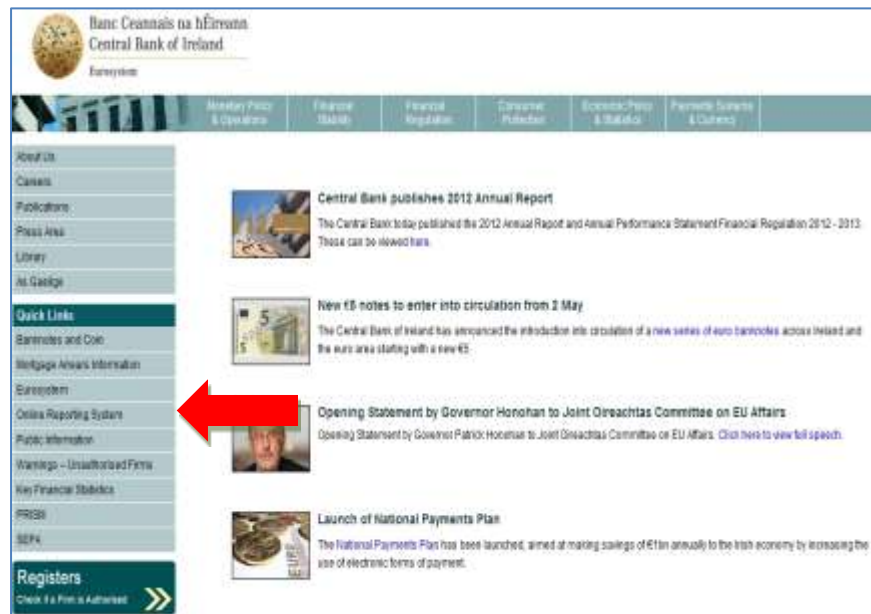


Quick Reference Guide – Set a Start/Election Date:

1. Open a web browser and enter the address www.centralbank.ie.
2. Click the **Online Reporting System** link on the bottom left of the page.



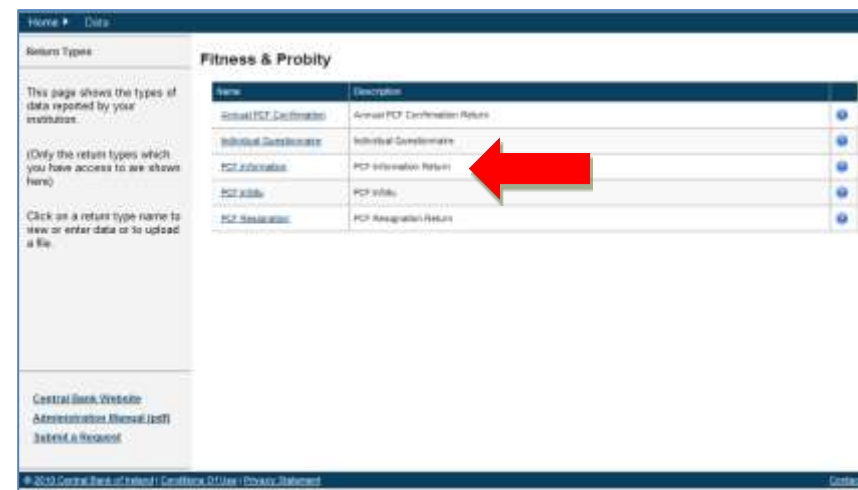
3. The **Login to Online Reporting** page appears. Enter your login credentials and click Login.



4. From the Home Page, select **View/Edit Data**.



5. Select the **PCF Information Return**, and then click **View Roles**.



6. This brings you to a list of all of the individuals with PCF roles in the firm. In the farthest right column are the options available for PCFs to Resign them, or to Set Start Date or Set Election Date for them.

PCF Information

Full Name	Date of Birth	PCF Role Description	Source	Status	Approval Date	Start Date	End Date	
Joe Reggs (979736)	04-May-1965	Executive Director (PCF-1)	IG	Approved - Awaiting Start Code	24-Jul-2013			Set Start Date
John Doe (979820)	15-Jun-1967	Executive Director (PCF-1)	IG	Resigned	15-Jun-2013	21-Jun-2013	15-Jun-2013	Resign
Mary Sample (979829)	02-Jun-1969	Non Executive Director (PCF-2)	IG	Approved	06-Nov-2012	01-Jan-2013		Resign
Mary Sample (979829)	02-Jun-1969	Head of Finance (PCF-11)	IG	Approved	16-Jul-2013	16-Jul-2013		Resign
Mary Sample (979829)	21-Aug-1969	Non Executive Director (PCF-2)	IG	Approved	12-Dec-2012	01-Jan-2013		Resign
Mary Sample (979829)	21-Aug-1969	Chairman of the Board (PCF-2)	IG	Approved	01-Dec-2012	01-Jan-2013		Resign
Ann Smith (979827)	21-Jun-1978	Head of Compliance with responsibility for AML/CFT (PCF-10)	IG	Approved	12-Jun-2012	01-Dec-2012		Resign
John Smith (979828)	21-Aug-1968	Head of Credit (PCF-02)	IG	Approved - Not Taken Up	16-Jul-2013			Resign

7. The option to Set Start Date or Set Election Date will be available for any PCF with the status 'Approved – Awaiting Effective Start Date' or 'Approved – Pending Election'. Select this button to set a Start/Election Date for them, leading to the screen shown below.

Edit PCF Role

Forename: Mary
 Surname: Sample
 Role: Head of Finance (PCF-11)
 Approval Date: 16/07/2013
 Start Date: 18/07/2013

Applicant will not take up this role

8. Enter the effective start date or election date as appropriate. Note that the effective start date/election date must be on or after the date the Central Bank of Ireland approved the appointment of the PCF. If the person was not elected, or is not taking up the role, tick the appropriate box to indicate this fact. Select the option to **Submit**.
9. A confirmation screen will appear, and this will submit the Start Date or Election Date to the Central Bank for noting. An e-mail will issue when this process is finished confirming that the Central Bank's records have been updated.