**NOTES CBFA (Insurances companies under Belgian law)**

The questionnaire breaks down into two parts, the first of which concerns your company’s **identification details** plus any comments you might like to add. The second section seeks specification of a number of your **accounting** data (either on the income statement, or on the notes to this).

**GENERAL INFORMATION**

IDENTIFICATION AND COMMENTS

The requested information refers to the company as a legal entity, determined by its unique national number (and does not include any other legal entity, even if this belongs to the same group). The company is either a natural person or a legal entity – e.g. a corporation, institution, association, an intermunicipal association, a self-employed worker or a practitioner of one of the professions – who carries out one or more activities at one or more locations. This includes the Belgium-based offices and workplaces of foreign companies, whose activities conducted in Belgian territory must be reported on.

**ACCOUNTING SECTION**

**General remarks**

The requested information relates to the **non-consolidated accounting data** for the company’s **most recent financial year**.

The survey matches the **accounting schedule as established by the Royal Decree of 17 November 1994** as closely as possible. The corresponding numbers from the national accounts and any groupings are listed either in a separate column after the main column heading or in the main column title itself.

With the exception of the percentage breakdown of premiums per type of client (Table IV), all the amounts given in responses should be in euros.

**Notes by table**

TABLE I – DIRECT BUSINESS ABROAD

Respondents are asked to make a distinction between business carried out by way of a foreign branch and direct business abroad, i.e. foreign business carried out directly from a Belgian location, for various entries in the "Direct business abroad” column (Column 04 of the detailed technical accounts for non-life and life insurance). This information serves to calculate the import and export data for insurance services.

TABLE II – INWARD AND OUTWARD REINSURANCE

In terms of inward reinsurance, respondents are asked to make a distinction between business carried out with institutions or companies incorporated in Belgium and business carried out with institutions or companies incorporated abroad, for various entries in the "reinsurance business” column (Column 05 of the detailed technical accounts for non-life and life insurance). The criterion used in this breakdown is where the counterparties are **based** and not their nationality or the location of the insured risk.

On outward reinsurance, respondents are asked to make a distinction between reinsurance assigned to institutions or companies incorporated in Belgium and reinsurance assigned to institutions or companies incorporated abroad, for various entries related to outward reinsurance (Column 00 of the detailed technical accounts for non-life and life insurance). The criterion used in this breakdown is where the reinsurer who acts as the counterparty is **based** and not their nationality or the location of the insured risk.

TABLE III – DISTRIBUTION OF BENEFITS FOR THE MOTOR INSURANCE BRANCHES BY TYPES OF RECIPIENTS

The first column lists the payments of sectors pertaining to vehicles, i.e. 10 (BA vehicles), 3 and 7 (Vehicles, Other). An estimate should be provided, a rough one if need be, in percentages of the breakdown of these payments by two types of recipients:

**Repairers:** payments are made directly to garage owners, car mechanics, body shops repairing vehicles involved in an accident;

**Insured:** payments are made directly to the insured involved in an accident. The insured may be a person or a company. Payment may cover bodily or material damage.

TABLE IV – DISTRIBUTION OF NON-LIFE PREMIUMS BY BRANCHES AND BY TYPES OF RECIPIENTS

An **estimate** must be provided of the percentage breakdown of these premiums per types of customer.

**Companies**: this group also includes the self-employed and government firms (particularly national rail company SNCB, intermunicipal distribution companies...), too many to list them all. Do note that not all companies are liable for VAT (e.g. banks).

**Private individuals and households:** this sector includes all non-professional people and sales are exclusively for private consumption.

**Government**: this sector doesn’t just include the federal government, the communities and regions and local government (provinces, councils, public social welfare centres...), but also social security institutions, official and subsidised education, and administrative-type intermunicipal associations (that is, whose activities differ from those of a company). Public companies do not belong in this category.

**Foreign**: this sector includes premium received from abroad, whether direct or through a branch.

TABLE V – DETAILS OF "INCOME FROM LAND AND BUILDINGS EXCLUDING IMPUTED RENT”, “OTHER INCOME, OTHER” AND “OTHER CHARGES, OTHER”

Respondents are asked to specify specific items in the income statement or the notes.

**Homes** refers to residential buildings.

TABLE VI - "ADMINISTRATION INCOME, OTHER" AND "OTHER TAXES PAYABLE BY THE UNDERTAKING"

Item 8.16.12 exclusively comprises **taxes** charged to the company. **Non-deductible VAT** should only be included if part of item 8.16.12.

TABLE VII – MISCELLANEOUS GOODS AND SERVICES (NOTE 12 OF THE ANNUAL ACCOUNTS)

**Rental charges (including leasing)**: this entry refers to amounts paid for renting and leasing of intangible and tangible assets. The type of leasing is operational leasing (including renting) with leased goods not shown under assets in the balance sheet.

**Purchases of software**: only costs not shown under assets in the balance sheet must be recognised here (see also software under “Investments and divestments”).

**Communication costs (telephone, fax, post...)**: only comprises running costs, not the purchase of communications equipment.

APPENDIX: PURCHASES OF OTHER GOODS AND SERVICES

Purchases of other goods and services should be listed in this section. Specification is important for significant amounts.

TABLE VIII - DIVIDENDS

The first part should list dividends from companies in which the company holds a stake as stated in the Royal Decree of 17 November 1994, as well as dividends received from other companies in which the company holds rights to the tune of at least 10% of the registered capital (see Note 2 to the annual accounts: “Disclosure of interests and rights in other entities”).

The second part should list dividends paid to shareholders or groups holding at least 10% of the company’s capital (see Note 5, Table G of the annual accounts: “Statement of equity, continued and end”).

The figures must be broken down by geographical origin (or destination) between Belgium, the Member States of the European Union and other countries.

Actual amounts recognised in the financial year must be reported.

**List of the *27* countries of the European Union:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Grand Duchy of Luxembourg, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

TABLE IX – INVESTMENTS AND DIVESTMENTS

This section must break down changes in the capital stock of tangible and intangible fixed assets, both by type of assets and by type of operation (regular purchases, acquisitions in leasing, sales).

The purchases of software recognised as tangible or intangible fixed assets must be stated under “Software”.

These changes concern all of the company’s insurance operations and all of its branches (including those abroad). “Buildings” include those held for investment purposes and investments for running the business.

**Non-lease purchases** pertain to self-produced and “purchased and effectively delivered” fixed assets, i.e. excluding advance payments on purchases yet to be delivered, with the exception of real estate under construction, and excluding the acquisition of fixed assets arising from restructuring (absorption, demerger, addition of a new branch of activity...).

**Acquisitions in leasing** pertain to the purchases of fixed assets in leasing. These purchases must be broken down by the nature of the assets.

**Sales** pertain exclusively to “effective sales”. This item does not therefore include any advance payments received for sales, nor transfers from restructuring drives, nor disposals. The amounts to be recognised must reflect the market rates of the sales involved (carrying value + realised capital gains – realised capital losses).

Tangible fixed assets comprise land, buildings (existing or new, including renovation and refurbishment projects), valuables and other tangible fixed assets. The value of built‑up land breaks down into the value of the underlying dwellings (and other structures) and the value of the underlying land. If it cannot be established which is the more important, the building or the land, it is assumed the building is the more important.

“Purchases of intangible fixed assets” matches item 8.01.021, Column 1, of Note 1 of the annual accounts ”Purchases of intangible fixed assets”. The sum of items 2.1 “Land”, 2.2 “New housing buildings and housing buildings under construction”, 2.3 "New buildings and buildings under construction, excluding housing " and 2.4 “Existing buildings” matches item 8.01.021, Column 2, of Note 1 of the annual accounts ”Acquisitions of land and buildings”.

BELGIAN LOCATIONS

Locations mean the **local unit**, i.e. a company or part of a company (e.g. a branch, a workshop, a factory, an office, a warehouse, storage) in an area where one or more activities are carried out. A head office (or administrative base) which is located in a different place from the production base classifies as a local unit. This also applies to other logistical or support activities (e.g. a separate IT department, storage). A European economic interest grouping (EEIG) is not considered a location or branch.

For Belgian locations, three columns in the general survey must be specified: the number of staff subject to social security on 31 December, staff costs, and non-lease purchases of tangible fixed assets. The total number of staff should match item 1 in the survey’s Table B. “Workforce”. Total staff costs should match 8.12.1 of Note 12 of the annual accounts. Total non-lease purchases of tangible fixed assets should match the survey’s Table IX “Non-lease purchases of tangible fixed assets”.

ALL ALLOCATIONS

For Belgian locations, the data are automatically imported from the previous table, while information about foreign locations must be entered manually. These concern totals and no longer data per institution. Total figures for the entire company will be calculated automatically when this information is saved.