

## Guidance notes

### Reporting on level of direct investment

Annex K3 and Annex K4 to the Foreign Trade and Payments Regulation –  
Notes and guidance

#### A. General information

The stock statistics from data collected on direct investments provide information on the amount and the structure of cross-border equity investments that equate to at least 10% of the share of capital or voting rights. They therefore provide an accurate illustration of the German economy's links with the global economy. The information in question is also included in other external statistics, such as the balance of payments statistics (income from participating interests) or Germany's international investment position. Pursuant to Sections 64 and 65 of the Foreign Trade and Payments Regulation (*Außenwirtschaftsverordnung*) in conjunction with the Foreign Trade and Payments Act (*Außenwirtschaftsgesetz*), there is a legal obligation to provide information. Please answer the questions in a precise and comprehensive manner. Pursuant to the Foreign Trade and Payments Act in conjunction with the Act on Statistics for Federal Purposes (*Gesetz über die Statistik für Bundeszwecke*), your data are subject to statistical confidentiality.

#### B. Submission of reports

The report is to be made once per year and submitted electronically to the Bundesbank. The Bundesbank's ExtraNet infrastructure can be used to submit reporting forms securely in electronic form via the general statistics reporting portal (*Allgemeines Meldeportal Statistik – AMS*). The general statistics reporting portal enables you to create reports easily and securely online and send them to the Bundesbank. For transferring relatively large volumes of data, we recommend using XML files. These can be uploaded using the XML file upload function in the general statistics reporting portal. Amongst other things, the upload involves an immediate check to verify whether the reports are technically valid. More information on the electronic submission procedures (AMS and AMS upload) and the format specifications for generating files in XML format are available on our website at Service > Reporting systems > External sector > Electronical submission. If files are to be sent in XML format, please send a test report in advance marked "Test".

The **K3 report** is to be submitted no later than the last working day of the sixth month following the reporting entity's balance sheet date (= reporting date). The reporting date for reporting entities that do not produce a separate balance sheet (individuals) is 31 December of a given year; such entities must therefore submit their reports by the end of June of the following year.

The **K4 report** is to be submitted no later than the last working day of the sixth month following the balance sheet date. For reports submitted by:

- reporting entities that are legally independent enterprises, this balance sheet date is the enterprise's own balance sheet date.
- reporting entities that are branches or permanent establishments of a non-resident enterprise, the non-resident enterprise's balance sheet date is regarded as the relevant balance sheet date.

If reports cannot be submitted on time due to missing data or balance sheets, an **extension to the deadline** may be applied for in justified exceptional circumstances (email: szawstat-k3k4@bundesbank.de; postal address: Deutsche Bundesbank, Servicezentrum Außenwirtschaftsstatistik, 55148 Mainz).

Annexes K3 and K4 to the Foreign Trade and Payments Regulation, which are to be used for the reports, are based on the balance sheet structure pursuant to Section 266 of the German Commercial Code (*Handelsgesetzbuch*). The figures to be reported are to be taken from the relevant balance sheet – **before** appropriation of profits – drawn up in accordance with international rules (IFRS or US GAAP) or the rules applying in the respective home country. When allocating individual balance sheet items to the items in the reporting form's template, the same definitions and classifications that apply to the balance sheet of a German corporation are to be used insofar as possible. Reporting entities that submit their K4 reports based on national accounting rules must follow the structure set out in Section 266 of the German Commercial Code.

If reporting thresholds for the current reporting year mean that a **report is no longer required**, the Bundesbank is to be informed of this informally or through the submission of a completed nil report for form K3 or K4. However, if only individual investment enterprises are no longer required to be reported in Annex K3 and/or K4, these must be entered with the commercial name and registered office of the investment in the lower part of the table on sheet 1.

## **C. Annex K3 to the Foreign Trade and Payments Regulation – Residents' assets abroad**

### **I. Reporting requirement and reporting thresholds:**

#### **1. The following entities are subject to reporting requirements:**

- Resident entities (including individuals), assuming that on the reporting date they directly hold 10% or more of the shares or voting rights in a non-resident enterprise, or taken together, directly and indirectly hold more than 50% of the shares or voting rights in a non-resident enterprise, and the total assets of the non-resident enterprise amount to (the equivalent of) more than €3 million.
- Resident entities that maintain branches or permanent establishments abroad which individually have business assets in excess of €3 million. Multiple branches and permanent establishments of the same domestic entity in a given country can be consolidated as one entity here. Non-permanent establishments chiefly refer to assembly plants, building sites and the like set up for a limited period of time to fulfil a specific mandate.

### **II. Contents of the report:**

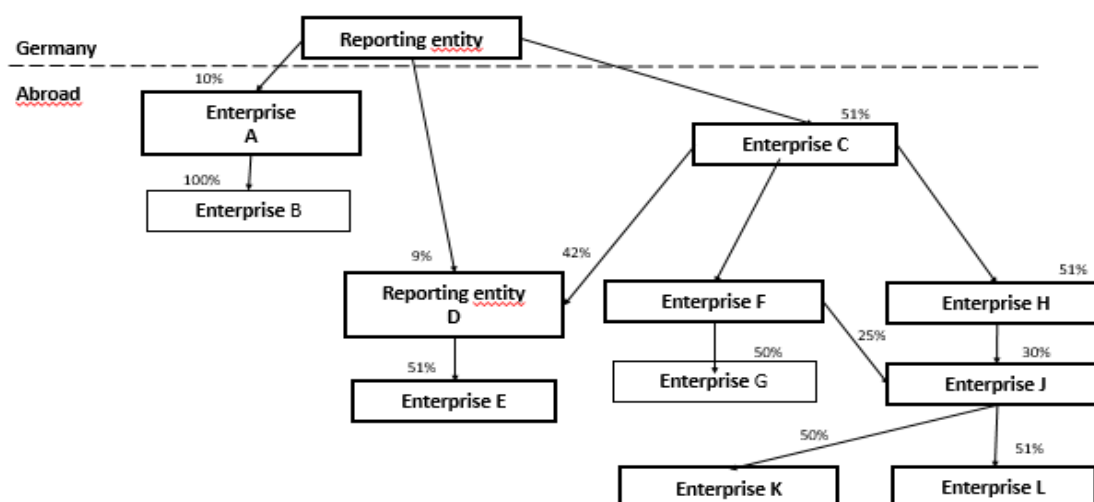
The K3 report consists of two parts:  
one copy of sheet 1 and one or more copies of sheet 2.

#### **1. The following is to be reported on sheet 1:**

- General information regarding the person or the enterprise of the reporting entity are to be reported under I. If the reporting entity is an enterprise, key data on the German investor (balance sheet total, annual turnover and number of employees) are additionally to be reported. To classify investments by enterprises belonging to a group, the group's key data is also requested. If the reporting entity is an enterprise that is dependent on a non-resident entity, the country of the group headquarters is to be reported.

- Under II, a list is to be created stating the firm name and location of the registered office of the non-resident enterprises in which the reporting entity has direct or indirect holdings, as well as its branches and permanent establishments abroad. Indirect investments exist when more than 50% of the total shares or voting rights can be attributed to the domestic entity and its dependent non-resident enterprises. A non-resident enterprise is classed as dependent if more than 50% of its shares or voting rights are directly or indirectly attributable to the domestic entity.

Example:



Information is to be reported on the participating interests in the enterprises outlined in bold; of these, participating interests in enterprises A and C are considered direct and participating interests in enterprises D, E, F, H, J and L are considered indirect.

## 2. The following is to be reported on sheet 2:

- If the reporting entity has direct or indirect holdings in several non-resident enterprises, a separate sheet 2 of the report is to be filled out for each of these non-resident enterprises.
- For each non-resident enterprise in which the reporting entity has a direct or indirect participating interest, the share of **voting rights** is to be entered as a percentage in the top part of sheet 2 if this differs from the share of equity under item 24. For direct investments in listed non-resident enterprises, the stock market value of shares held on the balance sheet date is to be reported in accordance with the balance sheet disclosures in thousands of currency units along with the enterprise's international securities identification number (ISIN).
- The economic sector and the country of the investment enterprise are to be entered under "General information on the non-resident enterprise". The **annual turnover** of the investment enterprise in thousand units of currency is to be entered under item 4 and the **number of employees** (full-time equivalents) is to be entered under item 5. **Investment in tangible fixed assets** is to be entered under item 56 and **staff costs** in thousand units of currency is to be entered under item 57.
- The **balance sheet data** are to be reported in **thousand units of currency**. Figures may only be given in **euro** if the investment enterprise is in a **euro area Member State**. Otherwise, the balance sheet figures are to be given in the currency unit in which the balance sheet of the non-resident enterprise is drawn up. The submission of a K3 or K4 report with balance sheet data drawn up in accordance with IFRS or US GAAP accounting standards is possible if such a financial statement has been drawn up as a **single-entity balance sheet**.

- The non-resident enterprises' balance sheet data – in the prescribed form – are to be entered in the first column of the balance sheet on sheet 2. Where specified as reporting items, the amount shares of the asset and liability positions of the non-resident enterprise that are directly attributable to the reporting entity are to be entered in the second column.
- The third column of the asset and liability side of the balance sheet is only to be filled out if there are indirect participating interests and should be used to specify the relationships to the non-resident enterprise with a direct participating interest. In the above example, in the report on enterprise F, the amount shares in the asset and liability positions of enterprise F attributable to enterprise C are to be entered in the third column of the balance sheet.
- Concerning the balance sheet data on sheet 2, please note the following:

**with regard to assets:**

- When recording **participating interests** under item 13, a check needs to be made to ascertain whether in accordance with the reporting template there is either a further reporting obligation to submit a K3 or K4 report and/or whether there are any additional indirect participating interests that are subject to reporting requirements.
- Entries on “Loans to shareholders/affiliated enterprises/enterprises linked with the party required to report through participating interests” and “claims to shareholders/affiliated enterprises/enterprises linked with the party required to report through participating interests” should always be broken down according to residency (“resident in Germany” or “resident abroad”).
- Any **excess of plan assets over post-employment benefit liability, accruals and deferred expenditure** as well as items which may be deemed to be accruals should be recorded under item 21 (“Other assets”).

**with regard to liabilities:**

- The items 31 (“Profit/loss carried forward”) and 32 (“Profit/loss for the financial year”) should be entered separately and not netted (**do not provide data on net profit/net loss**).
- Item 53 (“Accumulated other comprehensive income”) is only to be completed if international accounting standards (particularly IFRS) are used.
- **Profit carried forward from previous years** is to be recorded under item 31 (“profit/loss carried forward”) until it is distributed.
- **Profit for the current year** which has been earmarked for distribution and shown in the balance sheet as a liability item is also to be recorded under item 32 (“Profit/loss for the financial year”). Interim dividends already paid in the course of the financial year should likewise be recorded under this item; as a contra item, the figure for **interim dividends** is to be deducted from item 31 (“Profit/loss carried forward”).
- Entries on “Claims to shareholders/affiliated enterprises/enterprises linked with the party required to report through participating interests” should always be broken down according to residency (“resident in Germany” or “resident abroad”).

- **Accrued liabilities** and items which may be deemed to be accrued liabilities, special tax-allowable reserves and provisions (excluding any with capital character) are to be recorded under item 39 “Other liabilities”.

On the **specificities of banks’ and insurers’ balance sheets**, see Section E.

### 3. Explanatory notes on individual terms and items:

- **Share of voting rights (%) if different from the share of equity**

Please enter the share(s) of voting rights attributable to the direct investor(s), i.e. the share of voting rights of the domestic investor in the case of direct participating interests, and the share(s) of voting rights of the direct investor(s) in the case of indirect participating interests . Where there are both direct and indirect holdings, the total voting rights are to be entered.

- **Economic sector**

The precise type of economic activity carried out by the investment enterprise abroad should be stated, if possible by naming the product the company sells or produces (e.g. “mineral oil trading” or “glassware manufacturing”). If a company operates in several industrial sectors, the main focus of its economic activity should be entered.

- **Annual turnover**

The amount shown in the non-resident enterprise’s profit and loss account as annual sales revenue, excluding VAT, is to be entered here. (Special case: oil companies must enter annual turnover including mineral oil tax.) This amount is to be given in thousand units of the currency in which the balance sheet is submitted. Banks have to report the annual output, while insurance companies have to report the gross premiums written in direct business and in reinsurance business (see also Section E).

- **Number of employees**

The number of employees should be entered as full-time equivalents. For instance, if a company employs ten part-time employees, each on a 50% basis, it would enter 5 employees.

- **Investment in tangible fixed assets**

Investment in tangible fixed assets is to be entered in thousand units of currency. This is to be understood as gross fixed capital formation in the reporting year including downpayments. Write-offs or other write-downs, financial investments and deductible input taxes are not to be deducted. Gross fixed capital formation is understood as the gross inflows (not stock) of tangible fixed assets and intangible assets in the reporting year.

- **Staff costs**

Staff costs are to be reported in thousand units of currency. They are to be understood as the gross value for the number of employees entered under item 05, i.e. including all social security contributions (employee and employer contributions).

- **Balance sheet data**

The reports are to be based on separate financial statements of the investment enterprises prior to appropriation of profits. As an exception, the report may be compiled using consolidated annual financial statements provided the information cannot be obtained from individual statements because the underlying (usually the national) accounting rules do not require individual financial statements to be drawn up. This is, however, subject to the condition that the reports refer exclusively to enterprises which share the same home country and are in the same economic sector.

Wherever possible, international accounting standards (particularly IFRS, alternatively also US GAAP) can be used preferentially. Balance sheets drawn up under national standards (according to the rules of the investment countries) are also possible. The accounting rules used are to be specified in the report.

In the event that a financial statement is not yet available by the report submission date, the figures to be reported are to be determined by means of a preliminary statement of assets and liabilities for the enterprise concerned and entered into the report. The preliminary character of the values is to be made known in the field "Comments on report". When the final balance sheet data become available, they must be reported immediately.

For branches and permanent establishments, the amounts to be reported should be taken from their statements of assets and liabilities.

In the case of non-majority stakes, the bracketed balance sheet data (items 13, 49, 50, 51, 52, 35 and 37) can be limited to the amounts that are to be entered in the second and third column, provided that it is not possible to obtain sufficient relevant information despite extensive efforts.

- **Balance sheet classification**

When allocating individual balance sheet items to the items in the reporting form's template, the same definitions and classifications that apply to the balance sheet of a German corporation are to be used insofar as possible.

If the breakdown of the reserves in the balance sheet is not carried out in the manner provided for in the report, the amounts should be allocated to the items to which they most likely correspond (e.g. "Premium" to "Capital reserve"). Provisions should only be reported as reserves if they have a capital nature. Otherwise, they fall under the item "Other liabilities".

## **D. Annex K4 to the Foreign Trade and Payments Regulation – Non-residents’ assets in Germany**

### **I Reporting requirement and reporting thresholds:**

#### **1. The following entities are subject to reporting requirements:**

- German enterprises with a balance sheet total of more than €3 million in which a non-resident or several economically linked non-residents hold(s) 10% or more of the shares of voting rights in the German enterprise on the balance sheet date. Non-residents are to be deemed economically affiliated if they pursue economic interests jointly; this also applies if they pursue economic interests jointly with domestic parties. Economically affiliated non-residents are, in particular, entities which have come together to pursue economic interests jointly with regard to the domestic enterprise (e.g. to establish this enterprise) by holding participating interests in one or more enterprises that are closely related to each other (particularly by marriage or direct relative or in-law blood relations) or are affiliated within the meaning of Section 15 of the Companies Act (*Aktiengesetz*).
- Non-residents’ branches or permanent establishments in Germany with operating assets in excess of €3 million. Here, multiple branches or permanent establishments of the same undertaking in Germany are deemed to be a single entity. Non-permanent establishments chiefly refer to assembly plants, building sites and the like set up for a limited period of time to fulfil a specific mandate.

### **II. Contents of the report:**

The K4 report consists of two parts:  
a single sheet 1 and one or more copies of sheet 2.

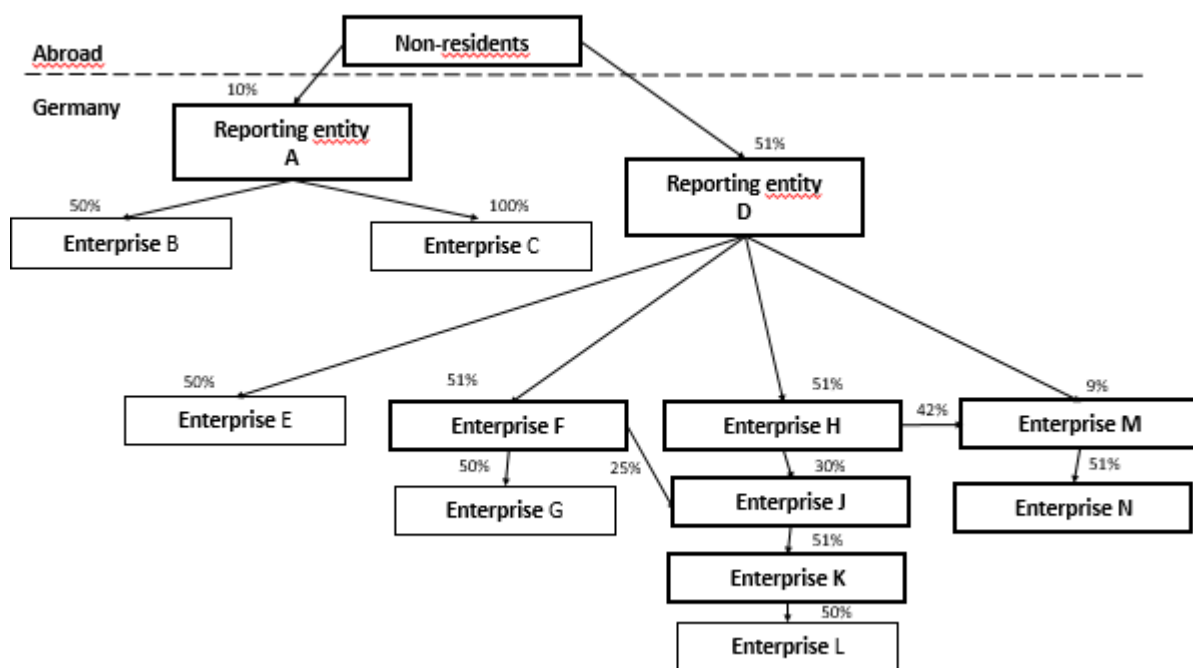
#### **1. The following is to be reported on sheet 1:**

The following is to be entered for all reporting entities:

- information on the person of the reporting entity;
- a list stating the firm name and location of the registered office of the non-residents with holdings in the enterprise required to report. Multiple non-residents deemed to be economically affiliated are to be listed separately.

The following is also to be reported for reporting entities which are more than 50%-owned by a non-resident or multiple economically affiliated non-residents – these are then classed as “dependent enterprises” – and which themselves hold 50% of the shares or voting rights of a domestic enterprise (indirect participating interests of the non-resident):

- a list stating the firm name and location of the registered office of domestic enterprises in which the reporting entity and/or its dependent enterprises holds a participating interest of more than 50% and has a balance sheet total exceeding €3 million.



## 2. The following is to be reported on sheet 2:

The following information is to be provided **for all reporting entities**:

- If multiple non-residents have holdings in the reporting entity, a separate sheet 2 is to be filled out for each of these non-residents.
- For each non-resident investor with a direct participating interest in the reporting entity, the share of **voting rights** is to be entered as a percentage in the top part of sheet 2 if this differs from the share of equity under item 24. Where the non-resident investor is a **final owner**, the investor's **country of domicile** is to be indicated.
- If the reporting entity is a listed enterprise, the stock market value of the shares held by the non-resident investor on the balance sheet date is to be reported in thousands of euro along with the international securities identification number (ISIN) of the enterprise.
- The **annual turnover** in thousands of euro is to be entered under item 04 and the **number of employees** (full-time equivalents) is to be entered under item 05.
- The **balance sheet data should be entered on form K4 in thousands of euro.**

Reporting entities should either adhere to the German accounting rules (German Commercial Code) or international financial reporting standards (if such a financial statement has been drawn up).-Information on the balance sheet of the reporting entity, including the shares in the asset and liability positions which are attributable to the non-resident investor, are to be reported.



- The balance sheet data of the reporting enterprise must be entered in the prescribed form in the first column of the balance sheet. Where specified as reporting items, the reporting entity's amount shares in the asset and liability positions attributable to the non-resident investor are to be recorded in the second column.

**By reporting entities which are more than 50%-owned by a non-resident or multiple economically affiliated non-residents and which themselves hold 50% of the shares or voting rights of a domestic enterprise;** also the indirect participating interests of the non-resident(s) and

- If the non-resident has an indirect holding in several domestic enterprises, a separate sheet 2 is to be filled out to report on each of these domestic enterprises.
- General information on the domestic enterprise that directly holds shares and the domestic enterprise in which the non-resident indirectly holds shares; the balance sheet of this direct domestic investor including the shares in asset and liability positions that are attributable to the direct investor. In line with the example above, the reporting entity is required to provide information on enterprises F, H, J, K, M and N.
- In addition, if the party required to report has an **indirect participating interest** in Germany, the **name of the enterprise holding the direct participating interest** should be given.
- The balance sheet data of the enterprise being reported on must be entered in the first column of the balance sheet on sheet 2. Where specified, the amount shares in the asset and liability positions of this domestic enterprise attributable to the direct investor are to be recorded in the third column of the balance sheet. In line with the example, in the report on enterprise J, the amount shares in the asset and liability positions of enterprise J attributable to enterprise H are to be entered in the third column of the balance sheet. Insofar as direct financial relationships exist between the enterprise being reported on and the non-resident(s) in which the reporting entity has holdings, the relevant amount shares in the enterprise's asset and liability positions that are attributable to the non-resident are to be entered in the second column of sheet 2.
- Concerning the balance sheet data on sheet 2, please note the following:

**with regard to assets:**

- When recording **participating interests** under item 13, a check needs to be made to ascertain whether in accordance with the reporting template there is either a further reporting obligation to submit a K3 or K4 report and/or whether there are any additional indirect participating interests that are subject to reporting requirements.
- Entries on "Loans to shareholders/affiliated enterprises/enterprises linked with the party required to report through participating interests" and "claims to shareholders/affiliated enterprises/enterprises linked with the party required to report through participating interests" should always be broken down according to residency ("resident in Germany" or "resident abroad").

- Any **excess of plan assets over post-employment benefit liability, accruals and deferred expenditure** as well as items which may be deemed to be accruals should be recorded under item 21 (“Other assets”).

**with regard to liabilities:**

- The items 31 (“Profit/loss carried forward”) and 32 (“Profit/loss for the financial year”) should be entered separately and not netted (**do not provide data on net profit/net loss**).
- Item 53 (“Accumulated other comprehensive income”) is only to be completed if international accounting standards (particularly IFRS) are used.
- **Profit carried forward from previous years** is to be recorded under item 31 (“profit/loss carried forward”) until it is distributed.
- **Profit for the current year** which has been earmarked for distribution and shown in the balance sheet as a liability item is also to be recorded under item 32 (“Profit/loss for the financial year”). Interim dividends already paid in the course of the financial year should likewise be recorded under this item; as a contra item, the figure for **interim dividends** is to be deducted from item 31 (“Profit/loss carried forward”).
- Entries on “Claims to shareholders/affiliated enterprises/enterprises linked with the party required to report through participating interests” should always be broken down according to residency (“resident in Germany” or “resident abroad”).
- **Accrued liabilities** and items which may be deemed to be accrued liabilities, special reserves and provisions (excluding any with capital character) are to be recorded under item 39 “Other liabilities”.

On the **specificities of banks’ and insurers’ balance sheets**, see Section E.

### 3. Explanatory notes on individual terms and items:

- **Share of voting rights (%) if different from the share of equity**  
Enter the share of voting rights attributable to the direct investor, i.e. the share of voting rights of the non-resident investor in the case of direct participating interests, and the share of voting rights of the direct domestic investor in the case of indirect participating interests.
- **Economic sector**  
If a non-resident has an indirect participating interest, the precise type of economic activity carried out by the domestic enterprise should be stated, if possible by naming the product the company sells or produces (e.g. “mineral oil trading” or “glassware manufacturing”). If a company operates in several industrial sectors, the main focus of its economic activity should be entered.
- **Annual turnover**  
The amount shown in the enterprise’s profit and loss account as annual sales revenue, excluding VAT, is to be entered here in thousands of euro. (Special case: oil companies must enter annual turnover including mineral oil tax). Banks have to enter the annual output, while insurance companies have to report the gross premiums written in direct business and in reinsurance business (see also Section E).

- **Balance sheet data**

The reports are to be based on separate **financial statements** of the investment enterprises prior to appropriation of profits. Wherever possible, international accounting standards (particularly IFRS, alternatively also US-GAAP) should be used for preference. Balance sheets drawn up according to national standards (HGB) are also possible. The accounting rules used are to be named in the report.

All amounts to be reported are to be taken from the financial statements of the reporting entity before profit appropriation (this only applies to the reporting entity and any indirectly participating enterprises without a profit or loss transfer agreement); the amounts are to be entered in thousands of euro.

In the event that a financial statement is not yet available by the report submission date, the figures to be reported are to be determined by means of a preliminary statement of assets and liabilities for the enterprise concerned and entered into the report. The preliminary character of the values is to be made known in the field "Comments on report". When the final balance sheet data become available, they must be reported immediately.

For branches and permanent establishments, the amounts to be reported should be taken from their statements of assets and liabilities.

- **Balance sheet classification**

When allocating individual balance sheet items to the items in the reporting form's template, the same definitions and classifications that apply to the balance sheet of a German corporation are to be used unless otherwise stated in the explanatory notes that follow.

Special tax-allowable reserves should not be recorded as reserves, but rather assigned to the item "Other liabilities".

## E. Additional information for banks and insurance companies

### I. Particular features for banks

#### 1. General information:

- In the item **Annual turnover**, banks should enter the annual output, which is calculated from the following items from the profit and loss account in accordance with the Regulation on the Accounting of Credit Institutions (*Verordnung über die Rechnungslegung der Kreditinstitute* or RechKredV):

Net interest received	(Items 1 and 2, form 3 of RechKredV)
+ Current income from shares and other variable rate securities	(Item 3a, form 3 of RechKredV)
+ Commissions received	(Item 5, form 3 of RechKredV)
+ Result from the trading portfolio	(Item 7, form 3 of RechKredV)
+ Other net operating income	(Item 8, form 3 of RechKredV)

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= Annual output

- Account is to be taken of the **fictitious legal independence of the branches** in relation to head office. Consequently, as for reports on the monthly external position, **reciprocal claims and liabilities** must not be netted but shown **gross** and broken down. Figures under items 17, 51, 52, 19, 33, 35, 37 and 38 may therefore diverge from the balance sheet data. Similarly, the total under item 40 may possibly differ from the balance sheet total in the certified balance sheet.

**Branches of a foreign bank** which do not issue financial statements under German commercial law are instead to use the information from the annual accounts prepared in accordance with the relevant commercial law of the enterprise to which the reporting agent belongs. In such cases, the Bundesbank is to be notified informally of the basis on which the K4 report has been created.

#### 2. With regard to assets:

- **Current business items**, e.g. short and long-term claims, cheques, bills, cash holdings, central bank and post giro account balances, matured debt securities, interest and dividend coupons, securities and other assets – provided they are deemed to be claims – should be recorded under item 17 “Current assets”.
- Holdings of **debt securities issued by affiliated enterprises** should be recorded as securitised loans under items 49 and 50 or 51 and 52 as well as under item 15 or 19, as appropriate.

#### 3. With regard to liabilities:

- **Profit for the current year** which has been earmarked for distribution and shown in the balance sheet as a liability item is also to be recorded under item 32 “Profit/loss for the financial year”. Interim dividends already paid in the course of the financial year should likewise be recorded under this item; as a contra item, the figure for **interim dividends** is to be deducted from item 31 (“Profit/loss carried forward”).

## II. Particular features for insurance companies

### 1. General information:

- Instead of the value for “annual turnover”, **gross premiums written and assumed under insurance contracts** are to be reported.

### 2. With regard to assets:

- **Land, rights equivalent to real property and buildings, including buildings on third-party land**, are to be reported under item 11 “Fixed and intangible assets”.
- **All other capital investments** (excluding land, rights equivalent to real property and buildings, including buildings on third-party land) and **capital investments on account of and for the risk cover of life insurance policy holders** are to be reported depending on maturity in either item 12 “Financial assets” or item 17 “Current assets”. For simplicity, they can be reported collectively under “Financial assets”.
- **Claims** (claims from written insurance contracts, accounts receivable, other claims) and **other assets** are to be shown under item 17 “Current assets”.

### 3. With regard to liabilities:

- **Deposit liabilities arising from reinsurance business and other liabilities** (liabilities from written insurance contracts, accounts payable from reinsurance, bonds, liabilities to credit institutions, other liabilities) are to be shown under item 33 “Liabilities”.
- **All insurance technical reserves** (premiums carried forward, premium reserve, reserve for premium refunds, equalisation reserve) and **accrued liabilities and items which may be deemed to be accrued liabilities, special tax-allowable reserves and provisions** (excluding any with capital character) are to be recorded under item 39 “Other liabilities”.

## F. Retention period

As proof of compliance with the reporting requirements, reporting documents should be retained for a minimum of three years. Suitable documents should allow data to be traced.

### Information on external sector reporting

Hotline: 0800 1234 111 (freephone – only available if call is made from a German landline)

Internet: [www.bundesbank.de](http://www.bundesbank.de) under Service/Reporting systems/External sector statistics

Newsletter (in German): [www.bundesbank.de](http://www.bundesbank.de) under Service/Newsletter (category: Meldewesen Aussenwirtschaft)

Email: [presse-information@bundesbank.de](mailto:presse-information@bundesbank.de)