

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

**AMENDMENT CONTROL LOG**

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Amendment Number	Effective Date	Page Number	Description
<b>Please note that as of November 2002, all changes are highlighted:</b>			
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)

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

### AMENDMENT CONTROL LOG

#### General

Amendment Number	Effective Date	Page Number	Description
<b>Please note that as of November 2002, all changes are highlighted:</b>			
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
<b>Please note that throughout this Tab, the following changes are all identified by a sidebar:</b>			
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)

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# **AUTOMATED DATA TRANSFER SYSTEM**

**VERSION 3.3**

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**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.**

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## 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.<sup>1</sup>
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.

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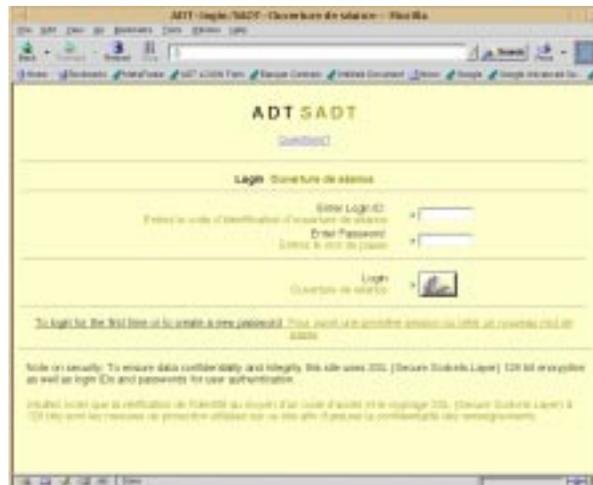
1. A 128 bit version of Netscape can be downloaded directly from [www.netscape.com](http://www.netscape.com). For Microsoft Internet Explorer users a 40 bit version must be downloaded from [www.microsoft.com](http://www.microsoft.com) and then a patch must be downloaded and installed as an additional 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

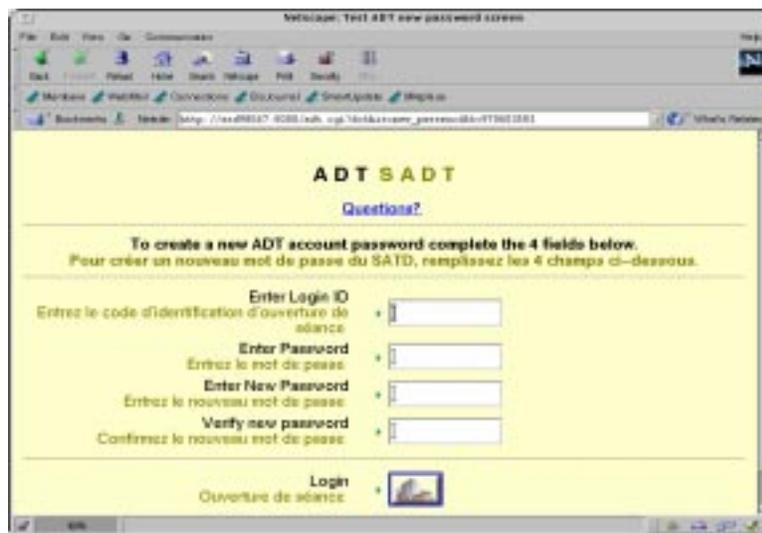
The ADT system uses the Internet to exchange information with the Bank of Canada/OSFI. Financial institutions sign onto a web server at the Bank of Canada using SSL (Secure Sockets Layer) 128 bit encryption to ensure data confidentiality and integrity. Users are required to authenticate on the Web server 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](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.

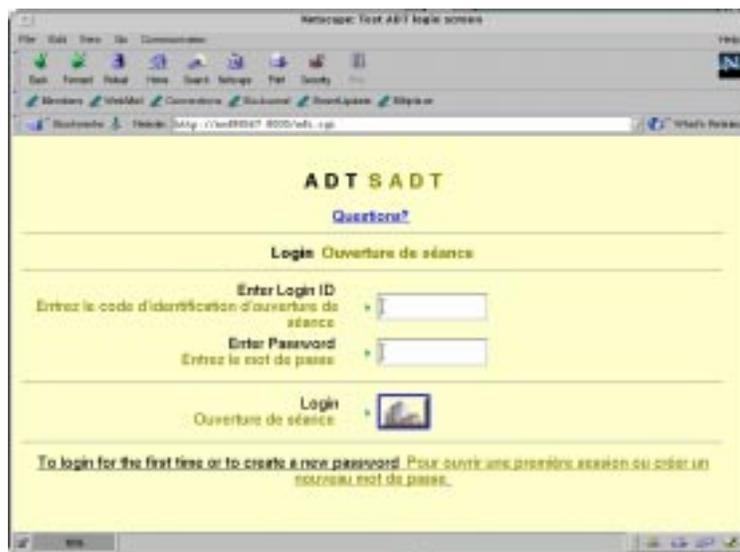
Revisions may be reported by telephone (with written confirmation), by printed return, fax or email. Printed returns should just contain the revised items, including the revised "999" total column data. The total column data should reflect the revised total country data and not just the sum of the revised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

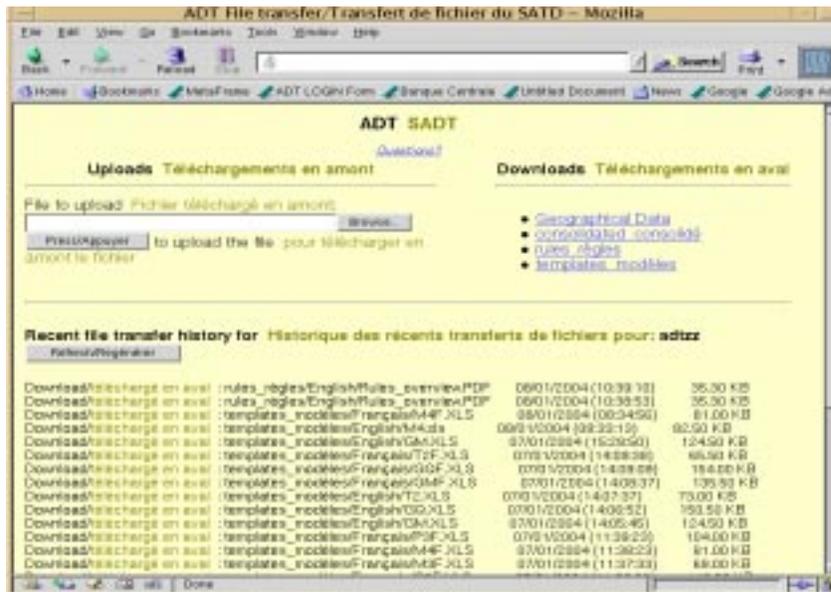
Note: You may want to save this as a bookmark for easy reference.

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**.

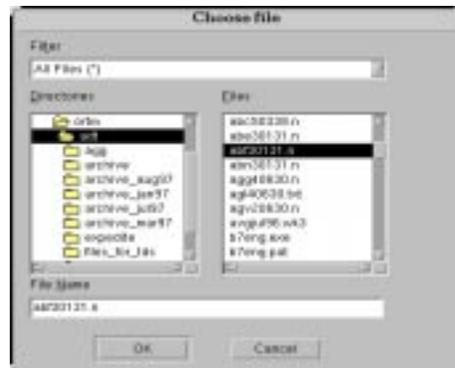


5. You can use the **Browse** window to find the path and file of the return data. Highlight the file to upload and press **Open** or **OK**. The **Browse** window you see may look slightly different than the one below depending on your version of the browser.

## NETSCAPE

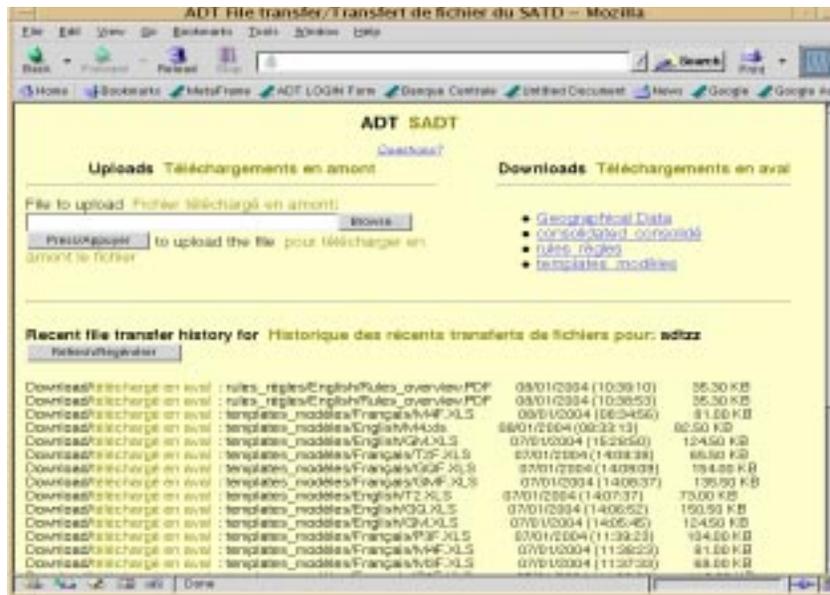


## INTERNET EXPLORER



- 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

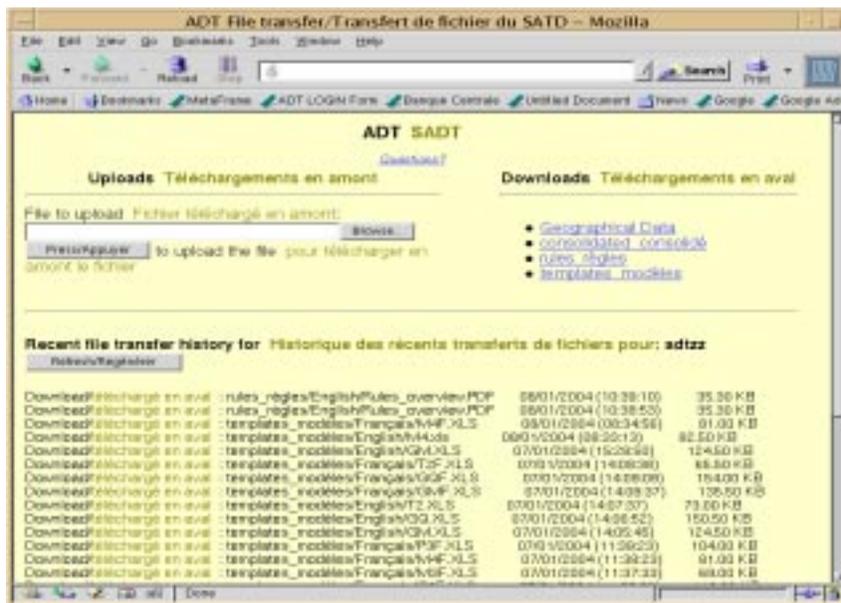
**How to download files from the ADT web server and copied to your computer.**

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

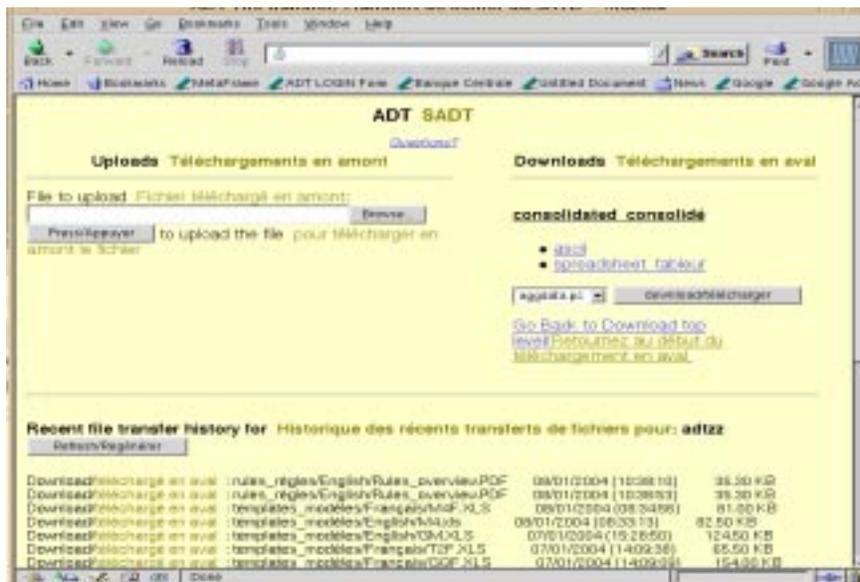
Enter your Login ID and password. Click the **login** button.



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



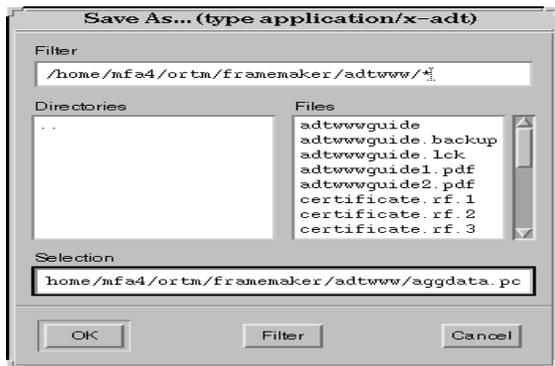
4. A list of filenames will appear. Select the one you wish to download (in the example below the filename is aggdata.pc) and click the button labelled **download**.



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.



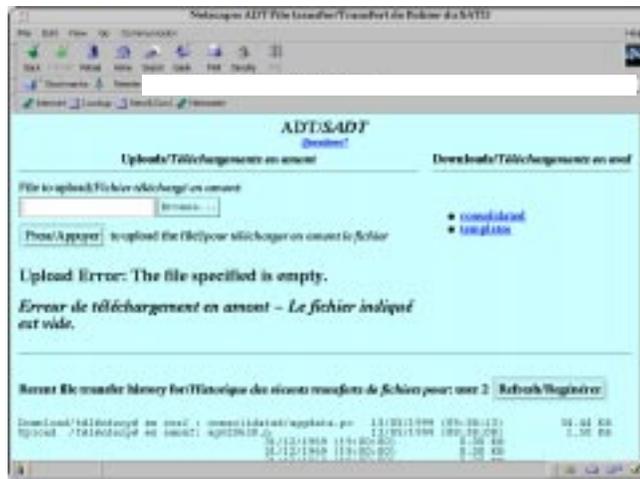
This error is most likely indicates that your browser does not support 128 bit encryption and is thus unable to connect with the Bank of Canada's web server. Please contact your own technical staff for assistance in downloading and installing a 128 bit version of your browser or install a patch to your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