

Quick Reference Guide – Annual PCF Confirmation:

1. Open a web browser and enter the address www.centralbank.ie.
2. Click the **Online Reporting System** link on the bottom left of the page.

3. The **Login to Online Reporting** page appears. Enter your login credentials and click Login.

4. From the Home Page, select **View/Edit Data**.

5. Select the **Annual PCF Confirmation Return**, and then click **View/Edit Returns**.

Name	Description
Annual PCF Confirmation	Annual PCF Confirmation Return
Individual Questionnaire	Individual Questionnaire
PCF Information	PCF Information Return
PCF In Situ	PCF In Situ
PCF Resignation	PCF Resignation Return

6. Enter the Annual PCF Confirmation return by clicking on the **Reporting Date** link.

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated
30-Jun-2013	Incomplete	31-Aug-2013	(Central Bank)	06-Jun-2013 (09:54)

7. You will be brought to a page displaying all the current PCFs with a status of 'Approved' for your institution, their approval dates and start dates. If any of the PCF holders have resigned before the reporting date, ensure to complete their resignation (click return to the PCF Info) before signing off the Annual PCF Confirmation Return.

Forename	Surname	Role	Approval Date	Start Date	Status	Source
Joe	Bloggs	the office of executive director (PCF-1)	15/06/2013	21/06/2013	Approved	IQ
John	Doe	the office of non executive director (PCF-2)	06/11/2012	01/01/2013	Approved	IQ
Mary	Sample	the office of non executive director (PCF-2)	12/12/2012	01/01/2013	Approved	IQ
Mary	Sample	the office of chairman of the Board (PCF-3)	01/12/2012	01/01/2013	Approved	IQ
Ann	Smith	Head of Compliance with responsibility for AML/CFT (PCF-15)	12/06/2012	01/12/2012	Approved	IQ

8. To submit the Annual PCF Confirmation select **Submit**.

9. On the final screen, tick the box to confirm agreement with the declarations, and select **Sign Off Return**. A confirmation screen will appear, confirming that the Annual PCF Confirmation Return has been submitted to the Central Bank.