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Dear Sir/Madam,

As [advised in October](#), we are launching a new platform called the Central Bank of Ireland Portal ('Portal') to simplify how institutions engage with the Central Bank on a range of services. As the launch date draws closer, we wanted to provide you with further information to ensure your institution is ready to register for the Portal.

What does your institution need to know?

The Portal will be launched to Investment Funds in January 2021. The initial launch will allow Investment Funds to:

- View information relating to their institution;
- Notify the Central Bank of [Request Changes](#);
- Communicate with the Central Bank regarding such changes via Portal Messages; and
- Nominate other institutions to act on their behalf on the Portal.

All [Portal users](#) will need to register to receive their individual login details. As a Portal user, you can be linked to multiple institutions. Once you log into the Portal, you will be able to select from the institutions to which you have access. This differs from how users interact with the Online Reporting (ONR) system for example, where login credentials are required for each distinct institution.

Each institution will need to nominate their first user who will act as their Portal Administrator. The [Portal Administrator](#) is responsible for your institution's use of the Portal, including management of your Portal users' access and permissions. The Portal Administrator is a separate role from the ONR Administrator, but may be fulfilled by the same person.

The Portal supports [delegation](#). Portal Administrators for Investment Funds will be able to select their Legal Advisor and/or other Investment Fund representative ("Filing Representative")ⁱ as a Portal delegate and permission them to act on their behalf for specific tasks.



What does your institution need to do now?

As an Investment Fund, you should:

- Identify the individual who will act as Portal Administrator for your institution.
- If you plan to nominate your Legal Advisor as a delegate on the Portal, please notify them and request that they identify the individual who will act as their Portal Administrator.
- If you plan to nominate a Filing Representative as a delegate on the Portal, please provide the Central Bank with the details of your Filing Representative (Legal Name, Contact Name, and Contact Email Address) by email to FilingRepDetails@centralbank.ie on or before **Friday, 18th December**. The relevant fund(s) should be listed for any nomination. Please notify your Filing Representative(s) and request that they identify the individual who will act as their Portal Administrator.

Identifying the Portal Administrators now will help ensure your institution is ready for the registration window in January.

What happens next?

In January, we will send you a communication to coincide with the opening of the registration window. This communication will contain all the information you need to complete registration and to set up your institution's Portal Administrator. We will also include links to help articles, including how to select your delegates on the Portal.

Further information is available on the Central Bank of Ireland website. If you have any questions, please use our '[Contact Us](#)' form.

Kind Regards,

Securities and Markets Directorate

Central Bank of Ireland

ⁱ Filing Representatives are entities that currently carry out some tasks on your behalf, e.g. the filing of Country Supplements, the filing of KIIDs, the requests for Attestations, etc. but are not the Legal Adviser on record with the Central Bank for your fund. See the full list of available tasks, or 'Request Changes' on the [Central Bank website](#).