

# User Manual

## Digital Reporting Portal (DLR)

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## Introduction



### Digital Reporting Portal

In the Netherlands, De Nederlandsche Bank (DNB) supervises a large number of financial institutions, which are required to submit data using the Digital Reporting Portal (*Digitaal Loket Rapportages* – DLR). This manual explains how you can use the DLR.

The DLR is available in a Dutch and an English version. Choose your preferred language by clicking the flag at the top right-hand corner of any screen. This manual is also available in Dutch.

### Using eHerkenning (eRecognition)

Businesses and government agencies are increasingly using eHerkenning, which is a simple and secure method for authenticating users who log in to their websites with a single log-in token. Please note that eHerkenning supports five assurance levels. To use the DLR, you need at least a level 3 log-in token.

If you already have a level 3 or 4 log-in token for eHerkenning, you can start right away. If not, just follow the instructions on the <https://www.eherkenning.nl/english/> website to request the appropriate eHerkenning token.



## Support

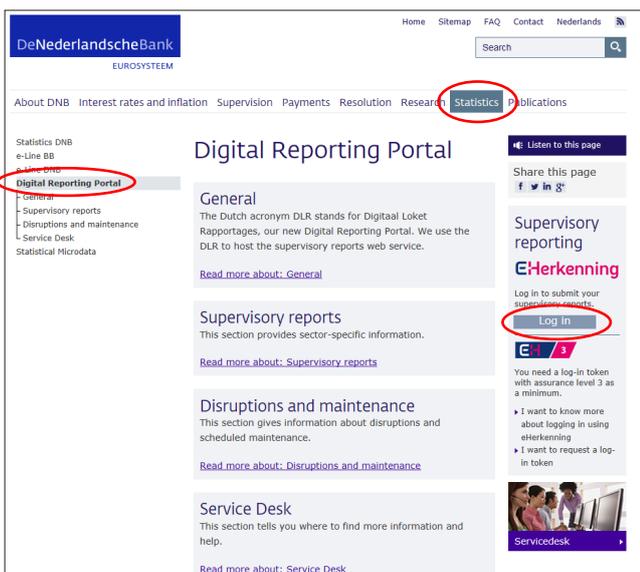
If you encounter technical problems, just drop us an email at [ict-servicedesk@dnb.nl](mailto:ict-servicedesk@dnb.nl) or call us at +31 20 5246111.

You can contact us on business days between 8:00 am and 6:00 pm. These contact details will also display after you click the "Need help?" button.

If you have any questions about the contents of your reports, please contact your own account manager at DNB by email or telephone. You can find contact details in previous correspondence.

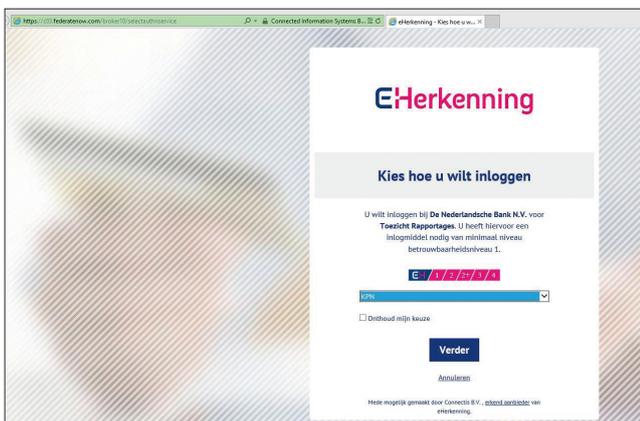
2

## Logging in using eHerkenning



To launch the DLR, go to DNB's website: <http://www.dnb.nl/en/home/>. Click on the "Statistics" tab. On the next page, you will find a link to "Digital Reporting Portal" at the left-hand side.

The same page displays a link to eHerkenning at the right-hand side. This allows you to securely log in to the DLR. The link will take you to the eHerkenning landing page.



This general eHerkenning log-in screen states that assurance level 1 suffices to log in, but logging in to the DLR requires at least assurance level 3. Choose the provider of your log-in token from the drop-down list and click "Continue". Follow the instructions provided on the eHerkenning website. Once your log-in has been successful, you are directed to the DLR welcome page. When you first visit this page, we ask you to provide your name, email address and telephone number.

Click on "Continue". You are now directed to the page showing your institution's reporting obligations.

### 3

## Submitting a report

Report	Frequency	Period	No.	Date expected	Status	Sign.	Relates to
Solvency II jaarrapportage Nationale Staten	Per maand	31-01-2016	1	04-03-2016	Completed		ABN AMRO Bank N.V.
Solvency II jaarrapportage Nationale Staten	Per maand	29-02-2016	1	04-04-2016	Completed		ABN AMRO Bank N.V.
Solvency II jaarrapportage Nationale Staten	Per maand	31-03-2016	1	05-05-2016	Completed		ABN AMRO Bank N.V.
Solvency II jaarrapportage Nationale Staten	Per maand	30-04-2016	1	03-06-2016	Completed		ABN AMRO Bank N.V.

The "Reporting obligations" screen provides an overview of the reports DNB expects you to submit (see section 3.1). Submitting a report involves four steps (see section 3.2). DNB will send you a validation report following each submission (see section 3.3).

### 3.1 Consulting the overview of reporting obligations

Logging in will take you to the main screen, which displays the overview of reporting obligations:

The overview shows all reports you submitted and still have to submit. The columns provide the following information.

#### Report

The name of the report (typically abbreviated).

#### Frequency

The submission frequency for the report.

#### Period

The end date of the reporting period.

#### No.

This number indicates the first submission of a report or a resubmission. Any number higher than 1 indicates a resubmission.

### Status

A report may have any of five statuses:

- **Open:** report has not been created yet.
- **Open, Draft:** report has been uploaded but not submitted.
- **Open, Received by DNB:** report has been submitted; DNB will validate it.
- **Completed:** report has been submitted; DNB's validation did not result in any blocking errors.
- **Open, Not accepted by DNB:** report has been submitted; DNB's validation resulted in blocking errors. The report must be resubmitted. Section 3.3 deals with validation reports in further detail.

### Sign.

An X indicates that there are signaling errors (warnings) in the report.

### Relates to

The corporation that the report relates to.



Note: the overview may run across multiple screens. Use the "Previous" and "Next" buttons at the bottom of the screen to navigate:

By default, the reports are sorted descending by the date by which DNB expects you to submit them. You can change the sorting method by clicking an arrow after a column heading.

Report ▾	Frequency ▾	Period ▾	No. ▾	Status ▾	Date expected ▾
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You can use the free search field to search for a specific report:

Search

✕

You can enter any search parameter: name, date, status, etc. Use the cross to the right to clear your search. Once you have found the report you wish to submit, click the "Select" button.

SIIKGJV	Per kwartaal	31-12-2015	1	Open	21-01-2016	Select
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Report	Frequency	Period	No.	Date expected	Status	Sign.	Relates to
ZSF000KCSDR9XSXX	Per kwartaal	31-03-2016	1	01-04-2016	Completed	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	30-06-2016	1	01-07-2016	Completed	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	31-12-2016	1	30-12-2016	Completed	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	31-03-2017	1	31-03-2017	Completed	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	30-06-2017	1	30-06-2017	Completed	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	30-09-2017	1	29-09-2017	Open Pending	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	31-12-2018	1	01-01-2019	Not accepted by DNB	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	31-03-2019	1	01-04-2019	Completed	ABN AMRO Bank N.V.	Select

### 3.2 Submitting a report

To submit a report using the DLR, complete the following four steps:

- **Step 1: selecting a report**  
Select a report for submission.
- **Step 2: selecting a file**  
Select the file that your institution created to meet this reporting obligation and move it to the DLR.
- **Step 3: uploading a file**  
Upload the selected file to DNB.
- **Step 4: submitting a report**  
Submit your report to DNB.

Once you have completed these four steps, you have submitted your report to DNB.

Report	Frequency	Period	No.	Date expected	Status	Sign.	Relates to
ZSF000KCSDR9XSXX	Per kwartaal	31-03-2016	1	01-04-2016	Completed	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	30-06-2016	1	01-07-2016	Completed	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	31-12-2016	1	30-12-2016	Completed	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	31-03-2017	1	31-03-2017	Completed	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	30-06-2017	1	30-06-2017	Completed	ABN AMRO Bank N.V.	Select
ZSF000KCSDR9XSXX	Per kwartaal	30-09-2017	1	29-09-2017	Open Pending	ABN AMRO Bank N.V.	Select

#### Step 1: selecting a report

In the "Reporting obligations" overview, select a report for submission:

Selecting a report will take you to the reporting obligation's details.

DeNederlandscheBank  
EUROSYSTEEM

Logged in as Eran reporting on behalf of ABN AMRO Bank N.V.  
Notifications 119 My details Log out

**Digital Reporting Portal** Need help?

Reporting obligations Data receive agreements

You have 619 unread notifications. [Click here to read the notifications](#)

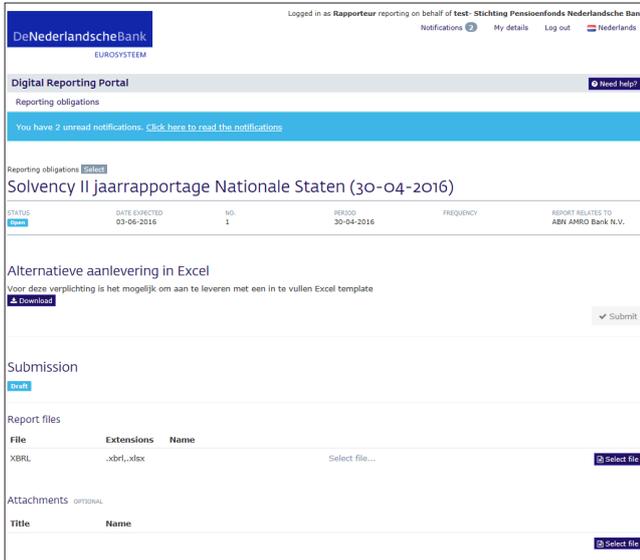
Reporting obligations [Select](#)

ZSF000KCSDR9XSXX (30-09-2017)

STATUS	DATE EXPECTED	NO.	REPORT	FREQUENCY	REPORT RELATED TO
Open	29-09-2017	1	30-09-2017	Per kwartaal	ABN AMRO Bank N.V.

[Create new draft](#)

These details allow you to establish whether this is the report you wish to submit. If it is, click on the "Create draft submission" button or the "Create new draft" button. The second button will only appear if DNB did not accept a previous submission of this report. If it is not, return to the "Reporting obligations" overview by clicking on the words "Reporting obligations" at the top left-hand corner of the screen.

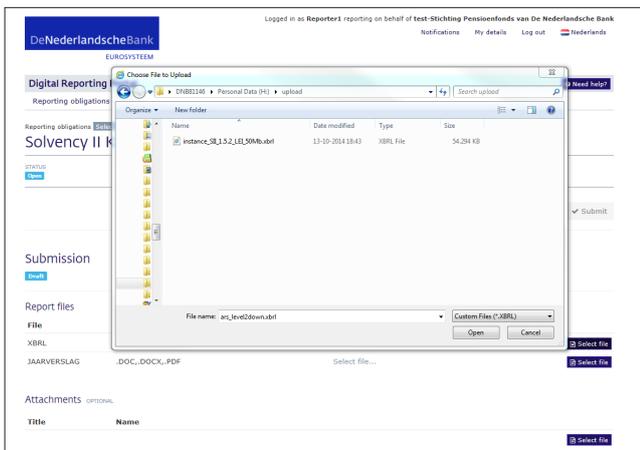


### Step 2: selecting a file

The next screen will show further details for the submission, including the file(s) you must add to submit the report.

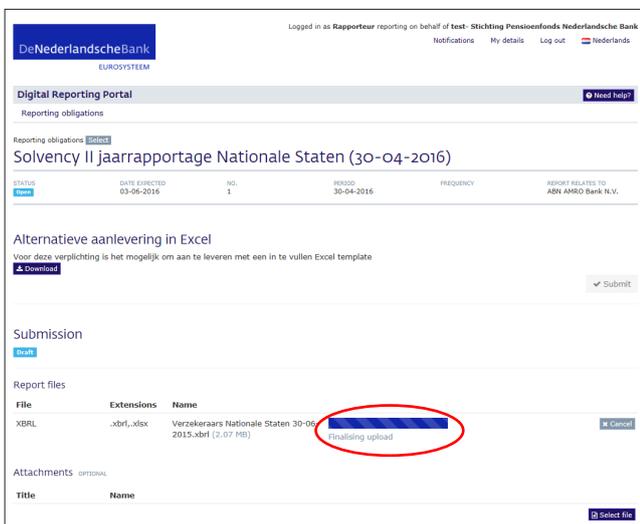
The "File" column will give the name of the file DNB expects you to submit. If DNB expects you to submit more than one file, multiple lines will display, specifying the files for submission. Click on the "Select file" button to continue the submission. In the pop-up window, browse to locate the file for submission. After locating the file, click "Open".

For some XBRL reports DNB offers the possibility to report through Excel. In that case you will see 'Alternatieve aanlevering in Excel'. You can download the Excel template, fill it and report it. Then DNB will convert the report to XBRL.



The submission details will now show the filename and file size.

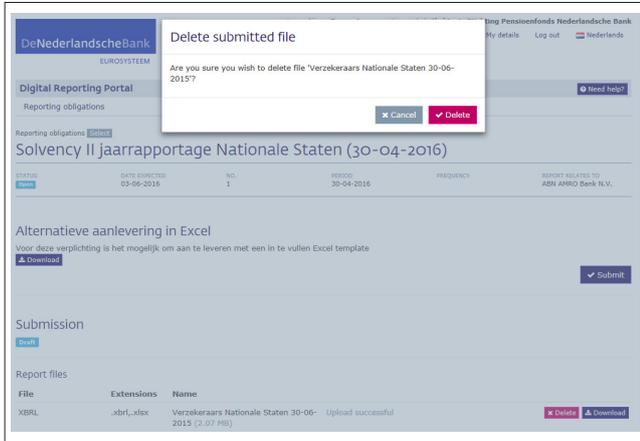
The "Cancel" button allows you to remove the file and select a different file for submission.



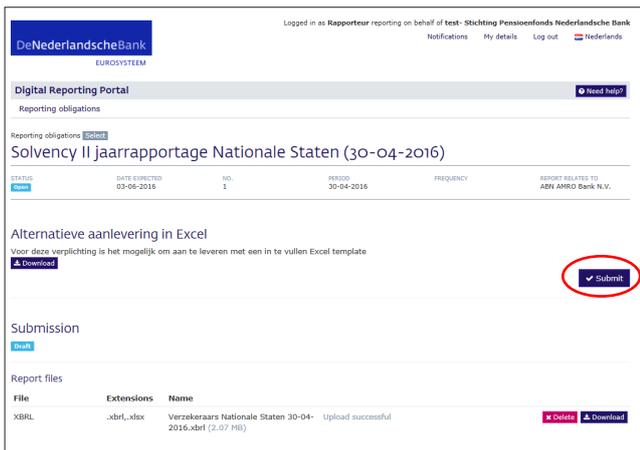
### Step 3: uploading a file

You can now start uploading the file. Click on the "Start upload" button. A progress bar will show the upload's progress. Once the file has been successfully uploaded, a message will show: "Upload completed".

If you have uploaded the wrong file, click on the "Delete" button.



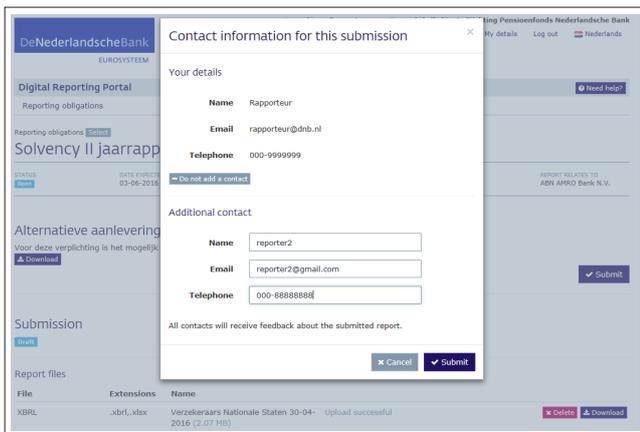
If you are sure, click “Delete” again. You will then return to the submission screen, after which you can select and upload a different file.



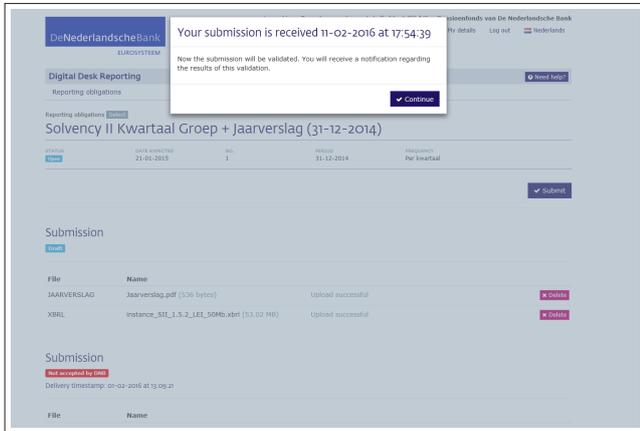
#### Step 4: submitting a report

Once you have added the files needed to complete your report, you can start submitting the report. Click on the “Submit” button.

This will bring up the window displaying your contact details. If they are incorrect, click “Cancel” and edit them under “My details” (see section 5). You may also choose to add a second contact specifically for this submission. To do so, click on “Add additional contact” and enter the contact details in the next screen.

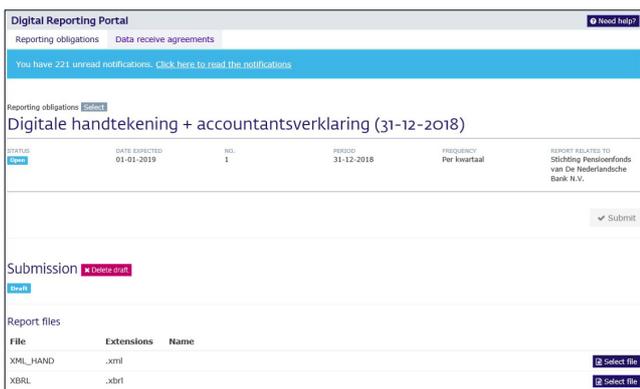


After you have entered the correct details, click “Submit”. The report will now be sent to DNB and a confirmation message will appear.



Report	Frequency	Period	No.	Status	Date expected
SIDKGV	Per kwartaal	30-09-2015	1	Done	21-10-2015

Showing 1 to 1 of 1 entries



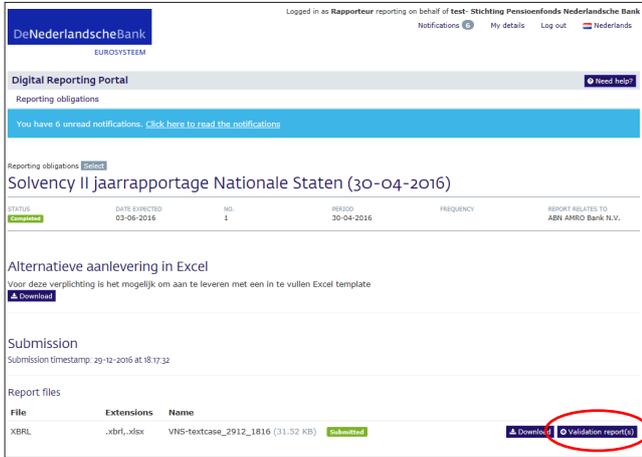
Click on "Continue". You will now return to the "reporting obligations" overview. The report you submitted has now been given the additional status "Received by DNB".

### 3.3 Certification/Auditor's reports

Some reports need to be certified. DNB then expects an auditor's statement and/or actuary statement to be reported. You will be given a separate reporting obligation. The following steps must be followed:

You send the report(s) to be certified (this is an XBRL or Excel file) to your accountant/actuary. Do this only after you have submitted the report and it has been accepted by DNB. Note: Some reports offer the option of an "alternate delivery in Excel" (see 3.2 submitting a report at the bottom of step 2-Selecting a file). In this case, you will send your accountant or actuary the XBRL file (converted from Excel and downloaded using the download button) and not the Excel file you created.

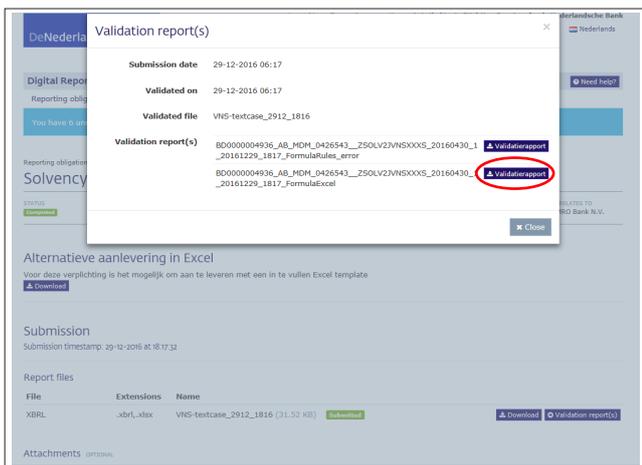
The accountant or actuary then creates an electronic statement in XBRL and signs that statement electronically. The signature is a separate file in XML format. You must submit both files at the same time in DLR. The signature includes hashtotals that refer to the reports that the accountant/actuary has viewed. DNB verifies that the hashtotals calculated by the accountant/actuary correspond to the hash totals that DNB has calculated on the reports previously submitted by you. If such a hashtotal does not correspond to the data known to DNB, an error message will follow and the delivery will not be accepted.



### 3.4 Reviewing validation reports for submissions

DNB will always send you a validation report following your submission. It will show you whether DNB found any blocking errors in the report you submitted.

You can view the validation report by clicking on Validation report.



Any blocking errors will be shown as follows:

FORMULA VALIDATION RESULTS	
1. Value Assertion failed. (id='S.02.01.06.11')	
LABEL: S.02.01.06.11: (S.02.01.06.01.R0520.C0010)=(S.02.01.06.01.R0530.C0010)+(S.02.01.06.01.R0540.C0010)+(S.02.01.06.01.R0550.C0010)	
MESSAGE: S.02.01.06.11: Error in: (S.02.01.06.01.R0520.C0010)=(S.02.01.06.01.R0530.C0010)+(S.02.01.06.01.R0540.C0010)+(S.02.01.06.01.R0550.C0010)	
EXPRESSION: IafNumeric=equa(I(Sv_0), IafSum(I(Sv_1, Sv_2, Sv_3)))	
→ I. V[1] s2md: mi363 = 86130095.0000	
→ I.s2c: dim.VG92c: AMx80.s2c: dim.CS92c: C5x18.s2c: dim.BIes2c: I8x75	
→ I.v_1[1] = 0 [FALLBACK VALUE]	
→ I. V[1] s2md: mi363 = 813420444.0000	
→ I.s2c: dim.VG92c: AMx80.s2c: dim.CS92c: C5x18.s2c: dim.BIes2c: I8x75.s2c: dim.VIes2c: VMx45	
→ I.V[1] s2md: mi363 = 47709650.0000	
→ I.s2c: dim.VG92c: AMx80.s2c: dim.CS92c: C5x18.s2c: dim.BIes2c: I8x75.s2c: dim.VIes2c: VMx47	
2. Value Assertion failed. (id='S.02.01.06.127_x80')	
LABEL: S.02.01.06.127_x80: (S.02.01.06.01.R1000.C0010)=(S.02.01.06.01.R0500.C0010)+(S.02.01.06.01.R0900.C0010)	
MESSAGE: S.02.01.06.127_x80: Error in: (S.02.01.06.01.R1000.C0010)=(S.02.01.06.01.R0500.C0010)+(S.02.01.06.01.R0900.C0010)	
EXPRESSION: IafNumeric=equa(I(Sv_0), IafNumeric=Subtract(I(Sv_1, Sv_2)))	
→ I. V[1] s2md: mi364 = 509754021.0000	
→ I.s2c: dim.VG92c: AMx80.s2c: dim.CS92c: C5x18	
→ I. V[1] s2md: mi201 = 55581900289.0000	
→ I.s2c: dim.VG92c: AMx80.s2c: dim.CS92c: C5x18	
→ I.V[1] s2md: mi364 = 49977146150.0000	
→ I.s2c: dim.VG92c: AMx80.s2c: dim.CS92c: C5x18	

Clicking on the numbered dark blue line will show details of the items involved in the error:

Receivables (trade, not insurance)	R0390	110364245,00	
Own shares	R0400		
Amounts due in respect of own fund items or initial fund called up but not yet paid in	R0410		
Cash and cash equivalents	R0420	1700858591,00	
Any other assets, not elsewhere shown	R0430	499198274,00	
<b>Total assets</b>	<b>R0500</b>	<b>55581900289,00</b>	
<b>Liabilities</b>			
Technical provisions - non-life	R0510		
Technical provisions - non-life (excluding health)	R0520	861130095,00	
TP calculated as a whole	R0530		
Best Estimate	R0540	813420444,00	
Risk margin	R0550	47709650,00	
Technical provisions - health (similar to non-life)	R0560	596176997,00	
TP calculated as a whole	R0570		

Once you have remedied the errors in your report, re-submit it to DNB (see section 3.2).

## Reading notifications

DeNederlandscheBank  
EUROSYSTEMEEM

Logged in as Reporter1 reporting on behalf of test-Stichting Pensioenfonds van De Nederlandsche Bank

Notifications 1 My details Log out Nederlands

Digital Reporting Portal [Need help?](#)

Reporting obligations

You have 1 unread notification. [Click here to read the notification.](#)

Reporting obligations

Search

Report	Frequency	Period	No.	Status	Date expected	
SIKSGV	Per kwartaal	30-09-2013	2	Open	24-03-2016	<a href="#">Select</a>
SIKSGV	Per kwartaal	31-03-2013	1	Open	21-04-2013	<a href="#">Select</a>
SIKSGV	Per kwartaal	30-06-2013	1	Open	21-07-2013	<a href="#">Select</a>
SIKSGV	Per kwartaal	30-09-2013	1	Completed	21-10-2013	<a href="#">Select</a>

Notifications are messages sent by DNB. DNB will send you a notification if the validation results for your submission are available or if DNB orders you to resubmit a report. Open the notifications overview by clicking “Notifications” at the top right-hand corner of any screen. If there are unread notifications, a coloured number will be displayed.

DeNederlandscheBank  
EUROSYSTEMEEM

Logged in as Reporter1 reporting on behalf of test-Stichting Pensioenfonds van De Nederlandsche Bank

Notifications 1 My details Log out Nederlands

Digital Reporting Portal [Need help?](#)

Reporting obligations

You have 1 unread notification.

Notifications

Status Search content

Status	Date	Subject	
Open	04-02-2016	Resubmission	<a href="#">Open</a>

Showing 1 to 1 of 1 entries [Previous](#) 1 [Next](#)

The notifications screen will now show:

### 4.1 Searching for a notification

You can browse the notifications overview using the “Previous” and “Next” buttons or search for a specific notification in several ways.

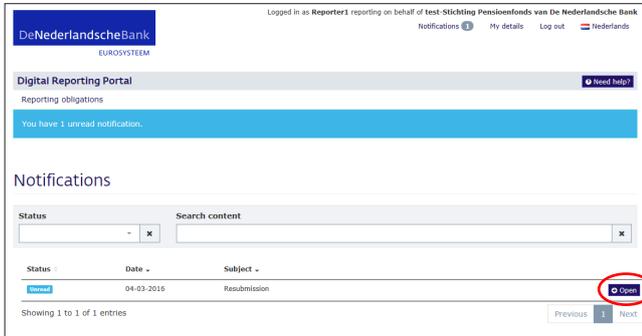
Notifications can have “Read” or “Unread” status. It may be useful to display only those notifications you have not read before. To do so, click the arrow below “Status” and select “Unread”. To clear your filter and display all notifications, click on the cross to the right.

Status Search content

Use the “Search content” field to search for a word in the notification text.

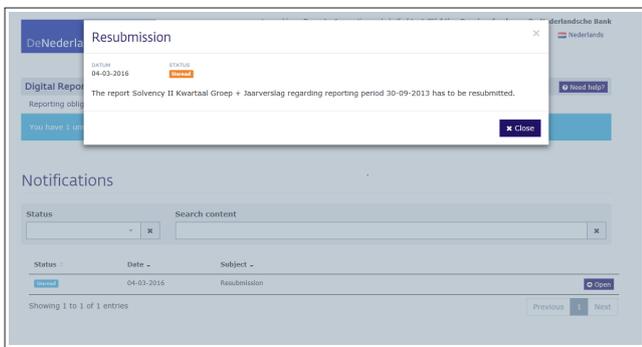
Status Date Subject

You can also use the arrows beside “Status”, “Date” and “Subject” to sort the notifications, for example by date or subject.



## 4.2 Opening a notification

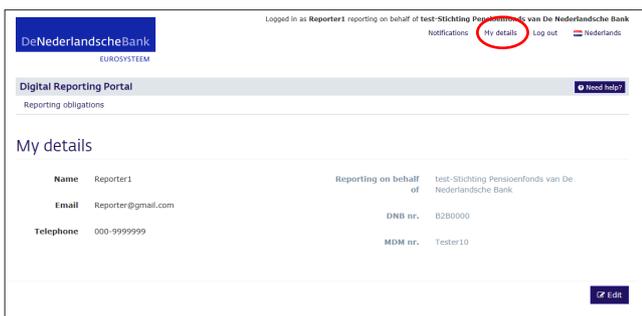
To open a notification from the overview, click on "Open".



A pop-up window will display the notification text. Use the "Close" button to close the notification, which now is given the "Read" status.

## 5

# Viewing and editing contact details



You can access your contact details by clicking "My details" in the top right-hand corner of any screen. These are the details you entered when you first logged in. If you wish to make changes, click on the "Edit" button. Click "Save" to save your changes or "Cancel" to close without saving.