



# Pension Funds Workshop (Reduced Reporters) Central Bank of Ireland – 27/02/20

## What we will cover today

- 1. Introduction
  - I. Update
  - II. Key Dates
- 2. Documentation Overview
  - I. Central Bank of Ireland Documentation
  - II. Frequently Asked Questions
- 3. Template Walkthrough
  - I. The Process
  - II. Reduced Annual Return
  - III. Validations
  - IV. Standard Checks

- 4. Online Reporting System (ONR)
  - Introduction
  - II. Adding a user
  - II. Bulk Handling Features
  - IV. Uploading files that fail ONR checks
  - V. Additional ONR Resources & Documentation
- 5. Pension Fund Information Return
  - I. Purpose
  - II. Template
- 6. Compliance
- 7. Next Steps & Additional Information

## Statistical Reporting Requirement for Pension Funds

- <u>The Regulation</u> is mandatory for all pension funds resident in Ireland, as defined by European system of accounts (ESA 2010). It is binding on both pensions funds and their trustees.
  - At least 75% of total assets of pension funds resident in Ireland must be captured in detailed quarterly and annual reporting. This rises to at least 80% in 2022.
  - The remaining population may be granted a derogation from full reporting and would report a limited set of data on an annual basis. This requirement is the focus of today's workshop.
  - Establish and maintain a list of pension funds that form the detailed reporting population.
- A list of those pension funds required to submit either detailed or reduced data are available on the Bank website.

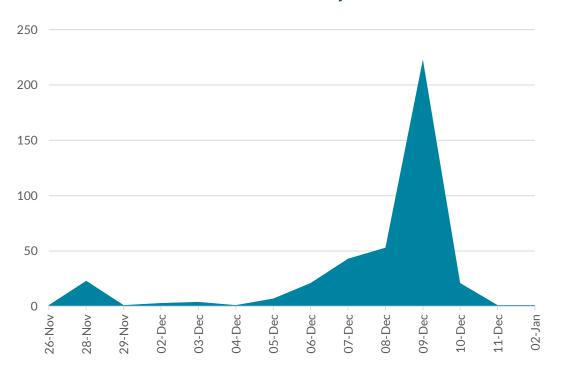
## **Update - Detailed Reporters**

- Achieved full reporting for all detailed pension funds for Q3 2019 data
- Data Quality
  - Common issues were identified across reporting agents
  - Availability of data
  - Series of resubmission received
  - Developing new post submission validations
  - Integrated into a more structured query system going forward.
- Q4 2019 data due 10 March
  - Transactions & Reclassifications
  - Additional guidance added to Notes on Compilation
  - Quarter on Quarter checks

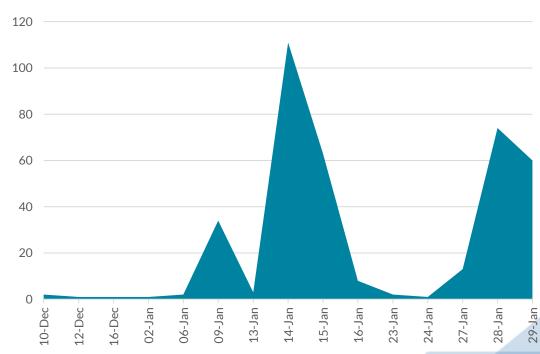


# **Update - Detailed Reporters**

#### Submissions by date



#### Resubmissions by date





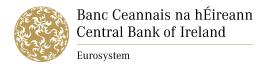
## **Update – Reduced Reporters**

- External UAT
  - Facility for industry to upload returns and test systems
  - Environment remains open
  - Encourage continued use completing all elements of returns. Do not use real data in the test system.
- Technical Guidance
  - Reporting Basis
  - Treatment of Insurance Contracts
- Industry Survey
  - Updated RA-PF links to facilitate submission for 19 May
  - Please verify that information on ONR is correct well in advance of reporting.
  - Verification RA's engaged by trustees
  - Acknowledgement of trustee awareness



#### Reduced Reporting Dates

- To decrease industry burden, pension funds subject to reduced reporting will report annual data with a reference data as at their own year-end.
- A once off extension is provided to facilitate reduced reporting pension funds with a non-calendar year end so as to ensure equity in the reporting of 2019 data.
- It is possible that 2020 data could be due for submission **before** 2019 data if a pension fund year end falls in the first two weeks of January.

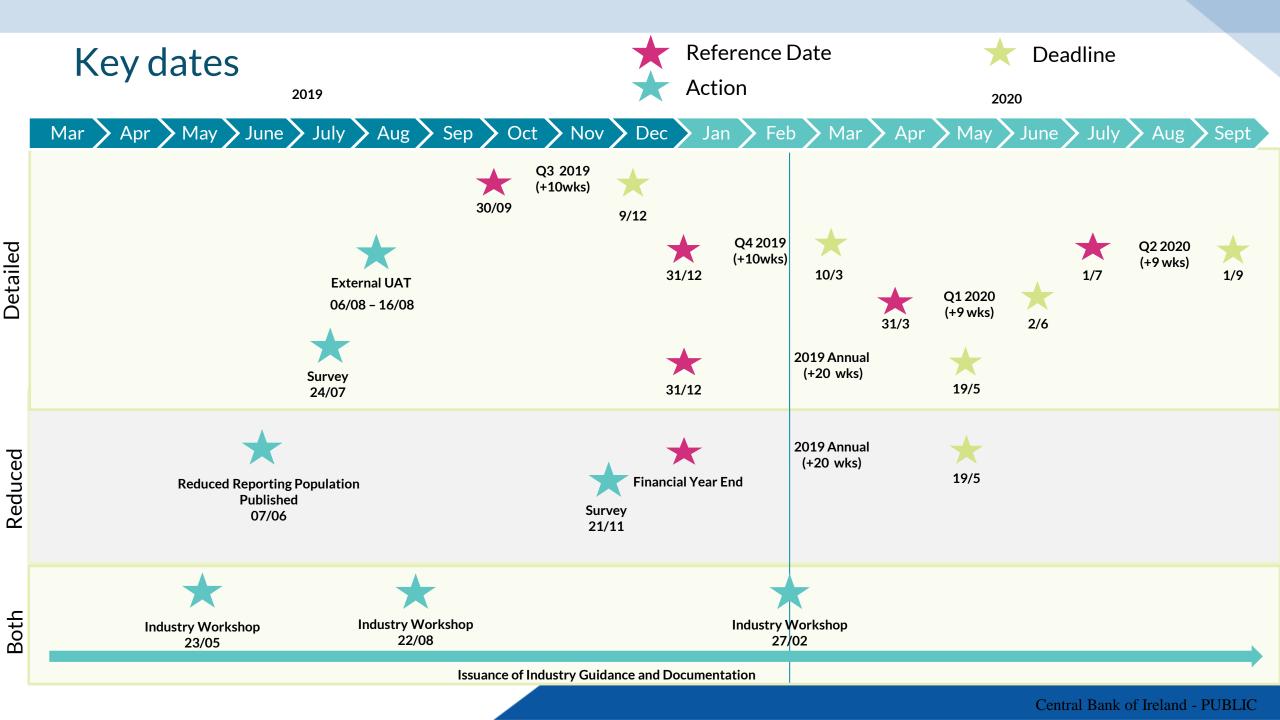


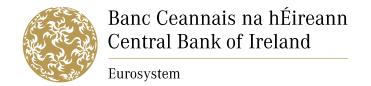
# Reduced Reporting Dates

Reduced Annual Return Timelines			
Return	Due at the Bank		
First return -2019	+20 weeks		
2020	+18 weeks		
2021	+16 weeks		
2022 & onwards	+14 weeks		

Reduced Annual Return Examples					
Return	Pension Fund Year end Due at the Ba				
2019	03/01/19	19/05/20			
2019	29/03/19	19/05/20			
2019	31/12/19	19/05/20			
2020	03/01/20	08/05/20			
2020	29/03/20	02/08/20			
2020	31/12/20	06/05/21			









# **Documentation and Frequently Asked Questions**

#### Documentation overview

■ To facilitate the pension fund collection the Bank has produced a number of useful documents

https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds

## Queries process

Step 1) - Check available documentation

Step 2) - If the information is not available on the online documentation or you need clarity on a point then email <a href="mailto:stats">stats</a> <a href="mailto:pensions@centralbank.ie">pensions@centralbank.ie</a>



#### Central Bank of Ireland documentation

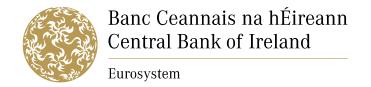
- Reduced reporting template <a href="https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds#what-to-report">https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds#what-to-report</a>
- Notes on compilation <a href="https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds#how-to-complete">https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds#how-to-complete</a>
- Bulk upload guide- <a href="https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds#how-to-submit">https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds#how-to-submit</a>
- Definitions document <a href="https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds#documents">https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds#documents</a>
- Workshop slides <a href="https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds#documents">https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds#documents</a>



#### Frequently asked questions

- The pension fund returns are to be submitted on an accounting basis. The Central Bank will facilitate returns to be submitted using either International Financial Reporting Standards ("IFRS") or Local Generally Accepted Accounting Principles ("Local GAAP")
- Definition of a beneficiary beneficiaries' are either retired members or any person who 'benefits' from payments from the pension fund without being an active or deferred member
- The collection is at a pension fund level
- All Insurance contracts should be placed in row R0380 Any other asset on template PFE.02.01.32







# Reduced Template Walkthrough

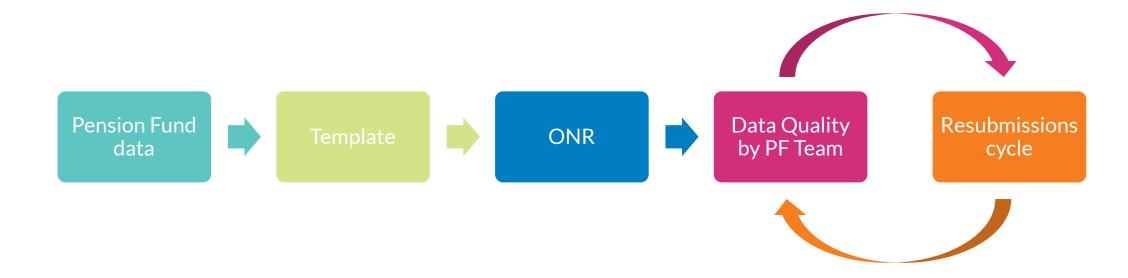


Note: All data presented herein are artificial. Any resemblance to real data or entities is coincidental.

#### Content

- Introduction
- The process
- Ensuring data quality
- Mock pension fund profile and trustee annual report
- Populating the reduced annual return (PFRAR)
- Understanding the validation rules
- Standard checks

#### The Process





## **Ensuring data quality**

- Before an attempt is made to upload a file to ONR, all validations which are built into the template must be satisfied.
- Once an attempt is made to upload a file to ONR, it is tested against the standard checks.
- Once the file has been accepted by ONR the data quality will be reviewed by the Pension Funds Team.

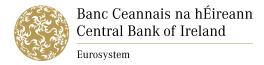
Pre-ONR upload attempt

In-built validations

Standard checks

Post-ONR upload attempt

Data Quality (plausibility, consistency, completion)



## Globex Pension Scheme, a profile

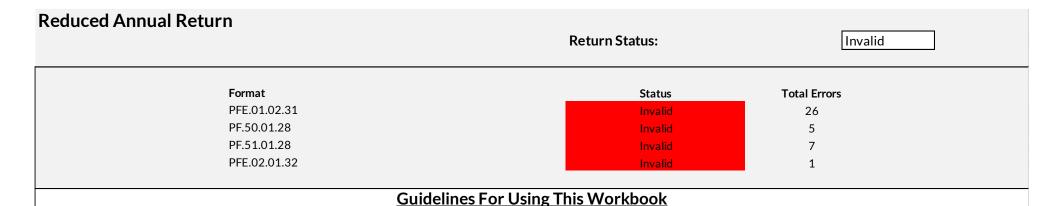
- PF Identification Code is PB101
- Single-employer
- Mixed pension fund
- RA is C12345
- Total assets of c. €20.4m
- 170 members
- Scheme birthdate is 01/08/1983
- Scheme year-end is 30/06/2019



# A walk through the Reduced Annual Return (PFRAR)



#### The Cover

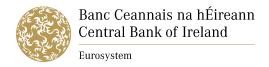


Templates PFE.01.02.31, PF.50.01.28, PF.51.01.28 and PFE.02.01.32 must be completed for the return to be valid. As a result, a blank template is initially marked as *Invalid* above.

The list of validations that are carried out on the data can be found in the Validations sheet. All validations must be satisfied for the return to be accepted by the Central Bank's ONR system. A file is only valid when the return status on the cover sheet in cell F2, above, states *Valid*. If the file is not valid, please review the *False* values in Column D of the Validations sheet.

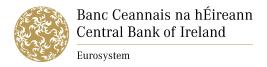
Guidance on the completion of the templates can be found on the Central Bank of Ireland website, located below:

https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds



## **Validations**

Template	Row Code	Column Cod€ ▼	Validation Pa ▼	Rule ▼
PFE.01.02.31	R0010	C0010	False	The item must be reported.
	R0010	C0010	False	Country of Authorisation must be the ISO 3166 code of the country where authorisation was granted (home country). Acceptable values
PFE.01.02.31	K0010	C0010	raise	can be selected from the dropdown list.
PFE.01.02.31	R0020	C0010	False	The date must be reported and must be of the format "yyyy-mm-dd".
PFE.01.02.31	R0030	C0010	False	The date must be reported and must be of the format "yyyy-mm-dd".
PFE.01.02.31	R0040	C0010	False	The date must be reported and must be of the format "yyyy-mm-dd".
PFE.01.02.31	R0050	C0010	False	The item must be reported.
PFE.01.02.31	R0050	C0010	False	Currency must be in format for the ISO 4217 alphabetic code. Acceptable values can be selected from the dropdown list.
PFE.01.02.31	R0060	C0010	False	The item must be reported.
PFE.01.02.31	R0060	C0010	False	Return must be either Initial submission or Re-submission. Acceptable values can be selected from the dropdown list.
PFE.01.02.31	R0070	C0010	False	The item must be reported.
PFE.01.02.31	R0080	C0010	False	The item must be reported.
PFE.01.02.31	R0080	C0010	False	The value entered must start with "SC/PB". This is case sensitive.
PFE.01.02.31	R0080	C0010	False	The PB number must be in format "PB999999" where 999999 is numeric.
PFE.01.02.31	R0090	C0010	False	The item must be reported.
PFE.01.02.31	R0090	C0010	False	The Pension Fund Category must match an option from the closed list. Acceptable values can be selected from the dropdown list.
PFE.01.02.31	R0100	C0010	False	The item must be reported.
PFE.01.02.31	R0100	C0010	False	The Pension Fund Type must match an option from the closed list. Acceptable values can be selected from the dropdown list.
PFE.01.02.31	R0110	C0010	False	The item must be reported.
PFE.01.02.31	R0110	C0010	False	Type of sponsor arrangement must match an option from the closed list. Acceptable values can be selected from the dropdown list.
PFE.01.02.31	R0120	C0010	False	The item must be reported.



## PFE.01.02.31 - Basic Information

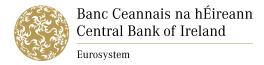
Field	Value
Pension Fund Name	Globex Pension Scheme
RA C-Code	C12345
PB Scheme Number	PB101
ASI Scheme Benefit Type	Hybrid
Scheme Birthdate	01/08/1983
Scheme Year-end	30/06/2019

PFE.01.02.31		C0010
<b>Basic Information</b>	Row Code	
Country of authorisation	R0010	IRELAND
Reporting submission date	R0020	2020-05-19
Reporting reference date	R0030	2019-06-30
Financial year end	R0040	2019-06-30
Currency used for reporting	R0050	EUR
Initial submission or re-submission	R0060	Initial submission
Pension fund name	R0070	Globex Pension Scheme
Pension fund identification code and type of code	R0080	SC/PB101
Pension fund category	R0090	IORP not providing protection in line with Art. 15(1) of IORP Directive (all activity
Pension fund type	R0100	Mixed pension fund
Type of sponsor arrangement	R0110	Single-employer
Number of schemes	R0120	1
Number of sponsoring undertakings	R0130	1
Exemptions from EIOPA BoS/18 114 applied to	ER0255	Exemption based on Article 1.15
the reporting entity	EKUZJJ	
Exemptions from ECB regulation (ECB/2018/2)	ER0256	Exemption based on Article 7(1)(D)
applied to the reporting entity	LNOZJO	

## PF.50.01.28 - Member Data

	DB	DC	Total	
Total Members		160	10	170
Active Members		114	6	120
Deferred Members		46	4	50
Pensioner Members		-	-	-
New members		10	1.00	11
Deaths		2	-	2
Commutations		-	-	-

PF.50.01.28		C0010	C0020	C0040
Member data	Row Code	DB	DC	Total
Active members	R0010	114	6	120
Deferred members	R0020	46	4	50
Beneficiaries	R0030	0	0	0



#### PF.51.01.28 - Contributions and Benefits Paid

	DB	DC	Total
<b>Employer contributions</b>			
Normal	71,250	16,750	88,000
Deficit funding	14,000	-	14,000
Augmentation	2,500	-	2,500
	87,750	16,750	104,500
Employee contributions			
Normal	71,250	16,750	88,000
Additional voluntary contributions	13,500	4,000	17,500
	84,750	20,750	105,500
	172,500	37,500	210,000

Pensions
Commutation of pensions and lump sum retirement benefits
Purchase of annuities
Lump sum death benefits
Taxation where lifetime or annual allowance exceeded

DB	DC		Total
2,573,500		-	2,573,500
91,250		-	91,250
-		19,250	19,250
18,750		-	18,750
6,250		-	6,250
2,689,750		19,250	2,709,000
		<u> </u>	

PF.51.01.28		C0010	C0020	C0040
Contributions and benefits paid				
Contributions	Row Code	DB	DC	Total
Total gross contributions receivable	R0010	172500.0000	37500.0000	210000.0000
Benefit Payments			$\searrow$	
Total gross benefits payable	R0060	2683500.0000	19250.0000	2702750.0000



## PFE.02.01.32 - Balance Sheet

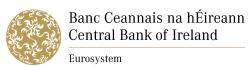
#### **Actuary's Statement**

2018	DB	DC	Total	
Value of accumulated assets	20,030,750		200,750	20,231,500
Value of accrued liabilities	19,035,470		200,750	19,236,220
Excess of assets	995,280		-	995,280
Funding level (%)	105.2		100.0	105.2

2019	DB	DC	Total
Value of accumulated assets	20,230,750	203,750	20,434,500
Value of accrued liabilities	19,535,470	203,750	19,739,220
Excess of assets	687,780	-	687,780
Funding level (%)	103.6	100.0	103.5

#### **Assumptions**

Discount rate	3.3
Price inflation (%)	2.0
Salary inflation (%)	2.3
Deferred pension increases (%)	2.0
Pension increases (%)	2.0



	DB	DC	Total
Investment assets			
Equities	5,159,000	-	5,159,000
Bonds	12,076,500	-	12,076,500
Property	1,087,500	-	1,087,500
Pooled investment vehicles	1,642,750	203,750	1,846,500
Derivatives	88,750	-	88,750
Insurance policies	87,500	-	87,500
AVCinvestments	79,000	-	79,000
Cash	6,750	-	6,750
Other investment balances	3,000	-	3,000
	20,230,750	203,750	20,434,500

PFE.02.01.32				
Balance sheet		DB	DC	Total
Assets	Row Code	C0010	C0020	C0040
Property (other than for own use)	R0020	1087500.0000	0.0000	1087500.0000
Equities	R0030	5159000.0000	0.0000	5159000.0000
Bonds	R0060	12076500.0000	0.0000	12076500.0000
Investment funds/shares	R0120	1642750.0000	203750.0000	1846500.0000
Other assets (other than investments, not elsewhere shown)	R0380	265000.0000	0.0000	265000.0000
Of which: Other accounts receivable/payable	ER0381			
Total assets	R0270	20230750.0000	203750.0000	20434500.0000
Liabilities				
Total liabilities	R0320	19535470.0000	203750.0000	19739220.0000

## **Validations**

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PFE.01.02.31	R0100	C0010	True	The item must be reported.
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PFE.01.02.31	R0120	C0010	True	The item must be reported.



#### Back to the Cover

#### **Reduced Annual Return**

**Return Status:** 

Valid

Format	Status	Total Errors
PFE.01.02.31	Valid	0
PF.50.01.28	Valid	0
PF.51.01.28	Valid	0
PFE.02.01.32	Valid	0

#### **Guidelines For Using This Workbook**

Templates PFE.01.02.31, PF.50.01.28, PF.51.01.28 and PFE.02.01.32 must be completed for the return to be valid. As a result, a blank template is initially marked as *Invalid* above.

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#### Standard checks

- Filename matches convention
  - For .zip files (bulk upload): C-Code\_PFRAR.zip
  - For .xlsx files: C-Code\_PBNumber\_YYYYMMDD\_PFRAR.xlsx
- File size is less than 10MB\*
- The return exists for current RA, PF, and reporting date.
- The reporting date is not greater than the date of upload
- The return is not locked
- The RA and PF relationship is valid

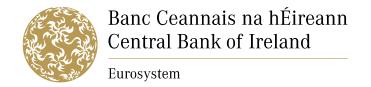
\* A < 10MB .zip file will hold 250 completed returns that are similar to the above example i.e. with all cells populated by relatively large numbers.



Once all of the above is valid...

# We're ready to upload the return to ONR







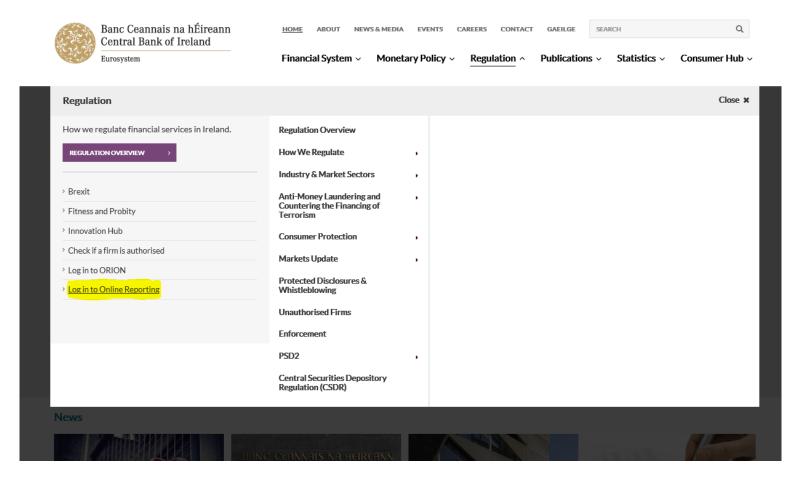
# **ONR Walkthrough**

## ONR Walkthrough

- Introduction to the ONR system
- Steps on how to add a user
- Bulk handling features
- Uploading files that fail ONR checks
- Additional ONR resources and documentation

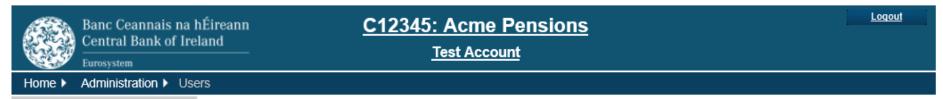


#### **Access ONR**



#### Add User

- 1) 'Manage User Accounts' on the homepage
- 2) Add User
- 3) Complete user details and save
- 4) Assign role type to new user



#### Users

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

#### **Acme Pensions User Accounts**

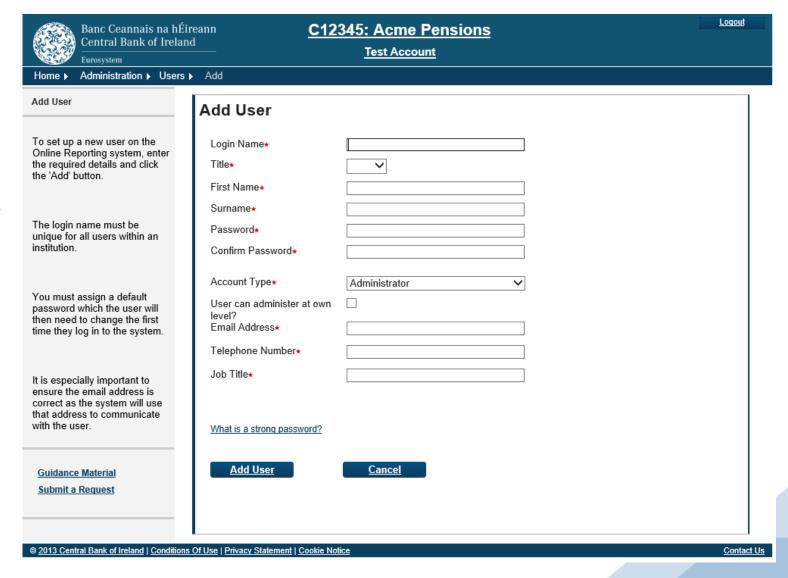
<u>User</u>	Full Name	Түре	Logged In	<u>Last Login</u>	<u>Last Password</u> <u>Change</u>					
Firmadmin	Test Account	Administrator	Yes	25-Feb-2020 (15:10)	18-Feb-2020 (10:22)	3				
PFIRUSER	PFIR USER	Business Administrator	No			3/	<b>Ç</b> ≅	<u>@</u>	×	
Workshop	Work Shop	Business Administrator	No			3	Ç2	<b>2</b>	×	

Add User



#### Account Types:

- Administrator: Can grant or revoke access to any return.
- Business Administrator: Can grant or revoke access to any return they have admin rights to.
- User: Can view, upload, finalise and sign-off a return subject to the access granted by the administrator or business administrator.





#### Role Types

Role Name	Description
View	View only access to returns
Edit	View, edit data and finalise returns plus upload files associated with a return
	type
Verify	View and sign-off returns associated with a return type
Edit & Verify	View, edit data, finalise and sign-off returns plus upload files associated with
	a return type

Home ▶ Administration ▶ Users ▶ Workshop ▶ Edit Access

#### Edit User Access

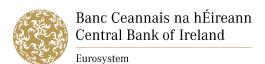
This page shows the access that 'Work Shop' has to each return type.

For maximum security, you should only grant the minimum access that this user needs to do his or her job.

Granting 'Administrator' access to a return type allows the user to set up more users with access to that return type.

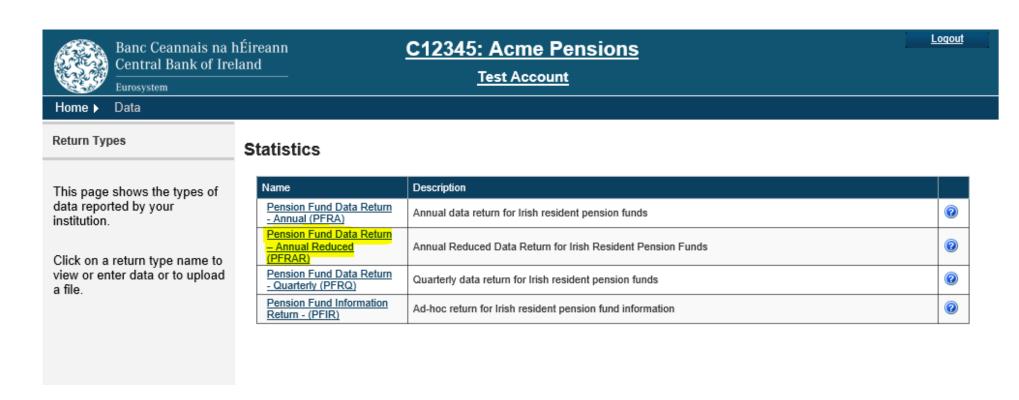
#### 'Work Shop' - Edit Access

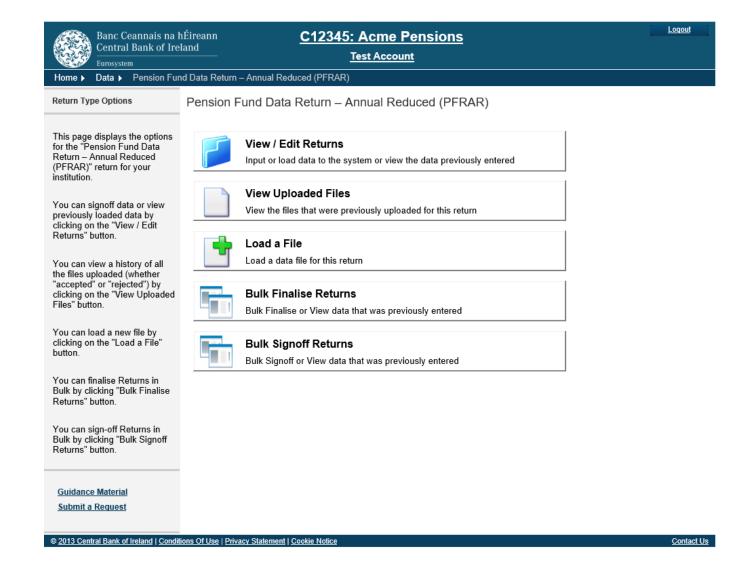
Return Type	Role
Pension Fund Data Return - Annual (PFRA)	Verify ✓
Pension Fund Data Return – Annual Reduced (PFRAR)	(none)
Pension Fund Data Return - Quarterly (PFRQ)	Verify ✓
Pension Fund Information Return - (PFIR)	(none)
	<u>Cancel</u> <u>Set Access</u>



## Upload return

After clicking on 'View/Edit Data' you will land on the following page:





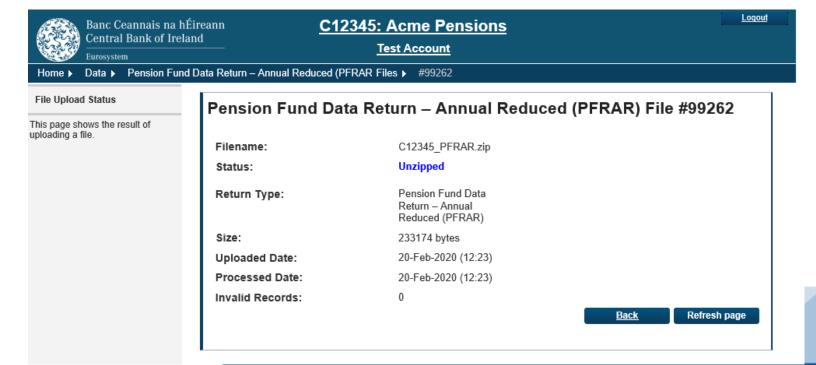


Banc Ceannais na hÉi Central Bank of Irelan		Loqout					
Eurosystem	Test Account						
Home ▶ Data ▶ Pension Fund Data Return – Annual Reduced (PFRAR _load							
File Upload	Load a Pension Fund Data Return – Annual Reduced (PFRA	R) File					
On this page, you can load a file containing 'Pension Fund Data Return – Annual Reduced (PFRAR)' data.	Select a file and click 'Load File' to load it to the server:						
The file name must be of the form:							
CCCCCC_PBx_YYYYMMDD_ PFRAR.xlsx							
CCCCCC_PFRAR.zip	<u>Load File</u> <u>Cancel</u>						
CCCCCC - the institution code you use to log in to the system							
PBx is the Pension Fund Scheme Number							
YYYYMMDD - must be the reporting date							
PFRAR - the PFR Return code							
xlsx or zip - the file extension (.xlsx or .zip)							
Guidance Material Submit a Request							
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# **Bulk Upload**

- Naming convention for zip file: C-Code\_PFRAR.zip
- Ensure the zip file size does not exceed 10MB. The zip file limit will hold 250 completed returns that have populated each cell with relatively large numbers.
- Ensure the zip file does not contain any directories or sub-directories once unzipped.
- Ensure that the zip file contains only xlsx files.



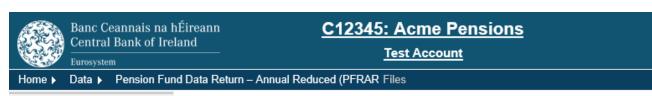


Logout

#### **Bulk Upload**

The zip folder can contain multiple files across a number of reporting periods.

ONR will process each file individually. You can see which files have passed and failed based on the font colour.



#### File Upload History

This page shows all the 'Pension Fund Data Return – Annual Reduced (PFRAR)' Files that your institution has loaded (or attempted to load).

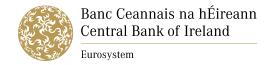
Files are rejected if they don't contain valid data.

You can click on any rejected file to see exactly what was wrong with it.

Guidance Material Submit a Request

#### 'Pension Fund Data Return - Annual Reduced (PFRAR)' Files

<u>Filename</u>	Loaded By	Load Date	Processed Date	<u>Status</u>	
C12345_PB105_20190210_PFRAR.xlsx	Test Account	20-Feb-2020 (12:23)	20-Feb-2020 (12:23)	Accepted	IIII
C12345_PB104_20190210_PFRAR.xlsx	Test Account	20-Feb-2020 (12:23)	20-Feb-2020 (12:23)	Accepted	IIII
C12345_PB103_20190210_PFRAR.xlsx	Test Account	20-Feb-2020 (12:23)	20-Feb-2020 (12:23)	Accepted	IIII
C12345_PB102_20190131_PFRAR.xlsx	Test Account	20-Feb-2020 (12:23)	20-Feb-2020 (12:23)	Accepted	IIII
C12345_PB101_20190131_PFRAR.xlsx	Test Account	20-Feb-2020 (12:23)	20-Feb-2020 (12:23)	Accepted	IIII
C12345_PB100_20190131_PFRAR.xlsx	Test Account	20-Feb-2020 (12:23)	20-Feb-2020 (12:23)	Accepted	IIII
C12345_PFRAR.zip	Test Account	20-Feb-2020 (12:23)	20-Feb-2020 (12:23)	Unzipped	
C12345_PB105_20190210_PFRAR.xlsx	Test Account	20-Feb-2020 (12:16)	20-Feb-2020 (12:17)	Rejected	
C12345_PB104_20190210_PFRAR.xlsx	Test Account	20-Feb-2020 (12:16)	20-Feb-2020 (12:17)	Rejected	
C12345_PB103_20190210_PFRAR.xlsx	Test Account	20-Feb-2020 (12:16)	20-Feb-2020 (12:17)	Rejected	
C12345_PB102_20190131_PFRAR.xlsx	Test Account	20-Feb-2020 (12:16)	20-Feb-2020 (12:17)	Rejected	
C12345_PB101_20190131_PFRAR.xlsx	Test Account	20-Feb-2020 (12:16)	20-Feb-2020 (12:17)	Rejected	
C12345_PB100_20190131_PFRAR.xlsx	Test Account	20-Feb-2020 (12:16)	20-Feb-2020 (12:17)	Accepted	
C12345_PFRAR.zip	Test Account	20-Feb-2020 (12:16)	20-Feb-2020 (12:16)	Unzipped	
	C12345_PB105_20190210_PFRAR.xlsx  C12345_PB104_20190210_PFRAR.xlsx  C12345_PB103_20190210_PFRAR.xlsx  C12345_PB102_20190131_PFRAR.xlsx  C12345_PB101_20190131_PFRAR.xlsx  C12345_PB100_20190131_PFRAR.xlsx  C12345_PB105_20190210_PFRAR.xlsx  C12345_PB104_20190210_PFRAR.xlsx  C12345_PB103_20190210_PFRAR.xlsx  C12345_PB103_20190210_PFRAR.xlsx  C12345_PB103_20190210_PFRAR.xlsx  C12345_PB103_20190210_PFRAR.xlsx  C12345_PB103_20190210_PFRAR.xlsx  C12345_PB103_20190131_PFRAR.xlsx  C12345_PB101_20190131_PFRAR.xlsx	C12345_PB105_20190210_PFRAR.xlsx         Test Account           C12345_PB104_20190210_PFRAR.xlsx         Test Account           C12345_PB103_20190210_PFRAR.xlsx         Test Account           C12345_PB102_20190131_PFRAR.xlsx         Test Account           C12345_PB101_20190131_PFRAR.xlsx         Test Account           C12345_PB100_20190131_PFRAR.xlsx         Test Account           C12345_PB105_20190210_PFRAR.xlsx         Test Account           C12345_PB104_20190210_PFRAR.xlsx         Test Account           C12345_PB103_20190210_PFRAR.xlsx         Test Account           C12345_PB103_20190210_PFRAR.xlsx         Test Account           C12345_PB102_20190131_PFRAR.xlsx         Test Account           C12345_PB101_20190131_PFRAR.xlsx         Test Account           C12345_PB100_20190131_PFRAR.xlsx         Test Account           C12345_PB100_20190131_PFRAR.xlsx         Test Account           C12345_PB100_20190131_PFRAR.xlsx         Test Account           C12345_PB100_20190131_PFRAR.xlsx         Test Account	C12345_PB105_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)           C12345_PB104_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)           C12345_PB103_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)           C12345_PB102_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)           C12345_PB101_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)           C12345_PB100_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)           C12345_PFRAR.zip         Test Account         20-Feb-2020 (12:23)           C12345_PB105_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)           C12345_PB104_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:16)           C12345_PB103_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:16)           C12345_PB102_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:16)           C12345_PB101_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:16)           C12345_PB100_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:16)           C12345_PB100_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:16)	C12345_PB105_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)         20-Feb-2020 (12:23)           C12345_PB104_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)         20-Feb-2020 (12:23)           C12345_PB103_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)         20-Feb-2020 (12:23)           C12345_PB102_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)         20-Feb-2020 (12:23)           C12345_PB101_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)         20-Feb-2020 (12:23)           C12345_PB100_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)         20-Feb-2020 (12:23)           C12345_PB105_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:23)         20-Feb-2020 (12:23)           C12345_PB104_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:16)         20-Feb-2020 (12:17)           C12345_PB103_20190210_PFRAR.xlsx         Test Account         20-Feb-2020 (12:16)         20-Feb-2020 (12:17)           C12345_PB102_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:16)         20-Feb-2020 (12:17)           C12345_PB100_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:16)         20-Feb-2020 (12:17)           C12345_PB100_20190131_PFRAR.xlsx         Test Account         20-Feb-2020 (12:16)         20-	C12345_PB105_20190210_PFRAR.xlsx



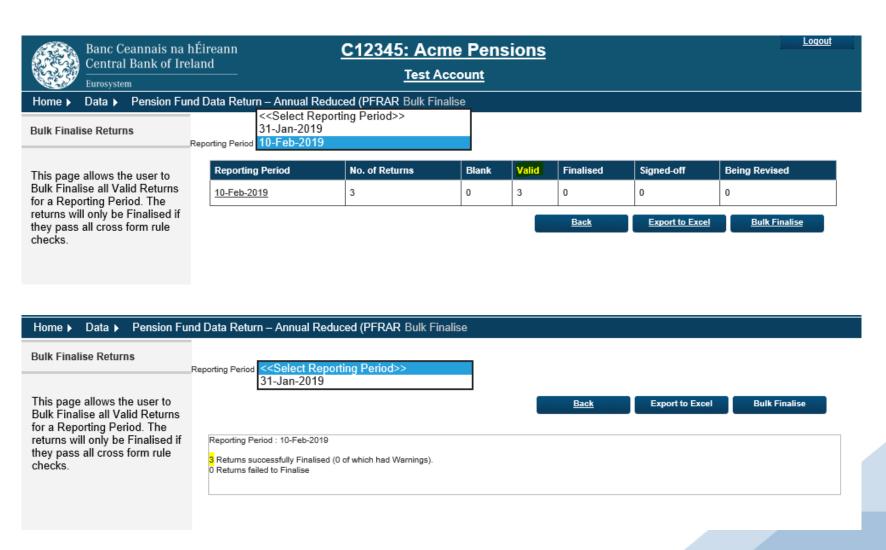
#### **Bulk Finalise**

Select a reporting period from the dropdown to bulk finalise.

Note: Only the pension funds that have a valid return and fall under the selected reporting period will be finalised.

Note: No email notification will be sent after using bulk finalise.





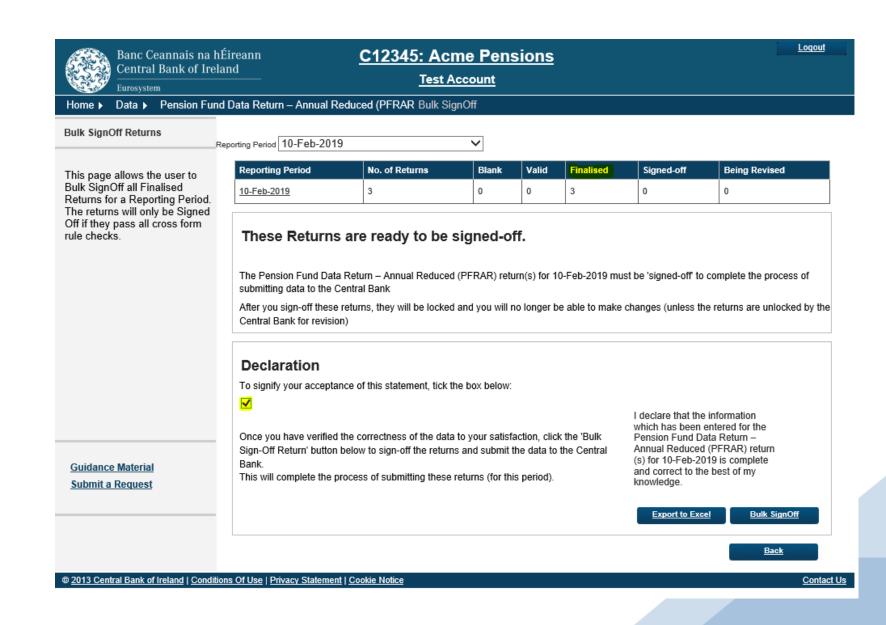
# Bulk Sign Off

The returns you have bulk finalised can now be bulk signed off.

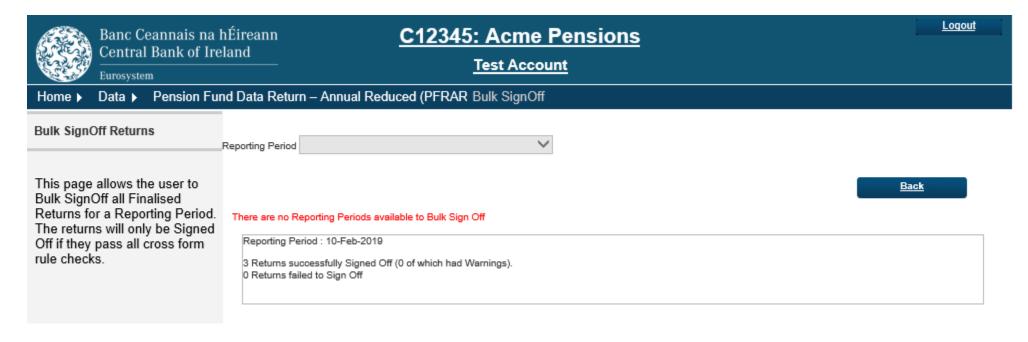
Once satisfied with the data, simply check the declaration tick-box and click the 'Bulk SignOff' button.

Note that the data is not officially received by the Central Bank until the return is signed off.





#### System confirmation for bulk sign off

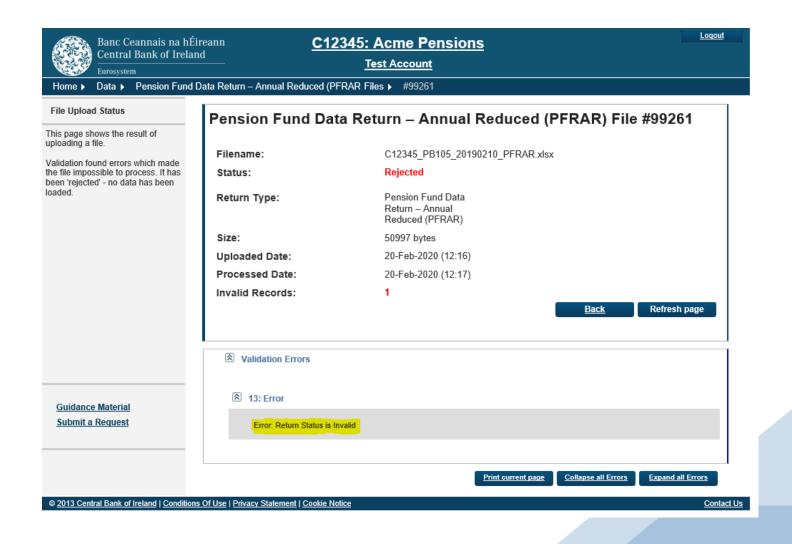


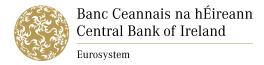
- After bulk signing off a reporting period you can select another via the dropdown.
- Note: only reporting periods that have finalised returns will appear in the dropdown list.
- You will receive an email listing each of the pension funds that have been signed off.

#### Common ONR Errors

Error: Return Status is invalid.

Reason: The status on the cover sheet of your PFRAR file is invalid. Please address the validations that are marked as 'False'.

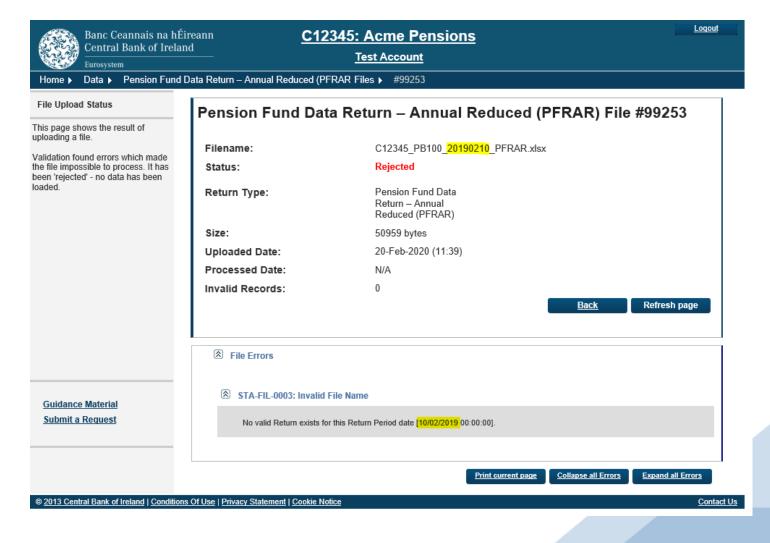


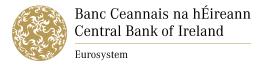


Error: No valid return exists for this Return Period date.

Reason: The PFRAR file name uses the date 10/02/2019 but pension fund PB100 falls under reporting period 31/01/2019.

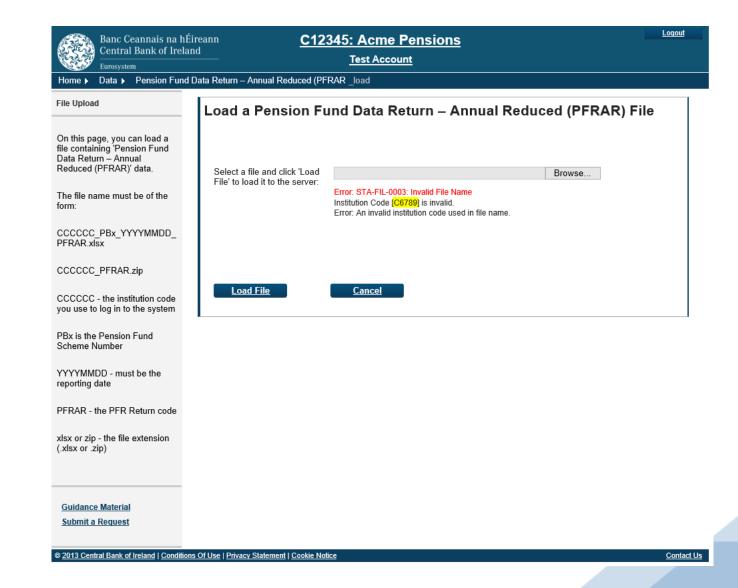
Adjust the file name accordingly.





Error: An invalid institution code used in file name.

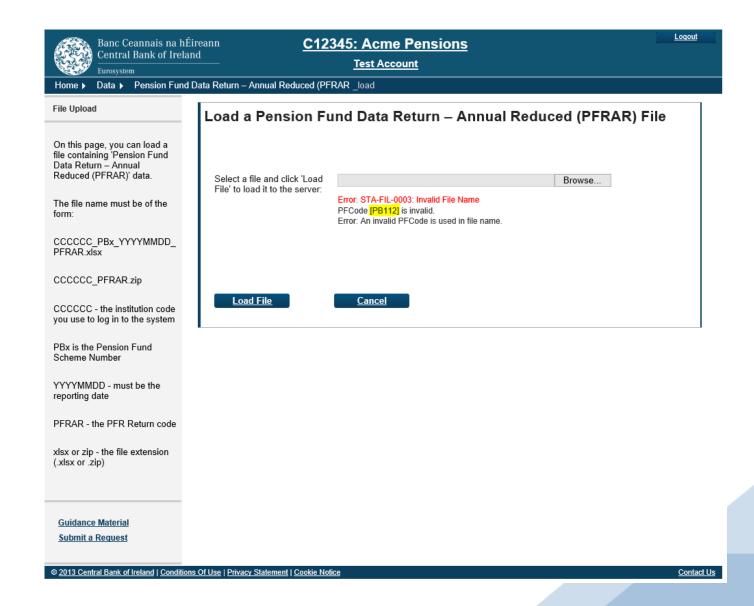
Make sure to include the correct c-code in your file name.





Error: An invalid PF code is used in file name.

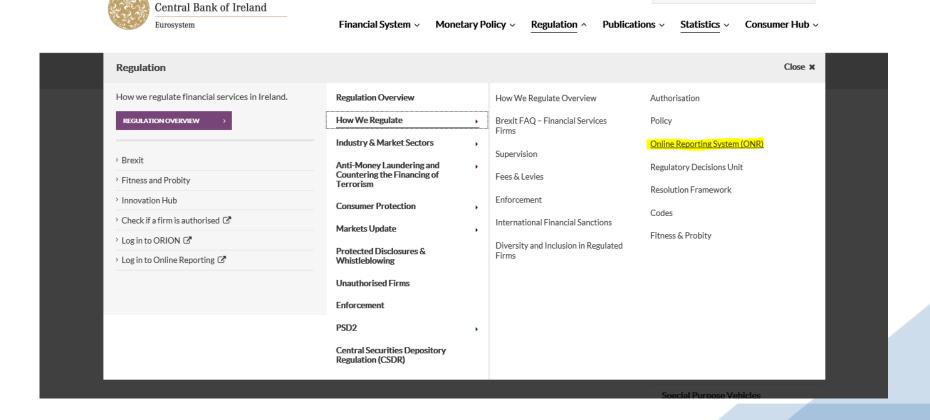
Make sure to include the correct PB number in your file name.



#### Additional ONR Documentation

Banc Ceannais na hÉireann

**How to Guides** 



ABOUT NEWS & MEDIA EVENTS CAREERS CONTACT



Q

SEARCH

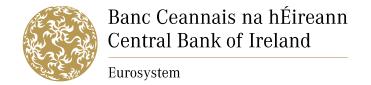
#### Incorrect attributes

- Two possible causes of errors are:
  - Incorrect pension fund attributes
  - Incorrect relationship between registered administrators and pension funds

This information can be corrected using a PFIR return.

Over to Colleen...







# How to update pension fund attributes – the PFIR

# Pension Fund Information Return (PFIR)

- Ad-hoc return to be submitted once changes occur
  - Registered Administrator ~ Pension Fund links
  - Facilitate the submission of returns via ONR
  - Attribute changes required for our list of Pension Funds



#### ONR - How to Create a PFIR

- An ad-hoc return will need to be created in ONR.
- The ad-hoc return can only be created by a Firm Administrator and a PFIR can only be submitted by a Business or Firm Administrator.
- A step-by-step guide on how to add the return and assign the business administrator is available online.

https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds#how-to-update



# **PFIR Template**

- The PFIR return consists of four tabs: Cover, RA Information, PFIR and Validations tabs
- The Cover tab contains guidance on how to complete the return and will identify if the file is valid/invalid
- RA information tab contains the details of the RA making the submission
- The PFIR tab contains the information on the Pension Funds
- The Validations tab contains the validation rules for the file



## Cover tab

- Cell F4 of this tab has to be valid for the return to be accepted by ONR. The validation rules can be checked in the Validations tab.
- Guideline for using this return are contained in this tab as well.

#### **RA** Information

■ Data Reference Date – This is the date from which the information in the file is valid

If you are informing the bank of a change in RA, this date must be before the reporting period for which the new RA is responsible. If an RA is responsible for Q4 but not Q3, the data reference date should be before the 31 December but after the 30 September.

- C code is the RAC code on ONR
- RA name is the name of the Registered Administrator



## PFIR Tab

- Changes to Pension Fund data must be updated through this tab.
  - On this sheet, all cells in a row will need to be completed except for LEI code and Closure date
  - The National Identifier for a Pension Fund is the PB number
  - You can make changes for up to 50 Pension Funds in one return

## Validations Tab

■ The Validations tab contains the rules that are applied to the RA and Pension Funds tab

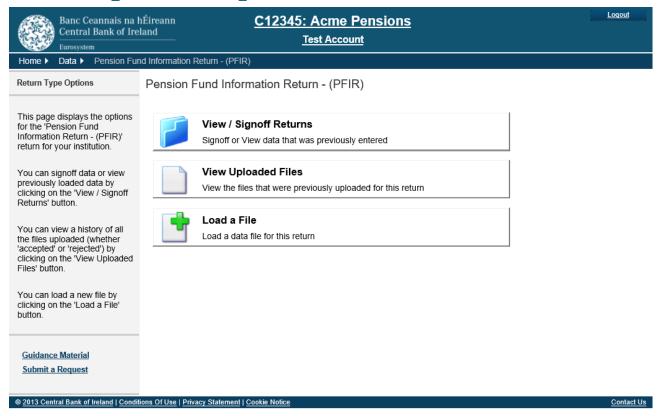
■ These rules have to be passed for the file to have a valid status on the Cover Tab

■ A description of the validation and the cells affected are located in column B 'Rule'

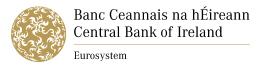


# Uploading to ONR

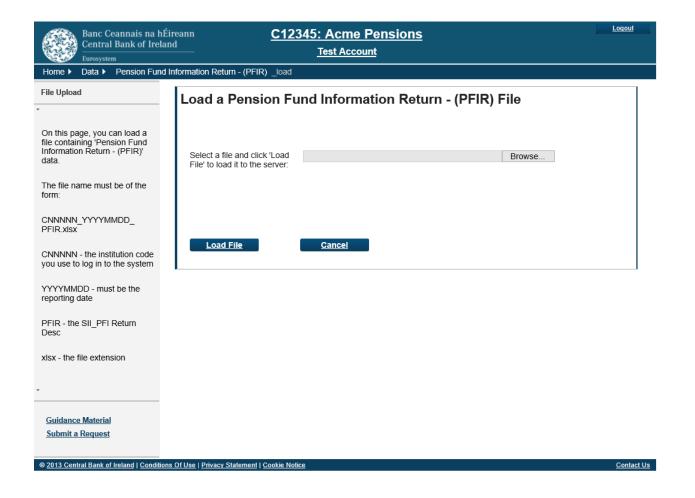
■ Naming convention - CNNNN\_YYYYMMDD\_PFIR.xlsx

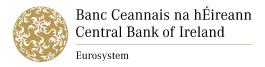


■ The user logs onto ONR, clicks 'View/Edit Data' and then selects 'Pension Fund Information Return - (PFIR)'. The user then selects 'Load a File'.

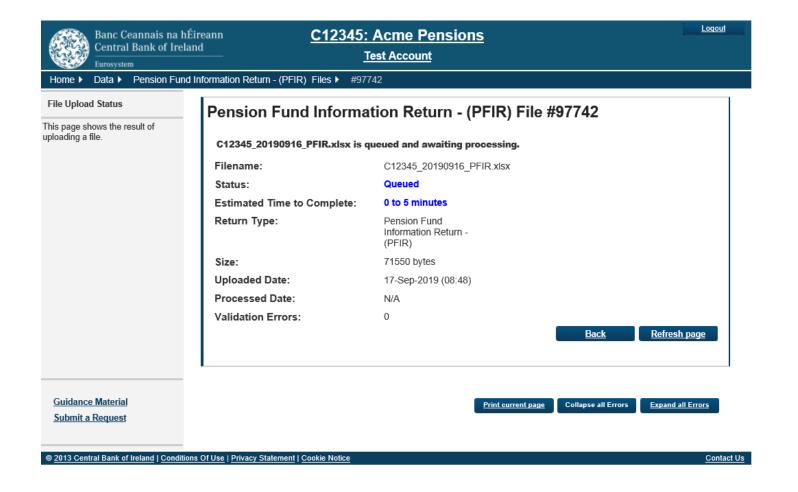


The user can now browse to the PFIR file location and attempt to load the file.



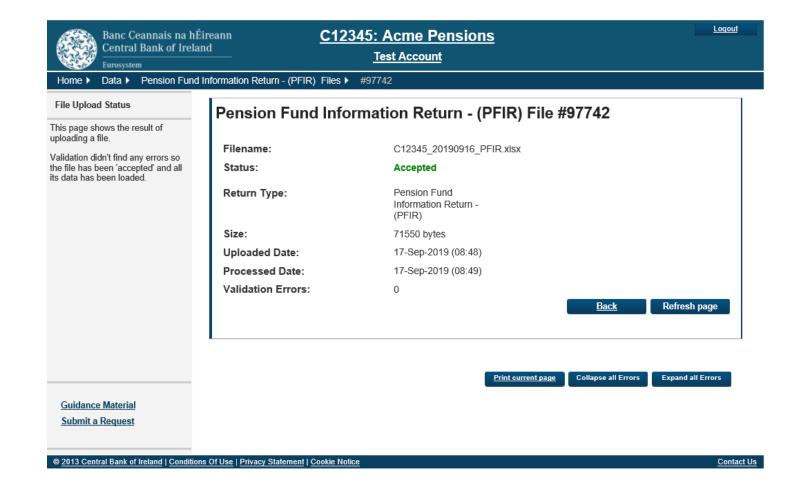


Once the return has passed the validations, the return should then be queued.



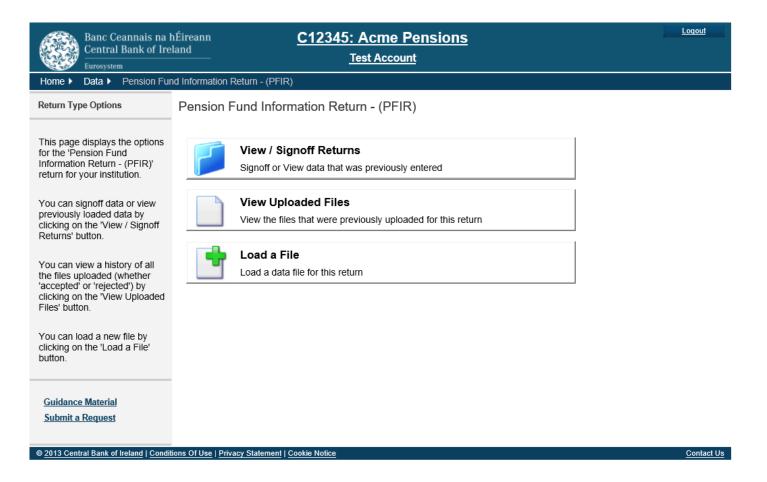


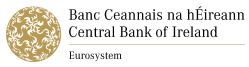
When the return has been accepted by ONR, the following screen will be visible.



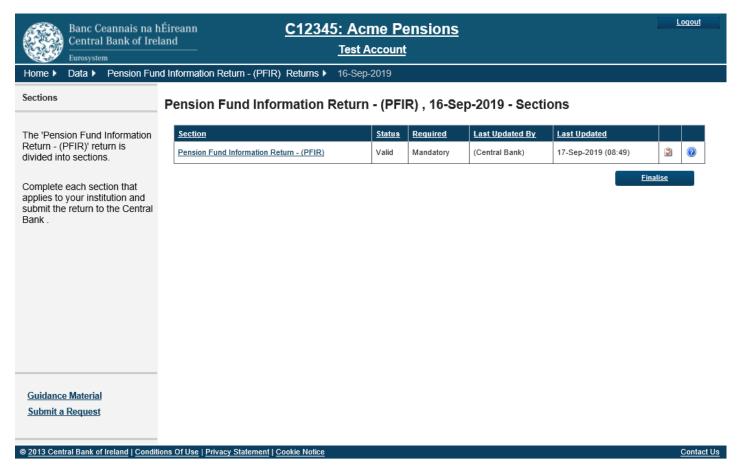


Once you have uploaded the return and are satisfied that the content of the return is correct, the return must be signed off before being accepted by the Bank. To sign off, the user returns to the 'View/Sign Off' return screen.

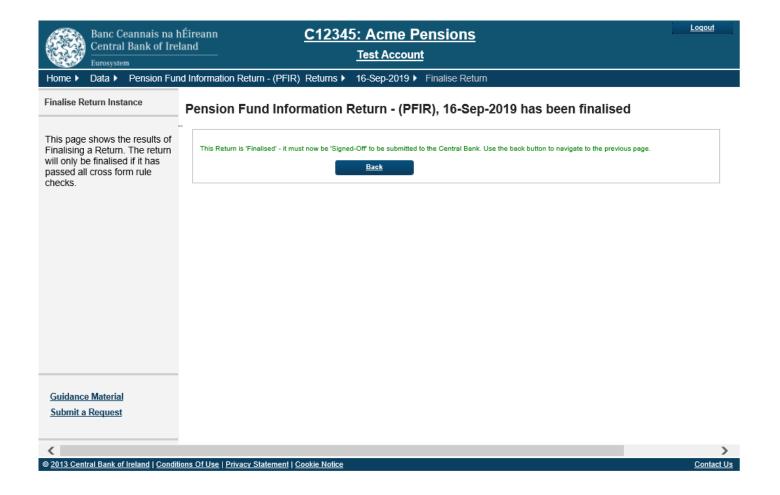




The user then selects the return they want to finalise and sign off. There is a button below the return entitled 'Finalise'. Click 'Finalise'.

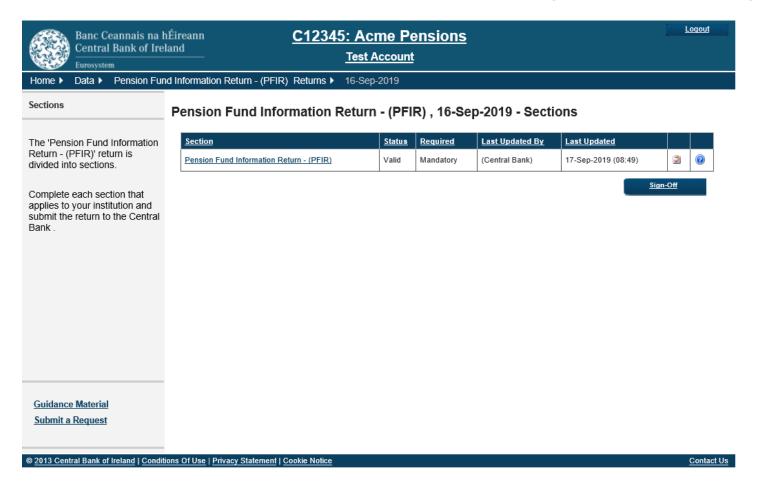


#### Once this is complete, click the 'Back' button

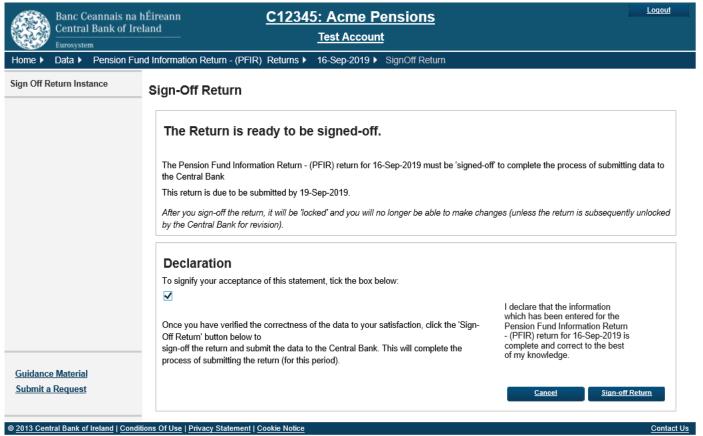




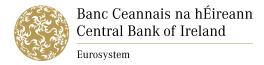
This will return the user to the previous screen. The user should now see a 'Sign Off' button. Click Sign Off.



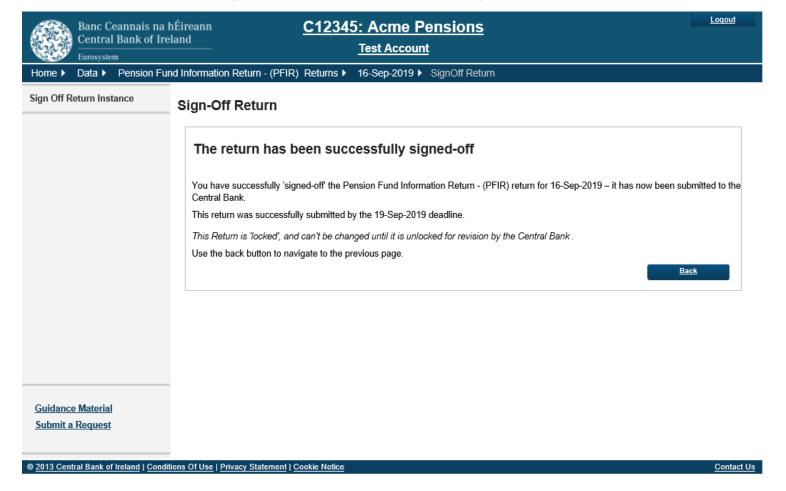
A new screen will appear where the user must declare that the data is correct. To complete sign off, the user selects the tick box in the 'Declaration' section and clicks the 'Sign-off Return' button.



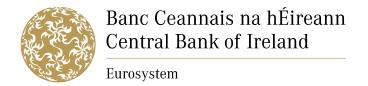
Once this button is clicked, it is not possible to resubmit the data. The information will then be received by the Bank



A new screen will then open, confirming that the return has been signed off.









# **Changes in Reporting Population, Compliance & Next Steps**

## Changes to Reporting Population

- Statistical reporting requirements outline asset thresholds that must be met across detailed and reduced reporting.
- Reviews will be undertaken between the Bank and Pensions Authority to ensure these are met.
- This may result in:
  - Reduced reporting pension funds becoming subject to detailed reporting
  - Newly set up pension funds being subject to either detailed or reduced reporting
- Sufficient notice will be provided to acquire required skills & technologies to meet reporting requirements.



# Compliance

- The Bank will provide ongoing assistance to pension funds, trustees and registered administrators. This includes the provision of detailed documentation and support on queries.
- Power exists to impose fines on those pension funds that fail to comply. It may also be the case that a list of non-compliers will be published.
- Non-compliance may be deemed to have occurred if:
- No statistical information is received by the Bank by the established deadline; or
- The statistical information is incorrect, incomplete or in a form not complying with the requirement.

# Next steps

- Engage with the Bank
  - Use resources available on our website
  - Register for TLS and ONR
  - Review Survey responses for inaccuracies
  - Notify of changes to reporting population and RA-PF relationships
  - Utilise testing environment
- Continue preparation for first reduced reporting
  - Trustees
  - Registered Administrators

- Engage with the industry
  - Update and issuance of guidance documentation
  - Provide clarity on today's questions
  - Queries

#### Additional Information

- Further information on the ECB reporting requirements is available at : <a href="https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds">https://www.centralbank.ie/statistics/statistical-reporting-requirements/pension-funds</a>
- The webpage will host all guidance documents required for pension funds to meet their reporting obligations.
- Should you require further clarification, queries can be sent to <u>stats\_pensions@centralbank.ie</u>

# Questions?

