



Title: Guidance on how to add a beneficial owner.

Hello and welcome to the Central Bank of Ireland's guidance on how to add a beneficial owner.

So today we are logged in as our institution and we will access the beneficial ownership register via the button on the left hand side menu.

You can see we can see the beneficial ownership landing page has loaded here and we can see pre-existing beneficial owners are displayed back to us.

So today we're going to click add beneficial owner.

And enter in the details of the beneficial owner we wish to add.

So we've entered the details of the beneficial owner we wish to add.

We will click save changes. And this will take us back to the landing page so we can see the details of the beneficial owner we've just added and we note that the status is pending.

So this beneficial owner has not yet been updated to the central register.

They are at a pending stage. At this stage, you can either add more beneficial owners if you wish to add more beneficial owners.

We can edit the details of the person we have entered.

We can undo the changes we have made. Um, or of course we can edit the details of other beneficial owners or remove beneficial owners.

So today we're just adding this beneficial owner, so we're going to click submit all changes.

And we will enter in the capacity in which the presenter ourselves is acting.

And there we can see the success pop up here on the right hand side.

This is telling us that the details of the beneficial owner have been updated to the central register.

The status of the beneficial owner has now changed from pending to submitted, and no further action is required.