



Notice is given under section 1 of the Statistics of Trade Act 1947



Property Unit Trusts: Annual Return of Liabilities and Assets

Please do not discard this important document - your response is legally required

00001 64305
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Please write any changes to your name and address in the box below, using black ink

To be completed for: THE BUSINESS NAMED ABOVE

Please complete and return by 8 May 2015

Dear Sir or Madam,

Please find the 2014 questionnaire for the Property Unit Trusts: Annual Return of Liabilities and Assets attached. Please complete for the calendar year 2014. If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The information supplied forms part of the UK's National Accounts and Balance of Payments, which are widely used within and outside government. Results from the survey are published in an ONS Statistical Bulletin; Investment by Insurance Companies, Pension Funds and Trusts (MQ5). This publication is freely available on the National Statistics website.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 8 May 2015, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

Thank you for your co-operation,
Office for National Statistics

Questionnaire return details

To return via fax: 01633 652707

To return via post: Please use the prepaid envelope provided which is addressed to:
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815 044

To complete the questionnaire in Euros 01633 651727

For any other queries, please contact **Rosie Oxley** 01633 651727
or go to www.ons.gov.uk/surveys

When contacting the office you may be asked for the following information

Survey code: 122 **Reference number:** 4990 0000 000H **Period:** 201412

- Telephone calls may be recorded for training and quality purposes

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Property Unit Trusts: balance sheet

- Please refer to the attached notes when completing the questionnaire
- Please return the original questionnaire not a photocopy
- Please take a copy for your retention

Name(s) of any new trust(s) covered by this return:

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	Day	Month	Year
Date of return if not 31 December 2014			

Short-term assets

Balances at end of year
£ million (to nearest .1)

1. Total short-term assets (as shown in the return for quarter ending 31 December 2014 - totals for sections 1 to 3)	1098	
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Longer term investments

2. UK corporate securities (excluding investments trusts)

2.1 Other than shares

2.1.1 UK corporate sterling bonds

2.1.1.1 Issued by banks	1040	
2.1.1.2 Issued by building societies	1041	
2.1.1.3 Issued by other UK corporates	1042	

2.1.2 UK corporate foreign currency bonds

2.1.2.1 Issued by banks	1043	
2.1.2.2 Issued by building societies	1044	
2.1.2.3 Issued by other UK corporates	1045	

2.2 Ordinary shares

2.2.1 quoted	1046	
2.2.2 unquoted	1047	

2.3 Preference shares

2.3.1 quoted	1048	
2.3.2 unquoted	1049	



Balances at end of year
£ million (to nearest .1)

3. Overseas corporate securities

3.1	Overseas bonds	1050	
3.1.1	of which issued by EU source	1051	
3.2	Overseas shares	1052	
3.2.1	of which issued by EU source	1053	
3.3	Overseas preference shares	1054	
3.3.1	of which issued by EU source	1055	

4. Mutual fund

4.1	UK authorised unit trust units	1056	
4.2	UK unauthorised unit trust units	1057	
4.3	UK investment trusts shares	1058	
4.4	UK open ended investment companies	1059	
4.5	Overseas mutual fund	1060	
4.5.1	of which issued by EU source	1061	

5. Fixed assets

5.1	Property at valuation on date (.....) (Basis of valuation		
5.2	Existing UK buildings	1070	
5.3	UK land	1071	
5.4	Other UK capital expenditure (e.g. office machinery, furniture and fittings, computer equipment)		
5.4.1	machinery and equipment	1074	
5.4.2	valuables	1075	
5.4.3	intangibles	1076	
5.5	Overseas (e.g. land, buildings, office machinery, furniture and fittings, computer equipment)	1077	

6. Other investments

6.1	UK (please specify)	1081	
6.2	Overseas (please specify)	1082	
6.2.1	Of which issued by EU source	1083	
6.3	Direct investment abroad	1101	



Balances at end of year
£ million (to nearest .1)

7. **Total assets (questions 1 to 6) should equal total liabilities (question 11)** 1999

Liabilities

8. **Units**

8.1 Pension funds	2038	<input type="text"/>
8.2 Charities	2039	<input type="text"/>
8.3 Applications received for units awaiting issue	2040	<input type="text"/>

9. **Total borrowing** (as shown in the return for quarter ending 31 December 2014 - total for section 10) 2037

10. **Other creditors, provisions and any other liabilities not shown elsewhere on this return** (please include the total value in the box on the right and, where the total exceeds £1,000,000, please list all the items separately by description and value) 2019

11. **Total liabilities (questions 8 to 10) should equal total assets (question 7)** 2999



Overseas Assets

12. We require by country, a breakdown of holdings of equity and debt securities issued by foreign registered companies and foreign governments (excluding equity securities issued by related enterprises).

If you have reported figures in any of the questions listed below, please provide a breakdown of the country of issue in the table entitled 'Country Breakdown of Overseas Portfolio Investment Assets' shown overleaf.

Have you reported figures for:

For each question please either Yes or No

Total short-term assets overseas included in box 1098?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Overseas bonds (box 1050)?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Overseas shares (box 1052)?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Overseas preference shares (box 1054)?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Overseas mutual fund (box 1060)?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Other investments overseas (box 1082)?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>

If you have answered 'Yes' to any of the above, please write the country breakdown in the appropriate column as specified below:

If you have answered 'No' to all of the above, please go to question 15.

Column 1. Market value of equity securities.

Equity securities cover all instruments and records acknowledging, after the claims of all creditors have been met, claims to the residual values of enterprises.

Overseas shares (box 1052)
Overseas mutual fund (box 1060)

Column 2. Market value of debt securities with an original maturity of one year or less.

Short-term debt securities refer to bills, commercial paper, bankers' acceptances and so on, that usually give the holder the unconditional right to receive a stated, fixed sum of money on a specified date and have an original term to maturity of one year or less.

Total short-term assets overseas included in box 1098

Column 3. Market value of debt securities with an original maturity of more than one year.

Long-term debt securities refer to bonds, preference shares, debentures, notes and so on that usually give the holder the unconditional right to a fixed money income, or contractually determined variable money income and have an original term to maturity of over one year.

Overseas bonds (box 1050)
Overseas preference shares (box 1054)
Other investments overseas (box 1082)

Please refer to 'General Notes for Overseas Portfolio Investments' at the back of this questionnaire for further information to help you complete the following table for your overseas portfolio investment assets.



Country Breakdown of Overseas Portfolio Investment Assets

Country of Issuer	Column 1. Market value of equity securities (nearest £ 0.1m)	Column 2. Market value of debt securities with an original maturity of one year or less (nearest £ 0.1m)	Column 3. Market value of debt securities with an original maturity of more than one year (nearest £ 0.1m)
Algeria			
Argentina			
Australia			
Austria			
Belgium			
Bermuda			
Brazil			
Canada			
Cayman Islands			
Chile			
China, People's Republic of - Hong Kong			
China, People's Republic of - Macao			
China, People's Republic of - Mainland			
Colombia			
Denmark			
Finland			
France			
Germany			
Greece			
Guernsey			
Hungary			
Iceland			
India			
Indonesia			



	Column 1.	Column 2.	Column 3.
Country of Issuer	Market value of equity securities (nearest £ 0.1m)	Market value of debt securities with an original maturity of one year or less (nearest £ 0.1m)	Market value of debt securities with an original maturity of more than one year (nearest £ 0.1m)
Irish Republic			
Isle of Man			
Israel			
Italy			
Japan			
Jersey			
Korea, Republic of (South)			
Kuwait			
Luxembourg			
Malaysia			
Mexico			
Netherlands			
New Zealand			
Norway			
Philippines			
Poland			
Portugal			
Russian Federation			
Singapore			
Slovenia			
South Africa			
Spain			
Sweden			
Switzerland			
Taiwan, Province of China			
Thailand			



	Column 1.	Column 2.	Column 3.
Country of Issuer	Market value of equity securities	Market value of debt securities with an original maturity of one year or less	Market value of debt securities with an original maturity of more than one year
	(nearest £ 0.1m)	(nearest £ 0.1m)	(nearest £ 0.1m)
Turkey			
United States			
International Organisations			
Other Countries			
(specify all countries where the holdings of securities are greater than £0.1m/€0.1m)			
Not Specified			
Total value of securities reported			

13. Does your business have access to any of the following security identification codes

International Security Identification Number (ISIN)
 Stock Exchange Daily Official List (SEDOL)
 Committee on Uniform Securities Identification Procedures (CUSIP) International
 Numbering System (CINS)

For each question please either Yes or No

(a) From your own system? Yes No

(b) From a custodian's system who holds securities on your behalf? Yes No
 A custodian provides the safe keeping of assets and/or under settlement of trades on your behalf.



14. Comments

- Please use the space below to comment on significant movements in data between the current and previous year's return, or if you have merged with, or been acquired by another company.
- Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken.

PLEASE USE BLOCK CAPITALS

15. Compiler of questionnaire	<input type="text"/>	Tel No/Ext	<input type="text"/>
Position in business	<input type="text"/>	Fax No	<input type="text"/>
Signature	<input type="text"/>	E-mail address	<input type="text"/>
Date	<input type="text"/>		



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Annual balance sheet notes - property unit trusts

Please refer to these notes before completing this questionnaire

Coverage

This return should be completed by property unit trust fund managers in the UK.

Valuation

Show all values to the nearest £0.1 million (e.g. £53,100,000 should be shown as £53.1) or Euro million (if you have agreed with us to complete your questionnaires in euros). The value of foreign currency balances should be converted to sterling at the closing middle market spot rate on the date to which the return relates; while for transactions the rate ruling at the time of the transaction should be used. Include in the cost of assets acquired, dealing costs such as brokers' commissions, stamp duty, etc., wherever possible. Show proceeds of assets realised net of such dealing costs.

Estimates

If you do not have exact figures (e.g. where UK/overseas splits are asked for), please give the best estimates you can.

Definition of UK

Excludes Channel Islands, the Isle of Man and the Republic of Ireland.

Notes

1. Total short-term assets. Please record the level of short-term assets in accordance with the valuations entered in sections 1, 2 and 3 of the quarterly transactions in assets form.

Longer term investment. Deal with all investment items by reference to the date of contract rather than the date of payment or receipt of funds. In cases where payment has not been made or received, a contra item must be entered in questions 1 or 10 representing balances due from or to stockbrokers.

2. UK corporate securities. Exclude securities of investment trusts; these should be included in question 4.3. Do not include direct investment. The value of holdings of Eurotunnel units and warrants should be divided equally between questions 2.2 and 3.2. Include permanent interest-bearing shares issued by building societies in question 2.2.2. If the property unit trusts have taken up an option to receive scrip dividends in the last year, please include in question 2.2.

2.2 Ordinary shares, 4.2 UK unauthorised unit trust units. Show shareholdings in the unit trust management companies in question 2.2. Units of unauthorised unit trusts should be entered in question 4.2.

5. Fixed assets

General note

Include

- The total capital value of any assets that you have bought on hire purchase or acquired (as lessee) under a finance leasing arrangement in the period covered by the questionnaire, but not interest and instalment payments.
- Expenditure on assets acquired for hiring, renting and other leasing purposes (but not assets acquired in order to lease to others under finance leasing arrangements).

Exclude

- The capital value of any assets acquired by your business but leased out to others under finance leasing arrangements.

5.1 Property at valuation date. If figures for 31 December are not available, please provide those for valuation date closest to that date. State basis of valuation, e.g. willing purchases/willing vendor basis, open market value.

5.2 Existing UK buildings - 5.3 UK Land

Include all balances of land and existing buildings. Land purchased in connection with new construction work should be recorded here and should be estimated where precise figures are not known. Amounts shown should include the capital cost of freeholds and leaseholds purchased and any leaseholds premiums paid.

Where land is purchased with existing buildings and the value of the two components is not separable; the total is recorded under land if it is estimated that the value of the land exceeds the value of the existing building. If the existing buildings are estimated to be of greater value than the land, the total is recorded under existing buildings.

Include

- The value of mineral rights, forests and inland waters.
- Associated architects' and surveyors' fees and legal charges, stamp duties, agents' commissions, etc.

5.4 Other UK Capital Expenditure

5.4.1 Machinery and equipment

Include

- Expenditure on plant, machinery (including oil and gas exploration/production equipment) and all other capital equipment (e.g. office machinery, computers, TV receivers, furniture, mechanical handling equipment and mobile powered equipment.)

5.4.2 Valuables

These are produced assets that are not used primarily for production or consumption, they are expected to appreciate or at least not to decline in real value, that do not deteriorate over time under normal conditions and that are acquired and held primarily as stores of values.

5.4.3 Intangibles

These are fixed assets that consist of mineral exploration, computer software and other fixed assets.

Include

- The value of expenditures on mineral exploration.
 - Computer software to be used for more than one year. This includes the purchase or development of large data bases and licence payments for the use of software. Software produced for own use should be valued at production cost and included only if its useful life is at least one year.
- 6. Other investments.** Include terms such as certificates of tax deposits, insurance policies and annuities. Exclude pre-payments and debtors.
- 9. Total borrowing.** Please record the level of borrowing in accordance with the valuations entered in section 10 of the quarterly transactions in assets form.

10. Other creditors, provisions and any other liabilities not shown elsewhere on this return.

Include any contingent liabilities accounted for in the balance sheet and not covered elsewhere. Enter any amounts earmarked towards future tax payments where they are counted as liabilities and deducted when calculating the total value of the trust.

General Notes for Overseas Portfolio Investments (question 12)

Securities

A security is defined as an instrument that is traded or tradeable.

Report all securities relating to your overseas assets at market value, and convert them to sterling using the exchange rate at the close of business on the last day of the period covered in this questionnaire.

Attribute securities to the country that issued them. Base country attribution on where the entity is ordinarily domiciled. If there is doubt as to the issuers' country of domicile, then the country of residence of any enterprise can be taken as where it is legally incorporated. In the absence of legal incorporation, the country of residence can be taken as where it is legally domiciled. Overseas is defined as non-UK, where the UK includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.

Don't allocate securities issued by international organisations (IO's) to the country in which the IO is based. Instead report the value of the securities in the separate category specifically for IO's near the end of the table.

Exclusion of securities issues raised by related enterprises:

Securities issued by related non-resident enterprises and held by the reporting entity should be excluded from this questionnaire. Related non-resident enterprises are enterprises in which your enterprise group has an equity interest of 10% or more. Ownership is measured in terms of ordinary shares or voting stock of incorporated enterprises or equivalent beneficial interest in unincorporated enterprises. The only exception is if your enterprise is a financial institution. In these circumstances, debt securities issued by an affiliated non-resident financial intermediary and owned by your entity should be included in this questionnaire if the debt does not represent a permanent interest.

Treatment of securities involved in repurchase and securities lending arrangements:

Treatment should be consistent with the main questionnaire, namely:

- Include securities sold under repurchase or securities lending arrangements.
- Exclude securities acquired under repurchase or securities lending arrangements.
- Securities acquired under repurchase or securities lending arrangements and subsequently sold to a third party should be reported as a negative holding, namely, a short position.

Depository Receipts:

Depository receipts that denote ownership of equity or debt securities by overseas enterprises should be attributed to the country of residence of the issuer of the security underlying the depository receipt.

If you are a financial institution, don't report holdings of any securities against which depository receipts have been issued and sold. But, if a depository receipt was issued before the financial institution arranging the issue had acquired the underlying securities, then that financial institution should report a negative holding in the underlying security.

Stripped Securities:

Stripped securities (strips) are securities that have been transformed from a principal amount with periodic interest coupons, into a series of zero coupon securities with a range of maturities matching the coupon payment dates and the redemption date of the principal amount.

Where strips remain the direct obligation of the original issuer, the residency of the issuer of the strips remains the same as for the original security.

Dealers who request that a settlement or clearing house creates strips from an existing security issued by a non-resident should not report ownership of the underlying security once the strips are created.

If you have created and issued strips, 'backed' by the original securities, report your holdings of the underlying securities if a non-resident issued them.

Strips with an original maturity of less than one year are classified as money market instruments and thus, if identifiable, should be reported as short-term debt securities.

Asset-backed Securities:

When reporting the market value of holdings of asset-backed securities, be aware of the possibility of early partial redemption of principal.

Report the market value of the principal amount outstanding at the close of business on the last day of the period covered in this questionnaire. If some of the principal has been repaid, this market value will not be the same as the original face value re-valued at the end-period market prices.