



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

T +353 (0)1 224 6000

Bosca PO 559
Baile Átha Cliath 1

PO Box 559
Dublin 1

www.centralbank.ie

28 January 2021

Dear Sir/Madam,

We are launching the Central Bank of Ireland Portal to the Investment Funds industry, as advised in a series of communications last year (see [October 2020](#) and [December 2020](#) communications).

In addition to the functionality specified in these communications, the Portal allows Investment Funds to select their Legal Advisor and/or other Filing Representative as a Portal delegate and permission these delegates to act on their behalf for specific tasks, for example, these [Request Changes](#). In our December communication, we requested that Investment Funds advise us of any Filing Representatives that they intend to add as a Portal delegate, and you have been identified as part of that exercise. Investment Funds were asked to communicate this to their Filing Representatives. If you have any questions about your nomination, please contact your associated Investment Fund(s).

Filing Representatives are requested to complete the registration process so that they can use the Portal in their capacity as a delegate for an Investment Fund. The registration window opens today, **Thursday, 28 January**, until **Friday, 12 February**.

From **Monday, 15 February**, all Investment Funds, and their delegates, will use the Portal for specific [Request Changes](#).

During the registration window, we are requesting the nominated Portal Administrator for your firm to:

1. [Register](#) for the Central Bank of Ireland Portal to obtain a person code and create their password.
2. Complete the person code, first name and surname fields in the attached Portal Administrator On-Boarding Return Excel file, and return to this email address by **no later than Friday, 12 February**.

Please note that only one Portal Administrator per Filing Representative can be nominated via the attached On-Boarding Form.

The Portal Administrator will receive a confirmation email from the Central Bank once the On-Boarding Form has been processed. At this point, your institution has been fully set up on the Portal. We recommend following the Portal Administrator Day One Actions on the [Portal Help pages](#). All Portal users will be required to set up a second factor method of authentication on first login – see [our instructional videos](#) for more information.



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Where appropriate, the Portal Administrator may be the only Portal user for your institution. However, should you require additional Portal users, please request that they follow step 1 above to register **and then contact their Portal Administrator**. The Portal Administrator will add these users and grant them the appropriate permissions to use the Portal.

For more information, please visit the [Portal Help pages](#).

Kind Regards,

Securities and Markets Directorate

Central Bank of Ireland