



REEFS Form Completion Guide

Money Services Business Quarterly Return

(Ref: MSB-024-09)

Document version: 1.0

Revision History:

Effective Date	Version Number	Revision Description
3 Oct 2025	1.0	Initial release of documentation

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1 INTRODUCTION

Regulatory Enhanced Electronic Forms Submission (REEFS), is an online portal for electronic submission of required financial services information to the Cayman Islands Monetary Authority (the "Authority") as well as providing payment information where applicable.

2 FORM INFORMATION

The Money Service Business Quarterly Return is the primary return for Money Services Businesses ("MSBs") licensed in the Cayman Islands. The existing Excel return has been converted to a REEFS return and is designed to capture data on money transfer businesses in the Cayman Islands for regulatory and statistical purposes.

MSBs are required to complete and submit the form to the Authority on a quarterly basis based on their fiscal year. The form should be submitted to the Authority within 30 calendar days of the reporting date.

Unless otherwise stated, monetary values and other values in REEFS are reported in USD dollars and units. This means that one thousand dollars or one thousand shares should be reported as 1000.

Financial information reported on schedules A, B, and C should be reported year to date. For example, for a fiscal quarter ending June 30, report financial results for six months).

The format for date fields is yyyy-mm-dd. For example, 30 September 30 2025 should be reported as 2025-09-30. You may also use the calendar pop-up to select dates.

3 ACCESSING AND SUBMITTING THE FORM

3.1 UNDERSTANDING REEFS ROLES AND WORKFLOWS

In **REEFS**, roles must be assigned to allow users to perform certain tasks (assigned in the Workflow). These roles give the users permissions such as prepare, edit, approve, review and submit based on Workflows.

Please see the webpage <https://www.cima.ky/reefs-faq> for guidance on how to **Create User accounts**, **Assign Roles**, and details of **Workflows**.

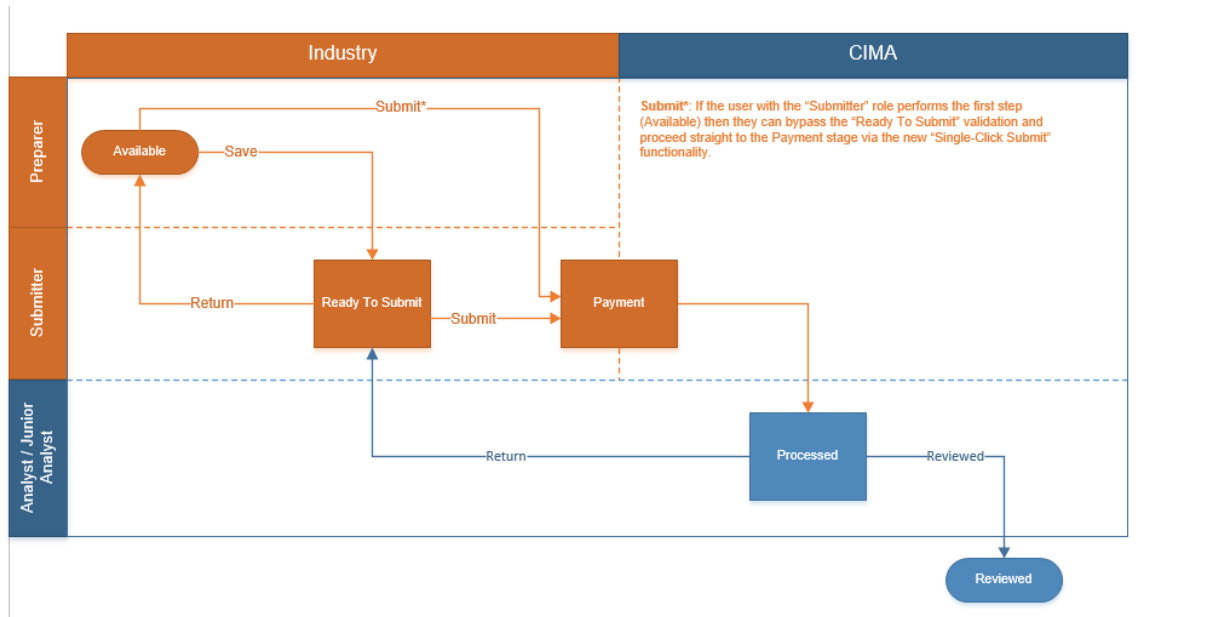
3.2 ROLES REQUIRED FOR **MSB-024-09**

The following Roles are required for access to this form:

- **Preparer** role
- **Submitter** role

3.3 WORKFLOW USED FOR **MSB-024-09**

The following Workflow is associated with **MSB-024-09**. It outlines the steps that must be followed on both the **Industry**-side and the **Authority**-side. All steps in the workflow must be completed.



Steps taken on Industry-side:

1. Once a new form is opened the status of the form is listed as **Available**. The Preparer then begins to populate the form with the required data
 - a. Once the data has been entered, the Preparer validates the data, and the form can then be Saved and sent up the chain to the Submitter accordingly. The status changes to **Ready to Submit**
 - i. Once the Submitter has reviewed and validated the form, the Submitter either Submits or Returns the form.
 1. If the **Return** option is selected, the form is returned to the Preparer for further review
 2. If the **Submit** option is selected, the status of the form changes to Processed

Steps taken on Authority-side:

1. Once the form has been **Processed** a Junior Analyst/Analyst can then begin the review process.
 - a. Once the form has been reviewed and validated:
 - i. If the **Return** option is selected, the form is returned to the Submitter to be resubmitted, and the status will change to **Ready to Submit**
 - ii. If the **Reviewed** option is selected the status of the form changes to **Reviewed**.

3.4 SUBMITTING / RESUBMITTING

1. When a submitted form is **Returned** by the Authority:

- a. The submitter will be notified by email;
 - b. The status of the form will change from **Submitted** to **Ready To Submit**; and
 - c. The form will appear under the Filings tab.
2. The submitter has the option to either amend and **Submit** a revised form or **Return** the form to the Preparer, which will revert the status of the form to **Available**. Note that a user with only the Preparer or Reviewer role cannot amend a form with the **Ready To Submit** status.

3.5 TRANSACTION FEES

In accordance with Section 30A (2) of the Money Services Act (2024 Revision), transaction fees collected from money remittance services for transfers sent to countries outside of the Cayman Islands should be submitted on a quarterly basis and remitted to the Authority on a quarterly basis based on the calendar year. Cheques should be made payable to the Cayman Islands Government and submitted within 30 calendar days of the reporting date.

4 COMPLETION INSTRUCTIONS

Schedule A - Assets			
ID	Label	Instructions	Validation Rule
CASH ITEMS			
A01	Cash	Notes and coins regarded as legal tender held in tills, vaults and custody for which the institution is the beneficial owner.	
A02	Cash items in process of collection	Cheques and other items in course of collection which are to be paid into the reporting institution's account with another bank. Include all items sent by post or which are in transit and regarded as being in course of collection.	
Balances with and CDs issued by:			
A03	Group entities	Cash due to the reporting institution that is not a trade receivable.	
A04	Banks		
A06	Unclaimed/Unsettled funds sent	Enter values against the appropriate counterparties.	
A07	Due from other companies		
A08	Total: Cash Items	Calculated sum of all cash items	
INVESTMENTS			
A09	Investments	Financial assets that are not classified as: a) Loans and advances; or b) Other Assets.	
LOANS AND ADVANCES			
A11	Group entities	Non-derivative financial assets with fixed or determinable payments that are not quoted in an active market, other than: a) Those the entity intends to sell immediately or in the near term, which shall be classified as held for trading, and those that the entity upon initial recognition designates as at fair value through profit and loss; b) Those that the entity upon initial recognition designates as available for sale; or c) Those for which the holder may not recover substantially all of its investment, other than because of credit deterioration, which shall be classified as available for sale.	
A12	Retail Lending/Consumer Loans - Households	An interest acquired in a pool of assets that are not loans or receivables (for example, an interest in a mutual fund is not a loan or receivable). Enter all loans and advances (whether secured or not) direct to customers, not included elsewhere on the MSB form.	

Schedule A - Assets			
ID	Label	Instructions	Validation Rule
		<p>Include the value of finance leases in accordance with the accounting standards used by the reporting institution.</p> <p>Also include advances arising from discounted acceptances, factoring and overdrafts (debit balances on deposit accounts). Do not net overdraft balances against credit balances on deposit. Where funds which have been placed with another bank are hypothecated as security for advances granted to a borrower by that bank, record such funds as a direct loan to the borrower. Do not offset loans and advances against deposits even where a legal right of set-off exists under a hypothecation agreement. Back-to-back loans are to be recorded under memoranda item A31 or A32. Also, do not deduct provisions for loan losses but report these balances under item A15. Unearned interest not applied to the corresponding asset accounts should be reported under item A16.</p> <p>Enter values against the relevant counterparties.</p>	
A13	Other loans and advances	Any other loans not captured above.	
LOAN LOSS PROVISIONS			
A15	Specific loan loss provisions	Accumulated provisions or charges made against operating earnings in current and prior years, net of loss charge-offs, with respect to known and identified losses on loans and advances. Enter amounts as positive numbers.	Mandatory field. Enter '0' if no balances to be reported.
A16	Unearned interest	Deduct all unearned interest income on loans and advances to the extent that it is not deducted from items A11 through A13 above. If the reporting institution reports each loan item net of unearned interest income, enter a zero or "0" balance here. Enter amounts as positive numbers.	
A18	Net Loans	Calculated sum of all Loans and advances less Loan loss provisions.	
OTHER ASSETS			
A19	Premises (net of accumulated depreciation)	Book value (cost less accumulated depreciation) of real estate owned and occupied by the reporting institution adjusted for any asset revaluation. Real estate not currently occupied but acquired with the intention to occupy it for the institution's business shall also be reported here.	
A20	Other real estate owned (net of accumulated depreciation)	Book value of other real estate owned, such as those acquired in foreclosure proceedings, and	

Schedule A - Assets			
ID	Label	Instructions	Validation Rule
		not intended to be occupied for the reporting institution's business.	
A21	Equipment and other fixed assets (net of accumulated depreciation)	Book value of equipment, furniture, fixtures and other depreciable assets owned and used in connection with the reporting institution's business. Any amounts outstanding under lease financing agreements with customers should be reported as advances. (A lease is generally an agreement that transfers the right to use land, buildings, or equipment for a specified period of time and is essentially an extension of credit evidenced by an obligation between a lessee and a lessor.)	
A22	Goodwill and other intangible assets (net of amortization)	Unamortized amount of goodwill and other intangible assets.	
A23	Commissions receivable	Commissions that are due from other Money Service Businesses in regard to funds sent to those businesses.	
A24	Prepaid expenses	Assets that arise on a balance sheet as a result of making payments for goods and services to be received in the near future.	
A25	Other assets	Report all other assets not reported elsewhere.	
TOTAL ASSETS			
A27	Total Assets	Calculated sum of all assets.	Amount should be equal to B42.
DIRECTORS/CONTROLLERS LOANS AND ADVANCES			
A28	Due from directors, controllers and their associates	Balances due from directors, controllers and their associates.	
A29	Due from non-group companies with which directors and controllers are associated	<p>For this purpose, a director (including an alternate) includes any person who holds such a position by whatever name called.</p> <p>A controller includes:</p> <ul style="list-style-type: none"> any person who, either alone or with any associate or associates, is entitled to exercise or control the exercise (whether directly or indirectly such as through nominees) of 15% or more of the voting power over the reporting institution or over a company of which it is a subsidiary; a person, whether a shareholder or not, in accordance with whose directions or instructions the directors or officers of the reporting institution or of another company of which it is a subsidiary are accustomed to act; 	

Schedule A - Assets			
ID	Label	Instructions	Validation Rule
		<ul style="list-style-type: none"> the chief executive officer of the reporting institution or of another company of which the reporting institution is a subsidiary (in this context a chief executive officer means an employee of the company who is responsible under the authority of the Board of Directors for the conduct of the company's business.) <p>An associate of a controller or director includes the immediate family (the husband, wife, parent or remoter forebear, child or remoter issue, brother or sister and trustees of trusts formed for their benefit) and persons with whom the director or controller is associated through non-group companies.</p>	
LOANS COVERED BY COLLATERAL OR GUARANTEES			
A31	Loans covered by cash with legal right to set-off	<p>Loans and advances that are 100% backed by cash deposits, where the deposits and loans are in the same country, the same currency, and where deposits have maturities at least equal to those of the corresponding loans.</p> <p>In addition, the reporting institution should have an independent legal opinion which confirms that the collateral agreement includes a legally binding right of set-off between the deposit and the loan. If a loan is only partially secured by cash, only the portion of the loan which is so covered should be reported here.</p>	
A32	Loans covered by bank guarantees	Claims that have been explicitly, irrevocably and unconditionally guaranteed by banks.	
A33	ENCUMBERED ASSETS	Total of assets of the reporting institution over which a charge, lien or other encumbrance has been taken by any company, individual or party e.g. property which has been mortgaged, securities which have been pledged as collateral for borrowing (such as those subject to Repurchase Agreements accounted for as secured financing), investments in deposits and bank balances serving as security for advances to others, etc. Also include any restrictions on assets arising from actions such as court injunctions, confiscation, restraining and charging orders.	

Schedule B – Liabilities and Shareholders' Equity			
ID	Label	Instructions	Validation Rule
NOTES, BONDS AND COMMERCIAL PAPER			
B01	Group entities	Report amounts against the relevant counterparties. Notes Payable: Written promises to pay stated sums of money at future dates, whether current (if due within 12 months) or non-current (if due after 12 months) of the balance sheet date. Bonds Payable: Amounts payable to others relating to the issue of a bond. Commercial Paper: An unsecured debt issued by corporations with high credit ratings to finance its short-term needs. Commercial paper is available in a variety of denominations and usually ranges in maturity from 2 to 270 days.	
B02	Banks		
B03	Other		
OTHER BORROWINGS (loans, overdrafts, credit facilities, etc.)			
B05	Group entities	Enter details against the relevant counterparties.	
B06	Banks		
B07	Other	Report here all other borrowings not reported above including loans, overdraft balances and other similar credit facilities.	
CREDITORS AND OTHER LIABILITIES			
B10	Commissions payable	Accrued but unpaid commissions which have not been paid.	
B11	Interest payable	Accrued but unpaid interest expenses which have not been paid or credited to individual accounts.	
B12	Dividends payable	Report unpaid dividends which have been declared by the reporting institution.	
B13	Unclaimed/unsettled funds	Report here funds transferred from affiliated Money Service Businesses to the licenced Cayman Islands Money Service Business but have not yet been paid out to/collected by the intended recipient of the transfer.	
B14	Other liabilities	Any other obligation not reported elsewhere.	
OTHER LOSS PROVISIONS			
B16	General loan loss reserves	Credit provisions other than specific loan loss provisions.	
B17	Other loss reserves	Non-credit provisions	
TOTAL LIABILITIES			
B19	Total Liabilities	Calculated sum of all liabilities.	
DIRECTORS' PAYABLES			
B20	Due to directors, controllers, and their associates	Balances due to directors, controllers and their associates.	
B21	Due to non-group companies with which directors and controllers are associated		

Schedule B – Liabilities and Shareholders' Equity

ID	Label	Instructions	Validation Rule
		<p>For this purpose, a director (including an alternate) includes any person who holds such a position by whatever name called.</p> <p>A controller includes:</p> <ul style="list-style-type: none"> any person who, either alone or with any associate or associates, is entitled to exercise or control the exercise (whether directly or indirectly such as through nominees) of 15% or more of the voting power over the reporting institution or over a company of which it is a subsidiary; a person, whether a shareholder or not, in accordance with whose directions or instructions the directors or officers of the reporting institution or of another company of which it is a subsidiary are accustomed to act; the chief executive officer of the reporting institution or of another company of which the reporting institution is a subsidiary (in this context a chief executive officer means an employee of the company who is responsible under the authority of the Board of Directors for the conduct of the company's business.) <p>An associate of a controller or director includes the immediate family (the husband, wife, parent or remoter forebear, child or remoter issue, brother or sister and trustees of trusts formed for their benefit) and persons with whom the director or controller is associated through non-group companies.</p>	
SHARE CAPITAL			
B23	Issued and fully paid-up common stock (at par or nominal value)	Aggregate par or nominal value of common stock which has been issued and is fully paid-up. For companies with shares that have no par or nominal value, report here the aggregate consideration for which such shares were issued.	
B24	Perpetual non-cumulative issued and fully paid-up preference shares	The aggregate par or nominal value of outstanding perpetual preferred stock plus any amounts received in excess of its par or nominal value. Perpetual noncumulative preferred stock is preferred stock that does not have a stated maturity date or that cannot be redeemed at the option of the holder, and for which dividends can be deferred and accumulated for	

Schedule B – Liabilities and Shareholders' Equity			
ID	Label	Instructions	Validation Rule
		payment at a future date. It includes those issues of preferred stock that automatically convert into common stock at a stated date.	
B25	Additional paid-up capital in excess of par or nominal value	Amount received for common stock in excess of par or nominal value, including any capital contributions made by existing common stock shareholders.	
RETAINED PROFITS AND CURRENT YEAR'S EARNINGS			
B27	Unappropriated retained earnings	Accumulated retained earnings representing net income retained in previous years and which are available for distribution. These retained earnings must be free, unimpaired and unencumbered. Do not include the current year's net income or loss which is to be reported under item B28.	
B28	Current Year's Net Income/(loss)	The balance on the income and expense account as reported from the institution's in-house management accounts. This amount should equal the amount reported under item C28 in the Income Statement, which can be negative or positive.	Amount should be equal to C28 on the Income Statement
RESERVES			
Asset Revaluation Reserves			
B30	Owner occupied property	Enter values against the relevant categories.	
B31	Plant and equipment		
B32	Intangibles revaluation surplus		
B33	Investments in subsidiaries		
B34	Investments in associates/shares of associates		
B35	Relating to non-current assets or disposal groups held for sale		
B36	Other		
B37	Total: Asset revaluation reserves		
B38	Share based payments reserve		
B39	Other reserves		
B40	Total: Reserves		
B41	Total Shareholders Equity		
B42	Total Liabilities & Shareholder Equity		Amount should be equal to A27.

Schedule C – Income Statement			
ID	Label	Instructions	Validation Rule
C01	Remittance Service Commission	Report here all commissions earned from remittance services. This amount should reconcile with the amount reported on the Financial Summary sheet for Total commissions earned from remittance services.	Mandatory field. Enter '0' if no balances to be reported.
C02	Commission Expense	Report the expenses specifically related money remittance. The amount should include commission paid to sub-agents. This amount should reconcile with the amount reported on the Financial Summary sheet for Expenses specifically related to remittance services.	Mandatory field. Enter '0' if no balances to be reported.
PROVISIONS FOR CREDIT LOSS/RECOVERIES			
C04	Loans and advances	Report here charges for possible loan and other losses which are credited to the general and specific loan loss reserve accounts. Adjust for recoveries of loans previously written off plus reversals of provisions made in earlier years which are no longer required and are now returned to the current year's profit and loss account.	
C05	Other assets contingent liabilities and commitments		Mandatory field. Enter '0' if no balances to be reported.
NON-INTEREST EXPENSE			
C07	Other non-interest expenses	All expenses other than interest, including fees and commissions.	Mandatory field. Enter '0' if no balances to be reported.
OTHER INCOME			
C09	Interest Income	Interest income is a form of income that accrues on debt instruments such as deposits, loans, debt securities, and other accounts receivable; and dividends received on equity securities owned. Do not report any interest income on non-performing loans and advances, that is, those which have been placed on a non-accrual basis.	Mandatory field. Enter '0' if no balances to be reported.
C10	Interest Expense	Interest expense is the cost of the use of another entity's funds. Report all interest paid or payable on all deposit liabilities of the reporting institution, all interest paid or payable on debt securities (e.g. notes, bonds, debentures and other similar securities) issued by the reporting institution as well as interest on loans and other borrowed funds, including repurchase agreements.	
C12	Share of profits/(losses) from subsidiaries and associated companies	Report the net gain or loss based on generally accepted accounting principles. A net loss should be entered as a negative value (e.g. -2000).	
C13	Income/(Loss) attributable to minority interest	Report the net gain or loss based on generally accepted accounting principles. A net loss should be entered as a negative value (e.g. -2000).	
C14	Other Income	Report any other income not captured above.	
C16	Operating Income	Calculated sum of C03 – C06 – C08 + C15	

Schedule C – Income Statement			
ID	Label	Instructions	Validation Rule
		(Net Commission Income less Total Provisions less Total Non-interest Expense plus Total Other Income)	
OPERATING EXPENSES			
C17	Directors Remuneration	Report operating expenses against the following subcategories of expenses.	Mandatory field. Enter '0' if no balances to be reported.
C18	Management Charge		
C19	Staff Costs		
C20	Depreciation		
C21	Premises & Equipment		
C22	Audit, legal and professional fees		
C23	Other operating expenses		
C25	Extraordinary items	Report extraordinary items here as either a negative or positive amount in accordance with generally accepted accounting principles.	
C27	Dividend/Due to Head Office/ (Due from Head Office)	Report here the amount of dividends or distributions that have been declared by the institution and which are intended to be paid out of current year earnings.	Mandatory field. Enter '0' if no balances to be reported.
C28	Net income retained		Amount should be equal to B28 Current Year's Net Income/(loss)
MEMORANDA ITEMS			
C29	Net earnings from related transactions	Report here all income, net of expenses, earned in connection with transactions carried out with the Bank's parent, head office, subsidiaries and associated entities or persons as defined under items C03 Net Commission Income and C15 Total Other Income above.	
C30	Loan loss charged-off	Report here all loan losses charged off during the reporting period against the Specific Loan Loss Reserve account (item A15).	
C31	Recoveries on loan charged-off	Report here collections of loan balances previously written off. These recoveries are to be credited to the current period's provision for loan losses under item C04 (Loans and advances) of this statement.	

Schedule D – Quarterly Transaction Details			
ID	Label	Instructions	Validation Rule
D01i-ii	Government Annual Licence Fee Payments by location.	For each branch or agent location, report the Government fee (in KYD) based on remittance activity of each branch or agent.	
D03i-iv	Employees at Cayman Head Office by Position Title and Level	Report the number of full-time and part-time employees for each position at the head office (main office). Exclude consultants and outsourced positions.	
D05i-vii – D22i-vii	Collection Details by Week and Month	For each week and month, report the total value of collections in each currency (in USD equivalent).	Days of operations for each week must be less than 8.
D24i-iii – D26i-iii	Top three destinations for each month	For each month, report the three highest destination countries by value of remittances sent.	
D27i-ix	Collections by agents or branches for transmission by currency	Report the location of each agent or branch, total value of collections in each currency (in USD equivalent), as well as the number of part-time and full-time employees at each location.	
D29i-ii	Banks used by Agent/Branch	Report the names and locations of banks utilised by the MSB. Include the city and country for each location (e.g. George Town, Cayman Islands).	

Schedule E – Transactions Sent			
ID	Label	Instructions	Validation Rule
E01i-iv, E03i-iv, E05i-iv	Month 1, Month 2, Month 3	For each month in the quarter, report all single or aggregate transaction(s) exceeding USD 3,500.00 (SENT)	If E01iv, E03iv, or E0iv 'Amount (USD)' are populated, then all other fields are mandatory.
i	Name of Sender	Report the sender's Given Name and Surname (e.g. John Doe).	
ii	Country To	Select the destination country from the drop-down list.	
iii	Name of Recipient	List all recipients of funds sent by the sender. Report the Given Name and Surname for each person receiving single or aggregate amounts exceeding USD 3,500. If there are multiple persons receiving single or aggregate amounts less than USD 3,500 but the sender sends more than USD 3,500 for a given month then report the name of recipient as "Various" .	
iv	Amount (USD)	Report the aggregate value (in USD) of transactions received from each sender.	Values must be equal or greater than USD 3,500.

Schedule F – Transactions Received			
ID	Label	Instructions	Validation Rule
F01i-iv, F03i-iv, F05i-iv	Month 1, Month 2, Month 3	For each month, report all single or aggregate transaction(s) exceeding USD 3,500.00 (RECEIVED)	If F01iv, F03iv or F05iv 'Amount (USD)' are populated, then all other fields are mandatory.
i	Name of Recipient	Report the recipient's Given Name and Surname (e.g. John Doe).	
ii	Country From	Select the country of origin from the drop-down list.	
iii	Name of Sender	List all senders of funds received by the Recipient. Report the Given Name and Surname for each person sending single or aggregate amounts exceeding USD 3,500. If there are multiple persons sending single or aggregate amounts less than USD 3,500 but the recipient receives more than USD 3,500 for a given month then report the name of sender as "Various" .	
iv	Amount (USD)	Report the aggregate value (in USD) of transactions received from each sender.	Values must be equal or greater than USD 3,500.

Schedule G – Remittance Activities			
ID	Label	Instructions	Validation Rule
G01i-v	Sending Activity Information - Total Value by Country	Report the total value of outgoing remittances by country for the reporting period.	G01i mandatory if G01ii, G01iii, or G01iv are populated.
G01i	Country	Select the destination country from the drop-down list.	
G01ii-G01iv	Month 1, Month 2, Month 3	For each respective month in the quarter, report the aggregate value (in USD) of transactions based on the destination country (country transferred to).	
G01v	Total	Calculated total value (in USD) of transfers for each country.	
G02ii-v	Grand Total Value of Transactions	Calculated total value (in USD) of transfers for each month.	The Total Value of Transfers (in USD) in H03 and H06 should equal the Grand Total Value of Transactions in G02.
G03ii-iv	Number of Transactions	For each respective month in the quarter, report the number of transactions for each month.	G03vi must equal the total number of transactions for the 3 reporting months (the sum of G03ii, G03iii, and G03iv).

G03v	Total	Calculated total number of transfers for the quarter.	
G04i-vi	Receiving Activity Information - Total Value by Country	Report the total value of incoming remittances by country during the reporting period.	G04i is mandatory if G04ii, G04iii, or G04iv are populated.
G04i	Country	Select the country of origin from the drop-down list.	
G04ii-G04iv	Month 1, Month 2, Month 3	For each respective month in the quarter, report the aggregate value (in USD) of transactions based on the country of origin (country received from).	
G04v	Total (\$)	Calculated total value (in USD) of transfers received from each country.	
G04vi	Total (#)	Report the total number of transactions received from each country during the reporting period. Note: this is a new field in the REEFS return.	G04vi is mandatory if G04i is populated.
G05ii-vi	Grand Total Value of Transactions	Calculated total value (in USD) of transfers received for each month.	
G06ii-v	Number of Transactions	For each respective month in the quarter, report the number of transactions received.	
G06ii-vi	Total	Calculated total number of transfers for the quarter.	G06vi must equal the total number of transactions for the 3 reporting months (the sum of G06ii, G06iii, and G06iv).

Schedule H – Fee Schedule			
ID	Label	Instructions	Validation Rule
H01i-v	All single transfers of KYD500.00 (USD 609.76) or GREATER sent overseas.	<p>Number of Transfers by Destination Country.</p> <p>For each respective month, report the number of single transactions exceeding/equal to CI\$500 or its USD equivalent (US\$609.76) based on the destination country, and including the total value of all of these transactions in the spaces provided.</p> <p>DO NOT INCLUDE transfers sent from the Cayman Islands to the Cayman Islands. ONLY REPORT USD amounts in this table using a conversion of CI\$0.82 = US\$1.</p>	
H01i	Country	Select the destination country from the drop-down list.	H01i is mandatory if H01ii-iv are populated.

H01ii-iv	Month 1, Month 2, Month 3	For each respective month in the quarter, report the number of single transactions exceeding/equal to CI\$500 or its USD equivalent (US\$609.76) based on the destination country (country transferred to).	
H01v	Total	Calculated total number of transfers for each country.	
H02ii-iv	Number of Transfers (Total for all countries)	Calculated total number of transfers for each month.	
H03ii-v	Total Value of Transfers (in USD)	For each respective month in the quarter, report the total value (in USD) of single transactions exceeding/equal to CI\$500 or its USD equivalent (US\$609.76).	The Total Value of Transfers (in USD) in H03 and H06 should equal the Grand Total Value of Transactions in G02.
H04i-v	All single transfers of LESS THAN KYD500.00 (USD 609.76) sent overseas	For each respective month in the quarter, report the number of single transactions less than CI\$500 or its USD equivalent (US\$609.76) based on the destination country (country transferred to).	
H04i	Country	Select the destination country from the drop-down list.	H04i is mandatory if H04ii-iv are populated.
H04ii-H04iv	Month 1, Month 2, Month 3	For each respective month in the quarter, report the number of single transactions less than CI\$500 or its USD equivalent (US\$609.76) based on the destination country (country transferred to).	
H04v	Total	Calculated total number of transfers for each country.	
H05ii-v	Number of Transfers (Total for all countries)	Calculated total number of transfers for each month.	
H06ii-v	Total Value of Transfers (in USD)	For each respective month in the quarter, report the total value (in USD) of single transactions less than CI\$500 or its USD equivalent (US\$609.76).	The Total Value of Transfers (in USD) in H03 and H06 should equal the Grand Total Value of Transactions in G02.

Schedule I – Financial Summary			
ID	Label	Instructions	Validation Rule
I01	Total Assets	Calculated value at A27	
I02	Total Liabilities	Calculated value at B19	
I03	Total Shareholders' Equity	Calculated value at B41	
I04	Total Revenue	Calculated value at C01 and C15	
I05	Total Commission Earned from Remittance Services	Calculated value at C03	
I06	Total Expenses	Calculated value at C24	
I07	Expenses specifically related to Remittance Services	Calculated value at C02	
I08	Total Government Transaction Fee Collected/paid (Actual Amounts)	Calculated value at H13i-iv	
I09	Net Income Retained (net of taxes and dividends)	Calculated value at C28	
I10	Unsettled Claims	Report (verify) the value of unsettled claims entered at B13 (funds transferred from affiliated Money Service Businesses to the licenced Cayman Islands Money Service Business but have not yet been paid out to/collected by the intended recipient of the transfer).	Mandatory field. Enter '0' if no balances to be reported.

5 REUSING PREVIOUS SUBMISSIONS

What is "XBRL"?

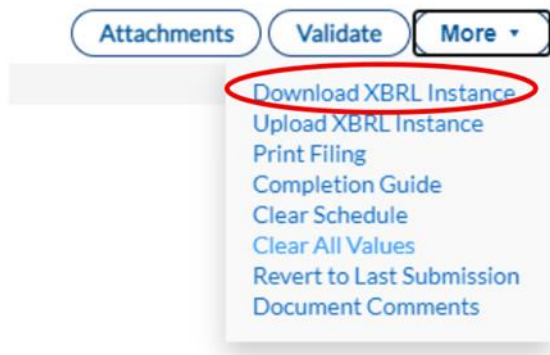
XBRL (eXtensible Business Reporting Language), is a standards-based way to communicate and exchange business information between business systems.

Data can be used from another form instead of starting a new form. You must have entered data into at least one form using the online portal and have successfully validated it.

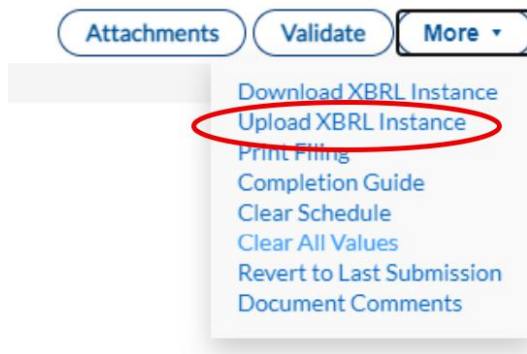
- Example: Rapidly re-using another **MSB-024-09** application

Process:

1. Select "**Submitted Filings**" to view previously submitted forms and select the one that contains the data.
2. Click on "**Download: XBRL Instance**" in the top right corner and save the file to your PC or network drive.



3. Close the form.
4. Select "**New Request**" and select the required new/empty form (MSB-044-99-02).
5. Click on "**Upload: XBRL Instance**" in the top right corner.



6. Click on "**Browse...**" and navigate to the file that was saved in step 2 above (usually in the "Downloads" folder).
7. Click "**Upload**".
8. The system will then copy each data point from the XBRL file into the fields of the current form.
9. The system displays the message "**Import Successful**" to indicate that the data was all copied OK.
10. The user can then review and alter the data as required. Note that any file attachments are not copied in by the download and upload processes.
11. Proceed as usual through the rest of the validation process.

6 TROUBLESHOOTING

Another form of help is field validation, which helps ensure accuracy. The Validation function in the REEFS will help identify errors and cautions and MSBs should ensure that corrections are made prior to submission or resubmission, where amendments are required after the initial submission. Field validation highlights failed validations:

- **Red for errors** - will not allow a Filing to be submitted.
- **Yellow for cautions** - give further information to the user that they should consider before submitting but will allow the submission to occur.

Once the system has completed validating the form a **Validation Results** page will be generated that shows all validation errors, missing mandatory values, and attachments:

Errors

Your filing *cannot* be submitted until all errors in this section are corrected.

B - Liabilities and Shareholders' Equity

Amount

Current Value = 384,000.00

The total of Current Years Net Income/Loss(B28) must match the total Net Income(C26). Please review your entries.

Appears in: [B - Liabilities and Shareholders' Equity](#)

C - Income Statement

Amount

Current Value = 105,000.00

The total of Current Years Net Income/Loss(B28) must match the total Net Income(C26). Please review your entries.

Appears in: [C - Income Statement](#)

G - Remittance Activities

Amount

Current Value = Not Reported

Mandatory

Appears in: [G - Remittance Activities](#)

The user can quickly navigate to the schedule where the error or caution is located by clicking on the schedule link. Hovering over the red or yellow highlighted field will also display tooltips, describing the details of the error or warning to the user.

6.1 COMMON VALIDATION RULES

Validation Errors

- Required data
- Data type check
- Validation rules

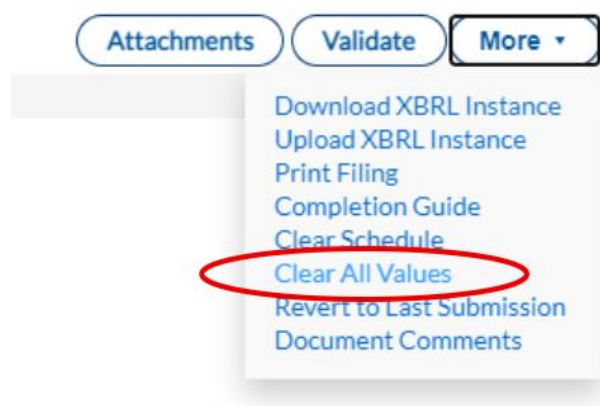
Validation Cautions

- Country name does not match the country drop-down list (XBRL imports)

6.2 UNDERSTANDING OTHER ERRORS

If you are receiving errors that you do not understand, please try the procedures below to backup data, reset the form/error, and then restore data input.

- 1) Download a backup file containing data in the form **as set out in section 5 above** by selecting '**Download XBRL Instance**' using the form menu in the top-right (More > Download XBRL Instance).
- 2) Reset the Form by selecting '**Clear All Cells...**' from the form menu in the top-right menu (More > Clear All Cells...). Using the Clear All Values feature will clear all responses and remove any attachments that have been uploaded. Once cleared, you can resume the submission.



- 3) Restore data from the backup file (XBRL Instance) downloaded in step 1 using the form menu (More > Upload XBRL Instance). Select '**Choose File**' and select the XBRL file from the saved location in step 1. Select '**Upload**' and wait for the confirmation that the process is completed successfully. REEFS will display a table indicating the values and status of imported data.

4) Review imported data and continue with the submission.

If you are still experiencing technical difficulties, please send an email to contactbanking@cima.ky including your username and a screen shot of the error message.