



Central Bank of Ireland Portal

List of Request Changes available per industry

Last updated: March 2025

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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](#).

Three additional request changes are now available: Unlock Return, Remove Return Instance and Add Return Type. The 'Request Change' function for these is based on the Return Type. They can vary and are designated by sector – therefore they are available to all industries when applicable to the relevant return type.

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 - Ended
Change of Accounting Date	25-Mar-21
Change of Address	25-Mar-21
Change of Auditor	25-Mar-21
Change of Legal Name	25-Mar-21
Change of Trading Name	25-Mar-21
Change to Contact	25-Mar-21
Unlock Return	18-Sep-23
Remove Return Instance	18-Sep-23
Add Return Type	18-Sep-23

Approved Professional Body

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

	<i>Launch Date:</i>
Change of Accounting Date	10-May-21
Change of Address	10-May-21
Change of Auditor	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Unlock Return	18-Sep-23
Remove Return Instance	18-Sep-23
Add Return Type	18-Sep-23

Bureaux de Change and Money Transmitters

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Add Return Type	18-Sep-23
Change of Accounting Date	10-May-21
Change of Address	10-May-21



Change of Auditor	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Remove Return Instance	18-Sep-23
Unlock Return	18-Sep-23

Credit Institutions

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Capital Application	12-Apr-21
Change in Cover Assets Monitor	12-Apr-21
Change of Accounting Date	12-Apr-21
Change of Address	12-Apr-21
Change of Auditor	12-Apr-21
Change of Company Secretary	12-Apr-21
Change of Legal Advisor	12-Apr-21
Change of Legal Name	12-Apr-21
Change of Trading Name	12-Apr-21
Change to Contact	12-Apr-21
Critical Outsourcing Arrangement	12-Apr-21
Derogations/ Waivers/ Exemptions	12-Apr-21
Liquidity Application	12-Apr-21
New / Changes to Passporting OUT Arrangement(s)	12-Apr-21
Other Material Changes	12-Apr-21
Prior Approval of Expansion in Business Activities	12-Apr-21
Prior Approval/ Notification of Major Acquisitions	12-Apr-21
Unlock Return	18-Sep-23
Remove Return Instance	18-Sep-23
Add Return Type	18-Sep-23
Section 31 appointment and termination	26-May-23
Mortgage appointment and termination	23-May-23

Credit Servicing Firms

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Unlock Return	18-Sep-23
Remove Return Instance	18-Sep-23
Add Return Type	18-Sep-23



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-21
Amendment of the Credit Union Common Bond	12-Apr-21
Application to Increase Savings in excess of €100,000	12-Apr-21
Change of Address	12-Apr-21
Change of Auditor	12-Apr-21
Change of Legal Name	12-Apr-21
Change of Registered Office Address	12-Apr-21
Change to Contact	12-Apr-21
Current Account Services (Exempt Services)	01-Jan-25
Mortgage Intermediation Services (Exempt Services)	01-Jan-25
Member Personal Current Account Service (MPCAS)	12-Apr-21
Notification of the 10% Combined Concentration Limit for House and Business Loans	12-Apr-21
Other Rule Amendment Changes	12-Apr-21
Other Section 48 Applications for Approval	12-Apr-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23
Member Business Current Account Service (MBCAS)	27-Sep-23

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

Replacement Cert	12-Apr-21
Person Responsible IDR	12-Apr-21

Data Reporting Service Providers

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	10-May-21
Change of Address	10-May-21
Change of Auditor	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23



Debt Management Companies

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	10-May-21
Change of Address	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23

Electronic Money Institutions

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	10-May-21
Change of Address	10-May-21
Change of Auditor	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23

Excluded Service Providers

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23

Fund Service Providers

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Capital Contributions	25 Mar 2021 - Ended
Change of Accounting Date	25-Mar-21

Change of Address	25-Mar-21
Change of Auditor	25-Mar-21
Change of Legal Name	25-Mar-21
Change of Trading Name	25-Mar-21
Change to Contact	25-Mar-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23
EU Investment Manager clearance application	01-Oct-24
Merger Application - AIFs	01-Oct-24
Merger Application - UCITS	01-Oct-24
Non-EU AIFM clearance application	01-Oct-24
Non-EU Investment Manager clearance application	01-Oct-24
Professional Investor ELTIF-Sub-Fund Application	02-Apr-24
Professional Investor ELTIF-Umbrella Standalone Application	02-Apr-24
Qualified Investor ELTIF-Sub-Fund Application	02-Apr-24
Qualified Investor ELTIF-Umbrella Standalone Application	02-Apr-24
Retail Investor ELTIF-Sub-Fund Application	02-Apr-24
Retail Investor ELTIF-Umbrella Standalone Application	02-Apr-24
RIAIF - Umbrella Application	02-Apr-24
UCITS - Umbrella Application	02-Apr-24

Home Reversion Firms

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23
Mortgage appointment and termination	23-May-23

Insurance Service Companies

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change Reporting/Submission Dates	18-Sep-23
Remove Return Instance	18-Sep-23
Add Return Type	15-Sep-23
Unlock Return	18-Sep-23

Insurance Intermediaries

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	10-May-21
Change of Address	10-May-21
Change of Insurance Type	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Person Responsible IDR	10-May-21
Replacement Cert	10-May-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23

Insurance Undertakings

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

	<i>Launch Date:</i>
Acquiring Transaction	27-Jan-21
Add Return Type	18-Sep-23
Amendment/Revocation of Condition(s) of Authorisation	12-Jun-24
Ancillary Own Funds	27-Jan-21
Basic Own Funds	27-Jan-21
Branch Application	27-Jan-21
Change of Accounting Date	07-Sep-20
Change of Address	07-Sep-20
Change of Auditor	07-Sep-20
Change of Business Plan	27-Jan-21
Change of Legal Advisor	07-Sep-20
Change of Legal Name	07-Sep-20
Change to Contact	07-Sep-20
Derogation from Corp. Gov. Requirements	27-Jan-21
Derogation from Domestic Actuarial Regime	27-Jan-21
Derogation from Recovery Plan Requirements	25-Mar-22
Extension of Insurance Classes	07-Sep-20
Matching Adjustment	27-Jan-21
Portfolio Transfer	27-Jan-21
Remove Return Instance	18-Sep-23
Revocation of Authorisation	27-Jan-21
SCR Calculation - Internal Model Full	27-Jan-21
SCR Calculation - Internal Model Partial	27-Jan-21
Transitional Risk Free Rates	27-Jan-21



Transitional Technical Provisions	27-Jan-21
Undertaking Specific Parameters	27-Jan-21
Unlock Return	18-Sep-23
Volatility Adjustment	27-Jan-21
Waiver - Group ORSA	27-Jan-21
Waiver - Group SFCR	27-Jan-21
Waiver SFCR	27-Jan-21

Investment Business Firms

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Capital Contributions (Section 10 Investment Firms only)	10-May-21
Change of Accounting Date	10-May-21
Change of Address	10-May-21
Change of Auditor	10-May-21
Change of Investment Instrument/Services	10-May-21
Change of Legal Advisor	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Replacement Cert	10-May-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23
Section 31 appointment and termination	26-May-23

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-21
Index Submission	27-Jan-21
IOP Update	27-Jan-21
MLRO Update	27-Jan-21
QIAIF COSP	27-Jan-21
QIAIF/QIF: Prospectus/Supplement/Document amendment - Includes new sub-funds	27-Jan-21
QIAIF/QIF: Prospectus/Supplement/Document amendment - No new sub-funds	27-Jan-21
UCITS / AIF: Constitutional Document Update	27-Jan-21
UCITS / AIF Country Supplement	27-Jan-21
UCITS / AIF: Distribution/Paying Agent/Representative/Trading Agent Agreement	27-Jan-21
UCITS / AIF: Extract and/or Consolidated Prospectus	27-Jan-21



UCITS / AIF: Investment Manager/Investment Advisor/Administration Agreements	27-Jan-21
UCITS / RIAIF COSP	27-Jan-21
UCITS KIID Update	27-Jan-21
UCITS Risk Management Process Update	27-Jan-21
UCITS/Retail AIF: Depositary Agreement / Trust Deed / Deed of Constitution Update	27-Jan-21
UCITS/Retail AIF: Share Class Update	27-Jan-21
UCITS/RIAIF: Prospectus/Supplement review - Includes new sub-funds	27-Jan-21
UCITS/RIAIF: Prospectus/Supplement review - No new sub-funds	27-Jan-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23
Section 31 appointment and termination	26-May-23

Licensed Moneylenders

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Unlock Return	18-Sep-23
Remove Return Instance	18-Sep-23
Add Return Type	18-Sep-23

Market Operators

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	10-May-21
Change of Address	10-May-21
Change of Auditor	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23

MiFID Investment Firms

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Capital Contributions	25-Mar-21



Change of Accounting Date	25-Mar-21
Change of Address	25-Mar-21
Change of Auditor	25-Mar-21
Change of Legal Name	25-Mar-21
Change of Trading Name	25-Mar-21
Unlock Return	18-Sep-23
Remove Return Instance	18-Sep-23
Add Return Type	18-Sep-23
Section 31 appointment and termination	26-May-23

MiFID Third Country Investment Firm Branches

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Unlock Return	18-Sep-23
Remove Return Instance	18-Sep-23
Add Return Type	18-Sep-23

Mortgage Intermediaries / Mortgage Credit Intermediaries

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	10-May-21
Change of Address	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Person Responsible CMCAR	10-May-21
Replacement Cert	10-May-21
Unlock Return	18-Sep-23
Remove Return Instance	18-Sep-23
Add Return Type	18-Sep-23
Mortgage appointment and termination	26-May-23

Payment Service Providers (PSD2 / AISP)

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	10-May-21
Change of Address	10-May-21
Change of Auditor	10-May-21



Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Unlock Return	18-Sep-23
Remove Return Instance	18-Sep-23
Add Return Type	18-Sep-23

Regulated Markets

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Accounting Date	10-May-21
Change of Address	10-May-21
Change of Auditor	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23

Retail Credit Firms

The below Request Changes can be submitted via the Portal:

	<i>Launch Date:</i>
Change of Address	10-May-21
Change of Legal Name	10-May-21
Change of Trading Name	10-May-21
Change to Contact	10-May-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23
Mortgage appointment and termination	23-May-23

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-21
Change in Direct Ownership	10-May-21
Change in Indirect Ownership	10-May-21
Change of Address	10-May-21
Change of Director	10-May-21
Change of Legal Name	10-May-21
Change of Principle Officer	10-May-21
Change of Trading Name	10-May-21



Change to Contact	10-May-21
Discontinuation of TCSP Services Offered	10-May-21
Other Material Changes	10-May-21
Unlock Return	18-Sep-23
Add Return Type	18-Sep-23
Remove Return Instance	18-Sep-23