

1. DATA (1-15 below) WHICH MUST BE HELD BY EACH COMPANY IN ITS OWN REGISTER IN RESPECT OF EACH OF ITS BENEFICIAL OWNERS, AND
2. DATA (1-19 below) WHICH WILL BE REQUIRED TO BE ENTERED INTO THE CENTRAL REGISTER of BENEFICIAL OWNERS (RBO) THROUGH AN ON-LINE PORTAL (expected to open in Q4, 2017).

1	Company Name:	
2	Company Number:	
3	Surname:	
4	Forename(s):	
5	Date of Birth:	
6		
7	Nationality:	
8	Country of residence:	
9	Nature of Interest/ Control:	
10	Extent of Interest/ Control:	
11	Address 1:	
	Address 2:	
	Address 3:	
	Address 4:	
12	Eircode:	
13	Date of entry as beneficial owner:	
14	Date of cessation as beneficial owner:	
15	If no natural persons are identified as beneficial owners there shall be entered in the register the names and details of the natural person(s) who hold the position(s) of senior managing official(s) of the company.	
	<b>Presenter Details:</b>	
16	Name of director or secretary of company or agent/ firm/ organisation authorised by company to file in its behalf:	
17	Name of contact person if different from above:	
18	e-Mail address for contact person:	
19	Telephone number for contact person:	

Mr lam Big  
Any number  
Any street  
Any county  
XYZ 123

Date: 01/12/2016

Dear Mr Big

**Notice issued under Regulation 6 of the European Union (Anti-Money Laundering: Beneficial Ownership of Corporate Entities) Regulations 2016**

**Interests in Small Enterprises Limited**

The Directors of Small Enterprises Limited (Company No 123456) has reasonable to believe that you have a beneficial ownership in the company. The term 'Beneficial Owner' is defined in Section 2 (1) of SI 560/2016 with reference to the 4<sup>th</sup> EU Anti Money Laundering Directive Regulation 6 which sets out as follows:

*6 'Beneficial owner' means any natural person(s) who ultimately owns or controls the customer and/or the natural person(s) on whose behalf a transaction or activity is being conducted and includes at least:*

*(a) in the case of corporate entities:*

*(i) the natural person(s) who ultimately owns or controls a legal entity through direct or indirect ownership of a sufficient percentage of the shares or voting rights or ownership interest in that entity, including through bearer shareholdings, or through control via other means, other than a company listed on a regulated market that is subject to disclosure requirements consistent with Union law or subject to equivalent international standards which ensure adequate transparency of ownership information.*

*A shareholding of 25 % plus one share or an ownership interest of more than 25 % in the customer held by a natural person shall be an indication of direct ownership. A shareholding of 25 % plus one share or an ownership interest of more than 25 % in the customer held by a corporate entity, which is under the control of a natural person(s), or by multiple corporate entities, which are under the control of the same natural person(s), shall be an indication of indirect ownership. This applies without prejudice to the right of Member States to decide that a lower percentage may be an indication of ownership or control. Control through other means may be determined, inter alia, in accordance with the criteria in Article 22(1) to (5) of Directive 2013/34/EU of the European Parliament and of the Council*

*(ii) if, after having exhausted all possible means and provided there are no grounds for suspicion, no person under point (i) is identified, or if there is any doubt that the person(s) identified are the beneficial owner(s), the natural person(s) who hold the position of senior managing official(s), the obliged entities shall keep records of the actions taken in order to identify the beneficial ownership under point (i) and this point;*

The Directors of the company are formally issuing you notice under Regulation 6 of the European Union (Anti-Money Laundering: Beneficial Ownership of Corporate Entities) Regulations 2016. Regulation 6 requires that you respond within a calendar month of the date of this notice.

Your requirements are as follows:

- (i) Confirm that you are, or are not a Beneficial Owner of Small Enterprises Limited with reference to the definition included above

- (ii) If you are a beneficial owner you must furnish Small Enterprises Limited with the particulars requested below and confirm that they are correct.

Name	
Address 1	
Address 2	
Address 3	
Post Code	
Date of Birth	
Nationality	
Details of ownership/controlling interest	

As set out above you are required by Regulation 6(3) to comply with this notice no later than one month beginning with the date of this notice and it should be pointed out that non-compliance is a criminal offence.

Please return your response to Company Name, Address 1, Address 2, Address 3.

Yours faithfully

Mr Com Pliance

Director

Mr lam Big  
Any number  
Any street  
Any county  
XYZ 123

Date: 15/11/2016

Dear Mr Big

**Notice issued under Regulation 8 of the European Union (Anti-Money Laundering: Beneficial Ownership of Corporate Entities) Regulations 2016**

**Interests in Small Enterprises Limited**

The Directors of Small Enterprises Limited (Company No 123456) has reasonable to believe that you have information concerning the beneficial ownership of the company. The term 'Beneficial Owner' is defined in Section 2 (1) of SI 560/2016 with reference to the 4<sup>th</sup> EU Anti Money Laundering Directive Regulation 6 which sets out as follows:

*6 'Beneficial owner' means any natural person(s) who ultimately owns or controls the customer and/or the natural person(s) on whose behalf a transaction or activity is being conducted and includes at least:*

*(a) in the case of corporate entities:*

*(i) the natural person(s) who ultimately owns or controls a legal entity through direct or indirect ownership of a sufficient percentage of the shares or voting rights or ownership interest in that entity, including through bearer shareholdings, or through control via other means, other than a company listed on a regulated market that is subject to disclosure requirements consistent with Union law or subject to equivalent international standards which ensure adequate transparency of ownership information.*

*A shareholding of 25 % plus one share or an ownership interest of more than 25 % in the customer held by a natural person shall be an indication of direct ownership. A shareholding of 25 % plus one share or an ownership interest of more than 25 % in the customer held by a corporate entity, which is under the control of a natural person(s), or by multiple corporate entities, which are under the control of the same natural person(s), shall be an indication of indirect ownership. This applies without prejudice to the right of Member States to decide that a lower percentage may be an indication of ownership or control. Control through other means may be determined, inter alia, in accordance with the criteria in Article 22(1) to (5) of Directive 2013/34/EU of the European Parliament and of the Council*

*(ii) if, after having exhausted all possible means and provided there are no grounds for suspicion, no person under point (i) is identified, or if there is any doubt that the person(s) identified are the beneficial owner(s), the natural person(s) who hold the position of senior managing official(s), the obliged entities shall keep records of the actions taken in order to identify the beneficial ownership under point (i) and this point;*

Regulation 8 goes on to set out the requirements for a person believed to have information concerning beneficial ownership.

**8 (1) The notice referred to in paragraph (2) of Regulation 7 is a notice, addressed to the person referred to in that paragraph, that requires the addressee**

**(a) to state whether or not the addressee knows the identity of**

(i) any natural person who is a beneficial owner of the server of the notice, or

(ii) any person (whether a natural person or not) likely to have that knowledge, and

(b) if so, to supply any particulars of any such person that are within the addressee's knowledge, and state whether or not the particulars are being supplied with the knowledge of each of the persons concerned.

(2) For the purposes of paragraph (1)—

(a) a reference to knowing the identity of a person includes a reference to knowing information from which that person can be identified, and

(b) a reference in subparagraph (b) of it to particulars is a reference

(i) in the case of the natural person referred to in paragraph (1)(a)(i) — to the particulars referred to in Regulation 4(2)(a) and (b), and

(ii) in the case of the person referred to in paragraph (1)(a)(ii) — to any particulars that will allow the person to be contacted by the relevant entity.

The Directors of the company are formally issuing you notice under Regulation 8 of the European Union (Anti-Money Laundering: Beneficial Ownership of Corporate Entities) Regulations 2016. Regulation 8 requires that you respond within a calendar month of the date of this notice.

Regulation 8 requires that you to:

- (i) State whether you know an Individual (Natural Person or other legal entity) who is a beneficial owner (as defined by Regulation 6) of Small Enterprises Limited; or
- (ii) State whether you know an individual or any person likely to have knowledge as to who is a beneficial owner.

If you have such information as required by Regulation in relation to (i) and (ii) immediately above, please complete the table below with as much detail as you can provide for all such owners that are known to you. In providing the particulars of any such person that are within your knowledge please state whether or not the particulars are being supplied with the knowledge of each person concerned.

Name	
Address 1	
Address 2	
Address 3	
Post Code	
Date of Birth	
Nationality	
Details of ownership/controlling interest	
Are these details supplied with the knowledge of the person entity named in row 'Name'	

As set out above you are required by Regulation 8(3)(b) to comply with this notice no later than one month beginning with the date of this notice and it should be pointed out that non-compliance is a criminal offence.

Please return your response to Company Name, Address 1, Address 2, Address 3.

Yours faithfully

Mr Com Pliance  
Director

Mr lam Big  
Any number  
Any street  
Any county  
XYZ 123  
Date: 01/12/2016

Dear Mr Big

**Notice to natural person to confirm occurrence of change issued under Regulation 10 of the European Union (Anti-Money Laundering: Beneficial Ownership of Corporate Entities) Regulations 2016**

**Interests in Small Enterprises Limited**

The Directors of Small Enterprises Limited (Company No 123456) has reasonable to believe that there has been a relevant change in your beneficial ownership in the company. The term 'Relevant Change' is defined in Section 2 (1) of SI 560/2016 with reference to the 4<sup>th</sup> EU Anti Money Laundering Directive Regulation 9 (2) which sets out as follows:

*(2) For the purposes of this Regulation, a relevant change occurs if—*

*(a) the natural person referred to in paragraph (1) ceases to be a beneficial owner of the relevant entity, or*

*(b) any other change occurs as a result of which the particulars (stated in the foregoing register) in relation to the natural person are incorrect or incomplete.*

The Directors of the company are formally issuing you notice under Regulation 10 of the European Union (Anti-Money Laundering: Beneficial Ownership of Corporate Entities) Regulations 2016. Regulation 10 requires that you respond within a calendar month of the date of this notice.

Your requirements are as follows:

- (i) Confirm whether or not you have ceased to be a beneficial owner of Small Enterprises Limited
- (ii) State whether there has been a relevant change in the particulars your beneficial ownership and if so, advise the date and details of the change by amending the table below:
- (iii) Confirm or correct the particulars included in this notice and supply any that are missing from the notice

	Current	Amendments
Name	Mr lam Big	
Address 1	Any number	
Address 2	Any street	
Address 3	Any county	
Post Code	XYZ 123	
Date of Birth	31 March 1971	
Nationality	Irish	
Details of ownership/controlling interest	1) Shareholding of 25% plus one share 2) Voting rights of more than 25%	

As set out above you are required by Regulation 10(3) to comply with this notice no later than one month beginning with the date of this notice and it should be pointed out that non-compliance is a criminal offence.

Please return your response to Company Name, Address 1, Address 2, Address 3.

Yours sincerely

Mr Com Pliance  
Director