

Procedures and FAQ for filing of Statutory Returns through the FSC Online Data Capture System

1.0 Background

The Financial Services Commission Mauritius (FSC) has started the operation of the Online Data Capture System (ODCS) for the implementation of surveys, filing of Audited Financial Statements (“AFS”) /Annual Reports (“AR”) and Quarterly Financial Statements / Interim Financial Statements (“QFS” / “IFS”). (Click [here](#) for Communiqué [POL/STATS/180416/1](#) and Circular Letter CL180416).

This document provides instructions on how to properly submit financial data through the ODCS.

2.0 Instructions

2.1 Identifying the correct reporting

The FSC will prepare a reporting on ODCS for the filing of the relevant documents. You will need to log in your ODCS profile to access all the reporting links. If you need to file financials for:

- I. **your own account**, the relevant reporting will be found under section Surveys -> Own Account
- II. **a GBC or scheme** under your management/administration, the relevant reporting will be found under section Surveys -> Entities under administration

The name of the reporting on ODCS has been standardised in the following format, consisting of 4 components, to ease the process of filing through the platform:

Document to be filed – Reporting Period – Regime – Activity of entity

See table below for more clarity

S/N	Parts	Description
1	Documents to be filed	The first part in the name of a reporting determines which document is required to be filed. E.g., <ol style="list-style-type: none">1. “AFS...” calls for Audited Financial Statements or Annual Report.2. “IFS...” calls for Interim Financial Statements3. “QFS...” calls for Quarterly Financial Statements
2	Reporting Period/Date	The second component indicates which reporting period/position date has to be filed. E.g.,

		<ol style="list-style-type: none"> 1. “AFS-YE2016...” calls for all AFS/AR with financial year ended 2016. 2. “QFS-QE2019Q1...” calls for Quarterly Financial Statements with quarter end falling between 1 January 2019 to 31 March 2019 (i.e., Quarter 1 of 2019)
3	Regime	<p>The third component indicates the regime of the licensee namely domestic (Dom) or Global Business (GB). E.g.,</p> <ol style="list-style-type: none"> 1. “AFS-YE2016-Dom...” calls for AFS/AR with financial year ended 2016 of domestic entities (i.e., not holding a GB licence). 2. “AFS-YE2016-GBC1...” calls for AFS/AR with financial year ended 2016 of Category 1 Global Business Companies (“GBC1s”)
4	Activity of entity	<p>The last component indicates the activity of the licensee. E.g.,</p> <ol style="list-style-type: none"> 1. “AFS-YE2016-Dom-Fund” calls for AFS/AR with financial year ended 2016 of domestic funds (i.e., not holding a GB licence). 2. “AFS-YE2016-GBC1-Fund” calls for AFS/AR with financial year ended 2016 of funds holding GBC1 licence 3. “AFS-YE2016-GBC1-NAL” calls for AFS/AR with financial year ended 2016 of GBC1s with no activity licence 4. “AFS-YE2016-GBC1-Leasing” calls for AFS/AR with financial year ended 2016 of GBC1s conducting leasing activity 5. “AFS-YE2016-GBC1-General CM” calls for AFS/AR with financial year ended 2016 of GBC1s conducting activities in Appendix 1 6. “AFS-YE2019-GBC-RI” calls for AFS/AR with financial year ended 2019 of GBC registered as Reporting Issuer 7. “AFS-YE2019-DOM-RI” calls for AFS/AR with financial year ended 2019 of DOM registered as Reporting Issuer

2.2 Procedures for filing of AFS/AR

Once you have identified the correct reporting, please follow the following steps to make a proper filing on ODCS.

1. Click on the check box next to the reporting and click on “Download Survey Form”
2. Fill-in appropriate details as per AFS/Annual Report, ensure that all validation checks are correct and save the file on your workstation
3. Click on “Upload Survey Form” on ODCS and search for the file in Step 2. **Submission Substatus** will change to “Template uploaded only”.
4. Download Submission Form (click [here](#)) and fill in the details.
5. Annex the duly completed Submission Form as the first page of the AFS/Annual Report and scan the document as **ONE pdf file not larger than 15 MB**. Please note that if you try to attach multiple files only the latest one attached will be submitted.
6. Click “Attach Document” and attach the pdf file described in Step 5. **Submission Substatus** will change to “Template and attachment are uploaded”.
7. Always perform a final check before you submit. Click on “Download Survey Form” and “Download attachment” to check that the two files are properly uploaded on the System. Once ensuring everything is in order, click “Submit to FSC”. **Submission Status** will change to “Submitted”

2.3 Procedures for filing of Quarterly Financial Statements (QFS) / Interim Financial Statements (IFS)

For filing of QFS / IFS, please ensure that you have selected the correct reporting: E.g.,

Survey Name	Document Required
<ul style="list-style-type: none">• “QFS-QE2019Q1... or• “IFS- QE2019Q1...	Calls for filing of QFS / IFS with quarter end falling between 1 Jan 2019 to 31 Mar 2019
<ul style="list-style-type: none">• “QFS-QE2019Q2... or• “IFS- QE2019Q2...	Calls for filing of QFS / IFS with quarter end falling between 1 Apr 2019 to 30 Jun 2019
<ul style="list-style-type: none">• “QFS-QE2019Q3... or• “IFS- QE2019Q3...	Calls for filing of QFS / IFS with quarter end falling between 1 Jul 2019 to 30 Sep 2019
<ul style="list-style-type: none">• “QFS-QE2019Q4... or• “IFS- QE2019Q4...	Calls for filing of QFS / IFS with quarter end falling between 1 Oct 2019 to 31 Dec 2019

Once you have identified the correct reporting, please follow the below steps:

1. Click on the check box next to the reporting and click on “Download Survey Form”

2. Fill-in appropriate details as per QFS / IFS, ensure that all validation checks are correct and save the file on your workstation
3. Click on “Upload Survey Form” on ODCS and search for the file in Step 2. **Submission Substatus** will change to “Template uploaded only”.
4. Download Submission Form (click [here](#)) and fill in the details.
5. Annex the duly completed Submission Form as the first page of the QFS/IFS and scan the document as **ONE pdf file not larger than 15 MB**. Please note that if you try to attach multiple files only the latest one attached will be submitted.
6. Click “Attach Document” and attach the pdf file described in Step 5. **Submission Substatus** will change to “Template and attachment are uploaded”.
7. Always perform a final check before you submit. Click on “Download Survey Form” and “Download attachment” to check that the two files are properly uploaded on the System. Once ensuring everything is in order, click “Submit to FSC”. **Submission Status** will change to “Submitted”

3.0 Frequently Asked Questions

1. Is the ODCS applicable to our company?

Please refer to the Circular Letter CL180416 (Click [here](#)). ODCS is applicable to all licensees of the Commission.

2. How to ensure that the proper full set of documents requested have been filed on ODCS

It is highly recommended to check the files (survey form and full AFS/AR/QFS/IFS with annexed Submission Form) before submitting to FSC. However, even after submission you can access these files by clicking on “Download Attachment” and/or “Download Survey Form”. If you find any discrepancy, please contact your usual liaising officer or the Statistics Unit of FSC immediately.

3. Why I cannot find GBC2s or Authorised Companies under management of the Management Company in Entities under Administration on ODCS?

Filing of financial summaries for GBC2s or Authorised Companies should not be made on ODCS at this moment in time.

4. I do not see any reporting on ODCS?

The FSC has provided one administrator user login to each company. Contact your colleague who has the latter credentials and request him/her to check that you have the relevant permissions in the section User Management on the platform.

5. Can we use the same survey form for Own Account and all GBC1s?

No. Each survey form may look the same but is, in fact, unique. Such property is needed as in the future, information already collected and uploaded to our database will be pre-populated.

6. I get an error message while uploading the survey form?

Refer to FAQ no. 5. You need to ensure that you are using the survey form dedicated for the entity being reported upon. If you are using the correct survey form, please contact the Statistics Unit of the FSC for assistance.

7. Button “Submit to FSC” is disabled. What should I do?

Ensure that:

- I. both the survey form has been uploaded and the full AFS/AR/QFS/IFS has been attached. Submission Substatus should read “Template and attachment are uploaded”;
- II. only the checkbox of the reporting or the entity being reported upon has been checked.

If both the above conditions are met, please contact the Statistics Unit of the FSC for assistance.

8. Can we rename the survey form?

The System will set default file name as per the following format *Name of Reporting. Name of entity*. You may rename the file and upload. The System will keep new name upon subsequent downloads.

9. If there is a correction to be made after a survey form has been uploaded?

You can download the survey form again (the latest version will be available), make the necessary corrections and re-upload. The newer version will overwrite the previous one. You can re-upload as many times as necessary until you submit to FSC.

10. How can I make a correction after I have submitted to the FSC?

You need to contact your usual liaising officer at the FSC to release the file. Once released, Submission Status will be changed from “Submitted” to “Ready for filling-in”. Then, you can re-submit the amended survey form.

11. If financial year end of entity is before June 2016 and filing is still due, can we submit through the ODCS?

No. ODCS is to be used for only those AFS/AR having financial year end 30 June 2016 and onwards and for entities registered as Reporting Issuer with financial year ended 30 June 2019 and onwards.

12. What if I have already submitted AFS having financial year end prior to 30 June 2016 and I can find the link of the reporting on ODCS, should I re-submit the AFS through ODCS?

No. AFS for financial year ends prior to 30 June 2016 should not be filed on ODCS.

13. What is General Status?

General Status gives an indication of whether an entity holds a valid licence with the Commission under the indicated regime (I.e., **Live**) or not (I.e., **Non-live**). Therefore, **Non-live** refers to entities which have been removed from the register of ROC, changed regime, surrendered their licence or whose licence has been revoked or lapsed. Please note that entities in process of winding up or conversion to another regime will appear as Live until same is completed (i.e., removed from register or converted).

14. If a discrepancy is noted in the list of entities under administration?

The ODCS is updated on a monthly basis. However, if you are a Management Company and has noted an inconsistency in the list of entities under administration on the ODCS (e.g. some entities missing, some entities which have been transferred are still appearing, or General Status seems to be incorrect), please contact the Statistics Unit of the FSC for assistance.

15. What if I cannot find the relevant link on ODCS to file the relevant AFS/AR/QFS/IFS?

The ODCS is only a platform for facilitating filing of AFS/AR/IFS/QFS. The legal obligation to file AFS/AR/IFS/QFS remains on the licensees under the Financial Services Act 2007 and the relevant Acts and non-filing of AFS/AR/IFS/QFS within the statutory deadline will result into administrative penalties. Not finding the link on ODCS does not deprive the Licensees of their legal obligation to file AFS/AR/IFS/QFS.

In case, a licensee is unable to find the link to file the relevant AFS/AR/IFS/QFS, it is advised to contact the Statistics Unit of the FSC for assistance.

16. What if I cannot find the relevant link on ODCS to file AFS/AR/IFS/QFS on the statutory filing date?

In order to avoid penalty charges, a licensee is exceptionally allowed to file the **AFS/AR/IFS/QFS** in hard copy or by email (full pdf version to filing@fscmauritius.org) on the statutory filing date if the relevant link cannot be found on ODCS.

17. If I lose my password to access the ODCS?

Please refer to Communique (Ref: [POL/STATS/180416/1](#)) on that matter.

Appendix 1

SN.	Type of Activities	Cluster	Contact details
1	GBC1 with no activity licence	Supervision Global Business	odcs_gbsurveillance@fscmauriti.us.org
	GBC/Domestic Licencee with activity licence		
2	Assets Management	Supervision Investment Funds and Intermediaries	odcs_ifi@fscmauriti.us.org
3	CIS Administrator	Supervision Investment Funds and Intermediaries	
4	CIS Manager	Supervision Investment Funds and Intermediaries	
5	Closed-end Funds	Supervision Investment Funds and Intermediaries	
6	Collective Investment Schemes	Supervision Investment Funds and Intermediaries	
7	Custodian (CIS)	Supervision Investment Funds and Intermediaries	
8	Custodian (Non-CIS)	Supervision Investment Funds and Intermediaries	
9	Distribution of Financial Products	Supervision Investment Funds and Intermediaries	
10	Securities Exchanges	Supervision Capital Markets	odcs_cmsurveillance@fscmauriti.us.org
11	Clearing & Settlement Facilities	Supervision Capital Markets	
12	Investment Dealers (all categories)	Supervision Capital Markets	
13	Investment Advisers (all categories)	Supervision Capital Markets	
14	Registrar and Transfer Agent	Supervision Capital Markets	
15	Treasury Management	Supervision Capital Markets	
16	Factoring	Supervision Capital Markets	
17	Credit Finance	Supervision Capital Markets	
18	Credit Ratings Agency	Supervision Capital Markets	
19	Investment Banking	Supervision Capital Markets	

20	Entities registered as Reporting Issuers	Supervision Capital Markets
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SN.	Type of Activities	Cluster	Contact details
21	Long-Term Insurance	Supervision Insurance	Insurance_ODCS@fscmauritiu.org
22	General Insurance	Supervision Insurance	
23	Professional Reinsurance	Supervision Insurance	
24	External Reinsurance	Supervision Insurance	
25	Captive Insurance	Supervision Insurance	
26	Insurance Manager	Supervision Insurance	
27	Captive Insurance Agent	Supervision Insurance	
28	Insurance Broker	Supervision Insurance	
29	Insurance Agent	Supervision Insurance	
30	Pension Scheme Administrator	Supervision Pension	
31	Pension Scheme	Supervision Pension	
32	Foreign Pension Scheme	Supervision Pension	
33	External Pension Scheme	Supervision Pension	
34	Payment Intermediaries Services	Supervision FinTech	statistics@fscmauritiu.org

Note: Activities from 2 to 34 are under the purview of the corresponding Cluster irrespective if licensee holds a GBC1 licence or not
In case of doubt, please contact the statistics unit of the FSC at statistics@fscmauritiu.org

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