



Title: Guidance on how to Edit beneficial owner

Hello and welcome to the Central Bank's guidance on how to edit beneficial owners.

We are logged in as our institution on the CBI portal and will access the beneficial ownership register via the button on the left hand side menu.

We can see that our existing beneficial owners are displayed back to us.

To edit a beneficial owner, we will select the edit details button from the drop down menu on the right hand side.

So select the beneficial owner you wish to edit and select edit details.

This will display the existing details of the beneficial owner back to you.

The presenter can edit the details of the beneficial owner, such as nationality, residential address, or nature of beneficial ownership.

Additionally, we can also update the individual's forename or surname.

However, note re-verification of PPSN or CBI reference number is required.

Today we will update the beneficial owner's address.

So we'll enter into details. Now that we've finished updating our beneficial owner's details, we will be required to enter date change occurred.

So this is not necessarily today's date, it is the date that the individual's records changed.

So in this example, we will set the date to the 30th of September.

Now that we can see that the save to change button is highlighted, we will select save changes to take us back to the landing page.

We will see the success icon that our updates have been saved.

Note that the status of the beneficial owner is edit pending.

This indicates that our changes have been saved but not submitted to the central register.



From here we can edit more additional beneficial owners, we can remove beneficial owners if we wish to or add beneficial owners.

However today we just want to submit our one change, so to do that we select submit all changes.

We will confirm the capacity in which we are acting as the presenter.

And we will see success that our beneficial owners have been successfully submitted to the Central Bank.

We will note that the status of the individual has changed from edit pending to submitted.

No further action is required.