Explanatory Notes to Templates

GENERAL INSTRUCTIONS

- This template has been designed to capture information on Dealers' inventory positions as well as client liability positions, including repurchase agreements and certificates of participation.

- Only securities issued by the Government of Jamaica and the Bank of Jamaica are to be included in this template. These include Local Registered Stock, Investment Debentures, Indexed Bonds, Treasury Bills, GOJ Global Bonds, BOJ Certificates of Securities Held and BOJ Certificates of Deposit.

- With the exception of dealer counter-parties, client names are not required in the report. However, each client is to be uniquely identified by the Client Account number used in your internal client database.

- The template has ten (10) linked worksheets of which six (9) are input sheets. These sheets are as follows:-
    1. **The Cover** – This sheet contains information on the dealer making the filing and the ending period for the information being filed.
    2. **Dealer Summary** – This sheet contains summarises all the information entered on the subsequent sheet and is updated automatically.
    3. **Dealer Assets** – This sheet allow the entry of securities purchased from the GOJ and BOJ by the dealer.
    4. **Client Liability Position** – This sheet allows the entry of all securities sold to clients
    5. **Client Contracts** – This sheet allows entry of all contracts sold to clients and is linked to the Client Liability Position sheet. This link allows for the comparison on the contract amount against the individual securities sold.
    6. **Reverse Repurchase Position** - This sheet allows the entry of all securities purchased from other sources[1].
    7. **Reverse Repurchase Contracts** – This sheet allows entry of all contracts purchased from other sources[1] and is linked to the Reverse Repurchase Position sheet. This link allows for the comparison on the contract amount against the individual securities purchased
    8. **Dealer Reference Nos.** – Allows the entry of dealer reference numbers of the GOJ/BOJ issued securities. These are used on the **Dealer Assets, Client Liability Position** and **Reverse Repurchase Position** Sheets to identify securities purchased and sold by the dealer.
    9. **Security Dealers** – Allows the entry of all dealer accounts numbers for the licensed security dealers. These are used on the **Client Liability** and

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[1] Dealers that are not BOJ or GOJ

Reverse Repurchase Position Sheets to identify licensed dealer transactions.
10. **Variables** - for FSC use only.

- The template contains in the **Dealer Summary worksheet**, the listing and full description of all securities issued by the Ministry of Finance and the Bank of Jamaica COSH and Certificates of Deposit. Each security has been assigned a unique identifier number by the FSC for which you must enter you corresponding reference number on **the Dealer Reference Nos**. worksheet...

- For non-standard issues, such as privately placed J$ and US$ securities, these are to be reported under the Security Description and FSC Reference ID *FSCOtherJ$* and *FSCOtherUS$*. The dealer should provide explanatory notes on these with full descriptions of the relevant securities.

- GOJ Global Bond holdings are to be included using the FSC assigned code. For the GOJ Euro denominated Bond due 2004, kindly convert both asset and liability positions to US$ at the BOJ weighted average buying rate as at the end of the reporting period.

- Information on GOJ securities has been updated with maturities and new issues as at 2004, February 27. Subsequent monthly updates of the new issues and assigned FSC Reference codes will be forwarded electronically by the FSC within seven (7) days of the end of the month.

- Treasury Bills are to be included on the template; however, the detailed TBill information (outstanding issues and FSC Reference codes) will be forwarded at a later date. In the interim, dealers may utilize the single code indicated, to represent their T-Bill holdings.

COVER PAGE

Kindly provide the information as requested on the Cover worksheet, including the Dealer Name, the reporting period and the date of the report.

DEALER SUMMARY

All asset and client liability positions held by the dealer are summarized in this worksheet, which is automatically generated from the input worksheets.

The Net Position for each security reflects the net of the Dealer Available Assets, Face value received under Reverse Repurchase Agreements and Face value transferred to Clients.

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A negative Net Position would suggest that the Dealer has over-traded the particular security. Dealers are to check and verify information generated for the Net Position, and should supply explanatory notes, in the event that the Net Position is negative.

Type
Type relates to the form of GOJ instruments and BOJ instruments that are in the Dealer's portfolio, for example LRS, BOJ CD's, and BOJ COSH.

FSC Security Ref
This represents the unique FSC code assigned to each security issued by the Ministry of Finance and the Bank of Jamaica. See instructions on selecting the assigned code, under Dealer Assets, below.

Dealer Asset Face Value
Dealer asset face value is the value of the security as given on the certificate. The security may already be registered in the dealer's name, or may be in-transfer.

Available Amount for Allocation
This is the amount available for allocation and is updated from the Dealer Assets worksheet.

Reverse Repurchase Face Value Received
This is the face value of collateral received for securities *purchased* by the dealer under a repurchase agreement. These repurchase contracts include contracts with clients and institutional counter-parties, as well as contracts with the Bank of Jamaica (COSH). Bank of Jamaica Certificates of Deposit should also be included.

Client Liability Face Value Transferred
This refers to the face value of collateral transferred to clients for all funds managed on behalf of clients, including funds held under Repo agreements and Certificates of Participation.

Explanatory Notes to Templates

DEALER ASSETS

This is a comprehensive listing of all assets owned by the Dealer. Assets purchased and in transfer should be indicated, and the name inserted for the current registered owner, as per the Ministry of Finance's records.

Dealer Security Reference
This is your internal security reference number/code of the item being purchased from the GOJ or BOJ

Security Description (Issue & Tranche)
This is the full description of the security selected, and is automatically updated from the security master list, once the respective Dealer Security Reference is selected.

Dealer Asset Face Value
This is the value of the security as given on the certificate.

Registered Owner (if in transfer)
Indicate the registered owner of the securities as per the records of the Ministry of Finance if the security is not yet registered in the dealer's name and it is in transfer.

Certificate #
Insert the Certificate # as displayed on the face of the certificate.

Yield to Maturity
This is the rate of return on the instrument if it is held to its maturity date.

Current Variable Rate Coupon (Tbill +/-)
The coupon applicable to the current interest period for GOJ variable rate instruments, pegged to the 6-month, or other period, Treasury Bill yield.

Proprietary or Non-proprietary
Proprietary refers to securities held for the dealer's own account. Non-proprietary relates to securities that are held for the clients' accounts either individually or as a part of a managed fund portfolio. Select the appropriate classification from the 'drop-down' listing.

Encumbered / Pledged Amount
The dealer owns the instrument but the full amount or a portion of the face value is subject to another party's valid claim. This includes pledges made to the dealer's bankers to secure credit positions.

Explanatory Notes to Templates

Available Amount for Allocation
Available amount for allocation refers to the face value that is not encumbered or pledged and is available for allocation.

CLIENT LIABILITY CONTRACTS AND REVERSE REPURCHASE CONTRACTS

These worksheets summarise each client transaction in accordance with the respective contract note and compares the total value of securities assigned (or received) with the contract amount.

Product Type
Insert the type of transaction, for example, repurchase agreements, Certificate of Participation.

Contract Details
Insert the details of each transaction (contract) with each client. The **Contract Note Number** should be the transaction reference number as it appears on the client records and on the confirmation certificate.

Transaction Date, Interest Rate and Maturity Date are applicable only to the contract and not the underlying security.

Market Value
This field is automatically generated and reflects the total market value of securities assigned (or received) for a specific client contract.

Variance
The variance is automatically calculated as the difference between the contract amount and the market value of securities assigned, for that contract.

CLIENT LIABILITY POSITION AND REVERSE REPURCHASE AGREEMENTS

Counter-party Account No.
Insert your internal client Account Number for each counter-party, as it appears on your in-house client records.

Dealer I.D. Number
Dealer counter-parties are to be identified by the assigned dealer ID number. Select the relevant ID number from the 'drop down' list on the worksheet.

Dealer Name

Explanatory Notes to Templates

This is automatically updated once the Dealer ID number is selected.

Issue Date
Date of the initial public offering of the instrument.

Collateral Details
Each client contract may have several different securities assigned or received as collateral. Indicate separately, all securities assigned under each client contract.

Dealer Security Reference
This is your internal security reference number/code of the item being purchased from the GOJ or BOJ

Price
Indicate the price of the collateral.

Currency/Exchange Rate
If the currency of the collateral differs from the currency of the contract, insert the collateral details in the former currency. Insert the currency and exchange rate used in these fields.

Market Value of Collateral
Market value of the collateral reflects the collateral value which has been converted and priced in accordance with the applicable price and exchange rate indicated. This market value will be in the same currency as that of the contract.

DEALER REFERENCE NOS.
Dealer Security Reference
This is your internal security reference number/code of the item being purchased from the GOJ or BOJ and should match the description on certificates purchased from the BOJ/GOJ

SECURITY DEALERS
Counter-party Account No.
Insert your internal client Account Number for each counter-party, as it appears on your in-house client records.