

General statistics reporting portal (AMS)

First steps

If you are submitting reports for yourself only, please go directly to number 2.

- 1) Defining rights of third-party submitters
Under "Benutzer- und Stammdatenverwaltung", select "Dritteinreicherrechte–Neuzulassung"
You can then apply for authorisation, stating for which parties required to report and for which reporting forms you wish to submit reports in future => [Rights of third-party submitters](#)
- 2) Creating a report
There are several ways to submit a report:
 1. Create a report manually
Under "Meldungen", select "Neue Meldung erstellen".
After entering the specialist contact person, choose the relevant form.
For tips on filling in the forms, follow the link below or go to the menu item "Code lists – Explanatory notes".
Please note that some forms have several "sections".
=> [Create a new report](#)
 2. Upload of a CSV file
Unter "Meldungen" select "Neue Meldung erstellen"
=> [Uploading a CSV file](#)
 3. Upload of an XML file
Select „XML-Datei Upload“
=> [Uploading an XML file](#)
- 3) Sending a report
To send the data sets you have created to the Deutsche Bundesbank, click "Versenden", which can be found below the input masks of the forms. Once the report has been sent, it is available to download as a PDF document. Please keep this document as proof of sending. To save an incomplete form, click "Entwurf speichern". It is not possible to save or send incorrect reports.
=> [Created reports](#)
- 4) Overview of created reports
Under "Meldungen", select "Erstellte Meldungen".
All reports and drafts available in the system will be displayed by form, reporting period/date, type, status and creation date.

Information

General information

Welcome to the online help section for the AMS general statistics reporting portal.

The Deutsche Bundesbank has developed the AMS general statistics reporting portal to facilitate the creation of reports in the field of foreign trade and payments. At present, reports can be submitted using the following forms.

Reporting forms	
Annex Z 4 to the Foreign Trade and Payments Regulation	Incoming and outgoing payments for services, transfers, capital flows, merchanting and other trade in goods which are not reported on other official forms
Annex Z 5 to the Foreign Trade and Payments Regulation	Claims and liabilities arising from financial operations with foreign banks
Annex Z 5a to the Foreign Trade and Payments Regulation sheet 1	Claims and liabilities arising from financial operations with foreign non-banks
Annex Z 5a to the Foreign Trade and Payments Regulation sheet 2	Claims and liabilities vis-à-vis foreign non-banks arising from trade in goods and services
Annex Z 5b to the Foreign Trade and Payments Regulations	Claims and liabilities vis-à-vis foreign arising from derivative financial instruments
Annex Z 8 to the Foreign Trade and Payments Regulation	Receipts and expenditure of maritime shipping
Annex Z 10 to the Foreign Trade and Payments Regulation	Securities and financial derivatives transactions with non-residents
Annex Z 11 to the Foreign Trade and Payments Regulation	Payments made and received for income from securities transactions with non-residents
Annex Z 12 to the Foreign Trade and Payments Regulation	Incoming and outgoing payments in foreign travel: credit and debit card turnover
Annex Z 13 to the Foreign Trade and Payments Regulation	Incoming and outgoing payments in foreign travel: foreign banknotes and coins and foreign currency traveller's cheques
Annex Z 14 to the Foreign Trade and Payments Regulation	Interest income and similar receipts from external assets (excluding income from securities)
Annex Z 15 to the Foreign Trade and Payments Regulation	Interest expenditure and similar outlays on external liabilities (excluding income from securities)
Annex K 3 to the Foreign Trade and Payments Regulation	Residents' assets abroad (German direct investment abroad)
Annex K 4 to the Foreign Trade and Payments Regulation	Non-residents' assets in Germany (foreign direct investment in Germany)

The reporting data can either be entered manually or imported into the AMS reporting portal from another data source in the prescribed format (currently not available for K 3 and K 4 forms). In addition, the AMS reporting portal contains a range of help functions and plausibility checks to make creating a report easier. The data you enter are automatically checked and any errors are identified. When entering data, drop-down lists show the selection options available. It is also possible to change the interface language to English. It is a multi-client system, meaning that it can be used by third-party submitters, such as a lawyer's office, to create reports for several parties required to report.

The AMS reporting portal is available Monday to Friday from 6.00 to 24.00 (CE(S)T) and Saturday from 9.00 to 16.00 (CE(S)T). Please note that the system will be turned off without notification at 24.00 (Monday-Friday) and 16.00 (Saturday). Any unsaved data will be lost. If you require assistance in using the portal, please call +49 (0) 6131 377 8189 between 9.00 and 15.00 Monday to Friday.

For questions regarding content, please call our hotline number: +49 (0) 800 1234 111. These contact details can also be found under "Contact" at the top right of the screen.

Legal basis

The statistical data are required for compiling the balance of payments for the Federal Republic of Germany and the European monetary union as well as for compiling other external statistics. Section 11 para 2 of the Foreign Trade and Payments Act (*Außenwirtschaftsgesetz, AWG*) in conjunction with sections 63 ff of the Foreign Trade and Payments Regulation (*Außenwirtschaftsverordnung, AWV*) establishes the legal framework for collecting data for these statistics. Furthermore, the Act on Statistics for Federal Purposes (*Gesetz über die Statistik für Bundeszwecke, BstatG*), particularly the regulations of sections 9, 15 and 16, also applies here.

The Bundesbank undertakes to treat these statistical data confidentially.

Please see the [notes for the individual forms](#) for the specific rules regarding the reporting requirements.

Reporting exemptions

Reporting forms	
Annex Z 4 to the Foreign Trade and Payments Regulation	Payments of less than €12,500 or the equivalent in another currency need not be reported. According to international definitions, the above sum should be based on the underlying transaction. For collective reports, the reporting threshold of €12,500 should be applied to the total amount per month, country and code rather than the individual amount.
Annex Z 5 to the Foreign Trade and Payments Regulation Annex Z 5a to the Foreign Trade and Payments Regulation sheet 1 Annex Z 5a to the Foreign Trade and Payments Regulation sheet 2	Reports are not required if neither the sum of the claims on nor the sum of the liabilities to foreigners exceeds the threshold of €5 million; the sum of the claims or liabilities is calculated by adding together the sum of forms Z 5, Z 5a sheet 1 and Z 5a sheet 2. Nil returns are required where applicable.
Annex Z 5b to the Foreign Trade and Payments Regulation	Reports are not required where the total external claims or liabilities arising from financial operations do not exceed €500 million.
Annex Z 8 to the Foreign Trade and Payments Regulation	The reporting threshold of €12,500 does not apply here. Amounts should be entered in thousands of euro and

	rounded in accordance with standard commercial practice.
Annex Z 10 to the Foreign Trade and Payments Regulation	Payments of less than €12,500 or the equivalent in another currency need not be reported. According to international definitions, the above amount should be based on the underlying transaction.
Annex Z 11 to the Foreign Trade and Payments Regulation	The reporting threshold of €12,500 does not apply here. Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice.
Annex Z 12 to the Foreign Trade and Payments Regulation	The reporting threshold of €12,500 does not apply here. Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice.
Annex Z 13 to the Foreign Trade and Payments Regulation	The reporting threshold of €12,500 does not apply here. Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice.
Annex Z 14 to the Foreign Trade and Payments Regulation	Only interest income and similar receipts which exceed €12,500 or the equivalent in another currency are to be reported. Financial institutions with the capacity to do so are asked to also report amounts below the reporting threshold. Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice.
Annex Z 15 to the Foreign Trade and Payments Regulation	Only interest expenditure and similar outlays which exceed €12,500 or the equivalent in another currency are to be reported. Financial institutions with the capacity to do so are asked to also report amounts below the reporting threshold. Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice.
Annex K 3 to the Foreign Trade and Payments Regulation	Reports are not required if the resident has a direct participating interest of less than 10% in a foreign enterprise, or combined direct and indirect participating interests of less than 50%, or the foreign enterprise's balance sheet total does not exceed €3 million.
Annex K 4 to the Foreign Trade and Payments Regulation	Reports are not required if the non-resident has a participating interest of less than 10% in a domestic enterprise. Domestic enterprises whose balance sheet total does not exceed €3 million are likewise exempt from reporting requirements.

Deadlines for submission

Reporting forms	
Annex Z 4 to the Foreign Trade and Payments Regulation	Reports on incoming and outgoing payments submitted using form Z 4 must be sent to the Deutsche Bundesbank by the seventh day, while those listed on form Z 10 must be submitted by the fifth day of the month following the date on which the payments were made or received.
Annex Z 5 to the Foreign Trade and Payments Regulation	The status of claims and liabilities arising from financial operations with foreign banks is to be reported based on the accounts of the party required to report as at the last working day of the preceding month on form Z 5 by the tenth day of the following month.
Annex Z 5a to the Foreign Trade	The status of claims and liabilities arising from financial

and Payments Regulation sheet 1	operations with foreign non-banks is to be reported based on the accounts of the party required to report as at the last working day of the preceding month on form Z 5a sheet 1 by the twentieth day of the following month.
Annex Z 5a to the Foreign Trade and Payments Regulation sheet 2	The status of claims and liabilities vis-à-vis foreign non-banks arising from transactions in goods and services is to be reported based on the accounts of the party required to report as at the last working day of the preceding month on form Z 5a sheet 2 by the twentieth day of the following month.
Annex Z 5b to the Foreign Trade and Payments Regulation	The status of claims vis-à-vis non-residents arising from derivative financial instruments is to be reported once a quarter based on the accounts of the party required to report as at the last working day of the preceding month on form Z 5b by the 50th calendar day following the end of each calendar quarter.
Annex Z 8 to the Foreign Trade and Payments Regulation	Reports on incoming and outgoing payments submitted using form Z 8 must be sent to the Deutsche Bundesbank by the seventh day of the month following the date on which the payments were made or received.
Annex Z 10 to the Foreign Trade and Payments Regulation	Reports on incoming and outgoing payments submitted using form Z 10 must be sent to the Deutsche Bundesbank by the fifth day of the month following the date on which the payments were made or received.
Annex Z 11 to the Foreign Trade and Payments Regulation	Reports on incoming and outgoing payments submitted using form Z 11 must be sent to the Deutsche Bundesbank by the fifth day of the month following the date on which the payments were made or received.
Annex Z 12 to the Foreign Trade and Payments Regulation	Reports on incoming and outgoing payments submitted using form Z 12 must be sent to the Deutsche Bundesbank by the fifth day of the month following the date on which the payments were made or received.
Annex Z 13 to the Foreign Trade and Payments Regulation	Reports on incoming and outgoing payments submitted using form Z 13 must be sent to the Deutsche Bundesbank by the fifth day of the month following the date on which the payments were made or received.
Annex Z 14 to the Foreign Trade and Payments Regulation	Reports on incoming payments submitted using form Z 14 must be sent to the Deutsche Bundesbank by the fifth day of the month following the date on which the payments were received.
Annex Z 15 to the Foreign Trade and Payments Regulation	Reports on outgoing payments submitted using form Z 15 must be sent to the Deutsche Bundesbank by the fifth day of the month following the date on which the payments were made.
Annex K 3 to the Foreign Trade and Payments Regulation	The reports are to be submitted by the last working day of the sixth month following the balance sheet date of the party required to report (= reporting date). The reporting date for individuals is 31 December of any given year, meaning that the reports must be submitted by the last working day of June of the following year.
Annex K 4 to the Foreign Trade and Payments Regulation	The reports are to be submitted by the last working day of the sixth month following the balance sheet date. For reports submitted by legally independent enterprises required to report, this balance sheet date is the

	enterprise's own balance sheet date. For reports submitted by branches or permanent establishments of a foreign enterprise, the foreign enterprise's balance sheet date is regarded as the relevant balance sheet date.
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Extensions to the above deadlines cannot be granted as international agreements mean the Bundesbank is obliged to transmit the results of the balance of payments to the ECB and international organisations (eg Eurostat) within several weeks of the end of the reporting month.

Document retention period

Reporting documentation should be kept for a minimum of three years to allow verification of compliance with reporting requirements. In addition, you must retain the relevant documentation to prove which individual transactions are included in the sums reported in the payment reports.

Further information

If you would like to be notified immediately of any changes in external sector reporting, please register to receive our reporting system newsletter (only available in German) on the Bundesbank website under "Service", "Reporting systems" → *Newsletter* (then select *Außenwirtschaft*).

This and further information can be found on the Bundesbank website at www.bundesbank.de.

The reporting portal has been tested extensively. Nevertheless, the Bundesbank does not accept any responsibility for the functioning of the portal and therefore is exempt from liability for any damages. This also includes damages which may arise as a result of identity theft, ie if a user ID and password are stolen as a result of spying on reporting or master data. We therefore recommend you not to save reporting documentation on your system but separately, for example on a CD, USB stick, etc.

The Deutsche Bundesbank has taken precautions to minimise the risk of transmitting software or e-mail viruses. We also accept no liability for loss or damage caused by software or e-mail viruses except in the case of intent or gross negligence.

Homepage

Homepage

The homepage is always accessible by clicking on the Bundesbank logo in the top left of the screen or via the link "Reporting portal" in the blue bar below the title bar.

This page contains information regarding the times when the AMS reporting portal can be accessed and contact details should you have any questions.

The AMS reporting portal is available Monday to Friday from 6.00 to 24.00 (CE(S)T) and Saturday from 9.00 to 16.00 (CE(S)T). Please note that the system will be turned off without notification at 24.00 (Monday-Friday) and 16.00 (Saturday). **Any unsaved data will be lost.**

If you require assistance in using the portal, please call +49 (0) 69 9566 7707 between 9.00 and 15.00 (CE(S)T) Monday to Friday. You can also e-mail your questions to AMS@Bundesbank.de or fax them to +49 (0) 69 7090 9545 10.

For information regarding general reporting questions or questions about external sector transaction and stock reports, please call the following number **+49 (0) 800 1234 111 (free of charge when calling from within Germany)**.

This information can also be found under "Kontakt".

When logging on for the first time, you will be asked to enter the main field of economic activity of your enterprise. Please follow the link and enter the missing data.

You will be asked to review your master data at regular intervals (approximately every 6 months) in order to ensure they remain accurate. Please make any necessary changes or if no changes are required, verify the data by clicking OK.

Please also take this opportunity to check that the main field of economic activity you have entered is still correct. If your main field of economic activity has changed (for example, as a result of a change in corporate strategy), please update the entry accordingly.

In the second section, you will see the parties required to report (company name and reporting number) for which you are currently authorised to create and submit reports.

If you are authorised to submit reports for several parties required to report, you can switch between reporting parties by selecting "wechseln" at the end of the row. This option is also available by selecting "Wechsel Meldepflichtiger" from the list on the left-hand side of the screen. (This applies only if you are authorised to submit reports for several reporting parties).

Change

Party required to report

If you are authorised to submit reports for several parties required to report, you can switch between reporting parties by selecting "wechseln" at the end of the row.

Highlight the relevant party required to report by selecting the field in the selection list immediately in front of the name of the reporting party. In this row, next to the name of the reporting party, are the reporting number, head office and forms which you are authorised to submit for the party required to report.

If you wish to change the authorisation for the forms to be submitted, select the corresponding field under the selection list for parties required to report.

You also have the possibility of changing the master data for the selected party required to report. Select "Stammdaten für ... ändern", to display the current master data held by the Bundesbank for the party required to report. You can then change these data directly in the fields shown and send the information to the Bundesbank by clicking "Änderung beantragen". Until these changes have been approved by a Bundesbank administrator, both the original data and the changed data will be shown in this overview. When sending reports to the Bundesbank, the updated data will also be transferred.

If you wish to create and submit reports for further parties required to report using the AMS portal, please switch to the menu item ⇒ **Benutzer- und Stammdatenverwaltung/ Dritteinreicherrechte**.

Once you have selected the relevant party required to report, further processing options are displayed on the left-hand side of the screen.

Reports

Create a new report

Select "Neue Meldung erstellen", to display the forms available in the AMS reporting portal.

The first step is to select the appropriate form. You must then check whether the report is for the current reporting month or reporting date (which is the default setting). If necessary, the month or date can be changed by selecting the field "Reporting period/date" (format MM.YYYY). You

must always enter a reporting date/balance sheet date (format DD.MM.YYYY) when you select the reports K 3 and K 4.

When you select a form, any saved drafts, submitted reports or nil reports for the reporting month, reporting date/balance sheet date will initially be shown in a separate overview. In the case of forms Z 5, Z5a sheet 1, Z5a sheet 2 and Z 5b, you can only select further processing steps from the options available in the overview, as only one monthly report per form is to be submitted for these stock reports.

Specialist contact person

After confirming the data entered by clicking "Weiter", the next screen will be displayed and you will be asked to enter a specialist contact person responsible for dealing with queries which may arise when processing the reports.

Up to three specialist contact persons can be entered for each form. The details of the specialist contact person(s) selected are submitted with the statistical report.

A new contact person can be entered by selecting "neuer Ansprechpartner".

If you, as the submitter, are also available to answer any queries, you can enter your own data automatically by clicking "persönliche Daten übernehmen".

You can change the details of existing contact persons by clicking "ändern", located to the right of the respective contact details. After selecting this function, the input form "Fachlicher Ansprechpartner erstellen" is displayed. The data can be changed by clicking on the corresponding fields.

If three contact persons have already been entered for a form, an existing contact person must be overwritten or a data set must be deleted by clicking "löschen".

Creating a report

To access the selected form, click "Neue Meldung erstellen" in the menu. You can enter the reporting data manually or import the data into this form in [CSV format](#) using an interface. Information regarding the selected reporting period/date as well as the name and reporting number of the party required to report is displayed in the first row.

Below this, you can click on the terms marked in blue to show the (usually hidden) master data of the party required to report and the details of the individual contact persons.

In forms Z 4, Z 5a sheet 1 and Z 5a sheet 2, Z 8 and Z 11, a selection field is then displayed, allowing you to select the relevant section of the form.

The fields in the input table are colour-coded yellow, green and blue to show whether they are mandatory or optional fields. Using the drop-down menus, you can list and select entries for country/country code, voucher type/code and for V ("Verrechnungen" (nettings)) and E ("Einbringung" (contributions)) as well as for currency.

To continue processing, please select the relevant navigation button displayed below the form.

Additional input rows can be created by clicking "**neue Zeile**", located below the input mask on the left. When you use the tab key to navigate through the input fields, the "neue Zeile" button is highlighted after you move from the last input field. By clicking "**Prüfen**", the values entered are checked against the validity lists saved in the system and subjected to a plausibility check, and possible errors are flagged in red. If you hover over these highlighted fields with the cursor, information regarding the nature of the error is displayed in the bottom row highlighted in yellow.

Incorrect data sets cannot be saved. The data sets must be corrected or deleted. However, it is still possible to save forms K 3 and K 4 if the error message "Bitte Blatt 2 eingeben" appears. To correct an entry, click on the field highlighted in red and make the changes directly. Alternatively, click "Zeile entfernen" to the left of the respective reporting data set to delete a data set.

Please note that any data you have entered on the form may be lost if you switch to a different menu without saving (button: save draft).

Notes on the individual items on the forms:

Annex Z 4 to the Foreign Trade and Payments Regulation

Further notes regarding this form can be found under the menu item ⇒ [Coding list notes](#).

First of all, you must select the relevant **section of the form** from the drop-down list.

- Services, transfers, capital flows ("Dienstleistungen, Kapitalverkehr, Übertragungen")
- Merchanting ("Transithandel") or
- Listed direct investment ("Direktinvestitionen (börsennotiert)") (to be used for reports with the codes 827, 847, 927 and 947)

After you have selected the relevant section, you will be asked to confirm that you wish to go to a different area.

Purpose of payment

A comprehensive and informative description must be given of the services for which the payment was made. In the case of merchanting, the letters "Tr", the type of good and the two-digit chapter number of the Standard International Trade Classification (SITC) must be given. For further explanatory notes, see ⇒ [Code list/Explanatory notes on Annex Z 4 to the Foreign Trade and Payments Regulation](#).

Code

The code for the purpose of the payment must be stated for all incoming and outgoing payments. You can find the codes by searching for keywords in the drop-down list and select the relevant codes by clicking them with the mouse. For further explanatory notes, see ⇒ [Code list/Coding list](#).

Country

As a rule, the country in which the debtor (for incoming payments) or the creditor (for outgoing payments) of the payment is resident must be stated here. For further explanatory notes, see ⇒ [Code list/Explanatory notes on Annex Z 4 to the Foreign Trade and Payments Regulation](#).

Entering amounts

Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice. Please note that numbers must be entered without any spaces or commas.

Nettings / contributions

For nettings and clearings, enter the letter "V", and for contributions of assets and rights the letter "E".

Annex Z 5 to the Foreign Trade and Payments Regulation

Further notes regarding this form can be found under the menu item ⇒ [Code list/Explanatory notes on Annex Z 5 to the Foreign Trade and Payments Regulation](#).

Country of domicile of the debtor/creditor

You can enter the country directly or select it from a drop-down menu. The corresponding country code is then entered automatically.

Currency

The original currency in which the claim or liability is denominated can be selected from a drop-down menu. The ISO currency code will be entered automatically in the field.

Entering amounts

Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice. Negative amounts cannot be entered. Please note that numbers must be entered without any spaces or commas.

Annex Z 5a to the Foreign Trade and Payments Regulation sheet 1

Further notes regarding this form can be found under the menu item ⇒ [Code list/Explanatory notes on Annex Z 5a to the Foreign Trade and Payments Regulation sheet 1](#).

The form Z 5a sheet 1 contains four sections.

- Claims/liabilities vis-à-vis affiliated foreign non-banks which hold a participating interest in the reporting entity.
- Claims/liabilities vis-à-vis affiliated foreign non-banks in which the reporting entity holds a participating interest.
- Claims/liabilities vis-à-vis affiliated foreign non-banks with which the reporting entity is affiliated by way of a common investor.
- Claims/liabilities vis-à-vis other foreign non-banks.

Where available, data **for all four sections** must be submitted **together in one report**.

Using the drop-down list, select the section of the form you wish to complete or edit.

To change to a different section, select the new section from the drop-down list. Your data will not be lost. When you select another section, you will be asked to confirm that you wish to go to a different area.

Country of domicile of the debtor/creditor

You can enter the country directly or select it from a drop-down menu. The corresponding country code is then entered automatically.

Currency

The original currency in which the claim or liability is denominated can be selected from a drop-down menu. The ISO currency code will be entered automatically in the field.

Entering amounts

Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice. Negative amounts cannot be entered. Please note that numbers must be entered without any spaces or commas.

Total amounts

The column totals (line 999) are calculated and entered automatically by the AMS.

Before submitting the report, you will be asked to confirm that you have completed the report in full.

Annex Z 5a to the Foreign Trade and Payments Regulation sheet 2

Further notes regarding this form can be found under the menu item ⇒ [Code list/Explanatory notes on Annex Z 5a to the Foreign Trade and Payments Regulation sheet 2.](#)

The form Z 5a sheet 2 contains four sections.

- Claims/liabilities vis-à-vis affiliated foreign non-banks which hold a participating interest in the reporting entity.
- Claims/liabilities vis-à-vis affiliated foreign non-banks in which the reporting entity holds a participating interest.
- Claims/liabilities vis-à-vis affiliated foreign non-banks with which the reporting entity is affiliated by way of a common investor.
- Claims/liabilities vis-à-vis other foreign non-banks.

Where available, data **for all four sections** must be submitted **together in one report**.

Using the drop-down list, select the section of the form you wish to complete or edit.

To change to a different section, select the new section from the drop-down list. Your data will not be lost. After you have selected the relevant section, you will be asked to confirm that you wish to go to a different area.

Country of domicile of the debtor/creditor

You can enter the country directly or select it from a drop-down menu. The corresponding country code is then entered automatically.

Currency

The original currency in which the claim or liability is denominated can be selected via a drop-down menu. The ISO currency code will be entered automatically in the field.

Entering amounts

Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice. Negative amounts cannot be entered. Please note that numbers must be entered without any spaces or commas.

Total amounts

The column totals (line 999) are calculated and entered automatically by the AMS.

Annex Z 5b to the Foreign Trade and Payments Regulation

Further notes regarding this form can be found under the menu item ⇒ [Code list/Explanatory notes on Annex Z 5b to the Foreign Trade and Payments Regulation.](#)

Country of domicile of the counterparty

You can enter the country directly or select it from a drop-down menu. The corresponding country code is then entered automatically.

Entering amounts

Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice. Negative amounts cannot be entered. Please note that numbers must be entered without any spaces or commas.

Total amounts

The column totals (line 999) are calculated and entered automatically by the AMS.

Annex Z 8 to the Foreign Trade and Payments Regulation

Further notes regarding this form can be found under the menu item ⇒ [Coding list/Explanatory notes](#).

The first step is to select the relevant **section of the form** from the drop-down list.

- Receipts of maritime shipping from non-residents
- Receipts of maritime shipping from residents
- Expenditure of maritime shipping vis-à-vis non-residents

After you have selected the relevant section, you will be asked to confirm that you wish to go to a different area.

The following should be included in the report

- a) Receipts from non-residents from sea freight, maritime charter fees and passages as well as receipts from residents from sea freight and maritime charter fees in incoming and outgoing transport.
- b) Payments made to non-residents for chartering ocean-going vessels to other domestic (?) maritime shipping companies

The reporting threshold for individual reports pursuant to sections 59 to 61 of the Foreign Trade and Payments Regulation of €12,500 or the equivalent in another currency does not apply to the receipts and expenditure listed under a) and b) above. For further explanatory notes, see ⇒ [Code list/Explanatory notes: Explanatory notes of the Bundesbank on report Z 8 "Receipts and expenditure of maritime shipping"](#).

Country

For receipts, the country should be assigned as follows.

- For **incoming** transport – the country in which the **shipping harbour** is located
- For **outgoing** transport – the country in which the **destination harbour** is located

For expenditure, the country in which the creditor is resident or domiciled must be entered.

Entering amounts

Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice. Please note that numbers must be entered without any spaces or commas.

Annex Z 10 to the Foreign Trade and Payments Regulation

Further notes regarding transactions which must be reported can be found under the menu item ⇒ Link: [Explanatory notes on the coding list for the balance of payments statistics](#).

Codes

For each transaction, you must provide a classification code to identify the specific purpose of the transaction. You can select the products and their corresponding codes from a drop-down list. The search function will help you to find the appropriate code quickly. The code can then be inserted into the input mask by clicking it again with the mouse. For further explanatory notes, see ⇒ [Coding list](#)

Nominal value / unit

In the case of securities quoted as a percentage (eg bonds), the nominal value must be stated in thousands of units and, where applicable, in the original currency. For securities quoted by unit (eg shares), the exact number of units must be given. Please note that numbers must be entered without any spaces or commas.

This field is to be left blank for financial derivatives transactions.

Description of securities/financial derivatives

A short description of the instrument must be entered in this field. In the case of securities transactions, a short description can usually be taken from the securities settlement statement.

International Securities Identification Number (ISIN)

In the case of securities transactions, the 12-digit ISIN must be entered in this field. 'XXXXXXXXXXXX' is to be entered for derivatives transactions; this code must also be entered if the attribute WKN (six-digit securities identification number) is used instead of the attribute ISIN or the official ISIN does not exist or is unknown.

Country

You can enter the country directly or select it from a drop-down menu. The corresponding country code is then entered automatically.

Please note the following classification options:

In the case of foreign securities, please state the country in which the issuer is domiciled. For domestic securities, please state the country of the foreign buyer or seller. In the case of transactions in bonds issued by international organisations, including international credit institutions, and for transactions in domestic securities which are settled with international organisations, please give the name of the international organisation and not the country in which the organisation is domiciled in column 5.

In the case of transactions with a central counterparty (CCP), the following country classification applies: if the central counterparty is domiciled abroad, the country of domicile of the central counterparty or of the stock exchange is to be entered in column 5. In the case of transactions which a resident general clearer concludes with a non-resident non-clearer, the country of the non-resident non-clearer is to be entered in column 5.

For OTC transactions enter the country of domicile of the foreign counterparty.

Country code

This is the corresponding two-digit country code which can be selected from a drop-down menu. You only have to fill in the country code column. The corresponding country name is then entered automatically.

Transaction value Amounts should be entered in thousands of euro and rounded in accordance with standard commercial practice.

Please note that numbers must be entered without any spaces or commas.

Currency

The original currency of the instrument concerned can be selected from a drop-down menu. The ISO currency code will be entered automatically in the field.

Annex Z 11 to the Foreign Trade and Payments Regulation

Further notes regarding this form can be found under the menu item ⇒ [CodeList](#)

You can select the relevant **section of the form** from the drop-down list.

- Outgoing interest, dividend and yield payments on domestic securities

- Incoming interest, dividend and yield payments on domestic securities

After you have selected the relevant section, you will be asked to confirm that you wish to go to a different area.

Interest, dividend and yield payments on domestic securities paid to non-residents. Securities income to be reported includes compensation payments arising from genuine repurchase transactions and securities lending as well as compensation payments in connection with the custody of domestic securities (= securities issued by a resident) as collateral abroad. Disbursements made by the credit institution on its own issues must also be reported. Please state the (net) amounts actually paid or credited to non-residents, categorised by the country in which the beneficiary is domiciled (creditor country), as well as incoming payments from abroad, categorised by the country in which the depository or foreign counterparty is domiciled. For further explanatory notes, see Code list/Explanatory notes on Annex Z 11 to the Foreign Trade and Payments Regulation.

Country

The country in which the beneficiary is resident or domiciled (creditor country) is to be entered here. For incoming payments from abroad, please state the country in which the depository or foreign counterparty is domiciled. For further explanatory notes, see ⇒ [Code list/Explanatory notes on Annex Z 11 to the Foreign Trade and Payments Regulation](#).

Annex Z 12 to the Foreign Trade and Payments Regulation

Further notes regarding this form can be found under the menu item ⇒ [CodeList](#)

Country

For receipts from non-resident travellers in Germany: country of residence
For expenditure by German residents abroad: country of travel

Debit and credit card turnover

The equivalent value of debit and credit card transactions concerning foreign travel that the reporting financial institution has settled with other countries directly (ie not via another resident financial institution) must be reported.

For further explanatory notes, see ⇒ [Code list/Explanatory notes/Explanatory notes on Annex Z 12 to the Foreign Trade and Payments Regulation](#). Please note that numbers must be entered without any spaces or commas.

Annex Z 13 to the Foreign Trade and Payments Regulation

Further notes regarding this form can be found under the menu item ⇒ [Code list/Explanatory notes/Explanatory notes on the coding list for the balance of payments statistics](#).

Purchase of foreign banknotes

Foreign currency transactions connected with foreign travel must be reported. The exchange of foreign currency to purchase securities and the exchange of export receipts for cash should not be reported here. Please note that numbers must be entered without any spaces or commas.

Foreign currency traveller's cheques sent directly to other countries for crediting, encashment or collection

The equivalent value of foreign currency traveller's cheques used in payment or presented for encashment in Germany which the reporting credit institution sent directly (ie not via another resident credit institution) to other countries for crediting, encashment or collection must be reported.

The equivalent value of foreign currency traveller's cheques sent to other countries via resident branches of foreign credit institutions (which are only responsible for forwarding the traveller's cheques) must also be reported.

Please note that numbers must be entered without any spaces or commas.

For further explanatory notes, see ⇒ [Code list/Explanatory notes on Annex Z 13 to the Foreign Trade and Payments Regulation.](#)

Sale of foreign banknotes

Banknotes sold or passed on to non-banks are to be reported.

Please note that numbers must be entered without any spaces or commas.

For further explanatory notes, see ⇒ [Code list/Explanatory notes on Annex Z 13 to the Foreign Trade and Payments Regulation.](#)

Sale of foreign currency cheques

The equivalent values of foreign currency traveller's cheques sold or passed on to resident travellers must be reported. Please note that numbers must be entered without any spaces or commas.

Annex Z 14 to the Foreign Trade and Payments Regulation

Further notes regarding this form can be found under the menu item ⇒ [Code list/Explanatory notes/Explanatory notes on the coding list for the balance of payments statistics.](#)

Country

Please record the amounts according to the country in which the non-resident debtor of the interest payments is domiciled or resident. When reporting interest income from international organisations, enter the amounts against the name of the international organisation and the corresponding country code defined for this purpose and not against the country in which the international organisation is domiciled.

Interest income and similar receipts

Interest income and similar receipts are to be included in this report in accordance with the allocation in the profit and loss account.

Please note that numbers must be entered without any spaces or commas.

For further explanatory notes, see ⇒ [Code list/Explanatory notes on Annex Z 14 to the Foreign Trade and Payments Regulation.](#)

Annex Z 15 to the Foreign Trade and Payments Regulation

Further notes regarding this form can be found under the menu item ⇒ [Code list/Explanatory notes/Explanatory notes on the coding list for the balance of payments statistics.](#)

Country

Please record the amounts according to the country in which the non-resident creditor of the interest payments is domiciled or resident. For interest payments to international organisations, enter the amounts against the name of the international organisation and the corresponding country code defined for this purpose and not against the country in which the international organisation is domiciled.

Interest expenditure and similar outlays

Interest expenditure and similar outlays are to be included in this report in accordance with the allocation in the profit and loss account. Please note that numbers must be entered without any spaces or commas.

For further explanatory notes, see ⇒ [Code list/Explanatory notes on Annex Z 15 to the Foreign Trade and Payments Regulation.](#)

Annex K 3 to the Foreign Trade and Payments Regulation

Further notes regarding this form can be found under the menu item ⇒ [Code list/Explanatory notes/Explanatory notes on Annex K 3 to the Foreign Trade and Payments Regulation](#).

International Securities Identification Number (ISIN)

For listed enterprises, the 12-digit International Securities Identification Number (ISIN) must be entered in this field.

Economic sector

Please state the economic activity of the enterprise being reported on as precisely as possible (for example, "Manufacture of metal pins", "Sale of domestic appliances", "Real estate management").

Country

You can select the country from the dropdown list or enter it manually. The ISO alpha-2 country code will then be entered automatically in the country code field.

Entering amounts

The amounts to be reported must be given in the currency unit in which the balance sheet of the foreign enterprise was drawn up, in thousands of currency units. The annual turnover should be entered in whole millions of currency units. Please note that numbers must be entered without any spaces or commas.

Negative amounts may only be entered under items 53, 31, 32 and 48.

Currency

The currency in which the balance sheet has been drawn up can be selected from the dropdown list or entered manually. The ISO alpha-3 country code will then be entered automatically in the currency code field.

Please ensure that the correct ISO currency code or the correct currency name (eg CNY or Renminbi Yuan for China, or CHF or Swiss franc for Switzerland) has been entered.

Submitting a report

All the balance sheet data of the enterprise required to report must be entered in full before submitting a K 3 report to the Deutsche Bundesbank. If any of the enterprise's balance sheet data are missing, it will not be possible to submit the report.

To assist the Bundesbank in processing the reports, three-digit numerical country codes are printed on sheet 2 in the fields outlined in black. The ISO alpha-2 country codes are also displayed outside the fields outlined in black.

Annex K 4 to the Foreign Trade and Payments Regulation

Further notes regarding this form can be found under the menu item ⇒ [Code list/Explanatory notes/Explanatory notes on Annex K 4 to the Foreign Trade and Payments Regulation](#).

International Securities Identification Number (ISIN)

For listed enterprises, the 12-digit International Securities Identification Number (ISIN) must be entered in this field.

Economic sector

Please state the economic activity of the enterprise being reported on as precisely as possible (for example, "Manufacture of metal pins", "Sale of domestic appliances", "Real estate management").

Country

You can select the country from the dropdown list or enter it manually. The ISO alpha-2 country code will then be entered automatically in the country code field.

Entering amounts

The amounts to be reported must be taken from the balance sheet of the party or enterprise required to report before profit appropriation (if the directly owned enterprises, with which the enterprise required to report has concluded a profit transfer agreement are registered in Germany, the amounts must be reported after profit appropriation). Amounts should be entered in thousands of euro. The annual turnover should be given in whole millions of euro. Please note that numbers must be entered without any spaces or commas.

Negative amounts may only be reported under items 31, 32 and 48.

Submitting a report

All the balance sheet data of the enterprise required to report must be entered in full before submitting a K 4 report to the Deutsche Bundesbank. If any of the enterprise's balance sheet data are missing, it will not be possible to submit the report.

To assist the Bundesbank in processing the reports, three-digit numerical country codes are printed on sheet 2 in the fields outlined in black. The ISO alpha-2 country codes are also displayed outside the fields outlined in black.

Uploading an XML file

As an alternative, you can upload an XML file (e.g. created by online banking software) containing the necessary data.

For this, choose "Datei hochladen" in the menu, click onto the button "Datei auswählen", choose the XML file and confirm with "Datei hochladen". If the upload was successful, you can see the filename, the size, the upload date and the status under the label "Datei-Uploads". You can also find there an acknowledgement.

For more information how to build an XML file in the specified format, see the following links:

- [Information on payment reports](#)
- [Information on stock reports on external claims and liabilities](#)
- [Information on reports on foreign direct investment stock statistics](#)

Uploading a CSV file

In addition to entering data manually and using default entries, you can also import the necessary data in CSV format via an interface.

It is not possible to import data for forms K 3 and K 4.

When creating the CSV file, the data required for forms Z 4, Z 5, Z 5a, Z 5b, Z 8 and Z 10 to Z 15 are to be entered in the same column order as they appear on the form.

Forms Z 4 and Z 10

No	Name of item	Length	Data type	Requirement
1	Voucher type	1	Numeric	Mandatory
	1 Incoming payments in service transactions or transfers			
	2 Outgoing payments in service transactions or transfers			

No	Name of item	Length	Data type	Requirement
	3 Incoming payments in capital flows or financial instruments 4 Outgoing payments in capital flows or financial instruments 5 Incoming payments in merchanting 6 Outgoing payments in merchanting Note: when entering data manually, the voucher type is sometimes automatically detected on the basis of the entry in the amount column.			
2	Code	3	Numeric	Mandatory
3	Purpose of payment / description of securities or description of goods	<= 140 or <= 70	Alpha-numeric	Mandatory
4	Country code (ISO, two-digit)	2	Alpha-numeric	Mandatory
5	Amount	<=18	Numeric, sign allowed, but no decimal or thousand separator	Mandatory
6	ISIN or chapter number from the Standard International Trade Classification (SITC)	12 or 2	Alpha-numeric	Mandatory for financial instruments* or merchanting, otherwise blank
7	Nominal amount in thousands of units or exact quantity	<=18	Numeric, sign allowed, but no decimal or thousand separator	Mandatory for financial instruments, otherwise blank
8	Issue currency or code for nettings or contributions of assets	3 or 1	Alpha-numeric	Mandatory for financial instruments quoted as a percentage, otherwise optional

*Exception: ISIN is not required for financial derivatives.

Example for Annex Z 4, services section
1;570;Construction work;HU;56000

Example for Annex Z 4, merchanting section
5;3;Electrical services;FR;36;74

Example for Annex Z 10
3;141;Federal bond;FR;26143; DE0001135085;20000;EUR

Form: Z 5 Claims and liabilities arising from financial operations with foreign banks

Amounts are to be given in thousands of euro; foreign currencies are to be converted into euro.

No	Name of item	Length	Data type	Requirement
1	Country code (ISO, two-digit)	2	Alpha- numeric	Mandatory
2	Currency code (ISO, three-digit)	3	Alpha- numeric	Mandatory
3	Claims on foreign banks (excluding securities) with maturities of up to 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
4	Claims on foreign banks (excluding securities) with maturities of more than 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
5	Liabilities to foreign banks (excluding securities) with maturities of up to 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
6	Liabilities to foreign banks (excluding securities) with maturities of more than 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled

Example for Annex Z 5
IT;EUR;1000;;;
US;USD;;;400

GB;GBP;;5000;;

Form: Z 5a sheet 1 Claims and liabilities arising from financial operations with foreign non-banks

A CSV file must be created and uploaded for each section of the form “Claims and liabilities vis-à-vis affiliated foreign non-banks

- a) which hold a participating interest in the reporting entity
- b) in which the reporting entity holds a participating interest
- c) with which the reporting entity is affiliated by way of a common investor and
- d) other foreign non-banks”.

Amounts are to be given in thousands of euro; foreign currencies are to be converted into euro.

No	Name of item	Length	Data type	Requirement
1	Country code (ISO, two-digit)	2	Alpha-numeric	Mandatory
2	Currency code (ISO, three-digit)	3	Alpha-numeric	Mandatory
3	Claims (excluding securities) with maturities of up to 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
4	Claims (excluding securities) with maturities of more than 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
5	Liabilities (excluding securities) with maturities of up to 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
6	Liabilities (excluding securities) with maturities of more than 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled

[Example for Annex Z 5a sheet 1](#)

CH;CHF;77;;;3500
FR;EUR;;;1000;;

Form: Z 5a sheet 2 Claims and liabilities vis-à-vis foreign non-banks arising from transactions in goods and services

A CSV file must be created and uploaded for each section of the form “Claims and liabilities vis-à-vis affiliated foreign non-banks

- a) which hold a participating interest in the reporting entity
- b) in which the reporting entity holds a participating interest
- c) with which the reporting entity is affiliated by way of a common investor and
- d) other foreign non-banks”.

Amounts are to be given in thousands of euro; foreign currencies are to be converted into euro.

No	Name of item	Length	Data type	Requirement
1	Country code (ISO, two-digit)	2	Alpha-numeric	Mandatory
2	Currency code (ISO, three-digit)	3	Alpha-numeric	Mandatory
3	Claims arising from deliveries of goods and services with maturities of up to 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
4	Claims arising from deliveries of goods and services with maturities of more than 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
5	Claims from advance payments made	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
6	Liabilities arising from deliveries of goods and services with maturities of up to 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled

No	Name of item	Length	Data type	Requirement
7	Liabilities arising from deliveries of goods and services with maturities of more than 1 year	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
8	Liabilities from advance payments received	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled

Example for Annex Z 5a sheet 2

FR;EUR;;;4500;;;3500;7700;
IT;EUR;;;;;9900;11100

Example for Annex Z 5a sheet 2/2

FR;EUR;;;4500;;;3500;7700;
IT;EUR;;;;;9900;11100

Form: Z 5b Claims and liabilities vis-à-vis foreigners arising from derivative financial instruments

Amounts are to be given in thousands of euro; foreign currencies are to be converted into euro

No	Name of item	Length	Data type	Requirement
1	Country code (ISO, two-digit)	2	Alpha-numeric	Mandatory
2	Claims (derivative financial instruments with a positive fair value) on foreign banks	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
3	Claims (derivative financial instruments with a positive fair value) on affiliated foreign non-banks	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
4	Claims (derivative financial instruments with a positive fair value) on other foreign non-banks	<=9	Numeric, max 9 digits, signs,	At least one amount field must be

No	Name of item	Length	Data type	Requirement
			commas or decimal points not permitted	filled
5	Liabilities (derivative financial instruments with a negative fair value) to foreign banks	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
6	Liabilities (derivative financial instruments with a negative fair value) to foreign affiliated non-banks	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled
7	Liabilities (derivative financial instruments with a negative fair value) to other foreign non-banks	<=9	Numeric, max 9 digits, signs, commas or decimal points not permitted	At least one amount field must be filled

Example for Annex Z 5b

FR; 51000; 52000; 53000; 54000; 55000; 56000
 CH; 1000; 2000; 3000; 4000; 5000; 6000

Example for Annex Z 8

GB; 210; 2

Example for Annex Z 11

US; 525

Example for Annex Z 12

US; 2; 3

Example for Annex Z 13

JPY; 10; 9; 3; 2

Example for Annex Z 14

KZ; 10

Example for Annex Z 15

FR; 50

After clicking on the command "Upload CSV file" at the top right of the screen, you can search for the relevant CSV file by clicking "Search". To import the data, click "Upload file". The fields on the form will then be filled automatically.

Possible errors will be highlighted in red on the form. Incorrect data sets can be corrected or deleted in the form.

Please note that incorrect data sets cannot be saved. For Annex Z 4, Z 5a sheet 1 and Z 5a sheet 2, please ensure that the **applicable section** is selected in advance. CSV files can only be uploaded for Annex Z 4, Z 5a sheet 1, Z 5a sheet 2 if you have not yet submitted a report for the section concerned.

You can upload a maximum of 2,000 data sets per file.

Files to be uploaded must be in CSV format (RFC 4180).

Column headings	None
Data set delimiter	Line break
Data field delimiter	Semicolon (;)
Permitted character sets and codes	Windows 1252 or CP1252 ISO-8859-15

Not all characters from the character sets are permitted.

Note: The semicolon is only allowed as value separator. Line terminators inside a field are not allowed. The quotation mark is not allowed.

Unicode Byte Order Mark (EF BB BF) at the beginning of a file is not allowed.

Permitted character range:

Permitted Range from			to		
	Unicode	Description		Unicode	Description
	U+0020	SPACE			
!	U+0021	EXCLAMATION MARK			
%	U+0025	PERCENT SIGN			
+	U+002B	PLUS SIGN	/	U+002F	SOLIDUS
0	U+0030	DIGIT ZERO	9	U+0039	DIGIT NINE
:	U+003A	COLON			
?	U+003F	QUESTION MARK	@	U+0040	COMMERCIAL AT
A	U+0041	LATIN CAPITAL LETTER A	Z	U+005A	LATIN CAPITAL LETTER Z
a	U+0061	LATIN SMALL LETTER A	z	U+007A	LATIN SMALL LETTER Z
À	U+00C0	LATIN CAPITAL LETTER A WITH GRAVE	Ö	U+00D6	LATIN CAPITAL LETTER O WITH DIAERESIS
Ø	U+00D8	LATIN CAPITAL LETTER O WITH STROKE	ß	U+00DF	LATIN SMALL LETTER SHARP S
à	U+00E0	LATIN SMALL LETTER A WITH GRAVE	ö	U+00F6	LATIN SMALL LETTER O WITH DIAERESIS
ø	U+00F8	LATIN SMALL LETTER O WITH STROKE	ÿ	U+00FF	LATIN SMALL LETTER Y WITH DIAERESIS

Forbidden character range:

FORBIDDEN Range from			to		
	Unicode	Description		Unicode	Description
	U+0000	<control> NULL		U+001F	<control> INFORMATION SEPARATOR ONE

“	U+0022	QUOTATION MARK			
#	U+0023	NUMBER SIGN			
\$	U+0024	DOLLAR SIGN			
*	U+002A	ASTERISK			
;	U+003B	SEMICOLON			
<	U+003C	LESS THEN SIGN			
=	U+003D	EQUALS SIGN			
[U+005B	LEFT SQUARE BRACKET	`	U+0060	GRAVE ACCENT
{	U+007B	LEFT CURLY BRACKET		U+007F	<control> DELETE
	U+00A0	NO-BREAK SPACE	¿	U+00BF	INVERTED QUESTION MARK
×	U+00D7	MULTIPLICATION SIGN			
÷	U+00F7	DIVISION SIGN			
Ã	U+0100	CAPITAL LETTER A WITH MACRON		U+10FFFF	<not a character>

If you have problems importing the file, please call the telephone number given under Contact.

Annex Z 4 Payments related to external transactions, Services

	A	B	C	D	E
1	1	570	Bauleistungen	HU	56
2	1	442	Feuerversicherung	GB	13
3	2	442	Feuerversicherung	GR	88

Dienstleistungen/Kapitalverkehr/Übertragungen							Eingehende Zahlungen		Ausgehende Zahlungen		V/E		
Zweck der Zahlung							BA	Kennzahl	Land	Land-Code	Beträge in Tsd Euro		
Bauleistungen							1	570	Ungarn	HU	56		
Feuerversicherung							1	442	Großbritannien	GB	13		
Feuerversicherung							2	442	Griechenland	GR		88	

Annex Z 4 Payments related to external transactions, Capital flows

	A	B	C	D	E	F
1	4	222	Darlehenserrhöhung	FR	266	V
2	3	289	kapitalisierte Zinsen	FR	266	V
3	4	211	Einbringung ausl. Unternehmen B (AG) in ausl. Unternehmen A (Nicht-AG)	FR	98.000	E
4	3	207	Einbringung ausl. Unternehmen B (AG) in ausl. Unternehmen A (Nicht-AG)	NL	98.000	E

Dienstleistungen/Kapitalverkehr/Übertragungen							Eingehende Zahlungen		Ausgehende Zahlungen		V/E		
Zweck der Zahlung							BA	Kennzahl	Land	Land-Code	Beträge in Tsd Euro		
Darlehenserrhöhung							4	222	Frankreich	FR	266		V
kapitalisierte Zinsen							3	289	Frankreich	FR	266		V
Einbringung ausl. Unternehmen B (AG) in ausl. Unternehmen A (Nicht-AG)							4	211	Frankreich	FR		98000	E
Einbringung ausl. Unternehmen B (AG) in ausl. Unternehmen A (Nicht-AG)							3	207	Niederlande	NL	98000		E

Annex Z 4 Payments related to external transactions, Merchenting

	A	B	C	D	E	F
1	5	3	TR Kautschuk	US	500	74
2	6	3	TR Kautschuk	GB	400	74

Transithandel										stets belegen alternativ belegen mind. eine davon belegen	
	Zweck der Zahlung	BA	Kenn- zahl	Kap.- Nr.	Land	Land- Code	Eingehende Zahlungen	Ausgehende Zahlungen	V/E		
										Beträge in Tsd Euro	
Zeile entfernen	TR Kautschuk	5	003	74	USA	US	500				
Zeile entfernen	TR Kautschuk	6	003	74	Großbritannien	GB			400		

Annex Z 4 Payments related to external transactions, Direct investment

	A	B	C	D	E	F	G
1	3	927	Beteiligung an börsennotierter AG	US	150.000	US12345647	1477
2	4	927	Beteiligung an börsennotierter AG	GB	45.000	US12345647	632

	Stückzahl Aktien	Zweck der Zahlung	ISIN	BA	Kenn- zahl	Land	Land- Code	Eingehende Zahlungen	Ausgehende Zahlungen	V/E	
										Beträge in Tsd Euro	
Zeile entfernen	1477	Beteiligung an börsennotierter AG	US1234564789	3	927	USA	US	150000			
Zeile entfernen	632	Beteiligung an börsennotierter AG	US1234564789	4	927	Großbritannien	GB		45000		

Annex Z 5 Claims and liabilities arising from financial operations with foreign banks

	A	B	C	D	E	F
1	IT	EUR	2000	30000	400000	500000000
2	US	USD				400
3	GB	GBP		5000		

alle Zeilen entfernen	Sitzland des Schuldners/ des Gläubigers	Währung, in der Forderungen/ Verbindlichkeiten bestehen	Beträge sind in Tausend Euro anzugeben; fremde Währungen sind in Euro umzurechnen			
			Forderungen an ausländische Banken (ohne Wertpapiere)		Verbindlichkeiten gegenüber ausländischen Banken (ohne Wertpapiere)	
			bis zu 1 Jahr	mehr als 1 Jahr	bis zu 1 Jahr	mehr als 1 Jahr
			02	03	04	05
Zeile entfernen	Italien	IT EUR	2000	30000	400000	500000000
Zeile entfernen	USA	US USD				400
Zeile entfernen	Großbritannien	GB GBP		5000		

Annex Z 5a sheet 1 Claims and liabilities arising from financial operations with foreign non-banks

	A	B	C	D	E	F
1	CH	CHF	62	63	64	650000000
2	FR	EUR		1000		

alle Zeilen entfernen	Sitzland des Schuldners/ des Gläubigers	Währung, in der Forderungen/ Verbindlichkeiten bestehen	Beträge sind in Tausend Euro anzugeben; fremde Währungen sind in Euro umzurechnen			
			Forderungen (ohne Wertpapiere)		Verbindlichkeiten (ohne Wertpapiere)	
			bis zu 1 Jahr	mehr als 1 Jahr	bis zu 1 Jahr	mehr als 1 Jahr
			62	63	64	65
Zeile entfernen	Schweiz	CH CHF	62	63	64	650000000
Zeile entfernen	Frankreich	FR EUR		1000		

Annex Z 5a sheet 2 Claims and liabilities vis-à-vis foreign non-banks arising from trade in goods and services

	A	B	C	D	E	F	G	H
1	FR	EUR	8100	8265464	8364646	840000	85479631	8600
2	IT	EUR					123456789	987654321

alle Zeilen entfernen	Sitzland des Schuldners/ des Gläubigers	Währung, in der Forderungen/ Verbindlichkeiten bestehen	Beträge sind in Tausend Euro anzugeben; fremde Währungen sind in Euro umzurechnen						
			Forderungen			Verbindlichkeiten			
			aus Warenlieferungen und Leistungen		aus geleisteten Anzahlungen	aus Warenlieferungen und Leistungen		aus empfangenen Anzahlungen	
			mit Fristigkeiten bis zu 1 Jahr	mit Fristigkeiten von mehr als 1 Jahr		mit Fristigkeiten bis zu 1 Jahr	mit Fristigkeiten von mehr als 1 Jahr		
81	82	83	84	85	86				
Zeile entfernen	Frankreich	... FR ...	EUR	8100	8265464	8364646	840000	85479631	8600
Zeile entfernen	Italien	... IT ...	EUR				123456789	987654321	

Annex Z 5b to the Foreign Trade and Payments Regulation, Claims and liabilities vis-à-vis foreigners arising from derivative financial instruments

	A	B	C	D	E	F	G
1	FR	51	520	53000	540000	5500000	56000000
2	CH	1000	2000	3000	4000	5000	6000

alle Zeilen entfernen	Sitzland des Kontrahenten	Beträge sind in Tausend Euro anzugeben; fremde Währungen sind in Euro umzurechnen						
		Forderungen (derivative Finanzinstrumente mit positivem Zeitwert)			Verbindlichkeiten (derivative Finanzinstrumente mit negativem Zeitwert)			
		gegenüber ausländischen Banken	gegenüber ausländischen Unternehmen (Nichtbanken)		gegenüber ausländischen Banken	gegenüber ausländischen Unternehmen (Nichtbanken)		
			verbundene Unternehmen	sonstige Unternehmen		verbundene Unternehmen	sonstige Unternehmen	
51	52	53	54	55	56			
Zeile entfernen	Frankreich	... FR ...	51	520	53000	540000	5500000	56000000
Zeile entfernen	Schweiz	... CH ...	1000	2000	3000	4000	5000	6000

Screenshot Z 8 (payments to foreigners)

	A	B	C
1	HR	88	
2	XK		99

Screenshot Z 8 (revenue from foreigners)

	A	B	C	D	E
1	CW	111			
2	US		222		
3	CA			333	
4	CN				444

Screenshot Z 8 (revenue from natives)

	A	B	C
1	US	555	
2	CA		666

Screenshot Z 10

	A	B	C	D	E	F	G	H
1	3	141	Land Hessen	FR	10115	DE000A0SLV12	10000	EUR

	Kennzahl	Nennwert/ Stück	Bezeichnung Wertpapiere / Finanzderivate	ISIN	Land	Land-Code	Eingehende Zahlungen	Ausgehende Zahlungen	Währung
	141	10115	Land Hessen	DE000A0SLV12	Frankreich	FR	10000		EUR

Screenshot Z 11

	A	B	C	D
1	NL	4554		25
2	GB		6	
3	US	525		

Ausgehende Zins-, Dividenden- und Ertragszahlungen auf inländische Wertpapiere

eventuell belegen
stets belegen
alternativ belegen
mind. eine davon belegen

Links	Land	Land-Code	Beträge in Tsd Euro			
			Ausgehende Zins-, Dividenden- und Ertragszahlungen auf inländische Wertpapiere			
			Staats- und Gemeindeanleihen	private Anleihen	Dividendenpapiere	Investmentanteile
			BA 4-382	BA 4-183	BA 4-285	BA 4-685
Zeile entfernen	Niederlande	NL	4554		25	
Zeile entfernen	Großbritannien	GB		6		
Zeile entfernen	USA	US	525			

Screenshot Z 12

	A	B	C	D	E
1	US	2	3		
2	FR	1	4		
3	EE			2	7

Links	Land	Land-Code	Beträge in Tsd Euro			
			Einnahmen im Reiseverkehr		Ausgaben im Reiseverkehr	
			unmittelbar mit anderen Ländern abgerechnete		unmittelbar mit anderen Ländern abgerechnete	
			Debitkarten-Umsätze gebietsfremder Reisender in Deutschland	Kreditkarten-Umsätze gebietsfremder Reisender in Deutschland	Debitkarten-Umsätze gebietsansässiger Reisender im Ausland	Kreditkarten-Umsätze gebietsansässiger Reisender im Ausland
			BA 1-018	BA 1-007	BA 2-018	BA 2-007
Zeile entfernen	USA	US	2	3		
Zeile entfernen	Frankreich	FR	1	4		
Zeile entfernen	Estland	EE			2	7

Screenshot Z 13

	A	B	C	D	E
1	JPY	10	9	3	2
2	SEK	2	4	2	9
3	NOK	9	8	2	7

Links	Währung		Beträge in Tsd Euro				
			Einnahmen im Reiseverkehr		Ausgaben im Reiseverkehr an Nichtbanken verkaufte/abgegebene		
			von Nichtbanken angekauft/ hereingenommene Sorten	unmittelbar in andere Länder zur Gutschrift, Einlösung oder zum Einzug versandte Fremdwährungs- reiseschecks	Sorten	Fremdwährungs- reiseschecks	
			BA 1-010	BA 1-011	BA 2-010	BA 2-011	
Zeile entfernen	JPY	...	Yen	10	9	3	2
Zeile entfernen	SEK	...	Schwedische Krone	2	4	2	9
Zeile entfernen	NOK	...	Norwegische Krone	9	8	2	7

Screenshot Z 14

	A	B
1	FR	50
2	US	128
3	GB	4

Links	Schuldnerland	Land- Code	Beträge in Tsd Euro		
			Zinseinnahmen und zinsähnliche Erträge		
			BA 3-184		
Zeile entfernen	Frankreich	...	FR	...	50
Zeile entfernen	USA	...	US	...	128
Zeile entfernen	Großbritannien	...	GB	...	4

Screenshot Z 15

	A	B
1	LU	50
2	US	128
3	GB	4

Links	Gläubigerland	Land- Code	Beträge in Tsd Euro		
			Zinsausgaben und zinsähnliche Aufwendungen		
			BA 4-184		
Zeile entfernen	Luxemburg	...	LU	...	50
Zeile entfernen	USA	...	US	...	128
Zeile entfernen	Großbritannien	...	GB	...	4

Saving a draft

To save a draft version and continue filling in the form at a later time, click “**Entwurf speichern**”. The report will not be sent to the Bundesbank at this point.

Please note that incorrect data sets cannot be saved. The values entered are checked against the validity lists saved in the system.

You can save a draft of forms K 3 and K 4 even if you have not yet completed sheet 2 of each respective form.

A list of all reports created can be found under “Meldungen/ Erstellte Meldungen”. Drafts which have not yet been submitted are also included in this list.

Any drafts you have saved will also be displayed in a separate overview as soon as you select “Neue Meldung erstellen” for the form and the reporting period/date in question.

Sending a report

To send the data sets to the Deutsche Bundesbank, click “**Versenden**” at the bottom right of the screen. When you press this button, the values entered are checked against the validity lists saved in the system and subjected to a plausibility check, and possible errors are flagged. Incorrect data sets cannot be sent or saved.

You will then be asked to confirm that you want to send the report in this form. After you have confirmed this, a message will appear on the screen to show that your request is being processed. Please note that this process may take a few moments depending on the volume of data being transferred. The submitted report is then available to download as a PDF document. Please keep this document as proof of submission.

If you have finished entering data, you can end the programme by clicking “Abmelden” at the top right of the screen.

Creating a template

You can simplify the reporting process by creating a template for transactions that recur on a regular basis. To access the templates, select “Neue Vorlage erstellen”.

The procedure for creating a template is similar to that for creating a new report. The first step is to select the form from the drop-down list. Using the mouse or the arrow keys, highlight and select the relevant form. You can then enter a name for your template in the field “Vorlagenbezeichnung”.

After you have confirmed the data entered by clicking “Weiter”, the selected form will be opened.

Enter the data which are relevant for the template and save these by clicking “Vorlage speichern”. After the data have been saved successfully, the following message will be displayed: “Der angezeigte Meldebereich wurde erfolgreich geprüft”.

You can view your templates in the submenu “Vorlagenverwaltung”. Your templates are sorted by form type, template name and date of creation and modification.

This view can be filtered by form type.

Automatically generated template for K 3 and K 4 reports

When you submit a K 3 or K 4 report to the Deutsche Bundesbank, selected data from the current report are saved in an automatically generated template under “Vorlagenverwaltung”.

Editing an existing template

There are three ways of editing templates that have already been created: “Neue Meldung”, “bearbeiten” and “löschen”.

You can use the selected template to create a new report by clicking “Neue Meldung”.

To edit the template and save any changes, click “bearbeiten”.

Select “löschen” to remove a template which has already been saved. You will then be asked to confirm that you wish to delete the template.

Creating a nil report

The default setting when selecting a form is **to create a new report**. However, should you not have any transactions subject to reporting requirements or stock reports to submit for a

particular reporting month / reporting date, you can create a nil report by clicking on the second menu item.

After selecting this option, you will be asked either to confirm that you wish to send the nil report or to cancel. If you confirm that you wish to send the nil report, you will be given the option of downloading a PDF document to keep for your own records. You will not be asked to confirm sending or to cancel for forms K 3 and K 4. Instead, you will have to complete a separate "nil report" form.

A list of all sent reports can be found under the menu item ⇒ "Erstellte Meldungen". Nil reports are also displayed here.

Created reports

In the submenu "Erstellte Meldungen", all reports, nil reports and drafts saved in the system are displayed by form, reporting period/date, type, status and date of creation and modification. This view can be sorted by all criteria and also be filtered by form and reporting period/date.

The status of a report can be "Entwurf", "Korrektur", "Storniert" or "Versendet".

Whether or not it is possible to edit a report depends on its status.

You must be able to prove with the **relevant documentation** which individual transactions or stocks are contained in the sums reported. We therefore recommend that reporting documentation not be saved on your system but separately, for example on a CD, USB stick, etc.

Changing a draft report

Click "Bearbeiten" next to the selected report to display the draft form which has not yet been sent. You can navigate through and change the fields using the mouse or the tab key. At this stage, you can either enter further data sets, save the report as a draft or send the report to the Deutsche Bundesbank. It is also possible to delete the report by clicking "löschen".

Correcting a submitted report

For reports which have already been sent, the editing options "Anzeigen", "korrigieren" "löschen" and, in some cases, "Original anzeigen" are listed on the right-hand side next to the selected report. Select "Anzeigen" to view the PDF document of the submitted report. By selecting "korrigieren", you can change the data originally submitted, beginning with the data of the contact person. Please note that, when reporting payments, the data sets originally submitted can be changed only once. Additional corrections must be submitted in a separate report. K 3 and K 4 reports can be corrected multiple times. If you have already submitted reports K 3 and K 4 and you then wish to submit sheet 2 of the respective form at a later date, this must be done via the editing option "korrigieren".

On the forms for transaction reports, to the left of the data sets already entered, there is the option of cancelling or changing the contents of your reports. When you select "löschen", the selected row is shown with a line scored through it and sent to the Deutsche Bundesbank as a minus amount. When making changes to a row, the contents of the selected data set are also shown with a line scored through them and an editable copy of the row is inserted below this data set. Each entry in this data set can be changed. When the report is sent to the Bundesbank, the line which has been scored through is submitted as a minus amount and the data in the new row are submitted as a new report. The original report is thus cancelled and replaced by the new one.

Corrected stock reports Z 5, Z 5a sheet 1, Z 5a sheet 2 und Z 5b are sent to the Bundesbank with all data sets, as complete, changed reports and replace the data originally reported. If you select "korrigieren", the data already entered for the report in question will be displayed, allowing

you to change individual data fields or to edit/delete data sets for countries. In forms Z 5a sheet 1 and Z 5a sheet 2, you can reassign data in different sections of the form.

If corrections are made to stock reports K 3 and K 4, only the edited version of sheet 1 and sheet 2 will be sent to the Bundesbank. This means that only the corrected data will be overwritten in the original report.

Cancelling a submitted report

Transaction reports and stock reports which have already been sent can be cancelled by selecting "löschen", located to the right of the selected report or the nil report. By selecting "löschen", you can withdraw either the entire report or a nil report. If you select "löschen", you will be asked to confirm your request. If you confirm your request, the cancellation information will be sent to the Bundesbank and a "Storno" entry will be generated in the list of created reports. Please note that no further changes can be made to cancellation reports once they have been sent.

User and master data management

Master data

The submenu " Stammdaten " contains the information provided to the Bundesbank regarding the company name, address, telephone number and the main field of economic activity of a party required to report, as well as the date on which the data were last reviewed. Click " Stammdaten bestätigen " to confirm that you have reviewed and verified the data. To edit the data, click " Änderung beantragen ". Changes can be entered directly after selecting the relevant field. You will be asked to confirm the change before you can send the change request. When you confirm your request, the updated data will be sent to the Deutsche Bundesbank for processing. Until the request has been processed, you will be able to see both the previously saved data as well as the newly changed data. A Bundesbank administrator will contact you if any of the data require clarification.

Please note that once the Bundesbank has begun processing the data, no further changes can be made. If you wish to correct the change requested, you can withdraw the change request and create a new one.

Rights of third-party submitters

The parties required to report for which you are authorised to submit reports and the forms you are authorised to submit are listed under "Dritteinreicherrechte".

First-time authorisation

In the submenu "Neuzulassung", you can enter the data of the parties required to report for which you are authorised to submit foreign trade and payments reports. Please enter the required data into the programme and select the form for which you are authorised to submit reports. Please note that for legal reasons we require confirmation from you that you are authorised to submit foreign trade and payments reports. Please confirm this by clicking the last box.

Click "Antrag absenden" to submit your request to the Bundesbank for processing. Your request will be approved within two business days. A Bundesbank administrator will contact you if any of the data require clarification.

Please note that once the Bundesbank has begun processing the data, no further changes can be made.

The parties required to report for which you are authorised to submit reports and the forms you are authorised to submit are listed under "Dritteinreicherrechte".

You can make changes by clicking "Änderung" => **Change rights of third-party submitters**.

To withdraw an authorisation, click "Änderung zurücknehmen". After you have confirmed that you wish to delete the authorisation, your request will be sent to the Bundesbank for processing and the authorisation will be deleted.

Changing rights of third-party submitters

In the submenu "Wechsel Meldepflichtiger", you can make changes to the authorisation with regard to which forms you are allowed to submit reports for.

Please note that for legal reasons we require confirmation from you that you are authorised to submit foreign trade and payments reports. Please confirm this by clicking the last box.

Click "Antrag absenden" to submit your request to the Bundesbank for processing. In the next few days, you will receive a message confirming that you have been authorised to submit data for additional foreign trade and payments reports. A Bundesbank administrator will contact you if any of the data require clarification.

Please note that once the Bundesbank has begun processing the data, no further changes can be made. The only option you have is to cancel all of the changes submitted by clicking "Änderung zurücknehmen".

User profile

The personal ExtraNet data of the submitter can be found under "Benutzerprofil", in the first section. If you wish to change the data, click on the "Login ExtraNet Benutzerverwaltung" link below the user data.

The data of your enterprise (in this context, this also refers to banks, individuals and public authorities which use the programme) are shown in the second section of the display. A request to change the data listed here must however be made via the submenu item "Master data/User data". Change **master data** => master data, change request.

Code lists

In this section, you can find all the code lists required for creating a report as well as detailed notes on each form to assist you when creating a report.

Explanatory notes

Here you can find explanatory notes on the reporting requirements for the individual forms.

[Explanatory notes of the Bundesbank on the coding list for the balance of payments statistics](#)

[Explanatory notes of the Bundesbank on Annexes Z 4, Z8 and Z10 to the Foreign Trade and Payments Regulation](#)

[Explanatory notes of the Bundesbank on Annexes Z 10 to Z15 to the Foreign Trade and Payments Regulation](#)

[Explanatory notes of the Bundesbank on Annexes Z 5, Z 5a and Z 5b to the Foreign Trade and Payments Regulation](#)

[Explanatory notes of the Bundesbank on Annex K 3 to the Foreign Trade and Payments Regulation](#)

[Explanatory notes of the Bundesbank on nil report for Annex K 3 to the Foreign Trade and Payments Regulation](#)

[Explanatory notes of the Bundesbank on Annex K 4 to the Foreign Trade and Payments Regulation](#)

[Explanatory notes of the Bundesbank on nil report for Annex K 4 to the Foreign Trade and Payments Regulation](#)

Notices/FAQ

Here you will find notices and FAQs on foreign trade and payments reports.

Chapter numbers

Directory of chapter numbers of the Standard International Trade Classification (SITC).

Countries

Country list for the balance of payments statistics of the Federal Republic of Germany. Numeric code and ISO-alpha-2-country-code.

International organisations (Only organisations whose members are solely or largely government bodies from at least two countries. All other international institutions, associations and groups are to be reported using the country code of their country of domicile): numeric code and pseudo ISO-alpha-2-country-code.

Coding list

Coding list of the Deutsche Bundesbank's balance of payments statistics, Annex LV to the Foreign Trade and Payments Regulation.

Currencies

Currency list for the external sector statistics of the Federal Republic of Germany.

Economic sectors

Economic sectors for the external sector statistics of the Federal Republic of Germany.

XML file upload

Upload file

As an alternative, you can upload an XML file (e.g. created by online banking software) containing the necessary data.

For this, choose "Datei hochladen" in the menu, click onto the button "Datei auswählen", choose the XML file and confirm with "Datei hochladen". If the upload was successful, under the menu item "Datei-Uploads" you can see the filename, the size, the upload date, the status and an acknowledgement.

For more information how to build an XML file in the specified format, see the following links:

- [Information on payment reports](#)
- [Information on stock reports on external claims and liabilities](#)
- [Information on reports on foreign direct investment stock statistics](#)