## Steps for submitting **Credit spread risk in the banking book field testing submissions**.

1. From the Menu, select the Returns/ Submissions Menu Item.

| Menu  | PORTAL U<br>(Change) | RTAL USER , THE FINANCIAL INSTITUTION LTD ange)   |         |       |   |
|---|----------------------|---|---------|-------|---|
| Home  | Welcome              | to PA Online  |         |       |   |
| Returns/Su  | ubmissions           | ccessfully logged in. You can now use PA Online to complete and submit all required returns/submissio   | ns on-  | line. |   |
| Documents   | s<br>Profile         | regularly check that your Institution profile is up to date by clicking on "Institution Profile" from the menu<br>our profile are out of date, you should contact the Prudential Authority. | If any  | ,     |   |
| Users   |                      | s/submissions that are ready for completion can be found by clicking on "Draft returns/submissions" from  | n the r | nenu  | - |
|   | With PA Or           | returns/submissions have been completed, you must use the "Submission" functionality to finally submit<br>nline, you are also able to:  | them.   |       |   |
| <ul> <li>Print submitted returns/submissions where signed hard-copies are required.</li> <li>View and print previous submissions.</li> <li>Partially complete returns/submissions and return to them at a later date.</li> <li>Request a resubmission of returns/submissions where you become aware of mistakes.</li> </ul> |                      |   |         |       |   |
|   | For further          | information on how to use PA Online, Please click on the help icon '?' at the top right-hand corner of yo   | ur scre | een.  |   |
|   | Notifica             | tions   |         |       |   |

2. On the Manage Returns/ Submissions page, please select the **20 Credit spread risk in the banking book field testing submissions.** under Draft Returns/ Submissions.

| Vanage Returns/Submissions   |   |            |            |         |                   |             |         |
|--|---|------------|------------|---------|-------------------|-------------|---------|
| This page allows you to per  | This page allows you to perform all activities related to managing returns/submissions. |            |            |         |                   |             |         |
| Create Return/Submissio  | Create Return/Submission  |            |            |         |                   |             |         |
| Draft Returns/Submissions  |   |            |            |         |                   |             |         |
| Submission Name  | Reference<br>Number   | Version    | Categories | Status  | Effective<br>date | Due<br>date | Actions |
| Ţ  | Ŷ   |            |            | •       | Ψ Ϋ               | Ψ Ϋ         |         |
| Credit spread risk in the<br>banking book field testing<br>submissions | AN32471   | <u>0.1</u> |            | No Data | 01/11/2024        | 30/11/2024  | ٦<br>ار |

3. Open the Form by clicking Edit button to complete the return/submission

| R | eturn/Submis                              | sion Details   |                          |            |                     |
|---|---|--|--------------------------|------------|---------------------|
|   | Name:                                     | Credit spread risk in the banking book field               | Reference Number:        | AN32471    |                     |
|   | Effective date:<br>Status:                | 01/11/2024<br>No Data                                      | Due date:<br>Categories: | 30/11/2024 |                     |
|   | Please select a for<br>Credit spread risk | m to view<br>in the banking book field testing submissions | 5                        |            | Status: No Data     |
|   | 🎁 🖌 Applicati                             | ions/Notifications 🚯                                       |                          |            | ×.                  |
|   | 📄 🚖 App                                   | olications/Notifications - Deposit Taking                  |                          |            | Edit   View   🔁   🖄 |

- 4. Select the following drop-down options and add the following text on the Comments section.
  - Submission Type: Notification
  - Submission Name: Response to surveys
  - **Comments**: Response to surveys

Once all mandatory fields are completed, upload the Questionnaire attachment and click the **"Validate & Save"** button.

| Application/Notification Information |                               |  |  |  |  |
|--------------------------------------|-------------------------------|--|--|--|--|
| Institution Type                     | Deposit Taking                |  |  |  |  |
| Institution Sub-Type                 | Commercial Bank               |  |  |  |  |
| Submission Type                      | Notification                  |  |  |  |  |
| Submission Category                  | Response to surveys           |  |  |  |  |
| Other                                |                               |  |  |  |  |
|                                      |                               |  |  |  |  |
| Upload Document                      | P Credit spread risk in the P |  |  |  |  |
| Document Date                        | 31/10/2024                    |  |  |  |  |
| Version                              | Final V                       |  |  |  |  |
| Comments                             |                               |  |  |  |  |
| Add                                  |                               |  |  |  |  |
|                                      | Save As Draft Validate & Save |  |  |  |  |

## 5. Click the **"Validate & Submit"** Actions icon.

## Return/Submission Details

| Name:                | Credit spread risk in the banking book field testing submissions | Reference Number: | AN32471    |                        |       |
|----------------------|--|-------------------|------------|------------------------|-------|
| Effective date:      | 01/11/2024   | Due date:         | 30/11/2024 |                        |       |
| Status:              | Valid  | Categories:       |            |                        |       |
| Actions              |  |                   |            |                        |       |
| Validate &<br>Submit | orm to view  |                   |            |                        |       |
| Credit spread ris    | k in the banking book field testing submission:                  | S                 |            | Status:                | Valid |
| 障 🥑 Applica          | tions/Notifications 🚯  |                   |            | Clear                  | r I 🖄 |
| 📄 🥥 Ap               | plications/Notifications - Deposit Taking                        |                   | С          | lear   Edit   View   素 |       |
| Back                 |  |                   |            |                        |       |

## 6. Click the **"Submit"** button.

| inu | Submit Return/Submission  |
|-----|---|
|     | Your return/submission has been validated and can now be submitted. Please click the "Submit" button to confirm that you wish to submit this return/submission. |
|     | Once submitted, a return/submission can no longer be edited, but can still be viewed in submission history.   |
|     | If you need to submit amended or corrected data, you must submit an additional return/submission.   |
|     | Please note final submission can take up to 2 minutes depending on the complexity of the return/submission.   |
|     | Submit Cancel   |
|     |   |