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Office for
National Statistics

Financial Services Survey: Quarterly Return of Assets and Liabilities

Please do not discard this important document - your response is legally required

00001 66210
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Please write any changes to your name and address in the box below, using black ink

To be completed for: THE BUSINESS NAMED ABOVE

Please complete and return by 17 April 2016

Dear Sir or Madam,

Please find the Quarter 1 2016 questionnaire for the Financial Services Survey: Quarterly Return of Assets and Liabilities attached. Please complete for the period Quarter 1 2016 (1 January 2016 to 31 March 2016). If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The information supplied forms part of the UK's National Accounts and Balance of Payments which are used by the Treasury and the Bank of England to monitor the economy.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 17 April 2016, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

Thank you for your co-operation,
Office for National Statistics

Questionnaire return details

To return via fax: 01633 652707

To return via post: Please use the prepaid envelope provided which is addressed to:
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815 044

To complete the questionnaire in Euros 01633 455770

For any other queries, please contact **the FSS Team** **01633 455770**
or go to www.ons.gov.uk/surveys

When contacting the office you may be asked for the following information

Survey code: 266

Reference number: 4990 0000 000L

Period: 201603

- Telephone calls may be recorded for training and quality purposes

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Introduction to the Financial Services Survey: Quarterly Return of Assets and Liabilities

Purpose of this survey

This survey collects information on the assets and liabilities of your business. The information supplied forms part of the UK's National Accounts and Balance of Payments which are used by the Treasury and the Bank of England to monitor the economy.

Coverage

- Include information for the UK business named on the front of this questionnaire.
- Exclude overseas branches, subsidiaries and agencies.
- The UK consists of England, Wales, Scotland and Northern Ireland, but excludes the Channel Islands and the Isle of Man.

Information required

This questionnaire is divided into seven sections, which ask for information about:

- Section A** the reporting period
Section B assets
Section C liabilities
Section D shareholders' capital and reserves
Section E transactions in non-financial assets
Section F breakdown of overseas assets
Section G any substantial changes, completion time and your contact details

Basis for completion

- This questionnaire should be completed on an accruals accounting basis and would normally utilise data from the accounting system that is used for the production of your statutory accounts.
- Please provide information only for the accounts of the business named on the front of this questionnaire. Exclude the accounts of trusts or funds that you manage on behalf of others, as part of an investment management service.
- Current prices or market values should be used.
- Assets and liabilities should be reported on a gross basis; however, in the case of securities sold short, please report the net value of long and short positions on the asset side of the questionnaire, even if this results in a negative value.
- For transactions, please report without adjustments for expenses.

How to complete the questionnaire

- Give the best estimate you can if you do not have exact figures.
- Leave question blank if not applicable (a zero return will be assumed). Do not use 'nil', 'n/a' or draw a line in the data.
- Read accompanying instructions before completing this questionnaire.
- The items listed under Include and Exclude are examples and should not be taken as a complete list of items.
- Round all values to the nearest £0.1 million

For example, £65,375,000 = £ , , 6 5 . 4 m

For example, £88,000 = £ , , 0 . 1 m

- Use the closing middle market spot rate on the last day of the period covered in this questionnaire if you need to convert from foreign currency to sterling.

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are PRINTED and centred within each box
- do not use commas
- do not cross sevens or zeros



Section A - Reporting Period

1. Are you able to report for the period Quarter 1 2016 (1 January 2016 to 31 March 2016)?

Yes → Go to section B

No → Go to question 2 0100

2. What are the dates of the quarter that you will be reporting for?

From:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

0101

To:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

0102

Section B - Assets

Please provide your end balance position as recorded in your company accounts at the end of the period specified in Section A.

Section B.1 - Deposits (financial assets)

3. Questions in this section are about the financial assets of the business named on the front of this questionnaire.

At the end of the reporting period:

4. What was the value of your holdings of transferable deposits held with banks or building societies located:

Transferable deposits are deposits that can be exchanged for bank notes and coins on demand, without penalty or restriction. They can also be used directly to make payments by cheque, direct debit, bankers draft or giro.

Include:

- balances with banks or building societies held in current accounts

Exclude:

- monies held on behalf of others, such as clients
- cash holdings
- transferable deposits that are not available on demand or have limited transferability
- overdrafts. These should be reported at Section C

a. in the UK:

To the nearest £0.1 million

i. in sterling? £

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

 m 1000

ii. in non-sterling? £

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

 m 1001

b. outside of the UK:

i. in sterling? £

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

 m 1002

ii. in non-sterling? £

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

 m 1003



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Section B.2 - Debt securities with an original maturity of one year or less (financial assets)

8. Questions in this section are about the financial assets of the business named on the front of this questionnaire.

Please report the net value of long and short positions.

At the end of the reporting period:

9. Did the business named on the front of this questionnaire have any holdings of debt securities with an original maturity of one year or less?

Debt securities are negotiable instruments which serve as evidence of debt. They include:

- bonds
- negotiable certificates of deposit
- debentures
- bills
- non-participating preferences shares
- negotiable loans that are traded on open markets

The original maturity of financial assets or liabilities is defined as the period from the issue date until the final scheduled payment date.

Yes → Go to question **10**

No → Go to section **B.3**

0105

10. What was the value of your holdings of certificates of deposit issued by banks or building societies located:

a. in the UK:

To the nearest £0.1 million

i. in sterling? £ , , . **m** 1008

ii. in non-sterling? £ , , . **m** 1009

b. outside of the UK:

i. in sterling? £ , , . **m** 1010

ii. in non-sterling? £ , , . **m** 1011

11. What was the value of your holdings of Treasury Bills issued by:

a. Her Majesty's Treasury (HMT)? £ , , . **m** 1012

b. overseas governments? £ , , . **m** 1013



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12. What was the value of your holdings of UK local authority debt and temporary money with local authorities?

Include:

- local authority bills

Exclude:

- local authority securities
- local authority bonds

To the nearest £0.1 million

£ , , . m 1014

NHC

13. What was the value of your holdings of commercial paper issued by banks or building societies located:

a. in the UK:

i. in sterling? £ , , . m 1015

NHC

ii. in non-sterling? £ , , . m 1016

NHC

b. outside of the UK:

i. in sterling? £ , , . m 1017

NHC

ii. in non-sterling? £ , , . m 1018

NHC

14. What was the value of your holdings of any other commercial paper issued:

a. in the UK:

i. in sterling? £ , , . m 1019

NHC

ii. in non-sterling? £ , , . m 1020

NHC

b. outside of the UK:

i. in sterling? £ , , . m 1021

NHC

ii. in non-sterling? £ , , . m 1022

NHC



15. Did the business named on the front of this questionnaire have any holdings of other debt securities with an original maturity of one year or less?

Yes → Go to question 16

No → Go to section B.3 0106

16. What was the value of your holdings of any other debt securities with an original maturity of one year or less issued by institutions or businesses located:

a. in the UK:

To the nearest £0.1 million

i. in sterling? £ [][] , [][] , [][] . [] m 1023

ii. in non-sterling? £ [][] , [][] , [][] . [] m 1024

b. outside of the UK:

i. in sterling? £ [][] , [][] , [][] . [] m 1025

ii. in non-sterling? £ [][] , [][] , [][] . [] m 1026

17. Please provide examples and values of debt securities you have included in question 16 that had an original maturity of one year or less:

Three rows of empty grid boxes for providing examples and values of debt securities.

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Section B.3 - Debt securities with an original maturity of more than one year (financial assets)

18. Questions in this section are about the financial assets of the business named on the front of this questionnaire.

Please report the net value of long and short positions.

At the end of the reporting period:

19. Did the business named on the front of this questionnaire have any holdings of debt securities with an original maturity of more than one year?

Debt securities are negotiable instruments which serve as evidence of debt. They include:

- bonds
- negotiable certificates of deposit
- debentures
- bills
- non-participating preferences shares
- negotiable loans that are traded on open markets

The original maturity of financial assets or liabilities is defined as the period from the issue date until the final scheduled payment date.

Yes → Go to question 20

No → Go to section B.4

0108

20. What was the value of your holdings of debt securities with an original maturity of more than one year issued by UK government in sterling?.....

To the nearest £0.1 million

£ , , . m 1027

21. Of the total value of debt securities reported at question 20, what was the value of:

a. 1 to 15 years original maturity?..... £ , , . m 1106

i. of which, index linked? £ , , . m 1107

b. over 15 years original maturity?..... £ , , . m 1108

i. of which, index linked? £ , , . m 1109

22. What was the value of your holdings of debt securities with an original maturity of more than one year issued by UK government in non-sterling?.....

£ , , . m 1110

MRK

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NHC



23. What was the value of your holdings of debt securities with an original maturity of more than one year issued by UK local authorities:

To the nearest £0.1 million

- a. in sterling? £ , , . m 1028
- b. in non-sterling? £ , , . m 1111

24. What was the value of your holdings of debt securities with an original maturity of more than one year issued by overseas governments, provincial or municipal authorities:

- a. in sterling? £ , , . m 1029
- b. in non-sterling? £ , , . m 1112

25. What was the value of your holdings of UK corporate bonds with an original maturity of more than one year issued by:

a. banks or building societies:

- i. in sterling? £ , , . m 1030
- ii. in non-sterling? £ , , . m 1031

b. other corporations:

- i. in sterling? £ , , . m 1032
- ii. in non-sterling? £ , , . m 1033

26. What was the value of your holdings of corporate debt securities with an original maturity of more than one year issued by overseas residents?

£ , , . m 1034



27. What was the value of your holdings of non-participating preference shares issued:

a. in the UK:

To the nearest £0.1 million

i. in sterling? £ [][] , [][][] , [][][] . [] m 1035

ii. in non-sterling? £ [][] , [][][] , [][][] . [] m 1036

b. outside of the UK:

i. in sterling? £ [][] , [][][] , [][][] . [] m 1037

ii. in non-sterling? £ [][] , [][][] , [][][] . [] m 1038

28. Did the business named on the front of this questionnaire have any holdings of other debt securities with an original maturity of more than one year?

Yes → Go to question 29

No → Go to section B.4

0109

29. What was the value of your holdings of any other debt securities with an original maturity of more than one year issued by institutions or businesses located:

a. in the UK:

i. in sterling? £ [][] , [][][] , [][][] . [] m 1039

ii. in non-sterling? £ [][] , [][][] , [][][] . [] m 1040

b. outside of the UK:

i. in sterling? £ [][] , [][][] , [][][] . [] m 1041

ii. in non-sterling? £ [][] , [][][] , [][][] . [] m 1042

30. Please provide examples and values of debt securities you have included in question 29 that had an original maturity of more than one year:

Three rows of empty grid boxes for providing examples and values of debt securities.

0110



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Section B.4 - Loans with an original maturity of one year or less (financial assets)

31. Questions in this section are about the financial assets of the business named on the front of this questionnaire.

At the end of the reporting period:

32. Did the business named on the front of this questionnaire have any outstanding balances receivable for loans with an original maturity of one year or less?

The original maturity of financial assets or liabilities is defined as the period from the issue date until the final scheduled payment date.

Include:

- amounts due from institutions and individuals other than banks or building societies under reverse sales repurchase agreements, gold swaps or stock borrowing and repayable margins in respect of derivative contracts

Exclude:

- loans to other businesses within your business's group structure that are being reported for within this questionnaire

Yes → Go to question **33**

No → Go to section **B.5** 0111

33. What was the outstanding balance receivable from loans with an original maturity of one year or less?

To the nearest £0.1 million

£ , , . m 1043

a. of which, in sterling? £ , , . m 1044

b. of which, in non-sterling? £ , , . m 1045

34. Of your total outstanding balance receivable from loans reported at question 33, what was the amount receivable from:

a. private individuals located in the UK? £ , , . m 1046

b. businesses located in the UK? £ , , . m 1047

c. other recipients located in the UK (such as government)? £ , , . m 1048

d. recipients located outside of the UK? £ , , . m 1049



MRK

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NHC

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Section B.5 - Loans with an original maturity of more than one year (financial assets)

35. Questions in this section are about the financial assets of the business named on the front of this questionnaire.

At the end of the reporting period:

36. Did the business named on the front of this questionnaire have any outstanding balances receivable for loans with an original maturity of more than one year?

The original maturity of financial assets or liabilities is defined as the period from the issue date until the final scheduled payment date.

Include:

- any current assets associated with loans with an original maturity of more than one year

Exclude:

- loans to other businesses within your business's group structure that are being reported for within this questionnaire

Yes → Go to question 37

No → Go to section B.6

0112

37. What was the outstanding balance receivable from loans with an original maturity of more than one year?

To the nearest £0.1 million

£ , , . m 1050

a. of which, in sterling? £ , , . m 1051

b. of which, in non-sterling? £ , , . m 1052

38. Of your total outstanding balance receivable from loans reported at question 37, what was the amount receivable from:

a. private individuals located in the UK? £ , , . m 1053

b. businesses located in the UK? £ , , . m 1054

c. other recipients located in the UK (such as government)? £ , , . m 1055

d. recipients located outside of the UK? £ , , . m 1056

MRK

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NHC

NHC



39. Of your total outstanding balance receivable from loans reported at question 37, what was the amount relating to:

a. direct investment loans?

Direct investment is a long-term relationship between two entities. It is held to exist where the parent owns 10% or more of the ordinary shares or voting power of an incorporated enterprise, or the equivalent of an unincorporated enterprise.....

To the nearest £0.1 million

£ , , . m 1057

NHC

b. loans secured on dwellings?

£ , , . m 1058

NHC

c. financial leases?

Include:

- hire purchase agreements

£ , , . m 1059

NHC

i. of which, UK public sector?

£ , , . m 1060

NHC

ii. of which, UK businesses?

£ , , . m 1061

NHC

iii. of which, businesses located outside of the UK?

£ , , . m 1062

NHC

d. other loans?

£ , , . m 1063

NHC

S P E C I M E N



Section B.6 - Equity, shares and units (financial assets)

40. Questions in this section are about the financial assets of the business named on the front of this questionnaire.

Please report the net value of long and short positions.

At the end of the reporting period:

41. Did the business named on the front of this questionnaire have any holdings of equity, shares or units in other institutions or businesses?

Equity represents the holders funds in the business that issued the equity. It entitles the holder to residual claim on the assets held by the institutions or businesses that issued the equity, after the claims of all creditors have been met.

Yes → Go to question 42

No → Go to section B.7

0113

42. What was the value of your holdings of listed equity in institutions or businesses located:

Include:

- all instruments and records that acknowledge the claim that this business has on the residual value of the institutions or businesses in which you hold equity, after the claims of all creditors have been met. This includes shares, stocks, depository receipts, participating preference shares or similar items

Exclude:

- unlisted stocks or shares
- shares or units held in investment funds or trusts
- non-participating preference shares. These were requested at question 27

To the nearest £0.1 million

| | | | | | | | | | | | |
|----|--------------------------------|---|----------------------|---|----------------------|---|----------------------|---|----------------------|---|------|
| a. | in the UK? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1064 |
| b. | outside of the UK? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1065 |
| i. | of which, within the EU? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1066 |

43. What was the value of your holdings of unlisted equity in institutions or businesses located:

Please value unlisted equity as the proportion of share capital and reserves as in the investee company's balance sheet.

Include:

- all instruments and records that acknowledge the claim that this business has on the residual value of the institutions or businesses in which you hold equity, after the claims of all creditors have been met. This includes shares, stocks, depository receipts, participating preference shares or similar items

Exclude:

- listed stocks or shares
- shares or units held in investment funds or trusts
- non-participating preference shares. These were requested at question 27

| | | | | | | | | | | | |
|----|--------------------------------|---|----------------------|---|----------------------|---|----------------------|---|----------------------|---|------|
| a. | in the UK? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1067 |
| b. | outside of the UK? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1068 |
| i. | of which, within the EU? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1069 |



MRK

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NHC

NHC

NHC

44. What was the value of your holdings of any other equity in institutions or businesses located:

Include:

- capital invested in corporations or quasi-corporations that do not offer stocks or shares (e.g. public enterprises, partnerships, unlimited liability companies)

Exclude:

- equity represented by stocks or shares
- shares or units held in investment funds or trusts
- non-participating preference shares. These were requested at question 27

To the nearest £0.1 million

| | | | | | | | | | | | | |
|----|-----------------------------------|---|----------------------|---|----------------------|---|----------------------|---|----------------------|---|------|-----|
| a. | in the UK? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1070 | NHC |
| b. | outside of the UK? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1071 | NHC |
| | i. of which, within the EU? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1072 | NHC |

45. What was the value of your holdings of shares or units held in:

Money market funds are trusts and funds whose investment portfolios are restricted to short-term market securities such as treasury bills, commercial paper, certificates of deposit and shares/units in other money market funds.

These types of funds can also have holdings of bank deposits. They can be either open ended or closed ended in structure.

Non-money market funds can hold any type of asset within their portfolio. Generally they tend to hold a longer term portfolio of investments such as bonds, equity and real estate. They can be either open ended or closed ended in structure. They include unit trusts, open ended investment companies (OEICs) and investment trusts.

Include:

- only own account holdings, not those held on behalf of others in any of the funds you manage as part of an investment management service

| | | | | | | | | | | | | |
|----|--|---|----------------------|---|----------------------|---|----------------------|---|----------------------|---|------|-----|
| a. | UK money market funds? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1073 | NHC |
| b. | overseas money market funds? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1074 | NHC |
| c. | UK non-money market funds? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1075 | NHC |
| d. | overseas non-money market funds? | £ | <input type="text"/> | , | <input type="text"/> | , | <input type="text"/> | . | <input type="text"/> | m | 1076 | NHC |



Section B.7 - Derivative contracts (financial assets)

Please categorise your derivative contracts as either 'option type' or 'forward type'. Option type contracts give the purchaser the opportunity, but not the obligation, to buy or sell a particular financial instrument or commodity at a pre-determined price within a specified time-span or on a certain date. When completing the questions on option type contracts please include warrants, but exclude employee stock option schemes. Forward type contracts are unconditional contracts which represent an obligation for settlement on a specified date. Forward type contracts include futures, interest rate swaps, forward rate agreements, foreign exchange swaps and cross currency interest rate swaps.

46. Questions in this section are about the financial assets of the business named on the front of this questionnaire.

At the end of the reporting period:

47. Did the business named on the front of this questionnaire have any options that were 'in the money' or any other derivative contracts that were assets?

Yes → Go to question 48

No → Go to section B.8

0114

48. What was the fair value of:

To the nearest £0.1 million

| | | | | | |
|---|---|--|---|------|-----|
| <p>a. forward type derivative contracts held with a positive value?</p> | £ | <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> | m | 1077 | NHC |
| <p>i. of which, contracts with UK banks or building societies?.....</p> | £ | <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> | m | 1119 | NHC |
| <p>ii. of which, contracts with other UK residents? Include:</p> <ul style="list-style-type: none"> ● central counterparty clearing houses (CCPs)..... | £ | <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> | m | 1120 | NHC |
| <p>iii. of which, contracts with non-UK residents? Include:</p> <ul style="list-style-type: none"> ● central counterparty clearing houses (CCPs)..... | £ | <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> | m | 1121 | NHC |
| <p>b. option type derivative contracts held?</p> | £ | <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> | m | 1078 | NHC |
| <p>i. of which, contracts with UK banks or building societies?.....</p> | £ | <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> | m | 1123 | NHC |
| <p>ii. of which, contracts with other UK residents? Include:</p> <ul style="list-style-type: none"> ● central counterparty clearing houses (CCPs) | £ | <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> | m | 1124 | NHC |
| <p>iii. of which, contracts with non-UK residents? Include:</p> <ul style="list-style-type: none"> ● central counterparty clearing houses (CCPs) | £ | <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> | m | 1125 | NHC |



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NHC

NHC

NHC

NHC

Section B.10 - Non-financial assets

58. Questions in this section are about the non-financial assets of the business named on the front of this questionnaire.

At the end of the reporting period:

59. What was the value of materials, stores and fuel as reported on this business's balance sheet?

Include:

- office supplies and other consumable material and stores that this business intends to use up as part of normal business operations

To the nearest £0.1 million

£ , , . m 1083

NHC

60. What was the value of work in progress for services provided to others as reported on this business's balance sheet?

Include:

- amounts outstanding for which progress payments have **not** yet been received, for example on long term contracts

Exclude:

- any work for which progress payments **have** been received

£ , , . m 1084

NHC

61. What was the value of finished goods recorded on this business's balance sheet, including those purchased for resale without any further processing?

Include:

- holdings of goods such as silver bullion and un-cut diamonds which are acquired for the purposes of re-sale.....

£ , , . m 1085

NHC

62. What was the value of your holdings of land, excluding buildings?

The definition of land is the ground, including the soil covering and any associated surface waters, over which ownership rights are enforced. Excluded are any other buildings or other structures situated on it or running through it, cultivated crops, trees and animals; subsoil assets, non-cultivated biological resources and water resources below the ground.....

£ , , . m 1127

NHC

63. What was the value of your holdings of existing buildings and structures?

£ , , . m 1128

NHC

64. What was the value of your holdings of valuables?

Valuables are produced assets that are not used primarily for production or consumption, that are expected to appreciate or at least not to decline in real value, that do not deteriorate over time under normal conditions and that are acquired and held primarily as stores of value. Valuables consist of precious metals and stones, antiques and other art objects and other valuables.....

£ , , . m 1129

NHC



65. What was the value of your holdings of any other tangible and intangible fixed assets? £ , , . m 1086

NHC

66. Did the business named on the front of this questionnaire have any holdings of other non-financial assets not already included?

Yes → Go to question 67

No → Go to section C 0117

MRK

67. What was the value of your holdings of any other non-financial assets not already included? £ , , . m 1087

NHC

68. Please provide examples and values of non-financial assets you have included in question 67:

Three rows of empty grid boxes for providing examples and values of non-financial assets.

0118

QAA

SPEC



Section C - Liabilities

Please provide your end balance position as recorded in your company accounts at the end of the period specified in Section A.

Section C.1 - Debt securities (liabilities)

69. Questions in this section are about the liabilities of the business named on the front of this questionnaire.
Please note, securities sold short should not be reported as liabilities; the net value of long and short positions should be reported on the asset side of the questionnaire.

At the end of the reporting period:

70. Had the business named on the front of this questionnaire issued any debt securities?

Debt securities are negotiable instruments which serve as evidence of debt. They include:

- bonds
- negotiable certificates of deposit
- debentures
- bills
- non-participating preferences shares
- negotiable loans that are traded on open markets

Yes → Go to question 71

No → Go to section C.2 0119

71. What was the outstanding balance from issues of commercial paper:

To the nearest £0.1 million

a. in sterling? £ , , . m 2000

b. in non-sterling? £ , , . m 2001

72. What was the outstanding balance from issues of:

a. **other debt securities with an original maturity of one year or less:**

Exclude:

- commercial paper (this was requested at question 71)

i. in sterling? £ , , . m 2002

ii. in non-sterling? £ , , . m 2003

b. **debt securities with an original maturity of more than one year:**

Include:

- non-participating preference shares

i. in sterling? £ , , . m 2004

ii. in non-sterling? £ , , . m 2005



MRK

NHC

NHC

NHC

NHC

NHC

NHC

79. Of your total outstanding balance payable from loans reported at question 78, what was the amount relating to:

a. direct investment loans?

Direct investment is a long-term relationship between two entities. It is held to exist where the parent owns 10% or more of the ordinary shares or voting power of an incorporated enterprise, or the equivalent of an unincorporated enterprise.....

To the nearest £0.1 million

£ , , . m 2020

NHC

b. loans secured on dwellings?

£ , , . m 2021

NHC

c. financial leases?

Include:

• hire purchase agreements

£ , , . m 2022

NHC

i. of which, UK public sector?

£ , , . m 2023

NHC

ii. of which, UK businesses?

£ , , . m 2024

NHC

iii. of which, businesses located outside of the UK?

£ , , . m 2025

NHC

d. other loans?

£ , , . m 2026

NHC

Section C.4 - Pensions (liabilities)

80. Questions in this section are about the liabilities of the business named on the front of this questionnaire.

At the end of the reporting period:

81. Did the business named on the front of this questionnaire have any pension liabilities?

Yes → Go to question 82

No → Go to section C.5 0172

MRK

82. What was the value of your pension liabilities?

£ , , . m 2038

NHC



Section C.5 - Derivative contracts (liabilities)

Please categorise your derivative contracts as either 'option type' or 'forward type'. Option type contracts give the purchaser the opportunity, but not the obligation to buy or sell a particular financial instrument or commodity at a pre-determined price within a specified time-span or on a certain date. When completing the questions on option type contracts please include warrants, but exclude employee stock option schemes. Forward type contracts are unconditional contracts which represent an obligation for settlement on a specified date. Forward type contracts include futures, interest rate swaps, forward rate agreements, foreign exchange swaps and cross currency interest rate swaps.

83. Questions in this section are about the liabilities of the business named on the front of this questionnaire.

At the end of the reporting period:

84. Did the business named on the front of this questionnaire have any options that were 'out of the money' or any other derivative contracts that were liabilities?

Yes → Go to question **85**

No → Go to section **C.6** 0125

85. What was the fair value of:

Exclude:

- employee stock options

a. forward type derivative contracts held with a negative value? £ , , . **m** 2032

i. of which, contracts with UK banks or building societies?..... £ , , . **m** 2111

ii. of which, contracts with other UK residents?
Include:
● central counterparty clearing houses (CCPs) £ , , . **m** 2112

iii. of which, contracts with non-UK residents?
Include:
● central counterparty clearing houses (CCPs) £ , , . **m** 2113

b. liabilities in relation to option type derivative contracts?..... £ , , . **m** 2033

i. of which, contracts with UK banks or building societies?..... £ , , . **m** 2115

ii. of which, contracts with other UK residents?
Include:
● central counterparty clearing houses (CCPs) £ , , . **m** 2116

iii. of which, contracts with non-UK residents?
Include:
● central counterparty clearing houses (CCPs) £ , , . **m** 2117

86. For the business named on the front of this questionnaire, what was the value of outstanding stock options offered to employees under an employee stock options scheme?.. £ , , . **m** 2034



MRK

NHC

NHC

NHC

NHC

NHC

NHC

NHC

NHC

NHC

98. What was the total amount of share capital issued?..... £ , , . m 2119 NHC

99. Of your total share capital issued, reported at question 98, what was the value of:

Include:

- all instruments and records that acknowledge the claim that other institutions or individuals have on the residual value of this business, after the claims of all creditors have been met

Exclude:

- non-participating preference shares. These were requested at question 72.b

To the nearest £0.1 million

a. listed equity issued by this business in the UK?..... £ , , . m 2027 NHC

b. unlisted equity issued by this business in the UK?... £ , , . m 2028 NHC

c. other equity issued by this business in the UK?..... £ , , . m 2029 NHC

d. equity issued by this business outside of the UK?... £ , , . m 2030 NHC

i. of which, within the EU?..... £ , , . m 2031 NHC

100. What was the total value of your share premium?..... £ , , . m 2039 NHC

101. What was the total value of your reserves? £ , , . m 2134 NHC

a. of which, revaluation reserve? £ , , . m 2040 NHC

b. of which, profit and loss reserve?..... £ , , . m 2135 NHC

c. of which, other reserves? £ , , . m 2136 NHC

102. Please provide examples and values of the other reserves you have included in question 101.c:

0127

QAA



Section E - Transactions in non-financial assets

Please provide the value of acquisition costs and proceeds from disposals of non-financial assets for the period specified in Section A.

Include non-financial assets acquired under finance leases.

During the reporting period:

103. What was the total capital expenditure on major improvements and construction work?

Include:

- new build, major refurbishments or improvements to existing buildings
- work contracted to constructors or arranged through agents or developers
- commercial, industrial, educational and health buildings; public monuments; and other non-residential buildings
- fittings and installations such as lifts, electrics, plumbing, heating and ventilation systems and water supply
- construction of structures such as oil wells, platforms, mines, pipes, power lines, transport infrastructure, wind farms, turbines and steel frameworks
- site improvements and other land preparation e.g. levelling, clearance and draining of marshes
- transfer costs, stamp duties and taxes payable to acquire the asset
- architects', engineers' and surveyors' fees, legal costs, agents' commission and all professional charges
- delivery, installation and decommissioning costs

Exclude:

- current repair and maintenance costs
- expenditure on land purchased in connection with construction work
- structures that are used primarily as residences (dwellings) e.g. houses, houseboats, caravans and associated structures such as garages
- machinery and equipment
- purchase of existing structures such as oil wells, platforms, mines, pipes, power lines, transport infrastructure, wind farms, turbines and steel frameworks

To the nearest £0.1 million

a. acquisition costs? £ , , . m 3018 NHC

i. of which, for own use or where you are responsible for its maintenance?..... £ , , . m 3108 NHC

104. For land, excluding buildings, what was the value of:

Include:

- ground, including the soil covering and any associated surface waters, over which ownership rights are enforced

Exclude:

- buildings or other structures situated on the land or running through it
- cultivated crops, trees and animals
- subsoil assets
- non-cultivated biological resources
- water resources below the ground

a. acquisition costs? £ , , . m 3109 NHC

i. of which, for own use or where you are responsible for its maintenance?..... £ , , . m 3110 NHC

b. proceeds from disposals?..... £ , , . m 3111 NHC



105. For existing buildings and structures, what was the value of:

Exclude:

- new build. This was requested at question 103

To the nearest £0.1 million

a. **acquisition costs?** £ , , . **m** 3112 **NHC**

i. of which, for own use or where you are responsible for its maintenance?..... £ , , . **m** 3113 **NHC**

b. **proceeds from disposals?**..... £ , , . **m** 3114 **NHC**

106. For transport equipment, what was the value of:

This is equipment for moving people and objects.

Include:

- motor vehicles
- trailers
- semi-trailers
- ships and boats
- railway, locomotives and rolling stock
- air and spacecraft related machinery
- military fighting equipment (but not weapons systems)
- motorcycles
- bicycles

a. **acquisition costs?** £ , , . **m** 3019 **NHC**

b. **proceeds from disposals?** £ , , . **m** 3020 **NHC**

107. For computer hardware and peripheral equipment, what was the value of:

Include:

- printers and terminals
- bundle software that you are unable to value separately

a. **acquisition costs?** £ , , . **m** 3021 **NHC**

b. **proceeds from disposals?** £ , , . **m** 3022 **NHC**



108. For computer software, what was the value of:

Include:

- computer programs
- program descriptions
- supporting materials for systems and applications software
- initial development of, and any extension of existing software
- acquisition of any copies
- labour costs associated with the development and production of software

To the nearest £0.1 million

a. **acquisition costs?** £ , , . **m** 3023

NHC

i. of which, produced in-house for own use? £ , , . **m** 3024

NHC

b. **proceeds from disposals?** £ , , . **m** 3025

NHC

109. For databases, what was the value of:

These are files of data that are organised to enable effective use of and access to that data.

For databases that are created exclusively for own use, the valuation should be based on the costs of the database, but these costs should exclude the cost of ongoing management of the database and any costs associated with acquiring the data held by the database.

Include:

- labour costs associated with the development and production of software

a. **acquisition costs?** £ , , . **m** 3026

NHC

i. of which, produced in-house for own use? £ , , . **m** 3027

NHC

b. **proceeds from disposals?** £ , , . **m** 3028

NHC

110. For telecommunications equipment, what was the value of:

Include:

- telephones
- fax machines
- switchboards
- CCTV equipment

a. **acquisition costs?** £ , , . **m** 3029

NHC

b. **proceeds from disposals?** £ , , . **m** 3030

NHC



111. For other machinery and equipment, what was the value of:

Include:

- electronic components and optical equipment
- electrical equipment
- furniture

Exclude:

- transport equipment
- computer hardware and peripheral equipment
- telecommunications equipment
- unfinished machinery and equipment that is not for the own final use of the business
- tools that are relatively inexpensive and purchased regularly, e.g. hand tools
- machinery and equipment integral to buildings (these are included in dwellings and non residential buildings)
- machinery and equipment that are considered weapons systems acquired for military purposes

To the nearest £0.1 million

a. acquisition costs? £ , , . m 3031

b. proceeds from disposals? £ , , . m 3032

NHC

NHC

112. For valuables, what was the value of:

Include:

- non-monetary gold
- precious metals and stones that are not held for use as inputs to processes of production
- antiques and other art objects such as paintings, sculptures and other recognised works of art
- other valuables not elsewhere classified, such as collections and jewellery of significant value

a. acquisition costs? £ , , . m 3115

b. proceeds from disposals? £ , , . m 3116

NHC

NHC



Section G - Any substantial changes, completion time and your contact details

119. Have there been any substantial changes in the figures since the last reporting period?

Yes → Go to question 120

No → Go to question 121

0134

120. Please explain these changes below:

0003

Large empty text box for explaining changes, overlaid with a large 'DRAFT' watermark.

121. How long has it taken you to complete this questionnaire?

This question is voluntary

hrs 0135

mins 0136

122. Please write the details of the person we should contact if we have any queries regarding the information returned on this questionnaire.

Contact Name

0137

Position in business

0138

Telephone Number

Ext

0139

Fax Number

0140

E-mail address

0141

Thank you for completing this questionnaire.

MRK

MAE

ABB

QVA

QVA

QVE

QVF

QVI



General notes for overseas portfolio investments (question 118)

Securities:

A security is defined as an instrument that is traded or tradeable.

Report all securities relating to your overseas assets at market value, and convert them to sterling using the closing middle market spot rate on the last day of the period covered in this questionnaire.

Attribute securities to the country that issued them. Base country attribution on where the entity is ordinarily domiciled. If there is doubt as to the issuers' country of domicile, then the country of residence of any enterprise can be taken as where it is legally incorporated. In the absence of legal incorporation, the country of residence can be taken as where it is legally domiciled. Overseas is defined as non-UK, where the UK includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.

Do not allocate securities issued by international organisations (IO's) to the country in which the IO is based. Instead report the value of the securities in the separate category specifically for IO's near the end of the table.

Exclusion of securities issues raised by related enterprises:

Securities issued by related non-resident enterprises and held by the reporting entity should be excluded from this questionnaire. Related non-resident enterprises are enterprises in which this reporting business's UK group has voting power of 10% or more. Voting power is a measure of control in a company which takes account of the fact that different classes of shares can carry different levels of control or influence. The only exception is if your enterprise is a financial institution. In these circumstances, debt securities issued by an affiliated non-resident financial intermediary and owned by your entity should be included in this questionnaire if the debt does not represent a permanent interest.

Treatment of securities involved in repurchase and securities lending arrangements:

Treatment should be consistent with the main questionnaire, namely:

- include securities sold under repurchase or securities lending arrangements.
- exclude securities acquired under repurchase or securities lending arrangements.
- securities acquired under repurchase or securities lending arrangements and subsequently sold to a third party should be reported as a negative holding, namely, a short position.

Depository Receipts:

Depository receipts that denote ownership of equity or debt securities issued by overseas enterprises should be attributed to the country of residence of the issuer of the security underlying the depository receipt.

If you are a financial institution, don't report holdings of any securities against which depository receipts have been issued and sold. But, if a depository receipt was issued before the financial institution arranging the issue had acquired the underlying securities, then that financial institution should report a negative holding in the underlying security.

Stripped securities

Stripped securities (strips) are securities that have been transformed from a principal amount with periodic interest coupons, into series of zero coupon securities with a range of maturities matching the coupon payment dates and the redemption date of the principal amount.

Where strips remain the direct obligation of the original issuer, the residency of the issuer of the strips remains the same as for the original security.

Dealers who request that a settlement or clearing house creates strips from an existing security issued by a non-resident should not report ownership of the underlying security once the strips are created.

If you have created and issued strips, 'backed' by the original securities, report your holdings of the underlying securities if a non-resident issued them.

Strips with an original maturity of less than one year are classified as money market instruments and thus, if identifiable, should be reported as short-term debt securities.

Asset-backed Securities:

When reporting the market value of your holdings of your asset-backed securities, be aware of the possibility of early partial redemption of principal.

Report the market value of the principal amount outstanding at the close of business on the last day of the period covered in this questionnaire. If some of the principal has been repaid, this market value will not be the same as the original face value re-valued at end-period market prices.