

CONFIDENTIAL
BOP 23SME



Unit A3: Balance of Payments
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*Please
correct
if necessary*

BALANCE OF PAYMENTS STATISTICS
NON-RESIDENT SHIPPING LINES QUESTIONNAIRE
CALENDAR YEAR ENDING DECEMBER

Authority:

The data that is being requested in this questionnaire is in terms of the Malta Statistics Authority Act 2000.

Confidentiality:

The Malta Statistics Authority Act guarantees the strict confidentiality of all information collected. The requirement of confidentiality also applies to all officials of the Central Bank of Malta delegated to assist the National Statistics Office in the compilation of balance of payments statistics.

Purpose:

The data is required to prepare statements on both Malta's balance of payments (BOP) transactions as well as the international investment position (IIP).

This questionnaire is intended to be completed by agents or representatives in Malta on behalf of foreign shipping lines operating or represented in Malta.

Name of Shipping lines represented by the reporting agent	Country of residence of shipping lines represented in Malta

Guidelines:

1. Filing of Reports:

Kindly send the completed form to the National Statistics Office, Lascaris, Valletta within **three weeks** of receipt. If you need any assistance you may contact the BoP unit either on telephone number 25997269. The reports may be submitted electronically in the form or format set by the National Statistics Office. **The name in capital letters, e-mail address, telephone number and fax number of the authorised official should be duly filled at the end of the questionnaire.**

2. Reporting Entity:

This report should be completed on a consolidated basis in respect of the enterprise named on the form and any of its subsidiaries **in Malta**. When consolidation is not possible, the company/companies that is/are not consolidated may be surveyed separately. The respondent is requested to provide the names of both the consolidated and unconsolidated companies in the space provided below.

Name of subsidiaries not consolidated in this report:

Name of subsidiaries consolidated in this report:

3. Subsidiaries and affiliates:

Please report those transactions in which the reporting company has some ownership interest. A subsidiary is a company in which the reporting company owns a majority of the voting shares. An affiliate is a company in which the reporting company owns between 10% and 50% of the voting rights.

4. Geographical detail:

Kindly identify the country with which the transactions have taken place. When this is not possible, please estimate.

5. Structure of BOP 23SME

Parts 1, 2 and 3 – Shipping Lines and Business Services

Country - report the country of residence of the non-resident shipping line represented by the reporting enterprise.

Receipts from Maltese residents - include data on selected earnings such as cruise liner ticket sales (i.e. payments being made by residents of Malta to the non-resident shipping line).

Information on payments made through other resident enterprises will be collected directly from them. However, please report earnings of the non-resident shipping lines from other residents and for which settlement is made through the reporting agency or branch.

Payments to Maltese residents - includes amounts paid or payable for services that the enterprise provides to non-resident shipping lines and for which the reporting enterprise arranges settlement directly with the non-resident shipping line.

Information on settlements made through other resident enterprises will be collected directly from them. However, please report payments for any services acquired by the non-resident shipping lines from other residents and for which settlement is made through the reporting agency or branch.

Part 4 and Part 5 – Assets and Liabilities

Country - report the country of residence of the creditor or debtor.

Beginning of period - report the opening position of the market value of the foreign financial claims and liabilities of the reporting enterprise and its domestic subsidiaries (if reported on a consolidated basis) at the beginning of the financial year.

Increase due to transactions - report those transactions relating to the acquisition of the reporting enterprise's financial claims on and/or liabilities to non-residents.

Decrease due to transactions - report those transactions relating to the disposal of the reporting enterprise's financial claims on and/or liabilities to non-residents.

Other changes - report all other differences in value relative to the data in the submitted report. It is advisable to provide separate clarification for substantial amounts. Examples include exchange rate changes, other sorts of reclassifications, debt forgiveness etc.

End of period - report the closing position of the market value of the foreign financial claims and liabilities of the reporting enterprise and its domestic subsidiaries (if reported on a consolidated basis) at the end of the financial year.

Part 6 – Appendices

Appendix A – Whenever the country in **Parts 4 and 5** of the questionnaire comprise more than one country for a particular instrument, please fill in Appendix A. The **row number** of the respective instrument shown in Parts 4 and 5 of the questionnaire should be shown in the first column (row number) of Appendix A.

Appendix B – Whenever the country in **Parts 1, 2 and 3** of the questionnaire comprise more than one country for a particular instrument, please fill in Appendix B. The **row number** of the respective instrument shown in Parts 1, 2 and 3 of the questionnaire should be shown in the first column (row number) of Appendix B.

6. Explanatory notes regarding rows to be filled in:

6.1. Receipts – Shipping lines

In row 1 “Passenger fares (including baggage fees) less refunds sold in Malta” report passenger fares earned from residents by the non-resident shipping lines. Earnings should be recorded on a gross basis – that is, before any deduction of commissions on ticket sales. Such commissions should be regarded as expenses of the non-resident shipping line and reported in row 4.

In row 2 “Other revenue deriving from residents of Malta” report any other revenue (not specified elsewhere) earned from residents of Malta excluding freight services. Do not include receipts in freight.

6.2. Payments – Shipping Lines

In row 3 “Wages and salaries paid to Maltese residents” comprise wages, salaries and other benefits in cash or in kind earned by Maltese individuals. Included are contributions paid on behalf of employees to social security schemes or to private insurance or pension funds to secure benefits for employees.

In row 4 “Fees and commissions paid to agents resident in Malta” include fees and commissions earned by Maltese agents in respect of passenger fares and freight sold. Agency fees should also be included.

In rows 5 “Other payments made to Maltese residents” report any other payments (not specified elsewhere) made to Maltese residents excluding freight services.

6.3. Business Services

In row 6 “Accounting, auditing, book-keeping and tax consultancy services” include those activities related to accounting, book-keeping and tax consultancy services.

In row 7 “Advertising, market research and public opinion polling” include design, creation, marketing, placement and purchase of advertisement, trade fair exhibition services and promotion, market research and public opinion polls.

In row 8 “Business and management consultancy and public relations services” include planning, organisation cost projecting and human resource management.

In row 9 “Communication services” include telecommunications (broadcasting, satellite, electronic mail etc.), postal, courier, newspaper and magazine delivery services. Please split as indicated.

In row 10 “Computer and information services” include data base development, storage and on-line series facilities, data processing, tabulation processing services (on a time-share or specific basis) and processing management services, hardware consultancy, software design, development and customised implementation and programming, maintenance and repairs of computers and peripheral equipment; and news agency service. Please split as indicated.

In row 11 “Financial services” include fees for intermediation services such as lending, financial leasing, letters of credit, bankers acceptances, lines of credit, foreign exchange transactions and travellers’ cheques transactions, commissions and fees associated with security brokerage, placements of issues, underwriting, redemption, swaps, options and commodity futures and portfolio and other financial management fees.

In row 12 “Insurance services” include insurance premiums and claims for insurance placed directly abroad by the reporting enterprise.

In row 13 “Legal services” include legal advice, representation and documentation services.

In row 14 “Research and development services” include basic and applied research, laboratory and other services related to new business, products and materials.

In row 15 “Royalties and license fees - (service charge)” include fees associated with the use of patents, copyrights, industrial processes, designs, etc. and licensing agreements associated with manuscripts, paintings, sculptures, etc.

In row 16 “Other services” include any other services not specified elsewhere. Please specify in the appropriate cells.

6.4. External Assets

In row 17 “Receivables accounts” include any outstanding foreign debtors with the foreign parent who owns 10% or more of the ordinary shares in the reporting enterprise (row 17a); and from other non-residents (row 17b).

In row 18 “Other assets held with non-residents” include any other assets with non-residents. Please specify in the appropriate cells.

6.5 External Liabilities

In row 19 “Payable accounts” include any outstanding foreign creditors with the foreign parent who owns 10% or more of the ordinary shares in the reporting enterprise (row 19a); and with other non-residents (row 19b).

In row 20 “Other liabilities to non-residents” include any other liabilities to non-residents. Please specify in the appropriate cells.