



## BALANCE OF PAYMENTS USER GUIDE

Please use this User Guide to assist you in completing your specific industry questionnaire. If you have queries, please contact Julietta Beaupierre at (244-4600) or Jermaine Ricketts at (244-4607).

**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. **The enterprise must have physical presence in the Cayman Islands.**

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

For Parts A and B, report the total value of the services rendered or purchased during the reporting period even if actual payments were made in a later period. The portion of the services rendered or purchased that was not paid during the reference period should be recorded in Part C under the respective debt instrument.

### Part A and B: Receipts and Payments

#### 1. Financial services other than insurance

These cover financial intermediation and auxiliary services, usually provided by banks and other financial intermediaries and auxiliaries. Included are financial advisory, custody of financial assets, financial asset management, monitoring services, trust service, merger and acquisition services, deposit taking and lending, letters of credit, credit card services, commissions and charges related to financial leasing, factoring, underwriting and clearing of payments. Also included are fees and commissions on securities such as brokerage, placement of issues.

#### 2. Business, professional and technical services

These cover legal services, management consultancy, managerial services, accounting, auditing, advertising and marketing, research and development, architectural and engineering and other technical services. It also covers operating leasing services, and charges between related parties for managerial and administrative services.

#### 3. Non-financial commissions and fees received from or paid to non-residents

These cover commissions on goods and service between resident and non-resident merchants, commodity brokers, dealers, manufacturers, sales branches and commission agents. **Excluded are financial and insurance services commissions.**

#### 4. Insurance claims received and premiums paid

These refer to claims received from non-residents insurers and premiums paid to non-resident insurers. Please include any agent commissions related to these transactions. Insurance comprises life, accident and health, property, casualty, freight and other forms of risk protection.

#### 5. Royalties and licenses fees for patents, industrial designs, trademarks & franchises

These comprise fees received or paid for franchises and fees for the use of property rights such as trademarks, copyrights, industrial processes and designs including trade secrets, franchises.

#### 6. Telecommunications and related services

These encompass the broadcast or transmission of sound, images, data or other information by telephone,

telex, telegram, radio, television, cable transmission, satellite, electronic mail, facsimile services, business network services, teleconferencing, support services cellular telephone services, internet and on-line access services, including provision of access to the internet.

#### 7. Computer and information services

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

#### 8. Personal, recreational, cultural, sporting and other services

These cover audiovisual and related services and services associated with museums and other cultural, sporting and recreational activities.

#### 9. Education services

These cover charges for employee training and development and services to the educational market such as testing, consulting and the development and delivery/adaptation of course materials and systems, correspondence courses and education via the internet or television. **Excluded are education services provided to non-residents who are present in the territory of the service provider. These should be part of expenditure on overseas training and conferences, see item #36.**

#### 10. Health services

These cover services provided by hospitals, doctors, nurses and paramedical and similar personnel as well as laboratory and similar services, whether rendered remotely or on site.

#### 11. Construction services

These cover building of structures, structural repairs, installation, refurbishing, special trades, demolition and site work. Please include any equipment rentals with operator.

#### 12. Goods sold or purchased under merchanting

These include the buying or selling of goods which do not enter or leave the economy from which the trader is conducting business.

#### 13. Sale to foreign airlines, carriers and ships

These cover sale of fuel, water and other goods such as office supplies, uniform, food products and other goods.

#### 14. Accommodation related to travellers

These cover the amount paid for accommodation/lodging by non-resident travelers.

#### 15. Food and beverage serving services related to accommodation

These cover the amount paid by foreign travellers for food and beverages provided by the accommodation establishments.

#### 16. Fees from management of time share properties on a fee or contract basis

These include fees to cover the operation or maintenance of the time share resort.

#### 17. Receipts for real estate services

This covers receipts for property management, real estate listing, consulting services and any receipts related to real estate services.

**18. Ticket sale to non-residents**

Ticket sales to non-residents for travel for the transport of persons by air.

**19. Charter flight (with crew)**

These include receipts or payments for charter services with crew.

**20. Mail and courier services/ receipts for courier services**

This includes receipts for the transporting of mail and express mail service.

**21. Ticket sales to residents of Cayman Islands**

These covers ticket sales to residents for travel on foreign airlines for the transport of persons by air.

**22. Reimbursement for expenses incurred on behalf of your principals**

These cover any reimbursement for the payment to residents for services incurred by your principals.

**23. Other passenger revenue from residents**

These covers any other passenger revenue from residents not classified elsewhere.

**24. Freight revenue received/paid by residents**

These include revenue received or payments for the transport of goods by air or sea.

**25. Property rental received from residents on behalf of non-residents**

These cover rental paid by residents to non-resident owners of properties.

**26. Value of property sold/purchased on behalf of non-residents**

These cover the value of the property owned by non-residents and sold on their behalf, or property purchased by non-residents.

**27. Port disbursements**

These include payments made by or received by your company for port facilities such as for bunker fuel, aviation fuel, port dues, stevedoring, airline fees, registration fees, service charges, landing fees, navigational and telecommunication services.

**28. Dividend receipts or distributed earnings from related non-resident companies**

These include dividends and distribution of profits received or receivable from equity investments in affiliated or parent companies in which you own at least 10% of the shares which gives you some influence on management. Dividends should be recorded on the ex-dividend date.

**29. Dividend receipts or distributed earnings from unrelated non-resident parties**

These include dividends and distribution of profits received or receivable from equity investments in non-resident companies in which you do not have management influence (you own less than 10% of voting shares). Dividends should be recorded on the ex-dividend date.

**For interest, report the total value of interest (payable and receivable) that accrued during the year, even if only some payment were made during the year. The portion of the interest that was due during the reference period and not paid should be included as an increase in liabilities in Part C.**

**30. Interest income from claims on related non-resident companies**

These include interest received or receivable that accrued during the year (from overseas enterprise

in which you own at least 10% of the shares) on debt, such as loans, deposits, trade credits etc.

**31. Interest income from debt securities from unrelated non-resident companies;**

These include interest income received on debt securities such as bonds, debentures, commercial paper, promissory notes, and certificates of deposits.

**32. Interest income on loans and advances from unrelated non-resident entities**

These include interest income receipts from unrelated non-residents on loans, and financial leases.

**33. Interest income from deposits held abroad (external)**

These include income received by your enterprise from deposits such as checking accounts, saving accounts and other time deposits held abroad.

**34. Other receipts from related non-resident companies**

These include other services receipts and transactions between your enterprise and related non-resident entities that are not listed elsewhere.

**35. Other receipts from unrelated non-residents**

These include other services receipts and transactions between your enterprise and unrelated non-residents that are not listed elsewhere.

**36. Expenditure on overseas training and conferences**

These include expenditure overseas such as accommodation, allowances, and registration fees for attending training sessions, meetings, and conferences. **It excludes air fare.**

**37. Wages and salaries paid to non-residents**

These represent all salaries and wages in cash and kind in return for labor inputs rendered by non-residents. **Please note that an employer-employee relationship must exist between the non-resident employee and the resident employer.**

**38. Imports of petroleum products**

These are the value of imports of the fuel purchased from abroad. (It includes diesel, gasoline, bunker fuel, jet fuel and aviation fuel)

**39. Fees and commissions paid to resident agents**

These include any agency fees or commissions received from foreign airlines or ships.

**40. Purchase of Aircraft.**

This covers the outright purchase of an aircraft. It does not include the leasing of the aircraft.

**41. Lease of aircraft- Financial lease**

This is a lease where the lessee owns or controls the leased equipment and is responsible for its maintenance, servicing and repair.

**42. Lease of aircraft- Operational lease**

This is a lease where the lessor retains ownership of the aircraft and is frequently responsible for maintenance, servicing and repairing the equipment.

**43. Wages and salaries paid to residents**

This covers all salaries and wages paid to residents by your agency on behalf of principals.

**44. Dividend and profits distributed to related non-resident companies/entities**

These include dividends and distribution of profits paid to non-resident companies (any overseas investor with at least 10% of the voting shares of your company which

gives them influence on the management of your company) on equity investments in your company.

**45. Dividend or earnings distributed to unrelated non-resident entities**

These are dividends paid on equity investments held by non-resident investors in your company which do not denote ownership or influence on the management of your company. (Owns less than 10% of the voting shares in your company).

**46. Interest expense on debt owed to related non-resident companies**

These are interest payments for debt such as loans, deposits, account payable etc. from enterprises abroad (which own 10% or more of your voting shares).

**47. Interest expense on debt securities from unrelated non-resident entities**

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 unrelated non-residents (i.e. they are not direct investors, direct investment enterprises or affiliates).

**48. Interest expense on loans and advances from unrelated non-resident entities**

These include interest payments to non-residents on loans, and financial leases.

**49. Interest expense on non-resident deposits**

These include interest expenses on checking accounts, savings accounts and other time deposits held by non-residents.

**50. Other payments to residents on behalf of principal**

Any other payments paid by your agency on behalf of principals in The Cayman Islands that are not specified elsewhere, including office and other rentals.

**51. Premiums written**

These are the amounts charged to and paid by the non-resident policyholders during the accounting period for insurance coverage.

**52. Premiums earned**

These refer to the proportion of actual premiums that relate to the accounting period and that cover the risks incurred during the current accounting period.

**53. Claims paid**

These refer to the actual payments of cash that have been made to non-residents claimants for insured events of the current or previous period.

**54. Claims due/outstanding**

These refer to claims that become due in the reporting period, after the eventualities that gave rise to the claims. It should include claims that have been reported but not yet settled, and claims that have been reported and settled but not yet paid at the end of the accounting period.

**55. 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.

**56. Ceding commission**

These refer to payments by the reinsurer to reimburse the ceding company for its acquisition expenses and other costs incurred to place the business with the reinsurer.

**57. Profit commission**

These represent a predetermined percentage of the profit realized by the reinsurer on the contracts ceded by the primary insurance companies and the cedant's share of such profits.

**58. Medical bills paid overseas on behalf of residents as part of claims paid**

These should include all payments of medical expenses **paid directly** overseas on behalf of resident policy holders.

**59. Membership fees/affiliation fees**

These include payments to non-residents by your enterprise for membership to regional and international associations.

**60. Other payments to related non-resident companies/entities**

These would include payments for other services not listed elsewhere between your enterprise and any related non-resident enterprises.

**61. Other payments to unrelated non-resident entities**

These are payments for other services not listed elsewhere between your enterprise and any unrelated non-resident enterprise.

**62. Repairs and maintenance (major repairs)**

These include any payments made by foreign airlines to residents for repair and maintenance. Include payments resulting from extraordinary or catastrophic events.

**63. Advances and allowances paid to crew**

These are payments made by your agency on behalf of principals for advances or allowances paid to crew members for their expenditure while in the Cayman Islands.

**PART C: Financial Assets and Liabilities with Non-residents**

**Definitions**

**Opening Position**

This refers to the value of the claims and liabilities of your company and its resident subsidiaries at the beginning of the year.

**Transactions**

These are transactions relating to the acquisition or disposal of your company's financial claim on or liabilities to, non-residents.

**Transactions in assets or liabilities (Increases)**

The purchases of stock made by your company (and its subsidiaries) in non-resident companies, purchases of your company's shares by non-residents, issuance and purchases of debt securities, increased deposits in bank accounts and drawdowns of loans are examples of transactions that increase assets or liabilities.

**Transactions in assets or liabilities (Decreases)**

The sales of stock by your company and its subsidiaries in non-resident companies, sales of your company's shares by non-residents, redemptions and sales of debt securities, withdrawals from bank accounts, and repayments of loans are examples of transactions that decrease assets or liabilities.

**Valuation and other changes in position**

Valuation changes are changes in the value of your companies' assets or liabilities that may arise due to exchange rates including exchange rate related gains and losses, revaluation of fixed assets, and changes in

market prices of financial assets and liabilities. Other changes are caused by reclassification of items and write-offs.

### **Closing position**

This refers to the value of the claims and liabilities of your company and its subsidiaries at the end of the year. The closing position should equate to the opening balance plus transactions plus valuation and other changes.

### **Equity shares and investment funds shares**

These cover ordinary share capital, stated capital, paid in capital, participating preference shares, share premiums, retained earnings, revaluation reserves, other reserves and investment fund shares (units or shares in pooled investment vehicles such as whole equity funds and cash management trusts).

### **64. Equity and equity investment fund shares in parent company/head office, subsidiaries and other companies abroad**

These include equity investments and investment fund shares in entities (individuals, enterprises, or groups of related enterprises) that hold 10 percent or more of the ordinary shares or voting power of a company.

### **65. Equity and equity investment fund shares in non-resident parent and other companies. If your ownership in their company is less than 10% and their ownership in your company is 10% or more**

These include equity investments and investment fund shares in entities (individuals, enterprises, or groups of related enterprises) that hold 10 percent or more of the ordinary shares or voting power of a company.

### **66. Equity and equity investment fund shares in other related parties abroad**

These are other affiliates/fellows non-resident companies that have a common (immediate or indirect) parent or direct investor with your company but neither your company nor your affiliate enterprises holds 10 percent or more of the equity in the other.

### **67. Equity and equity investment fund shares in unrelated parties**

This covers equity investment in entities with no ownership links or the ownership is less than 10 percent.

### **68. Equity and Equity Investment funds shares From parent company/head office, (liabilities)**

These cover equity investment in your company by the parent/ head office (if ownership is more than 10 percent).

### **69. Equity and Equity Investment funds shares from non-resident subsidiaries and other companies (Liabilities)**

These cover equity investment in your company by the parent/ head office.

### **70. Equity and Equity Investment funds shares From other related parties) (liabilities)**

These are other affiliates/fellows non-resident companies that have a common (immediate or indirect) parent or direct investor with your company but neither your company nor your affiliate enterprises holds 10 percent or more of the equity in the other.

### **71. Equity and Equity Investment funds shares From Unrelated parties ((Liabilities)**

This covers equity investment in your company where the ownership links or the ownership is less than 10 percent.

### **Debt Instruments**

These are instruments that require the payment of principal and/or interest at some point in the future. This consists of debt securities, loans, currency and deposits, trade credits,

and accounts receivable and payable. The debt instrument is applicable to both the liability and the corresponding claim.

### **72. Debt instruments due to or claims on parent company/head office**

Any borrowing from or lending to the immediate or ultimate parent company/head office is classified debt.

### **73. Debt instruments due to or claims on related non-resident subsidiaries**

These cover any borrowings from or lending to related entities.

### **74. Debt instruments due to or claims on other related entities abroad**

These relate to borrowings from or lending to other related entities.

### **75. Short term debt securities**

These cover bills, commercial paper, banker's acceptances, and short term notes etc. that usually give the holder the unconditional right to fixed income or contractually determined variable money income, and have an original term to maturity of one year or less.

### **76. Long term debt securities**

These cover bonds, debentures, notes, and non-participating preference shares etc. that usually give the holder the unconditional right to fixed income or contractually determined variable money income, and have an original term to maturity of over one year.

### **77. Financial Derivatives**

This is a financial instrument for which the price is dependent on or derived from one or more underlying.

### **78. Short term loans**

These are loans which have an original maturity of one year or less or are repayable on demand.

### **79. Long term loans**

These are loans which have no stated maturity or Have an original contractual maturity of more than one year.

### **80. Trade credits and advances from non-residents**

These include credit extended directly by goods and services suppliers to their customers, advances for work in progress (or are yet to be undertaken) and prepayment by customers for goods and services not yet provided.

### **81. Currency and Deposits held abroad**

Currency includes foreign currency not held in banks. Deposits include checking accounts, savings account, and other deposits held abroad.

### **82. Non-resident deposits**

These are deposits of non-residents liabilities held by resident deposit taking corporations (liabilities).

### **83. Other accounts receivable from/payable to non-residents**

These include accounts receivable or payable other than those included in trade credits and advances or other instruments.

### **84. Net income (loss) for the current period**

This represents net income after taxes (i.e. taxes paid abroad). **Extraordinary gains and losses should not be included.** A net loss should be reported in brackets.

### **85. Retained Earnings**

This is the portion of earnings (i.e. surplus/deficit less dividends declared) that is retained in the business.