



Dear Compliance Officer,

In September 2020 we launched the Central Bank of Ireland Portal. The launch of the Portal was notified to Insurance Undertakings in correspondence across [June](#), [July](#) & [August](#) 2020.

Since 7 September 2020, Insurance Undertakings have been required to submit the following Request Changes via the Portal:

- Change of Accounting Date
- Change of Address
- Change of Auditor
- Change of Contact
- Change of Legal Advisor
- Change of Legal Name
- Extension of Insurance Classes

From Monday 1 February 2021, insurance undertakings are required to use the Portal for the submission of these additional Request Changes:

- Acquiring Transaction Notifications
- Branch Application submissions
- Change of Business Plan
- Derogation from Corporate Governance Requirements
- Derogation from the Domestic Actuarial Regime
- Portfolio Transfers
- Revocation of Insurance Authorisation
- Internal Model Approvals (Full or Partial)
- Approval of Ancillary Own Funds
- Approval of Basic Own Funds
- Approval of Matching Adjustment
- Approval of Transitional Risk Free Rate
- Approval of Transitional Technical Provisions
- Approval of Undertaking Specific Parameters
- Approval of Volatility Adjustment
- Waiver – Group ORSA
- Waiver – Group SFCR
- Waiver - SFCR

For more information on Request Changes for Insurance Undertakings, you can visit the [Portal help pages](#) on our website, or the [Amendments Processing](#) section of our Insurance pages.