

# REPORTING TO ONEGATE

Technical instructions for the reporting of “Collection of additional reference data to determine the European reporting obligations” (RIAD\_ATTRIBUTES)

Domain  
Submission format  
Version

MBS  
XML  
1.0

Document date

March 2020

## 1. INTRODUCTION

This document describes the technical protocol for submitting the Collection of additional reference data to determine the European reporting obligations (report "RIAD\_ATTRIBUTES") to the National Bank of Belgium via the online portal "OneGate", domain **MBS**.

*Disclaimer: all syntax excerpts in this document are for non-normative, illustrative purposes and should not be considered as valid. For valid syntax, the preparer should make use of appropriate parsers.*

## 2. ONEGATE, REPORTING PORTAL OF 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 ensure the confidentiality of the data transmitted, the National Bank of Belgium proposes two access methods:

- access by means of a user code and password ("standard secured");
- access by means of an electronic certificate ("strong secured").

**The reporting is to be done only via OneGate by means of an electronic certificate, i.e. in the "strong secured" mode.**

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

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✉ [access.onegate@nbb.be](mailto:access.onegate@nbb.be)

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## 3. STRUCTURE OF THE REPORT

Data for the report RIAD\_ATTRIBUTES can be provided in three ways<sup>12</sup>:

- manual data entry;
- an import of a CSV-file;
- an upload of an XML-file.

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.

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<sup>1</sup> See also the online OneGate manual: [https://www.nbb.be/doc/dq/onegate/en/documentation\\_en.html](https://www.nbb.be/doc/dq/onegate/en/documentation_en.html).

<sup>2</sup> For certain declarations, some of these options may have been disabled according to the owners' specifications.

An illustrative OneGate XML report could look like this:

```
<?xml version="1.0" encoding="UTF-8"?>
<DeclarationReport xmlns="http://www.onegate.eu/2010-01-01">
  <Administration creationTime="2018-12-06T07:25:44">
    <From declarerType=".....1">.....2</From>
    <To>NBB</To>
    <Domain>MBS</Domain>
    <Response feedback="true">
      <Email>a.declarer@companies.be</Email>
      <Language>EN</Language>
    </Response>
  </Administration>
  <Report action=".....3" code=".....4" date=".....5" close=".....6">
    <Data form=".....7">
      <Dim prop=".....8">.....9</Dim>
      .....
      <Item>
        <Dim prop=".....8">.....9</Dim>
        .....
      </Item>
    </Data>
  </Report>
</DeclarationReport>
```

Non-normative sample report (for illustration purposes only)

#### Superscript notes:

- 1 Parameter for the institution's *identification type*. The value of this parameter depends on the institution and report. Possible values are "KBO", "LEI", "CODE", "BIC", ... In general, "KBO" is used.
- 2 Parameter for the institution's *identification number*. The value of this parameter depends on the identification type, the institution and the report.
- 3 Parameter to instruct the *processing type* of your submission:
  - **action="replace"**: will initialise (clear) your entire report before processing the values of your current submission.
  - **action="update"**: will only replace the values that are present in your current submission: the values stored in the database from previous uploads will not be replaced if not present in your current submission.

Note: when not included, this attribute's default value is "update"
- 4 Parameter to instruct OneGate to which report the data belong (RIAD\_ATTRIBUTES).
- 5 Parameter to instruct OneGate to which reporting period the data belong (format YYYY-MM-DD).
- 6 Parameter to instruct OneGate whether or not to close the report. Possible values are "true" (close the report) and "false" (don't close the report).
- 7 Parameter to instruct OneGate to which form the data belong. For the report RIAD\_ATTRIBUTES, only one form "RIAD\_ATTRIBUTES" exists (see below).

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"/>**>

- 8 Indication of the dimension property.  
Each form contains items. Each item contains a set of dimension properties.

The property codes are:

Property	Description
RIAD_ATTRIBUTES_COL	String Property, representing the codes of the columns
RIAD_ATTRIBUTES_RUB	String Property, representing generally the codes on the rows
RIAD_ATTRIBUTES_STRING	String Property
RIAD_ATTRIBUTES_DATE	Date Property, format YYYY-MM-DD
RIAD_ATTRIBUTES_SEQ	Sequential Number Property, row ID
RIAD_ATTRIBUTES_TYPE	String Property, section dimension, list of DETAILED INFORMATION <sup>3</sup>
RIAD_ATTRIBUTES_CE	String Property, section dimension, list of CORPORATE EVENTS <sup>3</sup>

<sup>9</sup> Value for the dimension property.

RIAD\_ATTRIBUTES is a report with only one form also called "RIAD\_ATTRIBUTES".

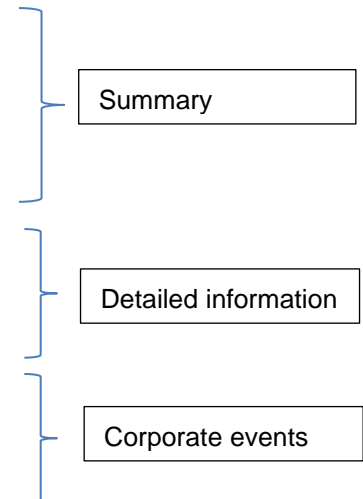
The form is composed of 3 sections:

- Summary: a fixed table with 2 columns;
- Detailed information: a fixed table with 2 columns and a section dimension (RIAD\_ATTRIBUTES\_TYPE). This section must be completed for the attributes relating to another entity in the summary section;
- Corporate events: a list (allowing multiple rows) with 17 columns and a section dimension (RIAD\_ATTRIBUTES\_CE). This section must be completed for every corporate event in the summary section.

As all the 3 sections are in the same form, they must not be mentioned in the XML file. Each item of the form will only be defined by its different properties.

Example<sup>3</sup>:

```
<Report date="2020-03-20" code="RIAD_ATTRIBUTES" close="false">
  <Data form="RIAD_ATTRIBUTES">
    <Item>
      <Dim prop="RIAD_ATTRIBUTES_COL">DESCRIPTION</Dim>
      <Dim prop="RIAD_ATTRIBUTES_RUB">DGS_NN_EEA_APPLICABLE</Dim>
      <Dim prop="RIAD_ATTRIBUTES_STRING">YES</Dim>
    </Item>
    <Item>
      <Dim prop="RIAD_ATTRIBUTES_COL">START_DATE</Dim>
      <Dim prop="RIAD_ATTRIBUTES_DATE">2020-03-19</Dim>
      <Dim prop="RIAD_ATTRIBUTES_RUB">DGS_NN_EEA_APPLICABLE</Dim>
    </Item>
    <Item>
      <Dim prop="RIAD_ATTRIBUTES_COL">START_DATE</Dim>
      <Dim prop="RIAD_ATTRIBUTES_DATE">2013-01-25</Dim>
      <Dim prop="RIAD_ATTRIBUTES_RUB">LEGAL_FORM</Dim>
      <Dim prop="RIAD_ATTRIBUTES_TYPE">USAW</Dim>
    </Item>
    <Item groupid="1">
      <Dim prop="RIAD_ATTRIBUTES_COL">STATUTE</Dim>
      <Dim prop="RIAD_ATTRIBUTES_SEQ">1</Dim>
      <Dim prop="RIAD_ATTRIBUTES_STRING">PAI</Dim>
      <Dim prop="RIAD_ATTRIBUTES_CE">MERG</Dim>
    </Item>
  </Data>
</Report>
```



<sup>3</sup> Annotated templates in Excel (with list of values and validation rules) and an example in XML available on [https://www.nbb.be/doc/dq/onegate/documentation\\_domains/xbrl/xml\\_documentation\\_mbs\\_en.html](https://www.nbb.be/doc/dq/onegate/documentation_domains/xbrl/xml_documentation_mbs_en.html)

Optional elements:

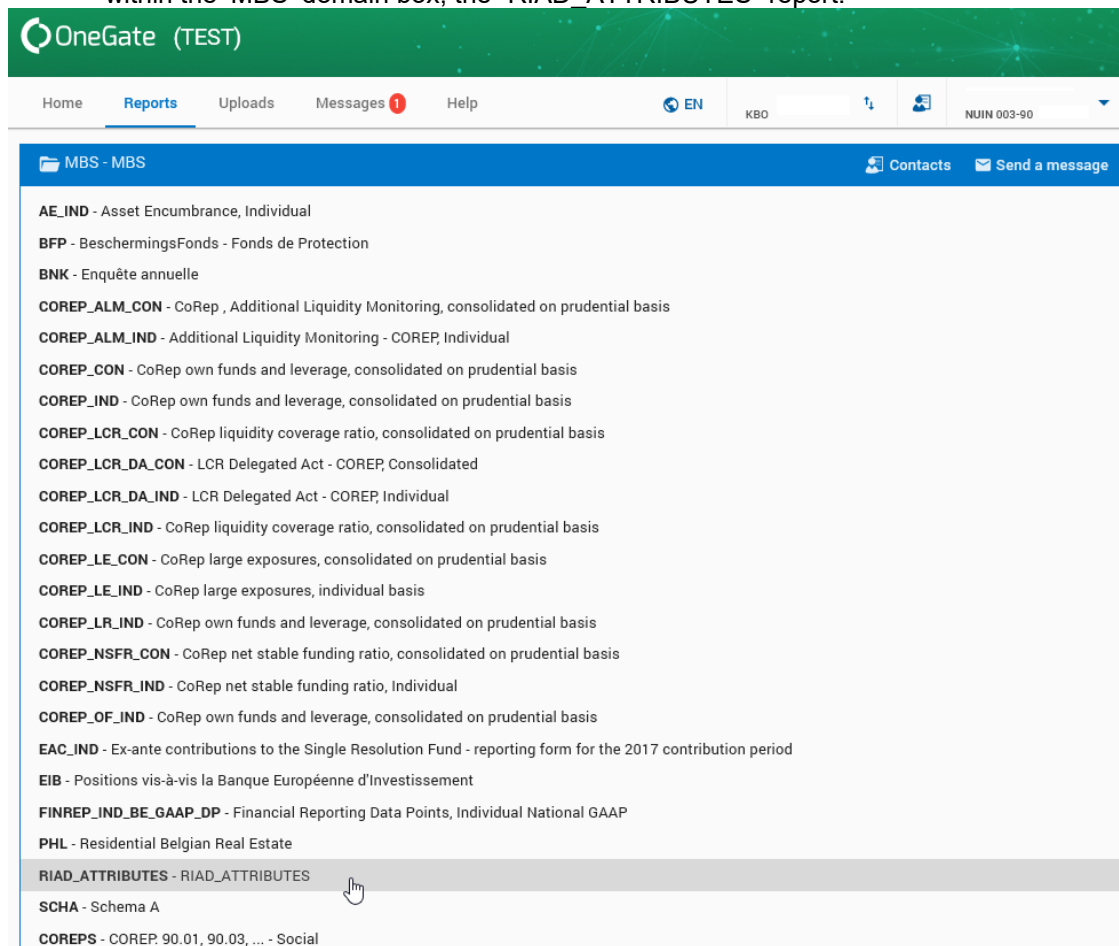
- Administration, attribute “*creationTime*” for your own reference, ignored by OneGate
- Response, attribute “*feedback*”, if not included, this attribute’s default value is “true”
- Email node: OneGate will send feedback to this address. No check on the string value.
- Language node: OneGate will provide feedback in one of NL, FR, EN (ISO 639-1 standard).

**HINT: It is possible to export your reported data in XML format or CSV format (independent of the way the data were introduced or uploaded). A valid and representative XML document (XML envelope) can be obtained by exporting an empty report from OneGate control panel.**

#### 4. INITIALISATION

RIAD\_ATTRIBUTES is an “ad-hoc” reporting: the declarer initialises (/creates) a new version of the report at the date of his choice (maximum 1 report a day):

- in OneGate, the declarer clicks on the ‘Reports’ menu tab or the ‘Browse all’ link and selects, within the ‘MBS’ domain box, the “RIAD\_ATTRIBUTES” report.



- once in the report, the period must be selected.

The screenshot shows the OneGate (TEST) application interface. At the top, there is a navigation bar with 'Home', 'Reports', 'Uploads', 'Messages' (with a red notification icon), and 'Help'. The current page is titled 'Periods - RIAD\_ATTRIBUTES - RIAD\_ATTRIBUTES'. Below the title, there are links for 'Contacts' and 'Send a message'. The main content area displays a calendar for the year 2020, with months arranged in a 2x4 grid. A modal window is overlaid on the March cell, containing three buttons: 'Initial', 'Open', and 'Closed'. A mouse cursor is pointing at the 'Open' button.

- by clicking on the 'New' icon, the declarer will generate a new blank form of the report.

The screenshot shows the OneGate (TEST) application interface for the 'Forms - March 2020' page. The page has a search bar and a toolbar with various action icons: 'Close a', 'Rec', 'Vi', 'Vali', 'Validation report', 'Impo', 'Export', 'Download PDF', 'Initi', 'Set t', 'Set to No', '+ New', and 'De'. Below the toolbar, there is a table with the following columns: Name, Code, Report date, Due for, Last updated, Status, Nihil, Not Reported, and Reference. The table is currently empty, showing '0 of 0 rows'. A mouse cursor is hovering over the '+ New' button in the toolbar.

The screenshot shows a 'New form' dialog box. The dialog has a title bar with 'New form' and a close button. Inside the dialog, there are two fields: 'Form' with the value 'RIAD\_ATTRIBUTES - RIAD\_ATTRIBUTES' and 'Report date' with the value '24.03.2020'. At the bottom of the dialog, there are two buttons: 'Create' and 'Cancel'.

OneGate (TEST)

Home Reports Uploads Messages 1 Help EN KBO - 0402487939 Mark Creemers NUJN 003-90000009-62

Reports > MBS -MBS > RIAD\_ATTRIBUTES -RIAD\_ATTRIBUTES > March 2020

Forms - March 2020 Undo sort Refresh

Search

Close and send Reopen View Validate Validation report Import CSV Export Download PDF Initialize Set to Nihil Set to Not Reported + New Delete

Select at least one form to perform an action.

Name	Code	Report date	Due for	Last updated	Status	Nihil	Not Reported	Reference
RIAD_ATTRIBUTES	RIAD_ATTRIBUTES	24.03.2020	in 9 hours 24.03.2020	a few seconds ago 24.03.2020	Initial			

1 of 1 rows.

## 5. CLOSURE

Each report must be officially **closed**; this is only possible when no initial or erroneous forms are left.

An institution that closes the report is assumed to have approved the data and its comprehensiveness. It is possible to close the report manually in the control panel of OneGate once all the forms have been correctly reported or by means of an attribute in the XML file `<Report close="true" code="..." date="...">`.

The closing event is registered with a time stamp, after which all report forms become read-only, consultable but unchangeable.

If after closing an exceptional correction must be applied, the institution should contact its prudential supervisor to reopen the closed report.