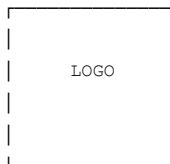


# Form 3-2 – ITRS – Payments and Receipts

For more information, please contact:

Reference number   
 Bank   
 Date (day & month)   
 Transactor code



Balance of Payments Division  
 Newland Ministry of Statistics  
 Archadia  
 Telephone (XXX) XXX-XXXX  
 Facsimile (XXX) XXX-XXXX

## Payments to / Receipts from Nonresidents

(See page two for notes and instructions on completing this form.)

- Transaction's character (1 - payment, 2 - receipt)
- Currency code and value of transaction Currency code  Value   
thousands
- Equivalent Newland dollar value Value   
thousands
- Transaction code and description (Please consult ITRS Form 3-1—Classifications for appropriate codes.) Transaction code   
Description .....
- Is this transaction related to more than one transaction code or several offsetting transactions? Yes ☐ No ☐  
(See instructions for question 4 on the next page for more information.)

If the answer is yes, please enter the following information for the underlying transactions.

Transaction Code	Transaction Description	Payments/Receipts in Foreign Currency* (thousands)

\* Record in Newland dollars if that was the currency of the payment.

- Please enter the name and the country of residence of the other party to the transaction Country code   
Name and country .....
- Have you completed all questions on this form in accordance with the definitions and instructions on page two? Yes ☐ No ☐

If the answer is no, please add any additional information that may clarify your answers.

.....  
 .....

Person completing this form: ..... Telephone number: (.....) .....  
 Area code  
 Enterprise (if applicable): ..... Facsimile number: (.....) .....  
 Area code

## General Notes on Form 3-2

1. Under the *Statistics Act of Newland*, residents are required to complete form 3-2 for any payment to a nonresident in excess of ND 5,000; however, transactions involving a bank account with a nonresident bank are excluded. (The excluded transactions are measured on ITRS Form 4—Enterprises.) Each person or enterprise making payments to nonresidents in excess of ND 5,000 is required to have a **transactor code**, which should be reported on form 3-2.
2. A **nonresident** is any individual, enterprise, or other organization ordinarily resident in a country other than Newland. Newland branches and subsidiaries of nonresident companies are **residents** of Newland. Similarly, foreign branches and subsidiaries of Newland companies are nonresidents.
3. The information reported on this form is used to compile balance of payments statistics for Newland and is treated **confidentially**.
4. Completion of this form requires a copy of ITRS Form 3-1—Classifications. Copies may be obtained from the bank that provided form 3-2.
5. Responses to questions on form 3-2 should be **printed clearly** and a **copy should be kept** by the individual or enterprise representative completing the form.
6. ITRS Form 3-3—Imports/Exports must also be completed if transactions reported on form 3-2 are payments for goods imported / receipts for goods exported into/from Newland. A copy of form 3-3 is available from the bank that provided form 3-2.

## Completing Form 3-2

**Codes** The **reference number** and **bank code** will be entered by the bank that provided form 3-2. Individuals or enterprise representatives completing form 3-2 should enter the month and day as a four-digit number (e.g., 0403 for April 3) and the **transactor code**, if such a code has been assigned by the Newland Ministry of Statistics.

**Question 1** To report the character of the transaction which is payment or receipt.

**Question 2** **Currency codes** are included on ITRS Form 3-1—Classifications. All amounts should be reported in thousands of foreign currency units, or Newland dollars, for which entries should be left blank.

**Question 3** To report the equivalent Newland dollar value (expressed in thousands), convert from the foreign currency by using the **midpoint** of the buy and sell rates applicable on the date of the transaction.

**Question 4** Consult ITRS Form 3-1—Classifications for the appropriate transaction code and describe the transaction. If a number of codes are applicable to the transaction, provide the appropriate information in this item. Multiple codes may be connected to a single settlement payment when: (1) more than one transaction code is applicable to the payment (e.g., a loan repayment combined with interest); (2) partial netting exists (e.g., the actual payment is the difference between financing provided and fees charged); (3) or a settlement transaction occurs (i.e., the payment settles a number of transactions). In each case, the underlying transactions should be recorded, use an attachmnet if space is insufficient. When individual underlying transactions are less than the equivalent of ND 5,000, entries may be amalgamated and the most appropriate transaction code applied.

**Question 5** Refer to ITRS Form 3-1—Classifications for a list of **other party codes** and **country codes**.

**Question 6** Please add any comments necessary to clarify answers to questions on form 3-2 and/or note any difficulties encountered in completing the form.

If you have any questions, please call Mr. Smith at (XXX) XXX-XXXX.