



Fund Administrators Regulatory Reporting Requirements

	Return Name	Guidance Note / Comments	Guidance link	Frequency
Financial Reporting	FINREP+ Annual Audited Accounts	FINREP Reporting based on Annual Audited Accounts - This return is to be supported by the upload of audited accounts complete with notes; i.e. a PDF of the firm's P&L and Balance Sheet.		Annually; within 4 months of firm year end
	FINREP+ Annual Management Accounts	Annual FINREP Reporting requirement.		Refers to Unaudited returns - Annually; within 1 month of firm year end
	FINREP+ Interim Management Accounts	Interim FINREP Reporting requirement - this return is to be supported by the upload of management accounts complete with notes; i.e. a PDF of the firm's P&L and Balance Sheet		Annually; within 2 months of firm half year end
	FINREP+ Monthly Management Accounts	Monthly FINREP Reporting requirement where a supervisory need is identified. Firms will be advised of this on an individual basis.		Monthly; within 20 working days of calendar month end
	FINREP+ Quarterly Management Accounts	Quarterly FINREP Reporting requirement where a supervisory need is identified. Firms will be advised of this on an individual basis.		Quarterly; within 20 working days of firm quarter end



Capital Reporting	Annual Audited Accounts Upload	This return requires the upload of accounts complete with notes; i.e. a PDF of the P&L and Balance Sheet		Annually; within 4 months of firm year end
	Bank Statements	This is sent in conjunction with the Minimum Capital Requirement and the Own Funds Requirement		Bi-annually; within 4 months of firm year end and 2 months of firm half year end
	Bank Statements - Monthly Accounts	Where a supervisory need is identified for a monthly frequency. Firms will be advised of this on an individual basis		Monthly; within 20 working days of calendar month end
	Bank Statements - Quarterly Accounts	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
	Management/Interim Accounts Upload Returns	This return requires the upload of accounts complete with notes; i.e. a PDF of the P&L and Balance Sheet		Annually; within 2 months of firm half year end
	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
	Own Funds Requirement – Fund Administrator	Fund Administrators are required to submit the Own Funds Requirement along with the half yearly and annual audited accounts at the reporting intervals.	OFR Structure Template	Bi-annually; within 4 months of firm year end and 2 months of firm half year end



	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
	Related Party Annual Accounts	Where a supervisory need is identified the firm will be required to upload the annual accounts for a related party to the regulated entity, e.g. the regulated entity's parent. Firms will be advised of this on an individual basis.		Annually; within 4 months of firm year end
Other Scheduled Returns	Annual Outsourcing Return for Fund Administrators	Fund Administrators must submit an Outsourcing Return to the Central Bank on an annual basis, no later than 20 working days after calendar year end, via the Central Bank of Ireland Portal (“the Portal”)	AOR Structure Template	Annually; within 20 working days of calendar year end
			Operational QAs in the form of Guidance	
	Annual Ownership Confirmation Upload	This return requires the upload of the details of ownership of the firm.		Annually; within 1 month of calendar year end
	Annual PCF Confirmation	As part of a firm's Fitness and Probity obligations, all RFSPs are required to submit an Annual PCF Confirmation Return to the Central Bank via the Portal. The Return provides for the Board to confirm that each active PCF Holder within RFSP is compliant with the Fitness and Probity Standards and that they continue to agree to abide by those Standards.	Annual PCF Confirmation Guidance including Instructions	Annually; within 2 months of calendar year end
PCF Information Guidance (including Instructions)				



	Non-Irish Quarterly Administration Return Authorized Funds Under Administration Return	This return is necessary for firms providing administration services to Non- Irish funds		Quarterly; within 20 working days of calendar quarter end
	PRISM Impact Metric Data Report (XBRL)	All FSP with a requirement to submit the PIMD return. Each firm is required to complete template PM 00.01 and one of the remaining templates (PM 01.00 – PM 09.00).	Central Bank Taxonomy Xbrl File Upload Guidance pdf 2080 KB	Quarterly; within 20 working days of calendar quarter end
Ad-Hoc Returns	Acquiring Transaction Notification Form & Support Documentation	Acquiring Transaction Notification Form is used to provide prior notification to the the Central Bank of a proposed acquisition of, or increase in, a direct or indirect qualifying holding in respect of Irish authorised entities	Acquiring Transaction Notification Form	
	Audited Interim Accounts	If a firm has an interim audit performed during its financial year		
	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		
	Breach & Incident Report	When a firm becomes aware of a breach, potential future breach or operational incident		



Capital Contribution Agreement	The Capital Contribution Agreement Form details new capital contributions to a firm and requests that these contributions may be included in its regulatory capital	Capital Contribution Agreement	
Internal Audits Documentation	When a firm completes an internal audit it should submit the findings to the Central Bank		
Other Documents	This return requires the upload of documents (pdf, word, etc.) of Letters, Review Documentation, Inspection Documentation and Legal Agreements etc. The Investor Money Assurance Report is an annual return that is submitted here. The return applies to Fund Service Providers subject to the Investor Money Requirements (IMR), as contained in Part 7 of the Central Bank (Supervision and Enforcement) Act 2013 (Section 48(1)) (Investment Firms) Regulations 2017 (S.I. No. 604 of 2017)		
Risk Assessment	Materials requested will be detailed on a case-by- case basis		
Subordinated Loan Agreement > 5 Years	When a Fund Administrator 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	>5_year Subordinated Loan Agreement	



	Subordinated Loan Agreement Perpetual	When a Fund Administrator wishes to issue perpetual subordinated debt to comply with its capital requirement, the firm must submit the Perpetual Loan Subordination Agreement template	Perpetual Loan Subordination Agreement	
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