Central Bank of Ireland Portal

List of Request Changes available per industry

Last updated: October 2023

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# Reading Notes

If your institution holds more than one authorisation, the Request Changes available to you will be a combination of all those applicable to your authorisations, with some exceptions. If you have any questions on the Request Changes, pleas[e contact us.](https://www.centralbank.ie/regulation/central-bank-portal/contact-us)

**Update September 2023**

Three additional request changes are now available: Unlock Return, Remove Return Instance and Add a Return. The ‘Request Change’ function for these is based on the Return Type. They can vary and are designated by sector – therefore they are available to all industries when applicable to the relevant return type.

# Alternative Investment Fund Managers

The below Request Changes can be submitted via the Portal for AIFMs:

|  |  |
| --- | --- |
|   | *Launch Date:*  |
| Capital Contributions  | *25 Mar 2021*  |
| Change of Accounting Date  | *25 Mar 2021*  |
| Change of Address  | *25 Mar 2021*  |
| Change of Auditor  | *25 Mar 2021*  |
| Change of Legal Name  | *25 Mar 2021*  |
| Change of Trading Name  | *25 Mar 2021*  |
| Change to Contact  | *25 Mar 2021*  |
| Unlock Return | *18 Sep 2023* |
| Remove Return Instance | *18 Sep 2023* |
| Add a Return | *18 Sep 2023*  |
|   |  |
|   |  |
|   |  |
|   |  |

# Approved Professional Body

The below Request Changes can be submitted via the Portal for APBs:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# Bureaux de Change and Money Transmitters

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Credit Institutions

The below Request Changes can be submitted via the Portal:

|  |  |
| --- | --- |
| Capital Application  | *12 Apr 2021*  |
| Change in Cover Assets Monitor  | *12 Apr 2021*  |
| Change of Accounting Date  | *12 Apr 2021*  |
| Change of Address  | *12 Apr 2021*  |
| Change of Auditor  | *12 Apr 2021*  |
| Change of Company Secretary  | *12 Apr 2021*  |
| Change of Legal Advisor  | *12 Apr 2021*  |
| Change of Legal Name  | *12 Apr 2021*  |
| Change of Trading Name  | *12 Apr 2021*  |
| Change to Contact  | *12 Apr 2021*  |
| Critical Outsourcing Arrangement  | *12 Apr 2021*  |
| Derogations / Waivers / Exemptions  | *12 Apr 2021*  |
| Liquidity Applications  | *12 Apr 2021*  |
| New / Changes to Passporting OUT Arrangements  | *12 Apr 2021*  |
| Other Material Changes  | *12 Apr 2021*  |
| Prior Approval of Expansion in Business Activities  | *12 Apr 2021*  |
| Prior Approval / Notification of Major Acquisitions  | *12 Apr 2021*  |
|  Unlock a Return | *18 Sep 2023* |
| Remove Return Instance | *18 Sep 2023* |
| Add a Return | *18 Sep 2023* |

# Credit Servicing Firms

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Remove a Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# Credit Unions

The below Request Changes can be submitted via the Portal for Credit Unions:

|  |  |
| --- | --- |
| 15% Combined Concentration Limit for House and Business Loans  | *12 Apr 2021*  |
| Amendment of the Credit Union Common Bond  | *12 Apr 2021*  |
| Application to Increase Savings in excess of €100,000  | *12 Apr 2021*  |
| Change of Address  | *12 Apr 2021*  |
| Change of Auditor  | *12 Apr 2021*  |
| Change of Legal Name  | *12 Apr 2021*  |
| Change of Registered Office Address  | *12 Apr 2021*  |
| Change to Contact  | *12 Apr 2021*  |
| Member Personal Current Account Service (MPCAS)  | *12 Apr 2021*  |
| Notification of the 10% Combined Concentration Limit for House and Business Loans  | *12 Apr 2021*  |
| Other Rule Amendment Changes  | *12 Apr 2021*  |
| Other Section 48 Applications for Approval  | *12 Apr 2021*  |

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove a Return Instance *18 Sep 2023*

Member Business Current Account Service (MBCAS) *27 Sep 2023*

If you are also authorised as an Investment Business Firm and/or Insurance Intermediary, you may also see the following Request Changes:

|  |  |
| --- | --- |
|   | *Launch Date:*  |
| Replacement Cert  | *12 Apr 2021*  |
| Person Responsible IDR  | *12 Apr 2021*  |

# Data Reporting Service Providers

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove a Return Instance *18 Sep 2023*

# Debt Management Companies

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sept 2023*

Remove a Return Instance *18 Sept 2023*

# Electronic Money Institutions

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Excluded Service Providers

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Fund Service Providers

The below Request Changes can be submitted via the Portal:

Capital Contributions *25 Mar 2021*

Change of Accounting Date *25 Mar 2021*

Change of Address *25 Mar 2021*

Change of Auditor *25 Mar 2021*

Change of Legal Name *25 Mar 2021*

Change of Trading Name *25 Mar 2021*

Change to Contact *25 Mar 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Home Reversion Firms

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Insurance Intermediaries

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Insurance Type *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Person Responsible IDR *10 May 2021*

Replacement Cert *10 May 2021*

Unlock Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Insurance Undertakings

The below Request Changes can be submitted via the Portal for Insurance Undertakings:

|  |  |
| --- | --- |
| Acquiring Transaction Notifications  | *27 Jan 2021*  |
| Approval of Ancillary Own Funds  | *27 Jan 2021*  |
| Approval of Basic Own Funds  | *27 Jan 2021*  |
| Branch Application submissions  | *27 Jan 2021*  |
| Change of Accounting Date  | *7 Sep 2020*  |
| Change of Address  | *7 Sep 2020*  |
| Change of Auditor  | *7 Sep 2020*  |
| Change of Business Plan  | *27 Jan 2021*  |
| Change of Legal Advisor  | *7 Sep 2020*  |
| Change of Legal Name  | *7 Sep 2020*  |
| Change to Contact  | *7 Sep 2020*  |
| Derogation from Corp. Gov. Requirements  | *27 Jan 2021*  |
| Derogation from Domestic Actuarial Regime  | *27 Jan 2021*  |
| Derogation from Recovery Plan Requirements | *25 Mar 2022* |
| Extension of Insurance Classes  | *7 Sep 2020*  |
| Approval of Matching Adjustment  | *27 Jan 2021*  |
| Portfolio Transfer  | *27 Jan 2021*  |
| Revocation of Insurance Authorisation  | *27 Jan 2021*  |
| SCR Calculation - Internal Model Full  | *27 Jan 2021*  |
| SCR Calculation - Internal Model Partial  | *27 Jan 2021*  |
| Approval of Transitional Risk Free Rates  | *27 Jan 2021*  |
| Approval of Transitional Technical Provisions  | *27 Jan 2021*  |
| Approval of Undertaking Specific Parameters  | *27 Jan 2021*  |
|  |  |
|  |  |
| Approval of Volatility Adjustment  | *27 Jan 2021*  |
| Waiver - Group ORSA  | *27 Jan 2021*  |
| Waiver - Group SFCR  | *27 Jan 2021*  |
| Waiver SFCR  | *27 Jan 2021*  |
| Unlock Return | *18 Sep 2023* |

 Add a Return *18 Sep* *2023*

 Remove Return Instance *18 Sep 2023*

# Investment Business Firms

The below Request Changes can be submitted via the Portal:

|  |  |
| --- | --- |
| Capital Contributions (Section 10 Investment Firms only)  | *10 May 2021* |
| Change of Accounting Date  | *10 May 2021* |
| Change of Address  | *10 May 2021* |
| Change of Auditor  | *10 May 2021* |
| Change of Investment Instrument/Services  | *10 May 2021* |
| Change of Legal Advisor  | *10 May 2021* |
| Change of Legal Name  | *10 May 2021* |
| Change of Trading Name  | *10 May 2021* |
| Change to Contact  | *10 May 2021* |
| Replacement Cert  | *10 May 2021* |
| Unlock Return *18 Sep 2023*Add a Return *18 Sep 2023*Remove Return Instance *18 Sep 2023*   |  |
|   |  |
|   |  |
|   |  |

# Irish Authorised Funds

The below Request Changes can be submitted via the Portal for Irish Authorised Funds:

|  |  |
| --- | --- |
|   |   |
| Attestation Request  | *27 Jan 2021*  |
| Index Submission  | *27 Jan 2021*  |
| IOP Update  | *27 Jan 2021*  |
| MLRO Update  | *27 Jan 2021*  |
| QIAIF COSP  | *27 Jan 2021*  |
| QIAIF/QIF: Prospectus/Supplement/Document amendment - Includes new sub-funds  | *27 Jan 2021*  |
| QIAIF/QIF: Prospectus/Supplement/Document amendment - No new sub-funds  | *27 Jan 2021*  |
| UCITS / AIF: Constitutional Document Update | *27 Jan 2021*  |
| UCITS / AIF Country Supplement  | *27 Jan 2021*  |
| UCITS / AIF: Distribution/Paying Agent/Representative/Trading Agent Agreement  | *27 Jan 2021*  |
| UCITS / AIF: Extract and/or Consolidated Prospectus  | *27 Jan 2021*  |
| UCITS / AIF: Investment Manager/Investment Advisor/Administration Agreements  | *27 Jan 2021*  |
| UCITS / RIAIF COSP  | *27 Jan 2021*  |
| UCITS KIID Update (ad hoc updates outside of the Annual ONR update)  | *27 Jan 2021*  |
|  |  |
| UCITS Risk Management Process Update  | *27 Jan 2021*  |
| UCITS/Retail AIF: Depositary Agreement / Trust Deed / Deed of Constitution Update  | *27 Jan 2021*  |
| UCITS/Retail AIF: Share Class Update  | *27 Jan 2021*  |
| UCITS/RIAIF: Prospectus/Supplement review - Includes new sub-funds  | *27 Jan 2021*  |
| UCITS/RIAIF: Prospectus/Supplement review - No new sub-funds  | *27 Jan 2021*  |
| Unlock Return | *18 Sep 2023* |
| Add a Return | *18 Sep 2023* |
| Remove Return Instance | *18 Sep 2023* |

# Licenced Moneylenders

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

#  Market Operators

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Unlock Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# MiFID Investment Firms

The below Request Changes can be submitted via the Portal:

Capital Contributions *25 Mar 2021*

Change of Accounting Date *25 Mar 2021*

Change of Address *25 Mar 2021*

Change of Auditor *25 Mar 2021*

Change of Legal Name *25 Mar 2021*

Change of Trading Name *25 Mar 2021*

Unlock Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# MiFID Third Country Investment Firm Branches

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Unlock Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# Mortgage Intermediaries / Mortgage Credit Intermediaries

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Person Responsible CMCAR *10 May 2021*

Replacement Cert *10 May 2021*

Unlock Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# Payment Service Providers (PSD2 / AISP)

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# Regulated Markets

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Unlock Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Retail Credit Firms

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Trust Or Company Service Providers

The below Request Changes can be submitted via the Portal:

|  |  |
| --- | --- |
| Additional TCSP Services Offered  | *10 May 2021*  |
| Change in Direct Ownership  | *10 May 2021*  |
| Change in Indirect Ownership  | *10 May 2021*  |
| Change of Address  | *10 May 2021*  |
| Change of Director  | *10 May 2021*  |
| Change of Legal Name  | *10 May 2021*  |
| Change of Principle Officer  | *10 May 2021*  |
| Change of Trading Name  | *10 May 2021*  |
| Change to Contact  | *10 May 2021*  |
| Discontinuation of TCSP Services Offered  | *10 May 2021*  |
| Other Material Changes  | *10 May 2021*  |
|  Unlock Return | *18 Sep 2023* |
| Add a Return | *18 Sep 2023* |
| Remove Return Instance | *18 Sep 2023* |
|   |  |
|   |  |
|   |  |