



INDIVIDUAL QUESTIONNAIRE (IQ)

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The IQ has three parts:

1. **Account Settings** – contains the applicant's name and address; and must be entered when registering as a Portal User.
2. **F&P Profile** – contains information on the personal details of the applicant, their experience, qualifications, training and other positions held; and must be entered before creating a new application for Pre Approval Controlled Function (PCF). The information can be re-used (and updated) for future PCF applications.
3. **New PCF Application** – contains detailed information on the applicant's competence capacity, probity and management of conflicts of interests; and must be entered for each application to perform PCF role(s) in a financial service provider. This information is entered by both the proposer and the applicant.

Part 1 - Account Settings

This information must be input when registering as a Portal user and updated as required thereafter.

My Name Information		
Current Name	Title	Mr / Mrs / Miss / Ms / Mx/Dr
	Forename	Single Line Free Text
	Last Name	Single Line Free Text
	Middle Name(s)	Single Line Free Text
	Variation of Forename	Single Line Free Text
	Start Date	Enter date in this format: (dd/mm/yyyy)
	End Date	Enter date in this format: (dd/mm/yyyy)
Previous Name	Title	Mr / Mrs / Miss / Ms /Mx/ Dr
	Forename	Single Line Free Text
	Last Name	Single Line Free Text
	Middle Name(s)	Single Line Free Text
	Variation of Forename	Single Line Free Text
	Start Date	Enter date in this format: (dd/mm/yyyy)
	End Date	Enter date in this format: (dd/mm/yyyy)



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My Address Information		
Current Address	Type of Address	Current Address
	Address Line 1	Single Line Free Text
	Address Line 2	Single Line Free Text
	Address Line 3	Single Line Free Text
	City or town	Single Line Free Text
	Country	Country Dropdown Menu
	County	County Dropdown Menu
	Eircode / Postcode	Single Line Free Text
Previous Address	Type of Address	Select either: Previous Address Secondary Address
	Address Line 1	Single Line Free Text
	Address Line 2	Single Line Free Text
	Address Line 3	Single Line Free Text
	City or town	Single Line Free Text
	Country	Country Dropdown Menu
	County	County Dropdown Menu
	Eircode / Postcode	Single Line Free Text
	Start Date	Enter date in this format: (dd/mm/yyyy)
	End Date	Enter date in this format: (dd/mm/yyyy)
Secondary Address	Type of Address	Select either: Previous Address Secondary Address
	Address Line 1	Single Line Free Text
	Address Line 2	Single Line Free Text



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My Address Information		
	Address Line 3	Single Line Free Text
	City or town	Single Line Free Text
	Country	Country Dropdown Menu
	Eircode / Postcode	Single Line Free Text
	Start Date	Enter date in this format: (dd/mm/yyyy)
	End Date	Enter date in this format: (dd/mm/yyyy)



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Part 2 - My Fitness and Probity Profile

This section must be completed by the applicant prior to creating a new application for Pre Approval Controlled Function (PCF). The information can be re-used (and updated) for future PCF applications. The applicant must provide personal details (so they can be uniquely identified) and provide details of their experience, qualifications, training and other positions held (which assists the Bank in assessing the applicant's fitness to perform the role).

Personal Details		
	Current Legal Name	Pre-populated from the Account Settings
	Previous Names	Pre-populated from the Account Settings
	Current, Secondary or Previous Addresses	Pre-populated from the Account Settings
Other Personal Details	Date of Birth	Enter date in this format: (dd/mm/yyyy)
	Phone Number (including prefix)	Numeric Field
	Email Address	Single Line Free Text
	The Central Bank collects gender data for Statistical Purposes only and 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.	
	Please state the gender to which you identify	Select one of the following: • Male • Female • Non-Binary • Prefer not to say • Other – Single Line Free Text
	What is your country of birth?	Country Dropdown Menu



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

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Personal Details		
	City/Town of Birth	Single Line Text



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Professional Experience		
Professional Experience	Employer Full name	Single Line Free Text
	Employer Group Name (if appropriate)	Single Line Free Text
	Address Line 1	Single Line Free Text
	Address Line 2	Single Line Free Text
	Address Line 3	Single Line Free Text
	City or town	Single Line Free Text
	Country	Country Dropdown Menu • Ireland • United Kingdom Other countries listed in alphabetical order
	Eircode / Postcode	Single Line Free Text
	Company or Credit Union Registration Number	Companies Registration Office registration number (available on www.cro.ie) or Register of Credit Unions registration number (available on https://registers.centralbank.ie)
	Principal activities of the Entity	Select one of the following: • Banking • Insurance • Financial Intermediary • Funds • Fund Service Providers • Non-Financial • Credit Union Other - Single Line Free Text
	Position held	Single Line Free Text
	Please list your key responsibilities	Multi Line Free Text



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Professional Experience		
	Start Date	Enter date in this format: (dd/mm/yyyy)
	End Date	Enter date in this format: (dd/mm/yyyy)
	Reason for leaving	Select one of the following: • Terms of Appointment Expired • Career Change • Corporate Responsibility • Deceased • Maximum term limit reached • Performance Issues • Personal Reasons • Retirement • Other
	Please state the reason for gap (if relevant and longer than 12 weeks)	Select one of the following: • Return to College • Travel Abroad • Gardening Leave • Maternity Leave • Parental Leave • Career Progression • Career Break • Study Leave • Career's Leave • Other
Educational Qualifications	Type of Qualification	Select one of the following: • Junior Cycle (Levels 1-3) • Leaving Certificate or equivalent (Levels 4-5) • Advanced or Higher Certificate or equivalent (Level 6) • Ordinary Degree or equivalent (Level 7) • Honours Degree, Higher Diploma or equivalent (Level 8) • Master's Degree, Post Graduate Diploma or equivalent (Level 9) • Doctoral or Post-Doctoral degree or equivalent (Level 10)
	Please describe the qualification you have obtained e.g. Masters in Finance	Single Line Free Text
	Name of Awarding Institution	Single Line Free Text
	Country	Country Dropdown Menu



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Professional Experience		
		• Ireland • United Kingdom Other countries listed in alphabetical order
	Year of award	Enter date using Date Field
Professional Membership	Membership type	Single Line Free Text
	Name of professional body	Single Line Free Text
	Membership Number (if applicable)	Single Line Free Text
	Country	Country Dropdown Menu • Ireland • United Kingdom Other countries listed in alphabetical order
	Membership Start Date	Enter date using Date Field
Relevant Training	Training undertaken	Single Line Free Text
	Name of training provider	Single Line Free Text
	Country	Country Dropdown Menu • Ireland • United Kingdom Other countries listed in alphabetical order
	Year of training	Enter date using Date Field
	Duration of training (in days)	Numeric Field

Regulatory Approvals		
Central Bank of	Position / PCF Role	Pre-populated from Central Bank records



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Regulatory Approvals		
Ireland Regulatory Approvals, Refusals etc.		
	Institution / Name of Entity	Pre-populated from Central Bank records
	Status	Pre-populated from Central Bank records
	Date Granted	Pre-populated from Central Bank records
	Date Ceased	Pre-populated from Central Bank records
	Sector	List of Institution Types displayed in a Dropdown
	Please enter reason why the approval ceased	Multi Line Free Text
	How many business days are dedicated to the fulfilment of this role(s) per annum?	Numeric Field
Other Regulatory Approvals, Refusals etc.	Status	Select one of the following: • Approval • Refusal • Withdrawal • Prohibition • Restriction • Suspended
	Position	Single Line Free Text
	Name of the entity	Single Line Free Text
	Sector	Single Line Free Text
	Full name of regulator	Single Line Free Text
	Regulator reference number	Single Line Free Text
	Country	Country Dropdown Menu • Ireland • United Kingdom Other countries listed in alphabetical order
	Date approval granted	Enter date using Date Field
	Date approval ceased	Enter date using Date Field



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Regulatory Approvals		
	Reason(s) why the approval ceased or why application was refused, withdrawn, prohibited, restricted or suspended	Multi Line Free Text
	How many business days are dedicated to the fulfilment of this role(s) per annum?	Numeric Field

Positions in Other Financial Entities		
Positions	Do you hold any current or have you held any previous position(s) as an Executive Director, Non-Executive Director, Chair, Manager, or Position of Responsibility or influence in a Financial or Other Entity?	Select either: Yes – questions below are displayed No
	Position	Select one of the following: • Executive Director • Non-Executive Director • Chair • Manager • Position of Responsibility or influence in a Financial Institution • Other – Specify: Single Line Free Text
	Current or Previous Position	Select either: • Current Position • Previous Position
	Legal Name of Entity	Single Line Free Text
	Entity Type	Select one of the following: • Financial • Charitable • Not for Profit • Other – Specify: Single Line Free Text
	Country	Country Dropdown Menu
	Start Date	Enter date using Date Field
	End Date (if applicable)	Enter date using Date Field



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Positions in Other Financial Entities		
	Principal Activities of Entity	Multi Line Free Text
	How many business days are dedicated to the fulfilment of this role per annum?	Numeric Field



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Part 3 – New PCF Application

A new PCF application is required for each financial service provider the applicant wishes to be approved for. The form contains questions so that the Bank can assess if the applicant meets the fitness and probity standards. Specifically, information on the applicant's competence, capacity, probity and management of conflicts of interests is requested. This section of the form is to be completed by the proposer and must be completed before proceeding to the other sections of that application. Please note that remaining sections of the Individual Questionnaire may be enabled or disabled based on the answers provided in this section and therefore careful consideration should be given when answering.

Section 1.A - Proposer Preliminary Questions		
1.1	Please select the proposing entity name	Pre-populated from Central Bank records.
1.2	Select the applicant to whom this application relates	Pre-populated from Account Settings
1.3	Person Code	Pre-populated from Account Settings
1.4	Company registration number of the Proposing Entity as per the Companies Registration Office or its equivalent	For example: 55555
1.5	Credit Union Registration Number of the Proposing Entity	For example: CU555
1.6	Is the firm established / establishing as a Sole Trader or a Single Director Company?	Select one of the following: • Sole Trader • Single Director Company • Neither
1.7	Please provide the email address of the Central Bank supervisory or authorisations team for the proposing entity (if known)	Single Line Free Text



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Section 1.A - Proposer Preliminary Questions		
1.8	Select the authorisation status of the firm applicable to the submission of this Individual Questionnaire.	Select one of the following: - Existing authorised entity - Extension to an existing authorised entity - New authorisation (other than a QIAIF) - QIAIF application - Renewal of a licence - Acquiring transaction - Existing branch located within the EEA; - Existing branch located within Ireland of a firm authorised outside the EEA - New branch located within Ireland of a firm authorised within another area of the EEA - New branch located within Ireland of a firm authorised outside the EEA
1.9	Select the name of the country in which the branch is located.	Country Dropdown Menu - Ireland - United Kingdom Other countries listed in alphabetical order
1.10	Select the sector in which the applicant will operate the proposed position(s).	The sectors for which the financial service provider is authorised are displayed. Select the relevant sector(s)
1.11	Select the PCF role(s) for which the applicant is being proposed	The list of PCF, HCPCFs and CU-PCF roles is displayed, based on the sector(s) selected in Q1.10 The proposer may select more than one role.
1.12	Will the applicant be performing the PCF role(s) in an outsourced capacity?	Select either - Yes - No
1.13	Is the Credit Union authorised as a Retail Intermediary?	Applicable only to Credit Unions – Select either - Yes - No



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Section 1.A - Proposer Preliminary Questions		
1.14	Will the applicant be subject to the Minimum Competency Code in their performance of any function within the proposing entity?	Select either • Yes • No
1.15	Attachment Attach any relevant files - The maximum file size is 30MB	Document Attachment

This section of the form is to be completed by the applicant and must be completed before proceeding to the other sections of that application. Please note that remaining sections of the Individual Questionnaire may be enabled or disabled based on the answers provided in this section and therefore careful consideration should be given when answering.

Section 1.B - Applicant Preliminary Questions		
1.16	Will you be performing one or a combination of the following regulated activities: a) Will you be providing advice or information to consumers on retail financial products and / or b) Will you be arranging, or offering to arrange retail financial products for consumers including any amendments to insurance cover and the restructuring or rescheduling of loans and / or c) Will you be carrying out a specified function in respect of retail financial products (as set out in the Minimum Competency Code):	Select either • Yes • No
1.17	Please specify your status in respect of the Minimum Competency Code, i.e., (a) Recognised Qualification, (b) New Entrant, (c) Statement of Grandfathering (d) MiFID services or (e) Transitional Arrangement	Select one of the following: A. Recognised Qualification B. New Entrant C. Grandfathering D. MiFID Services E. Transitional Arrangements



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Section 1.B - Applicant Preliminary Questions		
1.18	Will you be providing any of the following MiFID services or activities? (a) Providing advice or information to retail clients and elective professional clients on: (1) MiFID investment products; or the following activities (2) Reception and transmission of orders in relation to one or more financial instruments; (3) Execution of orders on behalf of clients; (4) Dealing on own account; (5) Portfolio management, (6) Granting credits or loans to an investor to allow him to carry out a transaction in one or more financial instruments, where the firm granting the credit or loan is involved in the transaction; (b) arranging or offering to arrange MiFID investment products for retail clients and elective professional clients, including the services or activities specified in paragraph (a) above; or (c) The exercise of a specified function that involves directly managing or supervising persons providing advice or information to consumers, or adjudicating on complaints.	If you select option D in Q1.17, select one for the following: A. B. C.
1.19	Please specify your status in respect of the Minimum Competency Code (a) Recognised qualification (b) New Entrant (c) Grandfathering arrangements	Applicable only to Credit Unions Select one of the following: A. B. C.
1.20	Have you ever applied to be approved by another Financial Services Regulator or a national competent authority within the State or in any other jurisdiction?	Select either: • Yes • No
1.21	Are you seeking approval for the same PCF role in the same sector, for which you are already approved by the Central Bank of Ireland in a different financial service provider?	Select either: • Yes • No



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Section 1.B - Applicant Preliminary Questions		
1.22	Do you have any savings or loans with the proposing entity or have you had any loan(s) in arrears (for a period of greater than 90 days) with the proposing entity in the past year?	Applies to Credit Unions only, select either • Yes • No
1.23	Do you have or will you have any shareholdings (where holdings are greater than 10%) in the proposing entity or its group companies? If Yes, section 7 - Applicant shareholdings in proposing entity or group companies is mandatory.	Select either: • Yes • No
1.24	Do you have any current or previous business interests / shareholdings (where holdings are greater than 10%), in financial entities firms or firms providing services to the proposing entity? If Yes, section 8 - Applicant shareholdings / business interests in financial entities and other firms is mandatory.	Select either: • Yes • No
1.25	Do you currently or have you previously held a position of Director, Chair, Manager or Position of responsibility or influence in any Financial Services or other entity within the State or other jurisdiction? If Yes, section 9 – Positions as a Director etc. is mandatory.	Select either: • Yes • No
1.26	Has your fitness and probity ever been assessed by an authority from a non-financial sector?	Select either: • Yes • No
1.27	Are you a sole trader applying for authorisation to trade under your own name, or as a registered business name?	Select either: • Yes • No
1.28	Are you applying to be a single director in a Private Company Limited by Shares?	Select either: • Yes • No
1.29	Are you applying for a position in an entity which is currently seeking approval / authorisation from the Central Bank of Ireland, or an entity which is seeking a renewal of an existing approval / authorisation?	Select either: • Yes • No



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Section 1.B - Applicant Preliminary Questions		
1.30	Please confirm if you are currently applying (or awaiting the outcome) for separate IQ applications within the Central Bank?	Select either: • Yes • No
1.31	Please confirm if your application is part of an acquiring transaction?	Select either: • Yes • No
1.32	Do you currently work for the proposing entity or an entity related to it?	If the answer is Yes, select: Internal Candidate Otherwise select: External Candidate

Please ensure that all details set out below are accurate and up to date. If there are any changes required please return to your F&P profile.

Section 2 – Personal Details		
2.1.1	Sector(s) for Approval	Pre-populated from section 1.A
2.1.2	Position(s) for Approval	Pre-populated from section 1.A
2.2	Current Name	Pre-populated from Account settings
2.3	Previous Name(s)	Pre-populated from Account settings
2.4	Current Address	Pre-populated from Account settings
2.5	Previous Address(es)	Pre-populated from Account settings
2.6	Secondary Address	Pre-populated from Account settings
2.7	If you are not resident in the state, please confirm whether you will be relocating to Ireland if approved and if not, how you intend to meet the requirements of the role?	Multi Line Free Text
2.8	Date of Birth	Pre-populated from F&P Profile
2.9.1	Country of Birth	Pre-populated from F&P Profile
2.9.2	City/Town of Birth	Pre-populated from F&P Profile
2.10.1	Gender	Pre-populated from F&P Profile
2.10.2	Gender if "Other"	Pre-populated from F&P Profile
2.11	Passport or Driving Licence Number	Single Line Free Text
2.12	Expiry Date of Passport or Driving Licence	Enter date in this format: (dd/mm/yyyy)



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Section 2 – Personal Details		
2.13	Country of Issue for Passport or Driving Licence	Country Dropdown Menu
2.14	Phone Number	Pre-populated from F&P Profile
2.15	Email	Pre-populated from F&P Profile

Section 3 – Professional Experience		
3.1	Employer Full Name	Pre-populated from F&P Profile
	Position Held	Pre-populated from F&P Profile
	Start Date	Pre-populated from F&P Profile
	End Date	Pre-populated from F&P Profile

Section 3 – Educational Qualifications		
3.2	Type of Qualification	Pre-populated from F&P Profile
	Qualification Obtained	Pre-populated from F&P Profile
	Name of Awarding Institution	Pre-populated from F&P Profile
	Country	Pre-populated from F&P Profile
	Date of award	Pre-populated from F&P Profile

Section 3 – Professional Membership		
3.3	Membership type	Pre-populated from F&P Profile
	Name of professional body	Pre-populated from F&P Profile
	Membership number	Pre-populated from F&P Profile
	Country	Pre-populated from F&P Profile
	Membership start date	Pre-populated from F&P Profile

Section 3 – Relevant Training		
3.4	Training undertaken	Pre-populated from F&P Profile
	Name of training provider	Pre-populated from F&P Profile



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	Country	Pre-populated from F&P Profile
	Date of training	Pre-populated from F&P Profile
	Duration of training (in days)	Pre-populated from F&P Profile

Section 3 – Professional Experience Summary		
3.5	Outline how you have the competence and skills appropriate to the proposed PCF role.	Multi Line Free Text
3.6	Outline how you have a sound knowledge of the business of the regulated financial service provider/holding company as a whole, and the specific responsibilities that are to be undertaken in the relevant function?	Multi Line Free Text
3.7	Outline how you have a clear and comprehensive understanding of the regulatory and legal environment appropriate to the relevant function?	Multi Line Free Text
3.8	If you are applying for a PCF-48 role, please confirm how you meet the desired experience as set out in the F&P guidance?	Multi Line Free Text
3.9	If you are applying for a PCF-48 role, please confirm that you are aware of and have understood the Domestic Actuarial Regime and associated guidance	Select either: • Yes • No
3.10	Attachment The maximum file size is 30MB	Document Attachment
3.11	If you are applying for a PCF-48 role, please confirm that you have uploaded a copy of your recent CV in this section	Tick this box to confirm you have uploaded your CV



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Applicants who are subject to the Minimum Competency Code (MCC) and hold a recognised qualification must provide evidence of their compliance with the code as set out below. If you answer 'NO' to any of the questions below you do not meet the requirements of the MCC and therefore will not be able to continue with this application. Failure to provide the required supporting documentation will result in your application being returned as incomplete.

Section 4 - Minimum Competency Code Questions – Recognised Qualifications		
4.1	Please provide details of the relevant Minimum Competency Code qualification.	Multi Line Free Text
4.2	Please confirm that details of the relevant membership are provided in section 3	Select either: • Yes • No
4.3	Please select which retail financial product(s) you will be advising or providing information on and/or arranging, or offering to arrange for customers and/or specified function you will be performing (as set out in the Minimum Competency Code)?	Select from Retail Financial Products Dropdown: • Commercial General Insurance • Consumer Credit Agreements and Associated Insurances • Life Assurance • Mortgage Credit Agreements, Housing Loans, Home Reversion Agreements and Associated Insurances • Pensions • Personal General Insurance • Savings and Investments • Specified Function - Member of Board of Mortgage Credit Intermediary • Specified Functions - Assisting consumers in the making of a claim • Specified Functions - determining the outcome of claims • Private Medical Insurance and Associated Insurances • Mortgage Credit Agreements, Housing Loans, Home Reversion Agreements and Associated Insurances • Consumer Credit Agreements and Associated Insurances • Specified Functions - Debt management services • Specified Functions - Reinsurance Distribution • Specified Functions - Direct management and supervision of accredited persons • Specified Functions - Adjudicating on complaints • Specified Function - Design of retail financial products
4.4	Attachment - The attachment should include details of your qualification The maximum file size is 30MB	Document Attachment



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Applicants who are subject to the Minimum Competency Code (MCC) and availing of new entrant status must provide evidence of their compliance with the code as set out below. If you answer 'NO' to any of the questions below you do not qualify as a new entrant under the terms of the MCC and therefore will not be able to continue with this application. Failure to provide the required supporting documentation will result in your application being returned as incomplete.

Section 4 - Minimum Competency Code Questions – New Entrant assessment		
4.5	Please confirm that you have undergone or will undergo a training programme organised by a regulated firm on whose behalf you are acting, which is relevant to the function to be exercised, or you have obtained or will obtain part of a relevant recognised qualification for that particular function.	Select either: • Yes • No
4.6	Please confirm that you are working towards obtaining a relevant recognised qualification	Select either: • Yes • No
4.7	Please confirm that you are acting under the immediate direction and supervision of another nominated person in the regulated firm, who is either a qualified person or a grandfathered person or a "transitional" person", whichever is applicable, in respect of the industry sector applicable to this application and of the particular function being carried out by you.	Select either: • Yes • No
4.8	Please provide the name of your supervisor, what is their role, what are their qualifications, where are they based? Note - please refer to the F&P Guidance for appropriate supervision arrangements	Multi Line Free Text
4.9	Please confirm the following: You will obtain / acknowledge your obligation to attain a relevant recognised qualification within four years of commencing the particular function being carried out by you.	Select either: • Yes • No
4.10	Please select which retail financial products you will be: Advising or providing information on and/or arranging, or offering to arrange for customers And / or which you will perform a specified function in respect of (as set out in the Minimum Competency Code)?	Select from Retail Financial Products Dropdown (See 4.3 for full list)
4.11	Attachment - The attachment should include details of the training course The maximum file size is 30MB	Document Attachment



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Applicants who are subject to the Minimum Competency Code (MCC) and are availing of Grandfathering status must provide evidence of their compliance with the code as set out below. If you answer 'NO' to any of the questions below you do not meet the requirements of the MCC and therefore will not be able to continue with this application. Failure to provide the required supporting documentation will result in your application being returned as incomplete.

Section 4 - Minimum Competency Code Questions – Grandfathering assessment		
4.12	Please confirm that on 1 January 2007, you were involved in the provision of services in respect of the retail financial product or specified function in respect of which you are availing of the grandfathering arrangements or On 1 June 2008, you were dealing with retail credit.	Select either: • Yes • No
4.13	Please confirm that you have four years' experience carrying out the function(s) to be exercised in the period 1 January 1999 to 1 January 2007 or You have four years' experience involved in the provision of services in respect of retail credit or home reversion agreements between 1 June 2000 and 1 June 2008.	Select either: • Yes • No
4.14	Please confirm that you have complied with the requirement to complete Continuing Professional Development (CPD) on an ongoing basis commencing 1 January 2008 (1 June 2009 in the case of retail credit and home reversion agreements) at the latest	Select either: • Yes • No
4.15	Do you have a statement of grandfathering status?	Select either: • Yes • No
4.16	Please select the product(s)/ activities in respect of which you are grandfathered?	Grandfathering Product Dropdown
4.17	Please select which retail financial product(s) you will be advising or providing information on and/or arranging, or offering to arrange for customers and/or specified function you will be performing (as set out in the Minimum Competency Code)?	Select from Retail Financial Products Dropdown (See 4.3 for full list)
4.18	Attachment - The attachment must be the statement of grandfathering The maximum file size is 30MB	Document Attachment



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Applicants who are subject to the Minimum Competency Code (MCC) must provide evidence of their compliance with the code as set out below. If you answer 'NO' to any of the questions below you do not meet the requirements of the MCC and therefore will not be able to continue with this application. Failure to provide the required supporting documentation will result in your application being returned as incomplete.

Section 4 - Minimum Competency Code Questions – MiFID Services		
4.19	Please provide details of the relevant MCC qualification	Multi Line Free Text
4.20	Please confirm you have completed at least 6 months experience in the relevant MiFID service(s)	Select either: • Yes • No
4.21	Please provide details of your experience in the relevant MiFID service(s)	Multi Line Free Text
4.22	Attachment - The attachment should include details of your qualification The maximum file size is 30MB	Document Attachment

Applicants who are subject to the Minimum Competency Code (MCC) and are availing of transitional arrangements must provide evidence of their compliance with the code as set out below. If you answer 'NO' to any of the questions below you do not meet the requirements of the MCC and therefore will not be able to continue with this application. Failure to provide the required supporting documentation will result in your application being returned as incomplete.

Section 4 - Minimum Competency Code Questions – Transitional Arrangements		
4.23	Have you exercised a controlled function or a pre-approval controlled function that falls within the scope of the MCC, on a professional basis on behalf of a [new sector] firm?	Select either: • Yes • No
4.24	Please select which retail financial product(s) you will be advising or providing information on and/or arranging, or offering to arrange for customers and/or specified function you will be performing (as set out in the Minimum Competency Code)?	Select from Retail Financial Products Dropdown
4.25	Are you/will you be working towards obtaining a relevant recognised qualification and will obtain a recognised qualification in accordance with the Minimum Competency Code (MCC).	Select either: • Yes • No
4.26	Attachment - The maximum file size is 30MB	Document Attachment



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Applicants should be candid and truthful and provide a full, fair and accurate response to all questions. If you are uncertain how to respond to any queries below, please provide as much information as possible in the text box provided. If you answered 'Yes' to any question(s) in this section of the form, please provide additional details, including, but not limited to, all key dates, positions held by the applicant on key dates, and the name of the entity where the position was held.

Section 5 – Reputation Questions		
5.1	A person is required to be honest, ethical, act with integrity and be financially sound. In this regard, have you any information to disclose regarding a material issue or do you have any concerns about your ability to perform the relevant function?	Select either: • Yes • No
5.2	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.3	Have you ever, in any jurisdiction, been refused, prohibited, restricted or suspended from the right to carry on any trade, business or profession for which a specific licence, registration or other authorisation is required in that jurisdiction?	Select either: • Yes • No
5.4	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.5	To the best of your knowledge, have you been the subject of any complaint to the Central Bank of Ireland, Financial Services and Pensions Ombudsman or any equivalent body relating to activities regulated by the Central Bank of Ireland or regulated by an equivalent authority in any jurisdiction?	Select either: • Yes • No
5.6	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.7	Are you or have you been, in any jurisdiction, subject to any disciplinary proceedings, issued with a warning, reprimand or other administrative sanction or its equivalent by the Central Bank of Ireland; OR an equivalent measure by any other regulatory authority, any clearing house and exchanges, any professional body, government body or agency? If so, please provide information on the following matters: • Reason for the disciplinary measure: • Date /time frame of the alleged wrongdoing: • Have you appealed against the disciplinary action? • (If applicable) details of the company involved in the procedure • Any other mitigating or aggravating factors.	Select either: • Yes • No



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Section 5 – Reputation Questions		
5.8	Please explain (a) the circumstances as to why you answered the previous question as Yes and (b) why this issue does not affect your suitability to perform the proposed role. If this application is for a PCF role in a Payment Institution, Electronic Money Institution or a Crowdfunding Service Provider, please provide evidence to justify answering the question as No.	Multi Line Free Text
5.9	To the best of your knowledge, have you ever, in any jurisdiction, been suspended, dismissed or asked to resign and did resign from any profession, vocation, office or employment, or from any position of trust or fiduciary appointment, whether or not remunerated?	Select either: • Yes • No
5.10	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.11	Have you ever been subject to remuneration clawbacks as a consequence of alleged wrongdoing?	Select either: • Yes • No
5.12	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.13	Are you or have been subject to any disciplinary proceedings by an employer/regulated firm? If so, please provide information on the following matters: • Reason for the disciplinary measure: • Date /time frame of the alleged wrongdoing: • Have you appealed against the disciplinary action? • (If applicable) details of the company involved in the procedure • Any other mitigating or aggravating factors.	Select either: • Yes • No
5.14	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.15	Have you ever, in any jurisdiction, been a director of a company that was struck off the Register of Companies by the Companies Registration Office (or equivalent elsewhere) otherwise than on a voluntary basis?	Select either: • Yes • No
5.16	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.17	Have you ever, in any jurisdiction, been disqualified or restricted from acting as a director or from acting in any managerial capacity?	Select either: • Yes • No



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Section 5 – Reputation Questions		
5.18	Please explain (a) the circumstances as to why you answered the previous question as Yes and (b) why this issue does not affect your suitability to perform the proposed role. If this application is for a PCF role in a Payment Institution, Electronic Money Institution or a Crowdfunding Service Provider, please provide evidence to justify answering the question as No.	Multi Line Free Text
5.19	Have you ever, in any jurisdiction, been investigated, prosecuted or convicted of an offence, involving money laundering, terrorist financing, fraud, misrepresentation, dishonesty, breach of trust, or an offence which would be relevant to your ability to perform the relevant function? Where you are subject to a prosecution, please provide a brief description of the charge and what stage the proceedings are at.	Select either: • Yes • No
5.20	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.21	Have you ever, in any jurisdiction, had proceedings issued, a civil finding, judgement or order made against you in relation to money laundering, terrorist financing, fraud, misrepresentation, dishonesty, breach of trust, or other matter which could affect your ability to perform the relevant function? If proceedings have been issued, what stage are they at? Where proceedings have been settled, please provide relevant details.	Select either: • Yes • No
5.22	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.23	Have you ever, in any jurisdiction, been the subject of any civil penalty enforcement action taken by a regulatory authority under any law?	Select either: • Yes • No
5.24	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.25	Have you ever been untruthful or provided false or misleading information to the Central Bank of Ireland or other regulators and bodies (both in Ireland and other jurisdictions) or been uncooperative in any dealings with the Central Bank of Ireland?	Select either: • Yes • No
5.26	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.27	Have you ever, as a sole trader or a director, or a partner of a legal entity, in any jurisdiction, been refused registration, authorisation, and membership or has your licence been revoked, other than on a voluntary basis?	Select either: • Yes • No
5.28	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text



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Section 5 – Reputation Questions		
5.29	To the best of your knowledge, have you been or are you being investigated, disciplined, censured, suspended or criticised by a regulatory or professional body, a court or tribunal or any similar body, whether publicly or privately, in any jurisdiction? If so, please provide information on the following matters: • Reason for the disciplinary measure: • Date /time frame of the alleged wrongdoing: • Have you appealed against the disciplinary action? • (If applicable) details of the company involved in the procedure • Any other mitigating or aggravating factors.	Select either: • Yes • No
5.30	Please explain (a) the circumstances as to why you answered the previous question as Yes and (b) why this issue does not affect your suitability to perform the proposed role. If this application is for a PCF role in a Payment Institution, Electronic Money Institution or a Crowdfunding Service Provider, please provide evidence to justify answering the question as No.	Multi Line Free Text
5.31	Has any business (or legal entity) where you held a position of responsibility or influence been or is being investigated, disciplined, censured, suspended or criticised by a regulatory or professional body, a court or tribunal or any similar body, whether publicly or privately, in any jurisdiction or is currently the subject of civil proceedings?	Select either: • Yes • No
5.32	Please explain (a) the circumstances as to why you answered the previous question as Yes and (b) why this issue does not affect your suitability to perform the proposed role. If this application is for a PCF role in a Payment Institution, Electronic Money Institution or a Crowdfunding Service Provider, please provide evidence to justify answering the question as No.	Multi Line Free Text
5.33	Have you ever, in any jurisdiction, been found by the Central Bank of Ireland or any other regulatory authority to have perpetrated or participated in any negligent, deceitful or otherwise discreditable business or professional practice?	Select either: • Yes • No
5.34	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.35	Have you ever defaulted upon any payments due arising from a compromise or scheme of arrangement with your creditors or made an assignment for the benefit of your creditors?	Select either: • Yes • No
5.36	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text



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Section 5 – Reputation Questions		
5.37	Have you ever, in any jurisdiction, been subject to a judgement debt which is unsatisfied, either in whole or in part?	Select either: • Yes • No
5.38	Please explain (a) the circumstances as to why you answered the previous question as Yes and (b) why this issue does not affect your suitability to perform the proposed role. If this application is for a PCF role in a Payment Institution, Electronic Money Institution or a Crowdfunding Service Provider, please provide evidence to justify answering the question as No.	Multi Line Free Text
5.39	Were you ever, or are you currently the subject of a bankruptcy petition in any jurisdiction?	Select either: • Yes • No
5.40	Please explain (a) the circumstances as to why you answered the previous question as Yes and (b) why this issue does not affect your suitability to perform the proposed role. If this application is for a PCF role in a Payment Institution, Electronic Money Institution or a Crowdfunding Service Provider, please provide evidence to justify answering the question as No.	Multi Line Free Text
5.41	Have you ever, in any jurisdiction, been adjudicated a bankrupt and the bankruptcy is undischarged?	Select either: • Yes • No
5.42	Please explain (a) the circumstances as to why you answered the previous question as Yes and (b) why this issue does not affect your suitability to perform the proposed role. If this application is for a PCF role in a Payment Institution, Electronic Money Institution or a Crowdfunding Service Provider, please provide evidence to justify answering the question as No.	Multi Line Free Text
5.43	Have you ever, in any jurisdiction, been the director of an entity which has been the subject of insolvency (i.e. non voluntary liquidation, receivership, examinership or administration)?	Select either: • Yes • No
5.44	Please explain (a) the circumstances as to why you answered the previous question as Yes and (b) why this issue does not affect your suitability to perform the proposed role. If this application is for a PCF role in a Payment Institution, Electronic Money Institution or a Crowdfunding Service Provider, please provide evidence to justify answering the question as No.	Multi Line Free Text



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Section 5 – Reputation Questions		
5.45	To the best of your knowledge, have you ever been convicted of a criminal offence or been subject to criminal investigations or proceedings or subject of civil proceedings?	Select either: • Yes • No
5.46	Please explain (a) the circumstances as to why you answered the previous question as Yes and (b) why this issue does not affect your suitability to perform the proposed role. If this application is for a PCF role in a Payment Institution, Electronic Money Institution or a Crowdfunding Service Provider, please provide evidence to justify answering the question as No.	Multi Line Free Text
5.47	Are there any criminal or civil proceedings pending relating to you or any organisation where you hold or held a position of responsibility or influence?	Select either: • Yes • No
5.48	Please explain (a) the circumstances as to why you answered the previous question as Yes and (b) why this issue does not affect your suitability to perform the proposed role. If this application is for a PCF role in a Payment Institution, Electronic Money Institution or a Crowdfunding Service Provider, please provide evidence to justify answering the question as No.	Multi Line Free Text
5.49	Have you ever performed a function in an entity which has been subject to an action under the Central Bank and Credit Institutions (Resolution) Act 2011?	For Credit Unions only - Select either: • Yes • No
5.50	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.51	Have you ever, in any jurisdiction, performed a function in an entity which has been in receipt of State or credit union sector financial support?	For Credit Unions only - Select either: • Yes • No
5.52	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.53	Have you ever been the director of a credit union that has been wound up under the Credit Union Act 1997, otherwise than on a voluntary basis?	For Credit Unions only - Select either: • Yes • No



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Section 5 – Reputation Questions		
5.54	Please provide further details to explain why you answered "yes" to the previous question	Multi Line Free Text
5.55	Attachment - The maximum file size is 30MB	Must be attached for any Yes answer above

Section 6 - Central Bank of Ireland Approvals and Refusals etc.		
6.1.1	Name of Institution	Institution Name Dropdown Pre-populated from PCF roles
6.1.2	Relationship of the proposing institution to this institution	Select one of: • Parent • Subsidiary • Branch • Other Group • Provides services

Please provide details of previous applications to another Financial Services Regulator, a national competent authority within the State or within any other jurisdiction.

Section 6 - Other Approvals and Refusals etc.		
6.2	Status	Pre-populated from F&P Profile
	Position	Pre-populated from F&P Profile
	Name of Entity	Pre-populated from F&P Profile
	Sector	Pre-populated from F&P Profile
	Full Name of Regulator	Pre-populated from F&P Profile
	Regulator Ref No	Pre-populated from F&P Profile
	Country	Pre-populated from F&P Profile
	Date Approval Granted	Pre-populated from F&P Profile
	Date Approval Ceased	Pre-populated from F&P Profile
	Reason(s) why the approval ceased	Pre-populated from F&P Profile



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Section 6 - Other Approvals and Refusals etc.		
	Days Dedicated Per Annum	Pre-populated from F&P Profile

Please provide details of current or proposed shareholdings in the proposing entity.

Section 7 - Shareholdings in the Proposing Entity		
7.1.1	Current or Proposed Shareholding	Select either: • Current Shareholding • Proposed Shareholding
7.1.2	What percentage of total shares issued or share options are/will be registered in your name (including any holdings held on your behalf)?	Numeric Field
7.1.3	Please confirm which entity you have or will have shares or share options in.	Single Line Free Text
7.1.4	Are there voting rights attached to the shares?	Select either: • Yes • No
7.1.5	Please provide additional details on the voting rights	Multi Line Free Text
7.2	As a shareholder, have you or do you intend to enter into any agreement with any other person (natural or legal) that will influence the way in which you exercise your voting rights or the way in which you otherwise behave in your relationship with the proposing entity?	Select either: • Yes • No
7.3	Please provide full details of the agreement	Multi Line Free Text
7.4	Have you personally given any guarantees/pledges in respect of the liabilities of the entity in which you propose to purchase shares?	Select either: • Yes • No
7.5	Please provide full details of the guarantee(s)/pledge(s)	Multi Line Free Text
7.6	Attachment Attach any relevant files	Document Attachment



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Section 7 - Shareholdings in the Proposing Entity		
	The maximum file size is 30MB	

Please provide details of any savings or loans with the proposing credit union, or any loan(s) in arrears for more than 90 days with the proposing credit union in the past year.

Section 7 - Savings in the Credit Union		
7.7	Do you have savings with the proposing entity?	Select either: • Yes • No
7.8	Please state the current total savings	Numeric Field
7.9	Please state the current total savings as a percentage of total assets of the credit union	Numeric Field
7.10	Do you currently have any loan(s) or guarantees in respect to a loan(s) with the proposing entity?	Select either: • Yes • No
7.11	Please state the current total outstanding loan balance and any outstanding guarantees	Numeric Field
7.12	Please state the current total outstanding loan balance and any outstanding guarantees as a percentage of total assets of the credit union	Numeric Field
7.13	Do you have or have you had in the past 12 months any loans with the proposing entity that have been in arrears for a period of greater than 90 days?	Select either: • Yes • No
7.14	Please provide full details of the loans in arrears	Multi Line Free Text
7.15	Attachment Attach any relevant files The maximum file size is 30MB	Document Attachment



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If you CURRENTLY are the owner or beneficial owner of shares in any financial or other firms providing services to the proposing entity where shareholdings are 10% or above (Please refer to guidance for definition of classification of share which must be disclosed e.g. Options and Contracts for Differences), please provide the details below.

Section 8 - Shareholdings in Financial and/or Other Entities		
8.1.1	Is your shareholding currently or previously held?	Select either: • Current Shareholdings • Proposed Shareholdings
8.1.2	Legal name of entity	Single Line Free Text
8.1.3	Principal activities of entity	Multi Line Free Text
8.1.4	Relationship of this entity (if any) to the proposing entity	• None • Parent • Subsidiary • Provides Services • Group Other
8.1.5	% Ownership or Beneficial Ownership of Shares	Numeric Field

Section 8 - Business Interests in Financial and/or Other Entities involving a Personal Liability		
8.2.1	Legal name of entity	Single Line Free Text
8.2.2	Principal activities of entity	Multi Line Free Text
8.2.3	Relationship of this entity (if any) to the proposing entity	• None



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Section 8 - Business Interests in Financial and/or Other Entities involving a Personal Liability		
		• Parent • Subsidiary • Provides Services • Group Other
8.2.4	Please provide full details if this liability still outstanding	Multi Line Free Text

Have you, or any entity in which you have a business interest, provided services for remuneration to the proposing entity within the last 3 years?

Section 8 - Provision of services for remuneration		
8.3.1	Legal name of entity	Single Line Free Text
8.3.2	Principal activities of entity	Multi Line Free Text
8.3.3	Nature of the role	Multi Line Free Text
8.3.4	Details of services provided	Multi Line Free Text

Section 8 - Guarantees in respect of liabilities		
8.4	Have you personally given any guarantees in respect of the proposing entity?	Select either: • Yes • No
8.5	Please provide full details of the guarantee provided	Multi Line Free Text

Section 8 - Relationships with Board of Directors		
8.6	Please specify any current professional or existing personal relationships or close links you have with members of the Board of Directors and/or Senior Executive Management Team within any of the entities listed above.	Multi Line Free Text



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Section 8 – Credit Union		
8.7	Does an entity in which you have a business interest or shareholding (where shareholdings are 10% or above), currently hold or held within the last 3 years any savings or loans with the proposing entity?	Yes No
8.8	Please provide full details of the business interest and any savings and/or loan	Multi Line Free Text

Positions as an Executive/Non-Executive Director, Chair, Manager or Financial Service Provider in any entity (Financial or Other) where the position has not been approved by a Financial Services Regulator		
9.1	Position	Pre-populated from F&P Profile
	Legal name of entity	Pre-populated from F&P Profile
	Start date	Pre-populated from F&P Profile
	End date (if applicable)	Pre-populated from F&P Profile
9.2	Please specify any current professional or existing personal relationships or close links you have with members of the Board of Directors and / or Senior Executive Management Team within any of the entities listed above.	Multi line Free Text
9.3	If previously assessed for fitness and probity by an authority in a Non-Financial Sector, please identify the authority that conducted the assessment (s), including the i) date and ii) outcome of assessment.	Multi line Free Text
9.4	Attachment - Attach any relevant files The maximum file size is 30MB	Document Attachment



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To be completed where the applicant is applying within the following sectors: Credit Institutions, Investment Firms (MiFID), Electronic Money Institutions, Payment Institutions, Bureau de Change, and Virtual Asset Service Providers. **Please provide contact details of your most recent employer.**

To be completed where the applicant is applying within the following sectors: Insurance/Reinsurance Intermediaries, Investment Intermediaries, Mortgage Intermediaries, Mortgage Credit Intermediaries, Debt Management Firms, Credit Servicing Firms, Retail Credit/Home Reversion Firms, High Cost Credit providers, and/or acting as a Sole Trader/Single Director in a Private Company Limited by Shares. **Please provide contact details of your two most recent employers (within the last 10 years).**

Section – 10 Previous Employer Reference Check		
10.1.1	Please note that your employer may be contacted as part of this process. Please indicate if you would like the Central Bank of Ireland to hold off on contacting your current employer. Note that this may lead to a delay in the processing of your application.	Select either: • Contact current employer • Hold off contacting current employer
10.1.2	Forename	Single Line Free Text
10.1.3	Last Name	Single Line Free Text
10.1.4	Company Name	Single Line Free Text
10.1.5	Position	Single Line Free Text
10.1.6	Direct Phone Number of Referee	Single Line Free Text
10.1.7	Direct Email address of Referee	Single Line Free Text
10.1.8	Please state the working relationship to the applicant	Select one of: • Line Manager • Human Resources • Other
10.1.9	Please provide details if there is/was any non-professional relationship between the applicant and referee (e.g. parent, spouse, partner, sibling, etc.)	Multi Line Free Text
10.1.10	Please confirm that the referee's contact details are current.	Select either: • Yes • No



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Section 10 - Applicant Declaration		
10.2	I confirm that I will notify the Central Bank of Ireland without delay of any material change in circumstances that would render the information contained in this application out of date / inaccurate.	Tickbox
10.3	I hereby authorise the Central Bank of Ireland to make enquiries with the National Vetting Bureau as to any convictions that may or may not be recorded against me.	Tickbox
10.4	I hereby authorise the National Vetting Bureau to furnish to the Central Bank of Ireland a statement of any convictions that may or may not be recorded against me in the State or elsewhere, or a statement of all prosecutions successful or not, pending or completed in the State or elsewhere as the case may be.	Tickbox
10.5	I hereby authorise all those entities and individuals listed below to release information material to this application which they may have about me to the Central Bank of Ireland and I release them from any liability or responsibility from doing so: • Other Financial Regulators / Central Banks • Irish Revenue Commissioners (or equivalent national authority) • Office of the Director of Corporate Enforcement (or equivalent national authority) • Companies Registration Office (or equivalent national authority) • Irish Auditing and Accounting Services Authority (or equivalent national authority) • The Financial Services and Pensions Ombudsman (or equivalent national authority) • Competition and Consumer Protection Commission (or equivalent national authority) • Current and former employers listed in this application • Financial service entities with whom I have previously held an appointment within the State or other jurisdiction • Personal and professional references contacted by the proposing entity as part of their due diligence enquiries for this application • Credit agencies • Educational and professional institutions listed in this application.	Tickbox



INDIVIDUAL QUESTIONNAIRE (IQ)

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Section 10 - Applicant Declaration		
10.6	I acknowledge that the Central Bank of Ireland may process any personal data relevant to me for the purposes of performing the Central Bank statutory functions including the orderly and prudent authorisation and supervision of regulated financial services entities and the appointment and supervision of approved persons.	Tickbox
10.7	I am aware that it may be an offence and / or grounds for refusal of my Application and/or grounds for revocation of an authorisation approval granted on foot of the within application and/or grounds for the Central Bank of Ireland to commence an administrative sanctions procedure against both myself and/ or the proposing entity for me to knowingly or recklessly: a. Provide false or misleading information and / or to make a false or misleading statement (which I acknowledge, may include the withholding by me of relevant information) in this application for approval. b. Fail to inform and / or withhold from the Central Bank of Ireland details of any material change in circumstances / new information which is relevant and / or material to my status as an approved person. c. To act in the capacity of the approved role for which I am applying prior to obtaining approval by the Central Bank of Ireland	Tickbox
10.8	I hereby confirm my awareness of my responsibilities arising from the legislation, regulations, codes of practice, guidance notes, guidelines and any other rules or directives, which are of relevance to the proposed position(s) and I confirm my intention to ensure that the proposing entity of which I am to perform a pre-approval control function will be operated in compliance with same.	Tickbox
10.9	I certify that I comply with the Fitness and Probity Standards applicable to my authorisation / approval / registration issued by the Central Bank of Ireland pursuant to section 50 of the Central Bank Reform Act 2010 and agree to abide by them.	Tickbox
10.10	Are you proposed to be a Director of the Proposing Entity?	Tickbox
10.11	I confirm that I am fully aware of the obligations and duties of a Director under the relevant legislation and requirements applicable to the entity to which I am acting as Director.	Tickbox



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Section 10 - Applicant Declaration		
10.12	How many business days per annum will be dedicated to the fulfilment of the proposed role(s) by you? Note: The Central Bank considers 220-230 days as full-time, in line with business days anything less than that will require justification. See Q10.13	Numeric Field
10.13	Please confirm how you have satisfied yourself that your duties can be performed in the proposed time commitment if not full-time?	Multi Line Free Text
10.14	If the PCF application is approved, please provide details of any roles you will resign from?	Tickbox
10.15	I confirm that to the best of my knowledge, information and belief, I have truthfully and fully answered each question in this questionnaire, and have disclosed any and all other information, which might reasonably be considered relevant to this application and I confirm my understanding and acceptance of all statements in this declaration.	Tickbox
10.16	Where the proposing entity is currently authorised by the Central Bank of Ireland I confirm that I am not currently operating or will not operate in the proposed role(s) until my application has been approved by the Central Bank of Ireland.	Tickbox
10.17	I confirm that I am in a position to discharge my obligations within the proposing entity in an effective and professional manner notwithstanding any other obligations I may have.	Tickbox
10.18	I confirm that I will complete and submit the relevant National Vetting Bureau form and proof of identity as per the guidance on the Central Bank of Ireland website.	Tickbox
10.19	I confirm that I agree to the Central Bank of Ireland sharing any information gathered as part of our assessment or obtained at interview with the proposing entity	Tickbox
10.20	Attachment - Attach any relevant files The maximum file size is 30MB	Document Attachment



INDIVIDUAL QUESTIONNAIRE (IQ)

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Section 11 – Proposer Declaration		
11.1	Point of Contact Name	Select from Portal User Dropdown
11.2	Please provide details of why the applicant is competent and capable to carry out the PCF role applied for. Outline the basis for your recommendation, including financial and all other relevant experience and qualifications that the applicant holds.	Multi Line Free Text
11.3	Please include details of why the appointment complements the entity's business strategy, activity and market in which you operate.	Multi Line Free Text
11.4	In making this appointment, is the supervised entity/holding company in compliance with its internal targets for gender diversity for PCFs?	Select from: • Yes • No • Not Applicable
11.5	In making this appointment, is the supervised entity/holding company in compliance with its internal targets for other aspects of diversity for PCFs?	Select from: • Yes • No • Not Applicable
11.6	I confirm, on behalf of the proposing entity, that the applicant's responses contained within this Questionnaire and the documentation attached in support of those responses have been reviewed and that the proposing entity is satisfied that they are accurate and complete and are in line with the due diligence enquiries carried out by the Proposing Entity as set out in the Guidance on Fitness and Probity Standards.	Tickbox
11.7	Please confirm you validated the applicant's educational qualifications?	Tickbox
11.8	I confirm that the proposing entity is satisfied that the proposed applicant is in a position to discharge their obligations within the proposing entity in an effective and professional manner notwithstanding any other obligations of the applicant.	Tickbox
11.9	Please confirm you are satisfied with the time commitments set out by the applicant in Question 10.12	Tickbox
11.10	Please outline how you have satisfied yourself that the applicant's duties can be performed in the proposed time commitment if not full-time?	Multi Line Free Text



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Section 11 – Proposer Declaration		
11.11	How has the Firm satisfied itself that there is no conflict of interest? Please confirm all conflicts have been considered, including but not limited to conflicts arising due to other roles, remuneration structure, and other responsibilities within the organisational structure.	Multi Line Free Text
11.12	Please state the reasons why the matter disclosed in section 5 are not considered to affect the applicant's suitability to perform the role	Multi Line Free Text
11.13	Attachment(s) Attach any relevant files The maximum file size is 30MB	Document Attachment
11.14	If the applicant is applying for a PCF role in a credit institution, please confirm that you have uploaded a copy of the 'Credit Institution Addendum' and other due diligence as noted in the addendum.	Tickbox
11.15	I confirm, on behalf of the proposing entity, that it will notify the Central Bank of Ireland without delay of the resignation of the proposed applicant, including confirmation of the reason (s) for the resignation	Tickbox
11.16	I confirm, on behalf of the proposing entity, that it will notify the Central Bank of Ireland without delay of any material change in circumstances that would render the information contained in this application out of date / inaccurate.	Tickbox
11.17	I am aware that it may be an offence and/or grounds for refusal of this application and/or grounds for revocation of an authorisation granted on foot of the application and/or grounds for the Central Bank of Ireland to commence an administrative sanctions procedure against both myself and/ or the proposing entity to knowingly or recklessly: a. Provide false or misleading information and/ or to make a false or misleading statement (which I acknowledge, may include the withholding by me of relevant information) in this application for approval b. Fail to inform and/ or withhold from the Central Bank of Ireland details of any material change in circumstances/ new information which is relevant to the status of the proposed approved person	Tickbox
11.18	This declaration is considered signed by an appropriate person of the proposing Entity, according to the rules set out in the Guidance on Fitness and Probity Standards	Tickbox
11.19	I acknowledge that the Central Bank of Ireland reserves the right to request details of due diligence carried out by the proposing Entity at any stage during or after the assessment of this application.	Tickbox



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Section 11 – Proposer Declaration		
11.20	I confirm, on behalf of the proposing entity, that the changes made to applicant's responses contained within this Questionnaire and the documentation attached in support of those responses have been reviewed and that the proposing entity is satisfied that they are accurate and complete and are in line with the due diligence enquiries carried out by the Proposing Entity as set out in the Guidance on Fitness and Probity Standards.	Only displayed where an unlocked IQ is re-submitted Tickbox

Section 11 – Proposer Declaration for a Sole Trader/Single Director Company		
11.1	I confirm that I am not currently operating or will not operate in the proposed role(s) until my application has been approved by the Central Bank of Ireland.	Tickbox
11.2	I confirm that I will complete and submit the relevant National Vetting Bureau form and proof of identity as per the guidance on the Central Bank of Ireland website.	Tickbox
11.3	To the best of my knowledge, information and belief, I have truthfully and fully answered each question in this questionnaire, and have disclosed any and all other information, which might reasonably be considered relevant to this application and I confirm my understanding and acceptance of all statements in this declaration.	Tickbox
11.4	I confirm that I am satisfied with the changes made to the responses contained within this Questionnaire and the documentation attached in support of these responses are accurate and complete and are in line with the due diligence enquiries carried out by the Proposing Entity as set out in the Guidance on Fitness and Probity Standards.	Tickbox