Economics and Statistics Office

BALANCE OF PAYMENTS SURVEY USER GUIDE

Please use this User Guide to assist you in completing your specific industry questionnaire. If you have queries, please contact Julietta Beaupierre (244-3500) or Mike Godfrey (244-1617).

Resident: is any individual, enterprise or other organization domiciled in the Cayman Islands. Caymanian branches and subsidiaries of foreign businesses are regarded as residents. Domiciled is defined in terms of the center of economic interest of the entity.

Non-residents: is any individual, enterprise or other organization domiciled in a jurisdiction other than the Cayman Islands.

PART A: RECEIPTS

A2260 Financial services
These include commissions and other fees related to transactions in securities, service fees related to financial asset management, financial market operational and regulatory services, security custody services, and fees associated with foreign exchange transactions, credit-related fees such as letters of credits, bankers' acceptance and other financial services. Exclude interest receipts on loans and deposits.

A2266 Receipts for franchises, royalties, copyrights trademarks and patents
These comprise fees received for franchises and fees for the use of registered trademarks, and for the authorized use of proprietary rights arising such as patents, copyrights and industrial processes and designs.

A2271 Fees and commissions
All fees and commissions received from non-residents for services such as agency fees, and commissions received on trade in goods and services etc. (excluding fees received for financial services).

A2273 Business, professional and technical services
These include funds received by your enterprise from non-residents for business, management consultancy, accounting, auditing and legal services, advertising and marketing, research and development, architectural and engineering and other technical services, merchanting and other trade related services and operating leasing services.

A2247 Receipts for the use of telecommunication services
These include services such as message telephone, telex, and telegram and other jointly provided basic services, internet connections, voice mail, management and operation of data networks, facsimile services and video conferencing, satellite broadcasting business, telephony, and other enhanced services.

A2262 Computer and information services
These include receipts for services for the design, engineering and management of computer systems, development and production of original software, database services. It also includes information services and news agency services.

A2251 Construction services
These include gross receipt accrued to your company in the period of direct involvement as a main/sub contractor, project management team, installation team etc for construction work and services including repairs, new work, site preparation, general construction, painting, etc in overseas project. Include receipts for construction related consultancy, construction labour.

A2200 Other receipts n.i.e (not included elsewhere)
These include other services receipts and transactions between your enterprise and non-residents that are not listed elsewhere.

A 2283 Real estate services
These include receipts from non-residents for real estate agency services, property management and development, property appraisal, etc.

A2570 Sale of real estate to non-residents
This is the market value of real estate property in the Cayman Islands that is sold to non-residents.

A2260a Commission and brokerage income
These include your receipts of commissions and fees on the trading of securities and other financial instruments by acting as agent for clients.

A2260c Underwriting and private placement services
These comprise underwriting services earnings from buying and reselling of newly issued securities, including commissions and consulting fees on short-term paper.

A2206f Fees for services (e.g. management fees, consultancy, transaction fees)
These include fee income earned from services provided, e.g., fund management fees, trustee fees, estate fees etc. Include all other fees earned from financial management services provided.

A2392 Remittances/money transfers received from abroad
These represent funds transferred to residents by non-residents or persons residing overseas.

A2895 Education services
This category comprises fees received from non-residents for services relating to education, such as correspondence courses, education or training via internet or television as well as on site and also education via teachers, etc..

A2896 Health and medical services
These comprise fees received for services provided to non-residents by doctors, nurses and paramedical and similar personnel, as well as laboratory and similar services whether rendered remotely or on site.

A2897 Sporting and entertainment services
These include fees received from non-residents for entertainment and cultural performances, fees for production of radio, television and musical recording, and fees received for sporting activities.

A2215a Passenger fares received from residents
These represent payments for travel tickets by residents for the transport of persons.

A2215c Passenger fares received from non-residents
These represent payments for travel by non-residents to domestic airline companies for the transport of persons.

A2330 Direct investment income received from non-residents
These comprise income received by your enterprise from ownership of 10% or more of direct investment capital in an enterprise overseas. These include dividends, distributed branch profits, undistributed profits and reinvested earnings and interest income from loans extended to direct investors.

A2332 Direct investment: dividends and distributed profits
These include dividends received from equity investments in direct investments enterprises abroad in which your enterprise owns 10% or more of the shares. These also include the distribution of profits by corporations to branches.

A2333 Direct investment: reinvested earnings and undistributed branch profits
These include shares of the profits from non-resident direct investment which accrued to your enterprise but was not distributed. Gains and losses and extraordinary items should not be included.

A2334 Direct investment: income on debt
These include interest on loans extended by your enterprise to any overseas enterprise in which you own at least 10% or more of the shares.

A 2339 Portfolio investment income
These comprise income transactions between residents and non-residents (investment is less than 10% and you do not have management influence), and is derived from holdings of shares, bonds, notes and money market instruments. They include dividends earned on equity investments, interest received from bonds and income received on money market instruments.

A2340 Portfolio income on equity – dividends
These include dividends earned on equity instruments abroad (investment is less than 10% and in which you do not have management influence).

A2350 Portfolio income on debt security
These include income received by your enterprise from bonds, debentures and notes, t-bills, other money market instruments issued by non-residents and held by your enterprise.

A2372 Other investment income- Debt
These refer to interest earned on loans extended to non-residents.

A2371 Other investment income
These refer to income on deposits held abroad, and any other investment income not included elsewhere.

A2237 Receipts from guests for accommodation and other services
All receipts from non-residents for accommodation and other services.

A3273 Business, professional and technical services
These include funds received by your enterprise from non-residents for business, management consultancy, accounting, auditing and legal services, advertising and marketing, research and development, architectural and engineering and other technical services, operating leasing services and other related services.

A2974 Gross premiums earned on freight insurance
Premiums received by your company for freight insurance on cargo exported and imported.

A2976 Gross premiums earned on general insurance
Premiums received by your company for all non-life insurance coverage. (Premiums received for term life insurance coverage should be included here).

A2972 Gross premiums earned on life insurance
Premiums received by your company for all whole life insurance coverage.

A2257 Gross premiums earned on re-insurance
Premiums received by your company from insurance companies for all reinsurance coverage.

A2973 Pension and annuity contributions receivable/received
Includes amounts received by your enterprise for pension and annuities.

A2978 Claims on re-insurance
Reinsurance claims received from non-resident insurance companies on reinsurance coverage held.

A2950a Freight revenue
Payments received from non-residents on cargo exports and imports.

A2210 Receipts for courier services
This includes receipts for the transporting of mail and express mail service.

A2216 Receipts from Caymanian operators for charter services/charter flights
Payments received by your agency on behalf of principals from Caymanian operators for charter of airlines.

A2288 Other Services
These would include receipts for other services not listed elsewhere between your enterprise and non-resident enterprises.

PART B: PAYMENTS

B3260 Financial services
This classification includes payments of commissions and other fees classification related to transactions in securities, service fees related to financial asset management, financial market operational and regulatory services, security custody services, and fees associated with foreign exchange transactions, credit-related fees such as letters of credits, bankers' acceptance and other financial services. **Exclude interest receipts on loans and deposits**

B3262 Computer and information services
These include payments for the design, engineering and management of computer systems, development and production of original software, database services and news agency services

B3247 Payments for the use of telecommunication services
These include payments to non-resident enterprises for services such as message telephone, telex, and telegram and other jointly provided basic services, internet connections, voice mail, management and operation of data networks, facsimile services and video conferencing, satellite broadcasting business, telephony, and other enhanced services.

B3266 Payments for franchises, royalties, copyrights, trademarks and patents
These comprise fees paid to non-residents for franchises and fees for the use of registered trademarks, and for the authorized use of proprietary rights arising such as patents, copyrights and industrial processes and designs.

B3237 Expenditure on overseas training and conferences
These include expenditure overseas for attending training sessions, meetings, and conferences, such as accommodation, allowances, registration fees, but excludes air fare.

B3273 Business, professional and technical services
These include payments by your enterprise to non-residents for business, management consultancy, accounting, auditing and legal services, advertising and marketing, research and development, architectural and engineering and other technical services, other trade related services and operating leasing services.

B3310 Wages and salaries paid to non-residents
All salaries and wages paid by your enterprise to non-resident employees.

B3895 Education services
This category comprises payments to non-residents for services relating to education, such as correspondence courses, education or training via internet or television as well as on site and also education via teachers, etc.

B3896 Health and medical services
These include payments to non-residents for services provided by doctors, nurses and paramedical and similar personnel, as well as laboratory and similar services whether rendered remotely or on site**.**

B3897 Sports and entertainment services
These include payments to non-residents for entertainment and cultural performances, fees for production of radio, television and musical recording, and fees paid for sporting activities.

B3285 Payments to Head Office
Payments to head office excluding interest, dividends and profits made to your head office, if head office is located abroad.

B3268 Fees and commissions
All fees and commissions paid to non-residents for services such as agency fees, and commissions received on trade in goods and services such as agents' commission on sales of goods, etc. (excluding fees received for financial services).

B3251 Construction services
These include payments by your enterprise to non-residents for construction work and services including repairs, new work, site preparation, general construction, painting, etc. Included are payments to non-resident who has direct involvements as main/nominated/sub contractor, project manager in any of your overseas projects.

B3379 Membership fees and donations to non-resident organizations
These include payments to non-residents by your enterprise for membership to regional and international associations or other business groups. Also include donations to non-residents.

B2392 Remittances/money transfers sent abroad
These represent funds transferred by residents to non-residents or persons residing overseas.

B2172d Advances/allowance paid to crew members for expenditure in the Cayman Islands.
Payments by your agency on behalf of principals for advances or allowances paid to crew members for their expenditure while in the Cayman Islands.

B2110 Goods and products purchased locally
These include payments by agents to residents for office supplies, uniforms, food products, and other goods purchased on behalf of foreign shipping, freight and airline companies.

B3887 Financial lease payments
Payments made by your company to non-residents for lease payments on asset.

B2213 Airport fees and service charges
This classification includes payments by your company for airlines fees, pilot fees, registration fees, etc.

B3217 Ports disbursements
These include payments made by your company for port facilities such as for bunker fuel, aviation fuel, port dues, stevedoring, airline fees, registration fees, service charges, landing fees. Also included are payments to non-residents for the provision of navigational and telecommunication services.

B3330 Direct investment income payments to non-residents
These are payments to non-resident direct investors who own 10% or more of direct investment capital in your enterprise. These include dividends, distributed branch profits, undistributed profits and reinvested earnings and interest income from loans received from direct investors.

B3332 Direct investment: dividends and distributed profits
These are payments for equity investments in direct investments enterprises abroad in which your enterprise owns 10% or more of the shares. It also covers the distribution of profits by corporations to shareholders.

B3333 Direct investment: reinvested earnings and undistributed branch profits
These are payments of profits of your enterprise to overseas direct investment enterprises which accrued to them but were not distributed. Gains and losses and extraordinary items should not be included.

B3334 Direct investment: interest payment
These are interest payments on loans extended to your enterprise. (any enterprise abroad which owns 10% or more of your shares).

B3339 Portfolio investment income
These are payments to non-residents for income from holding of shares, bonds, notes and money market instruments. It includes dividends paid on equity investments, interest paid on bonds and income paid on money market instruments

B3340 Portfolio income on equity: dividends
These include dividends paid on equity investments held by non-residents overseas which do not have management influence in your enterprise.

B3350 Portfolio income on debt security
These include interest payment to non-residents for bonds and notes, debentures and treasury bills and other money market instruments issued by your enterprise to non-residents.

B3371 Other investment income: interest on debt
These include interest paid to non-residents on loans received from them.

B3372 Other investment income
These include income paid on non-resident deposits held, and any other investment income payments not included elsewhere.

B3896 Medical bills paid overseas on behalf of residents as part of claims
This should include all payments of medical expenses paid directly overseas on behalf of resident policy holders.

B3980 Interest and dividends
Any interest or dividends paid by your company to residents.

B3258 Auxiliary insurance services
These include payments for insurance services such as agents' commissions, insurance brokering and agency services, insurance consulting services, evaluation and adjustment services, actuarial services, salvage administration services and regulatory and monitoring services on indemnities and recovery services.

B3254 Pension and annuity withdrawals
Include all pension payments and any withdrawal of
of pension contributions.

B3975 Claims payable on freight insurance
Claims paid by your company on freight insurance on cargo exported from and imported to the Cayman Islands.

B3977 Claims payable on general insurance
Claims paid by your company on all non-life insurance coverage. (Claims paid on term life insurance coverage should be included here).

B3973 Claims payable on life insurance
Claims paid by your company to residents on all whole life insurance coverage.

B3978 Claims payable on re-insurance
Claims paid by your company to resident insurance companies on all re-insurance coverage.

B3288 Other Services
These would include payments for other services not listed elsewhere between your enterprise and non-resident enterprises.

PART C: FINANCIAL ASSETS AND LIABILITIES

C8500 Direct investment of your enterprise abroad (outwards)
These comprise the value of investments by your enterprise in entities abroad in which you hold **10% or more of the ordinary shares or voting power or the equivalent.**

C8510 Direct investment: equity capital abroad
Include your equity investments in companies overseas in which you own 10% or more of the shares which gives you influence on management.

C8525 Direct investment: reinvestment of earnings
These include any share of the profits of the overseas direct investment enterprise which accrued to your company but was not distributed.

C8530 Direct investment: other capital from non-residents
Include any loans or advances extended by your enterprise to your direct investment enterprise overseas.

C8555 Direct investment received from abroad (inwards)
This represents the value of investments that non-resident investors hold **in your enterprise (10% or more of the voting power in your enterprise).**

C8560 Direct investment: equity capital from abroad
Include equity claims of overseas direct investor overseas (investors overseas who own 10% or more of the shares of your company which gives them influence on management)

C8575 Direct investment: reinvestment of earnings (inwards)
Include any share of the profits of your company which accrued to non-resident direct investors.

C8580 Direct investment: other capital from abroad (inwards)
Any loans and advances extended to your company by non-resident direct investors.

Portfolio investments abroad (assets)
These comprise overseas investments in debt and equity securities.

C8610 Portfolio investment abroad: equity shares.
These include miscellaneous shares (no management influence) held by your company in non-resident enterprises**.**

C8619 Portfolio investment abroad: debt securities
Include bonds and notes and money market instruments such as treasury bills and certificates of deposits of non-resident issuers held by your enterprise.

C8660 Portfolio investments from abroad: equity shares
These include shares (without management influence) held by non-residents in your company**.**

C8669 Portfolio investments from abroad: debt securities
These include bonds and notes and money market instruments issued by your company and held by non-residents**.**

C8706 Trade credits and advances (assets)
This category would include any trade credits and advances granted by your enterprise to non-resident enterprises.

C8714 Loans (assets)
These are loans extended by your enterprise to non-residents.

C8730 Currency and deposits held in non-residents financial institutions
These are the currency and deposits held by your enterprise with non-residents financial institutions.

C8736 Other assets
These include financial derivatives issued by non-residents; e.g. options, swaps, futures and other assets that are not listed elsewhere.

C8756 Trade credits and advances (**Liabilities)**
This category would include any trade credits and advances extended to your enterprise from non-resident enterprises.

C8786 Other liabilities
These include holdings by non-residents of financial derivatives issued by your company e.g. options, swaps, futures and any other liabilities not listed above and should be specified.

Reserve assets
These are the external assets that are readily available and controlled by the Monetary Authority.