



## GENERAL INSTRUCTIONS

**Purpose of the report** – Reports are required to obtain data for estimating the international transactions accounts of the United States.

**Who must report** – U.S. carriers must report. Carriers are owners or operators of dry cargo, passenger (including combination), and tanker vessels regardless of whether the vessels are registered in the United States or in foreign countries. Operators are persons who enter into any form of transportation contract with shippers of merchandise (or their agents) for the transportation of freight and cargo between U.S. and foreign ports or between foreign ports, whether on the operators' own vessels or chartered vessels.

**How to file** – Use separate forms to report data relating to (1) liner service voyages, (2) industrial service voyages, (3) irregular and tramp series voyages, (4) tanker (dry cargo) voyages, and (5) tanker liquid cargo voyages. Under each of these categories, use separate forms for the data relating to voyages in (A) U.S. flag vessels; (B) foreign flag vessels. If expenses abroad (f) cannot be distributed in this way, they may be shown under any of the categories with notation as to coverage. Revenues should be shown under the proper type of service and vessel flag as indicated above. Report revenues and expenses in thousands of dollars, and shipping weights in thousands of long tons (2,240 pounds).

### Type of service definitions:

**1. Liner (dry cargo, passenger, or combination)** – Vessels operating on a definite, advertised schedule, giving relatively frequent sailings at regular intervals between U.S. ports and foreign ports.

**2. Liner (excluding tanker)** – Vessels operating on a definite, advertised schedule and/or services made in connection with industrial or commercial operations of a specific company, with the shipping function, inbound or

outbound (not necessarily both) constituting an integral part of the company's commercial or industrial activities.

**3. Irregular** – Vessels engaged in carriage of dry cargo operating on an irregular or unscheduled basis.

**4. Tanker (dry cargo)** – Tankers engaged in carriage of dry cargo.

**5. Tanker (liquid cargo)** – Tankers engaged in carriage of liquid cargo

**Exemption** – A U.S. person otherwise required to report is exempted from reporting if total annual covered revenues (columns (a), (c), and (e)) and total annual covered expenses (columns (d) and (f)) are, or are expected to be, each less than \$500,000. If either total covered revenues or total covered expenses are, or are expected to be, \$500,000 or more, a report must be filed.

**Where to send reports** – Return reports to U.S. Department of Commerce, Bureau of Economic Analysis, Balance of Payments Division (BE-58), Washington, DC 20230.

**Frequency** – A report must be filed for each calendar quarter within 50 days after the end of the quarter.

**Assistance** – Telephone (202) 606-9589 or (202) 606-9559 during office hours – 9:00 a.m. to 5:00 p.m.

**United States** – Includes mainland United States, Alaska, Hawaii, Puerto Rico, and U.S. possessions and territories.

**Foreign countries** – Include all areas outside the United States as defined above.

## SPECIFIC INSTRUCTIONS

### Column (a) – Revenues on cargo outbound from U.S. ports to foreign destinations

Report gross freight and/or charter revenues (whether collect or prepaid) earned from shippers of merchandise in carrying U.S. exports to foreign countries, net of any special discounts allowed shippers. Include earnings on outbound intransit cargoes. Specify country of destination of cargo. Exclude earnings on cargoes carried for U.S. Department of Defense (customarily under military bill of lading or space charter).

If respondent is subsidiary, branch or other affiliate of the shipper, revenues should be reported even if the amounts are only credited to an intercompany account. Whenever selling and shipping operations are combined in one company and the sales price includes delivery at the port of destination, only the recorded or estimated gross freight or charter revenue component of the value of the cargo should be entered in (a).

### Column (b) – Outbound cargo shipping weight

Report outbound cargo shipping weight, in tons of 2,240 pounds, on which the revenues reported in (a) were earned.

### Column (c) – Revenue on cross-trade cargoes

Report gross freight and/or charter revenue earned in cross-trade, i.e., for carrying cargoes from one foreign port to another. Enter cross-trade revenue under country of destination of the cargo. Exclude cargoes carried for U.S. Department of Defense. Earnings on cargo inbound for intransit shipment through the United States or for transshipment, should be included here. If earnings on such shipments cannot be separated from other earnings on inbound cargo they may be reported in column (g) and so noted.

### Column (d) – Charter hire paid to foreign residents

Report charter hire and space leasing payments to foreign residents (specify foreign residents by country) whether for inbound, outbound, or cross-trade voyage. Report charter hire payments for vessels chartered to and operated by respondent. Report space leasing payments for space leased on vessels operated by foreigners. Include payments to foreign subsidiaries or branches of U.S. companies whether the payments are made abroad or in the United States. Exclude payments to U.S. residents including those holding vessels directly under foreign registry. If charter hire is reported net of expenses paid by you for the owner's account, such expenses, if incurred abroad, should be reported in (f). Payments for cargo containers, under charter hire, lease or rental arrangements with foreigners, should be reported in this column.

### Column (e) – Charter hire received from foreign residents

Report charter hire and space leasing revenue received from foreign residents (specify foreign residents by country) whether for inbound, outbound, or cross-trade voyage. Report charter hire revenue for vessels chartered to and operated by foreign residents. Report space leasing revenue for space leased to foreign residents. The term "foreign residents" includes subsidiaries and branches of U.S. companies abroad. If charter hire receipts are net of expenses paid by the foreign residents for respondent's account, these expenses, even if incurred abroad, should not be reported in (f). Receipts for cargo containers, under charter hire, lease or rental arrangements with foreigners, should be reported in this column.

### Column (f) – Expenses in foreign countries

Report all expenses in foreign countries, such as fuel, stores, repairs, stevedoring, harbor fees, agents' commissions, etc., in connection with both passenger and freight operations whether inbound, outbound, or on voyages between foreign ports. Include Panama Canal tolls and fees. Include advances in foreign ports of wages to crew members. Include expenses incurred in foreign countries but paid for in the United States, e.g., fuel laden abroad for which payment is made to oil companies in the United States. (If, in respondent's records, these expenses are combined with fuels laden in U.S. ports, reasonable estimates for portion of expenses for fuels laden in foreign ports may be submitted.) Include foreign expenses incurred by respondent for own account on cargoes carried for U.S. Department of Defense. Do not include hull and machinery, protection and indemnity, and other insurances premiums paid to foreign insurers directly or through his domestic agents. Foreign expenses may be reported in the period in which they are entered in the home office books, instead of the period in which they were actually made, if such a procedure is more convenient. If a vessel is chartered from a U.S. resident, expenses abroad paid directly by respondent should be included in this item. The U.S. resident from whom vessel is chartered should report separately expenses incurred abroad which are paid directly by him.

### Column (g) – Revenues on Inbound cargo

Report gross freight and/or charter revenue earned in carrying imports into the United States. Report global total only if country of origin of imports is not known. If earnings on inbound transit and transshipment cargoes cannot be separated and reported under (c), they should be included here and so noted. Industrial concerns operating vessels for their own account should report charges made for cost of importing.

### Column (h) – Inbound cargo shipping weight

Report inbound cargo shipping weight, in tons of 2,240 pounds, on which the revenues reported in (g) were earned.