21 May 2013

To General Insurance Intermediaries

AUSkey enabled version of D2A released on 22 February 2013

As communicated in December 2012 and February 2013, APRA released a new version of D2A (version 5.2) on 22 February 2013. This version provides for a reporting General Insurance Intermediary (GI Intermediary) 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. GI Intermediaries will be able to use their AUSkey to access multiple government online services.

AUSkey will replace the APRA-issued digital certificates and version 5.2 of D2A will support the use of AUSkey by any reporting GI Intermediary that has an AUSkey and has completed APRA’s authorisation process. New users of D2A will need to obtain an AUSkey to submit data for their GI Intermediary. 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 GI Intermediaries are encouraged to identify who within their organisation will require an AUSkey for D2A reporting straight away to avoid registering at the time of reporting due dates. The next submission of your Form 701 is due by 26 July 2013.

If your GI Intermediary 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).

If your GI Intermediary 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

If your GI Intermediary is currently using D2A to lodge Form 701 and wishes to continue to use your existing digital certificate you must upgrade to D2A V5.2 instead of a full install, as per APRA’s website http://www.apra.gov.au/CrossIndustry/Pages/Upgrade-D2A.aspx.

Please note if you perform a full install your certificate will not be available and you will need to obtain an AUSkey.

Authorisation for using AUSkey in D2A

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

The acknowledgement form can be completed by the Directory or Company Secretary (as recorded in ASIC’ records). This form is available on APRA’s D2A webpage above and the completed original form should be sent to the Manager UFI Data Collections, GPO Box 9836, Sydney, NSW 2001. If there has been a recent change in your details, please send an email to ufcollection@apra.gov.au to update your details.

Authorising an agent (e.g. external administrator)

If your GI Intermediary uses an agent (e.g. external administrator) to submit returns, your GI Intermediary 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 GI Intermediary that they are submitting returns for have not changed, then you do not need to complete this form again.

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 ufidatacollection@apra.gov.au if you have trouble accessing the APRA extranet.

Yours sincerely
Peter Macris
Manager UFI Data Collections