



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

PCF Annual Confirmation Guidance

January 2024

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1. Purpose of this Guidance

This document provides guidance for regulated financial service providers (RFSPs) and Holding Companies in relation to submitting Annual PCF Confirmation submissions through the Central Bank of Ireland's Portal.

As part of the continuing obligations in relation to fitness and probity, the Central Bank introduced an Annual PCF Confirmation. The PCF Confirmation submission is an annual confirmation required from each regulated financial service provider in respect of each active PCF holder within the firm confirming they are compliant with the Fitness and Probity Standards and continue to agree to abide by those Standards. The PCF Confirmation must be submitted through the Central Bank of Ireland's Portal.

Please note the requirement for the Board to confirm to the Central Bank of Ireland upon re-election/re-appointment of a PCF holder that his/her circumstances have not changed since preapproval was granted will also be satisfied by the completion of this confirmation. This document provides guidance and instructions for firms on how to complete and submit their Annual PCF Confirmation to the Central Bank of Ireland.

The following documents which are available on our [website](#), should be reviewed prior to making a submission:

- Fitness and Probity (F&P) standards
- Guidance on Fitness and Probity standards

2. User Permissions

Annual PCF Confirmation submissions can be made on behalf of the Firm by users with F&P Administrator permission.

The Portal Administrator can grant the relevant permissions. Reach out to the Portal Administrator in the RFSP – see: [How do I request a change to my permissions?](#)

Once a user is granted the F&P Administrator permission they will see the Fitness and probity Menu appear on the portal:

- F&P applications
- PCF Roles
- In-situ submissions
- Annual PCF confirmation

The submissions will be made on the Annual confirmation page of the menu.

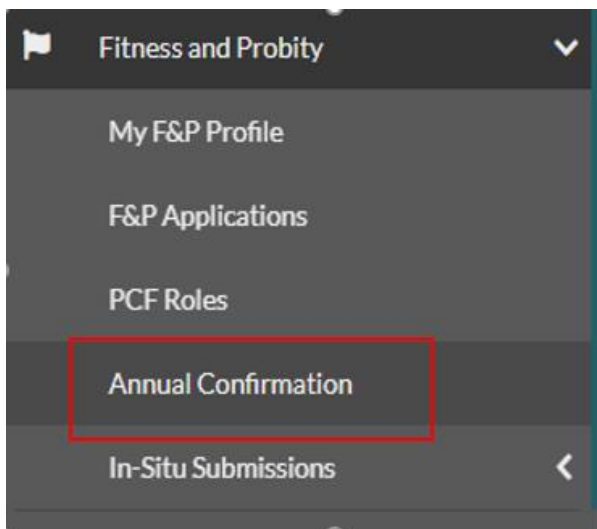


Figure 2.1 – Fitness and Probity Menu

3. Before you submit

Before submitting the Annual PCF Confirmation the firm must complete the appropriate due diligence to satisfy themselves that all PCF holders comply with the Fitness and Probity Standards.

By completing the submission the user is confirming that the CEO (PCF-08), or equivalent, has confirmed in writing that all necessary due diligence has occurred, that all PCF holders continue to agree to comply with the Fitness and Probity Standards and that the firm will take appropriate action in relation to any fitness and probity concerns.

Users are **not** required to provide evidence of the due diligence completed when making the Annual PCF confirmation submission. However, these records should be retained by the firm as they may be requested by the Bank.

The Annual PCF Confirmation is based on the list of active PCF holders as at the time of the submission. The user should review the list of PCF holders to ensure that it is up to date and accurate.

The user is confirming that the CEO (PCF-08), or equivalent, has confirmed in writing.

Note regarding individuals performing Control Functions (CFs.)

Changes to the F&P standards mean that as well as PCF holders, CF holders will also need to be certified. Firms will be required to certify CFs via the annual confirmation from 2025.

How to update PCF information for the Annual PCF confirmation

Any required changes to the PCF information, such as notification of a resignation, must be completed in the PCF Roles Page of the portal. Please refer to [‘Fitness and Probity Individual Questionnaire, Application and PCF Roles Guidance’](#) for details on how to do this. Once the necessary amendments have been made this will be reflected on the Annual PCF confirmation.

Please note once submitted the confirmation cannot be amended. The firm must ensure that the PCF information contained in the Annual Confirmation is correct prior to completing the submission.

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PCF Discrepancies

If the user notices any PCF discrepancies that you are unable to correct via the PCF roles page please contact Fitnessandprobity@centralbank.ie.

4. Annual PCF Confirmation submissions

Access to the Annual Confirmation menu item allows the user to make a submission on behalf of the Firm.

How to complete the Annual PCF confirmation

The user should navigate to the 'Annual Confirmation' Page of the Fitness and Probity Menu on the Portal. The user should review the list of PCF holders to ensure accuracy. The Admin must then tick to confirm adherence to the Fitness and Probity standards for each PCF function holder. The user will not be able to make the submission until all PCF holders have been selected as confirmed. Once they have confirmed adherence for all PCF holders the user must click 'submit' to complete the submission to the Central Bank.



The screenshot displays the 'Annual Confirmation' interface. At the top, there is a header 'Annual Confirmation' and a brief instruction: 'It is the responsibility of the F&P admin to submit the annual confirmation return in January of each year. You must review the list below and confirm the person adheres to the Fitness and Probity standards. If you need to amend any of the PCF role you can do this on the PCF Roles page.' Below this is a table with the following data:

Person ID	Applicant Name	PCF Role	Confirmation of adherence to Fitness and Probity standards
UA0300825	Hannah Testtwo	PCF-2A - Office of Non-Executive Director PCF-53 - Head of Client Asset Oversight	<input type="checkbox"/>

At the bottom right of the page, there is a blue 'Submit' button.

Fig 3.1 – Annual Confirmation

Once you have completed the Annual PCF Confirmation

Once the user has completed the Annual PCF Confirmation submission the following message will display:

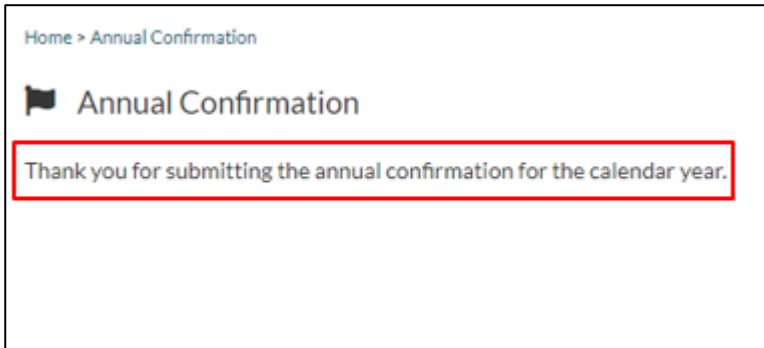


Figure 3.2 – Completed Confirmation



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