

**How to: Complete Section 7 of the Individual Questionnaire:**

This step-by-step guidance provides information on the process for completing Section 7 of the Individual Questionnaire (IQ), which must be completed to comply with the Central Bank's fitness and probity regime, via the Online Reporting System (ONR).

To complete Section 7, please follow these steps:

- i. Please see **How-to: Access the Individual Questionnaire via Online Reporting** for information on how to access Section 7.
- ii. Section 7 concerns the applicant's Shareholding in the Proposing Group or Entity, and is mandatory if the applicant answered 'Yes' to Question 1.6.
- iii. Answering 'Yes' to Question 7.2, in relation to agreements that could influence voting, makes Question 7.3 mandatory. Similarly answering 'Yes' to Question 7.4, in relation to guaranteeing any of the liabilities of the proposing entity makes Question 7.5 mandatory.
- iv. Once you have completed Section 7, select the '**Save Form**' button. If you have left any mandatory sections blank, you will receive an error message highlighting the section that is blank in red, and you will be unable to save it until this section has been completed. When it has been saved properly, its Status will have updated from 'Blank' to 'Valid'.