



FSS Participant Setup Form

To: RITS Help Desk
Payments Settlements Department
Reserve Bank of Australia
GPO Box 3947
Sydney NSW 2001
Fax: +61 2 9551 8063 Email: rits@rba.gov.au

This is a fillable form. You should type details directly into each form, then print and sign the completed form. This form must be printed from the PDF file each time it is used. Do not use a photocopied form.

This form is used by an active ESA Holder in relation to participation in the Fast Settlement Service.

1. FSS Participant details

Name of Institution

RITS Member Code

2. Contact person for this form

Name

Email Address

Phone Number

Facsimile Number

3. Purpose of Form

Tick as required (*Select only one*)

- ☐ New FSS Participant — to provide new FSS setup details (complete all sections)
- ☐ Current FSS Participant — to update FSS setup details (complete only the section/s below relating to information being updated)

4. Environment

Tick as required (*Select only one*)

- ☐ RITS Production
- ☐ RITS Pre-Production

5. NPP Participant Details

Explanatory Notes:

Refer to the NPP Regulations (available from www.nppa.com.au/the-company/governance) for descriptions of the terms 'Full Participant', 'Settlement Participant' and 'Clearing Participant'.

NPPA Participant Type (*Select only one*).

See section 3.2 of the FSS Participant Setup Guide

- ☐ Full Participant
- ☐ Settlement Participant

NPP Participant BIC11* Identifier:

See section 3.3 of the FSS Participant Setup Guide

*The first 8 characters are used to identify the participant in the FSS.

6. Planned Commencement of Operations

The Allocation Transfer commencement date/time must be at least one day before the NPP Settlement Request commencement date/time in order to provide ESA funding.

	Planned Commencement
Allocation Transfer (see section 3.9.1 of the FSS Participant Setup Guide)	Date: <input type="text" value="DD/MM/YYYY"/> Time: <input type="text" value="HH : MM"/> (time AEST/AEDT)
FSS NPP Settlement Request (see section 3.9.3 of the FSS Participant Setup Guide)	Date: <input type="text" value="DD/MM/YYYY"/> Time: <input type="text" value="HH : MM"/> (time AEST/AEDT)



7. RITS FSS Branch Details

Explanatory Notes:

Branch Code

The branch code consists of six characters. The first four characters designate the FSS Participant's RITS Member Code. The last two characters identify the branch.

Cash Account

The cash element of all transactions undertaken by a branch is recorded in the branch's cash account. Amounts are simultaneously posted to the FSS Participant's ESA.

Account Number

The 'Account Number' can be a real bank account outside RITS, or can be a dummy number. The BSB must be the FSS Participant's own BSB. Each branch should have its own unique cash account.

The RITS leg of an Allocation Transfer is recorded under the cash account number linked to the 'FS' Branch. The Branch Code must start with the FSS Participant's RITS Member Code (e.g. 'BANKFS') (see section 3.4 of the FSS Participant Setup Guide).

Branch Code

	FS
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Branch Name

Cash Account

BSB Number

Account Number

8. Branch and Account Details to use in an FSS Contingency

8.1 Branch Details to use in RITS Cash Transfers to the Member

Provide the branch details to be used by the RBA when making a RITS Cash Transfer to the Member in the event of an FSS contingency (see section 10 of the FSS Participant Setup Guide). The RBA recommends that this be the same branch nominated in section 7 of this form (e.g. 'BANKFS').

Branch Code

	FS
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8.2 Account Details to use in NPP Payments to the Member

Provide the account details to be used by the RBA when making an NPP Payment to the Member in the event of an FSS contingency (see section 10 of the FSS Participant Setup Guide). The RBA recommends that this be the same as the cash account details provided in section 7 of this form.

BSB Number

Account Number

9. FSS Cash List

The Cash Account number nominated for the Daily FSS Cashlist is used for reporting the net value of settled Allocation Transactions and settled NPP Transactions in the FSS Participant's 'Daily FSS Cashlist Summary Report' (see section 3.7 of the FSS Participant Setup Guide).

BSB Number

Account Number



10. Clearing and Settlement Arrangements

Explanatory Notes:

Back Office Service Code (BO Service Code) represents a specific Back Office Service (e.g. 'sct' and 'x2p1'). Back Office Service is as specified in the NPP Procedures.

Provide the Clearing and Settlement Arrangements per BO Service Code in which the FSS Participant participates¹, in the table below. For each arrangement indicate whether the resulting FSS Balance is to be included in the NPP Settlement Notification (see section 3.6 of the FSS Participant Setup Guide).

BO Service Code(s)	Nominated Full Participant or Clearing Participant BIC11	Nominated Settlement Participant BIC11	Provide Resulting FSS Balance ² (Tick as required)
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

11. FSS Participant Email Notification (Optional)

Nominate an organisation email domain name for Alert Notification emails (e.g. banka.com.au). Emails will only be sent to email addresses within this nominated domain (see section 3.8 of the FSS Participant Setup Guide).

Organisation Email Domain

12. FSS Notification Messages (optional)

The FSS Participant can choose to receive FSS Optional Notifications (camt.052 messages). Select each FSS Optional Notification required, and nominate the BIC11 of the recipient. Note that the FSS Optional Notification Messages may be sent to the FSS Participant or to a nominated Clearing Participant (see section 4.2 of the FSS Participant Setup Guide). (Tick as required).

FSS Optional Notification

☐ Periodic FSS Balance Notification

☐ Allocation Transfer Notification

Recipient BIC11

13. End of Day FSS Settled Transactions Report Delivery (optional)

Select the required delivery method if the FSS Participant wishes for the End of Day FSS Settled Transactions Report to be delivered automatically including the Recipient Name, else leave blank. Note that the End of Day FSS Settled Transactions Report may be sent to the FSS Participant or to a nominated authorised recipient (see section 6.2 of the FSS Participant Setup Guide). Tick as required (select only one).

☐ COIN

Name:

☐ SWIFT FileAct

BIC11:

¹ Including Clearing and Settlement Arrangements where the FSS Participant clears and settles on its own behalf.

² The FSS Participant understands that selecting this option will result in the Resulting FSS Balance being included in the NPP Settlement Notification that is sent to the Full Participant or Clearing Participant it has selected.

**Renaming (Optional)**

If the FSS Participant requires the End of Day FSS Settled Transactions Report to be renamed from the standard RITS format, indicate the required name below, else leave blank. Note: the RBA recommends leaving the report name unchanged as it aids in troubleshooting.

Standard Report Name: RITS_Mnemonic.FSSSETTLEDTRANSACTIONS.YYYYMMDD.zip
(see section 6.4 of the FSS Participant Setup Guide)

Preferred Report Name (optional):

14. Technical Contact Person for End of Day FSS Settled Transactions Report Delivery and Connectivity

This is the contact point for the RBA to agree and finalise connectivity arrangements at least four weeks ahead of the commencement of live operations.

Name

Email Address

Phone Number

15. Authorisations

Please select the RITS/FSS functions for which you require authorisation (see section 5.4 of the FSS Participant Setup Guide). (Tick as required).

- ☐ FSS Allocation Management – FSS Triggers
- ☐ FSS Allocation Management – Return to Reset Point
- ☐ FSS Notification Maintenance
- ☐ Recall RITS Allocation Transaction

**16. FSS Service Notifications**

Provide one email address and up to 10 Australian mobile phone numbers (SMS messages) to receive FSS Service Notifications (for communications) from the RITS Help Desk. The RBA recommends that FSS Participants set up a group email address for this purpose (see section 9.2 of the FSS Participant Setup Guide).

Email

SMS

	Name	Australian Mobile Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

17. RITS Authorised Signatories

I confirm that the RITS Personal Information Collection Notice (PICN) at the end of this form has been shown to all individual(s) whose personal information has been collected on the form. The PICN must remain attached to this form when it is lodged.

Note: Must be signed by two existing RITS Authorised Signatories or in accordance with the **Signing Instructions for RITS Membership Legal Documents** provided by the Reserve Bank.

Authorised by

Signature

Name

Date

Signature

Name

Date

Personal Information Collection Notice

Payments Settlements – RITS

All RITS Members and organisations applying for or enquiring about RITS membership and all operators of systems external to RITS which have been authorised by the Reserve Bank of Australia (**Reserve Bank**) to enter transactions for settlement into RITS on behalf of the participants of the relevant system (**feeder system operators**) are responsible for ensuring that a copy of this Notice is given to all relevant employees within their organisation, including all RITS membership contacts, users, authorised signatories, contact persons or senior executives whose personal information may currently or in the future be provided to the Reserve Bank.

The Reserve Bank collects personal information of the staff of RITS Members, applicants for RITS membership and feeder system operators, such as name, title and position, work telephone number, mobile phone number, email address, fax number, work address and other personal information (the **Information**) in order to fulfil one or more of the following functions:

- Setup of new Members and users in RITS
- Identification and verification of users and authorised signatories
- Communication with RITS Members, users, authorised signatories and other relevant contact persons, through email, telephone, SMS, fax or post
- RITS billing & payment
- Managing the operation of RITS, including for contingency purposes, and participation in Reserve Bank domestic market operations including repurchase agreements
- Facilitation of communication between RITS Members
- Communication with domestic and international Government and regulatory agencies and industry groups
- Checking due execution of agreements and forms by RITS Members and applicants for membership, and/or
- Facilitating the receipt of instructions to settle transactions in RITS.

Some of the Information is received by the Reserve Bank from the relevant RITS Member, applicant for membership or feeder system operator. Some information may come from company searches conducted of the records of the Australian Securities and Investments Commission.

When individuals deal with the Reserve Bank by telephone in connection with the operation of the RITS Regulations it is possible that the call may be recorded (whether this is the case will depend on which staff within the Reserve Bank an individual is dealing with). These recordings are made for verification, consent and authentication purposes. By dealing with the Reserve Bank by telephone in connection with the operation of the RITS Regulations, individuals consent to recordings being made of their conversations.

The collection of some of the Information is required by one or more of the Reserve Bank's Anti-Money Laundering Policy, the Reserve Bank's Sanctions Policy and their respective associated guidelines and procedures, which are designed to manage the Reserve Bank's money laundering, terrorism financing and economic and trade sanctions risks and may require the Reserve Bank to check and verify the identity of individuals.

If the Information were not collected then the Reserve Bank would not be able to setup new RITS Members and users, process RITS billing and payments, communicate with RITS Members and users, maintain contact information, ensure the effective operation of RITS including for contingency events, ensure requests and instructions received are correctly authorised, engage with domestic and international Government and regulatory agencies and industry groups and facilitate interbank settlements.

The Reserve Bank facilitates communication between RITS Members by providing access to business contact details for each RITS Member to the users of all RITS Members. Some of these users may be located outside of Australia. Personal Information about users of a RITS Member is available to other users of that RITS Member, either via the RITS user interface or where provided by us to other users of that RITS Member. Some of these users may be located outside of Australia.

The Reserve Bank may in some limited circumstances share limited business contact details of employees of RITS members with other Governmental and regulatory agencies, service providers and/or professional advisers of the Reserve Bank.

The Reserve Bank will disclose the personal information of users and authorised signatories if required or permitted under, or for the purposes of, the RITS Regulations and relevant RITS Membership Agreements.

The Reserve Bank is likely to disclose some of the Information to overseas recipients such as relevant employees, users and contact persons of RITS Members who have login access to RITS but are located in overseas offices.

The **RITS membership list** provides an indication of the likely overseas locations of the offices and users of RITS members.

Individuals are entitled under Australian privacy law in certain circumstances to access, and seek correction of, personal information about them held by the Reserve Bank. If you wish to access or update the personal information the Reserve Bank holds about you, or if you have an enquiry or complaint about how the Reserve Bank handles personal information, you can contact:

RITS Help Desk:

Phone 1800 659 360 or +61 2 9551 8930
Email rits@rba.gov.au

Reserve Bank's Privacy Officer:

Phone +61 2 9551 8111
Email privacy@rba.gov.au

More information about access, correction and complaints is in the Reserve Bank's Privacy Policy available on its website at www.rba.gov.au/privacy.