



Confidential

Reserve Bank of India

(Department of Statistics and Information Management)

(External Liabilities and Assets Statistics Division)

SCHEDULE - 4

Survey of India's Foreign Liabilities and Assets of Mutual Fund Companies

Reference Period: 2017-18 (April - March)

(To be filled in by Mutual Fund Company)

Tips while filling the form: Use [Tab] or [Enter] to navigate through the fields while filling the form.

Please read the guidelines/definitions carefully before filling-in the Return.

[Click here to read](#)

System Requirement for the Mutual Fund(MF) Schedule

1. Company should have MS office Excel – 2003 onwards. Before filling the information in Excel based MF schedule, make sure that you have **enabled the macro in Excel**. In order to enable the macro, please do the following:

- a) In Microsoft 2007
Go to **Office Button >> Excel option >> popular**
select **'Show developer tab in the Ribbon'**, then
Go to Developer tab >> Macro Security >> select **'Enable all macros'**
- a) In Microsoft 2010
Go to File >> option >> trust centre >> trust centre setting >> macro setting
select **'Enable all macros'**

2. It is required to save the MF schedule in **Excel 97-2003 Workbook (.xls format)**.

In order to save the return as follows:
Go to Office Button / File >> Save As >> Save as type
Select **'Excel 97-2003 Workbook'**

3. Filled-in the Excel based MF schedule should be sent by email at mf@rbi.org.in by 16 July. Any other attachment should not be forwarded along with the MF return.

4. After sending the filled Excel based MF schedule to mf@rbi.org.in, you will receive an acknowledgement. Ensure that you have received a successful processing acknowledgement. **If some error is mentioned in the acknowledgement rather than successful processing statement, then you are required to resubmit the form by rectifying the mentioned error.**

If you are unable to run the macro, please re-open the file and enable the macro.

Click on **'Start filling the form'** button to fill the form.

Provide Survey Year:

2 0 1 8

Start Filling the Form >>

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SECTION-I Identification Particular

1. Company Name & Address

- (i) Name of the Mutual Fund Company (MF Company)
- (ii) SEBI *Registration* Number
- (iii) Name of the Asset Management Companies(AMC)
- (iv) CIN No. of AMC(*Given by Ministry of Corporate Affairs*)
- (v) Registered Address of Mutual Fund Company

- (vi) City
- (vii) State
- (viii) Pin

2. Contact Details

- (i) Name
- (ii) Designation
- (iii) Tel. No.
- (iv) Fax. No.
- (v) Email

3. Account Closing Date:

Date: Month: Year:

4. Whether your MF Company's Name has changed during the latest financial year(April - March)?

Validate

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Reserve Bank of India

Survey of India'S Foreign Liabilities And Assets of Mutual Fund Companies

as on March 31, 2017-18

SCHEDULE - 4

(Foreign Liabilities & Assets due to Mutual Fund Schemes of Asset Management Companies)

INSTRUCTIONS

This survey collects annual information from Indian resident Mutual Fund Companies on their foreign financial liabilities and assets. It will be used in the compilation of India's Balance of Payments (BoP) and International Investment Position (IIP), which will reveal the relative strength of our economy to withstand shock & a clear picture of the standard of international investors' business confidence in India as compared to that of other economies of the world.

We request for information on foreign liabilities and assets from you to enable us to compile correct external liabilities and assets of the country. The information furnished in the schedule will remain confidential with the Reserve Bank of India.

The following points should be taken into account before filling-in this Schedule

- 1) All information should relate to the position as at the end of March 2017 and 2018.
- 2) Country-wise information on all external liabilities and assets should be disclosed in Block 1, 2 and 3 of the return.
- 3) For the purpose of valuation, market value should relate to
 - i) The mid-value of the stock market buy and sell closing price on the reference dates (31/03/2017 & 2018). In case, stock markets were closed on the reference dates, stock price on the previous working day should be used.
 - ii) In case the market value is not available, net asset value per instrument on the reference dates should be used.
- 4) While furnishing the information about the Other Liabilities at Block 2, kindly select the proper option for description of other liability e.g. Dividend payable, redemption payable etc. Similarly, while reporting the foreign assets in Block 3, kindly select the proper option for description of assets in terms of financial instruments e.g. investment in foreign equity, debt securities, mutual fund units, dividend/ redemptions receivables, cash balances etc.
- 5) All amount reported in Indian rupees should be rounded off to the nearest lakhs. Foreign currency amount are to be shown in actuals, without decimals. Amounts in foreign currency are to be recorded invariably when the repayment liability is fixed in foreign currency. Rupee value may be worked out on the basis of exchange rates on March 31, previous year and current year. In case where foreign liability or asset is designated in foreign currency, rupee equivalent should be provided in relevant columns. If any liability/asset is designated in rupee, the same should be reported in Rupee column and the column provided for reporting foreign currency amount may be left blank.
- 6) The completed return in Excel format should be sent on or before **July 16**, of every year at e-mail: mf@rbi.org.in.

For any clarification, please contact our Helpdesk:

e-mail : mfquery@rbi.org.in

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