



GOVERNOR'S DECREE No 7

Tallinn, 22 October 2013

Submission of data required for the compilation of the balance of payments

This Decree is established on the basis of subsection 91 (3) of the Credit Institutions Act and subsection 2 (2) of the Eesti Pank Act.

§ 1. General provisions

(1) This Decree establishes the requirements for the contents and structure of the reports on payments between customers of credit institutions, and the due dates and procedure for submission of the reports to Eesti Pank.

(2) The reports shall be used for gathering easily accessible data for the compilation of the state's balance of payments. The reporting shall not affect payment processing, shall be automated and shall comply with Regulation (EC) No 924/2009 of the European Parliament and of the Council of 16 September 2009 on cross-border payments in the Community, which was amended, with regard to Article 5, by Regulation (EU) No 260/2012 of the European Parliament and of the Council of 14 March 2012.

§ 2. Application of the Decree

(1) The reports established with the Decree shall be prepared and submitted by all credit institutions and branches of credit institutions operating in Estonia (hereinafter *credit institutions*).

(2) Credit institutions shall submit reports only on payment services rendered in entities located in Estonia.

§ 3. Terms and definitions used in the Decree

(1) **Payment** is a down payment or withdrawal of cash originated by a payer or payee, and a transfer of money, irrespective of the underlying legal relationship between the payer and the payee.

(2) **Domestic payment** is a payment transaction where both the payer's payment service provider and the payee's payment service provider are located in the Republic of Estonia.

(3) **Cross-border payment** is a payment transaction where the payer's payment service provider or the payee's payment service provider is located outside the Republic of Estonia.

(4) **Residents** are

- 1) state authorities or agencies of the Republic of Estonia in the broadest sense (legislative, executive and judicial bodies or their agencies, constitutional institutions), and local governments or their agencies;

- 2) Estonian diplomatic, consular or other official representations in foreign countries, and representative offices of other Estonian institutions or organisations abroad, which are not engaged in any economic or commercial activity;
 - 3) legal persons in public law and their agencies formed under the laws of the Republic of Estonia;
 - 4) legal persons in private law registered in the Republic of Estonia, or their representative offices (including cross-border service providers);
 - 5) companies (*Societas Europaea, SE*) or cooperatives (*Societas Cooperativa Europaea, SCE*) registered in the Republic of Estonia under the statute for a European company, or their representative offices;
 - 6) branches of foreign legal persons registered in the Republic of Estonia;
 - 7) Estonian citizens residing in the Republic of Estonia;
 - 8) aliens residing in the Republic of Estonia who hold a permanent residence permit or a temporary residence permit for at least one year;
 - 9) persons specified in clauses 7 or 8, studying or undergoing medical treatment in a foreign country, irrespective of the duration of studies or medical treatment;
 - 10) ship crews, seasonal or border workers who are persons specified in clauses 7 or 8 and are staying in a foreign country, irrespective of the duration of their stay in the foreign country;
 - 11) diplomats, military personnel, staff of consular or other official representations of the Republic of Estonia and their family members staying in a foreign country and enjoying immunity and diplomatic privileges.
- (5) **Nonresidents** are persons who are not included in the definition of **resident**.
- (6) **Customer** is a natural or legal person (including a person not having a legal relationship with a reporting credit institution), except for a reporting credit institution.
- (7) **Correspondent account** is a bank account used for settling payments effected on the order and on the account of another credit institution.
- (8) **Payment date** or the customer's value date is the day of debiting or crediting of the customer's account.
- (9) **Payment currency** is the currency in which the payment amount is transferred to the payee.

§ 4. Reports and the general principles for preparation of reports

- (1) A credit institution shall prepare and submit the following reports:
 - 1) "Report on cross-border payments of residents", code 227 (Appendix 1);
 - 2) "Report on domestic payments of nonresidents", code 228 (Appendix 2).
- (2) Payments on interim accounts or correspondent accounts which are originated in other credit institutions or forwarded to final beneficiaries in other credit institutions shall not be reported.
- (3) Payments between customers within a credit institution shall be treated as domestic payments.
- (4) The identification of domestic and cross-border payments shall not depend on the payment currency used.
- (5) A cash pool account shall be used as a virtual account, with the residence of the originator or payee of the payment not depending on the location of the parent company.
- (6) Non-completed payments returned to the payee due to deficient information shall not be reported.

§ 5. Reporting threshold

Payments amounting to and exceeding 10,000 euros or the corresponding amount in any other currency shall be reported.

§ 6. Reporting period and due dates for submission of reports

(1) The reporting period of the reports specified in subsection 4 (1) shall be the calendar month.

(2) A credit institution shall submit the reports specified in subsection 4 (1) to Eesti Pank by the seventh banking day after the end of the reporting period.

§ 7. Submission of reports

(1) Reports shall be submitted to Eesti Pank electronically as XML-format (Extended Markup Language) messages.

(2) The submission of reports shall be governed by the instructions provided in Appendix 3 with regard to the technical specifications and the submission format of reports.

(3) An empty report shall be submitted if no data are available on the area of report.

§ 8. Preservation of reports

Reports submitted to Eesti Pank shall be preserved within the credit institutions for a period of one year.

§ 9. Implementing provisions

(1) Eesti Pank Governor's Decree No 25, 16 December 2010, "Declaration of international payments and submission of data required for the balance of payments statistics" (RT I, 27.01.2012, 6) is repealed.

(2) Data gathered but not yet submitted to Eesti Pank under the decree specified in subsection 1 of this section prior to its repeal shall be submitted to Eesti Pank in accordance with the requirements of the above decree by 21 February 2014 at the latest.

§ 10. Entry into force of the Decree

This Decree shall enter into force on 1 February 2014.

Ardo Hansson
Governor

Report on cross-border payments of residents

1. Area of report

The report shall disclose, item by item, all cross-border payments which are originated by or received by resident customers of the credit institution, exceed the reporting threshold, and have a payment date in the reporting period.

2. Report row structure

	Field No	Field name	Value
Payment characteristics	1)	Payment direction	1 – outgoing cross-border payment 2 – incoming cross-border payment
	2)	Payment identifier	Transfer reference assigned to the payment by the credit institution
Resident customer data	3)	Customer's name	Business name of the legal person or name of the natural person
	4)	Customer identifier	Registry code of the legal person or personal identification code of the natural person
	5)	Customer's address	Address of the customer's location
	6)	Customer's contact data	Number of the customer's means of communication, or email address
Counterparty data	7)	Payee/payer's name	Name of the beneficiary of outgoing or originator of incoming payment
	8)	Payee/payer's address	Address of the beneficiary of outgoing or originator of incoming payment
	9)	Country of the payee/payer's paying institution	Country code of the paying institution of the beneficiary of outgoing or originator of incoming payment from the ISO 3166 table of two-digit codes assigned to countries and territories
Payment data	10)	Payment date	Date of crediting or debiting of the customer's account; for a cash payment, the date of the customer's outgoing or incoming cash payment

	11)	Currency code	Payment currency from the ISO 4217 table of three-digit currency codes
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	12)	Payment amount	Payment amount in currency
	13)	Payment details	Explanation of the payment, provided by the counterparty on the payment order

Report on domestic payments of nonresidents

1. Area of report

1) The report shall disclose, item by item, all domestic payments which are originated by or received by nonresident customers of the credit institution, exceed the reporting threshold, and have a payment date in the reporting period.

2) The report shall not disclose the following:

- a) payments between nonresidents within a credit institution;
- b) payments within a credit institution between different accounts of the same customer;
- c) cash down payments to and cash withdrawals from the customer's own account.

2. Report row structure

	Field No	Field name	Value
Payment characteristics	1)	Payment direction	1 – outgoing domestic payment 2 – incoming domestic payment
	2)	Payment identifier	Transfer reference assigned to the payment by the credit institution
Nonresident customer data	3)	Customer's name	Business name of the legal person or name of the natural person
	4)	Customer's address	Address of the customer's location
	5)	Customer's residence	Customer's residence identifier from the ISO 3166 table of two-digit codes assigned to countries and territories
Counterparty data	6)	Payee/payer's name	Name of the beneficiary of outgoing or originator of incoming payment
	7)	Payee/payer's address	Address of the beneficiary of outgoing or originator of incoming payment
	8)	Code of the payee/payer's paying institution	EE IBAN positions 5–6
Payment data	9)	Payment date	Date of crediting or debiting of the customer's account; for a cash payment, date of the

			customer's outgoing or incoming cash payment
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	10)	Currency code	Payment currency from the ISO 4217 table of three-digit currency codes
	11)	Payment amount	Payment amount in currency
	12)	Payment details	Explanation of the payment, provided by the counterparty on the payment order.

Technical specifications and submission format of reports

1. A report shall contain the following fields as the heading information:

Field No	Field name	Value	Field format	Maximum field length
1)	Bank code	Code of the reporting credit institution	Number	3
2)	Report code	Report code under subsection 4 (1) of the Decree	Number	3
3)	Date	End date of the reporting period	yyyy-mm-dd	10
4)	Number of rows	Number of report rows	Number	8
5)	Contact person	First name and surname of the person responsible for the report	Text	30
6)	Contact telephone	Telephone number of the person responsible for the report	Text	10
7)	Contact email	Email address of the person responsible for the report	Text	40

2. Field format of the report on cross-border payments of residents (code 227)

Field No	Field name	Field format	Maximum field length
1)	Payment direction	Number	1
2)	Payment identifier	Text	20
3)	Customer's name	Text	70
4)	Customer identifier	Text. Where no personal identification code is available, enter the date of birth of the natural person in the form of YYYYMMDDXXXX	15
5)	Customer's address	Text	100
6)	Customer's contact data	Text. Leave empty if data are unavailable	100

7)	Payee/payer's name	Text	70
8)	Payee/payer's address	Text. Leave empty if data are unavailable	100
9)	Country of the payee/payer's paying institution	Text. If the country cannot be identified, designate the country code as XX	2
10)	Payment date	yyyy-mm-dd	10
11)	Currency code	Text	3
12)	Payment amount	Number; use a dot (.) as the decimal separator	15
13)	Payment details	Text. Leave empty if data are unavailable	255

3. Field format of the report on domestic payments of nonresidents (code 228)

Field No	Field name	Field format	Maximum field length
1)	Payment direction	Number	1
2)	Payment identifier	Text	20
3)	Customer's name	Text	70
4)	Customer's address	Text	100
5)	Customer's residence	Text. If the residence cannot be identified, designate the country code as XX	2
6)	Payee/payer's name	Text	70
7)	Payee/payer's address	Text. Leave empty if data are unavailable	100
8)	Code of the payee/payer's paying institution	Text	2
9)	Payment date	yyyy-mm-dd	10
10)	Currency code	Text	3
11)	Payment amount	Number; use a dot (.) as the decimal separator	15
12)	Payment details	Text. Leave empty if data are unavailable	255

4. The reports shall be submitted to Eesti Pank on banking days.

5. Eesti Pank shall inform credit institutions of any changes in the reporting parameters at least 30 calendar days in advance.

6. Where technical failures prevent report files from being submitted in a timely manner, the files shall be submitted via other means of data communication as soon as possible. The technical conditions and security measures shall be subject to a separate agreement.
7. Information on the XML-formats of reports and their submission shall be published under the “For reporters” section of the menu item “Statistics” on the Eesti Pank’s website (www.eestipank.ee).