

**PROTOCOL FOR THE FINANCIAL REPORTING
BY INVESTMENT FIRMS VIA ONEGATE**

Version 1.1

06-2012

1) ONEGATE, THE NEW PORTAL TO SUBMIT REPORTS TO THE NATIONAL BANK OF BELGIUM

The National Bank of Belgium provides declarers with a totally secure Internet collection application. This application is called OneGate and allows companies to complete statistical, financial and prudential declaration forms either by introducing data directly or by uploading files.

In order to safeguard the confidentiality of the data transmitted, the National Bank of Belgium proposes two access methods:

- access with the aid of a user code and password;
- access with the aid of an electronic certificate which guarantees an even greater level of confidentiality.

The financial reporting of investment firms is to be done only via OneGate by means of an electronic certificate.

This application, as well as the necessary documentation, is available on the site of the NBB (<http://www.nbb.be>, statistics, declarations OneGate). The CSSR certificate may be reused to obtain access to OneGate. For more information with regard to certificates or the registration procedure, see the online documentation or contact:

Nederlands

☎ +32 2 221 54 86

✉ access.onegate@nbb.be

<http://www.nbb.be/onegate> ==> documentatie

Français

☎ +32 2 221 49 39

✉ access.onegate@nbb.be

<http://www.nbb.be/onegate> ==> documentation

2) STRUCTURE OF THE REPORTS

Data can in principle be provided in three ways (see also the online OneGate manual):

1. manual data entry;
2. an import of an XML-file or a CSV-file per table;
3. an upload of an XML report for all tables.

For certain declarations, some of these options may have been disabled according to the owners' specifications.

A regular OneGate XML report always consists of two parts:

1. Administration: a general administrative part, according to the general XML format
2. Report: an application specific conceptual part, according to the general XML format.

An illustrative OneGate XML report could look like this:

```
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
<DeclarationReport xmlns="http://www.onegate.eu/2010-01-01">
  <Administration creationTime="2012-07-05T13:06:44.418+01:00">
    <From declarerType="KBO">0123456789</From>
    <To>NBB</To>
    <Domain>MBS</Domain>
    <Response feedback="true">
      <Email>a.declarer@companies.be</Email>
      <Language>EN</Language>
    </Response>
  </Administration>
  <Report action="..." code="IF" date="2012-06">
    <Data form="...">
      <Item>
        <Dim prop="...">...</Dim>
        ...
        <Dim prop="...">...</Dim>
      </Item>
      <Item>...</Item>
      ...
      <Item>...</Item>
    </Data>
  </Report>
</DeclarationReport>
```

The following tags and attributes are optional:

- creationTime attribute (the timestamp of the generation of the file, ignored by OneGate);
- Response tag;
- feedback attribute (default value is "true");
- Email tag (the email address that should receive the feedback data. The value is of type 'string' and the validity of the email address will not be checked). The e-mail address provided in the XML file has a lower priority than the e-mail address provided in the OneGate profile (linked to the certificate) when logging in to the application.
- Language tag (the language of the feedback report: the value should be specified using the ISO 639-1 standard).

Within the report tag, the "action" attribute can have two values. By default (so if omitted), the action is "update" implying an incremental update of the report. The alternative is "replace" where all the previously reported figures for the report and the given period are first deleted before the new figures are loaded and validated.

The form codes are N01, N02,... to N14 for the 14 forms. If a form is empty, it is possible to declare this form "nihil". This can be done online in the OneGate tool or by means of an attribute in the XML report: <Data form="..." action="nihil"/>

A form contains items. Each item contains a set of dimension properties. The property codes are:

- IF_COL [String Property, representing the codes of the columns]
- IF_RUB [String Property, representing the codes on the rows]
- IF_VALNUM [Numeric Value]
- IF_VALSTRING [String/text Value]
- IF_DATE [Date Property, format YYYY-MM-DD]
- IF_KEY [String Property, representing the key field in a list]

It is possible to export your reported data in XML format or CSV format (independent of the way the data were introduced or uploaded). Although the codes are mentioned in the OneGate templates, the export functionality might be helpful for the creation of a valid XML report.

It is also possible to combine several reports for one domain (in casu MBS) in one OneGate file, for instance to report multiple periods:

```
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
<DeclarationReport xmlns="http://www.onegate.eu/2010-01-01">
  <Administration creationTime="2012-10-05T18:26:44.328+02:00">
    ...
  </Administration>
  <Report action="..." code="IF" date ="2012-06">
    <Data form="...">
      ...
    </Data>
  </Report>
  <Report action="..." code="IF" date ="2012-09">
    <Data form="...">
      ...
    </Data>
  </Report>
</DeclarationReport>
```

Facts with a **zero-value** can be reported optionally (unless stated otherwise). As long as a fact has not been reported, it is considered to be zero in OneGate's validation engine and in data analysis environments.

In order to have a valid OneGate report, the following rules or conventions must be respected:

1. Each report must be officially **closed**; this is only possible when no initial or erroneous forms are left. The closing of the report reflects your approval of the figures and the completion of the reporting. The time stamp of the close is registered and all forms become read-only, implying that they can still be consulted, but not modified any more. Obviously, corrections and revisions remain possible: please contact your CBFA correspondent so that the NBB can reopen your closed report.
2. The reporting is in **euro**. There is an absolute tolerance of 1.000 euro, to avoid rounding issues when applying the validation rules, except for checks on percentages or stated otherwise.

3) EXAMPLE REPORT (non-normative sample)

The following sample is for illustration purposes, not to be uploaded as such in OneGate.

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<DeclarationReport xmlns="http://www.onegate.eu/2010-01-01">
  <Administration creationTime="2012-07-05T18:26:44.328+02:00">
    <From declarerType="KBO">0123456789</From>
    <To>NBB</To>
    <Domain>MBS</Domain>
  </Administration>
  <Report code="IF" date="2012-06" close="false">
    <Data form="N01">
      <Item>
        <Dim prop="IF_COL">05</Dim>
        <Dim prop="IF_RUB">10100</Dim>
        <Dim prop="IF_VALNUM">12000</Dim>
      </Item>
      <Item>
        <Dim prop="IF_COL">05</Dim>
        <Dim prop="IF_RUB">10200</Dim>
        <Dim prop="IF_VALNUM">1000</Dim>
      </Item>
      <Item>
        <Dim prop="IF_COL">05</Dim>
        <Dim prop="IF_RUB">19900</Dim>
        <Dim prop="IF_VALNUM">28000</Dim>
      </Item>
    </Data>
    <Data form="N02">
      <Item>
        <Dim prop="IF_COL">05</Dim>
        <Dim prop="IF_RUB">201/208</Dim>
        <Dim prop="IF_VALNUM">17000</Dim>
      </Item>
      <Item>
        <Dim prop="IF_COL">05</Dim>
        <Dim prop="IF_RUB">20130</Dim>
        <Dim prop="IF_VALNUM">1000</Dim>
      </Item>
    </Data>
    <Data action="nihil" form="N03"/>
  </Report>
</DeclarationReport>
```