



Financial Services Commission
Mauritius

Technical Briefing Session on ODCS

26 April 2016

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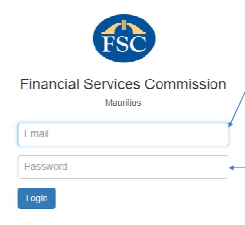
Agenda

Technical Briefing Session on ODCS

- Functionalities
- Recommended Procedures
- Q & A
- Way Forward

ODCS Functionalities & Recommended Procedures

Login Screen



Login name should be in the form of an email

If you type the wrong password for 5 times in sequence, your account will be blocked for 5 minutes.

Main Screen

ODCS | Survey | **Company profile** | Entities under administration | User management | [Logout](#)

Own account | Entities under administration

Refresh | Download survey form | Upload survey form | Download attachment | Attach document | Submit to FSC | Edit remarks

Sort by Name | Sort by Assigning Date

Survey Name	Assigning Date	Fixed Deadline	Submission Status	Submission Substatus	Submission Date	User Submitted	Deadline Extension	Remarks to FSC	Internal Remarks
Attachment test	16 Sep 2015		In Process of Filing-in						
all lc task	1 Sep 2015		Ready for Filing-in						

Company Profile

ODCS | Survey | **Company profile** | Entities under administration | User management

Company details | **Licences details**

Company info

Company Name: Test_FSC House
Financial Year End: 31 Dec 2015

Telephone Number: Test011-202-306

Address: FSC House Ebene

Contact Person 1: Mr. X
Email Address of Contact Person 1: x@test.mu

Contact Person 2: Mr. Y
Email Address of Contact Person 2: y@test.mu

Contact Person 3:

Contact details to be managed by you

Licence Details

ODCS Surveys **Company profile** Entities under administration User management FSC@housa@test.mu Logout

Company details Licences details

Export to Excel

Category Name	Licence Code	Licence Number	Date Licensed	General Status	Effective Non-Live Date
DEMO - MC	FS-3.1A - Management Licence	Test_LicNo_FSC01	1 Jan 2012	Live	

Main Screen

ODCS Surveys Company profile **Entities under administration** User management FSC@housa@test.mu Logout

Own account Entities under administration

Refresh Download survey form Upload survey form Download attachment Attach document Submit to FSC Edit remarks

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Attachment test	16 Sep 2015		In Process of Filling-in						
all lic task	1 Sep 2015		Ready for Filling-in						

Entities under Admin

ODCS Surveys Company profile **Entities under administration** User management FSC@housa@test.mu Logout

Export to Excel Filter Assign Selected to a Group Unassign Selected

Name	Licence Code	Licence Number	Date Licensed	General Status	Effective Non-Live Date	Financial Year End	Legal Vehicle	Type of FundSchemes	Team
GBC HT	FS-4.1 - Category 1 Global Business Licence	DEMO_GBC000003	1 Jan 2001	Live					
GBC PS	FS-4.1 - Category 1 Global Business Licence	DEMO_GBC000002	1 Jan 2001	Live					
GBC VD	FS-4.1 - Category 1 Global Business Licence	DEMO_GBC000001	1 Jan 2001	Live					
GBC VS	FS-4.1 - Category 1 Global Business Licence	DEMO_GBC000004	1 Jan 2001	Non-Live	22 Apr 2010				

0 licenses selected from 4

- Data will be maintained by the Commission;
- In general, data will be updated on a monthly basis ;
- However, if you suspect an inconsistency lasting over one month, please contact us

Main Screen

ODCS Surveys Company profile Entities under administration **User management** FSC@housa@test.mu Logout

Own account Entities under administration

Refresh Download survey form Upload survey form Download attachment Attach document Submit to FSC Edit remarks

Sort by Name Sort by Assigning Date

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Attachment test	16 Sep 2015		In Process of Filling-in						
all lic task	1 Sep 2015		Ready for Filling-in						

User Access Management (JAM)

ODCS Surveys Company profile Entities under administration **User management** FSC@housa@test.mu Logout

Groups New Edit Create Assign entities

Group permissions Assign Assign defaults

Users New Create Filter Change role

Manage groups

Manage group permissions

Manage users

Complex - Team B
Supervisor
Own Account Team
Complex - Team A
admin

Administer groups and users
 Change own password
 See own company profile
 See own account surveys
 Edit attributes of own company
 Upload filled-in survey forms for own account
 Submit survey forms for own account to FSC
 See entities under administration
 Upload filled-in survey forms
 See all submissions
 Submit survey forms to FSC

UAM - Creating Groups

ODCS Surveys Company profile Entities under administration User management FSC@housa@test.mu Logout

Groups New Edit Create Assign

Create group

Name: Complex - Team A

Description: Complex

Create Close

Upload filled-in survey forms for own account
 Submit survey forms for own account to FSC
 See entities under administration
 Upload filled-in survey forms
 See all submissions
 Submit survey forms to FSC

UAM – Assigning Entities to Groups of Users

ODCS Surveys Company profile Entities under administration User management FSCHouse@test.mu Logout

Export to Excel Filter Assign Selected to a Group Unassign Selected

Name	Licence Code	Licence Number	Date Licensed	General Status	Effective Non-Line Date	Financial Year End	Legal Vehicle	Type of Fund/Schemes	Team
CBIC JH	FS-4.1 - Category 1 Global Business Licence	DEMO_GBC000003	1 Jan 2001	Live					Compiler - Team A
CBIC FS	FS-4.1 - Category 1 Global Business Licence	DEMO_GBC000002	1 Jan 2001	Live					Compiler - Team A
CBIC VD	FS-4.1 - Category 1 Global Business Licence	DEMO_GBC000001	1 Jan 2001	Live					Compiler - Team B
CBIC VS	FS-4.1 - Category 1 Global Business Licence	DEMO_GBC000004	1 Jan 2001	Non-Live	22 Apr 2010				Compiler - Team B

0 licence(s) selected from 4 VS business licence

0 licence(s) selected from 4 VS business licence

UAM – Assigning Permissions

ODCS Surveys Company profile Entities under administration User management FSCHouse@test.mu Logout

Groups: Compiler - Team B, Supervisor, Own Account Team, Compiler - Team A, admin

Group permissions: Administer groups and users, Change own password, See own company profile, See own account surveys, Edit attributes of own company, Upload filled-in survey forms for own account, Submit survey forms for own account to FSC

Users: No data

Manage group permissions

UAM – Assigning Permissions

Compiler **Supervisor**

Group permissions Apply Discard changes

Administer groups and users
 Change own password
 See own company profile
 See own account surveys
 Edit attributes of own company
 Upload filled-in survey forms for own account
 Submit survey forms for own account to FSC
 See entities under administration
 Upload filled-in survey forms
 See all submissions
 Submit survey forms to FSC

Administer groups and users
 Change own password
 See own company profile
 See own account surveys
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 See entities under administration
 Upload filled-in survey forms
 See all submissions
 Submit survey forms to FSC

Survey Completion – Reporting Types

There are 3 types of reporting

1. EXCEL Template only – For e.g., CPIS
2. EXCEL Template + Attachment – For e.g., Audited Financial Statements
3. Attachment only – For e.g., Consultation

Survey Completion – Own Account

Contact details stored in Company Profile will receive a mail notification

ODCS Surveys Company profile Entities under administration User management FSCHouse@test.mu Logout

Own account Entities under administration

Refresh Download survey form Upload survey form Download attachment Attach document Submit to FSC Edit remarks

Survey Name	Assigning Date	Fixed Deadline	Submission Status	Submission Substatus	Submission Date	User Submitted	Deadline Extension to FSC	Remarks	Internal
Attachment test	16 Sep 2015		In Process of Filing-in						
at lic task	1 Sep 2015		Ready for Filing-in						

Reporting on own account

Survey Completion – Entities Under Management

ODCS Surveys Company profile Entities under administration User management FSCHouse@test.mu Logout

Own account Entities under administration

Refresh

Survey name	Assigning Date	Fixed deadline
SCMCI (Demo) - Scores	22 Jan 2016	
SOPFC0	28 Mar 2016	
SOPFC11	28 Mar 2016	
SOPFC4	28 Mar 2016	
SOPFC7	28 Mar 2016	

Reporting on entities under management

Survey Completion – Submission Dashboard

Home | Surveys | Company profile | Entities under administration | User management | FSC Home | Surveys | Logout

DEMCO (Demo) - Survey

Return | Filter | Export to Excel | Consolidate | Download survey form | Upload survey form | Download attachment | Attach document | Submit to FSC | Edit remarks

Company Name	Licence Code	Licence Number	Date Licensed	Effective Date	General Status	Financial Year End	Submission Status	Submission Substatus	User Submitted	Submission Date	Flood Deadline	Deadline Extension	Internal Remarks	Remarks to FSC	Type of Form/Schemes	Team
QBC VD	FS4.1 - Category 1 (Retail Business Licence)	DEMCO_QBC000001	1 Jan 2015	Live	Submitted	FS000MSLW0T0E	22 Jan 2016								Complete - Team 5	
QBC PS	FS4.1 - Category 1 (Retail Business Licence)	DEMCO_QBC000002	1 Jan 2015	Live	In Process of Filings		Attachment uploaded only								Complete - Team 5	
QBC JH	FS4.1 - Category 1 (Retail Business Licence)	DEMCO_QBC000003	1 Jan 2015	Live	Ready for Filings							To do: filter client with client back			Complete - Team 5	
QBC VS	FS4.1 - Category 1 (Retail Business Licence)	DEMCO_QBC000004	1 Jan 2015	Non-Live	22 Apr 2015	Ready for Filings									Complete - Team 5	

8 surveys selected from 4. *For surveys with empty deadline please refer to the relevant Act's or FSC rule.

Submission Dashboard – Tools

Home | Surveys | Company profile | Entities under administration | User management | FSC Home | Surveys | Logout

DEMCO (Demo) - Survey

Return | Filter | Export to Excel | Consolidate | Download survey form | Upload survey form | Download attachment | Attach document | Submit to FSC | Edit remarks

Filters:

- Company Name
- Licence Number
- Licence Code
- General Status
- Submission Status
- Financial Year End
- Internal Remarks
- Team

Consolidate

Download attachment | Attach document | Submit to FSC | Edit remarks

Edit remarks: *Please type date in the following format: yyyy-mm-dd

Remarks to FSC

Internal remarks

Apply | Clear all | Close

Survey Completion – Submission Dashboard

Home | Surveys | Company profile | Entities under administration | User management | FSC Home | Surveys | Logout

DEMCO (Demo) - Survey

Return | Filter | Export to Excel | Consolidate | Download survey form | Upload survey form | Download attachment | Attach document | Submit to FSC | Edit remarks

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QBC VS	FS4.1 - Category 1 (Retail Business Licence)	DEMCO_QBC000004	1 Jan 2015	Non-Live	22 Apr 2015	Ready for Filings									Complete - Team 5	

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Survey Completion – Submission Dashboard

Home | Surveys | Company profile | Entities under administration | User management | FSC Home | Surveys | Logout

DEMCO (Demo) - Survey

Return | Filter | Export to Excel | Consolidate | Download survey form | Upload survey form | Download attachment | Attach document | Submit to FSC | Edit remarks

Microsoft Excel spreadsheet showing financial statements:

	Year 2014	Year 2015
18 Non-Current Assets		
19 Current Assets		
20 Total Assets	0	0
21 Liabilities		
22 Non-Current Liabilities		
23 Current Liabilities	0	0
24 Total Liabilities	0	0
25 Equity		
26 Share Capital		
27 Retained Earnings		
28 Reserves		
29 Total Equity	0	0

- You cannot delete / add rows
- You cannot upload a Template which you downloaded for another company
- You can add new sheets to include your workings

Survey Completion – Submission Dashboard

Home | Surveys | Company profile | Entities under administration | User management | FSC Home | Surveys | Logout

DEMCO (Demo) - Survey

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Company Name	Licence Code	Licence Number	Date Licensed	Effective Date	General Status	Financial Year End	Submission Status	Submission Substatus	User Submitted	Submission Date	Flood Deadline	Deadline Extension	Internal Remarks	Remarks to FSC	Type of Form/Schemes	Team
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QBC JH	FS4.1 - Category 1 (Retail Business Licence)	DEMCO_QBC000003	1 Jan 2015	Live	Ready for Filings		Template uploaded only						To do: filter client with client back		Complete - Team 5	
QBC VS	FS4.1 - Category 1 (Retail Business Licence)	DEMCO_QBC000004	1 Jan 2015	Non-Live	22 Apr 2015	Ready for Filings									Complete - Team 5	

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Survey Completion – Additional Information

- It is not possible to resubmit when submission status is "Submitted". You will need to inform the Commission, should you need to submit a revised return.
- In case, you are unable to submit your returns through the platform you need to contact immediately a relevant officer at the Commission after you have ensured that
 - User (who is making the submission) is granted the relevant rights to submit to FSC; and
 - The right template is being used.
- The Commission will create **ONLY** one administrator user for each licensee.



THANK YOU
FOR YOUR KIND ATTENTION

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followed by *Statistics and Surveys*

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committed to the sustained development of Mauritius as a
sound and competitive Financial Services Centre"*

