

# Pension Fund Information Return (PFIR) User Guidelines Document

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## Table of Contents

1. Introduction	3
2. Setting up a PFIR return on ONR	3
3. How to populate the PFIR	5
The PFIR naming convention	6
The information that can be updated via the PFIR	6
Updating Pension Fund Attributes	6
Where a pension fund changes registered administrator	7
Update Pension Fund attributes and RA-PF relationship	9
4. Validations	9
5. How to load a PFIR onto ONR	11
6. Finalising and Signing Off Returns	15
Appendix	21
Granting Permissions for PFIR	21

# 1. Introduction

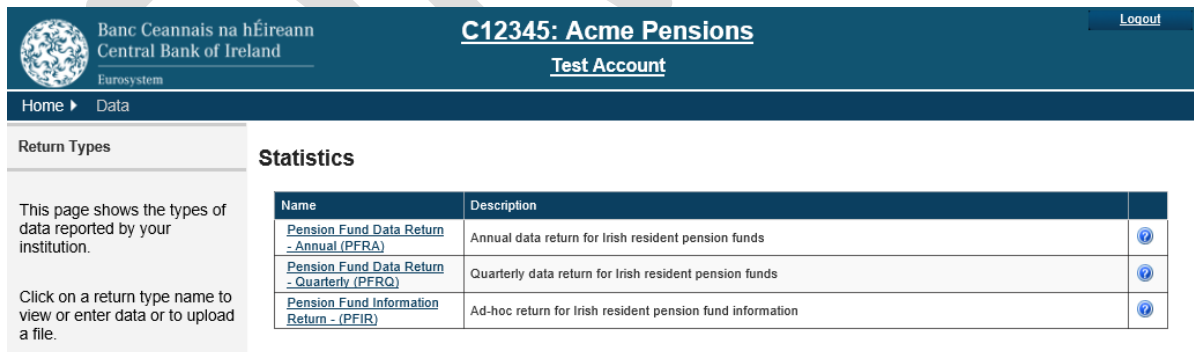
This document is a guide for registered administrators (RAs) on how to update information on pension funds held by the Central Bank of Ireland (the Bank). The Bank should be informed immediately when a new registered administrator is appointed to a pension fund and where changes occur to the required pension fund attributes. This applies to both detailed and reduced reporters. The RAs must inform the Bank of changes via the Pension Fund Information Return (PFIR). This document explains how to submit a PFIR in a step-by-step manner. Each of the steps in chapters two through six should be followed, as appropriate.

## 2. Setting up a PFIR return on ONR




The PFIR return must be submitted to the Bank via the online reporting system (ONR).<sup>1</sup> Access to this return type needs to be granted to the user by the Registered Administrator's Firm Administrator on ONR. Please follow the steps outlined in the appendix to grant the correct permissions. Once permissions have been assigned, the user can create a PFIR return.

### Creating a PFIR return:

Before uploading a PFIR file you must create the PFIR return. From the home page, the user navigates to the 'View/Edit Data' screen, and selects the PFIR return.

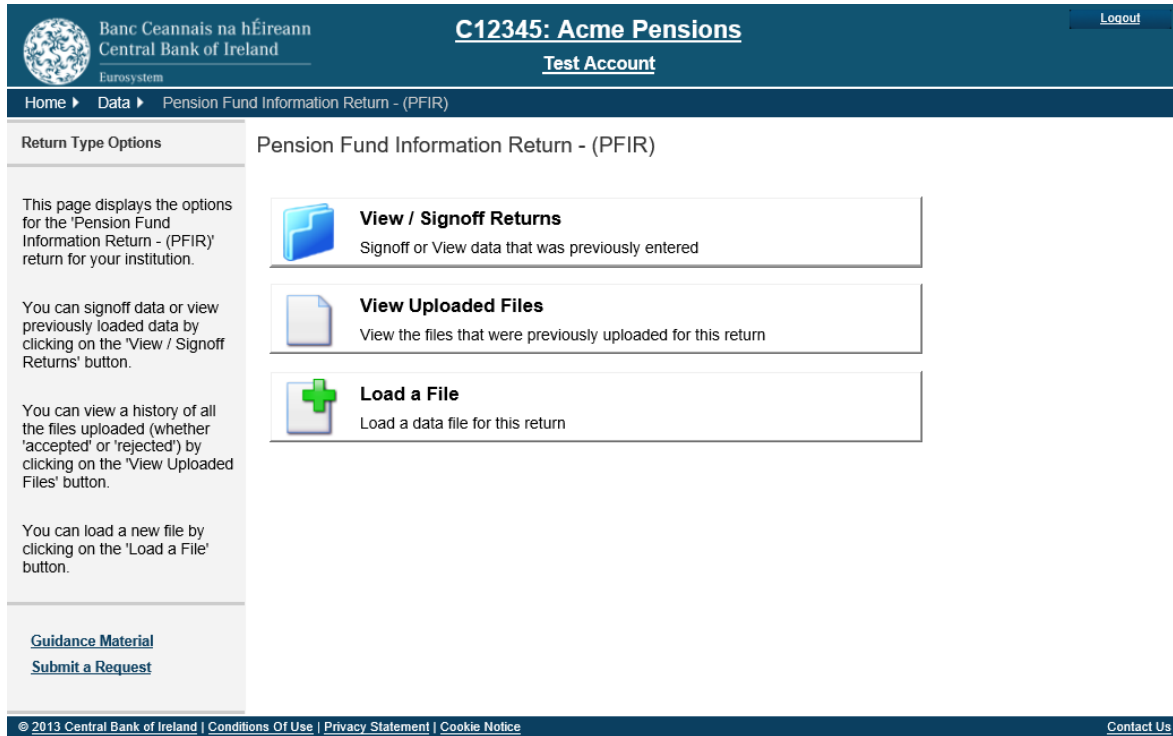


The screenshot shows the ONR system interface. At the top, there is a header with the Central Bank of Ireland logo and name, the user account information 'C12345: Acme Pensions Test Account', and a 'Logout' button. Below the header, there is a navigation bar with 'Home' and 'Data' links. The main content area is divided into two sections: 'Return Types' and 'Statistics'. The 'Return Types' section contains a text box explaining that the page shows the types of data reported by the institution and a note to click on a return type name to view or enter data or to upload a file. The 'Statistics' section contains a table with three rows of return types.

Name	Description	
<a href="#">Pension Fund Data Return - Annual (PFRA)</a>	Annual data return for Irish resident pension funds	
<a href="#">Pension Fund Data Return - Quarterly (PFRQ)</a>	Quarterly data return for Irish resident pension funds	
<a href="#">Pension Fund Information Return - (PFIR)</a>	Ad-hoc return for Irish resident pension fund information	

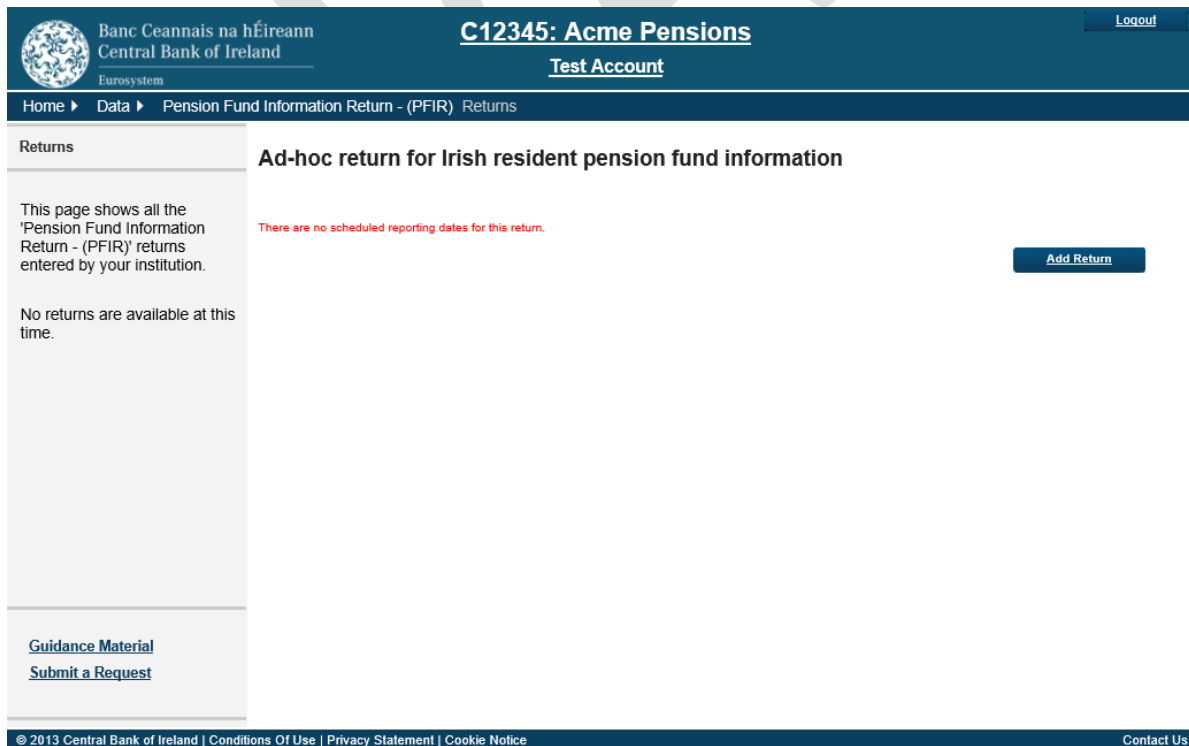
<sup>1</sup> ONR login page is available [here](#). Additional ONR information is available on the Central Bank [website](#).

The user then selects 'View/Sign off Returns'.



The screenshot shows the user interface for 'C12345: Acme Pensions' with a 'Test Account'. The breadcrumb trail is 'Home > Data > Pension Fund Information Return - (PFIR)'. The main heading is 'Pension Fund Information Return - (PFIR)'. On the left, under 'Return Type Options', there are three paragraphs of instructions and two links: 'Guidance Material' and 'Submit a Request'. The main content area has three buttons: 'View / Signoff Returns' (with a folder icon), 'View Uploaded Files' (with a document icon), and 'Load a File' (with a plus icon). Each button has a brief description of its function. The footer contains copyright information for 2013 and a 'Contact Us' link.

The user then selects the 'Add Return' button.



The screenshot shows the user interface for 'C12345: Acme Pensions' with a 'Test Account'. The breadcrumb trail is 'Home > Data > Pension Fund Information Return - (PFIR) Returns'. The main heading is 'Ad-hoc return for Irish resident pension fund information'. On the left, under 'Returns', there are two paragraphs of text and two links: 'Guidance Material' and 'Submit a Request'. The main content area has a red message: 'There are no scheduled reporting dates for this return.' and a blue 'Add Return' button. The footer contains copyright information for 2013 and a 'Contact Us' link.

The 'Reporting Date' must be a date in the past - it cannot be today's date. The 'Submission Due Date' is the date by which the return must be submitted. Select a 'Submission Due Date' that is in the future. Once the dates have been populated, select the 'Add' button. Please note these dates have no connection to the data in the PFIR file, they are only required to facilitate the upload process.

The screenshot shows a web interface for adding a return instance. The header includes the Central Bank of Ireland logo and the text 'Banc Ceannais na hÉireann Central Bank of Ireland Eurosystem'. The user is logged in as 'C12345: Acme Pensions' with a 'Test Account'. The breadcrumb trail is 'Home > Data > Pension Fund Information Return - (PFIR) MISSING > Add'. The main content area is titled 'Add Return Instance' and contains two date input fields: 'Reporting Date' and 'Submission Due Date'. Below the fields are 'Add' and 'Cancel' buttons. A sidebar on the left provides instructions: 'To create a new (unscheduled) return for this institution, enter the required details and click the 'Add' button.' and 'The 'submission due' date determines how long the institution has to submit the new return.' At the bottom of the sidebar are links for 'Guidance Material' and 'Submit a Request'. The footer contains copyright information: '© 2013 Central Bank of Ireland | Conditions Of Use | Privacy Statement | Cookie Notice' and a 'Contact Us' link.

A return has been set-up and the user can now proceed to populate the PFIR, as explained in the next chapter.

### 3. How to populate the PFIR

The PFIR template is available on the Bank's [website](#). The template has four tabs - 'Cover', 'PFIR', 'Relationships' and 'Validations'. The 'Cover' tab provides instructions on how to complete the PFIR file. The 'PFIR' tab is for updating pension fund attributes. The 'Relationships' tab is for updating RA-PF relationships.

You can update information for up to 50 pension funds at a time. This chapter covers: the file naming convention, the information that can be updated, how to update pension fund attributes, and how to change an RA-PF relationship.

## The PFIR naming convention

The file must be saved with the following naming convention: C>NNNN\_YYYYMMDD\_PFIR. This is the C-code of the RA, then an underscore, then the reporting date, another underscore, and finally the name of the return type - 'PFIR'. The reporting date must match the date specified in Chapter two, when creating the PFIR return.

## The information that can be updated via the PFIR

The following information can be updated through the PFIR return:

- RA-PF relationship ('Relationships' tab)
- Pension Fund Year-End ('PFIR' tab)
- Pension Fund Status ('PFIR' tab)
- Pension Fund Type ('PFIR' tab)

## Updating Pension Fund Attributes

Using the PFIR tab you can update pension fund attributes. All columns are mandatory. You must provide the correct national identifier (PB number) and commencement date of the pension fund(s) you are updating. If the combination of national identifier and commencement date does not match the data we have on ONR, the PFIR will be rejected. The 'Effective date of update' is the date from which the new information is valid. The attributes you can update are outlined below:

- Pension Fund Year-End: We require the month and day for the new year-end. Please be careful not to mix up the month and day columns when populating the file.
- Pension Fund Status: Two options are available; 'Active' and 'Wound Up'. When moving a pension fund to 'Wound Up', the 'Effective date of update' column must be populated with the closure date. When you select 'Wound Up' from the dropdown menu, the cell will turn yellow. This is to highlight that you are moving the pension fund to 'Wound Up' and this cannot be reversed.
- Pension Fund Type: Three options are available; 'Defined Contribution', 'Defined Benefit', and 'Hybrid'.

**Note:** If you need to make a change to the pension fund name or the pension fund commencement date please email [stats\\_pensions@centralbank.ie](mailto:stats_pensions@centralbank.ie) with the details and a reason for the change. These attributes cannot be changed through the PFIR.

## Where a pension fund changes registered administrator

Where a registered administrator (RA) replaces another RA in reporting on behalf of a pension fund, the new RA must submit a PFIR. The 'Relationships' tab is used for this type of change.

When populating the 'Relationships' tab, the 'Effective date of update' must be set so that it includes the reporting period(s) for which the RA will be reporting. This ensures the new RA-to-pension fund relationship covers the appropriate reporting period(s) in ONR.

Please see two examples below for reference.

### Example 1:

A pension fund has appointed a new RA who will be making a return on their behalf. The RA must ensure that they can submit returns for the Q3 2020 reporting period.

The reporting period in ONR is 30/09/2020 (data for Q3 2020):

Home ▶ Return Types ▶ Pension Fund Data Return - Quarterly (PFRQ) Reporting Dates

Reporting Dates

**View Reporting Dates**

This page displays the reporting dates for the 'Pension Fund Data Return - Quarterly (PFRQ)' return type.

You can view the returns entered for this reporting date by clicking on the date.

Reporting Date	No. of Returns	Received	Not Received	Revised	Currently Being Revised
30-Sep-2020	414	0	414	0	0

On the 'Relationships' tab, the 'Effective date of update' should be a date in Q3 to ensure the new relationship includes the return for Q3 2020. If the 'Effective date of update' were specified as '01/10/2020', for example, the RA would not be able to make the return for Q3 2020 but would be able to make the return for Q4 2020.

	A	B	C
2	<b>Update to Relationship - please enter values from row 6 down</b>		
3	<b>National identifier</b>	<b>Pension fund commencement date</b>	<b>Effective date of update</b>
4			
5	(PBnnnnn)	(yyyy-mm-dd)	(yyyy-mm-dd)
6	PB999999	2015-01-01	2020-09-27
7			
8			
9			
10			
11			

The 'Relationships' tab should be completed as described above, with reference to the pension fund that the RA will be reporting on behalf of.

Example 2:

A pension fund has appointed a new RA who will be making a return on their behalf in the upcoming reporting period.

Upcoming reporting date in ONR is 31/12/2020 (data for Q4 2020):

Home > Return Types > Pension Fund Data Return - Quarterly (PFRQ) Reporting Dates						
View Reporting Dates						
Reporting Date	No. of Returns	Received	Not Received	Revised	Currently Being Revised	
31-Dec-2020	414	0	414	0	0	

On the 'Relationships' tab the 'Effective date of update' should reflect when the change in RA-PF relationship takes effect. In this example, the RA will be reporting the Q4 2020 return but not the Q3 2020 return. Therefore the 'Effective date of update' should be within Q4. This ensures that the new relationship covers the upcoming reporting requirement but does not cover past reporting periods.



	A	B	C
2	<b>Update to Relationship - please enter values from row 6 down</b>		
3	<b>National identifier</b>	<b>Pension fund commencement date</b>	<b>Effective date of update</b>
4			
5	(PBnnnnn)	(yyyy-mm-dd)	(yyyy-mm-dd)
6	PB999999	2015-01-01	2020-11-18
7			
8			
9			
10			
11			

Navigation tabs: Cover | PFIR | Relationships | Validations

## Update Pension Fund attributes and RA-PF relationship

Reporters can use the 'PFIR' and 'Relationships' tabs in the one PFIR. ONR will process the pension fund attribute changes and the relationship changes together. However, we recommend that a pension fund is not entered on both tabs in the one PFIR to avoid complications with effective dates.

## 4. Validations

A number of in-file validations are automatically carried out before the file is submitted. In order to be accepted through the Bank's ONR system the PFIR return must have a status of 'Valid' in cell F4 on the 'Cover' tab.

A	B	C	D	E	F
<b>PFIR - Pension Fund Information Return</b>		Version 0.4			
		<b>Return Status:</b>	Valid		
Pension Fund Information Return		Status Valid	Total Errors 0.00		
<b>Instructions</b>					
<p>The Pension Fund Information Return (PFIR) should be used to update the Central Bank of Ireland on (i) changes to designated pension fund attributes via the <i>PFIR</i> sheet, or (ii) relationships between registered administrators (RAs) and pension funds via the <i>Relationships</i> sheet. These changes should be reported to the Central Bank of Ireland immediately; note that the national identifier and the commencement date are used for system verification and cannot be changed via the PFIR.</p> <p>There is a limit of 50 attribute updates and/or 50 relationship changes per return. The <i>PFIR</i> sheet should only be used where an update to attributes is required. The <i>Relationships</i> sheet should only be used where a change in relationship is required. The <i>Cover</i> and <i>Validations</i> sheets are for reference only. <b>If using copy/paste, you must paste values only.</b></p> <p><b>The PFIR sheet updates pension funds attributes. If this sheet is required, all columns are mandatory.</b></p> <ul style="list-style-type: none"> <li>- <i>National identifier</i> is the PB number of the pension fund. This must take the format <i>PBnnnnn</i>, where <i>nnnnn</i> are numerals.</li> <li>- <i>Commencement date</i> is the start date of the pension fund. This must take the format <i>yyyy-mm-dd</i>.</li> <li>- <i>Pension fund year-end</i> is the date prior to the renewal date of the pension fund. This field consists of two separate parts: (i) the month, which must take the format <i>mm</i>, and (ii) must take the format <i>dd</i>.</li> <li>- <i>Pension fund status</i> records whether a pension fund is active or wound up. Please select the appropriate option from the dropdown. Once a pension fund has been wound up, it is reversed.</li> <li>- <i>Pension fund type</i> records whether a fund is a defined benefit, defined contribution or hybrid. Please select the appropriate option from the dropdown.</li> <li>- <i>Effective date of update</i> specifies from what date any reported changes should be reflected in the Central Bank's records. This must take the format <i>yyyy-mm-dd</i>.</li> </ul>					
<p>Navigation tabs: Cover   PFIR   Relationships   Validations</p>					

A list of the validations can be found in the 'Validations' tab. To locate the validation rules that are broken filter the column 'Validation Passed' for 'False' values. A description of the validation rules is located in the column 'Rule'. The user should use these descriptions to correct any validation errors.

A	B
Validation Passed	Rule
True	The PFIR Sheet has a maximum of 50 rows
True	All attributes in row 6 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 7 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 8 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 9 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 10 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 11 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 12 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 13 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 14 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 15 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 16 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 17 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 18 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 19 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 20 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 21 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 22 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 23 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 24 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 25 of the PFIR sheet must be populated unless the entire row is blank.
True	All attributes in row 26 of the PFIR sheet must be populated unless the entire row is blank.

Navigation tabs: Cover | PFIR | Relationships | Validations

Once all information has been added and the file is valid, the user can proceed to load the file onto ONR.

## 5. How to load a PFIR onto ONR

Once the user has completed all of the steps outlined in Chapters two, three, and four, as required, they can proceed to load the valid and complete PFIR onto ONR.

The user logs onto ONR, clicks 'View/Edit Data' and then selects 'Pension Fund Information Return - (PFIR)'. The user then selects 'Load a File'.

The screenshot shows the user interface for the Central Bank of Ireland's ONR system. The header includes the Central Bank of Ireland logo and name in Irish and English, the account identifier 'C12345: Acme Pensions', and a 'Logout' button. The breadcrumb trail is 'Home > Data > Pension Fund Information Return - (PFIR)'. The main content area is titled 'Pension Fund Information Return - (PFIR)' and contains three primary actions: 'View / Signoff Returns' (with a folder icon), 'View Uploaded Files' (with a document icon), and 'Load a File' (with a plus icon). A left-hand sidebar provides instructions for each action and includes links for 'Guidance Material' and 'Submit a Request'. The footer contains copyright information for 2013 and links to 'Conditions Of Use', 'Privacy Statement', 'Cookie Notice', and 'Contact Us'.

**Return Type Options**

This page displays the options for the 'Pension Fund Information Return - (PFIR)' return for your institution.

You can signoff data or view previously loaded data by clicking on the 'View / Signoff Returns' button.

You can view a history of all the files uploaded (whether 'accepted' or 'rejected') by clicking on the 'View Uploaded Files' button.

You can load a new file by clicking on the 'Load a File' button.

[Guidance Material](#)  
[Submit a Request](#)

**View / Signoff Returns**  
Signoff or View data that was previously entered

**View Uploaded Files**  
View the files that were previously uploaded for this return

**Load a File**  
Load a data file for this return

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The user can browse to the PFIR file location and load the file.

**File Upload**

On this page, you can load a file containing 'Pension Fund Information Return - (PFIR)' data.

The file name must be of the form:

CNNNNN\_YYYYMMDD\_PFIR.xlsx

CNNNNN - the institution code you use to log in to the system

YYYYMMDD - must be the reporting date

PFIR - the SII\_PFI Return Desc

xlsx - the file extension

[Guidance Material](#)  
[Submit a Request](#)

### Load a Pension Fund Information Return - (PFIR) File

Select a file and click 'Load File' to load it to the server.

Once the return has passed the validations, the return should then be queued.

**File Upload Status**

This page shows the result of uploading a file.

[Guidance Material](#)  
[Submit a Request](#)

### Pension Fund Information Return - (PFIR) File #97742

**C12345\_20190916\_PFIR.xlsx is queued and awaiting processing.**

<b>Filename:</b>	C12345_20190916_PFIR.xlsx
<b>Status:</b>	<b>Queued</b>
<b>Estimated Time to Complete:</b>	<b>0 to 5 minutes</b>
<b>Return Type:</b>	Pension Fund Information Return - (PFIR)
<b>Size:</b>	71550 bytes
<b>Uploaded Date:</b>	17-Sep-2019 (08:48)
<b>Processed Date:</b>	N/A
<b>Validation Errors:</b>	0

When the return has been accepted by ONR, the following screen will be visible.

**Banc Ceannais na hÉireann**  
Central Bank of Ireland  
Eurosystem

**C12345: Acme Pensions**  
Test Account

Home ▶ Data ▶ Pension Fund Information Return - (PFIR) Files ▶ #97742

**File Upload Status**

This page shows the result of uploading a file.

Validation didn't find any errors so the file has been 'accepted' and all its data has been loaded.

**Pension Fund Information Return - (PFIR) File #97742**

<b>Filename:</b>	C12345_20190916_PFIR.xlsx
<b>Status:</b>	<b>Accepted</b>
<b>Return Type:</b>	Pension Fund Information Return - (PFIR)
<b>Size:</b>	71550 bytes
<b>Uploaded Date:</b>	17-Sep-2019 (08:48)
<b>Processed Date:</b>	17-Sep-2019 (08:49)
<b>Validation Errors:</b>	0

[Back](#) [Refresh page](#)

[Print current page](#) [Collapse all Errors](#) [Expand all Errors](#)

[Guidance Material](#)  
[Submit a Request](#)

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An email will also be sent to the user with the following wording:

Pension Fund Information Return - (PFIR) uploaded by Test Account on 17 September 2019 08:49 has been accepted.

This is an automatically generated message. Please do not reply to this email.

If the return is not valid the user will see the following screen.

Banc Ceannais na hÉireann  
Central Bank of Ireland  
Eurosystem

**C12345: Acme Pensions** Logout

**Test Account**

Home ▶ Data ▶ Pension Fund Information Return - (PFIR) Files ▶ #97750

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**File Upload Status**

This page shows the result of uploading a file.

Validation found errors which made the file impossible to process. It has been 'rejected' - no data has been loaded.

---

[Guidance Material](#)  
[Submit a Request](#)

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**Pension Fund Information Return - (PFIR) File #97750**

<b>Filename:</b>	C12345_20190930_PFIR.xlsx
<b>Status:</b>	<b>Rejected</b>
<b>Return Type:</b>	Pension Fund Information Return - (PFIR)
<b>Size:</b>	71649 bytes
<b>Uploaded Date:</b>	02-Oct-2019 (14:19)
<b>Processed Date:</b>	02-Oct-2019 (14:19)
<b>Validation Errors:</b>	<b>1</b>

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**Validation Errors**

1706: Error

Error: Return Status is Invalid

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### Common Error Messages:

- 'No valid Return exists for this Return Period date' – This error will appear when the date used in the file naming convention does not match the reporting date used for the PFIR return you created in ONR. Please see chapter 2 for more details.
- 'Reporting date must be a date in the past' – When creating a PFIR return, the reporting date must be a date in the past.
- 'Return Status is invalid' - The PFIR file has a status of 'Invalid' in cell F4 on the 'Cover' tab.
- 'The combination of the National Identifier <PBXXXXX> and Birth date <DD/MM/YYYY> does not exist' – The commencement date entered on the PFIR/Relationships tab does not match the commencement date on ONR for that pension fund. Please ensure you have entered the correct date in the PFIR/Relationships tab. If the date is correct please email [stats\\_pensions@centralbank.ie](mailto:stats_pensions@centralbank.ie) with the details and we will change the commence date on ONR.

Once the file has been accepted, the user can proceed to finalise and sign-off on the return. Note that the return will not be accepted by the Bank until it is signed off. The next chapter explains the finalisation and sign-off processes.

## 6. Finalising and Signing Off Returns

Once you have uploaded the return and are satisfied that the content of the return is correct, the return must be signed off before being accepted by the Bank. To sign off, the user returns to the 'View/Sign Off' return screen.

The screenshot shows the user interface for managing Pension Fund Information Returns (PFIR). The header includes the Central Bank of Ireland logo and name, the user's account ID 'C12345: Acme Pensions', and a 'Logout' button. The breadcrumb trail is 'Home > Data > Pension Fund Information Return - (PFIR)'. The main content area is titled 'Pension Fund Information Return - (PFIR)' and contains three primary actions:

- View / Signoff Returns**: Signoff or View data that was previously entered.
- View Uploaded Files**: View the files that were previously uploaded for this return.
- Load a File**: Load a data file for this return.

A left-hand sidebar provides instructions: 'This page displays the options for the 'Pension Fund Information Return - (PFIR)' return for your institution. You can signoff data or view previously loaded data by clicking on the 'View / Signoff Returns' button. You can view a history of all the files uploaded (whether 'accepted' or 'rejected') by clicking on the 'View Uploaded Files' button. You can load a new file by clicking on the 'Load a File' button.' Below these instructions are links for 'Guidance Material' and 'Submit a Request'. The footer contains copyright information for 2013 and links to 'Conditions Of Use', 'Privacy Statement', 'Cookie Notice', and 'Contact Us'.

The user then selects the return they want to finalise and sign off.

Banc Ceannais na hÉireann  
Central Bank of Ireland

**C12345: Acme Pensions** [Logout](#)

**Test Account**

Home ▶ Data ▶ Pension Fund Information Return - (PFIR) Returns ▶ 16-Sep-2019

Sections

The 'Pension Fund Information Return - (PFIR)' return is divided into sections.

Complete each section that applies to your institution and submit the return to the Central Bank .

[Guidance Material](#)  
[Submit a Request](#)

**Pension Fund Information Return - (PFIR) , 16-Sep-2019 - Sections**

Section	Status	Required	Last Updated By	Last Updated		
<a href="#">Pension Fund Information Return - (PFIR)</a>	Valid	Mandatory	(Central Bank)	17-Sep-2019 (08:49)		

[Finalise](#)

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There is a button below the return entitled 'Finalise'. Click 'Finalise'.

Banc Ceannais na hÉireann  
Central Bank of Ireland

**C12345: Acme Pensions** [Logout](#)

**Test Account**

Home ▶ Data ▶ Pension Fund Information Return - (PFIR) Returns ▶ 16-Sep-2019

Sections

The 'Pension Fund Information Return - (PFIR)' return is divided into sections.

Complete each section that applies to your institution and submit the return to the Central Bank .

[Guidance Material](#)  
[Submit a Request](#)

**Pension Fund Information Return - (PFIR) , 16-Sep-2019 - Sections**


Section	Status	Required	Last Updated By	Last Updated		
<a href="#">Pension Fund Information Return - (PFIR)</a>	Valid	Mandatory	(Central Bank)	17-Sep-2019 (08:49)		

[Finalise](#)

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Once this is complete, click the 'Back' button.



Banc Ceannais na hÉireann  
Central Bank of Ireland  
Eurosystem

**C12345: Acme Pensions**  
Test Account

[Logout](#)

Home ▶ Data ▶ Pension Fund Information Return - (PFIR) Returns ▶ 16-Sep-2019 ▶ Finalise Return

Finalise Return Instance

### Pension Fund Information Return - (PFIR), 16-Sep-2019 has been finalised

This page shows the results of Finalising a Return. The return will only be finalised if it has passed all cross form rule checks.

This Return is 'Finalised' - it must now be 'Signed-Off' to be submitted to the Central Bank. Use the back button to navigate to the previous page.

[Back](#)

[Guidance Material](#)  
[Submit a Request](#)

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DRAFT

This will take the user back to the previous screen. The user should now see a 'Sign-Off' button. Click 'Sign-Off'.

**Banc Ceannais na hÉireann**  
Central Bank of Ireland  
Eurosystem

**C12345: Acme Pensions**  
Test Account

Logout

Home > Data > Pension Fund Information Return - (PFIR) Returns > 16-Sep-2019

**Sections**

The 'Pension Fund Information Return - (PFIR)' return is divided into sections.

Complete each section that applies to your institution and submit the return to the Central Bank .

[Guidance Material](#)  
[Submit a Request](#)


**Pension Fund Information Return - (PFIR) , 16-Sep-2019 - Sections**

Section	Status	Required	Last Updated By	Last Updated		
<a href="#">Pension Fund Information Return - (PFIR)</a>	Valid	Mandatory	(Central Bank)	17-Sep-2019 (08:49)		

[Sign-Off](#)

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A new screen will appear where the user must declare that the data is correct. To complete sign off, the user selects the tick box in the 'Declaration' section and clicks the 'Sign-off Return' button. Once this button is clicked, it is not possible to resubmit the data. The information will then be received by the Bank.



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## C12345: Acme Pensions

[Test Account](#)

[Logout](#)

[Home](#) > [Data](#) > [Pension Fund Information Return - \(PFIR\) Returns](#) > [16-Sep-2019](#) > [SignOff Return](#)

Sign Off Return Instance

### Sign-Off Return

**The Return is ready to be signed-off.**

The Pension Fund Information Return - (PFIR) return for 16-Sep-2019 must be 'signed-off' to complete the process of submitting data to the Central Bank

This return is due to be submitted by 19-Sep-2019.

*After you sign-off the return, it will be 'locked' and you will no longer be able to make changes (unless the return is subsequently unlocked by the Central Bank for revision).*

**Declaration**

To signify your acceptance of this statement, tick the box below:


Once you have verified the correctness of the data to your satisfaction, click the 'Sign-Off Return' button below to sign-off the return and submit the data to the Central Bank. This will complete the process of submitting the return (for this period).

I declare that the information which has been entered for the Pension Fund Information Return - (PFIR) return for 16-Sep-2019 is complete and correct to the best of my knowledge.

Cancel
Sign-off Return

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A new screen will then open, confirming that the return has been signed off.



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## C12345: Acme Pensions

[Test Account](#)

[Logout](#)

[Home](#) > [Data](#) > [Pension Fund Information Return - \(PFIR\) Returns](#) > [16-Sep-2019](#) > [SignOff Return](#)

Sign Off Return Instance

### Sign-Off Return

**The return has been successfully signed-off**

You have successfully 'signed-off' the Pension Fund Information Return - (PFIR) return for 16-Sep-2019 – it has now been submitted to the Central Bank.

This return was successfully submitted by the 19-Sep-2019 deadline.

*This Return is 'locked', and can't be changed until it is unlocked for revision by the Central Bank .*

Use the back button to navigate to the previous page.

Back

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The user will also receive an email:

You have successfully 'signed-off' Pension Fund Information Return - (PFIR) for

Institution : Acme Pensions (C12345)

Return Type : Pension Fund Information Return - (PFIR)

Reporting date : 16-Sep-2019

Revision Number : 1

This return has now been submitted to the Central Bank, is 'locked' and cannot be changed until it is unlocked for revision by the Central Bank.

Regards

Central Bank Of Ireland

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This is an automatically generated email. Please do not reply to this email.

**Note:** Once a PFIR return is signed off the return cannot be used again and it cannot be unlocked. When you are submitting another PFIR you need to create a new PFIR return.

DRAFT

# Appendix

## Granting Permissions for PFIR

1. Login to ONR and select 'Manage User Accounts':


The screenshot shows the ONR user interface. At the top, there is a header with the Central Bank of Ireland logo and the text 'Banc Ceannais na hÉireann Central Bank of Ireland Eurosystem'. The main title is 'C12345: Acme Pensions' with a 'Logout' button. Below the header, there is a 'Home' button and a 'Home Page' section with instructions. The main content area has a sidebar with several menu items: 'View / Edit Data', 'Administration', 'My Profile', 'Messages', 'Requests', and 'Manage User Accounts'. The 'Manage User Accounts' item is highlighted. On the right, there is a 'New Messages' section with a notification about 'Guidance Notes updated' and a link to 'Go to Message Archive >>'.

2. Select the user you would like to make a business administrator:

<a href="#">Firmadmin</a>	Test Account	Administrator	Yes	09-Oct-2019 (11:34)	30-Jul-2019 (15:03)					
<a href="#">Workshop</a>	Work Shop	Business Administrator	No							

[Add User](#)

### 3. Select 'Edit Profile':



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**C12345: Acme Pensions**

Test Account

[Logout](#)

Home ▶ Administration ▶ Users ▶ Workshop

#### View User

This page shows the information the system stores about 'Work Shop'.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with that user.

[Guidance Material](#)  
[Submit a Request](#)

### Work Shop - User Details

Login Name:	Workshop
Title:	Mr
First Name:	Work
Surname:	Shop
Email:	dddd@workshop.ie
Telephone:	111111111
Job Title:	Tester
Account Status:	Enabled
User Type:	Business Administrator
User can administer at own level?	No
Setup By:	Test Account
Setup Date:	20-Aug-2019 (12:21)
Last Login:	
Last Password Change:	

Return Type	Access
Pension Fund Data Return - Annual (PFRA)	<a href="#">Verify</a>
Pension Fund Data Return - Quarterly (PFRQ)	<a href="#">Verify</a>

[Edit Profile](#) [Edit Access](#) [Disable](#) [Reset Password](#)

[Delete User](#)

4. Change account type to 'Business Administrator':

**Work Shop - Edit Profile**

Login:

Title\*:

First Name\*:

Surname\*:

Email\*:

Telephone\*:

Job Title\*:

Account Type\*:

User can administer at own level?

5. After setting the account type to business administrator, go back to the list of user accounts to set the permission:

<a href="#">Firmadmin</a>	Test Account	Administrator	Yes	09-Oct-2019 (11:34)	30-Jul-2019 (15:03)					
<a href="#">Workshop</a>	Work Shop	Business Administrator	No							

6. Set the permission to 'Administrator' for the PFIR return type:

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**C12345: Acme Pensions**  
Test Account

Home Administration Users Workshop Edit Access

**Edit User Access**

**'Work Shop' - Edit Access**

This page shows the access that 'Work Shop' has to each return type.

For maximum security, you should only grant the minimum access that this user needs to do his or her job.

Granting 'Administrator' access to a return type allows the user to set up more users with access to that return type.

Return Type	Role
Pension Fund Data Return - Annual (PFRA)	Verify
Pension Fund Data Return - Quarterly (PFRQ)	Verify
Pension Fund Information Return - (PFIR)	(none) Administrator Edit Verify EditAndVerify View

After completing these steps the user (now a business administrator) will be able to access the PFIR and submit returns.