



8 February 2013

To APRA reporting institutions

AUSKey enabled version of D2A release on 22 February 2013

As communicated in December 2012, APRA will release a new version of D2A (version 5.2) on 22 February 2013 that permits institutions to submit data and view previous submissions using an AUSKey. **All users** of D2A must upgrade to version 5.2 of D2A to submit returns after 22 February 2013.

Standard Business Reporting's AUSKey

AUSKey was introduced by the Standard Business Reporting (SBR) initiative to streamline access for institutions reporting to government. Institutions will be able to use their AUSKey to access multiple government online services.

SBR's AUSKey will replace the APRA-issued digital certificates and version 5.2 of D2A will support the use of AUSKey by any reporting institution that has an AUSKey and completed APRA's authorisation process. After 22 February 2013, new users of D2A will need to obtain an AUSKey to submit data for their institution. AUSKey will become mandatory for use with D2A and APRA will only support existing digital certificates until the earlier of:

- your digital certificate's expiration; or
- when you are notified by APRA.

Obtaining an AUSKey

Please note that APRA does not issue or manage AUSKey. Reporting institutions are encouraged to identify who within your organisation will require an AUSKey for D2A reporting straight away to avoid registering at the time of reporting due dates.

If your institution does not have an AUSKey, you will need to complete the registration process via www.auskey.abr.gov.au. To be eligible to register for an AUSKey you must be listed on the Australian Business Register ([www.auskey.abr.gov.au- Eligibility and Registration](http://www.auskey.abr.gov.au-Eligibility-and-Registration)). If your institution already has an AUSKey administrator, your AUSKey administrator will be able to request an AUSKey for you.

For more information on obtaining and using your AUSKey go to www.auskey.abr.gov.au or contact 1300AUSKey (1300 287 539).

How to upgrade to D2A Version 5.2

Communication with APRA via D2A will be unavailable between **5:00 PM Thursday 21 February and 6:00 AM Friday 22 February 2013**. During this time you will not be able to submit or retrieve data via D2A.

After this time all D2A users will be required to upgrade to version 5.2 of D2A in order to submit data to APRA. All previous versions of D2A will no longer work.

To upgrade to version 5.2 of D2A please follow the steps outlined on APRA's [D2A webpage](#) following the release on 22 February 2013.

Authorisation for using AUSKey in D2A

To use AUSKey with D2A, each reporting institution is required to provide to APRA an acknowledgement that the reporting institution is responsible for its use and administration of AUSKey.

The acknowledgement can be completed using AUSKey via APRA's [extranet](#) by the Chief Executive Officer, Chief Financial Officer, Prudential Contact or Company Secretary (as recorded in APRA's database). Alternatively a paper version of the acknowledgement, available on APRA's [website](#), can be completed and the original sent to the APRA Registrar. If there has been a recent change in your details, please contact the APRA Registrar on registrar@apra.gov.au to update your details.

Authorising an agent (e.g. external administrator)

If your institution uses an agent (e.g. external administrator) to submit returns, your institution must also complete an authorisation for the agent to submit returns on your behalf and view past returns. If you have previously completed this authorisation and the details of the agent and reporting institutions (or Superannuation Funds) that they are submitting returns for have not changed, then you do not need to complete this form again. This authorisation can also be completed via APRA's [extranet](#) (or by completing the form available on APRA's [website](#)) by the Chief Executive Officer, Chief Financial Officer, Prudential Contact or Company Secretary.

For further information and documentation regarding D2A, please visit the APRA website D2A page or contact the D2A Help Desk via e-mail, d2ahelp@apra.gov.au. Please contact APRA on 1300 558 849 or email info@apra.gov.au if you have trouble accessing the APRA extranet.

Yours sincerely

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