



Banc Ceannais na hÉireann  
Central Bank of Ireland

Eurosystem

# Beneficial Ownership Register of Certain Financial Vehicles

## Return Completion Guidance

January 2022

Version 1.1

# Contents

<b>Introduction.....</b>	<b>3</b>
<b>Beneficial Ownership Template Submission.....</b>	<b>4</b>
Step 1 – Download the Beneficial Ownership Template .....	4
Step 2 –Complete the Beneficial Ownership Template .....	4
Step 3 - Accessing the Beneficial Ownership Information Return V2 .....	7
Step 4- Adding the Beneficial Ownership Information Return V2 Instance .....	8
Step 5- Uploading the Beneficial Ownership Template .....	10
Step 6 – Return Sign-off Process.....	11
Guidance for submitting Senior Managing Official details in Beneficial Ownership Template .....	14
Guidance for Unit Trusts when completing submission template .....	15

# Introduction

The purpose of the Beneficial Ownership Register of Certain Financial Vehicles (CFV) is to deter Money Laundering (ML) and Terrorist Financing (TF) and to identify those that seek to hide their ownership and control of corporate or legal entities by ensuring that the ultimate owners/controllers of **ICAVs, Credit Unions, Unit Trusts, Investment Limited Partnerships, and Common Contractual Funds** are identified, and that this information is readily accessible to law enforcement, regulators and obliged entities.

The purpose of this document is to provide technical guidance in relation to the completion of the beneficial ownership return to the register. For information regarding the scope of the register, the legislative background and the use and safeguarding of the data provided, under data protection legislation, refer to [Beneficial Ownership Register Of Certain Financial Vehicles Guidance](#).

For first time filings of beneficial ownership data, CFV are required to download a blank version of the [Beneficial Ownership Template](#) and submit via the Central Bank of Ireland's Online Reporting System ("ONR"). This process is outlined in the step-by-step guide below.

If, a reporting institution wishes to subsequently add or remove a person from their register, they must schedule and submit a new Beneficial Ownership Information Return (see Section [4.1](#)). The details of all beneficial owners are submitted each time, and not just the details of any new beneficial owners.

# Beneficial Ownership Template Submission

## Step 1 – Download the Beneficial Ownership Template

1.1 CFV must download the [Beneficial Ownership Template](#), which is located on the Central Bank of Ireland website.

**Note:** Columns D, E and G are hidden in the template, which is expected behaviour of the template at this time.

As the XLS template contains hidden columns (D, E and G) users are asked not to use programmes or macros to populate the template as this may populate hidden cells and prevent file processing by the Central Bank. We also recommend to refrain from Copying and Pasting XLS rows from other XLS worksheets as this too, may inadvertently populate hidden cells and will impact file processing.

## Step 2 – Complete the Beneficial Ownership Template

2.1 The following details must be entered in respect of **all current Beneficial Owners**:

- Name
- Date of Birth
- PCF Status
- Nationality
- Address
- Nature of interest / control
- Is the Person's interest / control direct or indirect?

- Extent of interest / control: % owned or controlled
- Further information / clarification in relation to nature / extent of ownership / control
- Date on which the person was entered into the entity's internal register as a beneficial owner
- Date on which the person left the entity's internal register as a beneficial owner (where applicable)<sup>1</sup>

2.2 In addition, the person submitting the information to the Central Bank, i.e. “**the presenter**”, must provide the following information in relation to themselves:

- Name
- Address
- Telephone number
- Email address
- Capacity in which the presenter is acting: (e.g. officer/employee of the obliged entity, person acting on behalf of the obliged entity etc.).

2.3 Once all of the information has been completed, the status of the file on the ‘Cover’ worksheet will change to ‘Valid’.

2.4 The file must then be saved in the format outlined on the file upload screen on ONR and then uploaded via the ONR (i.e. file must be named CCCCCC\_YYYYMMDD\_BO2 where CCCCCC is the firm's Institution Code (or CU Number for Credit Unions) on ONR and YYYYMMDD is the reporting date of the return (**note:** as set out in Section [4.2](#)).

---

<sup>1</sup> There is no requirement to provide this date for historic beneficial owners. New and continuing (i.e. current) beneficial owners **must always be listed** on every Beneficial Ownership Template submitted. An outgoing beneficial owner **must only be listed once** alongside the current beneficial owners in order to record the cessation date on the Beneficial Ownership Register.

## Notes on Invalid Statuses

If the status is *'Invalid'* on the cover tab of the Beneficial Ownership Template, some mandatory information is missing from either the *'BOR'* or *'Presenter Details'* worksheets. The *'Data Validation'* worksheet should be checked, as this will highlight the cells in the file with which there are problems. ***'Invalid'* files will not be accepted on ONR.**

**The file will also not be accepted if the structure of the Microsoft Excel® file has been altered in any way.** For example, additional worksheets may not be added or deleted, columns removed or added or the file protection removed.

## Step 3 - Accessing the Beneficial Ownership Information Return V2

3.1 The Presenter must log into ONR using their existing login details.

3.2 The Presenter will click *'View / Edit returns'* and they will see a list of all the returns they have access to.

The screenshot shows the ONR Home Page. On the left, there is a sidebar with the text: "Home Page", "From here, you can perform any of the actions shown opposite.", and "Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text." The main content area contains several menu items, each with an icon and a description:

- View / Edit Data** (Icon: Folder) - View or edit return data. This item is circled in red.
- Administration** (Icon: Gear) - Configure how your Institution uses the system.
- My Profile** (Icon: Person) - View or update the information the system stores about you.
- Messages** (Icon: Speech bubbles) - View user messages.
- Requests** (Icon: Document with checkmark) - View my requests.
- Manage User Accounts** (Icon: Group of people) - Setup new users, reset their passwords, etc.

3.4 The Presenter must select the "Beneficial Ownership Information Return V2".

Home ▶ Data


Return Types

Anti-Money Laundering

This page shows the types of data reported by your institution.

(Only the return types which you have access to are shown here)




Click on a return type name to view or enter data or to upload a file.

Name	Description	
<a href="#">Beneficial Ownership Information Return V2</a>	Beneficial Ownership Information Return V2	

3.5 Next, the Presenter should click 'View /Signoff Returns':

Beneficial Ownership Information Return V2

### Beneficial Ownership Information Return V2

-  **View / Signoff Returns**  
Signoff or View data that was previously entered
-  **View Uploaded Files**  
View the files that were previously uploaded for this return
-  **Load a File**  
Load a data file for this return

## Step 4- Adding the Beneficial Ownership Information Return V2 Instance

4.1 The Beneficial Ownership Information Return is a self-scheduled return. Therefore, the Presenter will need to add a return instance. To do so, click 'Add Return':

4.2 The Presenter will need to enter a 'Reporting Date' and a 'Submission Due Date' and click 'Add'. The Reporting Date must be any date in the past and the Submission Due Date must be any date in the future:

Beneficial Ownership Information Return V2 Returns ▶ Add

### Add Return Instance

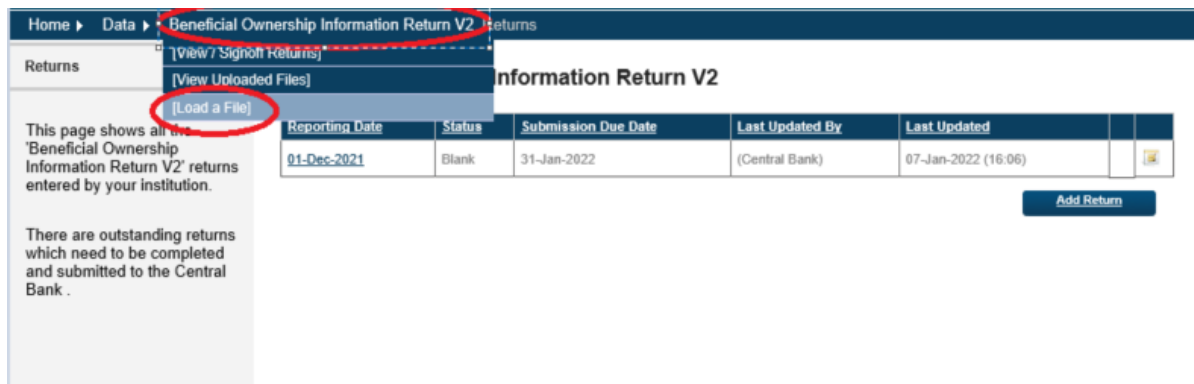
Reporting Date:

Submission Due Date:



## Step 5- Uploading the Beneficial Ownership Template

5.1 The Presenter must now upload the previously completed Beneficial Ownership Template. To do so, on the breadcrumb menu under 'Beneficial Ownership Information Return V2', the user should click 'Load a File':

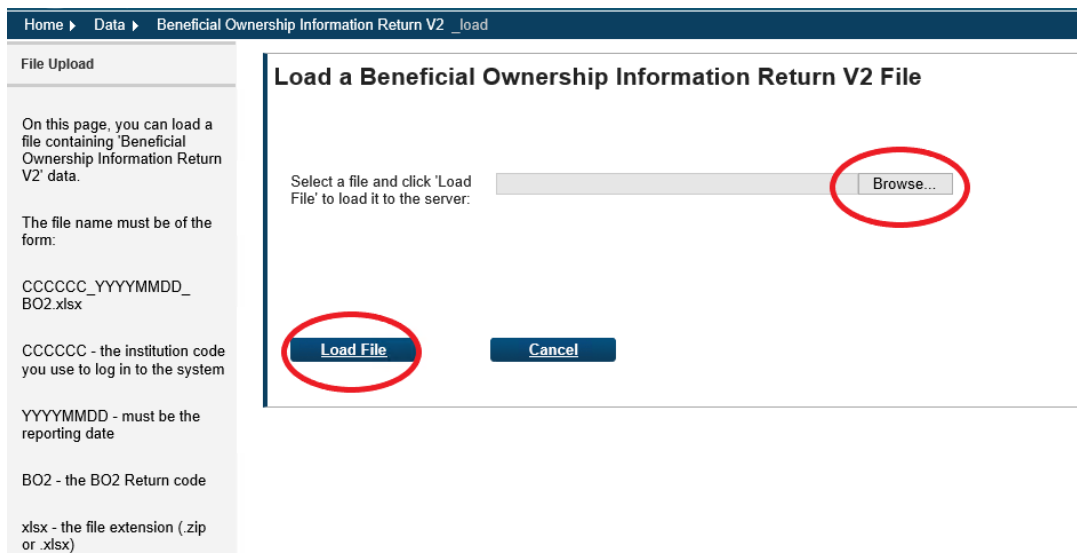


The screenshot shows the breadcrumb navigation: Home > Data > Beneficial Ownership Information Return V2 > Returns. A dropdown menu is open under 'Beneficial Ownership Information Return V2', with the option '[Load a File]' circled in red. Below the menu is a table with the following data:

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated
01-Dec-2021	Blank	31-Jan-2022	(Central Bank)	07-Jan-2022 (16:06)

There is also an 'Add Return' button at the bottom right of the table area.

5.2 The Presenter should browse for the file on their local drive and click 'Load File':



The screenshot shows the 'Load a Beneficial Ownership Information Return V2 File' page. On the left, there is a 'File Upload' section with instructions: 'On this page, you can load a file containing Beneficial Ownership Information Return V2 data. The file name must be of the form: CCCCCC\_YYYYMMDD\_BO2.xlsx. CCCCCC - the institution code you use to log in to the system. YYYYMMDD - must be the reporting date. BO2 - the BO2 Return code. xlsx - the file extension (.zip or .xlsx)'. The main area contains a text input field with a 'Browse...' button circled in red. Below the input field are two buttons: 'Load File' (circled in red) and 'Cancel'.

5.3 The Presenter will see a screen showing them that the file is queued and awaiting processing. The Presenter should click 'back' to refresh the status of the file:

Beneficial Ownership Information Return V2 Files ▶ #212464

sult of

### Beneficial Ownership Information Return V2 File #212464

**C404517\_20211201\_BO2.xlsx is queued and awaiting processing.**

Filename: C404517\_20211201\_BO2.xlsx

Status: **Queued**

Estimated Time to Complete: **0 to 5 minutes**

Return Type: Beneficial Ownership Information Return V2

Size: 2865109 bytes

Uploaded Date: 07-Jan-2022 (16:15)

Processed Date: N/A


Invalid Records: 0

[Back](#) [Refresh page](#)

5.4 The file upload screen will display the status of the file upload. If multiple files were uploaded, the latest will appear on top. The latest file will always be the file that is submitted to the Central Bank:

Ownership Information Return V2 Files

### 'Beneficial Ownership Information Return V2' Files

Tracking ID	Filename	Loaded By	Load Date	Processed Date	Status	
<a href="#">File #212464</a>	C404517_20211201_BO2.xlsx	Test User	07-Jan-2022 (16:15)	07-Jan-2022 (16:15)	Accepted	

[Cancel](#) [Upload File](#)

5.5 In addition to seeing the status of the file on screen, the Presenter will also receive an automated email notifying them whether the file has been accepted / rejected:

Reply Reply All Forward IM



OnlineReporting.website@cbfsai.ie

C404517\_20211201\_BO2.xlsx processing complete [Accepted]

To

Beneficial Ownership Information Return V2 uploaded by Test User on 07 January 2022 16:15 has been accepted.

This is an automatically generated message. Please do not reply to this email.

5.6 If the file is rejected, the user should check that the correct template has been used, and that the status of the template is 'valid', as per guidance above, see

5.7 [Notes on Invalid Statuses](#)

## Step 6 – Return Sign-off Process

6.1 Once the correct file has been uploaded, the Presenter should click 'View / Signoff Returns' on the breadcrumb menu under 'Beneficial Ownership Information Return V2':

Tracking ID	Filename	Loaded By	Load Date	Processed Date	Status	
File #212464	C404517_20211201_BO2.xlsx	Test User	07-Jan-2022 (16:15)	07-Jan-2022 (16:15)	Accepted	

The return will now have the status of 'valid'

6.2 The Presenter must click on the Reporting Date:

Ownership Information Return V2 Returns

### Beneficial Ownership Information Return V2

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated		
01-Dec-2021	Valid	31-Jan-2022	(Central Bank)	07-Jan-2022 (16:15)		

[Add Return](#)

6.3 The Presenter should then click 'finalise':

Ownership Information Return V2 Returns ▶ 01-Dec-2021

### Beneficial Ownership Information Return V2 , 01-Dec-2021 - Sections

Section	Status	Required	Last Updated By	Last Updated		
BO2	Valid	Mandatory	(Central Bank)	07-Jan-2022 (16:15)		

[Finalise](#)

6.4 The following screen will appear. The Presenter should click 'Back'

Ownership Information Return V2 Returns ▶ 01-Dec-2021 ▶ Finalise Return

### Beneficial Ownership Information Return V2, 01-Dec-2021 has been finalised

This Return is 'Finalised' - it must now be 'Signed-Off' to be submitted to the Central Bank. Use the back button to navigate to the previous page.

[Back](#)

6.5 To enter the Sign-off screen the Presenter must click 'Sign-off':

### Beneficial Ownership Information Return V2 , 01-Dec-2021 - Sections

Section	Status	Required	Last Updated By	Last Updated		
<a href="#">BO2</a>	Valid	Mandatory	(Central Bank)	07-Jan-2022 (16:15)		



6.6 The Presenter must tick the Declaration box. The option to ‘Sign-off Return’ will become available. The Presenter should click this to submit the return:

Beneficial Ownership Information Return V2 Returns ▶ 01-Dec-2021 ▶ SignOff Return

#### Sign-Off Return

**The Return is ready to be signed-off.**

The Beneficial Ownership Information Return V2 return for 01-Dec-2021 must be 'signed-off' to complete the process of submitting data to the Central Bank

This return is due to be submitted by 31-Jan-2022.

*After you sign-off the return, it will be 'locked' and you will no longer be able to make changes (unless the return is subsequently unlocked by the Central Bank for revision).*

---

#### Declaration

To signify your acceptance of this statement, tick the box below:

Once you have verified the correctness of the data to your satisfaction, click the 'Sign-Off Return' button below to sign-off the return and submit the data to the Central Bank. This will complete the process of submitting the return (for this period).

I declare that the information which has been entered for the Beneficial Ownership Information Return V2 return for 01-Dec-2021 is complete and correct to the best of my knowledge.

[Cancel](#) [Sign-off Return](#)

6.7 Once the return is signed off, the Presenter will see a successful sign-off message:

## Sign-Off Return

### The return has been successfully signed-off

You have successfully 'signed-off' the Beneficial Ownership Information Return V2 return for 01-Dec-2021 – it has now been submitted to the Central Bank.

This return was successfully submitted by the 31-Jan-2022 deadline.

*This Return is 'locked', and can't be changed until it is unlocked for revision by the Central Bank .*

Use the back button to navigate to the previous page.

[Back](#)

**Note:** The user will also get an automated email telling confirming that the return has been submitted.

## Guidance for submitting Senior Managing Official details in Beneficial Ownership Template

When completing the beneficial ownership template, the following guidance should be followed when completing information fields in respect of Senior Managing Officials:

- Nature of interest/control - Select 'Senior Managing Official' from the drop down menu.
- Is the Person's interest / control direct or indirect? – 'N/A' must be selected.
- Extent of interest/control: % owned or controlled: - State the % if applicable; or insert 'N/A'.
- Further information / clarification in relation to nature / extent of ownership / control: - mandatory and can be used to provide further details.

## Guidance for Unit Trusts when completing submission template

### Trustee/Settlors

- If the Trustee/Settlor is a corporate/legal entity, use the following field to record details: Further information / clarification in relation to nature / extent of ownership / control;
- Provide the following information as relevant - Legal name, Registered Office, Central Bank Institution Code, Companies Registration Office number.

All queries regarding the return will be managed by the Regulatory Transactions Division (RTD) within the Central Bank. Please email [BOR@centralbank.ie](mailto:BOR@centralbank.ie) for all register related queries.

For ONR related queries, please contact the Online Reporting helpline at 01 224 4545 or email [onlinereturns@centralbank.ie](mailto:onlinereturns@centralbank.ie)

