

Normative Regulations No. 244 of the Financial and Capital Market Commission

Riga, 22 December 2020

(Minutes No. 54, Clause 5 of the Meeting of the Council of the Financial and Capital Market Commission)

Normative Regulations for the Preparation of Requirements and Reports Regulating the Activities of a Payment Institution and an Electronic Money Institution

Issued in accordance with [Section 35](#), Part two, [Section 38](#), Part one, Paragraph 1, and [Section 48](#), Part one of [The Law on Payment Services and Electronic Money](#)

I. General provisions

1. "Normative Regulations for the Preparation of Requirements and Reports Regulating the Activities of a Payment Institution and an Electronic Money Institution" (hereinafter referred to as – the Regulations) prescribe:

1.1. the procedure for calculation of the equity requirement of a licensed payment institution;

1.2. the assets in which the payment institution and the electronic money institution (hereinafter together referred to as – the Institution) may invest money received from payment service users or another payment service provider, if at the end of the next business day after the day of receipt of this money it has not yet been credited to the payee's account or sent to another payment service provider and has not been credited to a separate bank account, as well as money received in exchange for the issued electronic money;

1.3. The procedure for the preparation and submission of the institution's reports to be submitted to the Financial and Capital Market Commission (hereinafter referred to as – the Commission).

2. The Regulations are binding on institutions registered and licensed in accordance with the procedures specified in the [Law on Payment Services and Electronic Money](#) (hereinafter referred to as – the Law).

3. The Regulations are developed to receive information for supervisory purposes and will be used to prepare statistical reports.

4. Terms used in this Regulation:

4.1. comply with the law and Regulation (EU) No 575/2013 of the European Parliament and of the Council of 26 June 2013 on prudential requirements for credit institutions and investment firms and amending Regulation (EU) No 648/2012, (hereinafter referred to as – the Regulation No. 575/2013);

4.2. "ISIN code" – the 12-character code of the relevant security assigned by the member or a proxy of the Association of National Numbering Agencies in accordance with the international standard ISO 6166 "ISIN codes";

4.3. non-residents, residents, central bank – comply with the terms used in the Regulations of the Bank of Latvia "Rules for the preparation of the monthly balance sheet of monetary financial institutions".

5. The content and assessment of the reporting items shall comply with the [Law on the Annual Financial Statements and Consolidated Financial Statements](#), unless otherwise provided in these Regulations.

6. The monetary unit to be used in the reports is the *euro*.

7. A licensed institution, other than a payment institution that provides only a payment initiation service or an account information service, shall prepare the following reports:

7.1 "Institution's Balance sheet statement" ([Annex 1](#));

7.2 "Institution's Profit or loss account" ([Annex 2](#));

7.3 "Calculation of the institution's equity and its adequacy" ([Annex 3](#));

7.4 "Institution's statement on customers' funds" ([Appendix 4](#)).

8. A licensed payment institution that provides only a payment initiation service shall prepare the reports referred to in Paragraphs [7.1](#), [7.2](#) and [7.3](#) of these Regulations.

9. A licensed payment institution that provides only an account information service shall prepare the reports referred to in Paragraphs [7.1](#) and [7.2](#) of these Regulations.

10. A registered body shall prepare the reports referred to in Paragraphs [7.1](#), [7.2](#) and [7.4](#) of these Regulations.

II. Regulatory requirements

11. A licensed payment institution shall calculate the equity requirement using the following formula:

$ER = c \times ta$, where:

ER – equity requirements;

c – coefficient equal to:

a) [0.5](#) – if the payment institution provides only the payment service referred to in [Section 1](#) (1) (f) of the Law.

b) 1 – if the payment institution provides any of the payment services referred to in [Section 1](#) (1) "a", "b", "c", "d" or "e" of the Law;

ta – the total amount consisting of the sum of the following values:

a) 4.0 per cent of the arithmetic value per month of payments made during the preceding 12 months, if not exceeding EUR 5 million,

b) 2.5 per cent of the arithmetic value per month of payments made during the preceding 12 months, exceeding EUR 5 million but not exceeding EUR 10 million,

c) 1 per cent of the arithmetic value per month of payments made during the preceding 12 months, exceeding EUR 10 million but not exceeding EUR 100 million,

d) 0.5 per cent of the arithmetic value per month of payments made during the preceding 12 months, exceeding EUR 100 million but not exceeding EUR 250 million,

e) 0.25 per cent of the arithmetic value per month of payments made during the preceding 12 months, exceeding EUR 250 million per month.

12. If a licensed payment institution has not been in operation for a full 12 calendar months, the arithmetic value per month of the payments shall be determined from the calendar month in which it actually started providing payment services.

13. The safe, liquid, low-risk assets referred to in [Section 38](#), Paragraph one, Clause 1 of the Law are the following unencumbered assets:

13.1. cash on hand;

13.2. investments in debt securities with a credit rating quality step from 0 to 2 in accordance with European Commission Implementing Regulation (EU) 2016/1799 of 7 October 2016 laying down implementing technical standards with regard to the mapping of credit assessments of external credit

assessment institutions for credit risk in accordance with Sections 136(1) and 136(3) of Regulation (EU) No 575/2013 of the European Parliament and of the Council;

13.3. investments in such investment funds within the meaning of the [Law on Investment Management Companies](#), which in accordance with the fund prospectus make investments only in the securities referred to in Section [13.2](#) of these Regulations.

III. Preparation of reports

14. In preparing the “Institution’s Balance sheet statement” ([Annex 1](#)):

14.1. Item 1541 “incl. Short-term loans (credits) related to payment services” shall indicate the loans granted by the institution in accordance with the provisions of [Section 37](#) of the Law;

14.2. Item 1700 “Cash” shall indicate the institution's cash on hand and claims on demand against credit institutions;

14.3. “Possible liabilities”:

14.3.1. Item 3100 “12.1. Guarantees” shall indicate guarantees issued by an institution;

14.3.2. Item 3200 “12.2. Possible liabilities for the execution of payments” shall indicate all irrevocable liabilities to payment service users that are binding on an institution for the execution of payments;

14.3.3. Item 3300 “12.3. Other possible liabilities” refers to other possible liabilities, including assets pledged to secure the fulfilment of liabilities to third parties.

15. If the book value exceeds 10 per cent of the total assets in any of the items “Other” of the “Institution’s balance sheet”, an institution shall provide the Commission with written information disclosing the content and amounts of that item.

16. In preparing the “Institution’s Profit or loss account” ([Annex 2](#)):

16.1. In Item 1011 “including gross revenue related to the provision of services by the payment institution”, the payment institution shall indicate all types of revenue which it receives in the framework of the provision of payment services;

16.2. Item 1012 “including gross revenue related to the provision of services by the electronic money institution” shall indicate all types of revenue that the electronic money institution receives in the framework of the provision of electronic money services and, if any, in the framework of the provision of payment services.

17. The following requirements shall be met in the preparation of the “Calculation of the Institution’s equity and Its Adequacy” ([Annex 3](#)):

17.1. The total amount of item 100 “Total Common Equity Tier 1” is greater than or equal to 75 per cent of the value of item 300 “Tier 1 capital”;

17.2. The total amount of item 200 “Total Additional Equity Tier 1” is less than or equal to one third of the value of item 100 “Total Common Equity Tier 1”;

17.3. The total amount of item 400 “Tier 2 capital” is less than or equal to one third of the value of item 300 “Tier 1 capital”;

17.4. Item 700 “Excess of equity over the minimum initial capital of an electronic money institution” shall be included in the calculation if the electronic money institution provides payment services;

17.5. Items 700, 800 and 900 shall not be filled in by a licensed payment institution that provides only a payment initiation service.

18. In preparing the “Institution's Statement on Customers’ Funds” ([Annex 4](#)):

18.1. the name of the credit institution or central bank (hereinafter referred to as – the bank) shall be indicated as the bank SWIFT code of the eight-characters in accordance with the international standard ISO 9362: 2009 “Banking Business Identification Codes”;

18.2. the country code shall be indicated in accordance with the international standard ISO 3166 “Country codes and their territorial division unit names”;

18.3. the assets and liabilities which the institution incurs in connection with the provision of payment services or the provision of electronic money institution services shall be reflected by classifying the relevant positions as liquid or encumbered. Encumbered assets are those assets that are pledged, directly or indirectly, or that are subject to an agreement to provide any type of transaction with a deposit or other type of pledge;

18.4. Item 2 “Claims against banks for the provision of payment services” shall indicate claims against credit institutions for which the unavailability of deposits has not been established and central banks with which the institution has entered into an agreement on the use of a separate account for the provision of payment services in accordance with requirements specified in Section 38.1 of the Law;

18.5. Item 3 “Claims against banks to secure liabilities for issued electronic money” shall indicate claims against credit institutions for which the unavailability of deposits has not been established and central banks with which an agreement has been concluded on the use of a separate account for the storage of money received in exchange for electronic money pursuant to the requirements specified in Section 38¹ of the Law;

18.6. Item 6 “Claims against payment institutions for the execution of payments” shall indicate claims against payment institutions with which the institution has entered into an agreement regarding the use of a separate account for the provision of payment services;

18.7. Item 7 “Claims against electronic money institutions for the execution of payments” shall indicate claims against electronic money institutions with which the institution has entered into an agreement regarding the use of a separate account for the provision of payment services;

18.8. Item 8 “Claims against electronic money issuers” shall indicate claims against an electronic money issuer or its representative which an institution incurs on behalf of its customers in holding electronic money issued by another issuer;

18.9. Item 9 “Other claims related to the execution of payments” shall indicate claims against the representatives of the payment institution and other persons with whom cooperation agreements have been concluded for the execution of payment services;

18.10. Item 10 “Other claims related to the issuance of electronic money” shall indicate claims against the representatives of the electronic money institution and other persons with whom agreements have been concluded for the provision of electronic money issuance services;

18.11. Item 12 “Liabilities to payment service users” shall indicate the money received by the institution if, at the end of the working day following the day on which the money is received, it has not yet been credited to the payee's account or sent to another payment service provider;

18.12. Item 13 “Liabilities to electronic money holders” shall indicate the amount of electronic money in circulation which constitutes a financial liability of an electronic money institution towards electronic money holders;

18.13. Item 16 “Arithmetic value of payments made during the previous 12 months” shall indicate the value calculated by dividing the value of payments made during the previous 12 calendar months, excluding payments by electronic money, by 12. If the payment institution has not been in operation

for a full 12 calendar months, this item shall indicate the arithmetic value of the payments made from the calendar month in which it actually started providing payment services;

18.14. Item 17 “Total amount of payments made in the framework of the provision of payment services” shall indicate the total amount of payments made by the institution from the beginning of the accounting year to the last date of the” relevant quarter;

18.15. Item 18 “Total amount of payments made with electronic money” shall indicate the total amount of payments made by the institution with its issued electronic money from the beginning of the reporting year until the last date of the relevant quarter;

18.16. Item [19](#) “Average amount of electronic money in circulation” shall indicate the arithmetic value of the financial liabilities of the electronic money institution arising from the issue of electronic money, calculated in accordance with the requirements of Section [1](#), Paragraph 2³ of the Law. If the electronic money institution has not been in operation for a full six calendar months, this item shall indicate the average amount of electronic money in circulation from the date of commencement of the issue of electronic money;

18.17. Item 20 “Total amount of redeemed electronic money” shall indicate the total amount of electronic money redeemed by the electronic money institution from the beginning of the reporting year until the last date of the relevant quarter.

IV. Submission of reports

19. The licensed institution shall prepare:

19.1. the reports referred to in [Paragraph 7](#) or [8](#) of these Regulations regarding the situation on the last date of each quarter and submit them to the Commission by the 15th day of the month following the reporting quarter;

19.2. the reports referred to in [Paragraph 9](#) of these Regulations regarding the situation on 30 June and 31 December and submit them to the Commission by the 15th day of the month following the reporting date.

20. The registered institution shall prepare:

20.1. the report referred to in Paragraphs [7.1](#) and [7.2](#) of these Regulations regarding the situation on 30 June and 31 December and submit it to the Commission by the 15th day of the month following the reporting date;

20.2. the report referred to in Paragraph [7.4](#) of these Regulations regarding the situation on the last date of each quarter and submit it to the Commission by the 15th day of the month following the reporting quarter.

21. The reports shall be prepared for submission in accordance with the Commission Regulation No. 76 “[Normative Regulations on the Submission of Electronically Prepared Reports](#)” of 18 June 2020. The information shall be provided electronically in XBRL (Extensible Business Reporting Language) file format in accordance with the taxonomy prepared by the Commission and published on the Commission's website (www.fktk.lv). If the respondent cannot prepare the reports in XBRL file format, they can be submitted in XLSX (Microsoft Excel Open XML) file format by filling in the XLSX file prepared by the Commission and published in the Data Reporting System (<https://dati.fktk.lv>).

22. Where the Commission identifies that the report has been prepared erroneously, it shall be notified to the submitter of the report. Unless the Commission has indicated a different deadline, the corrected report shall be submitted not later than on the working day following receipt of the notification of the existence of errors from the Commission.

V. Final Provision

23. With the entry into force of these Regulations, the normative regulations of the Commission No. 156 of 26 September 2018 “Normative Regulations for the Preparation of Requirements and Reports Regulating the Activities of a Payment Institution and an Electronic Money Institution” shall become void.

Informative reference to European Union Directives

The Regulation incorporates the legal provisions arising out of:

1) Directive 2009/110/EC of the European Parliament and of the Council of 16 September 2009 on the taking up, pursuit and prudential supervision of the business of electronic money institutions amending Directives 2005/60/EC and 2006/48/EC and repealing Directive 2000/46/EC;

2) Directive (EU) 2015/2366 of the European Parliament and of the Council of 25 November 2015 on payment services in the internal market, amending Directives 2002/65/EC, 2009/110/EC and 2013/36/EU and Regulation (EU) No 1093/2010, and repealing Directive [2007/64/EC](#) (Text with EEA relevance)

Chairperson of the Financial and Capital Market Commission *S. Purgaile*
[Annex 1](#)

to Regulation No. 244 of 22 December 2020
of the Financial and Capital Market Commission

Institution name:

Institution’s Balance sheet statement

_____ (reporting period)

(in whole euros)

Item title	Item code	Book value		
		Residents	Non-residents	In total (1+2)
A	B			
ASSET (1100+1200+1300+1400+1500+1600+1700)	1000			
I. Long-term investments				
1. Intangible assets	1100			
2. Fixed assets (1210+1220)	1200			
2.1. Real estate	1210			
2.2. Other	1220			
3. Long-term financial investments (1310+1320+1330+1340+1350+1360+1370+1380)	1300			

3.1 Shareholding in related companies	1310			
3.2. Loans to related companies	1320			
3.3 Shareholding in the capital of associated companies	1330			
3.4. Loans to associated companies	1340			
3.5. Other securities and investments	1350			
3.6. Own stocks and shares	1360			
3.7. Loans to shareholders and management	1370			
3.8. Other	1380			
II. Current assets				
4. Inventories	1400			
5. Receivables (1510+1520+1530+1540+1550+1560+1570)	1500			
5.1 Trade receivables	1510			
5.2 Debts of related companies	1520			
5.3 Debts of associated companies	1530			
5.4 Other receivables	1540			
incl. short - term loans related to payment services	1541			
5.5 Unpaid share capital of the Company	1550			
5.6 Short-term loans to shareholders or members and management	1560			
5.7 Other	1570			
6. Short-term financial investments (1610+1620+1630+1640)	1600			
6.1. Shareholding in related companies	1610			
6.2 Own stocks and shares	1620			
6.3. Other securities and shareholdings	1630			
6.4. Other	1640			
7. Cash	1700			

EQUITY AND LIABILITIES (2100+2200+2300+2400)	2000			
8. Own funds (2110+2120+2130+2140+2150+2160+2170+2180)	2100			
8.1. Share capital	2110			
8.2. Stock (share) emission premium	2120			
8.3. Long-term investment revaluation reserve	2130			
8.4. Fair value reserve of financial instruments	2140			
8.5. Reserves	2150			
8.6. Retained earnings or uncovered losses of previous years	2160			
8.7. Profit or loss for the reporting year	2170			
8.8. Other	2180			
9. Provisions	2200			
10. Long-term creditors (2310+2320+2330+2340+2350+2360+2370+2380)	2300			
10.1. Loans from credit institutions	2310			
10.2. Other loans	2320			
10.3. Advance payments received from customers	2330			
10.4. Accounts payable to suppliers and contractors	2340			
10.5. Debts to related companies	2350			
10.6. Debts to associates	2360			
10.7. Unpaid dividends	2370			
10.8. Other	2380			
11. Short term creditors (2410+2420+2430+2440+2450+2460+2470+2480+2490)	2400			
11.1 Loans from credit institutions	2410			
11.2. Other loans	2420			

11.3. Advance payments received from customers	2430			
11.4. Accounts payable to suppliers and contractors	2440			
11.5. Debts to related companies	2450			
11.6. Debts to associates	2460			
11.7. Unpaid dividends	2470			
11.8. Accrued liabilities	2480			
11.9. Other	2490			
POSSIBLE LIABILITIES (3100+3200+3300)				
	3000			
12.1. Guarantees (warranties)	3100			
12.2. Possible liabilities and execution of payments	3200			
12.3. Other possible liabilities	3300			

Institutional Manager _____

(Given name, surname)

Prepared by: _____

(name, surname, e-mail address, telephone number)

[Annex 2](#)

to Regulation No. 244 of 22 December 2020
of the Financial and Capital Market Commission

Institution name:

Institution's Profit or Loss Statement

(reporting period)

(in whole euros)

Item title	Item code	Book value
Net turnover	1010	

incl. gross revenue related to the provision of services by the payment institution	1011	
incl. gross revenue related to the provision of electronic money institution services	1012	
Cost of production of products sold, costs of purchase of goods or services provided, incl. costs related to the provision of services by the institution	1020	
Gross profit or loss (1010-1020)	1030	
Selling costs	1040	
Administrative costs	1050	
Other income from business activities	1060	
Other costs of business activity	1070	
Income from participation (1081+1082+1083)	1080	
a) in the capital of related companies	1081	
b) in the capital of associated companies	1082	
c) in the capital of other companies	1083	
Income from other securities and loans constituting long-term financial investments (1091+1092)	1090	
a) from related companies	1091	
b) from associates and other companies, as well as from securities and other long-term debtors	1092	
Other interest income and similar income (1101+1102)	1100	
a) from related companies	1101	
b) from other persons	1102	
Revaluation result of long-term and short-term investments (+/-)	1110	
Realised increase / decrease in the value of long-term and short-term investments (+/-)	1120	
Interest payments and similar costs (1131+1132)	1130	
a) to related companies	1131	

b) other persons	1132	
Profit or loss before corporate income tax (1030-1040-1050+1060-1070+1080+1090+1100+1110+1120-1130)	1140	
Corporate income tax for the reporting year	1150	
Profit or loss after the calculation of corporate income tax (1140-1150)	1160	
Extraordinary dividends	1170	
Profit or loss for the reporting year (1160-1170)	1180	

Institutional Manager _____

(Given name, surname)

Prepared by: _____

(name, surname, e-mail address, telephone number)

[Annex 3](#)

to Regulation No. 244 of 22 December 2020
of the Financial and Capital Market Commission

Institution name:

A. Calculation of the institution's own funds and their adequacy

_____ (reporting period)

(in whole euros)

Item title	Item code	Amount
A	B	1
Common Equity Tier 1		X
Equity instruments that are eligible for classification as Common Equity Tier 1	101	
incl. paid-up equity instruments	102	
incl. share premium	103	

Common Equity Tier 1 instruments (-)	104	
Actual or possible liabilities to purchase Common Equity Tier 1 instruments (-)	105	
Retained earnings	106	
incl. retained earnings for previous years	107	
incl. adequate profit or loss	108	
Other accrued comprehensive income	109	
Other reserves	110	
Reserve for risks	111	
Minority shareholding recognised in Common Equity Tier 1	112	
Common Equity Tier 1 adjustments related to prudential filters	113	
Intangible assets (-)	114	
Other intangible assets (-)	115	
Deferred tax assets, the realisation of which depends on future profits and which do not result from temporary balances, less the related tax liabilities (-)	116	
Defined benefit pension plan assets (-)	117	
Mutual shareholding in Common Equity Tier 1 (-)	118	
Excess: the amount by which the deduction from Additional Equity Tier 1 items exceeds Additional Equity Tier 1 (-)	119	
Material non-financial holdings that may alternatively be assigned a risk weight of 1 250% (-)	120	
Securitisation items that may alternatively be assigned a risk weight of 1 250% (-)	121	
Outstanding deliveries that may alternatively be assigned a risk weight of 1 250% (-)	122	
Common Equity Tier 1 instruments of financial institutions in which the institution has no significant investment (-)	123	
Deductible deferred tax assets, the realisation of which depends on future profits and which result from temporary differences due to time differences (-)	124	
Common Equity Tier 1 instruments of financial institutions in which the institution has a significant investment (-)	125	

Amount above the 17.65% threshold (-)	126	
Additional deductions from Common Equity Tier 1 under Section 3 of Regulation (EU) No 575/2013 (-)	127	
Common Equity Tier 1 items or deductions – other	128	
In total (101+104+105+106+109+110+111+112+113+114+115+116+117+118+119+120+121+122+123+124+125+126+ 127+128)	100	
Additional Equity Tear 1		X
Equity instruments that are eligible for classification as Additional Equity Tier 1	201	
incl. paid-up equity instruments	202	
incl. share premium	203	
Additional Equity Tier 1 instruments (-)	204	
Actual or possible liabilities to acquire Additional Equity Tier 1 instruments (-)	205	
Instruments issued by a subsidiary that are recognised in Additional Equity Tier 1	206	
Mutual shareholding in Additional Equity Tier 1 (-)	207	
Additional Equity Tier 1 instruments of financial institutions in which the institution has no significant investment (-)	208	
Additional Equity Tier 1 instruments of financial institutions in which the institution has a significant investment (-)	209	
Excess: the amount by which deductions from Equity Tier 2 items exceed Equity Tier 2 (-)	210	
Excess: the amount by which deductions from Additional Equity Tier 1 items exceed Additional Equity Tier 1 (deducted from Common Equity Tier 1)	211	
Additional deductions from Additional Equity Tier 1 under Section 3 of Regulation (EU) No 575/2013 (-)	212	
Additional Equity Tier 1 items or deductions – other	213	
In total (201+204+205+206+207+208+209+210+211+212+213)	200	
Equity Tier 1 (100+200)	300	
Equity Tier 2		X
Equity instruments and subordinated loans that are eligible for classification as Equity Tier 2	401	

A	B	the amount of value		million euro		million euro		million euro		the amount of value		months (2+4+6+8+10)	12	13
		1	2	3	4	5	6	7	8	9	10			
Payment service referred to in Section 1 (1) (f) of the Law	100													
Payment services referred to in Section 1 (1) (a), (b), (c), (d) and (e) of the Law	200													
Total	300	X	X	X	X	X	X	X	X	X	X	X	X	0

Institutional Manager _____

(Given name, surname)

Prepared by: _____

(name, surname, e-mail address, telephone number)

[Annex 4](#)
to Regulation No. 244 of 22 December 2020
of the Financial and Capital Market Commission

Institution name:

Institution's statement of customers' funds

(reporting period)

Total investments in investment fund certificates (1 + 2 + 3 +...)	05	X	X	X	X			
1. Fund A				X	X			
2. Fund B				X	X			
3. Fund C				X	X			
...				X	X			
Total claims against payment institutions for execution of payments (1 + 2 + 3 +...)	06	X	X	X	X			
1. Payment institution A			X	X	X			
2. Payment institution B			X	X	X			
3. Payment institution C			X	X	X			
...			X	X	X			
Total claims against electronic money institutions for execution of payments (1 + 2 + 3 +...)	07	X	X	X	X			
1. Electronic money institution A			X	X	X			
2. Electronic money institution B			X	X	X			
3. Electronic money institution C			X	X	X			
...			X	X	X			
Claims against electronic money issuers (1 + 2 + 3 +...)	08	X	X	X	X	X	X	
1. Issuer A						X	X	
2. Issuer B						X	X	
3. Issuer C						X	X	

...						X	X	
Other claims related to the execution of payments	09	X	X	X	X	X	X	
Other claims related to the issuance of electronic money	10	X	X	X	X	X	X	
Total liquid assets (01+02+03+04+05)	11	X	X	X	X		X	X
Liabilities to payment service users	12	X	X	X	X			
Liabilities to electronic money holders	13	X	X	X	X			
Shortage (-) or excess (+) of total liquid assets over liabilities to payment service users and electronic money holders (11-12-13)	14	X	X	X	X		X	X
incl. own resources of the institution	15	X	X	X	X			
Arithmetic value of payments made in the previous 12 months	16	X	X	X	X	X	X	
The total amount of payments made within the framework of the provision of payment services	17	X	X	X	X	X	X	
Total amount of payments made with electronic money	18	X	X	X	X	X	X	
Average amount of electronic money in circulation	19	X	X	X	X	X	X	
Total amount of redeemed electronic money	20	X	X	X	X	X	X	

Institutional Manager _____

(Given name, surname)

Prepared by: _____

(name, surname, e-mail address, telephone number)