



Banc Ceannais na hÉireann  
Central Bank of Ireland

Eurosystem

2016

## How to Sign Off the Debt Management Firm Annual Return



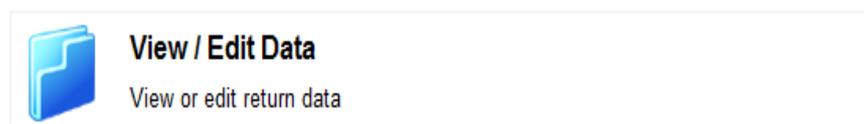
### **ANNUAL RETURN FOR DEBT MANAGEMENT FIRMS**

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](#).

This step-by-step guidance provides information on the process for signing off the Annual Return online submission for Debt Management Firms and submitting this to the Central Bank.

To complete this section, please follow these steps:

1. Once logged in, on the *Home Page* select '**View/Edit Data**' 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**

2. Debt Management Firms are required to submit a '**Debt Management Firm Return**' shown in **figure 1.2**. Select this now.

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

**Figure 1.2**

- On the next screen, select '**View/Edit Returns**'. This will bring you to a screen showing the Returns for your firm under this heading that have been submitted previously and those due for submission, as shown in **figure 1.3**. Select the date corresponding to the Return that you wish to submit now.

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 Management Firm' returns submitted to the Central Bank.

Submitting returns completed the Central Bank.

**Figure 1.3**

- This will bring you to a screen, shown in **figure 1.4**, displaying the four sections of the Return that need to be completed before it can be submitted. These sections should have been completed in full by the person who finalised the Return, and should be checked now. If any attempt is made to edit them by selecting '**Edit Data**', the form will no longer be considered 'Finalised', and the process for finalising and submitting it must be followed again. The Status for all four sections should be 'Valid' before the return can be signed off.

Section	Status	Required	Last Updated By	Last Updated			
<a href="#">Debt Management Firms General Information</a>	Valid	Mandatory	Yvonne Tracey	09-Nov-2015 (16:25)			
<a href="#">Debt Management Firms Financial Information</a>	Valid	Mandatory	Yvonne Tracey	09-Nov-2015 (16:29)			
<a href="#">Debt Management Firms Ownership Information</a>	Valid	Mandatory	Yvonne Tracey	13-Nov-2015 (11:26)			
<a href="#">Debt Management Firms Conduct Of Business</a>	Valid	Mandatory	Yvonne Tracey	11-Nov-2015 (11:54)			

[Sign-Off](#)

**Figure 1.4**

- In the case of a sole trader the same user can finalise and sign off on the DMF return; in all other cases one person must finalise the return and a second person must sign off and submit the DMF Return to the Central Bank. Please note that the DMF Return must be signed off by a Pre-approval Control Function Holder (PCF) e.g. a director or partner at the firm.

**Note:** If any of the data is edited after being finalised, the return will need to be finalised again.

- Once you are satisfied that the Return is accurate, the '**Sign Off**' button at the bottom right of the page, should be selected (shown in **Figure 1.4** above.)
- Once the return has been signed off, a declaration will be displayed on the next page, shown in **Figure 1.5** below. You should read the declaration message in respect of the truth and accuracy of the Return,

and tick the box beside it to signify that you agree with it. Then click the **'Sign Off'** button. The next page will contain a message that 'The return has been successfully signed off'. This means that the return has been submitted to the Central Bank for review.

**Declaration**

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

I declare that the information which has been entered for the return for 31-Aug-2012 is complete and correct to the best of my knowledge.

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).

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

**Figure 1.5**

8. When you click back to the previous page, the Status of the Return should have changed to "Signed Off". No further changes can now be made to the return unless it is unlocked by the Central Bank.

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