

Information sheet on the specialised procedure **Insurance Supervision - Solvency II** As at: 01 April 2015

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General information

Insurance undertakings and authorised service providers who wish to submit notifications to BaFin electronically for the different specialised procedures may do so using the BaFin reporting and publishing platform (*Melde- und Veröffentlichungsplattform* – MVP Portal). At the moment, the specialised procedures for insurance supervision, namely "Insurance Supervision" and "Insurance Supervision - Solvency II", are composed of several sub-procedures, the so-called "submissions", which are explained below.

To use the electronic specialised procedure, you have to (1.) complete registration to gain access to the MVP Portal and (2.) apply for the specialised procedure "Insurance Supervision - Solvency II" in order to (3.) make submissions for a selected sub-procedure. In the following, this process will be explained in detail. For practical instructions regarding registration with and application for the MVP Portal, please refer to the ***MVP Portal User Manual***¹.

Please direct any questions you may have about the contents of a Solvency II notification **directly to the supervisor responsible for your undertaking.**

¹ Link: http://www.bafin.de/SharedDocs/Downloads/DE/dl_mvportal_handbuch.pdf?__blob=publicationFile&v=4

If you are looking for advice on the registration, application and notification process or general questions regarding the format of notifications for the procedure "Insurance Supervision - Solvency II" (or the submissions listed below), do not hesitate to contact our support desk at:

E-mail: Fachlicher-Support-VA@BaFin.de

Should you have any technical queries or problems, please contact our technical support desk:

E-mail: mvp-support@bafin.de

The specialised procedure "Insurance Supervision - Solvency II" consists of the following submissions:

- Quantitative Solvency II notification file (XBRL)
- Narrative Solvency II notification file (PDF)

Registration and application

The following illustration gives an overview of the steps from registration through to actually submitting data. These steps are explained in more detail in the text below.



Registration on the MVP Portal

To obtain access to the MVP Portal, you first have to register as a notifying party. You can do this on the BaFin website:

<http://www.bafin.de>

under the section "Quick links" and the hyperlink "MVP Portal". Select the MVP Portal and follow the link "To MVP Portal".

Under "User account", click on "Registration". When the page "Registration" appears, you first select the capacity in which you wish to register. Choose **"as a contact person of a company"** (i.e. you are acting as a contact person of an insurance undertaking or an authorised third party). You may not choose "as a natural person" for the specialised procedure "Insurance Supervision - Solvency II".

Registration

Language
Deutsch
English

General information
Home
Documentation / Help
Login

User account
Registration
Request username
Request new password

i You may apply for a user account in the capacity as a natural person (private individual) or as a contact person (employee).
If you are a natural person, please enter your private e-mail address. If you are a contact person of a company, please enter your company e-mail address.
Please note that you can register only once with your e-mail address as your e-mail address is attributed to your user account.

Capacity in which you would like to register

as a natural person
 as a contact person of a company

Personal details

Prefix:

Title:

First name:

Surname:

E-mail:

Company details

Company name:

* mandatory field

Send

Screenshot 1 Registration as a contact person of a company

After that you will be requested to provide your personal details. To submit your registration data to BaFin, click "Send". You then receive an e-mail containing a link that opens a page where you are required to enter your remaining personal and company data.

Please make sure to enter both the required personal details and the required information on your undertaking. Your personal details should only include your first and last name and, to avoid ambiguity, your date of birth (personal data). Please use your company address and contact details to fill in the remaining (mandatory) fields. The field for stating your title is optional. If you wish to submit notifications on behalf of another undertaking subject to the notification requirement, i.e. as a third-party notifier, please also insert the name of the undertaking you are working for and not the undertaking on whose behalf you wish to submit notifications.

As the last step, a username and password for logging in will be generated and shown to you on the MVP Portal. **Please remember the log-in data or print this page, as access to the MVP Portal is not possible without such data.**

BaFin recommends that you use an electronic password safe for secure password management.

For practical instructions regarding registration with the MVP Portal, please refer to the **MVP Portal User Manual²**.

² Link: http://www.bafin.de/SharedDocs/Downloads/DE/dl_mvp-portal_handbuch.pdf?__blob=publicationFile&v=4

Application for the specialised procedure "Insurance Supervision - Solvency II"

After you have successfully registered and logged in to the MVP Portal, you have to apply for the specialised procedure "Insurance Supervision - Solvency II" in order to make submissions for this specialised procedure. Select "Apply for specialised procedure" under the heading "Specialised procedures" and select "Insurance Supervision - Solvency II" from the drop-down menu.

Specialised procedure

Specialised procedure:

[Refresh / Submit](#)

- AIFMD-Reporting
- Announcement (sections 37 et seq. WpHG)
- Article 15 (2) Regul. (EU) No. 149/2013
- Article 4 (2) EMIR international
- Article 4 (2) EMIR national
- Employee and complaints register
- Filing of Final Terms
- Insurance Supervision
- Insurance Supervision - Solvency II**
- KUSTA/DTB
- Net short positions
- Notifications section 15 WpHG
- Notifications section 30c WpHG
- Notifications section 30e WpHG
- Notifications section 312 KAGB (UCITS)
- Notifications section 331 KAGB (AIF)
- Notifications section 38 DerV
- Prospectuses (WpPG / VermAnlG)
- Register of tied agents
- Transaction reporting (section 9 WpHG)
- WM Data service
- TEST: AIFMD-Reporting
- TEST: Announcement (sections 37 et seq. WpHG)
- TEST: Article 15 (2) Regul. (EU) No. 149/2013
- TEST: Article 4 (2) EMIR international
- TEST: Article 4 (2) EMIR national
- TEST: Employee and complaints register
- TEST: Filing of Final Terms
- TEST: Insurance Supervision

Screenshot 2 Application for specialised procedure "Insurance Supervision - Solvency II"

On the next page, you are required to select the capacity in which you wish to make submissions: Direct notifier³ (notifying party is the party subject to the notification requirement or contact person of the party subject to the notification requirement) or Third-party notifier for a company (notifying party is itself a third-party notifier or a contact person of a third-party notifier).

³ Direct notifiers please insert under "Reference" on the print-out of your application form (as handwritten entry, if necessary) the 4-digit registration number of the undertaking on whose behalf you submit notifications.

Application for a specialised procedure

Language

Deutsch

English

General information

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Documentation / Help

Logout

Specialised procedure

Submit report

View journal

Application for a specialised

Specialised procedure

Specialised procedure: Insurance Supervision - Solvency II *

* mandatory field

Notifying party

Notifier for a registered entity subject to the notification requirement

Direct notifier
(reporting party is a entity subject to the notification requirement or a contact person of such entity)

Third-party notifier for a natural person
(reporting party is a third-party notifier itself or a contact person of a third-party notifier)

Third-party notifier for a company
(reporting party is a third-party notifier itself or a contact person of a third-party notifier)

Screenshot 3 Distinction between direct notifier and third-party notifier

Please fill in the mandatory fields. Third-party notifiers should in particular make sure to insert the *details on the party subject to the notification requirement (undertaking)*. Once the process is completed, you will receive an **application form (PDF file)**. In the next step, please print out the application form, sign it as required, and send it to the following address:

Bundesanstalt für Finanzdienstleistungsaufsicht
Referat VA 53
Graurheindorfer Str. 108
53117 Bonn
Deutschland/Germany

Important note: If you apply for an authorisation to submit notifications on behalf of another undertaking as an authorised third party, i.e. the undertaking of the notifying party and the (insurance) undertaking subject to the notification requirement are two different entities, please enclose an **authorisation of the undertaking subject to the notification requirement (guarantor)** to your written application. This authorisation must contain information on the undertaking subject to the notification requirement, including contact details, the signature of its managing directors, the authorised third party (i.e. the undertaking of the notifying party), including contact details, and the specialised procedure (here: "Insurance Supervision" - Solvency II").

Proposed wording of the authorisation, version_1:

The undertaking subject to the notification requirement, X, domiciled in Y (insert name and domicile of the undertaking subject to the notification requirement here) herewith authorises undertaking Z (insert name of the notifying undertaking here) to submit notifications electronically on behalf of undertaking X for the specialised procedures for insurance supervision using the MVP Portal of the Federal Financial Supervisory Authority.

Proposed wording of the authorisation, version_2:

The undertaking subject to the notification requirement, X, domiciled in Y (insert name and domicile of the undertaking subject to the notification requirement here) herewith authorises the employee(s) Mr Peter Müller, Ms Sandra Meyer of undertaking Z (insert the

names of the notifying persons of the notifying undertaking here) to submit notifications electronically on behalf of *undertaking X* for the specialised procedures for insurance supervision using the MVP Portal of the Federal Financial Supervisory Authority.

Once the documents (written application and, if necessary, authorisation) required to apply for the specialised procedure "Insurance Supervision - Solvency II" have been received, BaFin compares the data provided electronically with the data already stored at BaFin, in particular the data pertaining to the undertaking subject to the notification requirement/guarantor. In the event of successful verification, BaFin activates the applicant's account for the specialised procedure and the respective party subject to the notification requirement (guarantor). The applicant will then receive an e-mail from BaFin confirming the account activation.

For practical instructions regarding application for a specialised procedure, please refer to the **MVP Portal User Manual**⁴.

Submission for a selected sub-procedure

Once BaFin has activated your account for the specialised procedure "Insurance Supervision - Solvency II" you can submit the notifications described above.

There are various technical options available for submitting notifications:

- a. **By using the Web Service (SOAP):** For detailed information on how to install and configure a web service client, accessing the Web Service and on authentication (using WebService Security), please refer to the SOAP Web Service User Manual, which you can find on the BaFin website under MVP Portal -> Manuals⁵.

The **WSDL and XSD files** you need to participate in the specialised procedure "Insurance Supervision - Solvency II" can be downloaded at the following URL: <https://portal.mvp.bafin.de:444/services/ws/mevasii?wsdl> (link).

For the purpose of **authentication**, the SOAP request must contain the user name under which you registered with the MVP Portal, followed by "#" and the ID of the insurance undertaking subject to the notification requirement (guarantor). To obtain the ID of the insurance undertaking subject to the notification requirement, go to the MVP Portal, click "Submit notification" and select the required submission and undertaking. The ID is then displayed on the right-hand side of the screen (e.g. hg_02_12345678).

⁴ Link: http://www.bafin.de/SharedDocs/Downloads/DE/dl_mvp-portal_handbuch.pdf?__blob=publicationFile&v=4

⁵ Link: http://www.bafin.de/SharedDocs/Downloads/DE/dl_mvp-portal_web-service_handbuch.pdf?__blob=publicationFile&v=6

Submit a report

Specialised procedure

Specialised procedure: * mandatory field

Registered entities subject to the notification requirement

Entity subject to the notification requirement: * mandatory field

Report

Report: * mandatory field

i To submit large number reports or make automated reports via a web service you have to know the identification number for your entity subject to the notification requirement. The identification number of the current entity subject to the notification requirement is: **hg_03_8458298184**

For more information on this topic please refer to the [documentation](#).

Screenshot 4 How to find the guarantor ID in the info box on the MVP Portal

In the SOAP header, the information is then entered as in the following example:
<wsse:Username>max.mustermann0024#hg_02_12345678</wsse:Username>

- b. **By file upload:** Instead of submitting notifications automatically by using the Web Service, you can also upload files manually. First, you have to log in to the MVP Portal with your access data. Information on how to register with and log in to the MVP Portal can be found in the sections above and in the MVP Portal User Manual⁶. Then you have to select the undertaking subject to the notification requirement (guarantor) and the sub-procedure for which you wish to submit a notification.

Specialised procedure

Specialised procedure: * mandatory field

Registered entities subject to the notification requirement

Entity subject to the notification requirement: * mandatory field

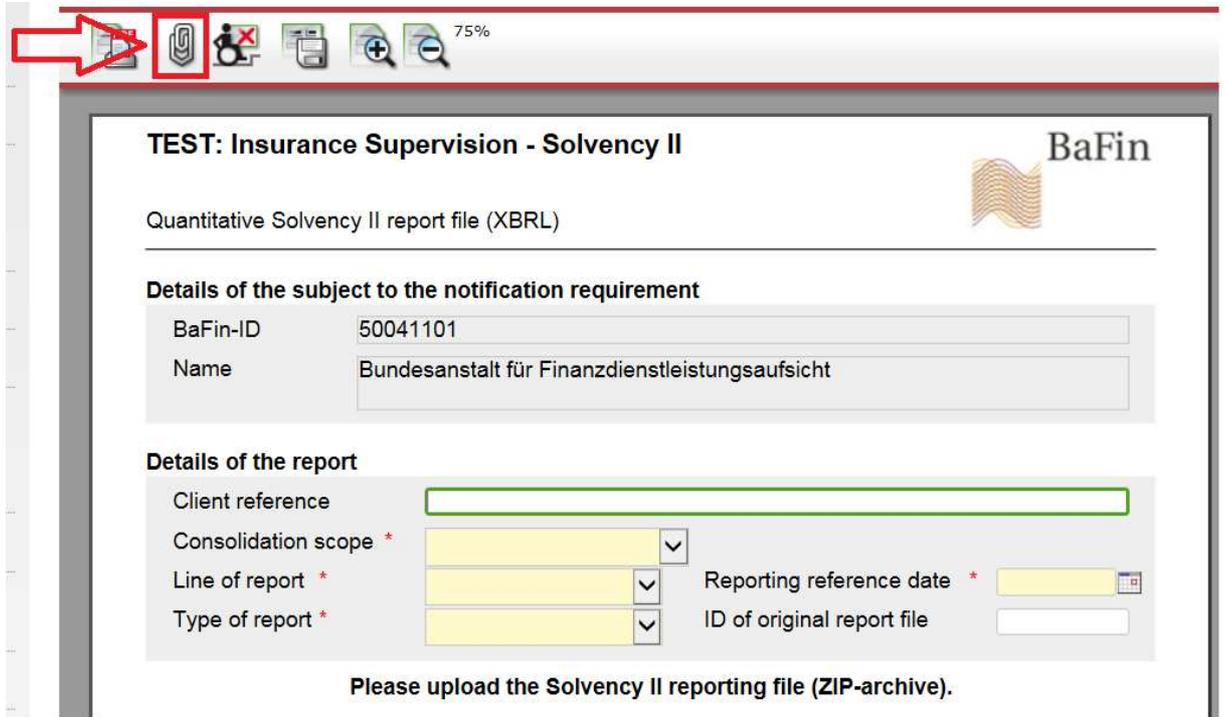
Report

Report: * mandatory field

Screenshot 5 Selecting the undertaking subject to the notification requirement (guarantor) and the submission

⁶ Link: http://www.bafin.de/SharedDocs/Downloads/DE/dl_mvportal_handbuch.pdf?blob=publicationFile&v=4

On the next page, a form, please click on the "paperclip" symbol (red arrow).



TEST: Insurance Supervision - Solvency II

Quantitative Solvency II report file (XBRL)

Details of the subject to the notification requirement

BaFin-ID: 50041101
Name: Bundesanstalt für Finanzdienstleistungsaufsicht

Details of the report

Client reference:
 Consolidation scope *:
 Line of report *: Reporting reference date *:
 Type of report *: ID of original report file:

Please upload the Solvency II reporting file (ZIP-archive).

Screenshot 6 Upload area part I: Click on the paperclip symbol

In the ensuing dialogue box you can select the file to be submitted from your filing system and upload it to the MVP Portal by clicking the respective button. For technical reasons, the upload area had to be divided into two pages.

Manage Attachments

Close

Here you can attach files to your form.

There are the following restrictions:

- No more than 1 attachments are allowed.
- An attached file must not be over 209716 kB in size.
- Only attachments with the extension zip are allowed.

These files are attached to the form:

| No. | Filename | kB | Actions |
|------------------------|----------|----|---------|
| No files attached yet! | | | |

Attach file:

Screenshot 7 Upload area part II: Select the file to be submitted from the filing system

File types and naming conventions

1. Depending on the desired sub-procedure, only files of a certain file type may be uploaded manually to the MVP Portal or submitted via the Web Service as a Base64 encoded string in the payload of the SOAP request. The following **file types** are permitted:
 - a. Submission "**Quantitative Solvency II notification file (XBRL)**": Please upload zip file archives ending on ".zip".
Each zip archive may contain only one XBRL file with the ending ".xbrl".⁷
 - b. Submission "**Narrative Solvency II notification file (PDF)**": Please upload pdf files ending on ".pdf". (The format has to be at least conformance level PDF/A-1a to ensure that the text contained in the document can be searched).
2. Please make sure that the names of all uploaded files (.zip/.pdf/.xbrl) comply with **general naming conventions**.
This applies both to the file name when the files are uploaded manually and to the data field "file name" in the SOAP Header when using the SOAP Web Service. Therefore, the file name must
 - a. not contain any relative path specifications;
 - b. contain only letters, digits, dots, dashes and underscores. Blank characters, control characters and special characters are not permitted.
 - c. not consist of more than 100 characters (including file extension).
3. The uploaded files (.zip/.pdf/.xbrl) and any files contained therein must – depending on the desired sub-procedure – **comply with the following specific naming conventions**.

a. **Quantitative Solvency II notification file (XBRL):**

"SII_" + <Registration number> + "_" + <Reporting period> + "_" + <Sequential number> + ".zip",

<Registration number> is the four-digit numerical registration number of the insurance undertaking subject to the notification requirement

<Reporting period> is the four-digit numerical year of annual notifications or the six-digit numerical combination of year and quarter of the quarterly notification

<Sequential number> is a four-digit number that shows whether the notification is the initial notification (e.g. "..._0001.zip") of the respective reporting period or a correcting notification (e.g. "..._0002.zip" ff.).

Example: SII_4711_2017_0001.zip (Annual notification of insurance undertaking 4711 for 2017)

SII_4711_201703_0001.zip (Quarterly notification of insurance undertaking 4711 for Q3 2017)

The XBRL file contained in the zip archive must end on **.xbrl** and comply with the general naming conventions (see above).

⁷ Technical information: For packed files (.zip), only the *store* and *deflating* compression algorithms are permitted. In most cases, *deflating* is the default setting. Should you receive an unclear error message regarding the contents and structure of the zip archive, please make sure that the names of the files contained in the zip archive are correct. It might also be helpful to check whether your file compression tool can handle this method.

b. **Narrative Solvency II notification file (PDF):**

RSR: "RSR_" + <Registration number> + "_" + <Reporting year> + ".pdf"

ORSA: "ORSA_" + <Registration number> + "_" + <Reporting year> + ".pdf"
(starting in 2016)

SFCR: "SFCR_" + <Registration number> + "_" + <Reporting year> + ".pdf"
(starting in 2016)

<Registration number> is the four-digit numerical registration number of the insurance undertaking subject to the notification requirement

<Reporting year> is the four-digit numerical year

Example: RSR_4711_2017.pdf

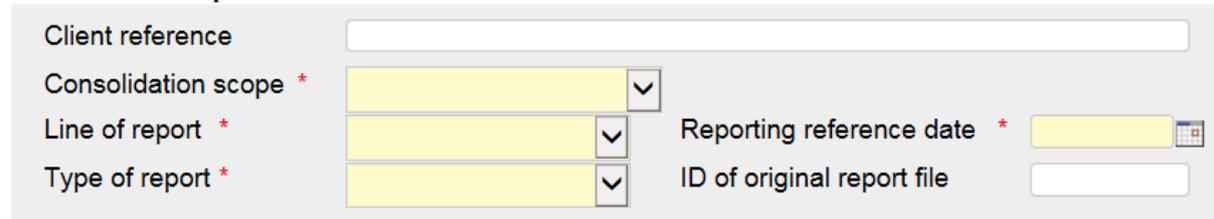
If a **group level** notification is submitted, the suffix "_G" must be added to the file name.

Example: RSR_4711_2017_G.pdf

Description of the upload forms

The MVP form used for the submission "Quantitative Solvency II notification file (XBRL)" offers the possibility to attach a file using the paperclip button (see Screenshot 6) and add some metadata. The fields marked with an asterisk (*) are mandatory fields.

Details of the report



Screenshot 8 Metadata for the upload form

Client reference: The client reference is an optional comments field which you can use to add your own internal classification criterion, if necessary. This classification criterion appears in the MVP journal and is intended to make the filing of the notification in your internal filing system easier. The classification criterion is not processed further by BaFin.

Consolidation scope: The field "Consolidation scope" allows for the options "Notification for a solo entity" and "Notification for a group". (A Solvency II notification for a group is in general submitted by the leading solo insurance undertaking of the group; *c.f.* chapter "Handling of notifications for a group".)

Line of report: The field "Line of notification" is a mandatory field. Please select whether you are submitting the notification for Solvency II (SII) or financial stability (FS) purposes.

Type of report: The field "Notification type" is a mandatory field. Please select whether you are submitting a regular quarterly or annual notification or an ad-hoc notification.

Reporting reference date: Please insert the last day of the reporting period for which you are submitting a notification in the field "Reference date". If the reporting period corresponds to the calendar year, the last days of the reporting periods of quarterly

notifications are 31 March, 30 June, 30 September and 31 December. The latter is also the last day of the reporting period of annual notifications if the reporting period corresponds to the calendar year.

ID of original report file: Please insert the ID of the so-called initial notification in the field "Initial notification", if you wish to correct an earlier notification that has already been accepted and that involves the same reporting period, the same guarantor and the same type of consolidation (at solo or group level). The initial notification is the first notification you submitted regarding this particular reporting period, guarantor and type of consolidation which was accepted by BaFin. You can find the notification ID in the first (left) column of the MVP journal (see MVP journal screenshot on page 13).

Process of validation and feedback

Upon successful upload, all Quantitative Solvency II notification files (XBRL) are automatically validated and processed further by BaFin. Upon completion of validation, you can see from the MVP journal whether further processing of the notification was successful or unsuccessful. Validation of the notification file is a multi-step process. In a first step, the system checks during uploading whether the name of the notification file is correct. Then the notification file is unpacked and undergoes several other checks asynchronously. These checks include the following: correct file format (XBRL), XML well-formedness and validity, a comparison of MVP metadata with the contents of the XBRL file (Is the reporting period identical? Do the MVP guarantor and ID/Legal Entity Identifier in the Basic Information Template match? Is the type of consolidation solo/group identical?) and compliance of the XBRL file with the validation rules outlined in the corresponding taxonomy. Please note that while you need the registration number as a reference to apply for a guarantor under the MVP Portal, the Legal Entity Identifier (LEI) may be used as ID/Group ID for the Basic Information Template.⁸

It is only upon successful completion of all checks that a Solvency II Meldung (XBRL) is deemed submitted successfully. In this case, the notification is tagged with the status "Notification accepted" in the MVP journal. Due to the volume and time these checks can take (up to 30 minutes for notifications with a high data volume), the checks may only be carried out subsequently. This leads to the feedback on the validation results being provided in the MVP journal with a delay.

Note regarding the MVP journal

Important note: The confirmation notification you receive upon uploading a file (either using the MVP form or the SOAP Web Service request) only confirms the correct physical transmission of the container file and correctness of the file name. The results of any further plausibility checks are only shown in the MVP journal. Therefore BaFin strongly recommends that you pay careful attention to the MVP journal.

As is the case with the specialised procedure "Insurance Supervision", notifications for the specialised procedure "Insurance Supervision - Solvency II" may be assigned three different statuses:

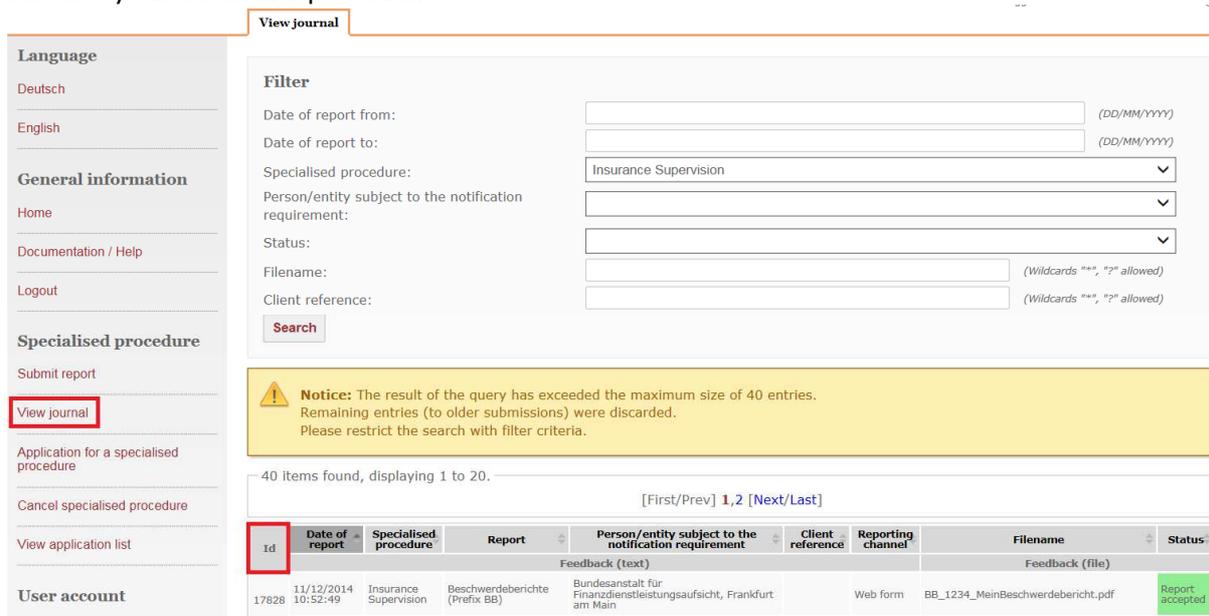
- Processing

⁸ Technical advice: The URI for the Legal Entity Identifier is „<http://standard.iso.org/iso/17442>“, for the national local code (Registernummer) you may use the URI "<http://www.bafin.de/dummy/regnr>"

- Report contains errors
- Report accepted

Provided that the uploaded file complies with the naming conventions (otherwise it will be rejected immediately and you will receive a corresponding message in the MVP form or SOAP request), it receives the status "Processing". If validation is successful, the file is assigned the status "Report accepted", otherwise it is assigned the status "Report contains errors".

You can retrieve the MVP journal via the user interface in your web browser (MVP menu, button "View journal") and by using the Web Service (see WDSL). Please note that the validation of XBRL files may take some time – up to 30 minutes for notifications with a high data volume. During this process, the status of the notification is "In processing". The MVP journal always shows the current status of the notification. Accordingly, BaFin cannot be held responsible for the contents of journals generated by the software of third-party providers in the process of submitting notifications to BaFin's Insurance Supervision. Retrieving the MVP journal is a feature that has not yet been integrated into the applications of all software providers. For more information in this regard, please contact your software provider.



View journal

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Deutsch
English

General information
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Specialised procedure
Submit report
View journal
Application for a specialised procedure
Cancel specialised procedure
View application list

User account

Filter

Date of report from: (DD/MM/YYYY)

Date of report to: (DD/MM/YYYY)

Specialised procedure: Insurance Supervision

Person/entity subject to the notification requirement:

Status:

Filename: (Wildcards ***, *? allowed)

Client reference: (Wildcards ***, *? allowed)

Search

Notice: The result of the query has exceeded the maximum size of 40 entries. Remaining entries (to older submissions) were discarded. Please restrict the search with filter criteria.

40 items found, displaying 1 to 20. [First/Prev] 1,2 [Next/Last]

| Id | Date of report | Specialised procedure | Report | Person/entity subject to the notification requirement | Client reference | Reporting channel | Filename | Status |
|-------|---------------------|-----------------------|--------------------------------|--|------------------|-------------------|-----------------------------------|-----------------|
| 17828 | 11/12/2014 10:52:49 | Insurance Supervision | Beschwerdeberichte (Prefix BB) | Bundesanstalt für Finanzdienstleistungsaufsicht, Frankfurt am Main | | Web form | BB_1234_MeinBeschwerdebericht.pdf | Report accepted |

Screenshot 9 MVP journal: The notification ID can be found in column 1 of the table

Handling of notifications for a group

Notifications for a group have to be submitted under the registration number and/or the Legal Entity Identifier (LEI) of the leading solo entity of the Solvency II group. The notifying party has to apply for the MVP guarantor (undertaking subject to the notification requirement), indicating its registration number. The registration number is also used in the ensuing process as a part of the file name of the notification file. If you are submitting a Quantitative Solvency II notification file (XBRL), the XBRL file (Basic Information Template) may contain the LEI of the leading solo entity of the insurance group as "Group ID". We would therefore ask you to make sure that you inform BaFin of the LEI of the undertaking in question in due time before you submit the Solvency II notification. The LEI is not being assigned by BaFin. In Germany, undertakings currently obtain their LEI from

WM Datenservice⁹ and the German Federal Gazette (*Bundesanzeiger*)¹⁰. If no valid LEI is provided on time, the validation of a Solvency II notification may generate an error, e.g. when comparing the MVP guarantor with the contents of the notification file.

Handling of business years that do not correspond to the calendar year

In cases where an insurance undertaking's financial year deviates from the calendar year, BaFin allocates the notification to regular reporting periods that correspond to calendar years/quarters. The impact of this allocation on insurance undertakings whose financial year deviates from the calendar year is only minor. However, the undertakings have to bear this in mind when naming the files to be submitted:

The rule is that notifications relating to a "deviating" reporting period are allocated to the "regular" reporting period which covers the biggest part of the period in question. If both parts are equal (e.g. 1 July to 31 June of the following year), the notification is allocated to the "regular" reporting period in which the "deviating" reporting period ends.

Example:

Background: Undertaking A has a financial year that begins on 1 June and ends on 31 May of the following year.

Annual notification: The financial year begins on 1 June 2017 and ends on 31 May 2018. Consequently, seven months of the "deviating" financial year fall in 2017 and five months in 2018. It is therefore attributed to the "regular" calendar year of 2017. Thus, the Quantitative Solvency II notification file (XBRL) has the following file name:
SII_4711_2017_0001.zip

Quarterly notification: Q1 of the "deviating" insurance undertaking begins on 1 June 2017 and ends on 31 August 2017. Consequently, two months (July and August) of the deviating Q1 fall in the "regular" Q3 (July to September). It is therefore attributed to the "regular" Q3. Thus, the Quantitative Solvency II notification file (XBRL) has the following file name:
SII_4711_201703_0001.zip

The reference date to be inserted in the MVP upload form (or in the respective field of the Web Service request) and in the Basic Information Template of the XBRL file is not adjusted, i.e. the reference date is the end of the respective reporting period that deviates from the calendar year/quarter. In the above example, insurance undertaking A inserts 31 August 2017 for Q1 and 31 May 2018 for the annual notification.

⁹ Link: <https://www.wm Daten.de/>

¹⁰ Link: <https://www.bundesanzeiger.de/>