Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

Instructions and Guidance for the Submission of Virtual Asset Service Providers Registration Forms and Documentation via the Central Bank of Ireland Portal

2023

1. Submission of the Virtual Asset Service Provider (VASP) Return via the Portal:

1.1. Pre-requisite actions before submitting a VASP return

Portal Permissions: The person submitting the VASP return via the Portal must request access to the return from their institutions Portal administrator - any authorised Portal user can be granted this access. Alternatively, the Portal administrator may submit the return.

Downloading the VASP return prior to completion

Download the VASP Registration or Beneficial Ownership form(s) from the Central Bank of Ireland Website.

Populate the required fields within the form as detailed in *Instructions and Guidance on Completing the VASP AML/CFT Registration Form*

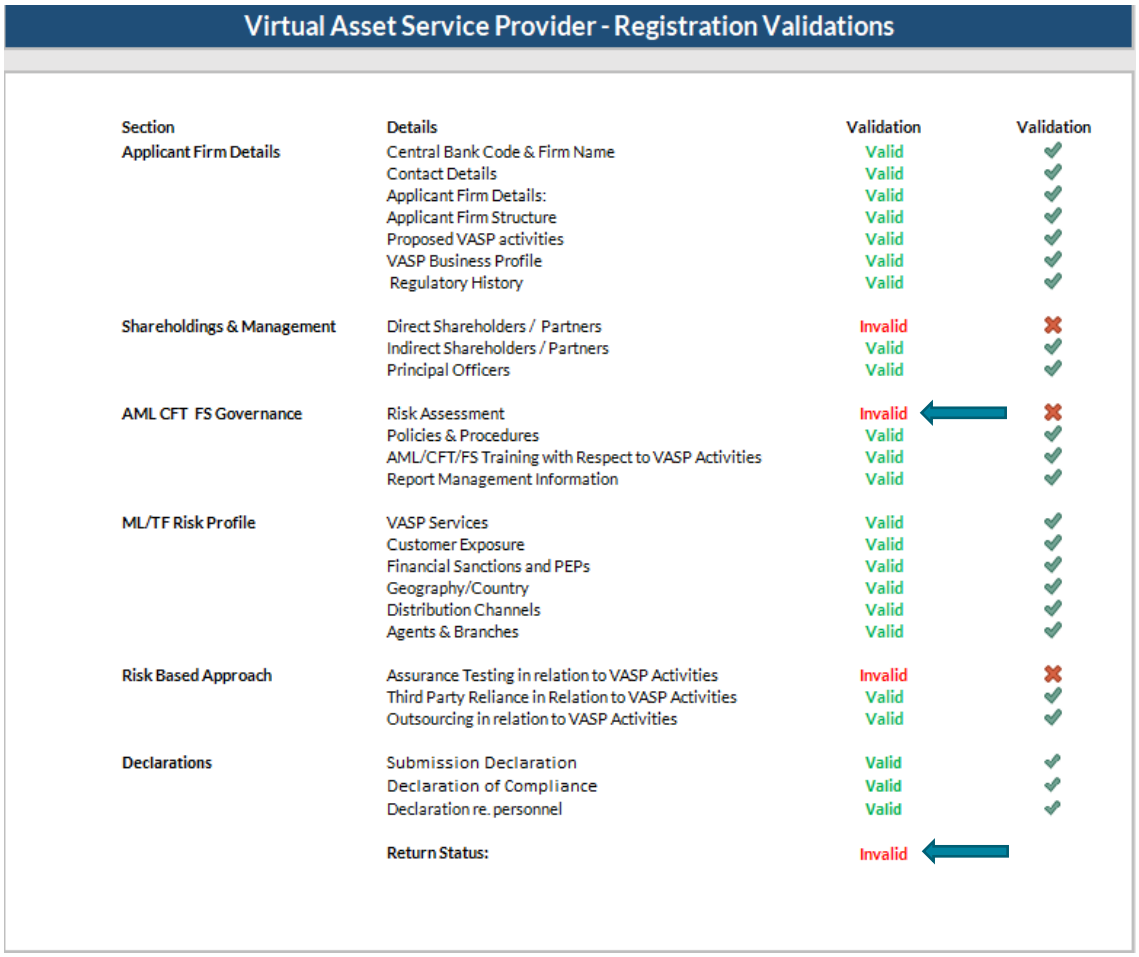
1.2. Uploading the VASP registration forms in the returns section of the Portal post completion

The VASP forms can only be successfully uploaded in the Portal if all the validations are 'Valid' in the 'Cover' tab in the VASP registration or Beneficial Ownership form as per the example shown below:

Virtual Asset Service Provider - Registration Validations

Section	Details	Validation	Validation
Applicant Firm Details	Central Bank Code & Firm Name	Valid	✔
	Contact Details	Valid	✔
	Applicant Firm Details:	Valid	✔
	Applicant Firm Structure	Valid	✔
	Proposed VASP activities	Valid	✔
	VASP Business Profile	Valid	✔
	Regulatory History	Valid	✔
Shareholdings & Management	Direct Shareholders / Partners	Valid	✔
	Indirect Shareholders / Partners	Valid	✔
	Principal Officers	Valid	✔
AML CFT FS Governance	Risk Assessment	Valid	✔
	Policies & Procedures	Valid	✔
	AML/CFT/FS Training with Respect to VASP Activities	Valid	✔
	Report Management Information	Valid	✔
ML/TF Risk Profile	VASP Services	Valid	✔
	Customer Exposure	Valid	✔
	Financial Sanctions and PEPs	Valid	✔
	Geography/Country	Valid	✔
	Distribution Channels	Valid	✔
	Agents & Branches	Valid	✔
Risk Based Approach	Assurance Testing in relation to VASP Activities	Valid	✔
	Third Party Reliance in Relation to VASP Activities	Valid	✔
	Outsourcing in relation to VASP Activities	Valid	✔
Declarations	Submission Declaration	Valid	✔
	Declaration of Compliance	Valid	✔
	Declaration re. personnel	Valid	✔
	Return Status:	Valid	

If any validation on the Cover page shows as 'Invalid' (as shown) then the VASP registration or Beneficial Ownership form will not successfully upload to the Portal:



Virtual Asset Service Provider - Registration Validations

Section	Details	Validation	Validation
Applicant Firm Details	Central Bank Code & Firm Name	Valid	✓
	Contact Details	Valid	✓
	Applicant Firm Details:	Valid	✓
	Applicant Firm Structure	Valid	✓
	Proposed VASP activities	Valid	✓
	VASP Business Profile	Valid	✓
	Regulatory History	Valid	✓
Shareholdings & Management	Direct Shareholders / Partners	Invalid	✗
	Indirect Shareholders / Partners	Valid	✓
	Principal Officers	Valid	✓
AML CFT FS Governance	Risk Assessment	Invalid ←	✗
	Policies & Procedures	Valid	✓
	AML/CFT/FS Training with Respect to VASP Activities	Valid	✓
	Report Management Information	Valid	✓
ML/TF Risk Profile	VASP Services	Valid	✓
	Customer Exposure	Valid	✓
	Financial Sanctions and PEPs	Valid	✓
	Geography/Country	Valid	✓
	Distribution Channels	Valid	✓
	Agents & Branches	Valid	✓
Risk Based Approach	Assurance Testing in relation to VASP Activities	Invalid	✗
	Third Party Reliance in Relation to VASP Activities	Valid	✓
	Outsourcing in relation to VASP Activities	Valid	✓
Declarations	Submission Declaration	Valid	✓
	Declaration of Compliance	Valid	✓
	Declaration re. personnel	Valid	✓
	Return Status:	Invalid ←	

1.3. Saving VASP Registration and Beneficial Ownership forms in the Portal

Save the VASP registration or Beneficial Ownership form(s) with the correct filename:
The file must be saved and renamed using the format: CXXXXX_YYYYMMDD_VSP.xlsx

CXXXXX = your institution code
YYYYMMDD = your returns reporting date

Note: The reporting date for the return can be found on the Portal within the VASP return and on the VASP submission pack.

Example:

A firm with an institution code of C50001 and a reporting date of 23/04/2021 will name the file C50001_20210423_VSP.xlsx

1.4. Submission of VASP forms in the Portal

Upload the completed VASP registration or Beneficial Ownership form to the Portal and submit to the Central Bank. **Please note this is a three step process**:

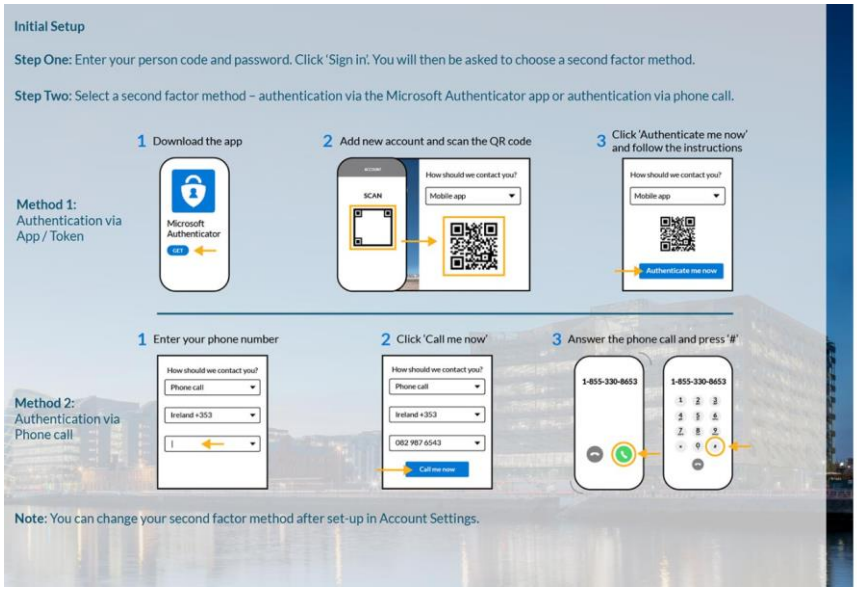
i. Log into the Portal and select – Returns - View/Edit data – Return Types – VASP Registration and Beneficial Ownership form - View/Unlock returns
ii. Select Load a file and choose the previously saved form
iii. Once the form has been uploaded, you must then Finalise and Sign Off the return in the Portal to fully submit to the Central Bank

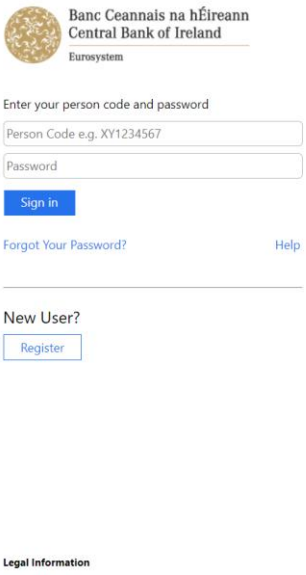
Note:
The form must be Signed Off, as uploading the file alone does not constitute a submitted return.

The submission of the VASP registration and Beneficial Ownership forms is a two person sign off process

2. Uploading VASP registration and Beneficial Ownership forms in the Portal:

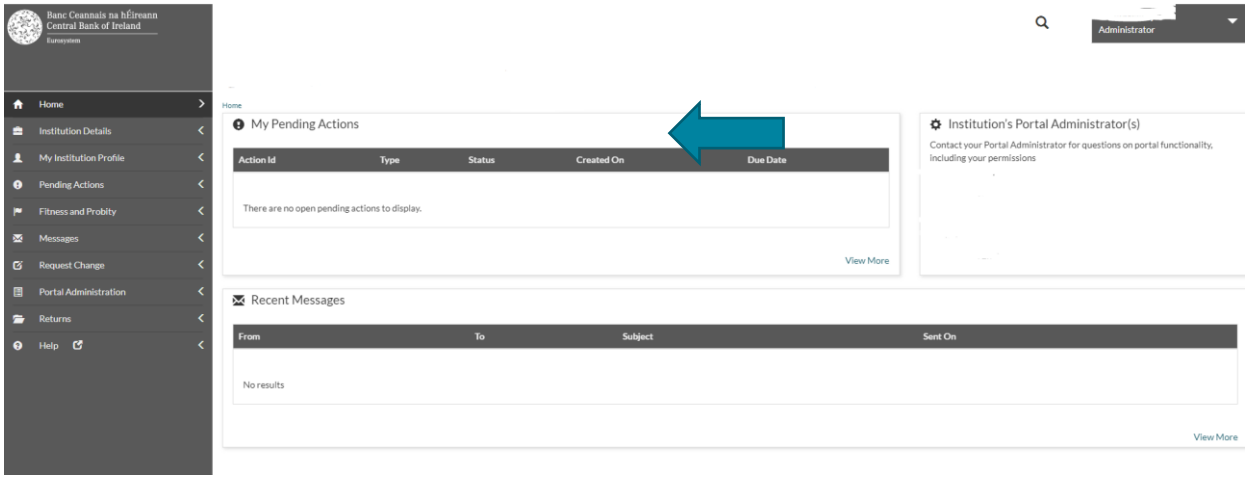
2.1. Log in to the Portal





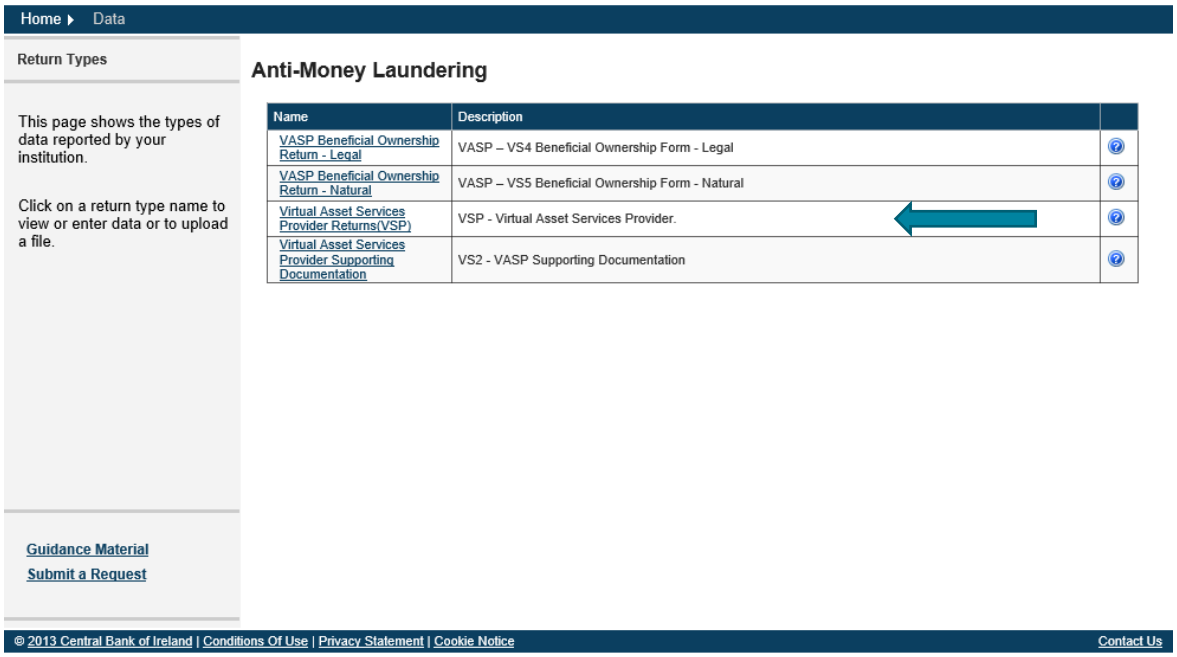
Enter your Person Code and Password which will be generated when you register for the Portal.

Open the Portal and select the Returns tab:



2.2. Select relevant return type

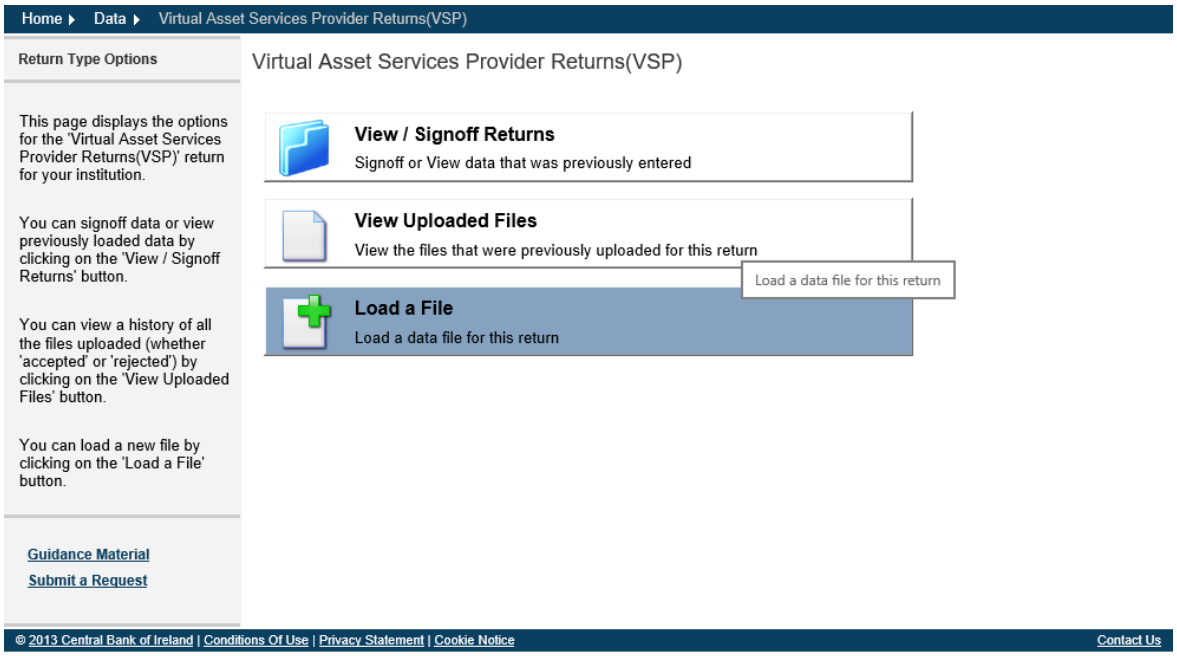
The screen below will open showing all return types assigned to your firm. Select the relevant return type, e.g. VSP – Virtual Asset Service Provider return from the list.



2.3. Upload of the VASP Registration or Beneficial Ownership form(s)

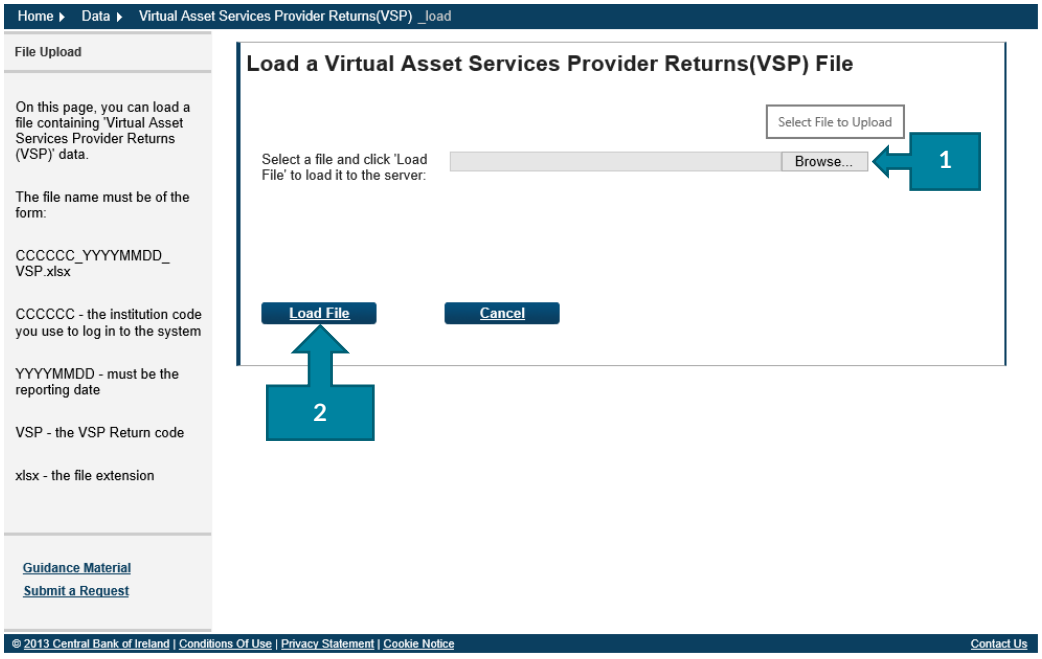
Step 1:

From the following screen select the Load a File option to commence the upload of a VASP form to the Portal



Step 2:

From the following screen select the Browse option (arrow 1) and this will allow you to select your firm's saved VASP form.



When the completed VASP form has been selected, click the Load File button (arrow 2). Please note that the naming convention for each VASP form that is to be uploaded can be found on the left hand side of the screen

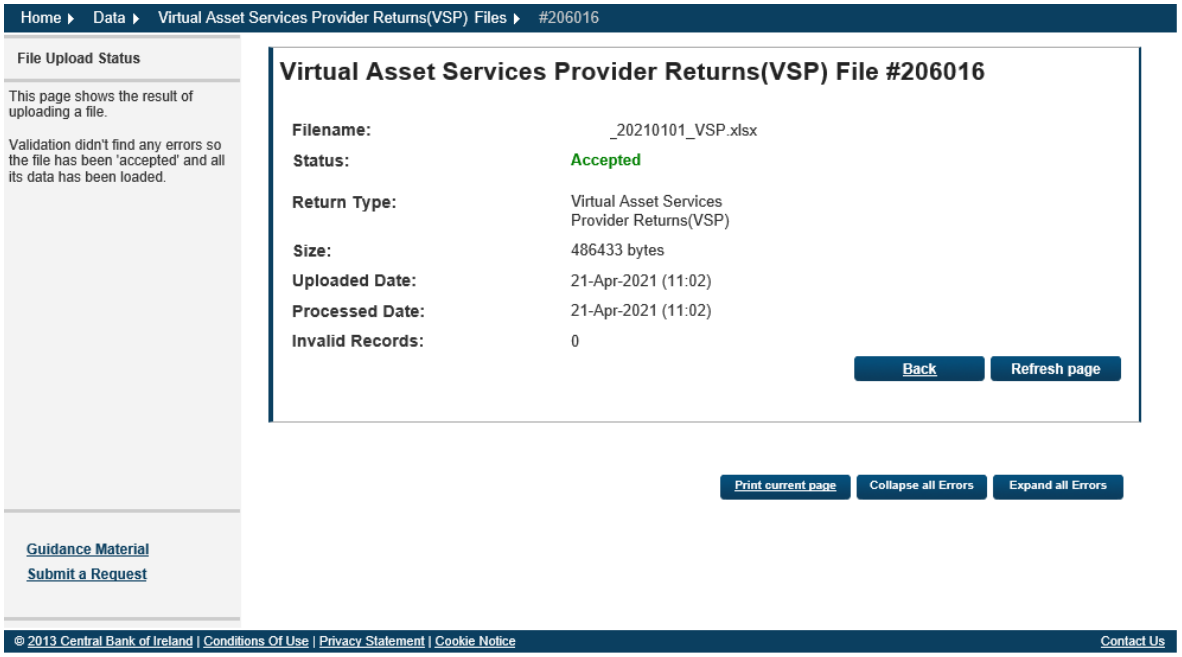
Step 3:

The Portal will run validation checks to ensure that the VASP form has completed and that all the values on the Cover tab are showing Valid.

As per 1.2 Uploading the VASP form in the Portal, if any of the fields in the 'Cover' tab show as 'Invalid' then the Portal will reject the upload of the VASP form at this stage. Please ensure that all fields in the 'Cover' tab as 'Valid' before starting the upload process in the Portal.

Step 4:

If all fields in the VASP form have been completed, the Portal will confirm that it has accepted the form (see screen shot below):



A confirmation email will be sent to your firm to confirming that the VASP form has been accepted by the Portal:

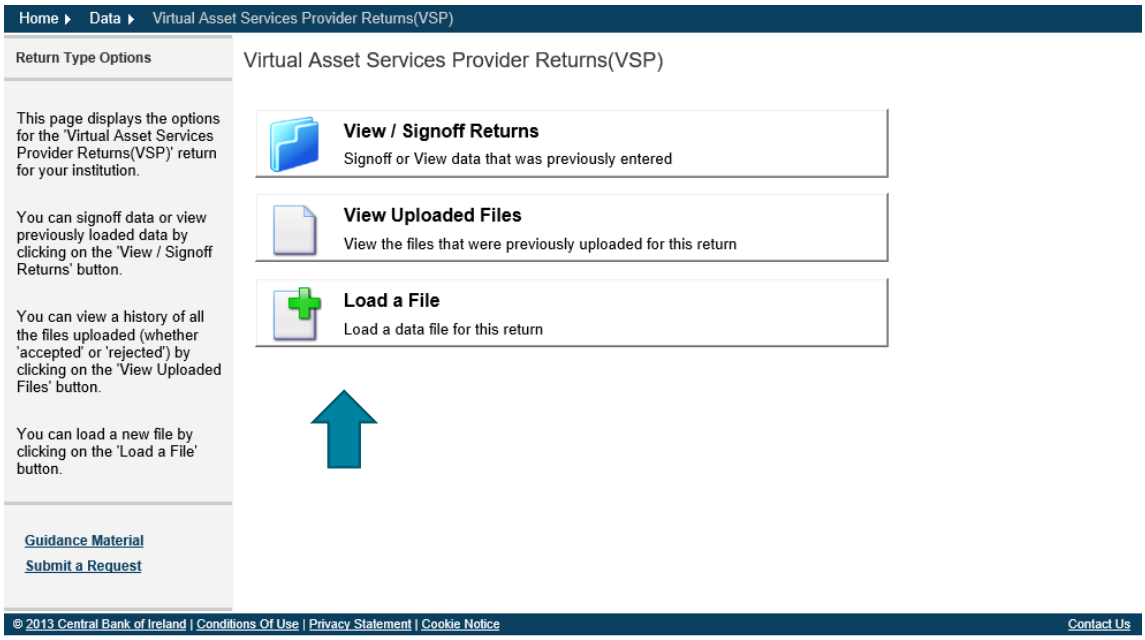
"Virtual Asset Services Provider (VSP) uploaded by XXXXXX on 23 April 2021 has been accepted".

Please note that the upload of any form to the Portal is a three step process. This confirmation email only denotes that the Portal has accepted the form, but it still needs to be Finalised and Signed Off before it will be submitted to the Central Bank.

2.4. Finalise the VASP Form

Step 1:

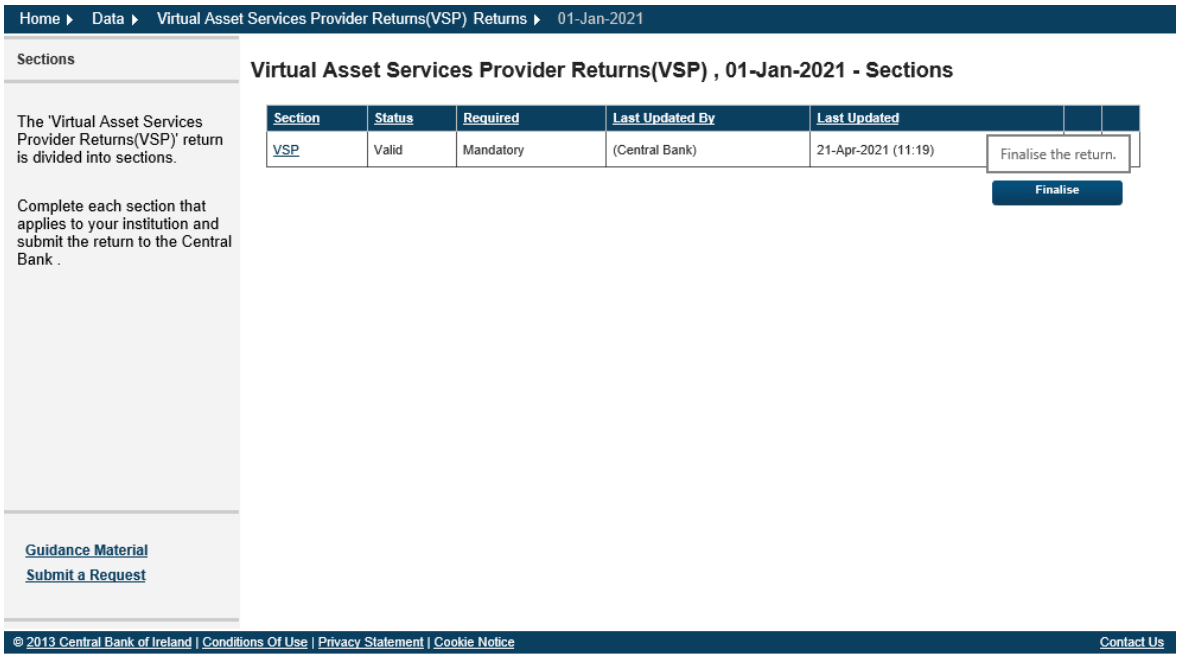
To finalise the VASP form, select View / Signoff Returns for the VASP form as shown below:



Step 2:

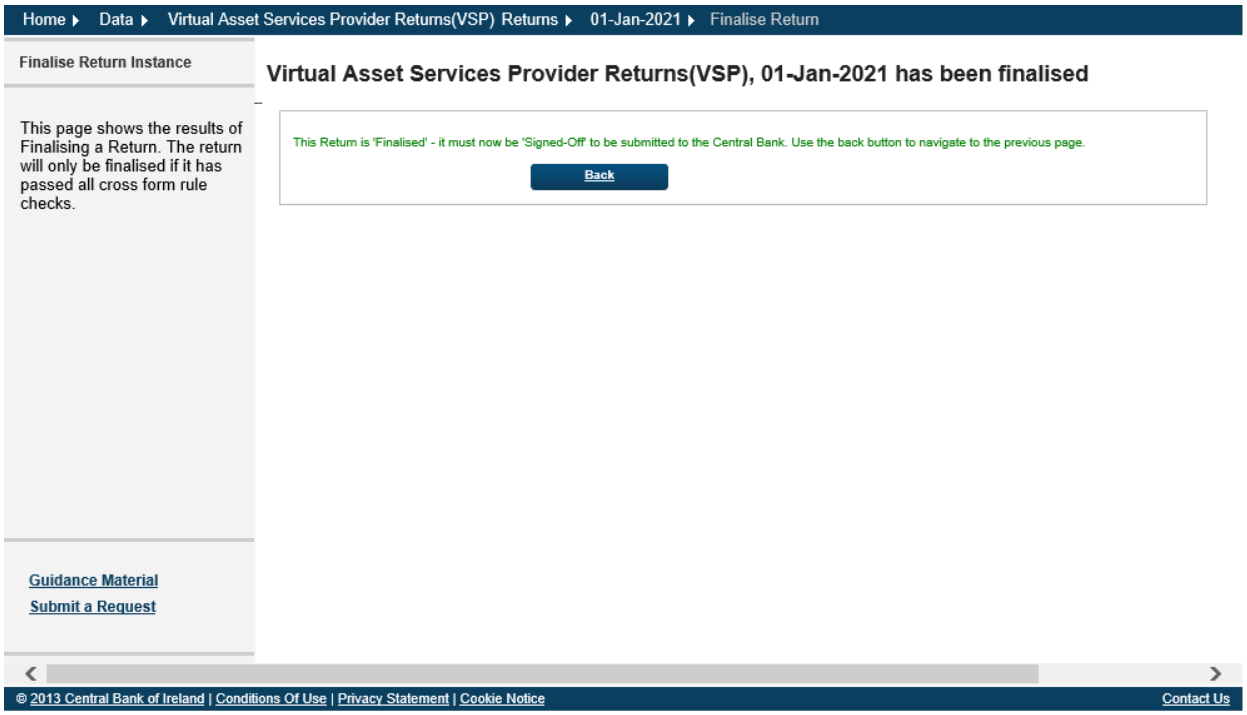
The following screens will open allowing you to 'Finalise' the VASP form. This is the second stage of the upload process of the VASP form.

Select the return by clicking on the Reporting Date and the following screen will open



Select the Finalise icon which will complete the second step in the form upload process

When the return has been Finalised the following screen will prompt that for the VASP form to be fully submitted to the Central Bank it must be 'Signed Off'

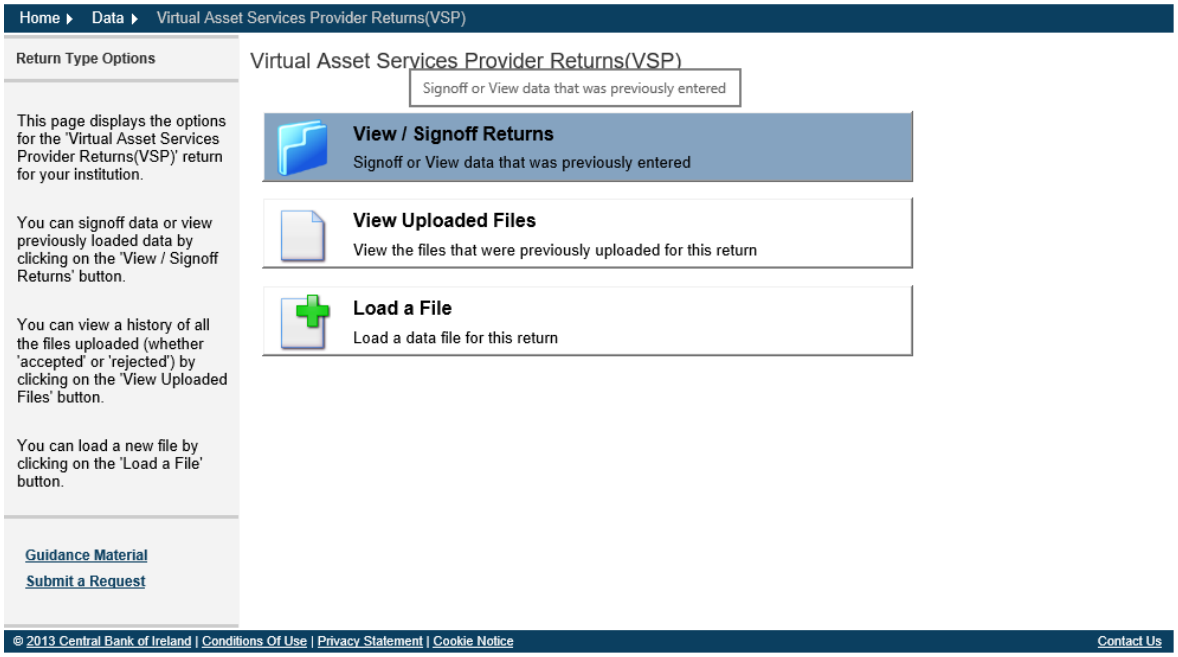


2.5. Sign Off the VASP form

For the VASP form to be signed off and submitted to the Central Bank it requires a two person sign off. The person who completed the first two steps and brought the return to the Finalise stage cannot sign off the return. This requires a second person to complete this step.

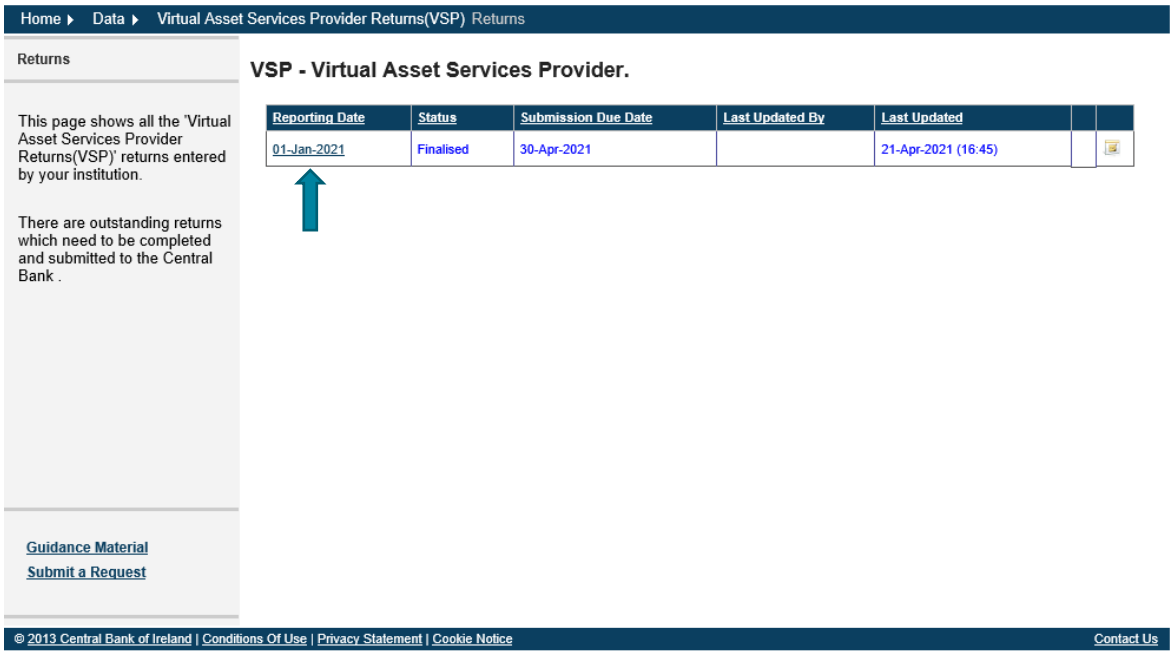
Step 1:

To Sign Off the VASP form, select View / Signoff Returns for the Virtual Asset Service Provider Return as shown below:



Step 2:

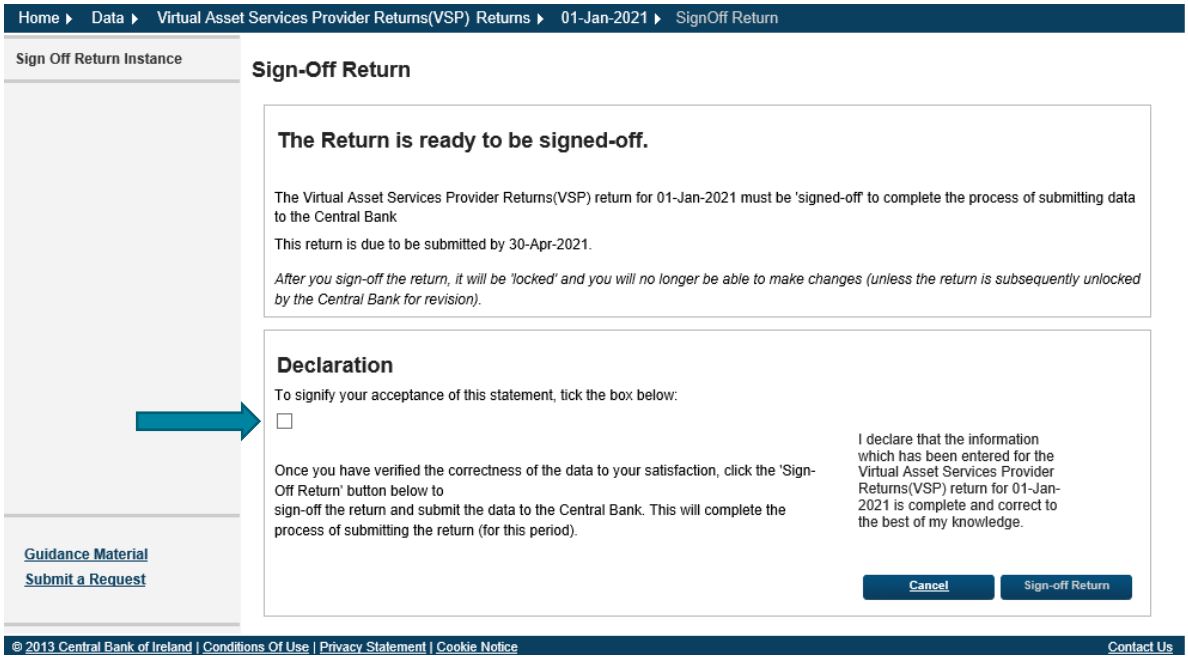
Select the VASP return that has been uploaded by your firm from the following screen select the Sign Off icon:

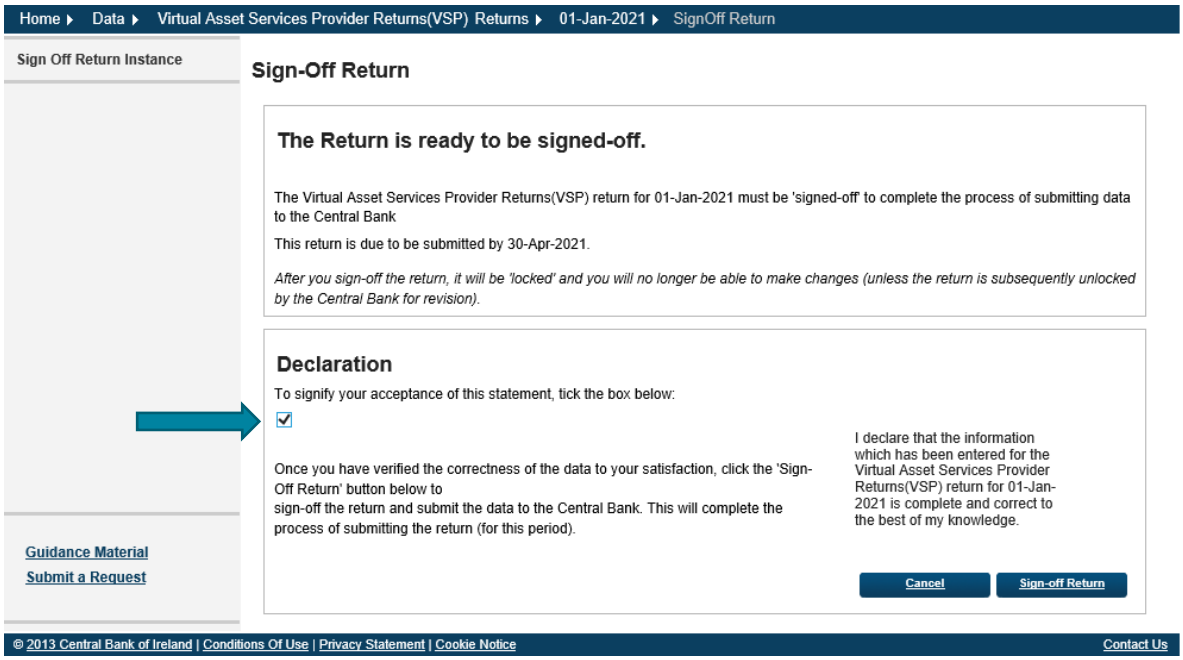


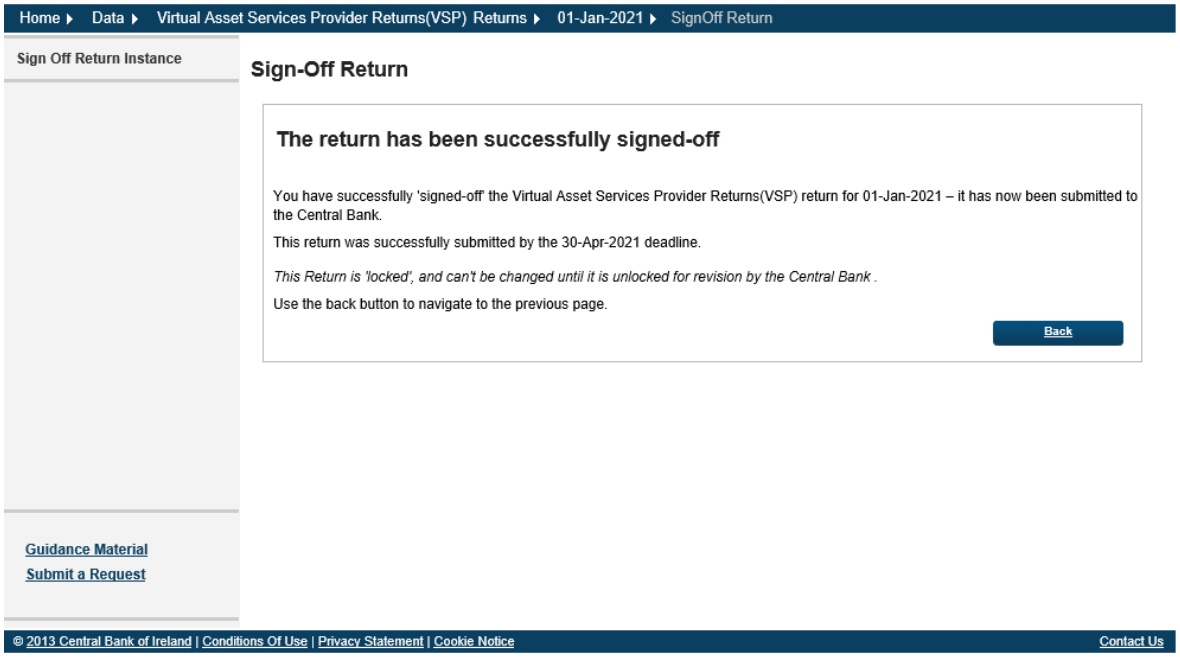
Select the return by clicking on the Reporting Date and the following screen will open

Step 3:

This is the final step in uploading the VASP form to the Portal. The firm is requested to declare that the information which has been entered for the VASP form is complete and correct to the best of the firm's knowledge. Once you are happy with the accuracy and correctness of the data click the Sign Off button. The VASP form is now successfully submitted through to the Central Bank. The Portal will automatically send an email confirming the successful upload of the Firm's VASP form.






Home ▸ Data ▸ Virtual Asset Services Provider Returns(VSP) Returns ▸ 01-Jan-2021 ▸ SignOff Return
Sign Off Return Instance
Sign-Off Return
The return has been successfully signed-off
You have successfully 'signed-off' the Virtual Asset Services Provider Returns(VSP) return for 01-Jan-2021 – it has now been submitted to the Central Bank.
This return was successfully submitted by the 30-Apr-2021 deadline.
This Return is 'locked', and can't be changed until it is unlocked for revision by the Central Bank .
Use the back button to navigate to the previous page.
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3. Supporting Documentation

Please note that the naming convention for supporting documentation differs from the specified VASP registration and Beneficial Ownership forms. The naming convention for supporting documentation is as follows:

CXXXXX_YYYYMMDD_VS2_XXX.ext

CXXXXX = your institution code
YYYYMMDD = your returns reporting date
VS2 = form type
XXX = form identifier. This identifier is chosen by the firm and can be no more than three characters long.

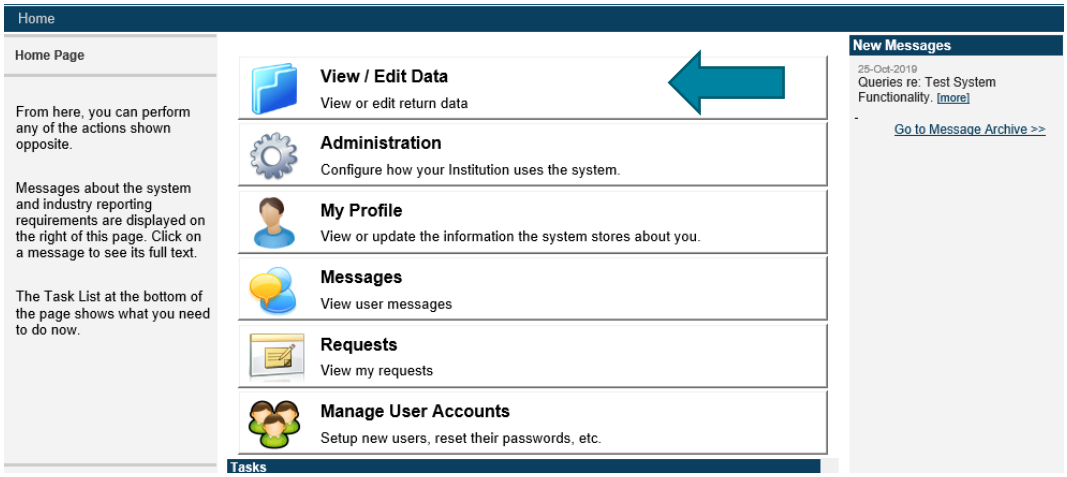
Example:

A firm with an institution code of C50001 and a reporting date of 23/04/2021 will name the file C50001_20210423_VS2_001.docx

Please note that for Supporting Documentation that it is possible to submit multiple documents using the same reporting date.

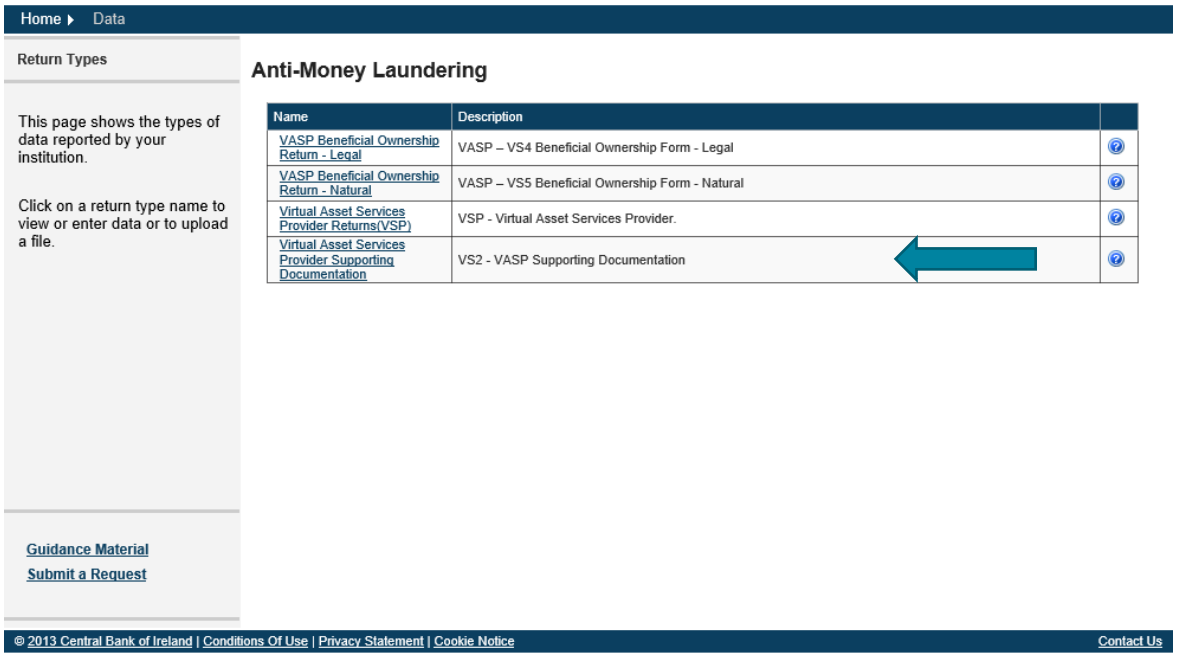
3.1. Log in to the Portal

Open the Portal and select the Returns tab followed by the View / Edit Data tab:



3.2. Select relevant return type

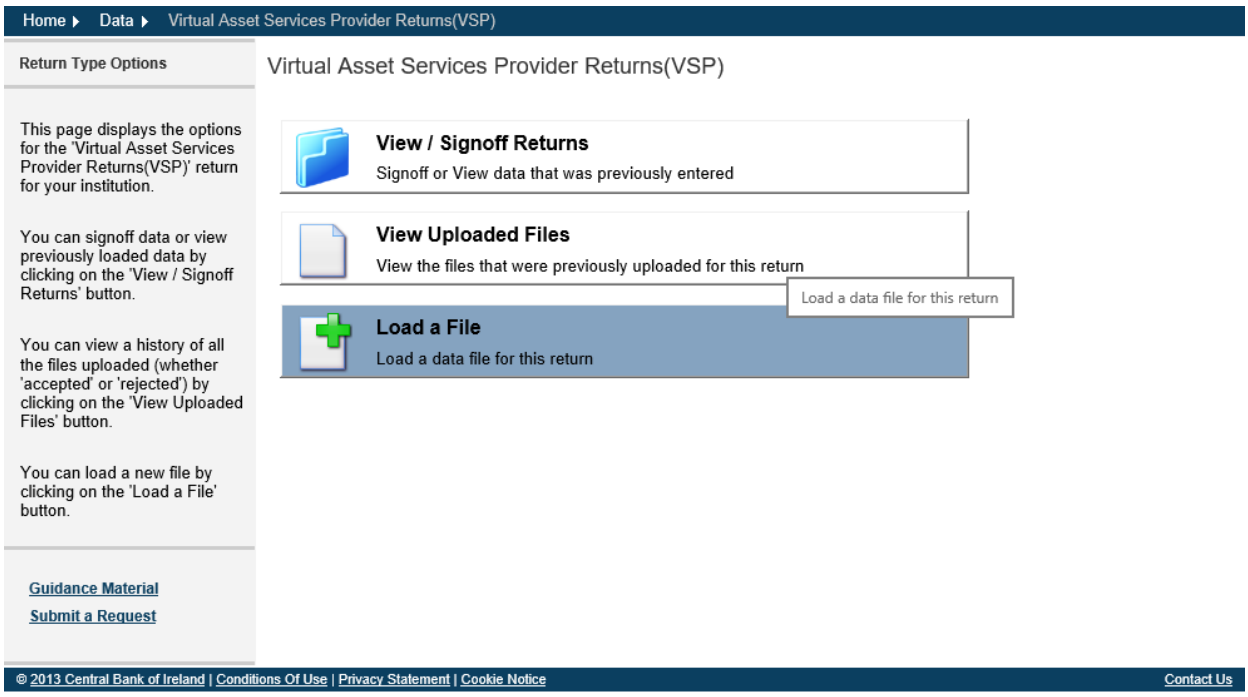
The below screen will open showing all return types assigned to your firm. Select the relevant return type, e.g. VS2 – VASP Supporting Documentation return from the list.



3.3. Upload of the VASP Supporting Documentation

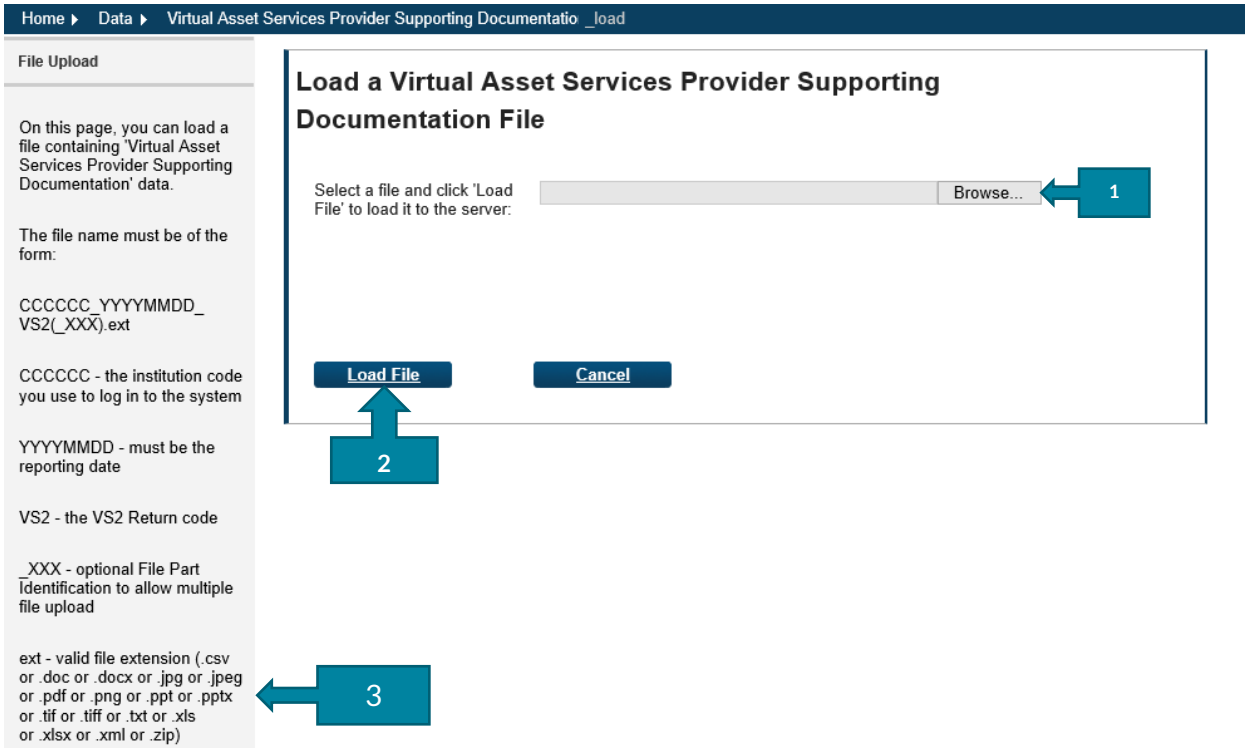
Step 1:

From the following screen select the Load a File option to commence the upload of a VASP supporting documentation to the Portal



Step 2:

From the following screen select the Browse option (arrow 1) and this will allow you to select your firm's saved VASP supporting documentation.

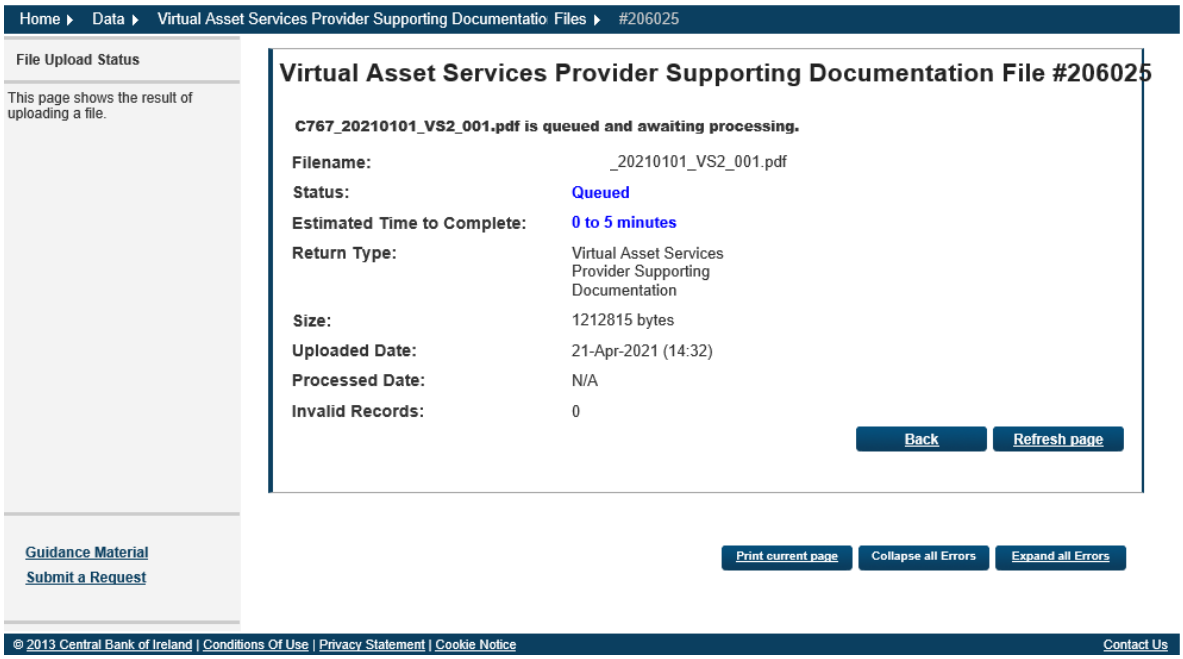


When the VASP supporting documentation has been selected, click the Load File button (arrow 2).

Please note a list of the valid types of files (arrow 3) that will be accepted are listed in the bottom left hand corner of the screen in the Portal.

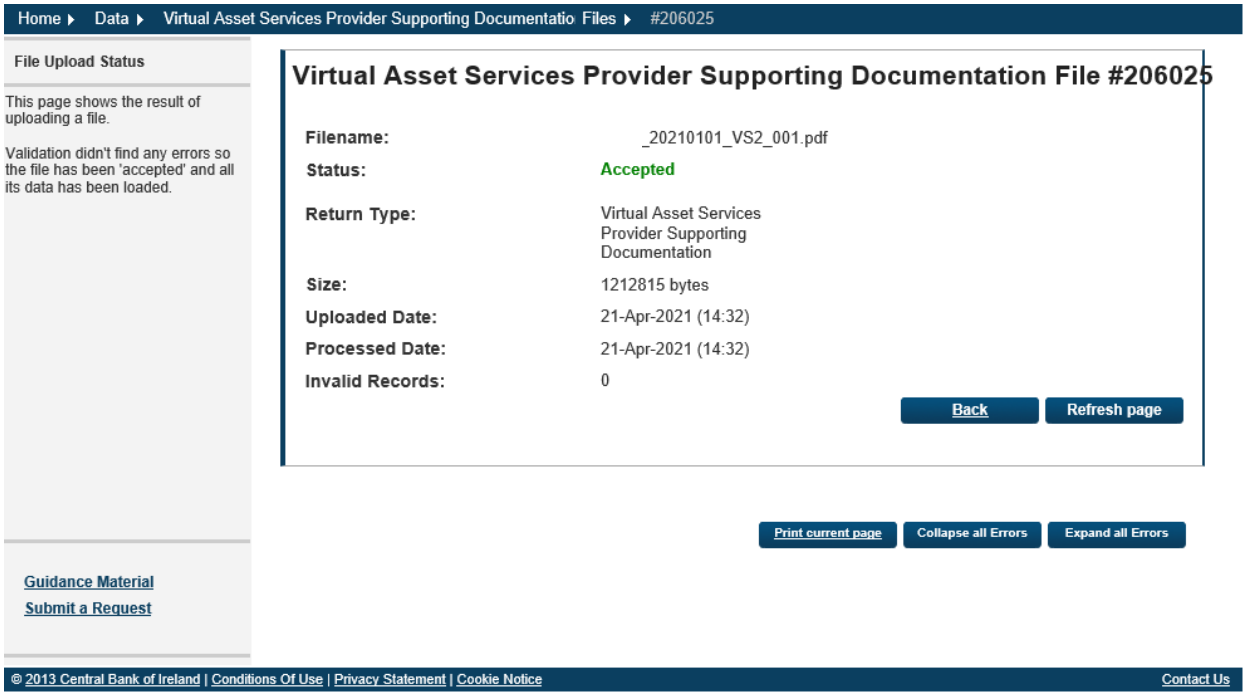
Step 3:

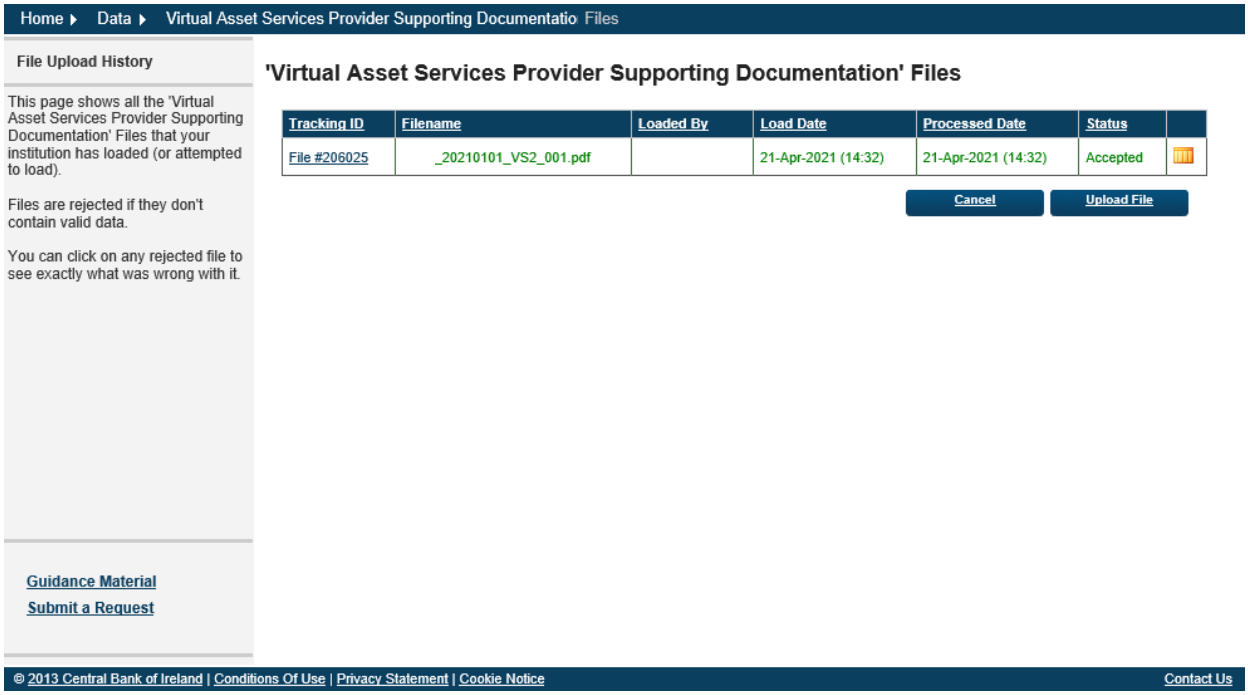
The Portal will run validation checks to ensure that the document being submitted is one of the valid files types



Step 4:

The Portal will confirm that the supporting documentation has been accepted (see screen shot below):

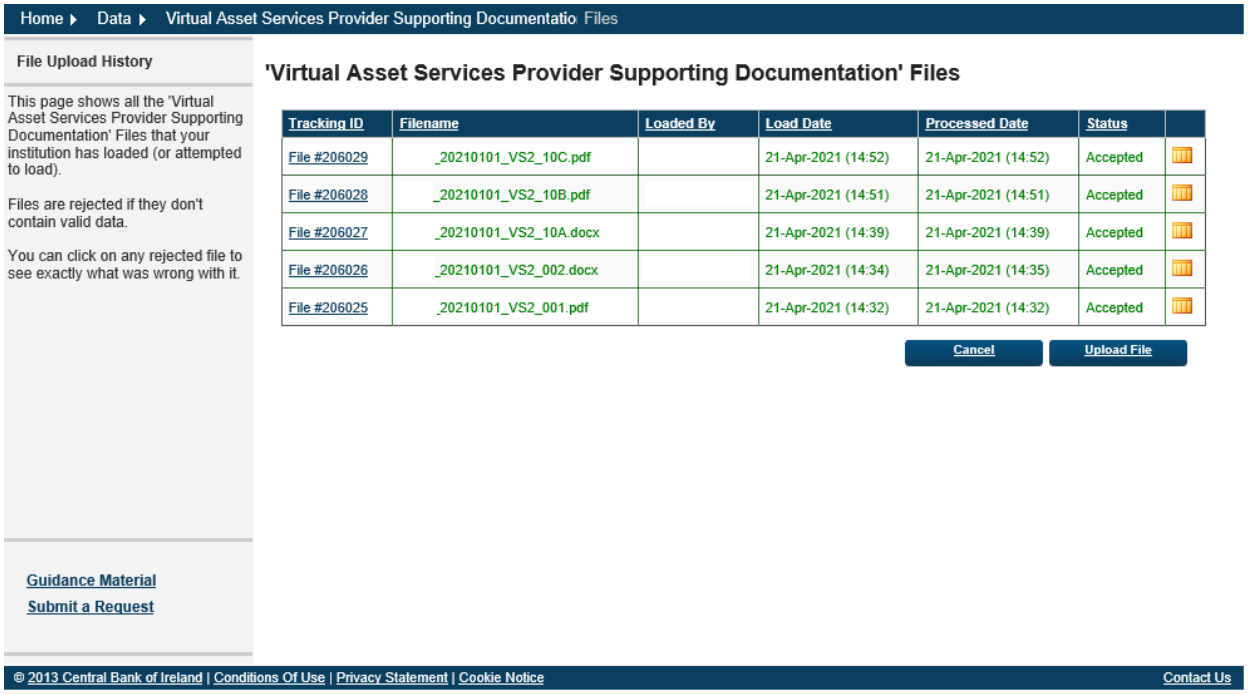




A confirmation email will be sent to your firm to confirming that the supporting documentation has been accepted by the Portal:

"Virtual Asset Services Provider Supporting Documentation uploaded by XXXXXX on 23 April 2021 has been accepted".

The Portal allows for multiple supporting documents to be submitted at the same time using a single reporting date. By selecting the Upload File option and following the above steps (Steps 1 to 4) further documents can be uploaded to the Portal as shown in the below screen



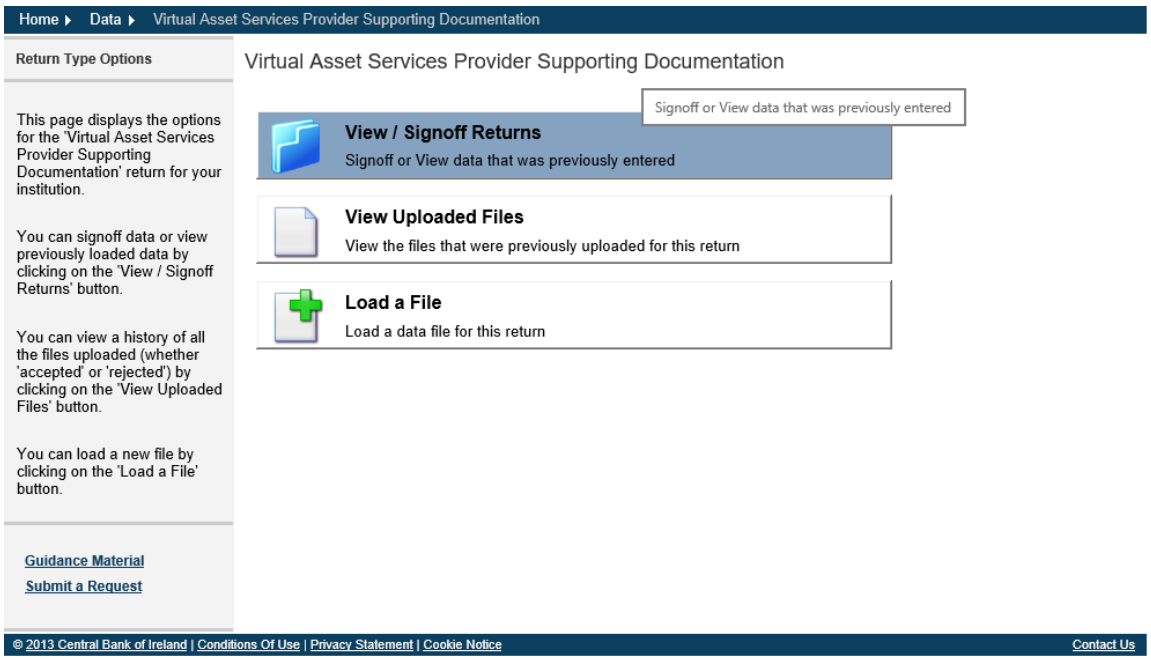
When all the supporting documentation has been uploaded to the Portal the documentation will need to be submitted to the Central Bank.

Please note that the upload of any form to the Portal is a three step process. This confirmation email only denotes that the Portal has accepted the form, but it still needs to be Finalised and Signed Off before it will be submitted to the Central Bank.

3.4. Finalise the Supporting Documentation

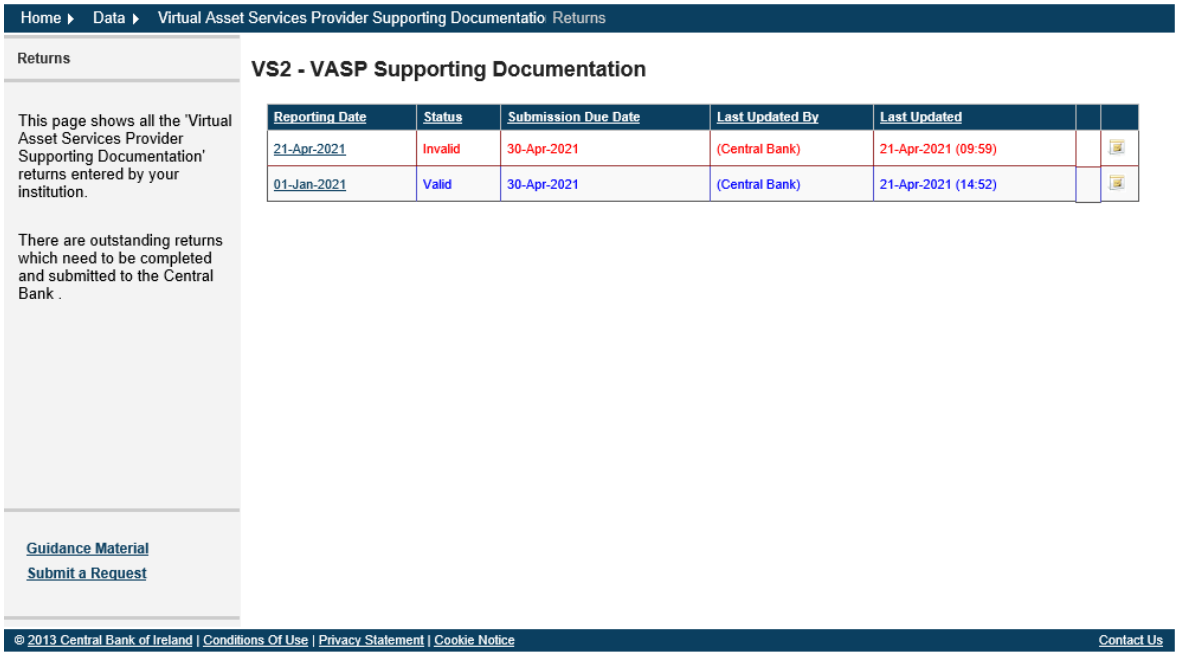
Step 1:

To finalise the supporting documentation, select View / Signoff Returns for the VASP form as shown below:



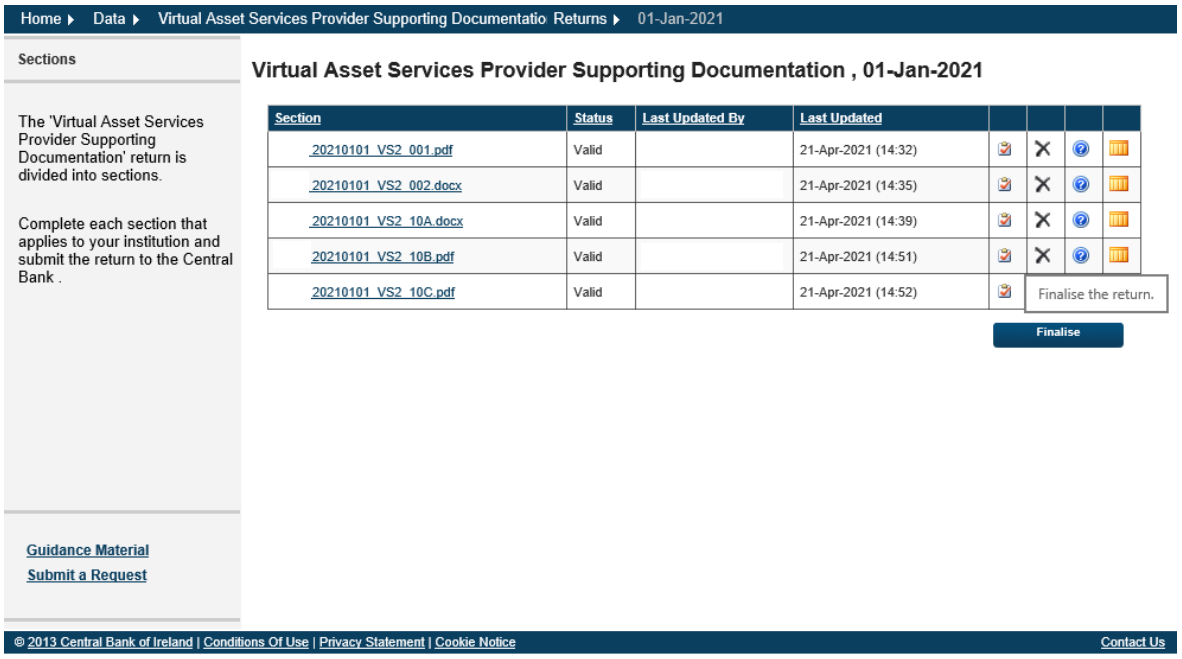
Step 2:

The following screens will open allowing you to 'Finalise' the VASP form. This is the second stage of the upload process of the VASP form.

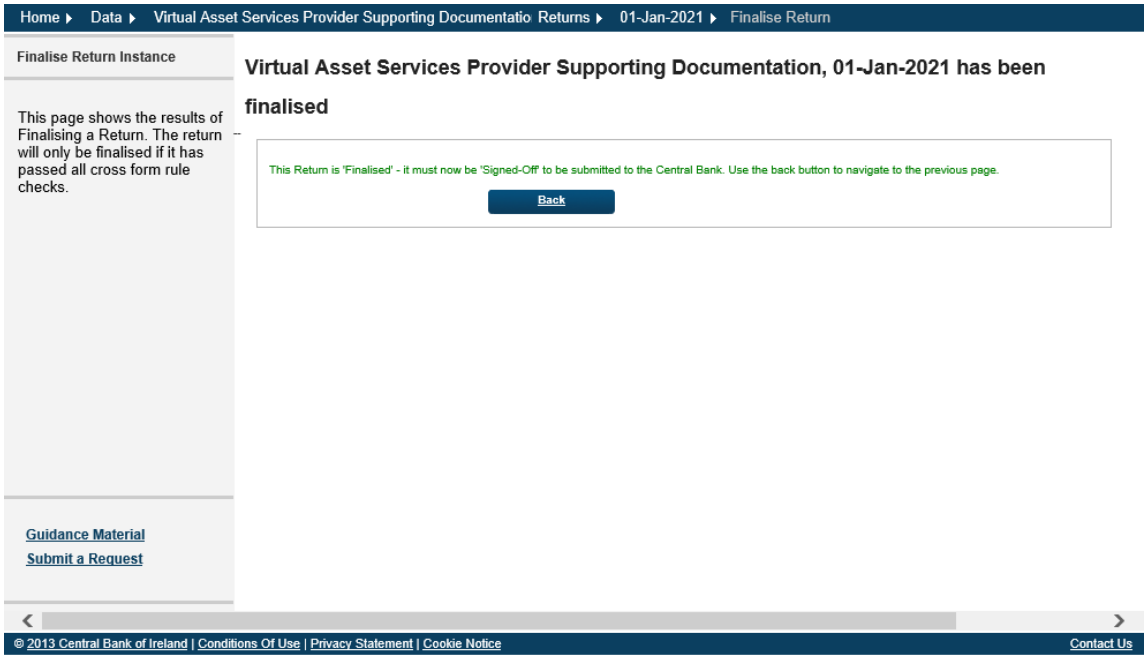


Please note that the return status for Supporting Documentation will show as Invalid before any documentation is submitted against it. This is the default status for this return type. Documentation can be submitted against this return type and the status will change to Valid as shown above.

Select the return by clicking on the Reporting Date and the following screen will open



When the return has been Finalised the following sign will prompt that for the supporting documentation to be fully submitted to the Central Bank it must be 'Signed Off'

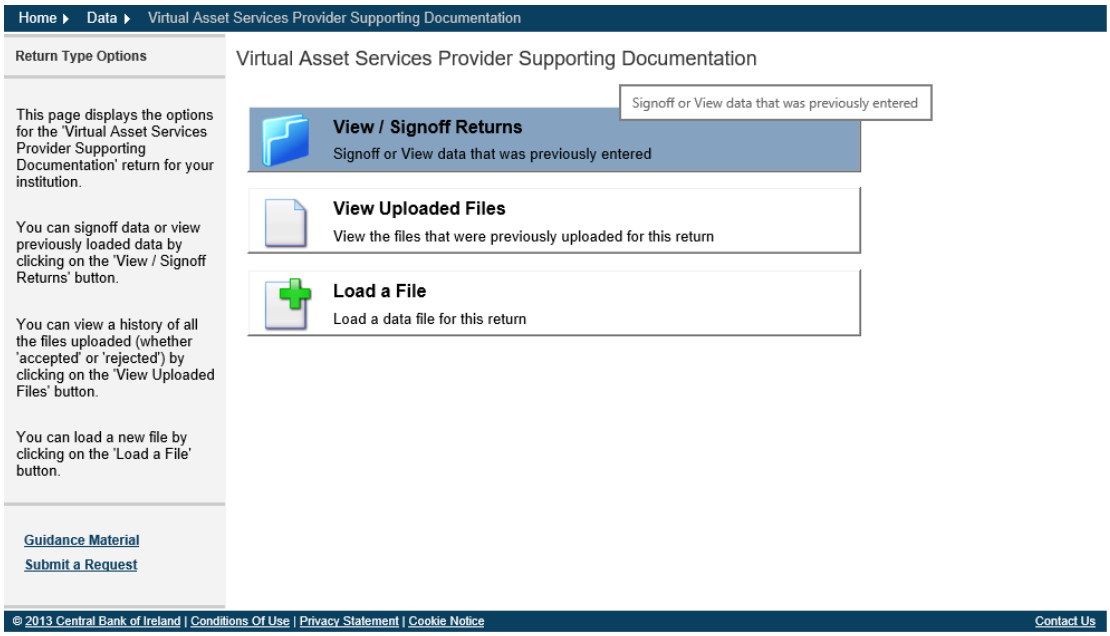


3.5. Sign Off the Supporting Documentation

Supporting documentation does not require a two person sign off. The same person can complete the three steps and sign off and submit the documents through to the Central Bank via the Portal.

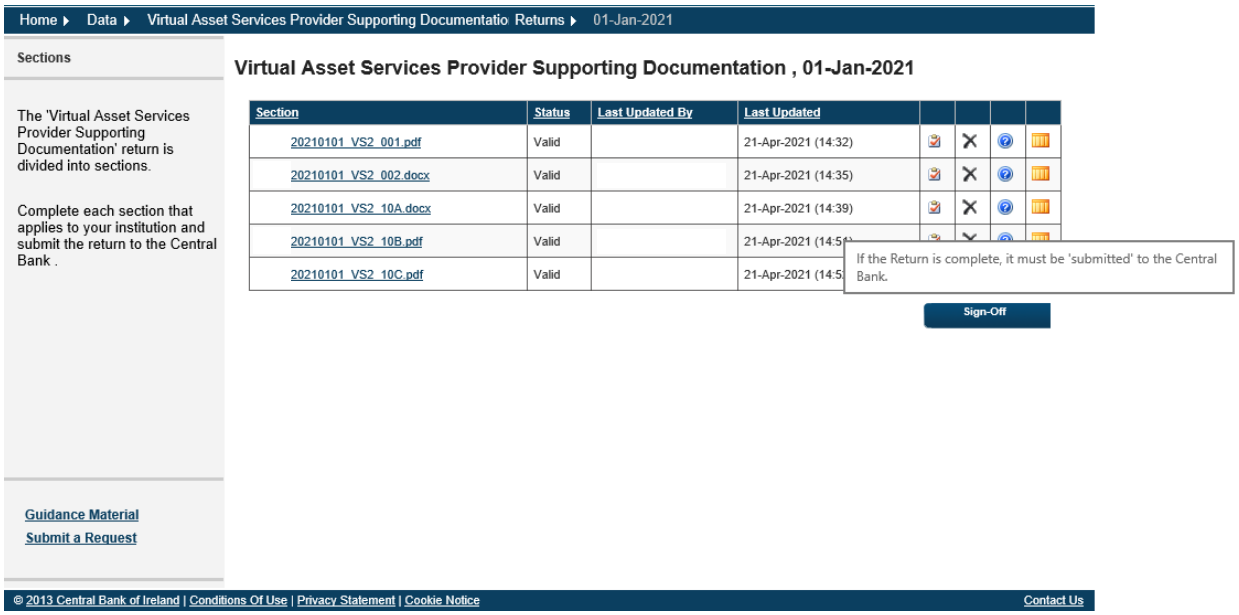
Step 1:

To Sign Off the Supporting Documentation, select View / Signoff Returns for the Virtual Asset Service Provider Return as shown below:



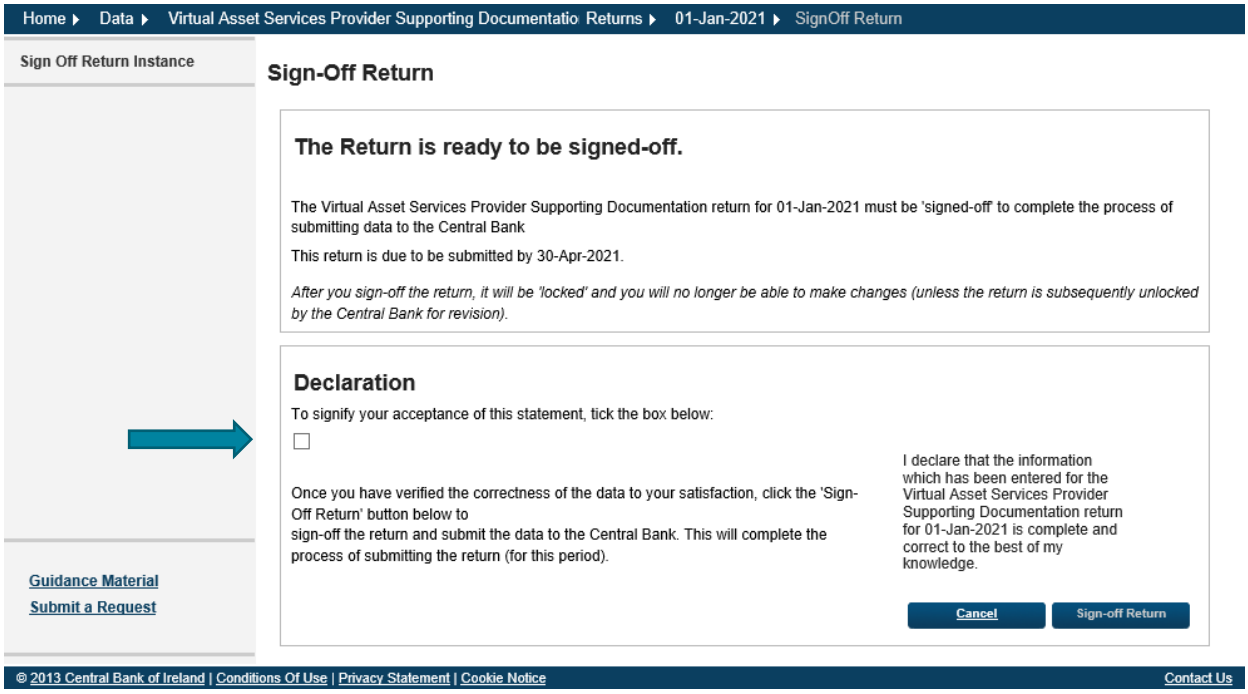
Step 2:

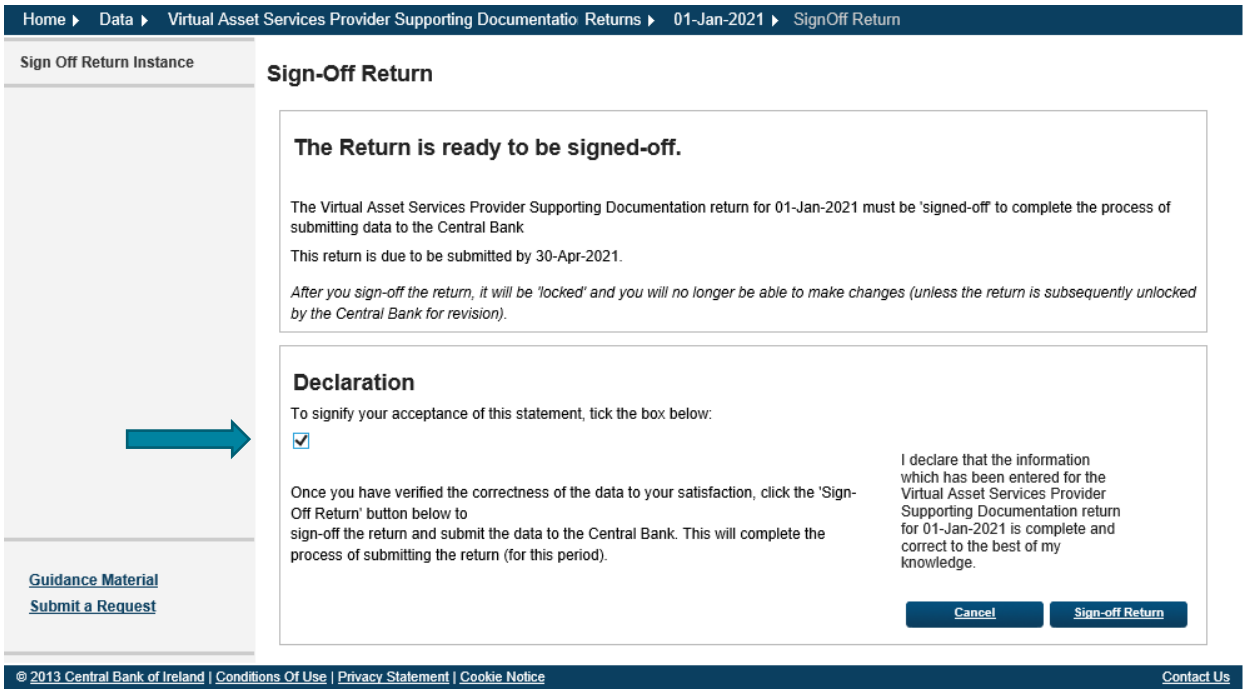
Select the VASP return that has been uploaded by your firm from the following screen select the Sign Off icon:

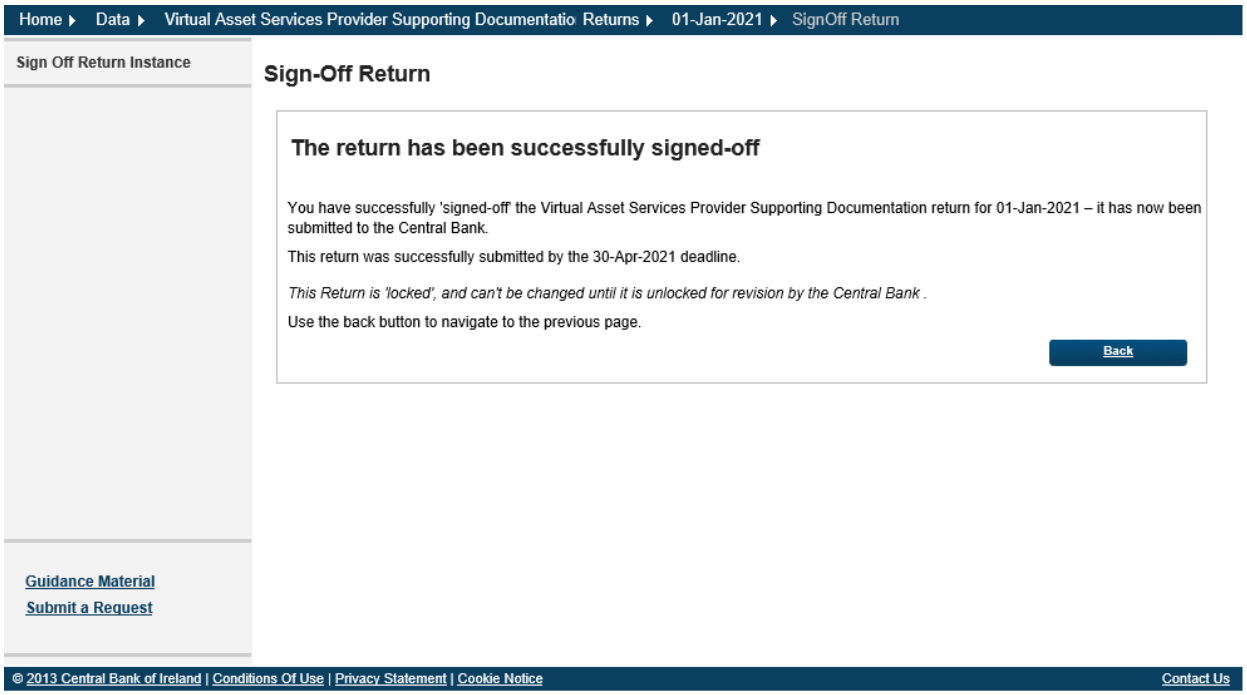


Step 3:

This is the final step in uploading the VASP form to the Portal. The firm is requested to declare that the information which has been entered for the VASP form is complete and correct to the best of the firm's knowledge. Once you are happy with the accuracy and correctness of the data click the Sign Off button. The VASP form is now successfully submitted through to the Central Bank. The Portal will automatically send an email confirming the successful upload of the Firm's VASP form.







4. Queries

All queries relating to access to the Portal or resetting passwords should be directed to onlinereturns@centralbank.ie

Queries relating to the submission of the VASP forms for example the naming convention, reporting date, location of the VASP forms and content of the forms should be emailed to VASP@centralbank.ie

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