MySuper - APRA Connect Instruction Guide

MySuper Application

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AUSTRALIAN PRUDENTIAL REGULATION AUTHORITY | APRA.GOV.AU

Contents

Penalties for False Information

Giving false or misleading information is a serious offence (see s. 136.1, s. 137.1 and s. 137.2 of the Criminal Code).

Disclosure

Where information is disclosed to APRA as part of this application, APRA may in turn disclose that information in any of the circumstances permitted by s. 56 of the Australian Prudential Regulation Authority Act 1998.

Purpose

The MySuper Authorisation process will be managed through the APRA Connect platform. APRA Connect is APRA's data collection system for reporting entities to lodge entity information and data with APRA and will be used in parallel with Direct to APRA (D2A). This guide sets out instructions on how to submit a MySuper Authorisation application in APRA Connect.

Please refer to the following page on the APRA website for more information on the MySuper application process: Apply for a MySuper authorisation | APRA

Please also refer to the 'APRA Connect Guide' on the APRA website for information on how to use the APRA Connect platform.

1. Getting Started with APRA Connect

1.1 Getting started

Please refer to sections 1.3, 1.4 and 1.5 of the APRA Connect Guide to sign up to the APRA Connect platform.

For any technical help or if you are experiencing difficulties with APRA Connect, please contact the APRA Support Desk on +61 2 9210 3400 Mon-Fri, 9:00am – 5:00pm (AEST), or via email: support@apra.gov.au

Note: The APRA Support Desk cannot assist with completing forms, or with any validation errors or warnings.

For help with Digital ID, myID or RAM, please refer to the Australian Government's published materials.

1.2 APRA Connect Interface and Navigation

To become familiar with the APRA Connect interface, users are advised to review section 2 of the APRA Connect Guide, which provides detailed navigation instructions. Users are recommended to familiarise themself with the APRA Connect platform before attempting to submit a MySuper application.

2. APRA Connect MySuper Application Submissions

2.1 Information on the Ad Hoc Submissions Role

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

There is no limit on the number of users per role. Users may require a combination of roles to be able to access and complete the appropriate tasks.

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

For the purpose of the MySuper Application submission, the RRA (Regulatory Reporting Administrator) role is required to assign the Ad Hoc Submissions role, which is the role required to enable the submission of a MySuper Authorisation application. Information on these roles can be found in the table below:

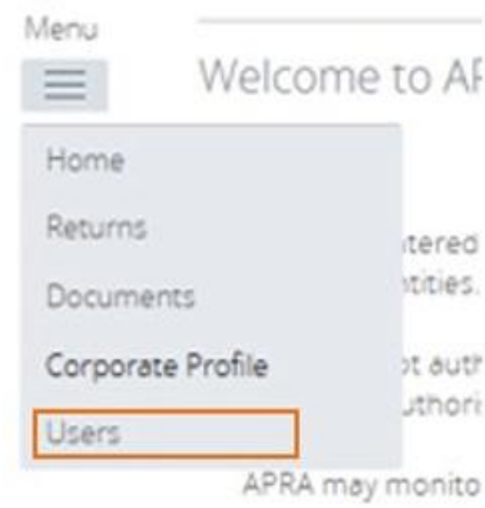
Role	Responsibilities, functions, and access levels
Regulatory Reporting Administrator (RRA)	Responsible for: • granting access to other RRAs, Preparers, and Service Providers. • managing user roles and permissions to ensure users remain current. This involves updating users' permissions when a user departs the organisation. APRA requires one Administrator to be nominated for each reporting entity (ABN). An RRA cannot assign additional roles to themselves. A second RRA would be required to assign additional permissions to an initial RRA. Where an entity has only one RRA a request to APRA will be required to make any change. RRAs are able to complete and submit returns. Users in this role will receive notifications pertaining to upcoming return due dates, Late Notices, and the availability of data queries.
Ad hoc return permissions	An additional role to add in combination with an existing role, which allows the user to create a return. Ad hoc return permissions allow users to request resubmissions, request an extension or an exemption, or submit documents to APRA. This permission is also required for superannuation entities to create these ad hoc returns outside the standard reporting cycle; RSE Structure, Fees and Costs, and Insurance Arrangements.

	This role can be assigned to any user to extend their capability to create these types of requests and submissions at any point in time. It may be a suitable role to assign to a Service Provider to allow them to fully administer the entity's reporting obligations on behalf of the entity.

2.2 Viewing and editing users & roles

People with the Regulatory Reporting Administrator role can assign and edit the roles of other users in their organisation. To view and edit a user:

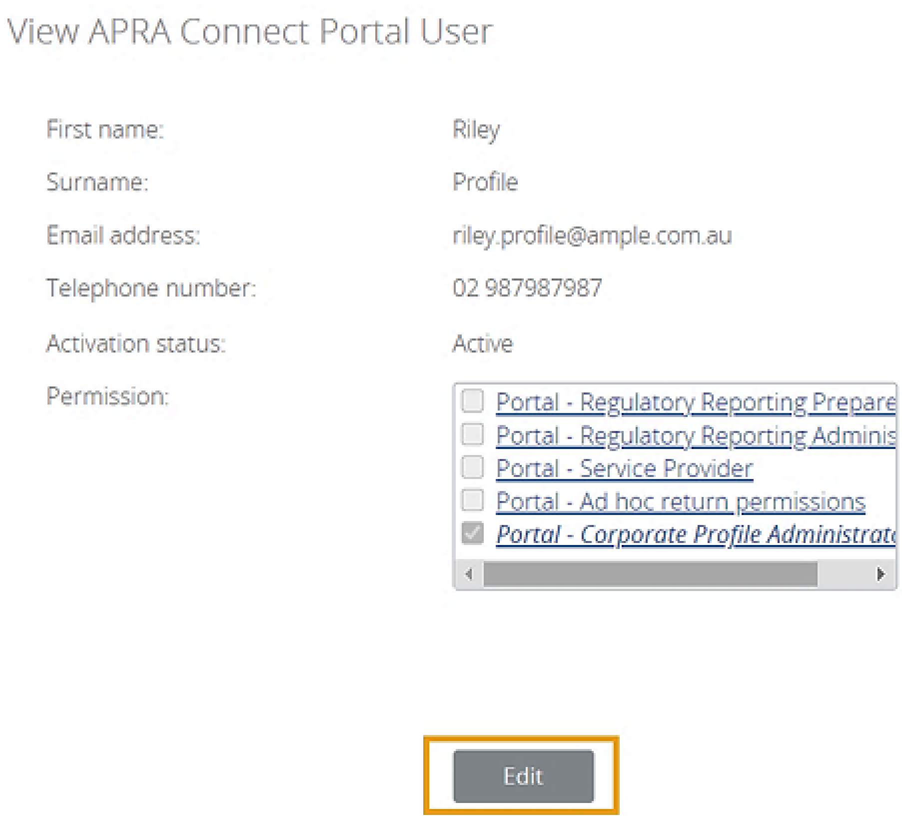
1. From the Menu, select Users.



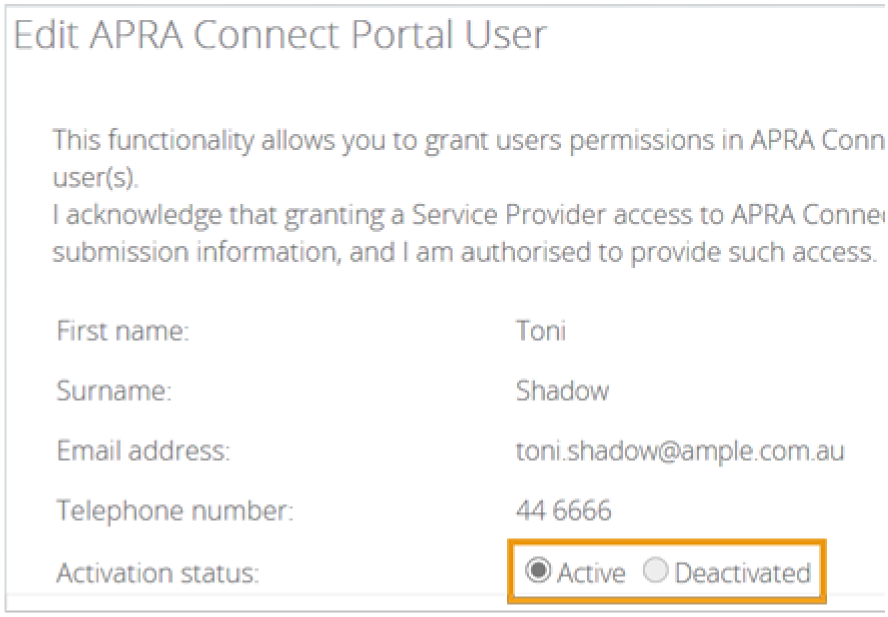
The Manage APRA Connect Portal Users page lists all people with active and inactive APRA Connect user accounts for your organisation.

2. In the Actions column click the View/Edit icon of the required individual.

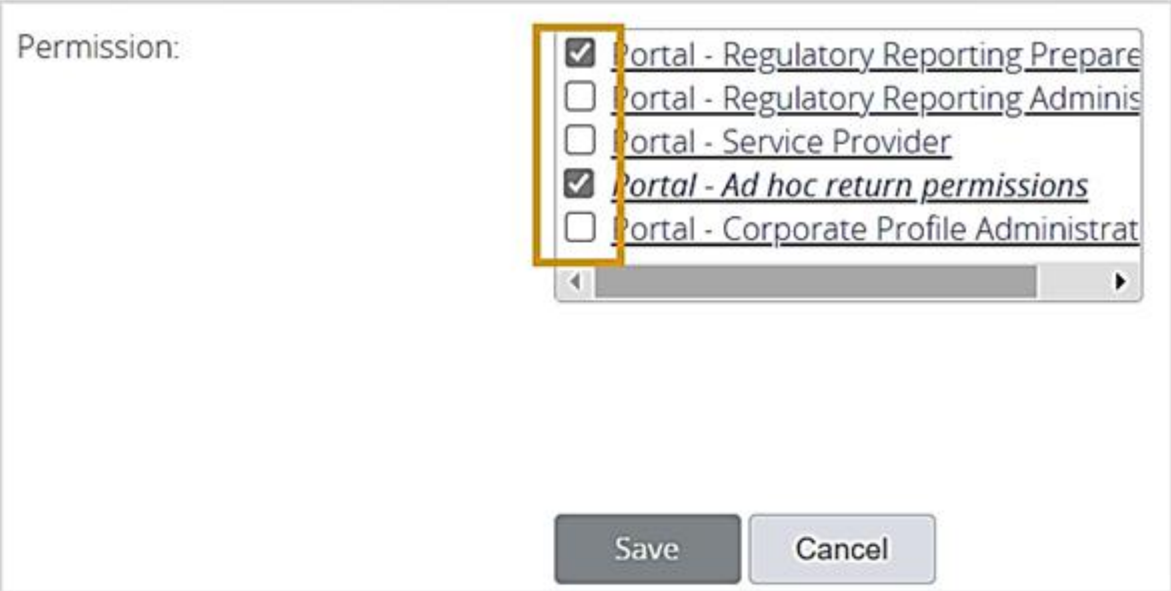
3. To edit user roles, click 'Edit'.



4. If updating a new user or deactivating a user, set Activation status as required.



5. To edit user roles, go to the Permission list, and check or uncheck the roles to apply to the user, specifically focusing on assigning the RRA or Ad hoc return permissions role as required for the MySuper Authorisation submission.



6. Click “Save”.

2.3 Creating Ad Hoc Returns to submit MySuper Applications

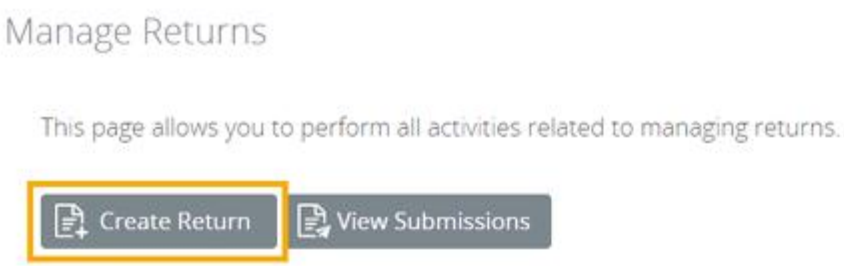
Ad hoc returns can be created at any time by those with the Ad hoc return permissions role.

The Ad Hoc Request and File Upload return can be used by any entity to submit files or make requests.

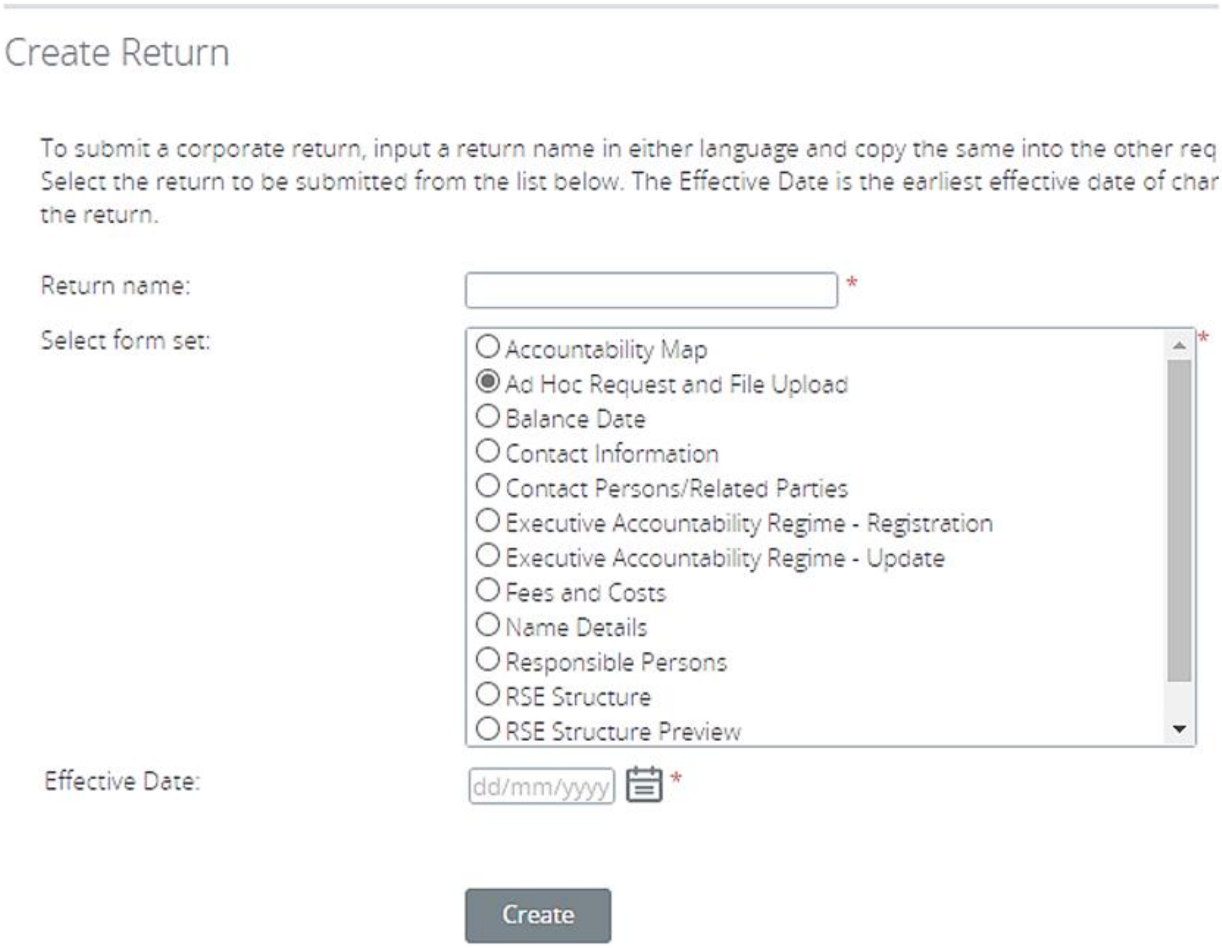
To create an ad hoc return:

1. From the menu, select “Returns”.

2. On the “Manage Returns” page, click “Create Return”.

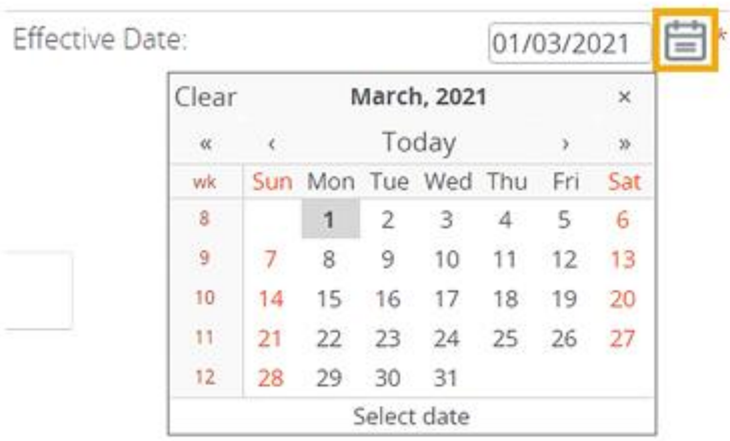


3. From the form set list, select the required return.



4. Enter the following naming convention for MySuper Application submissions:
MySuper_<EntityName>_FinalSubmission

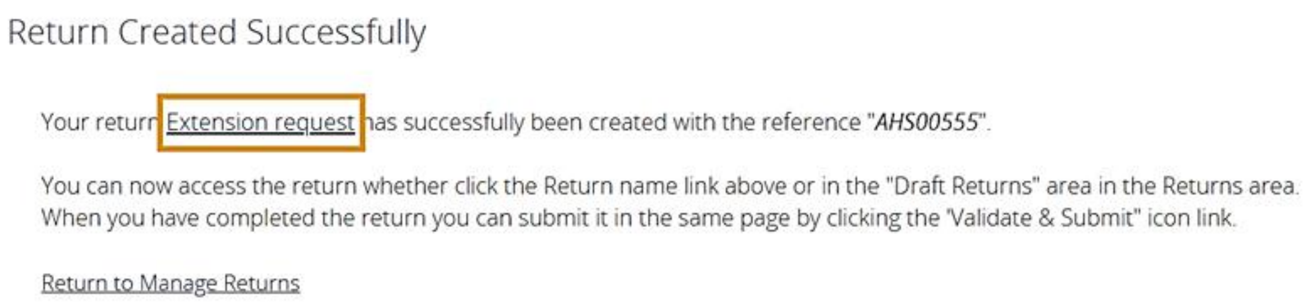
5. Click the calendar icon and select the date from which the request takes effect. This will ordinarily be the date that the application is submitted.



6. Click “Create”

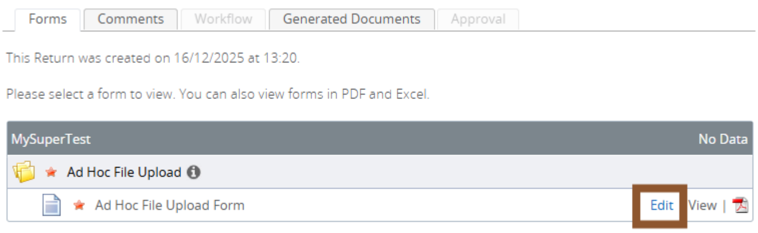
A confirmation page displays the return’s reference number.

7. To begin adding data to the return immediately, click the hyperlinked name to open the return.

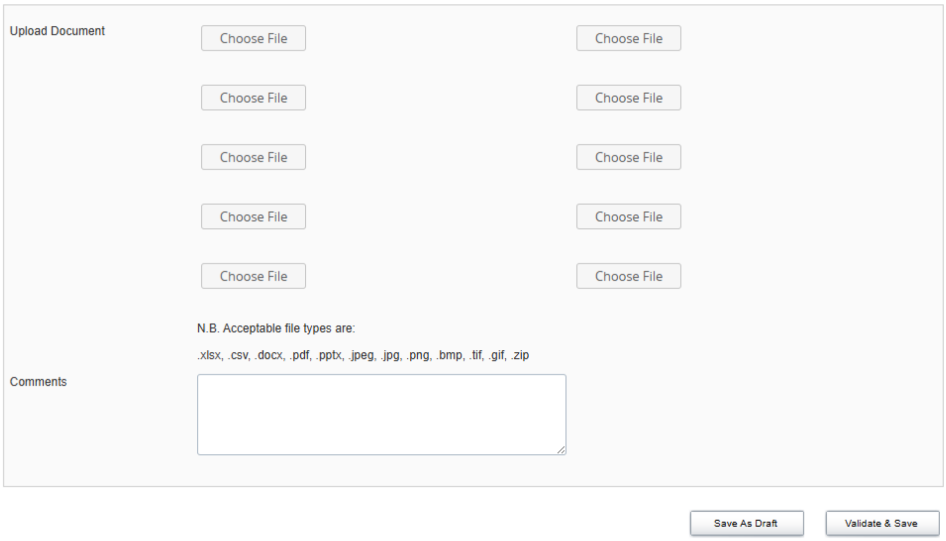


Draft returns can be accessed at any time from the “Manage Returns” page.

8. Click “Edit” to access the return in order to upload all relevant information including the MySuper Application form and attachments.



The following screen will appear:



9. The following naming convention should be used when uploading the submission to ensure correlation between application questions and associated attachments: i.e. When a question on the form requires an attachment, the attachment file should be named as follows:

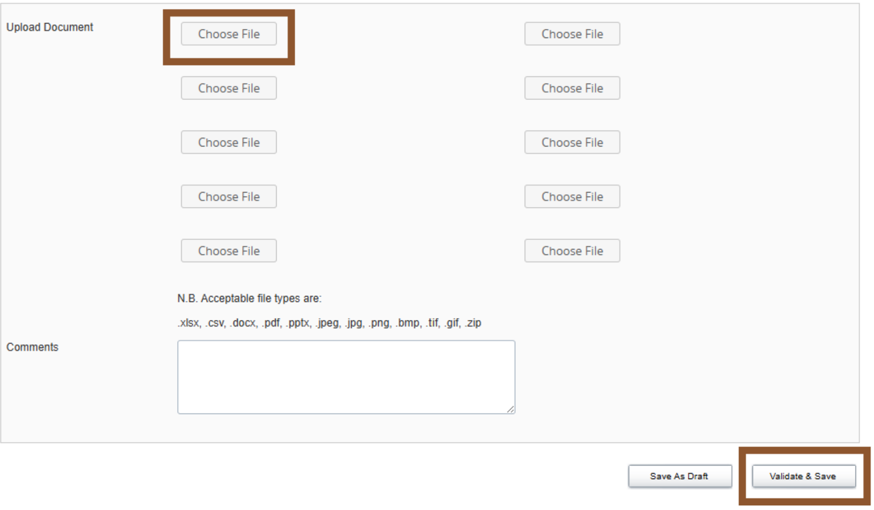
Part A5.1_ MySuper_<Entity Name>_FinalSubmission

10. Once all attachment file names correspond to the questions in the application form, a zip file of the submission should be created so that the application form and corresponding attachments are in one .zip file.

11. The .zip file should be named as follows MySuper_<EntityName>_FinalSubmission (same as return name)

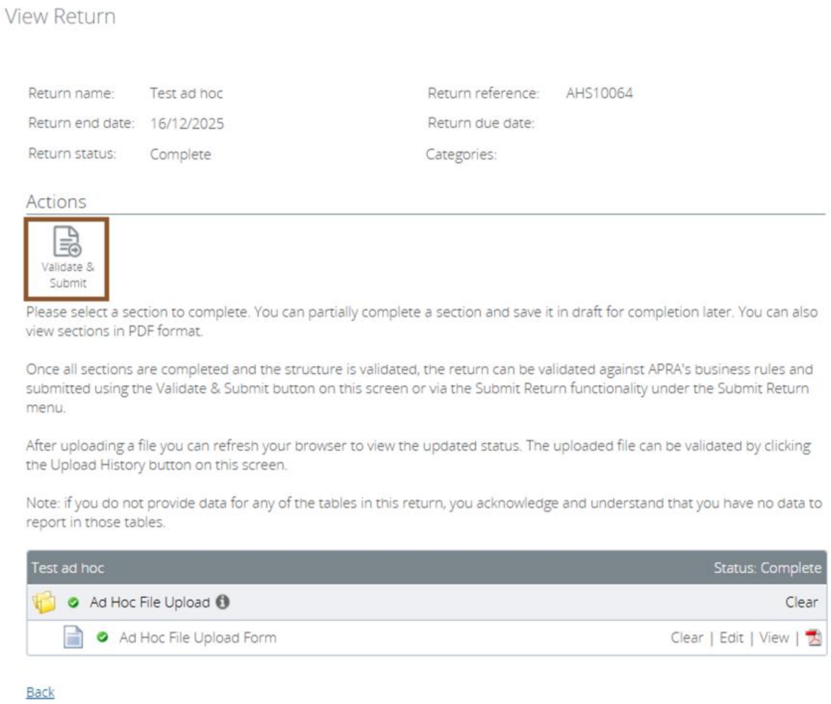
and uploaded by clicking “Choose File”, find the submission on your device and upload it.

12. Once this has been completed, click “Validate & Save” to save the submission.

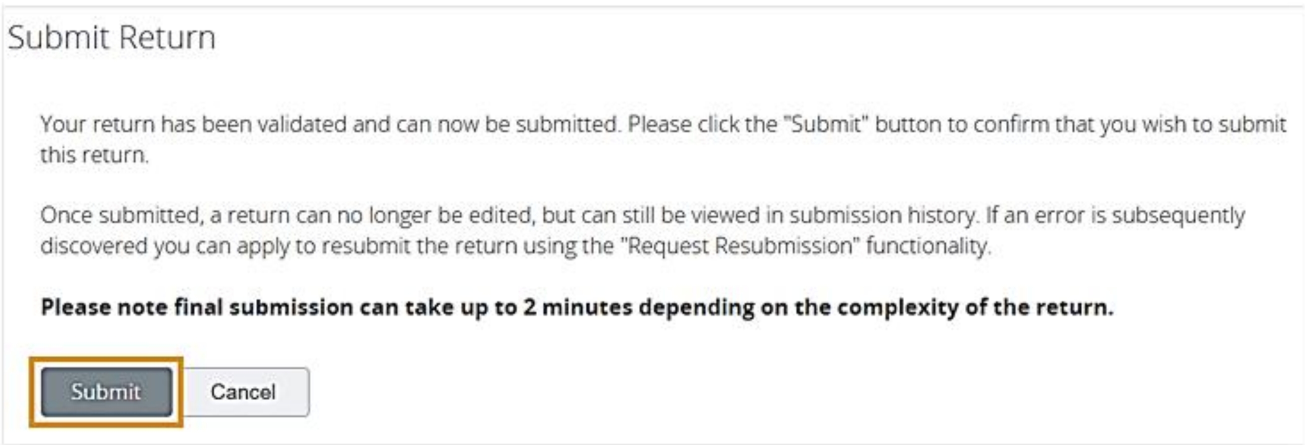


Note: a .zip file in APRA Connect cannot exceed 500MB in size per tile and the entire submission cannot exceed 2GB. If your .zip file is more than 500MB, use additional “Choose File” tiles to upload the files in subsequent .zip files. If more than one .zip file is required users should add a descriptor at the end of the file name eg. (Part 1 of 2).

13. If there are no errors, the following page will appear with the action to “Validate & Submit”.



14. Click “Validate & Submit” to submit the application to APRA then click “Submit” in the confirmation dialogue to confirm and finalise submission:



3. Withdrawals

Should you wish to withdraw an application at any time during the process, please contact your APRA Responsible Supervisor with a formal request to draw the application. Withdrawals are not managed through the APRA Connect platform.

4. Additional Information Requests

If during the assessment of your application, APRA determines that additional information is required, you will be notified by a formal request. This request will detail the required additional information and the date by which the information is due to be provided to APRA.

To submit additional information to APRA during the application process, create a new “Ad Hoc Return” in APRA Connect (See Section 2.3 of this document). Upload any additional information requested in a .zip file where both the return name the .zip file name is as follows: MySuper_<EntityName>_AdditionalInformation

Any associated attachments to the application form should be referenced as such:

i.e. Part A5.1_ MySuper_<Entity Name>_AdditionalInformation

It is recommended to contact your APRA Responsible Supervisor once the additional information has been submitted.