

**How to: Complete Section 11 of the Individual Questionnaire:**

This step-by-step guidance provides information on the process for completing Section 11 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 11, please follow these steps:

- i. Please see **How-to: Access the Individual Questionnaire via Online Reporting** for information on how to access Section 11.
- ii. Section 11 requires the applicant to make various declarations. Please note that this form is mandatory.
- iii. Applicants applying as insurance/reinsurance intermediaries, investment intermediaries, mortgage intermediaries, mortgage credit intermediaries, debt management firms, credit servicing firms, retail credit/home reversion firms, moneylenders, electronic money institutions, payment institutions, bureau de change and/or acting as a sole trader or Single Director in a Private Company Limited by Shares must complete Question 11.1 by including the details of two individual references. These references should come from their two most recent employers. If the applicant has been self-employed for more than ten years, they may instead provide details of two individuals familiar with their financial services activities.
- iv. For the remainder of Section 11, the applicant must read statements, and tick to signify their acceptance of them.
- v. If the applicant answers 'Yes' to Question 11.11, indicating that they are proposed to be a director of the proposing entity, Questions 11.12 and 11.13 are mandatory.
- vi. Once you have completed Section 11, 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 (as shown in figure 1.1), 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', shown in figure 1.2. At this stage, unless you have indicated that you are a sole trader in Section 1, the form will be ready to be completed and submitted by the proposing entity.

11.11	Are you Proposed to be a Director of the Proposing Entity?	<input checked="" type="radio"/> Yes <input type="radio"/> No
11.12	I am fully aware of the obligations and duties of a Director of a Company under The Companies Acts 1963 to 2009 as amended	<input checked="" type="checkbox"/>
11.13	Please confirm the time commitment in days you will provide to this Directorship per annum	<input type="text"/>

Figure 1.1

Figure 1.2 Applicant Declaration

Valid Chris Mills 25-Jun-2013 (14:04)