



**SECURITIES AND EXCHANGE
COMMISSION, NIGERIA**



SECURITIES AND EXCHANGE COMMISSION NIGERIA



PROCEDURES FOR THE ELECTRONIC MAIL FILING OF QUARTERLY STATUTORY RETURNS BY CAPITAL MARKET OPERATORS

01/02/2014



GENERAL OVERVIEW

- ❖ The template is designed in a way that the Statements of Financial Position and Performance are computed from notes to accounts and appendices.
- ❖ Formulae have been inputted in applicable cells to ensure arithmetic accuracy of data inputted.
- ❖ All cells marked in **RED** have been formatted and **SHOULD NOT BE FILLED**.
- ❖ All cells marked in **GREEN** are expected to be filled/completed.
- ❖ After completion of ALL GREEN cells, the Statement of Financial Position and Performance will be generated (from data entered in the notes to account and appendices). Thus, it is expected that the template should be computed carefully to avoid errors/mistakes.

Only the template (as downloaded from the Commission's website) should be used for the purpose of quarterly return filings by Operators. Also, the template should not be modified/reviewed in any way for this purpose as this renders the returns void.

Signatures of the Managing Director and the Compliance officer should be scanned, copied and pasted on the designated cells in the respective quarterly returns forms.

We do not envisage that any specific cost will be incurred in order to migrate to the new filing system as facilities required are those necessary to carryout daily business activities by Capital Market Operators.

The template has been uploaded on the Commission's website. Kindly download it and save on your computer system.

HOME PAGE

The home page contains links to the Statement of Financial Position, Income Statement, Statement of Changes in Equity, Statement of Cash flow and all items under these accounts as well as the quarterly return forms. The template allows you to navigate between pages by clicking on the homepage link which can be found on the top left corner of each worksheet.

The primary statements are to be generated from populating notes to the accounts and appendices. Data should not be inputted directly into cells marked in **RED**.



A B C D E F G H

CMO QUARTERLY RETURNS (E-FORM)

YOUR COMPANY NAME: _____ REG. NUMBER: _____ REPORTING PERIOD: 30-Jun-13 NO. OF REGIS: _____
SELECT



- QUARTERLY RETURN FORMS
- BROKER/DEALERS
- MARKET MAKERS
- FUNDS/PORTFOLIO MANAGERS
- ISSUING HOUSE
- UNDERWRITERS
- TRUSTEES
- STATE BOND ISSUE
- INVESTMENT ADVISERS
- RATING AGENCIES

- CLICK TO DISPLAY OVERALL VIEWS
- Statement of Financial Position
 - Statement of Financial Performance
 - Statement of Changes in Equity
 - Statement of Cashflow

I.D. Number

[Click here for your I.D. Number](#)

STATEMENT OF FINANCIAL POSITION

Assets	Liabilities	Equities
1 Cash and Cash Equivalents	1 Clients Deposit for purchase of shares	1 Share capital
2 Investments in Securities	2 Portfolio under Management(Previous Quarter)	2 Share premium
3 Margin loans	3 Portfolio under Management(Quarter under review)	3 Retained Earnings
4 Securities borrowed/purchased under resale agreements	4 Payable to clients	4 Other Reserves
5 Receivables from brokers/dealers	5 Payable to other brokers	
6 Receivables from clients	6 Bank loans	
7 Due from related companies	7 Securities loaned and obligations under repurchase agreements	
8 Statutory Deposits	8 Due to related companies	
9 Property and Equipments	9 Deposit for shares	
10 Intangible Assets	10 Deferred Tax Liabilities	
11 Deferred Tax Assets	11 Tax payable	
12 Sinking fund Account	12 Other liabilities	
13 Other Assets	13 Sinking fund account	
	14 Provisions	

STATEMENT OF COMPREHENSIVE EARNINGS

1 Earnings
2 Earnings expenses
3 Other income
4 Other Operating Expenses
5 Impairment

OTHER COMPREHENSIVE EARNINGS

1 Exchange differences on translating foreign operations
2 Available for sale financial assets
3 Gains on Property revaluation
4 Actuarial gains (losses) on defined benefit pension plans
5 Share of comprehensive income of associates
6 Income tax relating to components of other comprehensive income



- A- SEC Quarterly Return Forms: Click on the appropriate function link to complete the statutory return form
- B- Notes, Schedules and Appendences to the Management Accounts: Click on each of these links to populate the notes to the primary financial statements
- C- Company Name: Fill in the reporting entity's name
- D- Primary Financial Statements: Click on each of the links to the primary financial statements to populate/review as necessary
- E- CMO Identification: Click on this link to identify the reporting entity's unique number, return to home and fill in the unique I.D in the appropriate field
- F- Registration Number: Fill in the reporting entity's CAC Registration number
- G- Reporting Period: Fill in the reporting period in the required format(i.e. Day-Month-Year)
- H- Number of Registered Functions: Click and drop down to select the number of registered functions

STATEMENT OF FINANCIAL POSITION

This has been broken-down into Assets, Liabilities and Equities (see screenshot below).

Assets

Links to various classes of Assets have been provided under this sub- head. Click on each asset class and you will be directed to the page to be populated

1. Cash and Cash Equivalentents

Click on the link and you will be directed to the screenshot below. This section has been segregated into own funds and clients fund. **Cash balances should be separated and filled according to their respective classification** (under the headings as indicated i.e. cash in hand, cash at bank, fixed deposit placements and other money market placements).

For bank balances, the names of the financial institutions and the respective account balances (as at the end of the quarter under review) should be stated.

In the case of fixed deposits and other money market instruments, the financial institution, tenor and type of instruments should be stated.



Input the name of the bank

Input the financial institution (and tenor)

G	H	I	J	K	L	M	N
1	CASH AND CASH EQUIVALENTS						
2			This Quarter	=N=	Last Quarter	=N=	Year to date
3							=N=
4	(i) OWN FUNDS						
5	Cash in hand(A)						
6	Cash at bank						
7	(insert bank name)						
8	(insert bank name)						
9	(insert bank name)						
10	(insert bank name)						
11	(insert bank name)						
12	(insert bank name)						
13	(insert bank name)						
14	(insert bank name)						
15	(insert bank name)						
16	(insert bank name)						
17	(insert bank name)						
18	(insert bank name)						
19	Total (B)						
20				0.00		0.00	0.00
21	Fixed deposits						
22	(insert bank name)						
23	(insert bank name)						
24	(insert bank name)						
25	(insert bank name)						
26	(insert bank name)						
27	(insert bank name)						
28	(insert bank name)						
29	(insert bank name)						
30	(insert bank name)						
31	(insert bank name)						
32	Total (C)						
33				0.00		0.00	0.00
34	Other Money market placements						
35	(specify)						
36	(specify)						
37	(specify)						
38	(specify)						
39	(specify)						
40	(specify)						
41	(specify)						
42	(specify)						
43	(specify)						
44	(specify)						
45	Total (D)						
46				0.00		0.00	0.00

Input Instrument type, the institution (and tenor)

input closing balances accordingly

2. Investments

This has been classified into Quoted securities, Government Bonds at fair value, Government Bonds at amortized cost, Corporate Bonds at fair value, Corporate Bonds at amortized cost and Unquoted Securities. The company's investments should be categorized along these headings. Note that diminution/appreciation in value of investment is charged (as configured) to Income Statement

- Quoted Equities

It is expected that investments in quoted equities classified as held for trading are marked to market and the fair value gain or loss written off to the Income Statement. The updated template has been mapped in such a way that the fair value gain for the current quarter only is captured in the Profit or Loss. The fair value gain on those classified as Available for Sale are captured in the Other Comprehensive Income.

- Bonds at Amortized Cost

It is expected that bonds that are held to maturity would be listed here. We expect that regardless of whether the bonds were purchased at a discount or premium, the appropriate adjustment would be reflected such that the value at maturity would equal the face value.



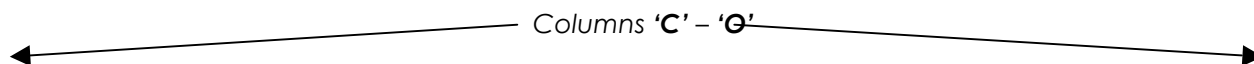
- Bonds at Fair Value

This category of bonds are expected to be treated in the same manner as equities as shown above.

- Unquoted Securities

We expect that the basis of valuation of this category of investments be stated under the column indicated.

Detailed transactions carried out (within the quarter) on each security held should be specified as indicated in the screenshot below:



B	C	D	E	G	H	I	J	K	L	M	N	O
Schedule of Investments												
i) Quoted Equities												
Securities	Own/Clients	Type (HFT/AFS/HTM)		Mkt Value	Units bought	Units sold	Units at the end of qtr	Unit cost	Mkt price	Mkt Value	Capital gains/Diminution	
13				0.00						0.00		
14				0.00						0.00		
15				0.00						0.00		
16				0.00						0.00		
17				0.00						0.00		
18				0.00						0.00		
19				0.00						0.00		
20				0.00						0.00		
Total				0.00						0.00		
ii) Government Bonds @ Amortised Cost (HTM)												
Securities	Own/Clients	HTM		Total Cost	Value at the beginning of qtr	Amortised discount/premium within the qtr	Value as at end of qtr	Coupon rate	Total interest earned within the qtr	Amount to be redeemed at maturity	Instrument maturity date	
13				0.00								
14				0.00								
15				0.00								
16				0.00								
17				0.00								
18				0.00								
19				0.00								
20				0.00								
Total				0.00								
iii) Corporate Bonds @ Fair Value												
Securities	Own/Clients			Mkt Value	Units bought	Units sold	Units at the end of qtr	Unit cost	Mkt price	Mkt Value	Capital gains/Diminution	
13				0.00						0.00		
14				0.00						0.00		
15				0.00						0.00		
16				0.00						0.00		
17				0.00						0.00		
18				0.00						0.00		
19				0.00						0.00		
20				0.00						0.00		
Total				0.00						0.00		

i) Investments(Quoted Equities, Government Bonds, Corporate Bonds) at Fair Value:

- Column C: Input the name of stocks/securities held e.g. *7up Bottling Company, Osun State Govt Bonds*
- Column D: Indicate by inputting 'O' if the security (as specified in column C) belongs to the company i.e. owned. Input 'C' if it is for clients.
- Column E: Specify the class of security by inputting '**AFS**' for available-for-sale securities, '**HTM**' for held-to-maturity and '**HFT**' for trading securities.
- Column F: Input the units of the security held as at the beginning of the quarter.
- Column G: Indicate the market price as at the beginning of the quarter.
- Column H: Do not input any value (cells marked in Red are formatted).



- Column I: Specify the additional units of the security bought within the quarter.
- Column J: Indicate the units sold within the quarter.
- Column K: Do not input any value (cells marked in Red are formatted).
- Column L: Input the (*average*) unit cost of the balance (residual units of the security) as at end of quarter.
- Column M: Indicate the market price as at end of quarter. Where there is no (**active**) market to determine the market price (as in the case of unquoted stocks that are not traded over-the-counter), such investments are to be fair valued (*internally*) and the basis should be stated.
- Column N: Do not input any value (cells marked in Red are formatted).
- Column O: Value here (representing Capital gain/Diminution in investment) is charged to income statement.
- NOTE: Please note that CSCS statements in respect of investment in quoted securities are to be attached.

ii) Investments (Government Bonds and Corporate Bonds) at Amortized Cost

- Column C: Input the name of stocks/securities held e.g. *7up Bottling Company, Osun State Govt Bonds*
- Column D: Indicate by inputting 'O' if the security (as specified in column C) belongs to the company i.e. owned. Input 'C' if it is for clients.
- Column E: Specify the class of security by inputting 'HTM' for held-to-maturity.
- Column F: Input the units of the security held.
- Column G: Indicate the cost price of the security.
- Column H: Do not input any value (cells marked in Red are formatted).
- Column I: Specify the value at the beginning of the quarter.
- Column J: Indicate the amount amortized within the quarter.
- Column K: Do not input any value (cells marked in Red are formatted).
- Column L: Indicate the coupon rate
- Column M: State the total interest earned within the quarter.
- Column N: State the amount to be redeemed at maturity
- Column O: Indicate the instrument maturity date.

Other Investment impairments

Any other impairment to investment (aside from diminution in investment value) should be inputted here. Full details should be stated underneath.



Input any other impairments

Disclosure

A	B	C	D	E	F
NOTES	ITEMS		This Quarter =N=	Last Quarter =N=	Year to date =N=
	6 INVESTMENTS				
	i. Own investments:				
	Equities		112,000,000.00	144,000.00	112,000,000.00
	Government bonds		14,000.00	18,000.00	14,000.00
	Corporate Bonds		14,000.00	18,000.00	14,000.00
	Unlisted securities		112,028,000.00	180,000.00	112,028,000.00
	Impairments		28,000.00	36,000.00	28,000.00
	Total		112,056,000.00	216,000.00	112,056,000.00
	ii. Clients investments:				
	Equities		0.00	0.00	0.00
	Government bonds		0.00	0.00	0.00
	Corporate Bonds		0.00	0.00	0.00
	Unlisted securities		0.00	0.00	0.00
	Impairments		0.00	0.00	0.00
	Total		0.00	0.00	0.00
	Any other disclosure? please state:				

3. Margin Loans

Cells in green should be filled with the value of margin loans applicable to each period. Impairments to the loans and all recoveries/write-offs should be inputted. Note that impairments are charged to the Income Statement.

B	C	D	E	F
ES	ITEMS	This Quarter =N=	Last Quarter =N=	Year to date =N=
	6 INVESTMENTS			
	Impairments	0.00	0.00	0.00
	Total	0.00	0.00	0.00
	7 MARGIN LOANS			
	Margin Debtors as at previous quarter	0.00		
	Additions within the quarter			
	Liquidations			
	Impairment allowance	0.00	0.00	0.00
	Margin loan impairment			
	Specific allowance:			
	Balance as at previous quarter	0.00		
	Charged for the quarter			
	Recoveries			
	write-offs			
	Balance as at end of quarter	0.00	0.00	0.00

Input value of margin loans

Impairments

4. Securities Borrowed/Purchased under resale agreement

Transactions under repo agreements, securities/instruments borrowed for market-making activities and other related investments should be recorded here (at their market value). A detailed breakdown of transactions should be attached along with the quarterly return filing.



90					
91					
92		8 SECURITIES BORROWED/PURCHASED UNDER RESALE AGREEMENTS			
93					
94		Balance as at previous quarter	0.00		
95		Additions			
96		Repayments			
97		Balance as at end of quarter	0.00	0.00	0.00
98					

Respective values should be inputted with an attachment of the explanatory notes

5. Receivable from clients

Cells in green should be filled with the value of receivables from clients applicable to each period. Impairments and all recoveries/write-offs should be inputted as indicated. Note that all impairments are charged to Income Statement.

A	B	C	D	E	F
	NOTES	ITEMS	This Quarter =N=	Last Quarter =N=	Year to date =N=
		Balance as at previous quarter	0.00		
		Additions			
		Repayments			
		Balance as at end of quarter	0.00	0.00	0.00
		9 RECEIVABLES FROM CLIENTS			
		Due from Clients as at previous quarter	0.00		
		Additions			
		Received			
		Impairment allowance	0.00	0.00	0.00
			0.00	0.00	0.00
		Receivables from clients impairment			
		Allowance:			
		Balance as at previous quarter	0.00		
		Charged for the quarter			
		Recoveries			
		write-offs			
		Balance as at end of quarter	0.00	0.00	0.00

Input value of Receivables

Impairments

6. Due from related Companies

Inter-company (receivable) transactions should be entered here. A detailed explanation as to the nature of transactions and the respective values should be inputted in the space provided below. Note that explanations should be specific with values.



Intangible Assets

	B	C	D	E	F	G
1	ES TO THE ACCOUNTS					
2	ES ITEMS		This Quarter =N=	Last Quarter =N=	Year to date =N=	
3						
86	13 INTANGIBLE ASSETS					
87			Goodwill =N=	Purchased software =N=	Developed software =N=	Total =N=
88						
89	Cost					
90	Balance as at previous quarter					0.00
91	Aquisitions					0.00
92	Internal development					0.00
93	Balance as at end of quarter		0.00	0.00	0.00	0.00
94						
95	Amortization and impairment losses					
96	Balance as at previous quarter					0.00
97	Amortization for the quarter					0.00
98	Impairment losses					0.00
99	Balance as at end of quarter		0.00	0.00	0.00	0.00
100						
101	Carrying amounts					
102	Balance as at end of quarter		0.00	0.00	0.00	0.00
103	Balance as at beginning of quarter					

9. Deferred Taxes Assets

Deferred Tax charged should be specified as related to each asset class identified.

		Property & Equipments =N=	Intangible assets =N=	Tax loss carry-forwards =N=	Provisions =N=	Others (specify) =N=	Total =N=
205							
206	14 DEFERRED TAX ASSETS						
207							
208	Assets at the previous quarter						
209	Net temporary differences						
210	Assets as at end of quarter	0.00	0.00	0.00	0.00	0.00	0.00
211							
212							

Asset classes

10. Sinking fund (Trustees)

Details of the sinking fund accounts held in trust should be inputted here. This has been categorized into State Government Bonds, Corporate Bonds and Other Schemes (e.g. Collective Investment Schemes, Trust Funds etc held on behalf of clients/investors). The template should be filled along these headings. Also investments made with these funds are to be stated as indicated below;

Columns 'C' to 'K'

	B	C	D	E	F	G	H	I	J	K
	Trust accounts	Value of Issue	Issue date	Maturity date	Beginning bal =N=	Inflow =N=	Total inflow =N=	Interest earned =N=	Coupon paid =N=	
A	State Govt Bonds									
1	(list issuers)							0.00		
2	(list issuers)							0.00		
3	(list issuers)							0.00		
4	(list issuers)							0.00		
5	(list issuers)							0.00		
6	(list issuers)							0.00		
7	(list issuers)							0.00		
8	(list issuers)							0.00		
9	(list issuers)							0.00		
10	(list issuers)							0.00		
11	(list issuers)							0.00		
12	(list issuers)							0.00		
13	(list issuers)							0.00		
14	(list issuers)							0.00		
15	(list issuers)							0.00		
16	(list issuers)							0.00		
17	(list issuers)							0.00		
18	(list issuers)							0.00		
19	(list issuers)							0.00		
20	(list issuers)							0.00		
21	(list issuers)							0.00		
22	(list issuers)							0.00		
23	(list issuers)							0.00		
24	(list issuers)							0.00		
25	(list issuers)							0.00		
	Sub-total					0.00	0.00	0.00	0.00	0.00



- Column C: The name of the trust account should be entered here. This column has been categorized into State Govt Bond, Corporate Bond and Other Schemes. Sinking Funds maintained should be separated under this category as the case may be.
- Column D: The total value of the issue (issue amount) should be inputted where applicable.
- Column E&F: The issued and maturity dates of the issue should be specified respectively.
- Column G: The value of the sinking fund account as at previous quarter should be inputted.
- Column H: Total Inflow (from Issuer) to the account within the quarter should be filled
- Column I: Do not input any value (cells marked in Red are formatted).
- Column J: Interest earned (on investments made with the sinking fund) should be inputted.
- Column K: Coupon paid within the quarter (if any) should be entered here.
- Column L: Monies returned to the Issuer (refund) within the quarter should be inputted. Detailed explanation and the basis for refund should be attached.
- Column M: All charges to the sinking fund account should be inputted.
- Column N: Do not input any value (cells marked in Red are formatted).
- Column O: The amount of sinking fund invested in Capital Market.
- Column Q: The amount of sinking fund invested in Treasury bills.
- Column S: The amount of sinking fund placed in banks (Time deposit).
- Column U: Amount of sinking fund invested in other placements (other than bank).
- Column W: Amount of sinking fund in Deposit accounts.
- Column Y: Other forms of investment that do not fall into the above categories.
- Columns: P, R, T, V, X, Z, AA and AB should not be filled.
- NOTE: Evidence of investments made with the sinking fund balance (Certificates, Confirmation of account balances e.t.c.) should be attached.

11. Other Assets

Other assets have been classified along Prepayments, Staff advances and Loans to Directors. Any other asset or group of assets that falls under this category should be specified in the cell provided for 'Others'. Also, impairments on this class of asset should be computed accordingly.



B185					
A	B	C	D	E	F
1	E	NOTES ITEMS	This Quarter	Last Quarter	Year to date
2			=N=	=N=	=N=
3			Balance as at end of quarter		
222					
223					
224					
225		16 OTHER ASSETS	This Quarter	Last Quarter	Year to date
226			=N=	=N=	=N=
227		Prepayments			
228		Staff loans and advances			
229		Loans to Directors			
230		Others (specify)			
231		Impairment Allowance	0.00	0.00	0.00
232			0.00	0.00	0.00
233					
234		Allowance for impairment			
235		Balance as at previous quarter	0.00		
236		Charge for the quarter			
237		No longer required			
238		write-offs			
239		Balance as at end of quarter	0.00	0.00	0.00
240					

Input values as applicable

Impairments

12. Clients Deposit for purchase of Shares

Values should be inputted in the cells as applicable. Note that cells in Red are not to be filled.

13. Portfolio under Management

This has been segmented into Portfolios, Registered Funds and other schemes in custody of the Market Operator. Also clients (under the each class) have been categorized into Individuals, Corporate and Institutions in line with the clients' mandates.

Columns 'C' to 'K'

B	C	D	E	F	G	H	I	J	K
Details of Portfolio under Management									
S/N	Class of Clients	Mandate (D/ N)	No. of Clients	PORTFOLIO VALUE					
				Beginning bal	Additions	Accrued interest	Liquidations	Charges/fees	Closing balance
				=N=	=N=	=N=	=N=	=N=	=N=
1	Individuals								
2	Individuals								
3	Corporate								
4	Corporate								
5	Institutions/NGOs								
6	Institutions/NGOs								
7	Others (Specify)								
8									
9									
10									
11									
12									
13									
Total			0	0.00	0.00	0.00	0.00	0.00	0.00

Columns 'L' to 'Q'

B	C	D	L	M	N	O	P	Q
Details of Portfolio under Management								
S/N	Class of Clients	Mandate (D/ N)	Investment in Capital Market				INVESTMENT CLASSIFICATION (AT MARKET VALUE)	
			Quoted Equities	Bonds	Registered Funds	Unquoted Securities	Treasury Bills	Bank Placements
			=N=	=N=	=N=	=N=	=N=	=N=
1	Individuals							
2	Individuals							
3	Corporate							
4	Corporate							
5	Institutions/NGOs							
6	Institutions/NGOs							
7	Others (Specify)							
8								
9								
10								
11								
12								
13								
Total			0.00	0.00	0.00	0.00	0.00	0.00



Columns 'R' to 'U'

B	C	D	Q	R	S	T	U
Details of Portfolio under Management							
S/N	Class of Clients	Mandate (D/ N)	Market		Investment in Other Mkts	Un-invested funds	Total
			CPs/BAs/CDs/OBB				
			=N=		=N=	=N=	=N=
1	Individuals						0.00
2	Individuals						0.00
3	Corporate						0.00
4	Corporate						0.00
5	Institutions/NGOs						0.00
6	Institutions/NGOs						0.00
7	Others (Specify)						0.00
8							0.00
9							0.00
10							0.00
11							0.00
12							0.00
13							0.00
Total			1.00	0.00	0.00	0.00	0.00

Column C: The different classes of clients have been entered i.e. individuals, Corporate, Institutions

Column D: Indicate 'D' if clients' mandate is discretionary and 'N' if non-discretionary. Note that class of portfolio with discretionary mandate (only) will reflect in the Statement of Financial Position.

Column E: The number of Clients should be inputted.

Column F: The value of portfolio as at the beginning of the quarter should be inputted. Note that these figures will reflect in the previous quarter balance in the Statement of Financial Position.

Column G: Additions made to clients' portfolio within the quarter.

Column H: Interest accruable to clients' portfolio within the quarter.

Column I: Withdrawals/Liquidations made within the quarter.

Column J: Fees, Commission and other charges within the quarter.

Column K: Do not input any value (cells marked in Red are formatted).

Column L/M/N: The value of clients' portfolio invested in quoted equities/bonds/registered funds.

Column O/P/Q: The value of clients' portfolio invested in unquoted equities/treasury bills/bank placements.

Column R/S/T: The value of clients' portfolio invested in other money market instruments/other markets/un-invested funds.

Note: This should be filled along the (3) categorized schemes i.e. Portfolio under management, registered fund being managed and other investment schemes.



14. Payable to Clients

Values should be inputted in the cells as applicable. Note that cells in Red are not to be filled.

15. Bank Loans

Values should be inputted in the cells as applicable.

16. Securities loaned/Obligations under repurchase agreements

Corresponding liabilities/obligations to item (4) above should be recorded here. A detailed breakdown of transactions should be attached along with the quarterly returns filing.

17. Due to Related Companies.

Inter-company (payables) transactions should be entered here. A detailed explanation as to the nature of transaction and the respective values should be inputted. Note that this explanation should be specific with value. Please see the screenshot on item (6) above as guide to filling this section.

18. Deposit for Shares

These are amounts paid (by Directors and shareholders) for the company's shares which are yet to be allotted. Values should be inputted in the cells as applicable.

19. Deferred Tax liabilities

See the screenshot on item (9) above as guide to filling this section.

20. Tax Payable/Expense

The applicable tax for the quarter (both payable and amount paid) should be inputted. Tax expense will reflect in the Income Statement and the amount payable in the Statement of Financial Position. The cells formatted in green should be filled.

	B	C	D	E	F
1	IS TO THE ACCOUNTS				
2	IS ITEMS		This Quarter	Last Quarter	Year to date
3			=N=	=N=	=N=
332		Assets as at end of quarter	0.00	0.00	0.00
333					
334		25TAX PAYABLE	This Quarter	Last Quarter	Year to date
335			=N=	=N=	=N=
336		Balance as at previous quarter	0.00		
337		Charge for the quarter	0.00	0.00	0.00
338		paid during the quarter			
339		Balance as at end of quarter	0.00	0.00	0.00
340					
341		Tax Expense			
342		Company income tax			
343		Education tax			
344		Others (specify)			
345			0.00	0.00	0.00
346		Deferred tax charge			
347		Charge to profit and loss account	0.00	0.00	0.00
348					

Charge for the quarter

Deferred tax for the quarter

Payments made within the quarter



21. Other liabilities

Values should be inputted in the cells as applicable

22. Share Capital/Premium/Retained Earnings/Other Reserve

Values should be inputted in the cells as applicable

23. Impairments

Impairments as inputted in all asset classes will reflect in here and the aggregate charged to the Income Statement. The green cells should be imputed. Please note that Impairment allowance mapped to the Income Statement relates to the impairment suffered for the quarter under review. Impairment allowance is not to be treated as provisions. A separate note for provisions is available should there be a need for this.

390					
391	31 ALLOWANCE AND IMPAIRMENTS				
392					
393	Investment	0.00	0.00	0.00	0.00
394	Margin loans	0.00	0.00	0.00	0.00
395	Receivables from Clients	0.00	0.00	0.00	0.00
396	Due from Related Companies	0.00	0.00	0.00	0.00
397	Other Assets	0.00	0.00	0.00	0.00
398	Property and Equipments	0.00			
399	Intangible Assets	0.00			
400	Others (specify)				0.00
401	Total	0.00	0.00		0.00

Input as applicable

24. Earnings/Earnings expense/Other income

Values should be inputted in the cells as applicable. Operator should take note of how the nature of revenue/income has been classified under these three headings. It is expected that income generated (and the associated expenses) should be clearly separated along these headings.

25. Administrative expenses

Expenses inputted should be as explicit as possible; it should not be muddled up. Please note that items termed as **'other expense'** is not permissible unless the amount is insignificant/ immaterial compared to the total expense.

We expect that the year-to-date column of the income statement items would be the cumulative figures to date. For instance, in reporting the operating expenses for Q4, the current quarter would be the actual results for Q4 while the previous quarter would be the actual results for Q3 and the year-to-date would be the results from Q1 to Q4.

26. Other Comprehensive income (OCI) items

Items under OCI should be inputted (the cells formatted in green) as applicable.



19	Other comprehensive income			
20	Exchange differences on translating foreign operations			0.00
21	Gains on Property revaluation			0.00
22	Fair-Value Movement on Available for Sale Investment Securities	-10,507,000.00	15,000.00	-10,492,000.00
23	Actuarial gains (losses) on defined benefit pension plans			0.00
24	Share of comprehensive income of associates			0.00
25	Income tax relating to components of other comprehensive income			0.00
26	Other comprehensive income for the quarter, net of tax	-10,507,000.00	15,000.00	-10,492,000.00
27	Total comprehensive income for the quarter	-17,514,000.00	15,000.00	-17,499,000.00

27. Provisions

Details of transactions culminating to Provisions made within the quarter should be stated.

B	C	D	E	F
1	TES TO THE ACCOUNTS	Jun-13	Mar-13	
2	TES ITEMS	This Quarter	Last Quarter	Year to date
3		=N=	=N=	=N=
422	Others (specify)			0.00
423	Total	0.00	0.00	0.00
424				
425				
426	32 PROVISIONS			
427	Specify the transactions necessitating the amounts being provided for:			
428				
429				
430				
431				
432				
433				
434				
435				
436				
437				
438				
439		0.00	0.00	0.00
440				
441	Any other disclosure? please state:			
442				
443				
444				

28. Statement of Changes in Equity

The figures inputted under each line item in the Statement of Comprehensive Income have been linked to the Statement of Changes in Equity. Necessary adjustments should be made using the cells in green. The balance on this account will reflect on the Statement of Financial Position. Note that a negative sign (-) is to be placed in front of figures that are to be deducted.

A	B	C	D	E	F	G	H	I	J
1	STATEMENT OF CHANGES IN EQUITY								
2	PERIOD	Jun-13							
3	HOME	Share Capital	Share Premium	Translation Reserve	Fair value Reserves	Revaluation Reserves	Retained Earnings	Other Reserves (specify)	Total
4		N'000	N'000	N'000	N'000	N'000	N'000		N'000
5	Balance as at previous quarter	0.00	0.00	0.00	15,000.00		0.00	0.00	15,000.00
6	Profit for the quarter						-7,007,000.00		-7,007,000.00
7	Exchange differences on translating foreign operations			0.00					0.00
8	Gains on Property revaluation					0.00			0.00
9	Fair-Value Movement on Available for Sale Assets				-10,507,000.00				-10,507,000.00
10	Actuarial gains (losses) on defined benefit pension plans						0.00		0.00
11	Share of comprehensive income of associates				0.00				0.00
12	Other item/Adjustment (Specify)								0.00
13	Total Comprehensive income for the quarter	0.00	0.00	0.00	-10,492,000.00	0.00	-7,007,000.00	0.00	-17,499,000.00
14	Tax Effect								0.00
15	Total Comprehensive income for the quarter, net of tax	0.00	0.00	0.00	-10,492,000.00	0.00	-7,007,000.00	0.00	-17,499,000.00
16	Dividends paid to shareholders						0.00		0.00
17	Issue of ordinary shares		0.00						0.00
18	Other item/Adjustment (Specify)								0.00
19	Balance as at end of quarter	0.00	0.00	0.00	-10,492,000.00	0.00	-7,007,000.00	0.00	-17,499,000.00



Transfer/Adjustment should be made using the cells in green

29. Statement of Cash flow

Operators are to complete this statement. Note that a negative sign (-) is to be placed in front of figures that are to be deducted. Cells in red are not to be filled.

A	B	C	D	E	F
1	STATEMENT OF CASH FLOW				
2	HOME		This Quarter		Last Quarter
3			N'000		N'000
4	Cash flows from operating activities				
5	Profit for the period				
6	Adjustments for:				
7	Depreciation of property, plant and equipment				
8	Amortization of intangible assets				
9	Impairment of intangible assets				
10	Net interest income				
11	Income tax expense				
12	Other items (list)				
13					
14					
15			0.00		0.00
16	Changes in investment securities				
17	Changes in margin loans				
18	Changes in Securities borrowed				
19	Change in receivables from brokers and dealers				
20	Changes in receivables from clients				
21	changes in Due from related companies				
22	Changes in other assets				
23	changes in clients deposit				
24	changes in Portfolio under management				
25	Changes in payables to clients				
26	Changes in payable to brokers and dealers				
27	changes in Bank loans				
28	changes in securities loaned				
29	changes in due to related companies				
30	Changes in deposit for shares				
31	Change in other liabilities				
32	Other items (list)				
33					
34					
35					
36			0.00		0.00
37	Interest received				
38	Interest paid				
39	Income tax paid				
40	Net cash (used in) from operating activities		0.00		0.00
41					
42	Cash flows from investing activities				
43	Acquisition of property and equipment				
44	Proceeds from sale of property and equipment				
45	Acquisition of intangible assets				
46	Others items (list)				
47					
48					
49	Net cash used in investing activities		0.00		0.00
50					
51	Cash flows from financing activities				
52	Proceeds from the issue of call loans				
53	Proceeds from issue of common shares				
54	Proceeds from issue of share options				
55	Dividends paid				
56	Others items (list)				
57					
58					
59					
60	Net cash from financing activities		0.00		0.00
61					
62	Net increase/(decrease) in cash and cash equivalents		0.00		0.00
63	Cash and cash equivalents at beginning of quarter		120,000.00		
64	Cash and cash equivalents at end of quarter		120,000.00		0.00



FILING YOUR RETURN WITH THE COMMISSION

- ❖ After completing the (excel) template, crosscheck the primary statements (of Financial Position, Financial Performance, Changes in Equity and Cash flow) to ascertain accuracy.
- ❖ Ensure that the qualitative part of the return (SEC/QR form) for your registered function is completed
- ❖ Save the (completed) template on your PC with the name of your company and the reporting period (**e.g. ALPHAROMEO SECURITIES LIMITED – 1ST QUARTER 2014 RETURN**).
- ❖ The completed template along with accompanying documents (CSCS Statements, Bank Statements, Certificates of Deposits, e.t.c.), should be sent in a single mail and just once **using the company's registered email address with the Commission. Note that only returns sent from registered email address will be considered.**
- ❖ Multiple mails sent with respect to a particular submission may be disregarded. Where it becomes necessary to update/amend returns already submitted, a mail requesting for such amendment should be sent to the Commission. Note that the date such an amendment(s) was made will be captured as the date of submission.
- ❖ All files are to be attached one after the other. **Do not 'Zip' in a folder.** Only relevant documents should be attached.
- ❖ An auto-reply acknowledging your submission will be sent to your email address. Also, you are advised to track your submission (using delivery and read receipts) to serve as additional evidence of submission. You may also follow up by contacting us via email or telephone.
- ❖ Sending of incomplete returns automatically renders it **VOID** without further recourse to the operator. Sanctions in line with the SEC Rules and ISA (2007) will be applied accordingly

COMPLIANCE OFFICER & M.D SIGN OFF

The signature specimens should be scanned and saved on the P.C, copied and pasted as a picture in the cell provided in the SEC/QR form. The signature should be re-sized to fit the cell.



DEDICATED EMAIL ADDRESSES

The duly completed SEC/QR forms and the template and other documents (CSCS Statements, Bank Statements, e.t.c) should be forwarded to the respective email addresses as indicated in the manual. The electronic returns should be forwarded to the underlisted emails and **not** to individual email addresses of the Commission's staff.

S/N	FUNCTION	E-MAIL ADDRESS
1	Broker/Dealers	brokers@sec.gov.ng
2	Funds/Portfolio Managers	portfoliomanager@sec.gov.ng
3	Investment Advisers	investmentadvisers@sec.gov.ng
4	Trustees	trustees@sec.gov.ng
5	Rating Agencies	ratingagency@sec.gov.ng
6	Registrars	registrars@sec.gov.ng
7	Underwriters	underwriters@sec.gov.ng
8	Issuing Houses	issuinghouse@sec.gov.ng
9	Custodians	custodians@sec.gov.ng
10	Market Makers	marketmakers@sec.gov.ng
11	Utilization of Issue Proceeds	utilization@sec.gov.ng

The addresses above are solely for the purpose of filing quarterly returns.

HELPLINES

Telephone line	09-4621133
e-mail address	prudentialfiling@sec.gov.ng