PROCEDURE TO DOWNLOAD HISTORICAL EXCHANGE RATES FROM THE RESERVE BANK WEBSITE

The following procedure can be followed in order to download historical exchange rates from the Reserve Bank website:

1. Open the Internet
2. Enter the following web-address: www.reservebank.co.za. The following window will open.

3. Select (click) the "Research" link on the menu bar under the SARB logo.
4. The following window will open:

5. Select (click) on the “Rates” link in the menu on the left of the screen.

6. The following window will open:

7. Select (click) on the “Selected historical exchange rates and other interest rates” link.

8. The following window will open:

9. On this page you will select the currency for which you want to download historical information.

10. On this page you can select the “Start date” and “End date”. Click the “View Report“ button to view the result of the selection.

11. Click on the “Export” icon and select “Excel”.

12. In the Excel spreadsheet you can now calculate the average exchange rate for the period under review using standard MS Excel functions