

<b>PART A: OVERVIEW</b> .....	<b>1</b>
<b>1. INTRODUCTION</b> .....	<b>1</b>
<b>2. APPLICABILITY</b> .....	<b>1</b>
<b>3. LEGAL PROVISION</b> .....	<b>1</b>
<b>4. EFFECTIVE DATE</b> .....	<b>1</b>
<b>PART B: REQUIREMENTS FOR STATISTICAL REPORTING AND SUBMISSION</b> ..	<b>1</b>
<b>5. TYPES OF STATISTICAL REPORTS AND SUBMISSION REQUIREMENTS</b> ..	<b>1</b>
<b>PART C: GUIDELINES AND CIRCULARS SUPERSEDED</b> .....	<b>3</b>
<b>6. GUIDELINES AND CIRCULARS SUPERSEDED</b> .....	<b>3</b>

**PART A: OVERVIEW****1. INTRODUCTION**

- 1.1 The Guidelines outlines the requirements for statistical reporting on the following money services business (MSB) activities carried out by the MSB licensees:
- a) remittance business;
  - b) money changing business; and
  - c) wholesale currency business.

**2. APPLICABILITY**

- 2.1 The Guidelines is applicable to all MSB licensees licensed under the Money Services Business Act 2011 (the Act).

**3. LEGAL PROVISION**

- 3.1 The Guidelines is issued pursuant to section 34 of the Act.

**4. EFFECTIVE DATE**

- 4.1 The Guidelines shall take effect from 15 March 2012.

**PART B: REQUIREMENTS FOR STATISTICAL REPORTING AND SUBMISSION****5. TYPES OF STATISTICAL REPORTS AND SUBMISSION REQUIREMENTS**

- 5.1. MSB licensee shall submit the **relevant** statistical reports on the operations of its money services business as stipulated below in section 5.2 to Jabatan Pengawalan Perniagaan Perkhidmatan Wang (JPPPW), Bank Negara Malaysia (the Bank).

## 5.2. Types of Statistical Reports and Submission Timelines

a) **Reports on Money Services Business Operations**

<b>Form</b>	<b>Report</b>	<b>Frequency of Reporting</b>	<b>Submission Timeline</b>
MSB(1)	Monthly statistical report for remittance business	Monthly	Within 2 weeks following the reporting month
MSB(2)	Monthly statistical report for money changing business	Monthly	Within 2 weeks following the reporting month
MSB(3)	Monthly statistical report for wholesale currency business	Monthly	Within 2 weeks following the reporting month

For example, MSB licensee who carries out remittance business only is required to submit Form MSB(1); money changing business only is required to submit Form MSB(2); both remittance and money changing businesses is required to submit Forms MSB(1) and MSB(2); or the full range of MSB activities is required to submit Forms MSB(1) – (3) etc.

b) **Reports on Financial Account**

Form	Report	Frequency of Reporting	Submission Timeline
MSB(4a)	Quarterly Management Account (for single or multiple MSB activities)	Quarterly	Not later than the 15 <sup>th</sup> day of the month following the reporting quarter
MSB(4b)	Audited Annual Financial Statements (for single or multiple MSB activities)	Yearly	Not later than 3 months from its financial year end.
MSB(5a)	Quarterly Management Account (for company carries out MSB as ancillary business)	Quarterly	Not later than the 15 <sup>th</sup> day of the month following the reporting quarter
MSB(5b)	Audited Annual Financial Statements (for company carries out MSB as ancillary business)	Yearly	Not later than 3 months from its financial year end.

On the submission of quarterly management account, for example, MSB licensee shall submit its management account for the first quarter by 15 April every year, its management account for the second quarter by 15 July every year, its management account for the third quarter by 15 October every year and its management account for the fourth quarter by 15 January every year.

- 5.3. **All statistical reports** (i.e. Reports on Money Services Business Operations and Reports on Financial Account) are required to be **submitted online**. For this purpose, the **statistical forms can be downloaded** via the link “[Download Attachment](#)” from the Preface of the Guidelines. Upon completion of the statistical forms, **submission shall be made via the e-Survey platform** through the following link <https://esurvey.bnm.gov.my>. To access the e-Survey platform, MSB licensee shall refer to its user identification code (“ID pengguna”) and password (“Kata laluan”) as provided in the letter from the Bank to MSB licensees, entitled “Pengeluaran Lesen Perniagaan Perkhidmatan Wang di bawah Seksyen 7 Akta Perniagaan Perkhidmatan Wang 2011 (APPW)” for licensing purpose.

- 5.4. In addition to the online submissions, MSB licensee shall also submit to the Bank a **hardcopy** of the **detailed audited annual financial account** not later than 3 months from its financial year end pursuant to subsection 31(9) of the Act.
- 5.5. MSB licensee shall ensure information on its branches and agents are accurately and clearly reflected in the statistical reports. It is the responsibility of the Chief Executive Officer<sup>1</sup> to ensure that statistical reports submitted to the Bank are accurate and complete.
- 5.6. For the purpose of record keeping, MSB licensee shall ensure it retains a duplicate copy of the statistical report submitted to the Bank for a period of at least seven (7) years.

## **PART C: GUIDELINES AND CIRCULARS SUPERSEDED**

### **6. GUIDELINES AND CIRCULARS SUPERSEDED**

- 6.1 The Guidelines supersedes:
- (i) Paragraph (21) of the Guidelines on “Conditions to Operate Remittance Business for Non-Bank Remittance Service Providers” dated 27 July 2010;
  - (ii) Circular on “Pengemukaan Maklumat atau Dokumen di bawah Seksyen 34(1) Akta Pengurusan Wang 1998”, dated 1 August 2000;
  - (iii) Circular on “Syarat-Syarat Lesen Di Bawah Seksyen 10(b) Akta Pengurusan Wang 1998”, dated 8 March 2004; and
  - (iv) Circular on “PENGHANTARAN LAPORAN KADAR TUKARAN MATA WANG ASING (APW/P-4) dan Maklumat Urusniaga Bulanan (APW/P-5)”, dated 7 February 2006.

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<sup>1</sup> Chief Executive Officer is the person by whatever name called, who either individually or jointly, with one or more persons, is responsible for the conduct of the business and the management of the licensee.