



Banc Ceannais na hÉireann  
Central Bank of Ireland

Eurosystem

# Central Bank of Ireland Online Reporting System Training

14 March 2013



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## 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)
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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**

- **Delegation period:** 15 March – 29 March 2013 (2 week period)
    - Fund System Administrators delegate returns in this period
  - **Returns generated:** 9 April, returns will be visible from this date onwards for delegates (Fund Legal Advisors & Fund Administrators)
  - **Return Check:** Fund Legal Advisors & Fund Administrators must confirm delegate returns per own records and contact fund system administrator if particular funds or returns instances missing.
  - **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 31<sup>th</sup> of December 2012 onwards
  2. About the System – Online Reporting System Functionality
  3. User Types, Adding new users
  4. Scheduled Return Type
  5. Unscheduled Return Type / Ad hoc Return Type
  6. Questions
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# 1. Returns in Scope

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## 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 Un-scheduled/ad hoc Return Types

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



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## **2. Online System Functionality**

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

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## 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 & 5<sup>th</sup> 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**

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## **User Types, Adding New Users**

- **Firm System Administrator:** Creates additional “Business Administrators” or “Users” on the system.
  - **Resetting Passwords:**
    - Performed through ONR System by System Administrator or Business Administrator, can reset own password
  - **Accessing delegated returns:**
    - Business Administrators can set up other “Business Administrators” or “Users” and assign relevant returns and roles (view/edit)
  - **Changing System Administrator:**
    - System Administrator must contact Central Bank when resigning and provide new persons details
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## **4. Scheduled Return Types**

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

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## Scheduled Return Types

- **Key Investor Information Document ( KIID) (UCITS IF's Only) - *submitted 35 days after calendar year end date***
  - System Administrator/Business Administrator/User must answer question as applicable to the UCITS Sub-Fund who is submitting KIID.
  - System Administrator/Business Administrator/User must upload KIID(s) and a single signed confirmation letter at sub-fund level saved in a defined format
- **Fund Profile (All IF's) – *submitted before 30 June each year for information at the calendar year end date: 31 December***
  - System Administrator/Business Administrator/User must answer all applicable questions relating to the IF's Sub-Fund.
  - No Document upload required
- **“RUBBISH IN, RUBBISH OUT” – Gareth Murphy (Director, Markets Division)**
- **Demonstration:** How to submit a Scheduled return



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## **5. Unscheduled Return Types**

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

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## Unscheduled Return Types

- **Regulatory report (All IF's) – Ad hoc return**
    - System Administrator/Business Administrator/User can advise of any details relating to errors breaches, suspensions, request for derogations etc.
    - System Administrator/Business Administrator/User can upload multiple supporting documents
  
  - **Demonstration:** Demonstrate return
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# Contact Information

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## **Contact Details**

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

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## **7. Thank You**

### **Further Questions ?**

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