**MNB identification code: F10**

**Completion instructions**

**Statistical balance of assets held by a trustee**

**I. General instructions**

1. The organisation performing activities as trustee must provide data on the end-of-year stock and annual stock changes in the asset(s) under management placed in trust. Assets under management should be presented in aggregate by type of settlor.

2. Data shall be given in HUF million, rounded to integer.

3. Assets recorded in foreign currency shall be converted into forints at the exchange rate used by the data supplier or, failing this, at the official exchange rate published by the MNB concerning the last day of the reference quarter. This procedure shall also be followed if the data supplier keeps its records of the assets managed in a currency other than the forint.

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

1. In Table 01 for data supply, assets from domestic private individual settlors should be included. Where assets under management placed in trust have more than one settlor and one of them is a resident private individual, the asset under management concerned shall be deemed to be an asset from of a resident private individual settlor. If the assets under management have been placed in trust jointly by a domestic institutional settlor and a foreign settlor, they should be reported as assets under management from the domestic institutional settlor in Table 02 for data supply. Table 03 may only contain data on asset(s) under management from foreign settlor(s).

2. The year-end closing balance of the asset(s) under management shall be broken down according to whether each asset is located abroad or in the country and whether it represents claims on foreign or domestic residents. In the case of intangible assets, tangible assets and inventories, assets located abroad should be included in the foreign stock. In the case of cash, currency is considered a foreign asset. In the case of bank accounts and bank deposits, the classification is determined by the nationality of the credit institution (credit institution branch) holding the account. For securities, the asset is classified as foreign or domestic based on the nationality of the issuing entity. Also in the case of insurance or pension claims, the nationality of the insurer or pension organisation determines the classification of the asset. The portfolio of financial derivatives (derivatives) should be classified as foreign or domestic according to the nationality of the counterparty or, failing this, according to the nationality of the trading venue (stock exchange, clearing house).

3. The data supply should also include assets under management which were no longer held at the end of the reference year but were still held at the beginning of the reference year. This change should be reported in the 'Net change in stocks (+/-) for the year' column of each table (asset reduction, negative effect) and, if the asset reduction was due to an asset release, also in the column 'of which: reduction due to asset release'. If new property or assets were acquired by the data supplier in the reference year as a result of an asset transfer, their value should also be recorded in the column 'of which: increase from settlor'. In addition, the assets held in trust may have changed or been reallocated during the reference year for other reasons, but these changes do not need to be shown separately, and their effect should be reported in the column ‘Net change in stocks (+/-) for the year’.”