



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Application Form for Authorisation as a Retail Intermediary - **A FORM**

Under the:

Investment Intermediaries Act 1995 (IIA)

European Union (Insurance Distribution) Regulations 2018 (IDR)

European Union (Consumer Mortgage Credit Agreements) Regulations 2016 (CMCAR)

Consumer Credit Act 1995 (CCA)

July 2020

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PART 1 - Notes on Completion

THE APPLICANT¹ SHOULD NOT COMPLETE THIS APPLICATION FORM UNTIL IT HAS READ AND IS FAMILIAR WITH:

- 1) 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
- 2) The relevant legislation under which the applicant is seeking authorisation² as a retail intermediary³ i.e., the:
 - Investment Intermediaries Act 1995 (IIA); and/or
 - European Union (Insurance Distribution) Regulations 2018 (IDR); and/or
 - European Union (Consumer Mortgage Credit Agreements) Regulations 2016 (CMCAR)⁴; and/or
 - Consumer Credit Act 1995 (CCA), as appropriate.

1. This application form should ONLY be completed by an applicant that satisfies the following criteria. The applicant:

- a. **Does not propose** to have an organisational structure that includes branches, tied insurance intermediaries, IIA tied agents, sub-brokers or agents within 12 months of authorisation;
- b. **Does not propose** to operate as a Managing General Agent (MGA)⁵ within 12 months of authorisation;
- c. **Does not propose** to passport its services into other Member States⁶ within 12 months of authorisation;
- d. **Does not propose** to act only as a tied insurance intermediary⁷ and/or as an IIA tied agent⁸ within 12 months of authorisation; and
- e. **Does not propose** to provide services to 2,500 or more consumers based on a projected average number of consumers in years 1-3 post authorisation.

¹ The person (i.e., the natural or legal person) making an application submission to the Central Bank of Ireland (Central Bank) seeking authorisation as a retail intermediary.

² Authorisation or registration, as appropriate in terms of the relevant legislation under which the applicant is seeking authorisation as a retail intermediary.

³ An investment intermediary within the meaning of the IIA and/or an insurance intermediary, ancillary insurance intermediary or reinsurance intermediary within the meaning of the IDR and/or a mortgage credit intermediary within the meaning of the CMCAR and/or a mortgage intermediary within the meaning of the CCA.

⁴ If the applicant intends to act as a mortgage credit intermediary under the full and unconditional responsibility of only one creditor or only one Group (i.e., a tied mortgage credit intermediary) and it satisfies the criteria to use this application form, the relevant creditor must complete and submit this application form and the ‘Creditor Declaration Form for the Authorisation of a Mortgage Credit Intermediary Tied to Only One Creditor’, which is available [here](#). When a creditor is completing this application form, all references to the applicant herein should be taken to be to the tied mortgage credit intermediary.

⁵ An MGA includes an entity appointed by an insurance undertaking to manage all or part of the insurance undertaking’s business and /or products in a particular jurisdiction or geographical region, that may conduct functions such as binding the insurance undertaking into contracts, underwriting and pricing, settling claims, and appointing retail agents. *Note: This is a general description of an MGA, the scope of the business it conducts on behalf of the insurance undertaking and the typical functions performed. It is not intended to be definitive. Consequently, the functions included in the general description of an MGA do not constitute an exhaustive list of all functions that an MGA may perform. Equally, not all of the functions included in the general description of an MGA need to be carried out by a firm for it to be considered an MGA.*

⁶ Relevant to applicants seeking authorisation under the IDR and/or the CMCAR. Member State means Member State of the European Union and, where relevant, includes a contracting party to the Agreement on the European Economic Area signed at Oporto on 2 May 1992 (as adjusted by the Protocol signed at Brussels on 17 March 1993), as amended.

⁷ “Tied insurance intermediary” means any person who undertakes insurance or reinsurance distribution for and on behalf of one or more insurance or reinsurance undertakings or other intermediaries, in the case of insurance products that are not in competition. If an insurance or reinsurance undertaking or other intermediary wishes to apply to the Central Bank to appoint a tied insurance intermediary under the IDR, it must complete the ‘Application Form for the Appointment of Tied Insurance Intermediaries’, which is available [here](#).

⁸ “IIA tied agent” means a person appointed under Section 25I of the IIA as a tied agent by an investment business firm (referred to herein as an investment intermediary) that meets the criteria of Article 3(1)(a), (b) and (c) of Directive 2014/65/EU. If an investment business firm wishes to apply to the Central Bank to appoint a tied agent under the IIA, it must complete the ‘Application Form for the Appointment of Tied Agents’, which is available [here](#).

2. The application form must be submitted in **typed searchable⁹ format** (with the exception of the signatures required in the Declaration being made in Part 8 of the application form).
3. All questions in each section of the application form that are relevant to the applicant **must be answered**.
4. Any questions that have a 'YES/NO' or 'YES/NO/N/A' box should be completed by the applicant with a 'YES', 'NO' or 'N/A' answer, as appropriate. **Do not leave any blank spaces in sections of the application form that are relevant to the applicant.** If the applicant cannot answer a question(s) asked or provide the information or documentation requested, it should include a cover letter with its application submission¹⁰ explaining the rationale for being unable to answer the relevant question(s) or provide the information or documentation requested.
5. Any questions that require a '**Separate Document Reference**' should be completed by inputting a reference to the document where a response to that question has been provided. If the question is not applicable "N/A" should be inputted. Applicants must ensure that document referencing is fully completed throughout this application form in the boxes provided. The separate document references should match the relevant application form question number e.g. the document provided in response to question 3.8 should be referenced as Document 3.8.
6. Any questions that require a '**Type Answer**' should be completed by typing a response directly into the application form. Space is provided to **type responses to these questions directly into the application form and Declaration**. Additional rows may be added by the applicant, if required to complete its response to a question, but the structure and content of the application form and Declaration **must not be deleted or amended** in any other manner. If the question is not applicable "N/A" should be inputted.
7. The applicant should note that **any information or documentation provided with its application submission that has not been requested as part of the application process will not be reviewed**.
8. The applicant should ensure that it has read and understands the Declaration being made in Part 8 of the application form. This Declaration should be **fully completed, signed and dated**.
9. An electronic copy of the completed application form and all required supporting documentation should be submitted in electronic format to the Central Bank via our secure file transfer system by requesting access from RIAuthorisations@centralbank.ie. Physical copies of the completed application form and all required supporting documentation **are not required** to be submitted.
10. The applicant is obliged to inform the Central Bank of any material changes to the information provided in the application submission, in a timely manner, during or after the application process.
11. The Central Bank may seek **further information or clarification** in respect of the information provided by the applicant in the application submission for the purpose of assessing and reaching a determination in respect of the application. The Central Bank applies a risk-based approach in assessing applications and the nature, scale and complexity of the applicant will determine the extent to which any further information or clarification is sought from an applicant. The Central Bank may also decide to interview key members of the senior management of an applicant before deciding whether to grant an authorisation. The Central Bank **will only grant an authorisation to an applicant if it is satisfied that the applicant has demonstrated that it meets the relevant authorisation requirements**.

⁹ A searchable format is any format where the text of the document can be searched.

¹⁰ An application form and all required supporting documentation, including but not limited to, fully completed Individual Questionnaires and Garda Vetting Forms (where relevant).

12. The applicant should ensure that all information provided in the application submission is accurate and complete. All information which might reasonably be considered relevant for the purpose of the application must be disclosed. If not, the application may be refused or the application process may be delayed.
13. An application submission will **only** progress to the Assessment Phase of the application process when the following have been received:
- A **fully completed** application form (including all required supporting documentation);
 - An **Individual Questionnaire** (IQ) in respect of **each person** proposed to hold a Pre-Approval Controlled Function (PCF) role within the applicant (to be provided when the applicant receives a request to submit the relevant IQ(s) via the Central Bank of Ireland Portal ([the Portal](#))). New applicants will be required to register for the Portal at this point; and
 - A **Garda Vetting Invitation Form (including proof of identify) and Vetting Application Form** (where applicable and when the applicant is requested to submit these forms).

For further information on the retail intermediary authorisation process and guidance material to assist applicants in completing IQs and the Garda Vetting Invitation Form and Vetting Application Form, refer to the relevant page(s) on the Central Bank website ([here](#)) and in the relevant sections of '[Completing and Submitting an Individual Questionnaire](#)'.

14. An incomplete application may be returned to the applicant and the applicant will be advised that the application does not contain sufficient material to be progressed.
15. The legislative and regulatory requirements referred to in this application form are not exhaustive and the applicant should ensure that it is familiar with, and in a position to comply with, all the relevant legislative and regulatory requirements applicable to its proposed regulated activities, should it be granted an authorisation by the Central Bank.
16. The Central Bank may process personal data provided by the applicant in order to fulfil its statutory functions or to facilitate its business operations. Any personal data will be processed in accordance with the requirements of data protection legislation. Any queries concerning the processing of personal data by the Central Bank may be directed to dataprotection@centralbank.ie. A copy of the Central Bank's Data Protection Notice is available at www.centralbank.ie/fns/privacy-statement.

Any queries in relation to this application form should be sent to RIAuthorisations@centralbank.ie

17. IMPORTANT NOTICE – FALSE OR MISLEADING INFORMATION

The applicant must ensure that **ALL** information provided to the Central Bank in relation to the application submission is accurate and complete. The provision of **false or misleading information** in respect of an application submission is a significant factor to which the Central Bank will have regard, which may adversely affect your application:

- In particular, in respect of an application for authorisation as an **authorised investment business firm** (referred to herein as an **investment intermediary**) under the IIA:
 - the provision of false or misleading information or statements by the applicant is a criminal offence punishable by, on summary conviction, a fine and/or a maximum of 12 months' imprisonment and, on conviction on indictment, a fine and/or a maximum of 10 years' imprisonment; and
 - in the event that authorisation is granted, the Central Bank may subsequently revoke the authorisation on the ground that the authorisation was obtained by making statements, or providing information, that the applicant knew or ought to have known were false or misleading.
- In particular, in respect of an application for registration as an **insurance, reinsurance or ancillary insurance intermediary** under the IDR:

- the provision of a notification by the applicant, which is false or misleading in a material particular or which the applicant does not believe to be true, is a criminal offence punishable by, on summary conviction, a fine and/or a maximum of 12 months' imprisonment and, on conviction on indictment, a fine and/or a maximum of 3 years' imprisonment; and
 - in the event that registration is granted, the Central Bank may subsequently withdraw the registration of, and remove from the Register, an insurance, reinsurance or ancillary insurance intermediary, where it was obtained by means of a false or misleading representation.
- In particular, in respect of an application for authorisation as a **mortgage credit intermediary**, under the CMCAR:
 - the wilful provision of any information, which is false or misleading, is a criminal offence punishable by, on summary conviction, a fine and/or a maximum of 12 months' imprisonment and, on conviction on indictment, a fine and/or a maximum of 3 years' imprisonment; and
 - in the event that authorisation is granted, the Central Bank may subsequently suspend the operation of, or revoke, the authorisation where it was obtained by the provision of false or misleading statements by the applicant or any other irregular means.
- In particular, in respect of an application for authorisation as a **mortgage intermediary** under the CCA, a person shall not wilfully give any information, which is false or misleading.

PART 2 - Applicability of this Application Form

All applicants must complete all questions set out below

Respond to the questions below to confirm that the applicant satisfies the criteria to use this application form:

2.1	Confirm the legislation under which the applicant is seeking authorisation:	
(a)	Investment Intermediaries Act 1995 (IIA)	[Yes/No]
(b)	European Union (Insurance Distribution) Regulations 2018 (IDR)	[Yes/No]
(c)	European Union (Consumer Mortgage Credit Agreements) Regulations 2016 (CMCAR) ¹¹	[Yes/No]
(d)	Consumer Credit Act 1995 (CCA) ¹²	[Yes/No]
2.2	Confirm that, within 12 months of authorisation, the applicant does not propose to have an organisational structure that includes branches, tied insurance intermediaries, IIA tied agents, sub-brokers or agents	[Yes/No]
2.3	Confirm that, within 12 months of authorisation, the applicant does not propose to operate as a Managing General Agent (MGA) ¹³	[Yes/No]
2.4	Confirm that, within 12 months of authorisation, the applicant does not propose to provide insurance distribution and/or reinsurance distribution services and/or mortgage credit intermediation from a branch established in another Member State (i.e., on a Freedom of Establishment basis)	[Yes/No]
2.5	Confirm that, within 12 months of authorisation, the applicant does not propose to provide insurance distribution and/or reinsurance distribution services and/or mortgage credit intermediation on a cross border basis in another Member State (i.e., on a Freedom of Services basis)	[Yes/No]
2.6	Confirm that the applicant does not propose to provide services to 2,500 or more consumers based on a projected average number of consumers in years 1-3 post authorisation	[Yes/No]
2.7	Confirm that, within 12 months of authorisation, the applicant does not propose to act as a tied insurance intermediary and/or act as an IIA tied agent only	[Yes/No]

IF ANY OF QUESTIONS 2.2 – 2.7 ABOVE HAVE BEEN ANSWERED “NO”, THE APPLICANT SHOULD NOT COMPLETE THIS APPLICATION FORM AS IT DOES NOT SATISFY THE CRITERIA TO DO SO. THE APPLICANT SHOULD CONSIDER WHETHER IT MEETS THE CRITERIA TO COMPLETE THE “APPLICATION FORM FOR AUTHORISATION AS A RETAIL INTERMEDIARY – B FORM” WHICH CAN FOUND [HERE](#).

¹¹ If the applicant intends to act as a mortgage credit intermediary under the full and unconditional responsibility of only one creditor or only one Group (i.e., a tied mortgage credit intermediary) and it satisfies the criteria to use this application form, the relevant creditor must complete and submit this application form and the ‘Creditor Declaration Form for the Authorisation of a Mortgage Credit Intermediary Tied to Only One Creditor’, which is available [here](#). When a creditor is completing this application form, all references to the applicant herein should be taken to be to the tied mortgage credit intermediary.

¹² An applicant is not required to seek and obtain a separate authorisation under the CCA if it is seeking and is granted an authorisation under the CMCAR. A CMCAR authorisation will permit the applicant to engage in activities falling within the scope of the CCA. For more details, see the [Guidance Note](#).

¹³ An MGA includes an entity appointed by an insurance undertaking to manage all or part of the insurance undertaking’s business and /or products in a particular jurisdiction or geographical region, that may conduct functions such as binding the insurance undertaking into contracts, underwriting and pricing, settling claims, and appointing retail agents. *Note: This is a general description of an MGA, the scope of the business it conducts on behalf of the insurance undertaking and the typical functions performed. It is not intended to be definitive. Consequently, the functions included in the general description of an MGA do not constitute an exhaustive list of all functions that an MGA may perform. Equally, not all of the functions included in the general description of an MGA need to be carried out by a firm for it to be considered an MGA.*

PART 3 - Applicant Information

All applicants must complete all questions set out below

3.1	Full legal name of the applicant [Type Answer]		
3.2	Previous legal name(s) of the applicant (if applicable) [Type Answer]		
3.3	Legal status of the applicant [Type Answer]		
3.4	Trading name(s) the applicant will use, if different from response to question 3.1 above, and relevant Irish CRO Business Name Registration Number(s) [Type Answer]		
3.5		Head Office of the Applicant¹⁴	Registered Office of the Applicant¹⁶
	Postal Address	[Type Answer]	[Type Answer]
	Telephone Number	[Type Answer]	[Type Answer]
	Email Address(es)	[Type Answer]	[Type Answer]
	Website Address(es)	[Type Answer]	[Type Answer]
3.6	Confirm if the applicant, either on the date of authorisation or within the first 12 months of authorisation, intends to establish other places of business other than its principal place of business set out in response to question 3.5 above		[Yes/No]
3.7	If yes to question 3.6 above, provide details of the other places of business the applicant proposes to establish, their locations and the activities proposed to be conducted in those other places of business [Type Answer]		
3.8	Confirm if the applicant, already has a website(s) or intends to establish a website(s) within the first 12 months of authorisation, in respect of its regulated activities		[Yes / No]
3.9	If yes to question 3.8 above, confirm that any websites established by the applicant, if granted an authorisation, will comply with the applicable regulatory requirements set out in the Consumer Protection Code 2012 and the IIA and/or IDR and/or CMCAR and/or CCA (where relevant), and in particular that any such websites will contain the correct regulatory disclosures required pursuant to Chapter 4 of the Consumer Protection Code 2012 and will be clearly segregated between regulated and unregulated activities		[Yes / No / N/A]
3.10	Provide the contact details of the following persons:		
		a) Individual ¹⁵ who will accept service of any documents in respect of the application submission and of any future	b) Individual ¹⁶ who will be responsible for accepting

¹⁴ The Head Office, Registered Office and Principal Place of Business of the applicant must be located in the State.

¹⁵ Where the applicant proposes a third party to accept service of correspondence in respect of the application submission, the contact details of a **senior member** of the applicant (i.e., director, sole trader, partner, senior manager/PCF role holder) **must also be provided** as all correspondence in respect of the application submission will also be issued directly to the applicant by the Central Bank.

¹⁶ Each of the individuals within the applicant named in response to question 3.10 a) and b) above must be a senior member of the applicant (i.e. director, sole trader, partner, senior manager).

	correspondence issued to the applicant if it is granted an authorisation	login details ¹⁷ for the purposes of submitting IQs in respect of proposed PCF role holders in the applicant via the Central Bank's Portal		
	Within the Applicant	Third Party	Within the Applicant Only	
Name	[Type Answer]	[Type Answer]	[Type Answer]	
Position in the Applicant / Relationship to the Applicant	[Type Answer]	[Type Answer]	[Type Answer]	
Postal Address	[Type Answer]	[Type Answer]	[Type Answer]	
Telephone Number	[Type Answer]	[Type Answer]	[Type Answer]	
Email Address	[Type Answer]	[Type Answer]	[Type Answer]	
3.11	Confirm that the Central Bank has the applicant's permission to liaise with the third party ¹⁸ named in response to question 3.10 a) above to seek further information or clarification in respect of the information or documentation included in the application submission			[Yes / No / N/A]
3.12	Confirm whether the applicant already have an existing System Administrator set up on the Portal			[Yes / No / N/A]
3.13	If yes to question 3.11 confirm that you have identified the existing System Administrator in response to question 3.10 (b) or where the applicant wishes to change their System Administrator, please contact PortalSupport@centralbank.ie to request such as change			[Yes / No / N/A]

¹⁷ Where the applicant already has an System Administrator with existing Portal login details, the name of that individual should be provided in response to question 3.10 b). Where the applicant already has an individual with existing Portal login details and wishes to change the individual with login details, the applicant should contact PortalSupport@centralbank.ie.

¹⁸ The Central Bank will not liaise solely with a third party in relation to an application submission. All correspondence in respect of an application submission will be sent by the Central Bank directly to the senior member of the applicant named in response to question 3.10 a) above.

PART 4 - Applicant Legal Status

All applicants must complete Section 4.1, 4.2 or 4.3 set out below

4.1 Company Applicant

4.1.1	Confirm that the scope of the applicant's Constitutional Document(s) is/are sufficiently wide to permit it to conduct the proposed retail intermediary activities and any other proposed activities	[Yes/No]
4.1.2	Provide the applicant's Irish CRO Registered Number	[Type Answer]
4.1.3	Provide the Tax Reference Number from the applicant's current Irish Revenue Tax Clearance Certificate ¹⁹	[Type Answer]
4.1.4	The Director(s) confirm that to the best of my/our knowledge and belief, and having conducted appropriate due diligence, that:	
(a)	The total assets of <i>[Insert Legal Name of Applicant]</i> exceeds the total liabilities of <i>[Insert Legal Name of Applicant]</i> as at the date of authorisation, and for the first 12 months of authorisation, and that goodwill and other intangible assets have been excluded in the calculation of the assets of <i>[Insert Legal Name of Applicant]</i>	[Yes/No]
(b)	<i>[Insert Legal Name of Applicant]</i> is in a positive cash flow position as at the date of authorisation and that the applicant is not currently aware of any circumstances that would cause this position to change within the first 12 months of authorisation	[Yes/No]
4.1.5	<i>The Directors</i> confirm that <i>[Insert Legal Name of Applicant]</i> will notify the Central Bank immediately if at any time the financial circumstances of <i>[Insert Legal Name of Applicant]</i> change to an extent which would render it unable to answer 'Yes' in response to questions 4.1.4(a) or (b) above	[Yes/No]

4.2 Sole Trader Applicant

4.2.1	Provide the Tax Reference Number from the applicant's current Irish Revenue Tax Clearance Certificate ²⁰	[Type Answer]
4.2.2	I, <i>[Insert Legal Name of Applicant]</i> confirm that to the best of my knowledge and belief, and having conducted appropriate due diligence, that:	
(a)	The total of the personal and business assets of <i>[Insert Legal Name of Applicant]</i> exceeds the total of the personal and business liabilities of <i>[Insert Legal Name of Applicant]</i> as at the date of authorisation, and for the first 12 months of authorisation, and that goodwill and other intangible assets have been excluded in the calculation of the personal and business assets of <i>[Insert Legal Name of Applicant]</i>	[Yes/No]
(b)	<i>[Insert Legal Name of Applicant]</i> is in a positive cash flow position as at the date of authorisation and that the applicant is not currently aware of any circumstances that would cause this position to change within the first 12 months of authorisation	[Yes/No]
4.2.3	I confirm that <i>[Insert Legal Name of Applicant]</i> will notify the Central Bank immediately if at any time the financial circumstances of <i>[Insert Legal Name of Applicant]</i> change to an extent which would render it unable to answer 'Yes' in response to questions 4.2.2(a) or (b) above	[Yes/No]

4.3 Partnership Applicant

4.3.1	Confirm that the scope of the applicant's Partnership Agreement is sufficiently wide to permit it to conduct the proposed retail intermediary activities and any other proposed activities	[Yes/No]
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¹⁹ A Tax Reference Number is 8 or 9 characters in the format, for example, 1112223LH. A tax clearance certificate must be issued from Revenue. Please note, firm's do not need to be trading to obtain a tax clearance certificate from Revenue. Please be advised that applicants are required to have a Tax Clearance Certificate issued and obtained **prior** to applying for authorisation.

²⁰ For Sole Traders, the applicant must include a tax reference number. Please see footnote 19 for more details.

4.3.2	Provide the Tax Reference Number from the applicant's current Irish Revenue Tax Clearance Certificate ²¹	[Type Answer]
4.3.3	<i>We, [Insert Legal Name of Partner(s) making declaration] confirm that to the best of [my/our] knowledge and belief, and having conducted appropriate due diligence, that:</i>	
(a)	The total of the personal and business assets of <i>[Insert Legal Name of each Partner]</i> exceeds the total of the personal and business liabilities of <i>[Insert Legal Name of each Partner]</i> as at the date of authorisation, and for the first 12 months of authorisation, and that goodwill and other intangible assets have been excluded in the calculation of the personal and business assets of <i>[Insert Legal Name of each Partner]</i>	[Yes/No]
(b)	<i>[Insert Legal Name of each Partner]</i> is in a positive cash flow position as at the date of authorisation and that the applicant is not currently aware of any circumstances that would cause this position to change within the first 12 months of authorisation	[Yes/No]
4.3.4	<i>The Partners</i> confirm that <i>[Insert Legal Name of each Partner]</i> will notify the Central Bank immediately if at any time the financial circumstances of <i>[Insert Legal Name of each Partner]</i> change to an extent which would render them unable to answer 'Yes' in response to questions 4.3.3(a) and/or (b) above	[Yes/No]

²¹ For Partnership Applicants, the applicant must include a tax reference number. Please see footnote 19 for more details.

PART 5 - Authorisation Type

All applicants must complete Section 5.1 and/or 5.2 and/or 5.3 and/or 5.4 set out below

5.1 Investment Intermediaries Act 1995 (IIA) Application²²

5.1.1	If applying for authorisation under the IIA, confirm if the applicant intends to:		
(a)	Provide investment advice ²³		[Yes/No]
(b)	Receive and transmit orders in relation to investment instruments on behalf of investors ²⁴		[Yes/No]
(c)	Act as a Deposit Agent ²⁵		[Yes/No]
(d)	Act as a Deposit Broker ²⁶		[Yes/No]

5.1.2 If yes to questions 5.1.1(a) and/or 5.1.1(b) above, indicate in the table below the investment instruments in respect of which the applicant proposes to provide investment advice and/or receive and transmit orders. If yes to questions 5.1.1(b) and/or 5.1.1 (c) and/or 5.1.1 (d) above, indicate in the table below to whom these orders will be transmitted (i.e., the Product Producers with whom the applicant will hold a Letter of Appointment):

	Investment Instruments	Investment Advice	Receive and Transmit Orders	Name of Product Producer	Regulator of Product Producer
(a)	Shares in a company that is listed on a stock exchange	[Yes/No]	[Yes/No]	[Type Answer]	[Type Answer]
(b)	Bonds that are listed on a stock exchange	[Yes/No]	[Yes/No]	[Type Answer]	[Type Answer]
(c)	Prize Bonds	[Yes/No]	[Yes/No]	[Type Answer]	[Type Answer]
(d)	Relevant Collective Investment Scheme Instruments (within the meaning of Section 4(2)(a) to (c) of the IIA)	[Yes/No]	[Yes/No]	[Type Answer]	[Type Answer]
(e)	Tracker Bonds (other than those offered by an insurance undertaking) ²⁷	[Yes/No]	[Yes/No]	[Type Answer]	[Type Answer]
(f)	Personal Retirement Savings Accounts (within the meaning of the Pensions Act, 1990) other than those offered by an insurance undertaking	[Yes/No]	[Yes/No]	[Type Answer]	[Type Answer]
(g)	Deposits	[Yes/No]	[Yes/No]	[Type Answer]	[Type Answer]

²² An authorisation granted to an investment intermediary within the meaning of Section 26 of the IIA is limited to the activities set out in Section 26 and also set out in the table in question 5.1.1(a) to (d) and the investment instruments set out in the table in question 5.1.2(a) to (g).

²³ "Investment advice" has the meaning specified in Section 2 of the IIA only insofar as it relates to the investment instruments as defined in the [Handbook of Prudential Requirements for Investment Intermediaries](#) and set out in the table of investment instruments in question 5.1.2(a) to (g).

²⁴ Investment intermediaries must hold a written appointment from a Product Producer (within the meaning of Section 2 of the IIA) in order to receive and transmit orders on behalf of investors.

²⁵ Section 2 of the IIA defines "deposit agent" as meaning any person who holds an appointment in writing from a single credit institution enabling him to receive deposits on behalf of that institution and prohibiting him from acting in a similar capacity on behalf of another credit institution.

²⁶ Section 2 of the IIA defines "deposit broker" as meaning any person who brings together with credit institutions persons seeking to make deposits in return for a fee, commission or other reward.

²⁷ Tracker Bonds and Personal Retirement Savings Accounts (PRSAs) offered by an insurance undertaking are constituted as insurance policies and an applicant seeking authorisation to provide services in relation to such Tracker Bonds and PRSAs **must seek a registration under the IDR**.

5.1.3	Confirm that the applicant will have a Letter of Appointment in place with each Product Producer (signed by the applicant and the relevant Product Producer) identified in response to question 5.1.2 above prior to the applicant acting as an investment intermediary with regard to that Product Producer	[Yes/No]
5.1.4	Confirm that the applicant will not hold clients' funds or securities in such a way as to become a debtor to its clients, as prohibited by Section 26(1)(c) of the IIA	[Yes/No]
5.1.5	Confirm that the applicant has reviewed and assessed the requirements set out in the Handbook of Prudential Requirements for Investment Intermediaries , and that it is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant complies with those requirements on the date of authorisation and on an on-going basis	[Yes/No]
5.1.6	Provide financial projections for the activities (regulated and unregulated) proposed by the applicant (and, where applicable, at consolidated Group and sub-consolidated levels) for the first three business years including forecast balance sheets (as at authorisation , and as at year end for the first three business years) and forecast profit and loss accounts (monthly with a 12 month total , including detailed notes for line items and the planning assumptions, expected number and type of customers and expected volume of transactions - the applicant should ensure that the monthly profit and loss figures reflect the expected actual timing of income and expenditure)	[Separate Document Reference]
5.1.7	Describe the human and financial resources to be devoted to the induction and training of the staff, (including any future staff employed) and senior members ²⁸ of the applicant in the first 12 months of authorisation	[Separate Document Reference]

5.2 European Union (Insurance Distribution) Regulations 2018 (IDR) Application

5.2.1	If applying for authorisation under the IDR, confirm if the applicant intends to act as:	
(a)	An Insurance Intermediary	[Yes/No]
(b)	An Ancillary Insurance Intermediary ²⁹	[Yes/No]
(c)	A Reinsurance Intermediary	[Yes/No]
5.2.2	Confirm if the proposed regulated activities of the applicant relate to:	
(a)	Life Assurance Protection Policies (i.e., any product underwritten by a Life Insurance Undertaking)	[Yes/No]
(b)	General Insurance Policies (i.e., any product underwritten by a General Insurance Undertaking)	[Yes/No]
(c)	Loss Assessing / Claims Handling	[Yes/No]
(d)	Reinsurance Distribution	[Yes/No]
(e)	Other	[Yes/No]
5.2.3	If yes to question 5.2.2(a) above, confirm if the applicant will be undertaking insurance distribution in relation to insurance-based investment products	[Yes / No / N/A]
5.2.4	If yes to question 5.2.2(e) above, provide a description of the other type of activity below [Type Answer]	

²⁸ Director, sole trader, partner, senior manager/PCF role holder(s).

²⁹ Regulation 2 of the IDR defines an 'ancillary insurance intermediary' as meaning a person, other than a credit institution or an investment firm as defined in points (1) and (2) of Article 4(1) of Regulation (EU) No 575/2013 of the European Parliament and of the Council of 26 June 2013 [OJ No. L 176, 27.06.2013, p.1] who, for remuneration, takes up or pursues the activity of insurance distribution on an ancillary basis, provided that all the following conditions are met: (a) the principal professional activity of that person is other than insurance distribution (b) the person only distributes certain insurance products that are complementary to a good or service (c) the insurance products concerned do not cover life assurance or liability risks, unless that cover complements the good or service which the intermediary provides as its principal professional activity.

5.2.5	Provide details of the person(s) within the applicant who is (are) responsible for the insurance or reinsurance distribution business ³⁰ , as provided for in Regulation 6(3)(b) of the IDR:		
	Name	[Type Answer]	[Type Answer]
	Position in the Applicant	[Type Answer]	[Type Answer]
	Email Address	[Type Answer]	[Type Answer]
	Phone Number	[Type Answer]	[Type Answer]
5.2.6	Confirm that:		
(a)	The person(s) proposed in response to question 5.2.5 above will hold a PCF role within the applicant and will be compliant with the requirements of the Minimum Competency Code 2017 as at authorisation date		[Yes/No]
(b)	The applicant has assessed and is satisfied that the person(s) identified in response to question 5.2.5 above has (have) the appropriate skills and experience to assume this responsibility as provided for in Regulation 20 of the IDR		[Yes/No]
5.2.7	Provide details of the identity of the insurance undertakings, insurance intermediaries and/or ancillary insurance intermediaries in respect of which the applicant intends to distribute insurance products in the first 12 months post authorisation below:		
	Legal Name	Trading Name	Country of Entity
	[Type Answer]	[Type Answer]	[Type Answer]
	[Type Answer]	[Type Answer]	[Type Answer]
	[Type Answer]	[Type Answer]	[Type Answer]
5.2.8	If yes to question 5.2.1(a) above (i.e., the applicant intends to act as an insurance intermediary), confirm that the applicant has reviewed and assessed the requirements set out in Regulations 30, 31 and 34 to 37 of the IDR, and that, where relevant, it is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant complies with those requirements on the date of authorisation and on an on-going basis		[Yes / No / N/A]
5.2.9	If yes to question 5.2.1(b) above (i.e., the applicant intends to act as an ancillary insurance intermediary), confirm that the applicant has reviewed and assessed the requirements set out in Regulations 30, 31(1)(a), (c), (d) and (i) and 33 to 37 of the IDR, and that it is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant complies with those requirements on the date of authorisation and on an on-going basis		[Yes / No / N/A]
5.2.10	Confirm that the applicant has reviewed and assessed the requirements (applicable to its activities) set out in Regulation 38 of the IDR and Commission Delegated Regulation (EU) 2017/2358 with regard to product oversight and governance requirements for insurance undertaking and insurance distributors , and that it is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant complies with the applicable requirements on the date of authorisation and on an on-going basis		[Yes/No]
5.2.11	Confirm that the applicant's insurance distribution arrangements will aim to prevent and mitigate customer detriment, and ensure that the objectives, interests and characteristics of customers are taken into account		[Yes/No]
5.2.12	Confirm that the applicant will regularly review its insurance distribution arrangements to ensure that those arrangements remain appropriate and up to date		[Yes/No]

³⁰ It is expected that a senior member of the applicant (i.e. director, sole trader, partner, senior manager) will fulfil this role.

5.2.13	If yes to question 5.2.3 above (i.e., the applicant will be undertaking insurance distribution in relation to insurance-based investment products), confirm that the applicant has reviewed and assessed the requirements set out in Regulations 39 to 43 of the IDR, and that it is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant complies with those requirements on the date of authorisation and on an on-going basis	[Yes / No / N/A]
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5.2.14 Premium Handling Requirements

(a)	Confirm if the applicant intends to operate a Client Premium Account(s) ³¹	[Yes/No]
(b)	If yes to question 5.2.14(a) above, confirm that the applicant has reviewed and assessed the Premium Handling Requirements set out in the Consumer Protection Code 2012 and the IDR, and that it is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant complies with those requirements on the date of authorisation and on an on-going basis	[Yes / No / N/A]
(c)	If yes to question 5.2.14(a) above, confirm that the authorised signatories on the Client Premium Account(s) are appropriate persons ³² within the applicant	[Yes / No / N/A]
(d)	If yes to question 5.2.14(a) above, confirm that a bank account has been opened in the legal name of the applicant and has been clearly designated as a Client Premium Account	[Yes / No / N/A]

5.3 European Union (Consumer Mortgage Credit Agreements) Regulations 2016 (CMCAR) Application

5.3.1	If applying for authorisation as a mortgage credit intermediary under the CMCAR ^{33 34} , confirm if the applicant intends to engage in the following activities:	
(a)	Presenting or offering mortgage credit agreements to consumers	[Yes/No]
(b)	Assisting consumers by undertaking preparatory work or other pre-contractual administration in respect of credit agreements other than as referred to in point (a) above	[Yes/No]
(c)	Concluding mortgage credit agreements with consumers on behalf of the creditor	[Yes/No]
(d)	Providing advisory services (i.e., the provision of personal recommendations to a consumer in respect of one or more transactions relating to mortgage credit agreements)	[Yes/No]
5.3.2	Does the applicant hold any of the following licences - as provided for in Regulation 31(1)(5) of the CMCAR, the Central Bank may refuse to grant an authorisation where the applicant is a holder of any of these licences:	
(a)	Bookmakers Licence	[Yes/No]
(b)	Licence for the sale of intoxicating liquor	[Yes/No]
(c)	Gaming Licence	[Yes/No]
(d)	Moneylender Licence	[Yes/No]
(e)	Pawnbroker Licence	[Yes/No]

³¹ This is a segregated bank account where insurance premiums received from clients or premium rebates due to clients are deposited. Separate segregated client premium accounts must be used for life and non-life business.

³² It is expected that a senior member of the applicant (i.e. director, sole trader, partner, senior manager) will fulfil this role.

³³ If the applicant intends to act as a mortgage credit intermediary under the full and unconditional responsibility of only one creditor or only one Group (i.e., a tied mortgage credit intermediary) and it satisfies the criteria to use this application form, **the relevant creditor must complete and submit this application form and the 'Creditor Declaration Form for the Authorisation of a Mortgage Credit Intermediary Tied to Only One Creditor'**, which is available [here](#). When a creditor is completing this application form, all references to the applicant herein should be taken to be to the tied mortgage credit intermediary.

³⁴ Please note that the applicant is not required to seek and obtain a separate authorisation under the CCA if it is seeking and is granted an authorisation under the CMCAR as that authorisation will permit the applicant to engage in activities falling within the scope of the CCA, thus the applicant will not be required to seek an authorisation in 5.4 below if completing section 5.3 above. Where granted an authorisation under the CMCAR, the applicant is required to comply with the regulatory requirements set out in the CCA if it intends to engage in activities falling within the scope of the CCA.

5.3.3	Provide details of the identity of the undertakings (i.e., creditors and/or mortgage credit intermediaries) in respect of which the applicant intends to act as a mortgage credit intermediary in the first 12 months post authorisation below:		
	Legal Name	Trading Name	Country of Entity
	[Type Answer]	[Type Answer]	[Type Answer]
	[Type Answer]	[Type Answer]	[Type Answer]
	[Type Answer]	[Type Answer]	[Type Answer]
5.3.4	For the undertakings identified in response to question 5.3.3 above, provide at least one Letter of Appointment in place (signed by the applicant and the relevant undertaking, but not yet effective).		[Separate Document Reference]
	Please note, for CMCAR renewals/applications the applicant is required to provide Letters of Appointment for all appointments the applicant wishes to be recorded on its Certificate of Authorisation as at authorisation date.		
5.3.5	For each undertaking identified in response to question 5.3.3 above, where a Letter of Appointment is not in place at authorisation date, confirm that the applicant will have a Letter of Appointment in place (signed by the applicant and the relevant undertaking)		[Yes/No]
5.3.6	Provide details of the person(s) within the applicant who is (are) responsible for the mortgage credit intermediation business ³⁵ , as provided for in Regulation 31(10)(a) of the CMCAR:		
	Name	[Type Answer]	
	Position in the Applicant	[Type Answer]	
	Postal Address	[Type Answer]	
	Telephone Number	[Type Answer]	
	Email Address	[Type Answer]	
5.3.7	Confirm that:		
(a)	The person(s) proposed in response to question 5.3.6 above will hold a PCF role within the applicant and will be compliant with the requirements of the Minimum Competency Code 2017 as at authorisation date		[Yes/No]
(b)	The applicant has assessed and is satisfied that the person(s) identified in response to question 5.3.6 above has (have) the appropriate skills and experience to assume this responsibility as provided for in Regulation 31 of the CMCAR		[Yes/No]

5.4 Consumer Credit Act 1995 (CCA) Application

5.4.1	If applying for authorisation as a mortgage intermediary under the CCA ³⁶ , confirm if the applicant intends to engage in the following activities:		
(a)	Introducing consumers to an intermediary who arranges, or offers to arrange, for a mortgage lender to provide the consumer with a housing loan	[Yes/No]	
(b)	Arranging, or offering to arrange, for a lender to provide equity release credit agreements to consumers	[Yes/No]	
5.4.2	Does the applicant hold any of the following licences - as provided for in Section 116(9)(c) of the CCA, the Central Bank may refuse to grant an authorisation where the applicant is a holder of any of these licences.		
(a)	Bookmakers Licence	[Yes/No]	
(b)	Licence for the sale of intoxicating liquor	[Yes/No]	

³⁵ It is expected that a senior member of the applicant (i.e. director, sole trader, partner, senior manager) will hold this role.

³⁶ Please note that the applicant is not required to seek and obtain a separate authorisation under the CCA if it is seeking and is granted an authorisation under the CMCAR as that authorisation will permit the applicant to engage in activities falling within the scope of the CCA. Where granted an authorisation under the CMCAR, the applicant is required to comply with the regulatory requirements set out in the CCA if it intends to engage in activities falling within the scope of the CCA.

(c)	Gaming Licence	[Yes/No]
(d)	Moneylender Licence	[Yes/No]
(e)	Pawnbroker Licence	[Yes/No]

5.4.3	Provide details of the identity of the undertakings (i.e., creditors and/or mortgage intermediaries) in respect of which the applicant intends to act as a mortgage intermediary in the first 12 months post authorisation below:		
	Legal Name	Trading Name	Country of Entity
	[Type Answer]	[Type Answer]	[Type Answer]
	[Type Answer]	[Type Answer]	[Type Answer]
	[Type Answer]	[Type Answer]	[Type Answer]
5.4.4	For the undertakings identified in response to question 5.4.3 above, provide at least one Letter of Appointment in place (signed by the applicant and the relevant undertaking, but not yet effective) Please note, for CCA renewals/applications, the applicant is required to provide Letters of Appointment for all appointments the applicant wishes to be recorded on the its Certificate of Authorisation.		[Separate Document Reference]
5.4.5	For each undertaking identified in response to question 5.4.3 above, where a Letter of Appointment is not in place at authorisation date, confirm that the applicant will have a Letter of Appointment in place (signed by the applicant and the relevant undertaking)		[Yes/No]

PART 6 - Business Plan

All applicants must complete all sections set out below

6.1 Business Plans / Projections

6.1.1	Confirm if the applicant is currently trading or has traded in the last 12 months	[Yes/No]
6.1.2	Confirm that the applicant has prepared a detailed business plan for the first 12 months after its expected authorisation date and that the business plan has been approved by its board of directors, its partners or the sole trader. The business plan should set out the applicant's proposed business model (including the key resources and infrastructure – technical or otherwise - to support the business model), proposed activities (types of products and services), estimated client numbers, projected financial position (including details of its profit and loss and balance sheet) and its strategy to grow and develop its business in a manner that ensures that it acts in the	[Yes/No]

best interests of its clients at all times such that conduct and consumer protection issues do not arise				
6.1.3	Indicate in the table below the total number of existing and future clients of the applicant who meet the definition of a consumer ³⁷ that the applicant anticipates providing services to in each year, by authorisation type, over the next 3 years:			
(a)	(If the applicant is currently authorised/registered under the IIA/IDR/CMCAR/CCA, please include the clients of the applicant for each authorisation/registration held)			
	Existing Clients/Transferring Clients ³⁸	Year 1	Year 2	Year 3
	IIA	[Type Answer]	[Type Answer]	[Type Answer]
	IDR	[Type Answer]	[Type Answer]	[Type Answer]
	CMCAR	[Type Answer]	[Type Answer]	[Type Answer]
	CCA	[Type Answer]	[Type Answer]	[Type Answer]
(b)	Indicate in the table below how many existing and future clients of the applicant who do not meet the definition of a consumer that the applicant anticipates providing services to in each year, by authorisation type, over the next 3 years:			
	(If the applicant is currently authorised/registered under the IIA/IDR/CMCAR/CCA, please include the clients of the applicant for each authorisation/registration held)			
	Existing/Transferring Clients	Year 1	Year 2	Year 3
	IIA	[Type Answer]	[Type Answer]	[Type Answer]
	IDR	[Type Answer]	[Type Answer]	[Type Answer]
	CMCAR	[Type Answer]	[Type Answer]	[Type Answer]
	CCA	[Type Answer]	[Type Answer]	[Type Answer]
6.1.4	Indicate in the table below the projected figures for the applicant's turnover, net profit and total net assets for the current year, where applicable, and over the next 3 years:			
	(For applicants seeking authorisation as a retail intermediary under the IIA, please ensure the figures provided below correspond with those in the financial projections requested in Q5.1.6)			
	Current Year	Year 1	Year 2	Year 3
	IIA Turnover	[Type Answer]	[Type Answer]	[Type Answer]
	IDR Turnover	[Type Answer]	[Type Answer]	[Type Answer]
	CMCAR Turnover	[Type Answer]	[Type Answer]	[Type Answer]
	CCA Turnover	[Type Answer]	[Type Answer]	[Type Answer]

³⁷ "Consumer" means any of the following:

- a) a **person** or **group of persons**, but not an incorporated body with an annual turnover in excess of €3 million in the previous financial year (for the avoidance of doubt a group of **persons** includes partnerships and other unincorporated bodies such as clubs, charities and trusts, not consisting entirely of bodies corporate); or
- b) incorporated bodies having an annual turnover of €3 million or less in the previous financial year (provided that such body shall not be a member of a **group** of companies having a combined turnover greater than the said €3 million).

³⁸ The number of existing clients/transferring clients should be added to reflect any current clients of the applicant, or the number of clients the applicant expects to attain from a transfer agreement.

Turnover from Unregulated/ Other Activities	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]	
Net Profit	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]	
Total Net Assets	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]	
6.1.5	<p>Confirm if there are any charges, guarantees, indemnities or other security or commitments (including Letters of Comfort) given by the applicant to third parties which are in effect at the date of making an application submission or which it is envisaged will be given in the first 12 months after authorisation date (including those relating to other Group undertakings, where relevant)</p> <p>If yes to 6.1.6 above provide details of the charges, guarantees, indemnities or other security or commitments given by the applicant to third parties, as appropriate:</p>				[Yes/No]
6.1.6	Confirm that the applicant will monitor and mitigate the risk that it may not be able to operate within the bandwidth of its financial projections on an on-going basis				[Yes/No]
6.1.7	Where the applicant has previously had its financial statements audited, confirm whether the audited financial statements carried a qualified opinion, adverse opinion or disclaimer of opinion in any of the 5 years preceding the date of making an application submission				[Yes / No / N/A]
6.1.8	If yes to question 6.1.8 above, provide a copy of the relevant audit report(s) and supporting information describing the basis for the qualified opinion				[Separate Document Reference]
6.1.9	Provide details of the applicant's accounting year-end				[dd/mm]

6.2 Non IIA/IDR/CMCAR/CCA Activities

6.2.1 Confirm if the applicant proposes to engage in:

(a)	Any unregulated activities (i.e., activities not falling within the scope of the IIA/IDR/CMCAR/CCA or any other financial services legislation falling within the regulatory remit of the Central Bank or another regulatory authority)	[Yes/No]
(b)	Any other regulated activities (i.e., activities not falling within the scope of the IIA/IDR/CMCAR/CCA but within the scope of other financial services legislation falling within the regulatory remit of the Central Bank or another regulatory authority)	[Yes/No]
6.2.2	If yes to questions 6.2.1(a) and/or 6.2.1(b) above, provide a description of these activities [Type Answer]	
6.2.3	If yes to questions 6.2.1(a) and/or 6.2.1(b) above, confirm whether the applicant is aware of any potential conflict of interest(s) that may arise in the course of providing its proposed regulated activities	[Yes / No / N/A]
6.2.4	If yes to question 6.2.3 above, confirm that the applicant has assessed and is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant addresses the conflict of interest(s) identified in an appropriate manner	[Yes/No]

PART 7 - Programme of Operations

All applicants must complete all sections set out below

7.1 Structure / Governance and Staffing Arrangements

7.1.1	Confirm that the applicant has assessed and is satisfied that it has appropriate governance and staff resourcing arrangements in place to ensure that adequate and effective control of the applicant rests in the State (i.e., that the substance and mind and management of the applicant is located in the State and the day-to-day decisions in respect of the applicant's business are made in the State) and that the applicant is capable of being effectively supervised by the Central Bank	[Yes/No]																																										
7.1.2	Information on Staff Members (excluding Executive Director(s)/Sole Trader/Partners) or NA if not applicable: <table border="1"> <thead> <tr> <th>Name of Staff Member (excluding Executive Director(s)/Sole Trader/Partners):</th> <th>Role:</th> <th>Full Time or Part Time?</th> <th>Time Commitment in days³⁹</th> <th>Is this staff member involved in Regulated Activities? (Y/N)</th> <th>Is this staff member involved in Unregulated/Other Activities? (Y/N)</th> <th>Subject to MCC? (Y/N)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Name of Staff Member (excluding Executive Director(s)/Sole Trader/Partners):	Role:	Full Time or Part Time?	Time Commitment in days ³⁹	Is this staff member involved in Regulated Activities? (Y/N)	Is this staff member involved in Unregulated/Other Activities? (Y/N)	Subject to MCC? (Y/N)																																			
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7.1.4	Confirm that the applicant will hold Board meetings (or other equivalent governance forums for non-corporates) in the State at an appropriate frequency and with an	[Yes/No]																																										

³⁹ Assume 1 full time employee works 220 working days per annum.

⁴⁰ Please see footnote 48 for more information.

	appropriate quorum and agenda (which will include, at a minimum, items relating to governance, compliance (including conduct and consumer protection risks), financial and operational matters)													
7.1.5	Confirm that the applicant will document and maintain appropriate records of key decisions made by the applicant in respect of the governance, compliance (including conduct and consumer protection risks), financial and operational matters discussed at Board meetings (or other equivalent governance forums for non-corporates) referred to in question 7.1.4 above	[Yes/No]												
7.1.6	List all the individuals proposed to hold ANY PCF roles in the applicant in the table below (see here for the list of PCF roles):													
	<table border="1"> <thead> <tr> <th>Name</th> <th>PCF Number & PCF Title</th> <th>Location</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td>[Type Answer]</td> <td>[Type Answer]</td> <td>[Type Answer]</td> <td>[Type Answer]</td> </tr> <tr> <td>[Type Answer]</td> <td>[Type Answer]</td> <td>[Type Answer]</td> <td>[Type Answer]</td> </tr> </tbody> </table>	Name	PCF Number & PCF Title	Location	Job Title	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]	
Name	PCF Number & PCF Title	Location	Job Title											
[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]											
[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]											
7.1.7	Confirm that the applicant will submit all required IQs (including the Vetting Invitation Form (including proof of identity) and the Vetting Application Form (where relevant)) within 20 working days of receipt of request to submit relevant IQ's, and that the applicant is aware that its application will not be progressed to the Assessment Phase of the application process if all required IQs (including the Vetting Invitation Form (including proof of identity) and the Vetting Application Form (where relevant)) are not submitted or are deemed not to contain all the key information and documentation required. The Individual identified in response to question 3.10 b) above will be required to register as a user for the Central Bank Portal. The process for registration will be provided to applicants once a key information check of their application has been completed.	[Yes/No]												
7.1.8	Confirm whether <u>any</u> director or partner of the applicant has:													
(a)	Resigned from the applicant within the last three years	[Yes / No / N/A]												
(b)	Not been re-appointed by the applicant within the last three years	[Yes / No / N/A]												
(c)	Been dismissed from the applicant within the last three years	[Yes / No / N/A]												
7.1.9	If yes to question 7.1.10 (a), (b) and/or (c) above, provide details of the reasons for the resignation, non-appointment or dismissal, as appropriate													
	[Type Answer]													
7.1.10	Confirm if any person(s) (aside from those PCF role holders identified in response to question 7.1.9 above) either alone or acting in concert with other parties, are in a position to exercise a significant influence over the applicant or the management of the applicant	[Yes/No]												
7.1.11	If yes to question 7.1.12 above, identify the person(s), their relationship to the applicant and the nature of their influence													
	[Type Answer]													

7.2 Minimum Competency Code 2017 (MCC) & Minimum Competency Regulations 2017 (MCR)

7.2.1	Confirm that the applicant has reviewed and assessed the requirements set out in the MCC and MCR (located here) and that it is satisfied that the relevant individual(s) in the applicant falling within the scope of the MCC possess the appropriate level of knowledge and competence as required by the MCC, and that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant and all relevant individuals comply with their obligations under the MCC and MCR on the date of authorisation and an on-going basis	[Yes/No]
	[Type Answer]	
7.2.2	Confirm if any person(s) within the applicant will be engaged in providing advice or information to consumers on retail financial products or arranging or offering to	[Yes/No]

	arrange retail financial products for consumers, including any amendments to insurance cover	
7.2.3	If yes to question 7.2.2 above, provide details of their name and role (add rows below as required):	
	Name:	Role:
	Name:	Role:
7.2.4	Confirm if any person(s) within the applicant will be engaged in acting for or on behalf of the applicant in the direct management or supervision of those persons who will act for or on behalf of the applicant in providing advice or information to consumers about retail financial products or who will arrange or offer to arrange retail financial products for consumers or who will carry out one or more specified functions (add rows below as required):	[Yes/No]
7.2.5	If yes to question 7.2.4 above, provide details of their name and role (add rows below as required):	
	Name:	Role:
	Name:	Role:
7.2.6	Identify the person(s) within the applicant who will be responsible for adjudicating on any complaint communicated to the applicant by a consumer which relates to: <ul style="list-style-type: none"> • advice or information about a retail financial product provided to that consumer; or • the arranging or the offering to arrange a retail financial product for that consumer; or • assisting consumers in the making of a claim under contracts of insurance; or • determining the outcome of claims by consumers arising under contracts of insurance (add rows below as required):	
	Name:	Role:
	Name:	Role:
7.2.7	Confirm if any person(s) within the applicant will be engaged in the exercise of any of the following activities:	
(a)	assisting consumers in the making of a claim under contracts of insurance; and	[Yes/No]
(b)	determining the outcome of claims by consumers arising under contracts of insurance	[Yes/No]
7.2.8	If yes to question 7.2.7(a) or (b) above, identify the relevant individual(s) (add rows below as required):	
	Name:	Role:
	Name:	Role:
7.2.9	Confirm that the person(s) identified in response to questions 7.2.3, 7.2.5, 7.2.6 and, where applicable, 7.2.8, is (are) compliant with the requirements set out in the MCC	[Yes/No]
7.2.10	If no to question 7.2.9 above, provide details of the person(s) that are not compliant with the requirements set out in the MCC and the basis for such non-compliance	
	[Type Answer]	

7.3 Professional Indemnity Insurance (PII)

7.3.1	Confirm that the applicant will provide a copy of its PII policy, associated schedules and evidence of payment of the relevant insurance premium at the Notification of Assessment phase of the application process if requested to do so by the Central Bank (The applicant may wish to seek a PII quote during the application process to prevent a delay in the granting of an authorisation where the Central Bank's assessment of the applicant's application submission is favourable. The applicant should also review the Guidance for Retail Intermediaries on the Requirement to hold Professional Indemnity Insurance Cover)	[Yes / No / N/A]
7.3.2	If the applicant is applying for authorisation under the IDR, confirm that on the date of authorisation the applicant will hold a PII Policy in its own legal name that explicitly: <ul style="list-style-type: none"> • refers to providing cover for insurance distribution activities and/or reinsurance distribution activities (as appropriate) under the IDR; and 	[Yes / No / N/A]

	<ul style="list-style-type: none"> provides a per claim limit of cover for insurance distribution activities and/or reinsurance distribution activities (as appropriate) under the IDR of at least €1,300,380; and provides an aggregate limit of cover insurance distribution activities and/or reinsurance distribution activities (as appropriate) under the IDR of at least €1,924,560 	
7.3.3	<p>If the applicant is applying for authorisation under the IIA, confirm that on the date of authorisation the applicant will hold a PII Policy in its own legal name that explicitly:</p> <ul style="list-style-type: none"> refers to providing cover for investment advice/investment business services under the IIA; and provides a per claim limit of cover for investment advice/investment business services of at least €1,300,380; and provides an aggregate limit of cover for investment advice/investment business services of at least €1,924,560 	[Yes / No / N/A]
7.3.4	<p>If the applicant is applying for authorisation under the CMCAR, confirm that on the date of authorisation the applicant will hold a PII Policy in its own legal name that explicitly:</p> <ul style="list-style-type: none"> refers to providing cover for acting as a mortgage credit intermediary under the CMCAR; and provides a per claim limit of cover for acting as a mortgage credit intermediary under the CMCAR of at least €460,000; and provides an aggregate limit of cover for acting as a mortgage credit intermediary under the CMCAR of at least €750,000 	[Yes / No / N/A]
7.3.5	Confirm that where the applicant's PII policy is part of a Group PII policy or includes other entities, that the per claim and aggregate limits referred to in questions 7.3.2 and/or 7.3.3 and/or 7.3.4 above for each authorisation sought are explicitly ring-fenced for the applicant, where aggregate and per claim limits apply	[Yes / No / N/A]
7.3.6	Confirm that the applicant has reviewed and is satisfied that it has the financial resources to cover the excess on its PII policy, and that the applicant's resources are sufficient to cover multiple PII claims in the policy period	[Yes / No / N/A]
7.3.7	Confirm whether any claims have been made against any PII policy held by the applicant in the last three years or whether the applicant has dealt with any potential claims outside of its PII policy	[Yes / No / N/A]
7.3.8	If yes to questions 7.3.7 above, provide details of the claim(s) below	
	[Type Answer]	

7.4 Compliance⁴¹

7.4.1	Confirm that the applicant has assessed the risks relating to its compliance obligations and that it has established and will implement and maintain an appropriate programme of compliance monitoring activities to ensure that the applicant complies with its legal and regulatory obligations on the date of authorisation and on an on-going basis	[Yes/No]
7.4.2	Confirm that the applicant has assessed and is satisfied that it has adequate resources and appropriate governance arrangements and internal systems, controls and procedures in place to monitor and manage its on-going compliance with its legal and regulatory obligations	[Yes/No]

⁴¹ The Codes and Standards referred to in this section include any future versions of these documents.

7.4.3	Where the applicant does not propose a person to hold the PCF 12 (Head of Compliance) role, provide a separate document identifying who within the applicant has the appropriate compliance skills and experience to manage the compliance risks of the applicant, should it be granted an authorisation, and describe the individual's relevant compliance skills and experience in detail .	[Separate Document Reference]
Fitness and Probity (F&P Standards)		
7.4.4	Confirm that the applicant has reviewed and assessed the standards set out in the Fitness and Probity Standards , and that it is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant and all relevant individuals comply with their obligations under the F&P Standards on the date of authorisation and on an on-going basis	[Yes/No]
Consumer Protection Code 2012 (CPC)		
7.4.5	Confirm that the applicant has reviewed and assessed the requirements set out in the CPC , and that it is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant complies with its obligations under the CPC on the date of authorisation and an on-going basis	[Yes/No]
7.4.6	Confirm that the applicant has reviewed and assessed the requirements set out in the September 2019 Addendum to the CPC in respect of (1) amendments arising from the IDR (effective from 25 September 2019) and (2) enhanced consumer protection measures related to intermediary inducements (effective from 31 March 2020), and that it is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant complies with its obligations under the September 2019 Addendum to the CPC on the date of authorisation and an on-going basis	[Yes/No]
Anti-Money Laundering & Counter Terrorist Financing		
7.4.7	If the applicant is applying for authorisation under the IIA or to engage in regulated activities under the IDR relating to Life Assurance Protection Policies (i.e., any product underwritten by a Life Insurance Undertaking), confirm that where relevant, the applicant has reviewed and assessed the requirements of all relevant Anti-Money Laundering and Counter Terrorist Financing legislation , and that it is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place to ensure that the applicant complies with any such obligations on the date of authorisation and on an on-going basis	[Yes / No / N/A]

7.5 Qualifying Shareholders

7.5.1	List all the direct and indirect shareholders or members with qualifying holdings ⁴² in the applicant in the table below:				
	Name of Shareholders	Natural or Legal Person	Basis and Number of Shares held	Percentage of Shares held (%)	Date Acquired
	Direct Shareholders				
	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]
	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]
	Indirect Shareholders				

⁴² "Qualifying holding" means a direct or indirect holding of shares or other interest in the applicant which represents 10 per cent or more of the capital or of the voting rights, or any direct or indirect holding of less than 10 per cent of the capital or of the voting rights but which makes it possible to control or exercise a significant influence over the management of the applicant in which a holding subsists.

	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]
	[Type Answer]	[Type Answer]	[Type Answer]	[Type Answer]
7.5.2	For each legal person with a qualifying holding in the applicant listed in response to question 7.5.1 above , confirm if they are in the process of, or have ever, in any jurisdiction:			
(a)	Been refused, prohibited, restricted or suspended from the right to carry on any trade, business or profession			[Yes/No]
(b)	Been the subject of any complaint to the Central Bank, Financial Services and Pensions Ombudsman or any equivalent body relating to activities regulated by the Central Bank and or regulated by an equivalent body ⁴³			[Yes/No]
(c)	Been subject to any disciplinary proceedings, issued with a warning, reprimand or other administrative sanction or its equivalent by the Central Bank or an equivalent measure by an equivalent body			[Yes/No]
(d)	Been convicted of an offence, involving money laundering, terrorist financing, fraud, misrepresentation, dishonesty or breach of trust			[Yes/No]
(e)	Had a civil finding, judgement or order made against it in relation to proceedings involving money laundering, terrorist financing, fraud, misrepresentation, dishonesty or breach of trust			[Yes/No]
(f)	Been the subject of any civil penalty enforcement action taken by a regulatory authority under any law			[Yes/No]
(g)	Been untruthful or provided false or misleading information to the Central Bank or been uncooperative in any dealings with the Central Bank or an equivalent body			[Yes/No]
(h)	Been refused registration, authorisation, membership, or had its licence revoked, otherwise than on a voluntary basis			[Yes/No]
(i)	Been investigated, disciplined, censured, suspended or criticised by a regulatory or professional body, a court or tribunal or any similar body, whether publicly or privately, in any jurisdiction			[Yes/No]
(j)	Been found by the Central Bank or an equivalent body to have perpetrated or participated in any negligent, deceitful or otherwise discreditable business or professional practice			[Yes/No]
(k)	Defaulted upon any payments due arising from a compromise or scheme of arrangement with creditors or made an assignment for the benefit of creditors			[Yes/No]
(l)	Been subject to a judgement debt which is unsatisfied, either in whole or in part			[Yes/No]
(m)	Been the subject of a bankruptcy petition in any jurisdiction			[Yes/No]
(n)	Been adjudicated a bankrupt and the bankruptcy is undischarged			[Yes/No]
(o)	Been the subject of insolvency (i.e. non voluntary liquidation, receivership, examinership or administration)			[Yes/No]
(o)	Been convicted of a criminal offence or been subject to criminal investigations and proceedings or civil proceedings			[Yes/No]
(p)	Have any criminal proceedings pending relating to them			[Yes/No]
(q)	Been subject to any expulsion by an authority or public sector entity in the financial services sector or by a professional body or association			[Yes/No]
(r)	Agreed to an out of court settlement in respect of legal proceedings brought against them			[Yes/No]
7.5.3	If yes to ANY of the questions in 7.5.2 (a)-(r) above, provide details below			
	[Type Answer]			
7.5.4	For each natural person with a qualifying holding in the applicant listed in response to question 7.5.1 above, with the exception of natural persons that are proposed to hold a PCF role in the			

⁴³ Equivalent bodies may include, but are not limited to, regulatory authorities, government bodies or agencies, professional bodies, or clearing houses and exchanges.

applicant and who will submit an IQ , confirm if they are in the process of, or have ever, in any jurisdiction:		
(a)	Been refused, prohibited, restricted or suspended from the right to carry on any trade, business, or profession	[Yes/No]
(b)	Been the subject of a complaint to the Central Bank, Financial Services & Pensions Ombudsman, or an equivalent body ⁴⁴ relating to activities regulated by the Central Bank or regulated by an equivalent authority	[Yes/No]
(c)	Been subject to disciplinary proceedings, issued with a warning, reprimand or other administrative sanction or any equivalent measures by the Central Bank or an equivalent measure by an equivalent body	[Yes/No]
(d)	Been dismissed or asked to resign and did resign from any profession, vocation, office or employment, or from any position of trust or fiduciary appointment, whether or not remunerated	[Yes/No]
(e)	Been a director of a company that was struck off the register of companies by the Irish Companies Registration Office (or equivalent elsewhere), other than on a voluntary basis	[Yes/No]
(f)	Been disqualified or restricted from acting as a director or from acting in any managerial capacity	[Yes/No]
(g)	Held a position of responsibility or shareholding in a business (or legal entity) where they or that entity has been convicted of an offence, involving money laundering, terrorist financing, fraud, misrepresentation, dishonesty, breach of trust, or an offence which would be relevant to their ability to be considered a suitable shareholder	[Yes/No]
(h)	Had a civil finding, judgement or order made against them in relation to proceedings involving money laundering, terrorist financing, fraud, misrepresentation, dishonesty, breach of trust or another matter that could affect their ability to be considered a suitable shareholder	[Yes/No]
(i)	Been the subject of any civil penalty enforcement action taken by a regulatory authority under any law	[Yes/No]
(j)	Been untruthful or provided false information to the Central Bank or been uncooperative in any dealings with the Central Bank or an equivalent body	[Yes/No]
(k)	Been a sole trader or director or a partner of a legal entity that has been refused registration, authorisation, membership, or had its licence revoked, other than on a voluntary basis	[Yes/No]
(l)	Been investigated, disciplined, censured, suspended or criticised by a regulatory or professional body, a court or tribunal, or any similar body, whether publicly or privately	[Yes/No]
(m)	Held a position of responsibility or shareholding in a business (or legal entity) where you or that entity was or is being investigated, disciplined, censured, suspended, or criticised by a regulatory or professional body, a court or tribunal, or any similar body, whether publicly or privately	[Yes/No]
(n)	Been found by the Central Bank or any other equivalent body to have perpetrated or participated in any negligent, deceitful or other discreditable business or professional practice	[Yes/No]
(o)	Defaulted upon any payments due arising from a compromise or scheme of arrangement with their creditors, or made an assignment for the benefit of their creditors	[Yes/No]
(p)	Been subject to a judgement debt which is unsatisfied, either in whole or in part	[Yes/No]
(q)	Been the subject of a bankruptcy petition	[Yes/No]
(r)	Been adjudicated a bankrupt and the bankruptcy is undischarged	[Yes/No]

⁴⁴ Equivalent bodies may include, but are not limited to, regulatory authorities, government bodies or agencies, professional bodies, or clearing houses and exchanges.

(s)	Been the director of an entity which has been the subject of an insolvency (i.e. a non-voluntary liquidation, receivership, or administration)	[Yes/No]
(t)	Been convicted of a criminal offence or been subject to criminal investigations and proceedings or civil proceedings	[Yes/No]
(u)	Have criminal proceedings pending relating to them or an organisation managed by them	[Yes/No]
(v)	Have ever been subject to any expulsion by an authority or public sector entity in the financial services sector or by a professional body or association	[Yes/No]
(w)	Agreed to an out of court settlement in respect of legal proceedings brought against them	[Yes/No]
7.5.5	If yes to ANY of the questions in 7.5.4(a)-(w) above, provide details below	
	[Type Answer]	
7.5.6	For each legal and natural person with a qualifying shareholding listed in response to question 7.5.1 above , confirm that at this time, to the best of the applicant's knowledge and belief, and having conducted appropriate due diligence, that for such persons:	
(a)	The total of their assets exceeds the total of their liabilities	[Yes / No / N/A]
(b)	They are able to meet their liabilities as they fall due	[Yes / No / N/A]
(c)	The qualifying shareholders are not currently aware of any circumstances that would cause the responses provided to questions 7.5.6(a) and/or (b) above to change within the next 12 months	[Yes / No / N/A]
7.5.7	If no to ANY of the questions in 7.5.6(a)-(c) above, provide details below	
	[Type Answer]	
7.5.8	Confirm if you have any information to disclose regarding any material issue or any concern you have about the suitability of any qualifying shareholder	[Yes/No]
7.5.9	If yes to question 7.5.8 above, provide details below	[Separate Document Reference]

7.6 Close Links^{45 46} / Agents

7.6.1	Confirm whether any close links exist between the applicant and any natural or legal person(s)	[Yes/No]
7.6.2	If yes to question 7.6.1 above, provide details in respect of the natural/legal person(s) the applicant has close links with, including the nature of the relationship with the natural/legal person(s) and the basis of the close links below	
	[Type Answer]	
7.6.3	Confirm whether the applicant considers that, due to the nature of its relationship with another entity, that it will be acting as an agent of that other entity	[Yes/No]
7.6.4	If yes to question 7.6.3 above, provide details below	
	[Type Answer]	

7.7 Outsourcing

7.7.1	Confirm whether the applicant intends to outsource any important operational function(s) ⁴⁷ to another entity (Group or non-Group)	[Yes/No]
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⁴⁵ "Close links" means a situation in which two or more natural or legal persons are linked by control or participation, or a situation in which two or more natural or legal persons are permanently linked to one and the same person by a control relationship.

⁴⁶ "Participation", in relation to an undertaking, means the ownership, direct or by way of control, of 20% or more of the voting rights or capital of the undertaking.

⁴⁷ An operational function is an "important operational function" if a defect or failure in its performance would materially impair (a) the continuing compliance of the retail intermediary with all applicable legislative or regulatory requirements (b) its financial performance or (c) the soundness or continuity of its retail intermediary services. Examples of important operational functions include IT systems & operations (including CRM systems and websites relating to regulatory activities), Internal Audit, Risk Management, Compliance.

7.7.2	If yes to question 7.7.1 above, confirm that the applicant has assessed and is satisfied that for each important operational function it intends to outsource :	
(a)	It has an appropriate Service Level Agreement (including details of Key Performance Indicators, monitoring and escalation procedures, contingency plans in the event of disruption or discontinuation of services etc.) in place (The Central Bank may request a copy of the relevant Service Level Agreement(s))	[Yes/No]
(b)	It has appropriate governance arrangements and internal systems, controls and procedures in place, including an adequate monitoring and reporting programme, in respect of the outsourced operational function to oversee and ensure adherence to the terms of the Service Level Agreement	[Yes/No]
(c)	Each relevant Service Level Agreement includes an express provision that the entity providing services to the applicant will provide both the applicant and the Central Bank with access to all books and records and other documents in respect of the activities of the applicant	[Yes/No]
(d)	The outsourcing of the operational function will not result in any conflict of interest(s) or a negative impact on clients (particularly those falling within the meaning of vulnerable consumers as defined in the Consumer Protection Code 2012)	[Yes/No]
(e)	It will remain fully liable for any acts of the entity to which it has outsourced an operational function	[Yes/No]
(f)	The outsourcing of the operational function will not result in the delegation by senior management of the applicant of its responsibility for the outsourced function	[Yes/No]
(g)	The relationship and obligations of the applicant towards its clients shall not be altered	[Yes/No]
(h)	The conditions (if any) with which the applicant must comply, in order to be authorised as a retail intermediary and remain so, are not undermined	[Yes/No]
(i)	None of the other conditions (if any) subject to which the applicant's authorisation is granted shall be removed or modified by the outsourcing arrangement and the applicant will remain fully responsible for the fulfilment of any such conditions	[Yes/No]
(j)	The outsourcing of the operational function will not be undertaken in such a way as to materially impair the quality of the applicant's internal controls and the ability of the Central Bank to monitor the applicant's compliance with all relevant obligations	[Yes/No]
(k)	Confirm that insurance distribution activities in relation to risks and commitments located within the EU/EEA will not be conducted outside of the EU/EEA in line with Regulation 9(9) of the IDR	[Yes / No / N/A]

7.8 IT Systems, Website and Business Continuity Planning

7.8.1	Confirm that the applicant has assessed and that it is satisfied that it has appropriate governance arrangements and internal systems, controls and procedures in place in respect of the development and maintenance of the IT systems and website(s) (where relevant) used in the provision of its regulated activities and in respect of maintaining the security, confidentiality, integrity and availability of information and data	[Yes/No]
7.8.2	Confirm that the applicant has appropriate policies and procedures in place for:	
(a)	Amending and maintaining the applicant's IT systems and website(s) (where relevant)	[Yes/No]
(b)	Implementing contingency arrangements in respect of the applicant's IT systems and website(s) (where relevant) in the event that any relevant third party service provider is not available	[Yes/No]
(c)	Conducting adequate business continuity and disaster recovery testing (including carrying out adequate back-ups of the applicant's IT systems and website(s), where relevant)	[Yes/No]
(d)	Safeguarding the security, confidentiality, integrity and availability of information and data	[Yes/No]

7.9 Regulatory Background

7.9.1	Is the applicant (also includes a Director or Sole Trader or Partner) or any related entity currently, or has the applicant or any related entity ever been, regulated by the Central Bank or any other regulatory body (in the State or elsewhere)	[Yes/No]
7.9.2	Has the applicant any other application(s) currently being considered by the Central Bank (including any other applications submitted at the same time as this application)	[Yes/No]
7.9.3	Has the applicant or any person associated with the application ever applied for authorisation by the Central Bank or any other regulatory agency (in the State or elsewhere) and had such an application refused	[Yes/No]
7.9.4	Has the applicant or any person associated with the application ever applied for authorisation by the Central Bank or any other regulatory agency (in the State or elsewhere) but decided not to proceed with such an application	[Yes/No]
7.9.5	Is the applicant a member of any professional association or trade body (in the State or elsewhere)	[Yes/No]
7.9.6	Has the applicant or any person associated with the application ever applied for membership of a professional association or trade body and had such an application refused	[Yes/No]
7.9.7	Has the applicant or any person associated with the application at any time in the previous 10 years:	[Yes/No]
(a)	Had a receiver or examiner appointed	[Yes/No]
(b)	Failed to satisfy a debt adjudged due or a debt in respect of which a judgement has been registered	[Yes/No]
(c)	Entered into a scheme of arrangement or composition of its debts with its creditors	[Yes/No]
	Note: The appointments mentioned in question 7.9.7(a)-(c) above include any similar appointments made under the laws of another country	
7.9.8	Has the applicant or any person associated with the application, at any time, been refused or had withdrawn any licence, registration or authorisation by the Central Bank or any other regulatory agency (in the State or elsewhere)	[Yes/No]
7.9.9	Has the applicant or any person associated with the application ever been subject to any disciplinary measures by any regulatory body of which it is, or was, a member	[Yes/No]
7.9.10	Has the applicant changed its (a) legal advisers (b) bankers or (c) auditors in the last three years	[Yes/No]
7.9.11	Have any legal proceedings or administrative sanction proceedings been brought, in the State or any other jurisdiction, against the applicant or any person associated with the application, in which the applicant has either been convicted or found liable, in relation to the provision of financial services	[Yes/No]
7.9.12	Has the applicant or any person associated with the application agreed to an out of court settlement in respect of legal proceedings brought against it	[Yes/No]
7.9.13	Is the applicant or any person associated with the application currently involved in any proceedings of the type described in questions 7.9.11 and 7.9.12 above	[Yes/No]
7.9.14	Have the books, records or other documents of the applicant or any person associated with the application ever been requisitioned or seized by any regulatory body in exercise of its powers, either in the State or in any jurisdiction	[Yes/No]
7.9.15	Has there been any period in the applicant's history when it was dormant or engaged in other activities	[Yes/No]
7.9.16	Has the applicant not complied with any of its filing requirements with the Irish Companies Registration Office	[Yes/No]
7.9.17	If yes to ANY of the questions in 7.9.1 – 7.9.16 above, provide details below [Type Answer]	
7.9.18	Has the applicant and (in so far as the applicant is aware) its proposed PCF role holders, qualifying shareholders, subsidiaries, related undertakings, associated undertakings or employees:	

(a)	Had a petition for the compulsory winding-up, an application for a dissolution order or a bankruptcy petition served at any time in the last 10 years or is such a petition pending	[Yes/No]
(b)	Been the subject of a sanction/fine/reprimand by the Central Bank or any other regulatory agency (in the State or elsewhere)	[Yes/No]
(c)	Become aware of any tax compliance issues that any of its qualifying shareholders or any of its PCF role holders may have	[Yes/No]
(d)	Had any allegations of fraud, dishonesty, breach of trust, insider dealing or market manipulation made against them	[Yes/No]
(e)	Had any authorisation/licence to carry on investment, banking or insurance business, in the State or elsewhere, revoked	[Yes/No]
(f)	Ever been convicted of any offence involving fraud, dishonesty, breach of trust, insider dealing under legislation (in the State or elsewhere) relating to companies, building societies, credit unions, friendly societies, insurance, banking or other financial service, insolvency, consumer credit or consumer protection	[Yes/No]
7.9.19	If yes to ANY of the questions in 7.9.18(a)-(f) above, provide details below [Type Answer]	

7.10 Online Annual Return and Industry Funding Levy

7.10.1	Confirm whether the applicant has ever been authorised by the Central Bank or whether any person associated with the application was previously a Director or Sole Trader or Partner or PCF role holder in an entity authorised by the Central Bank	[Yes/No]
7.10.2	If yes to question 7.10.1 above, confirm that:	
(a)	All relevant contributions due under the Industry Funding Levy were discharged in full by the relevant entity during the period in which the Director or Sole Trader or Partner or PCF role holder held such a role with the entity	[Yes / No / N/A]
(b)	All Regulatory Returns were up to date and submitted as required by the relevant entity during the period in which the Director or Sole Trader or Partner or PCF role holder held such a role with the entity	[Yes / No / N/A]
7.10.3	Confirm that the applicant is aware that if it is granted an authorisation under the IIA and/or IDR and/or CMCAR and/or CCA by the Central Bank it will be legally obliged to make an annual contribution to the Industry Funding Levy. Further details in respect of the Industry Funding Levy can be found at www.centralbank.ie/regulation/how-we-regulate/fees-levies/industry-funding-levy	[Yes/No]
7.10.4	Confirm that the applicant will submit an online annual return to the Central Bank via the Portal within six months of the applicant's year-end if it is granted an authorisation	[Yes/No]

7.11 Investor Compensation Company DAC (ICCL)

7.11.1	Where the applicant has answered yes to questions 2.1(a) and/or 5.2.1(a) above (i.e. it is seeking authorisation under the IIA and/or authorisation as an insurance intermediary under the IDR), confirm that the applicant is aware that if it is granted the relevant authorisation it will be legally obliged under the Investor Compensation Act 1998 to make an annual contribution to the Investor Compensation Scheme Details of this scheme can be found at www.investorcompensation.ie	[Yes / No / N/A]
7.11.2	Confirm whether the applicant has ever been authorised by the Central Bank or whether any person associated with the application was previously a Director or Sole Trader or Partner or PCF role holder in an entity authorised by the Central Bank	[Yes/No]
7.11.3	If yes to question 7.11.2 above, confirm that all required contributions that were due under the Investor Compensation Scheme were discharged in full by the relevant	[Yes / No / N/A]

	entity during the period in which the Director or Sole Trader or Partner or PCF role holder held such a role with the entity	
7.11.4	Where the applicant has answered yes to questions 2.1(a) and/or 5.2.1(a) above (i.e. it is seeking authorisation under the IIA and/or authorisation as an insurance intermediary under the IDR), confirm that the applicant agrees with the following statements:	
(a)	The Central Bank will provide the applicant's industry correspondence details (including email address(es)) and authorisation status to the ICCL in order to allow the ICCL fulfil its statutory obligations and objectives	[Yes / No / N/A]
(b)	The Central Bank may obtain information from the ICCL in respect of the applicant's annual contribution and participation in the Investor Compensation Scheme including information in respect of non-payment of contributions	[Yes / No / N/A]

PART 8 - Declaration

All Applicants must complete the Declaration set out below

Select 'Yes'/'No', as appropriate, in the table below to confirm the legislation under which the applicant is seeking authorisation. Where brackets ([]) are included below, amend the text therein, as appropriate.

The declaration below must be signed by the sole trader in the case of a sole trader applicant, by two directors in the case of a company applicant (or by the sole director in the case of a single director company applicant), and by two partners in the case of a partnership applicant.

A tied mortgage credit intermediary applicant must have a representative of both the creditor and the tied mortgage credit intermediary applicant sign the declaration below. Where the creditor or tied mortgage credit intermediary is a sole trader the declaration must be signed by the sole trader, where the creditor or tied mortgage credit intermediary is a company the declaration must be signed by a director and where the creditor or tied mortgage intermediary is a partnership the declaration must be signed by a partner.

Legislation under which the applicant is seeking authorisation	Yes/No
Investment Intermediaries Act 1995	[Yes/No]
European Union (Insurance Distribution) Regulations 2018	[Yes/No]

European Union (Consumer Mortgage Credit Agreements) Regulations 2016	[Yes/No]
Consumer Credit Act 1995	[Yes/No]

[***Insert Applicant's legal name***] applies for authorisation under the above legislation on the basis of the information provided with this application form, and any additional information provided to the Central Bank in the course of the application process.

[***I/We***] acknowledge that the Central Bank may disclose information in the performance of its statutory functions or otherwise as may be specifically authorised by law.

[***I/We***] warrant that [***I/We***] have truthfully and fully answered the relevant questions in this application form and disclosed any other information which might reasonably be considered relevant for the purpose of this application form.

[***I/We***] warrant that the structure/content of this application form has not been altered or amended in any manner (other than to complete responses and/or add additional rows to complete responses to the questions set out in this application form).

[***I am/We are***] aware that it may be an offence and/or grounds for refusal of my application and/or grounds for revocation of an authorisation granted on foot of this application and/or grounds for the Central Bank to commence an Administrative Sanctions Procedure against both [***myself/ourselves***] and/or the proposing entity for me/us to knowingly or recklessly:

- (a) Provide false or misleading information and/or to make a false or misleading statement (which it is acknowledged may include the withholding of relevant information) in this application form;
- (b) Fail to inform and/or withhold from the Central Bank details of any material change in circumstances/new information which is relevant and/or material to this application form.

[***I/We***] warrant that [***I/We***] will promptly notify the Central Bank of any changes in the information [***I/We***] have provided and supply any other relevant information which may come to light in the period during which this application form is being considered and, this application is approved, thereafter.

[***I/We***] warrant that [***I/We***] are authorised to submit this application form seeking authorisation under the above legislation.

Signed: _____ Position: _____ Entity: _____ PRINT NAME: _____
Signed: _____ Position: _____ Entity: _____ PRINT NAME: _____
For and on behalf of [Insert Applicant's legal name]
Dated: [DD / MM / YYYY]

NOTE THAT:

Section 10(16) of the Investment Intermediaries Act 1995 (IIA) provides that *“it shall be an offence for a proposed investment business firm or any other person to apply for authorisation under this section knowingly or recklessly using false or misleading information, or knowingly or recklessly making false or misleading statements, in relation to an application for an authorisation under this section”*.

Regulation 13(2)(b) of the European Union (Insurance Distribution) Regulations 2018 (IDR) provides that the Central Bank *“may withdraw the registration of, and remove from the Register, an insurance, reinsurance or ancillary insurance intermediary where the registration was obtained by means of a false or misleading representation”*.

Regulation 30(12) of the European Union (Consumer Mortgage Credit Agreements) Regulations 2016 (CMCAR) provides that *“a person shall not wilfully give any information which is false or misleading in respect of an application for an authorisation; a person who contravenes this paragraph or any other provision of this Regulation commits an offence”*.

Section 116(6) of the Consumer Credit Act 1995 (CCA) provides that *“a person shall not wilfully give any information which is false or misleading in respect of an application for an authorisation”*.

All the information requested in this application form is required for the assessment of the application and will be treated by the Central Bank in accordance with the professional secrecy obligations set out in Section 33AK of the Central Bank Act 1942 (as amended), without prejudice to applicable EU law and national requirements and procedures on the exercise of the right to access, rectify, cancel or oppose.

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