



BANK OF PAPUA NEW GUINEA

FOREIGN EXCHANGE REPORTING FRAMEWORK

FOR AUTHORISED DEALER AND PUBLIC USE

ISSUED: SEPTEMBER 2007

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INTRODUCTION

This Foreign Exchange Reporting Framework (the Reporting Framework) is to be used by Authorised Dealers in conjunction with the Foreign Exchange Manual (the Manual) of September 2007. It is a supplement to the Foreign Exchange Notices (FE Notices) for the purposes of completing and submitting the Balance of Payment Forms (BOP Forms).

Accurate and timely reporting is essential for the Bank of Papua New Guinea (the Central Bank – also known as BPNG) to perform its statutory functions. Authorised Dealers should ensure that all BOP Forms are completed, verified and submitted to the Central Bank in accordance with instructions given in this Reporting Framework and the Manual. An Authorised Dealer should seek clarification from the International Transactions Monitoring Unit (ITMU) at the Central Bank, where doubt or uncertainty exists.

This Reporting Framework provides guidance on the completion of the various types of BOP Forms that are covered by FE Notice 2 and FE Notice 21 of the Manual and, where relevant, notes the supporting documents that are required. BOP Forms are issued by the Central Bank for completion by transactors before verification and processing by the Authorised Dealers. The Reporting Framework also covers, for reference purposes, Foreign Currency Account Form-OS (BOP-OS) which should be completed and dispatched direct to the Central Bank by the account-holders.

Only original coloured BOP Forms must be submitted to an Authorised Dealer or the Central Bank. Photocopies or facsimiles of the coloured BOP Forms must not be used to process or report foreign exchange transactions.

GENERAL INSTRUCTIONS

Authorised Officer

An authorised officer should be a senior individual of the concerned entity and must certify and sign all completed BOP Forms. The name, designation and the position of the signatory must also be clearly stated on a BOP Form to facilitate contact in the event of any queries arising. Individuals must complete the BOP Forms in their own names.

All duly completed original BOP Forms should be delivered to:

Balance of Payments Unit,
Economics Department,
Bank of Papua New Guinea
Douglas Street
P. O. Box 121
PORT MORESBY

All queries on the reporting requirements should be brought to the attention of (1) ITMU, on telephone on 3227 226/214/215; or (2) the Manager, Balance of Payment Unit (BOP Unit), at the above address, or on phone 3227 309.

Submission of Balance Payments Forms

The submission of BOP Forms at set times is essential to compile the Balance of Payments (BOP) of Papua New Guinea (PNG) for monetary policy formulation by the Central Bank. If, for any reason, BOP Forms cannot be supplied by an Authorised Dealer (or the transactor) within the times specified, the Authorised Dealer (or the transactor) should inform the Central Bank of the reasons for the delay.

Value Date of Transaction

All transactions must be reported by their settlement (or value) date. It is the date a settlement is effected, unless otherwise specifically advised by the Central Bank. It is not the date the Authorised Dealer supervisor (or the transactor) sighted and signed the BOP Form.

Alterations to Approved BOP Forms

Any BOP Form bearing the authorization of the Central Bank should not be altered when presented to the Authorised Dealer for effecting a foreign exchange transaction. The Central Bank must be consulted before any alterations are effected.

Classification of Transaction and Entity by Sector

Appendix A of this Reporting Framework contains detailed information on the classification of transactions and entities by sector. The breakdown is designed to be consistent with Standard Industrial Trade Classification (SITC), an international standard classification system and one used by other statistical sources in PNG. Transactors should generally be classified into sector categories on the basis of their “*principal*” activity.

Appendix B lists the transaction types reported on the BOP Forms. It is based on the country’s BOP statement.

Appendix C and D lists the Countries and Currency Codes used on the BOP Forms.

Appendix E contains a glossary of trade terms used.

Appendix F contains an explanation on the Company Incorporation Number.

NOTE: ***IT IS VERY IMPORTANT TO CORRECTLY CLASSIFY TRANSACTORS AND TRANSACTIONS BY SECTOR. IN CASES OF UNCERTAINTY, SEEK CLARIFICATION FROM THE CENTRAL BANK.***

Determination of Residential Status

FE Notice 3 of the Manual defines a person who is a resident and a non-resident. It requires Authorised Dealers to designate accounts as resident or non-resident for reporting foreign exchange transactions.

Requirement to Complete the BOP Forms

Except where noted in this Reporting Framework, the Manual and the Central Banking Regulation, it is a mandatory requirement to complete the BOP Forms for all foreign exchange transactions done through Authorised Dealers, and foreign currency and Kina accounts of resident entities held outside PNG. All sections of the Forms must be completed in full and must be easily readable.

Obligations of Authorised Dealers

1. Must have internal systems of customer identification and records, when dealing with resident or non-resident customers	4. Ensure that customers produce supporting documentation, including taxation clearance certificate (TCC), for foreign exchange transactions.
2. Should inform their clients that authority of the Central Bank is required for: (1) opening accounts outside PNG; (2) exporting/importing gold; (3) undertaking foreign exchange transaction business; (4) taking (or sending) physical cash in notes and coins in excess of K20,000.00 (or its foreign currency equivalent); and (5) Residents entering into contracts in writing denominated in foreign currency.	5. Provide guidance on the completion of BOP Forms.
3. Provide BOP Forms and other documents to the Central Bank in a timely manner.	

Penalties

Section 97 of the Central Banking Act (2000) (the *Act*) provides for severe penalties to be imposed on breaches of the Central Banking Regulation.

Schedule of BOP Forms and Other Forms

The Schedule below lists all the BOP Forms that are in use for BOP reporting and other purposes of the Central Bank.

Types of BOP Forms and Supporting Documents (Not Exhaustive)

	BOP Form	Colour	Purpose
1	Form FEC-X, Form-X (BOP-x)	Blue	Export Receipts (<i>Printed in Triplicate</i>)
2	Form-M (BOP-M)	Red	Import Payments (<i>Printed in Triplicate</i>)
3	Form-R1 (BOP-R1)	Dark Green	Outward Remittance (<i>Printed in Triplicate</i>) (Not for Imports)
4	Form FEC-R2, Form-R2 (BOP-R2)	Pink	Inward Receipts (<i>Printed in Triplicate</i>) (Not for Exports)
5	Form-R1 (D) (BOP-R1(D))	Maroon	Dividend Payment Form (<i>Printed in Quadruplicate</i>)
6	Aggregate	White	For Recording Inward or Outward Transactions between K5,000 – K10,000
6.1	Aggregate-R1 (BOP Aggregate-R1)	White	Outward Remittances (Not for Imports)
6.2	Aggregate-R2 (BOP Aggregate-R2)	White	Inward Receipts (Not for Exports)
6.3	Aggregate-M (BOP Aggregate-M)	White	Import Payments
7	Form-C1 (BOP-C1)	Gold	Application for taking-out or sending physical currency in notes and coins out of PNG by Residents or Non-Residents of PNG (<i>Printed in Triplicate</i>)
8	Form-G1 (BOP-G1)	Tan	To record the Guarantees Issued by PNG Residents in Favour of Foreign Residents (<i>Printed in Triplicate</i>)
9	Form-LA (BOP-LA)	Light Green	Borrowing from Abroad in Foreign Currency or Kina by PNG Residents (<i>Printed in Triplicate</i>)
10	Form-L1 (BOP-L1)	Purple	Drawdown on Foreign Currency or Kina Loan from Abroad by PNG Residents (<i>Printed in Quadruplicate</i>)
11	Form-L2 (BOP-L2)	Lime Green	Repayments of Principle, Interests, etc. on Foreign

			Currency or Kina Loan from Abroad by PNG residents <i>(Printed in Quadruplicate)</i>
12	Form-LB (BOP-LB)	Bright Green	Foreign Currency or Kina Borrowing by Non-Residents from PNG Residents <i>(Printed in Triplicate)</i>
13	Form-L1(B) (BOP-L1(B))	Dark Purple	Drawdown on Foreign Currency or Kina Borrowing by Non-Residents from PNG Residents <i>(Printed in Quadruplicate)</i>
14	Form-L2(B) (BOP-L2(B))	Tea	Receipts of Principle, Interests, etc. from Non-residents by PNG Residents <i>(Printed in Quadruplicate)</i>
15	Form-LC (BOP-LC)	Sea Green	Historical Details on Foreign Currency or Kina Borrowing from Abroad by PNG Residents <i>(Printed in Duplicate)</i>
16	Form-V1 (BOP-V1)	Yellow	Foreign Investment in PNG by Non-Residents <i>(Printed in Quadruplicate)</i>
17	Form-V2 (BOP-V2)	Light Blue	Remittance from Sale or Liquidation of Foreign Investments in PNG <i>(Printed in Quadruplicate)</i>
18	Form-V3 (BOP-V3)	Gray	Investments Abroad by PNG Residents <i>(Printed in Quadruplicate)</i>
19	Form-V3(A) (BOP-V3(A))	Blue Gray	Assets held Abroad by PNG Residents <i>(Printed in Duplicate)</i>
20	Form-V4 (BOP-V4)	Orange	Sale or Liquidation of Assets Abroad by PNG Residents <i>(Printed in Quadruplicate)</i>
21	Form-VE (BOP-VE)	White	Historical Details on Foreign Investments in PNG by Non-Residents <i>(Printed in Duplicate)</i>
22	Foreign Currency Account (FAC)	White	Transactions done through a FCA
22.1	Form-OS	White	Entities
22.2	Form-OS (I)	White	Individuals
23	Customs Entry Form 15 (Form-15)		Customs document used for verification of imports and exports, and shipment terms.
24	Taxation Clearance Certificate (TCC)		Internal Revenue Commission (IRC) clearance, on State tax obligations.

NOTES AND GUIDELINES FOR COMPLETING BOP FORMS

PART ONE: BALANCE OF PAYMENTS FORMS (OLD FORMAT)

Authorised Dealers should take note of the following Forms in the “**Old Format**” that will be used from September 2007 and onwards. The Central Bank will provide further advise on when the Authorised Dealers and their clients should cease using the Forms in the Old Format.

FORM FEC-X: EXPORTS RECEIPTS AND EXPORT RELATED RECEIPTS

General

The Form must be completed for any amount of export and export related receipts such as transportation, insurance and other related receipts, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 6 of the Manual for compilation of BOP. The export value specified in Section 2 must be **Net** of any related receipts for BOP purposes.

It must be completed by the exporter on Value Date and lodged with an Authorised Dealer that is purchasing the Foreign Exchange, for its verification and endorsement with the relevant stamp.

The Form is printed in triplicate. The Authorised Dealer should retain one, one is sent to the Central Bank and one is returned to the client.

Provided at the back of the Form is a guide on the sorts of supporting documentation that a client should produce before the Authorised Dealer certifies the Form.

Appendix B of this Reporting Framework provides a comprehensive list of purpose of transaction and should be used for reference.

Authorised Dealers must inform and ensure that their clients complete **Only** Sections explained below.

(a) *General – Form FEC-X Completion*

Authorised Dealer officers should follow the following general guidelines when processing Form FEC-X on lodgment.

- i) For each shipment of an export commodity, the exporter must submit two original Customs Entry Form F15 (Form 15) to the Authorised Dealer. The Authorised Dealer must retain one of the signed, stamped and dated Form 15 and send the other together with other documentation to the foreign importer (or importer’s bank) for payment. A Form 15 must be original and must have the stamp of Customs or the Internal Revenue Commission (IRC). A Form 15 without a Customs (or IRC) stamp should be referred back to the IRC and the receipt should not be credited to the exporters account until a valid Form 15 is presented. For fisheries product exports, the exporter should provide the original Certificate of Fitness Form (Fitness Form) with a valid stamp of the National Fisheries Authority (NFA). Authorised Dealers should ensure that data required on the Fitness Forms are provided before crediting the exporter’s account.
- ii) When the export proceeds is received for the shipment, the Authorised Dealer will liaise with the exporter and identify Form 15 (or Fitness Form) the proceeds relates to.
- iii) The exporter will complete Form FEC-X and present it to the Authorised Dealer together with a copy of the relevant Form 15 (or Fitness Form).
- iv) The Authorised Dealer then verifies the copy of Form F15 (or Fitness Form) it has on record against the original submitted by the exporter. The copy of Form F15 should be returned to the exporter after verification.
- v) The Authorised Dealer then verifies Form FEC-X and signs at the bottom.
- vi) The Authorised dealer should then forward the Form FEC-X to the Central Bank.

- vii) The Authorised Dealer should file Form FEC-X with the relevant original Form 15 (or Fitness Form) submitted earlier for record and Central Bank audit purposes.

Where a Form F15 is not provided, the Authorized Dealer must ensure that Form F15 is provided within sixty (60) days from the date of receipt of export proceeds.

(b) *General – Where Export Proceeds is Received before Shipment*

In such cases, the exporter must complete the Section 2 of Form FEC-X. All other receipts must be separately recorded on Section 3 of Form FEC-X. The Authorised Dealer must ask the exporter if such funding is included in the receipt of pre-finance.

Any receipt for administrative costs that is included in the pre-finance must be separated and reported on Form FEC-R2. The Authorised Dealer must ask the exporter if such funding is included in the receipt of pre-finance.

The Form FEC-X and a copy of the pre-finance contracts should be forwarded to the Authorised Dealer. The Authorised Dealer will verify, stamp and date Form FEC-X and the pre-finance contract. A copy of the pre-finance contract is forwarded to the Central Bank, together with one Form FEC-X. The Authorised Dealer will keep the original copy of the pre-finance contract together with one Form FEC-X, and return the other Form FEC-X to the exporter.

Completion Guidelines

Section 2 – Particulars of Export

Complete the Industry, Country and Currency codes in full. They are given on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework. For exports, the industry code is actually the commodity that is exported. For a manufacturing company that is exporting coffee should enter '1001' "coffee", instead of '3001' for "manufacturing".

In general, the Total Amount Contracted must be consistent with the original Form 15. The Foreign Currency Amount of export receipt must be net of any export related receipts such as insurance or freight. The volume and its unit of measurement must be clearly specified. The Unit Price is derived by dividing the Foreign Currency Amount by the Volume (or quantity of export).

Leave the boxes blank for Customs Declaration Number, Commercial Invoice Number and Bill of Lading Number.

Section 3 – Particulars of Export Related Receipts

Complete for freight, insurance, port handling and other receipts. The details of all export related receipts must be consistent with the terms of export declared on Form 15. That is, the receipt must be consistent with cost, insurance and freight (c.i.f.); cost and freight (c&f); or free on board (f.o.b.) declared on Form 15. Every effort should be made to ensure that the value of the physical export is separated from other export related receipts.

For Authorised Dealer Use Only

An Authorised Dealer Officer must complete this Section. Receipt Date is the date of receipt of funds. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full. Leave blank boxes for Credit Advise Reference Number.

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FORM FEC-R2: INWARD RECEIPTS OF CURRENCY

General

The Form must be completed for non-trade and non-capital related service receipts from overseas residents, in accordance with the Completion Guidelines below for compilation of BOP. It must be completed on Value Date, for amounts in excess of K10,000.00 (or foreign currency equivalent). The information on the Form is used to compile PNG's service, income and transfers receipts of BOP.

Other receipts and funds received for administrative expenses, excluding export proceeds and pre-finance for exports, should be reported on this Form.

The Form is printed in triplicate. The Authorised Dealer should retain one, one is sent to the Central Bank and one is returned to the customer.

Provided at the back of the Form is a guide on the sorts of supporting documentation that a client should produce before the Authorised Dealer certifies the Form.

Appendix B of this Reporting Framework provides a comprehensive list of purpose of transaction and should be used for reference.

Authorised Dealers must inform and ensure that their clients complete **Only** Sections explained below.

Completion Guidelines

Section 2 – Transaction Type

Complete Industry, Country and Currency Codes, and other details in full. They are given on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework.

Section 3 – Purpose of Funds

Tick one of the purposes of funds listed on the Form and enter the Foreign Currency amount and its Kina equivalent.

Authorised Dealers must report in their own name a single aggregate amount for all card receipts as "Travel", on Form FEC-R2.

For Authorised Dealer Use Only

An Authorised Dealer officer must complete this Section. Receipt Date is the date of receipt of funds. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

PART TWO: BALANCE OF PAYMENT FORMS (NEW FORMAT)

FORM-X (BOP-X): EXPORT RECEIPTS AND EXPORT RELATED RECEIPTS

General

The Form must be completed for any amount of export and export related receipts such as transportation, insurance and other related receipts, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 6 of the Manual for compilation of BOP. The export value specified in Section 2 must be **Net** of any related receipts for BOP purposes. It must be completed on Value Date.

It must be completed by the Exporter and lodged with an Authorised Dealer that is purchasing the Foreign Exchange, for its verification and endorsement with the relevant stamp.

The Form is printed in triplicate. The Authorised Dealer should retain one, one is sent to the Central Bank, and one is returned to the client.

Provided at the back of the Form is a guide on the sorts of supporting documentation that a client should produce before the Authorised Dealer certifies the Form.

Appendix B of this Reporting Framework provides a comprehensive list of purpose of transaction and should be used for reference.

Authorised Dealers must inform and ensure that their clients complete Sections explained below.

(a) General – Form-X (BOP-X) Completion

Authorised Dealer Officers should follow the following general guidelines when processing Form-X (BOP-X) on lodgment.

- i) For each shipment of an export commodity, the exporter must submit two original Customs Entry Form F15 (Form 15) to the Authorised Dealer. The Authorised Dealer must retain one of the signed, stamped and dated Form 15 and send the other together with other documentation to the foreign importer (or importer's bank) for payment. A Form 15 must be original and must have the stamp of Customs or the Internal Revenue Commission (IRC). A Form 15 without a Customs (or IRC) stamp should be referred back to the IRC and the receipt should not be credited to the exporters account until a valid Form 15 is presented. For fisheries product exports, the exporter should provide the original Certificate of Fitness Form (Fitness Form) with a valid stamp of the National Fisheries Authority (NFA). Authorised Dealers should ensure that data required on the Fitness Forms are provided before crediting the exporter's account.
- ii) When the export proceed is received for the shipment, the Authorised Dealer will liaise with the exporter and identify the relevant Form 15 (or Fitness Form) the proceeds relates to.
- iii) The exporter will complete Form-X (BOP-X) and present it to the Authorised Dealer together with a copy of the relevant Form 15 (or Fitness Form).
- iv) The Authorised Dealer then verifies the copy of Form F15 (or Fitness Form) against the original it has on record submitted by the exporter. The copy is returned to the exporter after verification.
- v) The Authorised Dealer then verifies Form-X (BOP-X) and signs at the bottom.
- vi) The Authorised Dealer should then forward the Form-X (BOP-X) to the Central Bank.
- vii) The Authorised Dealer should file Form-X (BOP-X) with the relevant original Form 15 (or Fitness Form) submitted earlier for record and inspection purposes.

Where a Form F15 is not provided, the Authorized Dealer must ensure that Form F15 is provided within sixty (60) days from the date of receipt of export proceeds.

(b) *General – Where Export Proceed is Received before Shipment*

In such a case, the exporter must complete the Section 1 of Form-X (BOP-X). All other receipts must be separately recorded on Section 2 of Form-X (BOP-X). The Authorised Dealer must ask the exporter if such funding is included in the receipt of pre-finance.

Any receipt for administrative costs included in the pre-finance must be separated and reported on Form-R2 (BOP-R2). The Authorised Dealer must ask the exporter if such funding is included in the receipt of pre-finance.

The Form-X (BOP-X) and a copy of the pre-finance contracts should be forwarded to the Authorised Dealer. The Authorised Dealer will verify, stamp and date Form-X (BOP-X) and the pre-finance contract. A copy of the pre-finance contract is forwarded to the Central Bank, together with one Form-X (BOP-X). The Authorised Dealer will keep the original copy of the pre-finance contract together with one Form-X (BOP-X), and return the other Form-X (BOP-X) to the exporter.

Completion Guidelines

Section 1 – Particulars of Export

Complete Industry, Country and Currency codes in full. They are given on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework. For exports, the industry code is actually the commodity that is exported. For a manufacturing company that is exporting coffee should enter '1001' "coffee", instead of '3001' for "manufacturing".

In general, the Total Amount Contracted must be consistent with the original Form 15. The Foreign Currency Amount of export receipt must be net of any export related receipts such as insurance or freight. The volume and its unit of measurement must be clearly specified. The Unit Price is derived by dividing the Foreign Currency Amount by the Volume (or quantity of export).

Section 2 – Particulars of Export Related Receipts

Complete for freight, insurance, port handling and other receipts. The details of all export related receipts must be consistent with the terms of export declared on Form 15. That is, the receipt must be consistent with cost, insurance and freight (c.i.f.); cost and freight (c&f); or free on board (f.o.b.) declared on Form 15. Every effort should be made to ensure that the value of the physical export is separated from other related receipts.

For Authorised Dealer Use Only

An Authorised Dealer Officer must complete this Section. Receipt Date is the date of receipt of funds. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.



FORM-M (BOP-M): IMPORT PAYMENTS AND IMPORT RELATED CHARGES

General

The Form must be completed for any amount of import and import related payments such as payments for transportation, insurance or other import related services, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 5 of the Manual for compilation of BOP. The import value specified in Section 1 must be **Net** of any import related payments such as insurance or freight. The Form must be completed on Value Date, for amounts in excess of K10,000.00 (or foreign currency equivalent).

It must be completed by the importer and lodged with an Authorised Dealer that is selling the Foreign Exchange, for its verification and endorsement with the relevant stamp.

The Form is printed in triplicate. The Authorised Dealer should retain one, one is sent to the Central Bank, and one is returned to the client.

Provided at the back of the Form is a guide on the sorts of supporting documentation that a client should produce before the Authorised Dealer certifies the Form.

Appendix B of this Reporting Framework provides a comprehensive list of purpose of transaction and should be used for reference.

Authorised Dealers must inform and ensure that their clients complete Sections explained below.

(a) *General – Form-M (BOP-M) Completion*

Authorised Dealer Officers should follow the following general guidelines when processing Form-M (BOP-M) at the time of payment.

- i) For each shipment of an import product, the importer must submit two original Customs Entry Form F15 (Form 15) to the Authorised Dealer. The Authorised Dealer must retain one of the signed, stamped and dated Form 15 and send the other together with other documentation to the foreign exporter (or exporter's bank) for payment. A Form 15 must be original and must have the Customs or IRC stamp. A Form 15 without any IRC stamp should be referred back to the IRC and the payment should not be made to the foreign exporter's account until a valid Form 15 is presented.
- ii) At the time of payment for the shipment, the Authorised Dealer will liaise with the importer and identify the relevant Form 15 the payment relates to.
- iii) The importer will complete Form-M (BOP-M) and present it to the Authorised Dealer together with a copy of the relevant Form 15.
- iv) The Authorised Dealer then verifies the copy of Form F15 against the original it has on record submitted earlier by the importer. The copy is returned to the importer after verification.
- v) The Authorised Dealer then verifies the Form-M (BOP-M) and signs at the bottom.
- vi) The Authorised Dealer should then forward the Form-M (BOP-M) to the Central Bank.
- vii) The Authorised Dealer should file Form-M (BOP-M) together with the relevant original Form 15 submitted earlier for record and audit purposes.

Where a Form F15 is not provided, the Authorized Dealer must ensure that Form F15 is provided within sixty (60) days from the date of payment for imports.

(b) *General – Where Payment is Made before the Goods Arrive in Papua New Guinea*

In such cases, the importer must complete Section 1 of Form-M (BOP-M). All other import related payments must be separately recorded on Section 2 of Form-M (BOP-M). The Authorised Dealer must complete "For Authorised Dealer Use Only" Section.

The Form-M (BOP-M) and a summary invoice should be forwarded to the Authorised Dealer. The Authorised Dealer will verify, stamp and date the Form-M (BOP-M) and the invoice. The Authorised Dealer will keep the invoice together with one Form-M (BOP-M), send one Form-M (BOP-M) to the Central Bank, and return the other Form-M (BOP-M) to the importer.

Completion Guidelines

Section 1 – Particulars of Import

Complete the Industry, Country and Currency codes in full. They are given on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework. For imports, the industry code is the code assigned to the product type imported.

In general, the Total Amount Contracted for payment must be consistent with Form 15. The Amount in Foreign Currency must be net of any import related payment the importer may make for insurance or freight services.

Section 2 – Particulars of Import Related Payments

Complete for freight, insurance, port handling and other charges. The details of all import related charges must be consistent with the information given on the original Form 15. That is, the payment must be consistent with cost, insurance and freight (c.i.f.); cost and freight (c&f); or free on board (f.o.b.) declared on Form 15. Every effort should be made to ensure that the payment for the physical good is separated from other import related payments.

For Authorised Dealer Use Only

An Authorised Dealer officer must complete this Section. Remittance Date is the date of remittance of funds. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.



FORM AGGREGATE-M (BOP AGGREGATE-M): IMPORT PAYMENTS AND IMPORT RELATED CHARGES

General

The Form must be completed for import payments to overseas residents, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 5 of the Manual for compilation of BOP.

It must be completed on Value Date, for amounts between K5,000.00 and K10,000.00 (or foreign currency equivalent) by the Authorised Dealer.

The Authorised Dealer must keep a copy and send the original to the Central Bank.

Completion Guidelines

Transaction Details

Complete Date (Value Date of the transaction), Sector Code, Transaction Code, Country Code, Currency Code, Amount in Foreign Currency and Amount in Kina.

Sector Code, Transaction Code, Country Code and Currency Code are provided on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework.

For Authorised Dealers Use Only

An Authorised Dealer Officer must complete Bank, Branch, For Week Ending, Year and Page, set out on the Form.



FORM-R1 (BOP-R1): OUTWARD REMITTANCE OF CURRENCY

General

The Form must be completed for any amount of non-trade and non-capital related service payments to overseas residents, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 20 of the Manual for compilation of BOP. The Form must be submitted to the Authorised Dealer with supporting documents set out on the back of the Form. The Form must be completed on Value Date, for amounts in excess of K10,000.00 (or foreign currency equivalent).

The Form is printed in triplicate. The Authorised Dealer should retain one, one is sent the Central Bank, and one is returned to the client.

Provided at the back of the Form is a guide on the sorts of supporting documentation that a client should produce before the Authorised Dealer certifies the Form.

Appendix B of this Reporting Framework provides a comprehensive list of purpose of transaction and should be used for reference.

Authorised Dealers must inform and ensure that their clients complete Sections explained below.

Completion Guidelines

Section 1 – Transaction Type

Complete Industry, Country and Currency Codes in full. They are given on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework.

Section 2 – Purpose of Funds

Tick one of the purposes of funds listed on the Form and enter the Foreign Currency amount and its Kina equivalent.

Authorised Dealers must report in their own name a single aggregate amount for all card payments as "Travel", on Form-R1 (BOP-R1).

For Authorised Dealers Use Only

An Authorised Dealer Officer must complete this Section. Remittance Date is the date of remittance of funds. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

FORM AGGREGATE-R1 (BOP AGGREGATE-R1): OUTWARD REMITTANCE OF CURRENCY

General

The Form must be completed for non-trade and non-capital related service payments to overseas residents, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 20 of the Manual for compilation of BOP.

It must be completed on Value Date, for amounts between K5,000.00 and K10,000.00 (or foreign currency equivalent) by the Authorised Dealer.

The Authorised Dealer must keep a copy and send the original to the Central Bank.

Completion Guidelines

Transaction Details

Complete Date (Value Date of the transaction), Sector Code, Transaction Code, Country Code, Currency Code, Amount in Foreign Currency and Amount in Kina.

Sector Code, Transaction Code, Country Code and Currency Code are provided on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework.

For Authorised Dealers Use Only

An Authorised Dealer Officer must complete Bank, Branch, For Week Ending, Year and Page, set out in the Form.



FORM-R1(D) (BOP-R1(D)): OUTWARD REMITTANCE OF CURRENCY - DIVIDENDS

General

The Form must be completed at the time of making any amount of dividend or branch profit remittance overseas in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 20 of the Manual, for BOP compilation. It is used to capture and record dividend payments to overseas residents in the private foreign equity database for tracking outflows of income arising from foreign investments in PNG, including compilation of BOP. The Form must be submitted to the Authorised Dealer with supporting documents set out on the back of the Form, for forwarding to the Central Bank.

The Form is printed in quadruplicate. The Authorised Dealer should retain one, send "**two**" to the Central Bank and one is returned to the client.

Completion Guidelines

Section 1 – PNG Company Information

Companies must identify themselves by their registered name, Company Incorporation Number and address. The BPNG Investment Number must be provided for an existing investment. The Bank and Bank Branch should, in most cases, be the same as the bank identified in the section titled "For Authorised Dealer Use Only".

Section 2 – Transaction Type

Complete the Industry, Country and Currency codes in full. They are given on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework.

Section 3 – Particulars of Dividend

Provide information on the rate per share and accounting year for which the dividend is being paid in Part (a). Also, tick either "Interim" or "Final" dividend to identify the type of dividend payment. Provide monetary values of the dividend being paid in foreign currency and the Kina equivalent, net of tax, in Part (b) as set out.

Section 4 – Capital Structure

Provide data on the total capital structure, which should either be the most recent one or as of the date of Form completion.

Section 5 – Date of Closing of Annual Accounts

The Date and the Month of closing annual financial accounts must be provided.

For Authorised Dealer Use Only

An Authorised Dealer Officer must complete this Section. Remittance Date is the date of remittance of funds. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

FORM-C1 (BOP-C1): TAKING OF PHYSICAL CURRENCY IN NOTES AND COINS

General

The Form is used to capture and record the removal of physical currency from PNG. It should be completed in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 8 of the Manual for compilation of BOP.

It must be completed on the date of sale of currency, for amounts in excess of K5,000.00 (or foreign currency equivalent). The Authorised Dealer must submit the Form to the Central Bank.

The Form is printed in triplicate. The Authorised Dealer should retain one, one is sent to the Central Bank, and one is returned to the client.

Provided at the back of the Form is a guide on the sorts of supporting documentation that a client should produce before the Authorised Dealer can sell physical currency.

Appendix B of this Reporting Framework provides a comprehensive list of purpose of transaction and should be used for reference.

Completion Guidelines

Section 1 – PNG Entity/Personal Information

The name of the PNG entity or individual must be given in full. Companies must also identify themselves by their registered name and Company Incorporation Number. Individuals and other entities should leave the Company Incorporation Number box blank. Individuals (Non-citizens of PNG) who are purchasing the physical currency must produce a current passport and work permit and fill out their numbers in the respective boxes.

Section 2 – Transaction Type

Complete Industry, Country and Currency Codes in full. They are given on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework.

Section 3 – Purpose of Funds

Tick one of the purposes of funds listed on the Form and enter the Foreign Currency amount and its Kina equivalent.

Section 4 – To be Completed by All Applicants

The name of the foreign beneficiary, the name and signature of the person making the application and the Date of the application must be provided in full.

For Authorised Dealer Use Only

An Authorised Officer of the Central Bank and/or an Authorised Dealer Officer must complete this Section. Sale Date is the date the physical currency is sold to the customer. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

FORM-R2 (BOP -R2): INWARD RECEIPTS OF FOREIGN CURRENCY

General

The Form must be completed for any amount of non-trade and non-capital related service receipts from overseas residents, in accordance with the Completion Guidelines below for compilation of BOP. Other receipts and funds for administrative expenses, excluding export proceeds and pre-finance for exports, should be reported on this Form.

The Form must be completed on Value Date, for amounts in excess of K10,000.00 (or foreign currency equivalent). Export receipts (including pre-finance) must not be reported on this Form.

The Form is printed in triplicate. The Authorised Dealer should retain one, one is sent to the Central Bank, and one is returned to the client.

Provided at the back of the Form is a guide on the sorts of supporting documentation that a client should produce before the Authorised Dealer.

Appendix B of this Reporting Framework provides a comprehensive list of purpose of transaction and should be used for reference.

Authorised Dealers must inform and ensure that their clients complete Sections explained below.

Completion Guidelines

Section 1 – Transaction Type

Complete Industry, Country and Currency Codes in full. They are given on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework.

Section 2 – Purpose of Funds

Tick one of the purposes of funds listed on the Form and enter the Foreign Currency amount and its Kina equivalent.

Authorised Dealers must report in their own name a single aggregate amount for all card receipts as "Travel", on Form-R2 (BOP-R2).

For Authorised Dealer Use Only

An Authorised Dealer Officer must complete this Section. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

FORM AGGREGATE-R2 (BOP AGGREGATE-R2): INWARD RECEIPTS OF FOREIGN CURRENCY

General

The Form must be completed for non-trade and non-capital related service receipts from overseas residents, in accordance with the Completion Guidelines below for compilation of BOP.

The Form must be completed on Value Date, for amounts between K5,000.00 and K10,000.00 (or foreign currency equivalent) by the Authorised Dealer.

The Authorised Dealer must keep a copy and send the original to the Central Bank.

Completion Guidelines

Transaction Details

Complete Date (Value Date of the transaction), Sector Code, Transaction Code, Country Code, Currency Code, Amount in Foreign Currency and Amount in Kina.

Sector Code, Transaction Code, Country Code and Currency Code are provided on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework.

For Authorised Dealers Use Only

An Authorised Dealer Officer must complete Bank, Branch, For Week Ending, Year and Page, set out in the Form.



FORM-G1 (BOP-G1): GUARANTEES OR SECURITIES ISSUED BY RESIDENT ENTITIES AND INDIVIDUALS TO NON-RESIDENTS

General

The Form must be completed for any amount of guarantee or security issued in favour of overseas residents by entities and individuals resident in PNG, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 10 of the Manual. It is used to capture and record the monetary values of guarantees, for tracking the contingent liabilities to overseas residents. The Authorised Dealers should provide guidance on the completion of Form-G1 (BOP-G1). The Guarantor must submit the Form directly to the Central Bank.

The Form is printed in triplicate. The Central Bank will retain one and send the other two to the guarantor. The Guarantor must keep one and send the other to the overseas guaranteee.

Completion Guidelines

Section 1 – Entity/Personal Information

The name of the PNG entity or individual must be given in full. Companies must also identify themselves by their registered name and Company Incorporation Number. Individuals and other entities should leave the Company Incorporation Number box blank. Individuals (Non-citizens of PNG) issuing guarantees or securities must produce their current passports and work permits and fill out their numbers in the respective boxes.

The Name of Bank and Bank Branch should be provided. It should normally be the bank through which the settlement will be effected, if the guarantee is exercised.

Section 2 – Overseas Beneficiary Details

Tick the relevant box (Entity or Individual) and provide the full name and address of the overseas beneficiary.

Section 3 – Guarantee Amount

Provide Amount in Foreign Currency, the Kina equivalent and the Reference Number for both the new guarantee (New Maximum Liability) and an existing guarantee (Original and Revised Maximum Liability).

Complete Industry, Country and Currency Codes in full. They are given on the back of the Form and are also listed in Appendices A, C and D of this Reporting Framework.

Section 4 – To be Completed by All Resident Guarantors

All resident issuers must complete this Section. The Name must be completed in full. For entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For BPNG Use Only

An Authorised Officer of the Central Bank must complete this Section. The Form must be signed, stamped and dated by a senior Officer, who supervised the completion of the Form. The Name must be completed in full.

NOTE: AUTHORISED DEALERS SHOULD NOT REQUEST FOR ANY VALUATION REPORT AT THE TIME THE GUARANTEE IS EXERCISED FOR PAYMENT. THEY SHOULD CHECK AND VERIFY THE GUARANTEE WITH THE CENTRAL BANK, BEFORE THE PAYMENT IS EFFECTED.

FORM-LA (BOP-LA): BORROWING FROM OFFSHORE SOURCES

General

The Form must be completed for any amount of borrowing from offshore sources by individuals and entities resident in PNG, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 15 of the Manual. Form-LA (BOP-LA) is used for collecting information on external private debt. The Central Bank maintains a registry of external private debt, which is used for reporting the country's external debt position.

The Form must be completed at the time of seeking a new loan from a foreign lender or for amendments to the terms of an existing loan agreement. It should be submitted to the Central Bank, together with copies of the signed and executed (or revised) loan and security agreements.

The Form is printed in triplicate. After the Forms are signed and stamped, the borrower will retain one and send the other two to the Central Bank.

Completion Guidelines

Section 1 – PNG Borrower Information

The name of the PNG entity or individual must be given in full. Companies must also identify themselves by their registered name and Company Incorporation Number. Individuals and other entities should leave the Company Incorporation Number box blank. The BPNG Loan key must be provided for an existing loan; however, it is not required for a new loan. The Bank and Bank Branch should, in most cases, be the same as the bank identified in the section titled "For Authorised Dealer Use Only". The Industry Code is given in Appendix A of this Reporting Framework.

Section 2 – Purpose of Borrowing

The applicant (borrower) must specify the "purpose" (for example, working capital, ref-finance, capital investment, etc.) of borrowing the loan.

Section 3 – Details of Foreign Lender

Provide full name and address of the Foreign Lender.

Section 4 – Details of Foreign Loan

Additional information must be provided, if "Other" category is ticked.

Government Guaranteed refers to a Guarantee issued by the Government of PNG on the loan. The percent (%) covered must be specified.

A Multicurrency loan is a loan contracted for drawing and repayment in multiple currencies. Loan Currency Code is the currency code of the loan specified in the loan agreement.

Tranch Number: A Tranch is a part of a loan drawdown with its own terms and conditions of payments. The Form must be completed for each Tranch, where applicable.

Section 5 – Loan Drawdown Schedule

The expected loan drawdowns and their corresponding dates must be given. They should be obtained from the loan agreement. Where these are not known, the Central Bank must be advised as soon as they become available. The currency codes are given in appendix D of this Reporting Framework. For Multi-currency loans, disaggregate the loan drawdowns by currency and report each as a separate loan drawdown.

The Closing Date for Drawdown is the final date of loan drawdown stipulated in the loan agreement. This date must be supplied on Form-LA (BOP-LA), as shown.

Section 6 – Schedule of Interest, Fees and Principal Repayment

Part a): Give details of the interest payable and due dates and detail all other fees and charges, included under the terms of the loan. Rate base is the floating market rate, for example, Libor, Hibor and Sibor. It is important to give full and accurate details here for tracking remittances by loan from time to time.

Part b): The expected principal repayments and their corresponding dates must be given. They should be obtained from the loan agreement. Where these are not known, the Central Bank must be advised as soon as they become available.

Section 7 – To be Completed by PNG Borrowers

All resident borrowers must complete this Section. The Name must be completed in full. For entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For BPNG Use Only

Not to be completed.



FORM-L1 (BOP-L1): DRAWDOWN ON OVERSEAS LOAN

General

The Form must be completed for any amount of loan drawdown from overseas by entities and individuals resident in PNG, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 15 of the Manual for compilation of BOP. It must be submitted by the Authorised Dealer to the Central Bank for each loan drawdown. Multiple loan drawdowns must not be lumped up. The Form must be completed on Value Date of each drawdown separately for each Loan key.

The Form is printed in quadruplicate. After the Forms are stamped, dated and signed, the Authorised Dealer will retain one, **two** are sent to the Central Bank and one is returned to the borrower.

Completion Guidelines

Section 1 – PNG Borrower Information

The information supplied in the Section must correspond with those provided earlier on Form-LA (BOP-LA).

The Central Bank will provide the Loan key to the borrower after a loan is recorded in its private loan registry. The Loan key must be given on Form-L1 (BOP-L1), for the Central Bank to assign and record all drawdowns in respect of the loan.

Section 2 – Details of Foreign Lender

The information supplied must correspond with the same on Form-LA (BOP-LA).

Section 3 – Details of Foreign Loan

Provide the same information as provided in Section 4 of Form-LA (BOP-LA).

Section 4 – Drawdown Details

Drawdown Amount in Foreign Currency. Enter the amount of loan drawdown in foreign currency, its Kina equivalent and the date of drawdown.

Drawings to Date (in Foreign Currency). Record the cumulative total of all loan drawdowns to-date, including the current drawdown for which the Form was completed.

Undisbursed Balance. Record the undrawn portion of the loan. Subtract the total of all “Drawings to Date” from the “Amount of Loan in Foreign Currency” of Form-LA (BOP-LA) or from the loan agreement, to derive the Undisbursed Balance.

The industry, country and currency codes are given in Appendices A, C and D of this Reporting Framework. They can be also found at the back of the Form.

Tranch Number. A Tranch is a part of a loan drawdown with its own terms and conditions of payments. The Form must be completed for each Tranch, where applicable.

Section 5 – To be Completed by PNG Borrowers

All borrowers must complete this Section. The Name must be completed in full. For entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For Authorised Dealer Use Only

An Authorised Dealer must complete the Section. Receipt date is the date of receipt of funds. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

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FORM-L2 (BOP-L2): REPAYMENT OF PRINCIPAL, INTEREST AND OTHER FEES

General

The Form must be completed for any amount of payment on borrowing from overseas by individuals and entities resident in PNG, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 15 of the Manual. It must be submitted by the Authorised Dealer to the Central Bank for payment of principal, interest and other fees and charges paid on an overseas loan. Payment for multiple loans must not be aggregated and reported on the same Form. The Form must be completed separately for each loan (or loan key) and submitted to an Authorised Dealer, with supporting documents set out on the back of the Form. It must be completed on the Settlement (or Value) Date.

The Form is printed in quadruplicate. After the Forms are stamped, dated and signed, the Authorised Dealer will retain one, send **two** to the Central Bank, and return one to the borrower.

Completion Guidelines

Section 1 – PNG Borrower Information

The name of the PNG entity or individual must be given in full. Companies must also identify themselves by their registered name and Company Incorporation Number. Individuals and other entities should leave the Company Incorporation Number box blank. The BPNG Loan key must be provided for an existing loan however, it is not required for a new loan. The Bank and Bank Branch should, in most cases, be the same as the bank identified in the section titled "For Authorised Dealer Use Only". The Industry Code is given at the back of the Form and in Appendix A of this Reporting Framework.

Section 2 – Details of Foreign Lender

Provide full name and address of the foreign lender. They must correspond with the same on Form-LA (BOP-LA) completed at the time the loan agreement was signed and stamped.

Section 3 – Details of Foreign Loan

The information must be the same as supplied on Form-LA (BOP-LA), at the time the agreement was signed and stamped.

Outstanding Balance prior to this payment. The balance of all loan drawdowns yet to be repaid by the borrower. It is derived by subtracting the total of all loan principal repayments to-date (including the amount for which the Form was completed) from the total of all loan drawdowns to-date.

Section 4 – Payment Details

Payment details should be consistent with the terms of the (revised) loan agreement, and provided on Form-LA (BOP-LA). In the case of penalty payments, the Authorised Dealer should contact the Central Bank for verification against the original (revised) terms in the signed and executed loan agreement.

Tranch Number. A Tranch is a part of a loan drawdown with its own terms and conditions of payments. The Form must be completed for each Tranch, where applicable.

Section 5 – To be Completed by All Applicants

All borrowers must complete this Section. The Name must be completed in full. For entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For Authorised Dealer Use Only

An Authorised Dealer must complete the Section. Remittance Date is the date of remittance of funds. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

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FORM-LC (BOP-LC): BORROWING FROM OFFSHORE SOURCES – HISTORICAL DETAILS

General

The Form must be completed for any amount of borrowing from overseas by individuals and entities resident in PNG, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 15 of the Manual. Form-LC (BOP-LC) is used for collecting and recording historical information and data on external borrowings. The Central Bank maintains a registry of external private debt, which is used for reporting the country's external debt position. The Form must be completed separately for each loan by the Settlement (Value) Date and submitted to the Central Bank by the borrower.

The Form is printed in duplicate. After the Forms are stamped and signed, one is sent to the Central Bank and the other is retained by the borrower for record purposes. It must be submitted by the 31 of January the following year, for the previous reporting calendar year. It must also be completed and submitted in accordance with instructions of the Central Bank, when requested.

Completion Guidelines

Section 1 – PNG Entity/Personal Information

The name of the PNG entity or individual must be given in full. Companies must also identify themselves by their registered name and Company Incorporation Number. Individuals and other entities should leave the Company Incorporation Number box blank. The BPNG Loan key must be provided, as the Forms are for an existing loan. The Bank and Bank Branch should, in most cases, be the same as the bank identified in the section titled "For Authorised Dealer Use Only" on Form-L1 (BOP-L1) or Form-L2 (BOP-L2). The Industry Code is given in Appendix A of this Reporting Framework.

Section 2 – Purpose of Borrowing

The borrower must specify the "purpose" of borrowing (for example, working capital, ref-finance, capital investment, etc.).

Section 3 – Details of Foreign Lender

Provide the full name and address of the Foreign Lender.

Section 4 – Details of Foreign Loan

Additional information must be provided, if "Other" category is ticked.

Government Guaranteed refers to a Guarantee issued by the Government of PNG on the loan. Percent (%) covered must be specified.

A Multicurrency loan is a loan contracted for drawing and repayment in multiple currencies. Loan Currency Code is the currency of the loan specified in the loan agreement.

A Tranch is a part of a loan drawdown with its own terms and conditions of payments. The Form must be completed for each Tranch, where applicable.

Section 5 – Actual Loan Drawdown Schedule

The actual loan drawdowns to-date and their corresponding dates should be given. They should be obtained from the loan records and other documents. The currency codes are given in Appendix D of this Reporting Framework. For Multi-currency loans, disaggregate the loan drawdowns by currency and report each as a separate loan drawdown.

The Closing Date for Drawdown is the final date of loan drawdown stipulated in the loan agreement. This dated must be provided on Form-LC (BOP-LC), as shown.

Section 6 – Schedule of Actual Interest, Fees and Principal Repayment

Part a): Provide details of actual interest and other payments to-date, with corresponding dates and amounts in foreign currency and Kina. The currency codes are given in Appendix D of this Reporting Framework.

Part b): Provide details of actual principal repayments to-date and the corresponding dates and the Amount in Foreign Currency and its Kina equivalent. The currency codes are given in Appendix D of this Reporting Framework.

Section 7 – To be Completed by PNG Borrowers

All borrowers must complete this Section. The Name must be completed in full. For entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For BPNG Use Only

Not to be completed.

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FORM-LB (BOP-LB): LENDING TO NON-RESIDENTS OUTSIDE PAPUA NEW GUINEA

General

Form-LB (BOP-LB) is used for collecting information on any amount of lending to overseas residents by individuals and entities resident in PNG, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 15 of the Manual. The data provided on the Forms are used for reporting the country's overall external lending (asset) position.

The Form must be completed at the time a new loan is granted to a foreign borrower or for amendments to the terms of an existing loan agreement. It is submitted to the Central Bank, together with copies of the signed and executed (or revised) loan and security agreements.

The Form is printed in triplicate. After the forms are signed and stamped, the lender will retain one and send the other two to the Central Bank.

Completion Guidelines

Section 1 – PNG Lender Information

The name of the PNG entity or individual must be given in full. Companies must also identify themselves by their registered name and Company Incorporation Number. Individuals and other entities should leave the Company Incorporation Number box blank. The BPNG Loan key must be provided for an existing loan. The Bank and Bank Branch should, in most cases, be the same as the bank identified in the section titled "For Authorised Dealer Use Only" on Form-L1 (b) (BOP-L1(B)) or Form-L2(B) (BOP-L2(B)). The Industry Code is given in Appendix A of this Reporting Framework.

Section 2 – Purpose of Lending

The lender in PNG must specify the "purpose" of lending (for example, working capital, re-finance, capital investment, etc.).

Section 3 – Details of Overseas Borrower

Provide full name and address of the Foreign Borrower.

Section 4 – Details of PNG Loan

Additional information must be provided, if "Other" category is ticked.

Government Guaranteed refers to a Guarantee issued by the Government of PNG for the loan. Percent (%) covered must be specified.

A Multicurrency loan is a loan contracted for drawing and repayment in multiple currencies. Loan Currency Code is the currency of the loan specified in the loan agreement.

A Tranch is a part of a loan drawdown with its own terms and conditions of payments. The Form must be completed for each Tranch, where applicable.

Section 5 – Loan Drawdown Schedule

The expected drawdowns and their corresponding dates should be given. They should be obtained from the loan agreement. Where these are not known, the Central Bank must be advised as soon as they become available. The currency codes are given in Appendix D of this Reporting Framework. For Multi-currency loans, disaggregate the loan drawdowns by currency and report each as a separate drawdown.

The Closing Date for Drawdown is the final date of loan drawdown stipulated in the loan agreement. This date must be provided on Form-LB (BOP-LB), as shown.

Section 6 – Schedule of Interest, Fees and Principal Receipt

Part a) Give details of the interest receivable and their due dates and details of all other fees and charges, included under the terms of the loan. Rate base is the floating market rate, for example, Libor, Hibor and Sibor. It is important to give full and accurate details here so that all receipts associated with the loan can be properly tracked and monitored from time to time.

Part b) The expected principal receipts and their corresponding dates must be given. They should be obtained from the loan agreement. Where these are not known, the Central Bank must be advised as soon as they become available.

Section 7 – To be Completed by PNG Lenders

All lenders resident in PNG must complete this Section. The Name must be completed in full. For entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For BPNG Use Only

Not to be completed.

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FORM-L1(B) (BOP-L1(B)): DRAWDOWN OF LOANS FROM PAPUA NEW GUINEA

General

The Form must be completed by resident lenders in PNG for drawdowns on loans to overseas residents, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 15 of the Manual. It must be submitted by the Authorised Dealer to the Central Bank for each drawdown on a loan. Drawdowns on multiple loans must not be aggregated and reported on the same Form. Each drawdown must be reported on the Settlement (or Value) Date separately for each loan (or Loan key) and submitted to an Authorised Dealer, with supporting documents set out on the back of the Form.

The Form is printed in quadruplicate. After the Forms are signed, stamped and dated, the Authorised Dealer will retain one, send **two** to the Central Bank and return one to the lender.

Completion Guidelines

Section 1 – PNG Lender Information

The information provided in the Section must correspond to the same provided on Form-LB, at the time the loan agreement was signed and stamped.

The Central Bank will provide the Loan key to the Lender. The Loan key must be given on Form-L1(B) (BOP-L1(B)), for the Central Bank to track and monitor all drawdowns in respect of a loan.

Section 2 – Details of Overseas Borrower

Provide name and address of the overseas borrower.

Section 3 – Details of PNG Loan

Provide Amount of Loan, Date of Signing of Loan Agreement and the term of the loan in months.

Section 4 – Drawdown Details

Drawdown Amount in Foreign Currency. Enter the amount of drawdown in foreign currency and its Kina equivalent and the date of drawdown.

Drawings to Date (in Foreign Currency). Record the cumulative total of all drawdowns to-date, including the current drawdown for which the Form was completed.

Undisbursed Balance. Record the undrawn portion of a loan. Subtract the total of all “Drawings” to-date from the “Amount of Loan in Foreign Currency” of Form-LB (BOP-LB) (or from the loan agreement), to derive the Undisbursed Balance.

The industry, country and currency codes are given in Appendices A, C and D of this Reporting Framework. They can be also found at the back of the Form.

Tranch Number: A Tranch is a part of a loan drawdown with its own terms and conditions of payments. The Form must be completed for each Tranch, where applicable.

Section 5 – To be Completed by PNG Lenders

All PNG Lenders must complete this Section. The Name must be completed in full. For entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For Authorised Dealer Use Only

An Authorised Dealer must complete the Section. Remittance Date is the date of funds transfer. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

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FORM-L2(B) (BOP-L2(B)): RECEIPTS OF PRINCIPAL, INTEREST AND OTHERS BY PNG RESIDENTS FROM LOANS TO OVERSEAS RESIDENTS

General

The Form must be completed for any amount of payment received by individuals and entities resident in PNG from lending to overseas residents, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 15 of the Manual. It must be submitted by the Authorised Dealer to the Central Bank for receipt of principal, interest and other fees and charges on the loan. Receipts for multiple loans must not be aggregated and reported on the same Form. The Form must be completed on the Settlement (or Value) Date for each transaction separately for each loan (or Loan key) and submitted to an Authorised Dealer.

The Form is printed in quadruplicate. After the Forms are stamped, dated and signed, the Authorised Dealer will retain one, send **two** to the Central Bank and return one to the lender.

Completion Guidelines

Section 1 – PNG Lender Information

The name of the PNG entity or individual must be given in full. Companies must also identify themselves by their registered name and Company Incorporation Number. Individuals and other entities should leave the Company Incorporation Number box blank. The BPNG Loan key must be provided for an existing loan, however, it is not required for a new loan. The Bank and Bank Branch should, in most cases, be the same as the bank identified in the section titled "For Authorised Dealer Use Only". The Industry Code is given at the back of the Form and in Appendix A of this Reporting Framework.

Section 2 – Details of Overseas Borrower

Provide full name and address of the foreign borrower. They must correspond with the same provided on Form-LB (BOP-LB) at the time the loan agreement was signed.

Section 3 – Details of PNG Loan

The information must conform to the same supplied on Form-LB (BOP-LB), when the loan agreement was signed.

Outstanding Balance prior to this receipt. The balance of all loan drawdowns yet to be repaid. It is derived by subtracting the total of all loan principal repayments received to-date (including the amount for which the Form was completed) from the total of all drawdowns to-date.

Section 4 – Receipt Details

Receipt details provided should be consistent with the terms of the (revised) loan agreement, and provided on Form-LB (BOP-LB). In the case of receipt of penalty fees, the Authorised Dealer should contact the Central Bank for verification against the original (revised) loan terms in the signed and executed loan agreement.

The industry, country and currency codes are given in Appendices A, C and D of this Reporting Framework. They are also on the back of the Form.

Tranch Number: A Tranch is a part of a loan drawdown with its own terms and conditions of payments. The Form must be completed for each Tranch, where applicable.

Section 5 – To be Completed by PNG Lender

The PNG Lender should complete this Section. The Name must be completed in full. For entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For Authorised Dealer Use Only

An Authorised Dealer should complete the Section. Receipt Date is the date of receipt of funds. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

FORM-V1 (BOP-V1): INWARD INVESTMENT IN PAPUA NEW GUINEA

General

The Form must be completed for any amount of investment in PNG by overseas residents, in accordance with the Completion Guidelines below and the FE Notice 2 and FE Notice 16 of the Manual. It is used for compilation of BOP, and maintaining a registry of private foreign equity for analyzing the country's foreign investment position. The transaction could either be in cash or in kind for which additional information must be provided. The Form must be completed on the Settlement (or Value) Date separately for each investment.

The Form must be completed for each new investment and for non-residents to open Kina or foreign currency accounts or deposit funds in Money Market Instruments with resident financial institutions in PNG. In general, the Form should be submitted to an Authorised Dealer for verification and processing, by the PNG party (or the entity in PNG receiving the investment funds). The Authorised Dealer should submit the Form to the Central Bank.

Amounts reported under Sections 4 and 5 must match the Kina total reported under Section 3 of the Form.

Only one transaction should be reported on the Form. If, for example, a foreign investor purchases Kina securities and at the same time opens an account with a resident financial institution, two separate sets of Form-V1 (BOP-V1) should be submitted.

The Form is printed in quadruplicate. After the Forms are stamped, dated and signed, the Authorised Dealer will retain one, send **two** to the Central Bank and return one to the client.

Completion Guidelines

Section 1 – Non-Resident Information

Provide full name and address of the non-resident (foreign) investor.

Section 2 – Papua New Guinea Enterprise Details

Specify whether the entity is a new venture or an existing company and give the full name and address. Under "nature of business", specify the principal activity or activities of the company. The Company Incorporation Number should be provided for an existing enterprise in which the investment is made. Leave the Company Incorporation Number box blank for an entity other than a company.

BPNG Investment Number is a reference number allocated to a foreign investment in PNG. It should be provided in the relevant box. This number will be provided to the PNG entity in which the investment is made, by the Central Bank. It will be used to track all investment and income flows associated with the investment.

Section 3 – Transaction Information

Give the Amount in Foreign Currency and its Kina equivalent, which should correspond to the "Total amount in Kina" of section 4. The industry, country and currency codes are given in Appendices A, C and D of this Reporting Framework. The Bank and Branch should in most cases be the same as the bank identified in Section titled "For Authorised Dealer Use Only".

Section 4 – Direct Investment in a New or Existing Enterprise

This Section is only for equity participation, which allows the foreign investor control of 10%, or more of the issued capital in the PNG entity. Definitions of the equity types are given in Appendix B of this Reporting Framework. An option is included for non-cash equity participation. In such instances, full details of the transaction should be provided. The “Total amount in Kina” should correspond to the Amount in Kina of Section 3.

Section 5 – Portfolio Investment

The descriptions of the items included under Portfolio Investment are given in Appendix B of this Reporting Framework. Note that ‘Other Domestic Securities’ includes equity participation in companies where the holding is below 10% of the issued capital of the PNG company. Under “Deposits” include all money market deposits, whether in Kina or foreign currency, held by a non-resident with a resident financial institution.

Section 6 – To be Completed by all Applicants

All recipients of foreign equity investment must complete this Section. The Name must be completed in full. For entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For Authorised Dealer Use Only

An Authorised Dealer must complete the Section. Receipt Date is the date of receipt of funds, which must be the same as the Date of Transaction in Section 3 and Date in Section 6. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.



FORM-VE (BOP-VE): INWARD INVESTMENT IN PAPUA NEW GUINEA – HISTORICAL DETAILS

General

The Form must be completed for historical data on any amount of equity investment in PNG by overseas residents, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 16 of the Manual. It is used to maintain the registry of private foreign equity for monitoring and analysing the country's foreign investment position. The transaction could be either in cash or in kind for which full details of the transaction should be provided. The Form must be completed on the Receipt (or Value) Date separately for each investment and submitted to the Central Bank by the entity in which the foreign investment was made.

The Form must be completed and submitted to the Central Bank by the 31 of January the following year, for the previous reporting calendar year. It should also be submitted in accordance with instructions of the Central Bank, when required.

The Form is printed in duplicate. After the Forms are completed and stamped, the entity in which the foreign investment was made must keep one and send the other to the Central Bank.

Completion Guidelines

Section 1 – PNG Entity Information

The name of the PNG entity must be given in full. Companies must identify themselves by their registered name and Company Incorporation Number. The BPNG Investment Number is a reference number allocated to the foreign investment by the Central Bank to track inflows and outflows associated with the investment. The BPNG Investment Number should be given, if it was provided by the Central Bank.

Section 2 – Capital Structure

- a) Provide the details of capital structure either as at the Form completion date or the latest date. The industry code is given in Appendix C of this Reporting Framework.
- b) Give only the Total Amount in Kina for non-companies operating in PNG. That is, an entity that is not registered as company under the Companies Act (1997).

Section 3 – Date of Closing Annual Accounts

Provide the date and month of closing annual financial accounts.

Section 4 – Investment Particulars

Provide dates and the share types issued in the name of overseas individuals and entities.

Section 5 – Details of Major Non-Resident Shareholders

Provide information on the four (4) major overseas shareholders, by country of residency of the investor. The remainder should be aggregated and reported by country of residence.

Section 6 – Particulars of Dividend/Profit Remittances

Part a) Provide historical data on rate of dividend per share for each accounting year for which the dividend was declared and paid.

Part b) Provide historical data on actual dividend or profit remittances to overseas shareholders.

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FORM-V2 (BOP-V2): SALE OR LIQUIDATION OF INVESTMENT IN PAPUA NEW GUINEA

General

The Form must be completed at the time of sale or liquidation of an investment in PNG by overseas residents, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 16 of the Manual. It is used for compilation of BOP, and maintaining a registry of private foreign equity for monitoring and analyzing the country's foreign investment position. The transaction could either be in cash or in kind for which additional information must be provided. The Form must be completed on the Payment (or Value) Date separately for each remittance and submitted by the Authorised Dealer to the Central Bank.

The Form must be completed for a foreign currency remittance arising from the sale or liquidation of an investment and submitted to an Authorised Dealer with supporting documents set out on the back of the Form. Also, it should be used for the redemption of deposits held with a financial institution in PNG.

Amounts reported under Sections 4 and 5 must match the total reported under Section 3 of the Form.

The Form is printed in quadruplicate. After the Forms are stamped, dated and signed, the Authorised Dealer will retain one, send **two** to the Central Bank and return one to the applicant.

Completion Guidelines

Section 1 – Non-Resident Information

Provide full name and address of the non-resident (foreign) investor.

Section 2 – Papua New Guinea Enterprise Details

Specify whether the entity is a new venture or an existing company and give the full name and address. Under "nature of business", specify the principal activity or activities of the company. The Company Incorporation Number should be provided for an existing enterprise in which the investment is made. Leave the box blank for an entity other than a company.

BPNG Investment Number is a reference number allocated to a foreign investment in PNG. It should be provided in the relevant box. It will be provided to the PNG entity in which the investment is made by the Central Bank. It will be used to track all investment and income flows associated with the investment.

Section 3 – Transaction Information

Give the Amount in Foreign Currency and its Kina equivalent, which should correspond to the "Total amount in Kina" of Section 4. The industry, country and currency codes are given in Appendices A, C and D of this Reporting Framework. The Bank and Branch should in most cases be the same as the bank identified in Section titled "For Authorised Dealer Use Only".

Section 4 – Sale of Shares in or Liquidation of a Business Enterprise

This Section is only for equity participation, which allows the foreign investor control of 10%, or more of the issued capital in the PNG entity. Definitions of the equity types are given in Appendix B of this Reporting Framework. An option is included for non-cash equity participation for which additional information must be provided. The "Total amount in Kina" should correspond to Amount in Kina of Section 3.

Section 5 – Sale of Other Portfolio Assets

The descriptions of the items included under Portfolio Investment (Assets) are given in Appendix B of this Reporting Framework. Note that "Other Domestic Securities" includes equity participation in companies where the holding is below 10% of the issued capital of the PNG company. Under "Withdrawal of Deposits" include all money market deposits, whether in Kina or foreign currency, held by a non-resident with a resident financial institution in PNG.

Section 6 – To be Completed by all Applicants

This Section must be completed by entities making the remittance overseas. The Name must be completed in full. The signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For Authorised Dealer Use Only

An Authorised Dealer must complete the Section. Remittance Date is the date of remittance of funds, which should be the same as Date of Transaction in Section 3 and Date in Section 6. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

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FORM-V3 (BOP-V3): OUTWARD INVESTMENTS BY PAPUA NEW GUINEA RESIDENTS

General

The Form must be completed by residents of PNG when making an overseas investment of any amount, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 16 of the Manual. It is used for reporting and analysing the country's external investment position. The transaction could be either in cash or kind for which additional information must be provided. The Form must be completed on the Remittance (or Value) Date separately for each outward investment and submitted by an Authorised Dealer to the Central Bank.

A resident of PNG must complete the Form at the time of making foreign currency remittance for overseas investment. The Form is also used for the new deposits with foreign financial institutions. It must be submitted to an Authorised Dealer with supporting documents set out on the back of the Form.

Amounts reported under Sections 4 and 5 must match the total reported under Section 3 of the Form.

Where an existing overseas investment is liquidated and re-invested overseas, a set of Form-V3 (BOP-V3) and a set of Form-V4 (BOP-V4) must be completed simultaneously, to show a sale (or liquidation) and an overseas re-investment. Similarly, a set of Form-V3 (BOP-V3) and Form-V4 (BOP-V4) must be completed for liquidation of deposits held with foreign financial institutions, for the same reason.

The Forms are printed in quadruplicate. After the Forms are stamped, dated and signed, the Authorised Dealer will retain one, send **two** to the Central Bank and return one to the client.

Completion Guidelines

Section 1 – PNG Investor Information

The name of the PNG entity or individual must be given in full. Entities must identify themselves by their registered name and Company Incorporation Number. For individuals and other entities, the Company Incorporation Number box should be left blank. The BPNG Investment Number is a reference number allocated to the overseas investment by Central Bank to track outflows and inflows associated with the overseas investment. The BPNG Investment Number should be given, if it was issued by the Central Bank. Individuals (Non-citizens) of PNG should provide their current Passports and work permits and complete their respective numbers. The Bank and Branch should in most cases be the same as the bank identified in Section titled "For Authorised Dealer Use Only".

Section 2 – Foreign Resident Details

Give full name and address of the overseas resident. Under 'Nature of Business', specify the principal activity or activities of the overseas entity or individual.

Section 3 – Transaction Information

Give the Amount in Foreign Currency and its Kina equivalent, which should correspond to the "Total amount in Kina" of Section 4. The industry, country and currency codes are given in Appendices A, C and D of this Reporting Framework. A tick should be placed alongside "Remittance Overseas" for a new remittance from PNG and "Overseas Transaction" for an overseas reinvestment.

Section 4 – Shareholding in a Foreign Business Enterprise

This Section is only for equity participation, which allows the PNG investor control of 10%, or more of the issued capital of the overseas entity. Definitions of the equity types are given in Appendix B of this Reporting Framework. An option for non-cash equity participation is provided for which full details of the transaction should be provided. The "Total amount in Kina" should correspond to Amount in Kina of Section 3. A tick should be placed alongside "Remittance Overseas" for a new remittance from PNG and "Overseas Transaction" for an overseas reinvestment.

Section 5 – Investment in Foreign Securities and Assets

The descriptions of the items included under portfolio investment are given in Appendix B of this Reporting Framework. Note that under “Other Foreign Securities”; include equity participation in foreign companies where the holding is below 10% of the total issued capital of the overseas entity. Under “Deposits”, include all money market deposits, whether Kina or foreign currency, held with each overseas financial institution. A tick should be placed alongside “Remittance Overseas” for a new remittance from PNG and “Overseas Transaction” for an overseas reinvestment.

Section 6 – To be Completed by all applicants

All PNG investors must complete this Section. The Name must be completed in full. For entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For Authorised Dealer Use Only

An Authorised Dealer must complete the Section. Remittance Date is the date of remittance of funds or overseas reinvestment, which should be the same as Date of Transaction in Section 3 and Date in Section 6. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

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FORM-V3(A)(BOP-V3(A)): OVERSEAS ASSETS HELD BY PAPUA NEW GUINEA RESIDENTS

General

The Form must be completed for overseas assets of any form held by Residents of PNG, in accordance with the Completion Guidelines below and the FE Notice 2 and FE Notice 16 of the Manual. It is used for reporting and analysing the country's external investment position. The transaction could be either in cash or in kind for which full details of the transaction must be provided. The Form must be completed separately for each asset and submitted by the Resident investor directly to the Central Bank.

The Form must be completed whenever a resident accumulates assets outside PNG, including money market deposits held with overseas financial institutions.

Amounts reported under Sections 4 and 5 must match the total reported under Section 3 of the Form.

Where an existing overseas investment is liquidated and re-invested overseas, a set of Form-V3 (BOP-V3), a set of Form-V4 (BOP-V4) and a set of Form-V3(A) (BOP-V3(A)) must be completed simultaneously, to show a sale (or liquidation) and an overseas re-investment, and the change in the asset position since the last return. Similarly, a set of Form-V3 (BOP-V3), Form-V4 (BOP-V4) and Form-V3(A) (BOP-V3(A)) must be completed for the liquidation of deposits held with foreign financial institutions, for the same reason.

The Forms are printed in triplicate. After the Forms are stamped, dated and signed, the Resident investor will retain one and send **two** to the Central Bank.

Completion Guidelines

Section 1 – PNG Entity/Personal Information

The name of the PNG entity or individual must be given in full. Entities must identify themselves by their registered name and Company Incorporation Number. For individuals and other entities, the Company Incorporation Number box should be left blank. The BPNG Investment Number is a reference number allocated to the overseas investment by the Central Bank to track outflows, inflows and the stock position of an overseas investment. The BPNG Investment Number should be given, if it was issued by the Central Bank. Individuals (non-citizen individuals) of PNG should provide respectively their current Passport and work permit numbers.

Section 2 – Foreign Resident Details

Give full name and address of the overseas residents. Under 'Nature of Business', specify the principal activity or activities of the overseas entity or individual.

Section 3 – Transaction Information

Give the total stock Amount in Foreign Currency and its Kina equivalent, which should correspond to the "Total amount in Kina" of Section 4 and Section 5. The industry, country and currency codes are given in Appendices A, C and D of this Reporting Framework.

Section 4 – Shareholding in a Foreign Business Enterprise

This Section is for equity participation, whereby a PNG investor controls 10%, or more of the issued capital of the foreign entity. Definitions of the equity types are given in Appendix B of this Reporting Framework. An option is included for non-cash equity participation for which full details of the monetary stock must be provided. The "Total amount in Kina" should correspond to the Amount in Kina of Section 3.

Section 5 – Foreign Portfolio Assets

The descriptions of the items included under portfolio assets are given in Appendix B of this Reporting Framework. Note that under "Other Foreign Securities"; include equity participation in foreign companies where the holding is below 10% of the total issued capital of the overseas entity. Under

“Deposits”, include the stock of all money market deposits, whether Kina or foreign currency, held with each overseas financial institution.

Section 6 – To be Completed by all Applicants

Individuals and entities resident in PNG must complete this Section. The Name must be completed in full. For PNG entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For Authorised Dealer Use Only

Not to be completed.

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FORM-V4 (BOP-V4): SALE OR LIQUIDATION OF FOREIGN INVESTMENT BY PNG RESIDENTS

General

The Form must be completed when residents of PNG sell or liquidate any amount of their overseas investments, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 16 of the Manual. It is used for reporting and analysing the country's overseas investment position. The transaction could either be in cash or in kind for which additional information must be provided. The Form must be completed on the Receipt (or Value) Date separately for each inflow and submitted by an Authorised Dealer to the Central Bank.

A resident of PNG must complete the Form at the time the funds are received in PNG arising from the sale or liquidation of an overseas investment. It is also used for liquidation of deposits held with foreign financial institutions.

Amounts reported under Sections 4 and 5 must match the total reported under Section 3 of the Form.

Where an existing overseas investment is liquidated and re-invested overseas, a set of Form-V4 (BOP-V4) and a set of Form-V3 (BOP-V3) must be completed simultaneously, to show a sale (or liquidation) and an overseas re-investment. Similarly, a set of Form-V4 (BOP-V4) and Form-V3 (BOP-V3) must be completed for the liquidation of overseas deposits held with foreign financial institutions, for the same reason.

The Form is printed in quadruplicate. After the Forms are stamped, dated and signed, the Authorised Dealer will retain one, send **two** to the Central Bank and return one to the applicant.

Where a sale and re-investment is done overseas the Form V3(A) must be completed and submitted directly to the Central Bank.

Completion Guidelines

Section 1 – PNG Investor Information

The name of the PNG entity or individual must be given in full. Entities must identify themselves by their registered name and Company Incorporation Number. For individuals and other entities, the Company Incorporation Number box should be left blank. The BPNG Investment Number is a reference number allocated to the overseas investment by Central Bank to track outflows and inflows associated with the investment. The BPNG Investment Number should be given, if it was provided by the Central Bank. The Bank and Branch should in most cases be the same as the bank identified in Section titled "For Authorised Dealer Use Only".

Section 2 – Foreign Resident Details

Give full name and address of the overseas resident. Under 'Nature of Business', specify the principal activity or activities of the overseas entity or individual.

Section 3 – Transaction Information

Give the Amount in Foreign Currency and its Kina equivalent, which should correspond to the "Total amount in Kina" of Section 4. The industry, country and currency codes are given in Appendices A, C and D of this Reporting Framework. A tick should be placed alongside "Remittance from Overseas" for a remittance to PNG or "Overseas Transaction" for an overseas reinvestment.

Section 4 – Sale of Shares in/or Liquidation of Business Enterprise

This Section is for equity participation, which allows the PNG investor control of 10%, or more of the issued capital of the overseas entity. Definitions of the equity types are given in Appendix B of this Reporting Framework. An option is included for non-cash equity participation for which full transaction details should be provided. The "Total amount in Kina" should correspond to Amount in Kina of Section 3. A tick should be placed alongside "Remittance from Overseas" for a remittance to PNG or "Overseas Transaction" for an overseas reinvestment.

Section 5 – Sale and Liquidation of Foreign Securities and Assets

The descriptions of the items included under portfolio investment are given in Appendix B of this Reporting Framework. Note that under “Other Foreign Securities”; include equity participation in foreign companies where the holding is below 10% of the total issued capital of the overseas entity. Under “Withdrawal of Deposits”, include all money market deposits liquidated for each overseas financial institution. A tick should be placed alongside “Remittance from Overseas” for a remittance to PNG or “Overseas Transaction” for re-investment overseas.

Section 6 – To be Completed by all Applicants

Individuals and entities resident in PNG must complete this Section. The Name must be completed in full. For PNG entities, the signatory must be a senior official of the entity concerned and someone who can be contacted in the event of any queries.

For Authorised Dealer Use Only

An Authorised Dealer must complete the Section. Receipt Date is the date of receipt of funds or overseas reinvestment, which should be the same as Date of Transaction in Section 3 and Date in Section 6. The Form must be signed, stamped and dated by a senior Authorised Dealer Officer, who supervised the completion of the Form. The Name must be completed in full.

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FORM-OS (BOP-OS): KINA OR FOREIGN CURRENCY ACCOUNT REPORT (ENTITIES)

General

The Form must be completed when resident entities open and operate foreign currency accounts either within or outside PNG, in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 11 of the Manual. It is used for compilation of BOP. The Form is intended for reporting only cash flows through the account. Only aggregated monetary values in the currency of the account should be reported for each transaction type set out on the Form.

A resident entity of PNG must also complete the Supplementary Forms for Export and Export Related Receipts, Import and Import Related Payments, Debt Service, Dividend Payment Report, Transfers between Accounts, and Investment Report.

The Form must also be used by entities to report the transactions of Kina accounts held outside PNG.

Where a transaction of capital nature is effected through the foreign currency account, the account-holder must also complete the relevant BOP Forms (Form-Vs and Form-Ls) and submit them to the Central Bank.

Completion Guidelines

Section 1 – General Information

The name of the PNG entity must be given in full. Entities must identify themselves by their registered (or official) name. Other details as provided under Section 1 must be provided.

The Beginning Balance is the cash balance in the account on the last day of the previous reporting calendar month. The Ending Balance is the cash balance as on the last day of the current reporting calendar month. It is derived by adding the net of all inflows and outflows of the account to the Beginning Balance.

Section 2 - Receipts

Summary monetary values of all receipts for the reporting calendar month should be reported in the relevant boxes provided on the Form. The total of all receipts must be provided.

Section 3 – Payments

Summary monetary values of all payments for the reporting calendar month should be reported in the relevant boxes provided on the Form. The total of all receipts must be provided.

Section 4 – Export and Export Related Receipts

Provide country name, commodity code, monetary value, volume of commodity and the unit price of each commodity. Also, provide monetary values of other export related receipts under the relevant columns.

Section 5 – Import and Import Related Payments

Provide import category code, country of origin, and the monetary value of each import code. Also, provide monetary values of other import related payments under the relevant columns.

Section 6 – Debt Service Report

Complete each column as provided, by following the additional notes provided at the bottom of that page. Payments of loan principal, interest, and other fees and charges made through the account should be reported in this Section.

Section 7 – Dividend Payment Report

Complete each column as provided, by following the additional notes provided at the bottom of that page. Payments of dividends and branch profits made through the account should be reported in this Section.

Section 8 – Transfer between Accounts, Joint Venturers and Foreign Currency and Kina Accounts

Complete each column as provided, by following the additional notes provided at the bottom of that page. Transfers between foreign currency accounts, between foreign currency and Kina accounts and between accounts of different entities must be reported in this Section.

Section 9 – Sale or Liquidation of Assets and Investment in Assets

Complete each column as provided, by following the additional notes provided at the bottom of that page. Detailed information on the monetary inflows and outflows from the sale (or liquidation) of investments, including monetary values on money market operations and Beginning and Ending Balances must be provided in this Section. The Beginning and Ending Money Market Balances must be reported by each entity with which the balances are held.



FORM-OS(I) (BOP-OS(I)): FOREIGN CURRENCY ACCOUNT REPORT (INDIVIDUALS)

General

The Form must be completed by all resident individuals who open and operate foreign currency accounts with Authorised Dealers in PNG in accordance with the Completion Guidelines below and FE Notice 2 and FE Notice 11 of the Manual. It is used for compilation of BOP. The Form is intended for reporting only cash flows through an account held with an Authorised Dealer. It must be completed by the account-holder on the Value Date and submitted by the Authorised Dealer to the Central Bank.

The supplementary reporting forms are not required for individual foreign currency accounts. However, the Central Bank may request for additional information, where necessary.

The Authorised Dealer must retain a copy of Form-OS(I) (BOP-OS(I)) and submit the original to the Central Bank.

Where a transaction of capital nature is effected through the foreign currency account, the account-holder must also complete the relevant BOP Forms (Form-Vs and Form-Ls) and submit them to the Central Bank.

Completion Guidelines

Section 1 – General Information

The name of the individual must be given in full. Provide other details as required under Section 1.

The Beginning Balance is the cash balance on the settlement (or value) date. The Ending Balance is the cash balance after the transaction on the settlement (or value) date. It is derived by adding the net of all inflows and outflows to the Beginning Balance.

Section 2 - Receipts

All receipts by purpose of funds must be reported under Section 2. The total of all receipts must be provided.

Section 3 – Payments

All payments by purpose of funds must be reported under Section 2. The total of all payments must be provided.

APPENDIX A - SECTORAL/ INDUSTRIAL CLASSIFICATION OF TRANSACTIONS

This Appendix provides the sectoral breakdown of the economy for the purpose of completing the BOP Forms. The economy is divided into the following 12 major sectors.

- Agriculture and Livestock
- Forestry Products
- Fisheries and Marine Products
- Mining, Petroleum, Gas and Quarrying
- Manufacturing
- Construction
- Wholesale, Retail, Restaurant and Hotels
- Transport, Storage and Communications
- Post and Telecommunications
- Electricity, Gas and Water
- Financial, Insurance, Real Estate and Business Services
- Community, Social and Personal Services

The following is a list of all sub-sector codes by the type of economic activity within the above major sectors. The list is not exclusive and, where necessary, clarification should be sought from the Manager, BOP Unit. All foreign exchange transactions, except exports, should be classified into sub-sector categories. The sectoral classification is based on the economic activities of agents and is not based on ownership.

For **exports**, the guiding principal is to classify a transaction by the economic activity of an entity that undertakes the transaction. Take a fishing company, which catches and exports unprocessed tuna. All of its tuna exports and other transactions will be classified under the sub-sector code 1201. If instead the company exports processed tuna, all of its tuna exports and other overseas transactions would be classified under sub-sector code 3001.

To ensure accuracy and reliability, classification of transactions by economic activity should be consistent over time, except in cases where the principal activity of the entity changes. To the greatest extent possible, classification should be at the level of the principal activity.

The breakdown is designed to be consistent with the Standard Industrial Classification adopted by the National Statistical Office (NSO).

0000 - Private Individuals and Households

1000 - Agriculture and Livestock

- 1001 - Coffee
- 1002 - Cocoa
- 1003 - Palm Oil
- 1004 - Copra
- 1005 - Copra oil
- 1006 - Tea
- 1007 - Rubber
- 1008 - Vanilla
- 1019 - Animal Husbandry, including livestock and poultry, crocodile farming, etc.
- 1020 - Other agriculture
Include fruit, vegetables, copra meal, palm kernel oil, spices, rice, tobacco, flowers, and other agricultural products.

1100 - Forestry products

- 1101 - Logging
- 1102 - Other forest products
Include sawn timber, veneer products, woodchips, plywood, seedlings and others.

1200 - Fisheries and Marine Products

- 1201 - Tuna
- 1202 - Barramundi
- 1203 - Prawns, crayfish and other crustaceans
- 1204 - Beche-de-mer
- 1210 - Other marine products

- 2000 - Mining, Petroleum, Gas and Quarrying**

- 2001 - Crude oil
- 2002 - Natural Gas
- 2003 - Gold
- 2004 - Alluvial Gold
- 2005 - Copper
- 2006 - Cooper Concentrate
- 2007 - Silver
- 2008 - Nickel
- 2009 - Cobalt
- 2018 - Mining Exploration
- 2019 - Oil Exploration
- 2020 - Other Mining and Quarrying
Including mining of chemical, extraction of salt and stone and clay quarrying

- 3000 - Manufacturing**

- 3001 - Food products and Beverages
Entities involved in the production, processing and preservation of meat, fish, fruit dairy produce, vegetables and all other foodstuffs. Beverages include the manufacture of beer, liquors, spirit, soft drinks and mineral water.
- 3002 - Tobacco Products
Manufacture of all tobacco products such as cigarettes, cigars and snuff
- 3003 - Textiles, Clothes, Leathers and Wood Products
Include spinning weaving and finishing of textile fibres, manufacture of textiles, tanning leather, footwear, the production of luggage and the manufacture of wood and cork
- 3004 - Paper and Paper Products, Printing and Publishing:
Include the manufacture of paperboard, containers and boxes and printing and publishing activities
- 3005 - Chemicals and Plastics
Include manufacturers of coke, basic chemicals, fertilizers, paints pharmaceutical products and soaps. Also include rubber, plastics and all other mineral products (glass, ceramics, plaster and lime)
- 3006 - Machinery and Equipment, Fabricated Metal Products
Include manufacturers of engines, turbines, pumps, compressors, ovens and lifting equipment, vehicle parts and trailers. Also include fabricated metal products.
- 3007 - Refined Petroleum Products
Include refined crude oil and other petroleum products
- 3008 - Other Manufacturing
Include entities involved in the production of jewelry, toys, other goods and recycling of waste products

- 4000 - Construction**

- Include businesses involved in the construction of buildings, civil engineering, repair work, site preparation and utility installation and furnishing

- 5000 - Wholesale, Retail and Restaurant and Hotels**

- 5001 - Wholesale Trade
Include all wholesale operations involving bulk sale of manufactured products, household goods, machinery, supplies and intermediate products
- 5002 - Retail Trade

- Include all activities involving the resale of single good items including foodstuff and manufactured items
- 5003 - Hotels and Restaurants
 Include businesses such as hotels, motels, campsites, lunch counters, kai bars, cafes and restaurants
- 6000 - Transport and Storage**
- 6001 - Air Transport
 6002 - Sea Transport
 6003 - Land Transport
- Include the conveyance of commodities by pipeline and other transport related activities including travel agents, cargo handling and storage businesses for the relevant sub-sector code above.
- 7000 - Post and Telecommunications**
- National postal activities, other courier businesses and the transmission of sound images or data by cables broadcasting or satellite
- 7050 - Electricity, Gas and Water Supply**
- Include the production, collection and distribution of electricity and gaseous fuels for household use and the purification and distribution of water
- 8000 - Financial, Insurance, Real Estate & Business Services**
- 8001 - Commercial Banks
 8002 - Other Financial Services
 Include all merchant banks, finance companies and savings and loan societies
 8003 - Life Assurance, superannuation funds and other insurance
 8004 - Real Estate
 Include businesses involved in the buying, selling, renting of self-owned or leased real estate and the development and sale of land
- 8007 - Business Services, except machinery and equipment rental and leasing
 Companies involved in research, computing, legal, accounting, architectural, engineering advertising and other such business service activities
- 8008 - Machinery and Equipment Leasing
 Include companies involved in renting or leasing transport, construction, household and other equipment
- 9000 - Community, Social and Personal Services**
- 9001 - Central Government
 9002 - Provincial and Local Level Governments
 9003 - Private sector community services
 Include education, health and general social services, membership organizations (trade unions, professional bodies, religious groups), sporting organizations, hairdressing, laundry services and others.
- 9004 - International Bodies
 Include foreign embassies, high commissions, consulates, and other international organizations

APPENDIX B - CLASSIFICATION OF TRANSACTIONS

This Appendix details the various classifications that are used for compilation of BOP of PNG.

Exports [Form FEC-X/Form-X(BOP-X)]

There is no further breakdown of some types of exports into various product types of the same export commodity. All export product types are classified under one sub-sector. For example, all types of coffee exports are classified as "Coffee". See the introductory paragraphs to Appendix A for guidelines on sectoral classification of exports.

However, "Export Related Receipts" are further disaggregated and classified into Transportation, Insurance and Other Service receipts.

Imports [Form-M (BOP-M)]

With a partly cash based BOP, classification of imports is not straight forward as an import payment could relate to a multiple class of import items. For this reason, the categories given are designed to be sufficiently broad so as to enable a reasonably accurate classification. The following are Standard International Trade Classification (SITC) codes. Where necessary, further guidance can be sought from the Manager, BOP Unit of the Central Bank.

13. **Food and Beverage: This group includes:**

- Live animals
- Meat and edible meat offal
- Fish and crustaceans, mollusks and other invertebrates
- Dairy produce, birds eggs, natural honey, edible products of animal origin, not elsewhere specified or included
- Products of animal origin, not elsewhere specified or included
- Live trees and other plants, bulbs, roots and the like, cut flowers and ornamental foliage
- Edible vegetables and certain roots and tubers
- Edible fruit and nuts, peel of citrus fruit or melons
- Coffee, tea, mate and spices
- Cereals
- Products of milling industry, malt, starches, inulin, wheat gluten
- Oil seeds and oleaginous fruits, industrial or medicinal plants, straw fodder
- Lac, gums resins and other vegetable saps and extracts
- Vegetables plaiting materials, vegetable products not elsewhere specified or included
- Animal or vegetable fats and oils and their cleavage products, prepared edible fats, animal or vegetable waxes
- Preparations of meat, of fish or of crustaceans, molluscs or other aquatic invertebrates
- Sugar and sugar confectionery
- Cocoa and cocoa preparations
- Preparations of cereals, flour, starch or milk, pastry cooks products
- Preparations of vegetables, fruit, nuts or other parts of plants
- Miscellaneous edible preparations
- Beverages, spirits and vinegar
- Residues and waste from the food industries, prepared animal fodder

14. **Fuel and Lubricants: This group includes:**

- Mineral fuels, mineral oils and products of distillation, bitumen mineral waxes

15. **Machinery and Capital Equipment and Accessories: This group includes:**

- Nuclear reactors, boilers, machinery and mechanical appliances, parts thereof
- Electrical machinery equipment and parts thereof, sound recorders and reproducers, television image and sound recorders and reproducers and parts and accessories of such articles

16. **Transport Equipment and Accessories: This group includes:**

- Railway or tramway locomotives rolling stock and parts thereof, railway or tramway track fixtures and fittings and parts thereof, mechanical (including Electro-mechanical) traffic signaling equipment of all kinds
- Vehicles other than railway or tramway rolling stocks and parts and accessories thereof
- Aircraft, spacecraft, and parts thereof
- Ships, boats and floating structures

17. Consumer Goods not specified elsewhere: This group includes:

- Silk
- Wool, fine or coarse animal hair, horsehair yarn and woven fabric
- Cotton
- Other vegetable textile fibres, paper yarn and woven fabric
- Cotton
- Man-made filaments
- Man-made staple fibres
- Wadding, felt and nonwovens, special yarns, twine, cordage, ropes and cables and articles thereof
- Carpets and other textile floor coverings
- Special woven fabrics, tufted textile fabrics, lace tapestries, trimmings, embroidery
- Impregnated, coated, covered or laminated textile fabrics, textile articles of all kind suitable for industrial use
- Knitted or crocheted fabrics
- Articles of apparel and clothing accessories knitted or crocheted
- Other made up textile articles, etc., worn clothing and worn textile articles, rags
- Footwear, gaiters and the like, parts of such articles
- Headgear and parts thereof
- Umbrella, sun umbrellas, walking sticks, seat sticks, whips, riding-crops and parts thereof
- Prepared feather and down and articles made of feathers or of down, artificial flowers, articles of human hair
- Optical, photographic, cinematographic, measuring, checking precision, medical or surgical instruments and apparatus, parts and accessories thereof
- Clocks and watches and parts thereof
- Musical instruments, and parts thereof
- Furniture, bedding, mattresses, mattress supports, cushions and similar stuffed furnishings lamps and lighting fittings, not elsewhere specified or included, illuminated signs, illuminated name-plates and the likes, prefabricated buildings
- Toys, games and sport requisites, parts and accessories thereof
- Miscellaneous manufactured articles
- Passengers baggage, ships' stores and aircraft's stores
- Raw hides and skins (other than fur skins) and leather
- Articles of leather, saddlery and harness travel goods, handbag and similar containers, articles of animal gut (other than silk-work gut)
- Fur skins and artificial fur, manufactures fur.
- Tobacco and manufactured tobacco substitutes

18. Industrial Supplies not Specified Elsewhere: This group includes:

- Wood and articles, wood charcoal
- Cork and articles of cork
- Manufactures of straw, of esparto or of other plaiting materials, basket ware and wickerwork
- Pulp of hoof or of other fibrous cellulosic material, waste and scrap of paper or paperboard
- Paper and paperboard, articles of paper pulp, of paper or of paperboard
- Printed books, newspaper, pictures and other products of the printing industry, manuscripts and plans
- Articles of stone plaster cement, asbestos, mica or similar materials
- Ceramic products
- Glass glassware
- Iron and steel
- Articles of iron or steel

- Copper and articles of thereof
- Nickel and articles of thereof
- Aluminum and articles of thereof
- Aluminum and articles of thereof
- Reserved for possible future use in the harmonized systems
- Lead and articles thereof
- Zinc and articles of thereof
- Tin and articles of thereof
- Other base metals, cements, article thereof
- Tools, implements, cutlery, spoons and forks, or base metals, parts and thereof base metals
- Miscellaneous articles of base metals.

19. Other – Goods not elsewhere specified: This group includes:

- Inorganic chemical, organic chemicals or inorganic compounds of precious metals, rare-earth metals of radioactive substance or isotopes
- Organic chemical
- Pharmaceutical products
- Fertilizers
- Tanning or dyeing extracts, tannins and their derivatives, dyes, pigments and other coloring matters, paints and varnishes, putty and their mastic, inks
- Essential oils, resin, perfumery, cosmetics or toilet preparations
- Soap, organic surface-active agents, washing preparations, candles and similar articles, modeling pastes, dental waxes and dental preparations with a basis of plaster
- Albuminoidal substances, modified starches, glue enzymes
- Explosives, pyrotechnic products, matches, pyrophoric alloys, certain combustible preparations
- Photographic or cinematographic goods
- Miscellaneous chemical products
- Natural or cultural pearls, precious or semi-precious stones, precious metal, metal clad with precious metal and articles, imitation jewelry, coin
- Arms and ammunition. Parts and accessories thereof
- Works of art, collector's pieces and antiques



Export/Import Related Receipts and Payments [Form FEC-X, Form-X (BOP-X), Form FEC-M and Form-M (BOP-M)]

These relate to all types of service payments for carriage of goods to and from PNG. It covers transportation, insurance, carriage, port handling, demurrage charges and all such costs associated with the movement of goods.

Transportation

“Transportation” covers all freight for the shipment of goods. That is, the actual freight cost of shipping the goods.

Insurance

Insurance (trade related) covers insurance receipt or payment for insurance cover against loss of goods in transit to final destination.

Other Service Charges

Other Services charges are port handling, carriage, demurrage charges, including any other trade related charges not specified elsewhere.

OTHER PAYMENTS AND RECEIPTS [Form-R1 (BOP-R1), Form FEC-R2 and Form-R2 (BOP-R2)]

Transportation

Transportation covers most of the shipment services that are performed by residents for non-residents (or vice versa). Transportation includes freight and passenger transportation by all modes of transportation and other distributive and auxiliary services, including rentals of transportation equipment with crew, excluding freight insurance.

For example, Air Niugini receives K2,500.00 from a ticket sold to an Australian Passenger, and deposits it with bank “A” in PNG. Bank “A” would then report this as Transportation receipt by Air Niugini. Another example would be a PNG registered ship carrying cargo from PNG to a German importer who is paying the freight. The PNG shipping company would then report this as transportation receipts.

Travel (Excluding Transportation)

Travel covers primarily the goods and services acquired from an economy by travelers during visits of less than one year in that economy, excluding international carriage of travelers which is covered under passenger transportation. Goods and services that are provided or purchased by or on behalf of the traveler. Students and medical patients are treated as travelers, regardless of their length of stay. Expenditure by non-resident workers is included in travel, while those of military and embassy personnel are included in government service n.i.e.

For instance, a resident of PNG who is traveling to Australia converts K2,500 into AUD would be reported as a travel payment.

Education

Though the International Monetary Fund (IMF) BOP Manual 5 (BMP5) classifies education as travel payment or receipt, it is an item on its own as PNG makes significant overseas education payments. Education covers school fees and other associated payments and receipts made by students of one country to a non-resident institution.

Insurance Services

Non-trade related insurance services cover various types, such as life (including pension and annuity services), other casualty or accident, health, general liability, fire, marine, aviation, reinsurance, insurance commissions (of insurance agents), etc., undertaken between residents and non-residents.

The classification of the specific types of insurance services is determined by particular requirements of individual countries.

Other Financial Services

Other Financial Services covers financial intermediary and auxiliary services (except those of insurance enterprises and pension funds) conducted between residents and non-residents. Included are intermediary service fees, such as those associated with letters of credit, banker's acceptances, line of credit, financial leasing, and foreign exchange transactions (including the spread between the buying and selling rate.) Also included are commissions and other fees related to transactions in securities (brokerage, placements of issues, underwriting, redemptions, and arrangements of swaps, options and other hedging instruments; commissions of commodity futures traders) and services related to asset management, financial market operational and regulatory services, security custody services, etc. Service charges on purchase of IMF resources are included among an economy's financial service payments.

Computer and Information Services

These cover computer data and news-related service transactions between residents and non-residents. Included are data bases, such as developments, storage, and on-line time series; data processing (including tabulation, provision of processing services on a time-share or hourly basis, and management of facilities of others on a continuing basis; hardware consultancy); software implementation (including design, development, and programming of customized systems; maintenance and repair of computers and peripheral equipment); news agency services (including provision of news, photograph, and feature articles to the media); and direct, non-bulk subscriptions to newspapers and periodicals.

Communication Services

Communication services cover primary two categories of international communication between residents and non-residents. These are (i) telecommunications, which encompass the transmission of sound, images, or other information by telephone, telex, telegram, cable, broadcasting, satellite, electronic mail, facsimile services etc. and include business network services, teleconferencing, and support services; and (ii) postal and courier services, which encompass the pick up, transport, and delivery of letters, newspapers, periodicals, brochures, other printed matter, parcels and packages by national postal administrations and other operators. Also included are post office counter and mailbox rental services.

Other Business Services

Other business services cover various categories of service transactions between residents and non-residents other than those previously covered.

Operational Lease

Operational leasing covers machinery and equipment rental between residents and non-residents (other than financial leasing) such as chartering of ships, aircrafts, and transportation equipment such as railway cars, motor vehicles, containers, rigs, etc, without crew.

Consultancy Fees

It covers legal, accounting, consulting, auditing, bookkeeping, and taxation services undertaken between residents and non-residents.

Management Fees

It covers managers providing operational or managerial services to an institution.

Royalties and Licensing Fees

License Fees and Royalties cover receipts (exports) and payments (imports) of resident and non-residents for (i) the authorised use of intangible non produced, non financial assets and proprietary rights such as trademarks, copyrights, patents, processes, techniques, designs, manufacturing rights,

franchise, etc. and (ii) the use, through licensing agreements, of produced originals or photo type such as manuscripts, films, etc. For example, foreign companies paying the Government of PNG for fishing rights to fish in PNG waters (Access Fees) and royalty payments to landowners by non-residents companies can also be classified under this category.

Personal, Cultural and Recreational Services

This is sub-divided into two categories; (i) audiovisual and related services and (ii) other cultural and recreational services. The first category comprises services and associated fees related to the production of motion pictures (on film video tape), radio and television programs (live or on tape), and musical recordings. Included are receipts or payments for rentals; fees received by resident actors, directors, producers, etc.

Government Services n.i.e

Government service (including those of international organizations) is a residual category of service transactions not covered in the previous classifications. Included are all transactions by embassies, consulates, military units, and defense agencies with residents of the host economies and transactions in the commissaries, post exchange, etc. of embassies, consulates, etc. Their purchases of goods and services such as office supplies, furnishing, utilities, official vehicles and the operation and maintenance thereof, are also classified under government services.

Superannuation Fund

Employer sponsored super fund contributions and receipts are covered under this category. For instance, superfund contributions by a PNG employer of an Australian to a superannuation fund in Australia are reported under this category. Similarly, superfund contributions to POSF by an Australian employee of a Papua New Guinean working in Australia are reported under this category.

Construction Services

Construction services covers construction and installation work (that is, on a temporary basis) performed abroad/in the reporting economy or in extraterritorial enclaves by resident/non-resident enterprise and associated personnel. Such work does not include works undertaken by a foreign affiliate of resident enterprise or by an unincorporated site office that, if it meets certain criteria, is equivalent to a foreign affiliate.

Family Maintenance

Family maintenance is a broad category, which includes transfer of funds to support a family residing in another country. This covers transfers of money to support spouse and dependents and other related transfers supporting family and relatives in another country.

Gift and Grants

Gifts and grants include giveaways in cash and in kind. Gifts would include food, clothing, other consumer goods, medical supplies, etc, provided in an ordinary course or associated with relief efforts in the wake of famine, earth quakes, other natural disasters, war, or other actions, including the administrative costs directly associated with such humanitarian aid. Grants also include fund subsidy accounts; inter government budgetary and tied grants.

Compensation of Employees

Covers wages, salaries, and other benefits, in cash or in kind, including those of border, seasonal, and other non-resident workers (e.g., local staff of embassy). For instance, wages and salaries of a Papua New Guinean working at the Australian Embassy in Port Moresby would be recorded under this category.

Interest

Interest, including discounts in lieu of interest, comprises income on loans and debt securities (i.e., bank deposits, bills, bonds, notes, and tradable advances). Net interest flows arising from interest swaps also are included. Interest payments by a resident of PNG to the overseas lender would be

reported under this category. Interest received by a resident of PNG from an investment in overseas money market instruments would be reported under this category.

Dividend

Dividends, including stock dividends, are the distributed earnings allocated to shares and other forms of participation in the equity capital of incorporated private enterprises, cooperatives, and public corporations. Among other types of income on equity are (i) earnings of branch and other unincorporated direct investment enterprises and (ii) earnings from investment in shares of incorporated enterprises.

Taxes

Any fines, penalties, or interest charges on the late payment of taxes are reported as taxes; excluding payments (fees) for carrier registrations, or for licenses to fish, hunt, etc. which are covered under Royalties and License fees.

Transfers

Transfers are broken down into two separate categories. Emigrants/immigrants transfers include transfers in cash or in kind taken with a migrant to another country. For instance, transfer of cash or in kind by an Australian who is going finish from PNG would be reported under this category.

The second category covers transfers to approved foreign currency accounts by companies/individuals resident in PNG. Transfer of funds from a Kina account to a foreign currency account by a resident company/individual would be reported under this category.

Other Service

The Other Service Receipts or Payments is a residual category. Include service transactions, not specified elsewhere above.



**DIRECT INVESTMENT/PORTFOLIO INVESTMENT/OTHER SECURITIES
[FORM-V1 (BOP-V1), FORM-V2 (BOP-V2), FORM-V3 (BOP-V3), FORM-V3(A) (BOP-V3(A)), FORM-V4 (BOP-V4), FORM-VE (BOP-VE)]**

Ordinary Shares:

Shares that entitle holders to distributable profits and confer voting rights.

Preference Share:

Shares that entitle holders to a fixed rate of interest and have a priority claim over assets ahead of ordinary shareholders.

Bonds and Debentures

All long-term fixed-rate securities, including mortgage debentures and floating charge debentures.

Shareholder Loans:

Loans provided by the holding company or shareholders of an entity not covered above.

Government Securities:

Include (tax exempt and non-tax exempt) inscribed stocks and treasury bills. Also included are foreign government securities, e.g., US/Australian Government bonds, etc.

Real Estate:

- **For Personal Use:** Include investment for properties, which are to be used by the owner for private/recreational purposes, not for commercial purposes.
- **Business Development:** Include property development undertaken for commercial purposes.
- **Property Investment:** Buying into a property investment, etc..

BORROWING AND LENDNG IN KINA OR FOREIGN CURRENCY [FORM-LA (BOP-LA), FORM-L1 (BOP-L1), FORM-L2 (BOP-L2), FORM-LC (BOP-LC), FORM-LB (BOP-LB), FORM-L1(B) (BOP-L1(B)), FORM-L2(B) (BOP-L2(B))]

- **Mortgage Loan:**
Lending for housing purchases where the property is taken as collateral by the lender.
- **Standard Loan:**
Include loans for investment borrowed on commercial terms where the term of the loan exceeds one year.
- **Line of Credit:**
Borrowing of short-term nature, generally for working capital, bridging or trade finance, normally provided by a financial institution.
- **Parent Company Loan:**
Includes borrowing for any purpose, term or duration, obtained from an overseas parent company.
- **Long-term Lease:**
Include any financial leasing whereby the leasing covers the entire economic life of a leased asset. In general, the production, risk or financing cost of the asset is passed onto (or borne by) the lessee. It should not be confused with an operating lease.
- **Other:**

Include all other types of capital flows, which do not fall into any one of the four categories above.

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APPENDIX C - COUNTRY CODE

CODE	COUNTRY	CODE	COUNTRY
AU	Australia	NZ	New Zealand
BE	Belgium	PG	Papua New Guinea
CA	Canada	PH	Philippines
CN	China	PT	Portugal
FJ	Fiji	RU	Russian Federation
FI	Finland	SG	Singapore
FR	France	ES	Spain
GM	Germany	SB	Solomon Islands
GB	Great Britain	SK	South Korea
HK	Hong Kong	CH	Switzerland
ID	Indonesia	TP	Taiwan
IT	Italy	US	United States
JP	Japan	VN	Vietnam
MA	Malaysia	VU	Vanuatu
NT	Netherlands	ZA	South Africa
		ZZ	Others

APPENDIX D - CURRENCY CODES

Code	Currency	Code	Currency
AUD	Australian Dollar	SGD	Singapore Dollar
CAD	Canadian Dollar	CHF	Swiss Franc
EUR	Euro	USD	United States Dollar
GBP	Great Britain Pound	PGK	Papua New Guinea Kina
HKD	Hong Kong Dollar	ZZZ	Others
JPY	Japanese Yen		
MLR	Malaysian Ringgit		
NZD	New Zealand Dollar		

APPENDIX E - DEFINITIONS OF OTHER TERMS USED

Several trade and other terms of this Appendix are meant to be references for the purpose of accurately completing the BOP Forms.

- *Prepayments:* All export arrangements where the importer pays for the goods before the shipment is made.
- *Open Account:* Include all arrangements where the settlement of all invoices is done in bulk at periodic intervals, with some time lags between the time the invoices are issued to the time they are settled. This kind of settlement arrangement is most common among regular and frequent trading partners.
- *Clean/Documentary collection:* Covers a payment arrangement where the debtor makes a settlement on presentation of shipping and other relevant documents (bills of exchange, promissory notes).
- *Documentary letter of credit:* Covers a payment arrangement where a bank settles the debts of its client with the bank of the counter-party of its client. For example, banks could provide letters of credit for resident exporters to draw on after each shipment without having to wait until export proceeds are received from the foreign importer. The same applies to imports whereby resident importers could establish letters of credit facilities with their banks to pay overseas exporters.
- *Other borrowing:* Other forms of borrowing or financial accommodation not covered above, supplier's credit, for example.

APPENDIX F – EXPLANATION ON THE COMPANY INCORPORATION NUMBER

“Company Incorporation Number” is a number assigned to a company that is registered in accordance with the requirements of the Companies Act (1997), by the Company Registrar’s Office of the Investment Promotion Authority (IPA) that maintains the Company Registry of all resident and foreign companies. All companies should know their Company Incorporation Numbers. If it is another form of business entity (partnership, association or other corporation) it should provide the relevant registration number. If in doubt, contact the IPA on telephone 321 3900.

The structure of code

All IPA codes follow the same structure: One digit, a dash then a series of digits (generally between three and five). **There are no letters in the code.** Prior to 1992, the code consisted of a letter then a series of numbers (e.g., c655). This is the old format, so companies that incorporated before 1992 should check with the IPA to obtain their new code.

The first digit between one and six (called “prefix”) represents the “Type” of enterprise.

- 1. Local private limited company
- 2. Public limited company
- 3. Foreign company registered to operate in PNG
- 4. Business corporation
- 5. Association
- 6. Business name

NOTE: APPLICATIONS WITH THE PREFIX 6 CANNOT BE PROCESSED. FOR PARTNERS AND SOLE PROPRIETORSHIPS, THE TRANSACTIONS MUST BE CONDUCTED IN THE NAME OF A PERSON (OR A PARTNER).

Those without a Company Incorporation Number

The following is a list of codes for individuals, other organizations and entities. The Company Incorporation Number does not apply to them.

Private Individual and Households:	0-000
Government departments:	7-000
Provincial Government:	7-000
Public sector organisation:	7-000
Other public sector entities:	7-000
Unregistered Charities:	8-000
Unregistered Non Governmental Organisations (NGO’s):	8-000
Unregistered Church Groups:	8-000

In cases of uncertainty, seek advice from the Manager, BOP Unit on phone 3227 309.

