



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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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 Regime, the unique CBI Reference Number provided to the person may be entered on the Beneficial Ownership Information Return via the Bank’s Online Reporting System (ONR).

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 ONR 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 ONR.

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](#).

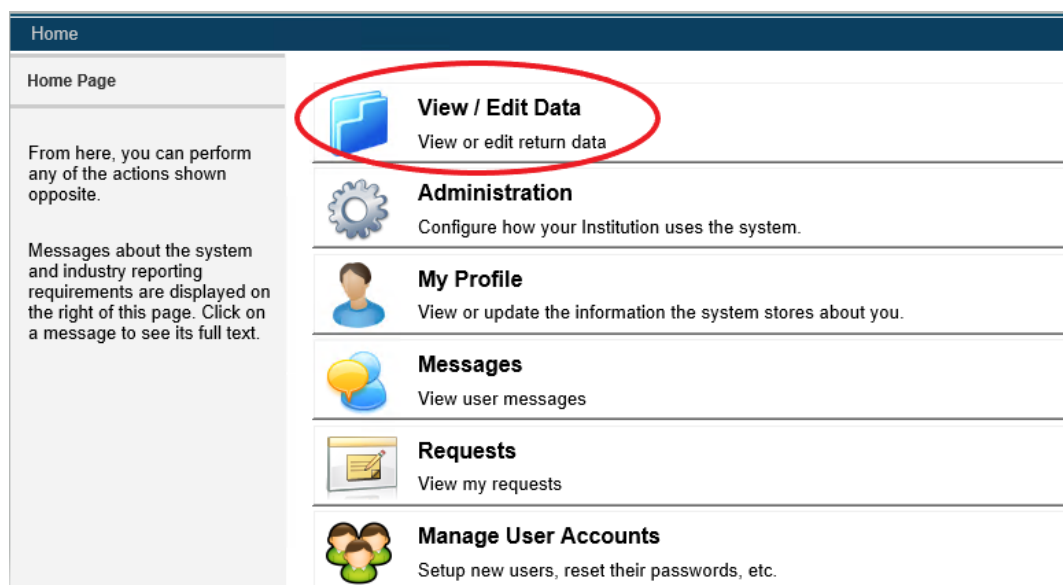
Step 2 – Complete the Declaration as to Verification of Identity Form

- 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 ONR 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 ONR¹ using their login details.

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



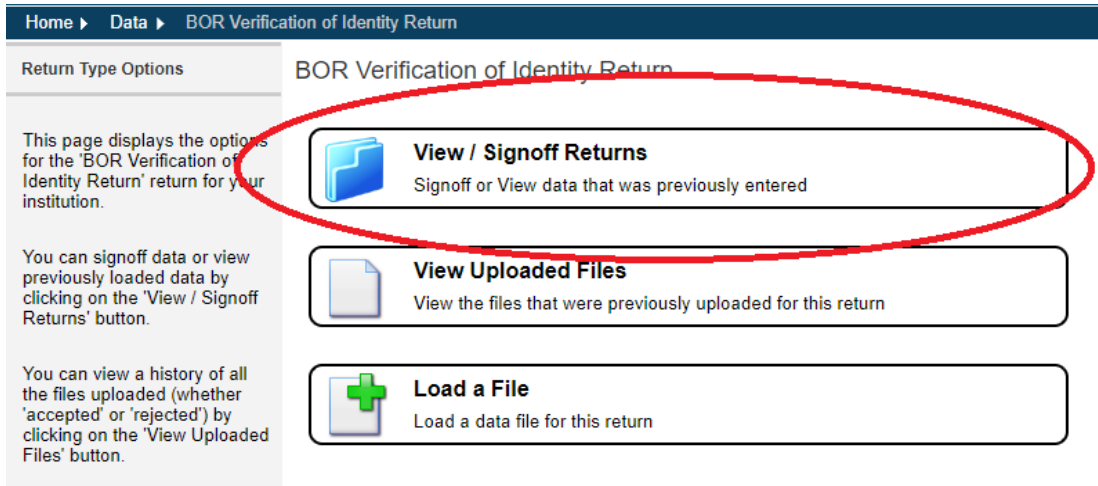
3.3 The Presenter must select the “BOR Verification of Identity Return”.

AML Registers

Name	Description	
BOR Verification of Identity Return	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.	

¹ From Q2 2023, ONR Returns must be accessed via the Central Bank of Ireland Portal. Standard ONR access will remain in place for the remainder of 2022, however, users will have the option to link their ONR profile to their Portal profile. Doing this will allow the user to access ONR returns via the Portal, eliminating the need to maintain login credentials for two different systems. All returns available via ONR will be available via Portal. To facilitate a transition period, the standard ONR login will not be disabled until early 2023. This means that users will have the option to submit returns via the standard ONR login or via the portal for a period.

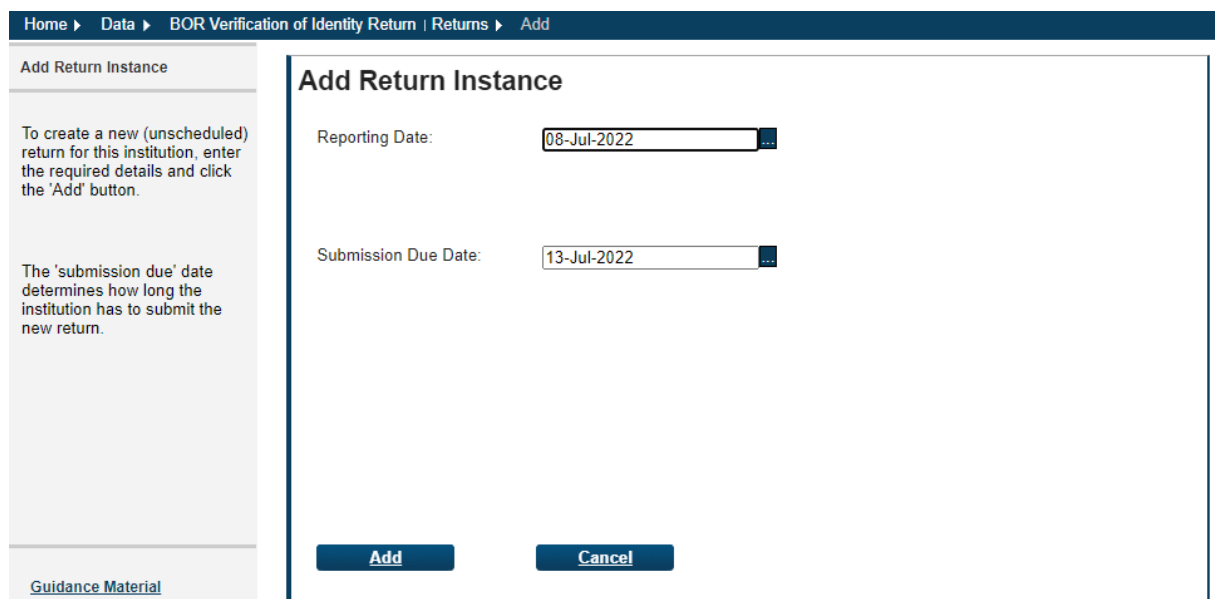
3.4 Next, the Presenter should click 'View /Signoff Returns':



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':

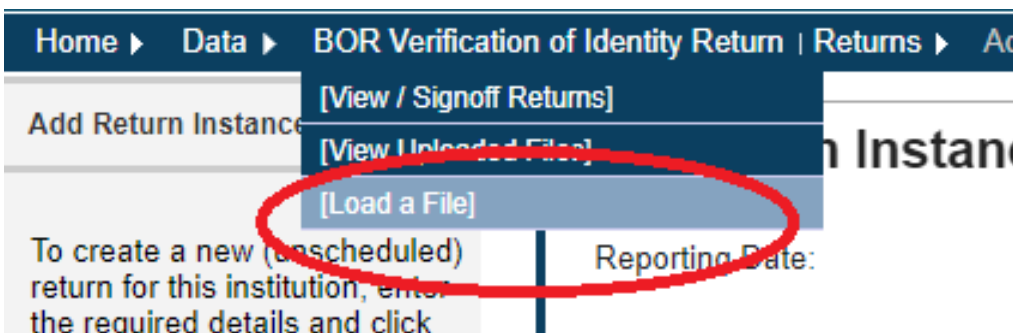
4.2 The Presenter will need to enter a 'Reporting Date' and a 'Submission Due Date' and click 'Add'. The Reporting Date must be any date in the past and the Submission Due Date must be any date in the future:



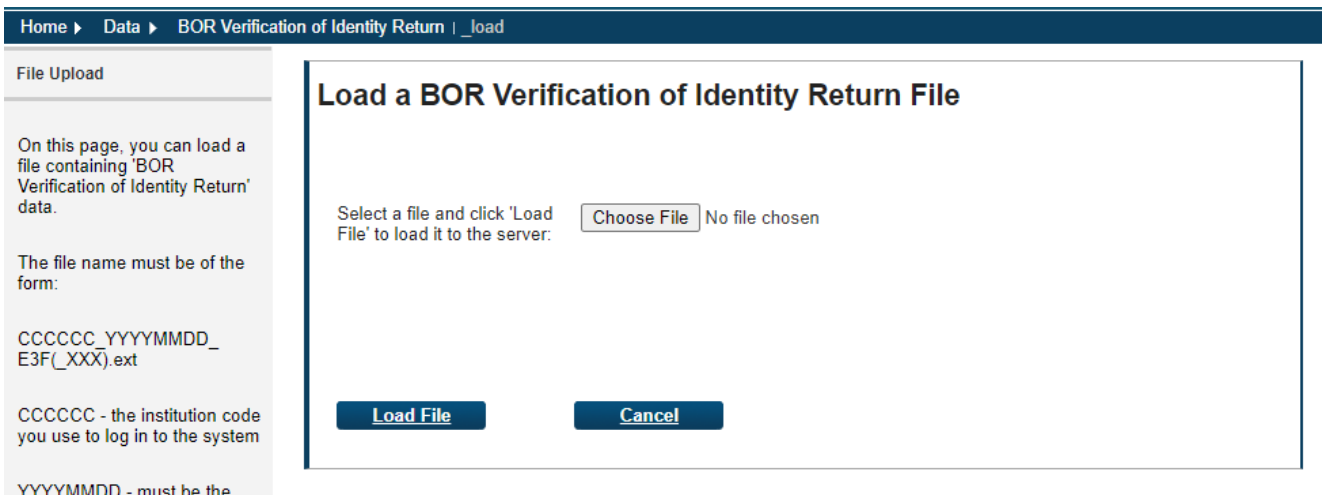
NOTE: where submissions are required for multiple Beneficial Owners, a different Reporting Date is required in each instance.

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:

BOR Verification of Identity Return File #217992

C50001_20220708_E3F.docx is queued and awaiting processing.

Filename: C50001_20220708_E3F.docx
 Status: **Queued**
 Estimated Time to Complete: **0 to 5 minutes**
 Return Type: BOR Verification of Identity Return
 Size: 1730524 bytes
 Uploaded Date: 11-Jul-2022 (16:02)
 Processed Date: N/A
 Invalid Records: 0

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

[Print current page](#) [Collapse all Errors](#) [Expand all Errors](#)

[Guidance Material](#)
[Submit a Request](#)

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

Tracking ID	Filename	Loaded By	Load Date	Processed Date	Status
File #217992	C50001_20220708_E3F.docx	[REDACTED]	11-Jul-2022 (16:02)	11-Jul-2022 (16:02)	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:

 Reply  Reply All  Forward  IM



OnlineReporting.website@cbfsai.ie | 

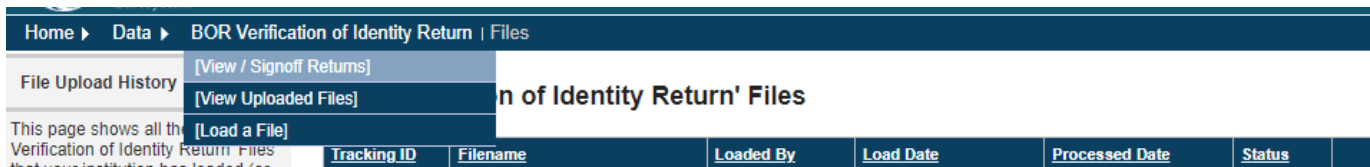
C50001_20220708_E3F.docx processing complete [Accepted]

BOR Verification of Identity Return uploaded by  on 11 July 2022 16:02 has been accepted.

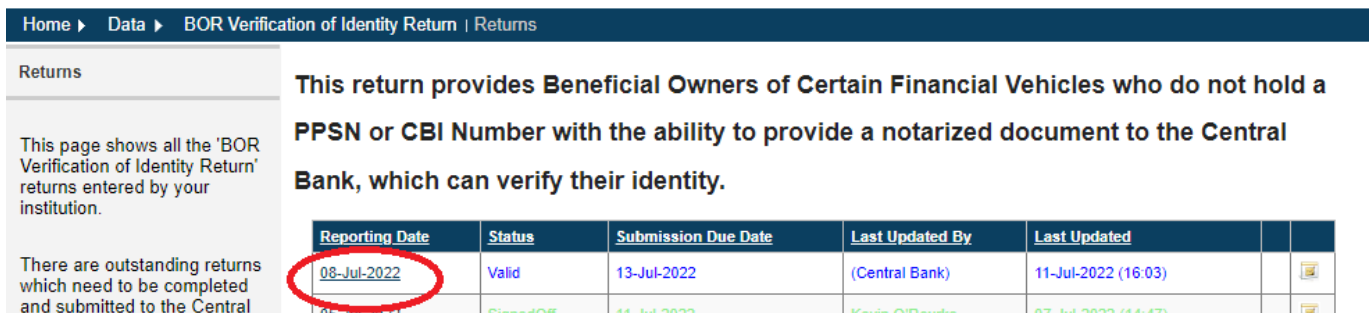
This is an automatically generated message. Please do not reply to this email.

Step 6 – Return Sign-off Process

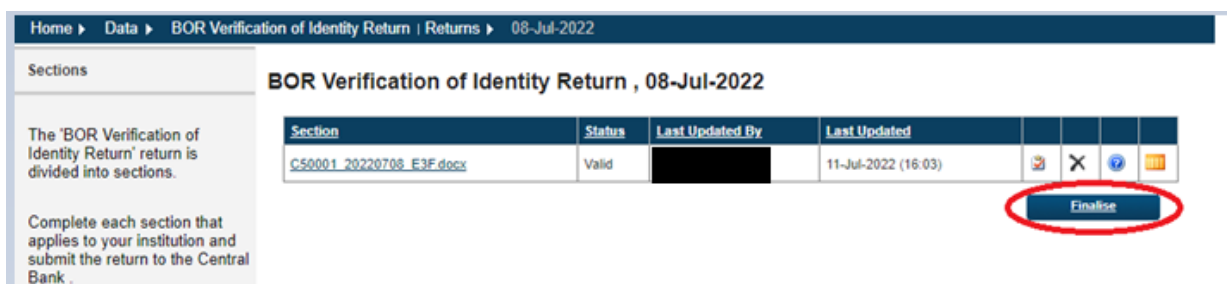
6.1 Once the correct file has been uploaded, the Presenter should click 'View / Signoff Returns' on the breadcrumb menu under 'BOR Verification of Identity Return':



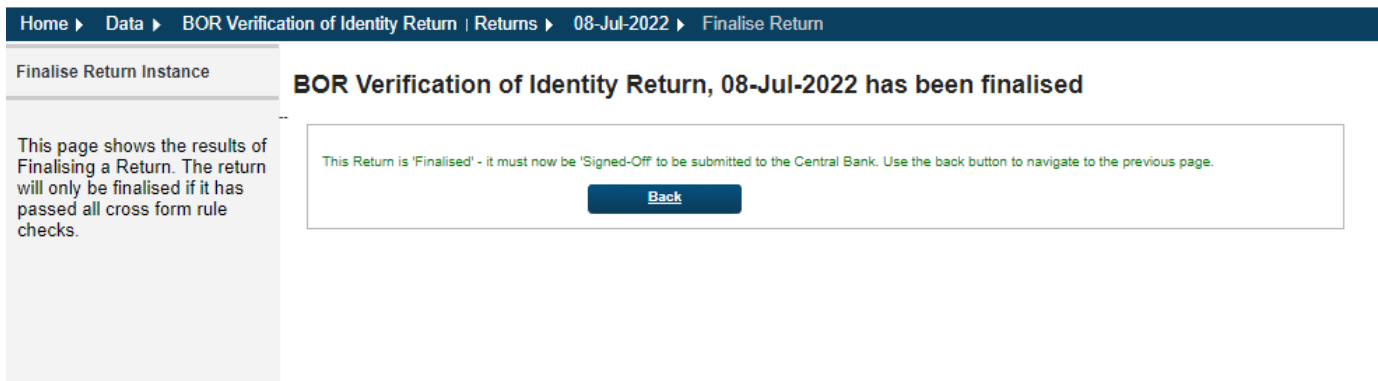
6.2 The Return should now have the status 'Valid'. The Presenter must click on the Reporting Date:



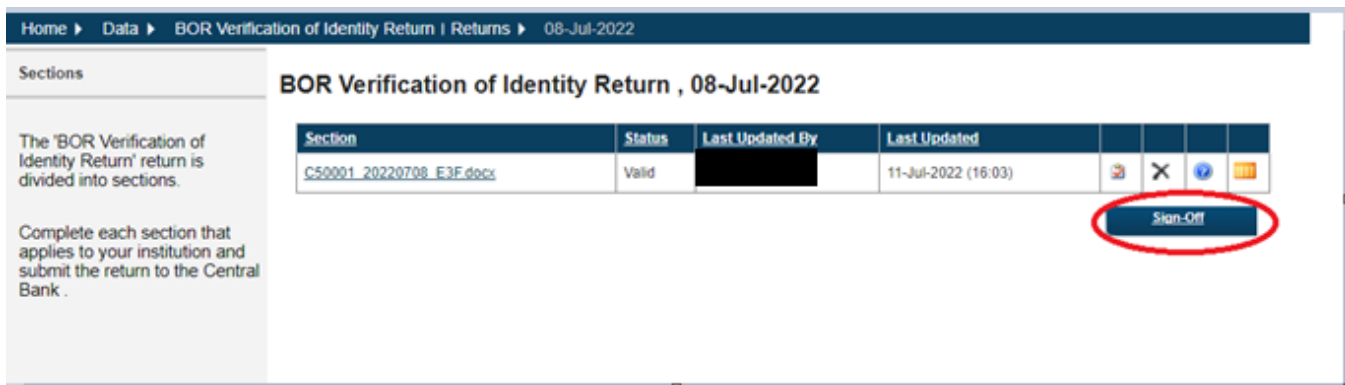
6.3 The Presenter should then click 'finalise':



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:

Home ▶ Data ▶ BOR Verification of Identity Return | Returns ▶ 08-Jul-2022 ▶ SignOff Return

Sign Off Return Instance

Sign-Off Return

The Return is ready to be signed-off.

The BOR Verification of Identity Return return for 08-Jul-2022 must be 'signed-off' to complete the process of submitting data to the Central Bank

This return is due to be submitted by 13-Jul-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 BOR Verification of Identity Return return for 08-Jul-2022 is complete and correct to the best of my knowledge.

[Guidance Material](#)
[Submit a Request](#)

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

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

Home ▶ Data ▶ BOR Verification of Identity Return | Returns ▶ 08-Jul-2022 ▶ SignOff Return

Sign Off Return Instance

Sign-Off Return

The return has been successfully signed-off

You have successfully 'signed-off' the BOR Verification of Identity Return return for 08-Jul-2022 – it has now been submitted to the Central Bank.

This return was successfully submitted by the 13-Jul-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 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.

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 ONR related queries, please contact the Online Reporting helpline at 01 224 4545 or email onlinereturns@centralbank.ie

