



Oslo, 15.December.2016  
Division for External Trade

**Accompanying letter concerning the reporting of External trade in services for the period 01.01.2016 to 31.12.2016**

We hereby inform about changes that will be made in the reporting of foreign trade in services, with effect from the report for the period 01.01.2017 - 31.03.2017 (1st quarter 2017). In addition, we will make some clarifications.

**Changes that will be implemented with effect from the report for the period 01.01.2017 - 31.03.2017 (1st quarter 2017)**

- **We will change reporting channel from Idun to Altinn.** This means that enterprises (rapporteurs) can access the survey via their message box in Altinn along with their other reporting obligations. To fill out the form for the enterprise, you must also have a role on behalf of the firm. If you are registered in the CCR as CEO or Chairman, you already have a role. More on the allocation and cancellation of roles and rights in Altinn, see <https://www.altinn.no/en/Portalhelp/Administer-rights/>. For request for assignment of D-number for foreign individuals without Norwegian ID-number or D-number see <https://www.altinn.no/en/Forms-and-Services/Etater/The-Bronnoysund-Register-Centre/Request-for-assignment-of-a-D-number1/>. Another possibility to sign in is via Enterprise certificate. This login method is linked to an organization number, not to a national identity number. This login method is designed specifically for larger entities. For more information see <https://www.altinn.no/en/Portalhelp/Logging-in/Enterprise-certificate/>.
- **Reporting will be restructured to be based on period figures** (figures for each quarter; 01.01 to 31.03, 01.04 to 30.06, from 01.07 to 30.09 and 01.10 to 31.12).
- **Data from the previous report (type of service – country - amount) will appear in the form.** This should make it easier to report, without having to fill in type of service and country again for each reporting period. The form will have columns for each reporting period during the year (and 4Q previous year), and finally a column for accrued value so you will be able to see figures for all periods "YearToDate".
- **The right to fail to specify** service trade by country in the reports for 1st, 2nd and 3rd quarters will be discontinued. Likewise the exemption to fill in intercompany trade in services (for those entities that have a parent company, subsidiary, etc. abroad) only in the last report will be discontinued. Therefore it should henceforth be given full specification by country, and specified share of intra-group service trade in all quarterly reports.
- **Due to requirements by the Ministry of Finance** we need to reduce the response time for this survey. The current deadline is 30 days after the end of the reporting period, this must be reduced to 25 days. This will imply that the reporting deadline for each quarter will be the 25th day of the month after the end of each quarter.

**Some clarifications**

- **The numbers shall continue to be expressed in 1 000 NOK** (NOK 2 450 365 - stated as 2450).
- **Reporting still consists of two parts;**
  - One part for **exports of services (revenue** upon delivery / sale of services to foreigners), and
  - the other part of the form for **imports of services (expenditure** on delivery / purchase of services from foreigners).
- It is important that both parts are completed. **The report will not be approved for submission before both are answered.** One can "cache" when a part is finished, and then take the report back up to complete the second part later, and then submit.

Updated guidelines with more detailed descriptions and new file description for rapporteurs who already delivers data by flat file, and rapporteurs who wishes to start reporting via flat file format will be available during February 2017.