In the case of a stock split (i.e. splitting one share into two or more shares) or a reverse stock split (i.e. compressing two or more shares into one share) in order to enhance marketability of the shares, the treatment in an aggregated report is the same as in a normal report. No transaction needs to be reported in principle. It is possible that fractions of shares are combined into a new share or that existing shares are split into fractions of new shares. If the holders of existing shares are requested to pay an additional sum in order to make up fractions of shares into full shares, the monies received as a result must be stated as *purchases*. Conversely, holders of existing shares may be offered payment for the repurchase of the remaining fractions of shares. These payments must be reported as *sales*.

### Issue of bonus shares (via 'subscription rights')

A company may decide to issue new or additional shares via an issue of 'subscription rights' which entitle the holders of existing shares to subscribe to the new shares at an issue price that is lower than the current market price of the existing shares. In this report the 'subscription rights' themselves are treated as written options or warrants. Trades in 'subscription rights' must therefore be reported in form D for derivatives. If the issuing enterprise charges a premium on the issue of the rights, such premiums must be reported as paid premiums on purchased options. If no premium is charged, nothing needs to be reported. When the shares are actually issued, these must be reported as purchases. The difference between the position at the beginning of the year plus the purchases and the position at the end of the year (which is due to the difference between the lower issue price and the market price plus any other price movements) must be stated in revaluation (price changes).

### Payment of stock dividend

When dividend is paid in the form of new shares, both a purchase and the receipt of dividend must be reported. The value of both items can be determined on the basis of the market value of the newly issued shares. The market value must be calculated as the total number of allotted shares issued multiplied by the market price per share on the date on which the dividend is made available.

### Postponed payment (redemption and interest)

Where payments of interest and/or principal in relation to issued debt paper are not met, or not in time, by the issuer of the securities, the statement of the debt must remain unchanged in the report. Adjustments may only be made in the report after a new payment date has been agreed with the holders and/or part of the debt or interest has been cancelled. Until then, no write-downs may be applied to the total value of the debt. In this special case, you are requested to contact DNB.

### Conversion of debt paper into shares

Where debt paper is converted into (new) shares, two separate entries must be made in the report: one for the redemption of the debt paper; the other for the purchase of shares. The reported value of the redemption and of the purchase must agree with the market value of the shares issued. Any differences between the redemption value as calculated in the manner mentioned above and the outstanding nominal value of the debt paper on redemption date must be stated under revaluation so that the position at the end of the month is zero.

## ***Annual form ANF-C: Assets, intangible fixed assets and other non-financial assets***

### **Concepts and definitions**

Only non-financial assets may be reported on this form. Form ANF comprises two subforms: ANF-C and ANF-CGJ. Form ANF-C requires that you enter the position at the start of the period, any movements and the position at the end of the period. Since intangible assets are by definition regarded as Dutch-based, this form does not contain a geographical breakdown. However, as the geographical location of the counterparty is required for transactions, information on transactions is also required on form ANF-CGJ, as well as geographical information. This means that purchases and sales will have to be entered twice.

Both subforms distinguish the following types of assets.

<u>Type of non-financial asset</u>	<u>Description</u>
<b>Franchises and trademarks</b>	Franchises and trademarks generally involve intellectual property rights related to marketing
<b>Computer software originals</b>	Computer software originals
<b>R&amp;D</b>	Intellectual property rights deriving from Research & Development. Examples include patents, copyrights, original designs (e.g. industrial design)
<b>Audiovisual and artistic originals</b>	Intellectual property rights to radio and television broadcasts, music recordings, film and video recordings, original works by performers, authors, composers and artists
<b>Goodwill</b>	Goodwill acquired from third parties
<b>Concessions and licences</b>	For example: related to the exploitation of natural resources.
<b>Other intangible fixed assets</b>	For example: costs associated with a share issue
<b>Tangible fixed assets: capital equipment and inventories</b>	Tangible fixed assets for business operations include machinery, (computer) hardware and transport equipment; other tangible assets such as technical and administrative equipment and fixtures and fittings; tangible fixed assets under construction; prepayments on tangible fixed assets Inventories include materials and supplies; semi-finished goods, goods in production, work and projects in progress; finished product; tradable goods and prepayments to suppliers for inventories to be received

Note:

Prepayments for intangible fixed assets must also be reported.

### **Data to be completed**

#### Country of residence of the counterparty (form ANF-CGJ)

In contrast to the annual form, domestic transactions do not need to be reported on the monthly form. A list of country codes to be used (ISO standard) is attached (see appendix 1).

#### Position at beginning/end of year

The book value of the assets reported here must be entered under the positions at the beginning and at the end of the year.

Transactions

Any increases or decreases must be entered on form ANF-C. Only purchases and sales should be reported here. Other sources of changes must be entered in one of the other categories. Similarly only purchases and sales must be reported under 'transactions' on form ANF-CGJ.

Revaluation

The items 'exchange rate changes' and 'price changes' must state all valuation differences resulting from the translation of amounts in foreign currency or changes in the valuation of the assets reported here (not depreciation).

Other changes

Depreciation should be stated under 'other changes', like other movements which are not included within the transactions and revaluations referred to above.

***Annual form GD: Goods and services***

The annual forms for goods and services are identical to the monthly forms. The only difference relates to domestic transactions, which do not need to be reported on the monthly forms but do have to be reported on the annual forms. Transactions with domestic counterparties include transactions with other Special Financial Institutions belonging to the same group. Where possible, please ensure consistency of the reports concerning different Special Financial Institutions belonging to the same group. Transactions with domestic counterparties that do not belong to the same group are of great importance for the macroeconomic picture, although the amounts involved are generally relatively small compared with the transactions with group entities and entities abroad. Please therefore also explicitly report relatively small transaction amounts with domestic counterparties.

Subdivision of form GD

<b>Subform</b>	<b>Content</b>
<b>GD-ECJ</b>	Services not within a group
<b>GD-ICJ</b>	Services within a group
<b>GD-GLJ</b>	Payments for user licences
<b>GD-RLJ</b>	Payments for reproduction and/or distribution licences

Royalties and licences

Payments for the use of non-financial assets are reported on forms GD-GL and GD-RL. Examples include patents, copyrights, trading rights and industrial processes and designs, the use of manufactured originals or prototypes through licence agreements (such as manuscripts, computer programs, film and music rights) and franchises and similar rights. A distinction is made between user licences for these rights (GD-GL) and reproduction and/or distribution licences (GD-RL).

Note:

Purchases and sales of intellectual property rights should not be reported here, but on forms ANF-C (annual) and ANF-CGJ.

All types of payments are distinguished based on the underlying intellectual property rights (standing rights).

<b>Type of intellectual property right</b>	<b>Description</b>
Franchises and trademarks	Franchises and trademarks generally involve intellectual property rights related to marketing
Computer software originals	Computer software originals
R&D	Intellectual property rights deriving from Research & Development. Examples include patents, copyrights, original designs (e.g. industrial design)
Audiovisual and artistic originals	Intellectual property rights to radio and television broadcasts, music recordings, film and video recordings, original works by performers, authors, composers and artists

### Goods and services

Payments received and made for services from and to foreign counterparties are reported on the annual forms GD-ECJ and GD-ICJ, broken down by type of service. The services concerned are set out below. This breakdown is not exhaustive. If the service you wish to report is not included as a separate category, you can report it under 'other services'. In that case, you should explain the nature of the service in the notes. For the other categories, you can use the notes to provide a brief explanation of exceptional transactions.

<b>Type of service</b>	<b>Description</b>
<b>Goods</b>	Purchase and sale of goods. Costs of income from end products
<b>Transit trade: purchase and sale of goods</b>	The purchase and sale of goods from or to foreign residents, where those goods do not enter the Netherlands.
<b>Reinvoicing</b>	The central settlement of invoicing, not involving (transit) trade
<b>Financial services (explicitly charged for)</b>	Commission and payments related to financial services such as banking services; advice on mergers, acquisitions and financial restructuring; costs of documentary credits, advice, bills, finance lease, factoring, currency arbitrage, commission on securities trading, brokerage fees, issue costs, costs of subscription/redemption, asset management, commission and custody fees. NOT: interest paid or received.
<b>Legal services</b>	For example, establishing rights in relation to patents and licences; settlement of legal proceedings. NOT: tax services
<b>Accounting, auditing, bookkeeping and tax advice</b>	For example: tax services, audit of annual accounts, trust office services
<b>Business advice, management advice and public relations</b>	For example: advice and operational support for corporate policy and strategy
<b>Other business services not mentioned earlier</b>	For example: costs for distribution of electricity, water, steam, oil and gas; staff recruitment and placement; call centre services; travel agency services; cleaning costs
<b>Advertising, market research and opinion polls</b>	Advertising, market research and opinion polls
<b>Operating lease</b>	For example: lease of office buildings, vehicles (without personnel) or machinery and equipment (without operating staff)
<b>Trade-related services</b>	Trade-related services, for example goods brokers, intermediaries, (trade) agents; auctions
<b>Other services</b>	Other services (please specify)

**Data to be completed**Country of residence of the counterparty

The country of residence of the non-resident counterparty from whom the service has been purchased or to whom the service has been supplied should be entered under 'country of residence of counterparty'. For transactions with a domestic counterparty, NL must be selected. For domestic transactions, please note the comment at the beginning of this section. A list of country codes to be used (ISO standard) is attached (see appendix 1).

Transactions

The expenditure on services purchased and receipts for services supplied should be stated under 'payments' and 'receipts', respectively.

## ***Annual forms AO: Other assets (residents and non-residents)***

### **Concepts and definitions**

This form is for reporting assets on both residents as non-residents (on a yearly basis a full reconciliation is necessary). On an annual basis also 'interest receivable' should be reported. For the other concepts and definition of other liabilities is referred to the notes to the monthly form AO.

### **Interest receivable**

Positions relating to 'interest receivable' should be reported under the item 'other assets with a term shorter or equal to one year' (AO-OK). The total change in the position at the beginning and end of the book year should be included under the column 'Other changes'. Amounts for the item 'interest receivable' should in no case be reported under the columns for transactions.

### **Data to be completed on sub form AO-RC**

#### Country of debtor

Country of debtor is the country in which the current account is held. A list of the country codes to be used (ISO standard) is included (see appendix 1).

#### Sector of debtor

This breakdown has to be made according to the classification in appendix 2 using the corresponding character code.

#### The position of the receivable at the beginning of the year (accrued interest excluded)

The 'position at the beginning of the year' must correspond with the closing position at the end of the previous year. Positions in receivables must be shown as positive (with a plus-sign); positions in liabilities must be shown as negative (with a minus-sign).

#### Transactions

Transactions on foreign current accounts during the year should be reported on a net basis, i.e. in one of the transaction columns. The following rules apply:

- The net increase of a receivable must be reported with a positive sign in the transaction column 'increase asset';
- The net increase of a payable must be reported with a positive sign in the transaction column 'decrease asset';
- The net decrease of a receivable must be reported with a positive sign in the transaction column 'decrease asset';
- The net decrease of a payable must be reported with a positive sign in the transaction column 'increase asset'.

#### Revaluation

With the reporting on current accounts, the 'exchange rate changes' item applicable in the case of positions denominated in foreign exchange should be reported as follows: the net change of amounts should per foreign currency be converted at the average (mid) rate of the year. The change in the exchange rate per currency will then reflect, on one hand, the difference between the exchange rate at the beginning and the end of the month for the position at the beginning and, on the other hand, the difference between the average mid-market exchange rate and the rate at the end of the year applied to the net change.

#### Other changes

The 'other changes' column is a residual group for all other changes, e.g. the cancellation of a receivable. In order to prevent subsequent requests from DNB for additional clarification, significant amounts stated in 'other changes' can be clarified further in a specific field (see e-Line Betalingsbalans).

#### Position of accrued interest at the beginning/end of the year

Positions of accrued interest at the beginning/end of the year do not have to be completed.

Interest accrued in the course of the year

'Interest accrued in the course of the year does not have to be completed.

Interest received' and/or 'interest paid'

'Interest received' and/or 'interest paid' must state the gross interest (before deduction of any withholding tax) received or paid in the reporting period.

Revaluation and other changes

Revaluation and other changes do not have to be reported.

## Data to be completed on other sub forms

Country of debtor

Country of debtor is the country in which the debtor from whom the receivable is due, is established. A list of the country codes to be used (ISO standard) is included (see appendix 1).

Sector of debtor

A breakdown into the sector of debtor has to be made according to the classification in appendix 2 using the corresponding character code.

Position at the beginning/end of the year (accrued interest excluded)

The 'position at the beginning of the year' must correspond with the closing position at the end of the previous year. The positions at the beginning/end of the year should be completed excluding accrued interest.

Transactions

Transactions during the year must be reported gross, which means that the total of withdrawals and redemptions have to be reported separately at the columns 'increase assets' and 'decrease assets'.

Revaluation

Exchange rate changes (only relevant where the security is denominated in a currency other than the euro) and price changes (changes in the market value as a result of changes in securities' prices) are reported separately.

Other changes

Other changes is a residual group for all other changes, e.g. the cancellation of a liability. In order to prevent subsequent requests from DNB for additional clarification, significant amounts stated in 'other changes' can be clarified further in a specific field (see e-Line Betalingsbalans).

The position of accrued interest at the beginning/end of the year

The positions of the accrued interest do not have to be completed in the annual report.

Interest accrued in the course of the year

Accrued interest does not have to be completed in the annual report.

Interest received

At this column interest received during the year must be reported gross (before deduction of any withholding tax).

Revaluation and other changes

Revaluation and other changes do not have to be completed in the annual report.



## Annual forms D: Derivatives

### Concepts and definitions

This form requests information on all derivatives contracts that your company has concluded with both resident and non-resident counterparties. The information to be reported concerns both exchange-traded contracts and OTC (Over The Counter) contracts, irrespective of the nature of the underlying value. In this context, the underlying value refers to the security, the index, the commodity or (other) financial instrument whose price determines the value of the contract. For the concepts and definition of other liabilities is referred to the notes to the monthly form D.

For the valuation of derivatives only the market value can be used. For exchange-traded derivatives the value corresponds to the market value agreed upon at the stock exchange. If the market value is not available the offer or selling price can be used instead. For OTC derivatives the market value can be approached using a generally excepted valuation model (like the Black-Scholes formula for options). Please note that the underlying value (like the 'notional amount' for swaps) should never be reported.

### Data to be completed on sub forms D-OS and D-OK

#### Country of residence of the counterparty

In both forms a distinction should be made regarding the country of residence of the counterparty. For OTC contracts this is the country of residence of the direct counterparty and for exchange-traded contracts this is the country of residence of the Stock Exchange where the contract is traded. A list of the country codes to be used (ISO standard) is included (see appendix 1).

#### Sector of the counterparty

In both forms, a distinction should be made regarding the sector of the counterparty. This must be the sector of the direct counterparty for OTC contracts. For exchange-traded securities the sector of the counterparty is always 'other financial institutions' (OFI). A list of sectors and sector codes (ISO standard) is included (see appendix 2).

#### Position at the beginning/end of the year

The position at the beginning of the year has to correspond to the end position of the previous year. The position at the end of the year must be valued on the basis of the closing prices on the last trading day in the reporting year. If no market price is available, the price may be determined on the basis of a generally accepted valuation model such as the Black-Scholes formula.

#### Transactions

Transactions must show premiums paid and premiums received as well as the cash settlement on execution of the option. If distinguishable, the premium received for a closing sell of a purchased option must be reported as income under purchased options. If distinguishable, the premium paid on a closing buy of a written option must be reported as a payment under written options.

#### Reporting of the opening and closing transactions

	Opening	Closing
Written options (D-OS)	Received premium	Paid premium
Bought options (D-OK)	Paid premium	Received premium

Options can be settled in two different ways: by delivery of the underlying value at the execution price determined in the option contract or by cash settlement. The delivery of the underlying value may never be reported at form D-OS or D-OK. In that case, the residual value of the option must be entered with a minus-sign in the column 'other changes' so that the position runs to zero. delivery itself has to be accounted for at another form, if relevant. In the case of delivery of securities a purchase or sell must be reported at form AEB or AEN. In the case of delivery of (foreign) currency an increase or decrease on the current account must be reported (form AO-RC). In the case of combined options (like swaptions, caps or floors) a new derivative must be

reported at form D-OTR. In case of cash settlement the payment or receipt should be reported at transactions, just like premature closing purchases or sales.

Revaluation

The columns exchange rate changes and price changes do not have to be completed. All value changes in the contracts not caused by transactions have to be reported at 'other changes'.

Other changes

Other changes must state changes in the value of the options due to market price changes and exchange rate changes. The residual value of the position may also be stated here if the exercise of the option leads to the delivery of the underlying value, so that the position is reduced to zero.

**Example 1: Options**

On 11 December a company buys (via Eurex Frankfurt) 15,000 put option contracts on the Dow Jones EURO STOXX 50 Index at a premium of EUR 11.00 per contract. At the end of December the options are worth EUR 8.00. On 31 March the contracts terminate and then are worth EUR 9.00. De reports for 2004 and 2005 should be completed as follows (in thousands of euros). (For reasons of simplicity the form for current accounts has been left out).

*D-OK: Options bought by the reporting company with non-resident counterparties*

Year	Country of residence counterparty	Sector of the counterparty	Positions at the beginning of the year	Changes during the year					Position at the end of the year
				Transactions		Revaluation		Other changes	
				Paid premiums	Received premiums	Exchange rate changes	Price changes		
2004	DE	OFI	0	165	0			-45	120
2005	DE	OFI	120	0	135			15	0

**Data to be completed on sub form D-FB**

Country of residence of the counterparty

In this form a distinction should be made regarding the country of residence of the counterparty. This is the country of residence of the Stock Exchange where the contract is traded. A list of the country codes to be used (ISO standard) is included (see appendix 1).

Sector of the counterparty

The sector of the counterparty does not have to be completed because only exchange-traded contracts must be reported here.

Position at the beginning/end of the year

Opening and closing positions do not have to be completed because practically all futures are subject to 'daily marking-to-market', as a result changes in the value of the contract are settled daily by payment or receipt of variation margin.

Transactions

Regarding transactions, a distinction should be made in paid and received variation margins. Initial margin deposits or withdrawals may never be reported. Positions and (net) changes of margin accounts must also be reported on sub form AO-RC (current accounts).

Revaluation

The items exchange rate changes and price changes do not have to be completed.

Other changes

The item other changes does not have to be completed.

## Data to be completed on sub form D-OTR

### Country of residence of the counterparty

On this form, a distinction should be made regarding the country of residence of the counterparty. This must be the country where the direct counterparty is based. A list of the country codes to be used (ISO standard) is included (see appendix 1).

### Sector of the counterparty

On this form, a distinction should be made regarding the sector of the counterparty. This should be the sector of the direct counterparty. A list of sectors and sector codes (ISO standard) is included (see appendix 2).

### Position at the beginning/end of the year

Opening and closing positions must be reported broken down into contracts with a positive value (assets) and negative value (liabilities). The position at the beginning of the year must correspond with the position at the end of the previous year. Positions of interest rate swaps and FRAs must be calculated as net market value of the difference between expected (interest) payments and receipts during the entire duration of the contract. When calculating the positions of cross currency interest swaps and other types of swaps the expected value of exchange rate changes and/or other prices must also be taken into account.

### Transactions

For interest swaps, FRAs and cross currency interest rate swaps interest payments and receipts must be reported in the column 'Transactions'. The exchange of notionals (with regard to CCIRS) has to be reported on sub form AO-RC. Transactions do not have to be broken down into transactions in contracts with a positive value (assets) and a negative value (liabilities).

### Revaluation

Exchange rate changes and price changes do not have to be completed. All changes in the value of the contract resulting from transactions must be reported at the column 'Other changes'.

### Other changes

Other changes must include changes in the value of the contracts as a result of price changes and exchange rate changes together.

## Data to be completed on sub form D-OTV

### Country of residence of the counterparty

On this form, a distinction should be made regarding the country of residence of the counterparty. This must be the country where the direct counterparty is based. A list of the country codes to be used (ISO standard) is included (see appendix 1).

### Sector of the counterparty

On this form, a distinction should be made regarding the sector of the counterparty. This must be the sector of the direct counterparty. A list of sectors and sector codes (ISO standard) is included (see appendix 2).

### Position at the beginning/end of the year

Opening and closing positions must be reported broken down into contracts with a positive value (assets) and negative value (liabilities). The position at the beginning of the year must correspond with the position at the end of the previous year. Positions of forward contracts must be calculated as the difference in the current or expected price of the notional amount and the price determined in the forward contract, multiplied by the volume of the contract.

### Transactions

Transactions must include, in the year that the contract is being settled, the difference between the current price of the notional amount at the date of delivery or receipt and the price determined in the forward contract, multiplied by the volume of the contract. If the contract results in a loss, the amount must be reported as a payment. When a forward contract results in a profit, the amount must be reported as a receipt.

Revaluation

The columns exchange rate changes and price changes do not have to be completed

Other changes

Other changes must include changes in the value of the contracts as a result of price changes and exchange rate changes together.

## ***Other items in the profit and loss account (P&L forms)***

The aim of the W&V forms is to obtain, in combination with the data collected via the A, P and D forms for the financial accounts and balance sheet, a complete profit and loss account for the period under review. These data are necessary to compile the sector accounts (National Accounts by sector). Compiling the sector accounts is a European obligation. The concepts used correspond as much as possible with the guidelines concerned of the Council for Annual Reporting.

In order to be able to draw up a complete profit and loss account, the information reported on the foregoing forms must be supplemented with a number of other items. These supplementary items must be entered on forms WVB and WVU. In addition, all items from the profit and loss account as per the annual accounts must be aggregated on form WVA.

Items that in the annual accounts usually occur in the profit and loss account and for the balance of payments report are not requested on the P&L forms, but on the forms for the balance sheets and the financial accounts (A, P and D forms), are the dividends received, interest payable and receivable, investment revenues (including interest received, dividends and realised and non-realised market profits), market losses and additions to the provisions. In addition, income and expenses relating to the purchase and sale of goods and services are reported on the goods and services forms.

The following principles apply here:

- The reporting period is the financial year.
- All items have to be reported on a transaction (accrual) basis. This means that each transaction is registered at the moment the payment obligation arises. It is imperative in the profit and loss account that the actual amounts are attributed to the reporting period.
- All items must in principle be entered as positive values. This includes cost items. For some items, however, it may be necessary to deduct amounts, which may result in a negative amount. This will be stated explicitly for the items concerned..

Content of the P&L forms and sub-forms:

1. Revenues and costs
  - a. Sub form WVB-B: *Revenues, excluding investment income and revaluations of investments*
  - b. Sub form WVB-S: *Staff costs*
  - c. Sub form WVB-L: *Other corporate costs, excluding benefits, interest expenses and investment losses*
2. Extraordinary gains and losses
  - a. Sub form WVU-B: *Extraordinary gains*
  - b. Sub form WVU-L: *Extraordinary losses*
3. Other related variables
  - a. Sub form WVA-R: *Other profit and loss account-related variables: results*
  - b. Sub form WVA-B: *Other profit and loss account-related variables: allocations*

**Format of P&L account from the various forms**

Item	Sign	Form	Column
<b>1 Operating income (non-financial)</b>			
1.1 Receipts from goods and services	+	GD	income
1.2 Other income	+	WVB-B	amount
<b>2 Operating expenses (non-financial)</b>			
2.1 Costs of goods and services	-	GD	costs
2.2 Wages and other non-financial costs	-	WVB-S, WVB-L*	amount
<b>4 Finance income</b>			
4.1 Share of profit of participating interests **	+	AD-C	profit/loss
4.2 Dividend/interest received on securities	+	AEB, AEN	dividend received / transactions interest
4.3 Interest received on loans and other receivables	+	AO	Interest received
4.4 Withholding tax paid on dividend and interest received	-	WVB-L*	amount
<b>5 Finance costs</b>			
5.1 Interest paid on securities	-	PEN-K, PEN-G***	transactions interest
5.2 Interest paid on loans and other obligations	-	PO	Interest paid
<b>6 Net statistical result (before tax) (1-2+4-5)</b>		-	
<b>7 Finance income from movements in value</b>			
7.1 Impairments on participating interests	+	AD-C	price changes
7.2 Movements in value of securities held	+	AEB, AEN, PEN	price and/or exchange rate movements
7.3 Movements in value of loans and other receivables	+	AO, PO	price and/or exchange rate movements
7.4 Income from derivatives	+	D	other changes
<b>8 Profit for financial statement purposes (1-2+4-5+7)</b>		WVA-R	amount
9.1 Extraordinary income (book profit on sale of participating interest)	+	WVU-B en AD-C	amount; other changes
9.2 Extra ordinary expenses (book loss on sale of participating interest)	-	WVU-L en AD-C	amount; other changes
10 Additions to provisions	-	PV-OV	amount
11 Depreciation	-	WVB-L	amount
<b>12 Profit before tax (8+9-10-11)</b>		-	
13 Taxation (corporation tax)	-	WVA-B	amount
<b>14 Profit after tax (8-13)</b>		-	
<b>15 Distributed dividend (liabilities)</b>		WVA-B / PEN-A	amount/declared dividend
<b>16 Statistical profit/loss after tax (6-13)</b>		PD-C	profit/loss
17 Declared dividend (liabilities), statistical definition (statistical result)		PD-C	declared dividend

\* Withholding tax paid on dividend and interest received is included in this overview as a correction to the income entered under finance income. This should therefore be omitted under operating expenses in order to avoid double-counting.

\*\* The combined share of profit of participating interests. If this is not known, it can be approximated by entering the dividend declared by participating interests.

\*\*\* Or the corresponding forms for ISIN reports.

## ***Annual form WVB: Profit and loss account, specific revenues and costs***

### **Concepts and definitions**

Form WVB consists of 3 subforms which require information on several specific categories of revenues and costs

- Sub form WVB-B: Revenues, excluding investment income and revaluations of investments
- Sub form WVB-S: Staff costs
- Sub form WVB-L: Other corporate costs, excluding benefits, interest expenses and investment losses

### **Data to be completed on sub form WVB-B**

#### Received subsidies

Subsidies on products and other subsidies are current unrequited payments which general government or institutions of the European Union make to resident producers, with the objective of influencing their levels of production, their prices or the remuneration of the factors of production.

Other subsidies comprise in particular: subsidies (also in the form of tax or social security reductions) on the employment of particular types of persons such as physically handicapped persons or persons who have been unemployed for long periods, subsidies to reduce pollution or grants for interest relief.

#### Deferred purchase price (revenue)

The item 'deferred purchase price' is understood to mean the difference between interest received and interest paid at SPVs in the context of securitisations; this difference is treated as a balancing item in the profit and loss account and is received or paid to the originator. If there is a gain (owing to a correction on earlier payments for example), it should be reported here.

#### Other revenues (not included elsewhere)

This item consists of revenues not required to be reported in other items and which are not reported in the forms on behalf of financial accounts and balance sheets.

### **Data to be completed on sub form WVB-S**

#### Wages and salaries in cash

The 'wages and salaries in cash' item represents regular payments in cash which are part of gross wages including the value of tax free holiday vouchers, save-as-you-earn deduction, pension and early retirement contribution of employees, allowances for transport to and from work and contributions to savings schemes.

Also included are the non-regular payments in cash which are part of gross wages such as holiday payments, '13th month' payments, end-of-year bonuses, bonuses, staff bonuses, taxed and tax free profit bonuses, and housing allowances.

Gross wages do not include social security payments at the expense of employers. Wage costs subsidies and tax reductions should not be deducted from gross wages but should be reported in the 'received subsidies' item of the sub form WVB-B.

The pass on of these costs from or to other group units should be ignored.

#### Wages in kind (including interest relief)

Wages in kind consist of the value of all goods and services, or other benefits, provided free or at reduced prices by employers, that can be used by employees in their own time and at their own discretion. Examples of wages in kind are: the services of company vehicles for the personal use of employees, crèches for the children of employees provided by employers, use of public transport services at reduced prices, the value of interest forgone by employers when they provide

loans to employees at reduced, or even zero, rates of interest, Christmas boxes and bonus shares and options distributed to employees free of charge.

#### Pension costs

The 'pension costs' item consists of the employer's contribution of pension insurance on behalf of employees. Repayments of pension funds should be reported with a negative sign. This might result in net negative amounts.

#### Other social security costs

The 'other social security costs' item consists of statutory social security premiums (WAO, ZFW, WW, and premium transfer allowance), wages which employers continue to pay in case of sickness of employees, redundancy payments and allowances related to health insurance etcetera, excluding pension costs.

This item also includes employer's contributions to additional disability and unemployment insurance premiums, sickness absence insurances and social funds (excluding training funds).

#### Payments on behalf of agency staff

The 'payments on behalf of agency staff' item consists of payments to employees not employed by the employer but hired from an employment agency. Employment agencies intermediate in the temporarily hiring of staff to companies. The employees are paid by the employment agency.

#### Other staff costs

The 'other staff costs' item consists of: training costs, employer's contribution to operating costs of canteens, and of social, cultural and medical facilities (excluding wage costs of own employees), recruitment and selection of staff costs, final charges of the tax authorities on particular wage components.

### **Data to be completed on sub form WVB-L**

Operating costs comprise direct operating costs as well as operating costs charged to your unit. In case part of your operating costs is at the expense of other units of the company which is not subject to reporting to DNB this part has to be deducted from the operating costs reported in this sub form WVB-L.

#### Amortisation and depreciation

The 'depreciation' item should state the amortisation and depreciation of its capital equipment as far as these are not included in the item *Commission and other acquisition costs* or *Investment management charges*. Amortisation and depreciation charges include write-downs of intangible fixed assets, operational tangible fixed assets and inventories. These amortisation and depreciation charges are also reported on form ANF-C in the column 'other changes'

*Intangible fixed assets* include: costs related to the issues of stocks; research and development costs; costs of acquiring licences and permits; costs related to intellectual property rights such as patents, copyrights and computer software; costs of goodwill acquired from third parties; prepayments on intangible fixed assets.

*Other tangible fixed assets (used in the conduct of business)* include industrial buildings and premises; machinery, (computer) hardware and transport equipment; other tangible assets such as technical and administrative equipment and inventory; tangible fixed assets under construction; prepayments on tangible fixed assets.

*Inventories* include: materials and supplies; work and projects in progress; (semi)finished goods; tradable goods; prepayments to suppliers for inventories to be received.

#### Withholding tax

Withholding tax or any other tax paid on income on assets such as dividend or interest. Please enter a note in case no information is available on the withholding tax paid (but only on net dividend or interest). Furthermore, be aware of the connection with form PD-C in which gross dividend is to be reported.

#### Deferred purchase price (cost)



The item 'deferred purchase price' is understood to mean the difference between interest received and interest paid at SPVs in the context of securitisations; this difference is treated as a balancing item in the profit and loss account and is received or paid to the originator. In the event of an expense item, this must be reported here.

Other operating expenses

This item should state operating costs which are not reported in other forms and which are not reported on behalf of the financial accounts and balance sheets. For instance, costs related to the processing of damage claims are to be reported in this item.

Other costs not elsewhere included

This item should state costs which are not reported elsewhere and are not considered as operational costs.

## ***Annual form WVU: Profit and loss account, extraordinary items***

### **Concepts and definitions**

Extraordinary revenues and costs are legally defined as revenues and costs which do not result from ordinary operational management. Usually, these items are incidental by nature and not characteristic for the company's business. An example is the book profit on the sale of participations.

Form WVU consists of 2 sub forms:

- Sub form WVU-B: Extraordinary gains
- Sub form WVU-L: Extraordinary losses

### **Data to be completed**

Both sub forms should state for all extraordinary revenues and costs the amount accompanied by a short explanation.

## **Annual form WVA: Profit and loss account, other related variables**

### **Concepts and definitions**

In form WVA a number of items and balances are requested that are important for the appropriation of total profit. Investment profits and losses should be stated implicitly in this form, in contrast to the other forms in the profit and loss account.

Form WVA consists of two sub forms:

- Sub form WVA-R: Other profit and loss account related variables: results
- Sub form WVA-B: Other profit and loss account related variables: allocations

### **Data to be completed in sub form WVA-R**

#### Operating profit before tax

In contrast to the profit/loss reported on the forms PD-C and AD-C, at WVA-R the pre-tax result from operational activities is requested based *financial reporting convention*, whereas in the forms PD-C and AD-C *the statistical definition* of profit/loss is requested. The main difference between both concepts is the exclusion of revaluation effects in the statistical definition of profit/loss. At Form WVA-R the operational management of the profit and loss account should be determined according to model O of the Annual Accounts Formats Decree. This excludes the exceptional profits and losses reported in the WVU-B and WVU-L forms.

### **Data to be completed in sub form WVA-B**

#### Taxes on the operating profit

The taxes on operating profit disclosed in the profit and loss account should be determined according to model O of the Annual Accounts Formats Decree. Tax refunds are indicated by a minus sign.

#### Taxes on extraordinary income

The taxes on extraordinary income disclosed in the profit and loss account should be determined according to model O of the Annual Accounts Formats Decree. Tax refunds are indicated by a minus sign.

#### Paid dividend

This item should state the dividend that is made payable in the reporting period to those who have made capital available in the form of equity. Included in the dividend are cash dividend, stock dividend as well as optional dividend. Dividend should be recorded gross, i.e. including the advance dividend tax payments. This also applies to the payments of dividends to and from foreign countries. Tax refunds are indicated by a minus sign.

#### Gross investments excluding investments in software produced in-house

This item comprises gross investments in all fixed assets, including domestic real estate. For the report, fixed assets include new or used, tangible or intangible assets resulting from a production process. Financial assets are excluded. Gross means without deduction from write-offs. Gross investments in fixed assets consist of the balance of purchases and sales. Furthermore, they comprise the increase of value of fixed assets as a result from productive activities.

#### Gross investments in software produced in-house

This item should specify which portion of the gross investments has been made in software that is developed and produced in-house.

## Appendices

### **Appendix 1: ISO country codes**

<b>Country</b>	<b>ISO-code</b>
Afghanistan	AF
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Armenia	AM
Aruba	AW
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Bank for International Settlements (BIB/BIS)	XB
Barbados	BB
Belarus	BY
Belau	PW
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
BES islands	BQ
Bhutan	BT
Bolivia	BO
Bosnia and Herzegovina	BA
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
Brunei	BN
Bulgaria	BG
Burkina Faso	BF
Burundi	BI
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China	CN
Christmas Island	CX
Cocos or Keeling Islands	CC
Colombia	CO
Comoros	KM
Congo Brazzaville	CG
Congo Kinshasa	CD

Country	ISO-code
Cook Islands	CK
Costa Rica	CR
Côte d'Ivoire	CI
Croatia	HR
Cuba	CU
Curaçao	CW
Cyprus	CY
Czech Republic	CZ
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
East Timor	TL
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Eritrea	ER
Estonia	EE
Ethiopia	ET
European Bank for Reconstruction and Development (Eastern Europe Bank)	XH
European Central Bank	XL
European Investment Bank	XF
European Stability Mechanism (ESM)	XS
Faeroe Islands	FO
Falkland Islands	FK
Fiji	FJ
Finland	FI
France	FR
French Guiana	GF
French Polynesia	PF
French Southern and South Pole Territories	TF
Gabon	GA
Gambia	GM
Georgia	GE
Germany	DE
Ghana	GH
Gibraltar	GI
Greece	GR
Greenland	GL
Grenada	GD
Guadeloupe	GP
Guam	GU
Guatemala	GT
Guernsey	GG
Guinea	GN
Guinea-Bissau	GW
Guyana	GY
Haiti	HT
Heard Island and McDonald Islands	HM
Honduras	HN
Hong Kong	HK
Hungary	HU
Iceland	IS
India	IN
Indonesia	ID

Country	ISO-code
International Monetary Fund (IMF)	XI
Iran	IR
Iraq	IQ
Ireland	IE
Israel	IL
Italy	IT
Jamaica	JM
Japan	JP
Jersey	JE
Jordan	JO
Kazakhstan	KZ
Kenya	KE
Kiribati	KI
Kosovo	XK
Kuwait	KW
Kyrgyzstan	KG
Laos	LA
Latvia	LV
Lebanon	LB
Lesotho	LS
Liberia	LR
Libya	LY
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macau	MO
Macedonia	MK
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Man, Isle of	IM
Marshall Islands	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mayotte	YT
Mexico	MX
Micronesia	FM
Moldavia	MD
Monaco	MC
Mongolia	MN
Montenegro	ME
Montserrat	MS
Morocco	MA
Mozambique	MZ
Myanmar (formerly Burma)	MM
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
New Caledonia	NC
New Zealand	NZ
Nicaragua	NI
Niger	NE

Country	ISO-code
Nigeria	NG
Niue	NU
Norfolk	NF
North Korea	KP
Northern Mariana Islands (except Guam)	MP
Norway	NO
OECD	XO
Oman	OM
Other bodies of the European Union	XE
Other regional and international bodies	XR
Pakistan	PK
Palestinian autonomous territory	PS
Panama	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn Islands	PN
Poland	PL
Portugal with the Azores and Madeira	PT
Puerto Rico	PR
Qatar	QA
Reunion	RE
Romania	RO
Russia	RU
Rwanda	RW
Saint Helena	SH
Saint Kitts and Nevis	KN
Saint Lucia	LC
Saint Martin (Sint Maarten)(Dutch part)	SX
Saint Martin (French part)	MF
Saint Vincent and the Grenadines	VC
Saint-Barthelemy	BL
Saint-Pierre and Miquelon	PM
Samoa	WS
San Marino	SM
Sao Tomé and Príncipe	ST
Saudi Arabia	SA
Senegal	SN
Serbia	RS
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Slovakia	SK
Slovenia	SI
Solomon Islands	SB
Somalia	SO
South Africa	ZA
South Georgia and South Sandwich Islands	GS
South Korea	KR
South Sudan	SS
Spain	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen Island	SJ
Swaziland	SZ



<b>Country</b>	<b>ISO-code</b>
Sweden	SE
Switzerland	CH
Syria	SY
Taiwan	TW
Tajikistan	TJ
Tanzania	TZ
Thailand	TH
Togo	TG
Tokelau Islands	TK
Tonga	TO
Trinidad and Tobago	TT
Tunisia	TN
Turkey	TR
Turkmenistan	TM
Turks and Caicos Islands	TC
Tuvalu (formerly Ellice Islands)	TV
Uganda	UG
Ukraine	UA
United Arab Emirates	AE
United Kingdom	GB
United Nations	XU
United States Minor Outlying Islands	UM
United States of America	US
Uruguay	UY
Uzbekistan	UZ
Vanuatu (formerly New Hebrides)	VU
Vatican City State	VA
Venezuela	VE
Vietnam	VN
Virgin Islands (UK)	VG
Virgin Islands (US)	VI
Wallis and Futuna Islands	WF
Western Sahara	EH
World Bank (IBRD)	XV
Yemen	YE
Zambia	ZM
Zimbabwe	ZW

## Appendix 2: Sector classification to be used in the forms

Sector (character code)	Description
Monetary authorities (MON)	Central banks and other institutions which are involved in the issuance of currency, the maintenance of the internal and external value of the currency and are entrusted with the holding of all or part of the international reserves of the country. The International Monetary Fund (IMF), the Bank for International Settlements (BIS) and the European Central Bank (ECB) are also included in this sector.
Other Monetary Financial Institutions (MFI)	Commercial banks, 'universal' banks, savings banks (including savings and credit unions), post office giro institutions, post banks, giro banks, agricultural credit banks, co-operative credit banks, specialised banks and money market funds. As for the MFIs resident in the euro area the list of MFIs may be consulted (e.g. at the ECB's website: <a href="http://www.ecb.int/stats/money/mfi/list/html/index.en.html">www.ecb.int/stats/money/mfi/list/html/index.en.html</a> ).
General Government (OVH)	All administrative departments of the State, such as ministries, and non-profit institutions financed mainly by central government. Local governments such as provinces and communities, but also social security funds. International institutions should also be included in the General Government sector excluding the International Monetary Fund (IMF), the Bank for International Settlements (BIS) and the European Central Bank (ECB, which belong to the Monetary authorities sector.
Pension funds (PFN)	Pension funds supervised by the Nederlandsche Bank as well as non-supervised Pension funds.
Insurance corporations (VZI)	Life and non-life insurance corporations, reinsurance corporations and tontine institutions supervised by the Nederlandsche Bank as well as non-supervised insurance corporations. Also included are privately organised social insurance funds, which carry out social insurance arrangements outside the control of government such as VUT funds (early retirement funds), Risicofonds voor de Bouwnijverheid (risk fund for the construction industry) and various health costs arrangements for specific professional groups. Please note: holdings of insurance corporations which do not perform insurance activities belong to the Other financial intermediaries sector.
Investment funds (BLI)	This sector includes corporations for collective investment which invite or may invite funds from more than one investor (that is, retail/private, professional and/or institutional investors, not being Monetary financial institutions) and invest such funds in financial and/or non-financial assets, against which they issue units. Investment funds include both supervised and unsupervised investment funds. Money market funds are not covered by the definition of Investment funds; they form part of the sector Monetary financial institutions.
Special-purpose vehicles (SPV)	This sector includes institutions which, as part of a securitisation transaction, take over assets and/or credit risk and issue securities, other debt instruments and/or financial derivatives or own underlying assets. The SPV is insulated from the risk of bankruptcy or any other default of the originator. (For a full definition, the reader is referred to Article 1 of ECB Regulation (EC) No. 24/2009.)
Other financial intermediaries (OFI)	Special Financial Institutions, holding companies of financial institutions, development and finance companies. In principle, these are all financial institutions other than monetary financial institutions (banks), pension funds, insurance institutions, investment funds and special purpose vehicles. Other examples are insurance intermediaries, stock brokers and stock exchange institutions.
Non-financial corporations (NFI)	Non-financial corporations comprise all corporations recognised as independent legal entities whose principal activity is the production of goods and non-financial services.
Other sectors	This category comprises all sectors not yet mentioned. For instance

<b>Sector (character code)</b>	<b>Description</b>
(OVR)	households (including non-profit institutions serving households such as labour unions, professional societies and charities). Sole proprietorships without independent legal status are also included in this sector.

### **Appendix 3: Branches of industries**

<b>Code</b>	<b>Description</b>
0100	Growing crops, cattle breeding, hunting and services concerning these activities
0200	Forestry
0300	Fishing
0500	Mining (pit) coal and brown coal
0600	Mining petroleum and natural gas
0700	Mining metal ore
0800	Mining other sorts of minerals
0900	Mining support service activities
1000	Manufacturing food products
1100	Manufacturing beverages
1200	Manufacturing tobacco products
1300	Manufacturing textiles
1400	Manufacturing wearing apparel
1500	Manufacturing leather and leather products
1600	Wood industry and manufacturing of wooden and cork products, exclusive of furniture; manufacturing of reed and plaiting products
1700	Manufacturing paper and paper products
1800	Printing and reproduction
1900	Manufacturing coke and refined petroleum products
2000	Manufacturing chemicals and chemical products
2100	Manufacturing pharmaceutical materials and products
2200	Manufacturing rubber and plastic products
2300	Manufacturing other non-metallic mineral products
2400	Manufacturing basic metals
2500	Manufacturing metal products, exclusive of machinery and equipment
2600	Manufacturing computer, electronic and optical products
2700	Manufacturing electric products
2800	Manufacturing machinery, equipment and instruments.
2900	Manufacturing and assembling motor vehicles, trailers and semitrailers
3000	Manufacturing other transport equipment
3100	Manufacturing furniture
3200	Other manufacturing
3300	Mending and installation of machinery and equipment
3500	Electricity, gas, steam and air conditioning supply
3600	Water collection, treatment and supply
3700	Sewerage
3800	Collecting, handling and removing of waste
3900	Waste management and remediation activities
4100	Constructing buildings, developing building projects
4200	Civil engineering
4300	Specialised building activities
4500	Wholesale and retail trade and repair of motor vehicles and motorcycles
4600	Wholesale trade, except of motor vehicles and motorcycles
4700	Retail trade, except of motor vehicles and motorcycles
4900	Land transport and transport via pipelines
5000	Water transport
5100	Air transport
5200	Warehousing and support activities for transporting
5300	Postal and courier services
5500	Accommodation activities
5600	Food service activities
5800	Publishing companies

5900	Production of motion pictures, video and television programmes, production of sound recordings and music recordings
6000	Programming and broadcasting radio- and television programmes
6100	Telecommunication
6200	Designing and programming computer programs, computer consultancy activities, and related activities
6300	Information service activities
6400	Financial intermediation, except insurance and pension funding
6500	Insurance, reinsurance and pension funding, except of compulsory social insurances
6600	Supporting activities for insurance companies and pension funds
6800	Real estate activities
6900	Legal and accounting activities
7000	Activities of head offices; management consultancy activities
7100	Architecture and engineering activities; technical testing and analysis
7200	Scientific research and development
7300	Advertising and market research
7400	Other professional, scientific and technical activities
7500	Veterinary services
7700	Rental and leasing activities
7800	Employment agencies
7900	Travel agents, tour operators, booking agents and related activities
8000	Storage and transport support activities
8100	Services related to buildings; landscaping
8200	Administrative and support service activities on behalf of offices and other business activities
8400	Public government and defence; compulsory social insurances
8500	Education
8600	Human health
8700	Social work with housing
8800	Social work without housing
9000	Creative, arts and entertainment activities
9100	Libraries, archives, museums and other cultural activities
9200	Gaming activities
9300	Sporting and other recreational activities
9400	Associations
9500	Repair of computers and household goods
9600	Other personal services
9700	Natural persons and households as employer of domestic staffs
9800	Non-differentiated production of goods and services by private households for own use
9900	Extraterritorial organisations and bodies