

The first step in making a request for Designated Person (DP) Access is to create a pre-approval account

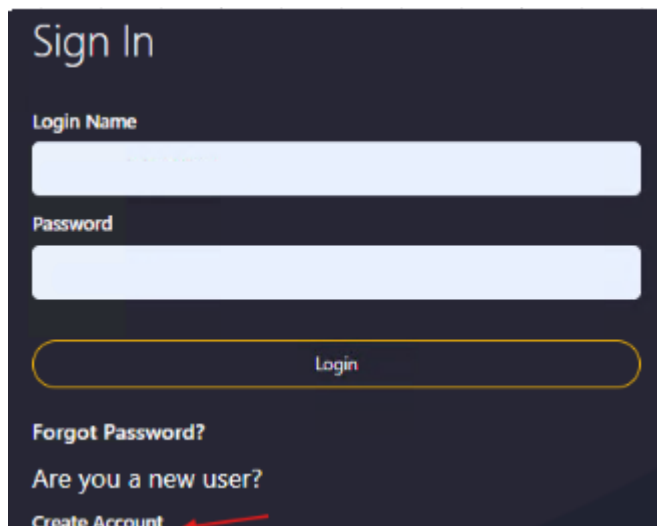
Important to remember

- Always clear your cache to reset your connection to the Portal
- Make note of the username and password you choose when creating the pre-approval account
- Check your junk/spam folder for email notifications. Verification email notifications expire, verify your email address without delay.
- Have evidence of your registration with your regulatory authority to hand before making a request for DP access

1. Log onto the RBO Website www.rbo.gov.ie
2. On the home page click on Register Login



3. Click on 'Create Account'



4. Enter all the mandatory information for *User Details* and *Account Details* sections.
5. **Take note of the username and password you choose.**
6. Account Type *Designated Persons (pre approval application)* should be selected

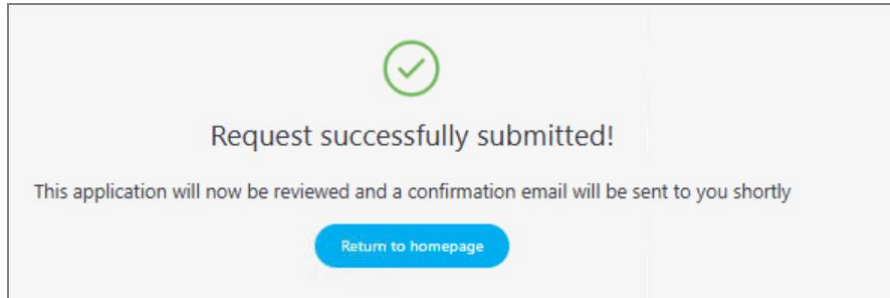
Account Type *

Designated Persons (pre approval application)

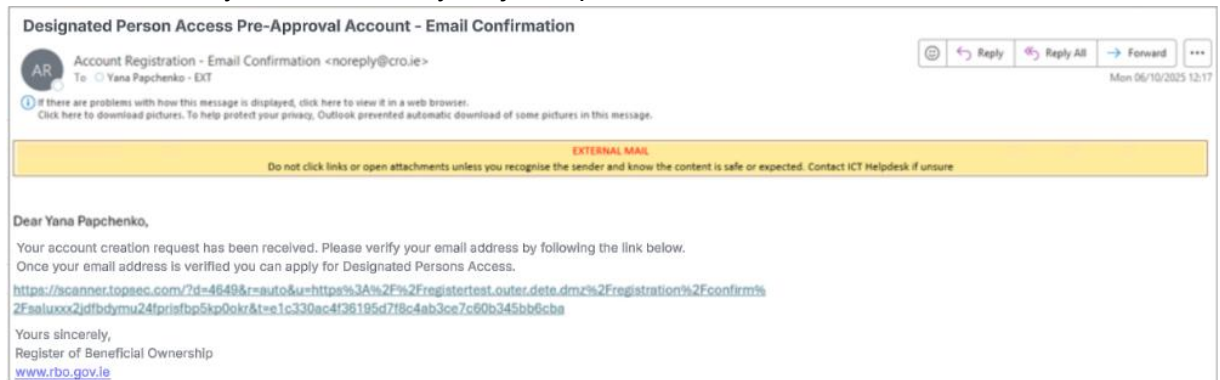
7. Click on 'Register' button

 Register [s]

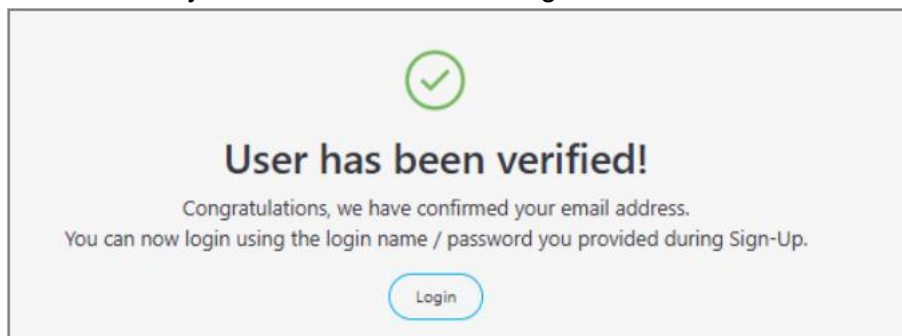
8. Confirmation is displayed



9. You must now verify your email address by following the link in the email you will receive. You may need to check your junk/spam folder for this email.



10. Once verified you will receive the following notification



11. You must now proceed to make your request for Designated Person Access.
12. Login to the main RBO Customer Portal with the username and password chosen during the Designated Persons (pre approval application) account creation stage.
13. Navigate to Dashboard and select 'Start New Filing' button

Hi Ann, what would you like to do next? [Start New Filing](#)

RBO AN CLÁR UM ÚINEIREACHT THAIRBHIÚIL CUIDEACHTAÍ AGUS CUMANN TIONSCAIL AGUS COIGILTIS
CENTRAL REGISTER OF BENEFICIAL OWNERSHIP OF COMPANIES AND INDUSTRIAL AND PROVIDENT SOCIETIES

Welcome to the Central Register of Beneficial Ownership of Companies and Industrial and Provident Societies.

Companies/societies must identify their Beneficial Owners, keep their details on their own internal register and register these details with the RBO.

Before you begin, please ensure that you are entering the First Name, Last Name, PPSN and Date of Birth that are registered with the Department of Employment Affairs & Social Protection (DEASP) for that beneficial owner.

If the details entered in the RBO do not exactly match DEASP's records, the Filing will be rejected. See also FAQ 14.1 in www.rbo.gov.ie. (Middle name is not required and is not part of the validation process. Including the middle name might cause a delay in processing).

If the beneficial owner does not have a PPSN or IPN, one must be applied for with the CRO at: [CRO IPN](#)

To begin filing, click the Start New Filing button and start typing the entity name in the search bar.

14. Application to Access RBO – Designated Person Access Form – Click on Start

Hi Ann, what would you like to do next? [Start New Filing](#)

RBO AN CLÁR UM ÚINEIREACHT THAIRBHIÚIL CUIDEACHTAÍ AGUS CUMANN TIONSCAIL AGUS COIGILTIS
CENTRAL REGISTER OF BENEFICIAL OWNERSHIP OF COMPANIES AND INDUSTRIAL AND PROVIDENT SOCIETIES

Welcome to the Central Register of Beneficial Ownership of Companies and Industrial and Provident Societies.

Companies/societies must identify their Beneficial Owners, keep their details on their own internal register and register these details with the RBO.

Before you begin, please ensure that you are entering the First Name, Last Name, PPSN and Date of Birth that are registered with the Department of Employment Affairs & Social Protection (DEASP) for that beneficial owner.

If the details entered in the RBO do not exactly match DEASP's records, the Filing will be rejected. See also FAQ 14.1 in www.rbo.gov.ie. (Middle name is not required and is not part of the validation process. Including the middle name might cause a delay in processing).

If the beneficial owner does not have a PPSN or IPN, one must be applied for with the CRO at: [CRO IPN](#)

To begin filing, click the Start New Filing button and start typing the entity name in the search bar.

Application to Access RBO

[I want to file a...](#)

Filing
Designated Persons Access Form
Register Relevant Entities

[Start New Filing](#)

15. Enter the necessary information on each screen. Click *Next* to proceed to the next screen and *Previous* to go back. If you need to gather information in support of your request, you can *Save Draft* and return to it later.
16. Submit the form.
17. Filing confirmation is displayed

Filing Successfully Submitted

Designated Person Access

Reference
SR736002

[Start New Filing](#)

18. Your request will be reviewed by a member of the RBO and you will be notified of the next steps by email.

