



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

CBI Portal Ad Hoc Return Scheduling User Guide

September 2023

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Disclaimer

The guidance in this document is correct at date of publication. The Central Bank regularly issues guidance to ensure compliance by regulated firms with their legal and regulatory obligations. Up to date guidance is available on the Central Bank website at the following address: www.centralbank.ie.

Introduction

Purpose of this manual

Firms are required to submit to the Central Bank of Ireland the returns listed in section 2 of this document through the CBI Portal.

This user manual provides instructional support to investment firm personnel on how to schedule these returns on the CBI Portal.

Support

For queries in relation to the submission and scheduling of returns through the CBI Portal, please use the Create Request function on the CBI Portal.

Return Types Scheduled on an Ad Hoc Basis

The following return types are required to be scheduled by investment firms through the CBI Portal:

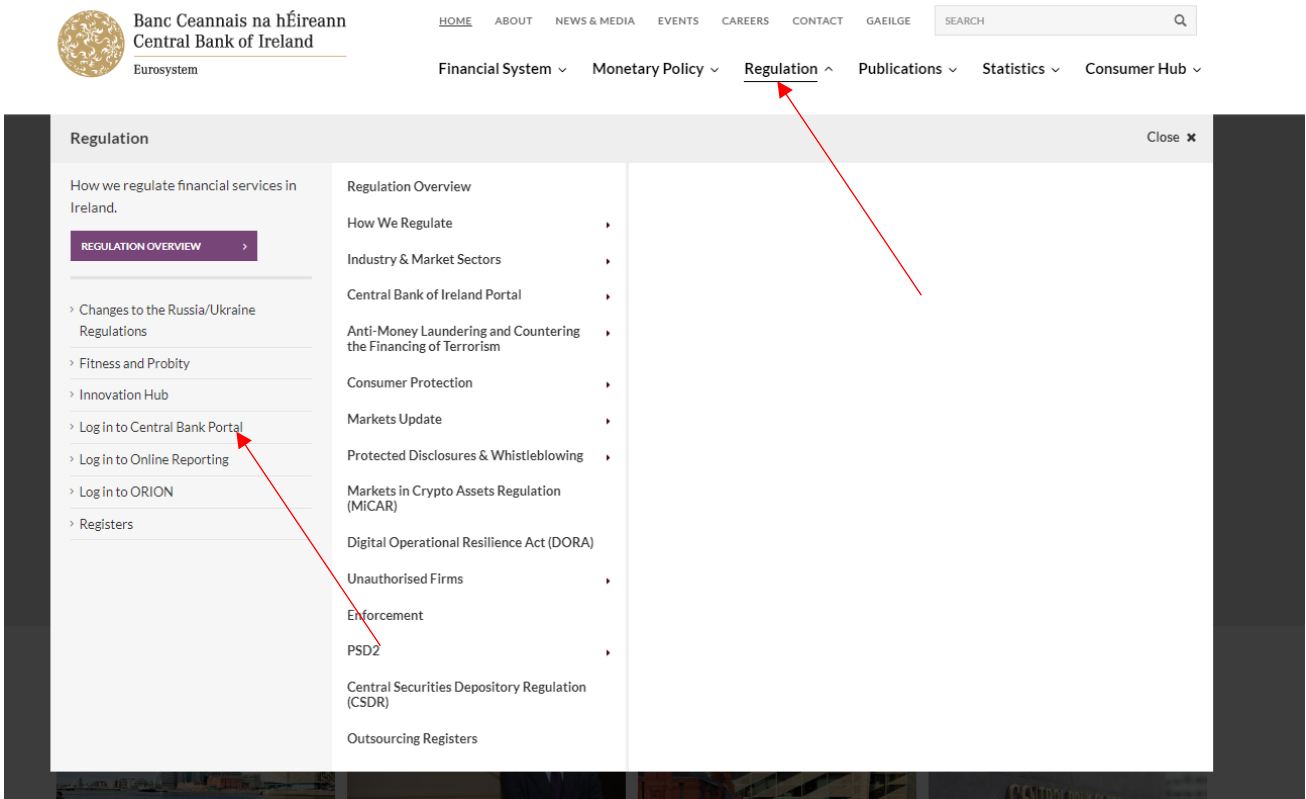
Return Name:	Applicable to:
Acquiring transaction notification form and support documentation	- All MiFID firms
Audited Interim Accounts	- All MiFID firms - All IIA Non-Retail firms
Auditors Findings Report	- All MiFID firms - All IIA Non-Retail firms
Breach and Incident	- All MiFID firms - All IIA Non-Retail firms
Capital Contribution Agreement	- All MiFID firms - All IIA Non-Retail firms
Cross Border Service in another member state	- All MiFID firms
Establishing a Branch in another Member state	- All MiFID firms
Internal Audits Documentation	- All MiFID firms - All IIA Non-Retail firms
Market Surveillance SI Upload	- Certain MiFID firm
MiFIR Transaction Reporting	- Certain MiFID firms

Notification Form for investment firms providing algorithmic trading and providing direct electronic access	- Certain MiFID firms
Other Documents	- All MiFID firms - All IIA Non-Retail firms
Risk Assessment	- All MiFID firms - All IIA Non-Retail firms

Logging in and Scheduling a Return

This section details a step by step guide on how to log into the system and schedule a return.

1. Open a web browser and enter the address www.centralbank.ie.
2. Click on the Regulation link on the breadcrumb menu at the top of the page.
3. Click the **Log in to Central Bank Portal** button on the left of the page.



4. The **Login to Online Reporting** page appears. Enter your login credentials and click **Sign In**.

Initial Setup

Step One: Enter your person code and password. Click 'Sign in'. You will then be asked to choose a second factor method.

Step Two: Select a second factor method - authentication via the Microsoft Authenticator app or authentication via phone call.

Method 1:
Authentication via App / Token

- Download the app
- Add new account and scan the QR code
- Click 'Authenticate me now' and follow the instructions

Method 2:
Authentication via Phone call

- Enter your phone number
- Click 'Call me now'
- Answer the phone call and press '#'

Note: You can change your second factor method after set-up in Account Settings.

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Enter your person code and password

Person Code e.g. XY1234567

Password

Sign in

Forgot Your Password? [Help](#)

New User?

Register

Legal Information

5. The Home Page appears. Select **Returns > View / Edit Returns**

6. Select the Return Type you wish to schedule a return for under the 'Investment Services - Ad Hoc Returns' section. The Scheduled Returns are automatically scheduled by the Central Bank of Ireland. The Ad hoc returns require the firm to schedule the return on the CBI Portal. As a demonstration, we will select **Breach and Incident**.

7. Select **View / Edit Returns**.

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Home < Institution Details < My Institution Profile < Pending Actions < Request Change < Portal Administration < **Returns** > View / Edit Returns Manage Notifications Minimum Reserve Deposit Requirements Help <

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Home > Return Types

Breach and Incident

Breach and Incident

View / Edit Returns
Input or load data to the system, or view the data previously entered

Return Type Options

This page displays the options for the 'Breach and Incident' return for your institution.

You can enter data or view previously entered data by clicking on the 'View/Edit Returns' button.

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8. Select Add Return.

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Home > Return Types

Breach and Incident > Returns

Breach and Incident Returns

Reporting Date	Revision	Status	Submission Due Date	Last Updated By	Last Updated				
03-Oct-2015	1	Finalised	31-Oct-2015	Tom Kelly	12-Oct-2015 (10:52)				X
20-Sep-2015	1	Incomplete	18-Oct-2015	Tom Kelly	01-Oct-2015 (20:06)				X
01-Nov-2012	1	Valid	17-Jan-2013	Tom Kelly	30-Sep-2015 (08:35)				X

Add Return

Returns

This page shows all the 'Breach and Incident' returns entered by your institution.

There are outstanding returns which need to be completed and submitted to the Central Bank.

[Guidance Material](#)

- Select the appropriate Reporting Date and Submission Due Dates. Firms should select the most applicable date for the Reporting Date, e.g. the date the breach occurred. A return can only be submitted if the Reporting Date is in the past. The Submission Due Date is the date by which the return should be submitted to the Central Bank.

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Breach and Incident > Returns > Add

Add Return Instance

Reporting Date:

Submission Due Date:

Add **Cancel**

Add Return Instance

To create a new (unscheduled) return for this institution, enter the required details and click the 'Add' button.

The 'submission due' date determines how long the institution has to submit the new return.

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10. Once the dates are selected, select **Add**.

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Breach and Incident > Returns > Add

Add Return Instance

Reporting Date:

Submission Due Date:

Add **Cancel**

Add Return Instance

To create a new (unscheduled) return for this institution, enter the required details and click the 'Add' button.

The 'submission due' date determines how long the institution has to submit the new return.

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September 2023						
Sa	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
This Month Close						

11. You will then see the return listed and ready for completion. Note that if the Reporting Date is more than one week away you will not be able to see the return until such time as the reporting date is within one week of the current date.

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Home > Return Types

Breach and Incident > Returns

Breach and Incident Returns

Reporting Date	Revision	Status	Submission Due Date	Last Updated By	Last Updated				
06-Sep-2023	1	Blank	04-Oct-2023	Ciaran McElroy	06-Sep-2023 (11:11)				
03-Oct-2015	1	Finalised	31-Oct-2015	Tom Kelly	12-Oct-2015 (10:52)				
20-Sep-2015	1	Incomplete	18-Oct-2015	Tom Kelly	01-Oct-2015 (20:08)				
01-Nov-2012	1	Valid	17-Jan-2013	Tom Kelly	30-Sep-2015 (08:35)				

[Add Return](#)

Returns

This page shows all the 'Breach and Incident' returns entered by your institution.

There are outstanding returns which need to be completed and submitted to the Central Bank.

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12. Firms should then proceed to submit the relevant information through the CBI Portal.

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Home > Return Types

[Create Request](#)

Breach and Incident > Returns > 06-Sep-2023

Breach and Incident , 06-Sep-2023 - Sections

Section	Status	Required	Last Updated By	Last Updated				
Breach and Incident Report Return	Blank	Mandatory	Ciaran McElroy	06-Sep-2023 (11:11)				
Breach and Incident Report document	Blank	Optional	Ciaran McElroy	06-Sep-2023 (11:11)				
Client Assets/Investor Money Reporting Template	Blank	Optional	Ciaran McElroy	06-Sep-2023 (11:11)				

[Finalise](#) [Add Section](#)

Sections

The 'Breach and Incident' return is divided into sections.

Complete each section that applies to your institution and submit the return to the Central Bank.

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