



**BANK OF PAPUA NEW GUINEA
FINANCIAL SYSTEM SUPERVISION DEPARTMENT**

FORM ASF-1: STATEMENT OF CHANGE IN NET ASSETS

Purpose

Form ASF-1 collects specific financial information resulting from the operations of the ASF, specifically its investments operations and membership activity in terms of contributions, rollovers and benefit payments. This is to be completed in column “ This Reporting Period”. Include data from the previous quarter under “Previous Reporting Period” .The information reported in this form is prudentially important, as it will form part of the Central Bank’s monitoring and analysis framework for ASFs and the industry.

Specific Instruction Guide for Specific Items

LINE ITEM	SPECIFIC INSTRUCTIONS
1 Net assets available to pay benefits at the beginning of the financial year	Report in this column the value of net assets of the ASF available to pay member benefits as at the beginning of the financial year.
2. CONTRIBUTION REVENUE	Do not include rollovers received in item 2.1 to 2.2.
2.1. Gross Employer Contribution	Report gross contributions received and receivable from employers during the period. This includes both mandatory and voluntary or optional contributions.
2.2. Gross Member Contributions	Report contributions received and receivable from employees during the period. This includes both mandatory and voluntary/optional contributions.
2.3. Total Contribution Revenue	The sum of the Contribution Revenues in items 2.1 to 2.2
3. Rollovers/RSA(Re-invested Lump Sum benefits Payments)	Report rollovers received and receivable from members during the period under report. Note that the Somare-Philimon government in the 2004 Budget recently introduced this.
3.1. Gross Member Entitlement Received	Record the gross value of employee’s benefits that have been rolled over/paid to the reporting ASF. It does not include contributions that have not been received by a previous ASF.
3.2. Gross Member Entitlements Paid	Record the gross value of employee’s benefit entitlements that have been rolled over to another ASF or the benefit entitlements has been automatically rolled over for members of the reporting ASF. It does not include contributions that have not been received by the previous ASF.
3.3. Net Rollovers/RSA	Represented item 3.1 less 3.2.
4. Transfers	Report members’ transfers to and from an ASF.
4.1 Gross Member Transfer Received	Record the value of members’ transferred benefits that have been received by the reporting ASF. It does not include contributions that have not been received by a previous ASF.
4.2 Gross Member Transfer Paid	Record the value of members’ benefits that have been transferred/paid from the reporting ASF. This includes transfer to an offshore fund. It does not include contributions that have not been received by a previous ASF
4.3. Net Transfers	Represent 4.1 less 4.2.
5. Benefit Payments	Do not include employee’s rollovers to other ASF in this section. Benefit payments for the purpose of this section includes lump sum and partial benefit payments in event of death, unemployment, permanent disability, permanent overseas emigrations and repatriations, Housing Advance and Pensions.
5.1. Retirement (Reaching Eligibility Age of 55 years)	Report the total amount of member benefits paid to members as a result of retirement due to reaching eligibility age of 55 years.

5.2. Death	Report the amount of member benefits that has been paid by the Trustee to the nominated beneficiary / dependent or the deceased member's estate due to the death of a member.
5.3. Disability (TPD/Total Mental Infirmary)	Report the amount of member benefits paid to members resulting from total permanent disability and total mental infirmity.
5.4. Permanent Overseas Repatriation and Emigration	Where the member has permanently been repatriated or emigrated offshore, report the value of the funds paid to the member.
5.5. Retrenchment / Redundancies	Report the total amount of member benefits paid to members as a result of retrenchment or redundancy exercise by the employer.
5.6 Unemployment (due to Resignations, Terminations)	Report the total amount of member lump sum benefits paid to members as a result of unemployment in the categories of resignations and terminations.
5.6.1 After 12 month Unemployment	Report the total amount of benefit payment after 12 months of unemployment
5.6.2 After 3 Months Unemployment	Report the total amount of benefit payment after 3 months of unemployment
5.7 Others Benefit Payments	Represents the sum of other benefit payments to members not reported in item 5.1 to 5.6
5.7.1 Total Others	Report total items in 5.7
5.8 Member Housing Advance Payment	Report total amount of members housing advance paid for during the period under report.
5.9 Pension Benefit Payments	Report the total value of benefits paid to members in the form of a pension (Note: Only applicable to POSF and DFRBF).
5.10 Total Benefit Payments	Represents the sum of values reported at items 5.1 to 5.6, 5.7.1, 5.8, and 5.9.
6.0. Investment Income	Report all incomes received or receivable from the ASF's investments portfolio in accordance with the ASF's investment strategy (ies).
6.1. Interest	<p>Report the interest income on all held investments, received or receivable, directly or indirectly (through licensed investment manager) in relation to underlying interest rate related investments held as part of the ASF investment portfolio and in accordance with its investment strategy/mandate.</p> <p>Interest is the income normally receivable on assets such as deposits, loans, bonds, and accounts receivable. Interest must be recognized and measured in accordance with the IAS/GAAP. This will mean that interest income is recognized on an accrual basis, unless the asset is considered to be impaired / non-performing in which case interest is to be recognised on a cash basis. Include coupon payments from fixed interest securities (i.e. Commonwealth government bonds); earnings on discounted securities (i.e. bank accepted bills); interest from deposits with banks and non-bank financial intermediaries; interest from loans and advances (to related and unrelated entities); and interest on finance leases.</p> <p>For the purposes of this form, interest income must be reported by category of investment asset classes on the form</p>
6.1.1. Short Term Deposit/Cash/ IBD/T-bills with maturity of less than 90 days	Report interest income earned from all short-term cash deposit/IBDs including Treasury Bills having maturity term of less than 90 days.
6.1.2. Fixed Interest at Maturity of more than 90 days	Report interest earned from all fixed interest income investments including Cash/ IBD/ T-bills and government securities and bonds having maturity of more than 90 days.
6.1.2.1 Domestic Fixed interest	Report interest income from fixed interest income in PNG
6.1.2.2. International Fixed Interest	Report interest income from fixed interest income offshore.
6.1.3 Loans and Advances	Report interest from all Loans and Advances of the ASF including loans to non-financial private enterprises, private households, general governments (central and provincial/local) and non-financial public sectors enterprises with maturity term of more than 90 days.

6.1.4. Total Interest Income	Total of interest income earned from all investments in short term cash/IBD/T-bills, Fixed interest, and all loans and advances. Sum items 6.1.1 to 6.1.3
6.2. Dividends	Report the dividend income received or receivable in relation to investments held directly or indirectly as part of the investment mandate / portfolio. Dividend is the income receivable on assets such as shares and other equity type investments in either listed or unlisted vehicles. For the purposes of this form, dividend income is to be disclosed separately under each category.
6.2.1 Domestic Unlisted Equities	Report dividend income earned from all domestic unlisted equities.
6.2.2 Domestic Listed Equities	Report dividend income earned from all PNG domestic listed equities.
6.2.3. International Listed	Report dividend income earned from all international listed equities.
6.2.4 Total Dividend Income	Sum dividend income item number 6.2.1, 6.2.2, and 6.2.3.
6.3. Property/Real Estate Rentals	Report the rental income received or receivable in relation to investments held as part of a directly/indirectly held investment mandate / portfolio. Record all rental income from all property investments in line items commercial properties, industrial properties, and residential and international properties.
6.3.1 Commercial Properties	Report rental income earned from all commercial properties held in the ASF property portfolio
6.3.2 Industrial	Report rental income earned from all industrial held in the ASF property portfolio.
6.3.3. Residential	Report rental income earned from all residential properties held in the ASF property portfolio.
6.3.4. Vacant Land/Land under Development	Report rental income earned from all vacant land/land under development held in the ASF property portfolio.
6.3.5 International	Report rental income earned from all overseas properties held in the ASF property portfolio.
6.3.6. Total rental income	Sum items 6.3.1, 6.3.2, 6.3.3,6.3.4 and 6.3.5
6.4 Financial Leases	Report all income earned from financial leases of assets of the ASF.
6.5. Trust Distributions	The distributions received or receivable from investments in listed unit trusts, and unlisted trust.
6.6. State Grants	Report all receivables from the State
6.7 Others	Record income received or receivable from investments not recorded in 6.1 to 6.6.
6.7.1. Total others	Sum total items in 6.7
6.8. Total investment income / distributions	Represents the sum of items 6.1.4, 6.2.4, 6.3.6, 6.4, 6.5, 6.6 and 6.7.1.
6.9. Doubtful debts / bad debts expense on investment income / distributions	<p>Report the value of doubtful debts expense (i.e. where a provision for doubtful debts / impairment has been created) and or bad debts written off directly against income (i.e. where no provision for doubtful debts / impairment has been created), in relation to any accrued income disclosed in the above points.</p> <p>For the purposes of this form, impairment means there is reasonable doubt that amount of principal or market value and any associated amounts of accrued income (e.g. interest, dividends, distributions associated with the investment / asset) will be able to be collected by the ASF.</p>
6.10. Total investment income / distributions after doubtful debts expense	Represents the sum of items 6.8 less 6.9.
7.0. Change in net market value of	Unrealised gains / losses.

<p>investments classified into the following:</p>	<p>GAAP/IAS requires that ASFs assets be recorded at net market value. The change in the net market value is the increase or decrease in the market value of each asset compared to the value of that asset at the beginning of the reporting period. These assets are still owned by the ASF at the end of the period; they have not been sold, and as a result, the gains or losses on the assets are unrealised.</p> <p>If the assets are sold during the reporting period, then the gains or losses are realised and are to be disclosed separately under the column “Realised gains / losses”. Only include the movement in the net market value of the asset in this column. Where applicable unrealised gains and losses are to be reported for each of the following asset class / categories listed below in item 7.1 to 7.7.</p> <p><u>Realised gains / losses.</u> Where the ASF disposed of an investment or asset during the reporting period the value of the gain or loss from the sale is to be reported under this column in the appropriate line item listed (i.e. item numbers 7.1 to 7.7).</p> <p>If an asset has not been sold during the reporting period, then any gains or losses are unrealised and are to be disclosed separately in the appropriate line item (7.1 to 7.7) under column “Unrealised gains / losses”.</p>
<p>7.1 Short Term Deposit/Cash/IBD/T-bills/ with less than 90 days maturity</p>	<p>Report gains / losses associated with the ASF’s holdings of deposits, placements, loans and debt securities having maturity of less than 90 days.</p>
<p>7.2 Fixed Interest (IBD/Tbills/Bonds more than 90 days maturity</p>	<p>Include all fixed interest income including investments in cash/IBD/Treasury bills/Government securities investments having maturity of more than 90 days.</p>
<p>7.2.1 Domestic Fixed Interest</p>	<p>Report gains/losses associated with all fixed interest investments of the ASF having maturity of more than 90 days.</p>
<p>7.2.2 International Fixed Interest</p>	<p>Report gains/losses associated with all overseas and international fixed interest income investments of the ASF having maturity of more than 90 days.</p>
<p>7.2.3 Total fixed interest income</p>	<p>Sum item 7.2.1 to 7.2.2</p>
<p>7.3 Loans and Advances</p>	<p>Report gains/losses associated with all Loans and Advances of the ASF including loans to non-financial private enterprises, private households, general governments (central and provincial/local) and non-financial public sectors enterprises.</p>
<p>7.4 Equities</p>	<p>Report gains / losses associated with the ASF’s holdings of equity securities of listed corporations and listed unit trusts and ventures. This includes gains / losses on the Funds investment in equity securities and unit trusts that are listed on recognized stock exchanges. Exclude gains / losses on equity related derivative contracts.</p>
<p>7.4.1 Domestic Equities unlisted</p>	<p>Report gains/losses associated with holdings of equities securities in unlisted corporations and unlisted trust in PNG.</p>
<p>7.4.2 Domestic Equities Listed</p>	<p>Report gains/losses associated with holdings of equities securities in listed corporations and listed trust in PNG.</p>
<p>7.4.3 International Equities Listed</p>	<p>Report gains / losses associated with the ASF’s holdings of equity securities of listed corporations and listed unit trusts and ventures listed on recognized stock exchanges. Exclude gains / losses on equity related derivative contracts.</p>
<p>7.4.4. Total Equities</p>	<p>Report sum of item 7.4.1 to 7.4.3</p>
<p>7.5. Property/Real Estate</p>	<p>Report unrealized and realized gains / losses associated with the ASF’s investment in property assets held as part of its managed mandate / portfolio.</p>
<p>7.5.1 Commercial</p>	<p>Report unrealized and realized gains / losses associated with the ASF’s</p>

	investment in commercial property assets
7.5.2 Industrial	Report unrealized and realized gains / losses associated with the ASF's investment in industrial property assets
7.5.3 Residential	Report unrealized and realized gains / losses associated with the ASF's investment in residential property assets
7.5.4 Work in Progress	Report unrealized and realized gains / losses associated with the ASF's investment in property assets under development.
7.5.5. Vacant land/Land under development	Report unrealized and realized gains / losses associated with the ASF's investment in vacant land including land under development
7.5.6 Overseas properties	Report unrealized and realized gains / losses associated with the ASF's investment in offshore property assets.
7.5.7 Total properties	Sum of item 7.5.1 to 7.5.6
7.6 Leased Assets	Report unrealized and realized gains / losses associated with the ASF's investment in leased assets
7.7 Other	Disclose the total of all other unrealized and realized gain / loss for all other investments not separately reported in items 7.1 to 7.6.
7.7.1 Total Other	Sum items in 7.7
7.8. Total gains / losses on investments	Disclose the value of the total for column 7.1 'Unrealised gains / losses' and 'Realized gains and losses' reported in line item numbers 7.31 to 7.6. Do likewise for the previous quarter for 'Unrealized gains / losses' and 'Realized gains and losses'
8. Fees and Commissions Earned	Include fees and commissions for the following:
8.1. Scrip lending	Record any fee income associated with scrip lending activities of the ASF.
8.2. Underwriting activity	Record any fee income or commission associated with the ASF providing or guaranteeing to underwrite the issue of securities (e.g. equity securities).
8.3. Other	Record any fee income or commission associated with any other form of investment activities of the ASF that are not separately disclosed above.
8.3.1 Total others	Sum item in 8.3
8.4. Total Fees and Commission	Represents the total of point 8.1. to 8.3.
9. Other income	Disclose any other investment income and others not classified as investment income but are nevertheless income under this heading that has not already been included above in this form.
9.1 Total Other income	Represent total of items in "9: Other Income"
10. Total Income	Represents the sum of the following items: <ul style="list-style-type: none"> ▪ 2.3: Total contributions ▪ 3.3: Net Rollovers ▪ 4.3. Transfers ▪ 5.10. Total Benefit Payments ▪ 6.10. Total investment income / distributions after doubtful debts expense ▪ 7.8. Total gains / losses on investments – Unrealised Gain / Loss and Total gains / losses on investments – Realised Gain / Loss ▪ 8.4. Total fees and commissions ▪ 9.1. Total Other Income
11. Investment Expenses	Report all investment expenses that relates to the management of the ASF's investment portfolio.
11.1. Investment Management Fees/Licensed Investment Manager	Report the amount of fee expense of the ASF that relates to the management of the ASF's investment portfolios. Include fees paid to licensed investment manager as well as other independent third parties/related entities of the ASF.
11.2. Custodian fees	Report the amount of fee expense of the ASF that relates to the payment of custodial services rendered to the ASF. A custodian is an entity that holds title of the assets on behalf of the ASF, but the powers of investment management remain with the investment manager and ultimately the Trustee.
11.3. Property maintenance costs	Report all costs relating to the maintenance of all investments in the

	ASF's property holdings.
11.4. Other investment expenses	Report the total of any other investment expenses under this heading that has not already been included in items 11.1 to 11.3.
11.4.1 Total Others	Report total of all other investment expenses in item 11.4
11.5. Total investment expenses	Represents the sum of items 11.1 to 11.4.
12. Operating Expenses	Include expenses incurred, which are not ordinarily directly associated with the generation of investment income (i.e. expenses that are not directly related to the investment portfolio of the ASF but more towards the administration of the ASF).
12.1. Interest expense	Any interest expense paid or payable by the ASF is to be recorded in this item.
12.2. Management fees (other than investment management)	Report in this item any fees paid by the ASF for management services provided to the ASF. Do not include fees for the following in this item: <ul style="list-style-type: none"> ▪ Investment management services (these are reported as 'Investment Expenses' in point 11.1 of this form) ▪ Custodian fees (these are reported as a 'Investment Expenses' in point 11.2 of this form) ▪ Administration services (these are reported in point 12.5). ▪ Trusteeship. Fees paid or payable to Trustees for the rendering of services as a trustee (these are reported in point 12.8).
12.3 Entry fees charged to members	Report in this item fees charged for entry of members to the ASF
12.4 Exit Fees charged to members	Report in this item fees charged for exits of members of the ASF
12.5 Licensed Fund Administrators Fees	Report in this item any fees paid / payable by the ASF to the licensed Fund Administrator for administration services provided to the ASF.
12.6 Other administration fees charged	Report in this item any fees paid / payable by the ASF for administration services provided to the ASF, which are not included in 12.5 above.
12.7 Actuary Fees	Report amount paid for actuarial services rendered by the actuary
12.8. Directors / Trustee fees / expenses	Report in this item fees paid / payable by the ASF to the Trustee(s) for the rendering of professional services as a trustee / director. This does not include any other fees or amounts paid to trustees / directors associated with other professional services rendered by trustees / directors (such as management consulting services – these are to be reported as either 'Other investment expenses' or 'Other operating expenses'; or investment management services which are to be reported in item 12.11).
12.9. Salaries and wages	Report in this item salaries and wages of the licensed trustee.
12.10. Fees paid to auditor of the ASF	Report in this item all fees paid / payable by the ASF to the audit firm for the rendering of professional services to the ASF. This includes all fees paid to the firm, which is conducting the external audit of the Fund (12.10.1), not just the fees paid for the provision of external audit services. Includes internal audit services (12.10.2) where external auditor does internal audit for the ASF.
12.10.3.1 Total Auditor Services Fees	Sum items in 12.10.
12.11. Other	Disclose any other operating expenses under this heading that have not already been included above in this form. Please provide a brief description of the nature of each item of expense reported in this section.
12.12. Total Operating Expenses	Represents the total of the operating expenses disclosed in points 12.1 to 12.10 and 12.11 above.
13. Net operating performance before income tax	This amount represents the sum of the following: <ul style="list-style-type: none"> ▪ Item 10. Total Income; less ▪ Item 11.5. Total Investment Expense; less ▪ Item 12.12. Total Operating Expenses.
14. Tax expense on net operating performance	This amount represents the tax expense associated with item 13. For the purposes of quarterly reporting, it is not mandatory that ASF calculate the tax expense and liability every quarter. This will only be mandated for the annual reporting requirements.

15. Net operating performance after income tax expense	This amount represents item 13 'Net operating performance before Income tax' less item 15 'Tax expense on net operating performance'.
16. Net assets available to pay benefits at the end of the reporting period	This amount represents the sum of points 15. 'Net operating performance after income tax expense' and item 1 'Net assets available to pay benefits at the beginning of the financial year'.