# APRA Connect – Regulatory Reporting Administrator (RRA) nomination form

| | |
|---|---|
| Institution Name | |
| Australian Business Number | |

APRA Connect is the data collection solution for reporting entities to lodge entity information and data with APRA.

APRA Connect Production and APRA Connect External Test are two separate environments. No data will be migrated between them and all users will need to be set up in both environments.

By completing this form, access will be granted to APRA Connect Production and External Test environment to the initial Regulatory Reporting Administrator (RRA).

Entities are responsible for the ongoing management of their APRA Connect users, and for ensuring roles are assigned in line with their own governance processes.

**APRA Connect roles**

APRA Connect user roles facilitate different levels of access (e.g. enter data, upload files or validate and submit). This enables entities to limit access to sensitive information such as personal data required for Responsible Persons.

The initial RRA role for APRA Connect will be assigned by APRA to your nominated RRA.

The RRA is responsible for:

- granting access to other RRAs, Preparers, and Service Providers
- managing user roles and permissions to ensure users remain current. This involves updating users' permissions when a user departs the organisation.

Entities should be aware that granting access to a user enables them to view past and present data, in addition to editing submissions.

Details on the responsibilities, functions and access levels for each role is available in the APRA Connect Guide.

The following user roles will be allocated to the nominated RRA
- Ad hoc return permissions
- Corporate Profile Administrator
- Regulatory Reporting Administrator
- Regulatory Reporting Preparer

Please refer to the APRA website for information on how to access APRA Connect- *Accessing APRA Connect | APRA*

**Please complete the following:**

| Nominated RRA's full legal name used for digital identity (myID) | Work email address matching the email address nominated in RAM |
|---|---|
|  |  |

Please indicate if the following user role is also required for the nominated RRA:

|  | Beach Administrator |
|---|---|
|  | FAR Administrator |
|  | Sensitive Data Submitter |
|  | Service Provider |

**Declaration**

I declare that the person nominated in this form is the authorised Regulatory Reporting Administrator for this entity.

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Name                                                                Position