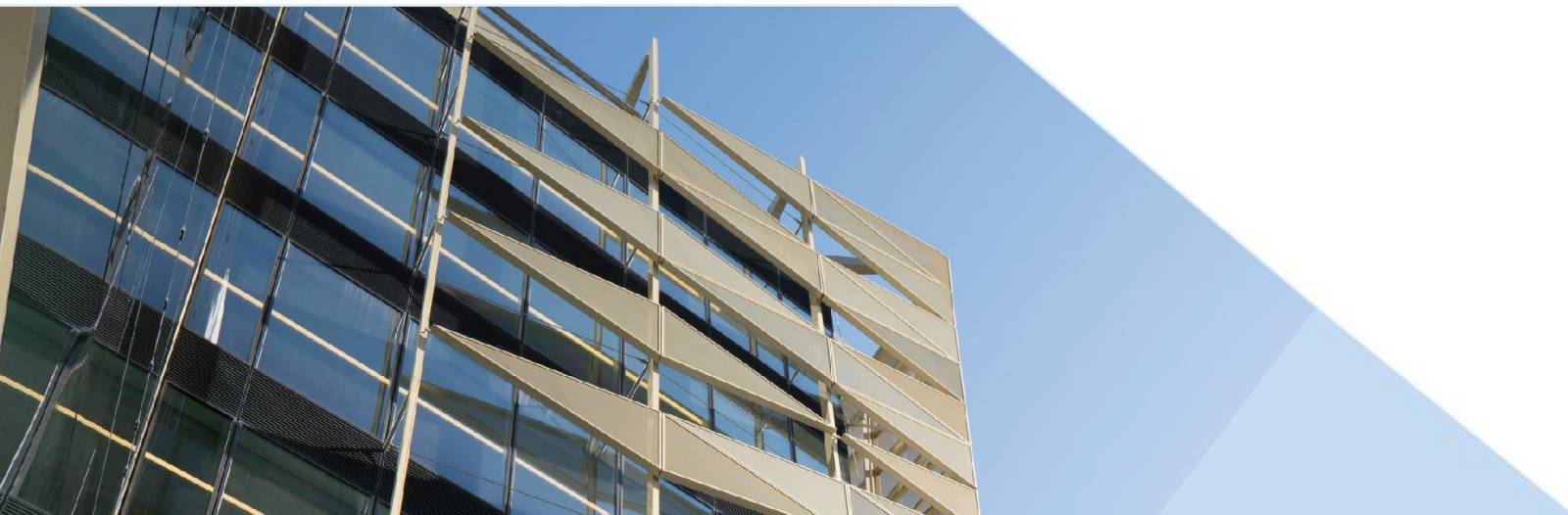




Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem



New F&P Application Process

24 April 2023

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Changes to the Fitness & Probity application process

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



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

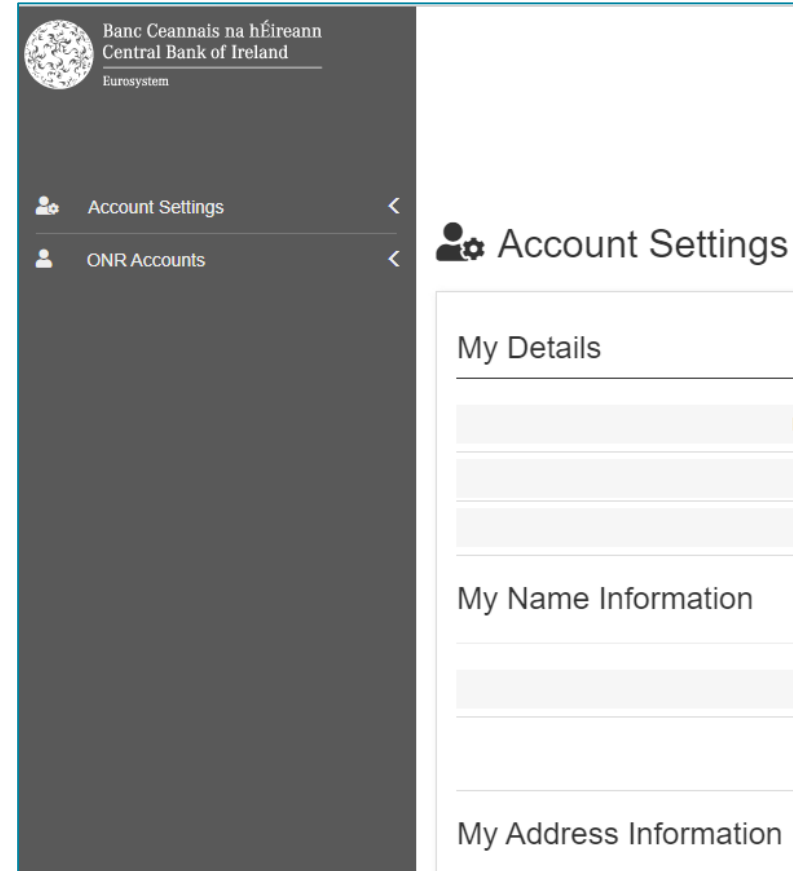


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Portal Account – First Time to Log on only

- 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 Central Bank of Ireland logo and the text 'Banc Ceannais na hÉireann Central Bank of Ireland Eurosystem'. A dark sidebar on the left contains navigation options: 'Account Settings' and 'ONR Accounts', both with back arrows. 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



Guidance

- A template version of the Individual Questionnaire is available on <https://www.centralbank.ie/regulation/how-we-regulate/fitness-probity>

- Guidance on how to complete the F&P Profile and Individual Questionnaire is available
 - The Guidance also provides information on how to
 - Submit / Print / Unlock / Withdraw an IQ
 - View / Send messages in relation to an IQ
 - How to enter a start date for an approved person
 - How to notify the Bank that the person was not elected, did not take up the role or has resigned.

- 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](#).

