



APRA



ASIC

## Financial Accountability Regime

# Registering an accountable person

# Registration – Creating a registration form

Return name:  \*

Select form set:

- Financial Accountability Regime - Breach by Accountable Person
- Financial Accountability Regime - Breach by Entity
- Financial Accountability Regime - Entity Profile
- Financial Accountability Regime - Notifiable Events
- 1**  Financial Accountability Regime - Registration

Effective Date:   \*

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The '**Financial Accountability Regime – Entity Profile**' form needs to be submitted and processed by the Regulators prior to creating and submitting a registration form.

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In APRA Connect, select the '**Financial Accountability Regime – Registration**' form to register an individual as a new FAR accountable person for a specific accountable entity, or for a significant related entity of an accountable entity.

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# Registration – Submission lodgment status

Financial Accountability Regime - Register Accountable Person		FAR RAP
Entity Name	TestingtestBank	
ABN	71153555456	
Enhanced/Core	Core	
Dual/Sole Regulated	Dual	
Industry	Authorised Deposit-Taking Institution	

**Submission lodgement status (you must select the relevant checkbox below)**

Submitting as a draft (note this does not constitute an application under section 41 of the FAR Act)

Submitting as an application for registration under section 41 of the FAR Act

The entity information displayed at the top of the form is not editable and reflects the accountability entity classifications as per the ***'Financial Accountability Regime – Entity Profile'*** form.



Draft submissions are not required - make formal submissions only by selecting the ***'Submitting as an application for registration under section 41 of the FAR Act'*** option.

# Registration – Accountable person commencement date

**Accountable Person**

Commencement date 1   \*

If the Commencement date is in the past, please explain why by selecting one of the dropdown options 2

Rationale if commencement date is within 21 days after the day of submission

Commencement date should not be within 21 days from the day after the submission. Regulators will expedite a registration application in exceptional circumstances only.

Status  \*

Select checkbox to withdraw this submission



‘**Commencement date**’ is the date the individual has, or will, start occupying the role as an accountable person.

It should be **at least 21 calendar days after** the day the application is submitted. For clarity, the submission date is considered day zero.

Please note that applications with incorrect or missing information may result in the accountable person not being registered in time.



If the ‘**Commencement date**’ is in the past:

- select the reason from the dropdown box; and
- add rationale in the free text box, or if selecting ‘Other’, provide details in the ‘**Additional Information Section**’ of the form.

# Registration – Personal identification details

**Personal identification details**

Identifying information

Title

Given name(s)

Middle name(s)

Family name(s)  \*

Date of birth  \*

Director identification number. If the Accountable Person has a director identification number, the number must be provided, otherwise please enter 'N/A' **1**

Has an application previously been made on behalf of the individual to be registered as an accountable person? **2**  Yes  No \*

Contact details

Direct phone number  \*

Direct email address  \*

Position title (role title)  \*

Position title start date **3**  \*

Employer name  \*

Employer name start date **3**  \*



The Director Identification number, or DIN / Director ID, is a 15-digit number starting with 036 (refer to the Australian Business Registry Services (ABRS) website to confirm).



Select 'Yes' if an application has previously been submitted for the individual.



For the '**Position title start date**' and '**Employer name start date**' there is no need to include historical dates pre-FAR commencement.

When submitting this form for the first time, this date will correspond to the date the entity first becomes an accountable entity.

For changes to this information, enter the date of change.

# Registration – Disqualification information

**Disqualification information**

Has this person ever been disqualified under s. 42 of the FAR Act? 1  Yes  No \*

If the answer to the previous question is yes, please provide details

Previous variations or revocations of disqualifications



If 'Yes' is selected, the subsequent two free-text fields will become editable and mandatory. Provide details of the FAR disqualification, including any conditions and the relevant dates.

**Note:** The accountable entity should consider whether this impacts its decision to apply to register the person as an accountable person, and when completing the declaration in the registration form, that the person is suitable to be an accountable person under paragraph 41(2)(c) of the FAR Act.

# Registration – Responsibilities in relation to the accountable entity

**Responsibilities**

**Responsibilities information**

Accountable entity general and prescribed responsibilities  \*

Accountable entity general and prescribed responsibilities start date   \*

Joint responsibility  Yes  No \*

Limitations and exclusions  \*

Description

1 2 3 4 5



The date the individual undertook / is proposed to undertake the responsibility.



Select '**Yes**' if the accountable person has joint accountability for the same responsibility, otherwise select '**No**'.



Select '**Add**' to add additional records where an individual holds multiple responsibilities.



Where a general responsibility is held, provide a description of the individual's responsibilities.



Report any limitations and exclusions related to the responsibility held by the accountable person. If none, enter '**N/A**'.

# Registration – Key functions

Key functions information

1	Key functions	<input type="text" value=""/> ▼ *	Delete
2	Key functions start date	<input type="text" value=""/> 📅 *	
3	Description	<input type="text" value=""/>	
4	Add		



Refer to the Regulator rules and the Regulators' websites for key function descriptions.

Where key functions are not applicable to the individual select '**No key function held**'.



Enter the date:

- the individual undertook / is proposed to undertake the key function; or
- to indicate the period for which '**No key function held**'.



If the key function is assigned to more than one AP, the Regulators request that a description of the actual practices as it relates to this AP is provided.



Select '**Add**', where multiple key functions are held.

# Registration – Responsibilities for significant related entities (SREs)

**Significant related entities - general responsibilities**

Does, or will, the person, have a senior executive responsibility for management or control of the operations of a significant related entity under subpara. 10(1)(b)(ii) or 10(6)(b)(ii) of the Act (general responsibility)?

1  Yes  No \*

2 Significant related entity  \* Delete

Accountable person start date against the significant related entity  \*

3 Significant related entity general responsibilities subpara. 10(1)(b)(ii) or 10(6)(b)(ii) of the FAR Act  \* Delete

Accountable person start date against the significant related entity general responsibilities subpara. 10(1)(b)(ii) or 10(6)(b)(ii) of the FAR Act  \*

Description  \*

Add

4 Add



Only complete the SRE section if the answer to the first question is 'Yes'.



Select the SRE to which the individual holds the general responsibility.

Enter the date the individual will become a FAR accountable person in relation to the SRE.



Select the general responsibility.

Advise the date the individual undertakes general responsibilities for the SRE for the first time.



If the individual holds, or will hold, general responsibilities relating to multiple SREs of the accountable entity, select '**Add**' to add additional records.

# Registration – Reporting lines

**Reporting lines**

1 Position title of the person the accountable person reports to. Please enter 'No reporting line' if the accountable person is a director  \*

2 Reporting line start date   \*

Description

3



If the individual is a director enter '**No reporting line**'.



Enter the date the reporting line commenced. This may align to the individual's commencement date.

A start date is also required to indicate the period where an accountable person had '**No reporting line**'.



If the individual has dual / multiple reporting lines, select '**Add**' to add an additional record.

# Registration – Supporting documentation and additional information

**Additional information**

**Supporting documentation** 1

Accountability statement

Has there been, or will there be, a submission of an updated accountability map? Maps must be submitted via the FAR Accountability Map return  Yes  No 2

**Additional information**

Other relevant information

Other relevant documents



**'Supporting documentation'** is only applicable to accountable entities classified as **'enhanced'**.

Attach the individual's accountability statement in PDF format.

Statements should be signed and dated.



Accountability maps need to be submitted via the separate **'Financial Accountability Regime - Accountability Map'** form.

# Registration – Privacy Collection Notice

1

To read the Privacy Collection Notice, follow the link below:

<https://www.apra.gov.au/financial-accountability-regime>



Click on the link within the form to review APRA's and ASIC's FAR Privacy Collection Notices.

ASIC's Collection Notice is also available directly on ASIC website: [www.asic.gov.au](http://www.asic.gov.au)

**Note:** Entities are requested to note that where personal information is submitted to APRA on an individual's behalf, the person submitting that information must ensure that the relevant individual is aware of and has provided their prior written consent to the provision of the information to APRA, the circumstances of the provision of the information to APRA and the terms of [APRA's FAR Privacy Collection Notice](#), [ASIC's Collection Notice – FAR](#) and APRA's Privacy Policy. APRA may request a copy of this written consent.

ASIC also collects information for the purposes of administering the FAR jointly with APRA. Please refer to ASIC's Collection Notice – FAR and to ASIC's Privacy Policy for further information.

# Registration – Declaration and form submission

**Declaration**

For the purpose of meeting the requirements of ss. 41(2) of the Act, the entity hereby declares that it is satisfied that the person is suitable to be an accountable person.

I declare I am authorised to provide this information and that the information is true and correct.

Name:  \*

Title:  \*

Date:   \*

1

View Return

Return name:	Registration test form	Return reference:	FARR29409
Return end date:	15/03/2024	Return due date:	
Return status:	Complete	Categories:	

Actions



2

Submit Return

Your return has been validated and can now be submitted. Please click the "Submit" button to confirm that you wish to submit this return.

Once submitted, a return can no longer be edited, but can still be viewed in submission history. If an error is subsequently discovered you can apply to resubmit the return using the "Request Resubmission" functionality.

**Please note final submission can take up to 2 minutes depending on the complexity of the return.**

3

The Regulator's expectation is that the declaration will be completed by a person authorised or delegated to complete on behalf of the accountable entity.

Completion is taken as equivalent to providing a signed declaration.

To submit the form:



Click 'Validate & Save'



Click 'Validate & Submit';



Click 'Submit'.

At each point, if errors / validation issues are noted, these are required to be resolved before proceeding to the next step.

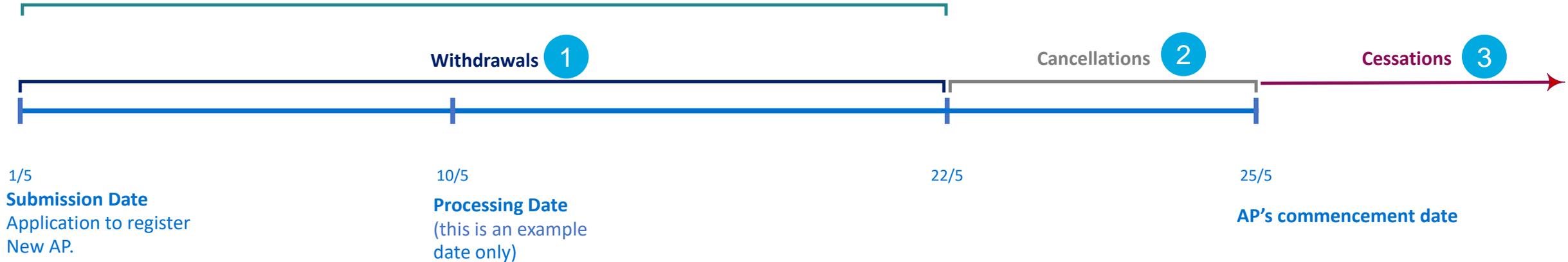
Entity FAR Administrators will receive an automated notification with the return reference when the form has been successfully submitted.



## Other related items of note

# Withdrawal, cancellation or cessation of a registration

New registration - Regulators review period



- 1 Withdrawal** = A registration can only be withdrawn prior to the individual becoming registered as an accountable person.
- 2 Cancellation** = If a registration application has been processed and the entity has received an email that the individual has been registered as an accountable person, but the accountable person's 'Commencement Date has not occurred, then the entity can cancel the registration via the '**Financial Accountability Regime – Notification of change to accountable**' person form.
- 3 Cessation** = Post registration and after the accountable person's commencement date, to cease an accountable person's registration will be via the '**Financial Accountability Regime – Notification of change to accountable**' person form.

# Withdrawing a registration submission

## Accountable Person

Commencement date

15/03/2025



If the Commencement date is in the past, please explain why by selecting one of the dropdown options

Rationale if commencement date is within 21 days after the day of submission

Commencement date should not be within 21 days from the day after the submission. Regulators will expedite a registration application in exceptional circumstances only.

Status

Registration



Select checkbox to withdraw this submission

1

## Withdrawals

2

Have all responsibilities been redistributed?

Yes

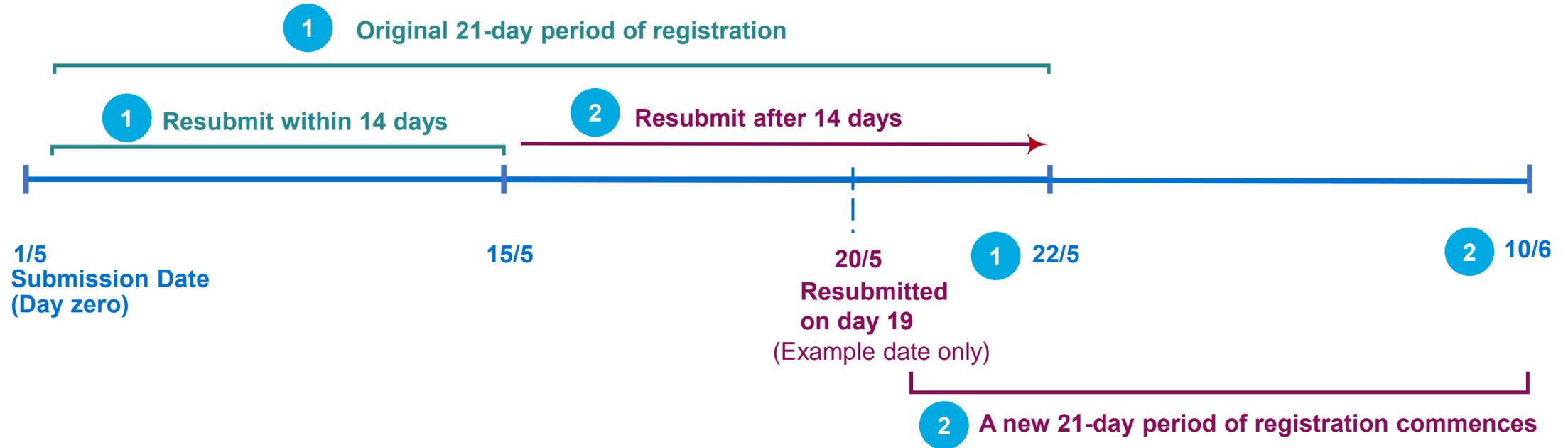
No

Description of redistribution of responsibilities

## Withdrawal process steps

- Request resubmission via APRA Connect.
- 1 • Once the form is returned, open the registration form and '**Select checkbox to withdraw this submission**'.
- 2 • Complete the '**Withdrawals**' section, then resubmit the return.

# Resubmissions and impact on the registration period



**Resubmit within 14 days after the initial submission date** – The Regulators will process the application within the original 21-day period if the revised application complies with the requirements set out under s41 of the FAR Act.



**Resubmit after 14 days** – The Regulators will issue a request for information under s41(3) of the FAR Act. A new 21-day period of registration will commence from the day after the additional information is submitted.

# Enhanced entities: accountability map

Return name:  \*

Select form set:

1  Financial Accountability Regime - Accountability Map  
 Financial Accountability Regime - Breach by Accountable Person  
 Financial Accountability Regime - Breach by Entity  
 Financial Accountability Regime - Entity Profile  
 Financial Accountability Regime - Notifiable Events

Effective Date:  \*

Create

**Submission lodgement status (you must select the relevant checkbox below)**

Submitting as a draft (note this does not constitute submission of an accountability map under sections 31 and 34 of the FAR Act)

Submitting an accountability map under sections 31 and 34 of the FAR Act

**Accountability map information**

3 Effective date of the accountability map  \*

Description of the amendment(s) made to the accountability map  \*

**Upload Accountability Map**

Accountability map  \*

Additional information



Select '**Financial Accountability Regime - Accountability map**' to create form.



Formal submissions only – do not select the checkbox '*Submitting as a draft*'.



Enter the start date the accountability map takes effect for the '*Effective date*' field.

# Viewing an accountable person's information

## Corporate Profile

The sections of your corporate profile are listed below. You should regularly check and ensure that your corporate profile is up to date.

The screenshot shows a navigation menu for the 'Corporate Profile' section. The menu is titled 'Corporate Profile' and contains two items. The first item is 'FAR - Corporate Profile', which is highlighted with a blue circle containing the number '1'. The second item is 'FAR - Accountable Persons', which is highlighted with a blue circle containing the number '2'. The 'FAR - Accountable Persons' item has a plus sign icon to its left, indicating it is a folder.

An accountable person's information is only transferred to the entity's Corporate Profile once a registration has been processed and 21 days has lapsed after the day the form was submitted.



**FAR - Corporate Profile**



Once registered, **FAR accountable persons** will be listed under the '**FAR – Accountable Persons**' folder.

# Information and support

APRA Connect  
support material

**APRA website:**

APRA > Data and Statistics > APRA Connect > [APRA Connect support material](#)

FAR reporting  
form instruction  
guides

**APRA website:** APRA > APRA's functions > Financial Accountability Regime > [APRA Connect FAR reporting forms - instruction guides](#)

Information paper

**APRA website:** APRA > APRA's functions > Financial Accountability Regime > [Financial Accountability Regime: Information for accountable entities](#)

**ASIC website:** ASIC > Regulatory resources > Financial services > Financial Accountability Regime > [Financial Accountability Regime: Information for accountable entities \(RG 279\)](#)

FAR  
single point of  
contact mailbox

[far@apra.gov.au](mailto:far@apra.gov.au)

**Thank you**