

How to: Delegate a Return Submission:

This step-by-step guidance provides information on the process for delegating a Return submission.

To delegate a Return submission, please follow these steps:

- i. The ability to delegate a Return submission to another regulated entity is available only to Irish Authorised Investment Funds. After logging in, on the *Home Page* select '**Delegate Return Submission**' shown in figure 1.1; this will bring you to a list of the Returns that your firm must submit that can be delegated as in figure 1.2. Select the Return you wish to delegate.

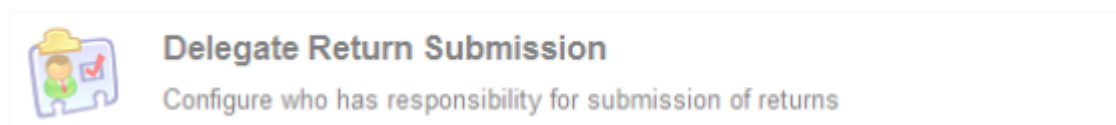


Figure 1.1

Investment Funds - Ad Hoc Returns

Return Type	Delegated To	Start Date	End Date
Regulatory Report - Fund	C0 - Not Delegated (No Relationship)		

Investment Funds - Scheduled Returns

Return Type	Delegated To	Start Date	End Date
Key Investor Information Document (KIID)	C0 - Not Delegated (No Relationship)		
IF Sub-Fund Profile	C0 - Not Delegated (No Relationship)		
IF Financial Statements - Interim Return	C0 - Not Delegated (No Relationship)		
IF Annual Audited Financial Statements	C0 - Not Delegated (No Relationship)		

Figure 1.2

- ii. This will bring up a new screen shown in figure 1.3 with two available options; select the '**Delegate**' button if you are sure you want to delegate this Return, or select 'Back' if you do not.



Figure 1.3

- iii. On the next screen, shown in figure 1.4, input a **'Start Date'** for the delegation of this Return. The **'Start Date'** must be some time before the **'Reporting Date'** of the Return. The **'End Date'** field should be left blank unless there is a particular deadline that needs to be in place for the completion of the delegated Return beyond the usual deadline.
- Use the drop-down box to select the firm to whom to delegate the Return. Returns can be delegated either to the Fund's Fund Administrator or to its Fund Legal Advisor, and the names of these will be prepopulated in the drop-down menu; if they are not, please contact the Central Bank.

Return Type Delegation

Return Type: IF Annual Audited Financial Statements

Start Date: [Date Picker]

End Date: [Date Picker]

Delegate To: C500017 - IFFS Fund Admin #2 (Administrator is)

Save Cancel

Figure 1.4

- iv. Once these details have been inputted, select **'Save'**. The Return will now have been delegated to the selected firm.