



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Beneficial Ownership Register of Certain Financial Vehicles

Verification of Identity Return
Completion Guidance

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Version Control

Version	Author	Comments	Published Date
1.0	Central Bank of Ireland	Version 1 Published on CBI website.	August 2022
2.0	Central Bank of Ireland	Updates reflect Portal navigation for accessing and submitting a Verification of Identity form.	November 2023

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 Central Bank of Ireland ('the Bank') is legally obliged to validate the data entered on the Beneficial Ownership Register of CFV to ensure CFV obtain and hold adequate, accurate and current information in respect of its beneficial owners.

All CFV will be required to submit an Irish Personal Public Service Number ("PPS Number") for each of their current beneficial owners, where applicable. Where a beneficial owner has not been issued with a PPS Number, but has been previously approved in a Pre-Approval Controlled Function (PCF) role, under the Fitness and Probity ('F&P') Regime, the unique CBI Reference Number provided to the person may be entered on the Beneficial Ownership Information Return via the Bank's communication and data exchange Portal ('the Portal').

Where a Beneficial Owner of a CFV does not hold a PPS Number or a unique CBI Reference Number under the F&P regime, the Beneficial Owner must complete the "Declaration as to Verification of Identity Form". The form should be completed by the Beneficial Owner, and witnessed by either (i) Notary Public, (ii) Peace Commissioner, (iii) Commissioner for Oaths or (iv) a person authorised to take and receive statutory declarations, where the declaration is being made within Ireland, and by a Notary Public only, where the declaration is being made outside Ireland. Once the appropriate documentation is arranged, the CFV must submit the Declaration via an associated return called the "BOR Verification of Identity Return" to the Bank. This document provides technical guidance on how to submit the BOR Verification of Identity Return on the Portal.

BOR Verification of Identity Return Submission

Step 1 – Download the Declaration as to Verification of Identity Form

- 1.1 The Beneficial Owner must download the “Declaration as to Verification of Identity Form” from [the Central Bank of Ireland website](#).

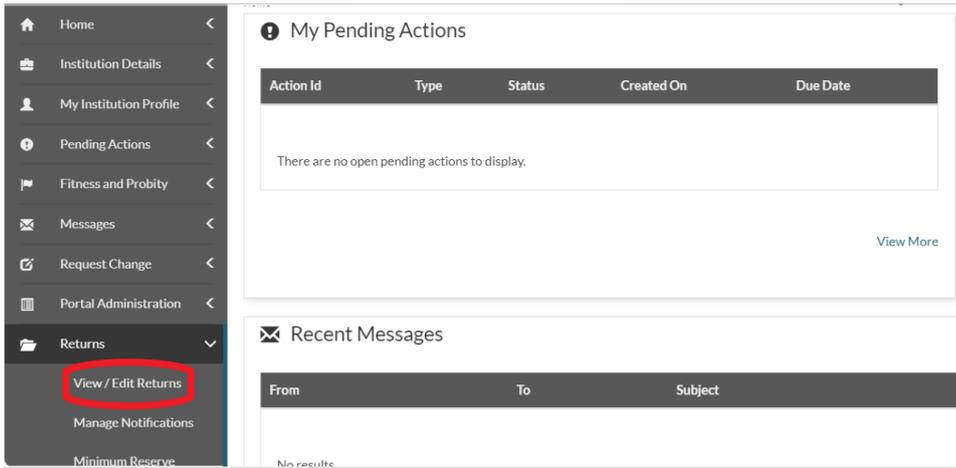
Step 2 – Complete the Declaration as to Verification of Identity Form

- 2.1 The form should be completed by the beneficial owner, and witnessed by either (i) Notary Public, (ii) Peace Commissioner, (iii) Commissioner for Oaths or (iv) a person authorised to take and receive statutory declarations, where the declaration is being made within Ireland, and by a Notary Public only, where the declaration is being made outside Ireland.
- 2.2 The Declaration must be saved as a pdf document and adhere to the following naming convention
CCCCCCC_YYYYMMDD_E3F where CCCCCCC is the firm’s Institution Code (or CU Number for Credit Unions) on the Portal and YYYYMMDD is the reporting date of the return (note: as set out in Section 4.2).

Step 3 - Accessing the BOR Verification of Identity Return

3.1 The Presenter must log into the Portal using their login details.

3.2 The Presenter must click 'View / Edit returns' under the "Returns" tab on the left navigation pane and they will see a list of all the returns they have access to.

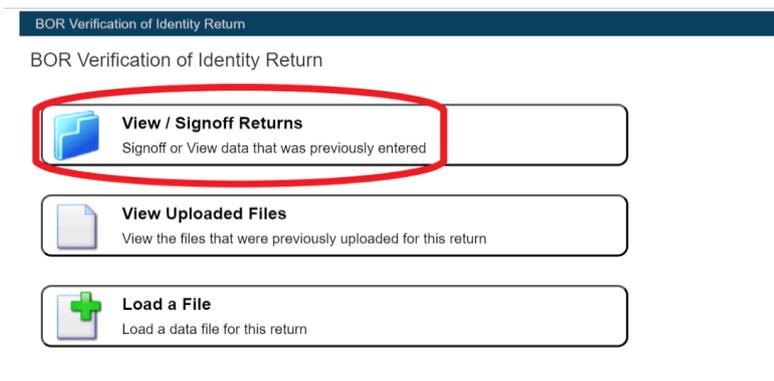


3.3 The Presenter must select the "BOR Verification of Identity Return".

AML Registers

Name	Code	Description
BOR Verification of Identity Return	E3F	This return provides Beneficial Owners of Certain Financial Vehicles who do not hold a PPSN or CBI Number with the ability to provide a notarized document to the Central Bank, which can verify their identity.

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



Step 4- Adding the BOR Verification of Identity Return Instance

4.1 The BOR Verification of Identity 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:

Add Return Instance

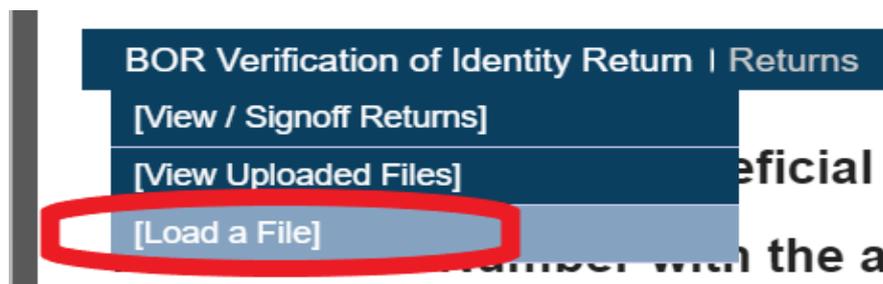
Reporting Date:

Submission Due Date:

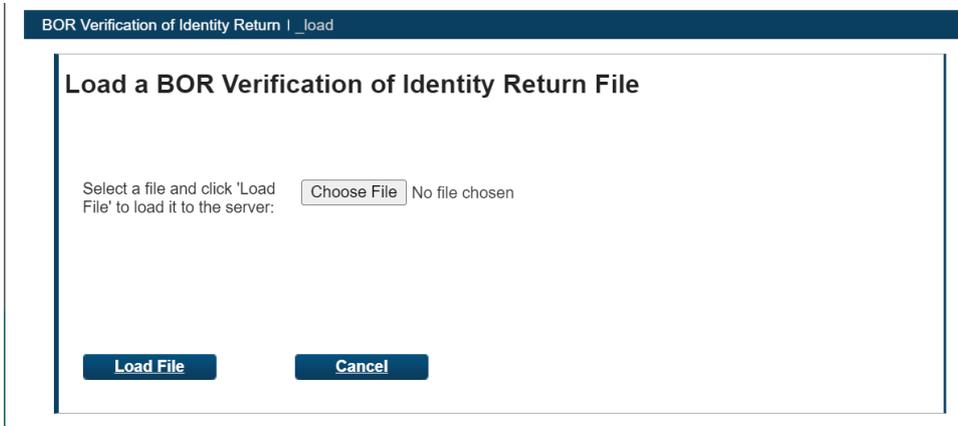
NOTE: where submissions are required for multiple Beneficial Owners, a different Reporting Date is required in each instance.

Step 5- Uploading the Declaration as to Verification of Identity Form

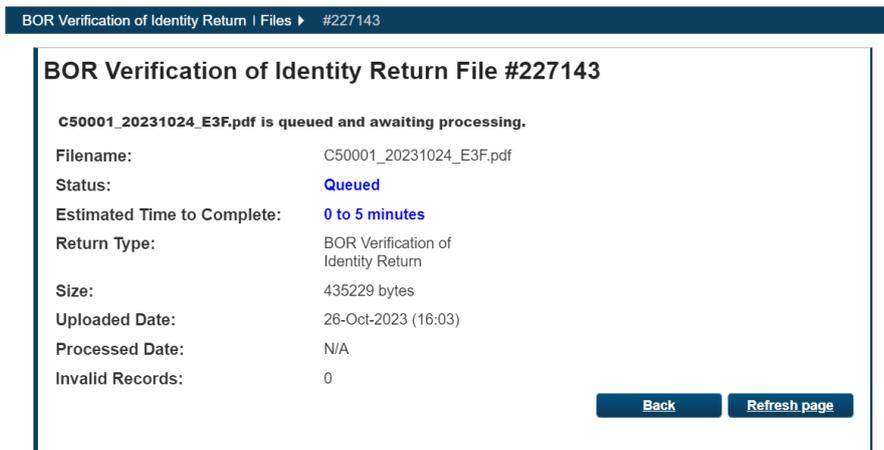
5.1 The Presenter must now upload the previously completed Declaration. To do so, on the breadcrumb menu under 'BOR Verification of Identity Return', the user should click 'Load a File':



5.2 The Presenter should click “Choose File”, browse for the file on their local drive and click ‘Load File’:



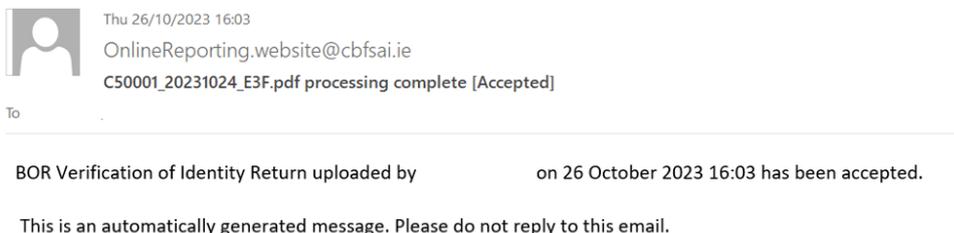
5.3 The Presenter will see a screen showing them that the file is queued and awaiting processing. The Presenter should click ‘Back’ or “Refresh Page” to refresh the status of the file:



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:

BOR Verification of Identity Return Files						
'BOR Verification of Identity Return' Files						
Tracking ID	Filename	Loaded By	Load Date	Processed Date	Status	
File #227143	C50001_20231024_E3F.pdf		26-Oct-2023 (16:03)	26-Oct-2023 (16:03)	Accepted	

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:

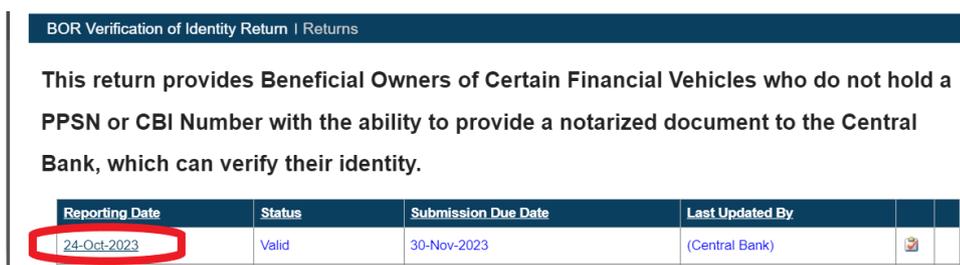


Step 6 – Return Sign-off Process

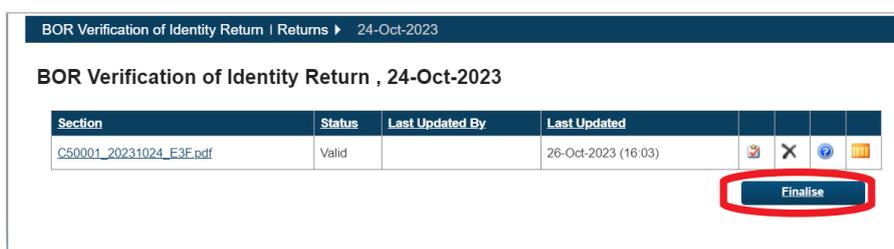
6.1 Once the correct file has been uploaded, the Presenter should click 'View / Signoff Returns' on the breadcrumb menu under 'BOR Verification of Identity Return':



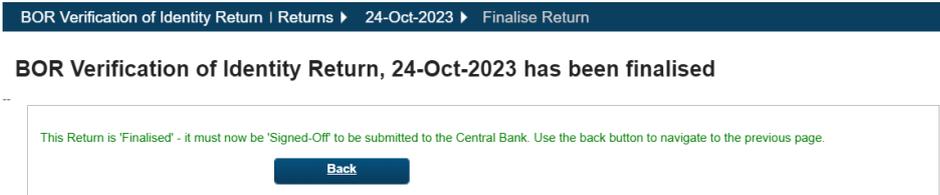
6.2 The Return should now have the status 'Valid'. The Presenter must click on the Reporting Date:



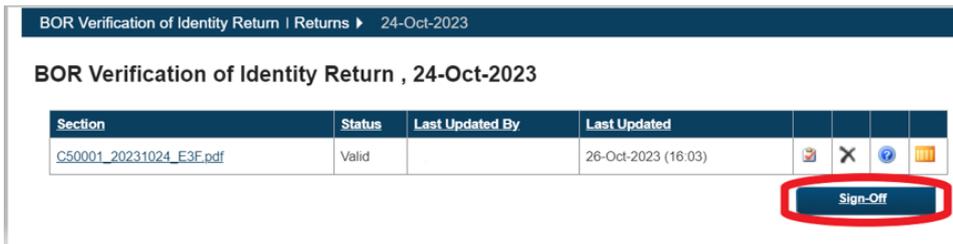
6.3 The Presenter should then click 'finalise':



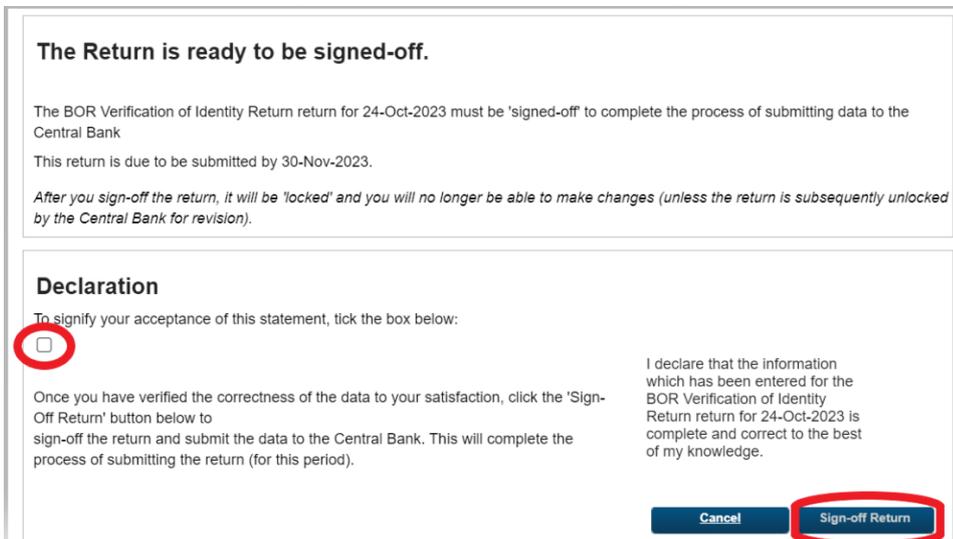
6.4 The following screen will appear. The Presenter should click 'Back'



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



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:



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 BOR Verification of Identity Return return for 24-Oct-2023 – it has now been submitted to the Central Bank.

This return was successfully submitted by the 30-Nov-2023 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 confirming that the return has been submitted.

Following Successful Upload

Upon receipt of the BOR Verification of Identity Return, the Bank will perform a review of the submission and once deemed satisfactory, the Bank will assign a CBI Reference Number to the Beneficial Owner. The Bank will provide the CBI Reference Number to the beneficial owner via email. The Beneficial Owner **must** share the CBI Reference Number with the Presenter of any CFV for whom the individual is a Beneficial Owner. This will be required for Beneficial Ownership Register filing purposes.

Note: The uploaded document will be removed from the Portal after 21 days in line with the Central Bank of Ireland's retention and disposition policy.

All queries regarding the return will be managed by the Regulatory & Services Business Department (RBSD) within the Central Bank. Please email BOR@centralbank.ie for all register related queries.

For Portal related queries, please contact the Portal helpline at 01 224 4545 or email onlinereturns@centralbank.ie

