



Guidance for Payment of Prospectus Approval Fees

Payment of Prospectus Approval Fees

Where a relevant person¹ submits a document in accordance with the provisions of Irish and EU prospectus law, the relevant person is required to pay, or arrange payment of, a fee to the Central Bank of Ireland (the Central Bank). The applicable fee, as set out in Central Bank Act 1942 (Section 32E) Prospectus and Related Documents Fee Regulations 2022, will be determined according to the document structure as well as the type of security to which the document submitted relates. The Central Bank Act 1942 (Section 32E) Prospectus and Related Documents Fee Regulations 2022 are available at this [link](#).

The fees, payable in euro, relating to the approval of a document must be received by the Central Bank in advance of any approval being granted by the Central Bank. The Central Bank does not accept proof of payment.

The relevant person should consult Central Bank Act 1942 (Section 32E) Prospectus and Related Documents Fee Regulations 2022 to determine the total amount of fees payable to the Central Bank.

Payment by Electronic Transfer

Any payments made by electronic transfer should be sent as early as possible prior to the anticipated day of approval to allow the funds to reach the Central Bank's nominated account.

The Job Reference Number and the security/programme name should be included on the electronic transfer instructions. If such information is not submitted, the Central Bank may be unable to allocate the payment to the account of the relevant person and the payment may have to be returned to the account of the relevant person at their expense.

The Central Bank's electronic transfer details are as follows:

Account Name: Central Bank of Ireland – Prospectus Fees Account

Bank Name: Danske Bank

IBAN: IE84DABA95199010003859

Bank Identifier Code (BIC): DABAIE2D

Bulk Account

As an alternative to the payment option of an electronic transfer, a relevant person, or their agent, may set up a bulk account to facilitate the document approval by the Central Bank. A bulk account can be set up by contacting prospectusfees@centralbank.ie.

¹ A relevant person means an issuer, offeror or person seeking admission to trading as the case may be.



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Completed bulk account application forms should be sent to prospectusfees@centralbank.ie. The relevant person, or their agent, will also need to lodge a bulk payment with the Central Bank. The bulk account will not be interest bearing.

Following receipt of the bulk payment, the Central Bank will request confirmation via email from the relevant person, or their agent, whenever fees are required to be deducted from the balance available in the bulk account.

The relevant person, or their agent, is required to respond by return email to the Central Bank on the same business day to authorise any debit to the bulk account.

The Central Bank will advise the relevant person, or their agent, when the balance on the bulk account falls below the threshold amount agreed with the relevant person. The Central Bank will request that funds are credited to the bulk account so that the threshold amount is met or exceeded.

The Central Bank will provide an account statement for each calendar month by email to the relevant person, or their agent. This will show the bulk account's prior month brought forward balance, a list of all deductions by Job Reference Number or deposits made during the month, and the carried forward balance. Discrepancies, if any, should be highlighted at this stage.

Contact Us

For queries in relation to the payment of prospectus approval fees, email prospectusfees@centralbank.ie. All such queries should contain the Job Reference Number.

Postal queries should be sent to the following address:
Financial Control Division
Central Bank of Ireland
PO Box 559
Dublin 1

For queries in relation to a prospectus application, which has been submitted to the Central Bank for review, email prospectus@centralbank.ie. All such queries should contain the Job Reference Number.