Guidance to complete CASI-AR02 - Intra-group Connectedness of CASI Annual Template

Type A: Intra-group equity-type transactions, debt and asset transfer

The purpose of this template is to collect information on all intra-group transactions ("IGT") related to equity, debt, reciprocal financing, and asset transfer related transactions within a group. These include, but not limited to:

- Equity and other capital items including participations in related entities and transfer shares of related entities of the group;
- Debt including bonds, loans, collateralized debt, and other transactions of similar nature e.g. with periodic pre-determined interest or coupon or premium payments for a pre-determined period of time;
- Other asset transfer such as transfer of properties, redemptions, pre-payments, paybacks and dividend/ interest/ coupon payments.

ITEM	INSTRUCTIONS
Purpose of transaction	State the purpose for each IGT.
Is the transaction entered under commercial terms?	State if the transaction is under commercial terms or non-commercial terms.
Investor/ lender entity identifier	The unique entity identifier attached to the investor/ buyer/ transferee should be consistent with the inputs in other tabs of the CASI annual template.
Investor/ lender name	Name of the entity that is buying the equity or lending to a related undertaking within the scope of the group, i.e. the entity that recognizes the transaction as an asset on their balance sheet (debit – balance sheet).
Issuer/ borrower entity identifier	The unique entity identifier attached to the investor/ buyer/ transferee should be consistent with the inputs in other tabs of the CASI annual template.
Issuer/ borrower name	Name of the entity that is issuing the equity/ capital item or borrowing money (issuing debt), i.e. the entity that recognizes the transaction as a liability or capital on their balance sheet (credit – balance sheet).

Transaction type	Identify the transaction type. The following close list shall be used: 1 – Bonds/ Debt – collateralized 2 – Bonds/ Debt – uncollateralized 3 – Equity type – shares/ participations 4 – Equity type – others (please specify) 5 – Other asset transfer – properties, redemptions/ prepayments/ paybacks, dividend/ interest/ coupon payment 6 – Other asset transfer – others (please specify)
Transaction issue date	This is the earlier of the transaction/ debt issue date or the date the IGT is effective from if different from the issue date. The date should follow the ISO 8601 (yyyy-mm-dd) format.
Maturity date of transaction	Identify the ISO 8601 (yyyy-mm-dd) code of the date when the transaction expires. Reaches maturity if applicable. - For IGTs with no maturity date use "9999-12-31". - For perpetual securities use "9999-12-31". -
Currency of transaction	Identify the ISO 4217 alphabetic code of the currency in which the transaction took place.
Contractual amount of transaction/ transaction price	Amount of the transaction or price as per agreement/ contract, reported in the reporting currency of the group.
Value of collateral/ asset	The value of collateral for collateralized debt or asset value for IGT involving asset transfer, reported in the reporting currency of the group. Collateral arrangement between other types of undertakings, e.g. IGTs between two credit institutions within a group, may be valued in accordance with the sectoral rules.
Amount of redemptions/ prepayments/ paybacks during reporting period	Amount of total redemptions/ prepayments/ paybacks during the reporting period if applicable, reported in the reporting currency of the group.
Amount of dividends/ interest/ coupon and other payments made during reporting period	This cell shall capture any payments made in relation to the IGTs recorded in this template for the reporting period (12 months up to the reporting date)

	This includes, but not limited to:
	- Dividends for the current year including paid or declared but unpaid dividends. - Any deferred dividends from previous years paid during the reporting period (i.e. any deferred dividends paid that impacted the P&L for the reporting period). - Interest payments made in relation to debt instruments. - Any other payments made in relation to the IGTs that are reported in this template, e.g. charges on asset transfers. - Amount of total top-ups if applicable, i.e. total additional money invested during the reporting period such as an additional payments on partly paid shares or increasing loan amount during the period (when reporting top-ups as a separate item). This amount shall be reported in the reporting currency of the group.
Balance of contractual amount of transaction at reporting date	Outstanding amount of the transaction at the reporting date if applicable e.g. for debt issue, reported in the reporting currency of the group. If there has been a full early settlement/ prepayment, the balance of contractual amount will be zero.
Coupon/ interest rate	The interest or coupon rate as a percentage, if applicable. For variable interest rate, this shall include the reference rate and the interest rate above it.

Type B: Intra-group reinsurance

The purpose of this template is to collect information on all IGTs related to internal reinsurance within a group. These include, but not limited to:

- Reinsurance treaties between related undertakings of a group;
- Facultative reinsurance between related undertakings of a group; and
- Any other transaction that results in transferring underwriting risk (insurance risk) between related undertakings of a group.

ITEM	INSTRUCTIONS
Purpose of transaction	State the purpose for each IGT.
Is the transaction entered under commercial terms?	State if the transaction is under commercial terms or non-commercial terms.
Cedant entity identifier	The unique entity identifier attached to the investor/ buyer/ transferee should be consistent with the inputs in other tabs of the CASI annual template.
Cedant name	Legal name of the entity that has transferred the underwriting risk to another insurer or reinsurer within the scope of the group.
Reinsurer entity identifier	The unique entity identifier attached to the investor/ buyer/ transferee should be consistent with the inputs in other tabs of the CASI annual template.
Reinsurer name	Legal name of the reinsurer to whom the underwriting risk has been transferred.
Validity period (start date)	Identify the ISO 8601 (yyyy-mm-dd) code of the date of commencement of the specific reinsurance contract/ treaty.
Validity period (expiry date)	Identify the ISO 8601 (yyyy-mm-dd) code of the expiry date of the specific reinsurance contract/ treaty (i.e. the last date the specific reinsurance contract/ treaty is in force). This item is not reported if there is no expiry date (for example, contract is continuous and ends by one of the parties giving notice).
Currency of treaty	Identify the ISO 4217 alphabetic code of the currency of payments for the specific reinsurance treaty.

Type of reinsurance treaty	Identify the type of reinsurance treaty. The following close list shall be used: 1 – quota share 2 – variable quota share 3 – surplus 4 – excess of loss (per event and per risk) 5 – excess of loss (per risk) 6 – excess of loss (per event) 7 – excess of loss "back-up" (protection against follow-on events which certain catastrophes can cause such as flooding or fire) 8 – excess of loss with basis risk 9 – reinstatement cover 10 – aggregate excess of loss 11 – unlimited excess of loss 12 – stop loss 13 – other proportional treaties 14 – other non-proportional treaties 15 – financial reinsurance 16 – facultative proportional 17 – facultative non-proportional Other proportional treaties (code 13) and other non-proportional treaties (code 14) can be used for hybrid types of reinsurance treaties.
Maximum cover by reinsurer under treaty	For quota share or a surplus treaty, 100% of the maximum amount that has been set for the entire contract/ treaty is stated here (e.g. HK$100 million). In case of unlimited cover "-1" must be filled in here. For excess of loss or stop loss treaties enter the initial capacity. This item has to be reported in the currency of the transaction.
Impact to eligible group capital resources/ GMCR/ GPCR at reporting date	Difference in respective capital amount pre- and post-transaction, reported in the reporting currency of the group.

Type C: Intra-group derivative transactions

This template shall report all IGTs between entities in scope of group supervision irrespective of the choice of calculation method or whether sectoral solvency rules have been used for the purposes of the group solvency calculation.

ITEM	INSTRUCTIONS
Purpose of transaction	State the purpose for each IGT.
Is the transaction entered under commercial terms?	State if the transaction is under commercial terms or non-commercial terms.
Buyer (long position)/ payor entity identifier	The unique entity identifier attached to the investor/ buyer/ transferee should be consistent with the inputs in other tabs of the CASI annual template.
Buyer (long position)/ payor name	Name of entity that is investing/ buying the derivative, or the counterparty with the long position. For swaps the payer is the payer of the fixed rate that receives the floating rate.
Seller (short position)/ receiver entity identifier	The unique entity identifier attached to the investor/ buyer/ transferee should be consistent with the inputs in other tabs of the CASI annual template.
Seller (short position)/ receiver name	Name of the entity that is issuing/ selling the derivative, or the counterparty with the short position. For swaps the receiver, receives the fixed rates and pays the floating rate.
Derivatives instruments used	Identify the transaction type. The following close list shall be used: 1 – Derivatives – futures 2 – Derivatives – forwards 3 – Derivatives – options 4 – Derivatives – others (please specify) 5 – Guarantees – credit protection 6 – Guarantees – others (please specify) 7 – Swaps – credit default 8 – Swaps – interest rate 9 – Swaps – currency 10 – Swaps – others (please specify).
Transaction Trade date	Identify the ISO 8601 (yyyy-mm-dd) code of the date of the transaction/ trade of the derivative contract. For rolled contracts use the initial trade date.

Maturity date	Identify the ISO 8601 (yyyy-mm-dd) code of the contractually defined date of close of the derivative contract, whether at maturity date, expiring date for options (Europeans or American), etc.
Currency	Where applicable, identify the ISO 4217 alphabetic code of the currency of the derivative, i.e. currency of the notional amount of the derivative (e.g.: option having as underlying an amount in USD). This item is not applicable for currency swap.
Notional amount at transaction date	The amount covered or exposed to the derivative at the transaction date, reported in the reporting currency of the group. For futures and options, corresponds to contract size multiplied by the number of contracts. For swaps and forwards, corresponds to the contract amount.
Notional amount at reporting date	The amount covered or exposed to the derivative at the reporting date, i.e. the closing balance, reported in the reporting currency of the group. For futures and options, corresponds to contract size multiplied by the number of contracts. For swaps and forwards, corresponds to the contract amount. Where a transaction has matured/ expired during the reporting period before the reporting date, the notional amount at the reporting date will be zero.
Value of collateral	Value of the collateral pledged on reporting date (zero if derivative has been closed) if applicable, reported in the reporting currency of the group. Collateral arrangement between other types of undertakings, e.g. IGTs between two credit institutions within a group, may be valued in accordance with the sectoral rules.

Type D: Intra-group guarantees, letters of credit, contingent liabilities, off-balance sheet and other items

The purpose of this template is to collect information on all IGTs. These include, but not limited to:

- Intra-group guarantees
- Letters of credit
- Contingent liabilities (other than derivatives);
- Off balance sheet guarantees;
- Any other transactions between related undertakings or natural persons in scope of the group supervision, such as internal cost sharing and intra-group service as reported in the Material Group Outsourcing Arrangement Register.

ITEM	INSTRUCTIONS
Purpose of transaction	State the purpose for each IGT.
Is the transaction entered under commercial terms?	State if the transaction is under commercial terms or non-commercial terms.
Investor/ Buyer/ Beneficiary entity identifier	The unique entity identifier attached to the investor/ buyer/ transferee should be consistent with the inputs in other tabs of the CASI annual template.
Investor/ Buyer/ Beneficiary name	Legal name of the entity that is purchasing/ investing in the asset/ investment or receiving the service/ guarantee.
Issuer/ Seller/ Provider entity identifier	The unique entity identifier attached to the investor/ buyer/ transferee should be consistent with the inputs in other tabs of the CASI annual template.
Issuer/ Seller/ Provider name	Legal name of the entity that is selling/ transferring the asset/ investment or providing the service/ guarantee.
Transaction type	Identify the type of transaction. The following close list shall be used: 1 – Intra-group guarantees 2 – Letters of credit 3 – Contingent liabilities 4 – Off balance sheet items 5 – Others (please specify)
Transaction issue date	Identify the ISO 8601 (yyyy-mm-dd) code of the date when the transaction/ issue takes effect.

Effective date of agreement/ contract underlying transaction	Where applicable, identify the ISO 8601 (yyyy-mm-dd) code of the date when the transaction or contract underlying the transactions takes effect if different from the transaction date. If same as the transaction date, the transaction date is to be reported.
Expiry date of agreement/ contract underlying transaction	Where appliable, identify the ISO 8601 (yyyy-mm-dd) code of the date when the agreement/ contract ceases. If the expiry is perpetual use "9999-12-31".
Currency of transaction	Identify the ISO 4217 alphabetic code of the currency in which the transaction took place.
Value of transaction/ collateral/ guarantee	Value of the transaction, collateral pledged, or contingent liability recognized on the balance sheet. This item is to be reported in the reporting currency of the group.
Maximum value of letters of credit/ guarantees	Sum of all possible cash flows if events triggering guarantees were all to happen in relation to guarantees provided by the "provider" to the "beneficiary" to guarantee the payment of the liabilities due by the undertaking (includes letter of credit, undrawn committed borrowing facilities). This item shall not include amounts already reported under "Maximum possible value of contingent liabilities".
Value of guaranteed assets	Value of guaranteed asset for which the guarantees are received.
Trigger event	Where applicable, brief description of event that would trigger the transaction/ payment/ liability/ none e.g. event that would result in a contingent liability occurring.