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Quarterly current account survey (serviceBOP) – survey documents and information on the procedure for the expanded survey in Q1 2012¹

Dear Sir/Madam

As part of the serviceBOP² project, the Swiss National Bank (SNB) is expanding its survey of current account statistics. These statistics form part of the Swiss balance of payments. The expanded survey will mainly cover cross-border trade in services. However, it will also record individual transactions in the areas of goods trade, investment income and transfers. The expansion of the survey is necessary since data on trade in services are incomplete. In future, all major categories of services will be covered, and the collection of data will be broken down geographically. Your company was already informed in May 2011 that it would be subject to quarterly reporting for the expanded current account survey, starting with the first quarter of 2012 (**reporting date: 31 March 2012**). The deadline for the first data submission is the **end of April 2012**.

Participation in the survey is compulsory. The SNB is authorised by the National Bank Act³ and the National Bank Ordinance⁴ to collect the statistical data required for drawing up the balance of payments and/or the current account.⁵

Survey documents for data reporting

The survey documents (Excel files) can be found at www.snb.ch, *Statistics, Surveys, Survey documents, Current account survey (serviceBOP, valid from 31.3.2012)*. As a rule, data will be collected using a **general questionnaire** (Release **CAGX(1.0)**). [In addition, a **survey focusing specifically on banks/insurance corporations/freight forwarding and logistic companies** will be carried out (Release **CABX(1.0)**)/(Release **CAIX(1.0)**)/(Release **CATX(1.0)**). In future, your company will be required to complete both the general questionnaire and the specialised questionnaire for the banks/insurance

¹ All documents and websites associated with the serviceBOP project are also available in English.

² For more detailed information on the project, go to www.snb.ch, *Statistics, Project trade in services (serviceBOP)*.

³ SR 951.11 Federal Act on the Swiss National Bank (National Bank Act, NBA) of 3 October 2003.

⁴ SR 951.131 Ordinance on the National Bank Act of 18 March 2004 (National Bank Ordinance).

⁵ For the collection of data from companies in the Principality of Liechtenstein, the annexes to the Currency Treaty between the Swiss Confederation and the Principality of Liechtenstein (SR 0.951.951.4) apply.

companies/freight forwarding and logistic companies.] In addition to the Excel format, data can also be reported using the XML format.⁶

If you are already required to submit data for the SNB's existing current account surveys (EBQ or EBJ), please note that your company's obligation to complete those surveys will continue up to and including the reporting date of 31 October 2012. This means that the final quarterly report (EBQ fourth quarter of 2011) must be submitted by the end of January 2012 and the final annual report (EBJ for the year 2011) must be submitted by the end of March 2012.

Introductory year 2012

It is possible that your company will not yet be in a position to allocate transactions to all the relevant sub-categories in the **introductory year, 2012**. If this is the case, you may allocate transactions to the (main) categories; these are marked with an asterisk (*) in the 'Selection' worksheet of survey form CAGQ. [A reduced data submission is only permitted for the general survey questionnaire.] However, the SNB would very much appreciate it if your company were able to implement all the requirements from the first quarter of 2012 onwards. The relevant transactions must be reported using all sub-categories **from the first quarter of 2013** at the latest.

If you are only reporting data for the categories marked with an asterisk, you will need to unprotect the worksheet before entering any data in form CAGX. The procedure is as follows.

- i) Select the 'Review' tab.
- ii) In the 'Changes' group, click on 'Unprotect Sheet'.

Please **do not modify the form in any other way**, since this will result in **errors** during the transmission or processing of the report.

How to submit your data

From March 2012, a secure online reporting system will be set up, with which data submissions can be transmitted to the SNB. Each company will access the system using individual access data. The Excel form can be downloaded online and, once completed, uploaded to the SNB. Before the survey starts, i.e. **in March 2012**, the SNB will send you a letter containing: detailed information on data submission; the URL for the online reporting system; and the individual access data (user name, password). The confidentiality of the data will be guaranteed throughout the procedure – at transmission as well as during further processing. We will continue making improvements to the online reporting system after its introduction in 2012 in order to meet user requirements.

If you have any questions, please contact the serviceBOP team (e-mail: serviceBOP@snb.ch).

We would like to thank you in advance for your valuable support and we look forward to working with you.

Yours sincerely
Swiss National Bank

⁶ For more information, go to www.snb.ch, *Statistics, Surveys, Information on reporting*.