



Circulars

18 Jan 1997

Submission through Electronic Media (STEM)

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We wrote to all authorized institutions on 30 October 1996 to implement the revised statistical returns endorsed by the Working Group on Regulatory Reporting. The letter indicated that the amendments to the returns would be incorporated within the STEM system in due course. Please note that the new ASCII file specifications for the revised returns is now complete and a copy of the specifications is available for collection.

Institutions which require the specifications to compile ASCII files for importing into the STEM can collect a copy of the specifications from the Public Registry of the HKMA 29/F, Asia Pacific Financial Tower, 3 Garden Road, Hong Kong. Please bring along the completed bearer letter attached at [Annex 1](#). Institutions can also ask us to send the specifications to them through internet. Please make this request by sending us the completed form attached at [Annex 2](#). For institutions which input their returns into the STEM manually, we will provide them with the revised STEM software by 31 March 1997.

It should be noted that the revised version of STEM is developed in windows environment and it can run under windows 3.1 or windows 95. The minimum requirement would be a 486 computer with at least 16M of memory and 50Mb of hard disk space.

Institutions have also been informed that the HKMA is considering automating further the submission of returns through electronic transmission, removing the need for physical delivery of diskettes. To assist us in moving in this direction, we should be grateful for your assistance in completing the attached [questionnaire](#) on your institution's IT structure. It would be most helpful if you can return the completed questionnaire to us by 12 February 1997.

If you have any questions, please contact **Mr. LAM Si-chun (28781682)** or **Mr. William HUI (28788176)** of this office.

