

Banc Ceannais na hÉireann Central Bank of Ireland

Eurosystem

# **ORION Comments** User Guide

July 2023

# Contents

Disclaimer	2
Introduction	4
How to Receive Comments on ORION	4
How to Respond to ORION Application Form Queries	6
How to Respond to Comments in the Feedback Document	10
Appendix	14

#### Disclaimer

The guidance in this document is correct as at the date of publication. The Central Bank regularly issues guidance to ensure compliance by regulated firms with their legal and regulatory obligations. Up to date guidance is available on the Central Bank website at the following address: www.centralbank.ie

# Introduction

This guide provides instructional support to applicants when using the comments functionality on ORION. It outlines how to receive and respond to comments issued by the Central Bank both on the ORION application forms and in a separate comments document.

### How to Receive Comments on ORION

When comments from the Central Bank have been received on ORION, the Status on ORION will change to 'Application Comments Issued' (refer to *Figure 1*) and in the Message column the applicant will see a bolded '**Message (1)**' notification, while the View column will also appear as bolded, and with a red outline, which indicates that there are comments on the Portal Application Form.

	Banc Ceannais na h Central Bank of Irela Eurosystem	Éireann and		ORION					Logot La Institu
A Hon	ne 🔪 Funds								
Menu	ບ <	Applications (New)	Applications (Closed)	Applications (Archive	ed)				
Sector									
> Funds (13)		New					Search		
> Funds Servic	e Providers (1)	Name	Application Name	C-Number	Last Updated Date	Otations	Wessage	Vi	
<ul> <li>Intermediarie</li> </ul>	·S (0)	Comments Test	UCITS Sub-	505005	Apr 13 2017 14:59	Application Comm	Message	6	View
Messages (34)						$\smile$			
User Manual		Charge Test	UCITS Sub-	505001	Apr 13 2017 14:55	Application in Prog	Message	0	View

#### Figure 1

Click on the '**Message (1)**' notification and a pop-up window appears (refer to *Figure 2*).

a the	Danc ceannais na nEneann								
No. 1	Messages for UCITS Sub-Fund - Application for Approval								
1	<b>≥</b> ¶/>	Communication Type	Subject	Name	C Number	Contact	Received Date		
Menu	$\geq$	Notification	Application Review	Comments Test	505005	Your Application Reviewer	Apr 13 2017 3:18PM	View	
Sector									
> Funds (									2
> Funds S									
> Interme									- 6
Messages									
User Manual		Charge	Test UCITS Sub-	505001	Apr 13 2017 14:5	5 Application in Prog	Message	View Street	port
<b>-</b> :	- 0								

Figure 2

Click on 'View' on the right hand side of the pop-up and the link in *Figure 3* becomes visible. Note that this link is the Feedback Document which contains comments from the Central Bank.

155	>>> Banc Cea	nnais na hÉireann		ORION				rogour	change rasa
22	Messages for UCITS Sub-Fund - Application for Approval								
<b>^</b>	≥¶/>	Communication Type	Subject	Name	C Number	Contact	Received Date		-10
Menu		Notification	Application Review	Comments Test	505005	Your Application Reviewer	Apr 13 2017 3:18PM	View	
Sector									
> Funds (									2
➤ Funds S									
> Interme									
Messages	Name: Com	nents Test							
User Manu	Application From: Your A	on Review Application Reviewer	To: Ap	plicant		Date: Apr 13 2017 3:18PM			
Do you ne	New Com	ments Received. In addition pl	lease review the following	documents:				KONDIOWRId=11	
Contact U	<pre>c<bocument pre="" reedback<<="">https://test.onon.centralbank.ie/ap/upioad/JownloadUocument/data=%2/5JWKliay4PFpLYNG8Q4KdFV8m96Ys6%2hitgky/vqDXqAqkMU9mW1B/QGUU%2bP1CW8id=115</bocument></pre>								
								Close De	etails
			0.001	502560	lov 07 2016 14:5	2 Application Submitt	Maccana	Viou	Evport

#### Figure 3

This Feedback Document must be responded to. Please refer to the 'How to Respond to Comments in the Feedback Document' section on pages 10-13 of this document, with regards to responding to these comments.

## How to Respond to ORION Application Form Queries

With regards responding to the ORION Application Form queries, click on 'View', which brings you to the 'Application Summary' page of the relevant fund, as per Figure 4.

The sections that the Central Bank have commented on are easily identifiable as they are outlined in red, have a status of 'Required' and they also have a red exclamation mark.

In the example in *Figure 4* below, the Structure section has a status of 'Required' as the Central Bank has commented on a question (or questions) within this section.

Banc Ceannais na Central Bank of Ire	hEireann eland	ORION		Logout   Ona
Eurosystem		Application Summary		Last Login: 10- Institution Name: I
Home > Funds > C-5956	UCITS Sub-Fund - Applicat	Application Summary	Case status:Application Comments Issued	CNumber 605005
Menu U < The det	following field sections a ermined by the answers p	re required to complete the submission to CBI. These sections and ovided in the Application Structure section	the questions contained in these section	ons are
> Funds (13)	Saction Reference	Section	Status	Checklist
> Funds Service Providers (1)	(i)	Structure	* Required	
> Intermediaries (0)	2	Prospectus	Vana	\$
Messages (33)	8	Investment Through Subsidiaries	Not Required	
User Manual	9	Investment Management Agreement	Not Required	
Do you need help?	10	SubFund	* Required	
Contact US	11	Distribution/Paying Agent /Representative Agent Agreement	Not Required	
		Supplementary Documents	🖌 Valid	
			F	<b>j</b> Submit

#### Figure 4

On clicking the 'Required' field for the Structure section the relevant comment is easily identifiable, i.e., it is the 'Read Comment!' which is highlighted in red, as per *Figure 5*.

Banc Ceannais Central Bank o	na hÉireann ORION Ireland New Regulated Entity	Logout   Change Pas Hello Last Login: 10-04
Home > Funds > UC	TS Sub-Fund - Application for Ap 🕨 New Regulated Entity	Case status:Application Comments Issued CNumber: Case ID:3
Menu 👌 🖌	* Indicates a mandatory field.	
Sector	State the Name of the Sub Fund	Comments Test X
> Funds (13)	What is the Legal Structure of the UCITS?     Read comment !	Unit Trust
> Funds Service Providers (1)		
> Intermediaries (0)		
Messages (33)		
User Manual		
> Intermediaries (0) Messages (33) User Manual		

Figure 5

To view the comment click on the 'Read Comment!' field and the comment field pops up, as per *Figure 6*.

Banc Ceannais	s na hÉireann	0	RION		Logout   Change
Central Bank of Eurosystem	of Ireland	Comments			Hello! C Last Login: 10-04-2 Institution Nametitation
Home > Funds > U		Quality in t	What is the Legal Structure of the UCITS?	$\sim$	Case status:Application Comments Issued CNumber:505005 Case
Menu 🖒 🖌	* Indicates a mandatory field.	Question text		$\sim$	
Sector	<ul> <li>State the Name of the Sub Full</li> </ul>	Your answer to question	Unit Trust	^	Comments Test
> Funds (13)	* What is the Legal Structure of	100 QUESHON	13/04/2017 15:18:28: Is this definitely a Unit Trust?	~	Unit Trust
> Funds Service Providers (1)		Reviewer comments		Q	
> Intermediaries (0)		<ul> <li>Respond to comment</li> </ul>		0	
Messages (33)					
User Manual		<ul> <li>Cancel</li> </ul>	🖬 Subr	nit	
Do you need help?					
Contact Us					

Figure 6

The Central Bank comment appears below to the 'Reviewer comments' field, with a red asterisk (\*) pointing out the 'Respond to Comment' field where the applicant must respond to the Central Bank's comment, as highlighted below in *Figure 7*.

Banc Ceannais na hEireann Central Bank of Ireland Eurosystem		C	RION		
			Comments	Hello! Last Login: 10-04- Institution Nan	
Home > Funds > 0	CITS Sub-Fund - Application for App	Ourselfing tout	What is the Legal Structure of the UCITS?	$\wedge$	Case status:Application Comments Issued CNumber:505005 Case
Menu 💍 🖌	* Indicates a mandatory field.	Question text		$\sim$	
Sector	<ul> <li>State the Name of the Sub Ful</li> </ul>	Your answer to guestion	Unit Trust	$\sim$	Comments Test
> Funds (13)	What is the Legal Structure of			$\sim$	Unit Trust
> Fundo Convice Providera (4)		Reviewer comments	13/04/2017 15:18:28: Is this definitely a Unit Trust?	0	
Intermediaries (0)		Respond to comment	I confirm that this is a Unit Trust	0	
Messages (33)					
User Manual		Cancel	🖬 Subr	nit	
Do you need help?					
Contact Us					

Figure 7

On completion of your response click 'Submit'. On doing this the following pop up window appears (refer to *Figure 8*) confirming that the response has been successfully saved.

Banc Ceannai Central Bank	s na nEireann of Ireland	ORION		Hell
Eurosystem		New Regulated Entity		Last Login 70-0 Institution Name m
Home > Funds >		ORION:		Case status Application Comments Issued CNumber 505005 C
Menu 🔾 < Sector	* Indicates a mandatory field. * State the Name of the Sub Fun	Comment saved successfully		Comments Test
> Funds (13)	What is the Legal Structure of		UK	Unit Trust
> Funds Service Providers (1)				
> Intermediaries (0)				
<b>E</b> :				

Figure 8

When all Central Bank comments on that relevant page of ORION Portal have been responded to ensure to click on 'Submit' to validate that page, as per *Figure 9*.

Central Bank o	f Ireland	Hello Last Login 10-04
Eurosystem	New Regulated Entity	Institution Name Hor
Home > Funds > U	CITS Sub-Fund - Application for Ap( 🔪 New Regulated Entity	Case status:Application Comments Issued CNumber:505005 Cas
Menu 💍 🖌	* Indicates a mandatory field.	
Sector	State the Name of the Sub Fund	Comments Test
> Funds (13)	What is the Legal Structure of the UCITS?     Read comm	unit Trust
> Funds Service Providers (1)		
> Intermediaries (0)		
Messages (33)		
User Manual		
Do you need help?		
Contact Us		
	Cancel	🖬 Submit

#### Figure 9

Ensure all relevant sections that are marked as 'Required' are responded to. In the example in *Figure 10*, click on the 'Required' field for the Sub-Fund section.

Banc Ceannais na	hEireann	ORION				
Eurosystem	eland	Application Summary				Last Login Institution Nam
Home > Funds > C-5	UCITS Sub-Fund - Applicat	Application Summary		Case status:Application	Comments Issued	CNumber
Menu O The determined Sector In	following field sections a ermined by the answers p formation Section must be	re required to complete the submission to CBI. These sections and the rovided in the Application Structure section e completed	e que	estions contained in	these section	ons are
> Funds (13)	Section Reference	Section	Sta	itus	Help	Checklist
> Funds Service Providers (1)	(i)	Structure		🖌 Valid		
> Intermediaries (0)	2	Prospectus		🖌 Valid		\$
Messages (33)	8	Investment Through Subsidiaries		Not Required		
User Manual	9	Investment Management Agreement		NOT REQUIRE		
Do you need help?	10	SubFund	(	★ Required		
Contact Us	11	Distribution/Paying Agent /Representative Agent Agreement		Not Required		
		Supplementary Documents		🖌 Valid		

#### Figure 10

At the bottom of the page the relevant pages that have accompanying comments are easily identifiable, i.e. Steps 1 – 3, with all relevant steps which have an accompanying comment or comments being displayed in red and pink, as displayed in *Figure 11* below.

The 'Read Comment' in red clearly displays where the relevant Central Bank comment is on that particular page.

Banc Ceannais Central Bank o	na hEireann ORION	Hello!
Eurosystem	SubFund	Last Login: 10-04- Institution Nam <del>entic</del> C
Home > Funds > C-	HTTP: Content - Applical > Application Summary > SubFund	Case status Application Comments Issued CNumber Case
Menu 🕐 🗸	* Indicates a mandatory field.	
sector	10.1.1 Name of UCITS (Umbrella) Fund	Search Legal Entity
> Funds (13)		Lannananananananananananananananananana
<ul> <li>Funds Service Providers (1)</li> </ul>	Entity Number	Entity Name
Intermediaries (0)	20020	ic and the second s
Messages (33)	10.1.1.1 Name of new sub-fund	Comments Test
User Manual	10.1.1.2 Provide the name of existing Sub-Funds of the Umbrella	^
Contact lie		
contact os	10.1.1.3 Was the umbrella authorised prior to 30 June 2005 and can employ leverage?	Select
	10.1.1.4 Confirm that the Sub-Fund has taken measures necessary to apply segregated liability	ity between sub-fundsSelect-
	10.2 Legal structure	Unit Trust
	<ul> <li>10.2.1 Provide the email address of the individual within the legal advisor for whose attention correspondence should issue to</li> </ul>	the Central Bank Read comment
	10.2.2 Provide the email address of the UCITS/Management Company	ie
	10.3.1 Investment Manager(s) appointed to the sub-fund	Add Details
	10.3.2 Any third party contracted by the UCITS or management company acting for the UCITS	'S to carry out its work Add Details
	10.4.1 Confirm which of the following ranges best represents the likely shareholder base of the	he UCITS/Sub Fund(s) 1,000-4,999
	* 10.4.2 Is it intended to promote the sale of units/shares of the UCITS/Sub-Fund(s) to Irish Re	asidents? No
	• 10.4.3 Is the UCITS seeking derogations from the following Regulations?	No
	10.4.3.1 Confirm the applicable regulation(s)	v
	Back Step 1 -	3 Save For Later Next

Figure 11

Once all Central Bank comments on ORION Portal have been answered ensure to validate these responses by clicking 'Validate' at the bottom of the final step of that section of ORION Portal, as per *Figure 12*.

Banc Ceannais	ina hEireann ORION		
Central Bank of Eurosystem	f Ireland Search Umbrella Funds		Hello! Last Login: 13-04 Institution Network
Home > Funds > C	JCITS Sub-Fund - Applicat > Application Summary > SubFund C	ase status:Application in Progress	CNumber:505001 Car
Menu 💍 🗸	* Indicates a mandatory field.		
Sector	10.5.1.3.4 an expected level of leverage is inserted which is calculated using the sum of the notionals method in respect		
> Funds (13)	of a UCITS using the VaR approach 10.5 Please provide any additional information in relation to the application which should be considered by the		
> Funds Service Providers (1)	Crease provide any accession information in reliably to application which also be considered by the Central Bank such as details of any proposed dergations which have been cleared by the Central Bank, proposed authorisation date, any usual features of the UCITS etc.		$\sim$
<ul> <li>Intermediaries (0)</li> </ul>	10.7.1 Is the UCITS replicating an index as per Regulation 71?	No	~
Messages (33) User Manual	19.7.1.1 Insert the Article/Clause number of the constitutional document that provides for the replication of an index		
Do you need help?	10.7.1.2 Confirm that there is no reference to the UCITS availing of the Regulation 71 limits		
Contact Us	10.7.2 Is the UCITS a Short Term Money Market Fund?	No	~
	10.7.2.1 Does the Short-Term Money Market Fund follow an amortised cost valuation methodology?	Select	$\checkmark$
	10.7.2.1.1		
	(a) Confirm that the Short-Term Money Market Fund is obtaining a triple-A rating from an internationally recognised rating agency	0	
	(b) Confirm a letter from the management company/investment manager confirming that it is currently managing, or has previously managed, a triple-A rated money market Fund is attached	0	
	(c) Confirm that the management company or the investment manager has supplied sufficient information to the Central Bank to demonstrate appropriate experise in the operation of this type of money market fund and the Central Bank has indicated that the fun application may be submitted.	nd	
	10.7.3 Is the UCITS a Money Market Fund?	No	~
	10.7.4 Is the UCITS Guaranteed	No	~
	197.4.1 Confirm that the guarantor is a)an entity of good sustance and standing and (b) a credit institution with paid up share capital in excess of €100 million which is of a type that is mentioned in Regulation (7) of the Central Bank UCITS Regulations.		
	10.7.5 Confirm that the documentation will be submitted to the Irish Stock Exchange if the sub-fund(s) is(are) seeking a listing	No	~
		Save For Later	🖳 Validate

#### Figure 12

This brings you back to the Application Summary page, where all sections should now be appearing as 'Valid'.

### How to Respond to Comments in the Feedback Document

While the ORION Portal Application Form questions have now been responded to, the comments contained in the Feedback Document also need to be addressed. In order to do this click on the 'Valid' field for 'Supplementary Documents' as shown in *Figure 13* below.

State in	Banc Ceannais	na hEireann		ORION						
the second	Central Bank o	f Ireland		Application Summany				H Last Login::		
	Eurosystem		Application Summary					Institution Name		
A Hom	e > Funds > 🔳	JCITS Sub-F	und - Applical	Application Summary		Case status:Application	Comments Issued	CNumber 000000		
Menu	tenu U The following field sections are required to complete the submission to CBI. These sections and the questions contained in these sections are determined by the answers provided in the Application Structure section									
Sector		* Information Sec	tion must be	e completed						
> Funds (13)		Section Refe	rence	Section	Ste	itus	Help	Checklist		
> Funds Service	e Providers (1)	(i	)	Structure		🖌 Valid				
> Intermediaries	S (0)	2	2	Prospectus		🖌 Valid		*		
Messages (33)		8	3	Investment Through Subsidiaries		Not Required				
User Manual		9	)	Investment Management Agreement		Not Required				
Do you need he	lp?	1	0	SubFund		🖌 Valid				
Contact Us		1	1	Distribution/Paying Agent /Representative Agent Agreement		Not Required				
				Supplementary Documents	C	✔ Valid				
		Back					F	Submit		

Figure 13

To upload your pre-prepared word 'Response to Comments/Document Feedback' document click on the file field under the heading of 'Document Feedback' as highlighted in *Figure 14*.

Banc Ceannais na hÉireann ORION								
Cer Eur	Central Bank of Ireland Eurosystem			Supplementary Document		Hello Last Login:10-04 Institution Nam <del>e.Mo</del>		
A Home >	Funds > C	JCIT	S Sub-Fund	I - Applical > Application Summary > Supplementary Document Case st	tus:Application Comments Iss	ed CNumbe		
Menu		Mandatory	Documen	ts				
Sector		Valid	Section	Document Type	Document Name		Requir Option	
Funds (13)		V		Letter seeking approval of sub-funds	Test Administration Agreement.docx	ſ	Required	
Funds Service Pro	oviders (1)	1		Section 10 - Supplement	Test IVM Agreement.docx		Required	
<ul> <li>Intermediaries (0)</li> </ul>		V		Section 2 - Prospectus	Test Depositary Agreement.docx	1	Required	
vessages (33) Iser Manual				Investment Advisory Agreement			Optional	
Do you need help?				Distribution/Paying Agent/Representative Agent Agreement		1	Optional	
Contact Us				Country Supplement			Optional	
				Document Feedback		1	Optional	
				Cover Letter			Optional	

Figure 14

As per *Figure 15*, click on 'New' and upload the relevant document from your local drive/network, as per Figures 16, 17 and 18.

<u>Please note:</u> For UCITS and RIAIF applications, when responding to comments at later drafts of the application, please use the naming convention as outlined in the Appendix to this document.

Banc Ceannais	na hEirear	ın	ORION		Logo		
Eurosystem	f Ireland		Supplementary Document	Jocument Last Login: 10-0-			
Home > Funds > C	UCIT	S Sub-Fund	I - Applical > Application Summary > Supplementary Document Case status A	pplication Comments Issu	ed CNumb	e <del>=505005-</del> Ca	
Menu 💍 🧹	Mandatory	Documen	ts				
Sector	Valid	Section	Document Type	Document Name		Require Option:	
> Funds (13)	V		Letter seeking approval of sub-funds	Test Administration Agreement.docx	ſ	Required	
<ul> <li>Funds Service Providers (1)</li> </ul>	¥		Section 10 - Supplement	Test IVM Agreement.docx		Required	
Messages (3)	1		Section 2 - Prospectus	Test Depositary Agreement.docx		Required	
User Manual			Investment Advisory Agreement			Optional	
Do you need help?			Distribution/Paying Agent/Representative Agent Agreement		ſ	Optional	
Contact Us			Country Supplement			Optional	
			Document Feedback		-	Opecal	
			Cover Letter		Nev	v	
			A letter from the Depositary confirmining that the agent appointed is one of the following: An EU credit institution; or A Bank authorised in a Member State of the European Economic Area (EEA) (Norway, Iceland, Leichtenstein); or A Bank authorised by a signatory state, other than an EU Member State, or a Member State of the EEA, to the Basie Capital Convergence Agreement of July 1988 (Switzerland, Canada, Japan, United States) or An entity authorised under the Markets in Financial Instruments Directive Implementing legislation and is subject to client money rules;		Dele View Add Doc	te te v	
			Provide in a covering letter the particulars of the classes that restrict investment to specific categories of unitholders (including details of the target audience and how it complies with the Unit Trust Act 1990) as well as confirmation that the proposal complies with the Unit Trust Act 1990, in relation to public participation		ſ	Optional	

#### Figure 15

Banc Ceannais Central Bank of Eurosystem	s na hÉireann of Ireland	ORION Document Upload	Logoot - Change Hello: Last Login f0-4-1 Institution Name data
Home > Funds > C	UCITS Sub-Fund - Applical >	Application Summary > Document Summary	Case status:Application Comments Issued CNumber:505000 Case
Menu 💍 🧹			
Sector			
> Funds (13)	File Location		Browse
<ul> <li>Funds Service Providers (1)</li> </ul>	Document Type		Document Feedback
Intermediaries (0)	Decument Name		
Messages (33)	Document Name		
User Manual			
Do you need help?	• Васк		Submit
a			

#### Figure 16

1.36-1	Banc Ceannais na hÉireann Central Bank of Ireland			ORION		Logour   Change Hello!
100	Eurosystem		Do	cument Upload		Last Login: 10-04- Institution Name:
A Home	> Funds > C	JCITS Sub-Fund - Applical 🔪	Application Summary >		Case status:Application Comments Issued	CNumber
Menu						
Sector						
> Funds (13)		File Location			Test Feedback Document	f 🗁 Browse
Funds Service	Providers (1)	Document Type			Document Feedback	
<ul> <li>Intermediaries</li> </ul>	(0)	Document Name			Test Feedback Document	from Legal Adviser.
Messages (33)						$\sim$
User Manual		4 Paak			(	E Submit
Do you need help	p?	Dack				H Sublin
Contact Us						
Contact Us						

Figure 17

Banc Ceannais na nEireann Central Bank of Ireland Eurosystem			Decument Upload		Hello!   Last Login: 10-04-2 Institution Name: #000
Home > Funds > C-	Susces UCITS Sub-Fund - Applica	0	ORION:	Case status:Application Comments Issued	CNumber 5 Case
Menu 💍 🚽			Your document is currently uploading to the Orion System, when all required documents		
Sector			are uploaded successfully for the section the section will update to same.		
> Funds (13)	File Location			Test Feedback Document	f 🗁 Browse
<ul> <li>Funds Service Providers (1)</li> </ul>	Document Type			Document Feedback	
Messages (2)	Document Name			Test Feedback Document f	rom Legal Adviser.
User Manual					
Do you need help?					🖬 Submit

Figure 18

At this point the Feedback Document has been uploaded and you can click 'Application Summary' to return to the home page for the relevant fund (refer to *Figure 19*).

Home > Funds > C										
Menu 👌 🗸	Menu 👌 🗸 Mandatory Documents									
Sector	Valid	Section	Document Type	Document Name		Require Options				
> Funds (13)	$\checkmark$		Letter seeking approval of sub-funds	Test Administration Agreement.docx		Required				
<ul> <li>Funds Service Providers (1)</li> </ul>	$\checkmark$		Section 10 - Supplement	Test IVM Agreement.docx		Required				
> Intermediaries (0)	¥		Section 2 - Prospectus	Test Depositary Agreement.docx		Required				
User Manual			Investment Advisory Agreement			Optional				
Do you need help?			Distribution/Paying Agent/Representative Agent Agreement			Optional				
Contact Us			Country Supplement			Optional				
			Document Feedback	Test Feedback Document from Legal Adviser.docx		Optional				
			Cover Letter			Optional				

#### Figure 19

At this point everything is validated and the submission is ready to be returned to the Central Bank. Click 'Submit', as per *Figure 20*.

Banc Ceannais na	hÉireann	ORION				Logout   Cr			
Central Bank of Ire	eland	Application Summary				H Last Login: Institution Nam			
Home > Funds > C-	UCITS Sub-Fund - Applicat	Application Summary		Case status:Application	Comments Issued	CNumber:505006			
Menu The following field sections are required to complete the submission to CBI. These sections and the questions contained in these sections are determined by the answers provided in the Application Structure section									
> Funds (13)	Section Reference	Section	Sta	tus	Help	Checklist			
<ul> <li>Funds Service Providers (1)</li> </ul>	(1)	Structure		Valid					
Intermediaries (0)	2	Prospectus		🗸 Valid		\$			
Messages (33)	8	Investment Through Subsidiaries		Not Required					
User Manual	9	Investment Management Agreement		Not Required					
Do you need help?	10	SubFund		🗸 Valid					
Contact Us	11	Distribution/Paying Agent /Representative Agent Agreement		Not Required					
		Supplementary Documents		🗸 Valid					
	Back				F	Submit			

Figure 20

Banc Ceannais	s na nEireann	ORION			U ,
Eurosystem	n Ireland	Application Summary			Last Login: Institution Nam
Home > Funds > C	Second UCITS Sub-Fund - Applica	ORION:	Case status App	lication Comments Issu	ued CNumber
Menu 💍 🧹	The following field sections determined by the answers * Information Section must b	Please confirm initial submission of C-THERE Sub-Fund - Application for Approval	ons contair	ed in these sec	tions are
> Funds (13)	Section Reference	CONFIRM	CANCEL	Help	Checklist
> Funds Service Providers (1)	(i)	Structure	Valid		
> Intermediaries (0)	2	Prospectus	🖌 Valid		*
Messages (33)	8	Investment Through Subsidiaries	Not Required		
User Manual	9	Investment Management Agreement	Not Required		
Do you need help?	10	SubFund	🖌 Valid	1	
Contact Us	11	Distribution/Paying Agent /Representative Agent Agreement	Not Required		
		Supplementary Documents	🗸 Valid		

#### Click 'Confirm' as per Figure 21.

Figure 21

The Status of the fund application now appears on the ORION home page as 'Application Submitted' and is back with the Central Bank for review. *Figure 22* refers.

Banc Ceannais na Central Bank of In	hEireann eland	ORION		Hel
Eurosystem		Application Summary		Last Login: 10- Institution Namer
Home > Funds > C-See	UCITS Sub-Fund - Applicat	Application Summary	Case status:Application Comments Issue	ed CNumber
Menu 👌 🗸 The	following field sections a ermined by the answers p	re required to complete the submission to CBI. These section rovided in the Application Structure section	s and the questions contained in these sect	ions are
Sector * In	formation Section must b	e completed		
> Funds (13)	Section Reference	Section	Status Help	Checklist
> Funds Service Providers (1)	(i)	Structure	* Required	
> Intermediaries (0)	2	Prospectus	V and	*
Messages (33)	8	Investment Through Subsidiaries	Not Required	
User Manual	9	Investment Management Agreement	Nor Required	
Do you need help?	10	SubFund	★ Required	
Contact Us	11	Distribution/Paying Agent /Representative Agent Agreement	Not Required	
		Supplementary Documents	✓ Valid	
	Back			r Submit

Figure 22

## Appendix

#### Naming convention requirements for documentation submitted on ORION for UCITS and <u>RIAIF applications</u>

When uploading documents to make an initial submission, i.e. Draft 1 (*hereinafter* "D1"), to the Central Bank of Ireland, please name the uploaded documents using the below naming convention as appropriate:

Cover letter

D1 Confirmation from the responsible person

D1 Supplement mark-up

D1 Supplement clean

D1 Prospectus

D1 Financial index confirmation letter (Please note: this may not apply to all funds)

D1 Letter of application seeking approval

D1 Letter regarding investment in AIFs

D1 Section 10 application form

D1 Section 2 application form (Please note: this may not apply to all funds)

# When uploading documents in later drafts/submissions, i.e. Draft 2, Draft 3, etc., (*hereinafter* "D2", "D3", etc.), to the Central Bank of Ireland, please name the uploaded documents using the below naming convention as appropriate:

D2 Confirmation from the responsible person

D2 Supplement mark-up

D2 Supplement clean (where a clean supplement is beneficial to provide at a later draft)

D2 Prospectus (where necessary to provide at a later draft)

D2 Financial index confirmation letter (Please note: this may not apply to all funds)

D2 Letter of application

D2 Letter regarding investment in AIFs

D2 Section 10 application form

D2 Section 2 application form (Please note: this may not apply to all funds)

D3 Confirmation from the responsible person

D3 Supplement mark-up

D3 Supplement clean (where a clean supplement is beneficial to provide at a later draft)

D3 Prospectus (where necessary to provide at a later draft)

D3 Financial index confirmation letter (*Please note: this may not apply to all funds*)

D3 Letter of application

D3 Letter regarding investment in AIFs

D3 Section 10 application form

D3 Section 2 application form (Please note: this may not apply to all funds) And so on.

## When responding to comments at later drafts of the application, please name the uploaded document using the below naming convention as appropriate:

D2 Responses to draft 1 comments D3 Responses to draft 2 comments *And so on* 

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