

ANNUAL SURVEY OF U.S. DIRECT INVESTMENT ABROAD – 2003 INSTRUCTIONS

The Annual Survey of U.S. Direct Investment Abroad is conducted to secure current economic data on the operations of U.S. parent companies and their foreign affiliates. Reports filed in this survey should be consistent with those filed in the 2002 BE-11 annual survey as concerns concepts and definitions, accounting methods, affiliate and reporter consolidation, etc. However, filing this report is not contingent upon having filed a 2002 BE-11.

I. REPORTING REQUIREMENTS

Section 806.4 of 15 CFR, Chapter VIII, requires that all persons subject to the reporting requirements of the BE-11 survey respond, whether or not they are contacted by BEA. It also requires that a person, or their agent, who is contacted by BEA about reporting in this survey, either by sending them report forms or by written inquiry, must respond in writing. They may respond by: 1) certifying in writing, within 30 days of being contacted by BEA, that the person had no direct investment within the purview of the reporting requirements of the BE-11 survey; 2) completing and returning the "BE-11 Claim for Not Filing" within 30 days of receipt of the BE-11 survey report forms; or 3) filing the properly completed BE-11 report by May 28, 2004, as required.

Forms comprising a BE-11 report are:

- **Form BE-11A** – Report for nonbank U.S. Reporters;
- **Form BE-11B(LF) (Long Form)** – Report for majority-owned nonbank foreign affiliates with assets, sales, or net income greater than \$100 million (positive or negative);
- **Form BE-11B(SF) (Short Form)** – Report for majority-owned nonbank foreign affiliates with assets, sales, or net income greater than \$30 million, but not greater than \$100 million (positive or negative);
- **Form BE-11C** – Report for minority-owned nonbank foreign affiliates with assets, sales, or net income greater than \$30 million.
- **BE-11 Claim for Not Filing**

For definition of terms, see Section II of these instructions.

A. Who must report – A BE-11 report is required of any **non-bank** U.S. person that had a nonbank foreign affiliate at the end of the U.S. person's 2003 fiscal year that is not exempt as detailed in I.C.

B. Forms for U.S. Reporter and foreign affiliates

1. Form BE-11A – Report for nonbank U.S. Reporter

- a. Basic requirements** – Each U.S. Reporter that is not a bank must complete a BE-11A report. If the U.S. Reporter is a corporation, Form BE-11A must cover the fully consolidated U.S. domestic business enterprise. See *I.B.1.b* for the definition of "fully consolidated U.S. domestic business enterprise."

The nonbank U.S. Reporter must file a **complete** Form BE-11A if **any one** of the following three items of the fully consolidated U.S. **domestic** business enterprise was greater than \$100 million (positive or negative) at the end of, or for, the Reporter's 2003 fiscal year:

- (1) total assets,
- (2) sales or gross operating revenues excluding sales taxes, or
- (3) net income after provision for income taxes,

The nonbank U.S. Reporter must file a **partial** Form BE-11A if **no one** of the three items listed above for the fully consolidated U.S. **domestic** business enterprise was greater than \$100 million (positive or negative) at the end of, or for, the Reporter's 2003 fiscal year.

The nonbank U.S. Reporter, whether filing a complete or partial BE-11A report, must also complete a Form BE-11B(LF), BE-11B(SF), or BE-11C, as appropriate, for **each** nonexempt foreign affiliate. See *I.B.2 and I.C.*

- b. Definition of "fully consolidated U.S. domestic business enterprise"** – The fully consolidated U.S. domestic business enterprise is defined as: **1)** the U.S. corporation whose voting securities are not owned more than 50 percent by another U.S. corporation, and **2)** proceeding down each ownership chain from that U.S. corporation, any U.S. corporation (including Foreign Sales Corporations located in the United States) whose voting securities are more than 50 percent owned by the U.S. corporation above it. **This consolidation excludes foreign branches and all other foreign affiliates.**

In rare instances, conditions may exist that cause a U.S. parent company to exclude a domestic subsidiary from its consolidation. If a U.S. Reporter cannot consolidate all of its domestic subsidiaries in its Form BE-11A, **it must request and be granted** permission from BEA to file on an unconsolidated basis prior to filing the report. The U.S. parent is responsible for ensuring that the required Form BE-11A and related Forms BE-11B(LF), BE-11B(SF), and BE-11C, for itself and any unconsolidated domestic subsidiaries are filed with BEA. The filing deadline for an unconsolidated domestic subsidiary is the same as that for its U.S. parent.

- c. Calculation of ownership percentage** – A U.S. Reporter's ownership interest in a foreign business enterprise may be directly held, indirectly held, or both. It is directly held if the U.S. Reporter itself holds the ownership interest in the foreign business enterprise. It is indirectly held if the U.S. Reporter holds an ownership interest in another foreign business enterprise that, in turn, owns the given foreign business enterprise. The U.S. Reporter must sum all direct and indirect lines of ownership interest in the foreign business enterprise to determine its ownership interest. **Note – An associated group is deemed to be one U.S. Reporter.**

A U.S. Reporter's percentage of indirect ownership interest in a given foreign business enterprise is the product of the direct ownership percentage that the U.S. Reporter has in the first foreign business enterprise in the ownership chain, multiplied by that first enterprise's direct ownership percentage in the second enterprise in the chain, multiplied by the direct ownership percentages for all other intervening enterprises in the ownership chain, multiplied by the last intervening enterprises's direct ownership percentage in the given foreign business enterprise.

d. Other requirements for filing Form BE-11A

- (1) Foreign affiliate is owned by only part of the fully consolidated U.S. domestic business enterprise** – The U.S. Reporter is deemed to be the fully consolidated U.S. domestic business enterprise even if only one entity in the consolidated U.S. enterprise directly owns the foreign affiliate.
- (2) U.S. Reporter that is an individual, estate, trust, or nonprofit organization** – A U.S. Reporter that is an individual, estate, trust, or religious, charitable, or other nonprofit organization, and that owns a nonexempt foreign affiliate directly, rather than through a U.S. business enterprise, should complete only items 1 and 4 of Form BE-11A and attach an explanatory note attesting to its status. Required Forms BE-11B(LF), BE-11B(SF), and BE-11C must be filed as appropriate.

(3) U.S. business enterprise owned by an individual, estate, trust, or nonprofit organization – If a U.S. individual, estate, trust, or nonprofit organization owns more than 50 percent of a U.S. business enterprise that, in turn, owns a foreign affiliate, then the U.S. Reporter is deemed to be the U.S. business enterprise, not the individual, etc. The BE-11 report should be filed by, and Form BE-11A should be for, the U.S. business enterprise not the individual, etc. However, direct financial transactions or positions, if any, by the individual, etc., with the foreign affiliate must be included in the business enterprise's report.

(4) U.S. Reporter owned by a foreign person – A U.S. Reporter that is a U.S. affiliate of a foreign person and that is filing a BE-12(LF) Benchmark Survey of Foreign Direct Investment in the United States – 2003 (Long Form), should only complete items 1–6, 9–20, and 29–35 of Form BE-11A.

(5) Joint ownership of foreign affiliate – If two or more U.S. Reporters jointly own, directly or indirectly, a foreign affiliate, each U.S. Reporter must file a Form BE-11A.

2. Forms BE-11B(LF), BE-11B(SF), and BE-11C – Report for nonbank foreign affiliate

Form Types	Requirements	Ownership percent	U.S. Dollar Amount (Exemption level items*)
BE-11B Report for majority-owned foreign affiliate	(LF)	> 50%	At least one of the three items* is greater than \$100 million (+ or -).
	(SF)	> 50%	At least one of the three items* is greater than \$30 million (+ or -), but no item is greater than \$100 million (+ or -).
BE-11C Report for minority-owned foreign affiliate		20%–50%	At least one of the three items* is greater than \$30 million (+ or -).

* Exemption level items – Total assets, sales or gross operating revenues excluding sales taxes, net income (loss) after provision for foreign income taxes.

Note – Unless otherwise stated, whenever reference is made to the financial or operating data of a foreign affiliate, such as assets, sales, or net income, the data are to represent 100 percent of the foreign affiliate and not just the portion, if less than 100 percent, owned by the U.S. Reporter(s). Also, do not eliminate an affiliate's receivables due from its parent or from other affiliated persons from the affiliate's total assets when applying the exemption criteria for this report.

a. Form BE-11B(LF) or (SF) – Report for majority-owned nonbank foreign affiliate

A BE-11B(LF) (Long Form) must be filed by the U.S. Reporter for each majority-owned nonbank foreign affiliate, whether held directly or indirectly, for which **any one** of the following three items was greater than \$100 million (positive or negative) at the end of, or for, the affiliate's 2003 fiscal year:

- (1) total assets,
- (2) sales or gross operating revenues excluding sales taxes, or
- (3) net income (loss) after provision for foreign income taxes.

A BE-11B(SF) (Short Form) must be filed for each majority-owned nonbank foreign affiliate, whether held directly or indirectly, for which **any one** of the three items listed above was greater than \$30 million (positive or negative) but for which no one of these items was greater than \$100 million (positive or negative) at the end of, or for, the affiliate's fiscal year.

NOTE – An affiliate is majority-owned by virtue of being owned more than 50 percent by all U.S. Reporters of the

affiliate combined. Such affiliates that meet the reporting requirements must be reported on Form BE-11(LF) or Form BE-11B(SF).

b. Form BE-11C – Report for minority-owned foreign affiliate

A Form BE-11C must be filed for each minority-owned nonbank foreign affiliate (a) owned at least 20 percent, but not more than 50 percent, directly and /or indirectly, by all U.S. Reporters of the affiliate combined, for which **any one** of the three items listed in I.B.2.a. above was greater than \$30 million (positive or negative), at the end of, or for, the affiliate's fiscal year.

c. Other requirements for filing Forms BE-11B(LF), BE-11B(SF), and BE-11C

(1) Rules for consolidation of foreign affiliate – Use the following rules to determine which foreign business enterprises may be consolidated into one foreign affiliate report:

(a) FOREIGN BUSINESS ENTERPRISES LOCATED IN DIFFERENT COUNTRIES MAY NOT, UNDER ANY CIRCUMSTANCES, BE CONSOLIDATED.

(b) Foreign business enterprises located in the same country that are integral parts of the same business operation **may** be consolidated into one affiliate report.

(c) Foreign business enterprises located in the same country and in the same BEA 4-digit industry, as defined in the **Guide to Industry and Foreign Trade Classifications for International Surveys**, Part I, may be consolidated.

Note – A U.S. Reporter who participates in BEA's BE-577 quarterly survey of U.S. direct investment abroad, Direct Transactions of a U.S. Reporter with Foreign Affiliate, should consolidate foreign business enterprises on Forms BE-11B(LF), BE-11B(SF), and BE-11C in the same manner as on Form BE-577.

(2) Reporting of foreign affiliates owned by more than one U.S. Reporter – If two or more U.S.

Reporters jointly own, directly or indirectly, a foreign affiliate that is required to be reported on Form BE-11B(LF) or (SF), each U.S. Reporter must submit a Form BE-11B(LF) or (SF) for the affiliate. The U.S. Reporter with the highest percentage of ownership (direct and indirect combined) in the foreign affiliate must file a **complete** form, on which all items have been completed. The other U.S. Reporter(s) must file a **partial** form, on which only items 1,2,6,7,8,9, and 10 of Part I have been completed. If the ownership percentages are the same, the U.S. Reporters must decide which one will file the complete form. Note, however, that in Part II, Sections B and E, and Part III of Form BE-11B(LF) and Part II, Section B, and Part III of Form BE-11B(SF), data must be reported by transactor. For example, in Part II, Section B, of Form BE-11B(LF), and Part II, Section B, of Form BE-11B(SF), Distribution of Sales or Gross Operating Revenues, one transactor category is "to U.S. Reporter(s)" of this affiliate. If the U.S. Reporter filing the complete Form BE-11B(LF) or (SF) cannot, or prefers not to, secure from the affiliate and report the data concerning the other U.S. Reporters of the affiliate, then each U.S. Reporter is required to report its own data in those sections of Part II. The U.S. Reporter filing the complete Form BE-11B(LF) or (SF) must attach a note to the form stating that it is not reporting data for the other U.S. Reporter(s) and must so inform the other U.S. Reporter(s).

If two or more Reporters jointly own a foreign affiliate that is required to be reported on Form BE-11C, only the U.S. Reporter having the highest percentage ownership (direct and indirect combined) in the foreign affiliate must file the form.

(3) Reporting when there is more than one foreign affiliate in a chain of ownership – A Form BE-11B(LF), BE-11B(SF), or BE-11C must be filed for a foreign affiliate of the U.S. Reporter that owns another nonexempt foreign affiliate of that U.S. Reporter, even if the foreign affiliate parent is otherwise exempt, i.e., a Form BE-11B(LF) or (SF) or BE-11C must be filed for all affiliates upward in a chain of ownership.

(4) Relationship between Forms BE-11A, BE-11B(LF) or (SF), and BE-11C – The term "U.S. Reporter" is defined to mean the fully consolidated U.S. domestic business enterprise; therefore, on Forms BE-11B(LF), BE-11B(SF), and BE-11C, when data on trade and financial relationships between the U.S. Reporter and the foreign affiliate are requested, the data must reflect the foreign affiliate's relationship with the entire U.S. enterprise, not merely with one division, operating unit, or part.

C. Exempt affiliates – A foreign affiliate is exempt from being reported if it meets any one of the following criteria:

1. None of its exemption level items exceeds \$30 million (positive or negative).
2. It is less than 20 percent owned, directly and/or indirectly, by all U.S. Reporters of the affiliate combined.
3. Its U.S. parent (U.S. Reporter) is a bank.
4. It is a bank.

Banks are defined as business enterprises classified in International Surveys Industry (ISI) code 5221 or 5229.

Note that a minority-owned affiliate that is owned by more than one U.S. Reporter, and that otherwise meets the reporting requirements, must be reported on Form BE-11C even if no one U.S. Reporter owns 20 percent or more.

An affiliate's receivable due from its parent or from other affiliated persons may not be eliminated from total assets when applying the exemption criteria for preparing this report.

If you filed a Form BE-11B(LF) or (SF) or BE-11C for an affiliate in 2002 that is exempt in 2002 according to C.1. above, and for which you received a pre-printed form, submit the report, and enter the amounts for total assets (in item 49 on the BE-11B(LF), in item 27 on the BE-11B(SF), or in item 11 on the BE-11C); annual sales or gross operating revenues (in item 23 on the BE-11B(LF), in item 23, column (1), on the BE-11B(SF), or in item 12 on the BE-11C); and annual net income (loss) (in item 33 on the BE-11B(LF), in item 22 on the BE-11B(SF), or in item 13 on the BE-11C). If the affiliate is exempt in 2003 according to C.2 above, submit the report and enter the ownership percentages at the close of fiscal year 2003 in items 6, 7, and 8. If **all** of your affiliates are exempt in 2003, submit a "Claim for Not Filing".

II. DEFINITIONS

A. 2003 fiscal year is the U.S. Reporter's or the foreign affiliate's financial reporting year that has an ending date in calendar year 2003. U.S. Reporters or affiliates having a "52/53 week" fiscal year that ended within the first week of January 2004, are considered to have a 2003 fiscal year for purposes of filing this survey, and should report December 31, 2003 as their 2003 fiscal year end. A business enterprise that does not have a financial reporting year, or does not have a financial reporting year *ending* in calendar year 2003, is deemed to have a fiscal year identical to calendar year 2003. (U.S. Reporters and foreign affiliates that changed the ending date of their financial reporting year in 2003 should contact BEA to determine what reporting period should be used.)

B. Affiliate means a business enterprise located in one country which is directly or indirectly owned or controlled by a person of another country to the extent of 10 percent or more of its voting stock for an incorporated business or an equivalent interest for an unincorporated business, including a branch.

C. Associated group means two or more persons who, by the appearance of their actions, by agreement, or by an understanding, exercise their voting privileges in a concerted manner to influence the management of a business enterprise. Each of the following are deemed to be associated groups —

1. Members of the same family,
2. A business enterprise and one or more of its officers or directors,
3. Members of a syndicate or joint venture, or
4. A corporation and its domestic subsidiaries.

D. Branch means the operations or activities conducted by a person in a different location in its own name rather than through an incorporated entity.

E. Business enterprise means any organization, association, branch, or venture which exists for profitmaking purposes or to otherwise secure economic advantage, and any ownership of any real estate.

F. Foreign, when used in a geographic sense, means that which is situated outside the United States or which belongs to or is characteristic of a country other than the United States.

G. Foreign affiliate means an affiliate located outside the United States in which a U.S. person has direct investment.

H. Foreign affiliate parent means a U.S. Reporter's foreign affiliate which has an equity interest in another foreign affiliate of the U.S. Reporter.

I. Foreign person means any person resident outside the United States or subject to the jurisdiction of a country other than the United States.

J. Fully consolidated U.S. domestic business enterprise means 1) the U.S. corporation whose voting securities are not owned more than 50 percent by another U.S. corporation, and **2)** proceeding down each ownership chain from that U.S. corporation, any U.S. corporation (including Foreign Sales Corporations located in the United States) whose voting securities are more than 50 percent owned by the U.S. corporation above it. This consolidation excludes foreign branches and all other foreign affiliates.

K. Intermediary means an agent, nominee, manager, custodian, trust, or any person acting in a similar capacity.

L. Majority-owned foreign affiliate means a foreign affiliate in which the combined direct and indirect ownership interest of ALL U.S. REPORTERS of the affiliate exceeds 50 percent.

M. Minority-owned foreign affiliate means a foreign affiliate in which the combined direct and indirect ownership interest of at least one U.S. Reporter is 10 percent or more, but the combined direct and indirect ownership interests of all U.S. Reporters of the affiliate is 50 percent or less.

N. Person means any individual, branch, partnership, associated group, association, estate, trust, corporation, or other organization (whether or not organized under the laws of any State), and any government (including a foreign government, the United States Government, a State or local government, and any agency, corporation, financial institution, or other entity or instrumentality thereof, including a government-sponsored agency).

- O. U.S. direct investment abroad** means the ownership or control, **directly or indirectly**, by one U.S. person of 10 percent or more of the voting securities of an incorporated foreign business enterprise or an equivalent interest in an unincorporated foreign business enterprise, including a branch.
- P. U.S. person** means any person resident in the United States or subject to the jurisdiction of the United States.
- Q. U.S. Reporter** means the U.S. person which has direct investment in a foreign business enterprise, including a branch. If the U.S. person is an incorporated business enterprise, the U.S. Reporter is the fully consolidated U.S. domestic enterprise. *See II.J.*
- R. United States**, when used in a geographic sense, means the several States, the District of Columbia, the Commonwealth of Puerto Rico, and all territories and possessions of the United States.

III. CLARIFICATION OF COVERAGE

- A. Determining existence of a foreign affiliate** — In general, a U.S. person's foreign operation or activity is considered a foreign affiliate if it is legally or functionally separable from the domestic operations or activities of the U.S. person. In most cases, it is clear whether the foreign operation or activity constitutes an affiliate. For example, if the operation or activity is incorporated abroad, as is true in the majority of cases, it is always considered a foreign affiliate. Even if it is unincorporated, the foreign operation or activity is usually legally or functionally separable from the U.S. person's domestic operations or activities. In cases where it is not clearly separable, the determination of whether the operation or activity constitutes a foreign affiliate is made on a case-by-case basis, depending on the weight of the evidence.
- Factors that would tend to indicate that the operation or activity is a foreign affiliate are:
1. It pays foreign income taxes.
 2. It has a substantial physical presence abroad, as evidenced by plant and equipment, or employees, permanently located abroad.
 3. It has separate financial records that would allow preparation of financial statements, including a balance sheet and income statement. (A mere record of disbursements to, or receipts from, the foreign operation or activity would not constitute a "financial statement" for this purpose.)
 4. It takes title to the goods it sells and receives revenues from the sale, or it receives funds from customers for its own account for services it performs.

The following characteristics would indicate that the operation or activity is probably **not** a foreign affiliate:

1. It engages only in sales promotion or public relations activities on behalf of the U.S. person.
2. It conducts business abroad only for the U.S. person's account, not for its own account.
3. It has no separate financial records that allow the preparation of financial statements.
4. Its expenses are paid by the U.S. parent.
5. It pays no foreign income taxes.
6. It has limited physical assets or few employees permanently located abroad.

- B. U.S. Reporter owned by a foreign person** — A U.S. business enterprise that is a U.S. Reporter in this BE-11 survey may also be a U.S. affiliate of a foreign person that must report in the BE-15, Annual Survey of Foreign Direct Investment in the United States — 2003. This could be the case if the U.S. business enterprise owns foreign affiliates and is also owned 10 percent or more, directly or indirectly, by a foreign person. In such cases, the U.S. business enterprise should report in this survey for any foreign business enterprise it owns or controls, directly or indirectly, at least 10 percent or more, but should not report other property of its foreign owner. (A foreign business enterprise that is jointly owned by the U.S. Reporter and the foreign owner of the U.S. Reporter should be considered a foreign affiliate of the U.S. Reporter provided the U.S. Reporter has a 10 percent or more ownership interest.) For purposes of the BE-11 survey, consider the foreign owner of the U.S. Reporter and the directly and indirectly owned foreign affiliates of the foreign owner (other than those held through the U.S. Reporter), as unaffiliated foreign persons.

- C. Foreign affiliate operating completely outside its country of incorporation** — If a foreign affiliate conducts all its operations from, and is located in, a single foreign country that is different from its country of incorporation, it is deemed to be operating totally outside its country of incorporation. File a single BE-11B(LF) or (SF) or BE-11C report for the entity in the country of operation treating it as an incorporated foreign affiliate; do not file a separate BE-11B(LF) or (SF) or BE-11C report for the entity in the foreign country of incorporation. If, however, the foreign affiliate has any of the following in the country of incorporation:

1. bank account,
2. employees,
3. property, plant, or equipment, or
4. sales,

it is considered to have operations in its foreign country of incorporation and, therefore, a separate BE-11B(LF) or (SF) or BE-11C report must be filed for the entity in that country.

If a foreign affiliate incorporated abroad conducts its operations from, and has locations in, more than one foreign country, a separate Form BE-11B(LF) or (SF) or BE-11C must be filed for each country in which it has operations, and a separate Form BE-11B(LF) or (SF) or BE-11C must be filed for the entity in the foreign country of incorporation, treating the entity as an incorporated foreign affiliate in that country.

If a foreign affiliate incorporated abroad conducts its business operations from, and is located in, the United States, you must file a Form BE-11B to report the equity investment in the affiliate and the affiliate's income. Show country of incorporation as country of location **and report the affiliate as a holding company (ISI code 5512)**. You must report the operating business enterprise located in the United States on the BE-12, Benchmark Survey of Foreign Direct Investment in the United States.

- D. Real estate** — The ownership of foreign real estate is defined to be a business enterprise and, if foreign real estate is owned by a U.S. person, it is a foreign affiliate of a U.S. Reporter. A Form BE-11B(LF) or (SF) or BE-11C is required unless the enterprise is otherwise exempt.

Real estate that is normally included in the property, plant, and equipment account of a foreign affiliate is not to be reported as a separate affiliate.

Residential real estate held exclusively by a U.S. person for personal use and not for profitmaking purposes is not subject to the reporting requirements. A primary residence abroad that is leased to others while the owner is a U.S. resident, but which the owner intends to reoccupy, is considered real estate held for personal use.

Ownership of foreign residential real estate by a business enterprise, the sole purpose of which is to hold the real estate for the personal use of the owner(s) of the business enterprise, is considered to be real estate held for personal use and therefore not subject to the reporting requirements.

If a U.S. person has a direct or indirect voting ownership interest of 10 percent or more in a joint venture, partnership, etc., that is formed to own and hold, develop, or operate real estate, the joint venture, partnership etc., in its entirety, not just the U.S. person's share, is a foreign affiliate and must be reported unless otherwise exempt.

- E. Airlines and ship operators** — U.S. airlines' and ship operators' foreign stations, ticket offices, and terminal and port facilities that provide services **only** to their own operations are not foreign affiliates and are not subject to the reporting requirements. Reports are required when such facilities produce significant revenues from services provided to unaffiliated persons.

IV. GENERAL INSTRUCTIONS

- A. Accounting methods and records** — Follow generally accepted U.S. accounting principles unless otherwise specified. Corporations should generally use the same methods and records that are used to generate reports to stockholders, except where otherwise instructed. Generate reports for unincorporated persons on an equivalent basis.

Financial Accounting Standards Board statements are referred to as "FAS -- (statement number)" in the instructions.

- B. Translation of foreign currency financial and operating data into U.S. dollars**

1. Financial statements — Translate foreign affiliate financial statements, i.e., balance sheets and income statements, not maintained in U.S. dollars from the host country currency to U.S. dollars using FAS 52, as would be required to incorporate foreign statements into the U.S. Reporter's financial statements for reports to shareholders.

2. Other financial and operating data of foreign affiliate — According to FAS 52, "Revenue and expense transactions shall be translated in a manner that produces approximately the same dollar amounts that would have resulted had the underlying transactions been translated into dollars on the dates they occurred." Since separate translation of each transaction is usually impractical, the specific result can be achieved by using an average rate for the period.

On Forms BE-11B(LF) and (SF) and BE-11C, certain revenue and expense transactions which may not be translated separately for the financial statements, such as employee compensation and exports and imports, must be reported. Translate these transactions in a manner consistent with that used to translate the financial statements to U.S. dollars.

- C. Industry classification** — A list and explanation of the industry classifications used are given in the **Guide to Industry and Foreign Trade Classifications for International Surveys**, BE-799, which is included as part of the BE-11 report package.

- D. Estimates** — If actual data are not available, or only partial data are available, estimates should be supplied and labeled as such. When data items cannot be fully subdivided as required, provide totals and an estimated breakdown of the totals.

Certain sections of Forms BE-11A and BE-11B(LF) and (SF) require data that may not normally be maintained in a company's customary accounting records. Provision of precise data in these areas may present the respondent with a substantial burden beyond what is intended by BEA. This may be especially true for:

- BE-11A, Part III, Section A — Distribution of sales or gross operating revenues by whether the sales were goods, services, or investment income;
- BE-11A, Part IV, — Exports and imports of the U.S. Reporter on a shipped basis;
- BE-11B(LF), Part II, Section B — Distribution of sales or gross operating revenues, by transactor and by whether the sales were goods, services, or investment income;
- BE-11B(LF), Part II, Section E — Composition of external finances by transactor; and
- BE-11B(LF), Part III, and BE-11B(SF), Part III, — Exports and imports of the foreign affiliate on a shipped basis.

Data provided in these sections may be reasonable estimates based upon the informed judgement of persons in the responding organization, sampling techniques, prorations based on related data, etc. The procedures used should be consistently applied from one BEA survey to the next.

- E. Space on form insufficient** — When space on a form is insufficient to permit a full answer to any item, submit the required information on supplementary sheets, appropriately labeled and referenced to the item number and the form.

V. U.S. EXPORTS AND IMPORTS OF GOODS

When there is a material difference between the "charged" and "shipped" bases and the data have not been filed on the "shipped" basis, or the necessary adjustments have not been made to approximate a "shipped" basis, then BEA will require the data to be refiled.

Differences between the "charged" and "shipped" bases may be substantial. A major difference arises when the U.S. Reporter buys goods in country A and sells them in country B, but the goods are shipped directly from country A to country B. Because the goods did not physically enter or leave the United States, they are not U.S. trade. However, when the U.S. Reporter records the transactions on its books, it shows a purchase charged to it from country A and a sale charged by it to country B. If the U.S. Reporter's trade data in this survey were prepared on the "charged" basis, the purchase and sale would appear incorrectly as a U.S. import and a U.S. export, respectively. Other differences arise when the U.S. Reporter charges the sale of its products to a foreign affiliate in one country, but ships the goods directly from the United States to an unaffiliated foreigner in another country. If the data are on the "shipped" basis, this is a U.S. export to an unaffiliated foreigner, not to the foreign affiliate and should not be recorded on the BE-11B of the foreign affiliate.

If a material difference exists between the "charged" and "shipped" bases, trade must be reported on the "shipped" basis. To do this, the U.S. Reporter may have to derive the data from export and import declarations filed with U.S. Customs or from shipping and receiving documents, rather than from accounting records, or may have to otherwise adjust its data from a "charged" to a "shipped" basis.

Exclude from exports and imports the value of goods **that** are in-transit. In-transit goods are goods **that are not** processed or consumed by residents in the intermediate country(ies) through which they transit; the in-transit goods enter those countries only because those countries are along the shipping lines between the exporting and importing countries. In-transit imports are goods en route from one foreign country to another via the United States (such as from Canada to Mexico via the United States), and in-transit exports are goods en route from one part of the United States to another part via a foreign country (such as from Alaska to Washington State via Canada).

A. Timing. Only include goods actually shipped between the United States and the affiliate during FY 2003 regardless of when the goods were charged or consigned. For example, include goods shipped by the U.S. Reporter to the affiliate in FY 2003 that were charged or consigned in FY 2004 but exclude goods shipped to the affiliate in FY 2002 that were charged or consigned to the affiliate in FY 2003.

B. Trade of the U.S. Reporter. Goods shipped by, or to, the U.S. Reporter, whether or not actually charged or consigned by, or to, the U.S. Reporter, are considered to be trade of the U.S. Reporter.

C. Trade of a foreign affiliate. Goods shipped by, or to, a foreign affiliate, whether or not actually charged or consigned by, or to, the foreign affiliate are considered to be trade of the foreign affiliate.

D. By (or to) whom goods were shipped. Shipment by, or to, an entity refers to the physical movement of goods to or from the U.S. customs area by, or to, that entity regardless of by, or to whom the goods were charged or consigned. Thus, for example, if the U.S. Reporter charges goods to a German affiliate but ships them to an Italian affiliate, the goods should be recorded as U.S. exports shipped by the U.S. Reporter on the Form BE-11B(LF), (SF) or BE-11C, of the Italian affiliate, but not on that of the German affiliate. Similarly, if goods were charged by the U.S. Reporter to an affiliate but shipped to the affiliate by another U.S. person, the goods should be considered a U.S. export shipped by "other U.S. persons," not by the U.S. Reporter, on the affiliate's Form BE-11B(LF), (SF) or BE-11C.

Note — Goods shipped by an independent carrier or a freight forwarder at the expense of an entity are shipments by that entity.

E. Valuation of exports and imports. Value U.S. exports and imports f.a.s. (free alongside ship) at the port of exportation. This includes all costs incurred up to the point of loading the goods aboard the export carrier at the U.S. or foreign port of exportation, including the selling price at the interior point of shipment (or cost if not sold), packaging costs, and inland freight and insurance. It excludes all subsequent costs, such as loading costs, U.S. and foreign import duties, and freight and insurance from the port of exportation to the port of entry.

VI. FILING THE BE-11

A. Due date — A fully completed and certified BE-11 report comprising Form BE-11A and Forms BE-11B(LF), (SF), or C (as required) is due to be filed with BEA not later than May 28, 2004.

B. Extensions — For the timely dissemination of the survey results, it is important that your report be filed by the due date. However, a written request for an extension will be considered provided it is received at least 15 days prior to the due date of the report and enumerates substantive reasons necessitating the extension. BEA will provide a written response to such requests.

C. Assistance — For assistance, telephone (202) 606-5566 between 8:00 a.m. and 4:30 p.m., eastern time, or e-mail BEA at be10/11@bea.gov.

D. Number of copies — File a single original copy of the report with BEA. Each U.S. Reporter must retain a copy of its report to facilitate resolution of problems. These copies should be retained by the U.S. Reporter for a period at least 3 years after the report's original due date.

E. Where to send the report — Send reports filed by mail through the U.S. Postal Service to:

U.S. Department of Commerce
Bureau of Economic Analysis
BE-69(A)
Washington, DC 20230

Send reports filed by direct private delivery to:

U.S. Department of Commerce
Bureau of Economic Analysis, BE-69(A)
Shipping & Receiving Section M-100
1441 L Street, N.W.
Washington, DC 20005

F. Confidentiality — The information filed in this report may be used only for analytical and statistical purposes and access to the information shall be available only to officials and employees (including consultants and contractors and their employees) of agencies designated by the President to perform functions under the Act. The President may authorize the exchange of the information between agencies or officials designated to perform functions under the Act, but only for analytical and statistical purposes. No official or employee (including consultants and contractors and their employees) shall publish or make available any information collected under the Act in such a manner that the person to whom the information relates can be specifically identified. Reports and copies of reports prepared pursuant to the Act are confidential and their submission or disclosure shall not be compelled by any person without the prior written permission of the person filing the report and the customer of such person where the information supplied is identifiable as being derived from the records of such customer (22 U.S.C. 3104).

G. Annual stockholders' report and Form 10K — Business enterprises issuing annual reports to stockholders and completing Securities and Exchange Commission's Form-10K should furnish copies of these reports for FY 2003 when filing the BE-11 report.

2003 BE-11 ORDER FORM

To obtain additional copies of BE-11 forms and instructions, go to BEA's website at www.bea.gov or complete this order form and return it to BEA. See the instructions in the box at the bottom to access the forms from the BEA website.

Enter the quantity of each item you require:

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Form BE-11B(SF)			
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