

INTERNATIONAL HEAD QUARTER COMPANIES (IHQ)

(A) With reference to **Section B.2(D) of the Currency and Exchanges Manual for Authorised Dealers** and in order to report all transactions on behalf of the head quarter company in terms of the electronic cross-border foreign exchange transaction reporting system, Authorised Dealers must ensure that the following reporting rules are adhered to when reporting a transaction on behalf of the head quarter company:

- (i) Cross-border transactions
 - (a) Resident LegalEntityName must always be the name of the head quarter company.
 - (b) Non resident LegalEntityName must always reflect the name of the foreign entity (if an individual is involved, the Surname and Name of the individual must be reflected in the non-resident Individual Element).
 - (c) RegistrationNumber: Companies and Intellectual Property Commission registration number of the head quarter company.
 - (d) SARBAuthApplicNumber and SARBAuthReferenceNumber must reflect the application number and the reference number issued by the SARB respectively in respect of the reporting notification submitted to FinSurv in respect of the particular head quarter company.
 - (e) LoanRefNumber must be the number allocated in terms of the original application (one default number for all loans received from abroad).
 - (f) LocationCountry must reflect the country from which the funds originate in respect of funds received and in the case of funds disbursed, the country to which the funds will flow must be reflected.

- (g) AccountIdentifier under AdditionalCustomerData element must be FCA RESIDENT.
 - (h) Subject: IHQ followed by the number of the head quarter company allocated by FinSurv in the format IHQ001 (Capitals and no spaces).
 - (i) All other mandatory reporting requirements are applicable.
- (ii) Local transactions
- (a) Resident LegalEntityName must always be the name of the local entity (Not the head quarter company).
 - (b) Non resident LegalExceptionName must be IHQ.
 - (c) RegistrationNumber: Companies and Intellectual Property Commission registration number of the local entity (Not the head quarter company).
 - (d) SARBAuthApplicNumber and SARBAuthReferenceNumber must reflect the application number and the reference number issued by the SARB respectively in respect of the reporting notification submitted to FinSurv in respect of the particular head quarter company.
 - (e) LoanRefNumber must be the number allocated by the Loan Reporting System.
 - (f) LocationCountry must reflect the country from which the funds originate in respect of funds received and in the case of funds disbursed, the country to which the funds will flow must be reflected.
 - (g) AccountIdentifier under AdditionalCustomerData must be FCA RESIDENT.
 - (h) Subject: IHQ followed by the number of the head quarter company allocated by FinSurv in the format IHQ001 (Capitals and no spaces).

- (i) All other mandatory reporting requirements are applicable.