**MNB identification code: P69**

**Completion instructions for the report**

**Report related to the assessment under Section 55/A (2) of Act LXXXV of 2009 on the Pursuit of the Business of Payment Services**

### **I. General instructions**

1. Unless provided otherwise, the content of the terms used in the report form and completion instructions shall be governed by the provisions of MNB Recommendation No 26/2018 (VIII. 16.) on the security measures related to the operational and security risks of payment services (hereinafter: recommendation) [[1]](#footnote-2).
2. The data supplier must provide the documents referred to in each row of the data supply to the MNB as an annex to the data supply, without a separate request from the MNB.
3. In the tables, it is mandatory to enter data in the field marked in light grey background colour, for the fields marked in light blue background colour, respondents must choose from the drop-down list or check boxes.
4. An EEA branch that uses an account management system fully identical to that of its parent company for the operation of its domestic payment services is not required to complete the data supply form, but has the option to do so.

**II. Detailed instructions for the completion of the tables**

1. Certain data to be reported in the “**Header**” table

Data provider unique identification number (registration number): the unique identifier used for the identification of the data supplier in the Member State where it has its registered office.

Has the report been validated by an independent auditor (Yes/No): if the data provider has arranged for the validation of the data supply by an independent auditor – within the organisation of data provider or independent from the data provider in terms of operation – with expertise in IT security and payments, the answer is “Yes”, otherwise “No”.

Name of the auditor: when the review has been performed by an auditor that is independent from the data provider in terms of operations, the name of the company that has performed the review; when the review has been performed within the organisation of the data provider, the name of the organisational unit that has performed the review.

Reporting date: closing date of the data supply.

1. Certain data to be reported in the “**Framework**” table

In the case of questions A.1, A.4, A.5, A.8 and A.10, the data supplier must also attach a document supporting the answer, in accordance with the answer.

1. Certain data to be reported in the “**Comprehensive assessment**” table

In the case of questions B.1, B.2, B.9 and B.14, the data supplier must also attach a document supporting the answer, in accordance with the answer.

For questions B.10 to B.14, in the case of a 'Yes' response, the data supplier is required to provide further details in the rows following the answers, following the instructions given. For example, if any service of the data supplier that is non-critical but linked to its payment service is dependent on any third party, all relevant third parties should be identified and also how their activities are documented.

For each of the sub-questions [a)–c)] of question B.18, the data supplier shall provide the answer for the areas responsible for risk management, compliance and internal control separately. If the data supplier does not have, for example, a compliance area, it must also provide this in response.

1. Certain data to be reported in the “**Detection**” table

For question C.2, employees (including external parties) are expected to detect any deviations from normal system use. If a deviation from the normal use of the system is detected also for its customers, the data supplier must distinguish it in its response from the response pertaining to employees.

1. Certain data to be reported in the “**Protection**” table

For questions D.3, D.7 and D.8, the appropriate answer must be selected from the drop-down list, for the other questions the data supplier is required to provide information related to the questions.

1. Certain data to be reported in the “**Business continuity**” table

For question E.1, the data supplier shall submit action plans for business continuity and contingency plans, which shall include appropriate details of the responsible parties and the security systems to be applied for major operational and security incidents.

For questions E.2 and E.5, the appropriate answer must be selected from the drop-down list, for the other questions the data supplier is required to provide information on the questions.

1. Certain data to be reported in the “**Other**” table

Any other comments and observations on the data supply may be provided by the data supplier.”

1. Available at: https://www.mnb.hu/letoltes/26-2018-penzforgalmi-biztonsagi-intezkedesek.pdf [↑](#footnote-ref-2)