

**PREVENTION AND CONTROL OF ILLICIT OPERATIONS DIVISION**  
**INSTRUCTIONS TO FILL OUT ANNEX 2 – CURRENCY PURCHASE AND SALE OPERATIONS**

The Excel file “Annex 2 – CURRENCY PURCHASE AND SALE OPERATIONS” consists of 2 tables that are structured as follows:

- 1. Currency purchase:** It refers to all currency purchase operations by type of currency. Currency Table 01 is created, with the purpose of unifying currency names and codes (numeric) that must be reported on a quarterly basis.

| Field/<br>Box N° | Name                     | Description of the Data to be Reported   | Format                    |
|------------------|--------------------------|--|---------------------------|
| 1                | Cut-off Date             | The cut-off dates will be March 31 <sup>st</sup> , June 30 <sup>th</sup> , September 30 <sup>th</sup> , and December 31 <sup>st</sup> of each year. The information must be submitted to the Superintendency of Banks of Panama fifteen (15) business days following the quarter to be reported. | Format date<br>DD/MM/YYYY |
| 2                | SBP Code                 | Registration code assigned by the Superintendency of Banks of Panama.  | CACAM-XXX                 |
| 3                | Reporting entity name    | Exchange bureau name.  | Text                      |
| 4                | Branch office name       | Name of the branch office used to purchase currency.   | Text                      |
| 5                | Channel used             | Name of the channel or method used to purchase currency.   | Text                      |
| 6                | Currency code            | The code of the currency that was purchased, according to Currency Table 01. Insert the rows necessary for each currency, depending on the branch office used, e.g. If Colombian pesos were bought using three branches, then the purchase should be reported in three different rows.           | Integer                   |
| 7                | Currency name            | The name of the currency as defined by Currency Table 01. Insert the rows necessary for each currency, depending on the branch office used, e.g., If Colombian pesos were bought using three branches, then the purchase should be reported in three different rows.                             | Text                      |
| 8                | Quantity of transactions | The total purchase transactions by type of currency.   | Integer                   |

## TRANSLATION

| Field/<br>Box N° | Name   | Description of the Data to be Reported                          | Format                  |
|------------------|--|---|-------------------------|
| 9                | Total amount (in US dollars)                         | The total amount of the purchase by type of currency.           | Numeric with 2 decimals |
| 10               | Average currency purchase (amount in US dollars)     | The average purchase amount by type of currency.                | Numeric with 2 decimals |
| 11               | Minimum purchase amount (total amount in US dollars) | The smallest purchase transaction (amount) by type of currency. | Numeric with 2 decimals |
| 12               | Maximum purchase amount (total amount in US dollars) | The largest purchase transaction (amount) by type of currency.  | Numeric with 2 decimals |

- 2. Currency sale:** It refers to all currency sale operations by type of currency. Currency Table 01 is created, with the purpose of unifying currency names and codes (numeric) that must be reported on a quarterly basis.

| Field/<br>Box N° | Name                  | Description of the Data to be Reported   | Format                    |
|------------------|-----------------------|--|---------------------------|
| 1                | Cut-off Date          | The cut-off dates will be March 31 <sup>st</sup> , June 30 <sup>th</sup> , September 30 <sup>th</sup> , and December 31 <sup>st</sup> of each year. The information must be submitted to the Superintendency of Banks of Panama fifteen (15) business days following the quarter to be reported. | Format date<br>DD/MM/YYYY |
| 2                | SBP Code              | Registration code assigned by the Superintendency of Banks of Panama.  | CACAM-XXX                 |
| 3                | Reporting entity name | Exchange bureau name.  | Text                      |
| 4                | Branch office name    | Name of the branch office used to sell currency.   | Text                      |
| 5                | Channel used          | Name of the channel or method used to sell currency.   | Text                      |

## TRANSLATION

| Field/<br>Box N° | Name   | Description of the Data to be Reported   | Format                  |
|------------------|--|--|-------------------------|
| 6                | Currency code                                    | The code of the currency that was sold, according to Currency Table 01.<br>Insert the rows necessary for each currency, depending on the branch office used, e.g. If Colombian pesos were sold using three branches, then the sale should be reported in three different rows. | Integer                 |
| 7                | Currency name                                    | The name of the currency as defined by Currency Table 01.<br>Insert the rows necessary for each currency, depending on the branch office used, e.g., If Colombian pesos were sold using three branches, then the sale should be reported in three different rows.              | Text                    |
| 8                | Quantity of transactions                         | The total sale transactions by type of currency.   | Integer                 |
| 9                | Total amount (in US dollars)                     | The total amount of the sale by type of currency.  | Numeric with 2 decimals |
| 10               | Average currency sale (amount in US dollars)     | The average sale amount by type of currency.   | Numeric with 2 decimals |
| 11               | Minimum sale amount (total amount in US dollars) | The smallest sale transaction (amount) by type of currency.  | Numeric with 2 decimals |
| 12               | Maximum sale amount (total amount in US dollars) | The largest sale transaction (amount) by type of currency.   | Numeric with 2 decimals |

**Updated on 12/17/2021**