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De Nederlandsche Bank N.V.  
Statistics  
Other Financial Institutions  
Statistics

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Trade Register 3300 3396

**Re:**  
Publication of taxonomy and submission facility

Dear members of the Management Board,

De Nederlandsche Bank (DNB) recently announced a change to the prudential reporting requirements for investment firms and fund managers in 2018 and the replacement of e-Line DNB by the Digital Reporting Portal (*Digitaal Loket Rapportages – DLR*). This letter is to provide you with further information about the submission procedure and the effective date of the new prudential reports, the reporting profile, the DLR portal, and the *eHerkenning* identification system.

By making these adjustments, we can integrate the prudential reports of fund managers (AIFM, UCITS and COMBI manager reports) with those of investment firms, ending the double reporting requirement for managers providing IF services. The submission of ESMA manager and fund reports through e-Line DNB will continue for the time being. We will inform you as soon as we know when the ESMA manager and fund reports will migrate to the DLR portal.

#### **Submission procedure for prudential reports**

DNB has decided to collect all prudential reports of supervised institutions in XBRL format, which allows you to prepare your reports in that format before submitting them to us. We also provide a submission facility for the reports described in this letter, which allows you to prepare your reports in an Excel file we provide.

The specifications applicable to the submission of prudential reports of investment firms and fund managers in XBRL format – referred to as the taxonomy – are now available on the DLR website.<sup>1</sup> See the section “User documentation” for comprehensive information about the taxonomy and relevant documents. In this section, we also provide the required data entry templates and additional information for institutions wanting to use the submission facility.

As an extra service, we have set up a pilot scheme for the submission facility by providing a modified version of the Excel file to be uploaded. In this version, we have defined automatic sums and checks in an effort to make it easier for institutions to complete the reports. This additional service will be evaluated after twelve months, in the spring of 2019. Please remember that report quality remains your responsibility.

#### **Effective date of new reports**

The new reporting method will become effective from the first quarter of 2018. As of that time, you can no longer submit reports through e-Line DNB. Effective from

<sup>1</sup> <https://www.dnb.nl/en/statistics/digital-reporting-portal/supervisory-reports/investment-firms-and-fund-managers/index.jsp>

**Date**  
2 November 2017

**Your reference**

**Our reference**  
T050-1618311729-252

**Handled by**

**Annexes**  
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2018 H1 and 2018 H2, half-yearly and yearly reports must also be submitted in the new way.

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**Reporting profile**

You can determine your supervised institution's reporting profile using the flow chart (Annex 1: Flow chart applicable reporting profile). In early 2018, we will specify your institution's reporting profile in the DLR portal.

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**DLR portal and eHerkenning identification system**

You can submit reports to us (either in XBRL format or using the Excel data entry file) by uploading them on the new DLR reporting platform. From now on, we will post all user documentation, news releases and correspondence for investment firms and fund managers on the DLR website.<sup>2</sup>

DNB has decided to use *eHerkenning* as an identification system for the DLR portal. For your institution to be able to log in and upload reports, you must activate *eHerkenning* before the migration to the DLR portal. It is essential that you apply for an *eHerkenning* log-in token in good time. To use DLR, you need at least a level 3 log-in token. The *eHerkenning* website<sup>3</sup> and Annex 2 to this letter provide detailed information about *eHerkenning*.

If you have already applied for a token, please log in to the DLR portal to verify that you can successfully log in. To log in, go to the DLR website and click the "Log in" button below "DNB reporting eHerkenning" on the right-hand side of the screen. Bear in mind that when you do, it will not yet be possible to upload reports using the published taxonomy or data entry facility as no reporting requirements are available in the DLR environment.

**Questions**

If you have any questions further to this letter, please contact the supervisory team of the Other Financial Institutions Statistics department by telephone at +31 20 524 3102 or by email at [beleggingsonderneming.rap@dnb.nl](mailto:beleggingsonderneming.rap@dnb.nl) or [aifmd.rap@dnb.nl](mailto:aifmd.rap@dnb.nl). Questions about the taxonomy may be submitted by email to [xbrl@dnb.nl](mailto:xbrl@dnb.nl). We refer you to the [www.eherkenning.nl](http://www.eherkenning.nl) website if you have any questions about *eHerkenning*.

Yours faithfully,  
De Nederlandsche Bank N.V.

<sup>2</sup> <https://www.dnb.nl/en/statistics/digital-reporting-portal/supervisory-reports/investment-firms-and-fund-managers/index.jsp>

<sup>3</sup> (<https://www.eherkenning.nl/english/>)

## Annex 1: Flow chart applicable reporting profile

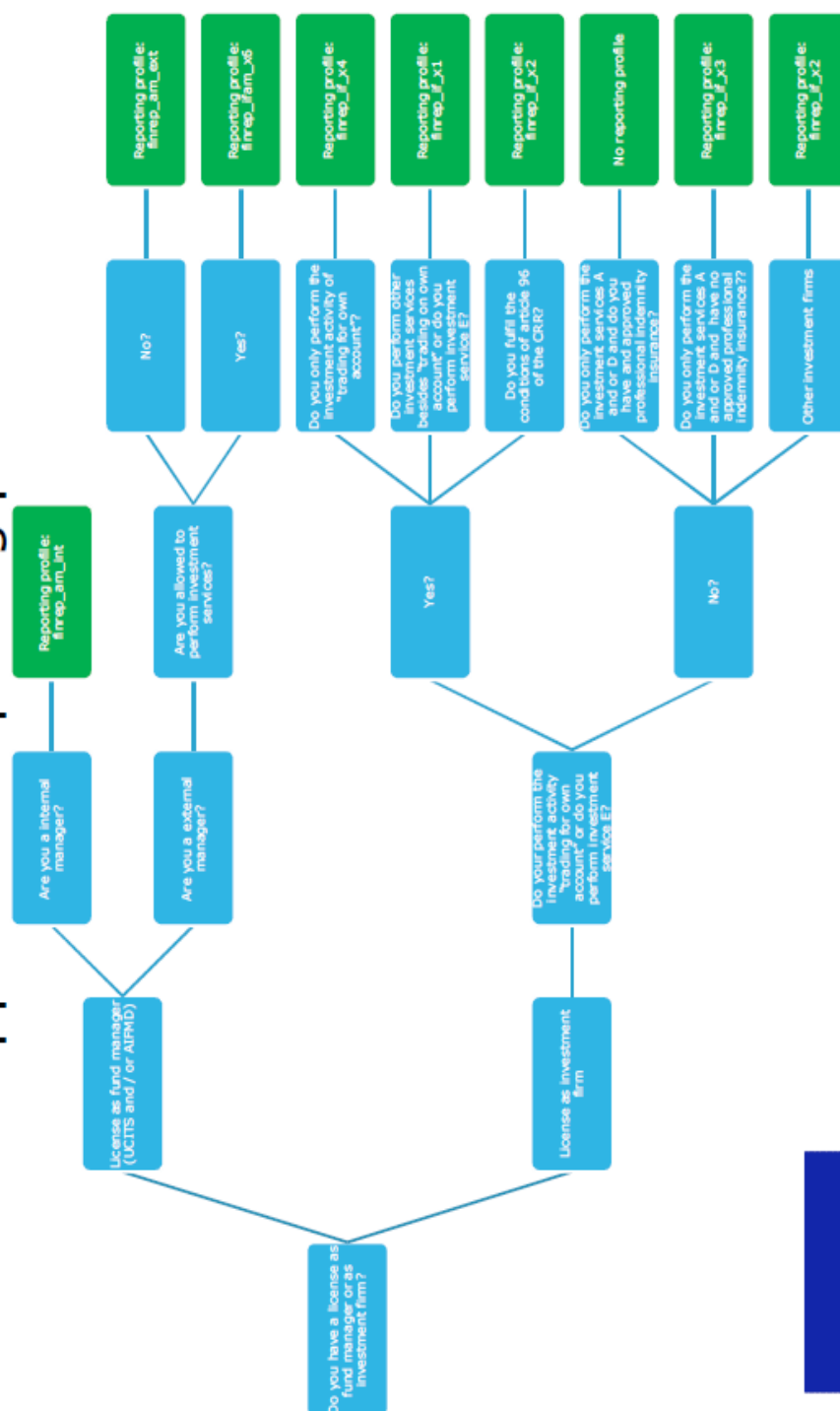
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## Flow chart applicable reporting profile



## Annex 2: eHerkenning

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### What is *eHerkenning*?

*eHerkenning* is a digital identification system for businesses and organisations. It is comparable to the *DigiD* identification system for individuals. Businesses, organisations and professional groups can use *eHerkenning* to log into government systems and services. Government services use *eHerkenning* as a means of verifying which organisation they are dealing with and whether users are actually authorised to represent the organisation.

*eHerkenning* makes it easier to manage affairs online. You can use a single *eHerkenning* token to securely log into all affiliated organisations rather than requiring a different digital key for each and every organisation.

### What is the purpose of *eHerkenning*?

*eHerkenning* takes care of digital recognition (authentication) and verifies whether access of individuals wanting to use online services is authorised (authorisation). In effect, *eHerkenning* is a digital checkpoint to verify whether users are actually who they say they are and whether they are authorised to use the services in question.

### What is a personal *eHerkenning* key?

You need a personal *eHerkenning* key to log in to an online service. Using this personal key, you can log in quickly and securely to organisations connected to the *eHerkenning* network. You do not have to use or remember different keys for different organisations. A personal *eHerkenning* key can be a user name/password combination, a text message service or a token. Personal *eHerkenning* keys are available at five different security levels, ranging from low to very high. You can use your personal *eHerkenning* key for all services with the same or lower security level. In order to log in to our "Supervisory reports" web service, you need at least a level 3 key.



### Where do I get a personal *eHerkenning* key?

Personal *eHerkenning* keys are not supplied by the government, but by authorised key suppliers. You can purchase personal *eHerkenning* keys from the authorised supplier of your choice.

If you already have a personal *eHerkenning* key at the right security level you do not have to take any further action.

If you do not have a personal *eHerkenning* key at the right security level, you must purchase one. In order to be able to use the *eHerkenning* system, you must be registered with the Chamber of Commerce as a business owner or organisation. You need at least a level 3 *eHerkenning* key to log in to the DLR portal and use the DNB "Supervisory reports" web service. You can purchase personal *eHerkenning* keys from the authorised supplier of your choice. These suppliers all meet the same requirements, but supply different types of keys and have different prices and application procedures.

Please consider the type of key, procedures, processing times, replacement procedures and support services when making your choice. Please note that you must also register the correct authorisations. You can follow step-by-step instructions on [www.eHerkenning.nl/aanvragen](http://www.eHerkenning.nl/aanvragen) (in Dutch only). This roadmap will lead you through the main steps of the application process.



### What does a personal *eHerkenning* key cost?

Charges apply for obtaining and using a personal *eHerkenning* key. They differ according to type of key and security level. Suppliers may charge non-recurring and recurring costs. You can select the supplier of your choice from the list of authorised suppliers on the *eHerkenning* website.

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**Where can I find more information?**

General information on logging in with  
*eHerkenning*

<https://www.eherkenning.nl/inloggen-met-eherkenning/languages/english/how-does-it-work/>

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