

**Instruction for filling in
Forms GU-1, GU-2, DI-1, DI-2, KZ-1, KO-1, TK-1, TK-2 and RN-1**

Certain terms used in the forms GU-1, GU-2, DI-1, DI-2, KZ-1, KO-1, TK-1, TK-2 and RN-1 have the following meanings:

1) Data on resident

Status indicates whether a resident regularly operates or is in the process of bankruptcy or liquidation.

Activity represents main activity for which the resident is registered.

Type of entity designates one of the entities classified according to the following codebook:

CODEBOOK OF THE TYPE OF ENTITY		
Code of the kind of entity for residents	Code of the kind of entity for non-residents	Description
S.1	S.2	
S.11	S.21	NON-FINANCIAL SECTOR
S.11001	S.21101	<i>Public non-financial companies</i>
110011		<i>Public services of local governments</i>
110012		<i>State-owned companies</i>
S.11002	S.21102	Other non-financial companies and entrepreneurs
S.11003	S.21103	Non-financial companies controlled from abroad, residents in Montenegro (only a part of a foreign company)
S.12	S.22	FINANCIAL SECTOR
S.122	S.222	Depository institutions other than the central bank (banks)
S.123	S.223	Funds preserving the value of assets (cash funds)
S.124	S.224	Investment funds
S.125	S.225	Other financial intermediaries, except insurance companies and pension funds
S.126	S.226	Supporting financial institutions
S.127	S.227	Companies engaged in the transfer of financial funds and lenders
S.128	S.228	Insurance/reinsurance company
S.12801	S.22801	<i>Public insurance companies</i>
S.12802	S.22802	<i>Private insurance companies</i>
S.129	S.229	Pension funds
S.12901	S.22901	<i>Public pension funds</i>
S.12902	S.22902	<i>Private pension funds</i>
S.13	S.23	GENERAL GOVERNMENT
S.1311	S.2311	Central government (state agencies and organizations)
S.1313	S.2313	Local governments
S.1314	S.2314	Social insurance funds
S.14	S.24	NATURAL PERSONS
S.15	S.25	NON-PROFIT INSTITUTIONS PROVIDING SERVICES TO HOUSEHOLDS
	S.26	INSTITUTIONS AND BODIES OF THE EUROPEAN UNION
	S.27	INTERNATIONAL ORGANIZATIONS THAT ARE NOT IN THE EU

Type of investment means an investment classified according to the following code book:

CODEBOOK OF THE TYPES OF INVESTMENTS	
Code	Description
1	Establishment of a new company (green field investment)
2	Taking over a part of the equity of other domestic or foreign legal or natural persons (brown field investment)
3	Taking over a part of the equity in the privatization process
4	The establishment of a foreign company subsidiary

Accounting agency means an entity to which a resident, in accordance with the Accounting Law, entrusted bookkeeping and preparation of financial statements.

2) Data on non-resident

Type of foreign investment means one of the foreign investments classified according to the following codebook:

CODEBOOK OF THE TYPES OF FOREIGN INVESTMENT	
Code	Description
A	Direct foreign investor (founder/owner)
B	Branch (reverse investment)
FA	Horizontally associated companies belonging to the group of companies of the direct foreign investor
FB	Horizontally associated companies belonging to the group of companies of non-resident branch
C	There is no ownership relationship

Share of capital (in%) is the share in the capital of a resident which a non-resident has at the end of the reporting period, or in a non-resident capital which resident has at the end of the reporting period.

3) Data on construction (investment) services

Country where works are performed – designates a country where construction (investment) works are performed.

Value after the last change of contract - annex and final value of the contract (in EUR) designates total contractual value for performing construction (investment) works in euros at the average exchange rate at the last day of the reporting period.

Balance at the beginning of the reporting period means the value of the contract at the beginning of the reporting period (balance of the unexecuted contract).

Advances from investment works means part of the amount which has been paid in advance for contracted, but still unexecuted work (goods ordered but still undelivered or services agreed but not performed).

Total executed during the previous periods means the value of total executed funds during the previous periods.

Value of the contract performed during the reporting period for the month means the value of the performed contract for the quarter to which the report refers to by months.

Calculated wages and salaries for employed residents/non-residents means the value of calculated wages and salaries for employed residents/non-residents. The value of net wages and salaries per month of the reporting period is entered into this field.

Material purchased in the country/abroad for the execution of works means the value of purchased material by non-residents/residents for the execution of works in the country/abroad.

Equipment purchased in the country/abroad for the execution of works means the value of equipment purchased by non/residents/residents for the execution of works in the country/abroad.

Calculated tax abroad means the total value of all calculated taxes abroad.

Miscellaneous services – computer, financial, telecommunication, other services means the value of other expenses of non-resident contractor related to the execution of works abroad (computer, financial, telecommunication, and other services).

Lease of business premises means the value of invoiced expenses for lease of business premises.

Lease of equipment means the value of invoiced expenses for lease of equipment.

Expenses means the value of invoiced other expenses based on the performance of works in the country and abroad: various services, i.e. computer, financial, telecommunication, other services, as well expenses for lease of business premises, lease of equipment and other expenses not previously mentioned.

Total expenses for the period mean the sum of all expenses over the reporting period.

4) Data on equity investments

Opening position means a state of investments of non-resident/resident at the beginning of the reporting period.

Closing position means a state of investments of non-resident/resident at the end of the reporting period.

5) Data on capital

Initial capital refers to the part of the initial capital from the balance sheet that belongs to a non-resident/resident based on the ownership share.

Retained subscribed capital means reserved capital from the balance sheet that belongs to a non-resident/resident based on the ownership share.

Issue premium means the issue premium balance sheet belonging to a non-resident/resident based on the ownership share.

Legal reserves means the legal reserves based on the ownership share of non-resident/resident.

Statutory and other reserves mean the statutory and other reserves based on the ownership share of non-resident/resident.

Positive revaluation reserves means positive revaluation reserves based on the ownership share of non-resident/resident.

Negative revaluation reserves means negative revaluation reserves based on the ownership share of non-resident/resident.

Retained earnings from the current period means retained profit in the current reporting period on all grounds that on the basis of the share in capital belong to a non-resident, except for the increase resulting from the correction of significant material errors and changes in accounting policies, if any.

The loss from the previous period means the loss which, on the basis of the share in capital belongs to a non-resident/resident from earlier periods, if any.

Retained earnings from the previous periods means retained profit in the previous reporting period on all grounds that on the basis of the share in capital belongs to a non-resident/resident, except for the increase resulting from the correction of material errors and the effects of changes in accounting policies made in the previous reporting period, if any.

Loss in the current period means the loss, which on the basis of the share in capital belongs to a non-resident/resident in the period to which the report relates, if any.

6) Data on transactions and other changes

Transactions mean the difference between initial capital from the previous and the current period. The initial capital which belongs to the investor on the basis of the share may be increased or decreased due to the purchase or sale of shares (cash

transactions) or on the basis of non-cash transactions (for example: assets, rights, licensing, real estates, and the like).

Other changes mean the increase or decrease in initial capital due to the conversion of debt into capital or exchange rate differences.

7) Data on dividends

Dividends paid in the current period mean the total amount of dividends paid in the reporting period, out of profits realized in the current period, which belong to a non-resident/resident on the basis of share in capital.

Paid retained profit from previous periods means the total amount of dividends paid in the reporting period, from profits realized in previous periods (accumulated profit), which belongs to a non-resident/resident on the basis of share in capital.

8) Data on loans

8.1. Loan

Type of contract means one of the following legal operations: loan agreement, revolving, reprogramming, refinancing, syndication, compensation, converting cash in credit deal, sale/assignment of claims to non-resident/resident and the conversion of debt to capital.

Type of loan means one of the following legal operations: financial loan, commodity loan, financial leasing, short-term credit line - overdraft on the account of a resident/non-resident with foreign/domestic bank according to contract and other credit-legal operations

Security instrument means one of the following collateral: mortgage, collateral, guarantee, bill of exchange and other security instruments.

Maturity means the period in which the loan is concluded, as follows: short-term - up to 1 year and long-term that can be from 1 to 3 years, 3 to 5 years and more than 5 years.

Loan currency means the currency in which the loan is concluded.

Repayment currency means the currency in which the loan is repaid.

Contracted amount means agreed amount of loan denominated in euros.

Disbursed amount means total amount of the loan which is realized in euros.

8.2 Principal

Debt position at the beginning of the reporting period means balance of debt principal at the beginning of the reporting period.

The increase in principal means the amount by which principal increased in the reporting period.

Matured principal means the amount of principal that matured during the reporting period.

Principal repaid in the reporting period the amount of principal that is repaid during the reporting period.

Capitalized interests mean the amount of capitalized interests, where the capitalization of interests involves the conversion of accrued interests to the principal. Thus, new interests are accounted on this new principal.

Exchange rate changes mean the amount of incurred foreign exchange differences.

Other (specify the type of change) means the type of changes that affect the increase or decrease in debt (for example: debt write-off, conversion of debt into capital, debt assumption and the like.)

Other (amount) means the amount for which the debt increased or decreased.

Debt position at the end of period means the total debt balance based on principal at the end of the reporting period.

Total outstanding principle means the balance of total outstanding matured liabilities based on principal at the end of the reporting period, including earlier periods.

8.3. Interests

Type of interest means the type of contractual interest, namely: without interest, fixed rate, interest included in the principal, variable interest rate - EURIBOR, LIBOR, and other types of interests.

Interest rate means the amount of interest rate in percentages.

Total interest on loan means the total amount of accrued interest on the loan.

Position at the beginning of the period means the overall debt balance based on interest at the beginning of the reporting period.

Accrued interest for the reporting period means the amount of matured interest during the reporting period.

Repaid interest means the amount of interest that is paid in the period referred to in the report.

Capitalized interest means the amount of interest on principal for the reporting period.

Other (specify the type of change) means the type of change in interest rate.

Other (amount) means the amount for which the debt from the interest increased or decreased.

Position at the end of the period means the debt from interest balance at the end of the reporting period.

Accrued outstanding interest means total debt balance on the basis of the matured unpaid interest at the end of the reporting period.

Total accrued interest not yet payable means the remaining amount of debt on interest at the end of the reporting period, including the earlier periods.

9) Data on trade credits and advances

9.1 Type of work

Type of export means a type of contracted export work: final export, outward processing or the processing of goods under customs supervision.

Type of import means a type of contracted import work: final import, inward processing or the processing of goods under customs supervision.

High-value capital goods means high value goods which implies the production of capital goods, such as ships, heavy machinery and other equipment whose production can last for several months of years.

9.2 Status of exported/imported but unpaid goods and services

Total amount means the total value of goods and services that are delivered but unpaid.

Of which: unpaid/paid in advance over one year means the value of goods and services that are delivered but unpaid over the period of one year.

Total collected amount/payments during the reporting period means the value of the total paid goods and services that are delivered but unpaid over the periods.

9.3 Advances

Total advances given/received means the total value of goods and services paid in advance but not delivered.

Advances given/received for a period over one year means the value of goods or services paid in advance but not delivered for a period over one year.

Advances given/received during the reporting period means the amount of advances which are given/received for goods and services that are not delivered during the reporting period.

Closing of advances during the reporting period means the total value of delivered goods and services during the reporting period, for which the advances are given (paid in advance) during previous periods.

Status of given/received advances at the end of the reporting period means the total amount of advances given/received at the end of the reporting period.

10) Data on account transactions

The account number means the number of resident's account with a foreign bank.

Name of the foreign bank where the account is held means the name of the foreign bank where the account is opened by a resident.

Country of the foreign bank where the account was open means the country code according to ISO 3166 in which the foreign bank has its headquarters.

Opening balance means account balance at the beginning of the reporting period, expressed in euros.

New balance means the account balance at the end of the reporting period.

11) Data on account transactions

Type of transaction means the increase or decrease of funds in the account, depending on how the transactions affect the account balance

Transaction code means one of the transactions classified according to the following codebook:

CODEBOOK OF TRANSACTIONS BASES

Description	Collections from abroad	Payments to abroad
I. TRANSACTIONS BETWEEN RESIDENTS AND NON-RESIDENTS		
CURRENT ACCOUNT – GOODS		
– Goods include all collections/payments of exports and imports of goods, after exports or imports. The collection/payments to carriers of goods sold in ports or at airports, if there is a customs declaration form filled out during import and/or export. <i>Payment of goods purchased and charging for goods sold within intermediation activities are included in the item Other intermediation activities.</i>	112	112
– Advance collection and payments (advance payments) up to 90 days when exporting or importing goods includes collection of goods before the export, and/or payment for goods before import. <i>This item excludes advance payments based on performing investment works abroad.</i>	506	106
– Collection of export of goods and/or payments of import of goods without customs declaration includes export/import of books, professional literature, sale of goods to foreigners, including charging for or paying of goods sold in harbours, docks and airports to carriers if there were no customs declaration form filled out during import and/or export, regardless if the payments and/or collection was performed before or after the delivery of goods.	147	147
– Write-off of differences at invoiced value of goods	650	650
– Accrual of differences at invoiced value of goods	651	651
– Received coverages for loro (export) letters of credit	514	
– Intermediation activities include all collections and payments within intermediation services. Intermediation is defined as purchase of goods by a resident from a non-resident resold to a non-resident without goods entering the country.	516	116
CURRENT ACCOUNT – SERVICES		
INWARD AND OUTWARD PROCESSING AND REPAIR		
– Services of goods processing include collections/payments for services of inward and outward processing of goods (oil refinement, processing operations in textile and metal industry, processing operations in shipbuilding, assembling, labelling, packaging, and the like) performed by enterprises ¹ that are not owners of goods being processed. This item includes only the value of service and material used, but not the value of goods being processed. <i>It excludes installation of construction elements (included in construction services), the repair of computer equipment (included in computer services), and maintenance of devices and equipment on terminals/ports (included in transport services).</i>	315	315
– Repair and maintenance (servicing) of goods includes maintenance and repair performed by residents on goods owned by non-residents (and vice-versa). The value of maintenance or repair includes all parts or materials purchased by maintenance staff and which are included in fees. This item also includes repair and maintenance of ships, aircrafts and other means of transport are in. <i>It excludes payments for repairs performed by construction and fitter companies (see Investment works, construction and installation), the repair of computer equipment (see Telecommunication, computer and information services), and maintenance of equipment and devices at airports and in ports (see Air transport – other and Maritime transport – other). Parts and materials calculated separately have to be included in goods.</i>	314	314
TRANSPORT		
Maritime transport includes all maritime transport services		
– Passenger transport	202	202
– Freight transport	201	201
– Other	208	208
Air transport includes all air transport services		
– Passenger transport	242	242
– Freight transport	241	241
– Other	248	248
Road transport includes all road transport services		
– Passenger transport	252	252

¹ **Note:** The term “enterprise” in the codebook means local companies and other residents and/or foreign companies

– Freight transport	251	251
– Other	258	258
Railway transport includes all railway transport services		
– Passenger transport	222	222
– Freight transport	221	221
– Other	228	228
Inland waterway transport refers to international waterway transport in rivers, canals and lakes. It includes all inland waters inside one country, as well as those in two or more countries.		
– Passenger transport	232	232
– Freight transport	231	231
– Other	238	238
Passenger transport includes transport of non-residents in international transport by domestic vehicles, transport of residents by foreign vehicles, transport of passengers in the country by foreign vehicles, including other costs occurring during transport of passengers (costs of excess baggage, food and drink in the vehicles, and the like). <i>This item excludes transport of non-residents by domestic vehicles within the country (see Tourism).</i>		
Freight transport includes transport of goods and loading and/or unloading services if there is a contract between the owner of goods and the carrier which envisages that carrier should perform those services.		
Other includes all types of services in harbours, airports and other terminal lines. These services cover: cargo, loading, unloading, storage, warehousing, packaging, maintenance and cleaning of transport equipment, towing and salvaging of vehicles, renting of berths (e.g. annual berths), as well as fees and margins of agents for execution of cargo and passenger transport services). <i>This item excludes services of renting vehicles with crew (see Renting of vehicles with crew), exploitation costs of carriers (see Other transport related services), other warehousing of goods (see Other business and technical services).</i>		
Other transport services		
– Electric energy transmission – includes services for transmission of electric energy by means of high voltage transmission lines through connected group of lines and associated equipment between points of suppliers and points where it is converted into a low-voltage electricity for delivery to consumers or delivery to other electric systems. These services include fees for the transmission of electric energy when it is separated from the production and distribution processes. <i>This item excludes electric energy distribution services (which are included under the item Other transport related services) and only the provision of electric energy.</i>	213	213
– Oil and gas pipeline transport services include international transport of goods through pipelines, oil transport and transport of related products and gas. <i>This item excludes distribution services, usually from substations to consumers (which are included under Other transport related services), as well as the value of transported products (which are included under Goods).</i>	214	214
– Freight forwarding services	270	270
– Renting vehicles with crew for a specific period	218	218
– Other transport related services include exploitation costs, road fees, transit duties, overflight duties.	219	219
– Postal and courier services cover services supporting telecommunication services and other similar services: postal and telegraph services, gathering, transport and delivery of letters, newspapers, magazines, brochures, other printing materials and packages, as well as services performed in post office, and service of renting post boxes.	249	249
TRAVEL - TOURISM		
– Purchase/sale of foreign cash from/to non-residents. <i>This item excludes purchase/sale of cash from residents (see Transactions between residents and neutral transactions)</i>	701	701
– Purchase/sale of cheques from/to non-residents (retransfer for unused euros). <i>This item excludes purchase/sale of cheques from residents (see Transactions between residents and neutral transactions).</i>	699	699
– Sale and/or purchase of domestic currency abroad	707	707
– Payments abroad for foreign issuers' sold cheques	-	341
– Tourist services include travel agencies' services including advance payments, accommodation services – hotels and other accommodation, restaurants, organisation of excursions, etc.	702	895
– Other includes sale of goods and other services to tourists, fishing and hunting permits, vouchers sold for toll fees for vehicles with foreign licence plates and petrol vouchers	705	702
– Casinos cover purchase of cash from games on chance and/or sale of cash for casinos	713	713

– Business trips abroad include total costs of residents' business trips, except exploitation costs which are included in transport costs. This item covers purchase of goods and services by business passengers. In addition, it includes acquisition of goods and services for their own use by seasonal, border and other workers that are non-residents in the country where they have been working.	-	340
– Business expenses for non-residents in the country	342	-
– Health services to tourists include costs and fees for medical treatments in hospitals, spas, and rehabilitation centres, as well as medical care expenses, etc.	401	804
– Total education-related expenditures include scholarships, tuition fees, specialisation	812	812
INVESTMENT WORKS, CONSTRUCTION AND INSTALLATION		
– Construction works in the country include construction and installation services, including imported equipment and goods purchased by non-resident for projects works that do not exceed one year. <i>This item excludes payments of profit from performed investment works (included into Profit from performed investment works in the country and abroad)</i>	317	317
– Advance payments for performing construction works include advances, i.e. inflows for interim situations and calculations (they refer to enterprises that require a separate bookkeeping for a business unit or payment of taxes in the country of their investment activity), as well as payments abroad based on performing investment (construction) works in the country. <i>This item excludes payments of profit from performed investment works (include it in 420 Profit from performing investment works in the country and abroad).</i>	421	421
– Construction works in the country performed by non-residents cover investment works in the country performed by non-residents shorter than one year and they refer to the preparation of site, construction works and civil engineering, installation and assembling of machines, equipment and plants, construction repairs. <i>This item excludes preparation of site for mining, extraction of oil and gas (included in 306 Services relating to agriculture, mining and manufacturing industries, including waste processing services) and payments of income from investment (construction) works completed (which is included in 420 Profit from performing investment works in the country and abroad).</i>	475	475
– Construction works performed in the country over one year cover collections and all payments, including advance payments based on investment (construction) works performed by non-residents in the country over one year.	423	423
– Construction works abroad cover construction works performed by residents abroad up to one year and they include services of construction and assembly, including purchase of equipment and goods abroad (by resident) for work on projects, preparation of sites, construction and civil engineering works, installation and assembling of machines, equipment and plants, services of renting construction equipment, construction repair.	422	422
– Advance payments for construction works abroad cover prepayments based on investment works and/or inflows from interim situations and calculations (they refer to enterprises that have to keep separate accounting for business unit and pay taxes in the country where they perform their investment activity). <i>This item excludes payment of profit from executed investment works (included in 420 Profit from performing investment works in the country and abroad).</i>	424	424
INSURANCE		
– Insurance – premiums	259	259
– Fees for insurance companies and voluntary pension funds	264	264
– Fees of reinsurers	267	267
– Reinsurance – premiums	268	268
– Reinsurance – settlement of claims	269	269
– Payment of contributions in voluntary pension funds in the country include collections and payments made by non-resident based on pension contribution into voluntary pension funds in the country.	263	263
FINANCIAL SERVICES		
– Commission and costs of banking operations and other credit intermediation activities include fees and compensations related to: granting of loans and accepting of deposits, letters of credits, guarantees, financial lease, and settlement of claims between resident and non-resident insurer, financial consulting, financial asset management, payment cards operations, credit rating services, creditworthiness assessment services, and the like.	400	400
– Commission and transactions with securities and financial derivatives	403	403
INDUSTRIAL PROPERTY RIGHTS		
– Licenses, patents, trademarks and other copyrights include payment/collection of fees for licenses and other fees for the use of copyrights. This item includes fees for licenses for reproduction or distribution of intellectual property that arises from produced originals or prototypes (such as property rights on books and manuscripts, computer programme equipment, sound carriers) and related rights (such as rights for life performance or for television, cable or satellite broadcasting). <i>This item excludes Purchase and sale of patents and licenses (see Sale/Purchase of patents, licences and other non-financial assets)</i>	301	301

- Franchise	410	410
TELECOMMUNICATION, COMPUTER AND INFORMATION SERVICES		
- Telecommunication services include sound transmission, transmission of information by phone or telex, telegrams, cable or satellite transmission, including contributions for satellite viewing, lease of satellites, electronic mail, etc. They also include mobile phone services, main internet network and network access, including internet access. <i>This item excludes services of installing equipment for phone network since they are included in construction and services of databases (which are included in Information services). This item does not include value of transferred information.</i>	245	245
- Computer services include data processing, database related activities, programming, maintenance and repair of computer equipment, consulting in the area of computer science and all other services related to hardware and/or software. <i>This item excludes fees for licenses for reproduction and/or distribution of software which are included in fees for the use of intellectual property (included in 301 Licenses, patents, trademarks and other copyrights).</i>	302	302
- Information services - services of news agencies – include providing of news, photos and important articles to the media.	312	312
- Other information services include databases services of news agencies (establishing of databases, data storage, data publishing and databases publishing, including directories) on the network and through magnetic, optical or printed media and internet portals for searching (search engine services that find internet addresses for clients that enter key word). In addition, they include magazine subscriptions via post office, electronic transfer or other means, other services of providing network content, and library and archiving services. <i>This item excludes sale of newspapers and magazines, which are included in Turnover of goods. Takeover of content other than software (which is included in Computer services) or audio or video content (included in Audio- visual and connected services) is included in information services.</i>	313	313
OTHER BUSINESS SERVICES		
Research and development services		
- Research and development include fundamental and applied research, laboratory and other services, projects and studies, archaeological research, and registration fees for expert meetings. They also include commercial research connected with electronics, pharmacy and biotechnology.	303	303
- Sale/Purchase of patents, licenses and other intangible equipment arising from research and development	770	770
Professional services and consulting management services		
- Advertising and market research includes advertising in media, at fairs, presentation of products abroad, and market research.	300	300
- Legal services cover legal advisory services and representation in all legal, court and statutory proceedings, services of compiling legal documentation and instruments.	304	304
- Accounting services cover services of keeping business books for companies and other participants in economy, services of controlling accounting records and financial reports, tax planning services and providing advises to companies and preparation of tax documentation.	309	309
- Services of business consulting and consulting with regard to management and public relation cover entrepreneurial and business consulting, and registration fees for business meetings. They include management fees, management audit, advisory services regarding market management, human resources, managing production and projects; and consulting services, giving guidance and providing operating services concerning improvement of clients' public image and their public relations with other institutions as well.	305	305
- Services of market research and polls cover design, creation and marketing of advertisements of advertising agencies, media placements, including buying and selling advertising space, services of maintaining fair exhibits, advertising of products abroad, market research, telemarketing and polls for different issues.	325	325
- Other services include custody and investigation services, translation and interpretation services, photographic services, utility services, bidding documents processing services	307	307
Technical, trading and other business services		
- Architectural services include transactions referring to construction planning and drawing up architectural concept design.	316	316
- Engineer services cover planning, development and use of machines, materials, instruments, structures, processes and systems. This type of services includes planning, designing and studies provision related to the construction projects. <i>This item excludes mining engineering (included in 323 Services related to mining and oil and gas extraction).</i>	318	318
- Scientific and other technical services cover geodetic surveys, cartography, product testing, and certification and technical testing and other related technical services.	321	321
Waste disposal and removal of pollution, agricultural and mining services		
- Services related to agriculture, mining and fishing including manufacturing industry include cover agricultural services related to agriculture, hunting, forestry, wood-cutting and fishing, and veterinary services.	306	306

– Services related to waste disposal and removal of pollution cover gathering and disposal of waste, recovery, sanitary and other environmental protection services. It also includes environmental protection related services, such as reduction of carbon dioxide emissions that are not included into some other specific category.	322	322
– Services related to mining and oil and gas extraction cover mining services provided on oil and gas fields, including drilling, installation of drilling towers, repair and installation and cementing of oil and gas wells. They include services related to testing and exploration of mineral deposits, as well as mining engineering and geological measurement of soil.	323	323
Operational leasing		
– Leasing of equipment includes all types of equipment leasing (machines, computers and other equipment).	489	489
– Renting of transport vehicles without crew for a specific period includes renting of ships, airplanes and other vehicles without crew.	490	490
Trade related services		
– Agency and intermediation fees and other trade related costs includes fees for transactions with goods and services paid to traders, commodities brokers, dealers, auctioneers and commissioners. It excludes franchise fees (included in the Fees for the use of intellectual property not otherwise included), intermediation services related to financial instruments (which are included in Financial services), insurance intermediation services (included in Insurance ancillary services) and fees related to transport, like representation fees (included in <i>Transport</i>).	310	310
– Warehousing, except for storage at railway stations, airports and ports (see Transport)	319	319
– Quality and quantity control when taking over goods includes technical testing of goods, analysis and issuing of certificates.	280	280
– Paying lease for business premises	320	320
– Decrease of receivables from services	-	308
– Advance collections and payments up to 90 days from services, <i>except advance payments in investment works and tourism (see Advances based on construction works)</i> .	507	107
PERSONAL, CULTURAL AND RECREATIONAL SERVICES		
– Audio-visual services include commission related to movie and video activities, radio and television activities, as well as fees for distribution rights and royalties. This item includes services and related fees concerning movies production (on filmstrip or movie), radio and television programme (live or recorded) and musical records. It also include renting of audio and visual and the related products, access to coded TV channels (such as cable or satellite services), mass produced audio visual products purchased or sold for permanent use delivered electronically (data file transfer), fees to performers (actors, musicians, dancers), authors, and the like. <i>This item excludes fees or licenses for reproduction and/or distribution of audio and visual products (included in fees for use of intellectual properties not included elsewhere)</i> .	409	409
– Education services include services provided between residents and non-residents that refer to fees for services rendered by teachers, lectors, including courses and classes provided abroad.	811	811
– Health services include services provided by physicians, medical nurses and paramedics and similar staff, as well as laboratory and similar services provided either remote or directly. <i>They exclude all expenditures of passengers related to education and health (included in travel)</i> .	810	780
– Services related with cultural heritage include services of museums, libraries, orchestras, other cultural activities and fees, membership fees of cultural organisations other than those that include persons outside country that are residents (included in Travel).	765	765
– Sport and recreation cover services related to sport and recreational activities, including registration fees, membership fees, and the like.	760	760
GOVERNMENT GOODS AND SERVICES		
– Income and expenses of domestic embassies and consulates cover all transactions (with both goods and services) of embassies and consulates.	721	721
– Services of military units and agencies cover all transactions (with both goods and services) of military units and agencies.	722	722
– Other government goods and services not included elsewhere	723	723
CURRENT ACCOUNTS – PRIMARY INCOME		
LABOUR INCOME		
– Salaries and compensations to employed seasonal workers, salaries and compensation to residents employed in foreign diplomatic missions and international organisations, i.e. personal income of non-residents employed in our diplomatic missions abroad.	600	600
– Revenues from supporting foreign diplomatic missions in the country and costs of domestic missions abroad	720	720

CAPITAL INCOME		
INCOME FROM DIRECT INVESTMENTS		
Income from equity investments		
– Dividends and other income from share in equity , i.e. from conducting economic activities abroad (transfer of profit), if it is direct investment (equity share 10% and over).	578	160
– Profit from performed construction works in the country and abroad	420	420
– Income from investments into immovable property includes payments based on land and immovable property lease between residents and non-residents (leases and the like).	444	444
Interest income		
– Interest on intercompany loan includes payment of interests on intercompany loan (payment of foreign capital that does not increase initial capital or return of such capital).	513	513
INCOME FROM PORTFOLIO INVESTMENTS		
Income from equity investments		
– Income from portfolio investments includes dividends and other income paid from the share in equity capital lower than 10%.	326	326
– Income from share in investment funds covers income from investments made from investment fund portfolio reduced by operating costs. Net income of investment funds after deduction of operating costs belongs to shareholders.	327	327
Income from interests on investments in debt securities		
– Payment of interest to investments into bonds and bills of exchange	430	430
– Payment of interest to investments into money market instruments	431	431
INCOME FROM OTHER INVESTMENTS (income from investments into other types of equity)		
– Interest to long-term loans , including interest from financial leasing (<i>interests on intercompany loan are excluded</i>).	510	110
– Interest on short-term loans (<i>interests on intercompany loan are excluded</i>).	511	111
– Interest on time deposits and demand deposits	512	512
– Other costs from loans granted to foreign countries, i.e. loans taken from foreign countries	528	128
– Payment of default interest	529	129
– Income from investment of insurance policyholders includes total primary income made from investing in technical reserves of insurance. It includes reserves recorded by the insurance company as an obligation to policyholders.	509	509
CURRENT ACCOUNT – SECONDARY INCOME		
– Assistance and gifts to public sector include assistance and gifts to public sector and/or public sector support.	802	801
– Support and grants of other sectors include payments between residents and non-residents in the form of monetary gift, inheritance, sustenance and other gifts and assistances to other sectors and/or from other sectors.	767	767
– Current international cooperation includes money transfers between different countries or between countries and international organisations. A portion of international cooperation includes cooperation with the EU institutions.	805	805
– Other public transfers cover received taxes, awards, regular transfers of government institutions to international organisations and vice versa, fees for foreign technical assistance, membership fees and other transfers.	803	803
– Annuities, pensions, disability and other sectors' social benefits include payments of contributions for social security in favour of foreign funds or states, and payments of pensions and other social benefits from foreign funds to residents.	800	800
– Annuities, pensions, disability and other social benefits – government include payments of contributions for social security from non-residents on behalf of social funds in the country and payments from these funds and other social benefits to non-residents paid by government funds in the country.	806	806
– Taxes and fees of the government cover court deposits, bails, fines, duties, rewards, visa issued, tax reliefs and the like.	892	892
– Other public transfers (taxes, rewards, etc.)	769	769
– Foreign remittances to domestic natural persons	780	-
– Foreign remittances to accounts of domestic natural persons , i.e. payments to foreign countries from accounts of domestic natural persons	781	894
– Workers' remittances in favour of legal persons. Workers' remittances to their accounts; workers' remittances in favour of social insurance organisations based on the pension insurance of workers and health insurance of their families	782	

– Insurance related transfers include settlement of claims where the policyholder in foreign insurer and beneficiary are residents, i.e. policyholder in domestic insurer and beneficiary are non-residents.	260	260
– Insurance related transfers cover settlement of claims where the policyholder in foreign insurer is non-resident and beneficiary is resident, i.e. policyholder in domestic insurer is resident and beneficiary is non-resident.	261	261
CAPITAL ACCOUNT - CAPITAL TRANSFERS		
PUBLIC SECTOR		
– Transfers of the public sector to non-residents and transfers of non-residents to the public sector include money transfers that increase fixed capital in the country: e.g. monetary subsidies for investment projects and intergovernmental damages paid at government level, concessions for economic resources, forests, springs and the like). It <i>excludes concessions for infrastructure (see Financial account – investments in equity securities – foreign capital investments in domestic companies)</i> .	901	901
– Debt relief covers voluntary write-off of the entire or part of debt within agreement between the creditor and the debtor.	902	902
TRANSFERS OF OTHER SECTORS		
– Sale of immovable property to foreign diplomatic representative offices and/or purchase of immovable property from these representative offices	771	771
– Migrant transfers include transfers of funds associated with migration of individuals from one economy to another	768	768
– Transfers between accounts of residents and non-residents due to the change in status	640	640
FINANCIAL ACCOUNT		
FINANCIAL ACCOUNT – DIRECT INVESTMENTS		
FINANCIAL ASSETS		
Equity investments		
– Investments of domestic capital <u>by founder</u> (resident) in foreign banks and companies include all resident's investments in shares of foreign companies and banks (share in capital of 10% and more) and/or decrease in the share of capital	579	179
– Investments of domestic capital <u>by branch</u> (resident) in parent legal person (founder-non-resident) include all branch's (resident) investments in shares (capital) of parent legal person (founder) who is resident, and/or decrease in the share of capital.	556	556
– Investments of domestic capital <u>by related companies (sister companies - residents)</u> in other related legal person (non-resident) includes all investments into shares of foreign related parties (with the founder being either resident or non-resident), and/or decrease in the share of capital.	554	554
Intercompany debt		
– Payment of domestic capital <u>by founder</u> (resident) that does not increase initial capital , i.e. payment of that capital includes all disbursed and/or repaid intercompany loans.	566	566
– Payment of domestic capital in parent legal person (non-resident) <u>by branch in the country</u> that does not increase initial capital , i.e. return of that capital includes disbursed intercompany loans to parent legal person payment and their repayment.	665	665
– Payment of domestic capital <u>by related party resident (sister companies)</u> in other related party (non-resident) that does not increase initial capital , i.e. return of such capital includes disbursed intercompany loans from related person (resident) to other related person (non-resident) and their repayment.	664	664
– Sale/purchase of immovable property abroad	539	139
FINANCIAL LIABILITIES		
Equity investments		
– Investments of foreign capital <u>from founders (non-residents)</u> into domestic companies and banks include purchase/sale of shares or equity share in initial capital of legal person (resident) and other transactions aimed at increasing/decreasing the share. This item includes investment flows from direct investor (founder) to its companies in which it invests directly (share in capital 10% and more), including concessions for infrastructure and the like.	557	157
– Investment of foreign capital in parent legal person (resident) <u>by foreign subsidiary</u> – covers investment flows from subsidiary in direct investor (share in capital of parent legal person is less than 10%).	667	667
– Investment of foreign capital <u>by related person</u> – non-resident (sister companies) in another related person (resident) – covers equity investments between the companies that are not inter controlled and do not influence each other, but both are controlled or under the influence of the same direct investor (founder).	558	158
– Sale and/or purchase of immovable property in Montenegro covers sale and/or purchase of immovable property in Montenegro, other than the sale and/or purchase of immovable property to foreign diplomatic representative offices (see Capital account – sale of immovable property to foreign diplomatic representative offices and/or purchase of immovable property from these representative offices).	538	138
– Payment received for sold share of capital in another domestic company or payment to non-	666	666

residents for the sold share in another domestic company		
Intercompany loans		
– Payment of foreign capital by founder that does not increase initial capital and/or repayment of such capital covers additional payment of funds of the founder that do not increase initial capital (received and/or repaid intercompany loan).	560	560
– Payment of foreign capital that does not increase initial capital in parent legal person resident by its subsidiary non-resident covers additional payment of funds that do not increase initial capital in parent legal person resident by its subsidiary non-resident, and/or repayment of such capital.	660	660
– Payment of foreign capital that does not increase initial capital in related party (sister companies) of resident by another related party non-resident and/or repayment of such capital.	559	159
FINANCIAL ACCOUNT – PORTFOLIO INVESTMENTS		
INVESTMENTS IN EQUITY SECURITIES		
– Portfolio investments of residents in foreign equity securities and shares in capital (share in capital less than 10%)	519	519
– Portfolio investments of non-residents in domestic equity securities and shares in capital (share in capital less than 10%)	518	518
INVESTMENTS IN DEBT SECURITIES		
– Sale and/or purchase of debt securities of foreign issuers (principal): bonds, bills of exchange	540	540
– Sale and/or purchase of debt securities of domestic issuers (principal): bonds, bills of exchange	541	541
– Sale and/or purchase of debt securities of foreign issuers (principal): money market instruments (treasury bills, certificate of deposits), financial derivatives - options	542	542
– Sale and/or purchase of debt securities of domestic issuers (principal): money market instruments (treasury bills, certificate of deposits), financial derivatives - options	543	543
DERIVATIVE FINANCIAL INSTRUMENTS		
– Inflow and/or outflow for net settlements based on options and forward instruments issued by non-residents (forward, future, swap, and the like)	544	544
– Inflow and/or outflow for net settlements based on options and forward instruments issued by residents (forward, future, swap, and the like)	545	545
FINANCIAL ACCOUNT – OTHER INVESTMENTS - LOANS		
– Use and/or repayment of foreign long-term loans from abroad (over one year)	521	121
– Use and/or repayment of short term loans from abroad: short-term financial loans from abroad	522	123
– Sale of loans to non-residents, i.e. repayment of loans sold to non-residents	535	135
– Repayment and/or use of long-term loans to abroad (over one year)	517	166
– Financial lease and/or repayment of financial lease	575	175
– Repayment and/or use of short term loans to abroad: short-term financial loans to abroad	523	169
– Use and/or repayment of subordinated loans	520	120
– Use of funds of commodity loan and/or crediting the foreign account (1009) for payment of import of goods under signed commodity loans	574	174
– Export and/or import of goods and services under the agreed timeframe longer than 90 days	524	170
– Payment based on share or purchase of share in foreign syndicated loan granted to resident for payment of imports of goods and services from abroad and/ or payment based of such participation or its sale to non-resident	526	126
FINANCIAL ACCOUNT – CASH AND DEPOSITS		
– Depositing cash in foreign currency, Euro and cheques to current accounts and deposits of non-residents, and/or withdrawal of cash in foreign currency, Euro and issued cheques from current accounts and deposits of non-residents	898	898
– Euro denominated cheques sold	706	-
– Increase and/or decrease of deposits of non-residents based on custody operations (account 2202)	500	100
– Increase and/or decrease of deposits of foreign banks and other financial organisations (account 2309, 2310, 2315, 2316)	501	101
– Increase and/or decrease of deposits of non-residents (account 2329, 2330, 2333, 2334, 2341, 2342, 2355, 2356, 2371, 2372, 2385, 2386,)	502	102
– Increase and/or decrease of deposits of non-residents at escrow account (account 2403, 2404, 2407, 2408, 2411, 2412, 2417, 2418, 2435, 2436, 2439, 2440, 2443, 2444)	503	103

– Increase and/or decrease of term deposits of non-residents (foreign banks and other non-residents)	504	104
– Decrease and/or increase of term deposits with foreign banks	505	105
– Payment on other bases (payment of costs in the country other than foreign trade, postal services, utility services and the like) from non-residents' accounts	704	-
– Purchase of foreign currencies from non-residents' accounts	703	703
FINANCIAL ACCOUNT – OTHER ASSETS AND LIABILITIES		
– Decrease and/or increase of domestic capital in international financial organisations (membership fees to international organisations)	580	180
– Called loro guarantees for operations between residents: settlement of called loro guarantee for operations between residents	525	125
– Receivables collected on called guarantees	527	127
– Loss coverage in a company, i.e. loss coverage of own company in abroad	622	622
– Payment from bankruptcy pool of assets or based on court order, including payment of draft acceptances	670	670
– Received coverages for withdrawn cash from saving deposits of non-residents with domestic banks, i.e. withdrawn cash from saving deposits with foreign banks	508	108
– Received coverages for cheques, i.e. cheques submitted for the collection abroad and use of coverage for loro cheques	515	115
– Decline in receivables based on capital transactions	-	684
Payment cards		
– Payments for balancing the current account: settlement of balance at the payment card's account	532	132
– Payment based on obligations for determined balance at the account of domestic payment cards' account through a payment bank	-	131
II. TRANSACTIONS BETWEEN RESIDENTS AND NEUTRAL TRANSACTIONS		
– Purchase or sale of cash in foreign currency from residents – natural persons	796	700
– Purchase or sale of cheques from residents – natural persons	795	795
– Depositing or withdrawing cash in foreign currency, euro (intended for foreign transactions) and traveller's cheques at the accounts and saving deposits of households in foreign currency	797	897
– Sale of foreign goods to non-residents and residents in the country: payments abroad for foreign goods sold (consignment and duty free shop)	711	711
– Transfer from foreign account to domestic accounts or cash deliveries of foreign currency accounts abroad	530	130
– Payments for balancing the current account: settlement of balance at the account of long-term manufacturing cooperation	533	133
– Transfer of coverage for confirmed letters of credit and/or repayment of unused coverage for confirmed letters of credit	411	411
– Sale and purchase of cash in foreign currency abroad: transfer of cash in foreign currency to the account abroad (debit the account 1009, and credit the account 1003), deliveries of cash in foreign currency purchased abroad to the account 1001 (debit the account 1003, and credit the account 1009)	552	152
– Transfer of foreign currencies through the foreign accounts between the CBCG and authorised banks (NOTE: when cash deliveries to the account for CBCG – the bank uses code 155, and CBCG uses code 555; when cash deliveries to the account 1009 of the bank, the bank uses code 555 and CBCG uses code 155)	555	155
– Transfer from the account 1009 to another account 1009 within one bank: when code 561 is used, outflow must exist with code 161 and with the same data, and/or when code 161 is used, inflow with code 561 must exist together with the same data. Transfer from one foreign account to another foreign account.	561	161
– Transfer from the account 1001 to another account 1001 within one bank: when code 583 is used, outflow must exist with code 183 and with the same data, and/or when code 183 is used, inflow with code 583 must exist together with the same data) (transfer of cash between vaults)	583	183
– Transfer from the account 1009 to another account 1009 of another bank: receiving bank must use code 562, and transferring bank uses code 162 (NOTE: if one of banks is CBCG it is not allowed to use this code, but 155-555)	562	162
– Transfer in the country based on cash transfer: cash transfer between banks through collecting points (use of code is allowed only at the account 1001) (Note: transferring bank uses code 163, while receiving bank uses code 563)	563	163
– Purchase or sale of cash in foreign currency and cheques from/to authorised exchange offices	572	572
– Transfer between foreign currency accounts in the country (NOTE: for debiting the account from which the transfer is being performed code 165 is used, while for crediting the account to which the funds are being transferred – code 565 is used)	565	165

– Cash in foreign currency withdrawn based on bonds of deposited foreign currency savings	-	900
– Purchase and sale of funds abroad: sale of one currency and purchase of another currency	577	177
– Accounting mismatch (open items) and incorrect accounting	599	199
– Return of stolen cash, or robbery and stealing of cash	198	198
– Transfer of funds from inflow bank to payment bank	569	-
– Exchange of foreign currencies to euro	568	168
– Conversion at domestic accounts	567	167

Name of the foreign partner means foreign partner to which the payment is executed, or which executed payment to the account.

Country means the country code according to ISO 3166 in which is the office of the foreign partner.

Amount means the amount for which funds, denominated in euros, at the account on the basis of the relevant transaction are increased/decreased.