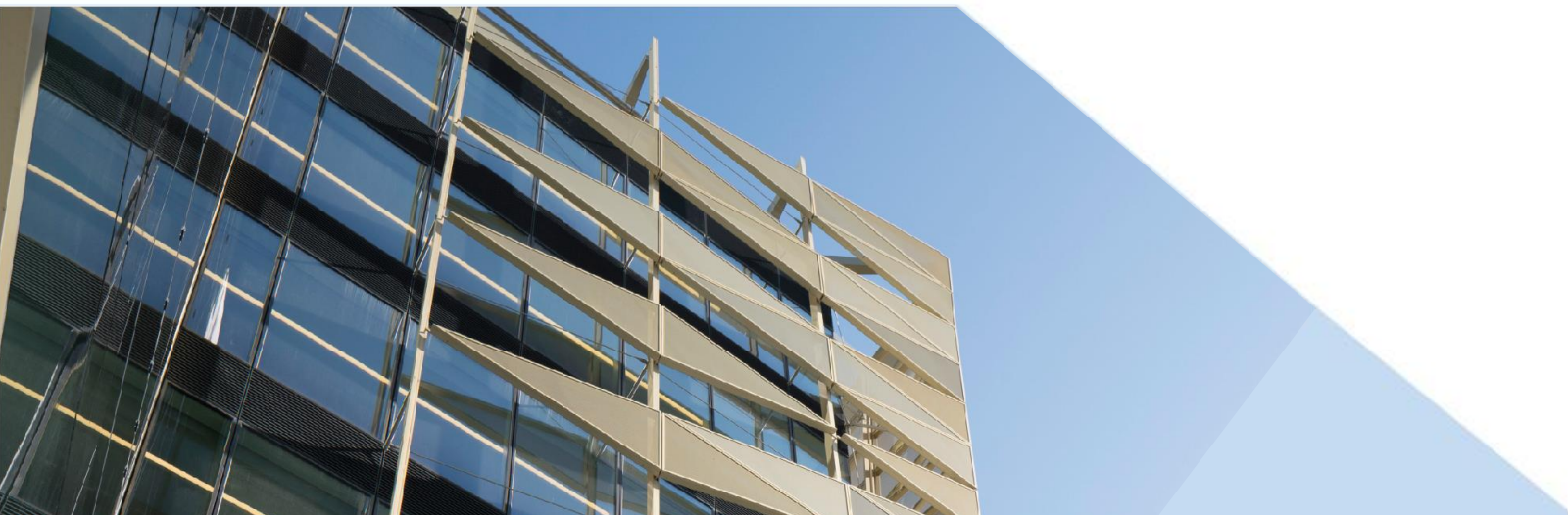




Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem



New F&P Application Process

March 2023

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Changes to the Fitness & Probity application process

- The Central Bank of Ireland Portal is being enhanced to facilitate the submission of applications to become a holder of a Pre-Approval Controlled function. Individual Questionnaires will no longer be submitted via the Online Reporting System (ONR), but will instead be submitted via the [Central Bank Portal](#).
- These changes will go live on 24 April 2023 and will provide applicants with an enhanced process for submitting applications.



Key Dates

Target Date	Action
Tuesday 7 March	Summary of New F&P application process published
Thursday 30 March	New Individual Questionnaire (IQ) to be published Guidance material will be published: <ul style="list-style-type: none"> ▪ How to obtain access to F&P section of Central Bank Portal ▪ Fitness & Probity Individual Questionnaire (IQ) Application Guidance
Tuesday 11 April	Message to Industry: <ul style="list-style-type: none"> ▪ The existing system will continue to be operational until close of business on 20 April ▪ If not urgent, please consider waiting to submit IQs until the new system is operational, so you can benefit from its improved functionality and avoid having to resubmit IQs which need to be unlocked / amended. ▪ Any in-progress IQs will be processed in the normal way
Thursday 20 April @ 5pm	Fitness and Probity section of the Online Report System is disabled.
Monday 24 April	Central Bank Portal replaces Online Reporting System for the submission of IQs.
Post Go Live	Webinar demonstrations of new System to Industry stakeholders.



What's Changing

- **From 24 April** applications for Pre Approval Controlled Functions (PCFs) will no longer be submitted through the Online Reporting System. They will now be submitted via the [Central Bank of Ireland Portal](#).
- **If you are not already a Portal user, you should register now. Guidance on how to do this is located [here](#).**
- A new Individual Questionnaire (IQ) has been developed and must be used for PCF applications submitted from 24 April. A copy will be published in March.
- Communication with the F&P team regarding the PCF application will be via secure portal messaging and not by email.
- More detailed information on the status of the PCF Application will be available:
 - For example if an IQ is on hold, the reason why will be displayed.



Transition from Old System to New Portal

- IQs which have been submitted and which are clear of comment/no queries outstanding will be completed on the old system in the normal way.
- After the new system is operational (24 April) any in-progress IQs which need to be unlocked will be returned to the applicant to be re-entered and submitted on new system as a new application.
- All IQs at the pre-submission stage on ONR will need to be re-entered and submitted on the new system.



Process for submitting a PCF Application

Step 1

- Complete Account Settings / Portal User Details - Name, Address, Email address.
- To be performed by Proposer, Applicant and Point of Contact

Step 2

- F&P Portal Administrator will ensure that you have the correct permissions for your role - Proposer / Applicant / Point of Contact

Step 3

- Applicant completes F&P Profile - Enter details from your CV – Personal Details, Work experience, Qualifications, Training, Other Positions.

Step 4

- Proposer completes Section 1.A of IQ – Preliminary Questions relating to Legal status of firm / PCF role / Sector
- Submit to Applicant

Step 5

- Applicant completes Section 1.B to 10 of IQ - Preliminary Questions / Minimum Competence Code / Reputation / Conflicts of Interests / Declaration
- Submit to Proposer

Step 6

- Proposer completes Section 11 of IQ – Declaration
- Return to Applicant to provide additional information / Submit to Central Bank



PCF Application will have three components

Account Settings

Set up when you register as a Portal User

- Contains the applicant's name and address.

F&P Profile

Set up when you wish to submit a PCF application

- Comprises the following sections: Personal Details, Experience, Qualifications, Professional Memberships, Training, Regulatory Approvals and Other positions (in non regulated firms and in financial service providers in other jurisdictions)
- Entered the first time you submit a PCF application and can be updated for subsequent PCF applications

Individual Questionnaire

Submit for each financial service provider

- Proposer starts the PCF application and sends it to the applicant
- Applicant submits detailed information to demonstrate how they meet the fitness and probity standards
- Proposer completes the PCF application and submits to the Central Bank

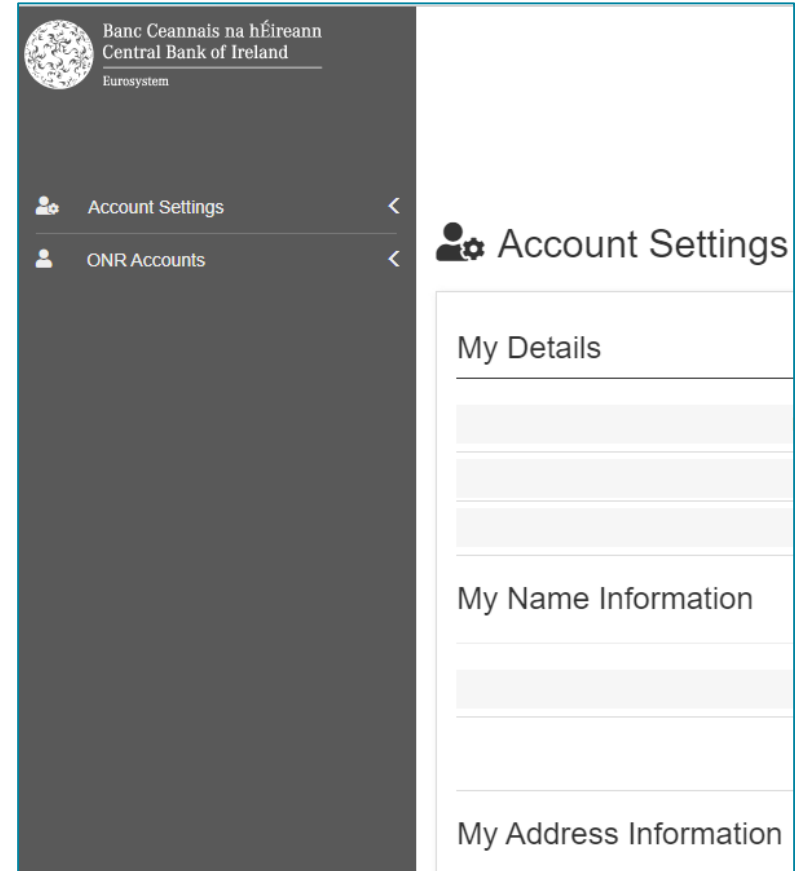


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Portal Account – First Time to Log on only

- Portal User is asked to enter the following information the first time they log on to the Portal
 - Email Address
 - Person code (Unique identifier that is issued to you by the Central Bank upon your registration for the Portal)
 - Name
 - Address
 - Second Factor Authentication via mobile phone
- Your institution's Portal Administrator will link your account to the institution's profile.



The screenshot displays the 'Account Settings' page of the Central Bank of Ireland portal. The header includes the bank's logo and name in both Irish ('Banc Ceannais na hÉireann') and English ('Central Bank of Ireland'), along with 'Eurosystem'. A dark sidebar on the left contains navigation options: 'Account Settings' and 'ONR Accounts', each with a back arrow. The main content area is titled 'Account Settings' and features three sections: 'My Details' (with three input fields), 'My Name Information' (with two input fields), and 'My Address Information' (with three input fields).



PCF Application – New F&P Profile

- Entered the first time you submit a PCF application and can be updated for subsequent submissions

■ Personal Details

- Information from Portal Account displayed
- Date of Birth / Email Address
- Demographic Information requested
 - Gender
 - Country of birth
 - Ethnicity

- **Consent:** The Central Bank of Ireland (“Bank”) is committed to promoting diversity and inclusion among financial service providers. In order to monitor progress in this area, the Bank is seeking the following information from you on a voluntary basis. This information is not part of the assessment of your fitness and probity application. The data will be used for analysis and comparison purposes and may be reported on, in aggregate in the context of our work in promoting diversity and inclusion in financial services. The Bank will not make publicly available any information which could potentially identify an individual. **Do you agree to answer questions on place of birth, ethnicity and gender identity?**

🏠 My Fitness and Probity Profile

Personal Details	Professional Experience	Regulatory Approvals	Positions
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■ Professional Experience

- Employment for last 10 years
- Educational Qualifications
 - Classified using ‘National Framework of Qualifications
- Professional Memberships
- Relevant Training undertaken in last 3 years

■ Regulatory Approvals

- If ceased – include reason why

■ Positions in other firms (both financial and non financial)

- Including time commitment



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PCF Application – Principal changes to Individual Questionnaire

■ Section 1.A – Proposer Preliminary Questions

- Will the applicant be performing the PCF role(s) in an outsourced capacity?

■ Section 1.B – Applicant Preliminary Questions

- Do you currently work for the proposing entity or an entity related to it?

■ Section 2- Personal details

- Information from F&P Profile displayed

■ Section 3 – Experience / Qualifications / Training / Memberships

- Applicant to outline how s/he:
 - Is competent to perform role
 - Has a good knowledge of business of firm
 - Has a good knowledge of regulatory environment

■ Section 4 – Minimum Competence Code

- No significant changes

■ Section 5 – Reputation and Character

- Applicant to explain circumstances of any disclosures, in addition to uploading relevant documentation
- New question regarding remuneration clawbacks for alleged wrongdoing



PCF Application – Principal changes to Individual Questionnaire

■ Section 6 – Central Bank Approvals

- PCF Information on Central Bank system is pre populated to the IQ

■ Sections 7 and 8 – Shareholdings, Business Interests and Savings

- No significant change

■ Section 9 - Positions of Responsibility or Influence

- No significant change

■ Section 10 – Applicant Declaration

- Revision to Employer Reference questions
- If not proposing to be full time, explain how role can be performed
- Confirm not performing role prior to approval

■ Section 11 – Proposer Declaration

- Is appointment in line with internal targets on diversity?
- How has firm satisfied itself that applicant can perform role, if not full-time?
- How has the Firm satisfied itself that there is no conflicts of interest?
- Please state the reasons why the matter disclosed in section 5 are not considered to affect the applicant's suitability to perform the role



Immediate Actions

- Proposers, Points of Contact and Applicants that have not yet registered as a Portal User should now register on Central Bank Portal.
 - Guidance on how to do this is located [here](#).
- Link your existing Online Reporting Account to the Central Bank Unity Portal
 - Once registered as a Portal User, you should link your Portal Profile to any existing ONR profiles you currently have. Doing this will allow you to access the ONR and its functionality via Portal, removing the need to operate 2 systems, and the need to maintain different login credentials for each system.
 - Guidance on how to link an account can be found here: [Portal/help/getting-started](#).
 - Additionally, can all Portal Administrators please ensure to review and approve (where appropriate) any request to link accounts they have received as these requests will expire in the near future. When the request expires, the user will need to begin the linking process again.
 - Guidance on how to approve a link request can be found here: [Portal/help/getting-started](#).
- Any queries should be directed to PortalSupport@centralbank.ie

