

How to: Complete Section 2 of the Individual Questionnaire:

This step-by-step guidance provides information on the process for completing Section 2 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 2, please follow these steps:

- i. Please see **How-to: Access the Individual Questionnaire via Online Reporting** for information on how to access Section 2.
- ii. Section 2 concerns Personal Details, and is mandatory.
- iii. If more than one PCF position is added, Question 2.1(c) concerning the details of the roles is mandatory.
- iv. If the applicant’s address has changed in the past three years then Question 2.4 must be completed, and if there has been a gap in address of greater than 12 weeks, this information must also be provided.
- v. If you hold dual citizenship, you are only required to provide details of one passport.
- vi. Ensure to enter date fields in the format indicated beside the question. Some require a specific date (dd/mm/yyyy), others a specific month (mm/yyyy), and still others a year only (yyyy).
- vii. Once you have completed Section 2, 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’.

2.1 Sector and Position for Approval

2.1(a) Select the principal sector in which you will operate proposed position(s). Credit Institutions

2.1(b) Position(s) for which approval is being sought

the office of non executive director (PCF-2)

Head of Finance (PCF-11)

[Add position](#)

2.1(c) If you have selected more than one position, provide details on the role(s) to be fulfilled

Figure 1.1