



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Portal – A Guide to Submitting CBDIF Passporting Applications

September 2024

Version 1

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Introduction

Portal – A Guide to Submitting CBDIF Passporting Applications

This step-by-step guide sets out the process for submitting cross border distribution of investment funds legislation ('**CBDIF**') passporting applications to the Central Bank of Ireland (the Central Bank) via the Central Bank Portal (the '**Portal**').

The Central Bank is moving away from receiving certain passporting applications for UCITS and AIFs via email, to receiving them on the Portal. This is due to the introduction, by ESMA, of phase II of the CBDIF legislation which provides for a mechanism that will support the exchange of notifications between the home Member States and the host Member States.

Please note that from 11 September 2024 it will not be possible to submit the following passporting submissions via email, and that they must be submitted via the Portal:

- UCITS Outward Marketing submissions - notifications and denotifications
- Article 32 Outward submissions, i.e., Irish AIFMs marketing EU AIFs in EU Member States (excluding Ireland) – notifications and denotifications; and
- Article 31 Inward submissions, i.e., Irish AIFMs marketing EU AIFs in Ireland - notifications and denotifications.

In the following pages, you will see information on how to set yourself and your firm up to be able to make CBDIF passporting applications on the Portal, and you will also see guidance on what and how to complete the application on the new CBDIF passporting screens of the Portal.

Note: Please contact UCITSoutwardmarketing@centralbank.ie if you have any queries relating to UCITS passporting notifications and AIFMDpassportingout@centralbank.ie in relation to queries regarding AIF passporting notifications. For any technical queries in relation to general Portal functionality, please contact PortalSupport@centralbank.ie

Section 1

1.1 Registering as an applicant for CBDIF on the Portal

The following link provides details on how applicants can register and gain access to the Portal:

<https://www.centralbank.ie/regulation/central-bank-portal/help/getting-started>.

1.2 Portal Administration

In order to be set up as the Portal Administrator to a fund, the proposed Portal Administrator should email onlinereturns@centralbank.ie to request to be linked to the relevant fund. The email should contain:

- The full name of the fund
- The C Code of the fund
- The full name of the nominated Portal Administrator
- The person code of the nominated Portal Administrator

The following link provides guidance on Portal Administrators, including user access and permission management:

<https://www.centralbank.ie/regulation/central-bank-portal/help/administration>

Please note for an EU AIF (i.e. non Irish AIF), that the C Code for a brand new umbrella/standalone AIF is not available until the Article 33 management passport has been submitted and processed by the Central Bank.

1.3 Adding CBDIF Passporting Permissions

In order to add CBDIF passporting permissions go to the 'Portal Administration' section (as per Image 1 below) select either 'Manage Users' or 'Manage Delegates' for the new user/newly delegated firm as relevant. The Portal Administrator should select 'Actions' in the row of the relevant user/delegates and then click on 'Manage Permissions' (as per Image 2 below). Within the 'Manage Permissions' page scroll to the 'CBDIF Passporting' section and select the relevant options under the 'Create New CBDIF Request' permissions as set out in Image 3 below. Please note that it is recommended that you select the 'All' option beside 'Create New CBDIF Request'. Click on the 'Save' button as per Image 4 below.

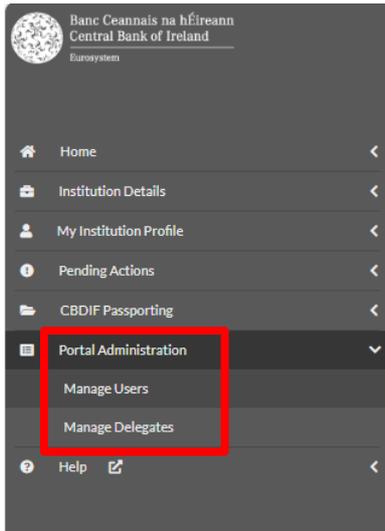


Image 1: Displaying the Portal Administration section

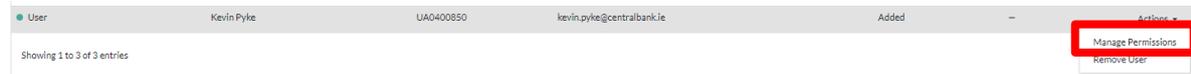


Image 2: Displaying the 'Manage Permissions' action



Image 3: Displaying the CBDIF Passporting permissions that the Portal Administrator must select for the relevant user.

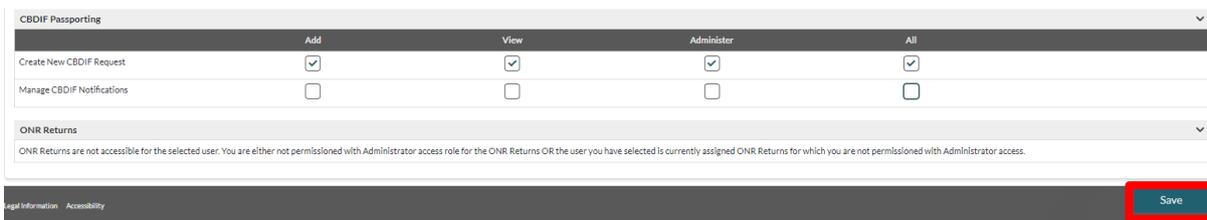


Image 4: Displaying the Save button for CBDIF passporting

Please note that for umbrella funds all CBDIF passporting permissions are allocated at the umbrella level, but that passporting notifications cannot be submitted at umbrella level. Passporting notifications must be submitted at sub-fund level. Once the CBDIF passporting permissions are allocated at umbrella level the permissions cascade down to all the sub-funds of that umbrella, and all the sub-funds of that particular umbrella will then become available to submit passporting applications.

To allocate CBDIF passporting permissions note that the Portal Administrator will select the umbrella fund from the fund selector dropdown, and navigate to the 'Portal Administration' section.



Image 5: Displaying the fund selector dropdown – selecting the umbrella fund.

Once CBDIF Passporting permission has been granted at umbrella level, the user will then be able to select the relevant sub-fund from the fund selector dropdown, as per Image 6, and navigate to the 'CBDIF Passporting' sidebar as seen in 'Image 7'.

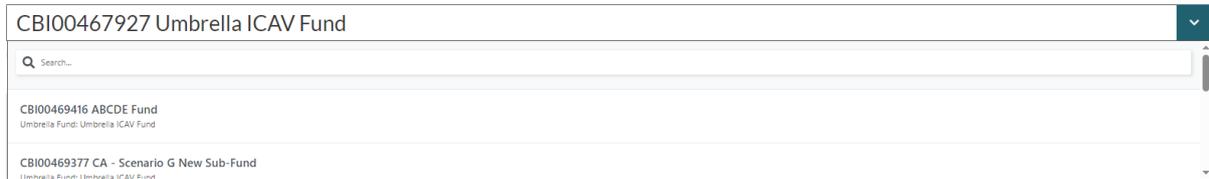


Image 6: Displaying the fund selector dropdown – selecting the sub-fund.

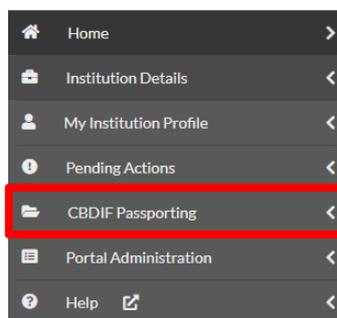


Image 7: Displaying CBDIF Passporting sidebar.

For standalone funds, once you have been granted the necessary CBDIF Passporting permissions you may proceed with completing the relevant passporting notification.

1.4 Delegates and Filing Representatives

For any general queries on Delegation or getting set up as a Filing Representative, please see the following link:

<https://www.centralbank.ie/regulation/central-bank-portal/help/delegation>

If a fund intends to use a Filing Representative (i.e. a third party fund service provider) to submit their Passporting application and is unsure as to whether a particular firm has been set up to act as a filing representative for the fund please request the Portal Administrator for the relevant fund to log onto Portal and navigate to the 'Institution Details' sidebar.

The Portal Administrator can then click on 'General Information' and 'Connections', where they will be able to view all the existing Institution Connections for that particular fund. If the firm that is required to make the CBDIF passporting submission is not on this list then it is not currently possible to delegate the CBDIF passporting permissions and tasks to them.

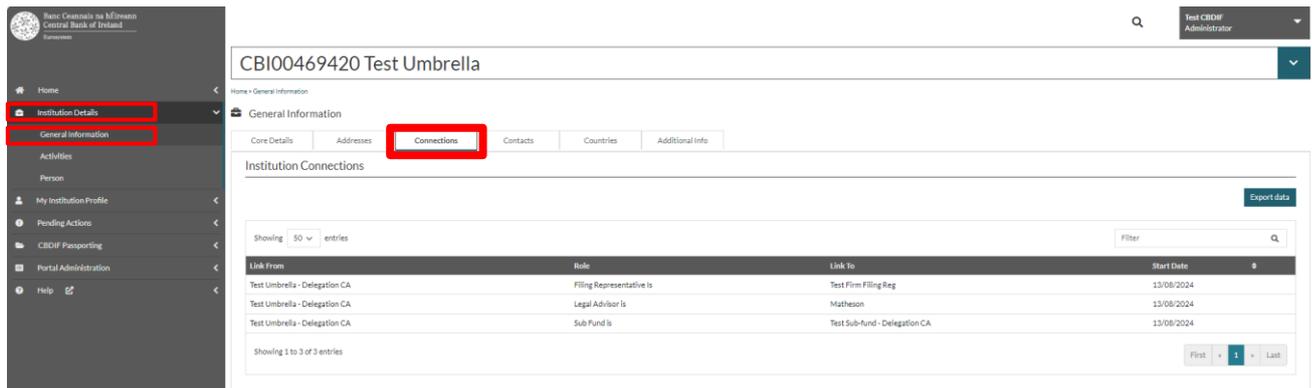


Image 8: View existing Institution Connections

If there is a need to add a firm as an institution connection then please follow the instructions set out in the following link.

[How-do-I-register-as-a-Filing-Representative-for-an-Investment-Fund \(ID: 302\)](#)

Once the relevant firm has been added as a Filing Representative for the fund then it can be granted CBDIF Passporting permissions, delegated to it by the Portal Administrator for the Fund, as per the guidance provided in the 'Adding CBDIF Passporting Permissions' section above.

1.5 Selecting Funds on Portal

Please note that, depending on whether you are a direct user of a fund or whether you are a delegate of a fund, you will have different ways of selecting the fund on Portal that you wish to passport.

A direct user of a fund/sub-fund has two ways of selecting that fund, as they may select the sub-fund by using the Portal dropdown bar, as illustrated below.

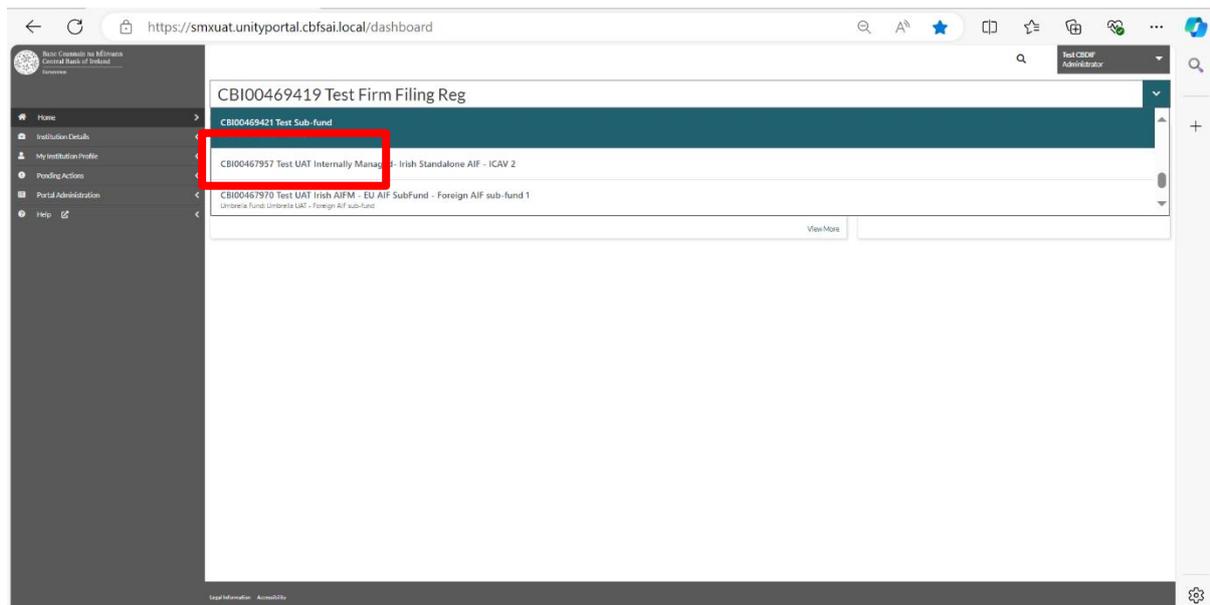


Image 9: User identifies and selects the sub-fund they wish to commence passport notifications for in the dropdown bar.

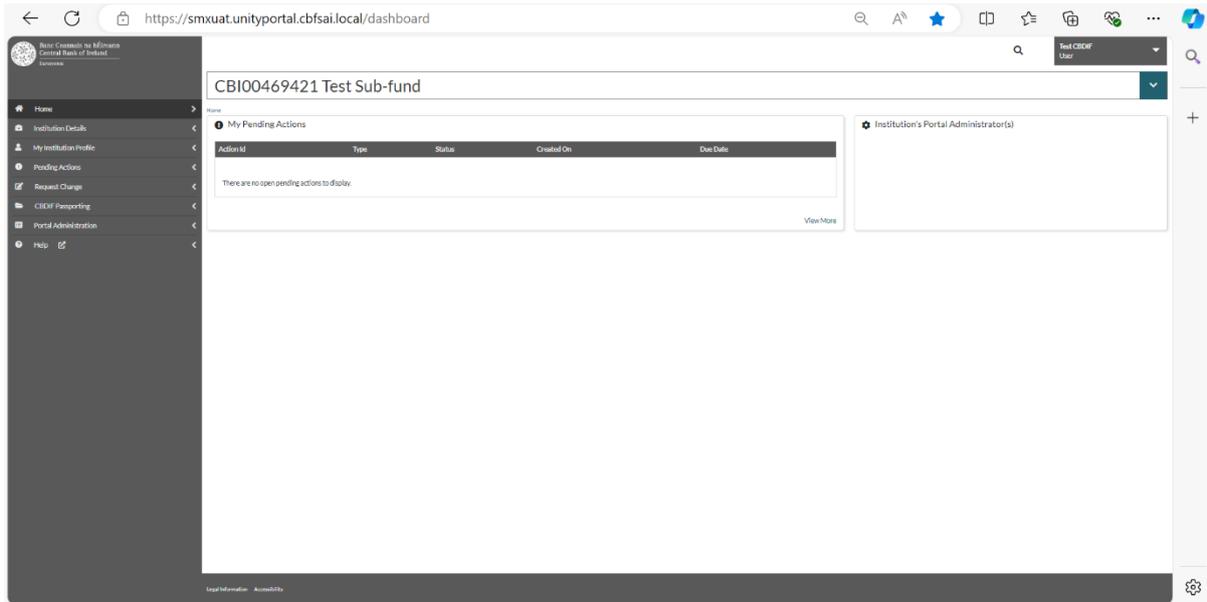


Image 10: User is brought to the Portal landing page for that sub-fund.

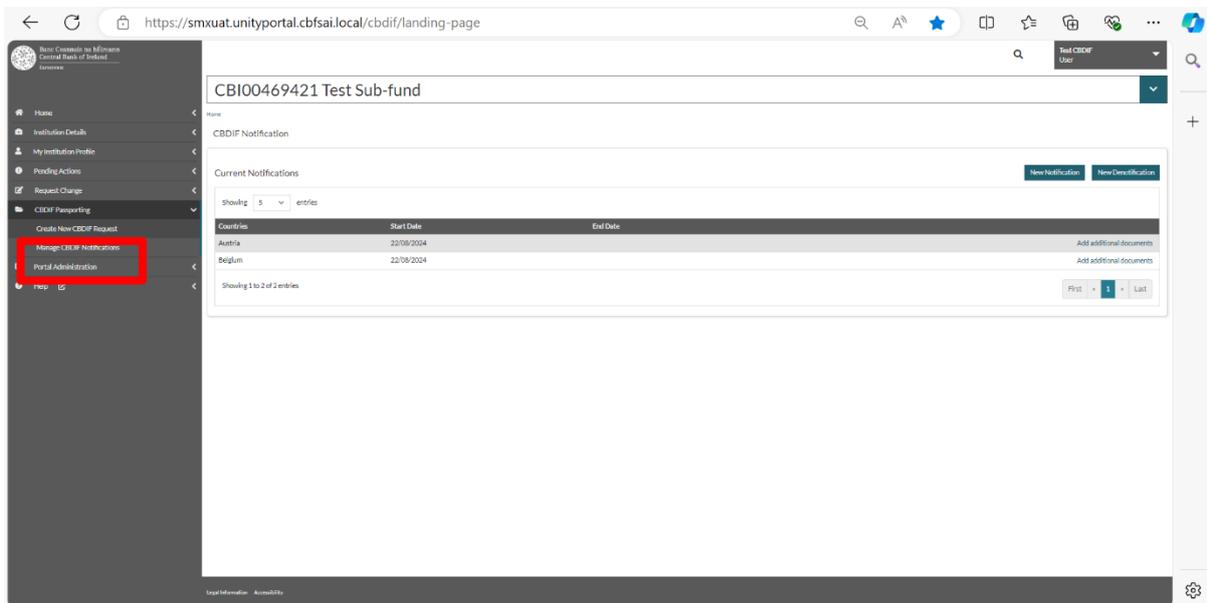


Image 11: User then selects 'Create New CBDIF Request' from the sidebar and is brought to that sub-fund's CBDIF Passporting landing page.

For delegates, please note that the sub-funds will not be viewable or selectable from the Portal dropdown bar. To select the sub-fund(s) for passporting the delegate user must select the relevant umbrella fund first, as per the below image.

Please note that direct users of a fund may also use this functionality.

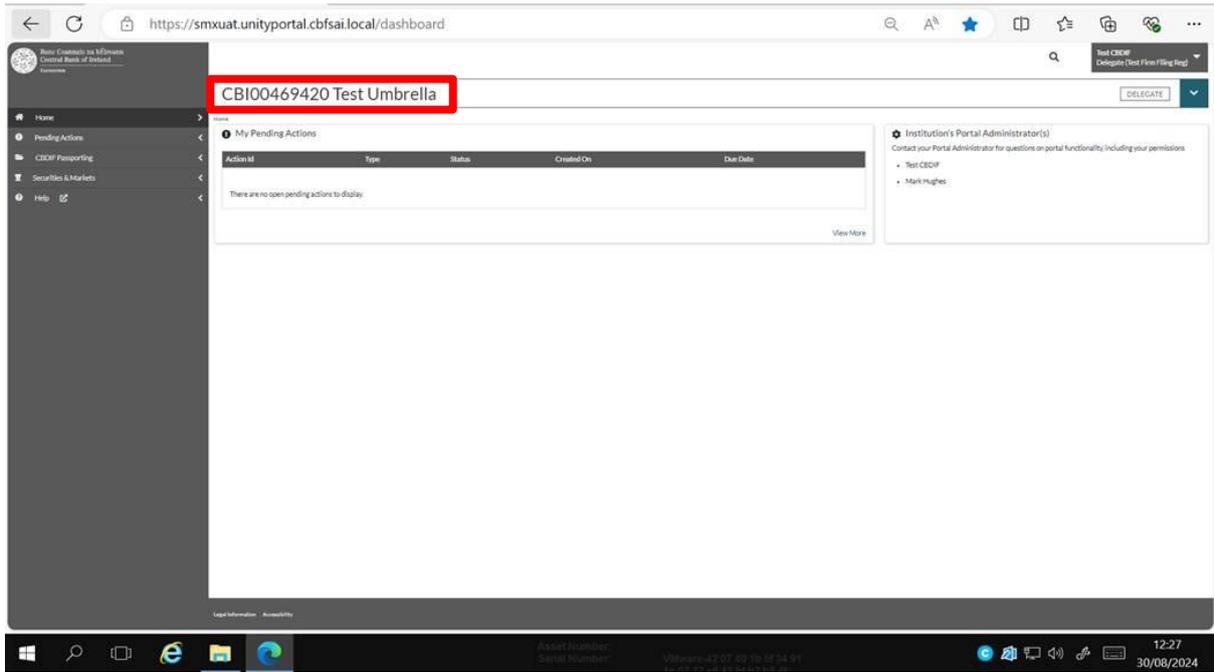


Image 12: Umbrella fund is selected from the dropdown bar.

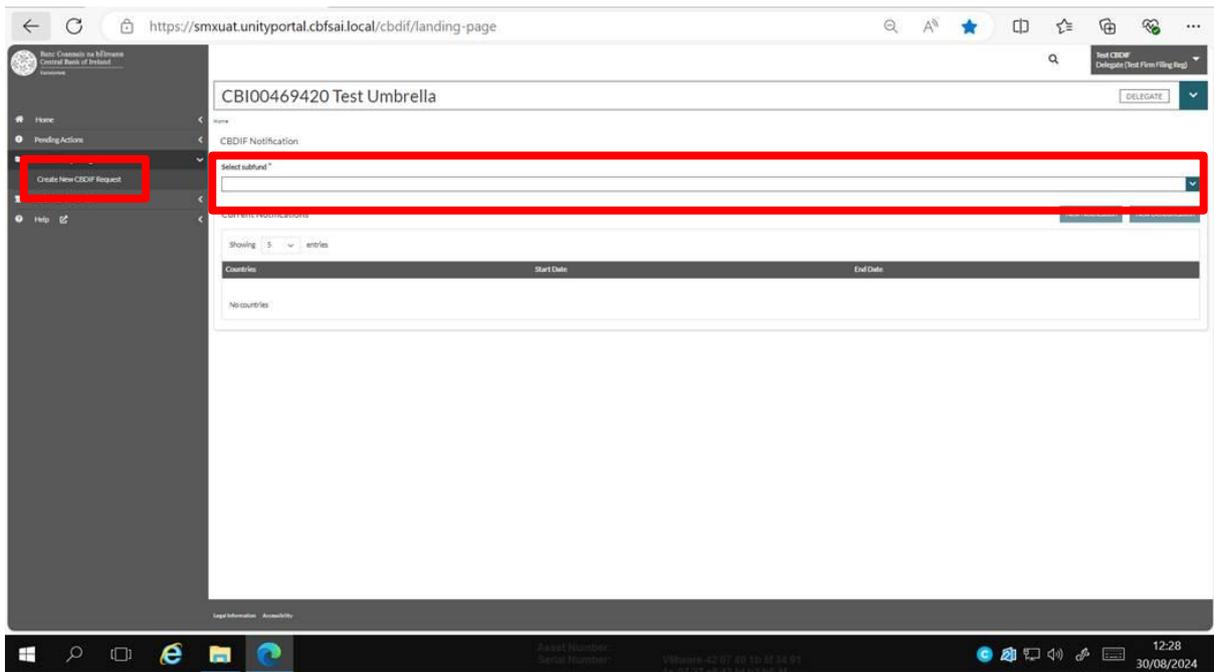


Image 13: The user then selects 'Create New CBDIF Request' from the sidebar and they are presented with a second dropdown bar, where they can identify and select the sub-funds of this umbrella fund.

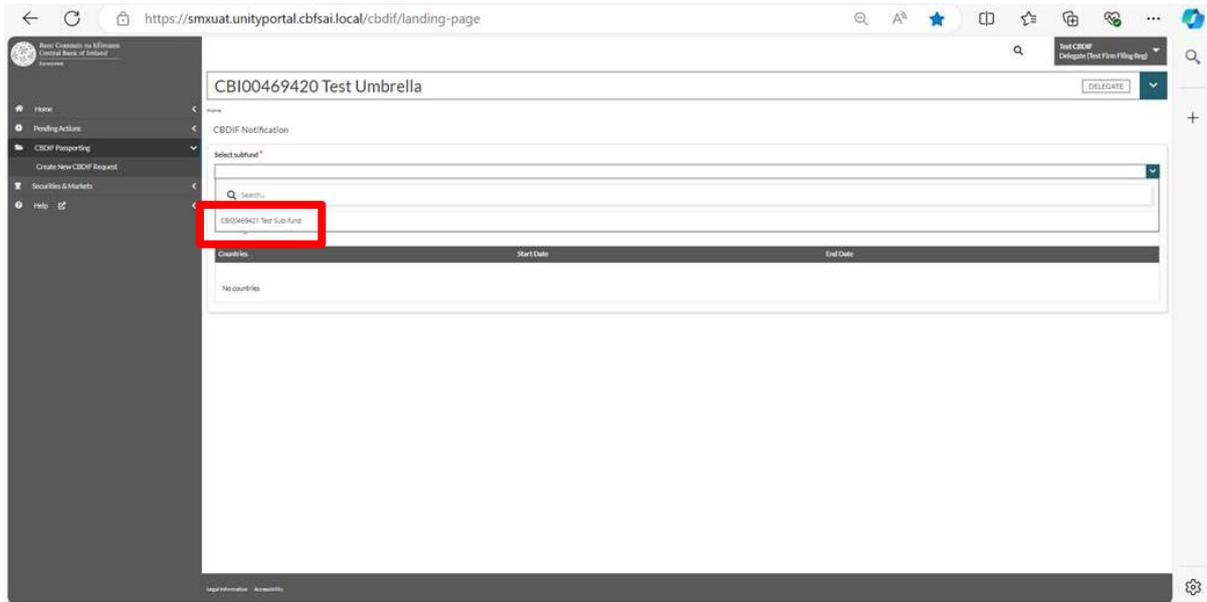


Image 14: Image showing the sub-fund of the umbrella in the second dropdown.

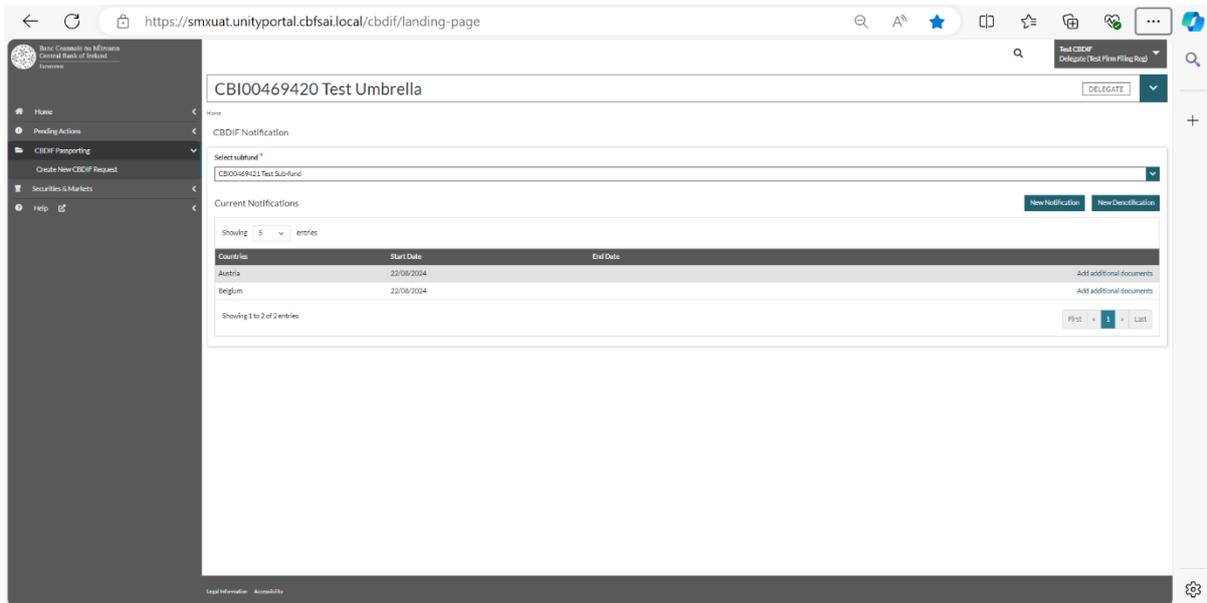


Image 15: User is brought to the CBDIF Passporting landing page of the relevant sub-fund.

Section 2

2.1 CBDIF Passporting Portal Screens

Once the user has successfully gone through the delegation and Portal Administration processes the CBDIF Passporting sidebar should be visible for the fund(s) they wish to make marketing submissions for. To begin the submission they should select 'Create New CBDIF Request', as per the image below.

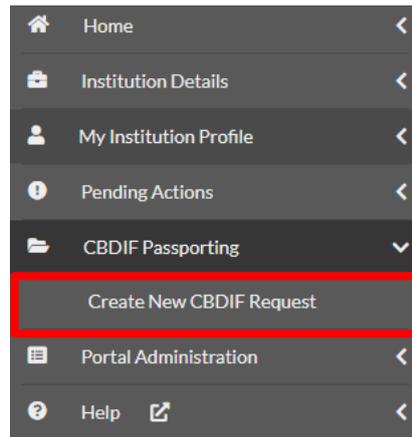


Image 16: Click on 'Create New CBDIF Request'.

At this point, the user is presented with a list of the current marketing notifications for the selected fund, where they can view what countries that fund currently markets into, and the start and end dates of these passporting notifications.

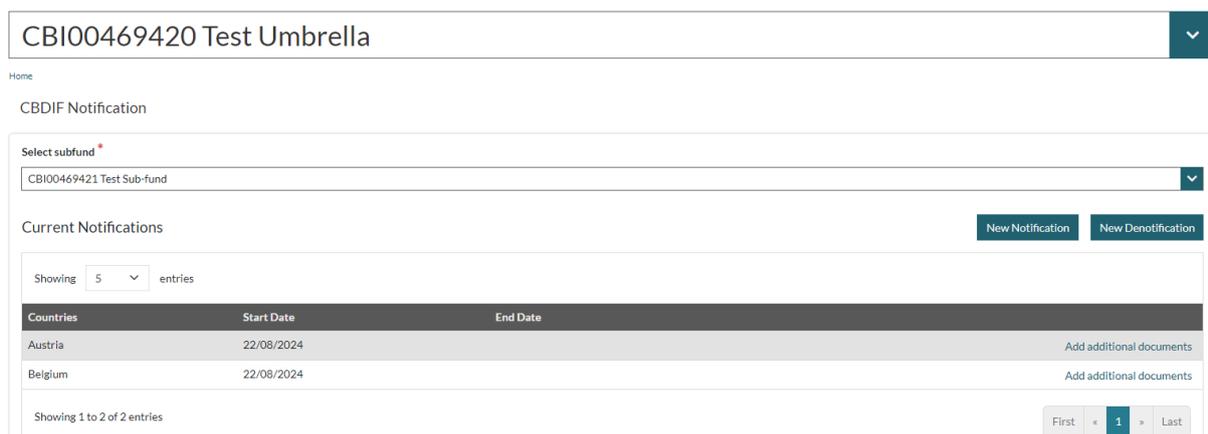


Image 17: View of Countries that the Fund currently markets into.

2.2 New CBDIF Passporting Notification

To commence a new passporting notification submission click on 'New Notification'.

CBDIF Notification

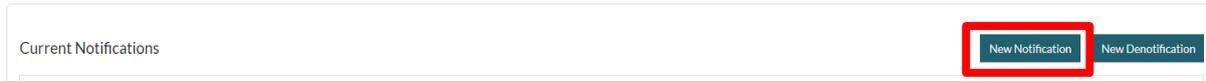


Image 18: Click on 'New Notification'.

2.2.1 - Screen 1: Marketing/Fund Information

The first screen to be completed is the 'Marketing/Fund Information' screen, where some basic information is required. Note that the information required differs slightly depending on whether the fund is a UCITS or an AIF.

Home > Notification > Marketing/Fund Information

New CBDIF Notification

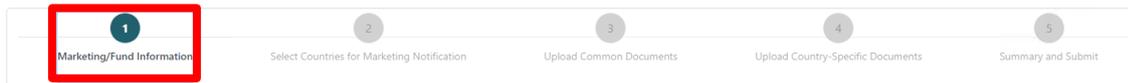


Image 19: Showing the screens to be completed.

UCITS:

Marketing/Fund Information for UCITS fund

Contact Name	Jon Bell
Contact Email Address	Jonb@d.ie

[Save & Next](#)

Image 20: UCITS fund details required.

Contact Name – provide the name of the individual responsible for completing the relevant passporting notification. This is the individual who can be contacted if there are any issues with the passporting submission.

Contact Email Address – provide an email address where the above Contact Name individual can be reached. Note that this email address should ideally be a group inbox.

AIF:

Marketing/Fund Information for AIF fund

Contact Name	TONY DAVIS
Contact Email Address	Tony.Davis@ODR.ie
Predominant Investment Strategy	NO PREDOMINANT TYPE
Market to retail investors	No

[Save & Next](#)

Image 21: AIF fund details required.

Contact Name – provide the name of the individual responsible for completing the relevant passporting notification. This is the individual who can be contacted if there are any issues with the passporting submission.

Contact Email Address – provide an email address where the above Contact Name individual can be reached. Note that this email address should ideally be a group inbox.

Predominant Investment Strategy – choose the investment strategy option that is the most appropriate for that AIF fund, i.e., Fund of Funds, Hedge, No predominant type, Other, Private Equity or Property. If there is no specific investment strategy in place then complete as ‘No predominant type’.

Market to retail investors – if it is intended to market the relevant AIF fund to retail investors select ‘Yes’ here. If not, then leave as ‘No’.

Click “Save & Next” to move on to **Step 2 – Select Countries for Marketing Notification** of the CBDIF Notification submission screen.

Marketing/Fund Information for AIF fund

Contact Name	TONY DAVIS
Contact Email Address	Tony.Davis@ODR.ie
Predominant Investment Strategy	NO PREDOMINANT TYPE
Market to retail investors	No

Save & Next

Image 22: Save & Next

2.2.2 - Screen 2: Select Countries for Marketing Notification

On this page you have the option to pick the country/countries where the relevant fund intends to market into. Note that when the fund is already passporting into a country/countries that these countries will be greyed out, and not available for selection.

Marketing Countries
Deselect 'Applicable to all Share Classes?' if not intending to market all current share classes in the indicated country

Country Applicable to all Share Classes?

- Iceland
- Italy
- Norway
- Austria
- Estonia
- Finland
- Germany
- Greece

At least one new Marketing Country must be selected.

Save & Next

Image 23: Image showing available and unavailable countries on the select countries page.

It is possible to pick one, multiple or all countries on this page, but you must choose at least one country to be allowed to navigate to the next page.

Once a country/countries has/have been selected you will notice that the 'Applicable to all Share Classes?' tick box is automatically selected for that country. This tick box captures situations where all the existing share classes of the relevant funds are being marketed at the time of the submission.

Marketing Countries
Deselect 'Applicable to all Share Classes?' if not intending to market all current share classes in the indicated country

Country Applicable to all Share Classes?

- Iceland
- Italy
- Norway
- Austria
- Estonia
- Finland
- Germany
- Greece

Save & Next

Image 24: Image showing Germany being selected and the 'Applicable to all Share Classes' being auto-filled with a tick.

If not all share classes for the particular fund are being marketed to the relevant country at the time of the submission then this box should be unticked.

Marketing Countries

Deselect 'Applicable to all Share Classes?' if not intending to market all current share classes in the indicated country

<input type="checkbox"/> Country	Applicable to all Share Classes?
<input checked="" type="checkbox"/> Iceland	<input type="checkbox"/>
<input checked="" type="checkbox"/> Italy	<input type="checkbox"/>
<input checked="" type="checkbox"/> Norway	<input type="checkbox"/>
<input type="checkbox"/> Austria	<input type="checkbox"/>
<input type="checkbox"/> Estonia	<input type="checkbox"/>
<input type="checkbox"/> Finland	<input type="checkbox"/>
<input checked="" type="checkbox"/> Germany	<input type="checkbox"/>
<input type="checkbox"/> Greece	<input type="checkbox"/>

[Save & Next](#)

Image 25: Image showing Germany being selected and the 'Applicable to all Share Classes' being manually un-ticked.

Click "Save & Next" to move on to **Step 3 – Upload Common Documents** of the CBDIF Notification submission screen.

Marketing Countries

Deselect 'Applicable to all Share Classes?' if not intending to market all current share classes in the indicated country

<input type="checkbox"/> Country	Applicable to all Share Classes?
<input checked="" type="checkbox"/> Iceland	<input type="checkbox"/>
<input checked="" type="checkbox"/> Italy	<input type="checkbox"/>
<input checked="" type="checkbox"/> Norway	<input type="checkbox"/>
<input type="checkbox"/> Austria	<input type="checkbox"/>
<input type="checkbox"/> Estonia	<input type="checkbox"/>
<input type="checkbox"/> Finland	<input type="checkbox"/>
<input type="checkbox"/> Germany	<input type="checkbox"/>
<input type="checkbox"/> Greece	<input type="checkbox"/>

At least one new Marketing Country must be selected.

[Save & Next](#)

Image 26: Save & Next

2.2.3 - Screen 3: Upload Common Documents

On this page you are given the opportunity to upload all documents that are common to all the countries that you have selected on the previous page (“Common Documents”). **You must upload at least one document on this page, and for AIFs you must upload a notification letter on this page.**

New CBDIF Notification

1 Marketing/Fund Information 2 Select Countries for Marketing Notification **3 Upload Common Documents** 4 Upload Country-Specific Documents 5 Summary and Submit

Documents common to the countries listed should be uploaded below:

GERMANY

File upload

Browse
Maximum File Size 4MB

Please upload at least one document

Please upload at least one Notification document

Save & Next

Image 27: Image showing the Upload Common Documents page with one country selected for passporting.

Only PDF, Word and Excel documents can be uploaded on this page.

The common documents that can be uploaded on this page are:

For UCITS – Prospectus, Annual Report, Half-Yearly Report, Fund Rules/Instrument of Incorporation, KIID.

For AIFs – Notification Letter, Prospectus, Annual Report, Fund Rules/Instrument of Incorporation.

Note: The Article 23(1) Investor Disclosure document should also be uploaded here, and given a document tag of Prospectus.

Also note that the AIFM confirmation letter is no longer required for AIF passports.

Please note that **all uploaded documents must be given a document tag** to allow you to move onto the next page.

CBI00469377 CA - Scenario G New Sub-Fund

Documents common to the countries listed should be uploaded below:

GERMANY

File upload

Browse
Maximum File Size 4MB

Prospectus.docx	English	[PRSP] Prospectus
Notification Letter.docx	English	[NOTI] Notification Letter
KIID.docx	English	[RULS] Fund Rules or the Instruments of Incorporation
Annual Report.docx	English	Select Document Type

Please select Document Type for all uploaded documents

[NOTI] Notification Letter

[PRSP] Prospectus

[ANRS] Annual Report

[RULS] Fund Rules or the Instruments of Incorporation

Image 28: Image showing the Upload Common Documents page being completed for an AIF fund, with all document tags being selected correctly.

All uploaded documents are defaulted to the English language, but if any documents are uploaded that are in a different language to English then they must be tagged appropriately, as per the below image.

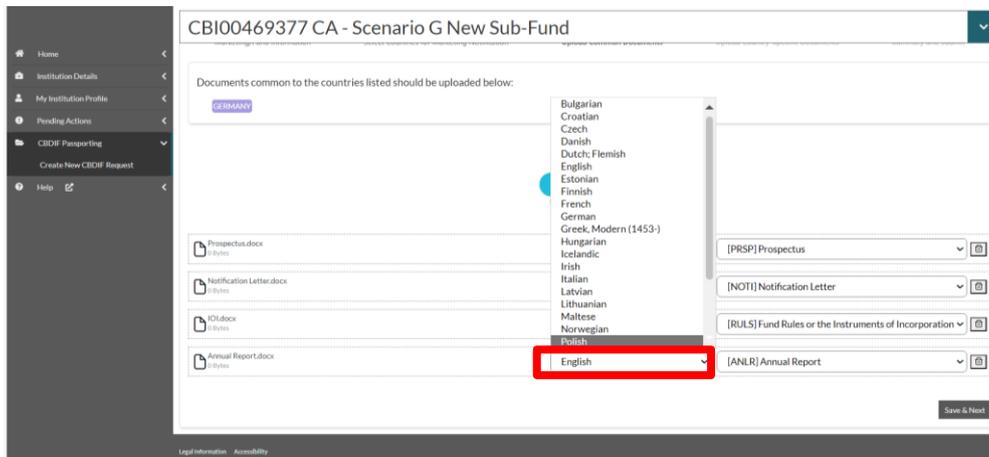


Image 29: Image showing the Upload Common Documents page being completed for an AIF fund, with the relevant language for each document being selected correctly.

Notification letters – UCITS v AIFs:

You will note that the Notification Letter may be uploaded on this page for an AIF, but not for a UCITS fund. Please note that for legislative reasons the UCITS Notification letter must be a unique document for each country and therefore gets uploaded on the next page, i.e., the ‘Upload Country-Specific Documents’ page. However, for AIF funds one AIF notification letter should be uploaded to cover all countries that are intending to market at the time of the submission.

If, for any reason, there is a need/requirement to submit an individual notification letter for any jurisdiction for an AIF submission then we recommend that you make this submission separately, i.e., do not select the relevant country with other countries, and instead select this country on its own as a separate filing.

Also, it is possible to delete any uploaded documents prior to submission by clicking on the bin icon as per the below image.

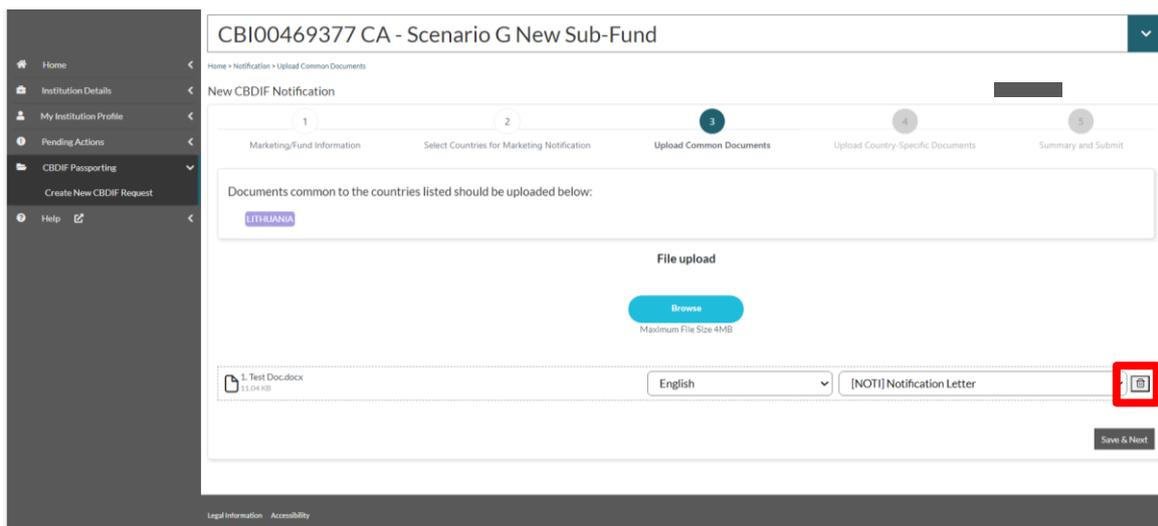


Image 30: Image showing the delete a document icon.

Click “Save & Next” to move on to **Step 4 – Upload Country Specific Documents** of the CBDIF Notification submission screen.

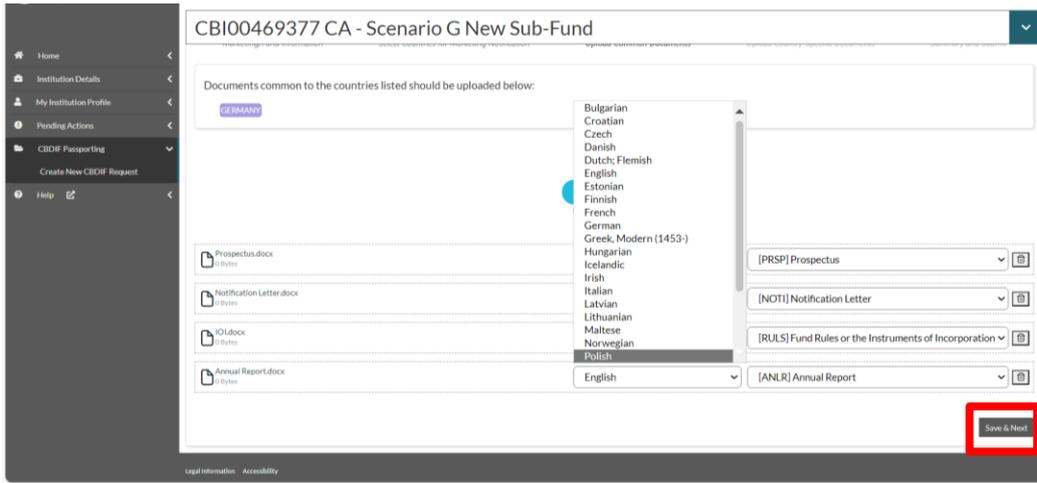


Image 31: Save & Next

2.2.4 - Screen 4: Upload Country-Specific Documents

On this page you are given the opportunity to upload all documents that are unique to that particular country.

Only PDF, Word and Excel documents can be uploaded on this page.

It is possible to expand all the selected countries here in order to view what documents have already been uploaded for each selected country. Each country can also be selected individually in order to view its selected documents.

All uploaded documents are defaulted to the English language, but if any documents are uploaded that are in a different language to English then they must be tagged appropriately.

As above, **for UCITS funds there is a requirement to upload an individual notification letter for each selected country here.** You will not be able to advance to the next page without doing so.

The country-specific documents that can be uploaded on this page are:

For UCITS – Notification Letter, Proof of payment, Other.

For AIFs – Proof of payment, Other.

Regarding the Proof of payment document for both UCITS and AIFs, note that you will receive a pop up message if you attempt to submit for one, or all of, Austria, France, Germany, Liechtenstein and Malta without uploading the relevant proof of payment document.

Missing Proof of Payment Documents

A proof of payment document has not been added for these jurisdictions:
Germany. Do you wish to proceed?

No Yes

Image 32: Image showing the message that appears on the Upload Country-Specific Documents page when one, or all, of Austria, France, Germany, Liechtenstein or Malta is selected for passporting and no proof of payment document is attached.

Passporting applications should not be submitted without the relevant proof of payment being attached. If the proof of payment is not yet available then the relevant country should be removed from the application and submitted separately once the proof of payment is available.

Please note **that all uploaded documents must be given a document tag** to allow you to move onto the next page.

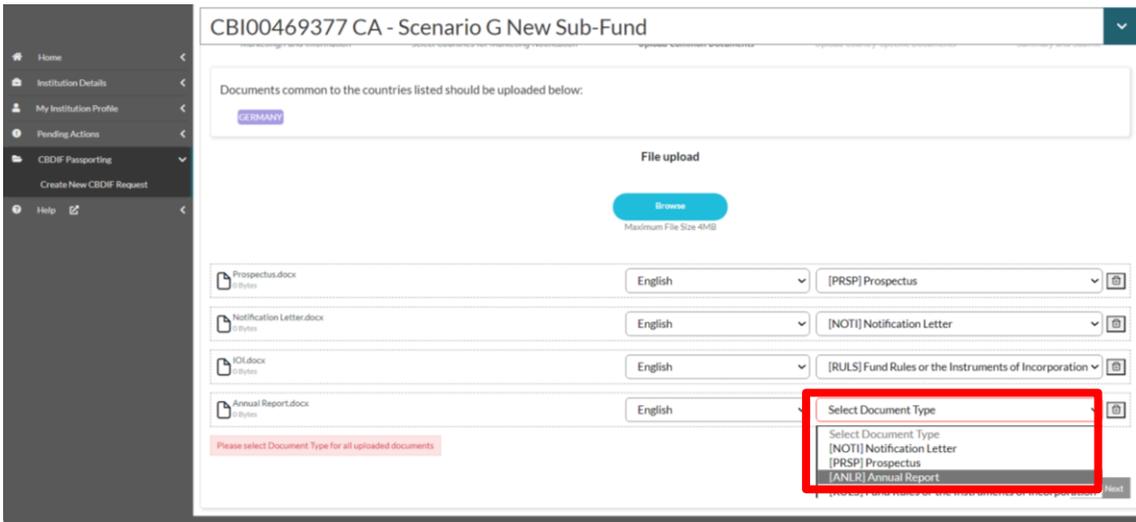


Image 33: Image showing the Upload Country-Specific Documents page for an AIF fund, with the document being uploaded and the documents tag being filled in correctly.

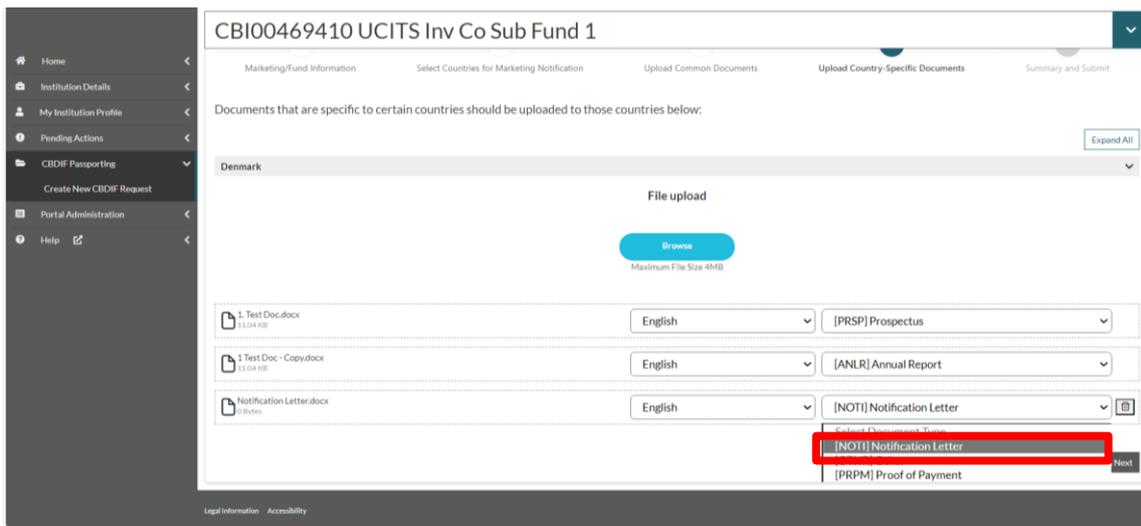


Image 34: Image showing the Upload Country-Specific Documents page for a UCITS sub-fund, with the document being uploaded and the documents tag being filled in correctly.

Click “Save & Next” to move on to **Step 5 – Summary and Submit** of the CBDIF Notification submission screen.

The screenshot displays a web application interface for submitting CBDIF passporting applications. The main header shows the application ID 'CBI00469377 CA - Scenario G New Sub-Fund' and the jurisdiction 'Germany'. Below this is a 'File upload' section with a 'Browse' button and a 'Maximum File Size 4MB' note. There are five document upload rows, each with a file icon, a file name, a language dropdown (all set to 'English'), and a document type dropdown. The document types are: [PRSP] Prospectus, [NOTI] Notification Letter, [RULS] Fund Rules or the Instruments of Incorporation, [ANLR] Annual Report, and a red-bordered dropdown for 'Spars.docx' with options: Select Document Type, [OTHR] Other, and [PRPM] Proof of Payment. A red box highlights the 'Save & Next' button at the bottom right. A pink message box at the bottom left states: 'Please select Document Type for all uploaded documents'. A sidebar on the left contains navigation links: Home, Institution Details, My Institution Profile, Pending Actions, CBDIF Passporting (expanded), Create New CBDIF Request, and Help. The footer includes 'Legal Information' and 'Accessibility'.

Image 35: Save & Next

2.2.5 - Screen 5: Summary and Submit

On this page you have the opportunity to view the information and documents that you have provided and uploaded on the previous screens.

The screenshot shows the 'Summary and Submit' screen for CBI00469377 CA - Scenario G New Sub-Fund. The page is divided into several sections:

- Marketing/Fund Information:** Contact Name: TONY DAVIS; Contact Email: Tony.Davis@ODR.ie; Predominant Investment Strategy: No Predominant Type; Marketing to Retail Investor(s): No.
- Countries:** Germany (selected). A table below indicates 'Applicable to all Share Classes?' is No.
- Document Table:**

Document Type	Language	Document Name	Uploaded
[PRSP] Prospectus	English	Prospectus.docx	
[NOTI] Notification Letter	English	Notification Letter.docx	
[RULS] Fund Rules or the Instruments of Incorporation	English	IOI.docx	
[ANLR] Annual Report	English	Annual Report.docx	
[OTHR] Other	English	Spare.docx	

A 'Submit Marketing Notification' button is located at the bottom right of the main content area.

Image 36: Image showing the Marketing/Fund Information provided, as well as all the uploaded documents, for the country/countries selected on the 'Summary and Submit' screen.

If there are any issues or errors then you may go back to the relevant page where the information was completed, or the document(s) uploaded, by using the screen stepper at the top of the page. Once you have made the necessary amendment(s) then you may return to the 'Summary and Submit' page.

If happy with the information / documents provided, you may submit by selecting the 'Submit Marketing Notification' button, and then clicking OK in the pop up message that appears below.

This screenshot is identical to the previous one, showing the 'Marketing/Fund Information' page. The 'Submit Marketing Notification' button at the bottom right is highlighted with a red rectangular box.

Image 37: Image showing the 'Marketing/Fund Information' page, with 'Submit Marketing Notification' button.

smxuat.unityportal.cbfsai.local says

Are you sure you want to submit this Marketing Notification?



Image 38: Image asking ‘Are you sure you want to submit this Marketing Notification?’ on the ‘Summary and Submit’ screen.

If there are any technical issues preventing the submission the below pop up message / warning will appear in the top right hand corner of the screen.

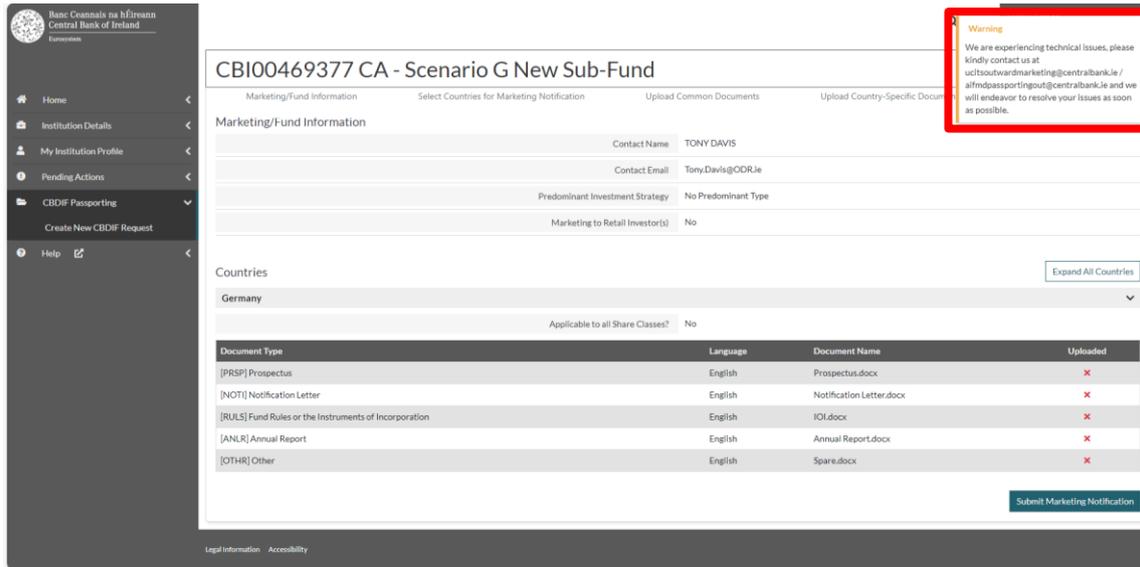


Image 39: Image informing the user that the Bank is experiencing technical problems and how to deal with such a scenario.

On successful submission you will see the below pop up message.

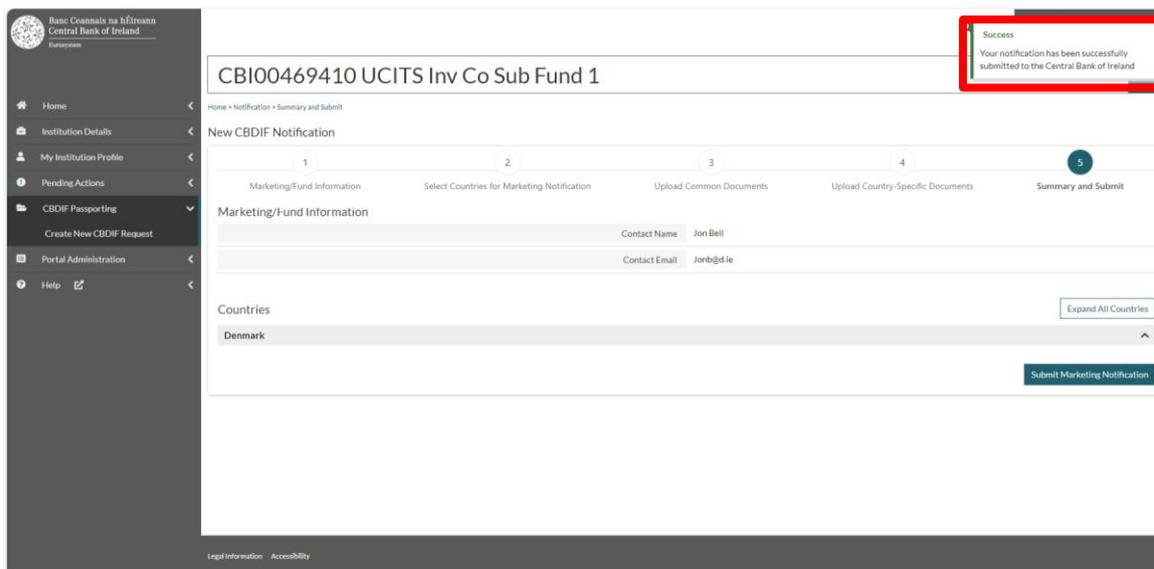


Image 40: Image indicating a successful passporting submission to the Central Bank.

You will then be redirected to the landing page of the relevant fund, where you will be able to view the newly submitted ‘New Notification’ or new notifications listed.

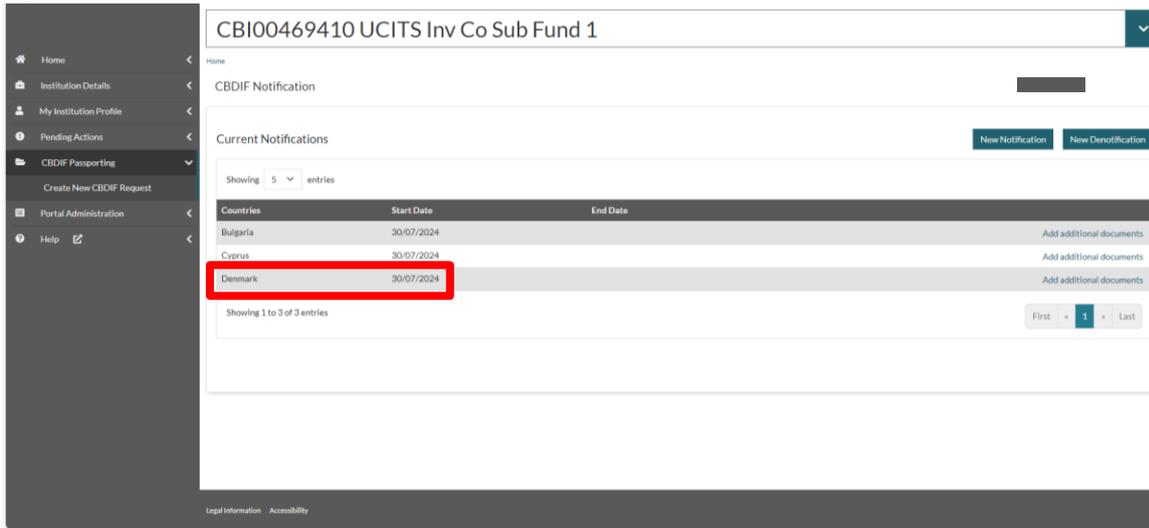


Image 41: Image showing the successfully submitted passporting notification on the funds landing page.

2.3 New CBDIF Passporting Denotification

To commence a new passport de-notification submission click on 'New De-notification'.

Note that the relevant fund must have existing marketing notifications to the relevant country before it can de-notify.

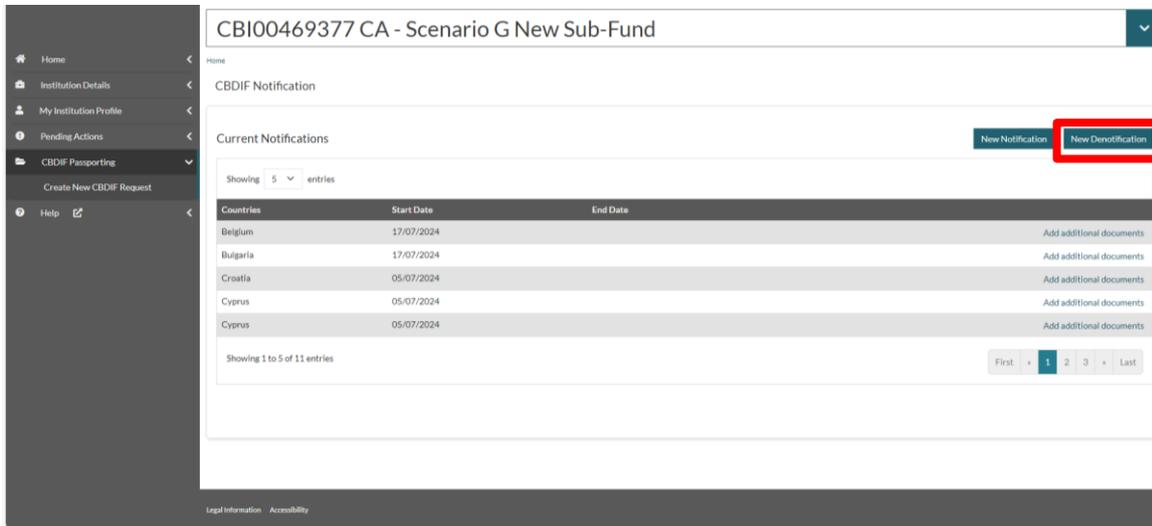


Image 42: Image showing the location of the 'New de-notification' button on the funds landing page.

You are brought to the Screen 1 - 'Select Country for Marketing De-notification' page, where you are presented with a list of all existing marketing notifications for the relevant fund, with all their applicable start dates.

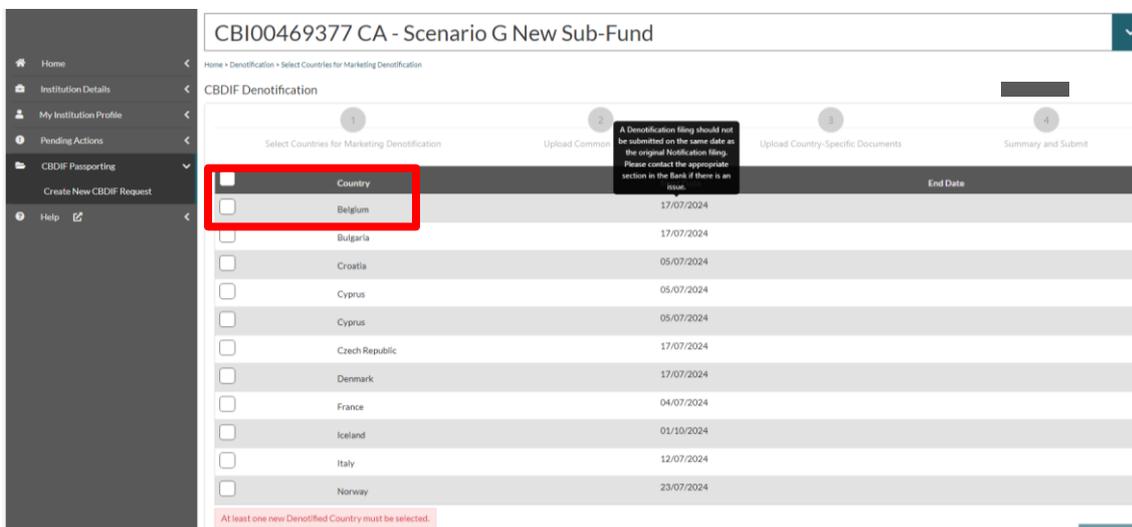


Image 43: The 'Select Countries for Marketing De-notification' page.

Select the country or countries you wish to de-notify from. Select 'Save & Next'.

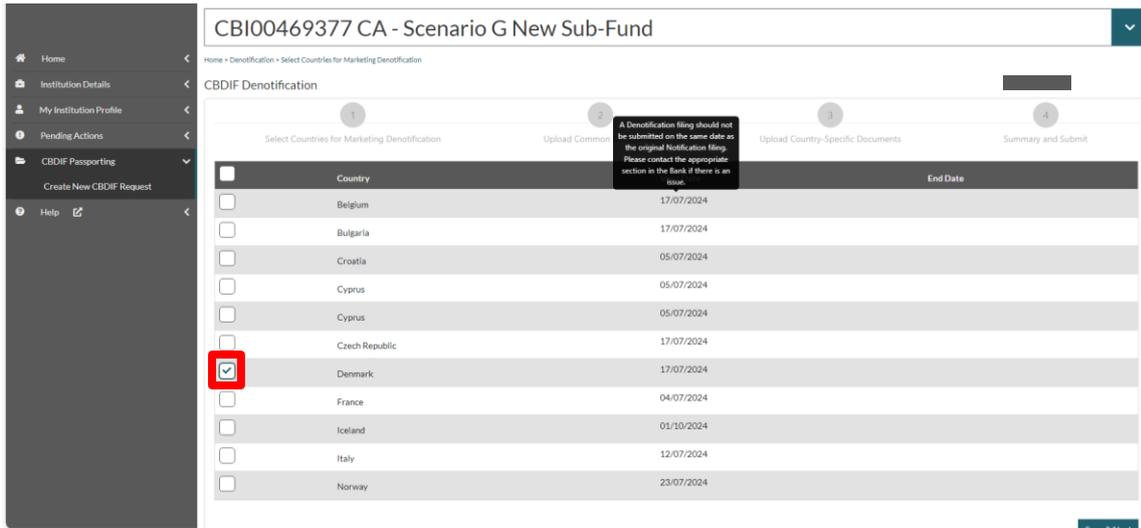


Image 44: Image showing country being selected for de-notification.

You are brought to the page where you can upload documents that are common to all the selected countries.

Ensure that the Document Type is selected in order to be able to move to the next page.

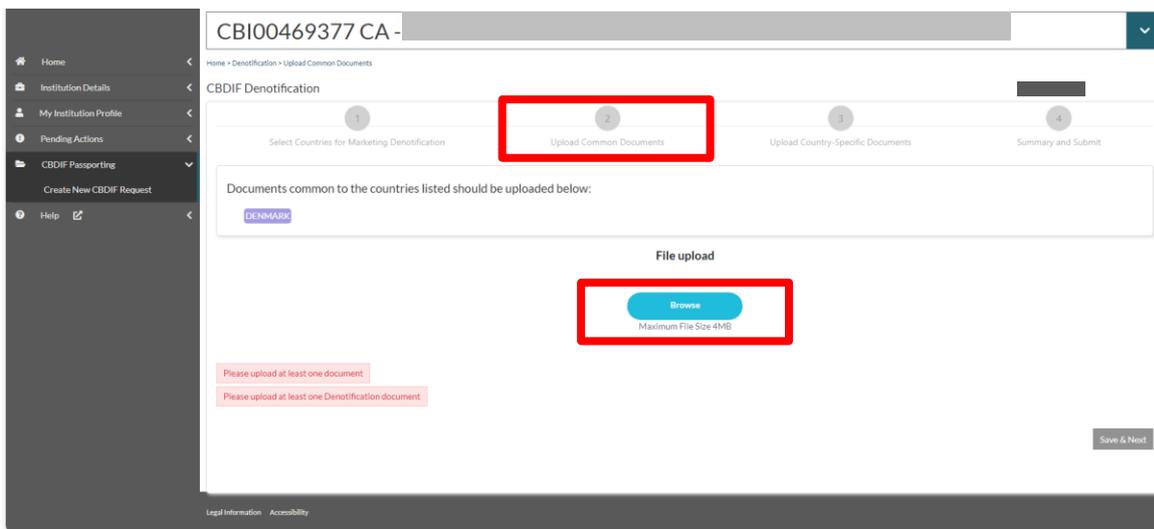


Image 45: The Upload Common Document page.

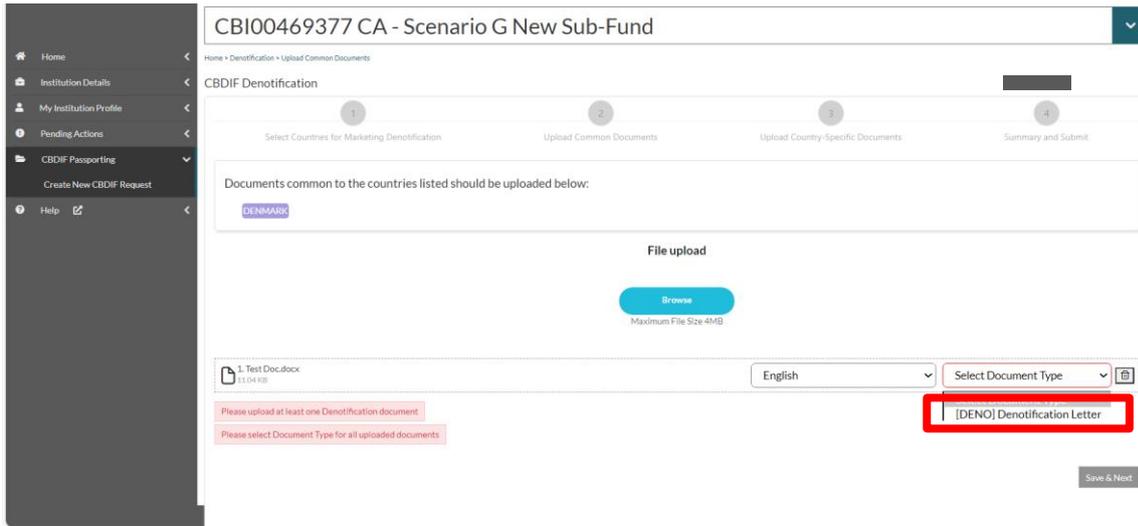


Image 46: Image showing Document Type selection dropdown.

When this is done, select ‘Save & Next’.

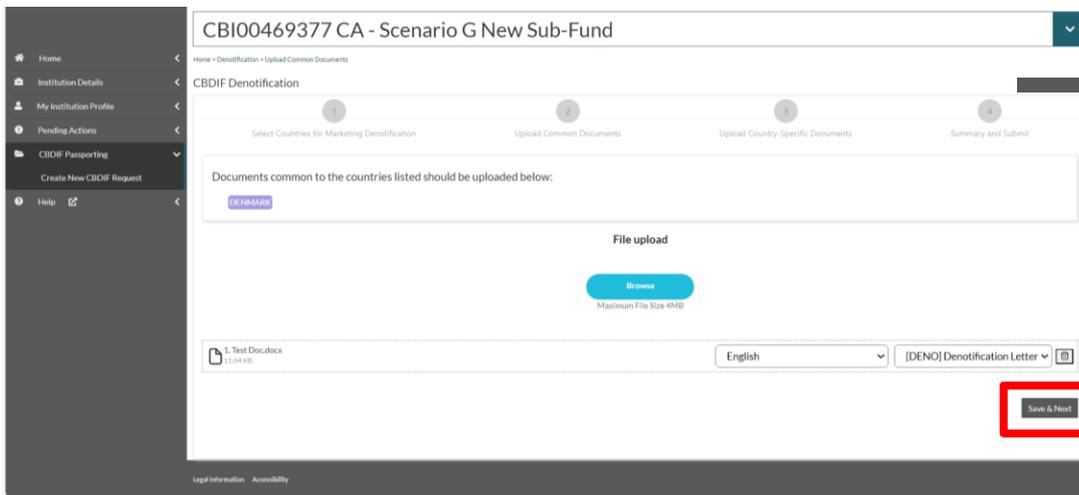


Image 47: Image showing documents uploaded successfully.

You are then brought to the page where you can upload documents unique to specific countries.

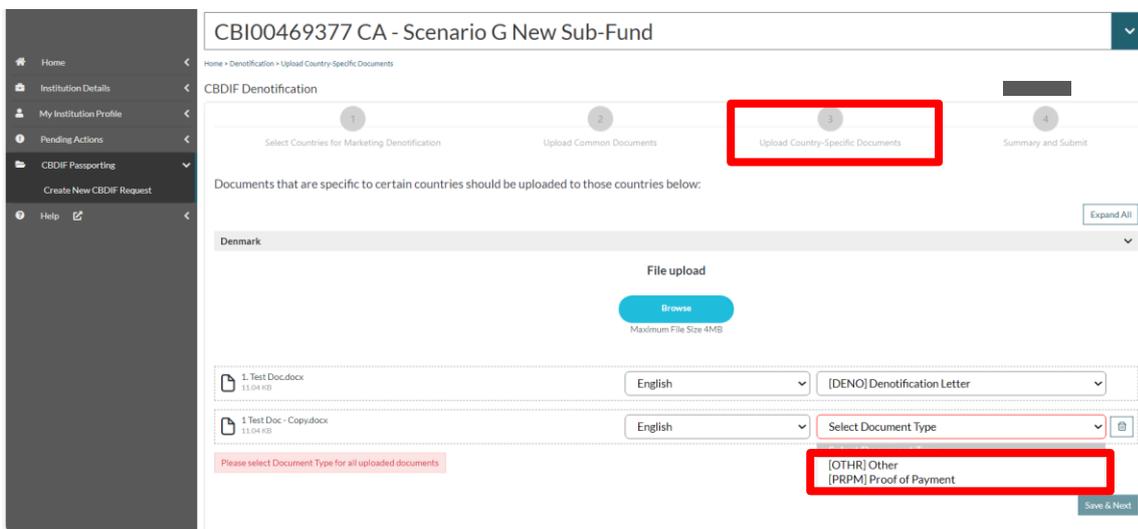


Image 48: Image showing Upload Country-Specific page.

Select the relevant Document Type and Language.

CBI00469377 CA - Scenario G New Sub-Fund

Home > Denotification > Upload Country-Specific Documents

CBDIF Denotification

1 Select Countries for Marketing Denotification 2 Upload Common Documents 3 Upload Country-Specific Documents 4 Summary and Submit

Documents that are specific to certain countries should be uploaded to those countries below.

Denmark

File upload

Browse

Maximum File Size 4MB

1 Test Doc.docx 11.04 KB English [DENO] Denotification Letter

1 Test Doc - Copy.docx 11.04 KB English [PRPM] Proof of Payment

Save & Next

Image 49: Completed Upload Country-Specific page.

Press 'Save & Next'.

You are brought to the 'Summary and Submit' page where you can view the documents you have uploaded as part of the De-notification submission.

CBI00469377 CA - Scenario G New Sub-Fund

Home > Denotification > Summary and submit

CBDIF Denotification

1 Select Countries for Marketing Denotification 2 Upload Common Documents 3 Upload Country-Specific Documents 4 Summary and Submit

Denotification Summary

Countries

Denmark

Document Type	Language	Document Name
[DENO] Denotification Letter	English	1 Test Doc.docx
[PRPM] Proof of Payment	English	1 Test Doc - Copy.docx

Submit Marketing Denotification

Image 50: 'Summary and Submit' page.

Select 'Submit Marketing De-notification'.

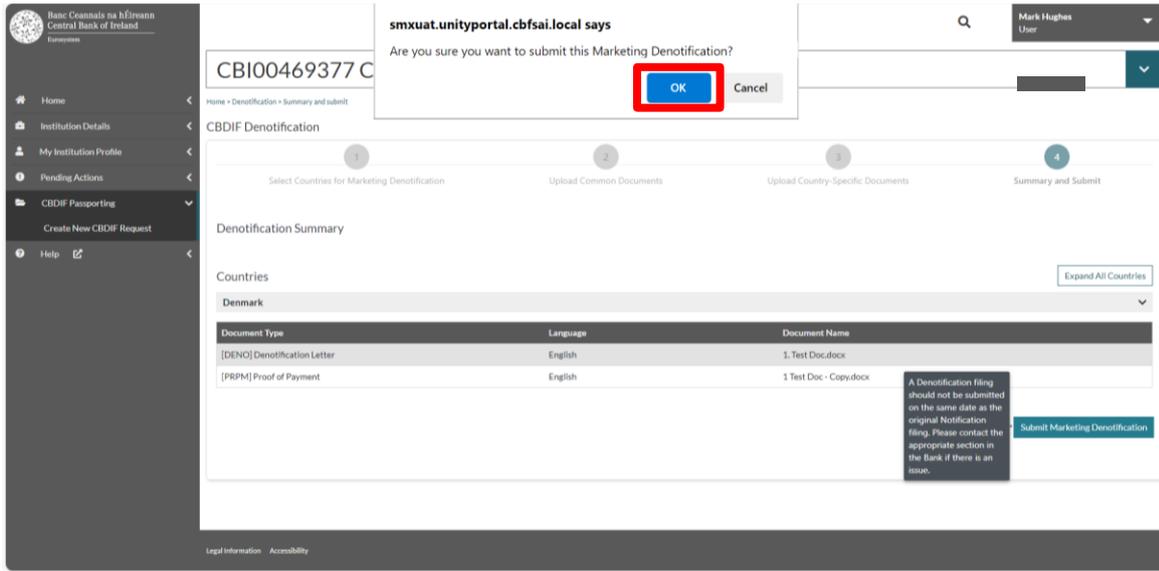


Image 51: The 'OK' or 'Cancel' pop up.

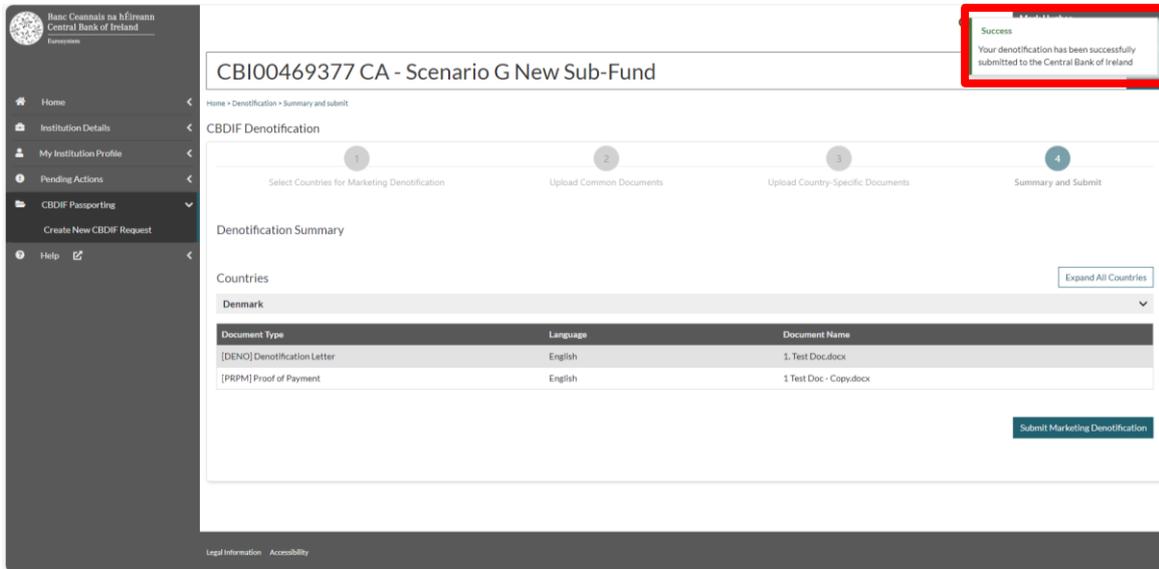


Image 52: Image showing the pop up stating that the de-notification filing has been successfully submitted.

You are then redirected back to the landing page for the fund, where you will be able to see that the passporting notification for that particular fund has been end-dated.

CBI00469377 CA - Scenario G New Sub-Fund

Home

Institution Details

My Institution Profile

Pending Actions

CBDIF Passporting

Create New CBDIF Request

Help

CBDIF Notification

Current Notifications

New Notification New Denotification

Showing 5 entries

Countries	Start Date	End Date	
Czech Republic	17/07/2024		Add additional documents
Denmark	17/07/2024	01/08/2024	Add additional documents
France	04/07/2024		Add additional documents
Iceland	01/10/2024		Add additional documents
Italy	12/07/2024		Add additional documents

Showing 6 to 10 of 11 entries

First 1 2 3 Last

Legal Information Accessibility

Image 53: Back to landing page.

Section 3

3.1 Adding Additional Documents Functionality

This functionality has been provided to allow you to make additional uploads to already submitted notification and de-notification filings. E.g. the host NCA had a query on the filing that necessitated an amended or additional document or if you forgot to include a document in your initial submission.

Note: The document type list will differ slightly depending on whether the fund is a UCITS or an AIF.

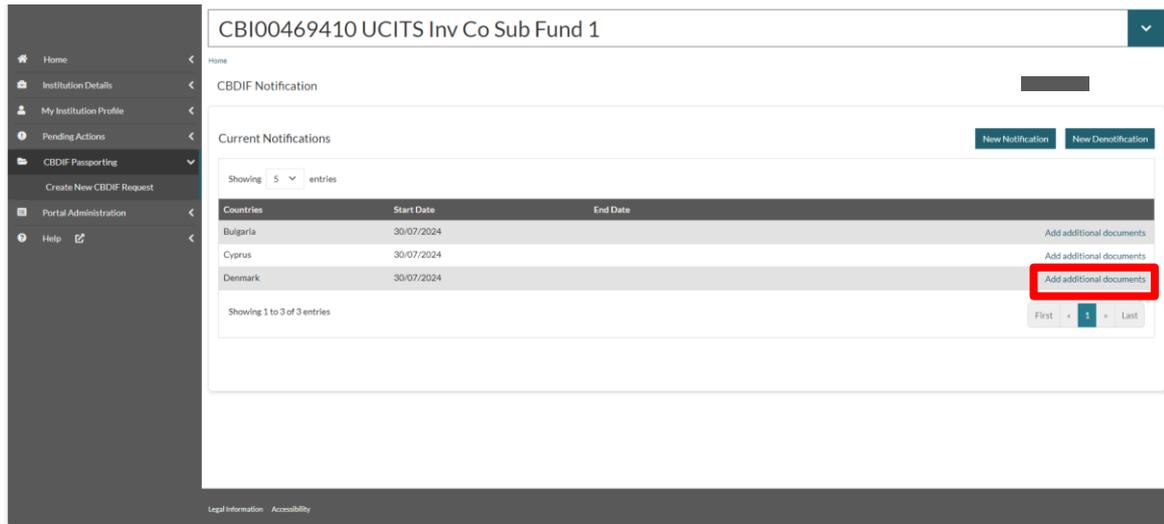


Image 54: Image showing the hyperlink location on the fund landing page.

This functionality is available from the hyperlink next to the relevant country on the landing page of the fund, as illustrated above.

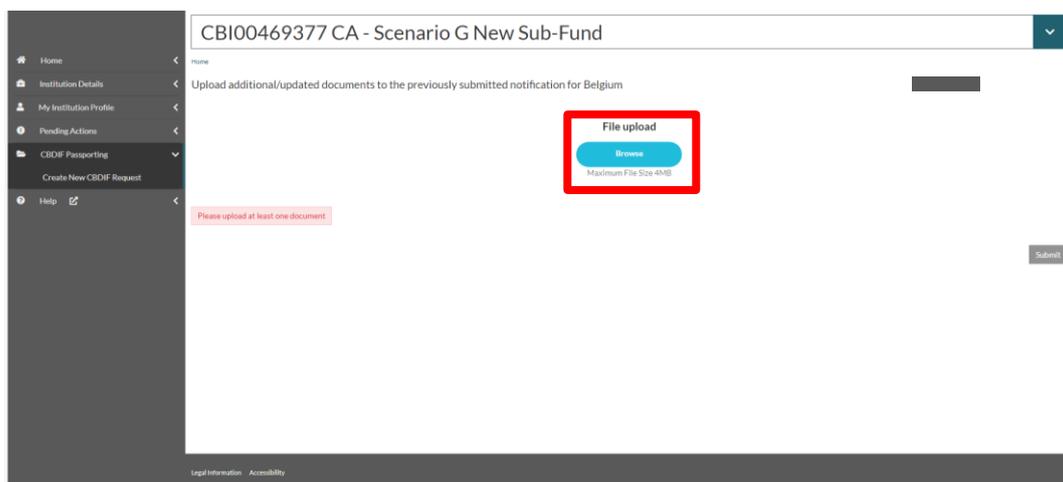


Image 55: Image showing document upload page.

This will bring you to a document upload page.

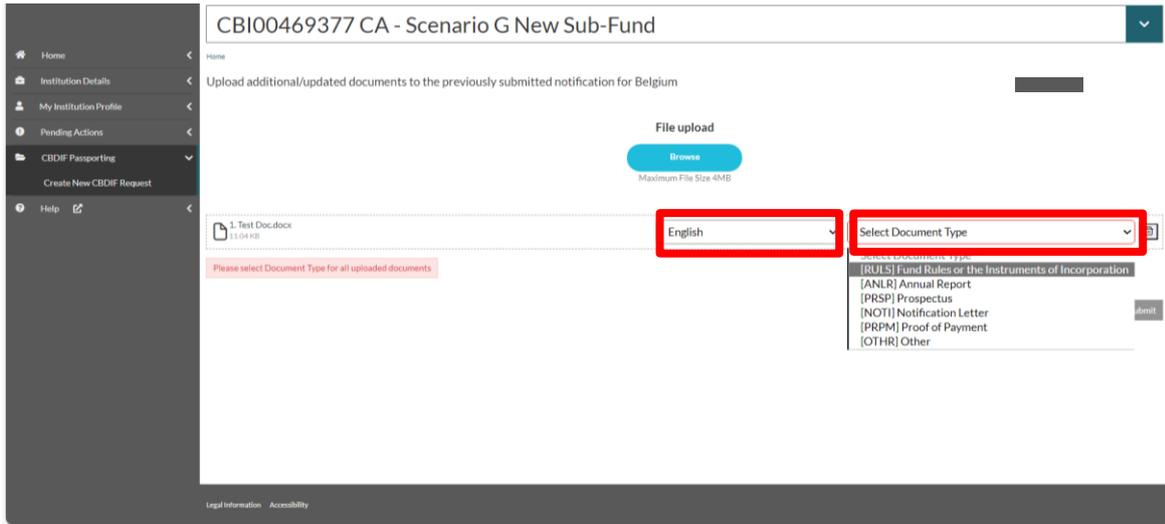


Image 56: Image showing the Document Type list.

Select the relevant Document Type and Language.

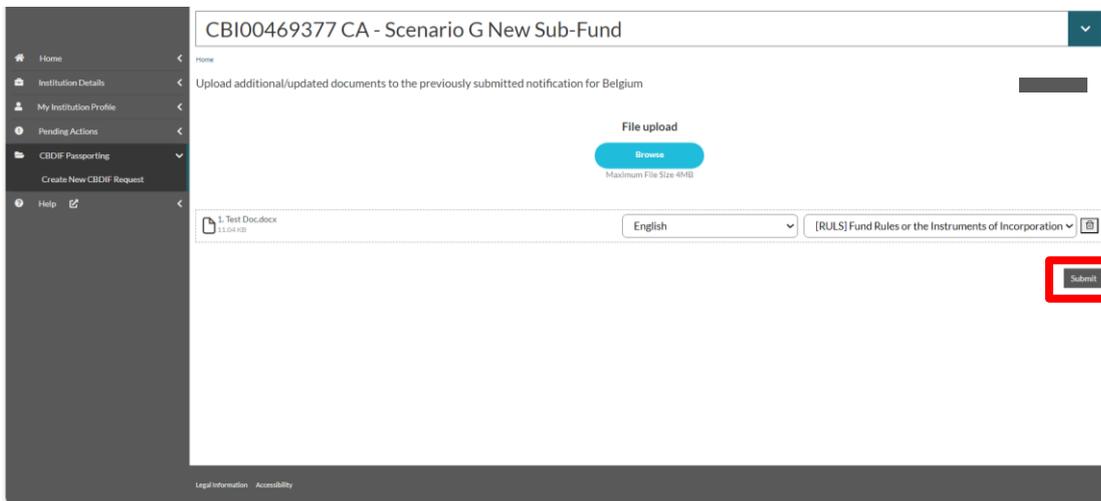


Image 57: Press Submit.

Press 'Submit' and you are sent back the landing page for the selected fund, as per the below image.



Image 58: Image showing that you have successfully been brought back to the funds landing page.