



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Central Bank of Ireland Online Reporting System Training

14 March 2013



Introduction

- **Name:** Kevin Caden ACA
 - **Division:** Investment Firms & Funds Supervision (IFFS)
 - **Role:** Investment Funds Regulator
 - **Presentation:** Demonstration of the Central Bank of Ireland Online Reporting System for Investment Funds (IF's) auditor filings
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Guidance Material

- General ONR User Guidance
 - Return Type User Guidance
 - Ad hoc User Guidance
 - Delegation/User access Guidance
 - Online demonstrations
 - Email query / telephone query
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Time line

- **Go Live Date:** 15 March 2013
 - **Returns generated:** 9 April, returns will be visible from this date onwards
 - **User Access:** Issued in 2 parts (letters & emails)
 - Letters issued 11th March and emails following on the 13th March
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Overview of content

1. Returns in scope for electronic submission from the 31th of December 2012 onwards
 2. About the System – Online Reporting System Functionality
 3. User Types, Adding new users
 4. Scheduled Return Types
 5. Questions
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1. Returns in Scope



Scheduled returns

Ref.	Return Name	Applicable to:
1	Audited year-end financial statements	- All IF's
2	Interim financial statements	- Applicable IF's
3	Financial Derivative Instruments (FDI)	- UCITS Funds Only
4	Key Investor Information Document (KIID)	- UCITS Funds Only
5	Fund Profile	- All IF's

Ad hoc returns

Ref.	Return Name	Applicable to:
6	Regulatory report	- All IF's

Other scheduled/ad hoc Return Types

Ref	Return Name	Applicable to:
7	Trustee/ Depository Report	Trustee/ Depository
8	Auditors Statutory Duty Letter	Independent Auditor



2. Online System Functionality

**See Guidance Material for further detail and
specific line item definitions and criteria**



Online System Functionality

- **Web-based application** through which firms will submit their regulatory returns
 - **Security:** Developed in line with Microsoft security guidelines and general best practice
 - **Inactivity:** After 20 minutes of inactivity you are logged out
 - **Navigation:** Use the Breadcrumb menu across the top of the page
 - **Email Notification (x2) :** Overdue returns - notification on 2nd & 5th working day post submission due date
 - **Email Address:** Notification emails are sent to System Administrator and delegate or third party user
 - **Demonstrate** – breadcrumb, taskbar
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3. User Types, Adding New Users

See Guidance Material for further detail and specific line item definitions and criteria



User Types, Adding New Users

- **Controls and Procedures:** Important that firms have adequate controls and procedures regarding Administrator Accounts and access. Can set as many third party users as system administrator wishes. Central Bank advises that “users” be set up with “user access” only and not business administrator access.
 - **Resetting Passwords:**
 - Performed through ONR System by System Administrator or Business Administrator, can reset own password
 - **Email Notification:**
 - System Administrator can assign email notifications received from Central Bank regarding pre-filing/post-filing deadlines to Business Administrators and Users.
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User Types, Adding New Users

- **Difference between account types:**
 - Business Administrator can create and disable other Business Administrator Accounts and User accounts if system administrator selects “User can administer at own level?” at set-up (Similar access as system administrator)
 - **Accessing the new returns:**
 - Business Administrators can set up other “Business Administrators” or “Users” and assign relevant returns and roles (view/edit)
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User Types, Adding New Users

- **Changing System Administrator:**
 - System Administrator must contact Central Bank when resigning and provide new persons details
 - **Demonstration:** Creating a new account, demonstrate types
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4. Scheduled Return Types

**See Guidance Material for further detail and
specific line item definitions and criteria**



Scheduled Return Types

- **Auditors Statutory Duty Confirmation Letter (M46)/ Board Report / Management Letter**
 - This return types will be automatically assigned to IF's Auditor by the Central Bank based on information held on our records.
 - Statutory Duty Confirmation Letter / Board Report mandatory filings. Management letter is an optional filing.
 - Must be submitted within 1 month of audit report date (5 months from IF's year end date)
- **Demonstration:** Demonstrate return



Contact Information



Contact Details

-  **01-2244545 (not live until 12 March onwards)**
 -  fundsonr@centralbank.ie
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NB – ONR System live from 15 March 2013. Returns will not be generated on the system until 9th of April. Users will not be able to view the returns until this date.



7. Thank You

Further Questions ?
