



Scheduled Returns			
Return Name	Applicable To	Return Frequency	Guidance Note / Comments
Audited / Management Accounts & Related Returns			
Annual Audited Accounts Upload	All Fund Administrators	Annually; within 4 months of firm year end	This return requires the upload of accounts complete with notes; i.e. a PDF of the firm's P&L and Balance Sheet
Fund Service Providers Audited Annual Accounts			FINREP for Fund Service Providers - Guidance Note FINREP for Fund Service Providers - Guidance Note - Appendix 1
Own Funds Requirement – Fund Administrator		Bi-annually; within 4 months of firm year end and 2 months of firm half year end	The firm must submit the OFR Structure Template
Bank Statements			This return requires the upload of bank statements
Management / Interim Accounts Upload		Annually; within 2 months of firm half year end	This return requires the upload of accounts complete with notes; i.e. a PDF of the firm's P&L and Balance Sheet
Fund Service Providers Interim Accounts		Annually; within 2 months of firm half year end	FINREP for Fund Service Providers - Guidance Note FINREP for Fund Service Providers - Guidance Note - Appendix 1
Fund Service Providers Unaudited Annual Accounts		Annually; within 1 month of firm year end	
Related Party Annual Accounts	Fund administrators where a supervisory need is identified		This return requires the upload of the annual accounts for a related party to the regulated entity, e.g. the regulated entity's parent
Own Funds Requirement – Quarterly Accounts	Fund Administrators where a supervisory need is identified for a quarterly frequency. Firms will be advised of this on an individual basis	Quarterly; within 20 working days of firm quarter end	The firm must submit the OFR Structure Template
Bank Statements – Quarterly			This return requires the upload of bank statements
Management / Interim Accounts Upload - Quarterly			This return requires the upload of accounts complete with notes; i.e. a PDF of the firm's P&L and Balance Sheet
Monthly Own Funds Requirement	Fund Administrators where a supervisory need is identified for a monthly frequency.	Monthly; within 20 working days of calendar month end	The firm must submit the OFR Structure Template
Bank Statements – Monthly			This return requires the upload of bank statements



Management / Interim Accounts Upload - Monthly	Firms will be advised of this on an individual basis		This return requires the upload of accounts complete with notes; i.e. a PDF of the firm's P&L and Balance Sheet
Other Scheduled ONR Returns			
Return Name	Applicable To	Return Frequency	Guidance Note / Comments
Annual Outsourcing Return for Fund Administrators	All Fund Administrators	Annually; within 20 working days of calendar year end	Annual Outsourcing Return Template
Annual Ownership Confirmation Upload	All Fund Administrators	Annually; within 1 month of calendar year end	This return requires the upload of the details of ownership of the firm
Return Name	Applicable To	Return Frequency	Guidance Note / Comments
Annual PCF Confirmation	All Fund Administrators	Annually; within 2 months of calendar year end	Refer to the Annual PCF Confirmation section of the Fitness & Probity, On-Going Compliance page of the Central Bank website
New PRISM Impact Metric Data Report AMIB	All Fund Administrators	Quarterly; within 20 working days of calendar month end	
Non-Irish Authorised Quarterly Funds Under Administration Return	All Fund Administrators	Quarterly; within 20 working days of calendar quarter end	This return is necessary for firms providing administration services to Non- Irish funds
Ad-Hoc Returns			
Return Name	Applicable To	Return Frequency	Guidance Note / Comments
Acquiring Transaction Notification Form & Support Documentation	All Fund Administrators	To be used to provide prior notification to the Central Bank of an acquiring transaction	If the firm is changing shareholding or ownership structure it must submit the Acquiring Transaction Notification Form
Audited Interim Accounts		If a firm has an interim audit performed during its financial year	This return requires the upload of accounts complete with notes; i.e. a PDF of the firm's P&L and Balance Sheet
Auditors Findings Report		If a report is issued to the Board by the external auditor detailing the auditor's findings in relation to the audited annual accounts	This return requires the upload of documents (pdf, word, etc.)
Capital Contribution Agreement		When a firm wishes to include a capital contribution in its regulatory capital	The Capital Contribution Agreement Form details new capital contributions to a firm and requests that these contributions may be included in its regulatory capital
Internal Audits Documentation		Upon completion of each internal audit	When a firm completes an internal audit it should submit the findings to the Central Bank
Other Documents		When submitting other documents to the firm's prudential supervisors	This return requires the upload of documents (pdf, word, etc.)



Risk Assessment		As advised by the Central Bank when conducting a Risk Assessment	Materials requested will be detailed on a case-by-case basis
Subordinated Loan Agreement > 5 Years		When a firm wishes to use subordinated debt with a maturity greater than 5 years to comply with its capital requirement	The firm must submit the Loan Subordination Agreement - 5 Year template
Subordinated Loan Agreement Perpetual		When the firm wishes to issue perpetual subordinated debt to comply with its capital requirement	The firm must submit the Perpetual Loan Subordination Agreement template