

**Manual of Reporting Forms and Instructions
for Deposit-Taking Institutions**

AMENDMENT CONTROL LOG

Table of Contents

Amendment Number	Effective Date	Page Number	Description
Please note that as of November 2002, all changes are highlighted:			
1	November 1997	N/A	<u>Add:</u> ♦ - Financial Highlights - Pledging - Interest Rate Risk - Capital Adequacy - Market Risk <u>Change:</u> ♦ “Non-Mortgage Loans in Arrears” changed to “Loans in Arrears”
2	November 1998	N/A	<u>Delete:</u> ♦ - Domestic Assets - Designated Country Transactions
3	July 2000	N/A	<u>Add:</u> ♦ Quarterly Supplementary Return for Foreign Bank Branches
4	November 2002	N/A	<u>Change:</u> ♦ Returns alphabetically ordered <u>Add:</u> ♦ Return code <u>Delete:</u> ♦ - Tax Information (T1)
5	November 2003	N/A	<u>Change:</u> ♦ Pledging to Pledging and REPOS
6	November 2004	N/A	<u>Delete:</u> ♦ Assets Under Administration (J3) ♦ Capital Continuity (D3) ♦ Financial Highlights (T3) ♦ Foreign Exchange Position (E4)

Table of Contents

[General](#)

[Electronic Filing](#)

Returns:

[Allowance for Impairment](#) (C3)
[Average Assets and Liabilities](#) (L4)
[Balance Sheet](#) (M4)
[Capital Adequacy](#) (G3)
[Capital Adequacy - Market Risk](#) (M3)
[Charge for Impairment](#) (C1)
[Deposit Liabilities](#) (C2)
[Geographic Assets & Liabilities Booked In Canada](#) (GM/GQ)
[Geographic Assets & Liabilities Booked Outside Canada](#) (GR)
[Government of Canada Securities](#) (SC)
[Impaired Assets](#) (E3)
[Income Statement](#) (P3)
[Interest Rate Risk](#) (I3)
[Loans in Arrears](#) (N3)
[Mortgage Approvals – Canada](#) (G4)
[Mortgage Approvals – Provincial](#) (V2)
[Mortgage Loans](#) (E2)
[Non-Mortgage Loans](#) (A2)
[Pledging and REPOS](#) (U3)
[Quarterly Supplementary Return for Foreign Bank Branches](#) (K3)
[Regional Distribution of Assets and Liabilities](#) (R2)
[Securities](#) (B2)
[Unclaimed Balances](#) (UB)

[Glossary](#)

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

General

Amendment Number	Effective Date	Page Number	Description
Please note that as of November 2002, all changes are highlighted:			
6	November 2002	2	<u>Delete:</u> ♦ Item #3 <u>Change:</u> ♦ Renumber items 3, 4 and 5
		3	<u>Change:</u> ♦ Reference of foreign currency translation rules changed to CICA Handbook reference
		4, 5, 6, 7, 8	<u>Delete:</u> ♦ Instruction related to Rules for the Translation of Foreign Currency ♦ Listing of institutions. See "Who we regulate" on OSFI's website
		4, 5, 6	<u>Add:</u> ♦ Return Code <u>Change:</u> ♦ Alphabetically ordered <u>Delete:</u> ♦ Tax Information
7	November 2003	2	<u>Change:</u> ♦ Data Management Section to Regulatory Information Division
8	November 2004	2	<u>Delete:</u> ♦ Remove the exception of Geographical Returns
		4, 5, 6	<u>Delete:</u> ♦ Listing of returns

GENERAL INSTRUCTIONS

These instructions apply to all reports listed in this Reporting Manual that provide principally numerical data, with the exception of the following reports:

- Unclaimed Balances Report.

Instructions for reporting data on the above report are contained within the general instructions for that report.

For instructions for reporting data electronically, see the tab in this manual titled, "Electronic Filing".

1. These instructions are provided to aid institutions in filing accurate data in a timely manner.
2. The deadline for submission of each report is stated in the instructions for the report and in the summary schedule provided at the end of this section.
3. Ideally, **revisions** should rarely be required as these could jeopardize target dates for publication and release of consolidated reports. Revisions must be submitted as soon as possible.

It is important to note that any revisions to a report must be reflected in all related reports to maintain consistent and accurate data.

4. Institutions are asked to send to the Office of the Superintendent of Financial Institutions, a list showing the names and telephone numbers of contact persons who will respond to enquiries concerning the various reports submitted to either the Office of the Superintendent of Financial Institutions or the Bank of Canada.
5. Negative amounts should be reported with a negative (minus) sign. Do not put figures in brackets.

For further information, contact the Regulatory Information Division at 613-990-3591.

**Manual of Reporting Forms and Instructions
for Deposit-Taking Institutions**

AMENDMENT CONTROL LOG

Electronic Filing

Amendment Number	Effective Date	Page Number	Description
Please note that throughout this Tab, the following changes are all identified by a sidebar:			
6	November 2004	Table of contents	<u>Add:</u> ♦ Record layout for “.Tape” files.
		13, 14, 15	<u>Add:</u> ♦ Record layout for “.Tape” files.
		25	<u>Change:</u> ♦ Return names for consistency <u>Delete:</u> ♦ Assets Under Administration (J3) ♦ Capital Continuity (D3) ♦ Financial Highlights (T3) ♦ Foreign Exchange Position (E4) ♦ Tax Information (T1)

AUTOMATED DATA TRANSFER SYSTEM

VERSION 3.3

BANK of CANADA

OFFICE of the SUPERINTENDENT of FINANCIAL INSTITUTIONS

EFFECTIVE December, 2004

IMPORTANT NOTICE

**Please call the Bank of Canada ADT Helpline (613)-782-8318
for assistance with any problems you might encounter
with the use of the ADT system. If the matter is urgent users may
also call 782-8120 or 782-7344.**

TABLE OF CONTENTS

1.0	SYSTEM OVERVIEW AND TECHNICAL REQUIREMENTS	1
2.0	CONNECTING TO THE APPLICATION.....	2
3.1	PREPARING NON-GEOGRAPHICAL RETURN DATA	
	Creating ASCII files using Excel templates with macros.....	4
	Creating ASCII files manually.....	4
	File Naming	5
	Record Layout	5
	Data Corrections	6
	Examples	7
	Backup	8
3.2	PREPARING GEOGRAPHICAL RETURN DATA	
	Creating ASCII files using Excel templates with macros.....	9
	Creating ASCII files manually.....	10
	File Naming	10
	Record Layout	11
	Data Corrections	12
	Examples	12
	Record layout for “.TAPE” files.....	13
4.0	TRANSMITTING RETURN DATA TO BOC/OSFI	16
5.0	DOWNLOADING DATA FROM BOC/OSFI	19
6.0	TYPICAL ERROR MESSAGES	22
	APPENDIX A - List of Returns	25

1.0 SYSTEM OVERVIEW

The Automated Data Transfer System, (ADT), is a system to facilitate electronic data communication between the financial institutions and the Bank of Canada and/or the Office of the Superintendent of Financial Institutions (OSFI). The ADT System documentation provides detailed file-layout specifications that all financial institutions need to create the required text files. The text files are sent to the Bank over the Internet using 128 bit encryption.

Technical Requirements

The ADT System requires that each participating financial institution have the following:

1. A computer with access to the Internet.
2. An internet browser supporting 128 bit SSL encryption, such as Netscape Navigator or Netscape Communicator version 3 or 4 or Microsoft Internet Explorer version 4.0 or higher. Older versions of Internet Explorer 3.02 for WIN95 and Internet Explorer 3.01 for Win3.1 can also be made to function with 128 bit encryption. Domestic versions of these products should work, but their international versions will not because they support only 40 bit encryption. If your version does not support 128 bit encryption, please download and install a more recent version which does or install a patch for 128 bit encryption.¹
3. An ADT userid and password is set up for each participating financial institution. The Bank of Canada ADT coordinator will supply this information to each participant.

1. A 128 bit version of Netscape can be downloaded directly from www.netscape.com. For Microsoft Internet Explorer users a 40 bit version must be downloaded from www.microsoft.com and then a patch must be downloaded and installed as an additional step to make it 128 bit compatible. When downloading please respect any and all licensing agreements which affect your use of these browsers.

2.0 Connecting to the Application

The ADT system uses the Internet to exchange information with the Bank of Canada/OSFI. Financial institutions sign onto a web server at the Bank of Canada using SSL (Secure Sockets Layer) 128 bit encryption to ensure data confidentiality and integrity. Users are required to authenticate on the Web server using a userid and password. The ADT web server is secured by a public digital certificate to provide site identity.

Your userid is “adt??” where “??” represents your 2 character financial institution code. The initial password is assigned to you by the Bank of Canada and is identical to the userid, but you will be forced to change it when you log onto the ADT web server for the first time. For security, please use a password which is a combination of lower case characters, numbers and/or symbols.

1. Select your browser icon.
2. Please contact the ADT coordinator for the URL.
3. As a security measure, the Secure Sock Layer (SSL) protocol is used.
4. On the main ADT screen, click on “To login for the first time or to create a new password”.



5. On the next screen, login using your login ID/password and immediately change your password (use the <tab> key to move from field to field). The new password can be any length, but to protect your security it should be at least 6 characters and contain non-standard characters such as *,./,\$% etc. Click the **login** button.



3.1 PREPARING NON-GEOGRAPHICAL RETURN DATA

Two options are available to create data files

1. Creating ASCII files using Excel templates with macros

Excel spreadsheets for each return are available for downloading from the ADT web site. These spreadsheets include macros which convert the data into ASCII format. Instructions for creating the ASCII files to transmit to the Bank of Canada are found in the document *Macro_instructions.pdf* in the directory *templates_modèles*. See page 19 of this manual on how to download instructions, templates and files.

2. Creating ASCII files manually

This section describes the standards which must be adhered to when creating files containing non-geographical return data, often referred to as conventional data, which will be transmitted to the Bank of Canada over the Internet (Section 4). (Section 3.2 describes the standards for files containing data from the geographical return.) **Please note that the formats specified below should be strictly adhered to; otherwise, the Bank of Canada will not be able to process the files.** All return data including arithmetic totals and other data relationships should be verified before data are transmitted to the Bank of Canada.

The specifications given below define the characteristics of the data to be submitted and have been designed to be as generic as possible. The American Standard Code for Information Interchange (ASCII) is used as the data representation standard. ASCII can be generated by spreadsheet based systems and by systems developed in more traditional mainframe or micro-computer-based programming environments.

File Naming

Each file must be given a unique file name to identify the institution code, return code, the return date and transaction/sequence code. The file name format is

XXZZMMDD.N (or **C**) where

XX is the Institution Code.

ZZ is the Return Code.

MM is the month.

DD is the last day of the month.

N or **C** is the transaction/sequence code to be used in the event of more than one filing for the same period (e.g. a correction to previously submitted data). **N** is the extension used for new data while **C** is used for files containing changed data values.

Example: “**APD40731.N**” is the file name given to the D4 return for institution AP for July 31 data.

Record Layout

1. Each file may only contain data for **one** return and **one** return date.
2. The sequence of records in each file will be:
 - one header record
 - one or more data records
3. The format for each **header** record is:

<u>Columns</u>	<u>Size</u>	<u>Description</u>
1-5	5	/HDR/ (To indicate a header record)
6-7	2	Return Code
8-9	2	Institution Code
10-10	1	Transaction Code (N for New, C for Changed)
11-18	8	Return Date (in the format yyyyymmdd), where dd is always the last day of the month.

4. The format for each **data** record is:

<u>Columns</u>	<u>Size</u>	<u>Description</u>
1-4	4	Variable Number (numeric, right justified, leading zeros are mandatory)
5-14	10	Value (numeric, right justified)

5. Dollar values should be represented in the file in the same numeric format as prescribed in the instructions for completing the forms (i.e. figures rounded to thousands should be represented in thousands, ratios of two decimal places should be represented as such, etc.). Negative values in the data should be represented in the file with a leading minus sign.
6. Data records for new data which contain a value of zero may be omitted. This will reduce considerably the length of files which contain only a few assets and/or liability entries (refer to Example 2 below).
7. When generating files using the spreadsheet systems users should take care to send an ASCII file and not a spreadsheet file with the extension .xls.
8. Do not create tab-delimited files; only space delimited data is acceptable.

**Data
Correc-
tions**

For non-geographical returns, corrections to data can be provided to the Bank of Canada by creating a file containing the revised data values. In this version of ADT only values that change need be reported, but it is also possible to provide corrections to the Bank of Canada by creating a file containing a complete revised return. If a variable is not reported, it is assumed that there is no change to the value of that variable. Remember to explicitly include a value of zero for any variables that are revised from a non-zero to a zero value.

Examples Example 1 The following is an example of the header and data records for file **APD40731.N** (i.e. the D4 return for institution AP for new July 31, 2003 data).

```
/HDR/D4APN20030731
5000          0
5001         3900
5002          0
5003          500
5004          0
5005          0
5006          0
5007          0
5008        117235
5009        38079
5010          0
5011        115314
5012          829
5013         2035
5014         6431
5015        169009
```

Example 2 This file contains essentially the same data records as Example 1, but the data records containing zeros have been omitted. Either file is acceptable for transmission to the Bank of Canada.

```
/HDR/D4APN20030731
5001         3900
5003          500
5008        117235
5009        38079
5011        115314
```

Example 3 This file contains corrections to the D4 return for bank AP for July 31, 2003. It should be named **APD40731.C**. Note the “C” in the extension, as well as the “C” transaction code in column 10 of the header record. This indicates that the data records which follow are data corrections and not new data.

```
/HDR/D4APC20030731  
5001      4400  
5003           0  
5009      38179  
5011     115414  
5015     169109
```

Backup Financial Institutions are required to provide their returns to the Bank of Canada/OSFI within the established reporting lags. In the event of failure of any component of the ADT system, you should be prepared to provide the required data to the Bank of Canada/OSFI via some other method, e.g. email, facsimile, telephone, etc. within the allowable reporting time.

3.2 PREPARING GEOGRAPHICAL RETURN DATA

Two options are available to create data files

1. Creating ASCII files using Excel templates with macros

Excel spreadsheets for geographical returns (except the GR) are available for downloading from the ADT web site. These spreadsheets include macros which convert the data into ASCII format. Instructions for creating the ASCII files to transmit to the Bank of Canada are found in the document *Macro_instructions.pdf* in the directory *templates_modèles*. See page 19 of this manual on how to download instructions, templates and files.

The geographical templates for monthly variables (GM.XLS) and quarterly variables (GQ.XLS) have a different format than the non-geographical templates. The accounting categories being reported must be selected. The country codes and the names of the accounting categories are explained in the Manual of Reporting Forms and Instructions on the OSFI web site http://www.osfi-bsif.gc.ca/eng/publications/guidance/index_financial.asp under Forms - *Manual of Reporting Forms and Instructions* (table of contents), select Geographical Assets and Liabilities booked in Canada (GM/GQ).

Please remember to submit complete (i.e. not partial) returns when filing geographical returns (both new and corrections). Those banks which traditionally submit large geographical return data using the “.tape” format may continue to do so. See record layout on page 13.

2. Creating ASCII files manually

This section describes the standards which must be adhered to when creating files for geographical return data which will be transmitted to the Bank of Canada using the Internet (Section 4). **Please note that the formats specified below should be strictly adhered to; otherwise, the Bank of Canada will not be able to process the files.** All return data, including arithmetic totals and other data relationships, should be verified before data are transmitted to the Bank of Canada.

File Naming Each file must be given a unique file name to identify the institution code, return code, the return date and transaction/sequence code. The file name format is **XXGMMMDD.N** (or **C**) where

XX is the Institution Code.

GM is the Geographical Return Code

MM is the month.

DD is the last day of the month.

N or **C** is the transaction/sequence code to be used in the event of more than one filing for the same period (e.g. a correction to previously submitted data). **N** is the extension used for new data while **C** is used for files containing changed data values.

Example: “**APGM0731.N**” is the file name given to the geographical return for institution AP for July 31 data.

Record Layout

1. Each file may only contain data for **one** return date.
2. The sequence of records in each file will be:
 - data records (Header records are not required)
3. The format for each **data** record is:

<u>Columns</u>	<u>Size</u>	<u>Description</u>
1-4	4	Institution's Canadian Payment Association code (CPA) (numeric, right justified, leading zeros are mandatory)
5-7	3	Country code (numeric, right justified)
8-10	3	Accounting Category (numeric, right justified, leading zeros are mandatory)
11-16	6	Return Date (in the format yyyyymm)
17-17	1	Currency Code (numeric)
18-27	10	Value (numeric, right justified)

4. Dollar values should be represented in the file in the same numeric format as prescribed in the instructions for completing the forms (i.e. figures rounded to thousands should be represented in thousands). Negative values are not permitted in Geographical return data.
5. Data records for new return data which contain a value of zero should be omitted. Data records for corrections to previously submitted return data can include a value of zero.

**Data
Correc-
tions**

While corrections to both non-geographical and geographical returns are permitted, there is a significant difference in the assumptions that are made by the ADT system when processing the two types of returns. For geographical returns, complete corrected, returns must be provided to the Bank of Canada by creating a file containing a complete revised return. **Any country/currency/accounting category combinations not reported will be assumed to be zero** even if a value was originally reported. Therefore, when using this system, it is imperative that **all non-zero values are always reported for geographical returns**, even in the case of corrections.

Examples

Example 1: The following is an example of the data records for file **CNGM0228.N** (i.e. the geographical return for institution CN (CPA code 0261) for February data.)

02614300022003026	5
02614300062003026	5
02614210022003026	5
02614210062003026	5
02614650022003026	21
02614650062003026	21
02614370022003026	6
02614370062003026	6
02618120022003026	10
02618120062003026	10
02619990022003026	49
02619990062003026	49
02619990182003022	89133
02619990212003022	74920
02619990222003022	164053

Record layout for “.TAPE” files

In the past, financial institutions could send large files for geographical data on tape or cartridge. These large files are now submitted to the Bank of Canada, electronically using the internet and the ADT System. The original format still applies and filenames end with a “.tape” extension.

Logical Record Standards

Data element number	Character position	Data element size	Contents	Data element name
1	1 - 4	4	Numeric	Institution CPA Code
2	5 - 7	3	Numeric	Country Code
3	8 - 10	3	Numeric	Column
4	11 - 14	4	Numeric	Year
5	15 - 16	2	Numeric	Month
6	17 - 20	4	Numeric	Not Used
7	21 - 30	10	Numeric	Canadian dollars
8	31 - 40	10	Numeric	U.S. dollars
9	41 - 50	10	Numeric	British Sterling
10	51 - 60	10	Numeric	EURO
11	61 - 70	10	Numeric	Swiss Francs
12	71 - 80	10	Numeric	Other currencies

Data Field Descriptions

Institution CPA Code

A four digit numeric field (right justified and zero filled) which contains the institutions CPA code.

Country Code

A three digit numeric field (right justified and zero filled) which contains a country code.

Column

A three digit numeric field (right justified and zero filled) which contains one of the approximately 100 asset/liability items.

Year

A four digit numeric field containing the calendar year for which data are being reported

Month

A two digit numeric field containing the calendar month for which data are being reported

Not used

This four digit numeric field must contain four EBCDIC zero characters.

Canadian dollars

A ten digit numeric field (right justified and zero filled) containing the number of thousands of Canadian dollars being reported.

U.S. dollars

A ten digit numeric field (right justified and zero filled) containing the value of the United States dollars being reported, translated into thousands of Canadian dollars at the prescribed exchange rates.

British sterling

A ten digit numeric field (right justified and zero filled) containing the value of the British sterling being reported, translated into thousands of Canadian dollars at the prescribed exchange rates.

EURO

A ten digit numeric field (right justified and zero filled) containing the value of the EURO being reported, translated into thousands of Canadian dollars at the prescribed exchange rates.

Swiss francs

A ten digit numeric field (right justified and zero filled) containing the value of the Swiss francs being reported, translated into thousands of Canadian dollars at the prescribed exchange rates.

Other currencies

A ten digit numeric field (right justified and zero filled) containing the value of all other foreign currencies being reported, translated into thousands of Canadian dollars at the prescribed exchange rates.

Reporting Revisions

When revising data electronically, it is necessary to resubmit the complete return, revised items as well as unrevised data points previously submitted.

Revisions may be reported by telephone (with written confirmation), by printed return, fax or email. Printed returns should just contain the revised items, including the revised "999" total column data. The total column data should reflect the revised total country data and not just the sum of the revised items being reported.

4.0 TRANSMITTING BOC/OSFI RETURN DATA WITH ADT

1. Start your internet browser.
2. Please contact the ADT coordinator for the URL.

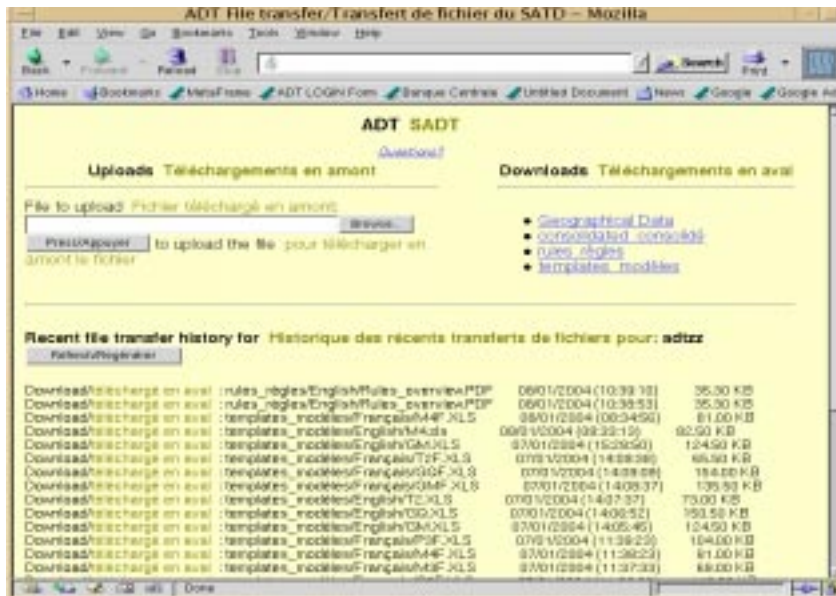
Note: You may want to save this as a bookmark for easy reference.

3. Enter your Login ID and password. Click the **login** button.



4. The Upload/Download screen will be displayed. Please enter the name of the file containing the return data to be transmitted to the Bank of Canada/OSFI. This can be done by entering the path and filename in the space provided under the section called "Uploads" or

by clicking on **Browse**.

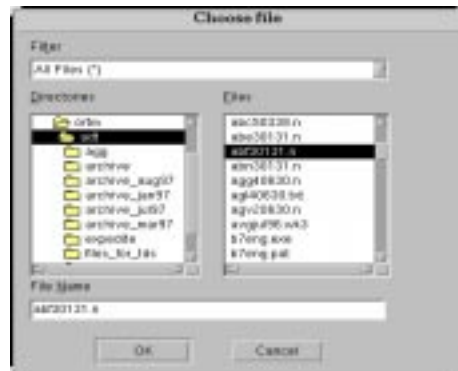


5. You can use the **Browse** window to find the path and file of the return data. Highlight the file to upload and press **Open** or **OK**. The **Browse** window you see may look slightly different than the one below depending on your version of the browser.

NETSCAPE

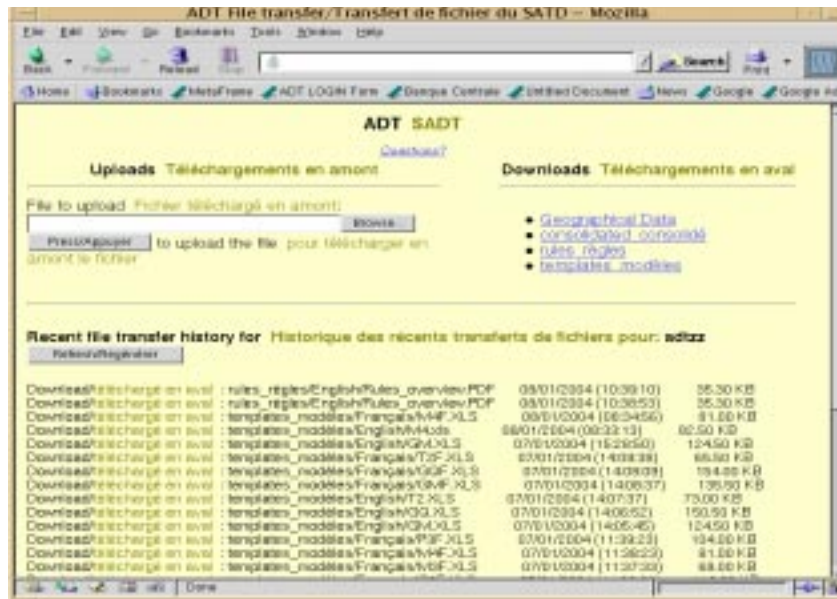


INTERNET EXPLORER



- When the file has been selected click on **Press** to upload the file. A confirmation will be received after each upload and an entry giving details will be added to the Recent Upload/Download History log at the bottom of the screen.

Note: The upload process could take a few minutes, and depends on your internet connection speed.



- Repeat steps 4 through 6 for each file to be transmitted to the Bank of Canada/OSFI.

5.0 DOWNLOADING BOC/OSFI FILES FROM ADT

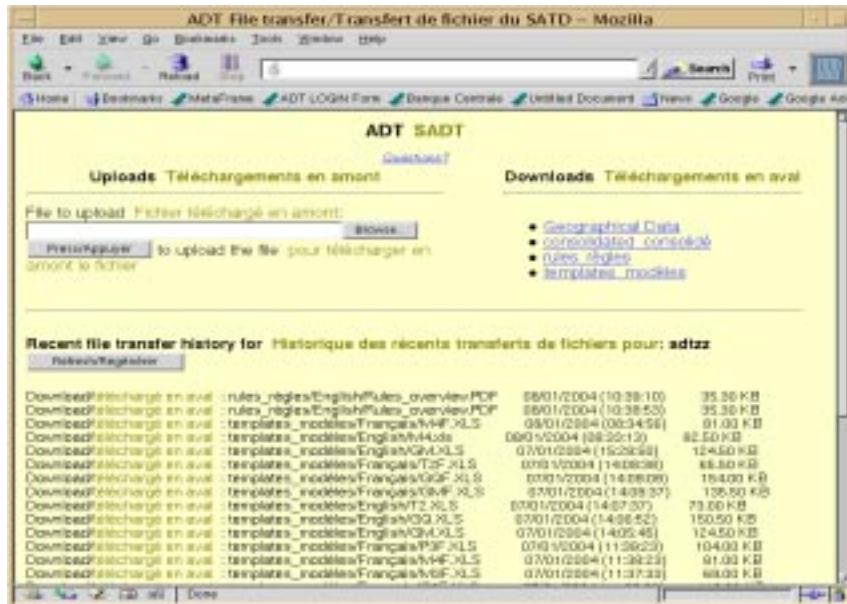
How to download files from the ADT web server and copied to your computer.

1. Start your internet browser.
2. Please contact the ADT coordinator for the URL.

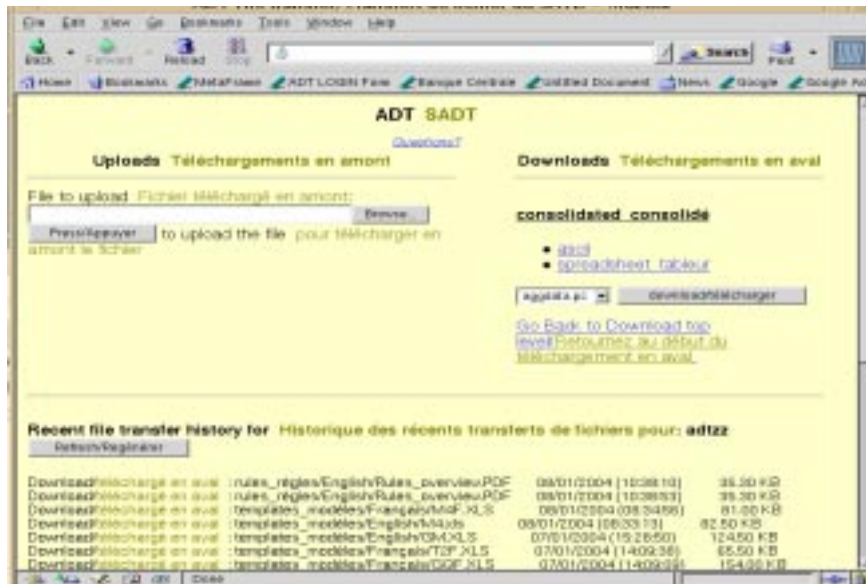
Enter your Login ID and password. Click the **login** button.



3. The **Upload/Download** screen will be displayed. Click on the required directory below the section called **Downloads**.



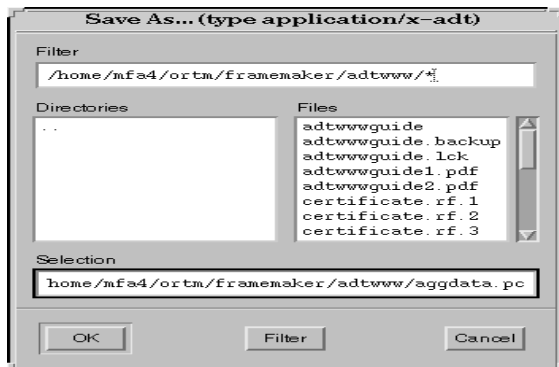
4. A list of filenames will appear. Select the one you wish to download (in the example below the filename is aggdata.pc) and click the button labelled **download**.



5. The **“Save As”** window will appear. Under **“Selection”** or **“File Name”** type in the path and filename where you like to save the download file. The **“Save As”** window you see may be different depending on which browser version you are using. Click on **OK** or **SAVE** to initiate the download.

Note: Your version of the browser may generate a random filename or a filename with a double extension (such as aggdata.pc..pc). To ensure that the download file will not be lost please check carefully the default name your browser generates and if necessary over-ride it by entering your own filename.

NETSCAPE



INTERNET EXPLORER



You will receive a confirmation the file was downloaded successfully and an entry giving details will be added to the Recent Upload/Download History log.

6. Repeat steps 4 and 5 for each file you wish to download from the Bank of Canada/OSFI website.

6.0 TYPICAL ERROR MESSAGES

1.



This error most likely indicates that the URL was entered incorrectly. Press **OK** and re-enter the URL. Check to ensure that https has been entered. If this message persists, please call the ADT helpline.

2.



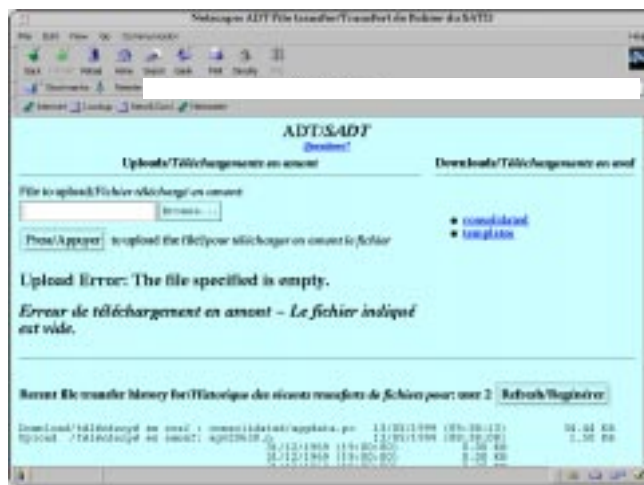
This error is most likely indicates that your browser does not support 128 bit encryption and is thus unable to connect with the Bank of Canada's web server. Please contact your own technical staff for assistance in downloading and installing a 128 bit version of your browser or install a patch to your current browser to make it 128 bit compatible.

3.



This error indicates you entered an incorrect password. Please click on **Login Screen** and reenter your userid and password. If you are unable to enter the correct password, please call 613-782-8318 at the Bank of Canada and your password will be reset.

4.



This error indicates you attempted to upload an empty or non-existent file. Please recreate the file or select another one which contains data.

5.



This error indicates your session on the web server has timed out. This typically happens after 30 minutes of inactivity. Please click on **Login Screen** and re-enter your userid/password.

6. If you receive the message "**Page cannot be displayed**", please try signing on from another computer, deleting all the temporary files from the cache, erasing and re-typing the URL or rebooting your computer.

APPENDIX A

NON-GEOGRAPHICAL RETURNS

A2	Non-Mortgage Loans
B2	Securities
C1	Charge for Impairment
C2	Deposit Liabilities
C3	Allowance for Impairment
E2	Mortgage Loans
E3	Impaired Assets
G3	Capital Adequacy
G4	Mortgage Approvals - Canada
I3	Interest Rate Risk
K3	Quarterly Supplementary Return for Foreign Bank Branches
L4	Monthly Average Return of Assets and Liabilities
M3	Capital Adequacy - Market Risk
M4	Balance Sheet
N3	Loans in Arrears
P3	Income Statement
R2	Regional Distribution Assets and Liabilities
SC	Government of Canada Securities
T2	Quarterly Reconciliation of the Geographical Return with the Consolidated Monthly Balance Sheet
UB	Unclaimed Balances
U3	Pledging and Repos
V2	Mortgage Approvals - Provincial

GEOGRAPHICAL RETURNS

GM	Geographic Assets and Liabilities Booked in Canada - Monthly
GQ	Geographic Assets and Liabilities Booked in Canada - Quarterly
GR	Geographic Assets and Liabilities Booked outside Canada - Quarterly

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

Allowance for Impairment

Amendment Number	Effective Date	Page Number	Description
Please note that throughout this Tab, the following changes are all identified by a sidebar:			
1	November 1999	1	<u>Add:</u> ♦ Section 600 of the Bank Act (applies to Foreign Bank Branches) <u>Change:</u> ♦ Section 523 of the Bank Act is now Section 628
2	November 2004	2	<u>Delete:</u> ♦ "Country Risk" column

ALLOWANCE FOR IMPAIRMENT REPORT

REPORT IN \$ THOUSANDS	ALLOWANCES FOR IMPAIRMENT		
	INDIVIDUAL ALLOWANCE	GROUP ALLOWANCE	TOTAL
1. Beginning Balance - Mortgage Loans - Non-Mortgage Loans - Deposits with Regulated Financial Institutions - Securities - Other On-Balance Sheet - Off-Balance Sheet - Total			
2. Write-Offs - Mortgage Loans - Non-Mortgage Loans - Deposits with Regulated Financial Institutions - Securities - Other On-Balance Sheet - Off-Balance Sheet - Total			
3. Recoveries - Mortgage Loans - Non-Mortgage Loans - Deposits with Regulated Financial Institutions - Securities - Other On-Balance Sheet - Off-Balance Sheet - Total			
4. Other (Specify) - Mortgage Loans - Non-Mortgage Loans - Deposits with Regulated Financial Institutions - Securities - Other On-Balance Sheet - Off-Balance Sheet - Total			
5. Charge for Impairment - Mortgage Loans - Non-Mortgage Loans - Deposits with Regulated Financial Institutions - Securities - Other On-Balance Sheet - Off-Balance Sheet - Total			
6. Ending Balance - Mortgage Loans - Non-Mortgage Loans - Deposits with Regulated Financial Institutions - Securities - Other On-Balance Sheet - Off-Balance Sheet - Total			

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

Monthly Average Return of Assets and Liabilities

Amendment Number	Effective Date	Page Number	Description
Please note that throughout this Tab, the following changes are all identified by a sidebar:			
6	November 2003	1	<u>Add:</u> ◆ Bank of Canada website to Publication
		20	<u>Change:</u> ◆ Other instructions for Goodwill and Other Intangibles
7	November 2004	1	<u>Change:</u> ◆ Reporting dates from 11 to 13 business days
		6, 32	<u>Add:</u> ◆ Foreign currency translation adjustments
		16, 18	<u>Delete:</u> ◆ Real estate acquired in the liquidation of a loan previously reported in this category and held
		19	<u>Add:</u> ◆ General and Other Instructions to A14(a) ◆ Intangibles with definite/indefinite lives <u>Change:</u> ◆ Unamortized goodwill has been changed to Goodwill ◆ Real estate acquired in the liquidation of a loan has been changed to Foreclosed real estate and other long-lived assets acquired in the liquidation of a loan
		20, 30	<u>Change:</u> ◆ Debentures has been changed to Subordinated debts
		22	<u>Change:</u> ◆ Third Party Assets – Institution administered has been changed to Third Party Assets – Institution sponsored/administered
		30	<u>Add:</u> ◆ General and Other Instructions to L9(c) ◆ “and other termination benefits” to fifth bullet under L9(d) Other
		31	<u>Add:</u> ◆ financial instruments that relate to amounts reported as Tier 1 Capital....

MONTHLY AVERAGE RETURN OF ASSETS AND LIABILITIES

PURPOSE

The purpose of this return is to provide information on the assets and liabilities of the institution each month on an average of days basis. The asset and liability categories are consistent with the month-end consolidated balance sheet; certain Canadian currency items are required in greater detail on the monthly average return.

STATUTORY

Sections 628 and 600 of the Bank Act.

APPLICATION

This return applies to all banks and foreign bank branches. Trust and Loan Companies are not required to submit this return.

PUBLICATION

Information from this return is published in the Weekly Financial Statistics (which are also available at the Bank of Canada website at www.bank-banque-canada.ca) and in the Bank of Canada Banking and Financial Statistics on a total-for-all-institutions basis.

FREQUENCY

Monthly, on an average of days basis.

CONTACT PERSON

Provide name and phone number of person to contact regarding any questions about this return.

REPORTING DATES

The return is to be completed monthly on an average of days basis and submitted within **13** business days of the last day of each month to the Head Office of the Bank of Canada.

WHERE TO SUBMIT

Bank of Canada.

	MONTH OF _____ \$ 000
4. Cheques and other items in transit (net)	
5. Advances from the Bank of Canada	
6. Acceptances	
7. Liabilities of subsidiaries, other than deposits (a) Call and other short loans payable (b) Other	
8. Insurance-related liabilities	
9. Other liabilities (a) Obligations related to borrowed securities (b) Obligations related to assets under sale and repurchase agreements (c) Due to Head Office and related Canadian regulated financial institutions (d) Other	
10. Non-controlling interests in subsidiaries	
11. Subordinated debt	
12. Shareholders' equity (a) Preferred shares (b) Common shares (c) Contributed surplus (d) Retained earnings (e) Foreign currency translation adjustments	
TOTAL CANADIAN CURRENCY LIABILITIES AND SHAREHOLDERS' EQUITY	

(i) Personal loan plans

Include:

- loans granted under an institution's personal loan plan (that is loans which are generally available, are made subject to standard terms and conditions and are usually repaid on an instalment basis), whether at a fixed or variable rate of interest;
- conditional sales contracts to finance the acquisition of consumer goods and services.

(ii) Credit card loans

Include:

- outstanding balances under a credit card plan if users have established access to credit and outstanding items are not debited to the user's deposit account as in the case of ordinary cheques.

(iii) Personal lines of credit

Include:

- loans to individuals for non-business purposes which are advanced under pre-arranged lines of credit.

(iv) Other personal loans

Include:

- loans on the security of bonds or stocks;
- overdrafts in individuals' deposit accounts under Liability 1(d), 2(a)(iv) and 2(b)(iv) and overdrafts in tax accounts related to residential mortgages;
- bridge financing loans associated with residential properties;
- government-guaranteed loans made to individuals for non-business purposes, such as Home Improvement Loans under the National Housing Act and Canada Student Loans;
- all other loans to individuals for non-business purposes not included above.

(g) Reverse Repurchase Agreements

Include:

- Reverse repurchase agreements

(h) To Individuals and Others for Business Purposes

Include:

- loans to government and municipal boards and commissions that are separately constituted and carry on business enterprises;
- loans to religious, charitable and welfare organizations, hospitals and private schools;
- loans, excluding loans to individuals for non-business purposes, guaranteed in whole or in part by Canada, a province or a municipality;
- securities acquired in the liquidation of a loan and held pending disposal or transfer to the Investment Account of the institution;
- except where offset is provided for in these instructions, other overdrafts in deposit accounts under Liability 1 or 2 and not reported elsewhere;

These instructions apply to all mortgage loans, not only to first mortgages.

(a) Residential

(i) Insured

Include:

- advances as well as completed loans insured under NHA or by other private or public insurance companies/agencies.

Exclude:

- mortgages that cease to be insured.

(ii) Uninsured

Include:

- advances as well as completed loans;
- real estate acquired in the liquidation of a loan previously reported in this category and held pending completion of arrangements for disposal or transfer to Asset 12 or 14.

(b) Non-residential

Include:

- advances as well as completed loans for commercial, farm and industrial mortgages;

A 11 Customers' Liability Under Acceptances, Less Allowance for Impairment

Include:

- acceptances of the institution.

Other Instructions:

- Acceptances of the institution when purchased and held are to be reported under Asset 9(h) with a corresponding reduction in Asset 11 and Liability 6, if previously reported in these categories;
- refer to Liability 6.

A 12 Land, Buildings and Equipment, Less Accumulated Depreciation

Include:

- land, buildings, furniture and equipment;
- leasehold improvements that are to be written off during the term of a lease;
- capital leases;
- interest capitalized during the period of construction of major projects;
- former institution premises no longer used as such;
- in "accumulated depreciation",
 - (1) estimated depreciation for the fiscal year to date,
 - (2) actual write-offs,
 - (3) reserves for depreciation, and
 - (4) amortization of capital leases.

Other Instructions:

Where a capital lease is the result of a sale-leaseback arrangement, any profit or loss arising on the sale should be deferred and amortized in proportion to the amortization of the leased asset, except for leases involving land only, in which case it would be amortized over the lease-term on a straight-line basis. However, when at the time of the sale-leaseback transaction the fair value of the property is less than carrying value, the difference should be recognized as a loss immediately.

A 13 Insurance-Related Assets

Include:

- policy loan balances of insurance company subsidiaries.
- premium outstanding balances of insurance company subsidiaries.
- balances due from other insurers in respect of reinsurance contracts, pooling and other arrangements of insurance company subsidiaries.
- deferred policy acquisition expenses of insurance company subsidiaries;
- other assets unique to insurance company operations and not included elsewhere;
- the adjustment in respect of unamortized gains or losses on investments of insurance company subsidiaries (if the balance is a debit).

A 14 Other Assets

- (a) Due from Head Office and related Canadian Regulated Financial Institutions. (To be completed by foreign bank branches only)

General Instructions:

Report on a gross basis:

- a) Netting of assets and liabilities is only permissible in accordance with CICA 3860.34; and
- b) Amounts “due to/from” one branch cannot be used to offset amounts “due to/from” either head office or another branch of the same bank.
- c) Unless there is a netting arrangement in place, it is possible to have both an asset and a liability with another branch.

Include:

- amounts due from head office, other branches of the same bank and related Canadian regulated financial institutions.

Other Instructions:

Amounts due from foreign affiliates of the bank should be treated as third party assets and reported separately in the appropriate balance sheet line items.

Please refer to the glossary section in this manual for the definition of "Regulated Financial Institution".

(b) Other

Include:

- accrued interest and dividends on Assets 3, 5, 6, 7, 8, 9, 10, and 13.
- stationery inventory if any;
- prepaid insurance, taxes and other prepaid expenses;
- all postage and other stamp inventories, if any, held in Canada and elsewhere;
- goodwill;
- intangibles with definite lives;
- intangibles with indefinite lives;
- future taxes if balance is a debit;
- sundry accounts receivable;
- recoverable tellers' shortages;
- recoverable losses arising from defalcations, hold-ups, robberies, etc.;
- foreclosed real estate and other long-lived assets acquired in the liquidation of a loan;
- shareholdings that are of a temporary nature because of a formal agreement for disposal of the institution's interest;
- securities of clubs and like local not for profit organizations purchased for other than investment purposes;
- unamortized discount, if any, on subordinated debt issued and outstanding;
- special pension fund payments that have not yet been charged to operating expenses;
- other payments, etc. that have not been charged to operating expenses;
- other expenditures that are to be charged to operating expenses at a later date;
- any interest in a partnership that is not in the form of a loan or marketable security;
- suspense balances relating to derivative instruments, including unrealized gains or losses if the balance is a debit;
- assets sold with recourse.

Other Instructions:

Dividends on term-preferred shares should be accounted for on the accrual basis, unless there are questions of collectability involved. Where collection is not in doubt, dividend income related to this type of preferred share should be accrued prior to the declaration of the dividends by the issuer.

Dividends on common shares and on preferred shares (other than term-preferred shares) should not be accrued until they are clearly payable by the issuer.

Interest on income debentures should be accounted for on the accrual basis, unless there are questions of collectability involved.

Goodwill is carried at the amount initially recognized less any writedown for impairment.

(ix) Other assets

Include:

- other assets not listed in the above categories.

(b) Third Party Assets – Institution **sponsored**/administered

General Instructions:

Report the average outstanding balances with which there are associated recourse provisions. The line references are the same as in section (a).

- (i) Credit card loans
- (ii) Automobile loans
- (iii) Personal loans
- (iv) Commercial loans
- (v) Lease receivables
- (vi) Residential mortgages, insured
- (vii) Residential mortgages, uninsured
- (viii) Non-residential mortgages
- (ix) Other assets

L 8 Insurance-Related Liabilities

Include:

- actuarial liabilities related to insurance products of subsidiary companies;
- actuarial liabilities related to annuity products of subsidiary companies;
- deferred gains or losses on disposal of portfolio investments (also referred to as adjustment in respect of unamortized gains or losses on investments) if the net balance is a credit;
- other insurance-related liabilities not reported elsewhere, including provisions for policyholder dividends and provisions for Experience Rating Refunds.

L 9 Other Liabilities

(a) Obligations Related to Borrowed Securities

Include:

- any liabilities related to borrowed securities (securities sold short).

(b) Obligations Related to Assets Sold Under Repurchase Agreements

Include:

- liabilities incurred under sale and repurchase agreements.

(c) Due to Head Office and related Canadian Regulated Financial Institutions (To be completed by foreign bank branches only)

General Instructions:

Report on a gross basis:

- Netting of assets and liabilities is only permissible in accordance with CICA 3860.34; and
- Amounts “due to/from” one branch cannot be used to offset amounts “due to/from” either head office or another branch of the same bank.
- Unless there is a netting arrangement in place, it is possible to have both an asset and a liability with another branch.

Include:

- amounts due to head office, other branches of the same bank and related Canadian regulated financial institutions.

Other Instructions:

Amounts due to foreign affiliates of the bank should be treated as third party liabilities and reported separately in the appropriate balance sheet line items.

(d) Other

Include:

- dividends accrued and payable and estimated accrual-to-date of the dividend for the current quarter;
- contributions of bank and staff payable to Unemployment Insurance Fund;
- unamortized premiums on **subordinated debt** outstanding;
- income taxes withheld from staff salaries, directors' fees, dividends, etc.;
- estimated accrual-to-date of contributions, current and arrears, payable to the pension fund **and other termination benefits** for the current year;

- interim net profit or loss of financial period if it has not yet been debited or credited to retained earnings;
- capital leases;
- allowance for impairment applicable to off-balance sheet items;
- suspense balances relating to derivative instruments including unrealized gains and losses if the net balance is a credit;
- accrued expenses and salaries and accounts payable;
- liability for assets sold with recourse;
- mortgages and other loans payable;
- financial instruments that relate to amounts reported as Tier 1 Capital in the G-3 but accounted for as liabilities. Include only preferred shares and amounts related to innovative tier 1 structures grandfathered under OSFI July 2003 and/or February 2004 Advisories
- estimated accrual to date of income taxes payable for the current year;
- future taxes if balance is credit;
- deferred fees, commissions and other revenues;
- deferred servicing fee income on mortgage-backed securities and other securitized assets;
- unearned safety deposit box rentals and safekeeping charges;
- other unearned income, except pre-computed interest on loans;
- accrued interest on deposits (Liabilities 1, 2 and 3);
- accumulated amortization of discounts on deposit instruments issued at a discount;
- interest accrued on subordinated debt (Liability 11);
- accrued interest on other liabilities as appropriate.

Other Instructions:

Gold and silver certificates are to be reported in net foreign currency assets spot position (Section V).

L 10 Non-Controlling Interests in Subsidiaries

Include:

- non-controlling interests arising from the consolidation of subsidiaries which are not 100% owned.

L 11 Subordinated Debt

Include:

- debentures;
- subordinated notes.

Other Instructions:

Unamortized discounts, if any, are to be reported under Asset 14.

Unamortized premiums, if any, are to be reported under Liability 9.

Report all amounts at par.

L 12 Shareholders' Equity

(a) Preferred Shares

Include:

- preferred shares issued by the institution.

(b) Common Shares

Include:

- common shares issued by the institution.

(c) Contributed Surplus

Include:

- premium on issues of shares less any payments of premium on redemption;
- capital contributions by shareholders without the issuance of shares.

(d) Retained Earnings

Include:

- interim profit (loss) not less frequently than at the end of each financial quarter.

(e) Foreign Currency Translation Adjustments

Include:

- **cumulative foreign currency translation.**

Note: Do not report foreign currency split for retained earnings. The entire balance of the amount is deemed to be Canadian currency.

SECTION II – CANADIAN DOLLAR LIABILITIES – MEMO ITEMS – DEPOSITS WITH INVESTMENT DEALER SUBSIDIARIES INCLUDED IN ABOVE

General Instructions:

Report the average balances included in each of the line items in Section II above. Note that the amounts reported here are for all investment dealer subsidiaries, and not only for those that were established business concerns acquired by banks subsequent to changes in the Bank Act in 1987.

SECTION III - SELECTED INFORMATION ON FOREIGN CURRENCY ASSETS

1. Deposits with Resident Regulated Financial Institutions, less allowance for impairment

(a) Acceptances

Include:

- foreign currency acceptances issued by other residents.

(b) Other balances

(i) Bearer term and other negotiable fixed-term deposits

Include:

- foreign currency deposits issued in bearer form or which can be transferred from the original purchaser without the issuing regulated financial institution being informed.

(ii) Other

Include:

- all other foreign currency deposits with resident regulated financial institutions not included in 1(a) or 1(b)(i) above.

**Manual of Reporting Forms and Instructions
for Deposit-Taking Institutions**

AMENDMENT CONTROL LOG

Consolidated Balance Sheet

Amendment Number	Effective Date	Page Number	Description
Please note that as of November 2002, all changes are highlighted:			
		17, 30	<u>Add:</u> ◆ (f) General Instructions ◆ (f) Other Instructions
		20, 32	<u>Add:</u> ◆ (i) – and other branches of the same bank <u>Delete:</u> ◆ First line under Other Instructions (4)(a)
7	November 2003	1	<u>Add:</u> ◆ Address for OSFI Website <u>Delete:</u> ◆ Reference to Beyond 20/20
		16	<u>Change:</u> ◆ Other instructions for Goodwill and Other Intangibles
8	November 2004	2, 16	<u>Change:</u> ◆ Goodwill and Other Intangibles has been changed to Goodwill <u>Add:</u> ◆ Intangibles with definite/indefinite lives
		3, 20, 21	<u>Add:</u> ◆ 5 (a) & (b) Foreclosed long-lived assets ‘Held for sale’ and ‘Held for own use’. (Reported Quarterly Fiscal only)
		5, 31	<u>Add:</u> ◆ 12 (e) Foreign Currency Translation Adjustments
		5, 32	<u>Add:</u> ◆ Memo item 5, Guarantees (Maximum potential amount of future payments, report quarterly fiscal only)
		6	<u>Delete:</u> ◆ Paragraph 6
		12, 14	<u>Delete:</u> ◆ 11(h), 12(b) Inclusion of real estate acquired in the liquidation of a loan
		17	<u>Change:</u> ◆ Real estate acquired in the liquidation of a loan has been changed to Foreclosed real estate and other long-lived assets acquired in the liquidation of a loan
		18	<u>Change:</u> ◆ Debentures has been changed to Subordinated debts
		19	<u>Change:</u> ◆ Third Party Assets – Institution administered has been changed to Third Party Assets – Institution sponsored/administered
		30	<u>Add:</u> ◆ “and other termination benefits” to fifth bullet under L9(d) Other ◆ financial instruments that relate to amounts reported as Tier 1 Capital....

CONSOLIDATED MONTHLY BALANCE SHEET

	FOREIGN CURRENCY	TOTAL
SECTION I - ASSETS		
1. Gold coin and gold and silver bullion		
2. Bank notes and other coin		
3. Not In Use		
4. Deposits with Bank of Canada		
5. Deposits with regulated financial institutions, less allowance for impairment		
6. Cheques and other items in transit (net)		
7. (a) Securities issued by Canada (i) Treasury Bills (ii) Other securities maturing within 3 years (iii) Other securities (b) Securities guaranteed by Canada (i) Securities maturing within 3 years (ii) Other securities (iii) Shares		
8. Securities issued or guaranteed by a Canadian province		
9. Securities issued or guaranteed by a Canadian municipal or school corporation		
10. Other securities, less allowance for impairment (a) Debt (b) Shares		
11. Non-Mortgage Loans, less allowance for impairment (a) Call and other short loans to investment dealers and brokers, secured (b) To regulated financial institutions (c) To Canadian federal government, provinces, municipal or school corps. (d) To foreign governments (e) Lease receivables (f) To individuals for non-business purposes (g) Reverse repurchase agreements (h) To individuals and others for business purposes		
12. Mortgages, less allowance for impairment (a) Residential (i) Insured (ii) Uninsured (b) Non-residential		
13. Customers' liability under acceptances, less allowance for impairment		
14. Land, buildings, and equipment, less accumulated depreciation		
15. Insurance-related assets (a) Policy loans (b) Premiums outstanding (c) Due from other insurers (d) Other		
16. Other assets (a) Accrued interest (b) Prepaid and deferred charges (c) Goodwill (d) Intangibles (i) with definite lives (ii) with indefinite lives (e) Future income taxes (f) Derivative related amounts (g) Due from Head Office and related Canadian regulated Financial Institutions (h) Other		
TOTAL ASSETS		

	FOREIGN CURRENCY	TOTAL
MEMO ITEMS		
1. Gold/silver assets included in assets		
(a) Gold/silver deposits with regulated financial institutions		
(b) Gold/silver securities		
(c) Gold/silver loans		
2. Allowance for impairment related to		
(a) Mortgage loans		
(b) Non-mortgage loans		
(c) Other		
3. Securitized Assets		
(a) Institution's own assets		
(i) Credit card loans		
(ii) Automobile loans		
(iii) Personal loans		
(iv) Commercial loans		
(v) Lease receivables		
(vi) Residential mortgages, insured		
(vii) Residential mortgages, uninsured		
(viii) Non-residential mortgages		
(ix) Other assets		
(b) Third Party Assets - Institution sponsored/administered		
(i) Credit card loans		
(ii) Automobile loans		
(iii) Personal loans		
(iv) Commercial loans		
(v) Lease receivables		
(vi) Residential mortgages, insured		
(vii) Residential mortgages, uninsured		
(viii) Non-residential mortgages		
(ix) Other assets		
4. Selected information to be completed by Foreign Bank Branches only		
(a) Due from Head Office and related Canadian regulated Financial Institutions		
(i) Head Office		
(ii) Related Canadian regulated Deposit-Taking Institutions		
(iii) Related Canadian regulated Financial Institutions		
(b) Claims on residents of the Home Country		
(i) Securities		
(ii) Loans		
(iii) Other		
5. Foreclosed long-lived assets acquired in the liquidation of a loan (report quarterly fiscal only)		
(a) Held for sale		
(i) Fair value less cost to sell (at foreclosure)		
(ii) Write-downs		
(iii) Carrying amount		
a) Real estate		
b) Other		
(b) Held for own use		
(i) Fair value (at foreclosure)		
(ii) Write-downs		
(iii) Carrying amount		
a) Real estate		
b) Other		

	FOREIGN CURRENCY	TOTAL
9. Other liabilities		
(a) Accrued interest		
(b) Mortgages and loans payable		
(c) Income taxes		
(i) Current		
(ii) Future		
(d) Obligations related to borrowed securities		
(e) Obligations related to assets sold under repurchase agreements		
(f) Deferred income		
(g) Derivative-related amounts		
(h) Due to Head Office and related Canadian regulated Financial Institutions		
(i) Other		
10. Non-controlling interests in subsidiaries		
11. Subordinated debt		
12. Shareholders' equity		
(a) Preferred shares		
(b) Common shares		
(c) Contributed surplus		
(d) Retained earnings		
(e) Foreign currency translation adjustments		
TOTAL LIABILITIES AND SHAREHOLDERS' EQUITY		

<u>MEMO ITEMS</u>		
1. Gold/silver certificates included in other liabilities		
2. Allowance for impairment on off-balance sheet items included in other liabilities		
3. Electronic Cash Cards included in cheques and other items in transit		
4. Selected information to be completed by Foreign Bank Branches only		
(a) Due to Head Office and related Canadian regulated Financial Institutions		
(i) Head Office		
(ii) Related Canadian regulated Deposit-Taking Institutions		
(iii) Related Canadian regulated Financial Institutions		
5. Guarantees (Maximum potential amount of future payments, report quarterly fiscal only)		

GENERAL INSTRUCTIONS

The form of the consolidated balance sheet is identical for all institutions regardless of size and type. Consequently, certain balance sheet categories may not be applicable to some institutions because of the nature of their operations.

Where these instructions indicate that a certain category includes particular items, the particular items listed do not limit the generality of the heading but indicate the kind of items that are to be reported there.

Assets under administration are not to be included in the balances reported on this return.

Assets are to be reported net of the allowance for impairment, if any.

All allowances are to be netted from the appropriate assets in the same currency in which the relevant assets are denominated, regardless of whether the allowances are booked in Canadian or foreign currency. Where allowances for impairment against groups of loans have been established against assets denominated in both Canadian dollars and foreign currency, the allowances should be allocated proportionately according to the gross amounts of the assets outstanding in the various currencies.

Interest should be accrued on loans; the accrual is to be included in Asset 16. Debts purchased at a premium or discount are to be reported net of the premium or discount. The net reported amount of such loans will be increased or decreased as the discounts or premiums are taken into income over the term of the loan. Fixed-term loans on which the interest for the term is pre-computed and added to the principal are to be reported net of the pre-computed interest.

Deposits with regulated financial institutions include all non-interest-bearing balances and interest-bearing balances, including correspondent relationships in Canada and elsewhere placed in the normal course of market trading where the only documentation exchanged is a confirmation of contract and the rates applied are the bid and offer of the market.

Insurance-related Assets comprise certain asset categories from Insurance Subsidiaries that do not readily fall into the asset categories used in institution financial statements. Examples are given in the detailed instructions for Asset 15.

Assets of Insurance Subsidiaries such as securities and mortgages that readily fall into the asset categories used by institutions are to be reported in these categories.

All amounts are to be expressed in thousands of Canadian dollar equivalents.

Other Instructions:

Loans to separately constituted boards or commissions that have borrowing authority and that carry on business enterprises are to be included under Asset 11(h).

(e) Lease Receivables

Exclude:

- conditional sales contracts (See Assets 11(f) and 11(h)).

(f) To Individuals for Non-Business Purposes

Include:

- outstanding balance under a credit card plan;
- loans granted under an institution's personal loan plan;
- conditional sales contracts to finance the acquisition of personal goods and services;
- overdrafts in individuals' deposit accounts under Liability 1(d), 2(a)(iv) and 2(b)(iv) and overdrafts in tax accounts related to residential mortgages;
- bridge financing loans associated with residential properties;
- government-guaranteed loan plans for individuals;
- loans to individuals secured by stocks and bonds;
- other loans to individuals for non-business purposes not included above.

(g) Reverse Repurchase Agreements

Include:

- reverse repurchase agreements

(h) To Individuals and Others for Business Purposes

Include:

- loans to government and municipal boards and commissions that are separately constituted and carry on business enterprises;
- loans to religious, charitable and welfare organizations, hospitals and private schools;
- loans, excluding loans to individuals for non-business purposes, guaranteed in whole or in part by Canada, a province or a municipality;
- securities acquired in the liquidation of a loan and held pending disposal or transfer to the Investment Account of the institution;
- except where offset is provided for in these instructions, other overdrafts in deposit accounts under Liability 1 or 2 and not reported elsewhere;
- acceptances of the institution purchased and held as loans that are those of corporate customers and those that were originally drawn by provinces or by municipal or school corporations;
- amount of partial participation in a loan made by another institution where recourse for reimbursement is against the lending institution only and limited to a share of the proceeds from the realization of the loan in proportion to the participation;
- accounts receivable factored;
- collateral mortgages;

(a) Residential

(i) Insured

Include:

- advances as well as completed loans insured under NHA or other insurance companies/agencies.

Exclude:

- mortgages that cease to be insured.

(ii) Uninsured

Include:

- advances as well as completed loans;
- real estate acquired in the liquidation of a loan previously reported in this category and held pending completion of arrangements for disposal or transfer to Asset 14 or 16.

(b) Non-residential

Include:

- advances as well as completed loans for commercial, farm and industrial mortgages.

A 13 Customers' Liability Under Acceptances, Less Allowance for Impairment

Include:

- Acceptances of the institution.

Other Instructions:

Acceptances of the institution when purchased and held are to be reported under Asset 11(h) with a corresponding reduction in Asset 13 and Liability 6, if previously reported in these categories.

Refer to Liability 6.

A 14 Land, Buildings and Equipment, Less Accumulated Depreciation

Include:

- land, buildings, furniture and equipment;
- leasehold improvements that are to be written off during the term of a lease;
- capital leases;
- interest capitalized during the period of construction of major projects;
- former institution premises no longer used as such;
- in "accumulated depreciation",

Other Instructions:

Dividends on term-preferred shares should be accounted for on the accrual basis, unless there are questions of collectability involved. Where collection is not in doubt, dividend income related to this type of preferred share should be accrued prior to the declaration of the dividends by the issuer.

Dividends on common shares and on preferred shares (other than term-preferred shares) should not be accrued until they are clearly payable by the issuer.

Interest on income debentures should be accounted for on the accrual basis, unless there are questions of collectability involved.

(b) Prepaid and Deferred Charges

Include:

- stationery inventory if any;
- prepaid insurance, taxes and other prepaid expenses;
- all postage and other stamp inventories, if any, held in Canada and elsewhere.

(c) Goodwill

Other Instructions:

Goodwill is carried at the amount initially recognized less any writedown for impairment.

(d) Intangibles

(i) with definite lives

Include:

- core deposit intangibles;
- customer lists and relationships;
- mortgage servicing rights;
- other intangibles

Other Instructions:

Less deductions for amortization charges.

(ii) with indefinite lives

Other Instructions:

Carried at amount initially recognized less any writedown for impairment.

(e) Future Income Taxes

Include:

- future taxes if balance is a debit.

(f) Derivative Related Amounts

Include:

- amounts relating to derivative instruments, including unrealized gains (losses are to be offset against gains only as permitted by Section 3860 of the CICA Handbook), deferred losses on hedging instruments, margin requirements and premiums paid.

Exclude:

- for Foreign Bank Branches only, derivative related amounts with head office, or other branches of the same bank (see Asset 16(f)).

(g) Due from Head Office and related Canadian regulated Financial Institutions (to be completed by Foreign Bank Branches only)

General Instructions:

Report on a gross basis:

- a) Netting of assets and liabilities is only permissible in accordance with CICA 3860.34; and
- b) Amounts "due to/from" one branch cannot be used to offset amounts "due to/from" either head office or another branch of the same bank.
- c) Unless there is a netting arrangement in place, it is possible to have both an asset and a liability with another branch.

Include:

- amounts due from head office, other branches of the same bank and related Canadian regulated financial institutions.

Other Instructions:

Amounts due from foreign affiliates of the bank should be treated as third party assets and reported separately in the appropriate balance sheet line items.

The sum of the amounts reported on asset memo item lines 4(a)(i), (ii) and (iii) must equal the total amount reported in asset 16(f).

Please refer to the glossary section in this manual for the definition of "Regulated Financial Institution".

(h) Other

Include:

- sundry accounts receivable;
- recoverable tellers' shortages;
- recoverable losses arising from defalcations, hold-ups, robberies, etc.;
- foreclosed real estate and other long-lived assets acquired in the liquidation of a loan;
- shareholdings that are of a temporary nature because of a formal agreement for disposal of the institution's interest;

- securities of clubs and like local not for profit organizations purchased for other than investment purposes;
- unamortized discount, if any, on **subordinated debt** issued and outstanding;
- special pension fund payments that have not yet been charged to operating expenses;
- other payments, etc. that have not been charged to operating expenses;
- other expenditures that are to be charged to operating expenses at a later date;
- any interest in a partnership that is not in the form of a loan or marketable security;
- assets sold with recourse.

MEMO ITEMS

(1) Gold/silver Assets Included in Assets

(a) Gold/silver Deposits with Regulated Financial Institutions

Include:

- all gold/silver and other precious metals deposits with regulated financial institutions included in Asset 5.

(b) Gold/silver Securities

Include:

- gold/silver and other precious metals securities included in Assets 7, 8, 9 and 10.

(c) Gold/silver Loans

Include:

- gold/silver and other precious metals loans included in Asset 11.

(2) Allowance for Impairment Related to

(a) Mortgage Loans

Include:

- the total allowance for impairment, individual and other, for loans reported in Asset 12.

(b) Non-Mortgage Loans

Include:

- the total allowance for impairment, individual and other, for loans reported in Asset 11.

(c) Other

Include:

- the total allowance for impairment, individual and other, for assets reported in Assets 5, 9, 10, 13, 15 and 16.

(3) Securitized Assets

General Instructions:

Report the outstanding balances for the current and prior periods.

(a) Institution's own assets

- (i) Credit card loans
Include:
 - credit card loans that otherwise would be reported in Asset 11.
 - (ii) Automobile loans
Include:
 - automobile loans that otherwise would be reported in Asset 11.
 - (iii) Personal loans
Include:
 - personal loans that otherwise would be reported in Asset 11.
 - (iv) Commercial loans
Include:
 - commercial loans that otherwise would be reported in Asset 11.
 - (v) Lease receivables
Include:
 - lease receivables that otherwise would be reported in Asset 11.
 - (vi) Residential mortgages, insured
Include:
 - residential mortgages, insured that otherwise would be reported in Asset 12.
 - (vii) Residential mortgages, uninsured
Include:
 - residential mortgages, uninsured that otherwise would be reported in Asset 12.
 - (viii) Non-residential mortgages
Include:
 - non-residential mortgages that otherwise would be reported in Asset 12.
 - (ix) Other assets
Include:
 - other assets not listed in the above categories.
- (b) Third Party Assets - Institution **sponsored**/administered

General Instructions:

Report the outstanding balances with which there are associated recourse provisions for the current and prior periods. The line references are the same as in section (a).

- (i) Credit card loans
- (ii) Automobile loans
- (iii) Personal loans
- (iv) Commercial loans
- (v) Lease receivables
- (vi) Residential mortgages, insured
- (vii) Residential mortgages, uninsured
- (viii) Non-residential mortgages
- (ix) Other assets

(4) Selected information to be completed by Foreign Bank Branches only

(a) Due from Head Office and related Canadian regulated Financial Institutions

(i) Head Office

Include:

- all amounts due from Head Office and other branches of the same bank included in asset 16(f).

(ii) Related Canadian regulated deposit-taking institutions

Include:

- all amounts due from related Canadian regulated Deposit-Taking Institutions included in asset 16(f).

(iii) Related Canadian regulated financial institutions

Include:

- all amounts due from related Canadian regulated Financial Institutions included in asset 16(f).

Other Instructions:

Please refer to the glossary section in this manual for the definition of Deposit-Taking Institutions and Financial Institutions.

(b) Claims on residents of the Home Country included in Assets

(i) Securities

Include:

- all securities on residents of the home country included in asset 10.

(ii) Loans

Include:

- all loans on residents of the home country included in assets 11 and 12.

(iii) Other

Include:

- all other claims on residents of the home country included in assets 5, 13, 15 and 16.

(5) Foreclosed long-lived assets acquired in liquidation of a loan (Report quarterly fiscal only. Monthly reporting between fiscal quarter-ends, is not required.)

(a) Held for sale

(i) Fair Value less cost to sell (at foreclosure)

(ii) Write-downs

(iii) Carrying amount

- a) Real estate
- b) Other

Other Instructions:

See Handbook paragraphs 3025.40 and 3475.30.

(b) Held for own use

- (i) Fair value (at foreclosure)
- (ii) Write-downs
- (iii) Carrying amount
 - c) Real estate
 - d) Other

Other Instructions:

See Handbook paragraphs 3025.40 and 3475.04.

LIABILITIES

General Instructions:

Include in the appropriate deposit category, liabilities of subsidiaries that are similar in nature and characteristics to, and that, if issued by the institution, would rank equally with deposit liabilities of the institution.

Liabilities of subsidiaries other than those reported under Liability 1, 2 or 3 and other than those that by their nature should be reported under Liability 8 or 9 are to be reported under Liability 7.

Deposits from an associated corporation that is a foreign deposit-taking institution are to be reported under Liability 1(c), 2(a)(iii), 2(b)(iii) or 3(c), as appropriate, and deposits from any other associated corporation are to be reported under Liability 1(e), 2(a)(v), 2(b)(v) or 3(e), as appropriate.

Except where offset is provided for in these Instructions, overdrafts in Liability 1 or 2 are to be included in the appropriate asset category.

Debit items should not be used to reduce reported deposit liabilities unless the charge has been shown in the customer's account as of the same date.

- (h) Due to Head Office and related Canadian regulated Financial Institutions (to be completed by Foreign Bank Branches only)

General Instructions:

Report on a gross basis:

- a) Netting of assets and liabilities is only permissible in accordance with CICA 3860.34; and
- b) Amounts “due to/from” one branch cannot be used to offset amounts “due to/from” either head office or another branch of the same bank.
- c) Unless there is a netting arrangement in place, it is possible to have both an asset and a liability with another branch.

Include:

- amounts due to head office, other branches of the same bank and related Canadian regulated financial institutions.

Other Instructions:

Amounts due to foreign affiliates of the bank should be treated as third party liabilities and reported separately in the appropriate balance sheet line items.

The sum of the amounts reported on liability memo item lines 4(a)(i), (ii) and (iii) must equal the total amount reported in liability 9(h).

- (i) Other

Include:

- foreign note circulation outstanding;
- dividends accrued and payable and estimated accrual-to-date of the dividend for the current quarter;
- contributions of institution and staff payable to Unemployment Insurance Fund;
- unamortized premiums on subordinated debt outstanding;
- income taxes withheld from staff salaries, directors' fees, dividends, etc.;
- estimated accrual-to-date of contributions, current and arrears, payable to the pension fund **and other termination benefits** for the current year;
- interim net profit or loss of financial period if it has not yet been debited or credited to retained earnings;
- gold and silver certificates;
- capital leases;
- allowance for impairment applicable to off-balance sheet items;
- accrued expenses and salaries and accounts payable;
- liability for assets sold with recourse;
- **financial instruments that relate to amounts reported as Tier 1 Capital in the G-3 but accounted for as liabilities. Include only preferred shares and amounts related to innovative tier 1 structures grandfathered under OSFI July 2003 and/or February 2004 Advisories.**

L 10 Non-Controlling Interests in Subsidiaries

Include:

- non-controlling interests arising from the consolidation of subsidiaries which are not 100% owned.

L 11 Subordinated Debt

Include:

- debentures;
- subordinated notes.

Other Instructions:

Report all amounts at par.

Unamortized discounts, if any, are to be reported under Asset 16.

Unamortized premiums, if any, are to be reported under Liability 9.

L 12 Shareholders' Equity

(a) Preferred Shares

Include:

- preferred shares issued by the institution.

(b) Common Shares

Include:

- common shares issued by the institution.

(c) Contributed Surplus

Include:

- premium on issues of shares less any payments of premium on redemption;
- capital contributions by shareholders without the issuance of shares.

(d) Retained Earnings

Include:

- interim profit (loss) not less frequently than at the end of each financial quarter.

Note: Do not report foreign currency split for retained earnings. The entire balance of the amount is deemed to be Canadian currency.

(e) Foreign Currency Translation Adjustments

Include:

- cumulative foreign currency translation

MEMO ITEMS

(1) Gold/silver Certificates Included in Other Liabilities

Include:

- the total amount of gold/silver and other precious metals certificates and deposits from other financial institutions included in Liability 9 - Other Liabilities.

(2) Allowance for Impairment on Off-Balance Sheet Items Included in Other Liabilities

Include:

- the total amount of allowances for impairment, individual and other, on off-balance sheet items included in Liability 9.

(3) Electronic Cash Cards included in cheques and other items in transit

Include:

- the total amount of electronic cash cards included in Liability 4 - Cheques and Other Items In Transit (Net). If the net transit figure is reported as a debit (Asset 6) report the appropriate credit balance for electronic cash cards.

(4) Selected information to be completed by Foreign Bank Branches only

(a) Due to Head Office and related Canadian regulated Financial Institutions

(i) Head Office

Include:

- all amounts due to Head Office and other branches of the same bank included in liability 9(h).

(ii) Related Canadian regulated deposit-taking institutions

Include:

- all amounts due to related Canadian regulated Deposit-Taking Institutions included in liability 9(h).

(iii) Related Canadian regulated financial institutions

Include:

- all amounts due from related Canadian regulated Financial Institutions included in liability 9(h).

(5) Guarantees – Maximum potential amount of future payments (Report quarterly fiscal only. Monthly reporting between fiscal quarter-ends, is not required.)

Include:

- backstop liquidity facilities
- credit derivatives/written put options – restricted to non-trading only
- financial standby letters of credit/performance guarantees
- credit enhancements
- stable value products* (GICs, other similar investment grade fixed income securities) *Stable value products generally offer book value protection primarily to plan sponsors of certain pension plans.
- recourse associated with mortgage loans sold
- other (Documentary L/Cs, forward assets purchased)

**Manual of Reporting Forms and Instructions
for Deposit-Taking Institutions**

AMENDMENT CONTROL LOG

Capital Adequacy Return

Amendment Number	Effective Date	Page Number	Description
Please note that as of November 2002, all changes are highlighted:			
7	November 2004	3	<u>Add:</u> ♦ Foreign Currency Translation Adjustment ♦ Trading in short positions of own shares (gross) ♦ Three memo items
		8	<u>Add:</u> ♦ Asset Securitization Commitments ♦ Footnote

CAPITAL ELEMENTS		CAR 2
Tier 1		
Common shares		
Contributed surplus		
Retained earnings		
Foreign currency translation adjustment		
Non-cumulative perpetual preferred shares		
Innovative instruments included in Tier 1 capital		Y
Non-controlling Tier 1 interests in subsidiaries (excluding innovative Tier 1)		
Common equity		
Non-cumulative perpetual preferred shares		
Gross Tier 1 capital		
Deduct:		
Intangible assets in excess of limit		L
Goodwill		M
Trading in short position of own shares (gross)		
For future use		
Net Tier 1 capital		D
Tier 2A		
Preferred shares		
Subordinated debt (Qualifying 99-year debentures)		
Eligible general allowance		Z
Non-controlling interests in subsidiaries (hybrid capital instruments)		
Gross Tier 2A capital		AA
Tier 2B		
Preferred shares		
Subordinated debt		
Non-controlling interests in subsidiaries (subordinated term instruments)		
Gross Tier 2B capital		AB
Gross Tier 2 Capital	AA+AB	
Deduct: For future sue		
Net Tier 2 Capital		AC
Total Tier 1 and 2 Capital	D+AC	
Deduct:		
Investments in unconsolidated subsidiaries / substantial investments		N
Other facilities treated as capital		O
Back-to-back inter-institutional placements of new capital issues		P
First loss protection		Q
Other		AD
Total capital	(D+AC)-(N+O+P+Q+AD)	E

Note: Tier 2 instruments should be reported net of amortization; attach details of amortization calculation

Limitations		
Net Tier 2 Capital as a % of Net Tier 1 Capital	(AC÷D)x100	
Gross Tier 2B Capital as a % of Net Tier 1 Capital	(AB÷D)x100	
Innovative Instruments included in Tier 1 Capital as a % of Net Tier 1 Capital	(Y÷D)x100	

Memo Items

Financial instruments included in Tier 1 capital, accounted for as liabilities or not consolidated, but grandfathered under OSFI July 2003 and/or February 2004 Advisories, and reported above in:		
Non-cumulative perpetual preferred shares (datapoint 0322)		
Innovative instruments (datapoint 2289)		
Non-controlling interests – Non cumulative perpetual preferred shares (0522)		

CAR 3

On-balance sheet assets	Risk-Weighting	Balance	Adjustment for Collateral	Adjustment for Guarantees	Net Assets	Net Risk-Weighted Assets
Gold coin and gold and silver bullion	100%					
	20%					
	0%					
Bank notes and other coin	0%					
Deposits with Bank of Canada	0%					
Deposits with regulated financial institutions, less allowance for impairment						
(a) OECD central banks	0%					
(b) Non-OECD central banks denominated and funded in local currency	0%					
(c) OECD banks and Canadian deposit-taking institutions	20%					
	0%					
(d) Non-OECD banks with residual maturity 1 year and less	20%					
	0%					
(e) Other	100%					
	20%					
	0%					
Cheques and other items in transit (net)	20%					
	0%					
Securities issued or guaranteed by Canada	0%					
Securities issued or guaranteed by a Canadian province or territory	0%					
Securities issued or guaranteed by a Canadian municipal or school corporation	20%					
	0%					
Other securities, less allowance for impairment	100%					
	50%					
	20%					
	0%					
Non-mortgage loans, less allowance for impairment						
(a) call and other short loans to investment dealers and brokers, secured	100%					
	20%					

CAR 4

Instrument	Nominal Principal Amount (1)	Credit Conversion Factor (2)	Risk-Weight (3)	Risk Weighted Equivalent (1x2x3)
Asset Securitization Commitments – Eligible liquidity facilities ¹				
- with general market disruption clause		0%	0%	
- without general market disruption clause		10%	100%	
Other commitments		0%	0%	
		50%	0%	
		50%	20%	
		50%	100%	
Derivative contracts (Appendix II)				
Interest rate contracts				
Foreign exchange and gold contracts				
Equity-linked contracts				
Precious metals (other than gold contracts)				
Other commodity contracts				
Total off-balance sheet exposures				B

¹ Effective on implementation of the 2004 revisions to Guideline B-5

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

Charge for Impairment

Amendment Number	Effective Date	Page Number	Description
Please note that throughout this Tab, the following changes are all identified by a sidebar:			
1	November 1999	1	<u>Add:</u> ♦ Section 600 of the Bank Act (applies to Foreign Bank Branches) <u>Change:</u> ♦ Section 523 of the Bank Act is now Section 628
2	November 2004	2, 3	<u>Delete:</u> ♦ Country Risk Allowances

CHARGE FOR IMPAIRMENT REPORT

INDIVIDUAL ALLOWANCES	RESIDENT	NON-RESIDENT	TOTAL
1. Deposits with Regulated Financial Institutions			
2. Securities			
3. Non-Mortgage Loans			
(a) Financial Institutions			
(b) Foreign Governments			
(c) Lease Receivables			
(d) Individuals for Non-Business Purposes			
(i) Credit Card Loans			
(ii) Personal Loans			
(e) Individuals and Others for Business Purposes			
(i) Public			
(ii) Private			
(A) Agriculture			
(B) Fishing and Trapping			
(C) Logging and Forestry			
(D) Mining, Quarrying and Oil Wells			
(E) Manufacturing			
(F) Construction and Real Estate			
(G) Transportation, Communication, Other Utilities			
(H) Wholesale Trade			
(I) Retail			
(J) Service			
(K) Multi-Product Conglomerates			
(L) Others			
(f) Reverse Repurchase Agreements			
4. Mortgage Loans			
(a) Residential			
(b) Non-residential			
5. Other On-Balance Sheet Assets			
6. Off-Balance Sheet Assets			
TOTAL INDIVIDUAL ALLOWANCES			
GROUP ALLOWANCES			
TOTAL CHARGE FOR IMPAIRMENT CHARGED TO THE CONSOLIDATED STATEMENT OF INCOME AND EXPENSES			

GENERAL INSTRUCTIONS

The asset references in this report are consistent with the "Monthly Balance Sheet" unless stated otherwise.

The detail reporting is only for the individual allowances. Group allowances are reported as a single line item.

The reporting of individual allowances for non-mortgage loans to individuals and others for business purposes (line 3(e)) follows the 1980 Statistics Canada Standard Industrial Classification (SIC) to identify the borrowers.

The report requires a resident and non-resident split.

Non-residents are individuals, corporations or other organizations (including international and other extra-territorial agencies) not ordinarily resident in Canada. Residential status is to be determined by reference to the recorded address of the individual, corporation or other organization, unless the institution knows that the residential status is different from the recorded address.

The report must reconcile to the sum of the charge for impairment on the quarterly allowance for impairment report.

All amounts are to be expressed in thousands of dollars.

1. Deposits with Regulated Financial Institutions

Report individual allowances relating to Asset 5.

2. Securities

Report individual allowances relating to Asset 10.

3. Non-Mortgage Loans

(a) Financial Institutions

(b) Foreign Governments

(c) Lease Receivables

Report individual allowances relating to Asset 11(b), (d) and (e).

(d) Individuals for Non-Business Purposes

Report individual allowance for credit card loans and personal loans separately. Total of the two lines related to Asset 11(f).

(e) Individuals and Others for Business Purposes

Report individual allowances for every line. The total of all lines relate to Asset 11(h). The lines (i) and (ii)(A) to (L) are consistent with those on the Non-Mortgage Loans Return.

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

Geographic Distribution of Assets and Liabilities Booked In Canada

Amendment Number	Effective Date	Page Number	Description
Please note that as of November 2002, all changes are highlighted:			
		23	<u>Change:</u> <ul style="list-style-type: none"> ◆ Banque du Liban to Central Bank of Lebanon ◆ Banque d'Algérie to Bank of Algeria <u>Add :</u> <ul style="list-style-type: none"> ◆ Congo, Democratic Republic and Central Bank of Congo ◆ Eritrea and National Bank of Eritrea
		24	<u>Change:</u> <ul style="list-style-type: none"> ◆ Banque Centrale de Mauritanie to Central Bank of Mauritania ◆ Banque AII Maghrib to Bank of Morocco ◆ Banque Centrale de Tunisie to Central Bank of Tunisia ◆ Banque Nationale du Cambodge to National Bank of Cambodia <u>Add:</u> <ul style="list-style-type: none"> ◆ French Polynesia, New Caledonia and Wallis and Futuna and Institut d'Emission d'Outre-Mer <u>Delete:</u> <ul style="list-style-type: none"> ◆ Zaire and Banque du Zaire
		25	<u>Add:</u> <ul style="list-style-type: none"> ◆ Nauru, Republic of and Bank of Nauru ◆ Tuvalu and National Bank of Tuvalu
7	November 2004	1, 10	<u>Add:</u> <ul style="list-style-type: none"> ◆ "Other Exposures" to claims and liabilities
		2	<u>Add:</u> <ul style="list-style-type: none"> ◆ heading "Claims-Immediate Borrower Basis" to Part I of monthly return
		3	<u>Add:</u> <ul style="list-style-type: none"> ◆ heading "Claims-Immediate Borrower Basis" to Part I of quarterly return ◆ columns 400, 401, 402, 403, 404, 411, 412, 413, 414, 420, 421, 422, 423 <u>Delete:</u> <ul style="list-style-type: none"> ◆ columns 14, 15, 16
		4-9	<u>Change:</u> <ul style="list-style-type: none"> ◆ List of Country Codes re-ordered as per International convention
		11-16	<u>Add:</u> <ul style="list-style-type: none"> ◆ General instructions for new columns added and changes made to the return Note: Extensive changes please see pages noted.
		17-18	<u>Add:</u> <ul style="list-style-type: none"> ◆ Specific instructions for new columns added and changes made to the return <u>Delete:</u> <ul style="list-style-type: none"> ◆ "Record layout for Tape files" . It is now located in the Electronic Filing section of the manual.
		20-26	<u>Change:</u> <ul style="list-style-type: none"> ◆ List of Official Monetary Institutions re-ordered as per International convention <u>Add:</u> <ul style="list-style-type: none"> ◆ List of International Financial Agencies ◆ List of UN Agencies
		27-29	<u>Add:</u> <ul style="list-style-type: none"> ◆ Examples for reporting of individual transactions

The return of the geographical distribution of assets and liabilities booked in Canada applies to all Chartered Banks and Foreign Bank Branches. Trust and Loan Companies are not required to submit this return.

RETURN OF THE GEOGRAPHICAL DISTRIBUTION OF ASSETS AND LIABILITIES BOOKED IN CANADA

PURPOSE

The purpose of this return is to provide foreign currency and Canadian currency information regarding the size and nature of an institution's claims, **other exposures**, and liabilities to residents of foreign countries and Canada that are booked in Canada. The data are an important source of information for measuring Canada's balance of payments and are the basis for fulfilling Canada's reporting responsibilities to the Bank for International Settlements.

STATUTORY

Sections 628 and 600 of the Bank Act.

APPLICATION

This return applies to all banks and foreign bank branches. Trust and Loan Companies are not required to submit this return.

PUBLICATION

Certain information is published on a total for all institutions basis in the Bank of Canada Banking and Financial Statistics, in Statistics Canada's Balance of Payments (Capital Account) publication and in certain BIS publications.

FREQUENCY

As at each month-end . **Some data are required only for calendar quarter-ending months and these should be reported separately.**

CONTACT PERSON

Provide name and phone number of person to contact regarding any questions about this return.

REPORTING DATES

This return is to be completed as at the last day of each month and submitted within 30 days of the reporting date.

WHERE TO SUBMIT

Bank of Canada.

Part I

Claims Booked in Canada at Head Office, Canadian Branches and Corporations Controlled by the Bank, and Canadian Branches or Offices of Foreign Corporations Controlled by the Bank (monthly reporting)

Claims – Immediate Borrower Basis

Deposits		Official monetary <u>institutions</u>	<u>Securities</u>	Loans		Total <u>claims</u>	Total head office claims on foreign branches, agencies & consolidated subsidiaries		
Balances with banks	Non-interest			<u>Banks</u>	<u>Non-bank</u>		Long	<u>Other</u>	<u>Total</u>
<u>Interest bearing</u>	<u>bearing</u>	(110)	(3)	(4)	(5)	(6)	<u>term</u>	(172)	(17)
(1)	(2)						(171)		

Part II

Liabilities Booked in Canada at Head Office, Canadian Branches and Corporations Controlled by the Bank, and Canadian Branches or Offices of Foreign Corporations Controlled by the Bank (for non-calendar quarter-ending months)

Banks		Deposits payable			Total head office liabilities to foreign branches, agencies and <u>consolidated subsidiaries</u>	Subordinated <u>debt</u>
<u>Interest bearing</u>	Non- interest <u>bearing</u>	Official monetary <u>institutions</u>	<u>Other</u>	<u>Total</u>		
(18)	(19)	(20)	(21)	(22)	(27)	(664)

Part I

Claims Booked in Canada at Head Office, Canadian Branches and Corporations Controlled by the Bank, and Canadian Branches or Offices of Foreign Corporations Controlled by the Bank (for calendar quarter-ending months)

Claims – Immediate Borrower Basis

<i>Deposits</i>			<i>Securities</i>															
<i>Balances with banks</i>		<i>Official</i>	<i>Short-term issued by</i>			<i>Long-term issued by</i>			<i>Equities issued by</i>			<i>Total securities</i>						
<i>Interest bearing</i>	<i>Non-interest bearing</i>	<i>monetary institutions</i>	<i>Non-banks</i>			<i>Non-banks</i>			<i>Non-banks</i>			<i>Non-banks</i>			<i>Total securities</i>			
<i>(1)</i>	<i>(2)</i>	<i>(110)</i>	<i>Banks</i>	<i>Private</i>	<i>Public</i>	<i>Banks</i>	<i>Private</i>	<i>Public</i>	<i>Banks</i>	<i>Private</i>	<i>Public</i>	<i>Banks</i>	<i>Private</i>	<i>Public</i>	<i>Banks</i>	<i>Private</i>	<i>Public</i>	<i>(3)</i>
<i>(364)</i>	<i>(365)</i>	<i>(366)</i>	<i>(367)</i>	<i>(368)</i>	<i>(369)</i>	<i>(370)</i>	<i>(371)</i>	<i>(372)</i>	<i>(373)</i>	<i>(374)</i>	<i>(375)</i>							

Claims – Immediate Borrower Basis

<i>Loans</i>				<i>Distribution of total claims by residual term to maturity</i>					<i>Total head office claims on foreign branches, agencies and consolidated subsidiaries</i>		
<i>Banks</i>		<i>Non-banks</i>		<i>Total claims</i>	<i>1 year and less</i>	<i>1 year up to and including 2 years</i>	<i>More than 2 years</i>	<i>Unallocated</i>	<i>Long term</i>	<i>Other</i>	<i>Total</i>
<i>(4)</i>	<i>Private (521)</i>	<i>Public (522)</i>	<i>Total (5)</i>	<i>(6)</i>	<i>(99)</i>	<i>(11)</i>	<i>(112)</i>	<i>(400)</i>	<i>(171)</i>	<i>(172)</i>	<i>(17)</i>

Outward risk transfers				Inward risk transfers				Total claims ultimate risk basis	Other exposures - ultimate risk basis		
<i>Banks</i>		<i>Non-banks</i>		<i>Banks</i>		<i>Non-banks</i>			<i>Unused credit commitments</i>		<i>Derivatives</i>
<i>(401)</i>	<i>Private (402)</i>	<i>Public (403)</i>	<i>Total (404)</i>	<i>(411)</i>	<i>Private (412)</i>	<i>Public (413)</i>	<i>Total (414)</i>	<i>(420)</i>	<i>Guarantees (421)</i>	<i>Other (422)</i>	<i>(423)</i>

Part II

Liabilities Booked in Canada at Head Office, Canadian Branches and Corporations Controlled by the Bank, and Canadian Branches or Offices of Foreign Corporations Controlled by the Bank (for non-calendar quarter-ending months)

<i>Deposits payable</i>					<i>Total Head Office liabilities to foreign branches, agencies and consolidated subsidiaries</i>		<i>Subordinated debt</i>
<i>Banks</i>		<i>Official</i>	<i>Other</i>	<i>Total</i>			<i>(664)</i>
<i>Interest bearing</i>	<i>Non-interest bearing</i>	<i>monetary institutions</i>	<i>(21)</i>	<i>(22)</i>	<i>(27)</i>		
<i>(18)</i>	<i>(19)</i>	<i>(20)</i>					

LIST OF COUNTRY CODES

A. Developed countries

(i) Europe

Andorra	403
Austria	437
Belgium	406
Denmark	409
Faroe Islands	479
Finland	441
France	412
Germany	415
Greece	445
Greenland	480
Iceland	449
Ireland	418
Italy	421
Liechtenstein	453
Luxembourg	424
Monaco	427
Netherlands	430
Norway	457
Portugal	461
San Marino	491
Spain	465
Sweden	469
Switzerland	473
United Kingdom	124
Vatican	433

(ii) Other countries

Australia	812
Japan	135
New Zealand	824
United States	110

B. Offshore centres

Aruba	208
Anguilla	274
Antigua and Barbuda	207
Bahamas	209
Bahrain	604
Barbados	212
Bermuda	215
British Virgin Islands	218
Cayman Islands	221
Gibraltar	485
Guernsey	486

Hong Kong	658
Isle of Man	487
Jersey	488
Lebanon	620
Macau	670
Mauritius	758
Montserrat	260
Netherlands Antillies	263
Panama	363
Panama Canal Zone	367
Singapore	686
St. Kitts-Nevis	272
Vanuatu (formerly New Hebrides)	856

C. Developing Countries

(i) Europe

Albania	515
Belarus	517
Bosnia-Herzegovina	519
Bulgaria	521
Croatia	525
Cyprus	481
Czech Republic	526
Estonia	529
Hungary	539
Latvia	540
Lithuania	541
Macedonia	542
Malta	489
Moldova	543
Poland	545
Romania	551
Russian Federation	553
Serbia and Montenegro	554
Slovak Republic	552
Slovenia	555
Turkey	477
Ukraine	556

(ii) Latin America, Caribbean, and Western Atlantic Islands

Argentina	303
Belize	307
Bolivia	311
Brazil	315
Chile	319
Colombia	323
Costa Rica	327
Cuba	224
Dominica	227

Dominican Republic	230
Ecuador	331
El Salvador	335
Falkland Islands	233
French Guiana	339
Guadeloupe	239
Grenada	236
Guatemala	343
Guyana	347
Haiti	242
Honduras	351
Jamaica	248
Martinique	257
Mexico	355
Nicaragua	359
Paraguay	371
Peru	375
Puerto Rico	202
St. Lucia	275
St. Pierre and Miquelon	278
St. Vincent	281
Surinam	379
Trinidad and Tobago	287
Turks and Caicos Islands	290
Uruguay	383
U.S. Virgin Islands	205
Venezuela	387
(iii) Africa and Middle East	
*Abu Dhabi	602
Algeria	702
Angola	704
Benin (formerly Dahomey)	724
Botswana	706
Burkina Faso	802
Burundi	708
Cameroon Republic	712
Cape Verde Islands	714
Central African Republic	716
Chad	718
Cocos (Keeling) Islands	814
Comoros Islands	720
Congo, Democratic Republic of (formerly Zaire)	804
Congo, People's Republic of	722
*Dubai	606
Djibouti (formerly French Afars & Issas)	730
Egypt	608
Equatorial Guinea	726
Eritrea	727
Ethiopia	728
Gabon	732
Gambia	734
Ghana	736

Guinea	738
Guinea-Bissau	740
Heard and MacDonal Islands	816
Iran	610
Iraq	612
Israel	614
Ivory Coast	742
Jordan, Hashemite Kingdom of	616
Kenya	744
Kuwait, State of	618
Lesotho	746
Liberia	748
Libya, Arab Republic of	622
Madagascar (Malagasy Republic)	750
Malawi	752
Mali	754
Mauritania	756
Morocco	760
Mozambique	762
Namibia	764
Niger	766
Nigeria	768
Oman	626
Palestinian Autonomy	627
Qatar	628
Reunion Islands	770
Rwanda	774
Sao Tomé and Principe	778
Saudi Arabia	630
Senegal	780
Seychelles	782
Sierra Leone	784
Somalia	786
St. Helena	776
South Africa	701
Sudan	790
Swaziland	792
Syria	632
Tanzania	794
Togo	796
Tunisia	798
Uganda	800
*United Arab Emirates	634
Western Sahara	788
Yemen, Republic of	636
Zambia	806
Zimbabwe (formerly Rhodesia)	772

* Report Abu Dhabi and Dubai separately from other members of United Arab Emirates.

(iv) **Asia and Pacific**

Afghanistan	648
American Samoa	832
Antarctica	834
Armenia	647
Azerbaijan	649
Bangladesh	650
Bhutan, Kingdom of	652
British Indian Ocean Territory	710
Brunei	654
Cambodia	664
China, People's Republic of	640
Christmas Island	840
Cook Islands	826
Fiji	842
French Polynesia	844
Georgia	657
Guam	848
India	660
Indonesia	662
Johnston Island	850
Kazakhstan	665
Kiribati (Canton and Enderbury, Gilbert Island, Phoenix Islands, Line Islands)	846
Korea, Republic of (south)	666
Korea, Democratic People's Republic of	642
Kyrgyzstan	667
Laos	668
Malaysia	672
Maldives, Republic of	674
Marshall Island	872
Micronesia	874
Midway Island	852
Mongolian People's Republic	644
Myanmar (formerly Burma)	656
Nauru	818
Nepal, Kingdom of	676
New Caledonia	854
Niue Island	828
Norfolk Island	820
Pacific Islands (Trust Territory)	858
Pakistan	678
Palau	876
Papua New Guinea	822
Philippines	680
Pitcairn Islands	860
Samoa	870
Sikkim	684
Solomon Islands	836
Sri Lanka	688
Taiwan	690
Tajikistan	691

Thailand	692
Timor Leste	682
Tokelau or Union Islands	830
Tonga	862
Turkmenistan	693
Tuvalu	838
U.S. Miscellaneous	864
Uzbekistan	695
Vietnam	646
Wake Island	866
Wallis and Futuna Islands	868
D. <u>International and Unallocated</u>	
(i) Caribbean Development Bank	293
Inter-American Development Bank	391
Asian Development Bank	694
African Development Bank	808
East Africa Development Bank	810
Other International Financial Agencies (see list of IFA)	905
(ii) Other Financial Agencies	910*
(a) Bank of International Settlements	915
(b) U.N. Agencies res. (see list of UN agencies)	920
(iii) European Union	922
(iv) European Central Bank	923
(vi) Unallocated	925*
(a) Shipping loans	930
(b) Other	935
E. <u>Canada</u>	146
<u>Totals</u>	999

* Banks are encouraged to discontinue reporting data for these country codes at their earliest convenience and to use, alternatively, the country codes in the sub-categories. i.e., 915, 920, and 930, 935.

CURRENCY CODES

- 1 Canadian currency
- 2 U.S. dollars
- 3 British sterling
- 4 EURO
- 5 Swiss francs
- 6 All other currencies

GENERAL INSTRUCTIONS

The purpose of this return is to provide foreign currency and Canadian currency information regarding the size and nature of an institution's claims, other exposures, and liabilities to residents of foreign countries and Canada that are booked in Canada. The data are an important source of information for measuring Canada's balance of payments and are the basis for fulfilling Canada's reporting responsibilities to the Bank for International Settlements.

Institutions should file the data as two separate returns: code GM for the monthly variables and code GQ for the quarterly variables.

The information reported covers claims, other exposures, and liabilities booked at the Head Office of the institution, at Canadian branches of the institution, at the Head Office or Canadian branches of Canadian Corporations controlled by the institution, or at Canadian branches or offices of foreign corporations controlled by the institution (that is, Canadian units of the institution). International departments or divisions are considered to be residents of the country in which the office is located. The level of consolidation for this return should be the same as that for the Balance Sheet. The positions of investment dealer subsidiaries are to be consolidated into this return.¹

All foreign currency claims, other exposures, and liabilities (whether vis-à-vis residents or non-residents) are to be reported on this return. Only Canadian dollar claims, other exposures, and liabilities vis-à-vis non-residents are to be reported on this return. That is, there should be no Canadian dollar booked in Canada data reported vis-à-vis Canadian residents. The only exceptions are inward risk transfer columns, since Canadians may have guaranteed a Canadian dollar claim on a non-resident.

Separate data are required with respect to positions in Canadian dollars, U.S. dollars, British sterling, EURO, Swiss francs and "all other foreign currencies". Foreign currencies amounts are to be translated into Canadian currency equivalent amounts using closing foreign exchange rates provided by the Bank of Canada. Currencies for which the Bank of Canada does not provide closing rates may be converted to Canadian currency equivalents using a representative closing market mid-rate or the most recently quoted market rate available.

As of January 1, 1999, members of the European Monetary Union (EMU) merged their currencies into a new currency, the EURO. EMU members include: Austria, Belgium, Finland, France, Germany, Greece (2001), Ireland, Italy, Luxembourg, Netherlands, Portugal and Spain. Prior to January 1, 1999, EMU member currencies were reported in the "Other Currencies" column, with the exception of Deutsche Marks, which were reported separately. Beginning January 1, 1999, all EURO currency entries (i.e., entries for all EMU members) are reported in the "EURO" column.

Claims, other exposures, and liabilities are referred to as column numbers; this reference is for purposes of reporting the return to the Bank of Canada. The residency of counterparties on both an immediate borrower and ultimate risk basis, is to be indicated according to a three digit country code provided on the List of Country Codes. References to "sections" in these instructions are intended to refer to the various sections on the List of Country Codes.

All claims and other exposures are to be reported gross of any allowances for impairment. Accrued interest is to be excluded from all parts of the return. Exclude all gold and silver balances, foreign coin, foreign government or bank notes, net debit or credit items in transit vis-à-vis third parties, amounts reported as insurance-related assets and liabilities, and items reported in the "other" assets and liabilities items on the month-end balance sheet.

¹ Banks that do not currently consolidate the positions of investment dealer subsidiaries into this return are to do so beginning March 2006.

Claims, other exposures, and liabilities are to be initially classified on a geographical basis according to the mailing address of the counterparty, unless the bank is aware that the resident status of the counterparty is different from their mailing address. Foreign branches or foreign subsidiaries of Canadian corporations are classified as non-residents (making them residents of the foreign country in which they are operating), while branches or subsidiaries of foreign corporations operating in Canada are classified as residents. Claims, other exposures and liabilities vis-à-vis international institutions are to be reported separately in section D of the return (see list of country codes).

All intra-institution balances (including intra-institution net debit and credit items in transit) with foreign units of the institution are to be reported separately in the memorandum columns 17, 171, 172 or 27. Intra-institution balances refer to claims on or liabilities to foreign branches, agencies and consolidated subsidiaries booked in Canada at the Head Office of the institution, at Canadian branches of the institution, at the Head Office or Canadian branches of Canadian Corporations controlled by the institution, or at Canadian branches or offices of foreign corporations controlled by the institution. **Institutions are to include retained earnings in column 171 (Long term).**

Bearer term deposits and other similar negotiable instruments for which the institution has no way of knowing the residency of the holder of such instruments are to be reported in section D (country code 935) on Part II of the return under the column 'other deposits payable'. Subordinated debt issued by the institution is to be allocated to country of residence of the holder of the debt. In cases where the institution cannot know the residency of the holder of such debt, report amounts outstanding in section D (country code 935).

In section D of the list of country codes, reference is made to shipping loans. "Shipping loans" are defined to be those loans made upon the security of a ship to an entity whose address reflects its desire to fly "flags of convenience" (usually Liberian or Panama), and whose income is generated by chartering its ship to a resident of another country. Since it is difficult to ascertain where the borrower is domiciled and what the ultimate risk might be, these types of loans should be reported separately in section D (unallocated) (country code 930). It is not necessary to file any information regarding risk transfers for these types of loans.

For reporting purposes of Part I, total immediate borrower claims, outward risk and inward risk transfers are further disaggregated by sector (Banks, Private, and Public). Total immediate borrower claims are also broken down by residual term to maturity. Claims that cannot be classified by maturity, such as equity, should be assigned to the residual category "unallocated".

Sector:

"Banks" are defined to include all institutions that are regarded as banks in the countries in which they are incorporated and supervised by the appropriate banking supervisory or monetary authority. International agencies such as development banks are to be classified as public non-banks borrowers. Claims, other exposures, and liabilities vis-à-vis international agencies should be reported separately in section D of the return.

"Public" borrowers are defined to include all governments in a country whether central, provincial, state, regional, municipal or local, their departments and agencies. Regional, national, and international development banks are to be classified as public borrowers. Securities issued by or loans to official monetary institutions are to be treated as public claims (see attached list of official monetary institutions). Government business enterprises, i.e., corporations and other entities other than banks that are majority controlled (over 50 per cent owned directly or indirectly) or deemed by the reporting bank to be controlled by governments, are classified as public borrowers. ²

² **Government business enterprises may be reclassified from public to the private sector (effective March 2006). Final decision by OSFI and the Bank of Canada is pending.**

"Private" is defined to include all borrowers not classified as banks or public borrowers.

Risk transfers:

Information on claims on immediate borrowers that can be reallocated to the country (and/or sector) where the final risk lies, i.e., the entity of ultimate risk, is to be reported by way of outward and inward risk transfers. In line with the risk reallocation principle for measuring country exposure recommended by the Basel Committee on Banking Supervision, the country of ultimate risk or where the final risk lies is defined as the country in which the guarantor of a financial claim resides and/or the country in which the head office of a legally dependent branch is located. Claims on separately capitalized subsidiaries can only be considered as being guaranteed by the head office if the parent has provided an explicit guarantee. Collateral may be considered as an indicator of where the final risk lies to the extent that it is recognized as a risk mitigant under the Basel Capital Accord.³ The following is a list of eligible collateral (for more details refer to the Quantitative Impact Study referenced below):

- (a) cash on deposit with the lending bank including certificates of deposit or comparable instruments issued by the lending bank
- (b) gold
- (c) debt securities rated by a recognized external credit assessment institution where these are either:
 - at least BB- when issued by sovereigns and public sector entities (PSEs) that are treated as sovereigns by the national supervisor; or
 - at least BBB- when issued by other issuers (including banks and securities firms); or
 - at least A2/P3
- (d) debt securities not rated by a recognized external credit assessment institution where these are:
 - issued by a bank; and
 - listed on a recognized exchange; and
 - qualify as senior debt; and
 - all other rated issues of the same seniority by the issuing bank are rated at least BBB- or A3/P3 by a recognized external credit assessment institution; and
 - the bank holding the securities as collateral has no information to suggest that the issue justifies a rating below BBB- or A3/P3 (as applicable); and
 - the supervisory is sufficiently confident about the market liquidity of the security
- (e) equities that are included in a main index
- (f) equities that are not included in a main index but are listed on a recognized exchange
- (g) undertakings for Collectives Investments in Transferable Securities (UCITS) and mutual funds where:
 - a price for the units is publicly quoted daily; and
 - the UCITS/mutual fund is limited to investing in the instruments listed in this section

³ See Basel Committee on Banking Supervision, Quantitative Impact Study 3, Technical Guidance, Part2, II.B and III.H.9, October 2002.

Additional types of collateral (besides financial collateral as set out above):

- 1) Commercial real estate (CRE) and residential real estate (RRE) collateral;
- 2) Finance receivables collateral with an original maturity of less than or equal to one year;
- 3) Other physical collateral with existing liquid markets and available market prices; and
- 4) Leasing collateral (e.g., equipment).

If credit derivatives are used to cover for the counterparty risk of financial claims in the banking book, the country of ultimate risk of these positions is defined as the country in which the counterparty to the credit derivative contract resides. However, credit derivatives, such as credit default swaps and total return swaps, that belong to the trading book of the protection buying reporting bank should only be reported under the “Derivatives” category, and all other credit derivatives should be reported as “Guarantees” by the protection seller (see Guarantees and Other Unused Credit Commitments below).

Reporting of Credit derivatives

	Buy protection	Sell protection
Banking book	Risk transfers	Guarantees
Trading book	Derivatives	Guarantees

In the case of security holdings, such as credit-linked notes and other collateralized debt obligations and asset-backed securities, a “look-through” approach should be adopted and the country of ultimate risk is defined as the country where the debtor of the underlying credit, security or derivative contract resides.

Note that inward and outward risk transfers are used to report transfer of risk from one sector to another sector, even when the country of the immediate borrower and the country of ultimate risk are the same. The total for all outward risk transfers will equal the total for all inward risk transfers for all currencies except the Canadian dollar. Where banks are unable to allocate outward risk by country because the protection has been purchased to cover a group, e.g., an industry exposure, banks are to use a reasonable weighted-average allocation formula, e.g., weighted-average based on total claims of the group. Amounts involved in such allocations should be insignificant.

The following example demonstrates a risk transfer. A borrower in country X borrows \$1 million Canadian equivalent from a chartered bank, and the repayment of that loan is guaranteed by another entity in country Y. For purposes of risk transfer, this transaction would be reported as follows:

(Thousands of Canadian Dollars)

Claims On	Loans	Outward Risk Transfer	Inward Risk Transfer
(1)	2)	(3)	(4)
1. Country X	1,000	1,000	
2. Country Y			1,000

The data in line 1 tell us that the bank has a \$1 million claim on a borrower located in country X, and this claim is guaranteed by a resident of another country. Line 2 data tell us that the residents of country Y have provided an unconditional credit commitment for the claims the bank has on the residents of another country. Note that the total of the "Outward Risk Transfer" column and the "Inward Risk Transfer" column (columns 3 and 4 in the above example) will be the same.

The following equation illustrates how to derive claims on an ultimate risk basis:

$$\begin{array}{ccccccc} \text{Total Claims} & - & \text{Outward Risk} & + & \text{Inward Risk} & = & \text{Total Claims} \\ \text{(Immediate Borrower Basis)} & & \text{Transfer} & & \text{Transfer} & & \text{(Ultimate Risk Basis)} \end{array}$$

Derivatives:

Banks are to provide data on financial claims (i.e., positive market values) resulting from derivative contracts, independent of whether they are booked as on- or off-balance sheet items. The data should be reported on an ultimate risk basis, i.e., the positions should be allocated to the country where the final risk lies. The data should cover in principle all derivative contracts that are reported in the context of the BIS regular OTC derivatives statistics. The data thus mainly comprise forwards, swaps and options relating to foreign exchange, interest rate, equity, commodity and credit derivative contracts. As previously indicated, credit derivatives that are used to cover for the counterparty risk of financial claims in the banking book should be reported as “risk transfers” and not as derivatives (see credit derivatives table on page 13).

The following is a description of common OTC derivative instruments:

- forwards
- swaps
- OTC options (if sold, do not include)

Forward contracts: Forward contracts represent agreements for delayed delivery of financial instruments or commodities in which the buyer agrees to purchase and the seller agrees to deliver, at a specified future date, a specified instrument or commodity at a specified price or yield. Forward contracts are not traded on organized exchanges and their contractual terms are not standardized. Forward contracts are to be reported that have been entered into by the reporting bank and are outstanding (i.e., open contracts) as at the reporting date. Contracts are outstanding (i.e., open) until they have been cancelled by acquisition or delivery of the underlying financial instrument or commodity or settled in cash.

Swaps: Swaps are transactions in which two parties agree to exchange payment streams based on a specified notional amount for a specified period.

OTC options: Option contracts convey either the right or the obligation, depending upon whether the reporting institution is the purchaser or the writer, respectively, to buy or sell a financial instrument or commodity at a specified price up to a specified future date. OTC option contracts include all option contracts not traded on an organized exchange. These include: swaptions, i.e., options to enter into a swap contract, and contracts known as caps, floors, collars, and corridors. Options such as call features embedded in loan, securities and other on-balance-sheet assets are not to be included. Sold options are not considered a financial claim and therefore are not to be included under derivatives. (Note: Sold options can be used to provide protection under various contractual arrangements for credit derivatives – see risk transfer section).

Derivative Valuation:

“Positive market value” of derivatives is defined as the absolute value of open contracts with a positive replacement value evaluated at market prices prevailing at the reporting date. Thus, the positive market value of a bank’s outstanding contracts is the sum of all positive replacement values of a reporting bank’s contracts at current market prices (and which therefore, if they were settled immediately, would represent claims on counterparties). Amounts are to be reported after taking into account all legally enforceable bilateral netting agreements. Note negative market values are not to be included.

In the case of forwards and swaps, the market (or replacement) value of outstanding contracts to which the reporter is counterparty is either positive, zero, or negative, depending on how the underlying prices have moved since the contract's initiation. Unlike forwards or swaps, OTC options have a market value at initiation that is equal to the premium paid to the writer of the option. Throughout their life option contracts can only have a positive market value for the buyer and a negative market value for the seller.

For a forward, a contract to purchase USD against CDN at a forward rate of 1.50 when initiated has a positive market value if the USD/CDN forward rate at the time of reporting for the same settlement date is higher than 1.50. It has a negative market value if the forward rate at the time of reporting is lower than 1.50 and it has a zero market value if the forward rate at the time of reporting is still 1.50.

For swaps, which involve multiple (and sometimes two-way payments), the market value is the net present value of the payments to be exchanged between the counterparties between the reporting date and contract's maturity, where the discount factor to be applied would normally reflect the market interest rate for the period of the contract's remaining maturity. Thus, a fixed/floating swap which at the interest rates prevailing at the reporting date involves net annual receipts by the reporter of e.g., 2% of the notional principal amount for the next three years has a positive marked-to-market (or replacement) value equal to the sum of three net payments (each 2% of the notional amount), discounted by the market interest rate prevailing at the reporting date. If the contract is not in the reporter's favour (i.e., the reporter would have to make net annual payments), the contract has a negative net present value.

Option contracts, on the other hand, can only have a positive market value for the buyer. If a quoted market price is available for a contract, the market value to be reported for that contract is the product of the number of trading units of the contract multiplied by that market price. If a quoted market price is not available, the market value of an outstanding option contract at the time of reporting can be determined on the basis of secondary market prices for options with the same strike prices and remaining maturities as the options being valued, or by using option pricing models.

Guarantees and Other Unused Credit Commitments:

Data are to be reported on exposures to the reporting bank via guarantees and unused credit commitments other than guarantees. These are to be reported on an ultimate risk basis, i.e., the positions allocated to the country where the final risk lies. Both types of data should be reported to the extent that they represent the unutilized portion of both binding contractual obligations and any other irrevocable commitments. Performance bonds and other forms of guarantee should only be reported if, in the event of the contingency occurring, the resulting claims would have an impact on total balance sheet claims. A more detailed definition of guarantees and other credit commitments and a non-exhaustive list of typical instruments that qualify as guarantees and other credit commitments is provided below.

"Guarantees" are contingent liabilities arising from an irrevocable obligation to pay to a third-party beneficiary when a client fails to perform some contractual obligation. They include secured, bid and performance bonds, warranties and indemnities, confirmed documentary credits, irrevocable and standby letters of credit, acceptances and endorsements. Guarantees also include the contingent liabilities of the protection seller of credit derivative contracts (see credit derivatives table on page 13).

"Other unused credit commitments" are arrangements that irrevocably obligate an institution, at a client's request, to extend credit in the form of loans, participation in loans, lease financing receivables, mortgages, overdrafts or other loan substitutes or commitments to extend credit in the form of the purchase of loans, securities or other assets. Normally commitments involve a written contract or agreement and some form of consideration, such as a commitment fee. This definition is identical to that used in the Capital Adequacy Return. Include customers' liability under acceptances (Assets 13 of the month-end balance sheet). Do not include such items as letters of awareness or intent, comfort letters, or similar documents.

Further instrument definitions and reporting categorizations follows.

SPECIFIC INSTRUCTIONS

(Items marked with an asterisk are to be reported only on calendar quarter-ending months.)

PART I - CLAIMS

Positions on an immediate borrower basis

Columns 1, 2, 110 - Balances with Banks and Official Monetary Institutions

Deposits with other banks or official monetary institutions are to be reported geographically according to the location of the bank branch where the deposit is held. Deposits with banks are to be split between those that are interest bearing and those which are not. Exclude net debit items in transit.

Columns 3, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375 - Securities

Securities are to be reported at book value, gross of any allowance for impairment and are to be reported geographically according to the country of residence of the issuer. Short-term securities are those with an original term to maturity of one year or less, with the exception of Government of Canada securities where short-term securities are those with a remaining term to maturity of 3 years or less. Securities issued by official monetary institutions are to be reported in columns 366, 369, 372, and 375 (see attached list of official monetary institutions).

* Report columns 364 through 375 only as at calendar quarter-ending months.

Columns 4, 5, 521, 522 - Loans

All loans are to be reported at book value, gross of any allowance for impairment. Loans include lease receivables. Loans to official monetary institutions are to be reported in column 522 (see attached list of official monetary institutions).

* Report columns 521 and 522 only as at calendar quarter-ending months.

Column 6 - Total Claims

Report the total of columns 1, 2, 110, 3, 4 and 5.

* Columns 99, 11, 112, 400 – Distribution of Total Claims by Residual Term to Maturity

Distribute total claims (column 6) according to residual term to maturity. The maturity distribution should reflect amortization periods or final maturity dates, rather than interest adjustment or rollover dates. Installment loans should be allocated to the periods in which the installment payments are made. Demand loans should be classified as claims with a maturity of one year or less. If a claim involves a sinking fund, use the final maturity date. Equities are to be included in column 400 (unallocated) along with the data for which it is not necessary to report maturity, e.g., deposits with individual banks, securities holdings of specific issues amounting to \$200,000 or less, and loans made under authorization of \$200,000 or less.

Columns 17, 171, 172 - Total Head Office Claims on Foreign Branches, Agencies and Consolidated Subsidiaries

Report claims on foreign branches, agencies and consolidated subsidiaries booked in Canada at the Head Office of the bank, at Canadian branches of the bank, at the Head Office or Canadian branches of Canadian Corporations controlled by the bank, or at Canadian branches or offices of foreign corporations controlled by the bank. Long-term claims include capital, reserve accounts, unremitted profits of foreign branches or retained earnings, agencies or consolidated subsidiaries, and holdings of long-term debt issued by these units. Include all other claims in the "other" category. Foreign bank branches are to report in columns 17, 171 and 172 amounts vis-à-vis head office and other related branches.

Note: Reporting for columns 171 and 172 becomes effective July 1995.

Risk transfers

* Columns 401, 402, 403, 404 - Outward Risk Transfers

Report the amounts in column 6 which are guaranteed or assured through some type of commitment by a party in another country or by another sector in the same country (see general instructions).

* Columns 411, 412, 413, 414 - Inward Risk Transfers

Report the amount of any guarantees and other types of credit commitments made by residents of each country related to claims that the reporting bank has on residents of other countries or by another sector in the same country (see general instructions).

Positions on an ultimate risk basis.

* Column 420 – Total Claims Ultimate Risk Basis

Report the total of columns 6 less 404 plus 414.

* Columns 421, 422 – Unused Credit Commitments

Report separate amounts for “guarantees” and “other” types of unused credit commitments on an ultimate risk basis (see general instructions). When the currency of future borrowings is not known at the reporting date, report such commitments under the currency in which the maximum authorized drawdown for the loan is stated.

* Columns 423 – Derivatives

Report the market value of OTC derivative contracts on an ultimate risk basis (see general instructions). Amounts are to be reported after taking into account all legally enforceable bilateral netting agreements.

PART II - LIABILITIES

Columns 18, 19 - Deposits Payable to Banks

Deposits payable to other banks are to be classified geographically according to the residency of the branch of the depositing institution. Report deposits payable to official monetary institutions separately. Exclude net credit items in transit.

Column 20 - Deposits Payable to Official Monetary Institutions

Include deposits payable to official monetary institutions (see the list of official monetary institutions).

Column 21 - Other Deposits

Include all deposits not reported in columns 18, 19, and 20. Bearer term deposits and other similar negotiable instruments for which the institution has no way of knowing the residency of the holder of such instruments are to be reported in section D under this column (country code 935).

Column 22 - Total of all Deposits Payable

Report the total of columns 18, 19, 20 and 21.

Column 27 - Total Liabilities to Foreign Branches, Agencies and Consolidated Subsidiaries

Report total liabilities to foreign branches, agencies, and consolidated subsidiaries booked in Canada at the Head Office of the bank, at Canadian branches of the bank, at the Head Office or Canadian branches of Canadian Corporations controlled by the bank, or at Canadian branches or offices of foreign corporations controlled by the bank. Foreign bank branches are to report in column 27 amounts vis-à-vis head office and other related branches.

Column 664 - Subordinated Debt

Report subordinated debt outstanding. If residency of the holder is unknown, report these amounts in Section D - unallocated (country code 935).

OFFICIAL MONETARY INSTITUTIONS

Developed countries

Europe

Austria
Belgium
Denmark
Euro Area
Finland
France
Germany
Greece
Iceland
Ireland
Italy
Luxembourg
Netherlands
Norway
Portugal
San Marino
Spain
Sweden
Switzerland/Liechtenstein

United Kingdom

Oesterreichische Nationalbank
Banque Nationale de Belgique, S.A.
Danmarks National Bank
European Central Bank
Suomen Pankki-Finlands Bank
Banque de France
Deutsche Bundesbank
Bank of Greece
Sedlabanki Islands
Central Bank of Ireland
Banca d'Italia; Ufficio Italiano dei Cambi
Institut Monétaire Luxembourgeois
De Nederlandsche Bank N.V.
Norges Bank
Banco de Portugal
San Marinense Institute of Credit
Banco de Espana
Sveriges Riksbank
Schweizerische Nationalbank
Bank for International Settlements
Bank of England

Other countries

Australia
Canada
Japan
New Zealand
United States

Reserve Bank of Australia
Bank of Canada
The Bank of Japan
Reserve Bank of New Zealand
Federal Reserve System (the Federal Reserve Board, the Federal Reserve Bank of New York and the eleven other Federal Reserve Banks)

Offshore centres

Aruba
Bahamas
Bahrain
Barbados
Bermuda
Cayman Islands
Gibraltar
Guernsey
Hong Kong
Isle of Man
Jersey

Centrale Bank van Aruba
Central Bank of the Bahamas
Bahrain Monetary Agency
Central Bank of Barbados
Bermuda Monetary Authority
Cayman Islands Monetary Authority
Financial Services Commission
Guernsey Financial Services Commission
Hong Kong Monetary Authority
Isle of Man Financial Supervision Commission
Jersey Financial Services Commission

Lebanon
Macau SAR
Mauritius
Netherlands Antilles
Panama
Singapore
Vanuatu

Banque du Liban
Monetary and Foreign Exchange Authority of Macau
Bank of Mauritius
Bank van de Nederlandse Antillen
Banco Nacional de Panama
The Monetary Authority of Singapore
Reserve Bank of Vanuatu

Developing countries

Africa and Middle East

Algeria
Angola
Botswana
Burundi
Cape Verde Islands
Central Africa :
(Cameroon, Chad,
Central African
Republic, Gabon,
Equatorial Guinea and
Rép. Pop. du Congo)
Congo, Democratic Republic of
Comoros
Djibouti
Egypt
Eritrea
Ethiopia
Gambia
Ghana
Guinea
Iran
Iraq
Israel
Jordan
Kenya
Kuwait
Lesotho
Liberia
Libya
Madagascar
Malawi
Mauritania
Morocco
Mozambique
Namibia
Nigeria
Oman
Qatar
Rwanda
Sao Tomé and Principe

Banque d'Algérie
Banco Nacional de Angola
The Bank of Botswana
Banque de la République du Burundi
Banco de Cabo Verde

Banque des Etats de l'Afrique Centrale

Central Bank of Congo
Banque Centrale des Comores
Banque Nationale de Djibouti
Central Bank of Egypt
National Bank of Eritrea
National Bank of Ethiopia
Central Bank of the Gambia
Bank of Ghana
Banque Centrale de la République de Guinée
Bank Markazi Jomhuri Islami Iran
Central Bank of Iraq
Bank of Israel
Central Bank of Jordan
Central Bank of Kenya
Central Bank of Kuwait
Central Bank of Lesotho
Central Bank of the Republic of Liberia
Central Bank of Libya
Banque Centrale de Madagascar
Reserve Bank of Malawi
Banque Centrale de Mauritanie
Banque Al-Maghrib
Banco de Mocambique
Bank of Namibia
Central Bank of Nigeria
Central Bank of Oman
Qatar Central Bank
Banque Nationale du Rwanda
Banco Nacional de Sao Tomé e Principe

Saudi Arabia	Saudi Arabian Monetary Agency
Seychelles	Central Bank of the Seychelles
Sierra Leone	Bank of Sierra Leone
Somalia	Central Bank of Somalia
South Africa	South African Reserve Bank
Sudan	Bank of Sudan
Swaziland	Central Bank of Swaziland
Syria	Central Bank of Syria
Tanzania	Bank of Tanzania
Tunisia	Banque Centrale de Tunisie
Uganda	Bank of Uganda
United Arab Emirates: (Abu Dhab, Dubai, Sharjah, Ajman, Umm Al Quaiwain, Ras al Khaimah, Fujairah)	Abu Dhabi Investment Authority Central Bank of the United Arab Emirates Government of Dubai
West African Monetary Union: (Benin, Burkina Faso, Côte d'Ivoire, Mali, Niger, Senegal, Togo and Guinea-Bissau)	Banque Centrale des Etats de l'Afrique de l'Ouest
Yemen	Central Bank of Yemen
Zambia	Bank of Zambia
Zimbabwe	Reserve Bank of Zimbabwe

Asia and Pacific

Afghanistan	Da Afghanistan Bank
Armenia	Central Bank of Armenia
Azerbaijan	National Bank of Azerbaijan
Bangladesh	Bangladesh Bank
Bhutan	Royal Monetary Authority of Bhutan
Brunei	Brunei Monetary Board
Cambodia	Banque Nationale du Cambodge
China	People's Bank of China
Fiji	Reserve Bank Central Bank
French Polynesia	Institut d'Emission d'Outre-Mer
Georgia	National Bank of Georgia
India	Reserve Bank of India
Indonesia	Bank Indonesia
Kazakhstan	National State Bank of Kazakhstan
Kiribati	Bank of Kiribati
Korea (N.)	Korean Central Bank
Korea (S.)	The Bank of Korea
Kyrgyzstan	National Bank of Kyrgyzstan
Laos	State Bank of Lao PDR
Malaysia	Central Bank of Malaysia
Maldives	Maldives Monetary Authority
Mongolia	The Bank of Mongolia
Myanmar	Central Bank of Myanmar
Nauru	Bank of Nauru
Nepal	Nepal Rastra Bank
New Caledonia	Institut d'Emission d'Outre-mer
Pakistan	State Bank of Pakistan

Papua-New Guinea
Philippines
Solomon Islands
Sri Lanka
Taiwan
Tajikistan
Thailand
Timor Leste
Tonga
Turkmenistan
Tuvalu
Uzbekistan
Vietnam
Wallis and Futuna
Western Samoa

Bank of Papua-New Guinea
Central Bank of the Philippines
Central Bank of Solomon Islands
Central Bank of Sri Lanka
Central Bank of China (Taiwan)
National Bank of Tajikistan
Bank of Thailand
East-Timor Central Payments Office
National Reserve Bank of Tonga
State Bank of Turkmenistan
National Bank of Tuvalu
National Bank of Uzbekistan
State Bank of Vietnam
Institu d'Emission d'Outre-Mer
Central Bank of Samoa

Europe

Albania
Belarus
Bosnia and Herzegovina
Bulgaria
Croatia
Cyprus
Czech Republic
Estonia
Hungary
Latvia
Lithuania
Macedonia
Malta
Moldova
Poland
Romania
Russia
Serbia and Montenegro
Slovak Republic
Slovenia
Turkey
Ukraine

State Bank of Albania
National Bank of Belarus
Narodna Banka of Bosnia and Herzegovina
National Bank of Bulgaria
National Bank of Croatia
Central Bank of Cyprus
Czech National Bank
Bank of Estonia
National Bank of Hungary
Bank of Latvia
The Bank of Lithuania
National Bank of Macedonia
Central Bank of Malta
National Bank of Moldova
National Bank of Poland
National Bank of Romania
Central Bank of Russia
National Bank of Serbia
National Bank of Slovakia
Bank of Slovenia
Banque Centrale de la République de Turquie
National Bank of Ukraine

Latin America and Caribbean

(Anguilla, Antigua and
Barbuda, Dominica,
Grenada, Montserrat,
St.Kitts-Nevis,
St.Lucia, St.Vincent,
Grenadines, Turks and Caicos Island)
Argentina
Belize
Bolivia
Brazil

Eastern Caribbean Central Bank

Banco Central de la Republica Argentina
Central Bank of Belize
Banco Central de Bolivia
Banco Central do Brasil

Chile	Banco Central de Chile
Colombia	Banco de la Republica
Costa Rica	Banco Central de Costa Rica
Cuba	Banco Nacional de Cuba
Dominican Republic	Banco Central de la Republica Dominicana
Ecuador	Banco Central del Ecuador
El Salvador	Banco Central de Reserva de El Salvador
Guatemala	Banco de Guatemala
Guyana	Bank of Guyana
Haiti	Banque de la République d'Haiti
Honduras	Banco Central de Honduras
Jamaica	Bank of Jamaica
Mexico	Banco de Mexico
Nicaragua	Banco Central de Nicaragua
Paraguay	Banco Central de Paraguay
Peru	Banco Central de Reserva del Peru
Surinam	Centrale Bank van Surinam
Trinidad and Tobago	Central Bank of Trinidad and Tobago
Uruguay	Banco Central del Uruguay
Venezuela	Banco Central de Venezuela

INTERNATIONAL FINANCIAL AGENCIES

EU organizations

European Atomic Energy Community (EURATOM)	Brussels
European Coal and Steel Community (ECSC)	Brussels
European Investment Bank (EIB)	Luxembourg

Other European organizations

Council of Europe (CE)	Strasbourg
European Free Trade Association (EFTA)	Geneva
European Organization for Nuclear Research (CERN)	Geneva
European Space Agency (ESA)	Paris
European Telecommunications Satellite Organization (EUTELSAT)	Paris
Western European Union (WEU)	Brussels

Intergovernmental organizations

Association of South East Asian Nations (ESEAN)	Jakarta
Caribbean Community (CARICOM)	Georgetown (Guyana)
Central American Common Market (CACM)	Guatemala City
Colombo Plan	Colombo (Sri Lanka)
Economic Community of West African States (ECOWAS)	Lagos (Nigeria)
Latin American Association of Development Financing Institutions (ALIDE)	Lima
Latin American Economic System (SELA)	Caracas
Latin American Integration Association (LAIA)	Montevideo
League of Arab States (LAS)	Cairo
North Atlantic Treaty Organization (NATO)	Brussels
Organization of Economic Co-operation and Development (OECD)	Paris
Organization of American States (OAS)	Washington

Organization of Central American States (OCAS)	San Salvador
Organization of Eastern Caribbean States (OECS)	Castries (St Lucia)
Organization of African Unity (OAU)	Addis Ababa (Ethiopia)
South Asian Association for Regional Cooperation (SAARC)	KATHMANDU (Nepal)

Regional aid banks and funds

African Development Bank Group	Adibjan (Côte d'Ivoire)
Andean Development Corporation (ADC)	Caracas
Arab Bank for Economic Development in Africa (BADEA)	Khartoum
Arab Fund for Economic and Social Development (AFESD)	Manama
Arab Monetary Fund (AMF)	Abu Dhabi
Asian Clearing Union (ACU)	Teheran
Asian Development Bank (ADB)	Manila
Caribbean Development Bank (CDB)	St Michael (Barbados)
Central African States' Development Bank (CASDB)	Brazzaville (Congo)
Central American Bank for Economic	Tegucigalpa DC (Honduras)
East African Development Bank (EADB)	Kampala
European Bank for Reconstruction and Development (EBRD)	London
Inter-American Development Bank (IADB)	Washington
Islamic Development Bank (IsDB)	Jeddah (Saudi Arabia)
Latin American Reserve Fund (LARF)	Santafé de Bogota
Nordic Investment Bank (NIB)	Helsinki
OPEC Fund for International Development (OFID)	Vienna
West African Clearing House (WACH)	Lagos (Nigeria)
West African Monetary Union (WAMU)	Senegal

Commodity Organizations

Intergovernmental Council of Copper Exporting Countries (CIPEC)	Paris
International Cocoa Organization (ICCO)	London
International Coffee Organization (ICO)	London
International Cotton Advisory Committee (ICAC)	Washington
International Jute Organization (IJO)	Dhaka (Bangladesh)
International Lead and Zinc Study Group (ILZSG)	London
International Natural Rubber Organization (INRO)	Kuala Lumpur
International Olive Oil Council (IOOC)	Madrid
International Rubber Study Group (IRSG)	Wembley
International Sugar Organization (ISO)	London
International Tin Council (ITC)	London
International Wheat Council (IWC)	London
Latin American Energy Organization (OLADE)	Quito (Ecuador)
Organization of Arab Petroleum Exporting Countries (OAPEC)	Cairo
Organization of the Petroleum Exporting Countries (OPEC)	Vienna

Other

International Red Cross (IRC)	Geneva
World Council of Churches (WCC)	Geneva
International Maritime Satellite Organization (INMARSAT)	London

The above list covers the most important organizations, but it is not exhaustive.

UN AGENCIES

United Nations (UN) New York

Various committees, funds and programs of the UN including

United Nations Conference on Trade and Development (UNCTAD) Geneva
United Nations Children's Fund (UNICEF) New York

Specialized Agencies of the UN

Food and Agriculture Organization (FAO) Rome
International Atomic Energy Agency (IAEA) Vienna
International Bank for Reconstruction and Development (IBRD) Washington
International Civil Aviation Organization (ICAO) Montreal
International Development Association (IDA) Washington
International Finance Corporation (IFC) Washington
International Fund for Agricultural Development (IFAD) Rome
International Labor Organization (ILO) Geneva
International Maritime Organization (IMO) London
International Monetary Fund (IMF) Washington
International Telecommunications (ITU) Geneva
United Nations Educational, Scientific and Cultural Organization (UNESCO) Paris
Universal Postal Union (UPU) Berne
World Health Organization (WHO) Geneva
World Intellectual Property Organization (WIPO) Geneva
World Meteorological Organization (WMO) Geneva
World Trade Organization (WTO) Geneva

Examples for reporting of individual transactions*

A. Loans and deposits	Immediate borrower and outward risk (where applicable) reporting			Inward risk reporting			Country transfer
	Type of claim	Sector	Country	Type of claims	Sector	Country	
1. A Canadian bank has extended a loan to a corporate in Japan which is backed by a guarantee from a bank in the UK	cross border	non-bank private	Japan	cross border	bank	UK	outward: Japan inward: UK
2. A Canadian bank has extended a loan to a corporate in Japan in Japanese Yen which is backed by a guarantee from a bank in Canada	cross border	non-bank private	Japan	local in foreign currency	bank	Canada	outward: Japan inward: Canada
3. A Canadian bank has a deposit with a branch of a Japanese bank in the UK	cross border	bank	UK	cross border	bank	Japan	outward: UK inward: Japan
4. A Canadian bank has extended a loan to a corporate in Japan. The corporate has provided UK government securities as collateral	cross border	non-bank private	Japan	cross border	public	UK	outward: Japan inward: UK
5. A Japanese bank in Canada has extended a loan to a corporate in Japan	cross border	non-bank private	Japan	none	none	none	none
6. A Canadian bank has extended a loan to a corporate in Japan. In order to hedge the counterparty risk, the Canadian bank has bought a credit derivative issued by a bank in the UK	cross border	non-bank private	Japan	cross border	bank	UK	outward: Japan inward: UK
7. A Korean bank in Canada has extended a loan to a bank in Japan	cross border	bank	Japan	none	none	none	none
8. A Canadian bank has extended a loan to a subsidiary of a Japanese bank in the UK. The subsidiary has not received an explicit guarantee from its head office	cross border	bank	UK	none	none	none	none
9. A Canadian bank has extended a loan to a subsidiary of a Japanese bank in the UK. The subsidiary has received an explicit guarantee from its head office	cross border	bank	UK	cross border	bank	Japan	outward: UK inward: Japan
10. A Canadian bank has extended a loan to the US corporate in the US. The loan is guaranteed by a bank in the US	cross border	non-bank private	US	cross border	bank	US	outward: US inward: US

* Please note that the term “bank” only refers to either head offices of banks or their legally independent and incorporated subsidiaries, but not to branches of banks which are referred to separately. In addition, the term “none” is meant to be a short version for “no reporting required”.

Examples for reporting of individual transactions*

B. Securities	Immediate borrower and outward risk (where applicable) reporting			Inward risk reporting			Country transfer
	Type of claim	Sector	Country	Type of claims	Sector	Country	
1. A Canadian bank has purchased securities issued by a Japanese bank against credit card claims on Japanese non-banks	cross border	bank	Japan	cross-border	non-bank private	Japan	outward: Japan inward: Japan
2. A Canadian bank has purchased a Canadian dollar securities issued by a branch of a Japanese bank in Canada	none	none	none	cross-border	bank	Japan	inward: Japan
3. A Korean bank in Canada has purchased UK government securities	cross border	public	UK	none	none	none	none

C. Derivatives	Ultimate risk reporting
	Country
1. A Canadian bank has bought credit derivatives issued by a bank in the UK which are recorded in the trading book of the Canadian bank	UK
2. A Canadian bank has bought interest rate derivatives issued by a branch of a Japanese bank in the UK	Japan
3. A Canadian bank has bought equity derivatives issued by another Canadian bank. The bank has provided UK government securities as collateral	UK
4. A Japanese bank in Canada has bought credit derivatives issued by a bank in Japan which are recorded in the trading book of the Japanese bank located in Canada	Japan

* Please note that the term “bank” only refers to either head offices of banks or their legally independent and incorporated subsidiaries, but not to branches of banks which are referred to separately. In addition, the term “none” is meant to be a short version for “no reporting required”.

Examples for reporting of individual transactions*

D. Guarantees and credit commitments	Ultimate risk reporting	
	Type	Country
1. A Canadian bank has guaranteed a loan extended by a bank in Japan to the branch of a UK bank in Hong Kong	guarantee	UK
2. A Canadian bank has made a credit commitment to a corporate in the UK	credit commitment	UK
3. A Canadian bank has made a credit commitment to a branch of a UK bank in Japan	credit commitment	UK
4. A Canadian bank has sold a credit derivative to a branch of a Japanese bank in the UK	guarantee	Japan
5. A Korean bank in Canada has guaranteed a loan extended by a Japanese bank to a corporate in Korea	guarantee	Korea
6. A Japanese bank in Canada has guaranteed a loan extended by a UK bank to a corporate in France	guarantee	France

* Please note that the term “bank” only refers to either head offices of banks or their legally independent and incorporated subsidiaries, but not to branches of banks which are referred to separately. In addition, the term “none” is meant to be a short version for “no reporting required”.

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

Geographical Distribution of Assets and Liabilities Booked Outside of Canada

Amendment Number	Effective Date	Page Number	Description
Please note that as of November 2002, all changes are highlighted:			
		20,21	<u>Delete:</u> ♦ Instructions on Standards for Reporting on Printed Forms and Standards for Reporting on Magnetic Tape <u>Add:</u> ♦ Instructions for Record layout for "TAPE" files
		24	<u>Add:</u> ♦ San Marino and San Marinense Institut of Credit <u>Change:</u> ♦ Banque Centrale de la République de Turquie to Central Bank of the Republic of Turkey ♦ Banque Nationale de Yougoslavie to National Bank of Yugoslavia
		27	<u>Change:</u> ♦ Banque du Liban to Central Bank of Lebanon ♦ Banque d'Algérie to Bank of Algeria <u>Add :</u> ♦ Congo, Democratic Republic and Central Bank of Congo ♦ Eritrea and National Bank of Eritrea
		28	<u>Change:</u> ♦ Banque Centrale de Mauritanie to Central Bank of Mauritania ♦ Banque All Maghrib to Bank of Morocco ♦ Banque Centrale de Tunisie to Central Bank of Tunisia ♦ Banque Nationale du Cambodge to National Bank of Cambodia <u>Add:</u> ♦ French Polynesia, New Caledonia and Wallis and Futuna and Institut d'Emission d'Outre-Mer <u>Delete:</u> ♦ Zaire and Banque du Zaire
		29	<u>Add:</u> ♦ Nauru, Republic of and Bank of Nauru ♦ Tuvalu and National Bank of Tuvalu
7	November 2004	1, 10	<u>Add:</u> ♦ "Other Exposures" to claims and liabilities
		2	<u>Change:</u> ♦ heading "Local and Non-Local Claims" to "Cross-border and local claims-immediate borrower basis" to Part I of quarterly return <u>Add:</u> ♦ columns 425, 431, 432, 441, 442, 443, 451, 452, 453, 455, 461, 462, 463, 464, 465, 466, 467, 471, 472, 473, 474, 475, 476, 477, 480, 493, 491, 492 <u>Delete:</u> ♦ columns 154, 155, 156
		3	<u>Change:</u> ♦ heading "Local and Non-Local Liabilities" to "Cross-border and local liabilities" to Part II of quarterly return

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

Geographical Distribution of Assets and Liabilities Booked Outside of Canada

Amendment Number	Effective Date	Page Number	Description
Please note that as of November 2002, all changes are highlighted:			
		5-9	<u>Change:</u> ♦ List of Country Codes re-ordered as per International convention
		10-15	<u>Add:</u> ♦ General instructions for new columns added and changes made to the return Note: Extensive changes please see pages noted.
		16-19	<u>Add:</u> ♦ Specific instructions for new columns added and changes made to the return <u>Delete:</u> ♦ "Record layout for Tape files" . It is now located in the Electronic Filing section of the manual.
		22-29	<u>Change:</u> ♦ List of Official Monetary Institutions re-ordered as per International convention <u>Add:</u> ♦ List of International Financial Agencies
		30-31	<u>Add:</u> ♦ Examples for reporting of individual transactions

The return of the geographical distribution of assets and liabilities booked outside of Canada applies to all Chartered Banks. Trust and Loan Companies are not required to submit this return

**RETURN OF THE GEOGRAPHICAL DISTRIBUTION OF ASSETS AND LIABILITIES BOOKED
OUTSIDE OF CANADA**

PURPOSE

This return provides foreign currency and Canadian currency information regarding the size and nature of a bank's claims, **other exposures**, and liabilities vis-à-vis residents of foreign countries and Canada that are booked outside of Canada. The data are an important source of information for measuring Canada's balance of payments and are the basis for fulfilling Canada's reporting responsibilities to the Bank for International Settlements.

STATUTORY

Section 628 of the Bank Act.

APPLICATION

This return applies to all banks. Trust and Loan Companies are not required to submit this return.

PUBLICATION

Certain information is published on a total for all banks basis in the Bank of Canada Banking and Financial Statistics, in Statistics Canada's Balance of Payments (Capital Account) publication and in certain BIS publications.

FREQUENCY

As at the end of each calendar quarter.

CONTACT PERSON

Provide name and phone number of person to contact regarding any questions about this return.

REPORTING DATES

This return is to be completed as at the last day of each month and submitted to the Bank of Canada within 60 days of the reporting date.

WHERE TO SUBMIT

Bank of Canada.

Part I

Claims Booked Outside Canada at Foreign Branches, Agencies and Corporations Controlled by the Bank, and at Foreign Branches and Offices of Canadian Corporations Controlled by the Bank (for calendar quarter-ending months)

Cross-border and local claims - immediate borrower basis

Deposits		Securities												
Balance with banks (128)	Official monetary institutions (129)	Short-term issued by Non-banks			Long-term issued by Non-banks			Equities issued by Non-banks			Total Securities Non-banks			Total Securities (139)
		Banks (130)	Private (131)	Public (132)	Banks (133)	Private (134)	Public (135)	Banks (136)	Private (137)	Public (138)	Banks (165)	Private (166)	Public (167)	

Cross-border and local claims - immediate borrower basis

Distribution of total claims by place of booking										Distribution of total claims by residual term to maturity			Distribution of total claims by type of claim			Of which: claims on units of banks with head offices in developed reporting countries (158)
Loans Non-banks		Total claims (149)	US (60)	UK (61)	Other developed reporting countries (62)	Off-shore countries (150)	Other (63)	1 year and less (151)	More than 1 year up to and including 2 years (152)	More than 2 years (153)	Unallocated (425)	Cross- (431)	Local in foreign currency (432)	Local in local currency (157)		
Banks (145)	Private (146)														Public (147)	Total (148)

Distribution of local claims in local currency - immediate borrower basis

by residual term to maturity						
by sector Non-banks		1 year and less (451)	More than 1 year up to and including 2 years (452)	More than 2 years (453)	Unallocated (455)	Total (454)
Banks (441)	Private (442)					

Cross-border and local claims

Distribution of outward risk transfers by type of claim											Distribution of inward risk transfers by type of claim			Other exposures			
Outward risk transfers Non-banks				Cross-border (465)	Local in foreign currency (466)	Local in local currency (467)	Inward risk transfers Non-banks				Cross-border (475)	Local in foreign currency (476)	Local in local currency (477)	Total claims ultimate risk basis (480)	Derivatives ultimate risk basis (493)	Unused credit commitments ultimate risk basis	
Banks (461)	Private (462)	Public (463)	Total (464)				Banks (471)	Private (472)	Public (473)	Total (474)						Guarantees (491)	Other (492)

Part II

Liabilities Booked Outside Canada at Foreign Branches, Agencies and Corporations Controlled by the Bank, and at Foreign Branches and Offices of Canadian Corporations Controlled by the Bank (for calendar quarter-ending months)

Cross-border and local liabilities

Deposits payable				Distribution of total deposits by place of booking						Local liabilities in local currency (deposits only) included in total liabilities (179)
Banks	Official monetary institutions	Other	Total	U.S.	U.K.	Other developed reporting countries	Off-shore countries	Other	Subordinated debt	
(173)	(174)	(175)	(176)	(80)	(81)	(82)	(177)	(83)	(178)	

Supplementary Information

Part III

Claims on Canadian Residents Booked outside Canada at Off-shore Branches, Agencies and Corporations Controlled by the Bank, and at Off-Shore Branches and Offices of Canadian Corporations Controlled by the Bank (for calendar quarter-ending months)

Cross-border and local claims – immediate borrower basis

Deposits			Securities									Total securities (224)		
Balance with banks (210)	Official monetary institutions (211)	Short-term issued by Non-banks			Long-term issued by Non-banks			Equities issued by Non-banks			Total securities Non-banks			
		Banks (212)	Private (213)	Public (214)	Banks (215)	Private (216)	Public (217)	Banks (218)	Private (219)	Public (220)	Banks (221)		Private (222)	Public (223)

Cross-border and local claims – immediate borrower basis

Loans				
Banks (225)	Non-banks			Total claims (229)
	Private (226)	Public (227)	Total (228)	

For Country Code 146 only.

Part IV

Liabilities to Canadian Residents Booked outside Canada at Off-shore Branches, Agencies and Corporations Controlled by the Bank, and at Off-shore Branches and Offices of Canadian Corporations Controlled by the Bank (for calendar quarter-ending months)

Cross-border and local liabilities

Deposits payable				
Banks (232)	Official monetary institutions (233)	Other (234)	Total (235)	Subordinated debt (236)

For Country Code 146 only.

LIST OF COUNTRY CODES

A. Developed countries

(i) Europe

Andorra	403
Austria	437
Belgium	406
Denmark	409
Faroe Islands	479
Finland	441
France	412
Germany	415
Greece	445
Greenland	480
Iceland	449
Ireland	418
Italy	421
Liechtenstein	453
Luxembourg	424
Monaco	427
Netherlands	430
Norway	457
Portugal	461
San Marino	491
Spain	465
Sweden	469
Switzerland	473
United Kingdom	124
Vatican	433

(ii) Other countries

Australia	812
Japan	135
New Zealand	824
United States	110

B. Offshore centres

Aruba	208
Anguilla	274
Antigua and Barbuda	207
Bahamas	209
Bahrain	604
Barbados	212
Bermuda	215
British Virgin Islands	218
Cayman Islands	221
Gibraltar	485

Guernsey	486
Hong Kong	658
Isle of Man	487
Jersey	488
Lebanon	620
Macau	670
Mauritius	758
Montserrat	260
Netherlands Antillies	263
Panama	363
Panama Canal Zone	367
Singapore	686
St. Kitts-Nevis	272
Vanuatu (formerly New Hebrides)	856

C. Developing Countries

(i) Europe

Albania	515
Belarus	517
Bosnia-Herzegovina	519
Bulgaria	521
Croatia	525
Cyprus	481
Czech Republic	526
Estonia	529
Hungary	539
Latvia	540
Lithuania	541
Macedonia	542
Malta	489
Moldova	543
Poland	545
Romania	551
Russian Federation	553
Serbia and Montenegro	554
Slovak Republic	552
Slovenia	555
Turkey	477
Ukraine	556

(ii) Latin America, Caribbean, and Western Atlantic Islands

Argentina	303
Belize	307
Bolivia	311
Brazil	315
Chile	319
Colombia	323
Costa Rica	327

Cuba	224
Dominica	227
Dominican Republic	230
Ecuador	331
El Salvador	335
Falkland Islands	233
French Guiana	339
Guadeloupe	239
Grenada	236
Guatemala	343
Guyana	347
Haiti	242
Honduras	351
Jamaica	248
Martinique	257
Mexico	355
Nicaragua	359
Paraguay	371
Peru	375
Puerto Rico	202
St. Lucia	275
St. Pierre and Miquelon	278
St. Vincent	281
Surinam	379
Trinidad and Tobago	287
Turks and Caicos Islands	290
Uruguay	383
U.S. Virgin Islands	205
Venezuela	387

(iii) Africa and Middle East

*Abu Dhabi	602
Algeria	702
Angola	704
Benin (formerly Dahomey)	724
Botswana	706
Burkina Faso	802
Burundi	708
Cameroon Republic	712
Cape Verde Islands	714
Central African Republic	716
Chad	718
Cocos (Keeling) Islands	814
Comoros Islands	720
Congo, Democratic Republic of (formerly Zaire)	804
Congo, People's Republic of	722
*Dubai	606
Djibouti (formerly French Afars & Issas)	730
Egypt	608
Equatorial Guinea	726
Eritrea	727
Ethiopia	728

Gabon	732
Gambia	734
Ghana	736
Guinea	738
Guinea-Bissau	740
Heard and MacDonald Islands	816
Iran	610
Iraq	612
Israel	614
Ivory Coast	742
Jordan, Hashemite Kingdom of	616
Kenya	744
Kuwait, State of	618
Lesotho	746
Liberia	748
Libya, Arab Republic of	622
Madagascar (Malagasy Republic)	750
Malawi	752
Mali	754
Mauritania	756
Morocco	760
Mozambique	762
Namibia	764
Niger	766
Nigeria	768
Oman	626
Palestinian Autonomy	627
Qatar	628
Reunion Islands	770
Rwanda	774
Sao Tomé and Príncipe	778
Saudi Arabia	630
Senegal	780
Seychelles	782
Sierra Leone	784
Somalia	786
St. Helena	776
South Africa	701
Sudan	790
Swaziland	792
Syria	632
Tanzania	794
Togo	796
Tunisia	798
Uganda	800
*United Arab Emirates	634
Western Sahara	788
Yemen, Republic of	636
Zambia	806
Zimbabwe (formerly Rhodesia)	772

* Report Abu Dhabi and Dubai separately from other members of United Arab Emirates.

(iv) **Asia and Pacific**

Afghanistan	648
American Samoa	832
Antarctica	834
Armenia	647
Azerbaijan	649
Bangladesh	650
Bhutan, Kingdom of	652
British Indian Ocean Territory	710
Brunei	654
Cambodia	664
China, People's Republic of	640
Christmas Island	840
Cook Islands	826
Fiji	842
French Polynesia	844
Georgia	657
Guam	848
India	660
Indonesia	662
Johnston Island	850
Kazakhstan	665
Kiribati (Canton and Enderbury, Gilbert Island, Phoenix Islands, Line Islands)	846
Korea, Republic of (south)	666
Korea, Democratic People's Republic of	642
Kyrgyzstan	667
Laos	668
Malaysia	672
Maldives, Republic of	674
Marshall Island	872
Micronesia	874
Midway Island	852
Mongolian People's Republic	644
Myanmar (formerly Burma)	656
Nauru	818
Nepal, Kingdom of	676
New Caledonia	854
Niue Island	828
Norfolk Island	820
Pacific Islands (Trust Territory)	858
Pakistan	678
Palau	876
Papua New Guinea	822
Philippines	680
Pitcairn Islands	860
Samoa	870
Sikkim	684

Solomon Islands	836
Sri Lanka	688
Taiwan	690
Tajikistan	691
Thailand	692
Timor Leste	682
Tokelau or Union Islands	830
Tonga	862
Turkmenistan	693
Tuvalu	838
U.S. Miscellaneous	864
Uzbekistan	695
Vietnam	646
Wake Island	866
Wallis and Futuna Islands	868
D. International and Unallocated	
(i) Caribbean Development Bank	293
Inter-American Development Bank	391
Asian Development Bank	694
African Development Bank	808
East Africa Development Bank	810
Other International Financial Agencies (see list of IFA)	905
(ii) Other Financial Agencies	910*
(a) Bank of International Settlements	915
(b) U.N. Agencies res. (see list of UN agencies)	920
(iii) European Union	922
(iv) European Central Bank	923
(vi) Unallocated	925*
(a) Shipping loans	930
(b) Other	935
E. Canada	146
Totals	999

CURRENCY CODES

- 1 Canadian currency
- 2 U.S. dollars
- 3 British sterling
- 4 EURO
- 5 Swiss francs
- 6 All other currencies

* Banks are encouraged to discontinue reporting data for these country codes at their earliest convenience and to use, alternatively, the country codes in the sub-categories. i.e., 915, 920, and 930, 935.

GENERAL INSTRUCTIONS

This return provides foreign currency and Canadian currency information regarding the size and nature of a bank's claims, **other exposures**, and liabilities vis-à-vis residents of foreign countries and Canada that are booked outside of Canada. The data are an important source of information for measuring Canada's balance of payments and are the basis for fulfilling Canada's reporting responsibilities to the Bank for International Settlements.

The information reported in Parts I and II covers claims, **other exposures**, and liabilities *booked at* foreign branches, foreign agencies, foreign corporations controlled by the bank, and at foreign branches or offices of Canadian corporations controlled by the bank. International departments or divisions are considered to be residents of the country in which the office is located. The level of consolidation for this return should be the same as that for the balance sheet. **The positions of investment dealer subsidiaries are to be consolidated into this return.¹**

All foreign and Canadian currency claims, **other exposures**, and liabilities (whether vis-à-vis residents or non-residents of Canada) are to be reported on this return. Separate data are required with respect to positions in Canadian dollars, U.S. dollars, British sterling, EURO, Swiss francs and "all other foreign currencies". Foreign currencies amounts are to be translated into Canadian currency equivalent amounts using closing foreign exchange rates provided by the Bank of Canada. Currencies for which the Bank of Canada does not provide closing rates may be converted to Canadian currency equivalents using a representative closing market mid-rate or the most recently quoted market rate available.

As of January 1, 1999, members of the European Monetary Union (EMU) merged their currencies into a new currency, the EURO. EMU members include: Austria, Belgium, Finland, France, Germany, Greece (2001), Ireland, Italy, Luxembourg, Netherlands, Portugal and Spain. Prior to January 1, 1999, EMU member currencies were reported in the "Other Currencies" column, with the exception of Deutsche Marks, which were reported separately. Beginning January 1, 1999, all EURO currency entries (i.e., entries for all EMU members) are reported in the "EURO" column.

Claims, **other exposures**, and liabilities are referred to as column numbers; this reference is for purposes of reporting the return to the Bank of Canada. The residency of counterparties on both an immediate borrower and ultimate risk basis, is to be indicated according to a three digit country code provided on the List of Country Codes. References to "sections" in these instructions are intended to refer to the various sections on the List of Country Codes.

All claims and other exposures are to be reported gross of any allowances for impairment. Accrued interest is to be excluded from all parts of the return. Exclude all gold and silver balances, foreign coin, foreign government or bank notes, net debit or credit items in transit vis-à-vis third parties, amounts reported as insurance-related assets and liabilities, and items reported in the "other" assets and liabilities items on the month-end balance sheet.

Claims, other exposures, and liabilities are to be initially classified on a geographical basis according to the mailing address of the counterparty, unless the bank is aware that the resident status of the counterparty is different from their mailing address. Foreign branches or foreign subsidiaries of Canadian corporations are classified as non-residents (making them residents of the foreign country in which they are operating), while branches or subsidiaries of foreign corporations operating in Canada are classified as residents. Claims, other exposures and liabilities vis-à-vis international institutions are to be reported separately in section D of the return (see list of country codes).

¹ Banks that do not currently consolidate the positions of investment dealer subsidiaries into this return are to do so beginning March 2006.

Bearer term deposits and other similar negotiable instruments for which the institution has no way of knowing the residency of the holder of such instruments are to be reported in section D (country code 935) on Part II of the return under the column 'other deposits payable'. Subordinated debt issued by the institution is to be allocated to country of residence of the holder of the debt. In cases where the institution cannot know the residency of the holder of such debt, report amounts outstanding in section D (country code 935).

In section D of the list of country codes, reference is made to shipping loans. "Shipping loans" are defined to be those loans made upon the security of a ship to an entity whose address reflects its desire to fly "flags of convenience" (usually Liberian or Panama), and whose income is generated by chartering its ship to a resident of another country. Since it is difficult to ascertain where the borrower is domiciled and what the ultimate risk might be, these types of loans should be reported separately in section D (unallocated) (country code 930). It is not necessary to file any information regarding risk transfers for these types of loans.

For reporting purposes of Part I, total immediate borrower claims, outward risk and inward risk transfers are further disaggregated by sector (Banks, Private, and Public) and type of claim (Cross-border, Local in Local currency, and Local in Foreign currency). Furthermore, local claims in local currency (on an immediate borrower basis) are broken down by sector (Banks, Private, and Public) and by residual term to maturity. Claims that cannot be classified by maturity, such as equity, should be assigned to the residual category "unallocated".

Sector:

"Banks" are defined to include all institutions that are regarded as banks in the countries in which they are incorporated and supervised by the appropriate banking supervisory or monetary authority. International agencies such as development banks are to be classified as public non-banks borrowers. Claims, other exposures, and liabilities vis-à-vis international agencies should be reported separately in section D of the return.

"Public" borrowers are defined to include all governments in a country whether central, provincial, state, regional, municipal or local, their departments and agencies. Regional, national, and international development banks are to be classified as public borrowers. Securities issued by or loans to official monetary institutions are to be treated as public claims (see attached list of official monetary institutions). Government business enterprises, i.e., corporations and other entities other than banks that are majority controlled (over 50 per cent owned directly or indirectly) or deemed by the reporting bank to be controlled by governments, are classified as public borrowers.²

"Private" is defined to include all borrowers not classified as banks or public borrowers.

Type of claim:

"Cross-border" claims are defined as claims on residents of countries other than the country in which the claim is booked.

"Local" activities are those claims of an office of a bank made with residents of the country in which the office booking the claim is located. "Local claims in local currency" involve local claims denominated in the local currency of the country in which the banking office is located. Local currencies are defined as those that are issued by the relevant countries themselves or which issuance a country can influence as in the case of a monetary union. "Local claims in foreign currency" involve local claims denominated in non-local currency.

² Government business enterprises may be reclassified from the public to the private sector (effective March 2006). Final decision by OSFI and the Bank of Canada is pending.

With the introduction of the EURO on January 1, 1999, the meaning of “Local claims in local currency” activities was broadened to recognize the EURO currency as the local currency of all of the countries in the European Monetary Union. For example, a claim against a German resident booked in Germany in French Francs would not have been considered “Local claims in local currency” prior to the introduction of the EURO, but is now classified as a “Local claims in local currency” claim beginning January 1, 1999.

Risk transfers:

Information on claims on immediate borrowers that can be reallocated to the country (and/or sector and/or type of claim) where the final risk lies, i.e., the entity of ultimate risk, is to be reported by way of outward and inward risk transfers. In line with the risk reallocation principle for measuring country exposure recommended by the Basel Committee on Banking Supervision, the country of ultimate risk or where the final risk lies is defined as the country in which the guarantor of a financial claim resides and/or the country in which the head office of a legally dependent branch is located. Claims on separately capitalized subsidiaries can only be considered as being guaranteed by the head office if the parent has provided an explicit guarantee. Collateral may be considered as an indicator of where the final risk lies to the extent that it is recognized as a risk mitigant under the Basel Capital Accord.³ The following is a list of eligible collateral (for more details refer to the Quantitative Impact Study referenced below):

- (a) cash on deposit with the lending bank including certificates of deposit or comparable instruments issued by the lending bank
- (b) gold
- (c) debt securities rated by a recognized external credit assessment institution where these are either:
 - at least BB- when issued by sovereigns and public sector entities (PSEs) that are treated as sovereigns by the national supervisor; or
 - at least BBB- when issued by other issuers (including banks and securities firms); or
 - at least A2/P3
- (d) debt securities not rated by a recognized external credit assessment institution where these are:
 - issued by a bank; and
 - listed on a recognized exchange; and
 - qualify as senior debt; and
 - all other rated issues of the same seniority by the issuing bank are rated at least BBB- or A3/P3 by a recognized external credit assessment institution; and
 - the bank holding the securities as collateral has no information to suggest that the issue justifies a rating below BBB- or A3/P3 (as applicable); and
 - the supervisory is sufficiently confident about the market liquidity of the security
- (e) equities that are included in a main index
- (f) equities that are not included in a main index but are listed on a recognized exchange
- (g) undertakings for Collectives Investments in Transferable Securities (UCITS) and mutual funds where:
 - a price for the units is publicly quoted daily; and
 - the UCITS/mutual fund is limited to investing in the instruments listed in this section

³ See Basel Committee on Banking Supervision, Quantitative Impact Study 3, Technical Guidance, Part 2, II.B and III.H.9, October 2002.

Additional types of collateral (besides financial collateral as set out above):

- 1) Commercial real estate (CRE) and residential real estate (RRE) collateral;
- 2) Finance receivables collateral with an original maturity of less than or equal to one year;
- 3) Other physical collateral with existing liquid markets and available market prices; and
- 4) Leasing collateral (e.g., equipment).

If credit derivatives are used to cover for the counterparty risk of financial claims in the banking book, the country of ultimate risk of these positions is defined as the country in which the counterparty to the credit derivative contract resides. However, credit derivatives, such as credit default swaps and total return swaps, that belong to the trading book of the protection buying reporting bank should only be reported under the "Derivatives" category, and all other credit derivatives should be reported as "Guarantees" by the protection seller (see Guarantees and Other Unused Credit Commitments below).

Reporting of Credit derivatives

	Buy protection	Sell protection
Banking book	Risk transfers	Guarantees
Trading book	Derivatives	Guarantees

In the case of security holdings, such as credit-linked notes and other collateralized debt obligations and asset-backed securities, a "look-through" approach should be adopted and the country of ultimate risk is defined as the country where the debtor of the underlying credit, security or derivative contract resides.

Note that inward and outward risk transfers are used to report transfer of risk from one sector to another sector, even when the country of the immediate borrower and the country of ultimate risk are the same. The total for all outward risk transfers will equal the total for all inward risk transfers for all currencies except the Canadian dollar. Where banks are unable to allocate outward risk by country because the protection has been purchased to cover a group, e.g., an industry exposure, banks are to use a reasonable weighted-average allocation formula, e.g., weighted-average based on total claims of the group. Amounts involved in such allocations should be insignificant.

The following example demonstrates a risk transfer. A borrower in country X borrows \$1 million Canadian equivalent from a chartered bank, and the repayment of that loan is guaranteed by another entity in country Y. For purposes of risk transfer, this transaction would be reported as follows:

(Thousands of Canadian Dollars)

Claims On	Loans	Outward Risk Transfer	Inward Risk Transfer
1)	(2)	(3)	(4)
1. Country X	1,000	1,000	
2. Country Y			1,000

The data in line 1 tell us that the bank has a \$1 million claim on a borrower located in country X, and this claim is guaranteed by a resident of another country. Line 2 data tell us that the residents of country Y have provided an unconditional credit commitment for the claims the bank has on the residents of another country. Note that the total of the "Outward Risk Transfer" column and the "Inward Risk Transfer" column (columns 3 and 4 in the above example) will be the same.

The following equation illustrates how to derive claims on an ultimate risk basis:

$$\begin{array}{rcccl} \text{Total Claims} & - & \text{Outward Risk} & + & \text{Inward Risk} & = & \text{Total Claims} \\ \text{(Immediate Borrower Basis)} & & \text{Transfer} & & \text{Transfer} & & \text{(Ultimate Risk Basis)} \end{array}$$

Derivatives:

Banks are to provide data on financial claims (i.e., positive market values) resulting from derivative contracts, independent of whether they are booked as on- or off-balance sheet items. The data should be reported on an ultimate risk basis, i.e., the positions should be allocated to the country where the final risk lies. The data should cover in principle all derivative contracts that are reported in the context of the BIS regular OTC derivatives statistics. The data thus mainly comprise forwards, swaps and options relating to foreign exchange, interest rate, equity, commodity and credit derivative contracts. As previously indicated, credit derivatives that are used to cover for the counterparty risk of financial claims in the banking book should be reported as “risk transfers” and not as derivatives (see credit derivatives table on page 14).

The following is a description of common OTC derivative instruments:

- forwards
- swaps
- OTC options (if sold, do not include)

Forward contracts: Forward contracts represent agreements for delayed delivery of financial instruments or commodities in which the buyer agrees to purchase and the seller agrees to deliver, at a specified future date, a specified instrument or commodity at a specified price or yield. Forward contracts are not traded on organized exchanges and their contractual terms are not standardized. Forward contracts are to be reported that have been entered into by the reporting bank and are outstanding (i.e., open contracts) as at the reporting date. Contracts are outstanding (i.e., open) until they have been cancelled by acquisition or delivery of the underlying financial instrument or commodity or settled in cash.

Swaps: Swaps are transactions in which two parties agree to exchange payment streams based on a specified notional amount for a specified period.

OTC options: Option contracts convey either the right or the obligation, depending upon whether the reporting institution is the purchaser or the writer, respectively, to buy or sell a financial instrument or commodity at a specified price up to a specified future date. OTC option contracts include all option contracts not traded on an organized exchange. These include: swaptions, i.e., options to enter into a swap contract, and contracts known as caps, floors, collars, and corridors. Options such as call features embedded in loan, securities and other on-balance-sheet assets are not to be included. Sold options are not considered a financial claim and therefore are not to be included under derivatives. (Note: Sold options can be used to provide protection under various contractual arrangements for credit derivatives – see risk transfer section).

Derivative Valuation:

“Positive market value” of derivatives is defined as the absolute value of open contracts with a positive replacement value evaluated at market prices prevailing at the reporting date. Thus, the positive market value of a bank’s outstanding contracts is the sum of all positive replacement values of a reporting bank’s contracts at current market prices (and which therefore, if they were settled immediately, would represent claims on counterparties). Amounts are to be reported after taking into account all legally enforceable bilateral netting agreements. Note negative market values are not to be included.

In the case of forwards and swaps, the market (or replacement) value of outstanding contracts to which the reporter is counterparty is either positive, zero, or negative, depending on how the underlying prices have moved since the contract's initiation. Unlike forwards or swaps, OTC options have a market value at initiation that is equal to the premium paid to the writer of the option. Throughout their life option contracts can only have a positive market value for the buyer and a negative market value for the seller.

For a forward, a contract to purchase USD against CDN at a forward rate of 1.50 when initiated has a positive market value if the USD/CDN forward rate at the time of reporting for the same settlement date is higher than 1.50. It has a negative market value if the forward rate at the time of reporting is lower than 1.50 and it has a zero market value if the forward rate at the time of reporting is still 1.50.

For swaps, which involve multiple (and sometimes two-way payments), the market value is the net present value of the payments to be exchanged between the counterparties between the reporting date and contract's maturity, where the discount factor to be applied would normally reflect the market interest rate for the period of the contract's remaining maturity. Thus, a fixed/floating swap which at the interest rates prevailing at the reporting date involves net annual receipts by the reporter of e.g., 2% of the notional principal amount for the next three years has a positive marked-to-market (or replacement) value equal to the sum of three net payments (each 2% of the notional amount), discounted by the market interest rate prevailing at the reporting date. If the contract is not in the reporter's favor (i.e., the reporter would have to make net annual payments), the contract has a negative net present value.

Option contracts, on the other hand, can only have a positive market value for the buyer. If a quoted market price is available for a contract, the market value to be reported for that contract is the product of the number of trading units of the contract multiplied by that market price. If a quoted market price is not available, the market value of an outstanding option contract at the time of reporting can be determined on the basis of secondary market prices for options with the same strike prices and remaining maturities as the options being valued, or by using option pricing models.

Guarantees and Other Unused Credit Commitments:

Data are to be reported on exposures to the reporting bank via guarantees and unused credit commitments other than guarantees. These are to be reported on an ultimate risk basis, i.e., the positions allocated to the country where the final risk lies. Both types of data should be reported to the extent that they represent the unutilized portion of both binding contractual obligations and any other irrevocable commitments. Performance bonds and other forms of guarantee should only be reported if, in the event of the contingency occurring, the resulting claims would have an impact on total balance sheet claims. A more detailed definition of guarantees and other credit commitments and a non-exhaustive list of typical instruments that qualify as guarantees and other credit commitments is provided below.

"Guarantees" are contingent liabilities arising from an irrevocable obligation to pay to a third-party beneficiary when a client fails to perform some contractual obligation. They include secured, bid and performance bonds, warranties and indemnities, confirmed documentary credits, irrevocable and standby letters of credit, acceptances and endorsements. Guarantees also include the contingent liabilities of the protection seller of credit derivative contracts (see credit derivatives table on page 14).

"Other unused credit commitments" are arrangements that irrevocably obligate an institution, at a client's request, to extend credit in the form of loans, participation in loans, lease financing receivables, mortgages, overdrafts or other loan substitutes or commitments to extend credit in the form of the purchase of loans, securities or other assets. Normally commitments involve a written contract or agreement and some form of consideration, such as a commitment fee. This definition is identical to that used in the Capital Adequacy Return. Include customers' liability under acceptances (Assets 13 of the month-end balance sheet). Do not include such items as letters of awareness or intent, comfort letters, or similar documents.

SPECIFIC INSTRUCTIONS

PART I - CLAIMS

Positions on an immediate borrower basis

Columns 128, 129- Balances with banks and official monetary institutions

Deposits with other banks or official monetary institutions (see attached list of official monetary institutions) are to be reported geographically according to the location of the bank branch where the deposit is held. Exclude net debit items in transit.

Columns 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 165, 166, 167 - Securities

Securities are to be reported at book value, gross of any allowance for impairment and are to be reported geographically according to the country of residence of the issuer. Short-term securities are those with an original term to maturity of one year or less, with the exception of Government of Canada securities where short-term securities are those with a remaining term to maturity of 3 years or less. Securities issued by official monetary institutions are to be reported in columns 132, 135, 138, 167 (see attached list of official monetary institutions).

Columns 145, 146, 147, 148 - Loans

All loans are to be reported at book value, gross of any allowance for impairment. Loans include lease receivables. Loans to official monetary institutions are to be reported in column 147 (see attached list of official monetary institutions).

Column 149 - Total Claims

Report the total of columns 128, 129, 139, 145, 148.

Columns 60, 61, 62, 150, 63- Distribution of Total Claims by Place of Booking

The total of column 149 is to be distributed according to the country in which the claim is booked. Other developed reporting countries (column 62) consist of countries included in the attached list of developed reporting countries – except for Canada, the U.S., and the UK. Offshore countries (column 150) consists of all countries included in the section B of the list of country codes (Offshore centers). The "other" (column 63) includes all other countries other than Canada, the U.S., the U.K., other reporting countries, and off-shore countries.

Columns 151, 152, 153, 425 - Distribution of Total Claims by Residual Term to Maturity

Distribute total claims (column 149) according to residual term to maturity. The maturity distribution should reflect amortization periods or final maturity dates, rather than interest adjustment or rollover dates. Installment loans should be allocated to the periods in which the installment payments are made. Demand loans should be classified as claims with a maturity of one year or less. If a claim involves a sinking fund, use the final maturity date. Equities are to be included in column 425 (unallocated) along with the data for which it is not necessary to report maturity, e.g., deposits with individual banks, securities holdings of specific issues amounting to \$200,000 or less, and loans made under authorizations of \$200,000 or less.

Columns 431, 432, 157 – Distribution of Total Claims by Type of Claim

Distribute total claims (column 149) according to type of claims, i.e., cross border, local claims in foreign currency, or local claims in local currency. See general instructions regarding more details on types of claims.

Column 158 – of which: Claims on units of banks with head offices in developed reporting countries

Report that portion of local claims in local currency (column 157) that represents claims on units of banks that have their head office in developed reporting countries (see attached list of developed reporting countries).

Columns 441, 442, 443, 451, 452, 453, 455 - Distribution of Local Claims in Local Currency by sector and residual term to maturity

Distribute local claims in local currency (column 157) according to sector and residual term to maturity. The maturity distribution should reflect amortization periods or final maturity dates, rather than interest adjustment or rollover dates. Installment loans should be allocated to the periods in which the installment payments are made. Equities are to be included in column 455 (unallocated) along with the data for which it is not necessary to report maturity, e.g., deposits with individual banks, securities holdings of specific issues amounting to \$200,000 or less, and loans made under authorizations of \$200,000 or less.

Risk transfers

Columns 461, 462, 463, 464, 465, 466, 467 - Outward Risk Transfers

Report the amounts in column 149 which are guaranteed or assured through some type of commitment by a party in another country or another sector in the same country, or that should be transferred to another type of claim. For example, a claim might be considered “cross border” vis-à-vis the immediate borrower but “local” vis-à-vis counterparty of ultimate risk (see general instructions).

Columns 471, 472, 473, 474, 475, 476, 477 - Inward Risk Transfers

Report the amount of any guarantees and other types of credit commitments made by residents of each country related to claims that the reporting bank has on residents of other countries or another sector in the same country, or that should be transferred to another type of claim.

Positions on an ultimate risk basis

Column 480 – Total Claims Ultimate Risk Basis

Report the total of columns 149 less 464 plus 474.

Columns 491, 492, – Unused Credit Commitments

Report separate amounts for “guarantees” and “other” types of unused credit commitments on an ultimate risk basis (see general instructions). When the currency of future borrowings is not known at the reporting date, report such commitments under the currency in which the maximum authorized drawdown for the loan is stated.

Columns 493 – Derivatives

Report the market value of OTC derivative contracts on an ultimate risk basis (see general instructions). Amounts are to be reported after taking into account all legally enforceable bilateral netting agreements.

PART II - LIABILITIES

Columns 173 - Deposits payable to banks

Deposits payable to other banks are to be classified geographically according to the residency of the branch of the depositing bank. Report deposits payable to official monetary institutions separately. Exclude net credit items in transit.

Column 174 - Deposits payable to official monetary institutions

Include deposits payable to official monetary institutions (see the list of official monetary institutions).

Column 175 - Other deposits

Include all deposits not reported in columns 173 and 174. Bearer term deposits and other similar negotiable instruments for which the bank has no way of knowing the residency of the holder of such instruments are to be reported in section D (country code 935) under this column.

Column 176 - Total of all deposits payable

Report the total of columns 173, 174 and 175.

Columns 80, 81, 82, 177, 83 - Distribution of Total Liabilities by Place of Booking

The total of column 176 is to be distributed according to the country in which the liability is booked. Other developed reporting countries (column 62) consist of countries included in the attached list of developed reporting countries – except for Canada, the U.S., and the UK. Offshore countries (column 150) consist of all countries included in the section B of the list of country codes (Offshore centers). The "other" (column 63) includes all other countries other than Canada, the U.S., the U.K., other reporting countries, and off-shore countries.

Column 178 - Subordinated debt

Report subordinated debt outstanding. If residency of the holder is unknown, report these amounts in Section D - unallocated.

Column 179 - Local Liabilities in Local Currency (Deposits only) included in Total Liabilities

Report the amounts in column 176 that are liabilities to residents of the country in which the office of the bank that has booked the liability is located and that are denominated in the local currency of that country. For this purpose, local currencies can be defined as those that are issued by the relevant countries themselves or which issuance a country can influence as in the case of a monetary union. Include these local liabilities in all preceding columns. With the introduction of the EURO on January 1, 1999, the meaning of "Local in local currency" activities was broadened to recognize the EURO currency as the local currency of all of the countries in the European Monetary Union (EMU). EMU members include: Austria, Belgium, Finland, France, Germany, Greece (2001), Ireland, Italy, Luxembourg, Netherlands, Portugal and Spain. For example, a deposit payable to a German resident booked in

Germany in French Francs would not have been considered "Local in local currency" prior to the introduction of the EURO, but is now classified as a "Local in local currency" liability beginning January 1, 1999.

PART III and IV - SUPPLEMENTARY INFORMATION

Parts III and IV of the return report supplementary information on claims and liabilities booked in offshore countries **vis-à-vis Canadian residents only** (country code 146). These data have already been included in the information reported on Parts I and II of the return and are reported in these two parts of the return on an "of which" basis. For list of offshore countries see section B in list of country codes.

The definitions of the claims and liabilities to be reported are identical to those used in Parts I and II of this return (see pages 15 - 17). The column numbers are different from those in Parts I and II to distinguish the claims and liabilities booked in offshore countries from among those booked outside of Canada. Note that Total Claims (Column 229) on Part III should equal Column 150 on Part I and that Total Liabilities (Column 235) on Part IV should equal Column 177 on Part II.

Reconciliation with Month-end Balance Sheet

All banks are required, as at the end of each calendar quarter, to reconcile the information reported on this return and the monthly Geographical Distribution of Assets and Liabilities Return with that reported on the month-end balance sheet. The reconciliation can only be carried out for foreign currency balances. A suggested form reconciliation is attached and the reconciliation information is to be submitted with this return (that is, within 60 days of the calendar quarter). Banks that only report the monthly return should submit their reconciliation with that return. Banks that prefer to submit this reconciliation return electronically should contact the ADT Helpline at (613) 782-8318.

QUARTERLY RECONCILIATION OF THE GEOGRAPHICAL DISTRIBUTION RETURN
WITH THE CONSOLIDATED MONTHLY RETURN OF ASSETS AND LIABILITIES

ASSETS

as at

(Bank)

(in thousands of equivalent Canadian dollars)

TOTAL CLAIMS

GEOGRAPHICAL DISTRIBUTION -

Total foreign currency claims reported in the Geographical Return as at the end of the calendar quarter:

Local and Non-Local Claims \$ _____
(Columns 6, 149)

Foreign currency amounts excluded from Quarterly Geographical Return:

(i) Individual and Group Allowance, Other \$ _____
(ii) Claims on books of Securities Dealer Subsidiaries \$ _____
(iii) Other (specify) \$ _____
\$ _____

CONSOLIDATED BALANCE SHEET - Foreign Currency Totals (Foreign Currency Portions Only)

\$ _____

(Total - Assets 5, 7, 8,
9, 10, 11, 12)

QUARTERLY RECONCILIATION OF THE GEOGRAPHICAL DISTRIBUTION RETURN
WITH THE CONSOLIDATED MONTHLY RETURN OF ASSETS AND LIABILITIES

LIABILITIES

as at

(Bank)

(in thousands of equivalent Canadian dollars)

TOTAL
DEPOSIT
LIABILITIES

GEOGRAPHICAL DISTRIBUTION -

Total foreign currency liabilities reported in the Geographical Return as at the end of the calendar quarter:

Local and Non-Local Liabilities

\$ _____

(Columns 22, 176,
178, 664)

Foreign currency amounts excluded from Quarterly Geographical Return:

Specify

\$ _____

\$ _____

\$ _____

CONSOLIDATED BALANCE SHEET - Foreign Currency Totals (Foreign Currency Portions Only)

\$ _____

(Total - Liabilities
1, 2, 3, 11)

OFFICIAL MONETARY INSTITUTIONS

Developed countries

Europe

Austria	Oesterreichische Nationalbank
Belgium	Banque Nationale de Belgique, S.A.
Denmark	Danmarks National Bank
Euro Area	European Central Bank
Finland	Suomen Pankki-Finlands Bank
France	Banque de France
Germany	Deutsche Bundesbank
Greece	Bank of Greece
Iceland	Sedlabanki Islands
Ireland	Central Bank of Ireland
Italy	Banca d'Italia; Ufficio Italiano dei Cambi
Luxembourg	Institut Monétaire Luxembourgeois
Netherlands	De Nederlandsche Bank N.V.
Norway	Norges Bank
Portugal	Banco de Portugal
San Marino	San Marinense Institute of Credit
Spain	Banco de Espana
Sweden	Sveriges Riksbank
Switzerland/Liechtenstein	Schweizerische Nationalbank
United Kingdom	Bank for International Settlements Bank of England

Other countries

Australia	Reserve Bank of Australia
Canada	Bank of Canada
Japan	The Bank of Japan
New Zealand	Reserve Bank of New Zealand
United States	Federal Reserve System (the Federal Reserve Board, the Federal Reserve Bank of New York and the eleven other Federal Reserve Banks)

Offshore centers

Aruba	Centrale Bank van Aruba
Bahamas	Central Bank of the Bahamas
Bahrain	Bahrain Monetary Agency
Barbados	Central Bank of Barbados
Bermuda	Bermuda Monetary Authority
Cayman Islands	Cayman Islands Monetary Authority
Gibraltar	Financial Services Commission
Guernsey	Guernsey Financial Services Commission
Hong Kong	Hong Kong Monetary Authority
Isle of Man	Isle of Man Financial Supervision Commission
Jersey	Jersey Financial Services Commission

Lebanon
Macau SAR
Mauritius
Netherlands Antilles
Panama
Singapore
Vanuatu

Banque du Liban
Monetary and Foreign Exchange Authority of Macau
Bank of Mauritius
Bank van de Nederlandse Antillen
Banco Nacional de Panama
The Monetary Authority of Singapore
Reserve Bank of Vanuatu

Developing countries

Africa and Middle East

Algeria
Angola
Botswana
Burundi
Cape Verde Islands
Central Africa :
(Cameroon, Chad,
Central African
Republic, Gabon,
Equatorial Guinea and
Rép. Pop. du Congo)
Congo, Democratic Republic of
Comoros
Djibouti
Egypt
Eritrea
Ethiopia
Gambia
Ghana
Guinea
Iran
Iraq
Israel
Jordan
Kenya
Kuwait
Lesotho
Liberia
Libya
Madagascar
Malawi
Mauritania
Morocco
Mozambique
Namibia
Nigeria
Oman
Qatar
Rwanda
Sao Tomé and Principe

Banque d'Algérie
Banco Nacional de Angola
The Bank of Botswana
Banque de la République du Burundi
Banco de Cabo Verde

Banque des Etats de l'Afrique Centrale

Central Bank of Congo
Banque Centrale des Comores
Banque Nationale de Djibouti
Central Bank of Egypt
National Bank of Eritrea
National Bank of Ethiopia
Central Bank of the Gambia
Bank of Ghana
Banque Centrale de la République de Guinée
Bank Markazi Jomhuri Islami Iran
Central Bank of Iraq
Bank of Israel
Central Bank of Jordan
Central Bank of Kenya
Central Bank of Kuwait
Central Bank of Lesotho
Central Bank of the Republic of Liberia
Central Bank of Libya
Banque Centrale de Madagascar
Reserve Bank of Malawi
Banque Centrale de Mauritanie
Banque Al-Maghrib
Banco de Mocambique
Bank of Namibia
Central Bank of Nigeria
Central Bank of Oman
Qatar Central Bank
Banque Nationale du Rwanda
Banco Nacional de Sao Tomé e Principe

Saudi Arabia	Saudi Arabian Monetary Agency
Seychelles	Central Bank of the Seychelles
Sierra Leone	Bank of Sierra Leone
Somalia	Central Bank of Somalia
South Africa	South African Reserve Bank
Sudan	Bank of Sudan
Swaziland	Central Bank of Swaziland
Syria	Central Bank of Syria
Tanzania	Bank of Tanzania
Tunisia	Banque Centrale de Tunisie
Uganda	Bank of Uganda
United Arab Emirates: (Abu Dhab, Dubai, Sharjah, Ajman, Umm Al Quaiwain, Ras al Khaimah, Fujairah)	Abu Dhabi Investment Authority Central Bank of the United Arab Emirates Government of Dubai
West African Monetary Union: (Benin, Burkina Faso, Côte d'Ivoire, Mali, Niger, Senegal, Togo and Guinea-Bissau)	Banque Centrale des Etats de l'Afrique de l'Ouest
Yemen	Central Bank of Yemen
Zambia	Bank of Zambia
Zimbabwe	Reserve Bank of Zimbabwe

Asia and Pacific

Afghanistan	Da Afghanistan Bank
Armenia	Central Bank of Armenia
Azerbaijan	National Bank of Azerbaijan
Bangladesh	Bangladesh Bank
Bhutan	Royal Monetary Authority of Bhutan
Brunei	Brunei Monetary Board
Cambodia	Banque Nationale du Cambodge
China	People's Bank of China
Fiji	Reserve Bank Central Bank
French Polynesia	Institut d'Emission d'Outre-Mer
Georgia	National Bank of Georgia
India	Reserve Bank of India
Indonesia	Bank Indonesia
Kazakhstan	National State Bank of Kazakhstan
Kiribati	Bank of Kiribati
Korea (N.)	Korean Central Bank
Korea (S.)	The Bank of Korea
Kyrgyzstan	National Bank of Kyrgyzstan
Laos	State Bank of Lao PDR
Malaysia	Central Bank of Malaysia
Maldives	Maldives Monetary Authority
Mongolia	The Bank of Mongolia
Myanmar	Central Bank of Myanmar
Nauru	Bank of Nauru
Nepal	Nepal Rastra Bank
New Caledonia	Institut d'Emission d'Outre-mer
Pakistan	State Bank of Pakistan

Papua-New Guinea
Philippines
Solomon Islands
Sri Lanka
Taiwan
Tajikistan
Thailand
Timor Leste
Tonga
Turkmenistan
Tuvalu
Uzbekistan
Vietnam
Wallis and Futuna
Western Samoa

Bank of Papua-New Guinea
Central Bank of the Philippines
Central Bank of Solomon Islands
Central Bank of Sri Lanka
Central Bank of China (Taiwan)
National Bank of Tajikistan
Bank of Thailand
East-Timor Central Payments Office
National Reserve Bank of Tonga
State Bank of Turkmenistan
National Bank of Tuvalu
National Bank of Uzbekistan
State Bank of Vietnam
Institu d'Emission d'Outre-Mer
Central Bank of Samoa

Europe

Albania
Belarus
Bosnia and Herzegovina
Bulgaria
Croatia
Cyprus
Czech Republic
Estonia
Hungary
Latvia
Lithuania
Macedonia
Malta
Moldova
Poland
Romania
Russia
Serbia and Montenegro
Slovak Republic
Slovenia
Turkey
Ukraine

State Bank of Albania
National Bank of Belarus
Narodna Banka of Bosnia and Herzegovina
National Bank of Bulgaria
National Bank of Croatia
Central Bank of Cyprus
Czech National Bank
Bank of Estonia
National Bank of Hungary
Bank of Latvia
The Bank of Lithuania
National Bank of Macedonia
Central Bank of Malta
National Bank of Moldova
National Bank of Poland
National Bank of Romania
Central Bank of Russia
National Bank of Serbia
National Bank of Slovakia
Bank of Slovenia
Banque Centrale de la République de Turquie
National Bank of Ukraine

Latin America and Caribbean

(Anguilla, Antigua and
Barbuda, Dominica,
Grenada, Montserrat,
St.Kitts-Nevis,
St.Lucia, St.Vincent,
Grenadines, Turks and Caicos Island)
Argentina
Belize
Bolivia
Brazil

Eastern Caribbean Central Bank

Banco Central de la Republica Argentina
Central Bank of Belize
Banco Central de Bolivia
Banco Central do Brasil

Chile	Banco Central de Chile
Colombia	Banco de la Republica
Costa Rica	Banco Central de Costa Rica
Cuba	Banco Nacional de Cuba
Dominican Republic	Banco Central de la Republica Dominicana
Ecuador	Banco Central del Ecuador
El Salvador	Banco Central de Reserva de El Salvador
Guatemala	Banco de Guatemala
Guyana	Bank of Guyana
Haiti	Banque de la République d'Haiti
Honduras	Banco Central de Honduras
Jamaica	Bank of Jamaica
Mexico	Banco de Mexico
Nicaragua	Banco Central de Nicaragua
Paraguay	Banco Central de Paraguay
Peru	Banco Central de Reserva del Peru
Surinam	Centrale Bank van Surinam
Trinidad and Tobago	Central Bank of Trinidad and Tobago
Uruguay	Banco Central del Uruguay
Venezuela	Banco Central de Venezuela

DEVELOPED REPORTING COUNTRIES

Australia
Austria
Belgium
Canada
Denmark
Finland
France
Germany
Greece
Ireland
Italy
Japan
Luxembourg
Netherlands
Norway
Portugal
Spain
Sweden
Switzerland
United Kingdom
United States

INTERNATIONAL FINANCIAL AGENCIES

EU organizations

European Atomic Energy Community (EURATOM)	Brussels
European Coal and Steel Community (ECSC)	Brussels
European Investment Bank (EIB)	Luxembourg

Other European organizations

Council of Europe (CE)	Strasbourg
European Free Trade Association (EFTA)	Geneva
European Organization for Nuclear Research (CERN)	Geneva
European Space Agency (ESA)	Paris
European Telecommunications Satellite Organization (EUTELSAT)	Paris
Western European Union (WEU)	Brussels

Intergovernmental organizations

Association of South East Asian Nations (ESEAN)	Jakarta
Caribbean Community (CARICOM)	Georgetown (Guyana)
Central American Common Market (CACM)	Guatemala City
Colombo Plan	Colombo (Sri Lanka)
Economic Community of West African States (ECOWAS)	Lagos (Nigeria)
Latin American Association of Development Financing Institutions (ALIDE)	Lima
Latin American Economic System (SELA)	Caracas
Latin American Integration Association (LAIA)	Montevideo
League of Arab States (LAS)	Cairo
North Atlantic Treaty Organization (NATO)	Brussels
Organization of Economic Co-operation and Development (OECD)	Paris
Organization of American States (OAS)	Washington
Organization of Central American States (OCAS)	San Salvador
Organization of Eastern Caribbean States (OECS)	Castries (St Lucia)
Organization of African Unity (OAU)	Addis Ababa (Ethiopia)
South Asian Association for Regional Cooperation (SAARC)	KATHMANDU (Nepal)

Regional aid banks and funds

African Development Bank Group	Adibjan (Côte d'Ivoire)
Andean Development Corporation (ADC)	Caracas
Arab Bank for Economic Development in Africa (BADEA)	Khartoum
Arab Fund for Economic and Social Development (AFESD)	Manama
Arab Monetary Fund (AMF)	Abu Dhabi
Asian Clearing Union (ACU)	Teheran
Asian Development Bank (ADB)	Manila
Caribbean Development Bank (CDB)	St Michael (Barbados)
Central African States' Development Bank (CASDB)	Brazzaville (Congo)
Central American Bank for Economic	Tegucigalpa DC (Honduras)
East African Development Bank (EADB)	Kampala
European Bank for Reconstruction and Development (EBRD)	London
Inter-American Development Bank (IADB)	Washington

Islamic Development Bank (IsDB)	Jeddah (Saudi Arabia)
Latin American Reserve Fund (LARF)	Santafé de Bogota
Nordic Investment Bank (NIB)	Helsinki
OPEC Fund for International Development (OFID)	Vienna
West African Clearing House (WACH)	Lagos (Nigeria)
West African Monetary Union (WAMU)	Senegal

Commodity Organizations

Intergovernmental Council of Copper Exporting Countries (CIPEC)	Paris
International Cocoa Organization (ICCO)	London
International Coffee Organization (ICO)	London
International Cotton Advisory Committee (ICAC)	Washington
International Jute Organization (IJO)	Dhaka (Bangladesh)
International Lead and Zinc Study Group (ILZSG)	London
International Natural Rubber Organization (INRO)	Kuala Lumpur
International Olive Oil Council (IOOC)	Madrid
International Rubber Study Group (IRSG)	Wembley
International Sugar Organization (ISO)	London
International Tin Council (ITC)	London
International Wheat Council (IWC)	London
Latin American Energy Organization (OLADE)	Quito (Ecuador)
Organization of Arab Petroleum Exporting Countries (OAPEC)	Cairo
Organization of the Petroleum Exporting Countries (OPEC)	Vienna

Other

International Red Cross (IRC)	Geneva
World Council of Churches (WCC)	Geneva
International Maritime Satellite Organization (INMARSAT)	London

The above list covers the most important organizations, but it is not exhaustive.

UN AGENCIES

United Nations (UN) New York

Various committees, funds and programs of the UN including

United Nations Conference on Trade and Development (UNCTAD) Geneva
United Nations Children's Fund (UNICEF) New York

Specialized Agencies of the UN

Food and Agriculture Organization (FAO) Rome
International Atomic Energy Agency (IAEA) Vienna
International Bank for Reconstruction and Development (IBRD) Washington
International Civil Aviation Organization (ICAO) Montreal
International Development Association (IDA) Washington
International Finance Corporation (IFC) Washington
International Fund for Agricultural Development (IFAD) Rome
International Labor Organization (ILO) Geneva
International Maritime Organization (IMO) London
International Monetary Fund (IMF) Washington
International Telecommunications (ITU) Geneva
United Nations Educational, Scientific and Cultural Organization (UNESCO) Paris
Universal Postal Union (UPU) Berne
World Health Organization (WHO) Geneva
World Intellectual Property Organization (WIPO) Geneva
World Meteorological Organization (WMO) Geneva
World Trade Organization (WTO) Geneva

Examples for reporting of individual transactions*

A. Loans and deposits	Immediate borrower and outward risk (where applicable) reporting			Inward risk reporting			Country transfer
	Type of claim	Sector	Country	Type of claims	Sector	Country	
1. A subsidiary of a Canadian bank in Japan has a deposit in local currency with a branch of a UK bank in Japan	local in local currency	bank	Japan	cross border	bank	UK	outward: Japan
2. A subsidiary of a Canadian bank in Japan has extended a foreign currency loan to a corporate in Japan. The corporate has provided Canada treasuries as collateral	local in foreign currency	non-bank private	Japan	cross border	public	Canada	outward: Japan inward: Canada
3. A subsidiary of a Canadian bank in Japan has extended a loan to a corporate in the UK in British pound guaranteed by a bank in Japan	cross border	non-bank private	UK	local in foreign currency	bank	Japan	outward: UK inward: Japan
4. A branch of a Canadian bank in Japan has a deposit in Japanese Yen with a branch of a Japanese bank in Canada	cross border	bank	Canada	local in local currency	bank	Japan	outward: Canada inward: Japan
5. A subsidiary of a Canadian bank in Mexico has extended a loan to the US corporate in Mexico in US dollars. The corporate subsidiary has received an explicit guarantee from its head office	local in foreign currency	non-bank private	Mexico	cross border	non-bank private	US	outward: Mexico inward: US
6. A subsidiary of a Canadian bank in the US has made a US dollar loan to a corporate in the US. The loan is guaranteed by a corporate in the UK	local in local currency	non-bank private	US	cross border	non-bank private	UK	outward: US inward: UK

* Please note that the term “bank” only refers to either head offices of banks or their legally independent and incorporated subsidiaries, but not to branches of banks which are referred to separately. In addition, the term “none” is meant to be a short version for “no reporting required”.

Examples for reporting of individual transactions*

B. Securities	Immediate borrower and outward risk (where applicable) reporting			Inward risk reporting			Country transfer
	Type of claim	Sector	Country	Type of claims	Sector	Country	
1. A Canadian bank in Japan has purchased securities issued by a subsidiary of a Japanese bank in the US against credit card claims in foreign currency on Japanese non-banks	cross border	bank	US	local in foreign currency	non-bank private	Japan	outward: US inward: Japan

C. Derivatives	Ultimate risk reporting
	Country
1. A branch of a Canadian bank in Japan has bought interest rate derivatives issued by a branch of a UK bank in Japan	UK
2. A subsidiary of a Canadian bank in Japan has bought equity derivatives issued by a branch of a Canadian bank in Japan	Canada

D. Guarantees and credit commitments	Ultimate risk reporting	
	Type	Country
1. A subsidiary of a Canadian bank in Japan has guaranteed a loan extended by a Japanese bank to the branch of a UK bank in Japan	guarantee	UK
2. A branch of a Canadian bank in Japan has made a credit commitment to a corporate in Japan	credit commitment	Japan

* Please note that the term “bank” only refers to either head offices of banks or their legally independent and incorporated subsidiaries, but not to branches of banks which are referred to separately. In addition, the term “none” is meant to be a short version for “no reporting required”.

**Manual of Reporting Forms and Instructions
for Deposit-Taking Institutions**

AMENDMENT CONTROL LOG

Impaired Assets

Amendment Number	Effective Date	Page Number	Description
Please note that as of November 2002, all changes are highlighted:			
7	November 2004	2, 4	<u>Delete:</u> ♦ Memo items on Foreclosed Assets Held for Sale ♦ Group Allowance, Country Risk

RETURN OF IMPAIRED ASSETS

IMPAIRED ASSETS			Recorded Investment	Individual Allowance	Carrying Amount	Group Allowance
Deposits with Regulated Financial Institutions						
Securities						
Loans	Non-Mortgage Loans	To Individuals for Non-Business Purposes				
		Other				
	Mortgage Loans	Residential				
		Non-Residential				
Acceptances						
Other On-Balance Sheet						
Total						

MEMO ITEM

	Notional or Contract Amount	Allowance for Impairment
Off-Balance Sheet Items on Which Allowances Have Been Established		

GENERAL INSTRUCTIONS

Accounting practices with respect to impaired assets are described in detail in Section 3025, Impaired Loans, of the Canadian Institute of Chartered Accountants (CICA) Handbook and OSFI Guideline C-1 that provides application guidance to this section.

Impaired Assets

Report the Recorded Investment, Allowance for Impairment and Carrying Amount for each of the categories of assets set out below. Note that the Carrying Amount is equal to Recorded Investment minus Individual Allowance. Report the Group Allowance on the Total line only.

Deposits With Regulated Financial Institutions

Securities

Loans

Non-Mortgage Loans

To Individuals for Non-Business Purposes

Other - all Non-Mortgage Loans other than to Individuals for Non-Business Purposes

Mortgage Loans

Residential

Non-Residential

Acceptances

Other On-Balance Sheet

All assets not listed above.

Total

Report the total for each of Recorded Investment, Allowance for Impairment and Carrying Amount.

Memo Items

Off-Balance Sheet Items on Which Allowances Have Been Established

Report the Notional or Contract Amount and the Allowance for Impairment for Off-Balance Sheet Items on Which Allowances Have Been Established.

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

Consolidated Statement of Income

Amendment Number	Effective Date	Page Number	Description
Please note that as of November 2002, all changes are highlighted:			
5	November 2002	1	<u>Change:</u> ♦ Ivation Data Systems Inc. to Beyond 20/20 Inc. <u>Delete:</u> ♦ Bank of Canada from Where to Submit
6	November 2003	1	<u>Add:</u> ♦ Address for OSFI Website <u>Delete:</u> ♦ Reference to Beyond 20/20
		8, 31	<u>Change:</u> ♦ Amortization Expenses has been changed to Amortization Expenses and Related Charges for Impairment
		31	<u>Change:</u> ♦ Definition of Goodwill amortization to impairment
7	November 2004	8, 31	<u>Change:</u> ♦ (l) Amortization Expenses and Related Charges for Impairment has been changed to Charge for Impairment for (i) Goodwill and (ii) Intangibles with indefinite lives <u>Add:</u> ♦ (m) Amortization Expenses with (i) Intangibles with definite lives and (ii) Other
		8, 9, 32, 33	<u>Add:</u> ♦ Discontinued Operations to items 32, 34, 39, 40, 41 and 42
		22	<u>Change:</u> ♦ Assets transferred with or without recourse has been changed to Assets sold. <u>Add:</u> ♦ Reference to OSFI Guildelines
		26	<u>Change:</u> ♦ Instruction to CICA Handbook reference

	Booked In Canada	Booked Outside Canada	Total
26. OTHER			
(a) Advertising, Public Relations and Business Development (b) Office and General Expenses (c) Real Estate Commission Expense (d) Capital and Business Taxes (i) Canadian Capital Taxes (ii) Other (e) General Insurance Expense (f) Directors Fees and Related Expenses (g) Deposit Insurance Premiums (h) Donations (i) Association, Clearing and Regulatory Fees (j) Employee Training and Development (k) Professional Fees (i) Audit (ii) Legal (iii) Management (iv) Other (l) Charge for Impairment (i) Goodwill (ii) Intangibles with indefinite lives (m) Amortization Expenses (i) Intangibles with definite lives (ii) Other (n) Other Expenses			
27. TOTAL NON-INTEREST EXPENSES			
28. NET INCOME BEFORE PROVISION FOR INCOME TAXES			
29. PROVISION FOR INCOME TAXES (a) Current (b) Future			
30. NET INCOME BEFORE NON-CONTROLLING INTERESTS			
31. NON-CONTROLLING INTERESTS IN SUBSIDIARIES			
32. NET INCOME BEFORE EXTRAORDINARY ITEMS & DISCONTINUED OPERATIONS			
33. EXTRAORDINARY ITEMS (NET OF TAXES)			

	Booked In Canada	Booked Outside Canada	Total
34. DISCONTINUED OPERATIONS (NET OF TAXES)			
35. NET INCOME			
36. DIVIDENDS ON PREFERRED SHARES			
37. NET INCOME APPLICABLE TO COMMON SHARES			
38. AVERAGE NUMBER OF COMMON SHARES OUTSTANDING			
39. EARNINGS PER SHARE - BEFORE EXTRAORDINARY ITEMS & DISCONTINUED OPERATIONS			
40. EARNINGS PER SHARE - AFTER EXTRAORDINARY ITEMS & DISCONTINUED OPERATIONS			
41. FULLY DILUTED EARNINGS PER SHARE - BEFORE EXTRAORDINARY ITEMS & DISCONTINUED OPERATIONS			
42. FULLY DILUTED EARNINGS PER SHARE - AFTER EXTRAORDINARY ITEMS & DISCONTINUED OPERATIONS			

(d) Standby, Commitment and Other Loan Fees

Include:

- fees and costs associated with credit facilities, including fees charged to customers for unused portions of authorized credits, fees on unconditional loan commitments, and charges in lieu of compensating balances (in accordance with the Accounting Guidelines set out in the CICA Handbook);
- daylight overdraft charges;
- commissions charged to customers on loans on which, to the extent they are offset by deposits, no interest is paid;
- fees for evaluating customer credit applications including verification of security (e.g., title searches);
- fees for investigating and recommending the most appropriate credit arrangements (setup fees, structuring fees);
- fees for evaluating the security for loans on an ongoing basis, processing notes and payments, and other administrative activities (e.g., maintaining records of pledged securities, aging lists of accounts receivable);
- other loan fees not previously identified.

(e) Income from Securitization of Assets

Include:

- gains or losses on assets sold according to instructions in OSFI Guidelines D-3, D-4, D-8 and CICA Guideline AcG-12;
- servicing fees;
- credit enhancement fees.

(f) Mortgage Fees

Include:

- fees associated with all types of mortgage lending activities (in accordance with the Accounting Guidelines set out in the CICA Handbook);
- management fees on mortgages administered but not owned by the institution;
- appraisal fees.

(g) Acceptance Fees

Include:

- acceptance fees (in accordance with the Accounting Guidelines set out in the CICA Handbook).

(h) Guarantees and Letters of Credit Fees

Include:

- commissions arising from the issue of guarantees and letters of credit.

NON-INTEREST EXPENSE

24. SALARIES, PENSIONS AND OTHER STAFF BENEFITS

(a) Salaries

Include:

- full-time employee salaries, wages, bonuses and all other forms of remuneration;
- part-time remuneration;
- amounts paid to temporary personnel agencies.

(b) Pension Contributions and Other Staff Benefits

Include:

- pension contributions to private, federal and provincial pension funds;
- special contributions should be amortized over a period of years pursuant to the requirements in CICA Handbook, Section 3461;
- retirement allowances to retired employees other than from the pension fund;
- contributions to premiums for group sickness, dental and accident and life insurance for employees;
- contributions to Unemployment Insurance and Worker's Compensation;
- contributions to national pension plans and staff benefit plans in foreign countries;
- contributions to employees savings plans and profit-sharing plans;
- cost of staff recreation plans and death benefits.

25. PREMISES AND EQUIPMENT

(a) Rental of Real Estate

(i) Gross Rental Income

Include:

- gross rentals received from tenants and sub-tenants.

Exclude:

- rental income on real estate investment properties, reported under item 20(p).

(ii) Rental Expenses

Include:

- rental expenses for properties occupied as institution premises.

Exclude:

- rental expenses allocated to computer costs that are to be reported under Item 25(c)(ii).

(l) Charge for Impairment (before taxes)

(i) Goodwill

- when the carrying amount of Goodwill exceeds its fair value, an impairment loss should be recognized in an amount equal to the excess.

(ii) Intangibles with indefinite lives

Include:

- all charges for impairment on intangibles with indefinite lives

(m) Amortization Expenses

(i) Intangibles with definite lives

(ii) Other

Include:

- amortization expenses other than for goodwill or intangibles

(n) Other Expenses

Include:

- the portion of the Goods and Services Tax input tax credit that represents a recovery of the Goods and Services Tax that has been previously expensed in the income statement;
- amounts paid for obtaining credit reports for customers and for providing credit reports on customers to outside parties;
- the net of losses absorbed by the institution as a result of defalcations, thefts, fraud, forgeries, tellers' shortages, cash overages, branch errors, lost items, etc.;
- general expenses not elsewhere reported.

Exclude:

- fraud losses where the loss pertains to funds advanced to the customer in the form of loans or overdrafts; these losses are reported as part of loan loss experience.

27. TOTAL NON-INTEREST EXPENSES

Total of Items 24, 25 and 26.

28. NET INCOME BEFORE PROVISION FOR INCOME TAXES

Report Item 23 less Item 27.

29. PROVISION FOR INCOME TAXES

(a) Current

Include:

- provision for current income taxes.

(b) Future

Include:

- provision for future income taxes.

30. NET INCOME BEFORE NON-CONTROLLING INTERESTS

Item 28 minus item 29.

31. NON-CONTROLLING INTERESTS IN SUBSIDIARIES

Include:

- non-controlling interests in subsidiaries of the institution.

32. NET INCOME BEFORE EXTRAORDINARY ITEMS AND DISCONTINUED OPERATIONS

Item 30 minus (plus) item 31.

33. EXTRAORDINARY ITEMS (NET OF TAXES)

Report on the basis of generally accepted accounting principles.

34. DISCONTINUED OPERATIONS (NET OF TAXES)

Report on basis of generally accepted accounting principals.

35. NET INCOME

Item 32 plus (minus) Items 33 and 34.

36. DIVIDENDS ON PREFERRED SHARES

Report dividends declared on preferred shares.

37. NET INCOME APPLICABLE TO COMMON SHARES

Report Item 35 minus Item 36.

38. AVERAGE NUMBER OF COMMON SHARES OUTSTANDING

Include:

- the daily average of common shares outstanding.

ITEMS 39 TO 42

These items should be reported in accordance with the recommendations as outlined in the CICA Handbook.

39. EARNINGS PER SHARE - BEFORE EXTRAORDINARY ITEMS AND DISCONTINUED OPERATIONS

40. EARNINGS PER SHARE - AFTER EXTRAORDINARY ITEMS AND DISCONTINUED OPERATIONS

41. FULLY DILUTED EARNINGS PER SHARE - BEFORE EXTRAORDINARY ITEMS AND DISCONTINUED OPERATIONS

42. FULLY DILUTED EARNINGS PER SHARE - AFTER EXTRAORDINARY ITEMS AND DISCONTINUED OPERATIONS

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

Mortgage Loans Report

Amendment Number	Effective Date	Page Number	Description
Please note that throughout this Tab, the following changes are all identified by a sidebar:			
1	November 1997	4	<u>Delete:</u> ♦ From <i>Section III - Mortgage Loans - Summary by Type and Allowance for Impairment</i> , the columns for mortgage loans in arrears and impaired loans (a total of seven columns) have been deleted from this return. They are now reported on the Non-Mortgage and Mortgage Loans in Arrears return.
2	November 1999	1	<u>Add:</u> ♦ Section 600 of the Bank Act (applies to Foreign Bank Branches) <u>Change:</u> ♦ Section 523 of the Bank Act is now Section 628 ♦ The Bank of Canada Review is now called: Bank of Canada Banking and Financial Statistics
3	November 2004	5, 6	<u>Delete:</u> ♦ Foreclosed properties

MEMO INFORMATION FOR PROPERTIES LOCATED IN CANADA	Amounts Outstanding
1. Second and Subsequent Mortgages 2. Residential VTBs 3. Non-residential VTBs	

GENERAL INSTRUCTIONS

This return analyzes mortgages made on the security of property and reported as Asset 12(a)(i), (ii) and (b) on the balance sheet. Included are data covering all insured and uninsured advances as well as completed loans, mortgages purchased by the institution. Mortgages purchased are to be reported net of premium or discount (see the instructions for the balance sheet for treatment of discount and premium). All mortgage loans secured by property (not just first mortgages) are to be reported. Exclude any loans where mortgages are taken as collateral security either at the time the loan is made or subsequently. Report all figures on a consolidated institution basis.

All amounts are to be expressed in thousands of Canadian dollar equivalents.

Definitions

Residential Property

- real property consisting of buildings that are used, or are to be used, to the extent of at least one-half of the floor space thereof, as one or more private dwellings.

Non-residential Property

- all property not classified as residential property, including such commercial structures as hotels, stores, office buildings, garages, theatres, warehouses, industrial plants, institutional properties, farms and vacant land.

Insured Mortgage

- includes all residential mortgage loans insured either under the National Housing Act or by other insurance companies/agencies.

Uninsured Mortgage

- includes all residential mortgage loans not classified as insured.

Farm Properties

- non-residential properties that include all properties where income is generated either from the sale of agricultural products (foodstuffs or animal products) or from the rental of land used to produce agricultural products.

Non-farm Properties

- includes all non-residential properties not classified as farm properties.

Single-detached Dwelling

- a residential structure containing only one dwelling unit that is completely separated on all sides above and below ground from any other dwelling or structure.

Multiple-dwelling Structures

- includes all other residential structures comprising two or more units; e.g., semi-detached 'link' singles, duplex and triplex, double duplexes, row, garden or terrace houses, flat and apartment buildings.

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

Non-Mortgage Loans

Amendment Number	Effective Date	Page Number	Description
Please note that throughout this Tab, the following changes are all identified by a sidebar:			
1	November 1998	18, 19	<u>Delete:</u> ♦ Federal Government Enterprises which have been privatized: - Canadian Commercial Corporation - Canadian National Railway Company and subsidiaries - Canarctic Shipping Company Ltd. - Petro-Canada and subsidiaries
2	November 1999	1	<u>Add:</u> ♦ Section 600 of the Bank Act (applies to Foreign Bank Branches) <u>Change:</u> ♦ Section 523 of the Bank Act is now Section 628 ♦ The Bank of Canada Review is now called: Bank of Canada Banking and Financial Statistics
3	November 2004	4, 14	<u>Delete:</u> ♦ Country Risk Allowances

	RESIDENT		NON-RESIDENT		TOTAL	
	LOAN BALANCES		LOAN BALANCES		ALLOWANCE FOR IMPAIRMENT	GROSS IMPAIRED LOANS
	FC	TC	FC	TC	TC	TC
(viii) Wholesale Trade (A) Apparel (B) Other						
Sub-total 6.(b)(viii)						
(ix) Retail (A) Food Stores (B) Clothing (C) Furniture (D) Automotive (E) Department Stores (F) Other						
Sub-total 6.(b)(ix)						
(x) Service (A) Hotels (B) Restaurants & Bars (C) Leasing Companies (D) Other						
Sub-total 6.(b)(x)						
(xi) Multiproduct Conglomerates						
(xii) Others (Private Not for Profit Institutions, Religious, Health & Educational Institutions)						
7. OWN ACCEPTANCES PURCHASED						
8. REVERSE REPURCHASE AGREEMENTS WITH: (a) Financial Institutions (b) Other (c) Unallocated						
Sub-total 8.						
9. LOANS BY SECURITIES SUBSIDIARY (a) To individuals for non-business purposes (b) To individuals and others for business purposes (c) Reverse repurchase agreements						
10. ALLOWANCE FOR IMPAIRMENT RELATED TO GROUP ALLOWANCES						
TOTAL						

8. Reverse Repurchase Agreements

- (a) Financial Institutions
- (b) Other
- (c) Unallocated

The amounts reported here are for reverse repurchase agreements of the reporting institution. If possible, classify reverse repurchase agreements between financial and other counterparties. If institutions are unable to classify reverse repurchase agreements in this fashion, report all such agreements in 8(c).

Reverse repurchase agreements by the securities subsidiary of the institution are to be reported under item (9) below.

9. Loans by Securities Subsidiary

- (a) To individuals for non-business purposes
- (b) To individuals and others for business purposes
- (c) Reverse Repurchase Agreements

The amounts reported here are for loans made by Canadian securities subsidiaries that were established business concerns acquired by banks subsequent to changes in the Bank Act in 1987.

10. Allowance for Impairment Related to Group Allowances

The sum of this line plus the sum of the allowance for impairment related to individual allowances as reported in the column must agree with the total allowance for impairment for loans for the reporting period.

Total

The sum of the totals reported in the first four columns less the total of the Allowance for Impairment in the fifth column must agree with Asset 11 on the Balance Sheet.

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

Regional Distribution of Assets and Liabilities

Amendment Number	Effective Date	Page Number	Description
Please note that throughout this Tab, the following changes are all identified by a sidebar:			
1	November 1997	After 20	<u>Delete:</u> ♦ “Cross Revenue of Loans” schedule for reporting periods before December 1994.
2	November 1998	6	<u>Change:</u> ♦ The lines for notice deposits were changed. This correction applies only to page 6.
3	November 1999	1	<u>Add:</u> ♦ Section 600 of the Bank Act (applies to Foreign Bank Branches) <u>Change:</u> ♦ Section 523 of the Bank Act is now Section 628 ♦ The Bank of Canada Review is now called: Bank of Canada Banking and Financial Statistics
		2 - 8	<u>Add:</u> ♦ Nunavut Territory
4	November 2001	8	<u>Add:</u> ♦ General Allocation Rule (g) for the reporting of internet banking.
5	November 2003	9 - 15	<u>Add:</u> ♦ For business done via the internet, allocate by address of the customer
6	November 2004	6	<u>Add:</u> ♦ Foreign Currency Translation Adjustments

																Total
	Nfld.	P.E.I.	N.S.	N.B.	Que.	Ont.	Man.	Sask.	Alta.	B.C.	N.W.T.	Nun.	Yuk.	In Canada Unallocated	International	
3. Fixed-Term Deposits																
(a) Canada																
(b) Provinces																
(c) Deposit-taking institutions																
(d) Individuals																
(i) Tax-sheltered																
(ii) Other																
(e) Others																
4. Cheques and other items in transit (net)																
5. Advances from the Bank of Canada																
6. Acceptances																
7. Liabilities of subsidiaries, other than deposits																
8. Insurance-related liabilities																
9. Other liabilities																
10. Non-controlling interests in subsidiaries																
11. Subordinated Debt																
12. Shareholders' equity																
(a) Preferred shares																
(b) Common shares																
(c) Contributed surplus																
(d) Retained earnings																
(e) Foreign currency translation adjustments																
TOTAL LIABILITIES AND SHAREHOLDERS' EQUITY																

Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

AMENDMENT CONTROL LOG

Unclaimed Balances

Amendment Number	Effective Date	Page Number	Description
Please note that as of November 2002, all changes are highlighted:			
6	November 2004	1, (Appendix)	<u>Delete:</u> ◆ References to Magnetic Tape Cartridges
		(Appendix)	<u>Delete:</u> ◆ Requirement for blocking factor of records on file <u>Add:</u> ◆ Requirement for using ISO 9660 encoding ◆ Magnetic Cartridge Tapes no longer accepted

UNCLAIMED BALANCES REPORT

PURPOSE

This report:

- permits the Superintendent of Financial Institutions to provide public notice of accounts that have not been claimed for a period of nine years;
- provides information on balances that are transferred to the Bank of Canada after not being claimed for ten years.

STATUTORY

Sections 438, 439, 629 and 630 and 557, 558, 602 and 603 of the Bank Act and Sections 424, 425, 496 and 497 of the Trust and Loan Companies Act.

APPLICATION

This return applies to all deposit-taking institutions excluding the *Lending* Foreign Bank Branches.

PUBLICATION

Information from this report is published in a Supplement to Part I of the Canada Gazette institution-by-institution and account-by-account.

FREQUENCY

Annually.

CONTACT PERSON

Provide name and phone number of person to contact regarding any questions about this return.

REPORTING DATES

The report to the Office of the Superintendent of Financial Institutions is to be completed as of December 31, and submitted within 60 days of the reporting year. The report to the Bank of Canada is to be submitted before the end of the reporting year.

WHERE TO SUBMIT

OSFI/Bank of Canada.

SUBMISSION ON MAGNETIC MEDIA

CD Rom or Excel Spreadsheet

Additional information on submission on magnetic media is found in the attached instructions (Appendix 1).



**Section 1 -
INTRODUCTION..... 1**

**Section 2 -
SPECIFICATIONS**

2.1 **Magnetic Media** 2

2.2 Diskette 4

2.3 Fixed Record Format 5

2.4 Data Element Dictionary 6

This document is intended for use by Financial Institutions when filing Unclaimed Balances data in an electronic format with either the Office of the Superintendent of Financial Institutions (OSFI) or the Bank of Canada under Sections 602, 603, 629 and 630 of the Bank Act and Sections 496 and 497 of the Trust and Loan Companies Act.

Data is to be filed annually as of December 31. The deadline for receipt of the data by OSFI is 60 days after the year end. The Bank of Canada must receive the data along with a cheque or draft for the amounts transferred to the Bank by December 31.

Information on accounts over \$100 which have not been claimed for nine years are included in the data transferred to OSFI. **All accounts** unclaimed for a period of ten years are transferred to the Bank of Canada.

The use of magnetic media for the submission of information on unclaimed balances does not relieve the originating financial institution of the current statutory requirements for the maintenance of internal records before and after the transfer of funds to the Bank of Canada.

The preferred medium for filing unclaimed balances data is CD Rom. For small to moderate record volumes (up to 200 items), data may be submitted on microcomputer diskettes. Data filed on magnetic media must meet the specifications set out in section 2 of this document. Files that do not conform to specifications will be returned for correction.

OSFI and the Bank of Canada assume no responsibility for items lost in transit; therefore, a copy of the data submitted should be retained by the originating institution. Diskettes and CD ROMS will not be returned.

* * *

**SPECIFICATIONS FOR THE PROVISION OF
UNCLAIMED BALANCES DATA ON MAGNETIC MEDIA**

Appendix 1

**Section 2 - SPECIFICATIONS
Magnetic Media 2.1**

The CD Rom, magnetic cartridge tape or diskette(s) must be accompanied by a summary which includes the following control totals:

	Interest bearing accounts		Non-interest bearing accounts		Total accounts	
	Up to \$99.99	\$100.00 and over	Up to \$99.99	\$100.00 and over	Up to \$99.99	\$100.00 and over
Total amount	X	X	X	X	X	X
Total number	X	X	X	X	X	X

If a submission is out-of-balance, or if errors are detected, the CD Rom or diskette(s) may be returned to the originating institution for correction and resubmission. If it is determined that the errors are of a minor nature, the originating institution will be notified. In such cases, it may not be necessary to return the magnetic medium for resubmission.

If you have any questions pertaining to the specifications discussed in section 2 of this document, please call one of the following:

Head, Information Processing Unit Office of the Superintendent of Financial Institutions	(613) 990-3591
Operations Manager / Unclaimed Balances Services Bank of Canada	(613) 782-8320

* * *

Media must be labelled externally, indicating the following:

- a) The name of the originating institution
 - b) The contents of the **media** (Unclaimed Balances)
 - c) The sequence number of the **magnetic media** (e.g. 1 of 2)
 - d) The name of recipient institution (OSFI - information on balances unclaimed for 9 years; or Bank of Canada - information on balances unclaimed for 10 years and being transferred to Bank of Canada)
1. **Finalized using ISO 9660 Encoding.**
 2. **We will no longer accept Magnetic Cartridge Tapes.**

* * *