MNB identification number: **R01**

**Completion instructions for the report**

**Registry information of the final investors and non-resident partners of data suppliers involved in capital investment**

# I. General instructions

1. In this report data suppliers shall report the registry data of

1. non-resident partners, for which the business entity is obligated to submit data supplies with identification codes R02, R03, R12, R13 or R29, and
2. its resident or non-resident final investor, foreign members of the enterprise group having a direct voting power in the data supplier and the foreign members of the enterprise group in which the data supplier has a direct voting power, even if otherwise it has no data disclosure obligation with respect to these partners in the data supply submitted in accordance with point a).

The table of this data supply must be completed separately for each partner subject to disclosure requirements.

2. The data supply shall be submitted by

a) the 9th working day of the month following the reference period for which the data supplier submitted reports as specified in point 1a) under identification codes R02, R03, R12 or R13 for the first time, or by the 20th of June of the year following the reference period of report with identification code R29 submitted by the data supplier with respect to a partner,

b) the 9th working day of the month following the reference period for which the data supplier submitted reports as specified in point 1b) under identification codes R02, R03, R12 or R13 for the first time, or by the 20th of June of the year following the reference period of report with the identification code R29 submitted for the first time, and

c) for a partner for which a data report has been submitted earlier, any time whenever the data previously reported for the partner changed. In the case of a change in data, all fields of the report must be completed again, entering 0-1-0 in rows 16 to 18. Even if the counterparty is dissolved or leaves the group, all fields of the report must be completed again, entering 0-0-1 in rows 16 to 18.

3. For a glossary of the terms used in the table and in these completion instructions, see Section I.E.5 of this Annex.

**II. Detailed instructions for the completion of the tables**

4. Definition of the reference period

Report with identification code R01 is submitted with occasional frequency, and its reference period covers a specific calendar day. The reference period of report R01 related to reports identified under codes R02, R03 and R29, shall be the first day of the month, from which the partner data or modified partner data reported in the specific data supply are effective. The reference period of report with identification code R01 related to reports identified under codes R12 and R13 shall be the first day of the quarter, from which the data reported or modified for the partner in the specific data supply are effective.

If a submitted report contains incorrect data, which the data supplier wishes to correct, it shall repeatedly submit a modified data supply for the same reference period as stated in the incorrect report.

If the partner’s registry data reported by the data supplier are subsequently changed, the TORZS (‘REGISTRY DATA‘) table must be completed with the partner’s data and submitted for the date of the change as the reference period.

The main activity should also be designated according to NACE Rev.2/TEÁOR 2008 and NACE Rev.2.1/TEÁOR 2025.

The grey fields in the table cannot be filled in.

At ’Partner’s name’ the whole name of the partner must be reported in compliance with the corporate deeds. At ’Registered office’ of the partner the country of the partner’s registered seat must be reported if the partner is a company and the country of the residence address in the case of a private individual. The partner identification code - with the exception of partners reported as resident final investors – is an alphanumeric code defined by the data supplier where small and capital letters are not differentiated. In the case of a partner reported as a resident final investor the KSH (Central Statistical Ofice) number (the first 8 characters of the tax number) shall be indicated.

The codes to be used in the table are provided in the technical guidelines referred to in Section 4.9 of Annex 3, published on the MNB’s website.

In the row indicating the country of the non-resident partner’s seat or that of the international organisation the ISO code listed in the technical guidelines published on the official website of the MNB, as referred to in point 4.2 of Annex 3, shall be supplied.

The methodological guidelines for the completion of the table and the verification rules facilitating faultless submission are contained in the technical guidelines provided in Sections 9 and 5 of Annex 3, published on the MNB’s website.