



Banc Ceannais na hÉireann  
Central Bank of Ireland

Eurosystem

2016

## How to complete the General Information Section of the Debt Management Firm Annual Return



### **ANNUAL RETURN FOR DEBT MANAGEMENT FIRMS**

This how-to guide should be read in conjunction with the Guidance Note for the Debt Management Firm Return [\[insert link\]](#) and the Online Reporting User Manual [User Manual](#).

#### **How to complete the General Information Section:**

This step-by-step guidance provides information on the process for completing the **General Information** part of the Annual Return for Debt Management Firms “(Debt Management Firm Return”).


To complete this section, the following steps must be followed:

1. When you have logged in to the Online Reporting System [Login \(/Login.aspx\)](#), please select the ‘**View/Edit Data**’ option on the home page which is shown in **Figure 1.1 below**; this will bring you to a list of the Returns that your firm needs to submit.



**Figure 1.1**

- a) Where a Debt Management Firm holds a Debt Management Authorisation but no other authorisations, such firms are generally only required to submit a ‘**Debt Management Firm Return**’, which appears under the heading of “Payment Services” shown in **Figure 1.2** below.

Payment Services		
Name	Description	
<a href="#">Debt Management Firm</a>	Debt Management Firm	

**Figure 1.2**

b) Where a Debt Management Firm holds a Debt Management authorisation in addition to other authorisations, such as a Retail Intermediary authorisation or a Payment Institution authorisation, the firm must submit the returns that are specified for **each** authorisation. For example a Debt Management Firm who is also a Retail Intermediary must submit a Debt Management Annual Return *in addition* to the Retail Intermediary Annual Return and a Debt Management Firm who is also a Payment Institution must submit the Debt Management Annual Return *in addition* to the relevant Payment Institution Returns. See **Figure 1.3** below for an example of the screen that you will see<sup>1</sup> in the case of a debt management firm who is also a retail intermediary. The debt management return will appear under the heading of Payment Services, while the retail intermediary return will appear under the heading of Retail Intermediaries.

Payment Services		
Name	Description	
<a href="#">Debt Management Firm</a>	Debt Management Firm	

Retail Intermediaries		
Name	Description	
<a href="#">Retail Intermediaries Annual Return V2</a>	Retail Intermediaries Annual Return Version 2	

**Figure 1.3**

<sup>1</sup> This Guidance Note provides details on how to submit the Debt Management Firm Annual Return – please see separate guidance notes for the Retail Intermediary Return and the Payment Institution Returns.

- Click on the name of the return you wish to submit and, on the next screen, select **'View/Edit Returns'**. This will bring you to a screen showing the various returns (if any) under this heading that have already been submitted and those that are scheduled to be submitted, as shown in **Figure 1.4** below.

Debt Management Firm ▶ Returns

**Debt Management Firm Returns**

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated			
<a href="#">11-Nov-2015</a>	Blank	26-Nov-2015	(Central Bank)	12-Nov-2015 (11:39)			
<a href="#">06-Nov-2015</a>	Blank	10-Nov-2015	(Central Bank)	10-Nov-2015 (15:49)			
<a href="#">01-Nov-2015</a>	Invalid	30-Nov-2015	Miroslava Mihova	12-Nov-2015 (11:02)			
<a href="#">31-Oct-2015</a>	Incomplete	14-Nov-2015	(Central Bank)	04-Nov-2015 (10:26)			
<a href="#">15-Oct-2015</a>	Incomplete	31-Dec-2015	Yvonne Tracey	11-Nov-2015 (10:15)			
<a href="#">30-Sep-2015</a>	Invalid	31-Dec-2015	Yvonne Tracey	11-Nov-2015 (09:49)			

all the 'Debt n' returns institution.  
ding returns completed the Central

**Figure 1.4**

- Please select the date corresponding to the Return that you wish to submit now. The status of the return should be "blank" when you are clicking on this return for the first time.
- There will be four sections available for the return. See **Figure 1.5** below.

Debt Management Firm ▶ Returns ▶ 30-Sep-2015

**Debt Management Firm , 30-Sep-2015 - Sections**

Section	Status	Required	Last Updated By	Last Updated			
<a href="#">Debt Management Firms General Information</a>	Valid	Mandatory	Yvonne Tracey	11-Nov-2015 (10:47)			
<a href="#">Debt Management Firms Financial Information</a>	Valid	Mandatory	Aleksandra Manasejeva	12-Nov-2015 (10:54)			
<a href="#">Debt Management Firms Ownership Information</a>	Invalid	Mandatory	Aleksandra Manasejeva	12-Nov-2015 (11:30)			
<a href="#">Debt Management Firms Conduct Of Business</a>	Valid	Mandatory	Aleksandra Manasejeva	04-Nov-2015 (11:03)			

Finalise

**Figure 1.5**

- Click on the “General Information” return. The general information page will now open. To input or edit data on this page, scroll down to the bottom of the page and select the ‘**Edit Data**’ button as seen in **Figure 1.6**. This will bring you into an editable version of the form. Some of the relevant sections will be pre-populated with data held by the Central Bank.

**Figure 1.6**

- For **Question 1**, the firm’s trading name or names will be pre-populated from the Central Bank’s records. If these records are incorrect, the firm must select ‘**No**’ when asked ‘Is this the correct trading name of the Firm?’ in **question 2**. If the field is blank it means that, according to the Central Bank’s records, the trading and registered names of the firm are the same. If it is the case that the firm is no longer using one of the listed trading names please e-mail [dmf@centralbank.ie](mailto:dmf@centralbank.ie) requesting that the

name is removed from Central Bank records. If the firm has additional Trading Names which have not been registered with the Central Bank, please e-mail a scanned copy of your Companies Registration Certification confirming the registration of the name to [dmf@centralbank.ie](mailto:dmf@centralbank.ie) requesting the name to be added to the Central Bank records.

7. The firm's Principal Business Address (**Question 3**) must have at least the first two address lines and the county must be filled in in order to validate the data. This part of the form will be populated from the Central Bank's records, but any changes should be entered.
8. The firm's Contact Information (**Question 4**) is mandatory and the form cannot be validated without it. This part of the form will be populated from the Central Bank's records, but any changes should be entered.
9. The details of the firm's auditors (**Question 6**) are mandatory and the form cannot be validated without it.
10. Once you are satisfied with all of the information that has been input, you should select the '**Save Form**' button on the bottom right of the page, shown in **figure 1.7**. You should then click '**Back**' at the bottom of the next page, to bring you back to the section selection screen. If all the required data has been input into the edited section, the 'Status' of the section will have changed from 'Blank' to Valid'.



**Figure 1.7**

T +353 1 224 6000

[www.centralbank.ie](http://www.centralbank.ie)

[dmf@centralbank.ie](mailto:dmf@centralbank.ie)



Banc Ceannais na hÉireann  
Central Bank of Ireland

Eurosystem

**Bosca PO 559, Sráid an Dáma, Baile Átha Cliath 2, Éire  
PO. Box No 559, Dame Street, Dublin 2, Ireland**