

How to: Complete Section 4 of the Individual Questionnaire:

This step-by-step guidance provides information on the process for completing Section 4 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 4, please follow these steps:

- i. Please see **How-to: Access the Individual Questionnaire via Online Reporting** for information on how to access Section 4.
- ii. Section 4 concerns Compliance with the Minimum Competency Code (MCC) and is mandatory if you answered 'Yes' to Question 1.1 and selected either:
 - 'New Entrant' (making Section 4(a) mandatory); or
 - 'Grandfathering' (making Section 4(b) mandatory).
- iii. If you selected 'New Entrant' in Question 1.1, Section 4(a) will be available. **If you answer 'No' to any of the questions in this Section, you will be unable to complete the Application as you do not fulfil the requirements of the MCC.**
- iv. If you selected 'Grandfathering' in Question 1.1, Section 4(b) will be available.
 - **If you answer 'No' to Question 4.5, 4.6 and/or 4.7 you will be unable to continue with the Application as you do not meet the requirements of the MCC.**
 - If you answer 'No' to Question 4.8, Question 4.9 will be mandatory.
 - In Question 4.10, you must select the product or products in which the applicant is grandfathered.
- v. Once you have completed Section 4, 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 (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', as shown in figure 1.2.
- vi. Please note that you will have to include the evidence in Section 10 to any yes answers in iii and iv above.

Section 4A: New Entrants - Please confirm the following:

4.1	You have undergone a training programme organised by a regulated firm on whose behalf you are acting, which is relevant to the function to be exercised, or you have obtained part of a relevant recognised qualification for that particular function; AND	<input checked="" type="radio"/> Yes <input type="radio"/> No*
4.2	You are working towards obtaining a relevant recognised qualification; AND	<input checked="" type="radio"/> Yes <input type="radio"/> No*
4.3	You are acting under the immediate direction and supervision of another nominated person, who is a qualified person or a grandfathered person in respect of the particular function being carried out by you; AND	<input checked="" type="radio"/> Yes <input type="radio"/> No*
4.4	You will obtain / acknowledge your obligation to attain a relevant recognised qualification within four years of commencing the particular function being carried out by you	<input type="radio"/> Yes <input checked="" type="radio"/> No

If you answered No to any of the above questions you do not meet the Minimum Competency Code (MCC) and therefore cannot continue with this application

Figure 1.1

Section 4 Minimum Competency Code 2011	Valid	Chris Mills	25-Jun-2013 (12:12)			
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Figure 1.2