



INSTRUCTIONS

Reporting Form SRF 921.1 COVID-19: Pandemic Data Collection (Quarterly Data)

July 2020

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Contents

Reporting instructions	4
Specific Instructions	5
Item 1: Foreign currency hedging program	5
Item 2: Net foreign currency exposure (net of foreign currency hedging)	5
Item 3: Investments by investment option	6
Item 4: Member Switching	8
Item 5: ERI payment demographics	9
Glossary	10

Reporting instructions

These instructions assist completion of *Reporting Form SRF 921.1 COVID-19: Pandemic Data Collection (Quarterly Data)*.

Report information on a best endeavours basis. Where information is not available within the timeframes requested, provide available information and do not delay the submission.

Terms in *bold italics* are defined in the glossary.

Reporting basis and units of measurement

Report dollar values in this form in whole Australian dollars (AUD) and numbers as whole numbers. For columns 11 to 20 in item 3 please report the percentages as percentage points to two decimal places, e.g. 1% would reported as 1.00.

Reporting periods and due dates

This form is to be reported on a quarterly basis. The June 2020 quarter form is to be submitted on or before the due date of 31 July 2020. Following this initial collection, data is to be submitted within 15 business days of the end of the reference quarter.

Specific Instructions

Foreign currency exposure and hedging

Item 1: Foreign currency hedging program

Item 1 collects information on the foreign currency hedging program.

Column 1	Report, as at the end of the reporting period the value of the foreign currency hedging program for all <i>MySuper products</i> combined, should the RSE not have any <i>MySuper products</i> , leave these items blank.
Column 2	Report, as at the end of the reporting period the value of the foreign currency hedging program for the RSE.

Items 1.1 – 1.5	<p>Report the value of the foreign currency hedging program.</p> <p>Report any positive values for unrealised gains and negative values for unrealised losses.</p> <p>Exclude any foreign exchange (FX) hedging undertaken by investment managers of global assets within their mandates or trusts/pools.</p>
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Item 2: Net foreign currency exposure (net of foreign currency hedging)

Column 1	<p>Report as at the end of the reporting period the value of the net foreign currency exposure for all <i>MySuper products</i> combined.</p> <p>Should the RSE not have any <i>MySuper products</i>, leave this item blank.</p>
Column 2	Report as at the end of the reporting period the value of the net foreign currency exposure for the RSE.

Item 2	<p>Report the value of the net foreign currency exposure (net of foreign currency hedging) as at the end of the reporting period.</p> <p>Exclude any FX hedging undertaken by investment managers of global assets within their mandates or trusts/pools.</p>
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Item 3: Investments by investment option

Investment option number (column 1)	For each <i>investment option</i> , report the <i>investment option number</i> (ION).
Investment option categories (column 2)	Categorise each <i>investment option</i> according to the list provided in the drop-down selection, selecting the most appropriate category for each <i>investment option</i> .
Description of investment option (column 3)	Provide a description of the <i>investment option</i> .
Member assets (column 4)	Report the member assets for the <i>investment option</i> .
Illiquid / frozen Status (column 5)	<p>Report the illiquid/frozen status. The illiquid/frozen status options are:</p> <ul style="list-style-type: none"> • Illiquid; • Frozen for redemptions; • Likely to be frozen for redemptions in the next 30 days; • On watchlist (as identified by the RSEL in its internal management report); and • N/A. <p>For investment options identified by the RSEL to be on a watchlist or at-risk based on internal management reports, <u>please provide a copy of the internal report as part of the submission</u>.</p>
Number of member accounts (column 6)	Report the number of <i>member accounts</i> for each <i>investment option</i> .
Internally managed (column 7)	Report the value of assets of the <i>investment option</i> that are <i>internally developed and managed</i> .
Externally managed - mandates (column 8)	Report the value of assets of the <i>investment option</i> that are <i>externally developed and managed</i> .
Externally managed – pooled (column 9)	Report the value of assets of the <i>investment option</i> that are <i>externally managed</i> in investment pools.
Direct assets / securities (column 10)	Report the value of assets of the <i>investment option</i> that are held by members as direct assets or securities.

Proportion in retirement phase (%) (column 11)	Report the proportion of assets held by members that are in the retirement phase.
Proportion in transition to retirement phase (%) (column 12)	Report the proportion of assets held by members that are in the transition to retirement phase.
Liquid assets < = 3 days (%) (column 13)	<p>Report the proportion of assets held in the <i>investment option</i> that can be redeemed or converted into cash within three (3) business days. Please note that the items reported for columns 13 to 15 should add to 100% of the member assets figure provided in column 4.</p> <p>For <i>externally managed investment options</i>, APRA expects the underlying RSE's liquidity profile to be reported in columns 13 to 15. If this information is not available, report the liquidity profile based on transactional level liquidity profile based on the redemption timetable for the option (i.e. can members transact on a daily, weekly or monthly basis) and <u>inform APRA if this is the case through an explanatory note supporting the submission.</u></p>
Liquid assets >3 days to 30 days (%) (column 14)	<p>Report the proportion of assets held in the <i>investment option</i> that can be redeemed between four (4) business days and 30 calendar days from report date. Please note that the items reported for columns 13 to 15 should add to 100% of the member assets figure provided in column 4.</p> <p>For <i>externally managed investment options</i>, APRA expects the underlying RSE's liquidity profile to be reported in columns 13 to 15. If this information is not available, report the liquidity profile based on transactional level liquidity profile based on the redemption timetable for the option (i.e. can members transact on a daily, weekly or monthly basis) and <u>inform APRA if this is the case through an explanatory note supporting the submission.</u></p>
Illiquid assets > 30 days (%) (column 15)	<p>Report the proportion of assets held in the <i>investment option</i> that cannot be redeemed within 30 days from report date. Please note that the items reported for columns 13 to 15 should add to 100% of the member assets figure provided in column 4.</p> <p>For <i>externally managed investment options</i>, APRA expects the underlying RSE's liquidity profile to be reported in columns 13 to 15. If this information is not available, report the liquidity profile based on transactional level liquidity profile based on the redemption timetable for the option (i.e. can members transact on a daily, weekly or monthly basis) and <u>inform APRA if this is the case through an explanatory note supporting the submission.</u></p>
Projected illiquid assets – in stress / crisis (%) (column 16)	<p>Report the proportion of assets held in the <i>investment option</i> that are projected to be <i>illiquid</i> assets – in stress or crisis.</p> <p>Based on the RSE's latest available information, this represents the expected proportion of <i>illiquid</i> assets in the investment option at reporting date under a worst-case scenario as determined in the RSE's liquidity stress testing</p>

	analysis. APRA expects that this information would be available from the RSE's own stress testing regime.
Cash - Physical (column 17)	Report the proportion of assets held in the investment option that are cash - physical.
Cash - Synthetic (column 18)	Report the proportion of assets held in the investment option that are <i>cash - synthetic</i> .
Effective exposure – currency hedging (column 19)	Report the sum of all long AUD foreign exchange forward contracts, as a proportion of investment option funds under management (FUM).
Gross effective exposure – other derivatives (%) (column 20)	Report the total effective exposure of all non-currency derivative positions (sum of absolute values of long and short positions) as a proportion of option FUM.

Item 3	<p>For each investment option, report the value of member assets. To the extent possible, please list for each <i>investment option</i> offered. Should there be a number of investment options with the same category, for example, direct assets/securities, it will be acceptable to report these under the same investment option category name. Where "Others" are reported, please provide the name of the investment option.</p> <p>For <i>lifecycle strategies</i>, report for each lifestage except where each lifestage invest into two (2) or more investment option pools, in which case, please report at the investment option pool level.</p> <p>For external investment options in the platform, these may be reported under the same investment option category subject to reporting additional sub-categories that reflect similar strategy and risk profile where applicable. For investment options identified by the RSEL to be on a 'watch list' or 'at risk' based on internal management reports, <u>please provide a copy of the internal report as part of the submission.</u></p>
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Item 4: Member Switching

Investment option number (column 1)	For each <i>investment option</i> , report the <i>investment option number</i> (ION).
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Superannuation product number (column 2)	For each superannuation product, report the superannuation product number (SPN). This number is defined in draft <i>Reporting Standard SRS 605.0 RSE Profile and Structure</i> (SRS 605.0), accessible at: https://www.apra.gov.au/consultation-on-apras-superannuation-data-transformation
Switches in and out (columns 3-6)	Report the number of transactions and value of member balances that have switched in and out during the reporting period. For platform products, report this item if the platform has a <i>switch</i> functionality where members switch directly from one <i>investment option</i> to another without the use of a cash account intermediary.
Applications and redemptions (column 7-10)	Only platform products are to report these items for direct applications or redemptions that will need to use a cash account intermediary where there is no <i>switch</i> functionality.

Item 4	Only one <i>ION</i> and SPN should be completed per row. For lifecycle products, please report switches at the product level by reporting a SPN. For all other products, please report switches at the <i>investment option</i> level by reporting an investment option level.
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Item 5: ERI payment demographics

Column 1	Report the age bracket.
Column 2	Report the sex.
Column 3	Report the <i>members' benefit bracket (after ERI payment has been made)</i> .
Column 4	Report the number of member accounts.
Column 5	Report the sum of members' benefits.

Item 5	Report member account information for the RSE as a whole for accounts who have received an <i>ERI</i> payment, reporting the number of <i>member accounts</i> for each individual combination of age and benefit bracket. Data calculated on a transactional basis will be suitable for this table. For more information, please refer to the reporting instructions for draft <i>Reporting Standard SRS 611.0 Member Accounts</i> (SRS 611.0) at: https://www.apra.gov.au/consultation-on-apras-superannuation-data-transformation
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Glossary

<i>Benefit payments</i>	Represents lump sum benefit payments and pension benefits paid directly to members. Includes: insurance claim benefits or proceeds first credited to members' accounts and subsequently disbursed along with members' benefits to the member or beneficiary. Excludes: rollovers and successor fund transfers. Reference: <i>SIS Regulations, Divisions 6.2 and 6.3; Superannuation Industry (Unclaimed Money and Lost Members) Act 1999, Part 4A.</i>
<i>Cash - physical</i>	Represents cash on hand and demand deposits, as well as cash equivalents. Cash equivalents represent short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Reference: Australian Accounting Standards.
<i>Cash - synthetic</i>	Represents the increase or decrease in effective cash exposure equivalent to the decrease or increase in effective exposures in an asset class arising from derivatives instruments, i.e. include both the notional exposure and changes in derivatives market values.
<i>Choice product (product type)</i>	As defined in the <i>Superannuation Industry (Supervision) Act 1993 (SIS Act), Division 2.</i>
<i>Currency hedging</i>	Represents where derivative financial instruments are used to reduce the risk of adverse currency movements.
<i>Effective exposure</i>	Represents the sum of the value of all physical assets together with the equivalent asset position of the derivative instruments. The equivalent asset position of a derivative is the dollar amount of the underlying physical asset that needs to be held to generate the same return as holding the derivative.
<i>ERI</i>	Early Release Initiative.
<i>ERI payment application</i>	An application made to the ATO by a member of an RSE under the terms of the Treasury Laws Amendment (Release of Superannuation on Compassionate Grounds) Regulations 2020.
<i>Externally managed foreign currency program</i>	Externally managed foreign currency hedging program represents an FX hedging program managed by an external or third party manager.
<i>Externally managed investment option</i>	Represents an investment option where the investment strategy is developed, implemented and managed by an external or third party investment manager. This includes investment products offered as white label.
<i>Illiquid investment</i>	Represents an investment which cannot be redeemed within 30 days.

<i>Internally managed foreign currency program</i>	Internally managed foreign currency hedging program represents FX hedging managed by an investment manager who is an employee of the RSE or RSE licensee.
<i>Internally managed investment option</i>	Represents an investment option where the investment strategy is developed by the RSE Licensee and implemented and managed by an investment manager who is an employee of the RSE or the RSE Licensee.
<i>Investment option</i>	Investment options are available to members via an investment menu offered to them within a superannuation product. For the purpose of this reporting standard an investment option is as defined in Section 1017BB(6) of the Corporations Act, except for lifecycle products where each lifecycle stage or cohort should be reported at this level.
<i>Investment option number (ION)</i>	A unique identifier used to represent an investment option. The ION for an investment option is created by the RSE, but must satisfy the following rules: <ul style="list-style-type: none"> • it must comprise no more than 20 alpha-numeric characters (with no special characters); • it cannot be the same as the ION used for another investment option within the same RSE; and • it cannot change so long as the investment option exists and must be reported consistently across reporting periods (including if the name of the investment option changes). This item also appears in draft <i>Reporting Standard SRS 605.0 RSE Structure and Profile</i> .
<i>Lifecycle exception</i>	Has the meaning given in section 29TC(2) of the SIS Act.
<i>Lifecycle MySuper product</i>	Means a MySuper product to which a lifecycle exception applies.
<i>Lifecycle product</i>	Means a superannuation product to which a lifecycle exception applies.
<i>Member account</i>	Represents a distinct entry recorded in the register of member accounts (or other equivalent mechanism).
<i>Member assets</i>	The assets available to pay member benefits. This is assets less reserves less liabilities excluding member benefits. Reporting for this item should be in alignment with the methodology used to calculate member assets for draft <i>Reporting Form SRF 606.0 RSE Profile</i> (SRF 606.0). For more information, please refer to the reporting instructions for SRF 606.0 at: https://www.apra.gov.au/consultation-on-apras-superannuation-data-transformation

<i>Members' benefits</i>	This is the value, as at the relevant date, of liability for members' benefits. This represents the present obligation to beneficiaries for benefits they are entitled to receive in the future as a result of membership of the Registrable Superannuation Entity in accordance with the relevant accounting standards.
<i>Members' benefit bracket (after ERI payment has been made)</i>	This is the account balance bracket a member account (which has received an ERI payment) is categorised into at the end of the reporting period.
<i>MySuper product (product type)</i>	Has the meaning in Part 1, Division 2, Section 10(1) of the SIS Act.
<i>Principal amount</i>	Represents the face value of a financial instrument.
<i>Projected illiquid assets - in stress/crisis</i>	Represents the expected level of illiquid assets in the portfolio at the reporting date under a worst case scenario as determined in the RSE's liquidity stress testing analysis.
<i>Switch</i>	Represents where a member has transferred part or all of the benefits in an account, from one interest to another interest in the same RSE. Reference: SIS Act, s. 10(1).



APRA