



**Scheduled Returns**

Return Name	Applicable To	Return Frequency	Guidance Note / Comments
<b>Audited / Management Accounts &amp; Related Returns</b>			
<b>Annual Audited Accounts Upload</b>	All UCITS Management Companies	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
<b>Fund Service Providers Audited Annual Accounts</b>			<a href="#">FINREP for Fund Service Providers - Guidance Note</a> <a href="#">FINREP for Fund Service Providers - Guidance Note - Appendix 1</a>
<b>Fund Service Providers Unaudited Annual Accounts</b>		Annually; within 1 month of firm year end	
<b>Minimum Capital Requirement- AIFMs &amp; UCITS Managers</b>		Bi-annually; within 4 months of firm year end and 2 months of firm half year end	This return requires the upload of an <a href="#">excel template</a> . <a href="#">Minimum Capital Requirement for AIFMs and UCITS Managers Guidance Note</a>
<b>Bank Statements</b>			This return requires the upload of bank statements
<b>Management / Interim Accounts Upload</b>		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
<b>Fund Service Providers Interim Accounts</b>		Annually; within 2 months of firm half year end	<a href="#">FINREP for Fund Service Providers -Guidance Note</a> <a href="#">FINREP for Fund Service Providers - Guidance Note - Appendix 1</a>

**Other Scheduled ONR Returns**

Return Name	Applicable To	Return Frequency	Guidance Note / Comments
<b>Annual Ownership Confirmation Upload</b>	All UCITS Management Companies	Annually; within 1 month of calendar year end	This return requires the upload of the details of ownership of the firm
<b>Annual PCF Confirmation</b>	All UCITS Management Companies	Annually; within 2 months of calendar year end	Refer to the Annual PCF Confirmation section of the
<b>Asset Concentration Disclosure</b>	Authorised UCITS Management Companies authorised to perform Individual Portfolio Management	Annually; within 20 working days of calendar year end	<a href="#">Guidance Note</a>
<b>ICAAP Report</b>	Authorised UCITS Management Companies authorised to perform Individual Portfolio Management	Annually; within 20 working days of calendar quarter end in which ICAAP is due	
<b>ICCL Report</b>	UCITS Management Companies authorised to perform Individual Portfolio Management	Annually; by 31 March each year	



Return Name	Applicable To	Return Frequency	Guidance Note / Comments
<b>Monthly Metrics Report</b>	Authorised UCITS Management Companies or AIFM's approved to perform individual portfolio management (this return is to capture metrics relating to IPM activity only, regardless of whether the portfolio management activity is performed on a delegated or non-delegated basis)	Monthly; within 20 working days of calendar month end	<a href="#">Monthly Metrics Guidance Note</a>
<b>New PRISM Impact Metric Data Report AMIB</b>	All UCITS Management Companies	Quarterly; within 20 working days of calendar month end	
<b>Non-Irish Authorised Quarterly Funds Under Administration Return</b>	This return is necessary for firms providing administration services to Non-Irish funds	Quarterly; within 20 working days of calendar quarter end	This return is necessary for firms providing administration services to Non-Irish funds
<b>Non-Irish Authorised Quarterly Funds Under Management Return</b>	UCITS Management Companies	Quarterly; within 20 working days of calendar quarter end	This return is necessary for firms providing management services to Non-Irish funds

#### Ad Hoc Returns

Return Name	Applicable To	Return Frequency	Guidance Note / Comments
<b>Acquiring Transaction Notification Form &amp; Support Documentation</b>	All UCITS Management Companies	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 <a href="#">Acquiring Transaction Notification Form</a>
<b>Audited Interim Accounts</b>		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
<b>Auditors Findings Report</b>		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.)
<b>Capital Contribution Agreement</b>		When a firm wishes to include a capital contribution in its regulatory capital	The <a href="#">Capital Contribution Agreement Form</a> details new capital contributions to a firm and requests that these contributions may be included in its regulatory capital



Return Name	Applicable To	Return Frequency	Guidance Note / Comments
<b>Changes to Business Plans, Statements of Responsibility, Compliance Officers, MLROs</b>		This return should be used to report the following notifications and relevant documentation: <ol style="list-style-type: none"> <li>1. Change in Compliance Officer</li> <li>2. Change in Money Laundering Reporting Officer</li> <li>3. Director Resignations: Resignation Letters, Form R Marked-up Business Plan Pages</li> <li>4. Updated Signed Statement of Responsibility</li> </ol>	This return has replaced the Statement of Responsibility report and the Business Plans reports
<b>Internal Audits Documentation</b>		Upon completion of each internal audit	When a firm completes an internal audit it should submit the findings to the Central Bank
<b>Other Documents</b>	All UCITS Management Companies	When submitting other documents to the firm's prudential supervisors	This return requires the upload of documents (pdf, word, etc.)
<b>Risk Assessment</b>		As advised by the Central Bank when conducting a Risk Assessment	Materials requested will be detailed on a case-by-case basis
<b>Subordinated Loan Agreement &gt; 5 Years</b>		When a firm wishes to use subordinated debt with a maturity greater than 5 years	The firm must submit the <a href="#">Loan Subordination Agreement - 5 Year</a> template
<b>Subordinated Loan Agreement Perpetual</b>		When the firm wishes to issue subordinated debt that it wants to include in its Tier 2	The firm must submit the <a href="#">Perpetual Loan Subordination Agreement</a> template