



Central Bank of Ireland Portal

List of Request Changes available per industry

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Reading Notes

If your institution holds more than one authorisation, the Request Changes available to you will be a combination of all those applicable to your authorisations, with some exceptions. If you have any questions on the Request Changes, please [contact us](#).



Alternative Investment Fund Managers

The below Request Changes can be submitted via the Portal for AIFMs:

	<i>Launch Date:</i>
Capital Contributions	25 Mar 2021
Change of Accounting Date	25 Mar 2021
Change of Address	25 Mar 2021
Change of Auditor	25 Mar 2021
Change of Legal Name	25 Mar 2021
Change of Trading Name	25 Mar 2021
Change to Contact	25 Mar 2021



Approved Professional Body

The below Request Changes can be submitted via the Portal for APBs:

	<i>Launch Date:</i>
Change of Accounting Date	24 May 2021
Change of Address	24 May 2021
Change of Auditor	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021



Bureaux de Change and Money Transmitters

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	24 May 2021
Change of Address	24 May 2021
Change of Auditor	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021



Credit Institutions – Less Significant Institutions¹

The below Request Changes can be submitted via the Portal for Less Significant Institutions:

	<i>Launch Date:</i>
Capital Application	12 Apr 2021
Change in Cover Assets Monitor	12 Apr 2021
Change of Accounting Date	12 Apr 2021
Change of Address	12 Apr 2021
Change of Auditor	12 Apr 2021
Change of Company Secretary	12 Apr 2021
Change of Legal Advisor	12 Apr 2021
Change of Legal Name	12 Apr 2021
Change of Trading Name	12 Apr 2021
Change to Contact	12 Apr 2021
Critical Outsourcing Arrangement	12 Apr 2021
Derogations / Waivers / Exemptions	12 Apr 2021
Liquidity Applications	12 Apr 2021
New / Changes to Passporting OUT Arrangements	12 Apr 2021
Other Material Changes	12 Apr 2021
Prior Approval of Expansion in Business Activities	12 Apr 2021
Prior Approval / Notification of Major Acquisitions	12 Apr 2021

¹ Less Significant Institutions as defined under Article 6(4) of the [SSM Regulation](#) i.e. Council Regulation (EU) No 1024/2013 of 15 October 2013 conferring specific tasks on the European Central Bank concerning policies relating to the prudential supervision of credit institutions.



Credit Servicing Firms

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021



Credit Unions

The below Request Changes can be submitted via the Portal for Credit Unions:

	<i>Launch Date:</i>
15% Combined Concentration Limit for House and Business Loans	12 Apr 2021
Amendment of the Credit Union Common Bond	12 Apr 2021
Application to Increase Savings in excess of €100,000	12 Apr 2021
Change of Address	12 Apr 2021
Change of Auditor	12 Apr 2021
Change of Legal Name	12 Apr 2021
Change of Registered Office Address	12 Apr 2021
Change to Contact	12 Apr 2021
Member Personal Current Account Service (MPCAS)	12 Apr 2021
Notification of the 10% Combined Concentration Limit for House and Business Loans	12 Apr 2021
Other Rule Amendment Changes	12 Apr 2021
Other Section 48 Applications for Approval	12 Apr 2021

If you are also authorised as an Investment Business Firm and/or Insurance Intermediary, you may also see the following Request Changes:

	<i>Launch Date:</i>
Replacement Cert	12 Apr 2021
Person Responsible IDR	12 Apr 2021



Data Reporting Service Providers

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	TBC
Change of Address	TBC
Change of Auditor	TBC
Change of Legal Name	TBC
Change of Trading Name	TBC



Debt Management Companies

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	24 May 2021
Change of Address	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021



Electronic Money Institutions

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	24 May 2021
Change of Address	24 May 2021
Change of Auditor	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021



Excluded Service Providers

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021



Fund Service Providers

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Capital Contributions	25 Mar 2021
Change of Accounting Date	25 Mar 2021
Change of Address	25 Mar 2021
Change of Auditor	25 Mar 2021
Change of Legal Name	25 Mar 2021
Change of Trading Name	25 Mar 2021
Change to Contact	25 Mar 2021



Home Reversion Firms

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021



Insurance Intermediaries

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	24 May 2021
Change of Address	24 May 2021
Change of Insurance Type	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021
Person Responsible IDR	24 May 2021
Replacement Cert	24 May 2021



Insurance Undertakings

The below Request Changes can be submitted via the Portal for Insurance Undertakings:

	<i>Launch Date:</i>
Acquiring Transaction Notifications	27 Jan 2021
Approval of Ancillary Own Funds	27 Jan 2021
Approval of Basic Own Funds	27 Jan 2021
Branch Application submissions	27 Jan 2021
Change of Accounting Date	7 Sep 2020
Change of Address	7 Sep 2020
Change of Auditor	7 Sep 2020
Change of Business Plan	27 Jan 2021
Change of Legal Advisor	7 Sep 2020
Change of Legal Name	7 Sep 2020
Change to Contact	7 Sep 2020
Derogation from Corp. Gov. Requirements	27 Jan 2021
Derogation from Domestic Actuarial Regime	27 Jan 2021
Extension of Insurance Classes	7 Sep 2020
Approval of Matching Adjustment	27 Jan 2021
Portfolio Transfer	27 Jan 2021
Revocation of Insurance Authorisation	27 Jan 2021
SCR Calculation - Internal Model Full	27 Jan 2021
SCR Calculation - Internal Model Partial	27 Jan 2021
Approval of Transitional Risk Free Rates	27 Jan 2021
Approval of Transitional Technical Provisions	27 Jan 2021
Approval of Undertaking Specific Parameters	27 Jan 2021
Approval of Volatility Adjustment	27 Jan 2021
Waiver - Group ORSA	27 Jan 2021
Waiver - Group SFCR	27 Jan 2021
Waiver SFCR	27 Jan 2021



Investment Business Firms

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Capital Contributions (Section 10 Investment Firms only)	24 May 2021
Change of Accounting Date	24 May 2021
Change of Address	24 May 2021
Change of Auditor	24 May 2021
Change of Investment Instrument/Services	24 May 2021
Change of Legal Advisor	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021
Replacement Cert	24 May 2021



Irish Authorised Funds

The below Request Changes can be submitted via the Portal for Irish Authorised Funds:

	<i>Launch Date:</i>
Attestation Request	27 Jan 2021
Index Submission	27 Jan 2021
IOP Update	27 Jan 2021
MLRO Update	27 Jan 2021
QIAIF COSP	27 Jan 2021
QIAIF/QIF: Prospectus/Supplement/Document amendment - Includes new sub-funds	27 Jan 2021
QIAIF/QIF: Prospectus/Supplement/Document amendment - No new sub-funds	27 Jan 2021
UCITS / AIF: Constitutional Document Update	27 Jan 2021
UCITS / AIF: Country Supplement	27 Jan 2021
UCITS / AIF: Distribution/Paying Agent/Representative/Trading Agent Agreement	27 Jan 2021
UCITS / AIF: Extract and/or Consolidated Prospectus	27 Jan 2021
UCITS / AIF: Investment Manager/Investment Advisor/Administration Agreements	27 Jan 2021
UCITS / RIAIF COSP	27 Jan 2021
UCITS KIID Update (ad hoc updates outside of the Annual ONR update)	27 Jan 2021
UCITS Risk Management Process Update	27 Jan 2021
UCITS/Retail AIF: Depositary Agreement / Trust Deed / Deed of Constitution Update	27 Jan 2021
UCITS/Retail AIF: Share Class Update	27 Jan 2021
UCITS/RIAIF: Prospectus/Supplement review - Includes new sub-funds	27 Jan 2021
UCITS/RIAIF: Prospectus/Supplement review - No new sub-funds	27 Jan 2021



Licensed Moneylenders

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021



Market Operators

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	TBC
Change of Address	TBC
Change of Auditor	TBC
Change of Legal Name	TBC
Change of Trading Name	TBC



MiFID Investment Firms

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Capital Contributions	25 Mar 2021
Change of Accounting Date	25 Mar 2021
Change of Address	25 Mar 2021
Change of Auditor	25 Mar 2021
Change of Legal Name	25 Mar 2021
Change of Trading Name	25 Mar 2021



MiFID Third Country Investment Firm Branches

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	TBC
Change of Legal Name	TBC
Change of Trading Name	TBC



Mortgage Intermediaries / Mortgage Credit Intermediaries

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	24 May 2021
Change of Address	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021
Person Responsible CMCAR	24 May 2021
Replacement Cert	24 May 2021



Payment Service Providers (PSD2 / AISP)

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	24 May 2021
Change of Address	24 May 2021
Change of Auditor	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021



Regulated Markets

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	TBC
Change of Address	TBC
Change of Auditor	TBC
Change of Legal Name	TBC
Change of Trading Name	TBC



Retail Credit Firms

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	24 May 2021
Change of Legal Name	24 May 2021
Change of Trading Name	24 May 2021
Change to Contact	24 May 2021



Trust Or Company Service Providers

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Additional TCSP Services Offered	10 May 2021
Change in Direct Ownership	10 May 2021
Change in Indirect Ownership	10 May 2021
Change of Address	10 May 2021
Change of Director	10 May 2021
Change of Legal Name	10 May 2021
Change of Principle Officer	10 May 2021
Change of Trading Name	10 May 2021
Change to Contact	10 May 2021
Discontinuation of TCSP Services Offered	10 May 2021
Other Material Changes	10 May 2021