



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

**Instructions and Guidance for the
Submission of Virtual Asset Service Providers
Registration Forms and Documentation via the
Central Bank of Ireland Portal**

2023

1. Submission of the Virtual Asset Service Provider (VASP) Return via the Portal:

1.1. Pre-requisite actions before submitting a VASP return

Portal Permissions: The person submitting the VASP return via the Portal must request access to the return from their institutions Portal administrator - any authorised Portal user can be granted this access. Alternatively, the Portal administrator may submit the return.

Downloading the VASP return prior to completion

Download the VASP Registration or Beneficial Ownership form(s) from the Central Bank of Ireland Website.

Populate the required fields within the form as detailed in *Instructions and Guidance on Completing the VASP AML/CFT Registration Form*

1.2. Uploading the VASP registration forms in the returns section of the Portal post completion

The VASP forms can only be successfully uploaded in the Portal if all the validations are 'Valid' in the 'Cover' tab in the VASP registration or Beneficial Ownership form as per the example shown below:

Virtual Asset Service Provider - Registration Validations			
Section	Details	Validation	Validation
Applicant Firm Details	Central Bank Code & Firm Name	Valid	✓
	Contact Details	Valid	✓
	Applicant Firm Details:	Valid	✓
	Applicant Firm Structure	Valid	✓
	Proposed VASP activities	Valid	✓
	VASP Business Profile	Valid	✓
	Regulatory History	Valid	✓
	Shareholdings & Management	Direct Shareholders / Partners	Valid
Indirect Shareholders / Partners		Valid	✓
Principal Officers		Valid	✓
AML/CFT/FS Governance	Risk Assessment	Valid	✓
	Policies & Procedures	Valid	✓
	AML/CFT/FS Training with Respect to VASP Activities	Valid	✓
	Report Management Information	Valid	✓
ML/TF Risk Profile	VASP Services	Valid	✓
	Customer Exposure	Valid	✓
	Financial Sanctions and PEPs	Valid	✓
	Geography/Country	Valid	✓
	Distribution Channels	Valid	✓
	Agents & Branches	Valid	✓
Risk Based Approach	Assurance Testing in relation to VASP Activities	Valid	✓
	Third Party Reliance in Relation to VASP Activities	Valid	✓
	Outsourcing in relation to VASP Activities	Valid	✓
Declarations	Submission Declaration	Valid	✓
	Declaration of Compliance	Valid	✓
	Declaration re. personnel	Valid	✓
	Return Status:	Valid	

If any validation on the Cover page shows as 'Invalid' (as shown) then the VASP registration or Beneficial Ownership form will not successfully upload to the Portal:

Virtual Asset Service Provider - Registration Validations			
Section	Details	Validation	Validation
Applicant Firm Details	Central Bank Code & Firm Name	Valid	✓
	Contact Details	Valid	✓
	Applicant Firm Details:	Valid	✓
	Applicant Firm Structure	Valid	✓
	Proposed VASP activities	Valid	✓
	VASP Business Profile	Valid	✓
	Regulatory History	Valid	✓
	Shareholdings & Management	Direct Shareholders / Partners	Invalid
Indirect Shareholders / Partners		Valid	✓
Principal Officers		Valid	✓
AML CFT FS Governance	Risk Assessment	Invalid	✗
	Policies & Procedures	Valid	✓
	AML/CFT/FS Training with Respect to VASP Activities	Valid	✓
	Report Management Information	Valid	✓
ML/TF Risk Profile	VASP Services	Valid	✓
	Customer Exposure	Valid	✓
	Financial Sanctions and PEPs	Valid	✓
	Geography/Country	Valid	✓
	Distribution Channels	Valid	✓
	Agents & Branches	Valid	✓
Risk Based Approach	Assurance Testing in relation to VASP Activities	Invalid	✗
	Third Party Reliance in Relation to VASP Activities	Valid	✓
	Outsourcing in relation to VASP Activities	Valid	✓
Declarations	Submission Declaration	Valid	✓
	Declaration of Compliance	Valid	✓
	Declaration re. personnel	Valid	✓
	Return Status:	Invalid	✗

1.3. Saving VASP Registration and Beneficial Ownership forms in the Portal

Save the VASP registration or Beneficial Ownership form(s) with the correct filename:
The file must be saved and renamed using the format: CXXXXX_YYYYMMDD_VSP.xlsx

CXXXXX = your institution code

YYYYMMDD = your returns reporting date

Note: The reporting date for the return can be found on the Portal within the VASP return and on the VASP submission pack.

Example:

A firm with an institution code of C50001 and a reporting date of 23/04/2021 will name the file C50001_20210423_VSP.xlsx

1.4. Submission of VASP forms in the Portal

Upload the completed VASP registration or Beneficial Ownership form to the Portal and submit to the Central Bank. **Please note this is a three step process:**

- i. Log into the Portal and select – Returns - View/Edit data – Return Types – VASP Registration and Beneficial Ownership form - View/Unlock returns
- ii. Select Load a file and choose the previously saved form
- iii. Once the form has been uploaded, you must then Finalise and Sign Off the return in the Portal to fully submit to the Central Bank

Note:

The form must be Signed Off, as uploading the file alone does not constitute a submitted return.

The submission of the VASP registration and Beneficial Ownership forms is a two person sign off process

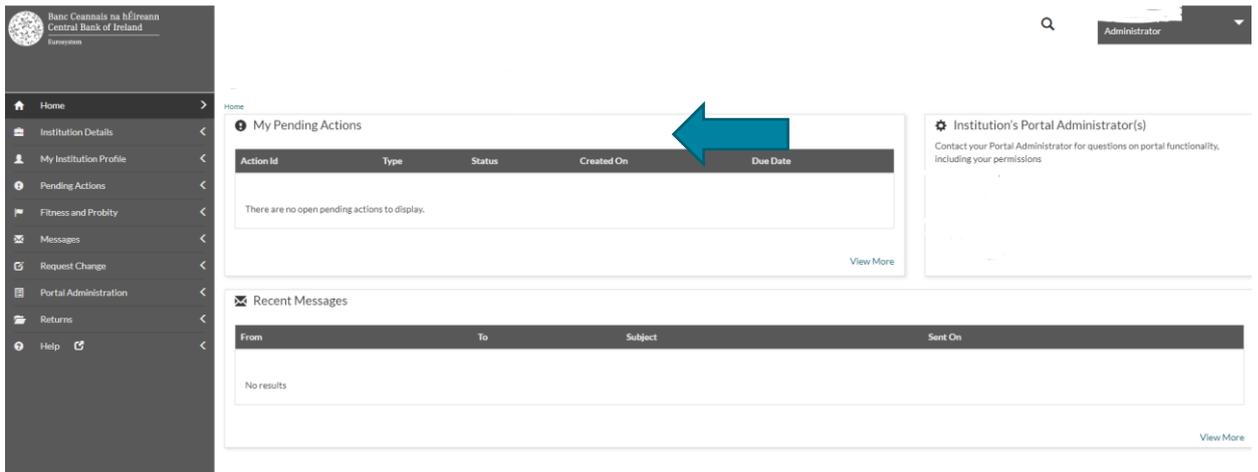
2. Uploading VASP registration and Beneficial Ownership forms in the Portal:

2.1. Log in to the Portal

The image shows a screenshot of the Central Bank of Ireland's login portal. On the left, there are instructions for 'Initial Setup' with two methods: 'Method 1: Authentication via App/Token' and 'Method 2: Authentication via Phone call'. Method 1 involves downloading the Microsoft Authenticator app, adding a new account, and scanning a QR code. Method 2 involves entering a phone number, clicking 'Call me now', and answering the call to press a specific number. A note states that the second factor method can be changed in Account Settings. On the right, the login form is visible, featuring the Central Bank of Ireland logo and the text 'Banc Ceannais na hÉireann Central Bank of Ireland Eurosystem'. The form asks for a 'Person Code' (e.g., XY1234567) and a 'Password', with a 'Sign in' button. There are also links for 'Forgot Your Password?' and 'Help'. Below the login form, there is a 'New User?' section with a 'Register' button and a 'Legal Information' link at the bottom.

Enter your Person Code and Password which will be generated when you register for the Portal.

Open the Portal and select the Returns tab:



2.2. Select relevant return type

The screen below will open showing all return types assigned to your firm. Select the relevant return type, e.g. VSP – Virtual Asset Service Provider return from the list.

Home ▶ Data

Return Types

This page shows the types of data reported by your institution.

Click on a return type name to view or enter data or to upload a file.

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

Anti-Money Laundering

Name	Description	
VASP Beneficial Ownership Return - Legal	VASP – VS4 Beneficial Ownership Form - Legal	?
VASP Beneficial Ownership Return - Natural	VASP – VS5 Beneficial Ownership Form - Natural	?
Virtual Asset Services Provider Returns(VSP)	VSP - Virtual Asset Services Provider.	?
Virtual Asset Services Provider Supporting Documentation	VS2 - VASP Supporting Documentation	?

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2.3. Upload of the VASP Registration or Beneficial Ownership form(s)

Step 1:

From the following screen select the Load a File option to commence the upload of a VASP form to the Portal

The screenshot shows the 'Virtual Asset Services Provider Returns(VSP)' page. On the left, there is a sidebar with 'Return Type Options' and instructions: 'This page displays the options for the Virtual Asset Services Provider Returns(VSP) 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.', and 'You can load a new file by clicking on the Load a File button.' Below the instructions are links for 'Guidance Material' and 'Submit a Request'. The main content area has three buttons: 'View / Signoff Returns' (Signoff or View data that was previously entered), 'View Uploaded Files' (View the files that were previously uploaded for this return), and 'Load a File' (Load a data file for this return). A tooltip 'Load a data file for this return' is visible over the 'Load a File' button. The footer contains copyright information for 2013 Central Bank of Ireland and links for 'Conditions Of Use', 'Privacy Statement', 'Cookie Notice', and 'Contact Us'.

Step 2:

From the following screen select the Browse option (arrow 1) and this will allow you to select your firm's saved VASP form.

The screenshot shows the 'Load a Virtual Asset Services Provider Returns(VSP) File' dialog box. On the left, there is a sidebar with 'File Upload' instructions: 'On this page, you can load a file containing Virtual Asset Services Provider Returns (VSP) data.', 'The file name must be of the form: CCCCCC_YYYYMMDD_VSP.xlsx', 'CCCCCC - the institution code you use to log in to the system', 'YYYYMMDD - must be the reporting date', 'VSP - the VSP Return code', and 'xlsx - the file extension'. Below the instructions are links for 'Guidance Material' and 'Submit a Request'. The main content area has a 'Select File to Upload' input field, a 'Browse...' button (indicated by arrow 1), and 'Load File' and 'Cancel' buttons (indicated by arrow 2). The footer contains copyright information for 2013 Central Bank of Ireland and links for 'Conditions Of Use', 'Privacy Statement', 'Cookie Notice', and 'Contact Us'.

When the completed VASP form has been selected, click the Load File button (arrow 2). Please note that the naming convention for each VASP form that is to be uploaded can be found on the left hand side of the screen

Step 3:

The Portal will run validation checks to ensure that the VASP form has completed and that all the values on the Cover tab are showing Valid.

The screenshot shows a web interface for tracking the upload status of a VASP form. The breadcrumb navigation at the top reads: Home > Data > Virtual Asset Services Provider Returns(VSP) Files > #206016. On the left, a 'File Upload Status' section states: 'This page shows the result of uploading a file.' Below this are links for 'Guidance Material' and 'Submit a Request'. The main content area is titled 'Virtual Asset Services Provider Returns(VSP) File #206016' and displays the following information:

C767_20210101_VSP.xlsx is queued and awaiting processing.	
Filename:	_20210101_VSP.xlsx
Status:	Queued
Estimated Time to Complete:	0 to 5 minutes
Return Type:	Virtual Asset Services Provider Returns(VSP)
Size:	486433 bytes
Uploaded Date:	21-Apr-2021 (11:02)
Processed Date:	N/A
Invalid Records:	0

At the bottom right of the main content area are buttons for 'Back' and 'Refresh page'. Below the main content area are buttons for 'Print current page', 'Collapse all Errors', and 'Expand all Errors'. The footer contains the text: '© 2013 Central Bank of Ireland | Conditions Of Use | Privacy Statement | Cookie Notice' and a 'Contact Us' link.

As per 1.2 Uploading the VASP form in the Portal, if any of the fields in the 'Cover' tab show as 'Invalid' then the Portal will reject the upload of the VASP form at this stage. Please ensure that all fields in the 'Cover' tab as 'Valid' before starting the upload process in the Portal.

Step 4:

If all fields in the VASP form have been completed, the Portal will confirm that it has accepted the form (see screen shot below):

Home ▶ Data ▶ Virtual Asset Services Provider Returns(VSP) Files ▶ #206016

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.

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[Submit a Request](#)

Virtual Asset Services Provider Returns(VSP) File #206016

Filename:	_20210101_VSP.xlsx
Status:	Accepted
Return Type:	Virtual Asset Services Provider Returns(VSP)
Size:	486433 bytes
Uploaded Date:	21-Apr-2021 (11:02)
Processed Date:	21-Apr-2021 (11:02)
Invalid Records:	0

Back
Refresh page

Print current page
Collapse all Errors
Expand all Errors

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A confirmation email will be sent to your firm to confirming that the VASP form has been accepted by the Portal:

“Virtual Asset Services Provider (VSP) uploaded by XXXXXX on 23 April 2021 has been accepted“.

Please note that the upload of any form to the Portal is a three step process. This confirmation email only denotes that the Portal has accepted the form, but it still needs to be Finalised and Signed Off before it will be submitted to the Central Bank.

2.4. Finalise the VASP Form

Step 1:

To finalise the VASP form, select View / Signoff Returns for the VASP form as shown below:

Home ▶ Data ▶ Virtual Asset Services Provider Returns(VSP)

Return Type Options

Virtual Asset Services Provider Returns(VSP)

This page displays the options for the 'Virtual Asset Services Provider Returns(VSP)' 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.

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 **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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Step 2:

The following screens will open allowing you to 'Finalise' the VASP form. This is the second stage of the upload process of the VASP form.

Home ▶ Data ▶ Virtual Asset Services Provider Returns(VSP) Returns

Returns

VSP - Virtual Asset Services Provider.

This page shows all the 'Virtual Asset Services Provider Returns(VSP)' returns entered by your institution.

There are outstanding returns which need to be completed and submitted to the Central Bank .

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

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated	
01-Jan-2021	Valid	30-Apr-2021	(Central Bank)	21-Apr-2021 (11:19)	

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Select the return by clicking on the Reporting Date and the following screen will open

Home ▶ Data ▶ Virtual Asset Services Provider Returns(VSP) Returns ▶ 01-Jan-2021

Sections

The 'Virtual Asset Services Provider Returns(VSP)' return is divided into sections.

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

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[Submit a Request](#)

Virtual Asset Services Provider Returns(VSP) , 01-Jan-2021 - Sections

Section	Status	Required	Last Updated By	Last Updated	
VSP	Valid	Mandatory	(Central Bank)	21-Apr-2021 (11:19)	Finalise the return.

[Finalise](#)

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Select the Finalise icon which will complete the second step in the form upload process

When the return has been Finalised the following screen will prompt that for the VASP form to be fully submitted to the Central Bank it must be 'Signed Off'

Home ▶ Data ▶ Virtual Asset Services Provider Returns(VSP) Returns ▶ 01-Jan-2021 ▶ Finalise Return

Finalise Return Instance

Virtual Asset Services Provider Returns(VSP), 01-Jan-2021 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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2.5. Sign Off the VASP form

For the VASP form to be signed off and submitted to the Central Bank it requires a two person sign off. The person who completed the first two steps and brought the return to the Finalise stage cannot sign off the return. This requires a second person to complete this step.

Step 1:

To Sign Off the VASP form, select View / Signoff Returns for the Virtual Asset Service Provider Return as shown below:

The screenshot shows a web interface for 'Virtual Asset Services Provider Returns (VSP)'. The breadcrumb trail is 'Home > Data > Virtual Asset Services Provider Returns(VSP)'. On the left, under 'Return Type Options', there are instructions: 'This page displays the options for the Virtual Asset Services Provider Returns(VSP) 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.', and 'You can load a new file by clicking on the 'Load a File' button.' Below these are links for 'Guidance Material' and 'Submit a Request'. The main content area has a title 'Virtual Asset Services Provider Returns(VSP)' and a tooltip 'Signoff or View data that was previously entered' pointing to the 'View / Signoff Returns' button. Below this are two other buttons: 'View Uploaded Files' (with a tooltip 'View the files that were previously uploaded for this return') and 'Load a File' (with a tooltip 'Load a data file for this return'). The footer contains '© 2013 Central Bank of Ireland | Conditions Of Use | Privacy Statement | Cookie Notice' and a 'Contact Us' link.

Step 2:

Select the VASP return that has been uploaded by your firm from the following screen select the Sign Off icon:

Home ▶ Data ▶ Virtual Asset Services Provider Returns(VSP) Returns

Returns

This page shows all the 'Virtual Asset Services Provider Returns(VSP)' returns entered by your institution.

There are outstanding returns which need to be completed and submitted to the Central Bank .

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

VSP - Virtual Asset Services Provider.

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated	
01-Jan-2021	Finalised	30-Apr-2021		21-Apr-2021 (16:45)	



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Select the return by clicking on the Reporting Date and the following screen will open

Home ▶ Data ▶ Virtual Asset Services Provider Returns(VSP) Returns ▶ 01-Jan-2021

Sections

The 'Virtual Asset Services Provider Returns(VSP)' 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](#)

Virtual Asset Services Provider Returns(VSP) , 01-Jan-2021 - Sections

Section	Status	Required	Last Updated By	Last Updated	
VSP	Valid	Mandatory	(Central Bank)	21-Apr-2021	<div style="border: 1px solid black; padding: 5px; width: fit-content;">If the Return is complete, it must be 'submitted' to the Central Bank.</div>

[Sign-Off](#)

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Step 3:

This is the final step in uploading the VASP form to the Portal. The firm is requested to declare that the information which has been entered for the VASP form is complete and correct to the best of the firm's knowledge. Once you are happy with the accuracy and correctness of the data click the Sign Off button. The VASP form is now successfully submitted through to the Central Bank. The Portal will automatically send an email confirming the successful upload of the Firm's VASP form.

Home ▶ Data ▶ Virtual Asset Services Provider Returns(VSP) Returns ▶ 01-Jan-2021 ▶ SignOff Return

Sign Off Return Instance

Sign-Off Return

The Return is ready to be signed-off.

The Virtual Asset Services Provider Returns(VSP) return for 01-Jan-2021 must be 'signed-off' to complete the process of submitting data to the Central Bank

This return is due to be submitted by 30-Apr-2021.

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 Virtual Asset Services Provider Returns(VSP) return for 01-Jan-2021 is complete and correct to the best of my knowledge.

[Cancel](#) [Sign-off Return](#)

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

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Home ▶ Data ▶ Virtual Asset Services Provider Returns(VSP) Returns ▶ 01-Jan-2021 ▶ SignOff Return

Sign Off Return Instance

Sign-Off Return

The Return is ready to be signed-off.

The Virtual Asset Services Provider Returns(VSP) return for 01-Jan-2021 must be 'signed-off' to complete the process of submitting data to the Central Bank

This return is due to be submitted by 30-Apr-2021.

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 Virtual Asset Services Provider Returns(VSP) return for 01-Jan-2021 is complete and correct to the best of my knowledge.

[Cancel](#) [Sign-off Return](#)

[Guidance Material](#)
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Sign-Off Return

The return has been successfully signed-off

You have successfully 'signed-off' the Virtual Asset Services Provider Returns(VSP) return for 01-Jan-2021 – it has now been submitted to the Central Bank.

This return was successfully submitted by the 30-Apr-2021 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](#)

[Guidance Material](#)

[Submit a Request](#)

3. Supporting Documentation

Please note that the naming convention for supporting documentation differs from the specified VASP registration and Beneficial Ownership forms. The naming convention for supporting documentation is as follows:

CXXXXX_YYYYMMDD_VS2_XXX.ext

CXXXXX = your institution code

YYYYMMDD = your returns reporting date

VS2 = form type

XXX = form identifier. This identifier is chosen by the firm and can be no more than three characters long.

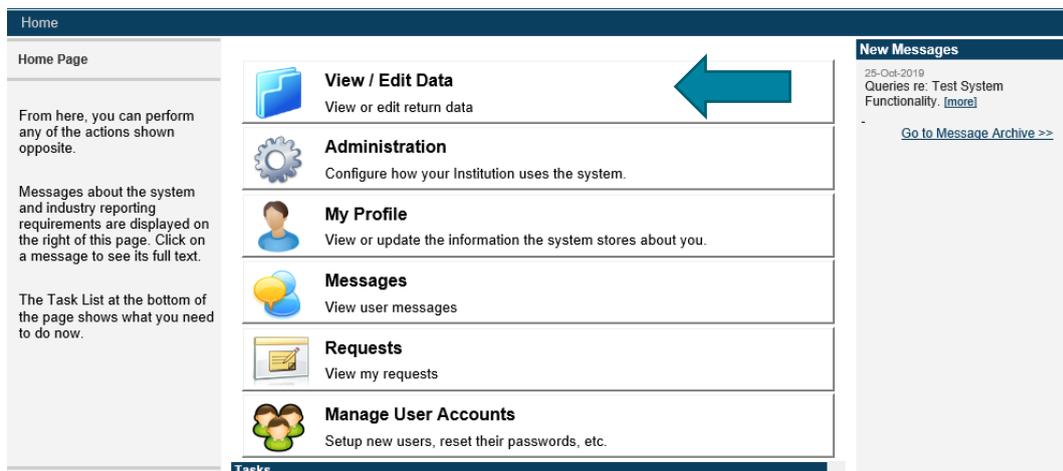
Example:

A firm with an institution code of C50001 and a reporting date of 23/04/2021 will name the file C50001_20210423_VS2_001.docx

Please note that for Supporting Documentation that it is possible to submit multiple documents using the same reporting date.

3.1. Log in to the Portal

Open the Portal and select the Returns tab followed by the View / Edit Data tab:



3.2. Select relevant return type

The below screen will open showing all return types assigned to your firm. Select the relevant return type, e.g. VS2 – VASP Supporting Documentation return from the list.

Home ▶ Data

Return Types

This page shows the types of data reported by your institution.

Click on a return type name to view or enter data or to upload a file.

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Anti-Money Laundering

Name	Description	
VASP Beneficial Ownership Return - Legal	VASP – VS4 Beneficial Ownership Form - Legal	?
VASP Beneficial Ownership Return - Natural	VASP – VS5 Beneficial Ownership Form - Natural	?
Virtual Asset Services Provider Returns(VSP)	VSP - Virtual Asset Services Provider.	?
Virtual Asset Services Provider Supporting Documentation	VS2 - VASP Supporting Documentation	?

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3.3. Upload of the VASP Supporting Documentation

Step 1:

From the following screen select the Load a File option to commence the upload of a VASP supporting documentation to the Portal

Home ▶ Data ▶ Virtual Asset Services Provider Returns(VSP)

Return Type Options

This page displays the options for the 'Virtual Asset Services Provider Returns(VSP)' 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.

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Virtual Asset Services Provider Returns(VSP)

- 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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Step 2:

From the following screen select the Browse option (arrow 1) and this will allow you to select your firm's saved VASP supporting documentation.

Home > Data > Virtual Asset Services Provider Supporting Documentatio _load

File Upload

On this page, you can load a file containing 'Virtual Asset Services Provider Supporting Documentation' data.

The file name must be of the form:

CCCCCC_YYYYMMDD_VS2_XXX).ext

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

YYYYMMDD - must be the reporting date

VS2 - the VS2 Return code

_XXX - optional File Part Identification to allow multiple file upload

ext - valid file extension (.csv or .doc or .docx or .jpg or .jpeg or .pdf or .png or .ppt or .pptx or .tif or .tiff or .txt or .xls or .xlsx or .xml or .zip)

Load a Virtual Asset Services Provider Supporting Documentation File

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

Browse... (arrow 1)

Load File (arrow 2) Cancel

(arrow 3)

When the VASP supporting documentation has been selected, click the Load File button (arrow 2).

Please note a list of the valid types of files (arrow 3) that will be accepted are listed in the bottom left hand corner of the screen in the Portal.

Step 3:

The Portal will run validation checks to ensure that the document being submitted is one of the valid files types

The screenshot shows a web page titled "Virtual Asset Services Provider Supporting Documentation File #206025". The main content area displays the following information:

- Filename:** _20210101_VS2_001.pdf
- Status:** Queued
- Estimated Time to Complete:** 0 to 5 minutes
- Return Type:** Virtual Asset Services Provider Supporting Documentation
- Size:** 1212815 bytes
- Uploaded Date:** 21-Apr-2021 (14:32)
- Processed Date:** N/A
- Invalid Records:** 0

Buttons for "Back" and "Refresh page" are visible at the bottom right of the main content area. Below the main content area, there are buttons for "Print current page", "Collapse all Errors", and "Expand all Errors". On the left sidebar, there are links for "Guidance Material" and "Submit a Request". The footer contains copyright information for the Central Bank of Ireland and a "Contact Us" link.

Step 4:

The Portal will confirm that the supporting documentation has been accepted (see screen shot below):

The screenshot shows the same web page as in Step 3, but with the status updated to "Accepted". The main content area displays the following information:

- Filename:** _20210101_VS2_001.pdf
- Status:** Accepted
- Return Type:** Virtual Asset Services Provider Supporting Documentation
- Size:** 1212815 bytes
- Uploaded Date:** 21-Apr-2021 (14:32)
- Processed Date:** 21-Apr-2021 (14:32)
- Invalid Records:** 0

Buttons for "Back" and "Refresh page" are visible at the bottom right of the main content area. Below the main content area, there are buttons for "Print current page", "Collapse all Errors", and "Expand all Errors". On the left sidebar, there are links for "Guidance Material" and "Submit a Request". The footer contains copyright information for the Central Bank of Ireland and a "Contact Us" link.

Home ▶ Data ▶ Virtual Asset Services Provider Supporting Documentatio Files

File Upload History

This page shows all the 'Virtual Asset Services Provider Supporting Documentation' Files that your institution has loaded (or attempted to load).

Files are rejected if they don't contain valid data.

You can click on any rejected file to see exactly what was wrong with it.

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'Virtual Asset Services Provider Supporting Documentation' Files

Tracking ID	Filename	Loaded By	Load Date	Processed Date	Status	
File #206025	_20210101_VS2_001.pdf		21-Apr-2021 (14:32)	21-Apr-2021 (14:32)	Accepted	

Cancel
Upload File

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A confirmation email will be sent to your firm to confirming that the supporting documentation has been accepted by the Portal:

“Virtual Asset Services Provider Supporting Documentation uploaded by XXXXXX on 23 April 2021 has been accepted”.

The Portal allows for multiple supporting documents to be submitted at the same time using a single reporting date. By selecting the Upload File option and following the above steps (Steps 1 to 4) further documents can be uploaded to the Portal as shown in the below screen

File Upload History

This page shows all the 'Virtual Asset Services Provider Supporting Documentation' Files that your institution has loaded (or attempted to load).

Files are rejected if they don't contain valid data.

You can click on any rejected file to see exactly what was wrong with it.

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'Virtual Asset Services Provider Supporting Documentation' Files

Tracking ID	Filename	Loaded By	Load Date	Processed Date	Status	
File #206029	_20210101_VS2_10C.pdf		21-Apr-2021 (14:52)	21-Apr-2021 (14:52)	Accepted	
File #206028	_20210101_VS2_10B.pdf		21-Apr-2021 (14:51)	21-Apr-2021 (14:51)	Accepted	
File #206027	_20210101_VS2_10A.docx		21-Apr-2021 (14:39)	21-Apr-2021 (14:39)	Accepted	
File #206026	_20210101_VS2_002.docx		21-Apr-2021 (14:34)	21-Apr-2021 (14:35)	Accepted	
File #206025	_20210101_VS2_001.pdf		21-Apr-2021 (14:32)	21-Apr-2021 (14:32)	Accepted	

Cancel

Upload File

When all the supporting documentation has been uploaded to the Portal the documentation will need to be submitted to the Central Bank.

Please note that the upload of any form to the Portal is a three step process. This confirmation email only denotes that the Portal has accepted the form, but it still needs to be Finalised and Signed Off before it will be submitted to the Central Bank.

3.4. Finalise the Supporting Documentation

Step 1:

To finalise the supporting documentation, select View / Signoff Returns for the VASP form as shown below:

Step 2:

The following screens will open allowing you to 'Finalise' the VASP form. This is the second stage of the upload process of the VASP form.

Please note that the return status for Supporting Documentation will show as Invalid before any documentation is submitted against it. This is the default status for this return type. Documentation can be submitted against this return type and the status will change to Valid as shown above.

Select the return by clicking on the Reporting Date and the following screen will open

Home > Data > Virtual Asset Services Provider Supporting Documentatio Returns > 01-Jan-2021

Sections

The 'Virtual Asset Services Provider Supporting Documentation' return is divided into sections.

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

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Virtual Asset Services Provider Supporting Documentation , 01-Jan-2021

Section	Status	Last Updated By	Last Updated				
20210101_VS2_001.pdf	Valid		21-Apr-2021 (14:32)				
20210101_VS2_002.docx	Valid		21-Apr-2021 (14:35)				
20210101_VS2_10A.docx	Valid		21-Apr-2021 (14:39)				
20210101_VS2_10B.pdf	Valid		21-Apr-2021 (14:51)				
20210101_VS2_10C.pdf	Valid		21-Apr-2021 (14:52)		Finalise the return.		

Finalise

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When the return has been Finalised the following sign will prompt that for the supporting documentation to be fully submitted to the Central Bank it must be 'Signed Off'

Home > Data > Virtual Asset Services Provider Supporting Documentatio Returns > 01-Jan-2021 > Finalise Return

Finalise Return Instance

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

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Virtual Asset Services Provider Supporting Documentation, 01-Jan-2021 has been finalised

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

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3.5. Sign Off the Supporting Documentation

Supporting documentation does not require a two person sign off. The same person can complete the three steps and sign off and submit the documents through to the Central Bank via the Portal.

Step 1:

To Sign Off the Supporting Documentation, select View / Signoff Returns for the Virtual Asset Service Provider Return as shown below:

Step 2:

Select the VASP return that has been uploaded by your firm from the following screen select the Sign Off icon:

Section	Status	Last Updated By	Last Updated	Icons
20210101_VS2_001.pdf	Valid		21-Apr-2021 (14:32)	📄 ✕ ? 📄
20210101_VS2_002.docx	Valid		21-Apr-2021 (14:35)	📄 ✕ ? 📄
20210101_VS2_10A.docx	Valid		21-Apr-2021 (14:39)	📄 ✕ ? 📄
20210101_VS2_10B.pdf	Valid		21-Apr-2021 (14:50)	📄 ✕ ? 📄
20210101_VS2_10C.pdf	Valid		21-Apr-2021 (14:50)	📄 ✕ ? 📄

Step 3:

This is the final step in uploading the VASP form to the Portal. The firm is requested to declare that the information which has been entered for the VASP form is complete and correct to the best of the firm's knowledge. Once you are happy with the accuracy and correctness of the data click the Sign Off button. The VASP form is now successfully submitted through to the Central Bank. The Portal will automatically send an email confirming the successful upload of the Firm's VASP form.

Home ▶ Data ▶ Virtual Asset Services Provider Supporting Documentatio Returns ▶ 01-Jan-2021 ▶ SignOff Return

Sign Off Return Instance

Sign-Off Return

The Return is ready to be signed-off.

The Virtual Asset Services Provider Supporting Documentation return for 01-Jan-2021 must be 'signed-off' to complete the process of submitting data to the Central Bank

This return is due to be submitted by 30-Apr-2021.

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 Virtual Asset Services Provider Supporting Documentation return for 01-Jan-2021 is complete and correct to the best of my knowledge.

[Cancel](#) [Sign-off Return](#)

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Home ▶ Data ▶ Virtual Asset Services Provider Supporting Documentatio Returns ▶ 01-Jan-2021 ▶ SignOff Return

Sign Off Return Instance

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Declaration

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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 Virtual Asset Services Provider Supporting Documentation return for 01-Jan-2021 is complete and correct to the best of my knowledge.

[Cancel](#) [Sign-off Return](#)

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Sign-Off Return

The return has been successfully signed-off

You have successfully 'signed-off' the Virtual Asset Services Provider Supporting Documentation return for 01-Jan-2021 – it has now been submitted to the Central Bank.

This return was successfully submitted by the 30-Apr-2021 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.

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4. Queries

All queries relating to access to the Portal or resetting passwords should be directed to onlinereturns@centralbank.ie

Queries relating to the submission of the VASP forms for example the naming convention, reporting date, location of the VASP forms and content of the forms should be emailed to VASP@centralbank.ie



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T: +353 (0)1 224 6000
E: xxx@centralbank.ie
www.centralbank.ie



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