

In case of discrepancies between the French and the English text,  
the French text shall prevail

# **Report TPTBHN «Security by security report – Off-balance sheet data – Non- resident customers»**

## Contents

1	Introduction .....	3
	1.1 Reporting population .....	3
	1.2 Frequency and reporting deadlines .....	3
2	Basic principles .....	4
	2.1 Definitions and concepts .....	4
	2.2 Closure date.....	4
3	Securities subject to reporting .....	5
4	Reporting of operations .....	6
	4.1 The line .....	6
	4.2 The identification code of the security .....	8
	4.3 The identification of the issuer .....	9
	4.4 The type of holding of the securities.....	9
	4.5 The quantity of securities .....	10
	4.6 The supplementary information.....	11
	4.6.1 Debt securities.....	11
	4.6.2 Equity .....	13
	4.7 The amount.....	14
5	Information to be provided.....	15
	5.1 General information .....	15
	5.2 Specific information.....	15
	5.2.1 Debt securities.....	15
	5.2.2 Equity .....	17

## 1 Introduction

### 1.1 Reporting population

Report TPTBHN «Security by security report – Off-balance sheet data – Non-resident customers» must be provided by all resident credit institutions regardless of their legal status.

However, this report must only be submitted by credit institutions for which the total amount of the assets held by their non-resident customers is higher than or equal to 10 billion euros.

### 1.2 Frequency and reporting deadlines

Report TPTBHN «Security by security report – Off-balance sheet data – Non-resident customers» must be provided to the BCL on a monthly basis no later than 25 working days after the end of the reference period.

The BCL establishes and publishes, on its website, a calendar with the remittance dates for statistical reports.

## 2 Basic principles

### 2.1 Definitions and concepts

The definitions and concepts that must be observed are described in the document «Definitions and concepts for the statistical reporting of credit institutions» that apply to the statistical reporting of credit institutions.

### 2.2 Closure date

In principle, the last day of each month should be the reference date for the establishment of report TPTBHN «Security by security report – Off-balance sheet data – Non-resident customers».

### **3 Securities subject to reporting**

The definitions and concepts for the security by security reporting are those applied for the establishment of the monthly and quarterly statistical reporting of credit institutions. The modifications to the definitions and concepts are automatically applicable to the security by security report.

The securities to be reported are those held on behalf of non-resident customers regardless of the economic sector of the customer who has made the deposit.

## 4 Reporting of operations

### 4.1 The line

The information provided in the security by security report relating to assets held on behalf of non-resident customers must be identified as follows:

- the sub-table that takes the default value «3»
- the item that takes the default value «003000»
- the country of the holder of the asset that corresponds to the country code (ISO 3166)  
It should be noted that the country codes “XX” No breakdown and «LU» (Luxembourg) must not be used.
- the currency of the asset in custody that takes the default value «XXX»
- the economic sector code of the holder that has to be broken down according to the sectors listed in the table below:

Line	Economic sector of the non-resident customer that made the deposit
3-003000-PC-XXX-11000	Central government
3-003000-PC-XXX-12100	State government
3-003000-PC-XXX-12200	Local government
3-003000-PC-XXX-12300	Social security funds
3-003000-PC-XXX-21000	Non-financial corporations
3-003000-PC-XXX-22110	Households - Sole proprietors
3-003000-PC-XXX-22120	Households - Physical persons
3-003000-PC-XXX-22200	Non-profit institutions serving households
3-003000-PC-XXX-31000	Central bank
3-003000-PC-XXX-32100	Credit institutions
3-003000-PC-XXX-32200	Other deposit taking corporations
3-003000-PC-XXX-33000	Money market funds (MMF)
3-003000-PC-XXX-41000	Non MMF investment funds
3-003000-PC-XXX-42100	Securitisation vehicles
3-003000-PC-XXX-42200	Central counterparties
3-003000-PC-XXX-42900	Other financial intermediaries
3-003000-PC-XXX-43000	Financial auxiliaries
3-003000-PC-XXX-44000	Captive financial institutions and money lenders
3-003000-PC-XXX-45000	Insurance corporations
3-003000-PC-XXX-46000	Pension funds

Remarks.

- «PC» stands for the ISO code for the country of residence of the non-resident customer
- For instance, line 3-003000-DE-XXX-22120 provides information on securities held on behalf of households resident in Germany.

## 4.2 The identification code of the security

The securities are identified by a code. In this context, the reporting of an ISIN code (ISO 6166) has a priority over any other code.

The identification code type of the security indicates whether the code is an ISIN code or any other code (either internal or external such as CUSIP for instance).

In the security by security reporting, the security type is identified by a code:

Code	Securities
1	Securities with ISIN code
2	Securities without ISIN code

Provisional and/or pseudo ISIN codes must not be considered as being valid ISIN codes. For further details, see the document «Compendium of verification rules for report TPTBHN».

If a security has a provisional and/or pseudo code, it must not be reported as being a security with a valid ISIN code and thus not be reported with the code type (*codeType*) «1».

Hence, these securities must be reported with the code type (*codeType*) «2» as applicable to securities without an ISIN code. Thus, the entire set of additional information requested for securities not identified by an ISIN code must be reported in the file.

### Remarks.

- Internal codes developed on the basis of the characteristics of ISIN codes must not be reported as ISIN codes
- The identification code of the security must be consistent with the type of the code
- The ISIN codes must pass the check via the key



### 4.3 The identification of the issuer

It has to be mentioned that the identification of the issuer must only be provided for securities without an ISIN code.

The identification of the issuer consists of the following two elements.

- The country of the issuer

The country code of the issuer must be in line with ISO 3166 codification, completed by the specific codes for international institutions as defined by the BCL in the document «Definitions and concepts for the statistical reporting of credit institutions».

It is important to mention that the use of code «XX» No breakdown must not be used.

- The economic sector of the issuer

The economic sector of the issuer must be in line with the list of sectors as defined in the document «Definitions and concepts for the statistical reporting of credit institutions».

It is important to mention that the use of code «90000» No breakdown must not be used.

### 4.4 The type of holding of the securities

The type of holding allows to avoid double accounting or missing data.

The concept of the economic holder is applied to the different types of statistics.

This implies that a resident who has lent securities is considered as being the holder of these securities. The same applies to a resident selling securities via a repurchase agreement.

On the other hand, if a resident borrows securities or buys securities within the framework of a repurchase agreement, he is not considered as being the holder of these securities. Furthermore, short sales of securities must be reported as such in order to avoid double counting.

Within the security by security report, the type of holding is identified by a code:

Code	Type of holding
01	Securities held and not affected by a temporary transfer
02	Securities lent
03	Securities sold in a repurchase agreement
05	Short sales of securities

Remarks.

- If securities are entrusted to another custodian for a securities lending operation, and if precise information regarding the quantity lent is not available, the type of holding «Securities lent» must be reported for all the securities.

#### 4.5 The quantity of securities

The quantity of securities is determined in accordance with the type of quotation.

- Percentage quoted  
 In nominal capital for securities whose price is expressed in percent of the nominal value.  
 The currency of the nominal must be reported in order to indicate the currency in which the nominal capital is expressed.  
 The «pool factor» must not be taken into account for the valuation of the nominal.
- Currency quoted  
 In number of securities for all other securities.  
 The nominal capital and the currency must not be reported if the quantity is expressed in number of securities.

Remark.

- The fact that securities are traded by trading lots must not be taken into consideration for the determination of the quantity. The number of individual securities must be reported independently from the trading lot that is negotiated on the market.

## 4.6 The supplementary information

The supplementary information must only be provided for securities that are not identified by an ISIN code and vary according to the following factors:

- debt securities
- equity

### 4.6.1 Debt securities

The following information must be provided.

#### 4.6.1.1 The security type

For the security by security report the security type is identified by a code:

Code	Security type
F.3	Debt securities

#### 4.6.1.2 The issue date

The day, month and year of the security's issue must be provided.

#### 4.6.1.3 The final maturity date

The day, month and year of the security's final maturity must be provided.

#### Remarks.

- For perpetual bonds, the final maturity date is not defined. For this type of security, the date 01.01.2999 must be reported.

#### 4.6.1.4 The «pool factor»

The pool factor represents the percentage of amounts that remain to be repaid. It is used in the context of securitisation of assets with progressive repayments. Its value is higher than zero. Where the pool factor includes accrued interest, its value could be higher than 1. Its value decreases as repayments occur and it should be 0 at final maturity. For securities repaid only at the final maturity, the value of the pool factor is 1.

Remark.

- If the «pool factor» is not applicable to a debt security, the default value 1 must be reported.

**4.6.1.5 The coupon type**

The coupon type distinguishes fixed, progressive, floating, zero, index linked and other coupons.

For the security by security reporting, the coupon type is identified by a code:

Code	Coupon type
01	fixed
02	progressive
03	floating
04	zero coupon
05	index linked
99	other

**4.6.1.6 The coupon frequency**

The coupon frequency is defined by the number of coupons per year.

For the security by security reporting, the coupon frequency is identified by a code:

Code	Coupon frequency
00	zero coupon
01	annual
02	semi annual
04	quarterly
06	bi-monthly
12	monthly
24	fortnightly
99	other

#### 4.6.1.7 The date of the last coupon payment

The date of the last coupon payment must detail day, month and year.

#### Remark.

- If no coupon payment was made, the date for the last coupon payment to be considered is the issue date.

#### 4.6.1.8 The coupon rate

The coupon rate is the annualised rate expressed in percentage. For instance, the value to be reported for an annualised coupon rate of 5,5% is 5,5.

### 4.6.2 Equity

The following information must be provided.

#### 4.6.2.1 The security type

The security type distinguishes between the following three types:

- quoted shares
- unquoted shares
- shares/units of investment funds

In the security by security reporting the security type is identified by a code:

Code	Security type
	Equity
F.511	Quoted shares
F.512	Unquoted shares
F.519	Other equity
F.52	Shares/units of investment funds

## 4.7 The amount

The amount reported in the balance sheet must be expressed in the accounting currency of the balance sheet, with a sufficient number of decimals in order to ensure that the totals correspond to the exact sum of the amounts in euro.

As a rule, quoted securities are valued at the price prevailing at the stock exchange on the end of the reporting date. The valuation of debt securities must be done using the «dirty price», i.e. including the amount of the accrued interest since the last coupon payment.

The amount must be reported for each security. Furthermore, a total must be reported for each off-balance sheet line. This total amount is the sum of the amounts reported for all the securities included in a given line of the off-balance sheet.

## 5 Information to be provided

Each credit institution must submit a monthly file that includes the following general and specific information.

### 5.1 General information

The general information that must be provided in the security by security file concerns:

- the end of month date to which the data refers
- the closing date
- the identification of the entity that is in charge of the reporting
- the identification of the credit institution whose positions are reported
- the currency of the reporting

### 5.2 Specific information

The information to be provided differs for securities with or without ISIN code.

#### 5.2.1 Debt securities

The information to be provided varies for securities with or without ISIN code.

##### 5.2.1.1 Common information for securities with or without ISIN code

- The following information must be provided for each security:
  - Balance sheet line (*reportedLine*)
    - + item (*item*)
    - + country (*country*)
    - + currency (*currency*)
    - + economic sector (*sector*)
  - Type of holding (*holdSecurityType*)
  - Reported amount (*reportedAmount*)

### 5.2.1.2 Information for securities with ISIN code

- The following information must be provided for each security:
  - Identification of the security (*securityID*)
    - + Type of code (*codeType*)  
The type of code must be «1»
    - + ISIN number (*code*)
- The following information must be provided for securities quoted in percent:
  - Debt security (*debt*)
    - + Nominal capital (*nominalAmount*)
    - + Currency of the nominal (*nominalCurrency*)
- The following data must be provided for securities quoted in number of units:
  - Debt security (*debt*)
    - + Number of individual securities (*numberOfUnits*)

### 5.2.1.3 Information for securities without ISIN code

- The following information must be provided for each security:
  - Identification of the security (*securityID*)
    - + Type of code (*codeType*)  
The type of code must be «2»
    - + ISIN number (*code*)  
In this case it is an internal code given by the reporting agent
    - + Name of the security (*name*)
    - + Currency of the security (*currency*)
  - Identification of the issuer (*issuerID*)
    - + Country of the issuer (*country*)
    - + Sector of the issuer (*sector*)
  - The supplementary information (*supplements*)
    - + Type of security (*securityType*)  
The type of security must be «F.3»
    - + Date of issue (*issueDate*)
    - + Date of final maturity (*finalMaturityDate*)
    - + Pool factor (*poolFactor*)
    - + Type of coupon (*couponType*)



- + Coupon frequency (*couponFrequency*)
- + Payment date of the last coupon (*couponLastPaymentDate*)
- + Coupon rate (*couponRate*)
- The following information must only be provided for securities quoted in percent:
  - Debt security (*debt*)
    - + Nominal capital (*nominalAmount*)
    - + Currency of the nominal (*nominalCurrency*)
- The following data must be provided for securities quoted in number of units:
  - Debt security (*debt*)
    - + Number of individual securities (*numberOfUnits*)

#### 5.2.1.4 Information for the off-balance sheet line

- The following information must be provided for the off-balance sheet line:
  - Sum of the reported amounts (*totalReportedAmount*)

It is worth mentioning that the sum of the reported amounts (*totalReportedAmount*) must be the sum of the amounts (*reportedAmount*) reported for individual securities recorded in the same off-balance sheet line.

## 5.2.2 Equity

The information to be provided varies for securities with or without ISIN code.

### 5.2.2.1 Common information for securities with or without ISIN code

- The following information must be provided for each security:
  - Balance sheet line (*reportedLine*)
    - + Item (*item*)
    - + Country (*country*)
    - + Currency (*currency*)
    - + Economic sector (*sector*)
  - Type of holding (*holdSecurityType*)
  - Reported amount (*reportedAmount*)

### 5.2.2.2 Information for securities with ISIN code

- The following information must be provided for each security:
  - Identification of the security (*securityID*)
    - + Type of code (*codeType*)  
The type of code must be «1»
    - + ISIN number (*code*)
- The following information must only be provided for securities quoted in percent:
  - Equity (equity)
    - + Nominal capital (*nominalAmount*)
    - + Currency of the nominal (*nominalCurrency*)
- The following data must be provided for securities quoted in number of units:
  - Equity (equity)
    - + number of individual securities (*numberOfUnits*)

### 5.2.2.3 Information for securities without ISIN code

- The following information must be provided for each security:
  - Identification of the security (*securityID*)
    - + Type of code (*codeType*)  
The type of code must be «2»
    - + ISIN number (*code*)  
In this case it is an internal code given by the reporting agent
    - + Name of the security (*name*)
    - + Currency of the security (*currency*)
  - Identification of the issuer (*issuerID*)
    - + Country of the issuer (*country*)
    - + Sector of the issuer (*sector*)
  - The supplementary information (*supplements*)
    - + Type of security (*securityType*)
- The following information must only be provided for securities quoted in percent:
  - Equity (equity)
    - + Nominal capital (*nominalAmount*)
    - + Currency of the nominal (*nominalCurrency*)
- The following data must be provided for securities quoted in number of units:

- Equity (equity)
- + Number of individual securities (*numberOfUnits*)

#### 5.2.2.4 Information for the off-balance sheet line

The following information must be provided for the off-balance sheet line:

- Sum of the reported amounts (*totalReportedAmount*)

It is worth mentioning that the sum of the reported amounts (*totalReportedAmount*) must be the sum of the amounts (*reportedAmount*) reported for individual securities recorded in the same off-balance sheet line.