Central Bank of Ireland Portal

List of Request Changes available per industry

Last updated: March 2025

## Table of Contents

[Reading Notes 2](#_Toc192748704)

[Alternative Investment Fund Managers 3](#_Toc192748705)

[Bureaux de Change and Money Transmitters 3](#_Toc192748706)

[Credit Institutions 4](#_Toc192748707)

[Credit Servicing Firms 4](#_Toc192748708)

[Credit Unions 4](#_Toc192748709)

[Data Reporting Service Providers 5](#_Toc192748710)

[Debt Management Companies 5](#_Toc192748711)

[Electronic Money Institutions 6](#_Toc192748712)

[Excluded Service Providers 6](#_Toc192748713)

[Fund Service Providers 6](#_Toc192748714)

[Home Reversion Firms 7](#_Toc192748715)

[Insurance Intermediaries 7](#_Toc192748716)

[Insurance Undertakings 8](#_Toc192748717)

[Investment Business Firms 8](#_Toc192748718)

[Irish Authorised Funds 9](#_Toc192748719)

[Licenced Moneylenders 10](#_Toc192748720)

[Market Operators 10](#_Toc192748721)

[MiFID Investment Firms 10](#_Toc192748722)

[MiFID Third Country Investment Firm Branches 10](#_Toc192748723)

[Mortgage Intermediaries / Mortgage Credit Intermediaries 11](#_Toc192748724)

[Payment Service Providers (PSD2 / AISP) 11](#_Toc192748725)

[Regulated Markets 11](#_Toc192748726)

[Retail Credit Firms 12](#_Toc192748727)

[Trust Or Company Service Providers 12](#_Toc192748728)

#

|  |  |
| --- | --- |
| Reading Notes |  |
| If your institution holds more than one authorisation, the Request Changes available to you will be a combination of all those applicable to your authorisations, with some exceptions. If you have any questions on the Request Changes, please [contact us](https://www.centralbank.ie/regulation/central-bank-portal/contact-us).  |
|  |  |
| Three additional request changes are now available: Unlock Return, Remove Return Instance and Add Return Type. The ‘Request Change’ function for these is based on the Return Type. They can vary and are designated by sector – therefore they are available to all industries when applicable to the relevant return type. |
|   |  |
| Alternative Investment Fund Managers |  |
| The below Request Changes can be submitted via the Portal for AIFMs: |  |
|   | *Launch Date:*  |
| Capital Contributions | *25 Mar 2021 - Ended*  |
| Change of Accounting Date | *25-Mar-21* |
| Change of Address | *25-Mar-21* |
| Change of Auditor | *25-Mar-21* |
| Change of Legal Name | *25-Mar-21* |
| Change of Trading Name | *25-Mar-21* |
| Change to Contact | *25-Mar-21* |
| Unlock Return | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
|  |  |
| Approved Professional Body |  |
| The below Request Changes can be submitted via the Portal for APBs: |  |
|   | *Launch Date:*  |
| Change of Accounting Date | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Auditor | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
|   |  |
| Bureaux de Change and Money Transmitters |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Add Return Type | *18-Sep-23* |
| Change of Accounting Date | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Auditor | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Remove Return Instance | *18-Sep-23* |
| Unlock Return | *18-Sep-23* |
|   |  |
| Credit Institutions |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Capital Application | *12-Apr-21* |
| Change in Cover Assets Monitor | *12-Apr-21* |
| Change of Accounting Date | *12-Apr-21* |
| Change of Address | *12-Apr-21* |
| Change of Auditor | *12-Apr-21* |
| Change of Company Secretary | *12-Apr-21* |
| Change of Legal Advisor | *12-Apr-21* |
| Change of Legal Name | *12-Apr-21* |
| Change of Trading Name | *12-Apr-21* |
| Change to Contact | *12-Apr-21* |
| Critical Outsourcing Arrangement | *12-Apr-21* |
| Derogations/ Waivers/ Exemptions | *12-Apr-21* |
| Liquidity Application | *12-Apr-21* |
| New / Changes to Passporting OUT Arrangement(s) | *12-Apr-21* |
| Other Material Changes | *12-Apr-21* |
| Prior Approval of Expansion in Business Activities | *12-Apr-21* |
| Prior Approval/ Notification of Major Acquisitions | *12-Apr-21* |
| Unlock Return | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Section 31 appointment and termination | *26-May-23* |
| Mortgage appointment and termination | *23-May-23* |
|  |  |
| Credit Servicing Firms |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Address | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
|   |  |
| Credit Unions  |  |
| The below Request Changes can be submitted via the Portal for Credit Unions: |  |
|   | *Launch Date:*  |
| 15% Combined Concentration Limit for House and Business Loans | *12-Apr-21* |
| Amendment of the Credit Union Common Bond | *12-Apr-21* |
| Application to Increase Savings in excess of €100,000 | *12-Apr-21* |
| Change of Address | *12-Apr-21* |
| Change of Auditor | *12-Apr-21* |
| Change of Legal Name | *12-Apr-21* |
| Change of Registered Office Address | *12-Apr-21* |
| Change to Contact | *12-Apr-21* |
| Current Account Services (Exempt Services) | *01-Jan-25* |
| Mortgage Intermediation Services (Exempt Services) | *01-Jan-25* |
| Member Personal Current Account Service (MPCAS) | *12-Apr-21* |
| Notification of the 10% Combined Concentration Limit for House and Business Loans | *12-Apr-21* |
| Other Rule Amendment Changes | *12-Apr-21* |
| Other Section 48 Applications for Approval | *12-Apr-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Member Business Current Account Service (MBCAS) | *27-Sep-23* |
| Mortgage appointment and termination | *23-May-23* |
|  |  |
| **If you are also authorised as an Investment Business Firm and/or Insurance Intermediary, you may also see the following Request Changes:**  |  |
| Replacement Cert | *12-Apr-21* |
| Person Responsible IDR | *12-Apr-21* |
|  |  |
| Data Reporting Service Providers |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Accounting Date | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Auditor | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
|   |  |
| Debt Management Companies |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Accounting Date | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
|   |  |
| Electronic Money Institutions |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Accounting Date | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Auditor | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
|  |  |
| Excluded Service Providers |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Address | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
|   |  |
| Fund Service Providers |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Capital Contributions | *25 Mar 2021 - Ended* |
| Change of Accounting Date | *25-Mar-21* |
| Change of Address | *25-Mar-21* |
| Change of Auditor | *25-Mar-21* |
| Change of Legal Name | *25-Mar-21* |
| Change of Trading Name | *25-Mar-21* |
| Change to Contact | *25-Mar-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| EU Investment Manager clearance application | *01-Oct-24* |
| Merger Application - AIFs | *01-Oct-24* |
| Merger Application - UCITS | *01-Oct-24* |
| Non-EU AIFM clearance application | *01-Oct-24* |
| Non-EU Investment Manager clearance application | *01-Oct-24* |
| Professional Investor ELTIF-Sub-Fund Application | *02-Apr-24* |
| Professional Investor ELTIF-Umbrella Standalone Application | *02-Apr-24* |
| Qualified Investor ELTIF-Sub-Fund Application | *02-Apr-24* |
| Qualified Investor ELTIF-Umbrella Standalone Application | *02-Apr-24* |
| Retail Investor ELTIF-Sub-Fund Application | *02-Apr-24* |
| Retail Investor ELTIF-Umbrella Standalone Application | *02-Apr-24* |
| RIAIF - Umbrella Application | *02-Apr-24* |
| UCITS - Umbrella Application | *02-Apr-24* |
|   |  |
| Home Reversion Firms |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Address | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Mortgage appointment and termination | *23-May-23* |
|  |  |
| Insurance Intermediaries |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Accounting Date | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Insurance Type | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Person Responsible IDR | *10-May-21* |
| Replacement Cert | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
|  |  |
| Insurance Undertakings |  |
| The below Request Changes can be submitted via the Portal for Insurance Undertakings: |  |
|   | *Launch Date:*  |
| Acquiring Transaction | *27-Jan-21* |
| Add Return Type | *18-Sep-23* |
| Amendment/Revocation of Condition(s) of Authorisation | *12-Jun-24* |
| Ancillary Own Funds | *27-Jan-21* |
| Basic Own Funds | *27-Jan-21* |
| Branch Application | *27-Jan-21* |
| Change of Accounting Date | *07-Sep-20* |
| Change of Address | *07-Sep-20* |
| Change of Auditor | *07-Sep-20* |
| Change of Business Plan | *27-Jan-21* |
| Change of Legal Advisor | *07-Sep-20* |
| Change of Legal Name | *07-Sep-20* |
| Change to Contact | *07-Sep-20* |
| Derogation from Corp. Gov. Requirements | *27-Jan-21* |
| Derogation from Domestic Actuarial Regime | *27-Jan-21* |
| Derogation from Recovery Plan Requirements | *25-Mar-22* |
| Extension of Insurance Classes | *07-Sep-20* |
| Matching Adjustment | *27-Jan-21* |
| Portfolio Transfer | *27-Jan-21* |
| Remove Return Instance | *18-Sep-23* |
| Revocation of Authorisation | *27-Jan-21* |
| SCR Calculation - Internal Model Full | *27-Jan-21* |
| SCR Calculation - Internal Model Partial | *27-Jan-21* |
| Transitional Risk Free Rates | *27-Jan-21* |
| Transitional Technical Provisions | *27-Jan-21* |
| Undertaking Specific Parameters | *27-Jan-21* |
| Unlock Return | *18-Sep-23* |
| Volatility Adjustment | *27-Jan-21* |
| Waiver - Group ORSA | *27-Jan-21* |
| Waiver - Group SFCR | *27-Jan-21* |
| Waiver SFCR | *27-Jan-21* |
|   |  |
| Investment Business Firms |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Capital Contributions (Section 10 Investment Firms only) | *10-May-21* |
| Change of Accounting Date | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Auditor | *10-May-21* |
| Change of Investment Instrument/Services | *10-May-21* |
| Change of Legal Advisor | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Replacement Cert | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Section 31 appointment and termination | *26-May-23* |
|  |  |
| Irish Authorised Funds |  |
| The below Request Changes can be submitted via the Portal for Irish Authorised Funds: |  |
|   | *Launch Date:*  |
| Attestation Request | *27-Jan-21* |
| Index Submission | *27-Jan-21* |
| IOP Update | *27-Jan-21* |
| MLRO Update | *27-Jan-21* |
| QIAIF COSP | *27-Jan-21* |
| QIAIF/QIF: Prospectus/Supplement/Document amendment - Includes new sub-funds | *27-Jan-21* |
| QIAIF/QIF: Prospectus/Supplement/Document amendment - No new sub-funds | *27-Jan-21* |
| UCITS / AIF: Constitutional Document Update | *27-Jan-21* |
| UCITS / AIF Country Supplement | *27-Jan-21* |
| UCITS / AIF: Distribution/Paying Agent/Representative/Trading Agent Agreement | *27-Jan-21* |
| UCITS / AIF: Extract and/or Consolidated Prospectus | *27-Jan-21* |
| UCITS / AIF: Investment Manager/Investment Advisor/Administration Agreements | *27-Jan-21* |
| UCITS / RIAIF COSP | *27-Jan-21* |
| UCITS KIID Update | *27-Jan-21* |
| UCITS Risk Management Process Update | *27-Jan-21* |
| UCITS/Retail AIF: Depositary Agreement / Trust Deed / Deed of Constitution Update | *27-Jan-21* |
| UCITS/Retail AIF: Share Class Update | *27-Jan-21* |
| UCITS/RIAIF: Prospectus/Supplement review - Includes new sub-funds | *27-Jan-21* |
| UCITS/RIAIF: Prospectus/Supplement review - No new sub-funds | *27-Jan-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Section 31 appointment and termination | *26-May-23* |
|   |  |
| Licenced Moneylenders |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Address | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
|   |  |
|  Market Operators |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Accounting Date | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Auditor | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
|   |  |
| MiFID Investment Firms |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Capital Contributions | *25-Mar-21* |
| Change of Accounting Date | *25-Mar-21* |
| Change of Address | *25-Mar-21* |
| Change of Auditor | *25-Mar-21* |
| Change of Legal Name | *25-Mar-21* |
| Change of Trading Name | *25-Mar-21* |
| Unlock Return | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Section 31 appointment and termination | *26-May-23* |
|  |  |
| MiFID Third Country Investment Firm Branches |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Address | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
|   |  |
| Mortgage Intermediaries / Mortgage Credit Intermediaries |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Accounting Date | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Person Responsible CMCAR | *10-May-21* |
| Replacement Cert | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Mortgage appointment and termination | *26-May-23* |
|  |  |
| Payment Service Providers (PSD2 / AISP) |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Accounting Date | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Auditor | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
|   |  |
| Regulated Markets |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Accounting Date | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Auditor | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
|   |  |
| Retail Credit Firms |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Change of Address | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
| Mortgage appointment and termination | *23-May-23* |
|  |  |
| Trust Or Company Service Providers |  |
| The below Request Changes can be submitted via the Portal: |  |
|   | *Launch Date:*  |
| Additional TCSP Services Offered | *10-May-21* |
| Change in Direct Ownership | *10-May-21* |
| Change in Indirect Ownership | *10-May-21* |
| Change of Address | *10-May-21* |
| Change of Director | *10-May-21* |
| Change of Legal Name | *10-May-21* |
| Change of Principle Officer | *10-May-21* |
| Change of Trading Name | *10-May-21* |
| Change to Contact | *10-May-21* |
| Discontinuation of TCSP Services Offered | *10-May-21* |
| Other Material Changes | *10-May-21* |
| Unlock Return | *18-Sep-23* |
| Add Return Type | *18-Sep-23* |
| Remove Return Instance | *18-Sep-23* |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |