

How to: Upload Documents in Section 10 of the Individual Questionnaire:

This step-by-step guidance provides information on the process for uploading supporting documents under Section 10 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 upload documents in Section 10, please follow these steps:

- i. Please see **How-to: Access the Individual Questionnaire via Online Reporting** for information on how to access Section 10.
- ii. Section 10 allows documents supporting an application, including evidence of matters asserted in other parts of the IQ, to be uploaded. The types of supporting documents that could be uploaded include:
 - a. Evidence of Qualifications;
 - b. Evidence of Continuing Professional Development;
 - c. Evidence required to prove compliance with Minimum Competency Code if grandfathering or a new entrant;
 - d. Documents to explain a 'Yes' answer in relation to Section 5 of the form;
 - e. Data Protection Disclosure Form from An Garda Síochána if applying as a sole trader; and
 - f. Other Relevant documents.
- iii. To upload documents, select '**Add File**' shown in figure 1.1.



Figure 1.1

- iv. Select the Section of the document to which the file relates from the dropdown menu, as shown in figure 1.2. Use the '**Browse...**' button to find the file itself, and once found, select '**Upload**' to include it in Section 10.

Section 10: Supporting Documentation upload file

Please select related section from the drop down list:

Section 1 - Evidence/confirmation of entitlement to perform equivalent PCF in another EEA/EU Member State ▼

Select a file and click 'Upload' to upload it to the server:

Figure 1.2

- v. You can upload as many supporting documents as you wish. Once you have completed Section 10, select the **'Save Form'** button. When it has been saved properly, its Status will have updated from 'Blank' to 'Valid'.