

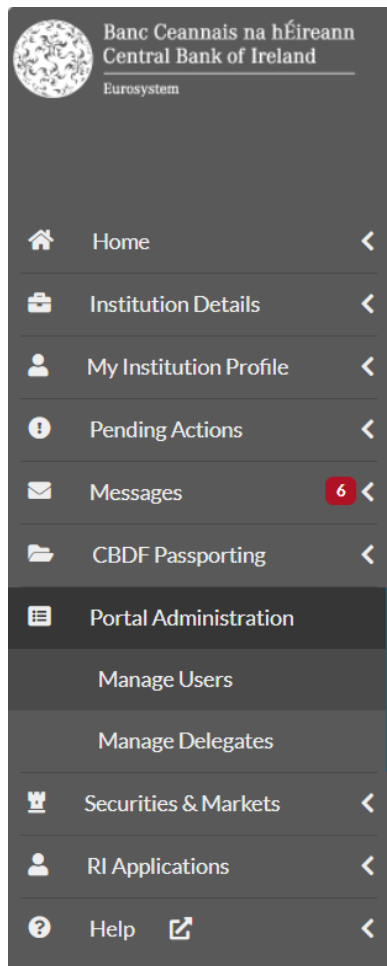


How do I get access to the A Form Application on the Portal?

The application form can be accessed by completing the following steps:

- First, the applicant must navigate to 'Portal Administration' and select 'Manage Users' on the menu (**Graphic 1**).
- Click on 'Actions' on the right-hand side of the screen and select 'Manage Permissions' from the drop-down options available (**Graphic 2**).
- The applicant must then ensure that the 'Authorisations Applications' box is ticked (**Graphic 3**).

Graphic 1





Graphic 2

User Status		Last Login	
Linked	—		Actions ▾
Linked	—		Actions ▾
Linked	—		<u>Actions</u> ▾
Linked	—		Status Changes Manage Permissions Remove User
Linked	—		

First

«

1

2

3

4

5

»

Last

Graphic 3

Home	Messages
Institution Details	Request Changes
My Institution Profile	Portal Administration
Pending Actions	Fitness and Probity
Messages 6	Securities and Markets
CBDP Passporting	Individual Accountability Framework
Portal Administration	CBDP Passporting
Manage Users	Authorisation Applications
Manage Delegates	View
Securities & Markets	Authorisation Applications ☒
RI Applications	Beneficial Ownership
Help	



- The firm can then add the application form to its [Portal Administrator's](#) profile on the Portal by going to 'My Institution Profile' and 'My Permissions' and ticking the 'Authorisation Applications' box (**Graphic 4**).
- The application form option will then appear on the grey menu bar at 'RI Applications' (**Graphic 5**). If it does not immediately appear, please log out of the Portal and log back in.

Graphic 4

The screenshot shows the 'My Institution Profile' page. On the left is a dark sidebar menu with options: Home, Institution Details, My Institution Profile (selected), My Permissions, Pending Actions, Messages (6), CBDF Passporting, Portal Administration, Securities & Markets, RI Applications, and Help. The main content area has a header 'Create New CBDF Request' with a checked checkbox. Below this are three sections: 'Authorisation Applications' with a 'View' button and a checked checkbox; 'Beneficial Ownership' with 'Edit' and 'View' buttons and two unchecked checkboxes; and 'Investment Funds' with an 'Edit' button and one unchecked checkbox.

Authorisation Applications	
	View
Authorisation Applications	☒

Beneficial Ownership		
	Edit	View
Beneficial Ownership	☐	☐

Investment Funds	
	Edit
Investment Funds	☐

Graphic 5



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Home

Institution Details

My Institution Profile

Pending Actions

Messages

CBDF Passporting

Portal Administration

Securities & Markets

RI Applications

Help

Home > Authorisations

Survey

Banc Ceannais na hÉireann

Central Bank of Ireland

Eurosystem

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PART 1 - Notes on Completion

THE APPLICANT SHOULD NOT COMPLETE THIS APPLICATION FORM UNTIL IT HAS READ AND IS FAMILIAR WITH:

The "Guidance Note on Completing an Application Form for Authorisation as a Retail Intermediary – A FORM" (the Guidance Note) (many terms used in this application form are described in the Guidance Note); and

The relevant legislation under which the applicant is seeking authorisation as a retail intermediary i.e., the:

Investment Intermediaries Act 1995 (IIA); and/or

European Union (Insurance Distribution) Regulations 2018 (IDR); and/or

Further Information on submitting an A Form Application using the Central Bank Portal, along with Frequently Asked Questions, can be found on the [Central Bank's website](#).

If you have any other queries, please contact the team at RIAuthorisations@centralbank.ie.