



Banc Ceannais na hÉireann  
Central Bank of Ireland

Eurosystem

## **Statistics National Specific Template (SNST.1) - Irish Resident Branches Quarterly Aggregate Balance Sheet Statement**

### **Validations**

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## 1. BACKGROUND

This document sets out the validation rules that apply when uploading the SNST.1 return through the Central Bank's Online Reporting ("ONR") system. Files must comply with these conventions otherwise it will not be loaded onto the system. In the event that a file does not load successfully, error reports will detail exactly which convention is not satisfied for each file that has failed to load.

This document also provides addition details on the in-house validations that will be applied to the data, and the turn-around timelines that should be followed.

Further resources including the SNST.1 template and notes on compilation are available on the Central Bank's website at the following location:

<http://www.centralbank.ie/polstats/stats/reporting/insurancecorporations/Pages/default.aspx>

## 2. GENERAL ITEMS

### 2.1 Definitions

- **ONR** – Online Reporting System – The Online Reporting System is a web-based application through which authorised entities are required to submit their Regulatory Returns.

### 2.2 Naming Convention

The correct naming conventions must be used for each Excel file. The conventions are as follows:

- Each insurance corporation must have an individual Excel file with the correct naming convention: e.g., CCCCCC\_YYYYMMDD\_ICR.xlsx.
- The first CCCCCC refers to the institution code you use to log in to the system.
- YYYYMMDD - must be the reporting date.
- ICR - the ICR Return code.
- xlsx - the file extension.

### 2.3 Structural Validation

Each insurance corporation must input information into the official SNST.1 template available on the Central Bank website. All worksheet and column names must remain unaltered and be in the correct cell location otherwise the online reporting system will not be able to "read" these alterations and the file will fail to load.

SNST.1 Quarterly Aggregate Balance Sheet Statement - Irish Resident Branches			
		C0010	C0020
		Total	of which: ISIN*
<b>ASSETS</b>			
Currency and deposits	R0010		
Debt securities	R0020		
<i>Short term debt securities</i>	R0030		
<i>Long term debt securities</i>	R0040		
Loans	R0050		
Equity	R0060		
<i>Listed shares</i>	R0070		
<i>Unlisted shares</i>	R0080		
<i>Other equity</i>	R0090		
Investment funds shares/units	R0100		
Financial derivatives	R0110		
Insurance technical reserves	R0120		
Non-financial assets	R0130		
Remaining assets	R0140		
<b>Total assets</b>	<b>R0150</b>		
<b>LIABILITIES</b>			
Debt securities issued	R0160		
Loans Received	R0170		
Equity	R0180		
Insurance technical reserves	R0190		
Financial derivatives	R0200		
Remaining liabilities	R0210		
<b>Total liabilities</b>	<b>R0220</b>		

All cells in the SNST.1 return must be completed with an integer value.

The SNST.1 template also includes additional tabs which provide a validation of the submission, based upon validation rules outlined below. The rules must be valid for the template to successfully upload onto ONR.

### 3. FILE UPLOAD

#### 3.1 Log on to the Online Reporting System

<https://onlinereporting.cbfsai.ie/Login?ReturnUrl=%2f>

Login (/Login.aspx)

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### Online Reporting System

**Login Instructions**  
 Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.  
 If you have forgotten your login details, please use the [Forgot Password](#) facility or contact your Firm Administrator.  
 If you are unsure who your administrator is you can [contact us](#) for assistance (make sure to include your name and institution in the message).  
[Central Bank Website](#)

**Login to Online Reporting**

Institution Code:   
 Login Name:   
 Password:

From November 29 2012, Online Reporting Users will benefit from improved system functionality which has been designed to improve efficiencies in the returns process. Details of the improvements are available after logging in.

### 3.1.1 Logging in for the First Time

- The Online Reporting System will require all Administrator(s) and User(s) to change their password when logging into the system for the *first* time.
- The Firm/System Administrator will be prompted to enter the temporary password as issued to them by the Central Bank in '**Enter Old Password**'.
- The Firm/System Administrator must then create a new password.
- Once satisfied with the new password, select **Change**.
- The end user is responsible for keeping their details secure.
- Click the '**Edit Password Secret Questions**' button to proceed.
- Your Password Secret Question page appears. You must provide answers to at least 3 of the 5 questions below. Then click '**Save**'. Once this is complete you will be brought to the home screen.
- Answers are not case sensitive. Please keep a record of your answers as you will need them if you forget your password.

### 3.1.2 Logging in - Business as Usual

- Open a web browser and enter the address [www.centralbank.ie](http://www.centralbank.ie).
- Click the **Online Reporting System** button.
- The Login screen of the Online Reporting page appears. Enter your login details and click **Login**.
- The Home page appears.

For further information on logging into ONR, password settings and general guidance on using the ONR system, please find the Online Reporting System User Manual [here](#).

## 3.2 Uploading a file

When submitting the Irish Resident Branches Quarterly Aggregate Balance Sheet Statement (SNST.1) return, dual sign-off is required before a return can be locked, submitted and finalised.

## 4. VALIDATION

### 4.1 ONR Validations

The Insurance Statistics team have setup the necessary validation on the Irish Resident Branches Quarterly Aggregate Balance Sheet Statement (SNST.1) template, and have specified the Online Reporting validation required. The SNST.1 template includes tabs containing the validation rules and whether each is valid or invalid – only a valid submission will be accepted to ONR. The following Arithmetic validation rules will be applied upon file upload:

**List of validation rules:**

- 1- Total assets does not equal total liabilities
- 2- Total assets does not sum to individual components listed under assets
- 3- Total liabilities does not sum to individual components listed under liabilities
- 4- Total debt securities does not sum to short term plus long term debt securities
- 5- Equity does not sum to listed shares, unlisted shares plus other equity
- 6- Total debt securities with an ISIN code does not sum to short term plus long term debt securities with an ISIN code
- 7- Equity with an ISIN code does not sum to listed shares, unlisted shares plus other equity with an ISIN code

All errors need to be corrected for a valid file to be accepted. When a valid file has been uploaded, the user will receive an automatic email notification of the successful upload of the return.

**4.2 In-House Validations**

Across period and threshold in-house validation checks will subsequently be applied to the data, to highlight outliers and/or significant changes in the data reported between quarters.

The in-house validation results will be emailed to the reporting institution detailing the nature of the error.

**5. TIMING****5.1 Submission deadlines - Receipt of SNST.1**

The SNST.1 return should be received by close of business on the due date (T + x weeks) after quarter-end. Email reminders will have been issued to reporting institutions regarding their submission. If returns are not submitted, the relevant institutions will be contacted by the CBI to notify them of their failure to comply with their reporting requirement.

The below table provides an overview of the reporting periods and submission deadlines for the SNST.1 return, commencing with the first submission on 26/05/2016:

<b>Reference Quarters</b>	<b>Reporting agents to Central Bank of Ireland</b>	<b>Submission Deadline</b>
	T + x weeks	Date
<b>2016 Q1</b>	<b>8</b>	<b>26/05/2016</b>
<b>2016 Q2</b>	<b>8</b>	<b>25/08/2016</b>
<b>2016 Q3</b>	<b>8</b>	<b>25/11/2016</b>
<b>2016 Q4</b>	<b>8</b>	<b>24/02/2017</b>
<b>2017 Q1 – 2017 Q4</b>	<b>7</b>	-
<b>2018 Q1 – 2018 Q4</b>	<b>6</b>	-
<b>As of 2019 Q1</b>	<b>5</b>	-

## 5.2 Timelines for In-House Validations

Any failed in-house data validation checks will be issued to the reporting institution shortly after the submission deadline. The subsequent resubmission and/or explanation(s) are due from the reporting institution within two working days of receiving the query. This timeline is in order to facilitate transmission of the aggregate data to the ECB. Subsequent queries may be issued following transmission to the ECB.

**Note:** We acknowledge that for the first three quarters of 2016, additional time may be necessary for institutions to respond to failed in-house validation checks. Therefore, an extension of timeline will be considered during these periods.

In order to reduce the level of e-mail correspondence and so lower the likelihood of responses being overlooked or not received, we request that all explanations and related correspondence is coordinated before being submitted, preferably in one batch. A main contact person within each administration should be appointed in order to liaise with the insurance statistics team in this regard. In addition, all correspondence relating to the SNST.1 submission should be through the email address [insurance.statistics@centralbank.ie](mailto:insurance.statistics@centralbank.ie) rather than personal email addresses of Central Bank employees. Requests for unlocking should be submitted to this inbox. Administrators will be notified once the returns can then be revised via the ONR.

Responses provided for all validation queries must clearly indicate as to whether an explanation is being provided or a revised return is to be submitted. Explanations should be meaningful but concise and outline the basis as to why it is believed that the figures reported are correct. Where we feel that explanations are not of sufficient quality, these will be referred back for further detail.