

COMPLETION OF THE BOP40 FORM

27 March 2025 (Last updated)

The Front Page

	An Phríomh-Oifig Staidrimh	Central Statistics Office	BOP40Q
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Return Schedule This form was issued on the first working day of the next quarter and must be completed and returned within 21 days.			
Statutory Basis This survey is conducted under the Statistics (Balance of Payments survey) Order 2025 (S.I. No. 5 of 2025), made under the Statistics Act 1993.			
You are obliged by law to complete and return this form to the CSO.			
Confidentiality The information you provide will be treated as strictly confidential in accordance with Section 33 of the Statistics Act 1993 and with EU legislation. It will be used only for statistical purposes and will not be divulged to any other Government Department or body. Further details are outlined in the CSO's Code of Practice on Statistical Confidentiality on www.csso.ie .			
DECLARATION			
Note: If submitting your form electronically, this declaration can be typed in. There is no need to submit a separate, handwritten signature.			
I hereby declare that, to the best of my knowledge and belief, the information provided in this return is complete and correct.			
Name	<input type="text"/>		
Position in company	<input type="text"/>		
email address	<input type="text"/>		
Telephone	<input type="text"/>		
Date	<input type="text"/>		
Person to be contacted (other than above) if queries arise:			
Name	<input type="text"/>		
Position in company	<input type="text"/>		
email address	<input type="text"/>		
Telephone	<input type="text"/>		

Please fill in your details in the Declaration on the Front Page of the form. The “signature” on the Declaration may be typed in – there is no need to submit a separate, handwritten signature.

Notes to The Register

1] Period Covered

Ideally, reports should relate to the calendar quarter or year specified on the form.

If your accounting period is not a calendar period, you should report for your accounting period ending closest to that specified and indicate this clearly on your return.

2] Basis of Recording

Recording should be on an accruals basis.

Please maintain consistency of classification from period to period.

3] Currency

Report in millions of your functional currency. Please ensure that you clearly mark the currency used in the Register worksheet of the form and complete all sections in the same currency and units.

Coverage and Combined Returns

1] For companies incorporated and tax-resident in Ireland

A single form is required covering a group or a company resident in Ireland.

All Irish subsidiaries of a group should be included in this form and listed on the Register worksheet. If, for some reason, subsidiaries are excluded, please supply details of these subsidiaries so that arrangements can be made for the completion and return of separate forms.

The highest level Irish company (the Irish parent) or the Irish Head Office (in the case of branches) is responsible for making a combined return. Subsidiaries or branches receiving the survey form should forward it with these instructions to the parent or Head Office to have the form completed. The CSO should be informed of these arrangements, where applicable.

2] For branches of foreign companies

The Irish branch of a foreign company is required to complete this return. If the company has two or more branches in Ireland (e.g. in different locations and/or engaged in different activities), a single return covering all the branches should be submitted. All branches covered should be listed in the Register worksheet of the form.

Scope

The questionnaire relates to transactions between the Irish part of your group and all counterparties, both resident and non-resident. Counterparties include your overseas affiliates (parent, Head Office, subsidiary, branch, associated company, etc.)

Such transactions should be classified to the appropriate counterparty and its country identified.

Transactions between Irish-based affiliates covered by the form may be regarded as cancelling and therefore should not be reported.

Transactions between your overseas branches/subsidiaries and third parties should not be reported.

Services

The two Services worksheets – one for Sales and one for Purchases - capture data relating to the sale or purchase of services by the **Irish part of your group**. It is important to ensure that items which might not be thought of as “services” (e.g. recharges from a parent or Head Office) are included. The service category is selected from the drop-down **Service Type** list. The country of the counterparty and the relationship with the counterparty (**Intra Group/Related Company** or **3rd Party**) are also selected from drop-down lists.

The totals, which are automatically recorded at the top of the worksheets, are carried over to the sale and purchase of services cells in the **P&L** worksheet.

Totals

Sale of Services		IE	0
		RoW	0
		Total	0
ServiceType	Country	Value	Counterparty
Advertising/Market Research/PR			
Agents Fees/Commissions			
Agriculture/Mining			
Communications			
Computer Software: bespoke/customised			
Computer Software: non-customised (mass produced)			
Computer Services Other: non software			
Engineering/Technical Fees			

From the **Counterparty** drop-down menu, choose either:
Intra Group/Related Company
or
3rd Party

The category **Miscellaneous Services** should only be used for transactions which cannot be otherwise classified.

A Note on **Merchanting**

The Services category called **Merchanting** primarily relates to goods purchased abroad and then sold abroad without them having ever been present in Ireland and without them having been further processed while in the ownership of your company.

An example of **Merchanting**:

- An Irish company takes ownership of goods.
- Goods never enter Ireland while owned by the Irish company.
- Physical form does not change while owned. (Goods being put in boxes is **not** a change of form. API (Active Pharmaceutical Ingredients) being made into tablets **is** a change of form).
- The goods are sold.

This concept can equally apply to **services** that are sourced and then sold abroad.

N.B. **Merchanting** should not be confused with **Goods Processed Abroad** – see below.

Goods Processed Abroad

- An Irish company pays for goods to be processed abroad on its behalf.
- The goods never enter Ireland.
- Physical form changes while owned by the Irish company.

Recording goods processed abroad

If your company engages a foreign counterparty to produce processed goods on its behalf, the transaction and the country of the counterparty should be recorded in the **Processing/Contract Manufacturing** category in the **Purchase of Services** worksheet.

Goods can also be processed in Ireland:

Goods Processed in Ireland

- Goods enter Ireland to be processed.
- There is a change in physical form, such as API being made into tablets or components being assembled into a computer.
- Goods leave Ireland.
- Irish company which did the processing never owns the goods.

Recording the processing of goods by your company

If your company is engaged in the processing of goods, the transaction and the country of the counterparty should be recorded in the **Processing/Contract Manufacturing** category in the **Sale of Services** worksheet.

Profit & Loss

Section A

Section A captures details of all the Profit and Loss items of the **Irish part*** of your company or group. It therefore excludes trading details relating to your foreign subsidiaries or branches, if any. The Irish part of the group will include the top Irish company, all Irish subsidiaries beneath it and could also possibly include Irish resident branches of foreign companies.

Please also ensure that any exceptional items are excluded and shown in Section B (Other) of the P&L. (e.g. exceptional changes to a pension fund).

Large amounts in the P&L items Other Income and Other Costs are usually queried by us. Our concern is that items are included in the figures which should be classified elsewhere (e.g. in one of the Services categories)

*What is an “Irish” company?

It can sometimes be difficult to establish what is an “Irish” company. For example, a company can be registered in Ireland but be resident abroad for tax purposes. Only those companies which are tax-resident in Ireland are included in the BOP40 survey. If you are in any doubt, please contact us.

Section B

This section shows consolidated profits and dividends paid. It also links profit after dividends to the change in consolidated revenue reserves. All companies must complete this section. If you have no foreign subsidiaries or branches then the profit in Section A should appear also in Section B.

If you have foreign subsidiaries, the profit in Section A should be combined with the profits of your “greater than 10%” investments in the **Equity Investment** worksheet to give the consolidated profit in Section B.

The P&L Worksheet

PROFIT & LOSS			
Section A PROFIT & LOSS DATA OF THE IRISH UNIT			
1. Income	<i>sale of services</i>	0	
	<i>sale of goods</i>		
	<i>(of which to Irish resident purchasers)</i>		
	<i>price adjustments</i>		
	<i>interest income received</i>		
	<i>other income</i>		
	Total Income	0	
	2. Expenditure	<i>purchase of services</i>	0
		<i>cost of goods sold</i>	
		<i>(of which from Irish resident sellers)</i>	
<i>price adjustments</i>			
<i>interest expense incurred</i>			
<i>labour costs</i>			
<i>depreciation</i>			
<i>other costs</i>			
Total Costs		0	
3. Profit of the Irish unit before tax			0
4. Tax payable by the Irish unit			
5. Tax receivable by the Irish unit			
6. Profit after tax of the Irish unit		0	

Comments:

Section B CONSOLIDATED PROFIT & LOSS DATA	
1. Consolidated Profit after tax	
2. Dividends Payable/Branch Profits Remitted	
3. Consolidated Profit after Dividends/Remittances	0
4. Change in retained earnings per consolidated accounts	
<i>Please explain differences between 3 & 4 above: Capital Gains/Losses</i>	
<i>Exchange Gains/Losses</i>	
<i>Other (please specify below)</i>	
Comments:	

Consolidated Profit = Profit after tax of the Irish unit (Section A, Item 6) + Profits of your "greater than 10%" investments in the **Equity Investment** worksheet

Balance Sheet Items

Every item on the balance sheet should be recorded in the worksheets **Equity Investment, Assets, Liabilities** and **Shareholders' Funds**.

In these sections, we look for the opening balance, the closing balance and the related movement in the period, analysed into its main components and all analysed by the country of the counterparty.

Careful estimates are acceptable.

Equity Investment

If an Irish company has foreign subsidiaries or branches (or Irish subsidiaries/branches which are not included in the form) we need to show such investments at an approximation to the current valuation. The amount invested is not sufficient. We need the amount invested plus profits retained, less any impairment provision.

Equity Investment	Country of Investment	Total	0	0	0	0	0	0	0	0
		Opening Value	Purchase of equity	Sale of equity	FX rate changes	Valuation Changes	Closing Value	Profit/Loss	Dividends	Check
Your investments of > 10% in non-resident companies/branches Your investment of < 10% in non-resident group companies/branches Your investment of <10% in non-resident 3rd parties Your investment in your large non-resident shareholders (cross holding) Your investment in Irish companies/branches which are not reported in this return										

Equity Investment type is selected from a drop-down menu in the first column. The **Country of Investment** is also selected from a drop-down menu.

Opening value should equal the closing value of the previous quarter

Profit or loss of investments for the quarter

Dividends Payable/Branch Profits remitted to Ireland during the quarter

Balance Sheet Summary

The Balance Sheet Summary acts as a check to ensure that the balance sheet credits (Shareholders' Funds and Liabilities) equal the debits (Equity Investments and Assets).

Balance Sheet Summary					
	Opening Value	Transactions	Other Changes	Closing Value	Check
1. Assets					
A-Equity Investments	-	-	-	-	
Assets	-	-	-	-	
Total Assets	-	-	-	-	
2. Liabilities					
Liabilities	-	-	-	-	
L-Shareholder Funds	-	-	-	-	
Total Liabilities	-	-	-	-	
<i>Check : Total Assets - Total Liabilities</i>	<i>0</i>			<i>0</i>	
<div style="border: 1px solid black; padding: 10px; min-height: 100px;"> Comments: </div>					

The Comments box should record the reason/s for any difference between Assets and Liabilities above and/or any other points which are relevant to the return.

If you have any questions regarding the form, please contact a member of the

CSO Balance of Payments staff:

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