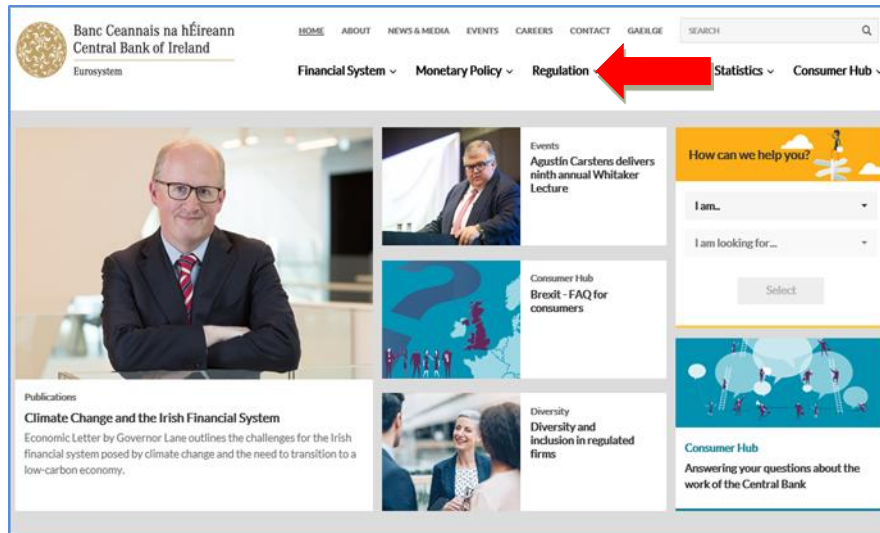
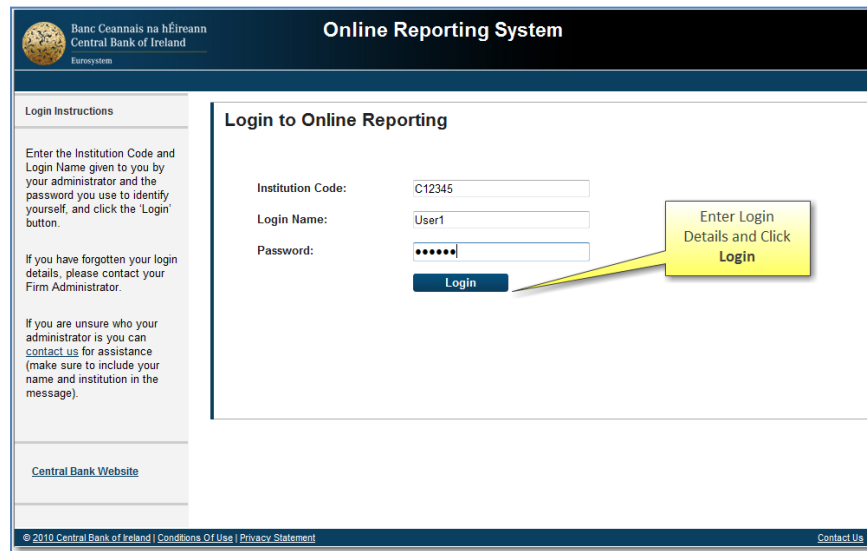


## Quick Reference Guide – PCF Resignations:

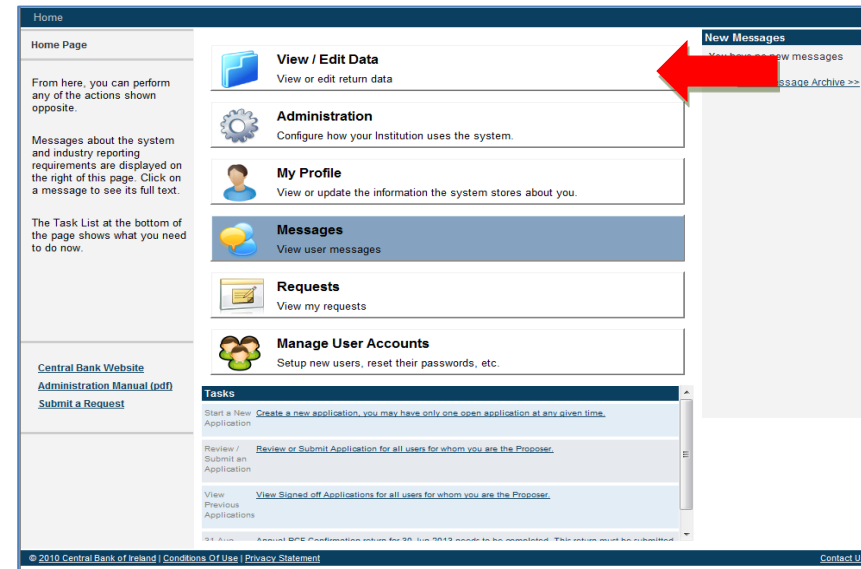
1. Open a web browser and enter the address [www.centralbank.ie](http://www.centralbank.ie).
2. Click **Regulation** and then click **Online Reporting** on the drop-down list.



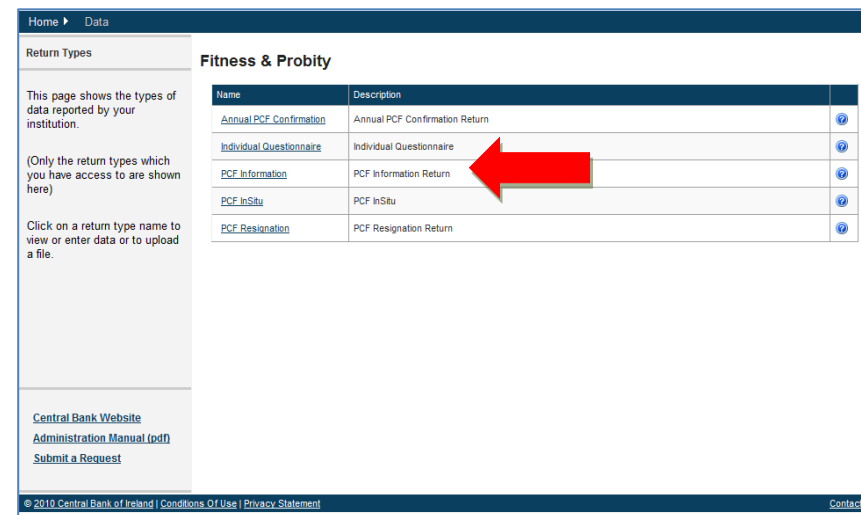
3. The **Login to Online Reporting** page appears. Enter your login credentials and click Login.



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, the option is available to submit a resignation notification for any PCF with a status of 'Approved'.

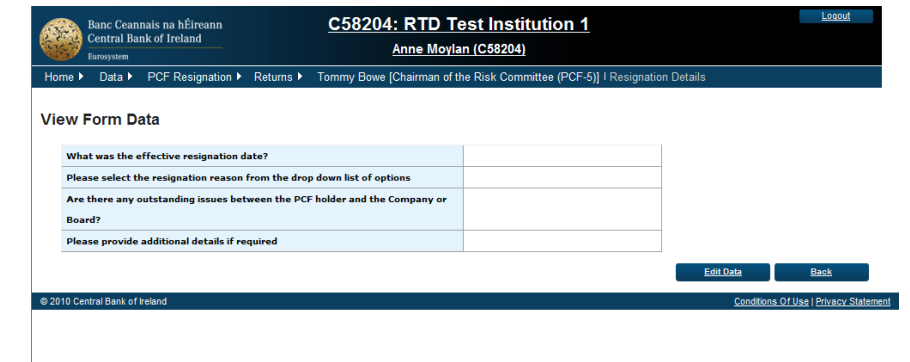
**PCF Information**

Full Name	Date Of Birth	PCF Role Description	Source	Status	Approval Date	Start Date	End Date	
Joe Bloggs (P79736)	04-May-1985	Executive Director (PCF-1)	IQ	Resignation in Process	15-Jun-2013	21-Jun-2013		
John Doe (P79625)	15-Jun-1967	Non Executive Director (PCF-2)	IQ	Approved	06-Nov-2012	01-Jan-2013		Resign
Mary Sample (P79829)	02-Jun-1983	Head of Finance (PCF-11)	IQ	Approved	16-Jul-2013	16-Jul-2013		Resign
Mary Sample (P79626)	21-Aug-1989	Non Executive Director (PCF-2)	IQ	Approved	12-Dec-2012	01-Jan-2013		Resign
Mary Sample (P79626)	21-Aug-1989	Chairman of the Board (PCF-3)	IQ	Approved	01-Dec-2012	01-Jan-2013		Resign
Ain Smith (P79827)	21-Jun-1978	Head of Compliance with responsibility for AML/CFT (PCF-15)	IQ	Approved	12-Jun-2012	01-Dec-2012		Resign
John Smith (P79623)	21-Aug-1983	Head of Credit (PCF-22)	IQ	Approved - Not Taken Up	16-Jul-2013			

7. Click the 'Resign' button. This will bring you to the screen shown below.



8. Selecting this brings you to the screen shown below.



9. The **Resignation Details** section is mandatory. Select the option to **Edit Data**, and input answers into the fields as appropriate. The Resignation Date cannot be earlier than the effective start date/election date, and it cannot be later than today's date.

10. Once Resignation Details has been completed, select **Submit**. On the final screen, tick the boxes to confirm agreement with the declarations, and select **Sign off Return**. A confirmation screen will appear, confirming that the PCF resignation notification has been submitted to the Central Bank for processing.