

# SECURITIES COMMISSION OF THE BAHAMAS



## GUIDANCE NOTES E-FILING OF STATISTICAL DATA

The Securities Commission of The Bahamas (the “Commission”) issues these Guidance Notes to assist Fund Administrators and Operators in the use of the Electronic Filing (E-Filing) System. This Facility was established to enhance the updating of statistical data on the activities of investment funds pursuant to Section 51 of the Investment Funds Act, 2003.

Additional information is being requested for 30 June 2011 and 31 December 2011 Filing Periods and all subsequent periods. The new additions that are requested relate to the sections as outlined below. Instructions follow.

### **Special Note for the 30 June 2011 and 31 December 2011 Filing Periods**

**Note:** Filers are required to submit **two** separate data: i. Data for the period from 1 January 2011 to 30 June 2011 and; ii. Data for the period from 1 July 2011 to 31 December 2011.

For funds that were licensed and/or registered after 30 June 2011, data is only required to be submitted for the six-month filing period ended 31 December 2011.

### **30 June 2011 Filing Period**

For the period from 1 January to 30 June 2011, data on funds are required to be filed if the fund:

- Is currently active;
- Was established between 1 January and 30 June 2011;
- Had a change in status between 1 January and 30 June 2011; or

- Status was liquidating before 1 January 2011 and the fund is still liquidating.

## 31 December 2011 Filing Period

For the period from 30 June to 31 December 2011, data on funds are required to be filed if the fund:

- Is currently active;
- Was established between 30 June and 31 December 2011;
- Had a change in status between 30 June and 31 December 2011; or
- Status was liquidating before 30 June 2011 and the fund is still liquidating.

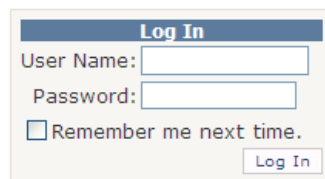
**Note:** Service Providers may file data on behalf of an operator but the latter maintains responsibility for the submission of the requested data. Additionally, the submission of statistical data does not satisfy a fund's statutory requirements for ongoing reporting requirements.

### 1. Overview of 30 June 2011 and 31 December 2011 Filing Periods

The sign-in screen is seen below. Your username and password have been provided by the Commission. If you have trouble logging in or do not have a username or password, please contact the Market Surveillance Department staff of the Commission.

#### Securities Commission of The Bahamas Web Statistics

Welcome to the Securities Commission Web Statistics Application.  
Please login below.



Log In

User Name:

Password:

Remember me next time.

Log In

### 2. Viewing Data from Previous Filing Periods

**2.1** In order to facilitate the expanded filing process, the only previously submitted information that is displayed is information that was submitted for the 31 December 2009, 30 June and 31 December 2010 periods. Information submitted for earlier reporting periods is archived and is not viewable. Please note that fund activity provided for periods prior to 2010 cannot be modified or changed. However, if

information in the Fund Statistics section needs to be updated or amended for the 30 June and 31 December 2010 periods, filers are allowed to do so.

### 3. General Overview of the E-Filing Features/Tools

3.1 Once you sign into the website, the Administrator/Fund Operator, Fund and Sub-fund sections will be on the front page. These sections are highlighted in yellow below.

3.2 The Administrator/Fund Operator’s information is captured in the e-filing facility under the **‘Administrator/Fund Operator’** section. This section can only be changed by the Commission. Should any discrepancies be identified, please advise the Commission.

#### Securities Commission Web Statistics

[Home](#) | [Summary Report](#) | [E-Filing Guidelines](#) | [Change Password](#) | [Log out](#)

Administrator/Fund Operator				
ID	Administrator/Fund Operator	Address	Licence Type	Date Of Lic
3	SCBAdministrator	3rd Floor Charlotte House	Unrestricted	Saturday, February 05, 2005

3.3 The following describes the tools used to navigate the sections titled **‘Additional Administrator Details’**, **‘Fund Details’**, **‘SMART Fund Activity’**, **‘Fund Activity’**, **‘Sub-Fund Details’** and **‘Sub-Fund Activities’**.

3.4 To conduct a **query**, click on the **‘search’** button. The dialog box that pops up will allow you to conduct a search for a single entry or multiple entries.

↓

**Additional Administrator Details**

Search Update Insert First Prev Page 1 of 1 Next Last Rows 1 Save HTML Print Copy Sort

Filing Person Name	Filing Person Position	Organization	Filing Person Email	Authorised By Name	Supervisor/Manager Position	Supervisor/Manager
John Smith Jr.	Analyst	SCB Administrator	johnsmith@scbadministrator.com	Jane Wonder	Manager	janewonder@scbadi

**Fund Details**

Search Update Insert First Prev Page 1 of 1 Next Last Rows 1 Save HTML Print Copy Sort

Name	Licence Type	Licence#	Status	Status Changed Date	Constitution Type	Investment Manager/Advisor	Is Fund an Umbrella Fund?	Is Fund a Fund of Funds?	Is Fund a Mast Feeder Fund?
SCB Test Fund 2	Standrad Fund	10-S-000	Active		domestic Company	SCB Management Limited	Yes	No	No

**SMART Fund Activity (if annual audit waived)**

Search Update Insert First Prev Page of 0 Next Last Rows 0 Save HTML Print Copy Sort

Annual Audit Waived	Units Sold	Value of Units Sold	Units Redeemed	Value of Units Redeemed	Asset Allocation	Total Returns Earned	Funds Currency	For Period

**Fund Activity**

Search View Update Insert First Prev Page 1 of 1 Next Last Rows 1 Save HTML Print Sort

Total NAV previous	Total NAV Current	Net Increase/Decrease	Shares Outstanding	NAV per Share	Fund Currency	Date NAV Calculated	Trading Suspended?	Date Susp
\$14.00	\$15.00	\$1.00	4,000,000.00	3.75	US Dollar	31/12/2010		

3.6 A maximum of ten (10) records/ funds are displayed at a time. If more than 10 records are stored in the system they can be accessed by navigating to the other pages of funds by clicking the **'next'** button.

**Additional Administrator Details**

Search Update Insert First Prev Page 1 of 1 **Next** Last Rows 1 Save HTML Print Copy Sort

Filing Person Name	Filing Person Position	Organization	Filing Person Email	Authorised By Name	Supervisor/Manager Position	Supervisor/Manager
John Smith Jr.	Analyst	SCB Administrator	johnsmith@scbadministrator.com	Jane Wonder	Manager	janewonder@scbadm

**Fund Details**

Search Update Insert First Prev Page 1 of 1 **Next** Last Rows 1 Save HTML Print Copy Sort

Name	Licence Type	Licence#	Status	Status Changed Date	Constitution Type	Investment Manager/Advisor	Is Fund an Umbrella Fund?	Is Fund a Fund of Funds?	Is Fund a Master Feeder Fund?
SCB Test Fund 2	Standrad Fund	10-S-000	Active		domestic Company	SCB Management Limited	Yes	No	No

**SMART Fund Activity (if annual audit waived)**

Search Update Insert First Prev Page 1 of 0 Next Last Rows 0 Save HTML Print Copy Sort

Annual Audit Waived	Units Sold	Value of Units Sold	Units Redeemed	Value of Units Redeemed	Asset Allocation	Total Returns Earned	Funds Currency	For Period

**Fund Activity**

Search View Update Insert First Prev Page 1 of 1 **Next** Last Rows 1 Save HTML Print Sort

Total NAV previous	Total NAV Current	Net Increase/Decrease	Shares Outstanding	NAV per Share	Fund Currency	Date NAV Calculated	Trading Suspended?	Date Susp
\$14.00	\$15.00	\$1.00	4,000,000.00	3.75	US Dollar	31/12/2010		

3.7 To **'save'** a record(s) within a section or the results of a search, you must first choose the preferred format that you want to save the data in. You can view it as **HTML**, Excel, CSV, XML or Word Document. These can be found in the drop down menu next to the save button. Once **'save'** is selected you will have the option to view your file.

3.8 To **sort** records in a preferred sequence, click on the 'sort' button. A 'select sort columns' dialog box will appear prompting you to select the sequence of your **'sort'** by moving (->) items from the 'available' list over to the 'sequence' list.

**Additional Administrator Details**

Search Update Insert First Prev Page 1 of 1 Next Last Rows 1 Save HTML Print Copy **Sort**

Filing Person Name	Filing Person Position	Organization	Filing Person Email	Authorised By Name	Supervisor/Manager Position	Supervisor/Manager
John Smith Jr.	Analyst	SCB Administrator	johnsmith@scbadministrator.com	Jane Wonder	Manager	janewonder@scbadm

**Fund Details**

Search Update Insert First Prev Page 1 of 1 Next Last Rows 1 Save HTML Print Copy **Sort**

Name	Licence Type	Licence#	Status	Status Changed Date	Constitution Type	Investment Manager/Advisor	Is Fund an Umbrella Fund?	Is Fund a Fund of Funds?	Is Fund a Master Feeder Fund?
SCB Test Fund 2	Standrad Fund	10-S-000	Active		domestic Company	SCB Management Limited	Yes	No	No

**SMART Fund Activity (if annual audit waived)**

Search Update Insert First Prev Page 1 of 0 Next Last Rows 0 Save HTML Print Copy Sort

Annual Audit Waived	Units Sold	Value of Units Sold	Units Redeemed	Value of Units Redeemed	Asset Allocation	Total Returns Earned	Funds Currency	For Period

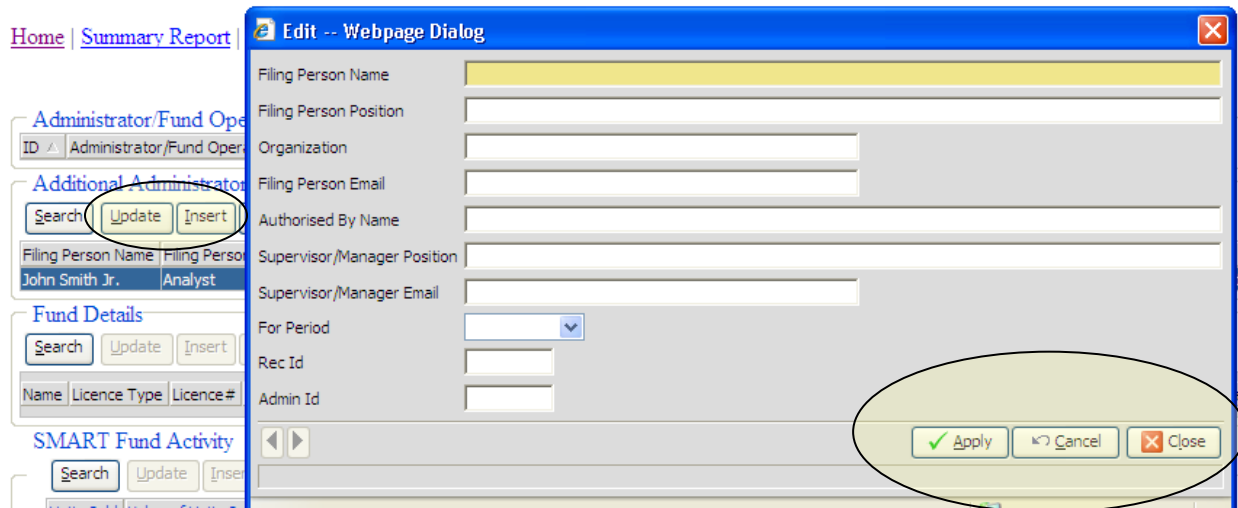
**Fund Activity**

Search View Update Insert First Prev Page 1 of 1 Next Last Rows 1 Save HTML Print **Sort**

Total NAV previous	Total NAV Current	Net Increase/Decrease	Shares Outstanding	NAV per Share	Fund Currency	Date NAV Calculated	Trading Suspended?	Date Susp
\$14.00	\$15.00	\$1.00	4,000,000.00	3.75	US Dollar	31/12/2010		

**3.9** To **rearrange** the way the columns are presented, drag the column heading into its new position.

**3.10** To **insert** a new record, click the **'insert'** button. A dialog box will appear and prompt you to enter all information for this section.



When finished entering all data, click **'apply'** to save the changes made. Selecting **'cancel'** will invalidate any changes made and reset all fields in the dialogue box to blank values. Selecting **'close'** will discard all changes and return you to the main screen.

To make changes or corrections to information that you have entered for this reporting period click the **'update'** button. For example, use this feature to correct a mistake you have made to any of the fields after you already submitted the information.

#### **4. Field descriptions and instructions by section for Additional Administrator Details, Fund Details, SMART Fund Activity, Fund Activity, Sub-Fund Details, and Sub-Fund Activity**

##### **4.1 ADDITIONAL ADMINISTRATOR DETAILS**

**4.1.1** The **'Additional Administrator Details'** section was created to capture the following data:

(a) The first and last name of the person filing the data, the job title and email address of the individual, and the organization that the individual is employed with.

(b) The first and last name of the supervisor/ manager that authorized the individual in (a) to file the data, the job title and email address of the individual, and the reporting period.

##### **4.2 FUND DETAILS**

\* Please note that for new funds licensed in 2011, section 4.2.1 has already been completed in the e-filing facility (these fields were automatically populated from our records). In this case, you are required to complete sections 4.2.2 to 4.2.12. If you have a correction to make, use the **'update'** button. In cases where the fund is not in the e-filing facility, you are to complete section 4.2.1 to 4.2.12.

**4.2.1 Fund Name** - Insert the full legal name of the fund as of June 30, 2011 and December 31, 2011 if the name is different as at both dates. If the name is the same then only one name is required to be entered.

**4.2.2 Licence Type** Use the drop down list to select the category under which the fund is licensed or registered – Standard Fund, Recognized Foreign Fund, Professional Fund, or a SMART Fund.

1. If a fund's license type is a Recognized Foreign Fund, the primary location of the fund's administrative services must be entered in 4.3.10.
2. If a fund's license type is a SMART Fund, select Yes or No from the field in 4.3.11 to indicate if the fund's annual audit is waived.
3. If Yes is selected in (b) above, mandatory data is required to be entered in the SMART Fund Activity section. See Section 5.

**4.2.3 Licence Number** Insert the number as shown on the fund's certificate of registration or licence issued by the licensor (the Commission or the Administrator). Do *not* use numbers on certificates issued by the Registrar of Companies such as the Certificate of Incorporation, or Certificate of Good Standing.

**4.2.4 Status** - Select from the drop down list the status of the fund at the end of each reporting period, as at 30 June 2011 and 31 December 2011 – (active, dormant, liquidating, not launched, or closed).

**4.2.5 Status Changed Date** - If the status of the fund has changed during the reporting periods, indicate the date of the fund's status change. For example, indicate the date that the fund's status changed from active to liquidating and/or from liquidating to closed.

**4.2.6 Constitution Type** –Use the drop down menu to indicate the fund's constitution type as shown on the fund's certificate of registration. The following options are available:

1. **Company**
  - Domestic Company
  - International Business Company
  - Segregated Accounts Company
2. **Partnership**
  - Limited Liability
  - Exempt Partnership
  - Common Law
3. **Trust**
  - Unit Trust

**4.2.7 Investment Managers and Investment Advisors** - Enter the full legal name of the Investment Manager or Investment Advisor as at 30 June 2011 and 31 December 2011.

**4.2.8 Fund Structure** –Select yes or no from the drop-down menu of the following structures:

1. Is Fund an Umbrella Fund?
2. Is Fund a Fund of Funds?

3. Is Fund a Master-Feeder Fund?

**4.2.9 Fund Year-End** - Use the calendar provided to indicate the fund's year-end.

**4.2.10 Primary Location of Fund's Administrative Services** – Enter the country where fund administration takes place. This field applies to Recognized Foreign Funds only

**4.2.11 Id and Admin Id** – The data for both fields are automatically generated by the system and does not require input from filer.

### **4.3. SMART FUND ACTIVITY**

**4.3.1 Annual Audit Waived?** – Select yes or no from the drop-down menu. If “yes” is selected, the smart fund activity **MUST** be completed. If the fund changed its status between 1 January to 30 June 2011 or 1 July to 31 December 2011, insert the most recent NAV and use the “*Date NAV Calculated*” field to indicate the date the NAV was calculated. Refer to ‘*The Investment Funds (SMART Fund) Rules, 2003*’ for more information.

**The Information below is to be completed if the fund is a SMART Fund whose annual audit of financial statements is waived. Please be reminded to enter data separately as at 30 June 2011 and as at 31 December 2011.**

**4.3.2 Units Sold (Subscriptions)** - Insert the total purchases of shares for the fund.

**4.3.3 Values of Units Sold (Subscriptions)** – Insert the total value/dollar amount of the purchase of shares for a fund. The value entered should be in millions of US dollars to four decimal places. For example, if the NAV is \$12,000,000 enter 12.0000.

**4.3.4 Units Redeemed (Redemptions)** – Insert the total sales of shares. The value entered should be in millions of US dollars to four decimal places. For example, if the NAV is \$12,000,000 enter 12.0000.

**4.3.5 Values of Units Redeemed (Redemptions)** – Insert the total value/ dollar amount of the sale of shares for a fund. The value entered should be in millions of US dollars to four decimal places. For example, if the NAV is \$12,000,000 enter 12.0000.

**4.3.6 Asset Allocation** – Enter the type of assets the fund is invested in or the asset allocation strategy used by the fund.

**4.3.7 Total Returns Earned** – Enter the net income of a period divided by the total net assets, expressed as a percentage.

**4.3.8 Fund's Currency** - Enter the currency that the fund operates in.

**4.3.9 For Period** – Select from the drop-down menu the period for which the data applies to.

**4.3.10 Rec Id and Fund Id** - The data for both fields are automatically generated by the system and does not require input from filer.

#### **4.4 FUND ACTIVITY**

**Be reminded to enter data separately as at 30 June 2011 and as at 31 December 2011.**

**4.4.1 Total NAV Previous** Insert the total net asset value for the fund at the end date of the previous reporting period. If there is no previous reporting period, insert the net asset value of the fund for the date operations commenced. The value entered should be in millions of US dollars to four decimal places. For example, if the NAV is \$12,000,000 enter 12.0000.

**4.4.2 Total NAV Current** Insert the total net asset value of the fund at the end of the present reporting period. The value entered should be in millions of US dollars to four decimal places. For example, if the NAV is \$12,000,000 enter 12.0000. If the fund changed its status between 1 January to 30 June 2011 or 1 July to 31 December 2011, insert the most recent NAV and use the “*Date NAV Calculated*” field to indicate the date the NAV was calculated.

**4.4.3 Net Increase/Decrease** - Value is calculated automatically. This field captures the difference between the net assets held at the end date of the previous reporting period and the total net assets at end of the present reporting period. This may be a negative quantity.

**4.4.4 Shares Outstanding** - Enter here the number of shares that have been subscribed.

**4.4.5 NAV/Share** - Value is calculated automatically. This field captures the total net asset value current divided by the number of shares outstanding.

**4.4.6 Fund’s Currency** - Use this field to enter the currency that the fund operates in.

**4.4.7 Date NAV Calculated-** Use the calendar provided to indicate the date of the fund’s NAV calculation.

**4.4.8 Trading Suspended** – Filers are required to advise if the fund has suspended trading or not. Select yes or no from the drop down menu.

- 1. Date Suspended-** If ‘yes’ is selected in 4.4.8, use the calendar to indicate the date that the fund has suspended its trading.
- 2. Date Resumed-** Use the calendar to indicate the date that a fund has resumed its trading or future-date.

**4.4.9 For Period** - Select from the drop-down menu the period for which the data applies to.

**4.4.10 ID and FundID** - The data for both fields are automatically generated by the system and does not require input from filer.

## **4.5 SUB-FUND DETAILS**

**\*Please note that sub funds that were previously entered by filers into the e-filing facility are located in the sub-funds section of the e-filing facility (this was done by an automated process). In this case, you are to review the data to ensure all fields are correct. If you have a correction to make, use the 'update' button. In cases where a sub-fund is not listed, please complete 4.5.1 below.**

**4.5.1** The section titled 'Sub Fund Details' captures the following information for sub funds:

- 1. Name of the Sub-Fund** - Insert the full legal name of the fund as of 30 June 2011 and 31 December 2011 if the name is different as at both dates. If the name is the same then only one entry for name is necessary.
- 2. Status** - Select from the drop down list the status of the fund at the end of each reporting period, as at 30 June 2011 and 31 December 2011 - (active, dormant, liquidating, not launched, or closed).
- 3. Status Changed Date** - If the status of the fund has changed during the reporting periods, indicate the date of the fund's status change. For example, indicate the date of when the fund's status changed from active to liquidating and/or from liquidating to closed.

## **4.6 SUB-FUND ACTIVITY**

**Please be reminded to enter data separately as at 30 June 2011 and as at 31 December 2011.**

**4.6.1 Total NAV Previous** Insert the total net asset value for the fund at the end date of the previous reporting period. If there is no previous reporting period, insert the net asset value of the fund for the date operations commenced. The value entered should be in millions of US dollars to four decimal places. For example, if the NAV is \$12,000,000 enter 12.0000.

**4.6.2 Total NAV Current** Insert the total net asset value of the fund at the end of the present reporting period. The value entered should be in millions of US dollars to four decimal places. For example, if the NAV is \$12,000,000 enter 12.0000. If the fund changed its status between 1 January to 30 June 2011 or 1 July to 31 December 2011, insert the most recent NAV and use the "Date NAV Calculated" field to indicate the date the NAV was calculated.

**4.6.3 Net Increase/Decrease** - Value is calculated automatically. This field captures the difference between the net assets held at the end date of the previous reporting period and the total net assets at end of the present reporting period. This may be a negative quantity.

**4.6.4 Shares Outstanding** - Enter here the number of shares that have been subscribed.

**4.6.5 NAV/Share** - Value is calculated automatically. This field captures the total net asset value current divided by the number of shares outstanding.

**4.6.6 Fund's Currency** - Use this field to enter the currency that the fund operates in.

**4.6.7 Date NAV Calculated-** Use the calendar provided to indicate the date of the fund's NAV calculation.

**4.6.8 Trading Suspended** – Filers are required to advise if the fund has suspended trading or not. Select yes or no from the drop down menu.

- 1. Date Suspended-** If 'yes' is selected in 4.6.8 use the calendar to indicate the date that the fund has suspended its trading.
- 2. Date Resumed-** Indicate the date that a fund has resumed its trading or future-date.

**4.6.9 For Period** - Select from the drop-down menu the period for which the data applies to.

**4.6.10 ID and Sub Fund ID** - The data for both fields are automatically generated by the system and does not require input from filer.

**If you have any queries concerning completion or submission of the statistical data, please email us at [statisticalinfo@scb.gov.bs](mailto:statisticalinfo@scb.gov.bs), or contact the Market Surveillance Department at 397-4100.**