



**Office of the Superintendent of Financial Institutions**  
**Canada**  
*Bureau du surintendant des institutions financières*  
*Canada*

ANNUAL RETURN  
AND  
INSTRUCTIONS  
FOR  
FOREIGN BANK BRANCHES  
OSFI-520

**ANNUAL RETURN AND INSTRUCTIONS  
FOR FOREIGN BANK BRANCHES**

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**AFFIDAVIT OF PRINCIPAL OFFICER**

**Foreign Bank Branches**

I, \_\_\_\_\_ OF THE \_\_\_\_\_  
OF \_\_\_\_\_ IN THE PROVINCE OF \_\_\_\_\_  
BEING THE PRINCIPAL OFFICER IN CANADA OF \_\_\_\_\_

(HEREINAFTER CALLED "THE COMPANY"), MAKE OATH AND SAY AS FOLLOWS:

1. I AM THE PRINCIPAL OFFICER OF THE COMPANY IN CANADA.
2. I HAVE PERSONAL KNOWLEDGE OF THE FACTS HEREIN DEPOSED TO.
3. THE ATTACHED ANNUAL RETURN OF THE CONDITION AND AFFAIRS OF THE BRANCH IN CANADA IS A FULL AND CORRECT STATEMENT OF ALL THE ASSETS AND LIABILITIES AND OF THE CAPITAL EQUIVALENCY DEPOSIT AS OF \_\_\_\_\_ (Day, Month, Year), OF THE "AVERAGE FOR THE QUARTER" OF THE CAPITAL EQUIVALENCY DEPOSIT, AND OF THE INCOME AND EXPENDITURES FOR THE YEAR ENDED ON THAT DAY AS RESPECTS THE COMPANY'S BUSINESS IN CANADA CARRIED ON BY ITS BRANCH IN CANADA.
4. ALL THE ASSETS REPORTED IN THE ANNUAL RETURN WERE, AS OF \_\_\_\_\_ (Day, Month, Year), THE ABSOLUTE PROPERTY OF THE COMPANY, FREE AND CLEAR FROM ANY LIENS, CHARGES AND ENCUMBRANCES OF ANY NATURE EXCEPT AS THEREIN STATED.
5. THE AMOUNTS REPORTED IN THE ANNUAL RETURN AGREE, IN ALL MATERIAL RESPECTS, WITH THE CORRESPONDING AMOUNTS IN THE FINANCIAL "REGULATORY RETURNS" AS OF THE SAME DATE FILED ELECTRONICALLY WITH THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS, AND RECONCILE WITH THE INFORMATION IN THE "REGULATORY RETURNS" IN ACCORDANCE WITH THE INSTRUCTIONS FOR COMPLETING THE ANNUAL RETURN.
6. TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF, AFTER HAVING TAKEN ALL REASONABLE STEPS TO INFORM MYSELF IN THIS REGARD, NO CHANGE OR AMENDMENT HAS BEEN MADE IN THE CHARTER, ACT OF INCORPORATION, OR ARTICLES OF ASSOCIATION OF THE COMPANY AND NO CHANGE HAS BEEN MADE IN THE PRINCIPAL OFFICE OR PRINCIPAL OFFICER, WITHOUT THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS HAVING BEEN DULY NOTIFIED OF SUCH CHANGE OR AMENDMENT.
7. I MAKE THIS AFFIDAVIT KNOWING THAT THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS (CANADA) IS RELYING ON IT FOR THE PURPOSE OF DETERMINING THE FINANCIAL POSITION OF THE BUSINESS IN CANADA CARRIED ON BY THE COMPANY'S BRANCH IN CANADA AS AT \_\_\_\_\_ (Day, Month, Year) AND, MORE SPECIFICALLY, OF DETERMINING THE VALUE OF THE ASSETS THAT THE COMPANY IS REQUIRED TO MAINTAIN ON DEPOSIT IN CANADA PURSUANT TO THE *BANK ACT*.

\_\_\_\_\_  
PRINCIPAL OFFICER IN CANADA

SWORN BEFORE ME AT THE \_\_\_\_\_  
OF \_\_\_\_\_ IN THE PROVINCE  
OF \_\_\_\_\_ THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(state whether commissioner or notary public)

## **ANNUAL RETURN AND INSTRUCTIONS FOR FOREIGN BANK BRANCHES**

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### **PURPOSE**

The purpose of this annual return is to provide the Superintendent of Financial Institutions with information on the condition and affairs of the foreign bank branch in Canada.

### **STATUTORY**

Section 601 of the Bank Act.

### **APPLICATION**

This return applies to all foreign bank branches.

### **PUBLICATION**

Information from this return is not published.

### **FREQUENCY**

Annually, on or before 60 days after the end of the financial year.

### **REPORTING DATES and FILING INSTRUCTIONS**

One paper copy of the completed annual return is to be filed with:

**Regulatory Information Division,**  
Office of the Superintendent of Financial Institutions  
255 Albert Street, 13<sup>th</sup> Floor  
Ottawa, ON  
K1A 0H2

### **AUDITOR'S REPORT**

One copy of the Auditor's Report to the Principal Officer is to be filed with OSFI's **Regulatory Information Division** (address above) within five months after the end of the financial year of the authorized foreign bank. The Auditor's Report and Opinion should cover Pages 2 - 6 of the annual return, and should include a comment effectively confirming that the financial statements attached to the Auditor's Report agree with those filed with the Superintendent on (date filed), or identifying any exceptions.

## **ANNUAL RETURN AND INSTRUCTIONS FOR FOREIGN BANK BRANCHES**

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### **GENERAL INSTRUCTIONS**

This annual return is to be prepared in accordance with generally accepted accounting principles (GAAP) except as otherwise specified by the Superintendent. One example of regulatory instructions permitting exception from GAAP for the preparation of the Annual Return is:

A foreign bank branch is to be treated as a new entity. The Superintendent does not require the inclusion of the predecessor operations where the “conversion” was part way through the year and as comparatives for prior periods.

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

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

All amounts reported in the annual return must reconcile with the amounts in the applicable FIC returns filed electronically with the Superintendent of Financial Institutions; please refer to the cross-references provided on Pages iii-viii of this package.

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.

Please complete the financial statements using the Excel spreadsheet (diskette included with this package).

**ANNUAL RETURN AND INSTRUCTIONS  
FOR FOREIGN BANK BRANCHES**

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**CROSS REFERENCE FOR THE BALANCE SHEET**

<b>Balance Sheet for the Annual Return</b>	<b>Monthly Balance Sheet (M4)</b>
<b>Assets</b>	
1. (a) Cash and deposits with Bank of Canada	1. Gold coin and gold and silver bullion 2. Bank notes and other coin 4. Deposits with Bank of Canada 6. Cheques and other items in transit (net)
(b) Deposits with other regulated financial institutions	5. Deposits with regulated financial institutions.
2. Securities purchased under resale agreement	11. (g) Reverse repurchase agreements
3. Securities (a) Investment (b) Trading	The split into investment and trading accounts is to be based on the branch's internal allocation.  7. (a) Securities issued by Canada (i) Treasury Bills (ii) Other securities maturing within 3 years (iii) Other securities (b) Securities issued or 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
4. Loans (a) Residential mortgages	12. Mortgages, less allowance for impairment (a) Residential (i) Insured (ii) Uninsured
(b) Consumer instalment, credit card and other personal	11. (f) To individuals for non-business purposes

**ANNUAL RETURN AND INSTRUCTIONS  
FOR FOREIGN BANK BRANCHES**

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<b>Balance Sheet for the Annual Return</b>	<b>Monthly Balance Sheet (M4)</b>
<b>Assets</b>	
4. (c) Business and government	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 (h) To individuals and others for business purposes  12. Mortgages (b) Non-residential
5. Due from related entities	16. (f) Due from Head Office and related Canadian regulated Financial Institutions
6. Other	
(a) Customers' liability under acceptances	13. Customers' liability under acceptances, less allowance for impairment
(b) Land, buildings and equipment	14. Land, buildings and equipment, less accumulated depreciation
(c) Other assets	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 and other intangibles (d) Deferred tax debits (e) Derivative related amounts (g) Other
<b>Total Assets</b>	<b>Total Assets</b>

**ANNUAL RETURN AND INSTRUCTIONS  
FOR FOREIGN BANK BRANCHES**

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<b>Balance Sheet for the Annual Return</b>	<b>Monthly Balance Sheet</b>
<b>Liabilities and Head Office Account</b>	
1. Deposits (a) Individuals	1. Demand deposits (d) Individuals 2. Notice Deposits (a) Chequable (iv) Individuals (b) Non-Chequable (iv) Individuals 3. Fixed-term deposits (d) Individuals (i) Tax-sheltered (ii) Other
(b) Business and government	1. Demand Deposits (a) Canada (b) Provinces (e) Others 2. Notice Deposits (a) Chequable (i) Canada (ii) Provinces (v) Others (b) Non-Chequable (i) Canada (ii) Provinces (v) Others 3. Fixed-Term Deposits (a) Canada (b) Provinces (e) Others
(c) Deposit-Taking Institutions	1. Demand deposits (c) Deposit-Taking Institutions 2. Notice deposits (a) Chequable (iii) Deposit-Taking Institutions (b) Non-Chequable (iii) Deposit-Taking Institutions 3. Fixed-term deposits (c) Deposit-Taking Institutions



**ANNUAL RETURN AND INSTRUCTIONS  
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<b>Balance Sheet for the Annual Return</b>	<b>Monthly Balance Sheet</b>
<b>Liabilities and Head Office Account</b>	
2. Acceptances	6. Acceptances
3. Obligations related to securities sold short	9. Other liabilities (d) Obligations related to borrowed securities
4. Obligations related to securities sold under repurchase agreements	9. Other liabilities (e) Obligations related to assets sold under repurchase agreements
5. Due to related entities	9. Other liabilities (h) Due to related Canadian regulated Financial Institutions
6. Other liabilities	4. Cheques and other items in transit (net) 9. Other liabilities (a) Accrued interest (b) Mortgages and loans payable (c) Income taxes (f) Deferred income (g) Derivative-related amounts (i) Other
<b>Total Liabilities</b>	<b>Total Liabilities less Due to Head Office</b>
7. Head Office Account	9. Other liabilities (h) Due to Head Office
<b>Total Liabilities and Head Office Account</b>	<b>Total Liabilities</b>

**ANNUAL RETURN AND INSTRUCTIONS  
FOR FOREIGN BANK BRANCHES**

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**CROSS REFERENCE FOR THE INCOME STATEMENT**

<b>Income Statement for the Annual Return</b>	<b>Quarterly Statement of Income (P3)</b>
1. Interest Income	Interest Income
(a) Loans	Total of all items from lines 3, 4, 5 and 6
(b) Securities	2. Securities
(i) Dividends	(d) Other Securities
(ii) Interest	(ii) Shares
	2. Securities
	(a) Government of Canada treasury bills
	(b) Other securities issued or guaranteed by Canada
	(c) Securities issued or guaranteed by Canada provinces, municipal or school corporations
	(d) Other Securities
	(i) Debt
(c) Deposits with regulated Financial Institutions	1. (a) Income from Deposits with regulated Financial Institutions
2. Interest Expense	Interest Expense
(a) Deposits	Total of all items from lines 8, 9 and 10
(b) Other	13. Other interest-bearing liabilities
	(c) Other
3. Charge for Impairment	16. Charge for Impairment
4. Non interest income	
(a) Trading income	18. Trading income
(b) Net investment securities gain	19. Gains (losses) on Instruments held for other than Trading purpose
(c) Investment and securities services	20. Other income
	(e) Income from securitization of assets
	(j) Investment management and custodial services
	(k) Mutual (investment) fund fees
	(m) Underwriting fees on new issues
	(n) Securities commissions and fees

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<b>Income Statement for the Annual Return</b>	<b>Quarterly Statement of Income (P3)</b>
4. (d) Credit fees	20. Other income (d) Standby, commitment and other loan fees (f) Mortgage fees (g) Acceptance fees (h) Guarantees and letters of credit fees
(e) Service charges	20. Other income (a) Service charges on deposit accounts (b) Other payment services
(f) Card services	20. Other income (c) Credit and debit card service fees
(g) Other	20. Other income (i) Payroll processing (l) Real estate commissions (o) Foreign exchange revenue other than trading (p) Other commissions and fees
5. Non-interest expense	24. Salaries, Pensions and other staff Benefits - all items
(a) Salaries and staff benefits	
(b) Premises and equipment	25. Premises and equipment - all items
(c) Other	26. Other – all items
Provision for income taxes	29. Provision for income taxes – all items
Net income	34. Net income