MNB identification number: **F02**

**Completion instructions for the report**

**Statistical balance sheet of insurance companies**

**Detailed instructions for the completion of the table**

1. The statistical balance sheet shall be drawn up quarterly, based on the final end-of-month ledger balance sheet – supported by analytical records if necessary –, however, end-of-month stocks shall be adjusted by items relating to the value datefor the last day of the month – which are known by the end of the third business day that follows the reference month during the year, or by the balance-sheet closing date at year end, and also with items carried forward.

2. As regards to the contents of data, its evaluation and other similar processes – unless otherwise provided – for IFRS appliers regulations set in the IFRS and Hungarian accounting regulations pertinent to IFRS appliers, for appliers of Hungarian regulations the Hungarian accounting regulations as effective from time to time shall apply, as amended.

3. From the perspective of assets included, the statistical balance sheet differs from the accounting balance sheet in that the assets and liabilities of foreign branch of data provider must not be included in the statistical balance sheet. The initial capital provided to a foreign branch shall be shown under net external assets, in the rows containing shares, other capital investments and participations. Equity data and its components of data provider must not be changed due to the fact that assets and liabilities data of foreign branch of data provider is not included in its statistical balance sheet.

4. The statistical balance sheet differs from the accounting balance sheet due to the fact, that beyond investment data of unit-linked life insurance other life insurance, non-life insurance and equity data must be valued also at market value. In line with it, all insurance technical reserves and equity must be included in liabilities of statistical balance sheet at market value. The various debt securities must be included in the assets at gross market value, i.e. at market value including accrued interest, for the relevant issuing sectors. Loans and credits granted and bank deposits must be reported without accrued interest on rows of the corresponding debtor sector, accrued interest must be reported as prepayments on row III.1.

5. The balance sheet total of the statistical balance sheet, i.e. the sum of total assets and total liabilities equivalent to each other, differs from the balance sheet total of the accounting balance sheet because of the valuation of assets and liabilities different from the books as explained above and because of the presentation of the foreign branch of data provider as a foreign subsidiary.

6. The foreign exchange and foreign currency stocks and the value of end-of-month total of assets and liabilities denominated in foreign currencies shall be indicated as a forint value converted at the official FX mid-rate published by the MNB, prevailing on the last day of the month. The assets and liabilities denominated in currencies which are not listed by the MNB, and similar foreign exchange and foreign currency stocks shall be converted to forint based on the central rate published by a Hungarian national daily newspaper under exchange rates for world currencies, in effect on the last day of the month, or failing this, based on the average central rate used by the insurance company during the last month.

7. The sectoral classification of clients as per point I.A. of this Annex and as per point 1 of Annex 3 is available in the lists published on the official website of the MNB.

8. The assets not included in the items named, i.e. receivables coming from insurance transactions, inventory selling, service providing and authentic repurchase agreements related not to securities must be reported in the other receivables rows of certain sectors of asset side (in net book value).

9. Methodological notes to help filling in the tables are listed in the technical guidelines as per point 9. of Annex 3. available on MNB website.