



Banc Ceannais na hÉireann  
Central Bank of Ireland

Eurosystem

# Explanatory Note for Submission of the Financial Sanctions Return

## February 2026

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## 1. Introduction

### 1.1. Purpose of Document

If a firm identifies a match against a sanctioned person, entity or body, they should immediately freeze the account(s) and/or stop the transaction(s) and report to the Central Bank of Ireland (“the Central Bank”), using the Sanctions Return Form (the “**FSR**”), along with other relevant information. The FSR, and relevant information, should be submitted to the Central Bank.

This explanatory note is to assist firms in completing the submission of the FSR on the Central Bank of Ireland Portal (the “**Portal**”).

### 1.2. Portal Set Up

Each institution will have a Portal profile and is assigned a unique identifier on the Portal called the ‘Institution Number’. The Central Bank is responsible for setting up institutions on the Portal.

#### Portal Roles

For information on Portal Roles and how to grant access and permissions please see guidance in the following link:

<https://www.centralbank.ie/regulation/central-bank-portal/help/administration>

## 2. The FSR Form

### 2.1. FSR Form Details

The “Cover” Worksheet should be fully completed for each submission, this includes details of the firm submitting ie: C-Code and the date of the submission.

Where the assets are being reported as frozen under Council Regulation (EU) 269/2014, all Mandatory fields on the “Russia Ukraine Regime” Worksheet should be completed.

Where the assets are being reported as frozen under any other Regime, all Mandatory fields on the “All Other Regimes” Worksheet should be completed.

If there are any data validation errors, the “Validation” Worksheet provides more information in relation to the error. All validation errors must be resolved before the return can be submitted.

### 3. Submission of the FSR

#### 3.1. Naming the FSR file

The completed FSR form (excel file) should be saved using the following file and name format:

CXXXXX\_YYYYMMDD\_FSR.xlsx

CXXXXX - the institution code you use to log in to the system

YYYYMMDD - must be the reporting date (this should equal to the Report date and must be a date in the past)

FSR - the FSR Return code

eg: C50001\_20250902\_FSR.xlsx

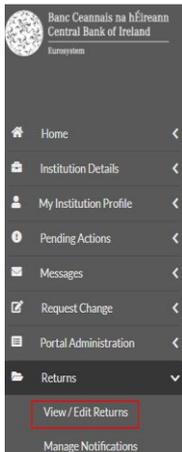
#### 3.2. Instructions for uploading the “FSR” on the Portal

The steps outlined below should be taken to access and submit the FSR return on the Portal.

The Returns section <https://returnsportal.cbfsai.local> of the Central Bank Portal help webpage provides assistance for navigating to returns on the Portal.

The following steps should be taken to submit the FSR return.

- Login to the Portal.
- Select the “Returns” menu option from the menu on the left-hand side followed by “View/Edit Returns” option (highlighted in red below).



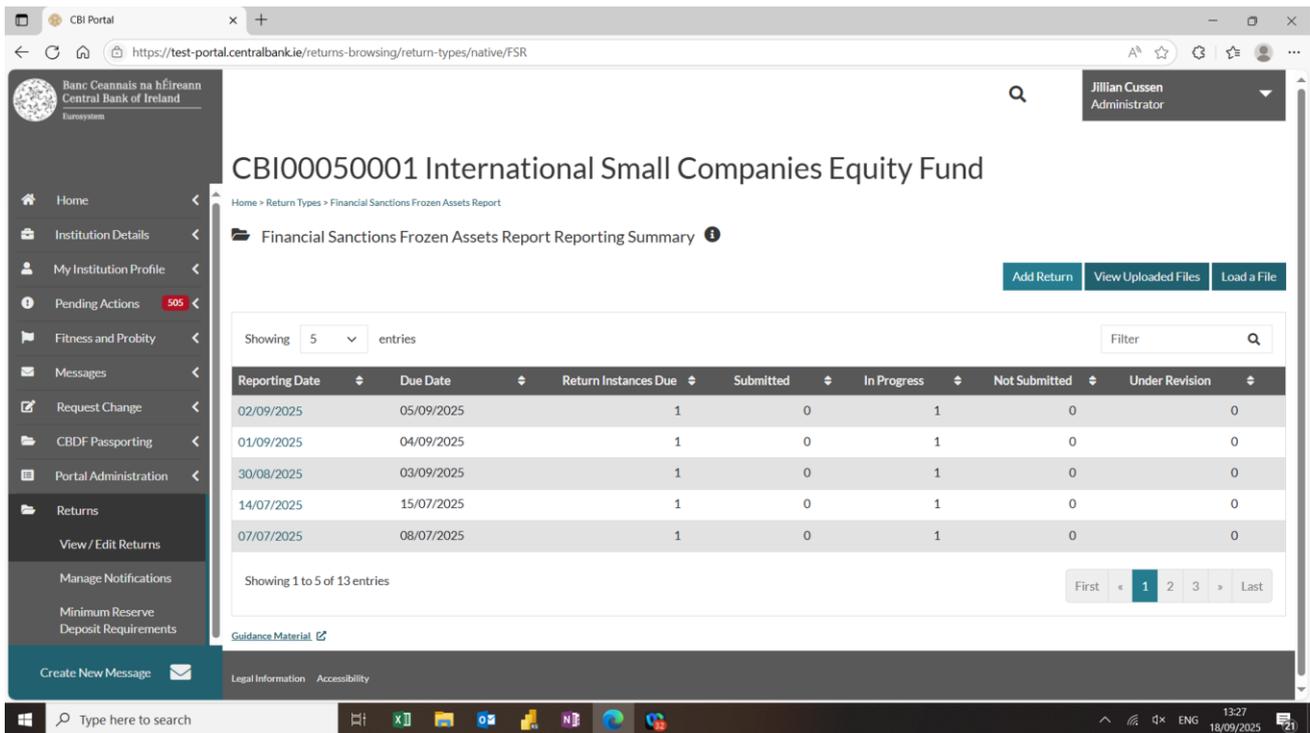
Scroll down to the “Anti-Money Laundering” section and the FSR return is displayed here. Click on the FSR link.

 A screenshot of a web browser displaying the CBI Portal. The page title is 'CBI00050001 International Small Companies Equity Fund'. The main content area is titled 'Anti-Money Laundering' and contains a table with the following data:
 

Name	Code	Description
Bank Account Register Data File	BAR	Bank Account Register Data File
Beneficial Ownership Information Return V2	BO2	Beneficial Ownership Information Return V2
CCO Beneficial Ownership Return - Director	CC4	CCO - CC4 Beneficial Ownership Form - Director
<a href="#">Financial Sanctions Frozen Assets Report</a>	FSR	Frozen Assets Reports
Pre-Inspection Documentation	INM	Pre-Inspection Documentation
Risk Evaluation Questionnaire	REQ	Risk Evaluation Questionnaire
Risk Evaluation Questionnaire - Credit Institutions	A01	Return to collect information regarding individual firms' exposure to ML/TF risks and AML/CFT compliance
Risk Evaluation Questionnaire - PI and EMI	A02	Return to collect information regarding individual firms' exposure to ML/TF risks and AML/CFT compliance
S2R Supporting Doc Return	S22	S2R - S2R Supporting Doc Form
Safe Deposit Box Register Data File	SDB	Safe Deposit Box Register Data File
Schedule 2 Registration Return	S2R	Schedule 2 Registration Return
Virtual Asset Services Provider Returns(VSP)	VSP	VSP - Virtual Asset Services Provider.

 The 'Financial Sanctions Frozen Assets Report' row is highlighted in blue. The browser's address bar shows 'https://test-portal.centralbankie/returns-browsing/return-types'. The user's name 'Jillian Cussen Administrator' is visible in the top right corner.

- Click on “Add a Return”



Home > Return Types > Financial Sanctions Frozen Assets Report

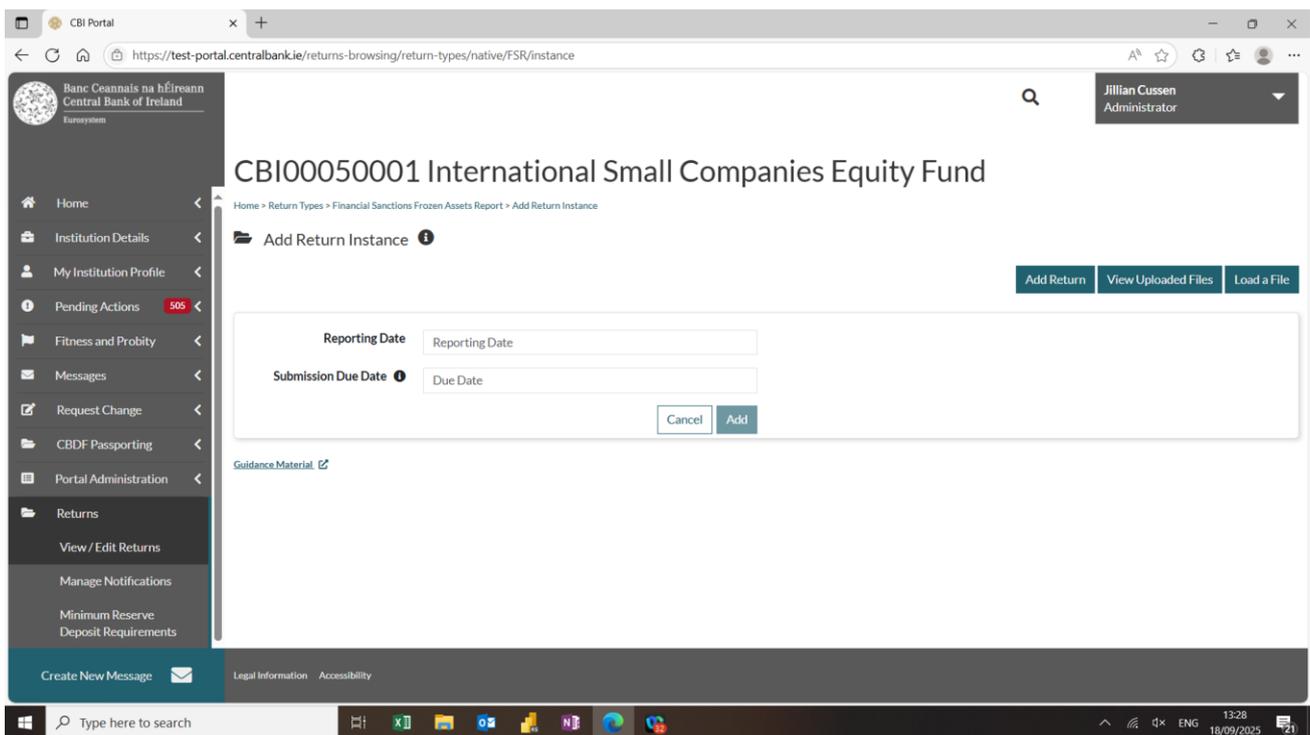
## CBI00050001 International Small Companies Equity Fund

### Financial Sanctions Frozen Assets Report Reporting Summary

Showing 5 entries

Reporting Date	Due Date	Return Instances Due	Submitted	In Progress	Not Submitted	Under Revision
02/09/2025	05/09/2025	1	0	1	0	0
01/09/2025	04/09/2025	1	0	1	0	0
30/08/2025	03/09/2025	1	0	1	0	0
14/07/2025	15/07/2025	1	0	1	0	0
07/07/2025	08/07/2025	1	0	1	0	0

Showing 1 to 5 of 13 entries



Home > Return Types > Financial Sanctions Frozen Assets Report > Add Return Instance

## CBI00050001 International Small Companies Equity Fund

### Add Return Instance

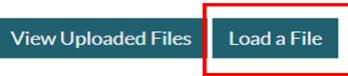
Reporting Date:

Submission Due Date:

- **Reporting Date:** must be a date in the past and must equal the date on the Return (cover sheet) and the report template should be named using this date.
- **Submission Due Date:** must be on or after current date.
- Click on the “Add” button under the dates.

## **Load the Return**

- Click on “load a file”



- Select the return to upload by clicking on “Choose File”
- Upload the FSR excel template (**see section 3.1 above for naming convention for the excel file**).
- Click “Load File” to load the return.
- Where the file naming convention and permitted file types are not followed, an error message will be displayed, and the file will not be accepted.
- Where the file naming convention is followed and the return is successfully loaded:
  - An “Accepted” status will be displayed; and the uploaded file can be viewed at “View Uploaded Files”
  - An email will be sent to the Portal User who submitted the return, confirming the return has been accepted.

## **Finalise the Return**

- Select the “Reporting Date” option for the applicable reporting date under the “Reporting Date” heading on the Return Reporting Summary table.
- Select the “View/Sign-Off Returns” option for the Firm under the “Action” heading on the Return Details table
- Click the “Finalise” button. A message is displayed confirming the return is finalised. The return is now ready for Sign-off.

## **Sign- off the return**

- Select the “Reporting Date” option for the applicable reporting date under the “Reporting Date” heading on the Return Reporting Summary table for the specific return.
- Select the “View/Sign-Off Returns” option for the applicable firm under the “Action” heading on the Return Details table.
- Review and complete the “Sign-Off Return” declaration form.
- Click the “Sign-off Return” button.

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Home > Return Types > Financial Sanctions Frozen Assets Report > 08/01/2026

Financial Sanctions Frozen Assets Report - 08/01/2026

Showing 5 entries

Institution Number	Institution Name	Due Date	Status	Last Updated By	Last Updated Date	Action
50001	International Small Companies Equity Fund	12/01/2026	Valid	SYSTEM	12/01/2026 13:45	View / Sign-Off Return

Showing 1 to 1 of 1 entries

Guidance Material

- When the return is successfully “Signed-off” the Portal User who submitted the return will receive an email, confirming the return has been “Signed-off”. This email will be sent to the email address associated with the Portal User’s account.
- The “Signed-off” status of the return for the Firm can be viewed on the Return Details table (the following table extract illustrates a return in a Signed- off status).

## CBI00050001 International Small Companies Equity

Home > Return Types > Financial Sanctions Frozen Assets Report > 08/01/2026 >

Financial Sanctions Frozen Assets Report - 08/01/2026

Create Request

Financial Sanctions Frozen Assets Report 08-Jan-2026 SignOff Return

### Sign-Off Return

#### The Return is ready to be signed-off.

The Financial Sanctions Frozen Assets Report return for 08-Jan-2026 must be 'signed-off' to complete the process of submitting data to the Central Bank

This return is due to be submitted by 12-Jan-2026.

*After you sign-off the return, it will be 'locked' and you will no longer be able to make changes (unless the return is subsequently unlocked by the Central Bank for revision).*

#### Declaration

To signify your acceptance of this statement, tick the box below:

Once you have verified the correctness of the data to your satisfaction, click the 'Sign-Off Return' button below to sign-off the return and submit the data to the Central Bank. This will complete the process of submitting the return (for this period).

I declare that the information which has been entered for the Financial Sanctions Frozen Assets Report return for 08-Jan-2026 is complete and correct to the best of my knowledge.

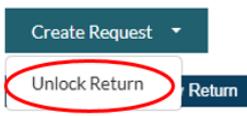
Cancel

Sign-off Return

### 3.3. FSR Re-submission Process

In the event that an amendment is required to the return, the return must be unlocked before a revised return can be re-submitted. Please follow the steps below to unlock the return.

- Select the “Reporting Date” option for the applicable reporting date under the “Reporting Date” heading on the Return Reporting Summary table.
- Select the “View Returns” option for the applicable financial institution under the “Action” heading on the Return Details table.
- Select the “Create Request” option and select the “Unlock Return” option in the drop down menu (highlighted in Red below).



- Complete the “Unlock Return” form and click the “Submit” button.
- The “Unlock Return” request will be reviewed by the Central Bank. Where the request is approved the FSR return for the Firm will be in an “Unlocked” status and a notification will be sent to the Portal User who submitted the Unlock Return request.

#### 4. Common Troubleshooting issues

Common Troubleshooting Issue	
A credit or financial institution has a Portal login but is unable to log onto the Portal.	Please contact the support team at <a href="mailto:onlinereturns@centralbank.ie">onlinereturns@centralbank.ie</a> for assistance.
The FSR return type does not appear when the view/returns menu option is selected on the Portal.	<p>See the ‘Administration’ section of the Central Bank of Ireland’s Portal help webpage for instructions related to managing permissions for Portal Administrators, Business Administrators and Portal Users at: <a href="https://www.centralbank.ie/regulation/central-bank-portal/help/administration">https://www.centralbank.ie/regulation/central-bank-portal/help/administration</a></p> <p>If the issue is not resolved the support team at <a href="mailto:onlinereturns@centralbank.ie">onlinereturns@centralbank.ie</a> should be contacted.</p>

<p>A credit or financial institution wishes to submit a 'Return Unlock' request but the 'Create Request' button is not visible.</p>	<p>The option to create a request may not be visible due to permissions granted.</p> <p>The firms Portal Administrator can grant Portal Users in the firm with the necessary permissions to the submit Return Unlock requests. See the 'Administration' section of the Central Bank of Ireland's Portal help webpage for assistance granting permissions to returns for Portal Administrators and Portal Users at link <a href="https://www.centralbank.ie/regulation/central-bank-portal/help/administration">https://www.centralbank.ie/regulation/central-bank-portal/help/administration</a></p> <p>If the issue is not resolved the support team at <a href="mailto:onlinereturns@centralbank.ie">onlinereturns@centralbank.ie</a> should be contacted.</p> <p>Further information on Portal functionality can be found on the Central Bank of Ireland's Portal help webpage at this link.</p> <p><a href="https://www.centralbank.ie/regulation/central-bank-portal/help">https://www.centralbank.ie/regulation/central-bank-portal/help</a></p>
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