



Title: Guidance on how to Remove a beneficial owner.

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

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

As we can see, our pre-existing beneficial owners are displayed back to us.

So to remove a beneficial owner, we will select from the drop down menu on the right hand side the remove beneficial owner button.

So select the beneficial owner you wish to remove and select remove beneficial owner.

To remove the beneficial owner, the presenter must enter the date the individual ceased being a beneficial owner.

Select save changes

We can see we've been taken back to the beneficial ownership landing page.

We will note that the status of the individual is now removal pending.

They have not yet been removed from the central register.

At this stage, we can make more changes if required.

We can add a beneficial owner, edit details of another beneficial owner, or remove another beneficial owner if required.

However, today we wish to remove just one beneficial owner, so we will click submit all changes.

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

And we will note the success pop up that our details have been updated to the central register.



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Video Transcript

We will note that the individual has been removed from the landing page and is no longer a beneficial owner for the CFE.

No further action is required.