SURVEY OF DEPOSIT BANKS AND INVESTMENT FIRMS PROVIDING CUSTODY AND ASSET MANAGEMENT SERVICES

(TIHA)

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REPORTING INSTRUCTIONS

Version 1.8
Valid from 1 March 2019

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8 November 2018

INTRODUCTION

The Bank of Finland collects data on a monthly basis from investment firms, investment funds, companies, financial and insurance institutions, local government municipalities and central government on securities held in custody and securities-based assets and liabilities.

This TIHA survey collects data on securities held in custody by a deposit bank or an investment firm at the end of the reporting month. Data is reported on a customer and security-specific basis. Data to be reported also includes the custody of customers' securities for which the actual custody service is purchased from another company.

The data is used particularly by the Bank of Finland, Statistics Finland and the European Central Bank (ECB) in the compilation of balance of payments statistics, financial statistics and statistics on holdings of securities for Finland and the euro area. The data is also used in the Bank of Finland for carrying out its ESCB-related tasks, such as preparation of monetary policy decisions and prudential oversight.

The statistical data is sent to EU and other international institutions, of which the most important is the ECB. The statistics are published for use by the public on the Internet sites of the Bank of Finland, Statistics Finland and the ECB.

The Bank of Finland's authority to obtain information is based on the following legal provisions: sections 26 and 28 of the Act on the Bank of Finland (214/1998), Council Regulation (2533/1998, as amended by Regulation 951/2009) concerning the collection of statistical information by the European Central Bank, and the ECB Regulation concerning statistics on holdings of securities (ECB/2012/24, as amended by Regulation 2015/18, 2016/12 and 2018/7). The ECB guideline concerning balance of payments (ECB/2004/15, as amended by ECB/2007/3) requires a security-by-security data collection method.

1 REPORTING IN PRACTICE

1.1 Which entities are subject to the reporting obligation?

The reporting obligation under the TIHA survey applies to resident deposit banks providing securities investment and custody services (including foreign credit institutions' Finnish branches that pursue deposit banking operations) and other resident companies providing said services (investment firms).

1.2 When and how is the data reported?

Reports must be submitted to the Bank of Finland on the 10th banking day of the month following the reporting month, at the latest.

The data is submitted as a so-called CSV formatted row file which is send to the Bank of Finland using the DCS2 service (Data Collection Service) ordered by the Bank of Finland.

Instructions on how to log in to the DCS2 service are provided when a reporting entity is notified that it has been selected for the TIHA survey. Instructions on how to create a CSV file and how to send the file via the DCS2 service are available in the Record Structure document on the Bank of Finland's website.[1]

The data provider's contact details are not included in the actual CSV report, being managed instead through the DCS2 service.

The DCS2 operator validates the accuracy of the report file. Validation is performed in connection with the data transfer and the reporting entity is informed of possible errors without delay. The Bank of Finland also conducts its own reviews of the contents of technically correct files.

1.3 Reporting entity's obligation to retain reported data

The reporting entity is obliged to keep reports submitted for the Bank of Finland's TIHA data collection for five (5) years. This obligation refers to CSV-formatted report files.

In developing their internal reporting systems, reporting entities should consider the possibility of creating reports retrospectively for the purpose of correcting previously-submitted data. The need for revised reports may concern the most recent reporting months, but the Bank of

[1] http://www.suomenpankki.fi/en/tilastot/raportointiohjeet/arvopaperitilastot/

Finland may request revisions from a longer period in case of systematic and substantial errors.

1.4 Support and assistance

The reporting entities should direct any technical questions to the DCS2 system maintenance helpdesk.

The Bank of Finland provides advice on substance and other information, and related questions should preferably be directed to arvopaperitilastot@bof.fi mailto. Personal email addresses have the following format: firstname.surname@bof.fi.

2 GENERAL INSTRUCTIONS FOR REPORTING DATA ON SECURITIES

The reports include data on securities held in custody by a deposit bank or an investment firm at the end of the reporting month. Data is reported on a customer and security-specific basis. Data to be reported also includes the custody of customers' securities for which the actual custody service is purchased from another company.

The reporting is based on detailed information and concerns all holdings. The reports include data on both customers' securities and securities held in custody on the reporting entity's own behalf. As regards investment funds, the holder is the investment fund, not the management company. Hence, holdings are reported separately for each investment fund.

2.1 Types of securities to be reported

Reporting concerns all types of securities except financial derivatives. Hence, reporting covers bonds, money market instruments, shares and investment fund shares. Bonds include all marketable debt securities with an initial maturity of over one year. Money market instruments cover marketable debt securities with an initial maturity of up to one year, such as commercial paper and certificates of deposits.

Financial derivatives are **not** reported. These include, for example, options, warrants, subscription rights, futures, forward rate agreements and swaps.

2.2 Sale and purchase of custody services (sub-custody)

If a reporting entity offering investment services **sells** securities custody services to other companies, the customer company (sub-custodian) is reported as the holder. If that sub-custodian customer is another resident investment firm, its Business ID is reported for such securities. If the sub-custodian customer is a non-resident company, its LEI code or X identifier is reported. The X identifier is an artificial customer code granted by Euroclear Finland.

If a reporting entity offering investment services **purchases** custody services for a customer's securities under its management from another (resident or non-resident) company, ie the reporting entity is a sub-custodian customer of that company, the holder is the reporting entity's customer, and its Business ID, LEI code or X identifier is reported for such securities.

2.3 Reporting of security investments covering investment-linked insurance

In the case of securities covering investment-linked insurance, offered by resident insurance corporations to their customers, the holder is the insurance corporation on behalf of which the securities are held in custody. Hence, the type of holder's identifier is Y and the holder's identifier is the insurance corporation's Business ID. The holder is not the end customer that took out the insurance. If the reporting entity reports the holder's sector, it is reported according to the insurance corporation's sectoral classification.

2.4 Repo agreements and securities lending

Holdings are reported in accordance with ownership/holding data recorded for the reporting period. Data on holdings is therefore **not** adjusted for securities potentially transferred to or from the customer temporarily as a result of repo or lending operations. Hence, the report includes securities purchased or acquired on the basis of reverse repurchase agreements (also including buy/sell-back arrangements) or securities lending agreements.

On the other hand, the report does not include securities sold or delivered on the basis of repurchase agreements (also including sell/buy-back arrangements) or securities lending agreements.

2.5 Reporting of securities sold short

Short selling refers to the selling of securities the seller does not own at the trade date. For example, the seller may borrow securities and sell all or part of them to a third party. In the report, securities sold short on behalf of a customer are reported as **negative** holdings (quantity and/or value).

2.6 Resident and non-resident economic entities

Resident denotes economic entities that engage in economic activities in Finland on a permanent basis and have fixed premises in Finland from which the activities are pursued, eg offices or production plants. Activities are regarded as permanent if they continue for at least a year. Other economic entities are considered non-resident.

In practice, all entities registered in Finland are regarded as resident entities. By way of exception, however, foreign branches of entities registered in Finland are regarded as non-resident. Correspondingly, resident branches of entities registered abroad are regarded as resident.

Consequently, a foreign branch of a domestic financial institution is considered non-resident and a Finnish branch of a foreign bank is considered resident in Finland. The Nordic Investment Bank (NIB), European Community institutions, such as the European Investment Bank, and other international organisations are regarded as non-resident and have been provided with their own separate country codes.

3 DATA TO BE REPORTED

This survey includes data on securities held in custody by a deposit bank or an investment firm at the end of the reporting month. Data is reported on a customer and security-specific basis.

Data to be reported also includes the custody of holders' securities for which the actual custody service is purchased from another company. As regards investment funds, the holder is the investment fund, not the management company. Hence, holdings are reported separately for each investment fund.

The data to be reported can be broken down conceptually into two parts presented in the Table below.

Basic report data	For example, reporting period and reporting entity's **VAT number**.
Security-by-security data on securities held by the reporting entity	Data on marketable ISIN and non-ISIN securities held in custody by the reporting entity where the holder and/or issuer may be either a resident or non-resident economic entity.

The survey concerns all types of securities except financial derivatives. Hence, reporting covers marketable bonds, money market instruments, shares and investment fund shares. Bonds include all marketable debt securities with an initial maturity of over one year. Money market instruments cover marketable debt securities with an initial maturity of up to one year, such as commercial paper and certificates of deposits.

Financial derivatives, which are not reported in this survey, include options, warrants, subscription rights, futures, forward rate agreements, swaps etc.

The data reported in these parts of the report and the mandatory fields to be submitted are described in sections 3.1 and 3.2. Section 3.3 gives instructions on the reporting of the individual record fields.

3.1 Basic report data

Basic information to be reported includes data on the report in question (eg reporting period) and the reporting entity's VAT number.

The actual report does not include the reporting entity's contact information or contact person(s). This information is managed through the DCS2 service used by the Bank of Finland. A minimum of one and maximum of 10 contact persons can be specified through the DCS2 service.

Reporting period	The field indicates the month subject to reporting. For example, if the report concerns January 2014, 201401 is stated.
Reporting entity's VAT number	The reporting entity is identified by its VAT number.
Reporting entity's contact information:	– Name – Street address – PO Box – Post code – Post office – Reporting entity’s main telephone number
Information on reporting entity's contact person:	– Name – Telephone number – Email address

3.2 Data on securities held by the reporting entity

The survey concerns all types of securities held in custody by the reporting entity except financial derivatives.[2] Hence, reporting covers marketable bonds, money market instruments, shares and investment fund shares.

Reporting is holder-specific. The holder's home/taxation country is stated for all holdings.

Holdings of Finnish individuals are summed up by security. Holdings of Finnish individuals refer to holdings identified by the custodian with a personal identification number. Holdings of non-resident individuals are summed up by security and country.

The reporting covers both ISIN and non-ISIN securities. More extensive information is to be submitted on non-ISIN securities. The Table below presents the mandatory information to be reported on securities according to security type and ISIN code.

[2] Bonds include all marketable debt securities with an initial maturity of over one year. Money market instruments cover marketable debt securities with an initial maturity of up to one year, such as commercial paper and certificates of deposits. Derivatives include options, warrants, subscription rights, futures, forward rate agreements and swaps.

Mandatory data fields for securities to be reported based on security type and ISIN classification								
Name of information field **(section for field-specific reporting instructions denoted in brackets)**	**Money market paper** (F.331)		**Bonds** (F.332)		**Shares** (F.51)		**Investment fund shares** (F.52)	
	ISIN	non-ISIN	ISIN	non-ISIN	ISIN	non-ISIN	ISIN	non-ISIN
Asset (3.3.1)	X	X	X	X	X	X	X	X
Internal identification code (2.5.4)	X	X	X	X	X	X	X	X
ISIN code (3.3.3)	X		X		X		X	
Instrument's name (2.5.6)		X		X		X		X
Number of instruments (3.3.5)					X	X	X	X
Total nominal value (3.3.6)	X	X	X	X				
Nominal currency (3.3.7)	X	X	X	X				
Market value (3.3.8)	X	X	X	X	X	X	X	X
Market currency (3.3.9)	X	X	X	X	X	X	X	X
Dividends (3.3.10)					X	X	X[1)]	X[1)]
Dividend currency (3.3.11)					X	X	X[1)]	X[1)]
Issue Date (3.3.12)		X		X				
Maturity date (3.3.13)		X[2)]		X[2)]				
Next coupon date (3.3.14)		X[3)]		X[3)]				
Coupon rate (3.3.15)		X		X				
Coupon frequency (3.3.16)		X		X				
Issuer's sector (3.3.17)		X		X		X		X
Issuer's home country (3.3.18)		X		X		X		X
Type of holder's identifier (3.3.19)	X	X	X	X	X	X	X	X
Holder's identifier (3.3.20)	X	X	X	X	X	X	X	X
Holder's name (3.3.21)	X[4)]	X[4)]	X[4)]	X[4)]	X[4)]	X[4)]	X[4)]	X[4)]
Holder's sector (3.3.22)	X[5)]	X[5)]	X[5)]	X[5)]	X[5)]	X[5)]	X[5)]	X[5)]
Holder's home/taxation country (3.3.23)	X	X	X	X	X	X	X	X

1) = Mandatory only for distribution funds.
2) = Mandatory only if the next coupon date is unknown.
3) = Mandatory only if no maturity date has been reported.
4) = Mandatory only if the type of holder's identifier reported is "X" or "O".
5) = Mandatory only if no Business ID has been reported for the holder.

3.3 Field-specific reporting instructions for security-by-security reporting

3.3.1 Asset

The ESA 95 instrument classification code (asset type) is reported in order to distinguish shares and other equity from debt securities and to divide the latter by subcategory. Bonds include all marketable debt securities with an initial maturity of over one year. Money market instruments cover marketable debt securities with an initial maturity of

up to one year, such as commercial paper and certificates of deposits. Instrument classification codes are in Code list 6.[3]

3.3.2 Internal identification code

This field indicates the internal unchangeable code used by the issuer (=reporting entity) in its internal information system for security identification. The internal identifier is reported for **both ISIN and non-ISIN securities**. **A security's internal identifier code must remain unchanged throughout reporting periods.** In order to avoid changes in internal identifiers, it is recommended that the accounting identifier is entered in this field, instead of the security's name.

3.3.3 ISIN code

For securities for which ISIN codes are available, the ISIN code can also be used as the internal identification code. However, if ISIN code is used as internal identification code, it should be taken care of that the internal identification code remains unchanged e.g. in case of a stock split where the ISIN code changes.

The ISIN code must be reported for every security for which an ISIN has officially been issued. The use of an ISIN code in connection with data reporting is laid down in Annex 1 of the European Central Bank Regulation (ECB/2012/24). In Finland, Euroclear Finland grants the official code in accordance with the ISO 6166 standard. Only an officially granted code may be reported as an ISIN code. Securities with a commercial data provider's artificial identifier resembling an ISIN code are reported as non-ISIN securities. The structure of the ISIN code is presented in Annex 1.

3.3.4 Instrument's name (for non-ISIN securities only)

The instrument's name is reported as it is known by the reporting entity.

3.3.5 Number of instruments (shares and fund shares only)

The **number of individual share or other equity holdings** at the end of the reporting period is reported.

For **investments in private equity funds**, the amount of the original investment (purchase price) is reported. Unpaid investment commitments are not reported. All subsequent investments in private equity funds during the reporting period increase the 'Number of instruments' according to the amount invested.

[3] The instrument classification code is given by omitting the prefix 'F.' from the beginning of the code.

3.3.6 Total nominal value (money market paper and bonds only)

The total nominal value of individual money market paper and bonds at the end of the reporting period is reported in this field. For index-linked bonds, the total nominal value multiplied by the current index multiplier is reported. Nominal value is reported in the **initial issuing currency**.[4] This currency is reported in the field *Nominal currency*.

3.3.7 Nominal currency (money market paper and bonds only)

Report the ISO 4217 currency code of the item for which value data is reported in the field *Total nominal value*, in this field.

Currency codes are provided in code list 8 which is posted on the Bank of Finland's website.[5]

3.3.8 Market Value

The total market value of individual security holdings at the end of the reporting period is reported. Total market value is mandatory, ie it is reported for all securities, and the currency is reported in the field *Market currency*. The market value of shares and other equity is primarily reported in the quotation currency. If there are many of these, one is chosen from among them.

Bonds and money market instruments are recorded at market value **excluding** interest accrued (clean price). If a currency other than the nominal one is used for reporting a debt security's market value, the market value is converted into the reported market value currency by using the mid-market rate (=the mid-point between buy and sell rates) as at the end of the reporting month.

Market value refers to the actual market value at the end of the reporting period. If there is no actual market value, the best estimate is reported.

3.3.9 Market currency

Report the ISO 4217 currency code of the item for which value data is reported in the field *Total market value*, in this field.

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[4] If the original currency of issuance is a national currency preceding the euro, eg Deutsche Mark (DEM), the nominal value is nevertheless reported in euro. The conversion rates of these currencies to euro are available on the Bank of Finland's website at http://www.suomenpankki.fi/en/tilastot/valuuttakurssit/Pages/muuntokurssit.aspx.

[5] http://www.suomenpankki.fi/en/tilastot/raportointiohjeet/arvopaperitilastot/

Currency codes are provided in code list 8 which is posted on the Bank of Finland's website.[6]

3.3.10 Dividends (shares and fund shares only)

For shares and other equity, gross dividends (pre-tax dividends) paid to the holder during the reporting month are reported. Dividends are reported in the currency stated in the field *Dividend currency*.

3.3.11 Dividend currency (shares and fund shares only)

Report the ISO 4217 currency code of dividends reported in the field *Dividends*, in this field.

Currency codes are provided in code list 8 which is posted on the Bank of Finland's website.[6]

3.3.12 Issue date (non-ISIN money market paper and bonds only)

ISIN-koodittomille rahamarkkinapapereille ja joukkolainoille ilmoitetaan liikkeeseenlaskupäivä.

3.3.13 Maturity date (non-ISIN money market paper and bonds only)

The maturity date is reported for **money market paper and bonds for which no ISIN codes are available only if the next coupon date has not been determined** (eg zero-coupon bonds).

If the maturity date is unknown, report as maturity date **99990101**.

3.3.14 Next coupon date (non-ISIN securities only)

For money market paper and bonds for which no ISIN codes are available, report either the next coupon date in this field or, alternatively, the security's maturity date in the field *Maturity date*.

The date when the next coupon is due to be paid is reported. If the coupon has been paid during the reporting period, the following coupon date is reported.

For example, if data is reported for January 2014 and the coupon of a debt security with one annual payment was paid on 15 January 2014, the date to be reported here is **15 January 2015**.

[6] http://www.suomenpankki.fi/en/tilastot/raportointiohjeet/arvopaperitilastot/

3.3.15 Coupon rate (non-ISIN money market paper and bonds only)

The next coupon interest to be paid to the holder of the security is reported. The coupon rate is the interest rate paid on the nominal amount stated on the debt security, and it is reported as a percentage of the nominal value. If no interest is paid on the debt security, the coupon rate is reported as 0, as in the case of zero-coupon bonds. For money market instruments, the coupon rate is reported as 0 if no coupon interest is paid on it.

The coupon rate of a fixed-rate debt security is the interest rate stated on the debt security. In the case of floating-rate debt securities, data is reported as follows: if the coupon rate has been confirmed for the interest payment period covering the reporting period (ie the last day of the reporting month), report the confirmed coupon rate; if no coupon rate has been confirmed, report the interest rate confirmed for the previous lapsed interest payment period. Central clearing counterparties for repo transactions include CC&G, LIFFE-Clearnet, MEFF and Eurex Clearing.

3.3.16 Coupon frequency (non-ISIN money market paper and bonds only)

The number of interest payments made annually is reported. If no interest is paid on the debt security, the coupon frequency is reported as 0.

3.3.17 Issuer’s sector (For non-ISIN securities only)

The issuer’s sector is reported for non-ISIN securities in accordance with Statistics Finland’s Classification of Sectors 2012. A non-resident issuer is also reported with a sector code beginning with S.1. If the issuer is an international organisation, the sector code is represented as a value according to the code list for international organisations (see Annex 3). The sector codes are in Code list 9 (Statistics Finland 2012).[7]

3.3.18 Issuer’s home country (For non-ISIN securities only)

The issuer's home country is reported in accordance with the ISO 3166 standard. Country codes are provided in Code list 10. International organisations are reported according to the codes for international organisations in Code list 11. The codes are based on Eurostat’s classification. Country codes for international organisations are also provided in Annex 3 in these instructions.

[7] The sector code is reported by omitting the prefix 'S.' from the beginning of the code.

3.3.19 Type of holder's identifier

The type of holder's identifier is Y for Business ID, X for X identifier, L for LEI code, P for an identifier in format Z99999999 and O for the reporting entity's own internal identifier.

3.3.20 Holder's identifier

Holders are identified by a VAT number, LEI code or X identifier. The X identifier refers to an ID given to a corporation/person that cannot be granted a Finnish Business ID (eg foreign holders). Based on the Business ID, the Bank of Finland categorises holders into sectors according to Statistics Finland’s company register.

In the case of the aggregate holdings of Finnish and non-resident individuals, the identifier reported in this field is Z99999999. If the holder has no Business ID or X identifier and the holdings are not the aggregate holdings of individuals either, then the custodian's internal identifier for the customer is reported.

With respect to the accounts of resident sub-custodian customers, the sub-custodian's Business ID is reported, ie the sub-custodian is reported as the holder. If the reporting entity itself is a sub-custodian customer of another custodian, the Business ID of the reporting entity's customer is reported.

3.3.21 Holder’s name

The holder's name is reported in full, as it is known to the reporting entity.

3.3.22 Holder's sector (If the holder does not have a Finnish Business ID only)

If there is no Business ID for the holder, the holder's sector code is reported in accordance with Statistics Finland's Classification of Sectors 2012. Holdings of Finnish individuals are summed up **by security**. Holdings of Finnish individuals refer to holdings identified by the custodian with a personal identification number. These are reported under sector code S.14 (households).

A non-resident holder is also reported with a sector code beginning with S.1. If the holder is an international organisation, the sector code is a value according to the code list for international organisations (see Annex 3). Holdings of non-resident individuals are summed up **by security** and **country**.

The sector codes are in Code list 9 (Statistics Finland 2012).[8]

3.3.23 Holder's home/taxation country

The holder's home/taxation country is reported for all custodies in accordance with the ISO 3166 standard. Country codes used in the reporting can be found in Code list 10. In addition to countries, the breakdown also includes international organisations, such as the ECB, the institutions and agencies of the European Union (such as the European Investment Bank) and the Nordic Investment Bank (NIB). These are defined as non-residents and are identified with their own country codes according to the codes for international organisations in Code list 11. The codes are based on Eurostat’s classification. Country codes for international organisations are also provided in Annex 3 in these instructions.

[8] The sector code is reported by omitting the prefix 'S.' from the beginning of the code.

4 ANNEXES

ANNEX 1 Structure of the ISIN code in accordance with the ISO 6166 standard

ISIN code: The International Securities Identification Number (ISIN) is a code which uniquely identifies a specific security or other financial instrument. It is based on the ISO 6166 standard and has been created in order to establish a global information network, which ensures that instrument-specific information can be obtained worldwide and within a minimum time delay.

The ISIN code consists of:

a prefix which is the alpha-2 country-code specified in ISO 3166

the basic number which is nine characters (letter or digits) in length. Where the existing national number consists of nine characters, this number shall be used. If the national number is less than nine characters, zeros shall be inserted in front of the national number. Where a national check digit exists, it shall be regarded as part of the basic number.

a check digit, computed using the modulus 10 “Double-Add Double” formula
For countries where a numbering agency exists, the responsible agency shall allocate the ISIN code following the above principles. If there is no numbering agency in a country, the designated substitute agency shall allocate the ISIN codes.

Reference: The Association of National Numbering Agencies (ANNA)

ANNEX 2 instructions A catalogue of TIHA code lists posted on the Bank of Finland's website for reporting

http://www.suomenpankki.fi/en/tilastot/raportointiohjeet/arvopaperitilastot/Pages/default.aspx

1 – Record type
2 – Data type
3 – Type of identifier code
6 – Instrument codes in accordance with ESA 95
8 – Currency codes in accordance with the ISO 4217 standard
9 – Sector codes in accordance with Statistics Finland's Classification of Sectors 2012
10 – Country codes in accordance with the ISO 3166 standard
11 – Country codes for international organisations

ANNEX 3 Sector and country codes for international organisations (Eurostat and Statistics Finland 2012)

Country code	Description	Sector code
1B	UN organisations	1311
1C	International Monetary Fund (IMF)	1222
1D	World Trade Organisation	1311
1E	International Bank for Reconstruction and Development	125
1F	International Development Association	125
1G	Other UN Organisations (includes 1H, 1J-1T)	1311
1H	UNESCO (United Nations Educational, Scientific and Cultural Organisation)	1311
1J	FAO (Food and Agriculture Organisation)	1311
1K	WHO (World Health Organisation)	1311
1L	IFAD (International Fund for Agricultural Development)	1311
1M	IFC (International Finance Corporation)	125
1N	MIGA (Multinational Investment Guarantee Agency)	125
1O	UNICEF (United Nations Children's Fund)	1311
1P	UNHCR (United Nations High Commissioner for Refugees)	1311
1Q	UNRWA (United Nations Relief and Works Agency for Palestine Refugees in the Near East)	1311
1R	IAEA (International Atomic Energy Agency)	1311
1S	ILO (International Labour Organisation)	1311
1T	ITU (International Telecommunication Union)	1311
1Z	Rest of UN Organisations (NIE)	1311
4A	European Community Institutions, Organs and Organisations	1311
4B	EMS (European Monetary System)	1222
4C	European Investment Bank	125
4D	European Commission	1311
4E	European Development Fund	125
4F	European Central Bank (ECB)	121
4G	EIF (European Investment Fund)	125
4H	European Community of Steel and Coal	1311

ANNEX 3 (cont'd)

Country code	Description	Sector code
4J	Other EC Institutions, Organs and Organisations covered by General budget	1311
4K	European Parliament	1311
4L	Council of the European Union	1311
4M	Court of Justice	1311
4N	Court of Auditors	1311
4P	Economic and Social Committee	1311
4Q	Committee of Regions	1311
4S	European Stability Mechanism (ESM)	125
4Z	Other European Community Institutions, Organs and Organisations	1311
5A	Organisation for Economic Cooperation and Development (OECD)	1311
5B	Bank for International Settlements (BIS)	121
5C	(Inter-American Development Bank)	125
5D	African Development Bank	125
5E	Asian Development Bank	125
5F	European Bank for Reconstruction and Development	125
5G	IIC (Inter-American Investment Corporation)	125
5H	NIB (Nordic Investment Bank)	125
5J	IBEC (International Bank for Economic Co-operation)	125
5K	IIB (International Investment Bank)	125
5L	CDB (Caribbean Development Bank)	125
5M	AMF (Arab Monetary Fund)	1222
5N	BADEA (La Banque Arabe pour le Développement Economique en Afrique)	125
5P	CASDB (Central African States Development Bank)	125
5Q	ADF (African Development Fund)	125
5R	ADF (Asian Development Fund)	125
5S	Fonds spécial unifié développement (Unified Special Development Fund)	125

ANNEX 3 (cont'd)

Country code	Description	Sector code
5T	CABEI (Central American Bank for Economic Integration)	125
5U	ADC (Andean Development Corporation)	125
5Z	Other International Financial Organisations (NIE)	125
6B	NATO (North Atlantic Treaty Organisation)	1311
6C	Council of Europe	1311
6D	ICRC (International Committee of the Red Cross)	1311
6E	ESA (European Space Agency)	1311
6F	EPO (European Patent Office)	1311
6G	EUROCONTROL (European Organisation for the Safety of Air Navigation)	1311
6H	EUTELSAT (European Telecommunications Satellite Organisation)	1311
6J	INTELSAT (International Telecommunications Satellite Organisation)	1311
6K	EBU/UER (European Broadcasting Union/Union europeenne de radio-television)	1311
6L	EUMETSAT (European Organisation for the Exploitation of Meteorological Satellites)	1311
6M	ESO (European Southern Observatory)	1311
6N	ECMWF (European Centre for Medium-Range Weather Forecasts)	1311
6O	EMBL (European Molecular Biology Laboratory)	1311
6P	CERN (European Organisation for Nuclear Research)	1311
6Q	IOM (International Organisation for Migration)	1311
6Z	Other International Non-Financial Organisations (NIE)	1311
7Z	International Organisations excluding European Community Institutions (4A)	125

ANNEX 4 Useful links and contact details

As regards contents of surveys and for other details, please contact us by email at arvopaperitilastot@bof.fi.

Personal email addresses have the following format: firstname.surname@bof.fi.

The postal address of the Bank of Finland's Financial Stability and Statistics department is:

Bank of Finland
PO BOX 160
FI-00101 HELSINKI
FINLAND.

The telephone number of the Bank of Finland is +358 9 1831.

Other statistical data, eg daily exchange rates, are available on the Bank of Finland website at http://www.suomenpankki.fi/en/ (Statistics).

ANNEX 5 Revisions made to the instructions

Version	Date	Valid	Revisions
1.2	1.9.2008	1.9. - 31.12.2009	
1.3	1 January 2010	1 January - 31 December 2010	- Requirement to store reports added to section 1. Reports must be kept for 5 years. - Section 3.4 on the reporting of custody of securities covering investment-linked insurance added. - More detailed information on reporting of holder's sector added to section 4.2.1.5 and 4.3.1.5. A non-resident holder can be reported with a sector code beginning either with S.2 or S.1. - Reporting of quantity data on investments in private equity funds added to section 4.3.2.1. For investments in private equity funds, the amount of the original investment (purchase price) is reported. - More detailed information on reporting of coupon date added to section 4.3.3.7.1.
1.4	1 January 2011	1 January 2011 – 31 January 2014	- The introduction for the reporting instructions has been modified regarding use of collected data.
1.5	17 December 2013	1 February 2014 – 31 March 2014	- Instructions updated to conform to Regulation ECB/2012/24. - More specified information in the reporting of total nominal value of debt securities. - Revised instructions on the reporting of holder's sector. A non-resident holder can only be reported with a sector code beginning with S.1. - The name of the DCS service administrator changed in section 2, The Bank of Finland's contact email address updated in section 2 and Annex 4. - Country and sector codes for international organisations added as Annex 3.
1.6	1 May 2014	1 May 2014 – 31 December 2016	- Revised structure of the instructions. - Condensed record field-specific instructions. - Specified sections 2 and 3. - Headers of record field-specific instructions to aligned with the Record Description instructions.
1.7.	1 January 2017	1 January 2017 –	- New section 3.3.12 on reporting of issue date.
1.8	8 November 2018	2 February 2019	- References to DCS service changed to DCS2 service - References to business ID changed to VAT number in the file name and Batch record - Possibility to use LEI code added