Central Bank of Ireland Portal

List of Request Changes available per industry

Last updated: October 2023

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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, pleas[e contact us.](https://www.centralbank.ie/regulation/central-bank-portal/contact-us)

**Update September 2023**

Three additional request changes are now available: Unlock Return, Remove Return Instance and Add a Return. 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:

|  |  |
| --- | --- |
|  | *Launch Date:* |
| 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* |
| Unlock Return | *18 Sep 2023* |
| Remove Return Instance | *18 Sep 2023* |
| Add a Return | *18 Sep 2023* |
|  |  |
|  |  |
|  |  |
|  |  |

# Approved Professional Body

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

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# Bureaux de Change and Money Transmitters

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Credit Institutions

The below Request Changes can be submitted via the Portal:

|  |  |
| --- | --- |
| 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* |
| Unlock a Return | *18 Sep 2023* |
| Remove Return Instance | *18 Sep 2023* |
| Add a Return | *18 Sep 2023* |

# Credit Servicing Firms

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Remove a Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# Credit Unions

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

|  |  |
| --- | --- |
| 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* |

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove a Return Instance *18 Sep 2023*

Member Business Current Account Service (MBCAS) *27 Sep 2023*

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

|  |  |
| --- | --- |
|  | *Launch Date:* |
| 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:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove a Return Instance *18 Sep 2023*

# Debt Management Companies

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sept 2023*

Remove a Return Instance *18 Sept 2023*

# Electronic Money Institutions

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Excluded Service Providers

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Fund Service Providers

The below Request Changes can be submitted via the Portal:

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*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Home Reversion Firms

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock a Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Insurance Intermediaries

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Insurance Type *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Person Responsible IDR *10 May 2021*

Replacement Cert *10 May 2021*

Unlock Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Insurance Undertakings

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

|  |  |
| --- | --- |
| 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* |
| Derogation from Recovery Plan Requirements | *25 Mar 2022* |
| 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* |
| Unlock Return | *18 Sep 2023* |

Add a Return *18 Sep* *2023*

Remove Return Instance *18 Sep 2023*

# Investment Business Firms

The below Request Changes can be submitted via the Portal:

|  |  |
| --- | --- |
| Capital Contributions (Section 10 Investment Firms only) | *10 May 2021* |
| Change of Accounting Date | *10 May 2021* |
| Change of Address | *10 May 2021* |
| Change of Auditor | *10 May 2021* |
| Change of Investment Instrument/Services | *10 May 2021* |
| Change of Legal Advisor | *10 May 2021* |
| Change of Legal Name | *10 May 2021* |
| Change of Trading Name | *10 May 2021* |
| Change to Contact | *10 May 2021* |
| Replacement Cert | *10 May 2021* |
| Unlock Return *18 Sep 2023*  Add a Return *18 Sep 2023*  Remove Return Instance *18 Sep 2023* |  |
|  |  |
|  |  |
|  |  |

# Irish Authorised Funds

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

|  |  |
| --- | --- |
|  |  |
| 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* |
| Unlock Return | *18 Sep 2023* |
| Add a Return | *18 Sep 2023* |
| Remove Return Instance | *18 Sep 2023* |

# Licenced Moneylenders

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# Market Operators

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Unlock Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# MiFID Investment Firms

The below Request Changes can be submitted via the Portal:

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*

Unlock Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# MiFID Third Country Investment Firm Branches

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Unlock Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# Mortgage Intermediaries / Mortgage Credit Intermediaries

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Person Responsible CMCAR *10 May 2021*

Replacement Cert *10 May 2021*

Unlock Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# Payment Service Providers (PSD2 / AISP)

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

Add a Return *18 Sep 2023*

# Regulated Markets

The below Request Changes can be submitted via the Portal:

Change of Accounting Date *10 May 2021*

Change of Address *10 May 2021*

Change of Auditor *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Unlock Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Retail Credit Firms

The below Request Changes can be submitted via the Portal:

Change of Address *10 May 2021*

Change of Legal Name *10 May 2021*

Change of Trading Name *10 May 2021*

Change to Contact *10 May 2021*

Unlock Return *18 Sep 2023*

Add a Return *18 Sep 2023*

Remove Return Instance *18 Sep 2023*

# Trust Or Company Service Providers

The below Request Changes can be submitted via the Portal:

|  |  |
| --- | --- |
| 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* |
| Unlock Return | *18 Sep 2023* |
| Add a Return | *18 Sep 2023* |
| Remove Return Instance | *18 Sep 2023* |
|  |  |
|  |  |
|  |  |