



How do I upload regulatory documents?

Introduction

NROSH+ allows providers to upload and submit a range of documents to the regulator, including documents requested as part of a Regulatory Inspection (RIN).

Regulatory documents can be uploaded via the 'Manage Regulatory Documents' feature by selecting 'Upload new document' button or going to Upload Regulatory Document page from the left side menu:

March.				ø	② Hello, Demo ▼ Sign Out	
		Home	My NROSH+	Documents	Help & Contact +	News
🗄 My Surveys 🗸						
B My Provider S - XX-Test-01 - XX-Test-01						
28 User Management /erall status of data entry, validation, submission and sign-off for each of the surveys which y	ur provider has to complete, and the time remaining to complete it.					
Regulatory Documents V						
ed Submitted Signed-off						
207 days left to: 31/12/2023 submission						

Accepted file types are: .doc .docx .xls .xlsx .csv .txt .pdf .ppt .pptx You will not be able to upload files of any other type and an error message will be displayed. **Zip files are not accepted**.

The maximum size of the upload is 30mb. Your upload will not complete if you attempt to upload a file (or batch of files) greater than this maximum upload size. You should upload files in smaller batches or, if you have an individual file of a size greater than 30mb, you should work to reduce the document size (we suggest reviewing graphics and charts to ensure the resolution of these is minimised and that the charts inserted from Excel do not contain the background data). Please contact our enquiries team if you are unable to reduce the file size.

The maximum file name length is 150 characters. Your upload will not complete if you attempt to upload a file(s) with filenames longer than 150 characters. You should rename your file and use the description field to provide more information.

Uploading a single document

To upload a document, you must first click the 'Upload New Documents' button on the 'Manage Regulatory Documents' page:

Û	rosh+											Home	My NROSH+	Documents	Hello, Demo •	Sign Out
000 	Regulatory Doc	cuments										nome r	NY NROSITY	Documents	Thep of Contact	ITENS
ep.	Manage	e Regulatory	Docum	ents - XX-Te	est-01	- XX-Test-01										
ස	Upload New	Documents 🛛 📄 ownie	oad Documen	ts												
	Filter Docu	ments												0	results = Filte	rs
		File name	٠	Description	٠	Date of Upload	÷	Scheduled Deletion Date 💠	Document Type	÷	Tags		¢ Edit	Export	Delete	
								No items to display.								
								« « Previous Next » »							Expo	ert

Last Updated: March 2025



On the 'Upload Regulatory Documents' page:

1. Add your document by dragging the file into the Upload Files box, or click on the 'Browse Files' button to locate your file.

	Upload Files	
	or	
	Browse Files	
Description		
Desument Trees		

2. After the document is added, you must complete the description box, and select a document type.

Document type is a mandatory field and there are four options:

- I&E Casework to be used for submission of documents as requested by RSH as part of its Investigations & Enforcement work. This should only be used when the RSH's Investigations & Enforcement team are engaging with a provider and have requested documentation.
- Other regulatory document must be selected for other types of documents not specifically covered by another category (e.g. annual accounts, disposal notifications and fraud reports).
- RIN to be used for submission of documents as requested by RSH as part of a regulatory inspection (RIN).

Select files		
	Upload Files or	
	Browse Files	
Total upload size: 0.0 B (max 28.6 MB	per upload))
Description		
Document Type		
		~
I&E Casework		
Other Regulatory Document		
RIN		
TSM		

• TSM to be used for submission of documents relating to TSMs that are not supporting documents for the TSM return.

3. Once the document type is selected you can then select a primary tag. You should pick the type of document you are uploading.

For RIN documents these relate to the thematic areas for which documents are requested, for 'other regulatory documents' they relate to the type of document.

Upload Regulato	ry Documents - ک	(X-Test-01 - XX-Test-
Select files		
	Upload Files or Browse Files	
• TEST DOC - WORD.docx 💼		
Description		
Demo Regulatory Document		
Document Type		
Other Regulatory Document		~
Primary Tag		
		~
Annual Gran siel statement		
Annual financial statement Disposal		
Fraud		
Management letters		
Other		
TSMs		

4. Once a primary tag has been selected a secondary tag box will appear. This allows an <u>optional</u> secondary tag to be added to the document.

In most cases (particularly for the 'other regulatory documents') this will not be needed.

5.	Click	upload	to	complete	the	process.
----	-------	--------	----	----------	-----	----------

Secondary Tag	
	~
Annual financial statement	
Disposal	
Fraud	
Management letters	
Other	
TSMs	

Upload Regulat	ory Documents - X	X-Test-01 - XX-Test	-01
Select files			
	Upload Files or Browse Files		
TEST DOC - WORD.docx	l		
Demo Regulatory Document			
Document Type			
Other Regulatory Document		~	
Primary Tag			
Annual financial statement		~	
Secondary Tag			
		~	
Cancel Upload			

Note: Once uploaded, you will be able to use the functions on the 'Manage Regulatory Documents' page to sort, filter and manage your uploaded documents.

You are able to sort the documents by name, description, upload date, document type and tag. Providers can apply a range of filters to the results in the table by clicking the Filters button and then selecting from the available options.

Documents that have been deleted can also be shown by ticking the box next to 'Show deleted documents'.

The features on this screen also allow you to edit the data relating to the uploaded file (the description, document type and tags) as well as being able to export and delete the file.

\sim	Shoch.								() Hel	lo, Demo123! - Sigi
	110511+						Home My	NROSH+	Documents	Help & Contact -
°	Regulatory D	ocuments								
¢2	Manag	ge Regulatory	Documents	- XX-Test-01	- XX-Test-01					
ŝ	Upload Net	w Documents 🕒 🛛 Dow	nload Documents							
	Filter Doc	uments							10 r	results 🚍 Filters
	Filter by D	Document Type			Filter I	oy Tag				
	Choose	Document Types			l v Choo	ose Tags				~
	d d	d/mm/yyyy	dd/mm/yyyy		School-Jod A				Show	deleted documents
		File name 🔶	Description 💠	Date of Upload 🔶	Deletion Date	Document Type 💠	Tags \$	Edit	Export	Delete
		2023_TSM_Provisi	Test load	20/06/2023		Other Regulatory Document	Annual financial statement	Ľ	÷	Deleted By RSH
		2023_FraudReporti	Test load	20/06/2023		Other Regulatory Document	Management letters	Ľ	Ļ	Deleted By RSH
		2023_FFR_Guidanc	Requested documents	20/06/2023		IDA	Strategy, Tenant involvement	Ľ	÷	Deleted By RP
		2023_SDR_Guidan	Requested documents	20/06/2023		IDA	Risk	Ľ	⊥	Deleted By RSH
		2023_Howtoguide (3).docx	Requested documents by RSH	20/06/2023		Other Regulatory Document	Annual financial statement	Ľ	÷	Deleted By RSH

Uploading multiple files

To upload multiple files providers should follow steps 1 and 2 above, but select or drag/drop multiple files.

Note: the description, document type and tags will be replicated across all files uploaded.

In the file selection box providers should select multiple files (in Microsoft Windows packages this usually involves holding down the control key and clicking with the left side mouse button each file you wish to select). Multiple file selection will only work if all files to be selected are within a single folder.

The multiple selected files will then appear as bullet points underneath the 'select files' window.

Once all files are selected, providers should follow steps 3 to 5 above.

Note: NROSH+ has a maximum file upload capacity of approximately 30mb per upload.

	New folder)H •	
* Favor	Name	Date modified	Туре	Size
E Des	DA document - Excel	10/06/2016 14:30	Microsoft Excel Workshe	
Dos	1DA document - PDF	05/09/2014 17:29	Adobe Acrobat Docume	87
SE Rec	DA document - Word	10/06/2016 14:30	Microsoft Word Docum	
	IDA document - Zip	10/06/2016 14:43	Compressed (zipped) Fo	10
J Mu				
Fict				

	Upload Files
	or
	Browse Files
TEST DOC - WORD.docx 1	តា
TEST SUPPORTIGN DOC -	REL TEST LADR 2023 - 2023 - Test Provider 1 - EXCELxIsx
• fil	
TEST SUPPORTING DOC -	REL TEST LADR 2023 - WORD.docx 🕅
Description	
Demo Regulatory Document	- Batch
Document Type	
Other Regulatory Document	~
Primary Tag	
Other	
Secondary Tag	
Other	

What happens to documents after upload?

The RSH will select and move your documents from NROSH+ into our other internal filing systems. NROSH+ is a file transfer system and not a document storage site.

For 'other regulatory documents' the RSH will download and delete the file from the NROSH+ system. You will see 'Deleted by RSH' in the 'delete' column on the 'Manage Regulatory Documents' page.

For 'IDA' and 'RIN' documents you may see the edit/export functions greyed out (following transfer of the document into our files by the system), after a short period of time this will display 'Deleted by System' as the document is removed from the NROSH+ system. Alternatively, you will see 'Deleted by RSH' if it has been manually moved and then removed from NROSH+ by RSH staff.

Please note that documents which show 'Deleted by RSH' or 'Deleted by System' will have been selected by RSH staff for further review and will have been deleted from NROSH+ following transfer to our internal filing systems.

This is the expected state for documents once they have been supplied to us and we have moved them for further review.

If you delete a file you have uploaded to us the record will remain in the table but it will show as 'Deleted by RP'.