

About Centralised Statistical System (CSS)



Guidelines for Uploading Returns

The Centralised Statistical System is a single online portal to collect data from all relevant stakeholders including financial institutions regulated by AMBD such as the banks, finance companies, insurance and takaful companies, Capital Markets Services License (CMSL) holders, money changers, money remittances and pawn brokers.

The CSS will streamline AMBD's internal and external data collection processes as well as safeguarding the quality, consistency and integrity of the data via automated validation checks. The automation of these processes will reduce turnaround time for data retrieval, collation, analysis and dissemination.

The address of the CSS portal is <https://css.ambd.gov.bn/CSSportal>

Contact Us

Phone: +673-238 3999 (ext. 12411)

Email: css@ambd.gov.bn

URL: <http://www.ambd.gov.bn>



AUTORITI MONETARI BRUNEI DARUSSALAM Centralised Statistical System



AUTORITI MONETARI BRUNEI DARUSSALAM

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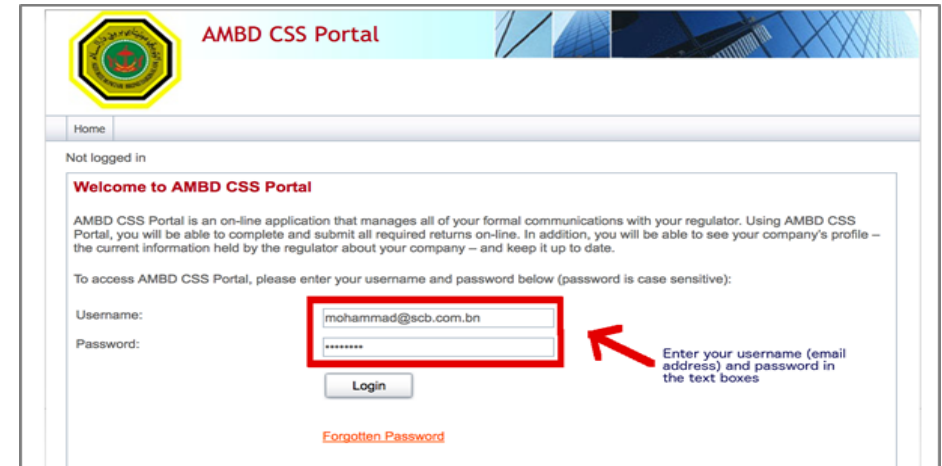
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Notes

Logging into AMBD CSS Portal



AMBD CSS Portal

Home

Not logged in

Welcome to AMBD CSS Portal

AMBD CSS Portal is an on-line application that manages all of your formal communications with your regulator. Using AMBD CSS Portal, you will be able to complete and submit all required returns on-line. In addition, you will be able to see your company's profile – the current information held by the regulator about your company – and keep it up to date.

To access AMBD CSS Portal, please enter your username and password below (password is case sensitive):

Username: mohammad@scb.com.bn

Password: *****

Login

[Forgotten Password](#)

Enter your username (email address) and password in the text boxes

1. Enter the email address used to create your user account in the Username field.
2. Enter the password that you received in the email when the account was created in the Password field.
3. If this is your first login, you will be mandated to change the password for security purposes.
4. Once logged in, select an organization if you are a member of multiple

Passwords have specific security requirements and require being updated upon initial sign in

Selecting A Return

1. All Returns entered in the system will be accessible from the Draft Returns Menu.
2. Click on the Return Name.

Home Draft Returns Submission Documents Company Profile Manage Users My Details Help Logout

Ahmad Abdullah, Perbankan Muslim ([Change](#))

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

Return name	Reference	Revision	Categories	Status	Return end date	Due date	PDF
April 2017	AR00055	0.1		No Data	01/04/2017	30/04/2017	

Click Return Name

5. Upon successful submission, you will be presented with a message informing you of the successful submission of your return.

Upload Data

Please select a file which contains the data that you wish to upload into 'BU - Annual Returns'. Allowed file types are: .xls, .xlsx
The file you select will take upto 90 seconds to process and any validation issues will be displayed below.

Select file to upload:

Successfully uploaded data.

Banking Return (Pass).xlsx (256.9KB)

For submitted forms, the status icon will change into a 'green tick'.

The End

Submitting A Return

1. Hover over Submission Menu. Click on Submit Return menu.

Return name	Reference	Revision	Categories	Return end date	Due date	Action
BU April 2017	AR00057	0.1	Unaudited, Monthly	28/04/2017	28/04/2017	Submit

Click Submit to submit uploaded data

2. You should be able to see the Return you wish to submit and click on Submit to submit the uploaded data..
3. A confirmation screen will be displayed requesting you to confirm your actions.
4. Click on the Submit button to complete the action and send the applicable file.

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.

Submit Cancel

Click Submit to submit the uploaded return

Manually filling in a Return

Return name	Reference	Revision	Categories	Return end date	Due date	Action
BU - Annual Returns	AR00057	0.1	Unaudited, Monthly	28/04/2017	28/04/2017	Submit

Click Submit to submit uploaded data

Forms

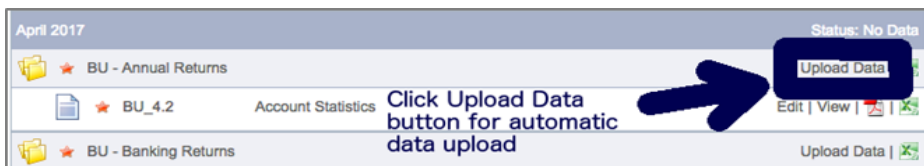
Form name	Action
Account Statistics	Edit View [Red X] [Green Check]
Balance Sheet	Edit View [Red X] [Green Check]
Income & Expenses	Edit View [Red X] [Green Check]

Click Edit to add data to the chosen form

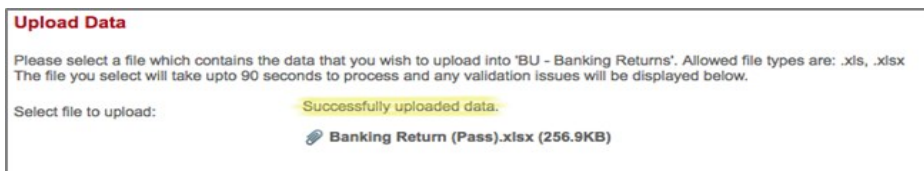
1. On the Draft Return page, Click Edit.
2. Enter the data into the input boxes in the respective Forms. Inputs that are mandatory will be indicated with a red star (*).

*"Save as Draft" to save the data.
Data can be validated using the
"Validate & Save" button.*

Excel Upload of Submission



1. On Draft Return Page, Click Upload Data. Click Browse and select the Excel file with your data submission. (Note: A specifically mapped blank Excel file will be provided by your regulator for use with AMBD CSS Portal)



2. The same Excel file containing all sections may be re-uploaded to fill in the respective sections (e.g. the same excel file can be used for filling in “BU – Annual Returns” and “BU – Banking Returns”)
3. Once you have done this, a confirmation message will appear.
4. The uploaded data will be processed by the system.

5. Please note, automatic validation checks will be carried out on your submission. Submissions with ‘Errors’ are only allowed to be submitted after correction to resolve the error. Submissions with only ‘Warnings’ may be submitted to AMBD, but are still subject to regulatory review.

Submission Validation Issues

Our checks have found some issues that need to be reviewed before you can submit. Please see below for details.

Type	Problem	Additional information
Error	1. Validation error in Amount invested/Placed, in B\$ Equivalent at cost.	Please Recheck Data
Error	2. Validation error in Provision for fall in value of investment.	Please Recheck Data
Error	3. Validation error in Core Capital (Tier 1) Ratio.	Please Recheck Data
Error	4. Validation error in Total Capital Ratio.	Please Recheck Data
Error	5. Validation error in Assets and Liabilities	Please Recheck Data
Error	6. Validation error in Total Loans for Quarterly-L&A and Monthly-BS.	Please Recheck Data
Error	7. Validation error in performing loans amount.	Please Recheck Data
Error	8. Validation error in non-performing loans amount.	Please Recheck Data
Error	9. Validation error in total loans amount	Please Recheck Data
Error	10. Validation error in Letter of Credit	Please Recheck Data

[Printer Friendly Format](#) | [Show errors in new window](#)