

Goes to:

Participants in preliminary survey of trade in services between the
Principality of Liechtenstein and foreign countries

Zurich, October 2011

Statistics
Statistics, Balance of Payments
serviceBOP@snb.ch

PrivaSphere¹: Information and instructions on submitting data using registered, secure e-mail

Instructions on submitting data via PrivaSphere

Background: you have completed the Excel form as part of the preliminary survey on the trade in goods between the Principality of Liechtenstein and foreign countries, and now you wish to submit the data to the SNB using PrivaSphere. The procedure is as follows.

1. Send an e-mail to the SNB (serviceBOP@snb.ch), informing it:
 - a) that you wish to submit data to the SNB via PrivaSphere;
 - b) which method (phone, fax – please provide the relevant numbers) should be used by the SNB to inform you of the Message Unlock Code (MUC); cf. also point 3.
2. The SNB sends the survey form to you by registered, secure e-mail using PrivaSphere.
3. The SNB informs you, by either phone or fax, of the MUC needed to decrypt the e-mail.
4. Open the SNB's e-mail, click on the link provided ('follow this link to download the secure e-mail') and enter the MUC.
5. Download the survey form (.xls file) and complete the form for your entity.
6. Send the completed survey form to the SNB.

To send immediately: in the e-mail window, click 'Reply'.

To send later: open the e-mail received from the SNB, click on 'link to download', enter the MUC again. Click 'Reply'.

7. Attach the survey form.
8. Click 'Send'.

-> Submission has been completed.

¹ For more information on PrivaSphere, go to www.privasphere.com.