

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

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 <u>onlinereturns@centralbank.ie</u> 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

• User	Kevin Pyke	UA0400850	kevin.pyke@centralbank.ie	Added	-	Actions *
Showing 1 to 3 of 3 entries						Manage Permissions Remove User

Image 2: Displaying the 'Manage Permissions' action

CBDIF Passporting				
	Add	View	Administer	All
Create New CBDIF Request	✓	\checkmark		

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

CBDIF Passporting					~
	Add	View	Administer	All	
Create New CBDIF Request	\checkmark	\checkmark	\checkmark	\checkmark	
Manage CBDIF Notifications					
ONR Returns					~
ONR Returns are not accessible for the selected user.	You are either not permissioned with Administrator	r access role for the ONR Returns OR the user you h	ave selected is currently assigned ONR Returns for w	hich you are not permissioned with Administrator acces	
agal Information Accessibility					Save

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.

CBI00467927 Umbrella ICAV Fund

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'.

CBI00467927 Umbrella ICAV Fund	~
Q Search	l
CBI00469416 ABCDE Fund Umbreila Fund: Umbreila ICAV Fund	
CBI00469377 CA - Scenario G New Sub-Fund Limbedia Fund: Limbedia ICAF Fund	*

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.

Portal – A Guide to Submitting CBDIF Passporting Applications Central Bank of Ireland Page 7

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			CBI00469420 Te	st Umbrella								~
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		L i	Institution Connections									
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0	Pending Actions	<										
-		<	Showing 50 v entries							Filter		۹
		<	Link From			Role		Link To		Start	Date	•
0		<	Test Umbrella - Delegation CA			Filing Representati	ive Is	Test Firm Filing R	eg	13/08	/2024	
			Test Umbrella - Delegation CA			Legal Advisor is		Matheson		13/08	/2024	
			Test Umbrella - Delegation CA			Sub Fund is		Test Sub-fund - D	elegation CA	13/08	/2024	
			Showing 1 to 3 of 3 entries								First + 1	* Last

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.

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Institution Details									- 1
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Portal Administration	CBI00467970 Test UAT Irish AIFM - EU AIF SubFund - Foreign AIF sub-fund 1							Ţ	
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Image 9: User identifies and selects the sub-fund they wish to commence passport notifications for in the dropdown bar.

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

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	CBI00469421 Test Sub	-fund										·
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 Institution Details 	CBDIF Notification											1
A My Institution Profile 4												
Pending Actions <	urrent Notifications New Netlination											
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Create New CBDIF Request	Austria	22/08/2024	End Date		_	_	_	_	_	Adda	iditional documents	
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	Showing 1 to 2 of 2 entries									Plant		
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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.

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

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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.

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

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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.

CBI0046942	0 Test Umbrella		×
Home			
CBDIF Notification			
Select subfund *			
CBI00469421 Test Sub-fund			v
Current Notifications			New Notification New Denotification
Showing 5 V entr	ries		
Countries	Start Date	End Date	
Austria	22/08/2024		Add additional documents
Belgium	22/08/2024		Add additional documents
Showing 1 to 2 of 2 entries			First « 1 » Last

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		
Current Notifications	New Notification	New Denotification

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				
0	2	3	4	5
Marketing/Fund Information	Select Countries for Marketing Notification	Upload Common Documents	Upload Country-Specific Documents	Summary and Submit

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	

Image 20: UCITS fund details required.

<u>Contact Name</u> – 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.

<u>Contact Email Address</u> – 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
 TONY DAVIS

 Image: Contact Name
 TOny.Davis@ODR.ie

 Image: Contact Email Address
 Tony.Davis@ODR.ie

 Image: Contact Email Address
 NO PREDOMINANT TYPE

 Image: Contact Email Address
 No

Save & Next

Image 21: AIF fund details required.

<u>Contact Name</u> – 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.

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

<u>Predominant Investment Strategy</u> – 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'.

<u>Market to retail investors</u> – 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 🗸

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	Applicable to all Share Classes?
	A
V Itelan	
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?
Celand	•
V Italy	
V Norway	
Austria	l
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	
Country	Applicable to all Share Classes?
Celand	•
V Italy	
Norway	
Austria	
Estonia	
Finland	
Germany	
Greece	•
	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	
Country	Applicable to all Share Classes?
C Iceland	•
V Italy	
Norway	
Austria	l
Estonia	
Finland	
Germany	
Greece	-
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.

CBDIF Notification				
1	2	3	4	5
Marketing/Fund Information	Select Countries for Marketing Notification	Upload Common Documents	Upload Country-Specific Documents	Summary and Submi
cuments common to the cou	ntries listed should be uploaded below:			
GERMANY				
		File upload		
		Browse Maximum File Size 4MB		
ise upload at least one document				
se upload at least one Notification docu	iment			
				South

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-Fu	nd		~	¢
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	Create New CBDIF Request					- 11	
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		l		English	[RULS] Fund Rules or the Instruments of Incorporation	5	
		L	C Dytes	English	Select Document Type)	
			Please select Document Type for all uploaded documents		[NOTI] Notification Letter		
		L			[ANILR] Annual Report [ANILR] Annual Report [RULS] Fund Rules or the Instruments of Incorporation		ې ش

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.

			CBI00469377 CA - Scenario G New Sub-Fund						
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4		<	Documents common to the countries listed should be uploaded below:	Bulgarian					
•	Pending Actions CBDIF Passporting Create New CBDIF Request	< *		Croatian Czech Danish Dutch; Flemish English					
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		l	Annual Reputdoce Control	Norwegian Polish English v	(ANLR) Annual Report				
			Legal Internation Accessibility						

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.

		CBI00469377 CA - Scenario G New Sub-Fund	
*		Home + Notification > Upload Common Documents	
•	Institution Details	New CBDIF Notification	
*			
•	Pending Actions	Marketing/Fund Information Select Countries for Marketing Notification Upload Common Documents Upload Country-Specific Documents Summary and Submit	
-	CBDIF Passporting		
	Create New CBDIF Request	Documents common to the countries listed should be uploaded below:	
0		LITHUANA	
		File upload	
		Bitwee Maximum File Size 4MB	
		Liter Docdock English V [NOTI] Notification Letter]
		Save & Nort	I
		Legal information Accessibility	

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.

 Home Institution Details Hy Institution Portini Punding Actions Class Porting Create Nave CIIDIF Request Help 2 	CBI00469377 CA - Scenario G New Sub- Documents common to the countries listed should be uploaded below: Common Common Com	Fund Bulgarian Crach Datish Polish Estonian Frinsh French German Greek, Modern (1453-) Hungarian Italian Lelandic Irish Italian Lutvian Matese Norvegian	(PRSP) Prospectus v (NOTI) Notification Letter v (ROULS) Fund Rules or the Instruments of Incorporation v (RULS) Fund Rules or the Instrument v (RULS) Fund Rules v (RULS) Fund RU
	Annual Report Loca Proves	Polish v	(ANLR) Annual Report

Image 31: Save & Next

Yes

No

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.

<u>For AIFs</u> – 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.



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

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.

	CBI00469377 CA - Scenario G New Sub-Fund
# Home	narkongram membering optimi optimi K
Institution Details	C Documents common to the countries listed should be uploaded below:
My Institution Profile	C GERMANY
Pending Actions	
CBDIF Passporting	File upload
Create New CBDIF Request	
🖲 Help ピ	Brows
	Maximum File Size 4MB
	Prospectua doc English v Prospectus v
	Contraction Letter dock English V [NOTI] Notification Letter
	Childrex English (RULS) Fund Rules or the Instruments of Incorporation
	Annual Report docx English Select Document Type
	Please select Document Type for all uploaded documents Select Document Type for all uploaded documents [NOT1] Notification Letter [PRSP] Prospectus [ANLR] Annual Report Next

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.

			CBI00469410 UCITS Inv Co Sub Fund 1								
*		<	Marketing/Fund Information	Select Countries for Marketing Notification	Upload Common Documents		Jpload Country-Specific Documents	Summary and Submit			
۵		<									
*		<	Documents that are specific to cer	tain countries should be uploaded to those	countries below:						
0	Pending Actions	<						Expand All			
•	CBDIF Passporting	~	Denmark					~			
	Create New CBDIF Request				File upload						
•		<									
0		<			Browse Maximum File Size 4MB						
			1.Test Doc.docx		English	•	[PRSP] Prospectus	~			
			1Test Doc - Copy.docx		English	~	[ANLR] Annual Report	~			
			Notification Letter.docx © Bytes		English	~	[NOTI] Notification Letter	~ 🗇			
							Select Document Tupe				
							[NOTI] Notification Letter	Next			
							[PRPM] Proof of Payment				

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.

		CBI00469377 CA - Scenario G New Sub-Fund						
💏 Home	<	Germany		~				
Institution Details	<		File upload					
A My Institution Profile	<							
Pending Actions	<		Browse					
CBDIF Passporting	~		Maximum File Size 4MB					
Create New CBDIF Request								
Help C [*]	<	Prospectus.docx 0 Bytes	English	(PRSP) Prospectus				
		Notification Letter.docx	English	(INOTI] Notification Letter				
		C O Bytes	English	▼ [RULS] Fund Rules or the Instruments of Incorporation ▼				
		Annual Report.docx 0 Bytes	English	✓ [ANLR] Annual Report ✓				
		Spare.docx 0 Bytes	English	✓ Select Document Type ✓ 🗎				
		Please select Document Type for all uploaded documents		Select Document Type [OTHR] Other [PRPM] Proof of Payment				
				Save & Next				
		Lecal Information 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.

		CBI00469377 CA - Scenario G New Sub-Fund					
*		K Marketing/Fund Information	Select Countries for Marketing Notification Up	load Common Documents	Upload Country-Specific Documents	Summary and Submit	
۵		K Marketing/Fund Information					
1	My Institution Profile	<	Contact Na	me TONY DAVIS			
0	Pending Actions	<	Contact Er	Tony.Davis@ODR.ie			
•	CBDIF Passporting	×	Predominant Investment Strat	No Predominant Type	8		
	Create New CBDIF Request		Marketing to Retail Investo	r(s) No			
0		< Countries				Expand All Countries	
		Germany	Applicable to all Share Class	es? No		Ŷ	
		Document Type		Language	Document Name	Uploaded	
		[PRSP] Prospectus		English	Prospectus.docx		
		[NOTI] Notification Letter		English	Notification Letter.docx		
		[ROL5] Fund Rules or the instruments or ini	orporation	English	Annual Report docx		
		[OTHR] Other		English	Spare.docx		
						Submit Marketing Notification	

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.

8		<	Marketing/Fund Information	Select Countries for Marketing Notification	Upload (Common Documents	Upload Country-Specific Documents	Summary and Submit
	Institution Details	<	Marketing/Fund Information					
		<		Contact	Name	TONY DAVIS		
	Pending Actions	<		Contact	Email	Tony.Davis@ODR.ie		
	CBDIF Passporting	~		Predominant Investment Str	ategy	No Predominant Type		
	Create New CBDIF Request			Marketing to Retail Invest	itor(s)	No		
			Countries Germany	Applicable to all Share Cl.	isses?	No		Expand All Countri
			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 Incorpor	ation		English	IOLdocx	
			[ANLR] Annual Report			English	Annual Report.docx	
			[OTHR] Other			English	Spare.docx	
								Submit Marketing Notificat

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?

ОК	Cancel

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.

	Banc Ceannais na hÉireann Central Bank of Ireland Eurosystem		CDI00440277.CA	Seenerie C New Sub F	und			Warning - We are experiencing technical issues, please kindly contact us at
			CBI00409377CA	- Scenario G New Sub-F	una			ucitsoutwardmarketing@centralbank.ie / aifmdpassportingout@centralbank.ie and we
*		<	Marketing/Fund Information	Select Countries for Marketing Notification	Upload	Common Documents	Upload Country-Specific Docum	 will endeavor to resolve your issues as soon as possible.
۵	Institution Details	<	Marketing/Fund Information					
4		<		c	Contact Name	TONY DAVIS		
0	Pending Actions	<			Contact Email	Tony.Davis@ODR.ie		
	CBDIF Passporting	~		Predominant Investr	ment Strategy	No Predominant Type		
	Create New CBDIF Request			Marketing to Ret	ail Investor(s)	No		
0	Help 🗹	<						
			Countries					Expand All Countries
			Germany					~
				Applicable to all S	hare Classes?	No		
			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 Inco	rporation		English	IOI.docx	×
			[ANLR] Annual Report			English	Annual Report.docx	×
			[OTHR] Other			English	Spare.docx	×
								Submit Marketing Notification
			egal Information Accessibility					

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.

	Banc Ceannais na hÉireann Central Bank of Ireland Fureeptan	CBI00469410 UC	ITS Inv Co Sub Fund 1				Success Your notification has been successfully submitted to the Central Bank of Ireland
*		Home > Notification > Summary and Submit					
٠		 New CBDIF Notification 					
*		< (1)	2		3	4	5
0	Pending Actions	< Marketing/Fund Information	Select Countries for Marketing Notification	Upload	Common Documents	Upload Country-Specific Document	s Summary and Submit
•	CBDIF Passporting	Marketing/Fund Information					
	Create New CBDIF Request			Contact Name	Jon Bell		
	Portal Administration	<		Contact Email	Jonb@d.le		
0		Countries Denmark					Expand All Countries
		Legal Information Accessibility		_			

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.

			CBI00469410	CBI00469410 UCITS Inv Co Sub Fund 1							
*		<	Home								
•	Institution Details	<	CBDIF Notification	iDIF Notification							
1		<									
0	Pending Actions	<	Current Notifications			New Notification New Denotification					
-	CBDIF Passporting	~									
	Create New CBDIF Request		Showing 5 Y entries								
		<	Countries	Start Date	End Date						
0		<	Bulgaria	30/07/2024		Add additional documents					
			Cyprus	30/07/2024		Add additional documents					
			Denmark	30/07/2024		Add additional documents					
			Showing 1 to 3 of 3 entries			First < 1 + Last					
			Legal Information Accessibility								

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.

			CBI00469377 CA - Scenario G New Sub-Fund					
*		<	Home					
٠		<	CBDIF Notification					
1		<						
0	Pending Actions	<	Current Notifications			New Notification New Denotification		
-	CBDIF Passporting	~						
	Create New CBDIF Request		Showing 5 Y entries					
0		<	Countries	Start Date	End Date			
			Belgium	17/07/2024		Add additional documents		
			Bulgaria	17/07/2024		Add additional documents		
			Croatia	05/07/2024		Add additional documents		
			Cyprus	05/07/2024		Add additional documents		
			Cyprus	05/07/2024		Add additional documents		
			Showing 1 to 5 of 11 entries			First + 1 2 3 + Last		
			Legal Information Accessibility					

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.

			CBIOC)469377 CA - Scenaric	G New Sub-Fund			~
*		<	Home > Denotification	> Select Countries for Marketing Denotification				
٠		<	CBDIF Denot	tification				
*		<		1	2	3	4	
0	Pending Actions	<	Se	elect Countries for Marketing Denotification	Upload Common the submitted on the same date as the original Notification films.	Upload Country-Specific Documents	Summary and Submit	
•	CBDIF Passporting Create New CBDIF Request	~		Country	Please contact the appropriate section in the Bank if there is an issue.		End Date	
0	Help 🕑	<		Belgium	17/07/2024			
				Bulgaria	17/07/2024			
				Croatia	05/07/2024			
				Cyprus	05/07/2024			
				Cyprus	05/07/2024			
				Czech Republic	17/07/2024			
				Denmark	17/07/2024			
				France	04/07/2024			
				Iceland	01/10/2024			
				Italy	12/07/2024			
				Norway	23/07/2024			
			At least one n	ww Denotified Country must be selected.				

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

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

			CBI00469377 CA - Scenario G New Sub-Fund								
*		<	Home > Denotifi	one > Denotification > Select Countries for Manheling Denotification							
۵		<	CBDIF De	enotification							
	My Institution Profile	<			2	3	4				
9	Pending Actions	<		Select Countries for Marketing Denotification	A Denotification filing should not Upload Common be submitted on the same date as	Upload Country-Specific Documents	Summary and Submit				
-	CBDIF Passporting	~			The original Notification Ining. Please contact the appropriate section in the Bank if there is an						
	Create New CBDIF Request			Country	17/07/2024		End Date				
8		<		Belgium	47,07/2024						
				Bulgarla	1//0//2024						
				Croatia	05/07/2024						
				Cyprus	05/07/2024						
				Cyprus	05/07/2024						
				Czech Republic	17/07/2024						
			\checkmark	Denmark	17/07/2024						
				France	04/07/2024						
				Iceland	01/10/2024						
				Italy	12/07/2024						
				Norway	23/07/2024						

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 a	order to be able to move to the next page.
--	--

		CBI00469377 CA -	~						
*		Home > Denotification > Upload Common Documents							
۵	Institution Details	< CBDIF Denotification	1						
*	My Institution Profile								
0	Pending Actions	Select Countries for Marketing Denotification Upload Common Documents Upload Country-Specific Documents Summary and Sc	Jbmit						
-	CBDIF Passporting								
	Create New CBDIF Request	Documents common to the countries listed should be uploaded below:							
0		< DEMODR							
		File upload							
		Browse							
		Maximum File Size 4MB							
		Please upload at least one document							
		Please upload at least one Denotification document							
			Save & Next						
		Legal information Accessibility							

Image 45: The Upload Common Document page.

			CBI00469377 CA - Scenario	G New Sub-Fund			~		
*		<	Home > Denotification > Upload Common Documents						
	Institution Details	<	CBDIF Denotification						
-		<	1	2	3		4		
8	Pending Actions	<	Select Countries for Marketing Denotification	Upload Common Documents	Upload Country-Specific Documents		Summary and Submit		
•	CBDIF Passporting	~							
	Create New CBDIF Request		Documents common to the countries listed should be	e uploaded below:					
0		<	DENMARK						
				File upload Ricewan Maximum File Size 4MB					
			1.TestDoc.docx 11.D4KS		English	~	Select Document Type		
			Please upload at least one Denotification document Please select Document Type for all uploaded documents			C	[DENO] Denotification Letter		
							Save & Next		

Image 46: Image showing Document Type selection dropdown.

When this is done, select 'Save & Next'.

			CBI00469377 CA - Scenario	G New Sub-Fund		~			
*		<	Home > Denotification > Upload Common Documents						
٠		<	CBDIF Denotification						
*		<	1	2	3	4			
•		<	Select Countries for Marketing Denotification	Upload Common Documents	Upload Country-Specific Documents	Summary and Submit			
•	CBDIF Passporting	~							
	Create New CBDIF Request		Documents common to the countries listed should	d be uploaded below:					
0		۲	DENMARK						
File upload Iteration Maximum File Size 4MB									
			1. Test Doc.docx 11.04 KB		English	[DENO] Denotification Letter			
			Legd Mension Accessibility			Save & Heat			

Image 47: Image showing documents uploaded successfully.

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

		CBI00469377 CA	CBI00469377 CA - Scenario G New Sub-Fund						
*		Home > Denotification > Upload Country-Specific Docume	nts						
۵	Institution Details	< CBDIF Denotification							
-	My Institution Profile	۲ (۱	2		3	4			
8	Pending Actions	Select Countries for Marketing	Denotification Upload Common Docum	ents Upload Count	try-Specific Documents	Summary and Submit			
-	CBDIF Passporting	~							
	Create New CBDIF Request	Documents that are specific to ce	ertain countries should be uploaded to those coun	tries below:					
0		<				Expand All			
		Denmark				~			
				File upload					
				Descure					
			M	primum File Size 4MB					
		1.Test Doc.docx		inglish 🗸	[DENO] Denotification Le	etter 🗸			
		1 Test Doc - Copy.docx 11.04 KB	E	English 🗸	Select Document Type	~			
		Please select Document Type for all upload	led documents		[OTHR] Other				
					[PRPM] Proof of Paymen	t			
						Save & Next			
		11 General 1	I fed documents	nglish v	[DENO] Denotification Le Select Document Type [OTHR] Other [PRPM] Proof of Paymen	t sow			

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						
٠		<	CBDIF Denotification						
*		<	1	2			3	4	
0	Pending Actions	<	Select Countries for Marketing Denotification	Upload Common	Documents	Upload Countr	y-Specific Documents	Summary and Sub	mit
-	CBDIF Passporting	~							
	Create New CBDIF Request		Documents that are specific to certain countries sho	uld be uploaded to those	countries below:				
0		<	Expand All						
			Denmark						~
					File upload				
					Browse Maximum File Size 4MB				
			1.Test Doc.docx 11.04 KB		English	~	[DENO] Denotification Letter		~
			1 Test Doc - Copydocx 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							
۵		< (CBDIF Denotification							
1		<		2		4				
0		<	Select Countries for Marketing Denotification	Upload Common Documents	Upload Country-Specific Documents	Summary and Submit				
-	CBDIF Passporting	~								
	Create New CBDIF Request		Denotification Summary							
0		<								
			Countries			Expand All 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				
			eral information Accessibility							

Image 50: 'Summary and Submit' page.

Select 'Submit Marketing De-notification'.

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	Banc Ceannais na hÉireann Central Bank of Ireland Europoint	< Home >1	B100469377 C Cerotification - Summary and submit	smxuat.unityportal.cbfsai.local says Are you sure you want to submit this Marketing Denotification?		Q Mark Hughes 👻
•		< CBD	IF Denotification			
± 0	My Institution Profile	<	1	2	3	3
•	CBDIF Passporting Create New CBDIF Request	♥ De	notification Summary			Summary and Submit
•			untries Inmark sument Type	Language Enrich	Document Name	Expand All Countries
			ervoj venounanou Latter	English	a rest Locadus 1 Test Doc - Copydox A o o a a t i a i i i i i	A Denotification filing Insuld not be submitted in the same date as the signal Notification Submit Markeling Denotification the Bank if there is an source
		Legal Inf	ormation Accessibility			

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

	• • • • • • • • • • • • • • • • • • •					
	Central Bank of Ireland					Success
	Durunyoleen	1				Your denotification has been successfully
			submitted to the Central Bank of Ireland			
*		<	iome > Denotification > Summary and submit			
٠		<	CBDIF Denotification			
1		<	1	2	3	4
0		<	Select Countries for Marketing Denotification	Upload Common Documents	Upload Country-Specific Documents	Summary and Submit
-	CBDIF Passporting	~				
	Create New CBDIF Request		Denotification Summary			
0		<				
			Countries			Expand All 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
			egal Information Accessibility			

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				
٠	Institution Details	<	CBDIF Notification				
4	My Institution Profile	<					
0	Pending Actions	<	Current Notifications			New Notification New Denotification	
-	CBDIF Passporting	~					
	Create New CBDIF Request		Showing 5 Y entries				
0		<	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.

			CBI00469410 UCITS Inv Co Sub Fund 1			
*		<	Home			
۵		<	CBDIF Notification			
-		<				
0		<	Current Notifications			New Notification New Denotification
-	CBDIF Passporting	~				
	Create New CBDIF Request		Showing 5 V entries			
		<	Countries	Start Date	End Date	
0		<	Bulgaria	30/07/2024		Add additional documents
			Cyprus	30/07/2024		Add additional documents
			Denmark	30/07/2024		Add additional documents
			Showing 1 to 3 of 3 entries			First < 1 > Last
Legit Information Accessibility						

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.

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		CBI00469377 CA - Scenario G New Sub-Fund				
*		< Home				
٠		< Upload additional/updated docu	uments to the previously submitted notification for Belg	tium		
4		<				
0	Pending Actions	<		File upload		
-	CBDIF Passporting	~		Browse		
	Create New CBDIF Request		Maxi	imum File Size 4MB		
0		C State Document Type for all uploa	aded documents	English	Select Document Type	
		Legal Information Accessibility				

Image 56: Image showing the Document Type list.

Select the relevant Document Type and Language.

		CBI00469377 CA - Scenario G New Sub-Fund		
*		Fore		
۵		Upload additional/updated documents to the previously submitted notification for Belgium		
*				
0		File upload		
-	CBDIF Passporting	from		
	Create New CBDIF Request	Maximum File Size 4MB		
0		English (RULS) Fund Rules or the Instruments of Incorporation		
		Legalintermation Accessibility		

Image 57: Press Submit.

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

			CBI00469377 CA - Scenario G New Sub-Fund				
*		<	Home				
•		<	CBDIF Notification				
4		<					
0		<	Current Notifications			New Notification New Denotification	
-	CBDIF Passporting	~					
	Create New CBDIF Request		Showing 5 Y entries				
0		<	Countries	Start Date	End Date		
			Belgium	17/07/2024		Add additional documents	
			Bulgaria	17/07/2024		Add additional documents	
			Croatia	05/07/2024		Add additional documents	
			Cyprus	05/07/2024		Add additional documents	
			Cyprus	05/07/2024		Add additional documents	
			Showing 1 to 5 of 11 entries			First + 1 2 3 + Last	

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