

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

Senior Executive Accountability Regime (SEAR)

System "How To" Guide

July 2024

Contents

1 Glossary of Terms 4

2 Overview 6

2.1 Purpose of this Guidance 6

3 System Information 6

3.1 Data Fields 6

3.2 Inactivity 6

3.3 Internet Browser 7

3.4 Logging On 7

3.5 Text Box Fields 7

3.6 Uploading Attachments 8

3.7 IAF User Permissions 8

3.8 Messaging 9

4 Submission of a Statement of Responsibilities (SOR) with an Individual Questionnaire (IQ) to the Central Bank 11

4.1 Overview 11

4.2 How to submit a Statement of Responsibilities (SOR) with an Individual Questionnaire (IQ) – Proposer 12

4.3 How to complete a Statement of Responsibilities (SOR) with an Individual Questionnaire (IQ) - PCF Applicant 14

5 Submission of an "On Request" Statement of Responsibilities (SOR) to the Central Bank 15

5.1 Overview 15

5.2 How to submit a current "On Request" Statement of Responsibilities (SOR) – Proposer 15

5.3 How to complete an "On Request" Statement of Responsibilities – Applicant 23

5.4 How to make amendments to a Statement of Responsibilities (SOR) 26

Back to "Contents"

5.5 How to submit an "On Request" Historical Statements of Responsibilities 26

6 Submission of an "On Request" Management Responsibilities Map (MRM) to the Central Bank.....28

6.1 Overview 28

6.2 How to submit an "On Request" Management Responsibilities Map (MRM) 29

6.3 How to submit an "On Request" Historical Management Responsibilities Map (MRM) 30

7 Submission of Statement of Responsibilities (SORs) and Management Responsibilities Map (MRM) for firms seeking Authorisation.....32

7.1 Overview 32

7.2 How to submit a Management Responsibilities Map (MRM) 32

7.3 How to submit a Statement of Responsibilities (SOR)..... 32

8 Submission of Statement of Responsibilities (SORs) and Management Responsibilities Map (MRM) for IMAS Institutions.....33

8.1 Overview 33

8.2 Submission for Statement of Responsibilities (SOR) and Management Responsibilities Map (MRM) through the Central Bank Portal 33

8.3 Submission for Statement of Responsibilities (SOR) alongside an Individual Questionnaire (IQ)..... 33

Back to "Contents"

1 Glossary of Terms

Term	Description
Allocated Responsibilities	Responsibilities which have been allocated by a firm to a PCF role holder for the purposes of Section 53B (1) (b) of the 2010 Act as amended by the IAF Act. Allocated Responsibilities refer to and are comprised of both responsibilities prescribed by the Central Bank in regulations or any other identified by the firm and allocated to a PCF role holder in addition to that PCF role holder's inherent and prescribed responsibilities. Allocated Responsibilities are referred to as **'Prescribed and Other Responsibilities'** throughout this How to Guide.
Central Bank/Bank	The Central Bank of Ireland
ECB	The European Central Bank
Firm	Regulated Financial Service Provider (RFSP) referred to as the 'firm' throughout the IAF Guidance. In certain instances the terms 'Regulated Financial Service Provider', 'RFSP' or 'regulated firm' are also used.
In-scope firms	Firms in scope of the SEAR referred to as 'in-scope firms' throughout the How To Guide.
IAF	Individual Accountability Framework
The IAF Act	The Central Bank (Individual Accountability Framework) Act 2023
IAF Guidance	Guidance on the Individual Accountability Framework
PCF	Pre-Approval Controlled Function
SEAR	Senior Executive Accountability Regime
SEAR Regulations	Central Bank (Supervision and Enforcement) Act 2013 (Section 48(1)) (Senior Executive

Back to "Contents"

	Accountability Regime) Regulations
F&P	Fitness and Probity
MRM	Management Responsibilities Map
SOR	Statement of Responsibilities
IQ	Individual Questionnaire
SSM	Single Supervisory Mechanism Note: SSM Portal was previously known as Information Management System Portal (IMAS Portal)

Back to "Contents"

2 Overview

2.1 Purpose of this Guidance

This document provides systems guidance for regulated financial service providers (RFSPs) subject to the Senior Executive Accountability Regime (SEAR) Regulations in relation to submitting Statements of Responsibilities (SORs) and Management Responsibilities Maps (MRMs) through the Central Bank of Ireland's Portal.

It also provides system guidance on how to submit SORs alongside an Individual Questionnaire (IQ) through the SSM Portal for in scope Significant Institutions.

This system guidance is relevant for all firms within the initial scope of SEAR:

- Credit institutions (excluding credit unions);
- Insurance undertakings (excluding reinsurance undertakings, captive (re)insurance undertakings and Insurance Special Purpose Vehicles);
- Investment firms which underwrite on a firm commitment basis and/or deal on own account and/or are authorised to hold client assets; and
- Incoming third country branches of the above.

3 System Information

3.1 Data Fields

Whenever a date field is being input, the required format of the field is set out in the question itself. In almost all cases, the date is selected from a pop up 'date picker'.

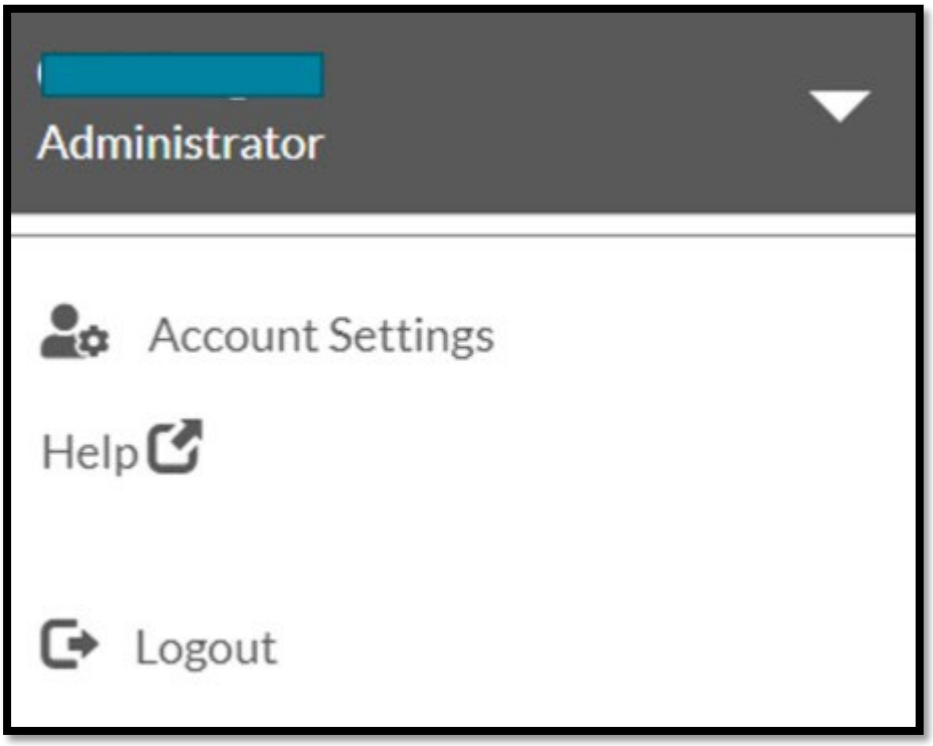
1. 30/07/2024 where date format is DD/MM/YYYY
2. 2024 where date format is YYYY

3.2 Inactivity

A Portal login session will time out after eight hours of inactivity, at which point the user will be required to log in again (including using the second factor method). When the user is finished using the Portal, it is recommended that they exit the

Back to "Contents"

system using the Logout link under Account Settings in the top right corner of the screen.



3.3 Internet Browser

The Central Bank of Ireland Portal should work with any modern, standards-based browser and is explained in the Browser Support section of the Portal. The Bank does not require, or recommend, any particular browser as our websites and public-facing applications support the current versions of all major browsers. Testing is concentrated on the most commonly used browsers. At this time, this specifically includes Chrome and Edge – other browsers should work, but are not extensively tested due to low usage on our sites.

3.4 Logging On

How to register for the Portal and Log on, including setting up second factor authentication is explained in the Getting Started Help Section of the Bank's website.

3.5 Text Box Fields

The maximum number of characters permitted is 2,000.

Back to "Contents"

3.6 Uploading Attachments

The type of document which may be uploaded is described in the Messaging section of the Portal.

Please note the system supports up to a maximum size of 30MB per file uploaded.

3.7 IAF User Permissions

All Users must register on the Portal in the usual way, explained in the Getting Started Help Section of the Bank's website.

The Portal Administrator in your firm will grant all the relevant IAF permissions.

The following permissions can be granted by the Portal Administrator in the RFSP in relation to the IAF/SEAR processes:

"Add" or "View" for the following submissions:

- Statement of Responsibilities
- Responsibilities Map

Add permission for the following submissions:

- Historical Statements of Responsibilities
- Historical Responsibilities Maps



Please note that to submit a SOR with an IQ, you must have sufficient F&P permissions to propose and submit an IQ.

F&P PCF Proposers will automatically be assigned "Add" and "View" Statement of Responsibilities permissions for their relevant applications.

PCF Applicants with the relevant F&P permissions will automatically be able to view the Statement of Responsibilities associated with their applications.

Back to "Contents"

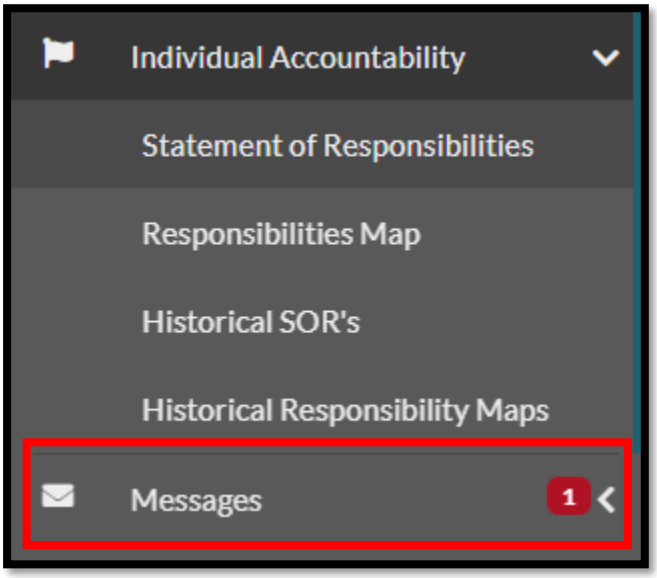
If you are currently an F&P user and you don't have the relevant permissions please contact your Portal Administrator to review your permissions.

You can reach out to your institution's Portal Administrator off-system or the Portal offers functionality to allow you to request a change of permissions on the system, as follows:

How do I request a change to my permissions?

3.8 Messaging

On the Portal, the external user/delegate from your firm will receive the SEAR message request in the messaging section on the Portal.

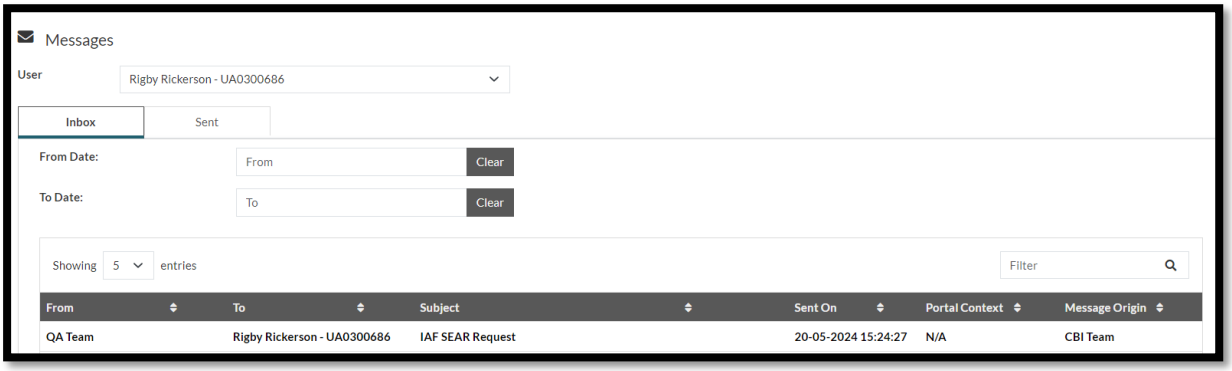


You may receive a request for one Statement of Responsibilities for a particular individual PCF role holder or multiple Statements of Responsibilities for role holders in the firm.

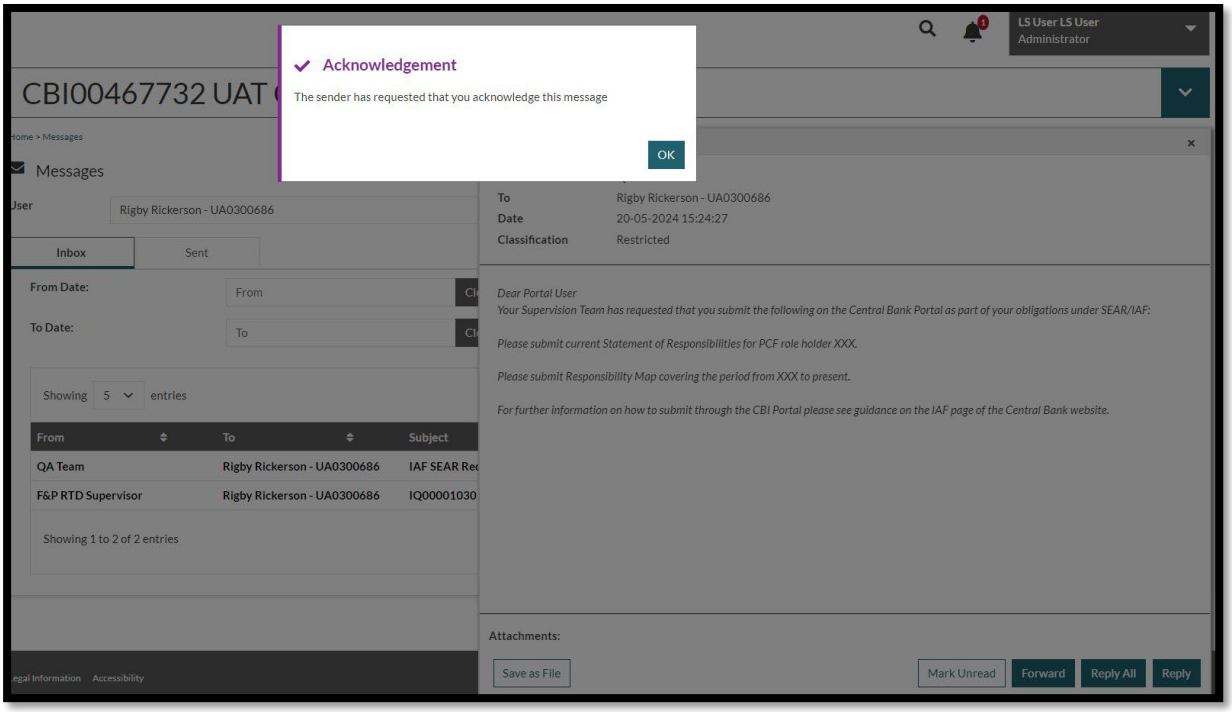
You may also receive a request for one of the following:

- Current Statement of Responsibilities
- Current Management Responsibilities Map
- Historical Statement of Responsibilities
- Historical Management Responsibilities Map

Back to "Contents"



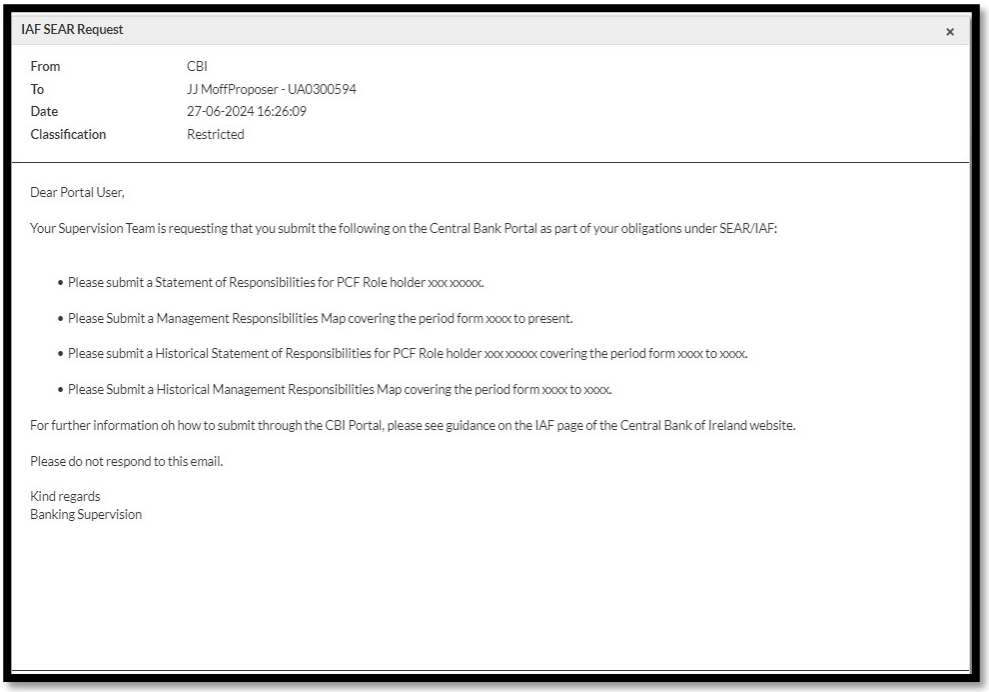
When you open the message from the Central Bank an acknowledgement request will pop up.



By clicking "Ok", an acknowledgement will be sent to the Central Bank of Ireland. Do not reply to this message as this will not be monitored. Any further queries should be sent through the usual support channels.

The below screenshot is a template message similar to what you will receive from the Central Bank of Ireland's Supervision teams through the Portal.

Back to "Contents"



IAF SEAR Request

From	CBI
To	JJ MoffProposer - UA0300594
Date	27-06-2024 16:26:09
Classification	Restricted

Dear Portal User,

Your Supervision Team is requesting that you submit the following on the Central Bank Portal as part of your obligations under SEAR/IAF:

- Please submit a Statement of Responsibilities for PCF Role holder xxx xxxxx.
- Please Submit a Management Responsibilities Map covering the period form xxxx to present.
- Please submit a Historical Statement of Responsibilities for PCF Role holder xxx xxxxx covering the period form xxxx to xxxx.
- Please Submit a Historical Management Responsibilities Map covering the period form xxxx to xxxx.

For further information oh how to submit through the CBI Portal, please see guidance on the IAF page of the Central Bank of Ireland website.

Please do not respond to this email.

Kind regards
Banking Supervision

Once you have received a request from the Central Bank through the Portal for a submission under SEAR, you can navigate to the "Individual Accountability" Framework tab to submit your SOR(s) or MRM(s).

4 Submission of a Statement of Responsibilities (SOR) with an Individual Questionnaire (IQ) to the Central Bank

4.1 Overview

In relation to new PCF role applications, a SOR completed by the proposer and applicant must be submitted to the Central Bank of Ireland, along with the IQ.

Where an individual holds (or seeks to hold) more than one PCF role at an in-scope firm, only one SOR, addressing all of the individual's Prescribed Responsibilities and Other Responsibilities, is required. In the case of an individual who holds (or seeks to hold) PCF roles in more than one firm, including within a group, a SOR is required in respect of each firm.

Please refer to the IAF Guidance for further information.

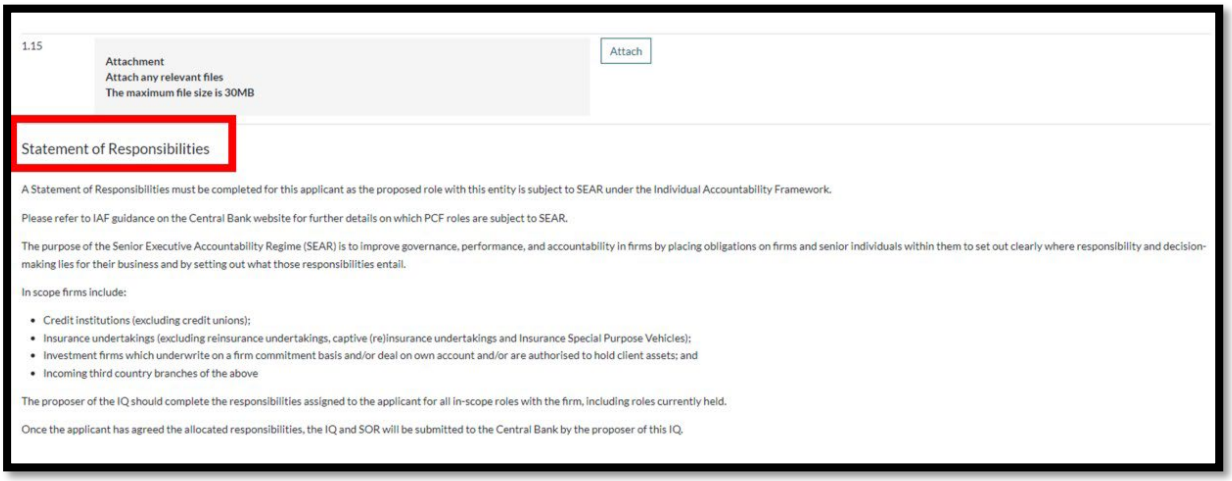
Back to "Contents"

4.2 How to submit a Statement of Responsibilities (SOR) with an Individual Questionnaire (IQ) – Proposer

Please visit the Fitness and Probity Section on the Central Bank of Ireland website to see guidance on how to submit an IQ.

When submitting a PCF application for an in scope role within a firm subject to SEAR, Section 1a of the IQ will contain an additional section where the Proposer can allocate responsibilities for the PCF Applicant.

Once the Proposer has completed Questions 1.1 to 1.15 on Section 1a, they will navigate to the "**Statement of Responsibilities**" section.



This section will allow the Proposer to allocate the following:

- General Prescribed Responsibilities
- Sector Specific Responsibilities (if applicable)
- Circumstance Specific Responsibilities (if applicable)

Please note that Inherent Responsibilities as listed in the IAF Guidance are those core responsibilities that are intrinsic to a specific PCF role.

Therefore there is no requirement or facility to include them when submitting a SOR on the Central Bank of Ireland's Portal.

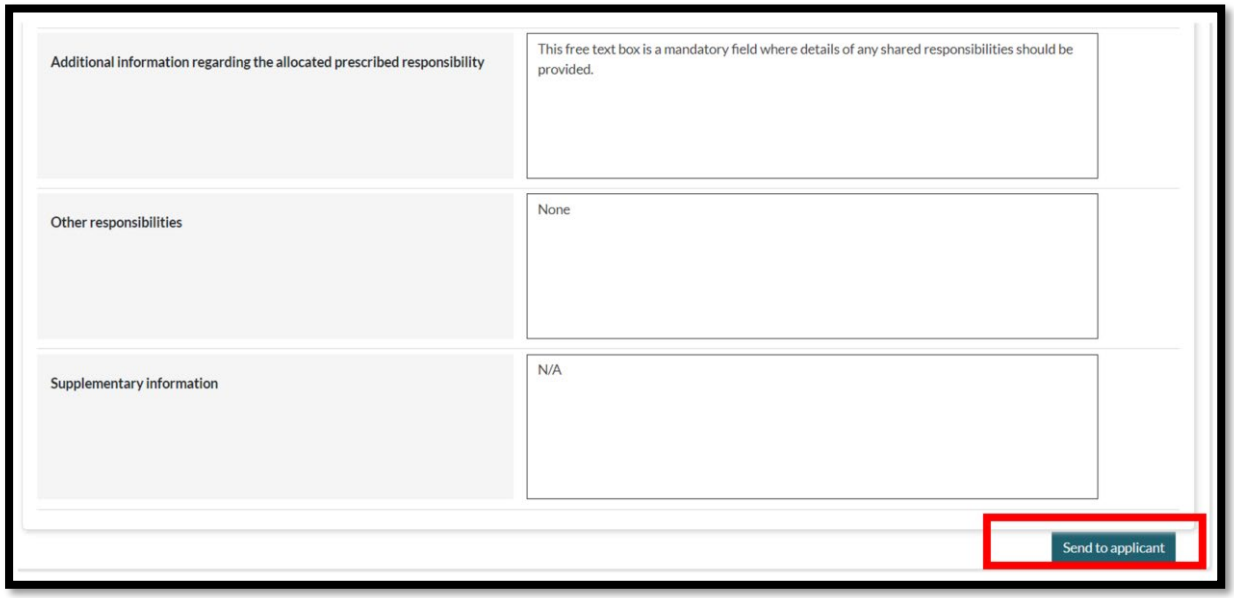
Where any or all of the above categories do not apply and the only responsibilities held will be the inherent responsibilities,

Back to "Contents"

the Proposer must confirm in each category that the other responsibilities **do not** apply.

The SOR should be completed in accordance with the details provided above.

Once the Proposer has completed Section 1a by allocating the relevant responsibilities to the Applicant, the Proposer must send the Individual Questionnaire (IQ) to the Applicant for review and completion by clicking the "Send to Applicant" button at the bottom of the page.



Once selected, a pop up message will appear to advise that the Individual Questionnaire (IQ) has been sent to the Applicant.

The next steps must be completed by the PCF Applicant. When the PCF Applicant has completed the IQ and reviewed the allocated responsibilities, they can confirm agreement.

Alternatively, the PCF Applicant may contact the Proposer to raise any queries or issues and if amendments need to be made the Proposer will make these changes and re-send to the Applicant for sign off.

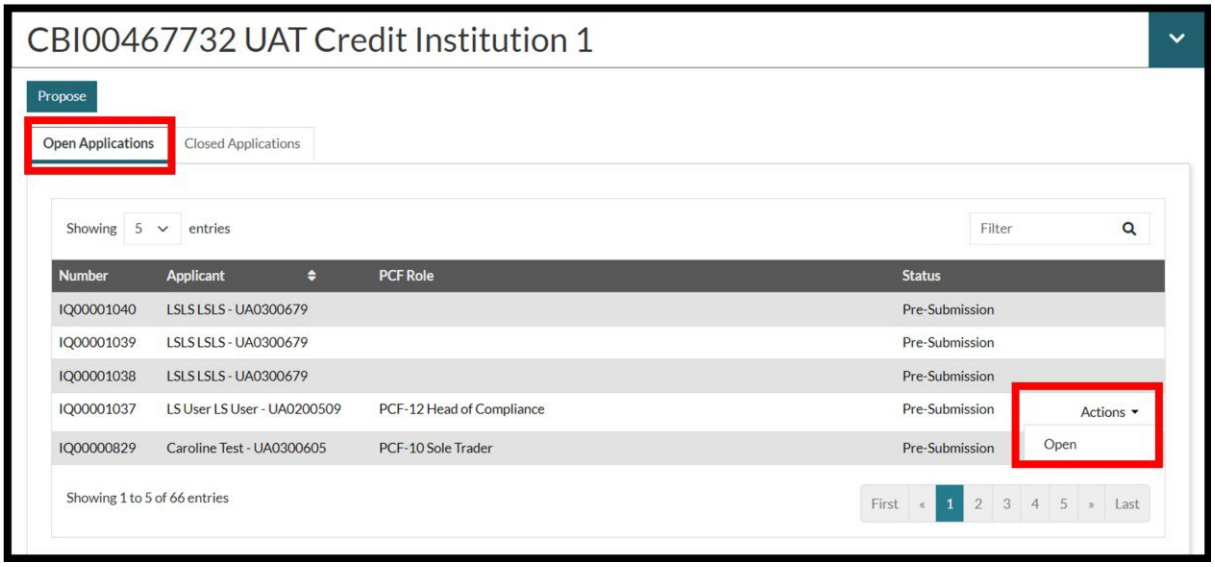
Once the Applicant has agreed the allocated responsibilities, the IQ and SOR will be submitted to the Central Bank of Ireland by the Proposer of the IQ.

Back to "Contents"

4.3 How to complete a Statement of Responsibilities (SOR) with an Individual Questionnaire (IQ) - PCF Applicant

When the PCF Applicant logs in to the Portal there will be a message advising them there is an IQ awaiting completion.

You can open this in the "Open Applications" tab under Fitness and Probity.



Once you have opened the IQ, complete steps 1b to 10 as per Central Bank of Ireland Guidance.

You must complete all the relevant sections of section 10 and then make a declaration to confirm agreement with the Prescribed Responsibilities allocated by the Proposer.

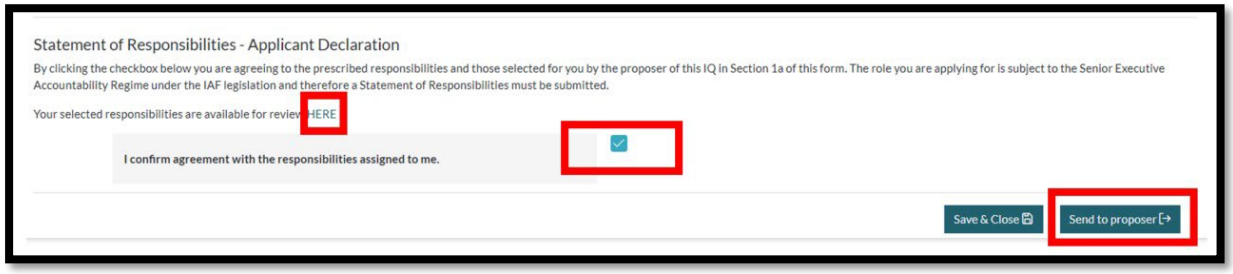
To view the responsibilities allocated, click on the hyperlink "HERE" and a pop up window will display the responsibilities and any additional information provided by the Proposer, if applicable.

You must review this information carefully. If there are any concerns with the responsibilities allocated or supporting information in relation to the SOR you should liaise directly with the Proposer to discuss any potential changes.

You will not have the facility to amend the allocated responsibilities.

This can only be completed by the Proposer.

Back to "Contents"



When you click "Send to Proposer" a pop up message will appear saying "Success, your PCF application has been submitted to the Proposer".

The Proposer will submit the SOR and the IQ to the Central Bank of Ireland.

5 Submission of an "On Request" Statement of Responsibilities (SOR) to the Central Bank

5.1 Overview

The Central Bank of Ireland will require firms to submit SORs from time to time through the Central Bank of Ireland Portal. The timing and frequency of such requests will vary in line with our supervisory engagement model and strategy.

The firm will receive a request from supervisors either through portal message or through ongoing engagement with the supervision team.

The firm may receive a request for either Current or Historical Statement of Responsibilities, for single or multiple individuals.

This guidance will provide the steps on how to submit the relevant submissions.

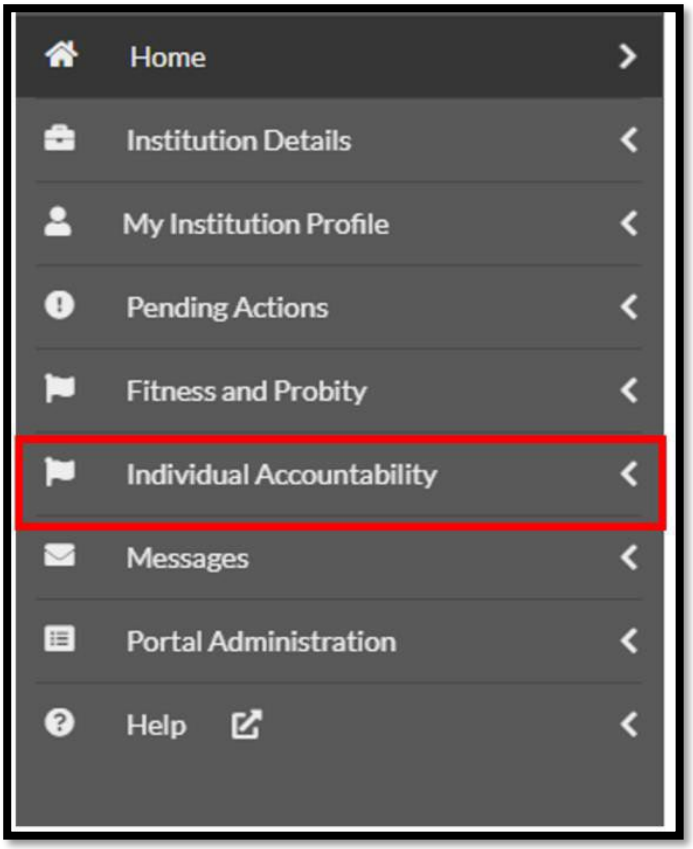
Please refer to the IAF Guidance for further information.

To propose a Statement of Responsibilities, you must be a current PCF holder within the firm.

5.2 How to submit a current "On Request" Statement of Responsibilities (SOR) – Proposer

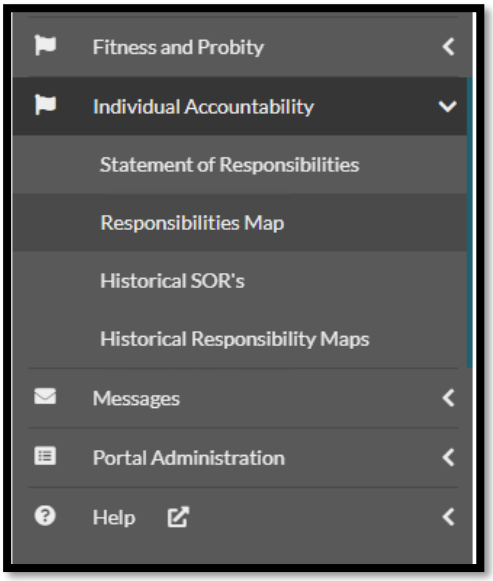
When you log in to the Portal and if you are in scope for SEAR under IAF, you should see a tab for "Individual Accountability Framework

Back to "Contents"

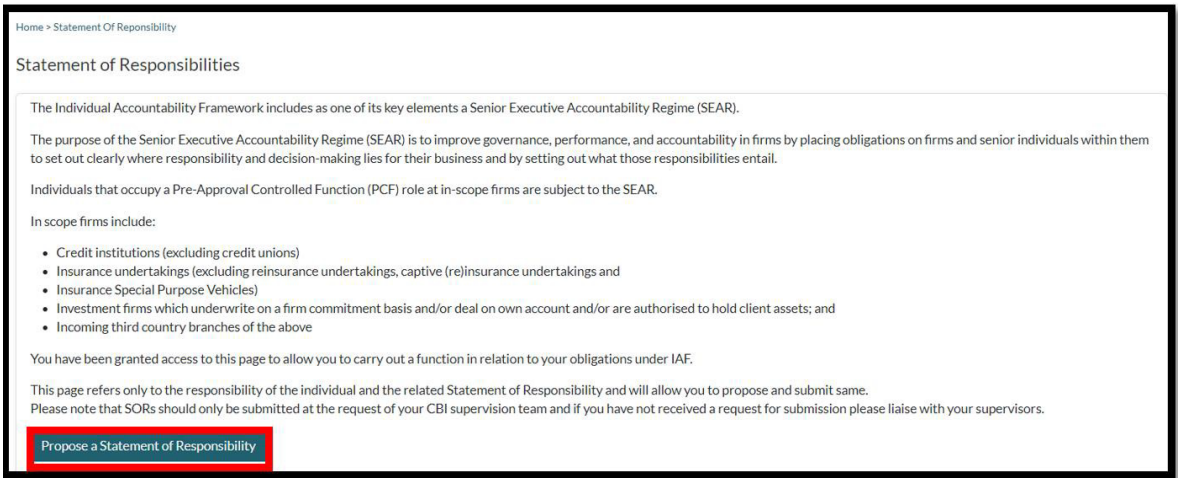


When you click on the Arrow beside "Individual Accountability", you will see the following menu items (depending on the permissions assigned):

- **Statement of Responsibilities**
- **Responsibilities Map**
- **Historical SORs**
- **Historical Responsibilities Maps**

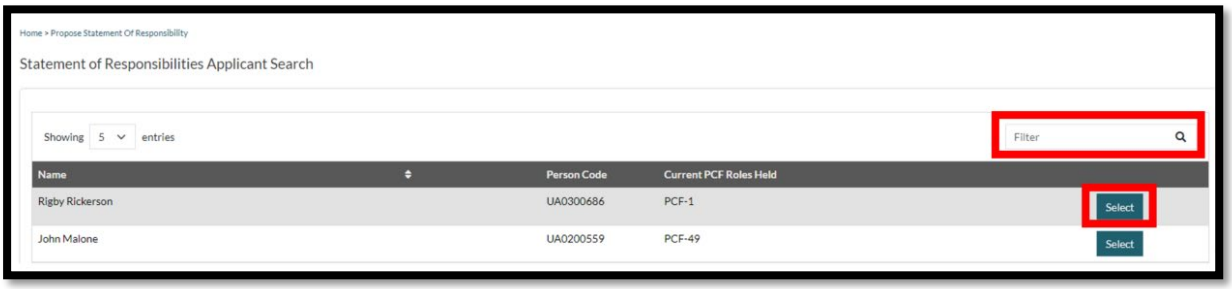


Back to "Contents"



When you click on "Propose a Statement of Responsibilities" a list of current PCF role holders will be returned and you can select the relevant Applicant.

You can also search using the filter to select a particular Applicant.



When you proceed to propose a Statement of Responsibilities, you will see the following details:

Name: Selected PCF role holder whose responsibilities are to be submitted

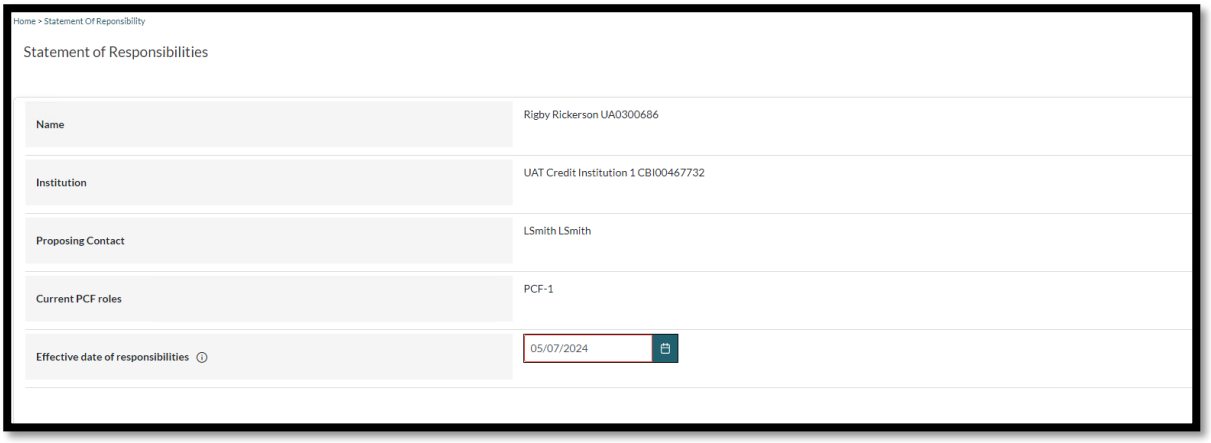
Institution: Name of proposing firm

Proposing Contact: PCF holder who is submitting the responsibilities

Current PCF roles: The roles to which the responsibilities relate

Effective date of responsibilities: This should be 1 July 2024 or the date the PCF roles were taken up if the role was taken up after 1st July 2024.

Back to "Contents"



Underneath you will see the following list of types of responsibilities:

- General Prescribed Responsibilities
- Sector Specific Responsibilities (if applicable)
- Circumstance Specific Responsibilities (if applicable)

Please note that Inherent Responsibilities as listed in the IAF Guidance are those core responsibilities that are intrinsic to a specific PCF role.

Therefore there is no requirement or facility to include them when submitting a SOR on the Central Bank of Ireland's Portal.

Prescribed Responsibilities must be included and are categorised as follows:

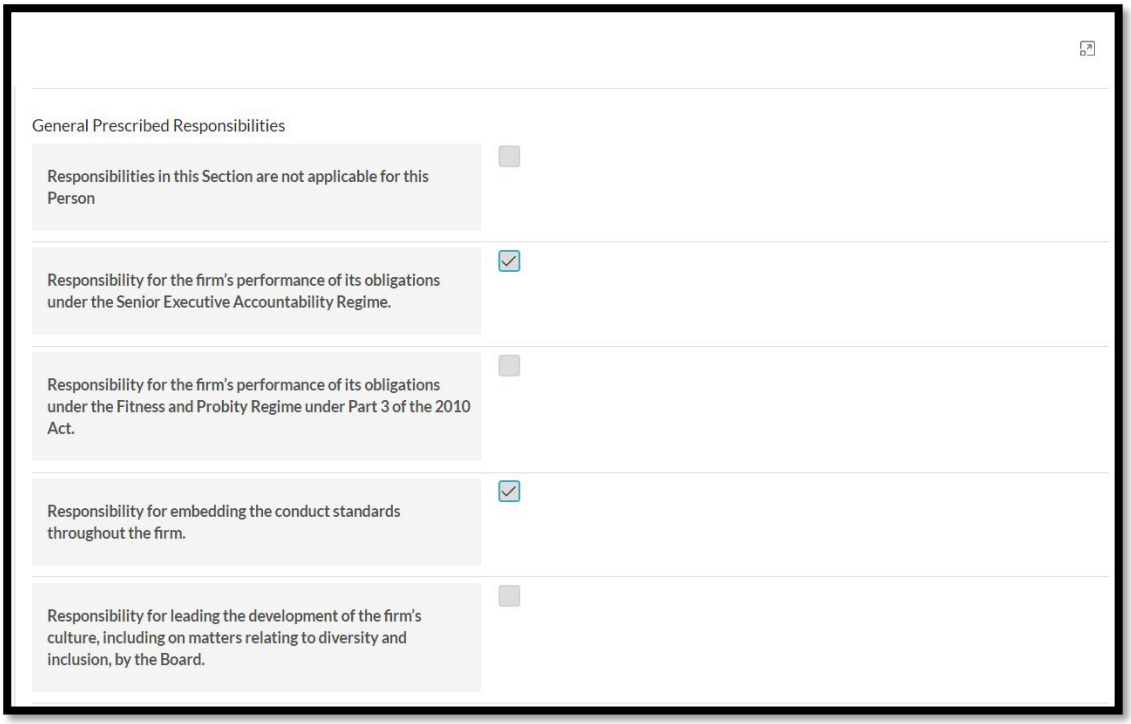
- General Prescribed Responsibilities,
- Sector or Circumstance Specific Responsibilities,
- Prescribed Responsibilities for low impact in-scope Investment Firms,
- Prescribed Responsibilities for Incoming Third Country Branches

The full list of the above mentioned responsibilities are detailed in the IAF Guidance, to which you can refer if you are unsure of what category the responsibilities fall under.

When submitting the online form, you should tick only the responsibilities that have been allocated to, and agreed by, the PCF role holder.

For example:

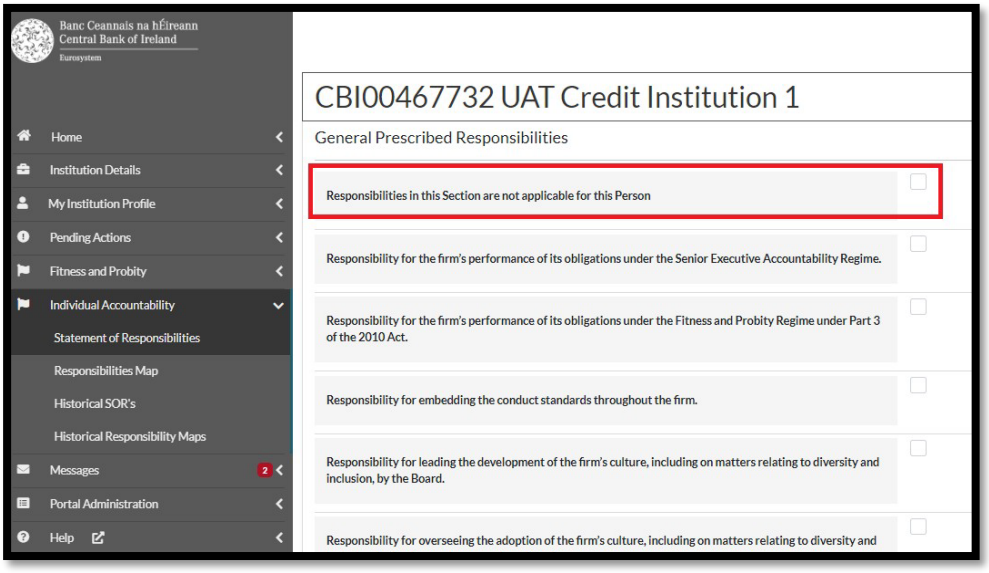
Back to "Contents"



It is recognised that "Sector or Circumstance Specific Responsibilities" will not apply to all in-scope firms. However, where they do, either because the in-scope firm is part of a particular sector or because a particular circumstance is applicable (e.g. they have established a particular committee) then these "Sector or Circumstance Specific Responsibilities" must be assigned to a PCF role holder.

If they do not apply, the Proposer will be required to tick the box to confirm that the responsibilities are not applicable.

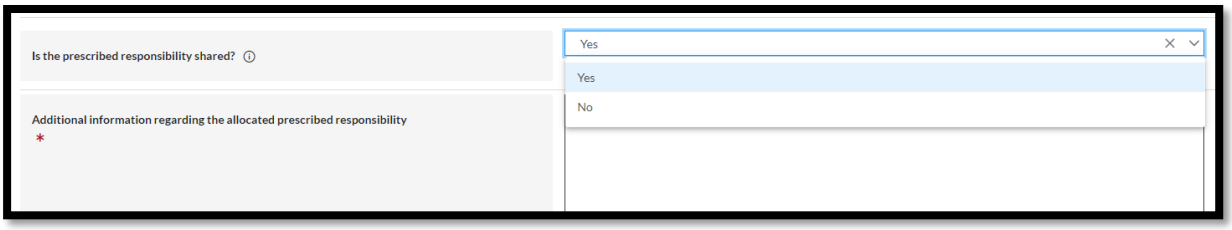
For example:



Back to "Contents"

The Proposer should select the relevant responsibilities for the role holder. In addition, noting that Prescribed Responsibilities must not be shared except in very specific circumstances as set out in the IAF Guidance, it must be confirmed whether or not the Prescribed Responsibilities are shared.

If the Prescribed Responsibilities are shared, details on the circumstances must be provided as to why the allocated prescribed responsibility is shared. This is a mandatory field.



There is also a section where any Other Responsibilities that are considered relevant to the role can be listed.

Note on Other Responsibilities

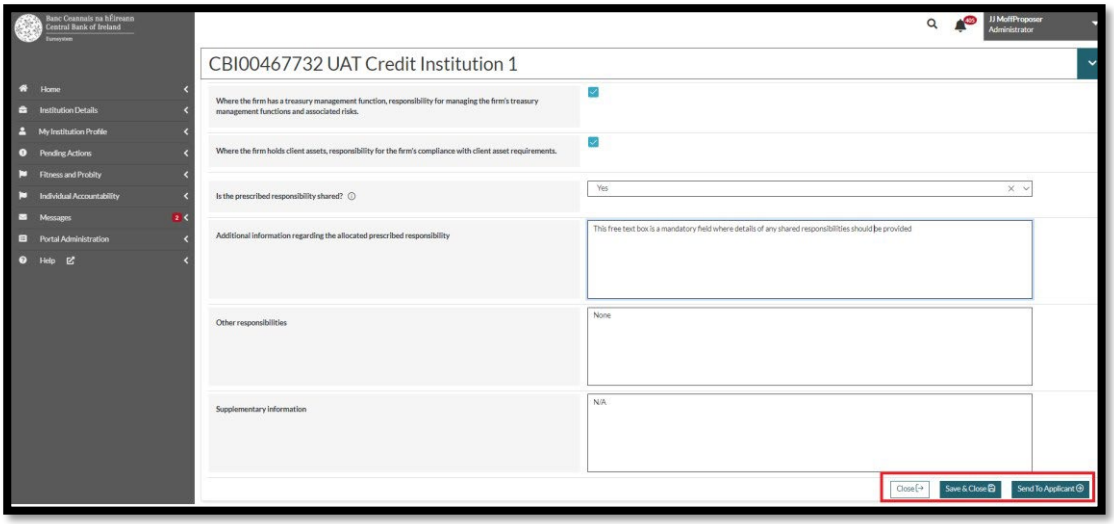
Firms must also consider "Other Responsibilities "which capture any other material functions/business areas/projects to the extent that they are not captured by the Inherent and Prescribed Responsibilities. Such responsibilities cannot, however, modify or qualify any Prescribed Responsibilities.

"Other Responsibilities" are included as a separate category on the SOR.

A "Supplementary information" free text section has been included as an optional area if the Proposer has any other relevant information that should be furnished to the Central Bank.

Please note this free text box has a 2000 character limit.

Back to "Contents"



Once the form has been completed, one of the following three options can be selected:

"Close" – There is a warning advising that the form will be saved without any changes or amendments being saved.

"Save and Close" – This option will ensure changes to the SOR are saved and a draft version will show in the "In-Progress" Statement of Responsibilities list. You can reopen the draft and amend or send to Applicant.

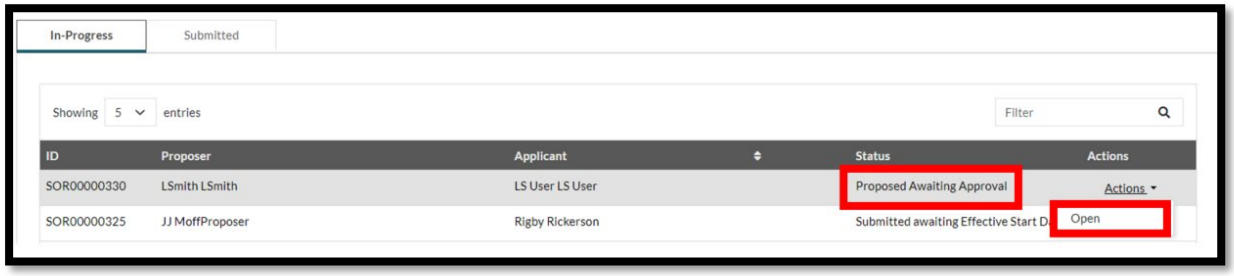
"Send to Applicant" – Once you select "**Send to Applicant"**, a pop up message will appear to confirm it has been successfully sent to Applicant.

The SOR will appear in your in your list of "In-Progress" Statement of Responsibilities and the status will be "Proposed Awaiting Approval".

The Applicant (PCF role holder) will then review the SOR and should confirm agreement with the allocated responsibilities.

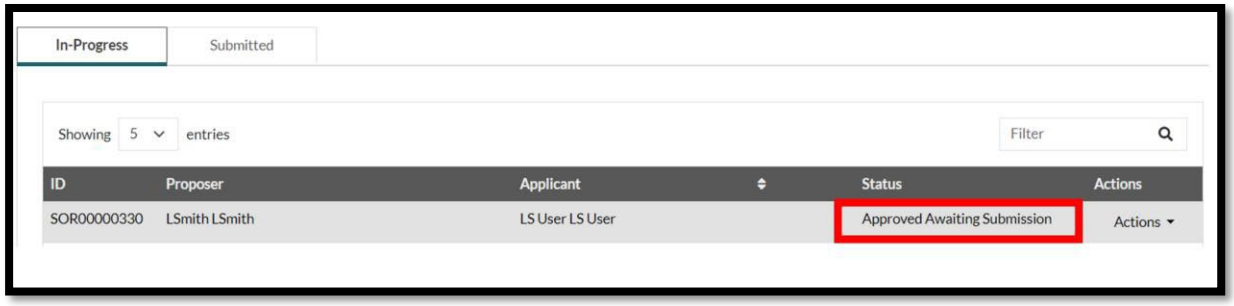
If the Applicant is not satisfied with the responsibilities, they may contact the Proposer to discuss and the Proposer may amend the SOR by reopening the version that is currently "Proposed Awaiting Approval" and then resend to the Applicant for completion.

Back to "Contents"



Once the Applicant has agreed the responsibilities and confirmed this on the system, the SOR will be returned to the Proposer.

The status of the SOR will then change to "Approved Awaiting Submission."



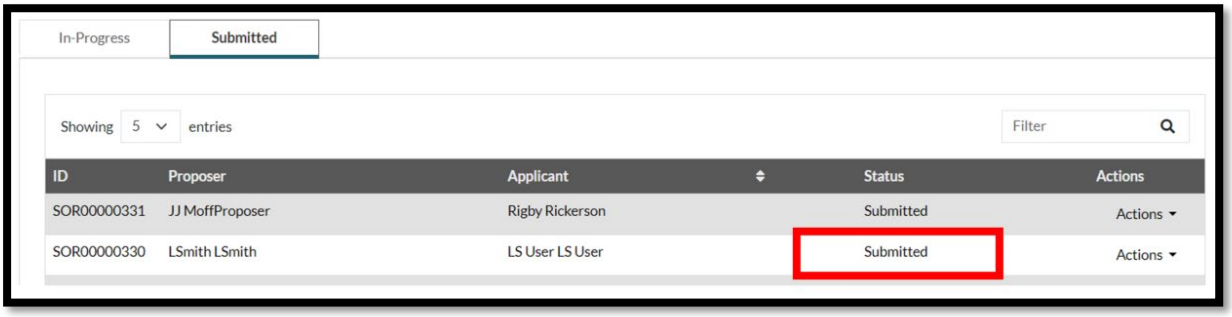
At this point, you cannot make further changes to the online form and must submit the SOR to the Central Bank using the "Submit to Central Bank" button.



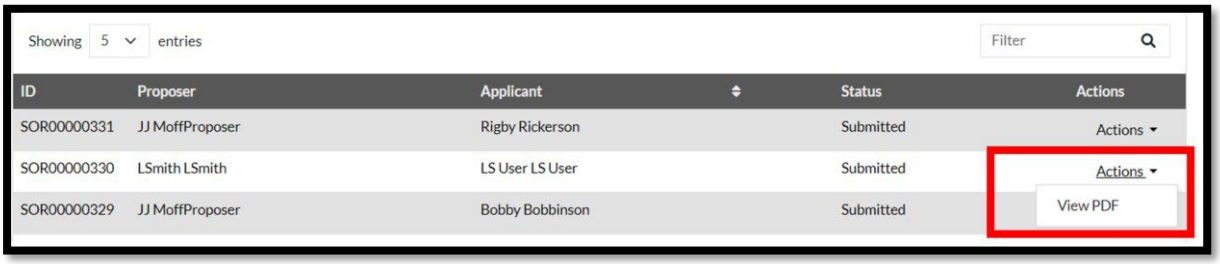
Once the SOR is submitted successfully, a pop-up message will appear saying "Success. Your Statement of Responsibilities has been successfully submitted to the Central Bank".

The SOR should then appear under the "Submitted" field.

Back to "Contents"

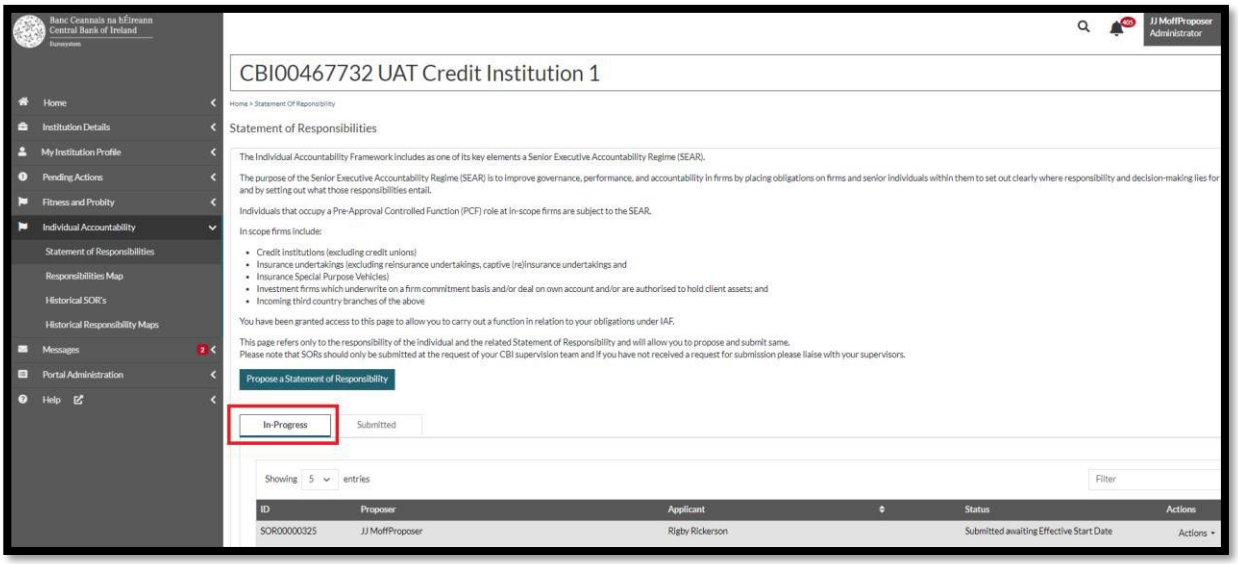


The status of the SOR will now show as "Submitted" on the "Statement of Responsibilities" page on the Portal.



You will also be able to view SORs which have been previously submitted to the Central Bank and can download a PDF of submitted SORs in the "Submitted" tab.

To view all other In Progress Statement of Responsibilities navigate back to the "In Progress" tab.



5.3 How to complete an "On Request" Statement of Responsibilities – Applicant

If you are a PCF role holder in a firm in scope of SEAR, you should hold a current, signed SOR and you may be asked to

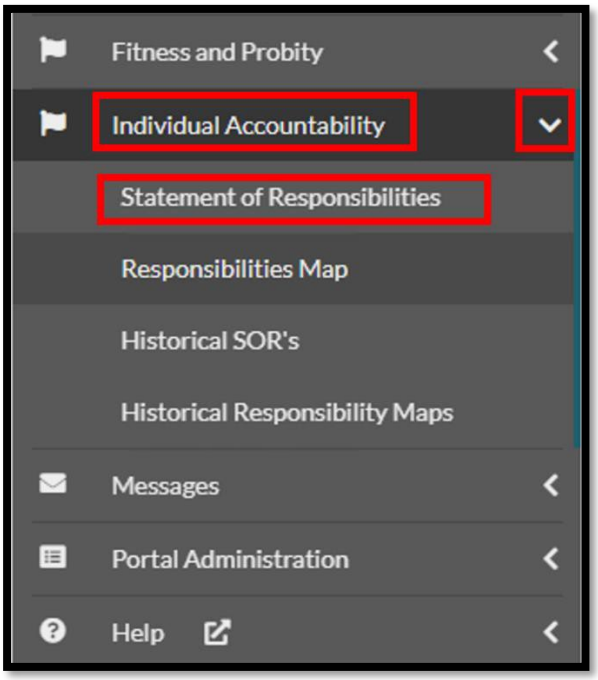
Back to "Contents"

confirm your responsibilities through submission on the Central Bank of Ireland Portal.

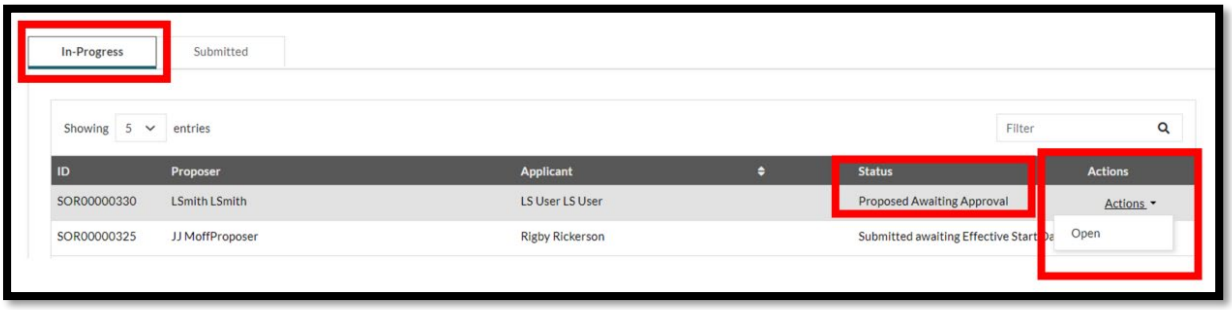
When the Central Bank requests a SOR from the firm, a Proposer (another PCF role holder within the firm) will complete the online form detailing your responsibilities.

The Applicant will receive notification through the portal that a SOR has been proposed for you and that an action is required.

Under the "Individual Accountability" Framework tab, the Applicant should navigate to the "Statement of Responsibilities" tab and can access the proposed SOR in the "In Progress" section.



There will be a Statement of Responsibilities with status "Proposed Awaiting Approval" and the Applicant can click on "Actions" and then "Open" to view the SOR



Back to "Contents"

When you open the Statement of Responsibilities you will see the details as listed in the previous section in relation to:

- **Name:** Selected PCF role holder whose responsibilities are to be submitted
- **Institution:** Name of proposing firm
- **Proposing Contact:** PCF holder who is submitting the responsibilities
- **Current PCF roles: The roles to which the responsibilities relate**
- **Effective date of responsibilities:** This should be 1 July 2024 or the date the PCF roles were taken up if the role was taken up after 1st July 2024.

You will also see the allocated responsibilities (General Prescribed, Circumstance (if applicable) and Sector Specific (if applicable) as well as the free text boxes detailing any other information.

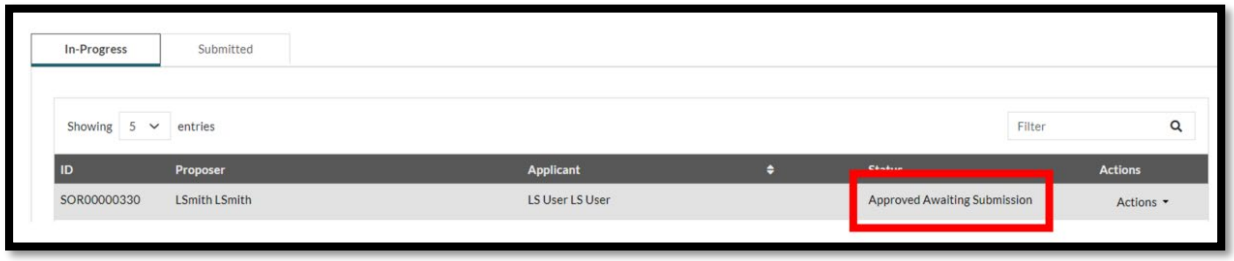
The allocated responsibilities should be reviewed carefully to ensure they are correct before confirming as there is no option for you to amend them or to make any changes on this page.

Once you are satisfied with the allocated responsibilities, tick the box confirming acceptance and sign-off on the responsibilities listed and click the "Send to Proposer" button.

In the event that you are not satisfied with the responsibilities allocated by the firm, please liaise with the responsible person to review and amend to mutually agreed responsibilities.

Once you have agreed the responsibilities and confirmed this on the system, the SOR will be returned to the Proposer.

The Proposer will see that the status of the SOR has changed to "Approved Awaiting Submission"



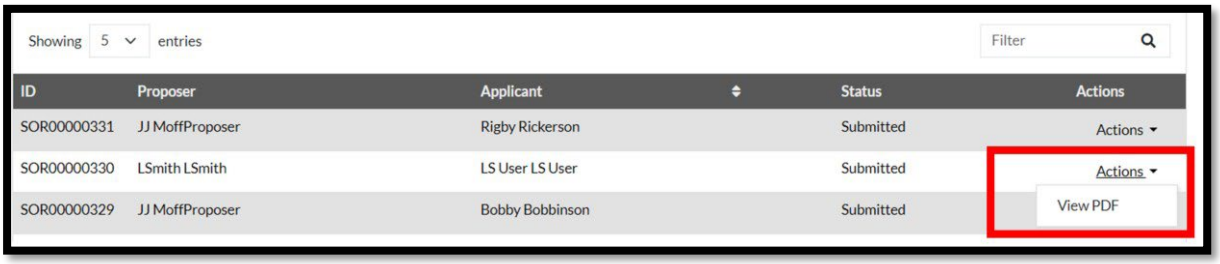
Back to "Contents"

At this point, the Proposer cannot make further changes to the online form and must submit the SOR to the Central Bank using the "Submit to Central Bank" button.

Once the SOR is submitted successfully, a pop-up message will appear confirming successful submission to the Central Bank.

The status of the SOR will now show as "Submitted" on the "Statement of Responsibilities" page on the Portal.

The PDF of the SOR will then be available to view.



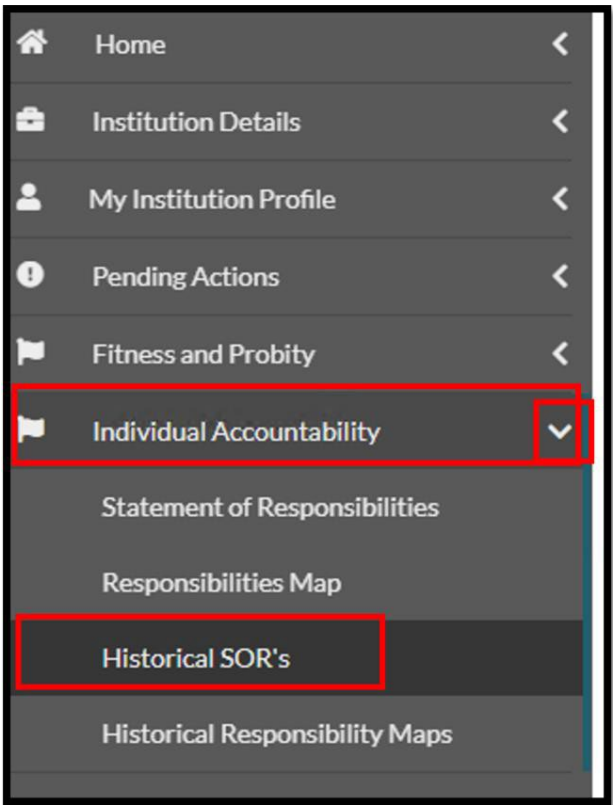
5.4 How to make amendments to a Statement of Responsibilities (SOR)

If both parties agree that there are amendments to be made, the Proposer can reopen the SOR and make the changes following discussion. **NOTE: This can only be achieved if the Applicant has not yet confirmed the responsibilities. Once the confirmation box is ticked, the SOR will be locked.**

5.5 How to submit an "On Request" Historical Statements of Responsibilities

To submit the Historical Statements of Responsibilities, navigate to the "Individual Accountability" Framework tab, click on the arrow to expand out the menu and select the "Historical SORs" tab.

Back to "Contents"



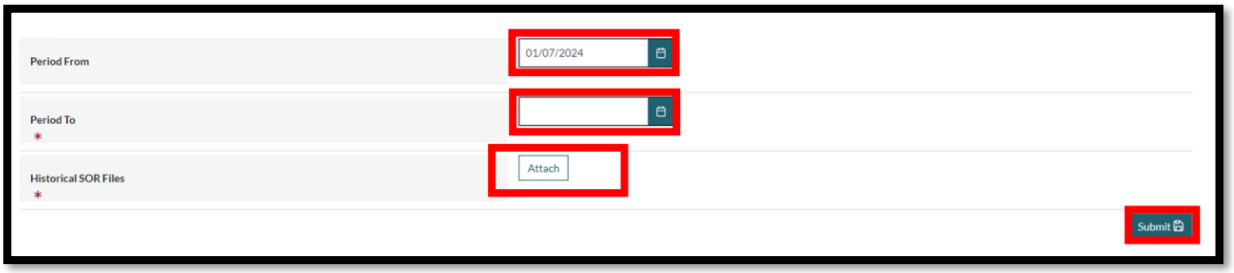
This page will allow the assigned Portal user to submit one or more Historical SORs.

It will also allow you to view previously submitted Historical SORs.

Please note the following:

- Files must be submitted in either .pdf or .docx format and must not exceed 30MB in size.
- You may upload multiple documents at the same time.
- Documents must be signed by both the Proposer (PCF holder within the firm) and the relevant PCF role holder.
- The relevant period can be noted through the system and should match the dates of the document being uploaded.

Once you have navigated to the "Historical SORs" tab, you must select the dates that the uploaded document will cover.



Back to "Contents"

The "Period From" date must be a date on or after 1 July 2024 and the "Period To" date should correspond with date the responsibilities changed for the role holder or the PCF role ended.

Both dates should match the dates on the document for upload.

When you have selected the dates click the "Attach" button. This will allow you to select the relevant document from your drive which you can upload and submit using the "Submit" button.

Once you have upload the files they will appear under "Submitted Historical Statements of Responsibilities" and will be available to view by clicking on the "View File" button.



6 Submission of an "On Request" Management Responsibilities Map (MRM) to the Central Bank

6.1 Overview

The Central Bank will require firms to submit a MRM from time to time through the Central Bank of Ireland Portal. The timing and frequency of such requests will vary in line with our supervisory engagement model and supervisory strategy.

You will receive a request from your supervisors either through a Portal message or through ongoing engagement with your supervision team.

You may receive a request for either current or historical MRMs.

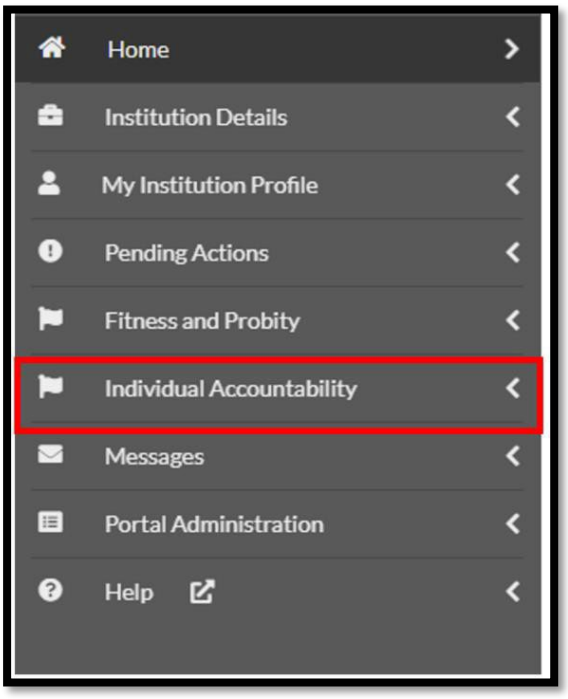
This guidance will provide the steps on how to submit the relevant submissions.

Please refer to the IAF Guidance for further information.

Back to "Contents"

6.2 How to submit an "On Request" Management Responsibilities Map (MRM)

When you log in to the Portal and you are in scope for IAF, you should see a tab for "Individual Accountability" Framework.

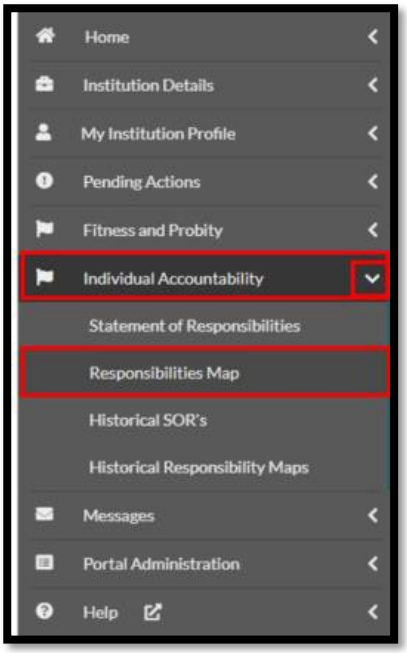


When you click on the Arrow beside "IndividualAccountability", you will see the following menu items (depending on the permissions assigned):

- **Statement of Responsibilities**
- **Responsibilities Map**
- **Historical SORs**
- **Historical Responsibilities Maps**.

To submit the MRM, navigate to the "Individual Accountability" tab, click on the arrow to expand out the menu and select the "Responsibilities Map" tab.

Back to "Contents"



This page allows you to upload a current MRM for your firm by clicking the "Upload Map" button and selecting the relevant document for upload.



Files must be submitted in either .pdf or .docx format and must not exceed 30MB in size.

The relevant period can be noted through the system and should match the dates of the document being uploaded.

In this section you can also view current MRMs and previously uploaded MRMs.

6.3 How to submit an "On Request" Historical Management Responsibilities Map (MRM)

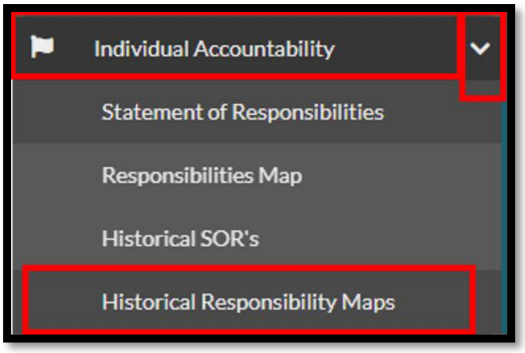
To submit the Historical Management Responsibilities Map:

Navigate to the "Individual Accountability" tab.

Click on the arrow to expand out the menu.

Back to "Contents"

Select the "Historical Responsibilities Maps" tab.



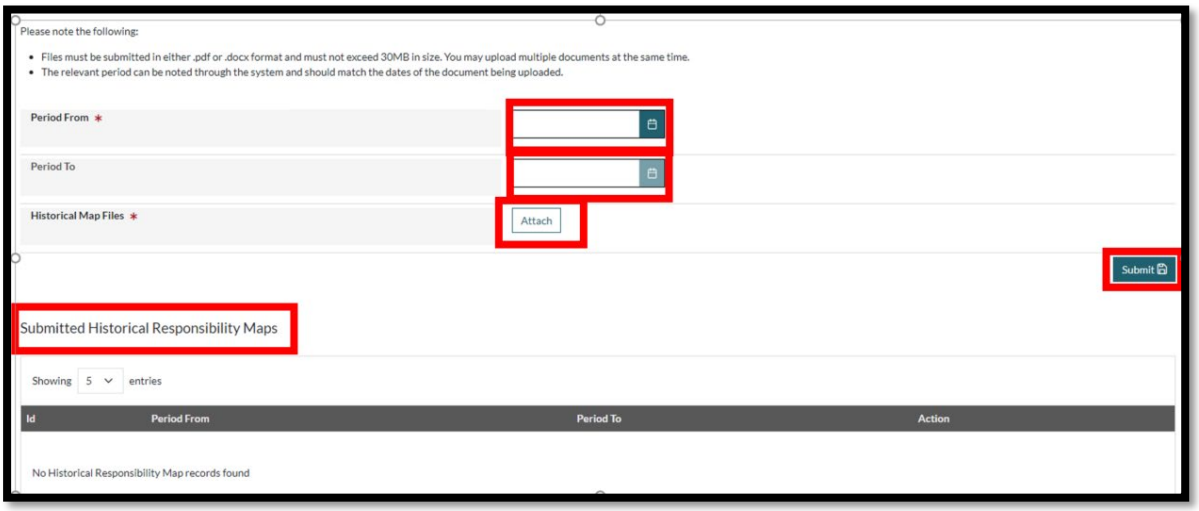
This page will allow the assigned Portal user to submit one or more Historical MRMs.

It will also allow you to view previously submitted Historical MRMs.

Please note the following:

- Files must be submitted in either .pdf or .docx format and must not exceed 30MB in size.
- You may upload multiple documents at the same time.
- Documents must be approved.
- The relevant period can be noted through the system and should match the dates of the document being uploaded.

Once you have navigated to the "Historical Responsibilities Maps" tab, you must select the dates that the uploaded document will cover.



Back to "Contents"

Select the "Period From" and the "Period To" dates which the Historical Responsibilities Map applies to. Both dates should match the dates on the document for upload.

When you have selected the dates click the "Attach" button. This will allow you to select the relevant document from your drive which you can upload and submit using the "Submit" button.

Once you have uploaded the files they will appear under "Submitted Historical Responsibilities Maps" and will be available to view by clicking on the "View File" button.

7 Submission of Statement of Responsibilities (SORs) and Management Responsibilities Map (MRM) for firms seeking Authorisation

7.1 Overview

A firm seeking authorisation will be required to prepare and submit a Management Responsibilities Map (MRM) and Statements of Responsibilities (SORs) for all proposed PCF applicants.

This guidance will provide the steps on how to submit the relevant submissions.

Please refer to the IAF Guidance for further information.

7.2 How to submit a Management Responsibilities Map (MRM)

Firms seeking authorisation will submit the proposed MRM through the mechanism they currently use for document intake e.g. Kiteworks etc.

7.3 How to submit a Statement of Responsibilities (SOR)

When the firm seeking authorisation is ready to submit IQs and the "C" code has been allocated they will then be able to submit the SOR with the IQ on the Portal.

Full details of submitting SORs as part of the IQ are detailed in section 4.

Back to "Contents"

8 Submission of Statement of Responsibilities (SORs) and Management Responsibilities Map (MRM) for Significant Institutions

8.1 Overview

This guidance will provide the steps on how to submit the relevant submissions for Significant Institutions.

8.2 Submission for Statement of Responsibilities (SOR) and Management Responsibilities Map (MRM) through the CBI Portal

For Significant Institutions which are in scope of SEAR, the processes listed below can be followed:

- Messaging (Section 3.8)
- "On Request" Statement of Responsibilities Submission (Section 5)
- "On Request" Management Responsibilities Map Submission (Section 6)
- "On Request" Historical Statement of Responsibilities Submission (Section 5)
- "On Request" Historical Management Responsibilities Map Submission (Section 6)

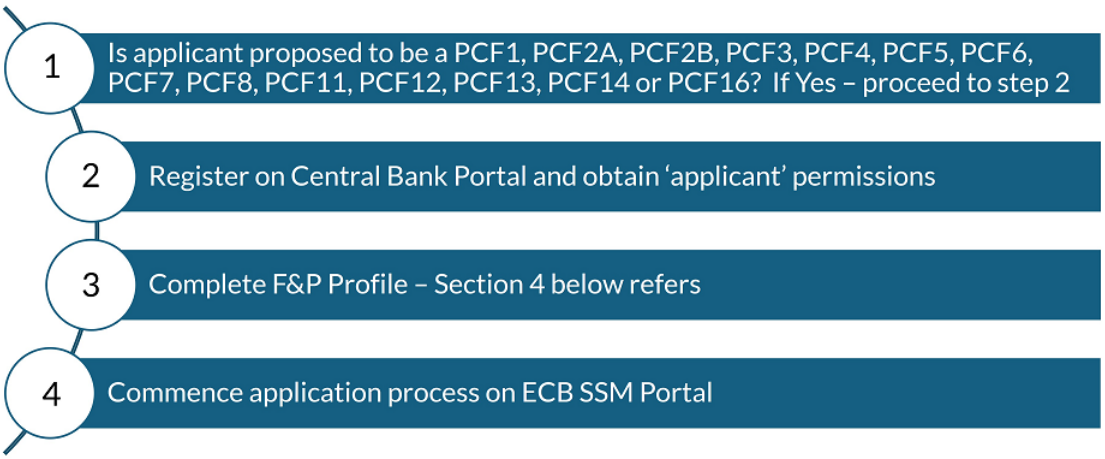
8.3 Submission for Statement of Responsibilities (SOR) alongside an Individual Questionnaire (IQ)

The process for submitting a SOR with an IQ will differ slightly if the IQ is submitted on the SSM Portal.

This will be applicable for IQs of the roles listed below in Significant Institutions.

IQs for Significant Credit Institutions must be submitted directly to the ECB through the SSM Portal. However, in advance of submitting the applications to the ECB, PCF Applicants must register on the Central Bank of Ireland Portal first and create an F&P Profile. The steps such proposed PCFs must follow are set out below.

Back to "Contents"



When a PCF application is made on the system, a draft SOR record is attached to Section 8 under the "National Specificities" tab and uploaded as part of the application.

The draft SOR must be signed by the Proposer and the Applicant.

If for any reason, an additional version needs to be submitted, this can be done through secure messaging on the SSM Portal, without the need for a new application to be submitted.

Once the application(s) have been fully approved, an "On-Request" SOR can be submitted via the Central Bank of Ireland Portal as detailed above.

Please note that an effective start date cannot be entered until a SOR has been submitted on the Central Bank Portal.

Back to "Contents"



Back to "Contents"

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