



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](http://www.centralbank.ie)

28 January 2021

Dear Sir/Madam,

We are now ready to launch the Central Bank of Ireland Portal to the Investment Funds industry as advised by the Central Bank last year<sup>1</sup>.

The registration window for your sector opens today, **Thursday, 28 January**, until **Friday, 12 February**. In this time, your institution, and any Legal Advisors and/or other [Filing Representatives](#) to which you will delegate Portal tasks, must complete the registration process to be set up on the Portal.

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

During the registration window, we are requesting your nominated [Portal Administrator](#) to:

1. [Register](#) for the Central Bank of Ireland Portal to obtain a person code and create their password.
2. Provide the person code they obtained during registration and their full name to the individual responsible for Online Reporting (ONR) System submissions so that your institution files the [Portal Administrator On-Boarding Return](#) **no later than Friday, 12 February**.

Please note that only one Portal Administrator per institution can be nominated via the Online Return.

The Portal Administrator will receive a confirmation email from the Central Bank once the Return 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.

Important points to note:

- i. The [Portal Administrator role](#) is a separate role from the ONR Administrator, though these roles may be fulfilled by the same person.
- ii. 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.



- iii. Portal Administrators for Investment Funds will be able to select their Legal Advisor and/or other [Filing Representative](#)<sup>ii</sup> as a Portal delegate and permission them to act on their behalf for specific tasks<sup>iii</sup>. The Portal Administrator should refer to our [Delegation Help section](#) for instructions. For more information, please visit the [Portal Help pages](#).

Kind Regards,

Securities and Markets Directorate

Central Bank of Ireland

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<sup>i</sup> The Central Bank sent communications to the Funds industry regarding the launch of the Central Bank of Ireland Portal in [October](#) and [December](#) 2020.

<sup>ii</sup> Only Filing Representatives that have previously been communicated to the Central Bank (as requested in the [December 2020 communication](#)) will be available for delegation on the Portal. If you have a Filing Representative, which you have not communicated to us but that you wish to add as a delegate, please email [FilingRepDetails@centralbank.ie](mailto:FilingRepDetails@centralbank.ie) with the Filing Representative's firm name, contact name, contact email address and the Investment Fund(s) for which they will act as a delegate.

<sup>iii</sup> Portal users for Legal Advisors/Filing Representatives need to register and log into the Central Bank of Ireland Portal under their own institution profile and ensure their Portal Administrator assigns them the appropriate delegate permission. Once logged in, the Portal user will be able to select the Fund and perform any delegated actions. See the [Delegation Help section](#) for more information.