



Da Afghanistan Bank

Financial Supervision Department

Annex 1

List of Electronic Money Institutions' reports with their instructions:

Annex 1. 1: Monthly Balance Sheet

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Instructions for Financial Reports: Balance Sheet

Frequency: Monthly

<u>Item No.</u>	<u>Caption and Instructions</u>
I	Assets
1	<u>Current Assets</u>
1a	Cash: Report currency and coin owned and held in the EMI, and is in transit to customer which has not received or from customer which has already been charged, and the cash items which are in process of collection.
1b	Bank: Report the total currency and coins held in EMI's current accounts with banks.
1c	Accounts receivable: Report all receivables of the company including grant or etc.
1d	Trust Account: Report the total amount of customers' E-money held in the banks.
1e	Deferred Tax Assets: Report the net amount after offsetting deferred tax assets and deferred tax liabilities measured as of the reporting date for a particular tax authority, if the net amount is a debit balance. If the net amount for a particular taxing authority is a net credit balance, enter that amount as a net deferred tax liability in line item 5d. If the result for each tax authority is a net credit balance, this item should contain a zero balance. Deferred tax assets and liabilities should be measured at the tax rates that are expected to apply to the period when the assets or liabilities are realized, based on tax rates (and tax laws) that have been enacted by the reporting date.
1f	<u>Total Current Assets:</u> Report the sum of items "1a" through "1f".
2	<u>Non Current Assets</u>
2a	Intangible Assets: Report the book value of all intangible assets such as goodwill, proprietary software, licenses, and etc.
2b	Accumulated Amortization: Report the total amount of amortization of intangible assets.
2c	Net Intangible Assets: Report the net amount of items "2a" and "2b".
2d	Tangible Fixed Assets: Report the book value of all premises, equipment, automobiles, furniture, fixtures and etc.
2e	Accumulated Depreciation: Report the accumulated depreciation of all Tangible Fixed Assets.
2f	Net Tangible Fixed Assets: Report the net amount of items "2d" and "2e".
2g	<u>Total Non Current Assets:</u> Put the sum of items 2c and 2f.

3	<p>Other Assets: Report the sum of the following items:</p> <p><i>Accrued Interest Receivable:</i> Report the total amount of accrued interest receivable. This amount is equal to interest accrued but unpaid.</p> <p><i>Prepaid Expenses:</i> Report the unamortized amount of any expense that was prepaid in a lump sum in advance, to be recognized as an expense either all at once in a future period or gradually over a future time period.</p>
4	Total Assets: Report sum of items "1f", "2g" and "3".
II	Liabilities and Equity
5	Current Liabilities
5a	Customers E-money: Report the total amount of E-money held by individual account holders.
5b	Institutions E-money: Report total amount of E-money held by institutional account holders.
5c	Accounts Payable: Report all amounts that the EMI has to pay.
5d	Deferred Tax Liabilities: Report the net amount after offsetting deferred tax assets and deferred tax liabilities measured as of the reporting date for a particular tax authority if the net amount is a credit balance. If the net amount for a particular taxing authority is a debit balance, enter that amount as a <i>net deferred tax asset</i> in item 1e of the Balance Sheet. If the result for each tax authority is a net debit balance, this item should contain a zero balance.
5e	Total Current Liabilities: Report the sum of items 5a through 5d.
6	<p>Other Liabilities: Put sum of the following items here:</p> <p><i>Accrued Expense:</i> Report the total amount of expenses recognized in the books before it is paid for.</p> <p><i>Others:</i> Report the total amount of payables and etc for the period.</p>
7	Total Liabilities: Report the sum of items "5d" and "6".
8	Equity Capital
8a	Share Capital: Report the aggregate par value of the common stock issued by the reporting institution.
8b	Retained Earnings (Previous Years): Report the amount of undistributed profit/loss retained from prior years.
8c	Profit/Loss, Current Year: Report the amount of profit/loss for the current year-to-date period. If the amount is a net loss, enclose it in parentheses.
8d	Reserves and Other Equity Components: Report the total amount of reserves set aside from undistributed after-tax profits. Besides report in the appropriate subgroup the net cumulative adjustments to capital from revaluation of fixed assets.
8e	Total Equity Capital: Report the sum of items "8a" through "8d".
9	Total Liabilities and Equity: Report the sum of items "7" and "8e".



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Instructions for Financial Reports: Income Statement

Frequency: Monthly

<u>Item No.</u>	<u>Caption and Instructions</u>
1	<u>Revenue</u>
1a	Revenue from Commission: Put the total transaction fees of the customers
1b	Revenue from Set up Fee: Put the total fees received from first time registration of corporate clients
1c	Revenue from Airtime Sales: Put the total amount of revenue received from purchase of Airtime through mobile wallet
1d	Professional Services Fee: Put the total amount of fees received from services such as salary disbursement service or etc
1e	Other: Report sum of remaining items.
1f	Gross Revenue: Put the sum of amounts reported in items 1a through 1e.
1g	Business Receipt Tax: Report the total amount of BRT which might be X % of the company's gross revenue.
1h	<u>Total Net Revenue:</u> Put the net amount of items "1a" and "1g".
2	<u>Cost of Sales</u>
2a	SIM Cost: Report the total cost of SIM cards distributed to clients
2b	Agent Commission: Put the total amount of fees paid to agents
2c	Handset cost: Report the total costs of mobile handsets distributed to clients
2d	Marketing Cost: Report the total amount of marketing cost including the promotions offered to the customers for the month
2e	R & D Cost: Report the total amount of Research and Development cost of the current month.
2f	Other: Put sum of remaining items.
2g	<u>Total Cost of Sales:</u> Report sum of item "2a" through "2f".
3	Gross Profit: Report the net amount of "total net revenue" minus "total cost of sales"
4	Gross Margin: It is equal to total sales revenue minus its cost of goods sold, divided by the total sales revenue, expressed as a percentage

5	Operating Expenses
5a	Salary: Report all monthly expenses of human resources or employees.
5b	Third Party Services: Report all expenses incurred due to use of Third party manpower services including External Auditors.
5c	Training: Report all expenses incurred in training of company staff including agents and their setup
5d	License Fees: Report the total amount of DAB and AISA Licenses fees, and Platform usage fee
5e	Insurance: Report the amounts paid for insuring products of the company
5f	Miscellaneous: Put sum of expenses such as; traveling, and other unpredicted expenses.
5g	Fine: Report sum of any fine levied on the company.
5h	Other: Report sum of remaining items.
5i	Total Operating Expenses: Put sum of item "5a" through "5h".
6	EBITDA: It is equal to Revenue – Expenses (Excluding Interest, Taxes, Depreciation and Amortization)
7	EBITDA Margin: It is equal to earnings before interest, tax, depreciation and amortization (EBITDA) divided by total revenue expressed as a percentage
8	Depreciation: Report the total amount of depreciation calculated for the month
9	PBT Excluding Forex Gain/Loss: Profit Before Tax excluding foreign exchange gain or loss in the current month
10	Foreign Exchange Gain/(Loss): Report the total amount of gains or losses incurred on foreign exchange held in the current month.
11	PBT: Report the net amount of Profit before Tax.
12	Income Tax: Put the income tax amount of the entity for the month.
13	Net Profit /(Loss): Report the net amount of items "11" and "12".



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Instructions for Financial Reports: Cash Flow Statement
Frequency: Monthly

<u>Item No.</u>	<u>Caption and Instructions</u>
1	<u>Cash Flows From Operating Activities</u>
1a	Net Income / (Loss): Report the net amount of income or loss for the current month (Line code 13, in Income statement).
1b	Depreciation: Report the depreciation amount for the month (Line code 8, Income Statement).
1c	Stocks and Receivables: Report the total amount of stocks and receivables for the month. If it has increased, put in parenthesis.
1d	Payables: Report the total amount of payables for the month. If it has decreased put in parenthesis.
1e	Net Cash Flows from Operating Activities: Put the total amount of items "1a" through "1d".
2	<u>Cash Flows from Investing Activities</u>
2a	Purchase of Fixed Assets: Report the total amount of cash paid for purchase of fixed assets in the current month (In parenthesis).
2b	Purchase of Intangible Assets: Report the total amount of cash paid for purchase of intangible assets in the current month (In parenthesis).
2c	Sale of old Property: Report the total amount of cash received from sale of old plants, machinery or etc.
2d	Net Cash flows from Investing Activities: Put sum of items "2a" and "2b".
3	<u>Cash Flows from Financing Activities</u>
3a	Issuance of Common Stock: Report the total amount of common stocks issued in the month
3b	Loans Obtained: Report the total amount of loan obtained in the current month.
3c	Dividends Paid: Report the total amount of dividends paid for the month. Present it in parenthesis.
3d	Net Cash Flows from Financing Activities: Put sum of items "3a" through "3c".
4	Cash Variation for Period: Report the sum items "1e", "2d" and "3d".
5	Opening Balance: Put the total amount of cash available at the beginning of reporting month.
6	Ending Balance: Report the total amount of Cash and Bank balance at the end of reporting month.



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Instructions for Dashboard Report

Frequency: Monthly

<u>Item No.</u>	<u>Caption</u>	<u>Instruction</u>
1	<i>mMoney Penetration</i> <i>(Considering customers with a transaction in the month)</i>	Put the total percentage of mobile money users versus all mobile subscribers.
2	<i>No. of Active mMoney users</i> <i>(With minimum one transaction in the reporting month)</i>	Put the number of active mobile money users who perform at least one transaction per month.
3	<i>No. of Active mMoney users</i> <i>(Only Registered)</i>	Report the total number of registered mobile wallets that have Tazkira and completed related forms which are required for KYC purposes.
4	<i>Total Number of Mobile Subscribers</i>	Put the total number of mobile subscribers/SIMs installed in the market by the MNO.
5	<i>mMoney Volume</i>	Report the total number of mobile money transactions (P2P, cash transfer, etc.) that occurred in the current month.
6	<i>mMoney Value</i>	Put the total amount (in AFN) of all mobile money transactions that occurred in the current month.
7	<i>mMoney Agents, Merchants, Partners and etc</i>	Put the total number of agents, merchants, retailers, dealers, partners that provide mobile money service to the MNO subscribers in a given month.
8	<i>Partner Institutions using mMoney Applications</i>	Report the total number of partners (businesses, GIRoA agencies, NGOs, etc.) that provide mobile money applications such as salary payments, merchant payments, remittances, etc.
9a	<i>Peer-to-peer (P2P)</i>	Put the total number of electronic money transfers from one subscriber to another subscriber in the month.
9b	<i>Peer-to-peer (P2P)</i>	Report the total amount of P2P transactions in a given month.
10a	<i>Salary payment</i>	Report the total number of salaries transferred by an entity employer to its employees using mobile money.
10b	<i>Salary payment</i>	Put the total amount of salary payment transactions that occurred in the current month.
11a	<i>Loan disbursement</i>	Put the total number of loan disbursements provided by microfinance institutions to their borrowers using mobile money.
11b	<i>Loan disbursement</i>	Report the total amount of loan disbursements transactions that occurred in the current month.

12a	Loan repayments	Report the total number of transactions where a borrower of a micro finance institution repays his loan using mobile money.
12b	Loan repayment	Put the total amount of loan repayment transactions that occurred in the current month.
13a	Pay Utility	Report the total number of payments where purchase of goods from stores signed up in EMI, and transfer of salaries from EMI accounts of employees to their bank accounts is recorded.
13b	Pay Utility	Put the total amount of utility payment using mobile money services in the current month.
14a	Airtime Purchase	Report the total number of airtime purchased by consumers via mobile money instead of scratch cards.
14b	Airtime Purchase	Put the total amount of airtime transactions using mobile money in the current month.
15a	Customer Deposits	Put the total number of Cash-Ins or the number of transactions where customers' actual cash is converted to electronic cash through a mobile money agent.
15b	Customer Deposits	Report the total amount of cash-in transactions which occurred in the current month.
16a	Customer Withdrawals	Report the total number of "cash-outs" or the number of transactions where electronic money of the e-wallet is converted to actual cash through an authorized mobile money agent.
16b	Customer Withdrawals	Put the total amount of transactions on cash-out that occurred in the current month.
17	Partner Institutions	Report the total number of partners such as government agencies, banks, NGOs that provide specific mobile money service to its employees or to its customers.
18	Participating Merchants	Put the total number of partners such as supermarket chains, grocery stores, or retailers that sell their consumer goods and accept mobile money as payment for these goods.
19	mMoney Payments to GIROA Salaried Employees	The following sub items are government agencies that provide salaries to their employees using mobile money.
19a	ANP	Report the total number of Afghan National Police who receive their salary using mobile money.
19b	Teachers	Put the total number of Public School Teachers who receive their salary using mobile money.
19c	Others	Report the total number of Other GIROA Agencies which provide salaries to their employees using mobile money.
20	Province	Report the total number of provinces where mobile money services are available.
21	City/District	Put the total number of cities or districts where EMI services are available.



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Instructions for E-money Transactions Report

Frequency: Monthly

<u>Caption</u>	<u>Instructions</u>
Beginning Balance	Report the sum of E-money balance in the beginning of the month.
Cash-in	Put the total increase in E-money for the current month.
Payments	Put the total amount of E-money used for payments during the month.
Transfers	Put the total amount of E-money transferred in the current month.
Cash-out	Put the total amount of E-money converted to cash in the current month.
Net (Inflows/Outflows)	Report the net amount of Inflows - Outflows for the current month.
End-of-month Balance	Put the total amount of E-money at the end of the month.



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Instructions for Customer Complaints' Report

Frequency: Monthly

<u>Caption</u>	<u>Instructions</u>
No.	Put a series of numbers for each customer complaint.
Reported By	Put name of customer who has complained.
Phone Number	Put phone number of the person who has complained
Problem Details	Put details of the problem which has been complained about.
Date & Time Reported	Write the date and time the problem is reported.
Date & Time Resolved	Put the date and time the problem is resolved.
Status	Mention the status of the problem whether it is resolved by the end of reporting month or is still pending.



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Instructions for Pay Bills Report

Frequency: Monthly

<u>Caption</u>	<u>Instructions</u>
No.	Put a series of numbers for each Bill paying Organization.
Business Number	Put the registration number/license number of the business.
Bill Paying Organization	Put name of the business which is registered with EMI to pay their bills through Mobile Money Services.
Phone Number	Put the telephone number of the business.
Address	Put the specific address of the business.
Province	Put name of the province in which the business operates.



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Instructions for Authorized Agents' Report

Frequency: Quarterly

<u>Caption</u>	<u>Instructions</u>
No.	Put a series of numbers for each Agent.
Business Name	Write name of the Business that have contract with, in order to work as an Agent.
Agent Name	Write name of the person who owns the business.
Address	Put the specific address of the agent.
Province	Put name of province in which the Agent is located.
District	Put name of district in which the Agent is located.
Contact Number	Put the contact number of the Agent.



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Instructions for Authorized Merchants' Report

Frequency: Quarterly

<u>Caption</u>	<u>Instructions</u>
No.	Put a series of numbers for each Merchant.
Business Name	Put the name of the Business that you have contract with in order to work as a Merchant.
Business Type	Write type of the business which the merchant has.
Merchant Name	Put name of the person who owns the business.
Address	Put the specific address of the Merchant.
Province	Put name of province in which the Merchant is located.
District	Put name of district in which the Merchant is located.
Contact Number	Write the contact number of the Merchant.



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Instructions for Authorized Partners' Report

Frequency: Quarterly

<u>Caption</u>	<u>Instructions</u>
No.	Put a series of numbers for each Partner.
Business Name	Put name of the Business that you have contract with in order to work as a Partner
Business Type	Write type of the business.
Partner Name	Put the name of the person who owns the business.
Address	Put the specific address of the Partner's Business.
Province	Write name of province in which the Partner business is located.
District	Put name of district in which the Partner is located.
Contact Number	Write the contact number of the Partner Business.