

Ris Based Capital and Liquidity Requirement Bye-Laws Form Instructions

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COVER SHEET

LINE ITEM	INSTRUCTIONS
Name of Reporting Entity	Select the registered name of your organisation from the drop-down menu.
Type of Reporting Entity	Select from the drop-down menu whether your organisation is registered as a Broker-Dealer/Investment Adviser/Underwriter.
Relevant Date of Report	Select from the drop-down menu the quarter to which the report relates.
Name of Senior Officer Reporting	State the name of the Senior Officer approving your organisation's submission (First Name, Last Name).
Date Report Made	State the date in which the report was submitted to the Commission (dd/mm/yyyy).
Number of Clients	State the number of clients of the Reporting Entity. This includes all entities that are recipients of services provided by the Registrant including Collective Investment Schemes ("CISs") and Pension Funds.
Group Affiliation	Where a Reporting Entity is part of a Group, select from the drop-down menu the type of group to which it belongs (Financial/Banking/Independent).
Exchange Rate USD	State the exchange rate used in the completion of the form(s) to four (4) decimal places.
Name of Fixed NAV CIS-1	Where the Reporting Entity offers a Fixed Net Asset Value ("NAV") CIS, select from the drop-down menu the name of the CIS.
Name of Fixed NAV CIS Manager-1	Select the Manager who is responsible for the investment management/day to day operations of the Fixed NAV CIS from the drop-down menu.
Reporting Currency-1	Select from the drop-down menu the reporting currency of the Fixed NAV CIS (TTD/USD/EUR/GBP/XCD/BBD/JMD/OTHER).

LINE ITEM	INSTRUCTIONS
Name of Fixed NAV CIS Trustee-1, where applicable	State the name of the CIS Trustee.
Category of Fixed NAV CIS-1	Select from the drop-down menu the type of Fixed NAV CIS (Fixed Income/Equity/Balance/Alternative/Other).
Name of Fixed NAV CIS-2	Where the Reporting Entity offers more than one (1) Fixed NAV CIS, select from the drop-down menu the name of the second Fixed NAV CIS.
Name of Fixed NAV CIS Manager-2	Select the Manager who is responsible for the investment management/day to day operations of the second Fixed NAV CIS from the drop-down menu.
Reporting Currency-2	Select from the drop-down menu the reporting currency of the second Fixed NAV CIS.
Name of Fixed NAV CIS Trustee-2, where applicable	State the name of the Trustee for the second Fixed NAV CIS.
Category of Fixed NAV CIS-2	Select from the drop-down menu the type of Fixed NAV CIS.
Name of Fixed NAV CIS-3	Where the Reporting Entity offers more than two (2) Fixed NAV CISs, select from the drop-down menu the name of the third Fixed NAV CIS.
Name of Fixed NAV CIS Manager-3	Select the Manager who is responsible for the investment management/day to day operations of the third Fixed NAV CIS from the drop-down menu.
Reporting Currency-3	Select from the drop-down menu the reporting currency of the third Fixed NAV CIS.
Name of Fixed NAV CIS Trustee-3, where applicable	State the name of the Trustee for the third Fixed NAV CIS.

LINE ITEM	INSTRUCTIONS
Category of Fixed NAV CIS-3	Select from the drop-down menu the type of Fixed NAV CIS.
Name of Fixed NAV CIS-4	Where the Reporting Entity offers more than three (3) Fixed NAV CISs, select from the drop-down menu the name of the fourth Fixed NAV CIS.
Name of Fixed NAV CIS Manager-4	Select the Manager who is responsible for the investment management/day to day operations of the fourth Fixed NAV CIS from the drop-down menu.
Reporting Currency-4	Select from the drop-down menu the reporting currency of the fourth CIS.
Name of Fixed NAV CIS Trustee-4, where applicable	State the name of the Trustee for the fourth Fixed NAV CIS.
Category of Fixed NAV CIS-4	Select from the drop-down menu the type of Fixed NAV CIS.

LIQUIDITY REQUIREMENTS SEC-PR01

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	LIQUIDITY REQUIREMENTS FORM	This form assesses whether a Registrant has sufficient liquid assets, as specified below, to satisfy 6 months of its operational expenses. Those Registrants who sell Repurchase Agreements (“Repos”) must have additional liquid assets equivalent to a minimum of 15% of their Repo liabilities maturing within 3 months.
	Liquid Assets	<ol style="list-style-type: none"> 1. Liquid assets are defined as assets that can be easily converted to cash at little to no loss of value within a reasonable period of time. Liquid assets comprise of: <ol style="list-style-type: none"> a. cash or cash equivalents held in a financial institution as defined in the Act; b. treasury bonds, notes and bills issued by the Government of the Republic of Trinidad and Tobago (GORTT); c. bonds, debentures, notes or other evidence of indebtedness of other domestic issuers registered with the Commission or listed and traded on the Trinidad and Tobago Stock Exchange or any other securities exchange registered under the Act, with a remaining maturity of up to one year; d. units of Regulated Floating NAV domestic CISs, up to a ceiling of 5% of the amount in issuance; e. equities listed and traded on the Trinidad and Tobago Stock Exchange, or any other securities exchange registered under the Act, up to a ceiling of 5% of the amount in issuance; f. sovereign bonds issued by the Organisation for Economic Co-operation and Development countries and listed and traded on regulated markets in these countries; g. corporate bonds, equities and units of regulated CISs listed and traded on regulated markets in the Organisation for Economic Co-operation and Development countries; and h. other assets held in such form as approved by the Commission. 2. For an asset to be considered liquid, the asset must- <ol style="list-style-type: none"> a. be free and clear of any encumbrance;

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
		<p>b. not require any external approval for liquidation; and c. not have any restrictions on transfer.</p> <p>3. In the case of a CIS, subject to the provisions of paragraph 2, an asset shall be considered liquid if the units of the CIS are redeemable within thirty days of receipt of a request for redemption.</p>
1011	Cash and Cash Equivalents held in a Financial Institution	State the total cash and cash equivalents held with a financial institution as defined in the Act. All foreign currency denominated cash and cash equivalents are to be converted to Trinidad and Tobago Dollars (“TTD”) at the exchange rate as at the relevant date of report.
1012	Government of the Republic of Trinidad and Tobago Treasury Bonds, Notes and Bills	<p>State the total value of securities, including Eurobonds, issued by the GORTT.</p> <p>All investments in securities that have been issued by financial and non- financial state agencies within T&T (i.e. formed by statute or incorporated under the Companies Act and owned by corporation sole), should be excluded in this section and listed under 1013 Bonds of other Domestic Issuers (with a maturity of up to 1 year).</p> <p>Eurobonds and GORTT bonds utilised as collateral securities backing your Repurchase Agreements MUST NOT be included.</p>
1013	Bonds, Debentures Notes or other evidence of indebtedness of other Domestic Issuers, or listed and traded on the Trinidad and Tobago Stock Exchange or any other securities exchange registered under the Act (with a maturity of up to 1 year)	State the total value of securities issued by local state agencies and corporate issuers or listed and traded on the Trinidad and Tobago Stock Exchange, or any other securities exchange registered with the Commission. Securities to be included must have a remaining time to maturity of 1 year or less.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
1014	Units of Regulated Floating NAV Domestic Collective Investment Schemes (up to a ceiling of 5% of the of the amount in issuance)	State the total value of your unit holdings in Floating NAV Domestic CISs regulated by the Commission. The amount stated should not exceed 5% of the total Asset Under Management (“AUM”) for the CIS as at the relevant date of report.
1015	Equities listed and traded on the Trinidad and Tobago Stock Exchange or any other securities exchange registered under the Act (up to a ceiling of 5% of the amount in issuance)	State the total value of equities listed and traded on the Trinidad and Tobago Stock Exchange or any other securities exchange registered under the Act, assigned to your Securities Portfolio. The total value of the equity security must not exceed 5% of the total amount in issuance.
1016	¹ OECD Sovereign Bonds	State the total value, converted at the exchange rate as at the relevant date of report, of all sovereign bonds issued by OECD sovereign governments and listed and traded on regulated markets of OECD countries.
1017	OECD Corporate Bonds, Equities and Collective Investment Schemes	State the total value, converted at the exchange rate as at the relevant date of report, of all corporate bonds, equities and CISs listed and traded on regulated markets of OECD countries.
1018	Assets held in such other form as approved by the Commission	State the total value of other liquid assets as stipulated by the Commission.
1021	6 months' Operational Expenses (excluding extraordinary items, tax costs and non-cash expenses)	State the total value of operating expenses recorded on the Registrant’s last audited financial statements, excluding exceptional and extraordinary items, tax costs and non-cash expenses such as depreciation and amortisation. Any foreign operating expenditure must be converted to TTD at the exchange rate as at the relevant date of report.
1022	Total Repo Liabilities maturing within 3 months	State the total amount of Repo liabilities reported on your balance sheet as at the reporting period. Liabilities to be included must have a remaining time to maturity no greater than 3 months.
104	Additional Liquid Assets as per Bye-Law 7(3)	Include any additional liquid assets that you deem necessary to hold.

¹ List of OECD countries can be accessed via this link <https://www.oecd.org/about/members-and-partners/>

CAPITAL REQUIREMENTS SEC-PR02

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	CAPITAL ADEQUACY REQUIREMENTS FORM	This form assesses whether a Registrant has Qualifying Capital in excess of its Total Risk-Based Capital Requirement. The Risk-Based Capital Requirement is the sum of the Market Risk Requirement, Operational Risk Requirement and Credit Risk Requirement. This form is linked to other forms in the workbook. Please do not attempt to alter any of the links within this form.
	Market Risk	Market risk is defined as the possibility of a decline in the value of on- and off-balance sheet assets due to adverse movements in market prices, such as interest rates and foreign exchange rates. The market risk requirement is the sum of the required capital for general interest rate risk, specific interest rate risk, equity risk and foreign currency risk.
201	General Interest Rate Risk	The general interest rate risk requirement reflects the price sensitivity of interest rate bearing instruments to changes in market interest rates or yields. This cell is automatically populated by Line Reference Number 308 of SEC-PR03 (General Interest Rate Risk) Form.
2011	Specific Interest Rate Risk	Specific interest rate risk arises due to factors related to the individual security issuer, most specifically changes in the perception of the issuer's ability to pay interest and principal, as represented by its credit rating. This cell is automatically populated by Line Reference Number 405 of SEC-PR04 (Specific Interest Rate Risk) Form.
2012	Foreign Currency Risk	Foreign currency risk arises when Registrants hold assets denominated in a currency other than TTD. Fluctuations in the exchange rate affect the value of those assets. This cell is automatically populated by Line Reference Number 5602 of SEC-PR05 (Foreign Currency Risk) Form.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
2013	Equity Risk	Registrants that hold equity securities are exposed to the risk that the value of these securities may fluctuate due to factors specific to the issuer or movements in the equity market as a whole. This cell is automatically populated by Line Reference Number 601 of SEC-PR06 (Equity Risk) Form.
	Operational Risk	Operational risk is defined as the potential for losses to be incurred due to handling errors, system malfunction, negligence, valuation errors, hacking or fraud. The operational risk requirement is the sum of the required capital for handling clients' monies, managing clients' assets and safekeeping clients' assets.
2021	Risk to Client Money	This cell is automatically populated by Line Reference Number 701 of SEC-PR07 (Risk to Client Money) Form.
2022	Risk to Client Assets Under Management	This cell is automatically populated by Line Reference Number 801 of SEC-PR08 (Risk to Client AUM) Form.
2023	Risk to Client Assets in Safekeeping	This cell is automatically populated by Line Reference Number 901 of SEC-PR09 (Risk to Client Assets in Safekeeping) Form.
	Credit Risk	Credit risk is defined as the potential for a borrower or counterparty to fail to satisfy its obligations in accordance with the agreed terms. The most significant credit risks borne by registrants are the credit risks attached to loans to clients, contingent liabilities and Fixed Net Asset Value Collective Investment Schemes (Fixed NAV CISs).
2031	Fixed NAV CIS Guarantee	The risk attached to the explicit or implicit guarantee provided by the CIS Manager to Unitholders. This cell is automatically populated by Line Reference Number 10500 of SEC-PR10 (Fixed NAV CIS Guarantee) Form.
2032	Client Loans and Contingent Liabilities	The credit risk attached to loans to clients and contingent liabilities. This cell is automatically populated by Line Reference Number 1130 of SEC-PR11 (Client Loans and Contingent Liabilities) Form.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	Qualifying Capital	The Qualifying capital shall be the sum of Tier 1 and Tier 2 capital and subject to the prescribed deductions.
2051	Tier 1 Capital	This cell is automatically populated by Line Reference Number 1205 of SEC-PR12 (Qualifying Capital) Form.
2052	Tier 2 Capital	This cell is the allowable Tier 2 Capital which is automatically populated by Line Reference Number 12208 of SEC-PR12 (Qualifying Capital) Form.
2053	QUALIFYING CAPITAL as per Bye-Law 9	This cell calculates the sum of Tier 1 Capital and Tier 2 Capital
207	Minimum Capital Requirement as per Bye-Law 16	This cell contains a drop-down list, of the minimum capital required for each Registrant.
208	Additional Amount as per Bye-Law 15(2) (c)	<p>Include any amount that necessary for managing your business activity. This includes:</p> <ul style="list-style-type: none"> a. Any amount higher than the minimum capital requirement (Line Reference Number 207) b. Any capital add-on specified by the Commission in accordance with Bye-Law 32.
209	Underwriting Risk Requirement	This cell is automatically populated by Line Reference Number 1300 of SEC-PR13 (Underwriting Risk) Form.
210	SRO Capital Requirement (6 months operational expenses)	The amount of qualifying capital that a SRO is required to maintain, equivalent to 6 months' operational expenses.
211	REGISTRANT/SRO CAPITAL REQUIREMENT	This cell automatically populates with the greater of the Total Risk Based Capital Requirement (Line Reference Number 204), Minimum Capital Requirement (Line Reference Number 207) and any Additional Amount ((Line Reference Number 208). It also includes where applicable the Underwriting Risk Requirement and the SRO Capital Requirement.

GENERAL INTEREST RATE RISK SEC-PR03

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	GENERAL INTEREST RATE RISK FORM	This form assesses the total capital required against general interest rate risk. Interest rate related securities in a Registrant's Securities and Repo portfolios are subdivided into three zones depending on the remaining time to maturity of the securities.
	Zone 1	This zone is intended to capture all local and foreign issued securities that have less than one year remaining to maturity.
	Zone 2	This zone is intended to capture all local and foreign issued securities that are maturing within one to five years.
	Zone 3	This zone is intended to capture all local and foreign issued securities that have more than five years remaining to maturity.
	Note 1	Registrants are only required to complete Note 1. The Total Capital Required Against General Interest Rate Risk would be automatically calculated.
	Name of Issuer	This field is intended to capture the names of the issuers of all securities recorded on a Registrant's Proprietary book as well as the Registrant's Repo book. Please list the securities in their respective remaining time to maturity zone. Should you require additional space, please add rows as needed and make sure to copy down the formula in the column titled # Years to Maturity.
	Maturity Date (dd/mm/yyyy)	State the date on which the security will mature.
	# Years to Maturity	This field automatically calculates the remaining years to maturity for the security. It is the difference between the maturity date of the security and the relevant date of report, divided by 365 days.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	Value (TT\$)	State the market value of the security as at the relevant date of report. All non-TT\$ denominated securities must be converted to TT\$ using the exchange rate as at the relevant date of report.
301	Total Market Value of Positions	This field calculates the total market value of all debt and interest-bearing securities held in a Registrant's Proprietary and Repo books. This field is automatically populated with the total Value (TT\$) from Note 1.
302	Weighted Avg. Maturity	This field calculates the weighted average maturity of securities within each remaining time to maturity zone and is automatically populated with the total # Years to Maturity from Note 1.
303	Moddur Conversion Factor	Modified duration measures the sensitivity of a security's price to changes in interest rates. The Commission is mindful that some Registrants do not calculate the modified duration for the securities held in their portfolios. Accordingly, for simplicity sake, the Commission will apply a conversion factor to the calculated weighted average remaining time to maturity for each zone. This conversion factor was estimated based on a typical coupon rate for bonds within the securities market of Trinidad and Tobago and the Standardized Trinidad and Tobago Treasury Yield Curve published by the Central Bank of Trinidad and Tobago. The Commission reserves the right to update the conversion factors as required. Registrants would be duly notified of any amendments and the effective date of such amendments.
304	Market Value * Moddur	This field automatically calculates the product of Line Reference Numbers 301, 302 and 303. It essentially calculates the modified duration dollar amount of the securities within each remaining time to maturity zone.
305	Assumed change in yields	The price sensitivity of each security is determined by assuming a change in yields between 0.65% and 1.00% depending on the remaining time to maturity zone. The Commission reserves the right to amend the assumed change in yields as required. Registrants would be duly notified of any amendments and the effective date of such amendments.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
306	Weighted sensitivity	This field automatically calculates the product of Line Reference Numbers 304 and 306. It is essentially the weighted sensitivity of the securities within each remaining time to maturity zone expressed as a dollar amount.
307	Capital Charge	The capital charge is 100% of the weighted sensitivity of the securities within a Registrant's Proprietary and Repo books. The Commission reserves the right to amend the capital charge as required. Registrants would be duly notified of any amendments and the effective date of such amendments.
308	Total Capital Required Against General Interest Rate Risk	This field automatically calculates the product of Line Reference Numbers 306 and 307.

SPECIFIC INTEREST RATE RISK SEC-PR04

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	SPECIFIC INTEREST RATE RISK FORM	<p>This form assesses the total capital required against the risk that arises due to factors specifically related to the issuer of an interest-bearing security. The Commission categorizes interest bearing securities into four groups depending on the issuer:</p> <ul style="list-style-type: none"> i. The Government of the Republic of Trinidad and Tobago (“GORTT”) Trinidad and Tobago denominated Bonds, this includes Treasury Bills, Notes and Bonds issued by GORTT; ii. GORTT Eurobonds; iii. Other Domestic Bonds; and iv. Foreign Bonds.
	Interest Rate Risk Charge %	<p>This field is intended to capture the interest rate charge for each credit rating group within which a security issuer falls. Security issuers must be rated by anyone of the following rating agencies:</p> <ul style="list-style-type: none"> i. S&P; ii. Moody’s; iii. Fitch; or iv. CariCRIS. <p>Security issuers not rated by any of these agencies must be classified as Unrated. The Commission reserves the right to amend the interest rate risk charges as required. Registrants would be duly notified of any amendments and the effective date of such amendments.</p>
	Capital Required TT\$	<p>This field automatically calculates the capital required for each security category. It is the product of the market value of the securities and the applicable interest rate risk charge for the security category.</p>
401	Government of the Republic of Trinidad & Tobago TT Securities	<p>State the market value as at the relevant date of report for all TT denominated bonds and debt securities issued by GORTT held in your Proprietary and Repo books.</p>

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
402	Government of the Republic of Trinidad & Tobago Eurobonds	State the market value as at the relevant date of report for all GORTT Eurobonds held in your Proprietary and Repo books. GORTT Eurobonds must be converted to TTD using the exchange rate as at the relevant date of report.
	Other Domestic Bonds	This category is intended to capture all bonds, and other debt securities, denominated in TTD and foreign currencies, issued by state agencies and other institutions domiciled and registered with GORTT.
4031	AAA to AA-	State the market value, as at the relevant date of report, of all TTD and foreign currency denominated bonds issued by a local company with an issuer rating ranging from AAA to AA- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4032	A+ to BBB-	State the market value, as at the relevant date of report, of all TTD and foreign currency denominated bonds issued by a local company with an issuer rating ranging from A+ to BBB- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4033	BB+ to B-	State the market value, as at the relevant date of report, of all TTD and foreign currency denominated bonds issued by a local company with an issuer rating ranging from BB+ to B- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4034	Below B-	State the market value, as at the relevant date of report, of all TTD and foreign currency denominated bonds issued by a local company with an issuer rating below B- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
		denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4035	Unrated	State the market value, as at the relevant date of report, of all TTD and foreign currency denominated bonds issued by a local company that is not rated by any of the recognised credit rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
	Foreign Securities	This category is intended to capture all bonds and other debt securities issued by a foreign government or company.
4041	AAA to AA-	State the market value of all bonds issued by a foreign government or company with an issuer rating ranging from AAA to AA- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4042	A+ to BBB-	State the market value of all bonds issued by a foreign government or company with an issuer rating ranging from A+ to BBB- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4043	BB+ to B-	State the market value of all bonds issued by a foreign government or company with an issuer rating ranging from BB+ to B- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4044	Below B-	State the market value of all bonds issued by a foreign government or company with an issuer rating below B- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
4045	Unrated	State the market value of all bonds issued by a foreign government or company that is not rated by any of the recognised credit rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
405	Total Capital Required Against Specific Interest Rate Risk	This field automatically calculates the sum of the Capital Required TT\$ for GORTT bonds, GORTT Eurobonds, Other Domestic Bonds and Foreign Securities.

APPENDIX 1 – EQUIVALENCY MAPPING FOR RECOGNISED CREDIT RATING AGENCIES

S&P	Moody's	Fitch	CariCRIS
AAA to AA-	Aaa to Aa3	AAA to AA-	
A+ to BBB-	A1 to Baa3	A+ to BBB-	<i>CariAAA to CariAA-</i>
BB+ to B-	Ba1 to B3	BB+ to B-	<i>CariA+ to CariBBB-</i>
Below B-	Below B3	Below B-	Below <i>CariBBB-</i>
Unrated	Unrated	Unrated	Unrated

FOREIGN EXCHANGE RISK SEC-PR05

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	FOREIGN CURRENCY RISK FORM	This form assesses the total capital required against the risk that arises due to fluctuations in foreign exchange rates that impact the value of assets and liabilities denominated in foreign currencies.
5011	Cash	State the amount of United States Dollar (“USD”) and other foreign cash held with local and foreign institutions. All foreign currency cash must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5012	Time Deposits	State the value of time deposits held with local and foreign institutions denominated in USD and other foreign currencies. All time deposits denominated in foreign currencies must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5013	Government Securities (less than 1 year)	State the market value of local and foreign government securities (with a remaining time to maturity of one year and less) and denominated in USD and other foreign currencies. All government securities denominated in foreign currencies must be converted to TTD using the exchange rate(s) as at the relevant date of report. Please include securities held in a Registrant’s Proprietary and Repo books, where applicable.
5014	Non-Government Securities (less than 6 months)	State the market value of securities issued by local and foreign institutions (with a remaining time to maturity of six months and less) and denominated in USD and other foreign currencies. All foreign currency denominated non-government securities must be converted to TTD using the exchange rate(s) as at the relevant date of report. Please include securities held in a Registrant’s Proprietary and Repo books, where applicable.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
5015	Trade Debtors	State the amounts due from local and foreign institutions and clients denominated in USD and other foreign currencies. All foreign amounts due from trade debtors must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5016	Loans	State the amounts due from retail, corporate or other entities denominated in USD and other foreign currencies. This amount represents loans issued by the Registrant and will include lending against securities and any other form of lending done by the Registrant. These amounts are normally due within one year from the balance sheet date. All foreign currency denominated loans must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5017	Amounts due from Related Parties	State the amounts due from related parties, as guided by International Financial Reporting Standards, denominated in USD and other foreign currencies. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5018	Securities assigned to Repos/ Other Securities Lending Transactions	State the total value of all USD and other foreign currency denominated securities, other than those already included in Line Reference Numbers 5013 and 5014, held by a Registrant that are encumbered or pledged via a Repo or any other securities lending transactions. All foreign currency denominated securities must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5019	Unassigned Securities	State the total value of all USD and other foreign currency denominated securities, other than those recorded in Line Reference Numbers 5013 and 5014, held within the Registrant's Securities Portfolio. All foreign currency denominated securities must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5020	Other Current Assets	State the total amount of other current assets, denominated in USD and other foreign currencies, held by the Registrant. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
5021	Investment in Subsidiaries and Associated Companies	State the total USD and other foreign currency amounts invested in other companies which are accounted for as subsidiaries and associates. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5022	Other Non-Current Assets	State the total value of other non-current assets, excluding fixed and intangible assets, held by the Registrant and denominated in USD and other foreign currencies. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5201	Trade Creditors	State the amounts due to local and foreign institutions and clients denominated in USD and other foreign currencies. All foreign amounts due to trade creditors must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5202	Repo Liabilities	State the total value of all Repo obligations denominated in USD and other foreign currencies. All foreign currency denominated Repo obligations must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5203	Other Current Liabilities	State the total value of all other current liabilities, denominated in USD and other foreign currencies, held by the Registrant. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5204	Loans	State the total value of all loans (collateralised and uncollateralised) denominated in USD and other foreign currencies. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
5205	Other Non-Current Liabilities	State the total value of all other non-current liabilities, denominated in USD and other foreign currencies, held by the Registrant. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
530	Capital	State the total value of all capital, denominated in USD and other foreign currencies, held on the Registrant's balance sheet as at the relevant date of report.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
550	Net Position	This field automatically calculates the difference between the Total Foreign Currency Assets and the Total Foreign Currency Liabilities. If Total Foreign Currency Assets exceed Total Foreign Currency Liabilities, the Registrant has a net long foreign currency position. However, if Total Foreign Currency Liabilities exceed Total Foreign Currency Assets, the Registrant has a net short foreign currency position.
5601	Total Long	This field seeks to capture the total long foreign currency positions.
5602	Total (Short)	This field seeks to capture the total short foreign currency positions.
5603	Total Foreign Currency Exposure	This field seeks to capture the absolute value of the greater of Line Reference Numbers 5601 and 5602.
5604	Net Long Foreign Currency Position Capital Charge	This is the capital charge to be applied if the Registrant has a net long foreign currency position. The TTSEC reserves the right to amend the capital charge as required. Registrants would be duly notified of any amendments and the effective date of such amendments.
5605	Net (Short) Foreign Currency Position Capital Charge	This is the capital charge to be applied if the Registrant has a net short foreign currency position. The TTSEC reserves the right to amend the capital charge as required. Registrants would be duly notified of any amendments and the effective date of such amendments.
5606	Total Capital Required Against Foreign Currency Risk	This field automatically calculates the total capital required against foreign currency risk.

EQUITY RISK SEC-PR06

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	EQUITY RISK FORM	<p>This form assesses the total capital required against the risk that the value of equity and equity-like securities held within a Registrant’s Securities and Repo portfolios may fluctuate due to factors specific to the issuer or movements in the equity market as a whole. The equity risk capital requirement applies to the following financial instruments:</p> <ul style="list-style-type: none"> a. Ordinary shares; b. Convertible preference shares; c. Convertible bonds that trade like equities; d. Units of a Collective Investment Scheme; e. Exchange-Traded Funds; and f. Any other financial instrument that exhibits equity-like characteristics and trade like equities.
600	TT and Foreign Equity	<p>State the market value, as at the relevant date of report, of all local and foreign equity and equity-like securities held in the Registrant’s Securities Portfolio as well as the Repo Portfolio. All foreign currency denominated securities must be converted to TTD using the exchange rate(s) as at the relevant date of report.</p>
601	Total Capital Required Against Equity Risk	<p>This field automatically calculates the total capital required against equity risk, which is the product of Line Reference Number 600 by the capital charge. The Commission reserves the right to amend the capital charge as required. Registrants would be duly notified of any amendments and the effective date of such amendments.</p>

RISK TO CLIENT MONEY SEC-PR07

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	RISK TO CLIENT MONEY FORM	This form assesses the total capital required against operational risk associated with handling clients' monies. Client Money shall be the value in Trinidad and Tobago Dollars of money held or controlled by a registrant.
700	Client Cash held	State the total amount of cash held and/ or controlled on behalf of clients as at the relevant date of report. This includes cash held in segregated and omnibus accounts. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
701	Total Capital Required Against Risk to Client Money	This field automatically calculates the product of Line Reference Number 700 by the capital charge. The Commission reserves the right to amend the capital charge as required.

RISK TO CLIENT ASSETS UNDER MANAGEMENT SEC-PR08

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	RISK TO CLIENT ASSETS UNDER MANAGEMENT FORM	This form assesses the total capital required against operational risk associated with handling clients' assets. Client Asset Under Management shall be the value in Trinidad and Tobago Dollars (TTD) of all investment assets in client accounts including discretionary, advisory and execution-only investment accounts.
800	Client Assets Under Management	State the total amount of client assets, which includes accounts for CISs, pension funds, and portfolios of corporate and individual clients, but excludes cash managed and repo assets. All foreign currency denominated assets must be converted to TTD using the exchange rate(s) as at the relevant date of report.
801	Total Capital Required Against Risk to Client AUM	This field automatically calculates the product of Line Reference Number 800 by the capital charge. The Commission reserves the right to amend the capital charge as required.

RISK TO CLIENT ASSETS IN SAFEKEEPING SEC-PR09

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	RISK TO CLIENT ASSETS IN SAFEKEEPING FORM	<p>This form assesses the total capital required against operational risk associated with clients' assets held in custody or safekeeping. This includes</p> <ul style="list-style-type: none"> i. all investments held in the custody or safekeeping by the registrant ii. any security held by another party that acts on instructions from the Registrant rather than the client. iii. underlying securities of Repo portfolios, CISs and clients' investment portfolios where such assets are held in the Trinidad and Tobago Central Depository or a foreign custodian.
900	Client Assets in Safekeeping or Custody (where the firm has the power to instruct movements)	State the total amount of client assets held in custody. All foreign currency denominated assets must be converted to TTD using the exchange rate(s) as at the relevant date of report.
901	Total Capital Required Against Risk to Client Assets in Safekeeping	This field automatically calculates the product of Line Reference Number 900 by the capital charge. The Commission reserves the right to amend the capital charge as required.

FIXED NAV CIS GUARANTEE SEC-PR10

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	<p align="center">FIXED NET ASSET VALUE COLLECTIVE INVESTMENT SCHEME GUARANTEE FORM</p>	<p>This form assesses the credit risk attached to the explicit or implicit guarantee provided by a CIS Manager to unitholders of a Fixed NAV CIS. Since the CIS Manager is essentially providing a guarantee against the fluctuation of the fund's value, the capital requirement is based on the market risk of the underlying securities of the fund.</p> <p>This form is automatically populated with data from the following forms:</p> <ul style="list-style-type: none"> • SEC-PR10.1 (Fixed NAV CIS General Interest Rate Risk); • SEC-PR10.2 (Fixed NAC CIS Specific Interest Rate Risk); • SEC-PR10.3 (Fixed NAV CIS Foreign Currency Risk); and • SEC-PR10.4 (Fixed NAV CIS Equity Risk). <p>Please do not attempt to alter any of the links within this form.</p>
	Phase 0	The Commission intends to adopt a three-year phased approach to the implementation of the capital charge for Fixed NAV CIS Guarantee. When the Bye-Laws are enacted, Registrants should have 25% of the capital required for Fixed NAV CIS Guarantee.
	Phase 1	In Phase 1, Registrants should have at least 50% of the capital required for Fixed NAV CIS Guarantee.
	Phase 2	In Phase 2, which commences 12 months after the completion of Phase 1, Registrants should have at least 75% of the capital required for Fixed NAV CIS Guarantee.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	Phase 3	In Phase 3, which commences 12 months after the completion of Phase 2, Registrants should have 100% of the capital required for Fixed NAV CIS Guarantee.
	General Interest Rate Risk	This category seeks to capture the total capital required against general interest rate risk for each Fixed NAV fund managed by the CIS Manager. The form allows space for up to four (4) funds.
10101	Fund 1	This cell is automatically populated by Line Reference Number 308 of SEC-PR10.1 (Fixed NAV CIS General Interest Rate Risk) Form.
10102	Fund 2	This cell is automatically populated by Line Reference Number 308 of SEC-PR10.1 (Fixed NAV CIS General Interest Rate Risk) Form.
10103	Fund 3	This cell is automatically populated by Line Reference Number 308 of SEC-PR10.1 (Fixed NAV CIS General Interest Rate Risk) Form.
10104	Fund 4	This cell is automatically populated by Line Reference Number 308 of SEC-PR10.1 (Fixed NAV CIS General Interest Rate Risk) Form.
	Specific Interest Rate Risk	This category seeks to capture the total capital required against specific interest rate risk for each Fixed NAV fund managed by the CIS Manager. The form allows space for up to four (4) funds.
10201	Fund 1	This cell is automatically populated by Line Reference Number 405 of SEC-PR10.2 (Fixed NAV CIS Specific Interest Risk) Form.
10202	Fund 2	This cell is automatically populated by Line Reference Number 405 of SEC-PR10.2 (Fixed NAV CIS Specific Interest Risk) Form.
10203	Fund 3	This cell is automatically populated by Line Reference Number 405 of SEC-PR10.2 (Fixed NAV CIS Specific Interest Risk) Form.
10204	Fund 4	This cell is automatically populated by Line Reference Number 405 of SEC-PR10.2 (Fixed NAV CIS Specific Interest Risk) Form.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	Foreign Currency Risk	This category seeks to capture the total capital required against foreign currency risk for each Fixed NAV fund managed by the CIS Manager. The form allows space for up to four (4) funds.
10301	Fund 1	This cell is automatically populated by Line Reference Number 103076 of SEC-PR10.3 (Fixed NAV CIS Foreign Currency Risk) Form.
10302	Fund 2	This cell is automatically populated by Line Reference Number 1030146 of SEC-PR10.3 (Fixed NAV CIS Foreign Currency Risk) Form.
10303	Fund 3	This cell is automatically populated by Line Reference Number 1030216 of SEC-PR10.3 (Fixed NAV CIS Foreign Currency Risk) Form.
10304	Fund 4	This cell is automatically populated by Line Reference Number 1030356 of SEC-PR10.3 (Fixed NAV CIS Foreign Currency Risk) Form.
	Equity Risk	This category seeks to capture the total capital required against equity risk for each Fixed NAV fund managed by the CIS Manager. The form allows space for up to four (4) funds.
10401	Fund 1	This cell is automatically populated by Line Reference Number 10401 of SEC-PR10.4 (Fixed NAV CIS Equity Risk) Form.
10402	Fund 2	This cell is automatically populated by Line Reference Number 10421 of SEC-PR10.4 (Fixed NAV CIS Equity Risk) Form.
10403	Fund 3	This cell is automatically populated by Line Reference Number 10431 of SEC-PR10.4 (Fixed NAV CIS Equity Risk) Form.
10404	Fund 4	This field is automatically populated by Line Reference Number 10441 of SEC-PR10.4 (Fixed NAV CIS Equity Risk) Form.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
10500	Total Capital Required Against Fixed NAV Guarantee	This field automatically calculates the sum of the capital required against general interest rate risk, specific interest rate risk, foreign exchange risk and equity risk for all Fixed NAV funds managed by the CIS Manager for each implementation phase.

FIXED NAV CIS GENERAL INTEREST RATE RISK SEC-PR10.1

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	FIXED NAV CIS GENERAL INTEREST RATE RISK FORM	This form assesses the total capital required against general interest rate risk associated with the underlying securities of the Fixed NAV funds of a CIS Manager. Accordingly, this form is similar to SEC-PR03 (General Interest Rate Risk) Form. The instructions outlined in SEC-PR03 General Interest Rate Risk (PR Instructions) are repeated below for ease of reference.
	Zone 1	This zone is intended to capture all local and foreign issued securities that have less than one year remaining to maturity.
	Zone 2	This zone is intended to capture all local and foreign issued securities that are maturing within one to five years.
	Zone 3	This zone is intended to capture all local and foreign issued securities that have more than five years remaining to maturity.
	Note 1	Registrants are only required to complete Note 1. The Total Capital Required Against General Interest Rate Risk would be automatically calculated.
	Name of Issuer	This field is intended to capture the names of the issuers of all securities recorded on a Registrant's Fixed NAV CIS book. Please list the securities in their respective remaining time to maturity zone. Should you require additional space, please add rows as needed and make sure to copy down the formula in the column titled # Years to Maturity.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	Maturity Date (dd/mm/yyyy)	State the date on which the security will mature.
	# Years to Maturity	This field automatically calculates the remaining years to maturity for the security. It is the difference between the maturity date of the security and the relevant date of report, divided by 365 days.
	Value (TT\$)	State the market value of the security as at the relevant date of report. All non-TT\$ denominated securities must be converted to TT\$ using the exchange rate as at the relevant date of report.
301	Total Market Value of Positions	This field calculates the total market value of all debt and interest-bearing securities held in a Registrant's Fixed NAV CIS book. This field is automatically populated with the total Value (TT\$) from Note 1.
302	Weighted Avg. Maturity	This field calculates the weighted average maturity of securities within each remaining time to maturity zone and is automatically populated with the total # Years to Maturity from Note 1.
303	Moddur Conversion Factor	Modified duration measures the sensitivity of a security's price to changes in interest rates. The TTSEC is mindful that some Registrants do not calculate the modified duration for the securities held in their portfolios. Accordingly, for simplicity sake, the TTSEC will apply a conversion factor to the calculated weighted average remaining time to maturity for each zone. This conversion factor was estimated based on a typical coupon rate for bonds within the securities market of Trinidad and Tobago and the Standardized Trinidad and Tobago Treasury Yield Curve published by the Central Bank of Trinidad and Tobago. The TTSEC reserves the right to update the conversion factors as required. Registrants would be duly notified of any amendments and the effective date of such amendments.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
304	Market Value * Moddur	This field automatically calculates the product of Line Reference Numbers 301, 302 and 303. It essentially calculates the modified duration dollar amount of the securities within each remaining time to maturity zone.
305	Assumed change in yields	The price sensitivity of each security is determined by assuming a change in yields between 0.65% and 1.00% depending on the remaining time to maturity zone. The TTSEC reserves the right to amend the assumed change in yields as required. Registrants would be duly notified of any amendments and the effective date of such amendments.
306	Weighted sensitivity	This field automatically calculates the product of Line Reference Numbers 304 and 306. It is essentially the weighted sensitivity of the securities within each remaining time to maturity zone expressed as a dollar amount.
307	Capital Charge	The capital charge is 100% of the weighted sensitivity of the securities within a Registrant's Fixed NAV CIS book. The TTSEC reserves the right to amend the capital charge as required. Registrants would be duly notified of any amendments and the effective date of such amendments.
308	Total Capital Required Against General Interest Rate Risk	This field automatically calculates the product of Line Reference Numbers 306 and 307.

FIXED NAV CIS SPECIFIC INTEREST RATE RISK SEC-PR10.2

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	FIXED NAV CIS SPECIFIC INTEREST RATE RISK FORM	This form assesses the total capital required against specific interest rate risk associated with the underlying securities of the Fixed NAV funds of a CIS Manager. Accordingly, this form is similar to SEC-PR04 (Specific Interest Rate Risk) Form. The instructions outlined in SEC-PR04 Specific Interest Rate Risk (PR Instructions) are repeated below for ease of reference.
	Interest Rate Risk Charge %	<p>This field is intended to capture the interest rate charge for each credit rating group within which a security issuer falls. Security issuers must be rated by anyone of the following rating agencies;</p> <ul style="list-style-type: none"> v. S&P; vi. Moody's; vii. Fitch; or viii. CariCRIS. <p>Security issuers not rated by any of these agencies must be classified as Unrated. The TTSEC reserves the right to amend the interest rate risk charges as required. Registrants would be duly notified of any amendments and the effective date of such amendments.</p>
	Capital Required TT\$	This field automatically calculates the capital required for each security category. It is the product of the market value of the securities and the applicable interest rate risk charge for the security category.
401	Government of the Republic of Trinidad & Tobago TT Securities	State the market value as at the relevant date of report for all TT denominated GORTT treasury bills, bonds and notes issued by GORTT held in your Fixed NAV CIS book.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
402	Government of the Republic of Trinidad & Tobago Eurobonds	State the market value as at the relevant date of report for all GORTT Eurobonds held in your Fixed NAV CIS book. GORTT Eurobonds must be converted to TTD using the exchange rate as at the relevant date of report.
	Other Domestic Bonds	This category is intended to capture all bonds, and other debt securities, denominated in TTD and foreign currencies, issued by state agencies and other institutions domiciled and registered with the Government of the Republic of Trinidad and Tobago.
4031	AAA to AA-	State the market value, as at the relevant date of report, of all TTD and foreign currency denominated bonds issued by a local company with an issuer rating ranging from AAA to AA- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4032	A+ to BBB-	State the market value, as at the relevant date of report, of all TTD and foreign currency denominated bonds issued by a local company with an issuer rating ranging from A+ to BBB- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4033	BB+ to B-	State the market value, as at the relevant date of report, of all TTD and foreign currency denominated bonds issued by a local company with an issuer rating ranging from BB+ to B- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4034	Below B-	State the market value, as at the relevant date of report, of all TTD and foreign currency denominated bonds issued by a local company with an issuer rating below B- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
		denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4035	Unrated	State the market value, as at the relevant date of report, of all TTD and foreign currency denominated bonds issued by a local company that is not rated by any of the recognised credit rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
	Foreign Securities	This category is intended to capture all bonds and other debt securities issued by a foreign government or company.
4041	AAA to AA-	State the market value of all bonds issued by a foreign government or company with an issuer rating ranging from AAA to AA- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4042	A+ to BBB-	State the market value of all bonds issued by a foreign government or company with an issuer rating ranging from A+ to BBB- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4043	BB+ to B-	State the market value of all bonds issued by a foreign government or company with an issuer rating ranging from BB+ to B- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4044	Below B-	State the market value of all bonds issued by a foreign government or company with an issuer rating below B- or their equivalent. <i>Appendix 1</i> provides the credit rating mapping for the

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
		recognised rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
4045	Unrated	State the market value of all bonds issued by a foreign government or company that is not rated by any of the recognised credit rating agencies. Foreign currency denominated bonds must be converted to TTD using the exchange rate as at the relevant date of report.
405	Total Capital Required Against Specific Interest Rate Risk	This field automatically calculates the sum of the Capital Required TT\$ for GORTT bonds, GORTT Eurobonds, Other Domestic Bonds and Foreign Securities.

APPENDIX 1 – EQUIVALENCY MAPPING FOR RECOGNISED CREDIT RATING AGENCIES

S&P	Moody's	Fitch	CariCRIS
AAA to AA-	Aaa to Aa3	AAA to AA-	
A+ to BBB-	A1 to Baa3	A+ to BBB-	<i>CariAAA to CariAA-</i>
BB+ to B-	Ba1 to B3	BB+ to B-	<i>CariA+ to CariBBB-</i>
Below B-	Below B3	Below B-	Below <i>CariBBB-</i>
Unrated	Unrated	Unrated	Unrated

FIXED NAV CIS FOREIGN CURRENCY RISK SEC-PR10.3

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	FIXED NAV CIS FOREIGN CURRENCY RISK FORM	This form assesses the total capital required against foreign exchange risk associated with the underlying securities of the Fixed NAV funds of a CIS Manager. Accordingly, this form is similar to SEC-PR05 (Foreign Currency Risk) Form. The instructions outlined in SEC-PR05 Foreign Currency Risk (PR Instructions) are repeated below for ease of reference. .
103011	Cash	State the amount of United States Dollar (“USD”) and other foreign cash held with local and foreign institutions. All foreign currency cash must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103012	Time Deposits	State the value of time deposits held with local and foreign institutions denominated in USD and other foreign currencies. All time deposits denominated in foreign currencies must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103013	Government Securities (less than 1 year)	State the market value of local and foreign government securities (with a remaining time to maturity of one year and less) and denominated in USD and other foreign currencies. All government securities denominated in foreign currencies must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103014	Non-Government Securities (less than 6 months)	State the market value of securities issued by local and foreign institutions (with a remaining time to maturity of six months and less) and denominated in USD and other foreign currencies. All foreign currency denominated non-government securities must be converted to TTD using the exchange rate(s) as at the relevant date of report.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
103015	Trade Debtors	State the amounts due from local and foreign institutions and clients denominated in USD and other foreign currencies. All foreign amounts due from trade debtors must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103016	Loans	State the amounts due from retail, corporate or other entities denominated in USD and other foreign currencies. This amount represents loans issued by the Registrant and will include lending against securities and any other form of lending done by the Registrant. These amounts are normally due within one year from the balance sheet date. All foreign currency denominated loans must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103017	Amounts due from Related Parties	State the amounts due from related parties, as guided by International Financial Reporting Standards, denominated in USD and other foreign currencies. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103018	Securities assigned to Repos/ Other Securities Lending Transactions	State the total value of all USD and other foreign currency denominated securities, other than those already included in Line Reference Numbers 5013 and 5014, held by a Registrant that are encumbered or pledged via a Repo or any other securities lending transactions. All foreign currency denominated securities must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103019	Unassigned Securities	State the total value of all USD and other foreign currency denominated securities, other than those recorded in Line Reference Numbers 5013 and 5014, held within the CIS Portfolio. All foreign currency denominated securities must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103020	Other Current Assets	State the total amount of other current assets, denominated in USD and other foreign currencies, held by the Registrant. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
103021	Investment in Subsidiaries and Associated Companies	State the total USD and other foreign currency amounts invested in other companies which are accounted for as subsidiaries and associates. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103022	Other Non-Current Assets	State the total value of other non-current assets, excluding fixed and intangible assets, held by the Registrant and denominated in USD and other foreign currencies. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103031	Trade Creditors	State the amounts due to local and foreign institutions and clients denominated in USD and other foreign currencies. All foreign amounts due to trade creditors must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103032	Repo Liabilities	State the total value of all Repo obligations denominated in USD and other foreign currencies. All foreign currency denominated Repo obligations must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103033	Other Current Liabilities	State the total value of all other current liabilities, denominated in USD and other foreign currencies, held by the Registrant. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103034	Loans	State the total value of all loans (collateralised and uncollateralised) denominated in USD and other foreign currencies. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
103035	Other Non-Current Liabilities	State the total value of all other non-current liabilities, denominated in USD and other foreign currencies, held by the Registrant. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
10304	Capital	State the total value of all capital, denominated in USD and other foreign currencies, held on the Registrant's balance sheet as at the relevant date of report.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
10306	Net Position	This field automatically calculates the difference between the Total Foreign Currency Assets and the Total Foreign Currency Liabilities. If Total Foreign Currency Assets exceed Total Foreign Currency Liabilities, the Registrant has a net long foreign currency position. However, if Total Foreign Currency Liabilities exceed Total Foreign Currency Assets, the Registrant has a net short foreign currency position.
103071	Total Long	This field seeks to capture the total long foreign currency positions.
103072	Total (Short)	This field seeks to capture the total short foreign currency positions.
103073	Total Foreign Currency Exposure	This field seeks to capture the absolute value of the greater of Line Reference Numbers 5601 and 5602.
103074	Net Long Foreign Currency Position Capital Charge	This is the capital charge to be applied if the Registrant has a net long foreign currency position. The Commission reserves the right to amend the capital charge as required. Registrants would be duly notified of any amendments and the effective date of such amendments.
103075	Net (Short) Foreign Currency Position Capital Charge	This is the capital charge to be applied if the Registrant has a net short foreign currency position. The Commission reserves the right to amend the capital charge as required. Registrants would be duly notified of any amendments and the effective date of such amendments.
103076	Total Capital Required Against Foreign Currency Risk	This field automatically calculates the total capital required against foreign currency risk.

FIXED NAV CIS EQUITY RISK SEC-PR10.4

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	FIXED NAV CIS EQUITY RISK FORM	This form assesses the total capital required against risk associated with the underlying equity and equity-like securities of the Fixed NAV funds of a CIS Manager. Accordingly, this form is similar to SEC-PR06 (Equity Risk) Form. The instructions outlined in SEC-PR06 Equity Risk (PR Instructions) are repeated below for ease of reference.
10400	TT and Foreign Equity	State the market value, as at the relevant date of report, of all local and foreign equity and equity-like securities held in the Registrant's Fixed NAV CIS Portfolio. All foreign currency denominated securities must be converted to TTD using the exchange rate(s) as at the relevant date of report.
10401	Total Capital Required Against Equity Risk	This field automatically calculates the total capital required against equity risk, which is the product of Line Reference Number 10400 by the capital charge. The Commission reserves the right to amend the capital charge as required. Registrants would be duly notified of any amendments and the effective date of such amendments.

CREDIT RISK SEC-PR11

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	CLIENT LOANS AND CONTINGENT LIABILITIES FORM	This form assesses the total capital required against the credit risk attached to client loans and contingent liabilities.
1101	Client Loans Issued	State the total value of collateralised and uncollateralised loans issued to clients. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
1102	Cash Collateral	State the total value of loans issued to clients that are collateralised by cash. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
1103	Other Collateral	State the total value of loans issued to clients that are collateralised by assets, other than cash. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
1104	Uncollateralized Portion of Loans	This field is automatically populated with the difference between Line Reference Numbers 1101, 1102 and 1103.
1120	Contingent Liabilities	State the total value of contingent liabilities that are deemed likely to materialise. All foreign currency amounts must be converted to TTD using the exchange rate(s) as at the relevant date of report.
1130	Client Loans and Contingent Liabilities Capital Requirement	This field automatically calculates the product of the total of client loans and contingent liabilities and the capital charge. The Commission reserves the right to amend the capital charge as required. Registrants would be duly notified of any amendments and the effective date of such amendments.

QUALIFYING CAPITAL SEC-PR12

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	QUALIFYING CAPITAL FORM	This form seeks to determine the Registrant's qualifying capital which consist of core (Tier 1) and supplementary (Tier 2) capital.
	Gross Value TT\$	The total market value of a security prior to the application of a discount stated in TT\$.
	Discount %	The percentage amount by which the Gross Value of a security is to be reduced so as to determine the Qualifying Amount for Capital under the Commission's Risk-Based Capital and Liquidity Requirements.
1201	Common Equity Tier 1 Capital	Common Equity Tier 1 Capital will consist of Fully Paid Issued Ordinary Share Capital and Share Capital Premium as well as Retained Earnings as stated in last audited financial statements.
12011	Fully Paid Issued Ordinary Share Capital	State the total value of shares which carry no preference with regard to liquidation or the payment of dividends, and to which voting rights are attached.
12012	Fully Paid Issued Ordinary Share Capital Premium	State the total value of the excess received when ordinary shareholders pay more than the face value of shares issued.
12013	Statutory Reserve Fund	State the total value of the amount held in the entity's statutory reserve fund as mandated by Section 51(1) of the Act or required to hold as per legislative requirements, as reported on your last financial statements.
12014	Capital Reserves (excluding asset revaluation reserves)	State the value of the amount set aside for future or unexpected capital expenses or to offset capital losses. This amount should exclude the reserves due to the revaluation of assets, as reported on your last financial statements.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
12015	General Reserves (excluding those for losses on assets)	State the value of the company's general reserves, excluding those that are set aside to offset losses on assets, as reported on your last financial statements.
12016	Retained Earnings as stated in last audited financial statements	State the total retained earnings reported on your last audited financial statements.
12017	Common Equity Tier 1 Capital Before Deductions	This field automatically calculates Common Equity Tier 1 Capital.
1202	Deductions from Common Equity Tier 1 Capital	The allowable deductions from Common Equity Tier 1 Capital include Current Year Losses, Goodwill and Other Intangible Assets.
12021	Current Year Losses	State the unappropriated losses incurred so far for the current financial year, as stated in your financial statements.
12022	Goodwill	State the total value of goodwill reported in your financial statements
12023	Other Intangibles Assets	State the total value of all other intangible assets reported in the financial statements.
12024	Total Deductions from Common Equity Tier 1 Capital	This field automatically calculates the sum of Line Reference Numbers 12021 to 20124.
1203	Net Common Equity Tier 1 Capital	This field automatically calculates the difference between Common Equity Tier 1 Capital (Line Reference Number 12014) and Total Deductions from Common Equity Tier 1 Capital (Line Reference Number 12025).
12041	Fully Paid Perpetual Non-Cumulative Preference Share Capital	State the total value of shares that have no expiration date, no guaranteed rate of dividend and does not reimburse shareholders for any unpaid dividends.
12042	Fully Paid Perpetual Non-Cumulative Preference Share Capital Premium	State the total value of excess received when perpetual non-cumulative preference shareholders pay more than the face value of shares issued. This data should correspond to that provided in Line Reference Number 1403 of SEC-MMRF01 (Balance Sheet) Form.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
1205	Net Tier 1 Capital	This field automatically calculates the sum of Line Reference Numbers 1203, 12041 and 12042.
1206	Tier 2 Capital	<p>Tier 2 Capital shall consist of</p> <ul style="list-style-type: none"> a. Fully paid issued perpetual cumulative preference share capital and share premium; b. Limited life redeemable preference shares; c. Hybrid capital instruments such as bonds convertible to equity; at the option of the entity; d. unaudited retained earnings for the current financial year; and e. Subordinated term debt (allowable value reduced by 20% for every year under 5 years to maturity).
12061	Fully Paid Perpetual Cumulative Preference Share Capital	State the total value of shares that have no expiration date, no guaranteed rate of dividend and reimburses shareholders for any unpaid dividends.
12062	Fully Paid Perpetual Cumulative Share Capital Premium	State the total value of excess received when perpetual cumulative preference shareholders pay more than the face value of shares issued.
12063	Limited Life Redeemable Preference Shares with Remaining Maturity of five years or more	State the total value of redeemable preference shares with a remaining term to maturity of at least five years.
12064	Hybrid Capital Instruments	State the total value of capital instruments that have both debt and equity characteristics.
12065	Subordinated Term Debt with Remaining Maturity of:	<p>The conditions for acceptable subordinated term debt are as follows:</p> <ul style="list-style-type: none"> i. It is subordinated to all other creditors; ii. It has a maturity of at least five years when issued; iii. It is not redeemable at the discretion of any party without prior approval of the Commission; and iv. It includes terms that enable the Commission to require that payments of interest and principal be deferred where it considers it helpful for the protection of investors.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
		The value of the subordinated term debt will be tapered by 20% for every year less than 5 years to maturity
120651	One year or less	State the total value of subordinated debt which has a remaining term to maturity of one year or less.
120652	Over one year through two years	State the total value of subordinated debt which has a remaining term to maturity greater than one year but no greater than two years.
120653	Over two years through three years	State the total value of subordinated debt which has a remaining term to maturity greater than two years but no greater than three years.
120654	Over three years through four years	State the total value of subordinated debt which has a remaining term to maturity greater than three years but no greater than four years.
120655	Over four years through five years	State the total value of subordinated debt which has a remaining term to maturity greater than four years but no greater than five years.
120666	Over five years	State the total value of subordinated debt which has a remaining term to maturity greater than five years.
120667	Total Subordinated Term Debt	This field automatically calculates the sum of Line Reference Numbers 120651 to 120666.
120668	Net Tier 2 Capital	This field automatically calculates the sum of Line Reference Numbers 12061 to 12064, and 120667.
1207	Allowable Tier 2 Capital	This is a logical test to determine whether Net Tier 2 Capital exceeds Net Tier 1 Capital, the most liquid and loss absorbent form of capital. Allowable Tier 2 Capital cannot be greater than Net Tier 1 Capital.
1208	Total Qualifying Capital	This field automatically calculates the sum of Line Reference Numbers 1205 and 1208.

UNDERWRITING RISK SEC-PR13

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	UNDERWRITING RISK FORM	This form assesses the total capital required against underwriting risk.
	Name of Issuer	This field is intended to capture the names of the issuers of all securities underwritten by the Registrant. Should you require additional space, please add rows as needed and make sure to copy down the formula in the columns titled VALUE (TT\$) and CAPITAL REQUIREMENT (TT\$).
	Type	Select from the drop-down box the type of underwriting security (Participation Certificates, Derivatives, Other)
	Coupon	State the annual coupon rate for the underwritten security, where applicable. (For example, a Coupon Rate of 5.875% should be written as 5.875 and not 0.05875.)
	ISIN/ CUSIP (if app)	State the security's ISIN or CUSIP number, if applicable.
	Contract Start Date (dd/mm/yyyy)	State the commencement date of the underwriting contract.
	Contract End Date (dd/mm/yyyy)	State the maturity or termination date of the underwriting contract.
	Number of Units	State the total number of shares or nominal amount of the security underwritten.
	Price Currency	State the currency in which the price of the security is quoted, for e.g. USD, TTD, GBP, XCD etc.
	Price per Unit	State the market price per unit of the security at the end of the reporting period, if applicable.
	TT\$	State the market value of the security where it is denominated in TT\$.

REFERENCE NUMBER	AREA/ITEM	INSTRUCTIONS
	US\$ (converted to TT\$)	State the TT\$ equivalent of the market value of the security where it is denominated in US\$. All US\$ denominated securities must be converted to TT\$ using the exchange rate as at the relevant date of report.
	Other (converted to TT\$)	State the TT\$ equivalent of the market value of the security where it is denominated in a currency other than TT\$ or US\$. All non-TT\$ denominated securities must be converted to TT\$ using the exchange rate as at the relevant date of report.
	VALUE (TT\$)	This field automatically calculates the total TT\$ market value of all securities.
	CAPITAL REQUIREMENT (TT\$)	This field automatically calculates the capital required for each underwritten security. The capital charge is 5% for Other and 8 % for Participation Certificates and Derivatives).
1300	Total Capital Required Against Underwriting Risk	This field automatically calculates the sum of the Column titled CAPITAL REQUIREMENT (TT\$).