

## **Instructions for completing the IIP survey**

### **General notes**

- 1) The first sheet of the survey consists of 20 filtering questions regarding the reporter details. Based on your answers to these questions, you will know which of the sheet are relevant for your enterprise. You must select 'Yes' for those questions that are relevant to your enterprise.
- 2) The data sheets have been protected so that you can enter data into the appropriate cells only. You cannot add columns or enter data beyond the last column and you cannot insert or delete rows and columns in the protected area.
- 3) To enter data in the sheet, select the appropriate cell and enter the data.  
If the data is not available, leave the cell blank.  
To indicate a zero observation, enter the number 0 in the appropriate cell.
- 4) When you have finished entering the data, save the file as an Excel workbook with the original name as assigned by the central bank, namely IIP2018.
- 5) Upload the survey via the web-portal: <https://webportal.centralbank.cw/>.
- 6) If you cannot use the web-portal, please send the survey as an Excel file only by electronic mail to [siro-dev@centralbank.cw](mailto:siro-dev@centralbank.cw).

## General notes – standard columns

All worksheets contain the following columns (see Figure 1):

(i) *Opening position* refers to the value of the financial claims or liabilities of your enterprise vis-à-vis the rest of the world at the beginning of the year. The opening position reported by your enterprise should match the closing position of the previous year.

(ii) *Transactions* (increases/decreases) are the gross transactions carried out during the reporting year. Examples of transactions that increase assets are purchases of shares in foreign securities and extension of long-term loans to non-related foreign enterprises. Increases in liabilities occur, for example, when a sister company abroad provides you with trade credit. Examples of transactions that decrease assets are sales of real estate held abroad by your enterprise. Decreases in liabilities occur when your enterprise pays off a loan obtained from a bank abroad.

Increases must be reported with a positive sign (+) and decreases with a negative sign (-).

(iii) *Revaluation* entails value changes caused by market price and/or exchange rate changes:

- **Price changes** are caused by, e.g., asset price volatility.
- **Exchange rate changes** show all the changes that result from exposure to exchange rate fluctuations.

(iv) *Other changes* include changes in the value of financial assets and liabilities not related to transactions or to revaluations. Examples are write-offs, reclassifications, and changes in financial assets arising from entities changing their country of residence.

(v) *The closing position* refers to the value of the financial claims or financial liabilities of your enterprise vis-à-vis the rest of the world at the end of the year. The closing position is a result of your reported data and will be automatically generated in the Excel file.

Figure 1

(i) Opening Position	Change in Position					(v) Closing Position
	(ii) Transactions		(iii) Revaluation		(iv)	
	Increases (+)	Decreases (-)	Price Changes	Exchange Rate Changes	Other Changes	

## General notes – breakdown by country

Various data must also be broken down by country (see Figure 2 for an example).

Figure 2

Form 5: Direct Investment Inward  in NAF. thousands	Opening Position 2017	Change in Position					Closing Position 2017
		Transactions		Revaluation			
		Increases (+)	Decreases (-)	Price Changes	Exchange Rate Changes	Other Changes	
Value of the foreign shareholder's equity in your enterprise (5.1)	81,000	500	-27,050	0	0	0	54,450
<i>Countries where the foreign shareholder is located (5.2)</i>							
1 Brazil - BR	3,500		-550				2,950
2 United Kingdom - GB	2,500	500	-1,500				1,500
3 Aruba - AW	75,000		-25,000				50,000
4							0
5							0
6							0
7							0
8							0
9							0
10							0

When you click on the arrow as indicated above, a dialog box will appear that allows you to select a country, as shown below.



The overall total (5.1) is automatically calculated based on the totals by country (5.2).

In the next sections, we will explain each form separately.