



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

2016

How to complete the Ownership 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 Ownership Information Section:

This step-by-step guidance provides information on the process for completing the **Ownership 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	
Debt Management Firm	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 see¹ 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	
Debt Management Firm	Debt Management Firm	

Retail Intermediaries		
Name	Description	
Retail Intermediaries Annual Return V2	Retail Intermediaries Annual Return Version 2	

Figure 1.3

¹ 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

all the 'Debt n' returns institution.

ding returns completed the Central

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

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			
Debt Management Firms General Information	Valid	Mandatory	Yvonne Tracey	11-Nov-2015 (10:47)			
Debt Management Firms Financial Information	Valid	Mandatory	Aleksandra Manasejeva	12-Nov-2015 (10:54)			
Debt Management Firms Ownership Information	Invalid	Mandatory	Aleksandra Manasejeva	12-Nov-2015 (11:30)			
Debt Management Firms Conduct Of Business	Valid	Mandatory	Aleksandra Manasejeva	04-Nov-2015 (11:03)			

Finalise**Figure 1.5**

- Click on the Ownership Information” return. The Ownership 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**

- You will need to identify all shareholders of the company, whether these are persons or companies, as well as the number of shares held by each shareholder. The form will automatically calculate each shareholder’s holding as a percentage of the total number of shares in issue.
- If you wish to enter details of a new shareholder who is a company, please click on “add new row” under the relevant heading. You will now

- be able to enter the name of the shareholder and number of shares held by this shareholder.
8. If you wish to enter details of a new shareholder who is a person, you follow the same procedure as above, under the heading of “Individual”.
 9. Next you must input the total number of shares issued in the relevant section. This must equal the total of the shares held by all shareholders or you will not be able to finalise this section of the form.
 10. Once all the above details have been input, the form will automatically calculate the percentage shareholding of each shareholder.
 11. 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

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