

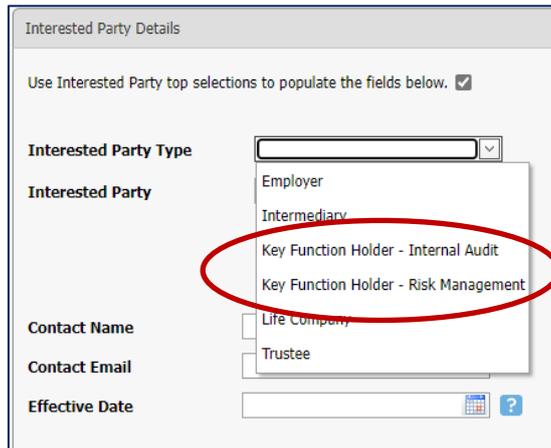
Instructions to notify the Pensions Authority of outsourcing arrangements for key function holders

Instructions to notify the Pensions Authority of outsourcing arrangements for key function holders – risk management and internal audit

From 1 December 2021, all notifications to the Pensions Authority (the Authority) of outsourced key function holders (KFHs) for risk management and internal audit services must be made through the ‘Interested Parties’ section under the ‘Amend Scheme Details’ tab on the Pensions Data Register (PDR).

Note: Outsourced arrangements must be made with two different named individuals for the provision of the risk management KFH and the internal audit KFH. The same individual cannot provide both.

In the ‘Add Interested Party’ section you will need to choose the relevant KFH from the dropdown options.



Interested Party Details

Use Interested Party top selections to populate the fields below.

Interested Party Type

Interested Party

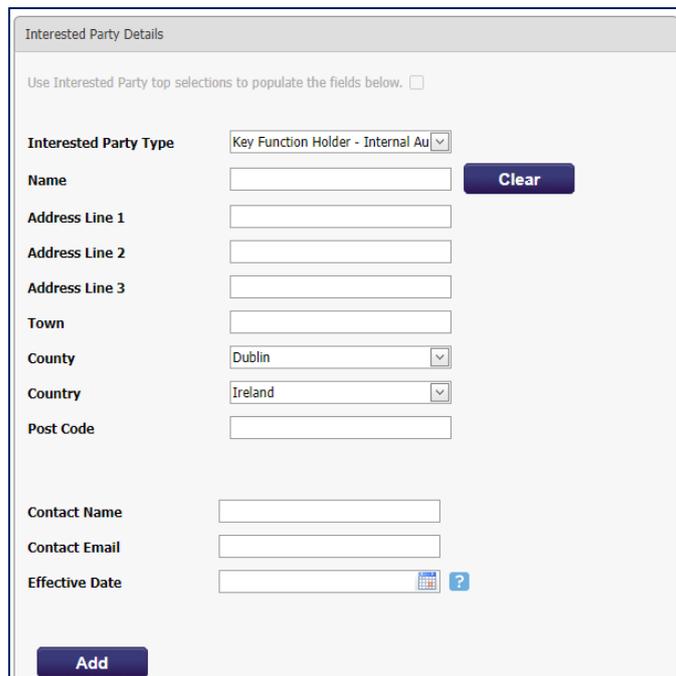
- Employer
- Intermediary
- Key Function Holder - Internal Audit
- Key Function Holder - Risk Management
- Life Company
- Trustee

Contact Name

Contact Email

Effective Date

This will open a screen in which you will enter the details of the KFH.



Interested Party Details

Use Interested Party top selections to populate the fields below.

Interested Party Type

Name

Address Line 1

Address Line 2

Address Line 3

Town

County

Country

Post Code

Contact Name

Contact Email

Effective Date

The following fields are mandatory and must be completed:

Name

Where a KFH arrangement is entered into with an individual, their name must be entered in this field. If the arrangement has been made with a corporate entity the name of that entity must be entered.

Address fields

This relates to the address of the individual or corporate entity providing the KFH service.

Contact name

Where a KFH arrangement is entered into with an individual, their name must be entered in this field. If the arrangement has been made with a corporate entity, the name of the individual responsible for the delivery of the service within that entity should be entered.

Contact email

Where a KFH arrangement is entered into with an individual their email address must be entered in this field. If the arrangement has been made with a corporate entity, the email address of the individual responsible for the delivery of the service within that entity must be entered.

Effective date

This is the date (which must be a date on or after 22 April 2021) that the arrangement to provide the KFH service is due to or has commenced.

Once all fields have been completed click on 'Add' and the details will be listed at the bottom of that screen.

Add

Description	Name	Address	Contact Name	Is Reg Contact	Is Fee Contact	Is Principal	
Key Function Holder - Internal Audit	Joe Bloggs Internal Audit Service	1 Main Street, Dublin, Dublin, Ireland, D123456	Jane Bloggs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove

◀ Page 1 of 1 ▶ (1 Items)
Records Per Page 10 ▼

A second or subsequent KFH can be added at this time by repeating the steps above.

Once all KFH information has been entered, click on the 'Next' option on the following two screens to land on the 'Summary' screen.

Check that the information contained in the summary is correct.

Once the check is complete, tick the declaration box at the bottom of the screen and then click 'Next'.

On the 'Pay & Submit' screen click 'Finish'.

Confirmation that the submission was successfully filed with the Authority will be shown on screen. A submission reference number will be provided. Please quote this number in any correspondence with the Authority. A PDF copy of the submission, which can be viewed or printed by the user, will also be provided.

The user will receive an email confirming receipt of the submission. This email will also provide the submission reference number.

If you have any queries on the technical aspects of your PDR submission, please email pdr@pensionsauthority.ie.