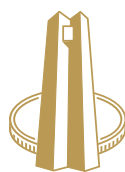


GUIDE FOR THE COMPLETION OF THE C23 UNIT TRUST FORM

DECEMBER 2023



SOUTH AFRICAN RESERVE BANK





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1. Introduction

The purpose of this guide is to explain the interpretation of each line item and column in the C23 Form. Guidance is provided on the classification of resident institutional sectors and the delineation between residents and non-residents. Furthermore, guidance is provided on general issues such as accounting conventions, maturity splits and the format of values.

2. Guidelines

2.1 Unit trusts

Collective investment schemes (CIS) have been established in terms of the Collective Investment Schemes Control Act 45 of 2002. Unit trusts pool investors' funds for investment on their behalf in financial assets such as money market instruments, bonds, shares and other unit trusts.

2.2 Purpose of C23 Form

The South African Reserve Bank (SARB) is responsible, in terms of both national and international obligations, to produce high-quality statistics for economic policy. In line with this, the purpose of the C23 Form is to collect statistical data of unit trusts registered in South Africa. The required data are used to compile macroeconomic statistics which are guided by international agreed upon statistical manuals.

2.3 Accounting conventions

In general, the information required to generate statistical data for the C23 Form is sourced from financial accounting data of the entity surveyed. The format of the C23 data has various similarities with that of financial reporting – which is based on International Financial Reporting Standards (IFRS) – but there are some specific differences of how it should be applied for statistical reporting based on statistical guidelines and methodology.

The statistics required are based on accrual accounting. The income statement as well as assets and liabilities should be reported on a gross basis (i.e. should not be netted). Balances (stocks at a certain point in time) and transactions (flows originating from purchases and sales as well as issues and redemptions) should be recorded at the time of the transaction and not at settlement date. Transactions generating income and expenditure should also be recorded at the time of the transaction. The look-through approach should not be followed when completing the C23 Form.

2.4 Reporting date and period

All monetary values should be reported in thousands of rand and should be positive. All fields that are not applicable must be blank and not zero. Balances (stock values) should be as at the end of the quarter (the last calendar day of the quarter). Income statement transactions and other transactions data reported on all tables of the form are the total of all transactions **for the quarter (3 months), not the cumulative amount**. The transactions (income statement line items for columns 1 to 4) and balances (line items for columns 1 and 4) should reflect information for the previous (last) quarter and this (current) quarter.

2.5 Valuations

Assets and **liabilities** should be **valued at market prices**, where applicable, on the date to which the form relates. If the market price is not available, **fair value estimates** should be used. **Cash and deposits** should be valued at **nominal values**, including accrued interest. **Transactions** should be recorded at the prevailing prices at which the transactions (purchases/

sales) were conducted (i.e. transaction value) excluding service charges, fees, commissions and taxes. Accounts receivable/payable should be valued at nominal value.

2.6 Assets in foreign currency

This refers to the '**of which in foreign currency**' items and relates to **financial assets issued in foreign currency**. The foreign currency value of these financial assets should be converted to South African rand, at prevailing market exchange rates, as on the date to which the balance or transaction relates and reported as such. For example, investments in South African government bonds issued in US dollar in international markets should be converted from US dollar to rand. The value of offshore financial instruments indexed in foreign currency should be treated as denominated in foreign currency and converted to rand.

2.7 Maturity

Interest bearing (debt) securities statistics are required in **original maturity**. Original maturity should reflect the time between the issue and maturity date of an interest bearing security. The maturity of a financial instrument should be split into short term (one year or less) and long term (more than one year). For example, a bond issued for 10 years with only one year left to maturity should be recorded according to original maturity as long term. **Remaining maturity**, referred to at the two '**of which**' line items under long-term interest bearing securities, is defined as the time left until an interest bearing security matures.

3. Institutional units

- An institutional unit is an entity that can:
 - own assets and engage in transactions;
 - incur liabilities and enter into contracts on own behalf;
 - make economic decisions; and
 - generate a set of accounts, including assets and liabilities.

3.1 Resident and non-resident

- An **institutional unit** is classified as a **resident** of South Africa when it has a predominant centre of economic interest in South Africa, that is, when it has premises within the economic territory of South Africa where it engages or intends to engage in economic activity. There is a difference between an institutional unit and a legal entity, for example, overseas branches or parent companies may be considered part of the legal entity, but should be classified as a separate institutional unit.
- The classification of an **institutional unit** as a **non-resident** is based on the concept of residency. The institutional sector counterpart of a financial instrument should be classified as non-residents if the address/residency of the issuer is outside the borders of South Africa. Even if the entity has a subsidiary in South Africa, but the non-resident entity issues the instrument in its own name, the instrument is still issued by a non-resident entity.
- The **residence of the issuer** rather than the country or currency of issuance of the financial instrument determines residency as shown in the table below.

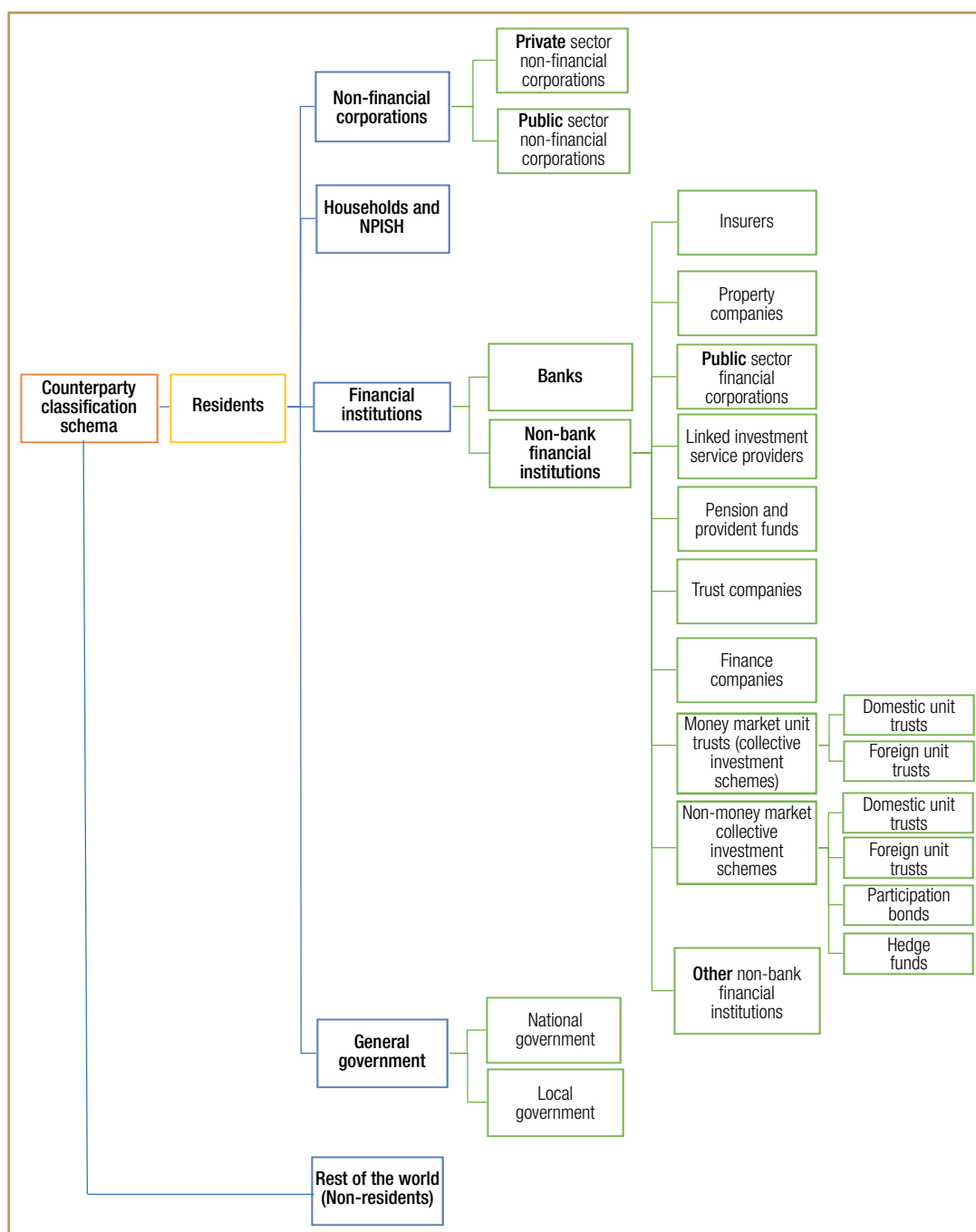
Determining residency

	Issued into the South African market	Issued into a foreign market
Issued by a resident unit	<i>Resident</i>	<i>Resident</i>
Issued by a non-resident unit	<i>Non-resident</i>	<i>Non-resident</i>

3.2 Classification of institutional sector counterparties

- **Institutional units** are grouped into **institutional sectors** with similar characteristics.
- **Institutional sector counterparties** are required for both financial asset and liability balances and transactions. **Residents** are disaggregated into **institutional sectors** and **non-residents** are reported in aggregate as non-resident (foreign) sector. For example, a resident (South African) bank will be reported in the institutional sector banks, while a non-resident (foreign) bank should be reported in the non-resident sector. Similarly, a South African household (individual) will be reported in the household sector, while a non-resident household (individual) should be reported in the non-resident sector.

Classification of selected institutional sector counterparties relevant to the C23 Form



4. Institutional sectors

The latest SARB *Institutional Sector Classification Guide* should be used as a basis to classify institutions. It is available on the SARB website (<https://www.resbank.co.za/en/home/publications/guides/institutional-sector-classification-guide-for-sa>).

4.1 Non-financial corporations

These are **private** and **public** sector corporations whose primary activities are to produce market goods and non-financial services.

4.1.1 Private sector non-financial corporations

A private non-financial corporation is a **resident privately-owned entity** whose primary activity is to produce market goods as well as non-financial services at market prices. These corporations are registered under the Companies Act 71 of 2008 (Companies Act), and operate with the intention to make profits. A list of private sector non-financial corporations listed on the JSE is available on the SARB website (<https://www.resbank.co.za/content/dam/sarb/what-we-do/statistics/guides/guides-for-the-completion-of-c-forms/List%20of%20private%20sector%20non-financial%20corporations%20listed%20on%20the%20JSE.pdf>).

Private sector non-financial corporations with a secondary listing on the JSE should be reported in private sector non-financial corporations and 'of which: Companies with secondary listings on the JSE'.

4.1.2 Public sector non-financial corporations

A public non-financial corporation is a **resident state-owned entity** whose primary activity is to produce market goods as well as non-financial services. A list of public sector non-financial corporations is available on the SARB website (<https://www.resbank.co.za/content/dam/sarb/what-we-do/statistics/guides/guides-for-the-completion-of-c-forms/List%20of%20public%20sector%20non-financial%20corporations.pdf>).

4.2 Households and non-profit institutions serving households

The household sector comprises individuals and unincorporated businesses (e.g. one-man businesses or sole proprietorships). Households should be grouped together with non-profit institutions serving households (NPISH). Individuals, friendly societies, and personal and family trusts should also be included in the household sector.

4.3 Financial institutions/corporations

These comprise banks and non-bank financial institutions, either private or public owned.

4.3.1 Banks

A bank is a company (Limited), registered under the Banks Act 94 of 1990 (Banks Act). A list of registered private banks is available on the SARB website (<https://www.resbank.co.za/en/home/what-we-do/Prudentialregulation/sa-registered-banks-and-representative-offices>).

Public sector banks include Ithala Bank, the Land and Agricultural Development Bank of South Africa (Land Bank) and Postbank. Banks with a secondary listing on the JSE should be reported in banks and 'of which: Companies with secondary listings on the JSE'.



4.3.2 Non-bank financial institutions

Non-bank financial institutions are institutions whose main function is to intermediate financial assets and liabilities or engage in activities closely related to financial intermediation. These institutions comprise linked investment service providers, collective investment schemes (comprising money market unit trusts, non-money market unit trusts, participation bonds and hedge funds), trust companies, finance companies, financial auxiliaries, insurers, pension and provident funds, and public sector financial corporations.

4.3.2.1 Insurers

An insurer (or insurance company), established in terms of the Insurance Act 18 of 2017 (Insurance Act), is an entity whose primary business is to provide short-term and long-term insurance to individuals (households) or other institutional units, or to provide reinsurance services to other insurers. A list of all registered insurers is available on the SARB website (<https://www.resbank.co.za/en/home/what-we-do/Prudentialregulation/insurers-list>). Insurers also include public sector insurers namely, Escap SOC, Export Credit Insurance Corporation of South Africa SOC, Khula Credit Guarantee SOC, Land Bank Insurance SOC, Land Bank Life Insurance Company SOC and Sasria SOC. Insurers with a secondary listing on the JSE should be reported in insurers and 'of which: Companies with secondary listings on the JSE'.

4.3.2.2 Property companies

Listed property companies are companies managing and developing commercial (industrial, offices, retail and etc.) and residential sites. A list of property companies listed on the JSE is available on the SARB website (<https://www.resbank.co.za/content/dam/sarb/what-we-do/statistics/guides/guides-for-the-completion-of-c-forms/List%20of%20property%20companies%20listed%20on%20the%20JSE.pdf>). Investment in a listed property company with a secondary listing on the JSE should be reported in property companies and 'of which: Companies with secondary listings on the JSE'.

4.3.2.3 Public sector financial corporations

A public financial corporation is a **resident state-owned entity** whose primary activity is to provide financial services. A list of public sector financial corporations is available on the SARB website (<https://www.resbank.co.za/content/dam/sarb/what-we-do/statistics/guides/guides-for-the-completion-of-c-forms/List%20of%20public%20sector%20financial%20corporations.pdf>).

4.3.2.4 Linked investment service providers

Linked investment service providers are independent investment administration companies that offer investors access to collective investment schemes across a number of different management companies. These entities are administrators and do not manage fund assets on behalf of investors. Linked investment service providers are licensed as administrative financial services providers with the Financial Sector Conduct Authority.

4.3.2.5 Pension and provident funds

Pension and provident funds are independent pension and provident funds managed by institutional units. Official pension and provident funds are managed in terms of own statutes, while private pension and provident funds were established under the Pension Funds Act 24 of 1956.



4.3.2.6 Trust companies

A trust company is an entity that holds or administers assets for the benefit of individuals (households) or other institutional units. As such, these entities administer trusts and manage assets and estates that belong to the beneficiaries. Personal and family trusts should be included in the household sector not in trust companies.

4.3.2.7 Finance companies

A finance company is an entity that obtains funds in various forms such as loans, bonds, debentures or notes, with the sole objective of investing or lending these funds in the form of instalment sale finance, financial leases, mortgage loans and other loans.

4.3.2.8 Money market unit trusts (collective investment schemes)

A money market unit trust is a collective investment scheme which pools investors' money with a manager for investment, on their behalf, in assets mostly comprising money market instruments. These money market instruments have an original maturity of one year or less. The value of money market unit trusts is the net asset value (NAV).

4.3.2.9 Non-money market collective investment schemes

A non-money market collective investment scheme includes non-money market unit trusts, participation bond schemes and hedge funds.

4.3.2.10 Other non-bank financial institutions

Other non-bank financial institutions exclude non-bank financial institutions already shown in separate line items (sectors) in the C23 Form. These include financial auxiliaries which are financial institutions that engage in serving financial institutions and markets, but do not take ownership of the financial assets and liabilities. Financial auxiliaries include brokers and agents, clearing houses, stock exchanges and CIS management companies.

4.4 General government

General government consists of the government units that produce services for individual or collective consumption mainly on a non-market basis and redistribute income and wealth. General government comprises the central government, which consists of national government, social security funds and extra-budgetary institutions, as well as provincial and local governments. However, only national and local governments issue interest bearing securities and are therefore separately included in the form.

4.4.1 National government

National government is principally engaged in the production and provision of non-market goods and services intended for individual and collective consumption. National government is the institutional sector counterparty for interest bearing securities (government bonds and Treasury bills) issued by the South African government. Interest bearing securities issued by state-owned companies should not be included in national government.

4.4.2 Local government

Local government is a third-tier government unit that provides a wide range of services to resident institutional units. Local government is the sector counterparty for interest bearing (debt) securities issued by municipalities. A list of local governments (metropolitans) is available on the SARB website ([https://www.resbank.co.za/content/dam/sarb/what-we-do/statistics/guides/guides-for-the-completion-of-c-forms/List%20of%20local%20governments%20\(metropolitans\).pdf](https://www.resbank.co.za/content/dam/sarb/what-we-do/statistics/guides/guides-for-the-completion-of-c-forms/List%20of%20local%20governments%20(metropolitans).pdf)).



4.5 Non-residents

Non-residents comprise any institutional unit whose centre of predominant economic interest is outside South Africa's economic territory. These units are therefore residents of foreign countries.

4.6 Companies with secondary listings on the JSE

A secondary listing (dual-listed) is when a company is listed on more than one exchange. Secondary listed shares should be reported in both the respective resident sector and 'of which: companies with secondary listings on the JSE'. A list of companies with secondary listings on the JSE is available on the SARB website (<https://www.resbank.co.za/content/dam/sarb/what-we-do/statistics/guides/guides-for-the-completion-of-c-forms/List%20of%20companies%20with%20secondary%20listings%20on%20the%20JSE.pdf>). In the 'of which: Companies with secondary listings on the JSE' similar secondary listings on A2X Markets where the primary listing is on a foreign bourse must be included, with a list of these available on the SARB website (<https://www.resbank.co.za/content/dam/sarb/what-we-do/statistics/guides/guides-for-the-completion-of-c-forms/List%20of%20companies%20with%20secondary%20listings%20on%20A2X%20Markets.pdf>).

To ensure the institutional sector counterparty remains accurate over time, compilers should make reasonable efforts to verify the classification of institutions.

5. Column descriptions (Table 1 – 4)

5.1 Balance at end of previous quarter (Column 1)

This refers to the **value** of the outstanding stock of a financial instrument at the end of the previous (last) quarter. This balance is therefore the opening balance of this (current) quarter.

5.2 Transactions: purchases and new issues (Column 2)

This refers to the **value** of securities (such as shares, unit trusts and interest bearing securities) that have been bought, as well as the **value** of securities that are offered for sale for the first time in the market (new issues). These financial transactions relate to the acquisition of financial assets of each type of financial instrument including corporate actions for this (current) quarter. All financial transactions should be recorded on a **gross basis**, thus transactions for purchases and new issues should not be **netted** against transactions for sales and redemptions for all instruments.

5.3 Transactions: sales and redemptions (Column 3)

This refers to the **value** of securities (such as shares, unit trusts and interest bearing securities) that have been sold, as well as the **value** of the principal amount of securities that reached their maturity date and were redeemed. These financial transactions relate to the selling of financial assets of each type of financial instrument including corporate actions in this (current) quarter. All financial transactions should be recorded on a **gross basis**, thus transactions for sales and redemptions should not be **netted** against transactions for purchases and new issues for all instruments.

5.4 Balance at end of this quarter (Column 4)

This refers to the **value** of the outstanding stock of a financial instrument at the end of this (current) quarter. This balance will therefore be the closing balance of this (current) quarter.

Notes pertaining to the above columns:

- Where shaded (blocked), purchases and new issues, and sales and redemptions are not required.
- The values in column 1 plus column 2 minus column 3 are **not** equal to column 4. The difference relates to **revaluation** and **other volume changes** which could occur due to the re-classification of financial instruments.

6. Column descriptions (Table 5)

6.1 Net asset value at end of previous quarter (Column 1)

This refers to the closing balance of the **net asset value** as at the end of the previous (last) quarter. This balance is therefore the opening balance of this (current) quarter.

6.2 Management company's transactions during this quarter: Sales (Column 2)

This refers to the **value** of units (**not number of units**) that the management company sold to unit holders. The income assigned to unit holders, but not distributed is treated as reinvested in the units and should be added to the management company's sales.

6.3 Management company's transactions during this quarter: Repurchases (Column 3)

This refers to the **value** of units (**not number of units**) that the management company bought back from unit holders, which represents the redemption of units by the unit holders.

6.4 Net asset value at end of this quarter (Column 4)

This refers to the **net asset value** as at the end of this (current) quarter. This balance will therefore be the closing balance of this (current) quarter.

Note pertaining to the above columns:

The values in column 1 plus column 2 minus column 3 should not be equal to column 4.

7. Financial instruments

7.1 Listed ordinary shares including participating preference shares

- An **ordinary share** represents equity ownership and voting rights in a listed company. Investment in ordinary shares listed on the JSE should be split by resident institutional sector counterparty, while investment in listed foreign ordinary shares should be reported as non-residents.
- A **preference share** represents equity ownership in a company without voting rights. **Participating preference shares** are classified together with ordinary shares as it provides the holder with a claim on a share in the residual value of the company on dissolution.

7.2 Other equity instruments listed on the JSE

Other listed equity instruments are all the other forms of equity held in a corporation which are not ordinary and participating preference shares, such as exchange traded notes and investment products.

7.3 Unlisted ordinary shares including participating preference shares

- An unlisted ordinary share represents equity ownership that gives the holder voting rights in a company that is not listed on a stock exchange.
- Investment in private equity funds should be included in unlisted ordinary shares. Private equity funds invest in instruments that are similar to equity instruments of unlisted companies.

7.4 Non-participating preference shares

Holders of non-participating preference shares do not participate in the issuer's residual assets on liquidation like participating preference shares, therefore investment in non-participating preference shares is requested separately on the form.

7.5 Money market unit trusts (collective investment schemes)

A money market unit trust is a collective investment scheme which pools investors' money with a manager for investment, on their behalf, in assets mostly consisting of money market instruments. These money market instruments have an original maturity of one year or less. The value of money market unit trusts is the net asset value (NAV).

7.5.1 Domestic money market unit trusts

Refer to South African (domestic) registered money market funds.

7.5.2 Foreign money market unit trusts

Refer to foreign (non-resident) registered money market funds.

7.6 Non-money market collective investment schemes

- A non-money market collective investment scheme includes non-money market unit trusts, participation bond schemes and hedge funds.
- Non-money market unit trusts exclude money-market unit trusts and invest in equity, interest bearing and multi-asset portfolios. Fund of funds unit trusts are non-money market unit trusts that invest in other domestic or foreign unit trusts. The value of non-money market unit trusts is the NAV.
- Exchange-traded products comprise the following three sub-categories namely, exchange traded funds (ETF), exchange-traded commodities or currencies (ETC) and exchange-traded notes (ETN). ETFs registered as collective investment schemes invest unit holders' capital, thus unit holders have a claim on the fund's assets and should be classified as non-money market unit trusts. ETC and ETN are only backed by the credit of the issuer and are thus interest bearing securities. ETC and ETN are senior unsubordinated debt which is issued by a single issuer. Unlike ETF, ETC and ETN do not hold the underlying assets in a trust for their investors.



7.6.1 Domestic non-money market unit trusts

Refer to South African (domestic) registered non-money market funds.

7.6.2 Foreign non-money market unit trusts

Refer to foreign (non-resident) registered non-money market funds.

7.6.3 Participation bonds

A participation bond scheme is a collective investment scheme whereby investors' money is pooled with the objective of providing loans to real estate developers.

7.6.4 Hedge funds

A hedge fund is a collective investment scheme that makes use of pooled funds using a variety of investment strategies.

7.7 Long-term interest bearing securities

- Interest bearing (debt) securities are securities on which interest is due to be paid, either periodically or at maturity, and with the face value repaid at maturity. A long-term interest bearing security is a financial instrument with an original maturity of **more than one year**. Interest receivable on interest bearing securities should be recorded on the balance sheet as it accrues and not when it is actually received. Long-term interest bearing securities include bonds, debentures, notes (for example credit-linked notes), subordinated debt and asset-backed securities such as mortgage-backed bonds. Debt securities with **embedded financial derivatives** should be classified as interest bearing securities.
- Equity linked notes (ELN) are typically privately placed interest bearing (debt) instruments. ELNs differ from conventional debt instruments as the principal, coupons or both are linked to the performance of an equity index or individual share. Although the return on the ELN is linked to the underlying equity, it should not be classified as equity or a derivative.

7.7.1 Characteristics of interest bearing securities

- Negotiable and can be traded on secondary markets.
- The holder has the unconditional right to a fixed or contractually determined income in the form of coupon payments and/or a stated fixed sum on a specific date or dates, or starting from a date specified at the time of issue.

7.8 Short-term interest bearing securities

A short-term interest bearing security is a financial instrument with an original maturity of **one year or less**. Such securities are predominantly money-market instruments. Interest receivable on interest bearing securities should be recorded on the balance sheet as it accrues and not when it is actually received. Short-term interest bearing securities include debentures, notes, bills of exchange, negotiable certificates of deposit (NCD), commercial paper, promissory notes and Treasury bills. These instruments should be reported in long-term interest bearing securities if they have an original maturity of more than one year.

7.8.1 Negotiable certificates of deposit

NCD is a negotiable-bearer interest bearing (debt) security issued by banks at face value and can be traded in the secondary market.



7.8.2 Treasury bills

A Treasury bill is a short-term interest bearing security issued by national government. Treasury bills are sold at a discount and carry no coupon. It is issued at different maturities up to 12 months.

7.8.3 Land Bank bills

A Land Bank bill is a short-term discount interest bearing security that is issued by the Land Bank.

7.8.4 Promissory notes issued by banks

A promissory note is a written, dated and signed two-party instrument containing an unconditional promise by the bank to pay a payee on demand or at a specified future date.

7.9 Other short-term interest bearing securities

These include short-term interest bearing securities other than NCDs, Treasury bills, Land Bank bills and promissory notes issued by banks with an original maturity of one year or less.

7.9.1 Commercial paper

Commercial paper is an unsecured interest bearing security issued by a corporation to finance accounts receivable, inventories or short-term liabilities.

7.9.2 Debentures

A debenture is an interest bearing security that is not secured by any physical asset or collateral. A debenture with a maturity of one year or less should be classified as a short-term interest bearing security.

7.10 Financial derivatives

- A financial derivative is a financial instrument that is linked to another specific financial instrument, indicator or commodity, and through which specific financial risks can be traded in their own right in financial markets. The position in financial derivatives should be recorded as the net effective exposure. The net effective exposure is the value that would add up to the NAV of the fund. If the net effective exposure is not available, the derivatives should be valued at either the amount required to buy out or to offset the contract, or the amount of premiums payable for options contracts. A **positive** net effective exposure should be recorded as an **asset** and a **negative** net effective exposure should be recorded as a **liability**.
- A distinction should be made between the two categories of financial derivatives namely option contracts on the one hand and futures, forwards and swap contracts.

7.10.1 Option contract

An agreement whereby an investor acquires the right but not the obligation to buy (call) or sell (put) a specified underlying item at an agreed strike price, on a specified date. The institutional sector counterparty for JSE traded option contracts is not available, thus all the exchange traded derivatives should be reported at 'Other'.



7.10.2 Forward contract

An unconditional agreement in the over-the-counter markets whereby two parties agree to exchange a specified quantity of the underlying item at an agreed price (the strike price) on a specified date, for example forward rate agreements. The institutional sector counterparty for resident units is banks or non-bank financial institutions. The institutional sector counterparty for contracts traded with foreigners is non-residents.

7.10.3 Futures contract

A futures contract is a standardised contract similar to a forward contract, but traded on a stock exchange. The institutional sector counterparty for JSE traded futures contracts is not available, thus all the exchange traded derivatives should be reported at 'Other'.

7.10.4 Swap contract

A swap contract is a contract between two parties who agree to exchange cash flows based on the reference prices of the underlying items for a defined period. Swap contracts are traded over the counter and the institutional sector counterparty for resident units is banks or non-bank financial institutions. The institutional sector counterparty for contracts traded with foreigners is non-residents.

7.11 Accounts receivable

Accounts receivable are financial assets which are created where there is a timing difference between transactions and corresponding payments. Examples of accounts receivable are unsettled sales of financial instruments, as well as interest and dividend receivables.

7.12 Cash and deposits

Cash and deposits comprise transferable and other deposits. **Money-market instruments** are not part of cash and deposits and should be reported in **short-term interest bearing securities**. Cash and deposits should be reported at nominal value including accrued interest.

7.12.1 Transferable deposits

Transferable deposits are deposits that are directly transferable on demand to make payments without penalty or restrictions. These deposits include transactional accounts such as cheque accounts, credit and debit payment facilities.

7.12.2 Other deposits

Other deposits are non-transferable deposits with an agreed maturity (fixed-term), where early withdrawal is subjected to a penalty. These deposits include time (fixed) and saving accounts. Other deposits also include call deposits.

7.13 Other assets

Other assets are asset types not specified in the C23 Form balance sheet line items.

7.14 Distributable funds declared but unpaid

This refers to distributions that are payable, but have not yet been paid to unit holders or investors.



7.14.1 Distributable funds declared but unpaid: dividends

Dividend income that has been declared but not yet distributed to the unit holders or investors. Property income from real estate investment trusts (REITs) and real estate investment and services development should be reported here.

7.14.2 Distributable funds declared but unpaid: interest

Interest income that is due for distribution to the unit holders or investors.

7.15 Other liabilities

Other liabilities are financial obligations that have not been specified in the C23 Form balance sheet liability line items. Other liabilities include unsettled acquisitions of financial instruments as well as expenses and provisions. Bank overdrafts should be included in other liabilities.

7.16 Net asset value

The net asset value is the market value of **assets** less the market value of **liabilities** of the fund. The institutional sector counterparty classification should be used to allocate the NAV per institutional sector on Table 5 of the C23 Form. For example, banks are the counterparty for units or shares bought by banks. Likewise, the household sector is the counterparty for units or shares directly bought by households (individuals).

7.17 Total expenses in the quarter

The value of total expenses associated with managing and operating the portfolio as included in the total expense ratio.

8. Column descriptions (Table 6)

8.1 Transactions previous quarter (Column 1): Foreign countries

This refers to income, expenditure and income declaration transactions received and earned from or paid to foreign countries (non-residents) for the previous (last) quarter.

8.2 Transactions previous quarter (Column 2): South Africa

This refers to income, expenditure and income declaration transactions received and earned from or paid to South African residents for the previous (last) quarter.

8.3 Transactions this quarter (Column 3): Foreign countries

This refers to income, expenditure and income declaration transactions received and earned from or paid to foreign countries (non-residents) for this (current) quarter.

8.4 Transactions this quarter (Column 4): South Africa

This refers to income, expenditure and income declaration transactions received and earned from or paid to South African residents for this (current) quarter.



Notes pertaining to the above columns:

- All income, expenditure and income declaration transactions should be the total for the quarter and not the cumulative amount.
- The columns for foreign countries plus South Africa should be equal to the total for each line item for the quarter.

9. Income, expenditure and income declaration transactions

9.1 Total income

This is the sum of all income received by the fund for the quarter.

9.2 Interest income

Interest income is income received and earned by the fund on interest bearing investments.

9.3 Dividend income

Dividend income is income received and earned by the fund on equity investments. Income received from real estate investment trusts (REITs) and real estate investment and services development should also be included in dividend income.

9.4 Script lending income

Income received and earned by the fund on script lending.

9.5 Profit (+) or loss (-) on investments and assets

This refers to the adjustment to fair value and profit or loss on investments and assets of the fund.

9.5.1 Realised sales and redemptions

Realised capital gains/losses on sales and redemptions occur when the sales price or redemption value of an instrument is higher or lower than its original cost (carrying value) at the time of sale. A realised gain/loss is the difference between the carrying value and the sales price.

9.5.2 Adjustment to fair value

This adjustment refers to the accounting adjustment of transactions to fair value, which is given as the value that approximates the value that would arise from a market transaction between two parties.

9.6 Other income

Income received and earned by the fund that is not mentioned as a separate line item in the C23 Form. Other income includes rebates, accruals, and any other income.

9.7 Total expenditure

Total expenditure is the sum of all expenditure for the quarter.



9.8 Service fees

This refers to a fee paid by the fund to the collective investment scheme manager (Manco) for managing the fund on behalf of unit holders or investors.

9.9 Performance fees

This is a type of management fee paid by the fund to the Manco for outperforming a set benchmark.

9.10 Trustee and custodian fees

This refers to a fee paid by the fund to the trustees and custodians of the fund.

9.11 Audit fees

This refers to a fee paid by the fund to the fund's external auditors.

9.12 Exchange fees

This refers to fees that are incurred by the fund such as listing, booking and tracking fees, and other related fees.

9.13 Other fees

Other fees paid by the fund that are not mentioned as a separate line item in the C23 Form.

9.14 Bank charges

This refers to the amount paid by the fund to the bank for providing services.

9.15 Transaction costs

This refers to costs incurred by the fund for trading and transacting, such as brokerage costs.

9.16 Other expenditure

This refers to other expenditure not mentioned as a separate line item in the C23 Form.

9.17 Investment income declarations

This refers to the income declared by the fund to unit holders or investors.

9.17.1 Income reinvested

This refers to the portion of income declarations that were reinvested in the fund.

9.17.1.1 Interest

This refers to interest income declarations that were reinvested.

9.17.1.2 Dividends

This refers to dividend income declarations that were reinvested.





9.17.2 Income withdrawal

This refers to the portion of income declarations that were paid (withdrawn) to unit holders or investors.

9.17.2.1 Interest

This refers to interest income declarations that were paid (withdrawn) to unit holders or investors.

9.17.2.2 Dividends

This refers to dividend income declarations that were paid (withdrawn) to unit holders or investors.

