CRBOT

Troubleshooting & User Manual

03 July 2025

Please ensure you are reviewing the most up to date guidance notes.

You can find the most recent forms and guidance in our section Forms and guidance material for CRBOT.

Trust Register Team

Contents

1. Introduction

This troubleshooting manual has been created to address user issues identified when registering trusts on the new Central Register for Beneficial Ownership of Trusts (CRBOT).

If your query is not covered in this manual, please contact us via MyEnquiries (see here for more details).

1.1. Where can the new trust register be located on ROS or myAccount?

For **ROS users**, Trust Register Functions can be found under TAIN SERVICES tab, in "Other Services".

For **myAccount users**, Trust Register Functions can be found on the main myAccount page under "My Revenue Record". Please see ROS screens & myAccount screens.

MyAccount has certain limitations,

- All beneficial owners must possess PPSN's (unless they are a legal entity).
- Only individual trustees can register a trust through MyAccount

You may need to register for ROS if either of these two issues will affect a trust you are registering. Before registering for ROS you will need to apply for a CRBOT TAIN.

2. Register for ROS

CRBOT is only available on ROS. You will need to have a ROS Tax Agent Certificate, if you are an agent or individual registering a trust on behalf of trustees or are a trustee who does not wish to register a trust on your myAccount.

2.1. Register for ROS as a trustee or representative of a trust

Steps:
- Apply for a TAIN using the CRBOT TAIN application form (see forms & guidance section for latest versions). A TAIN is a unique identifying number that is required for the ROS registration process. On receipt of the TAIN, go to the Revenue website section Register for ROS.
- In Step 1 of this process, **Apply for your ROS Access Number (RAN)**, select the option to apply as 'A Tax Agent'. This option must be selected regardless of whether you are a *tax agent.*
  A prompt will appear to enter the TAIN.
  Once this section is completed, the RAN will be processed and posted to the address provided.

When you have your RAN & TAIN you can then continue to download the ROS Certificate.

- Go to website section Register for ROS.Click in Step 2 **Apply for your Digital Certificate.** You will be asked to present your RAN.
- Follow the screens through, please remember that you are registering as a 'Tax Agent'. You will also need your TAIN to hand.
- During this process you will be prompted to provide an email or phone number to receive a temporary password.
- When you receive the password click on the screen 'I have my system password'.
- At the end of this process, you will be prompted to create a name for the ROS Certificate & create a New Password. You must then save the cert to your computer. Please save the certificate somewhere easily accessible, e.g. Desktop.
  NB: Please do not try to open this file. This file is required for the final stage of registering for ROS.

Once you have downloaded your certificate please go to ROS Log-in page here.

- Please click on Manage my Certificates under 'Select Certificate'.
- You will be prompted to browse your computer for the relevant file, i.e. the certificate you saved to your computer. Select this certificate, enter your new password (which you created) and then click on 'Load Certificate'. The certificate will populate on the page. Click 'Return to ROS Login' on the bottom of the page.
- Enter your password and you should now have access to ROS.
- Go to 'Other Services' at the bottom of the page and go to 'Trust register Functions'. Once in here, you can 'Register a new Trust in the Trust Register'

Once in Trust Register Functions a trustee or their representatives can:

- Register a new trust in the trust register.
- Amend or review a successfully registered trust & print individual beneficial owner details.
- Provide a trust register Access Number to designated persons carrying out due diligence.

Snips of all relevant ROS screens can be found here.

2.2. ROS Access Number (RAN) applied for but not received yet

Please see section RAN letter not received on Revenue.ie for further assistance.

2.3. Is there ROS Offline functionality for the Trust Register?

No, offline functionality is unavailable for CRBOT.

2.4. Non-Irish trustee or representative and need to register a trust on the CRBOT

Follow steps above in 2.1. Please note it is not necessary to have a PPS or Irish tax registration number to get a CRBOT TAIN.

We have provided a new *CRBOT FAQ & troubleshooting guide for UK trustees* and advisors in our Forms and Guidance section.

3. ROS Administrator & TAIN Link

The ROS Administrator is the person who downloads the first certificate for the individual or entity. They will have full access to all ROS functions and records for that ROS account. Additional users (Sub-users) may be set up after the ROS Administrator has accessed ROS.

A CRBOT TAIN Link form is required during the registration process where a representative, agent or advisor is completing the registration on the trustee's behalf. A link will be provided to the form.

Electronic copies of signed letters must be in the **tif, tiff or pdf format and be less than 5 megabytes in size**.

3.1. Set up sub-users to register trusts on ROS

Yes. Please see steps below.

- Log into ROS as the ROS administrator and click on the **'Admin Services'** tab.
- Click **'Add New'** on right side of the page.
- Enter the sub-users details: ○ **Surname:** surname of the individual that the cert is for. ○ **First Name:** First name of the individual the cert is for. ○ **ID Ref:** This is an identifying reference number that you make up, e.g. Staff number, or another identifier. This ID Ref will be used to download the certificate and must be unique.
  - **ID Type:** The type of ID reference number given from the dropdown menu – e.g. Other.
  - **E-Mail Address**: Contact e-mail address for the above named.
- Click **'Submit'.** The sub-user will receive an email notifying them that the Admin has requested a sub-cert on their behalf and providing guidelines on what to do next.
- The Admin should then provide the sub-user with their *ID Ref & password.* The system password can be found in the in 'Admin Services' beside the sub-users ID Ref. Click on the lock to view password.
- Once the sub-user is set up the admin can set their permissions for the trusts register. Please see below advice for permissions.

3.2. Give sub-user permissions to register trusts using ROS

Please see steps below.

- Go to Admin Services tab on ROS (top of main page)
- In there you will see your sub-user certificates. Select on the relevant user and then click on 'Revise' button.
- Scroll down to 'Permissions on Administration Services'. You will see a list of services and 'No' will be checked on all of them.
- Check 'Yes' for 'Submit Registration' • Click 'Confirm' at bottom of the page.

This sub-user should now have access to Trust Register Functions. For further details please ROS document here

- Go to Admin Services tab on ROS (top of main page)
- In there you will see your sub-user certificates. Select on the relevant user and then click on 'Revise' button.
- Scroll down to 'Permissions on Administration Services'. You will see a list of services and 'No' will be checked on all of them.

- Check 'Yes' for 'Submit Registration'
- Click 'Confirm' at bottom of the page.

This sub-user should now have access to Trust Register Functions. For further details please ROS document here.

3.3. Warning Message "You are not logged in as a ROS agent, please see CRBOT troubleshooting & user manual for more information"

This means you are not using the relevant ROS Cert for the purposes of CRBOT, i.e. you may be using your own ROS Individual ROS Cert or Solicitor Cert. You will need to register for a new ROS Cert specifically for the CRBOT.

3.4. Is the standard agent link form acceptable as the TAINK Link Notification?

No. The TAIN Link for CRBOT is separate to the standard agent link form usually required by ROS users. A link for this form can be found on the TAIN Link Attachment page when registering the trust.

Note: Electronic copies of signed letters must be in the **tif, tiff or pdf format and be less than 5 megabytes in size.**

3.5. Signatures required for the TAIN Link Notification forms

Both the Trustee and agent/advisor must sign the TAIN Link Notification form. A signature of at least one trustee will suffice for this purpose.

Please note that when registering a trust for the first time using a ROS agent cert, you will be required to upload a TAIN Link in all circumstances, i.e. regardless of whether you are a trustee, employee/officer of trustee or agent/presenter. In this case, if the trustee is presenting the information, they should note this on the form and upload as normal.

3.6. Asked to upload the TAIN Link form even if presenter is a trustee

ROS has different certificates that are used to gain access to the system. For users who only want to access ROS to enter information in the CRBOT, an agent cert is issued.

When registering a trust for the first time using a ROS agent cert, you will be required to upload a TAIN Link in all circumstances, i.e. regardless of whether you are a trustee, employee/officer of trustee or agent/presenter.

In this case, if the trustee is presenting the information, they should note this on the form and upload as normal.

Note: Electronic copies of signed letters must be in the **tif, tiff or pdf format and be less than 5 megabytes in size**.

3.7. Can one TAIN Link Notification form be uploaded for several trusts?

No, a TAIN Link Notification should be uploaded for each trust registration. You will be prompted to upload the TAIN Link Notification after entering the Beneficial Ownership Details. A link to the form will be available on the TAIN Link Attachment page. Both the agent/advisor and the Trustee must sign this form.

3.8. Beneficial ownership details entered and not asked to provide a TAIN Link

Once you have uploaded a TAIN Link once for a particular trust, you will not be asked to upload the TAIN link again for this trust.

Please note that when registering a trust for the first time using a ROS agent cert, you will be required to upload a TAIN Link in all circumstances, i.e. regardless of whether you are a trustee, employee/officer of trustee or agent/presenter.

3.9. How to move a trust from am an own ROS business cert to a CRBOT Agent Cert?

You can link the registered trust to you agent/advisor ROS certificate. Please see our ROS Screens 'Changing Agent/Advisor Link'.

Remember, if you are acting in a representative capacity only, you must register a trust through your ROS agent/advisor certificate. This will ensure a TAIN Link will be uploaded and confirm that you can act on behalf of a trustee or trust

3.10. Wrong document uploaded in the TAIN Link Attachment page. How to rectify this?

Send the correct document via MyEnquiries. Please provide as much information as possible, i.e. your registration number, your TAIN, the relevant trusts' name and registration number and, if possible, the notice number.

3.11. Can a bulk upload be done where an agent/advisor has several trusts to upload?

No. There is no functionality available for bulk uploads of multiple trusts.

3.12. Some of the trusts have hundreds of beneficial owners, is there bulk upload functionality available?

For trusts with greater than 50 beneficial owners, the data can be input on a spreadsheet and uploaded by the Trust Register team to the CRBOT. The same mandatory information will be required as on the online registration. The trust must first be registered with one beneficial owner.

Such requests should be made via MyEnquiries only.

Note: We will not accept a submission that has less than 50 beneficial owners.

3.13. Numerous staff with the trust permissions. Can staff input to the Trust Register at the same time?

The system only allows for one trust to be registered at a time. If a trust has been partially saved, when a user enters the Trust Register Functions, they will see a screen where they can choose from one of the following options: New, Edit, Sign, Delete. Please see ROS screens for Partial Saved registration.

4. Registering a Trust

4.1. As a trustee, do I have to enter my details in 'Presenter Details' & 'Beneficial Ownership Details' pages?

Yes. You are providing the information to the register, so must provide this detail in the 'Presenter Details' page and you are also a Beneficial Owner, i.e. a trustee, and must be included in the 'Beneficial Ownership Details' page as a trustee. Please ensure that this email has been set up for MyEnquiries (this can be done in the 'Admin Services' tab on ROS).

4.2. Error message after entering the Presenter details.

Some common issues that are causing errors and available solutions are noted below:

- Missing information: Ensure all mandatory fields are complete, including the drop-down section at the top of the Presenter Details page, "Capacity of the person providing the information".
- Insertion of commas: When entering address of a presenter or beneficial owner, use each address line and where two pieces of data are on the one line, do not use commas.

4.3. Presenter Details to enter for companies representing trustees.

When entering details into the Presenter Details page:

- If the presenter is an individual, fill out the address line as normal.
- If the individual is acting on behalf of a legal entity that is the presenter, please name that legal entity in address line 1.

In either case, the individual filling out the presenter details should provide their first and last name

4.4. One of the beneficial owners is both a trustee and a settlor. Can their details be entered only once?

No. You must enter these beneficial ownership types separately, e.g. if the same individual is a settlor and a trustee, then you must enter all their details as a trustee and then enter all their details as a settlor.

4.5. One of the beneficial owners is a Legal Entity. What number is acceptable as the *filing number*?

Where a beneficial owner of a trust is a legal entity the details of the natural person beneficial owners of the legal entity are required also. However, if the beneficial owners of the legal entity have been detailed on another EU register, it may be possible to cross reference to these beneficial ownership details. There are three options to cross reference another beneficial ownership central register:

- **Central Register of Beneficial Ownership of Companies and Industrial and Provident Societies (RBO)** ○ The RBO Unit deals with the submission and registration of all Beneficial Ownership details for companies and I&Ps, https://rbo.gov.ie/ ○ For the purposes of a Legal Entity registered on the RBO, we understand that a different submission reference (SR) number is provided for every new input on this register. In light of this, the legal entities' CRO number will be acceptable as a filing number for the purposes of CRBOT.

- **Central Register of Beneficial Ownership of Irish Collective Asset-management Vehicles, Credit Unions and Unit Trusts (also referred to as Beneficial Ownership Register for Certain Financial Vehicles- CFV)** ○ The Central Bank deals with the submission and registration of all Beneficial Ownership information for CFVs, https://www.centralbank.ie/ ○ For the purposes of a Legal Entity registered on the above, we understand that this register does not provide a filing number. In this instance you may proceed without inputting a filing number. Please note you must still provide the name of this register in the relevant box.

- **any register, corresponding to either of those foregoing Registers, in another Member State**

4.6. If the Legal Entity is not on another Irish or European central register.

An example would be a UK Legal Entity that is a beneficial owner of a trust that holds property or has a business relationship in Ireland, there are three scenarios outlined below:

- Scenario 1: The UK Legal Entity is not registered on another central register in the EU:
  The trustee must provide full individual beneficial owner details of this legal entity, when registering the trust on the CRBOT.

- Scenario 2: The UK Legal Entity is registered on another register central register in the EU:
  The trustee must provide the name of the legal entity and reference number from the central register where the legal entity beneficial ownership details have been provided, when entering the details of the legal entity beneficial owner of the trust. There is no requirement to provide the individual beneficial owner details of the legal entity in this case.

- Scenario 3: The UK Legal Entity is registered on the HMRC Trust Registration Service (TRS) only:
  The trustee must provide full individual beneficial owner details of this legal entity. This includes:
    - Name, date of birth, nationality & residential address of all beneficial owners
    - A statement regarding their relationship to the legal entity in the 'Nature & extent of interest held' box.
    - PPSN's or, if no PPSN, another form of identification

4.7. A beneficial owner is a trust that is already registered on CRBOT. Do their details need to be input?

No. If the trust is already registered on CRBOT:

- In Beneficial Owner Details Page: Select the relevant beneficial owner type
- Select Yes to 'Is this beneficial owner a Legal Entity'
- Select Yes to 'Is this Legal on another Central Register'
- The filing number is the trusts' registration number on CRBOT
- The other central register name: CRBOT

4.8. Mistake made on the other 'Central Register' detail for the Legal Entity. Can this be amended?

Yes. For more information see here.

4.9. What date is required for "date entered into the entity's internal register"?

From the 29/01/2019 trustees were required to keep a complete and up-to-date register of the trust's beneficial ownership (BO). CRBOT is the follow-up obligation of this internal register brought in because of EU anti-money laundering directives. Therefore, the date required is the date that the relevant BO details were registered on the trusts own internal register.

4.10. Warning message: "The PPSN and Date of Birth input do not match records from the DEASP, please check you have input the correct details".

Please ensure you have the correct date format and removed any zeros or spaces in front of and behind the PPS number. If you are still having issues you may need to double check that the date of birth and PPSN are correct.

4.11. One of the Beneficial Owners of the trust has no PPS number. What details are then required on CRBOT?

ROS users will be given the option to enter and upload another form of identification, however there is a limitation on this for myAccount users as noted below.

If you are a trustee using myAccount to register the trust, you will need a PPS number for all beneficial owners.

If, in the above scenario, any of the beneficial owners does not possess a PPS number, you will need to register for ROS.

Examples of documentation that can be uploaded where no PPS number has been given:

- Foreign Tax Registration – Copy of official correspondence received by the beneficial owner from HMRC (if UK tax number)
- Passport – Copy of same to be uploaded
- National Identity Number – Copy of recent official government correspondence showing beneficial owner details, e.g. name & national insurance number (if UK resident).

This is required for all beneficial owners that do not possess a PPS number.

Note: Electronic copies must be in the **tif, tiff or pdf format and be less than 5 megabytes in size.**

4.12. Beneficial Owner is a minor with no ID. What can be uploaded for this minor?

In this case, where the minors do not possess any of the ID documents previously mentioned, a copy of an official birth certificate will suffice and must be uploaded where prompted.

4.13. Can a full address be input to one line only?

No. The address must follow the format on the screen, i.e. Address 1, Address 2 etc.

When entering the address of the presenter or the beneficial owner, if you list multiple address lines using commas this may cause issues with your registration. Please use each address line and where two pieces of data are on the one line, do not use commas.

4.14. Successful acknowledgement received but no message in Inbox Messages in Revenue Record

CRBOT is not available in Revenue Record.

To review the information you have submitted, please go to the Trust Register Functions page. This will list all successfully registered Trusts. Click on the trust you wish to review and go through each page until you get to the Beneficial Ownership details page. Here you can amend, review, and print beneficial owner details.

4.15. Confirmation of trust registration

If a trust is successfully registered on the CRBOT, you can print/review the beneficial owners by following the steps below:

To review/print your registered trust;

- Go to the main Trust Register Functions section. Here you should see names of all the trusts you have registered. Click on the trust you wish to review. • You will then have to provide your Presenter Details.
- Click Next and you will be brought to the Basic Trust Details page.
- Click Next on this page and you will be in the Beneficial Ownership Details page, here you can view, print and edit the beneficial owners as required.
- Once finished in this page, click Next and you will be brought to the Sign and Submit, which will save any changes.

Please note the **'Verify Trust Details'** button in the main Trust Register Functions page is only for designated persons carrying out due diligence.

4.16. Proof of registration of a trust for a third party

There is a print option for each beneficial owner once the trust has been registered. Please follow steps below.

- Once the trust has been successfully submitted, return to the main Trust Register Functions section.
- The name of the trust should be visible on the main page. Click into the relevant trust.
- Provide the Presenter Details and follow through to the Beneficial Ownership Details page.
- At the bottom of the page find the 'Beneficial Ownership List', click 'Amend' beside the beneficial owner you wish to print and then click 'Print' at the bottom of the page.

4.17. How to delete a trust

There are two scenarios where a trust can be deleted:

- Scenario 1: If the trust has made a final distribution and is no longer in existence:

  The trust will be deleted after 10 years in line with Regulation 23(4) of SI 194/2021; The Registrar shall delete from the central register information entered in it in relation to a relevant trust if 10 years have elapsed from the date on which the final distribution is made under the trust (should such occur) and, as soon as may be after that deletion, the Registrar shall destroy that information.

  Trustees must ensure to amend the register for beneficial owner cessation dates, when relevant.

- Scenario 2: If a trust registration has been duplicated in error:

  Contact the Trust Register Team via MyEnquiries. Please provide details of Trust Name, Trust Registration Number to be deleted and provide an explanation as to the reason for deletion.

5. Amendments to Registered Trusts

All amendments to the trust can be completed on ROS, through the Trust Register Functions section (details provided below).

Please note that under Regulation 25 (5) of SI 194/2021, where the trustee has made an amendment to the internal trust register, there is a follow-up obligation on the trustee to make the same amendments to the CRBOT registration within 90 days from the date on which the amendment was made on the internal register

5.1. How to amend/make additions to the Beneficial Ownership Details after registration

On the Trust Register Functions page, select the relevant trust name.

- Enter the presenter information (remembering to pick from the drop-down box at the top of the page) and follow through to the Beneficial Ownership Details page.
- To amend an existing beneficial owner, go to the bottom of the page and the Beneficial Ownership List. Click Amend beside the relevant beneficial owner. On completion of amendments, select Save.
- To add a new beneficial owner, select Create New button near the page end. On entering details of a new beneficial owner, select Save.
- On completion of amendments, you will return to the Sign & Submit page.
- Remember, when amending an already registered trust, follow the screens through to submission for the amendment to take effect.

Note: Presenters will not be asked again for a TAIN Link on a pre-registered trust.

5.2. Access for Trustee who did not present the information

This is available for the trustee. Please enter Trust Register Functions on your ROS or myAccount. Any trusts that you are a trustee of will be available for you to view and amend.

Note: If you amend an already registered trust, you must follow the screens through to submission in order for the amendment to take effect. Please ensure you click the **Save** button when you are finished amending details on each beneficial owner.

5.3. How to delete duplicated items input in error

Please contact our MyEnquiries; providing the entries to be deleted, the Trust Registration number and your TAIN/Customer number.

5.4. How to amend wrong beneficial owner type input for one of the beneficial owners

The beneficial owner type cannot be amended on ROS. Please send details of correction to the Trust Register Team via MyEnquiries, include the Trust Registration number and your TAIN/Customer number.

5.5. The trust has not appeared on the Trust Register Functions page

Please wait at least 48 hours for a trust to appear. This may take longer if registered over a weekend.

If the trust still hasn't appeared, contact us via MyEnquiries providing the following:

- Acknowledgment number (this is provided to you when the trust is successfully submitted)
- TAIN (if you are a ROS agent/advisor)
- Customer number (if you registered the trust via myAccount or using your personal ROS cert)

6. Designated Persons carrying out due diligence

6.1. How to access the register for due diligence checks

Access to the register for designated persons became available after the initial deadline date of 23rd October 2021.

From that date, for designated persons carrying out due diligence, you should contact the trustee who will provide you with an access code to view the register. This access is timebound.

Please see the 'CRBOT Information on Access for Designated Persons & Discrepancy Notices' in our *Forms and guidance* for further information.

7. ROS Screens

7.1. Access by Agents/ Advisors/ Presenters to the Register

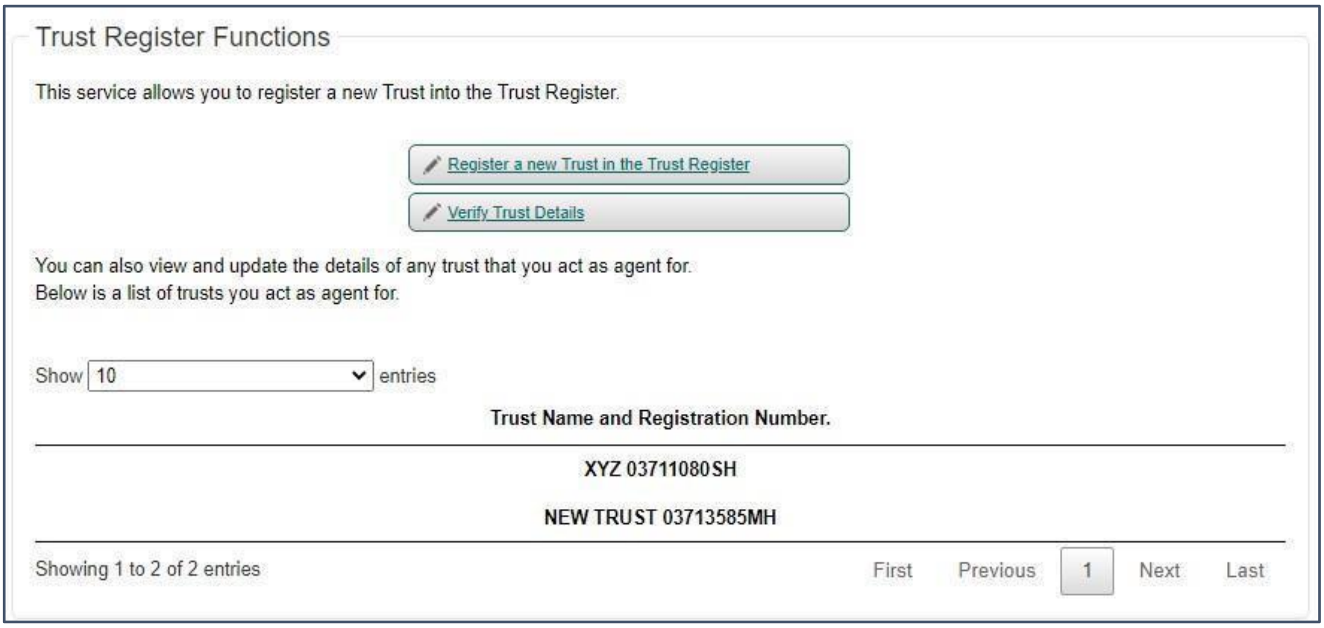
TAIN SERVICES

7.2. Trust Registrations

Successfully filed trusts will appear under **Trust Name and Registration Number**.
If you need to edit details on an existing registered trust, click on the trust name.

To print beneficial owner details, you must click on the registered trust and follow through the pages to the Beneficial Owner details page. See here for more details.

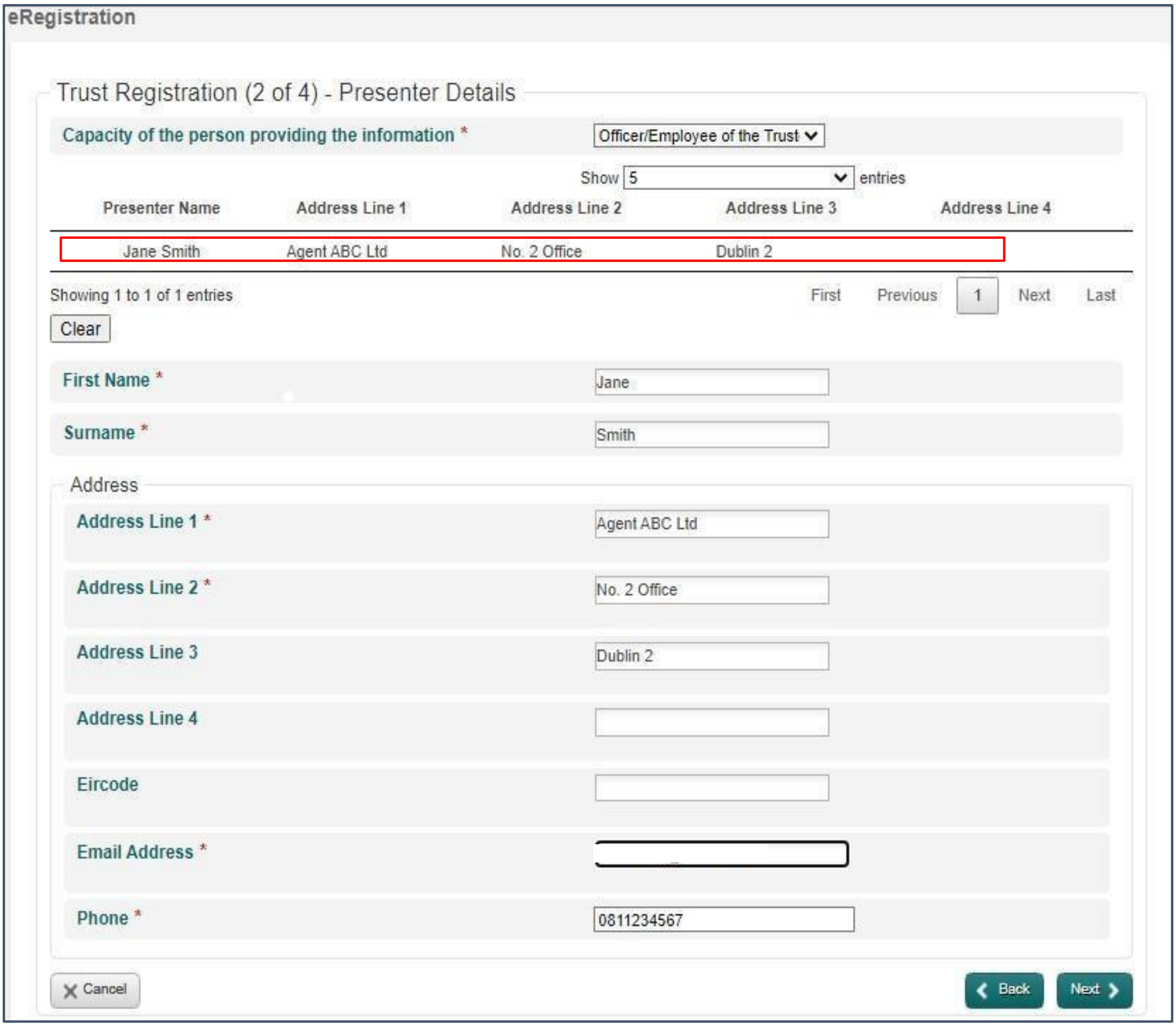
Note: 'Verify Trust Details' is only for designated persons to access the register. It does not allow presenters to print a summary of a trust.



7.3. Registering a new trust

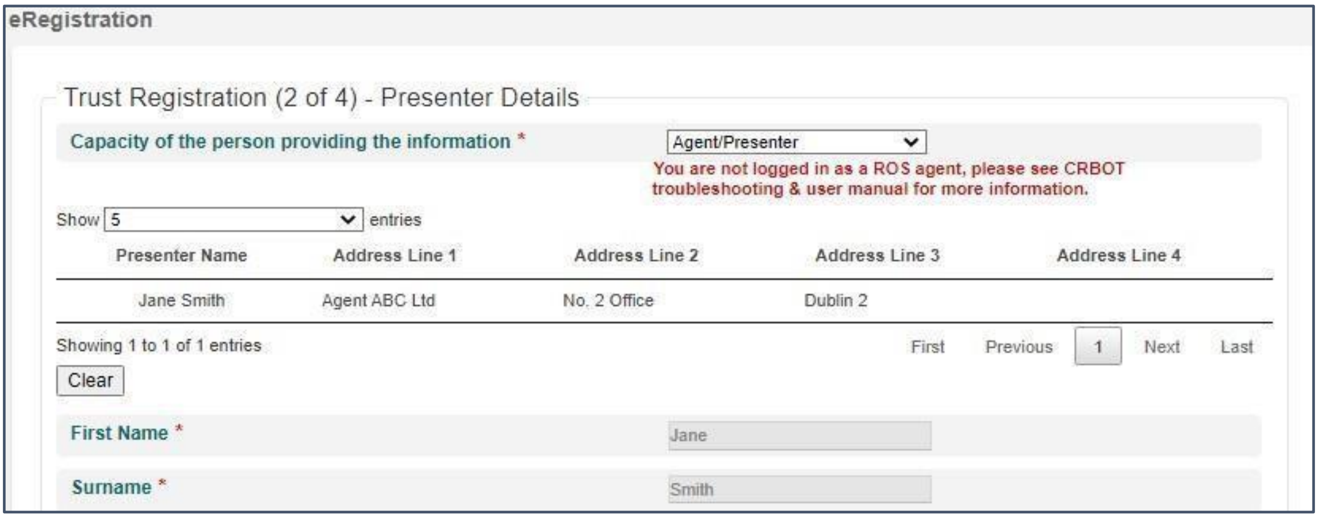
7.4. Presenter Details

<u>Note:</u> If a presenter has already registered a trust, their details can be prepopulated in the form by clicking on their name. If a new presenter is filing the information, they will have to enter their full details in all mandatory fields (*).



7.5. Warning message on Presenter Details Page

If the below message appears, it means you are not using the relevant ROS Cert for the purposes of CRBOT, i.e. you may be using your own Individual ROS Cert or Solicitor Cert. You will need to register for a new ROS Cert specifically for the CRBOT. Before registering for ROS you will need to apply for a CRBOT TAIN.



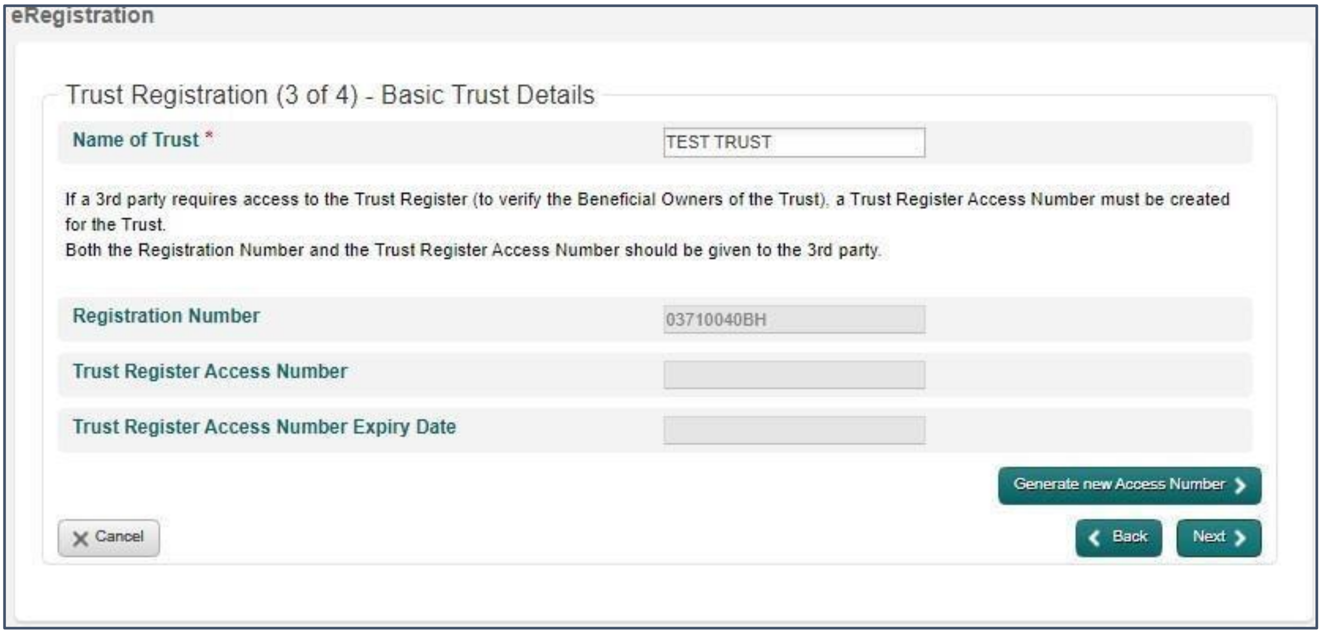
7.6. Name of Trust

The trust must be given a name in order to identify the trust.

Please note that following a trust registration the page above will look like the page below.

Here the presenter can:

- provide an Access Number to a designated person by selecting the **Generate Access Number** or,
- if the presenter wishes to amend the trust, they can select the 'Next' button and move on to the Beneficial Ownership Details page and amend the trust as relevant.



7.7. Beneficial Ownership Details

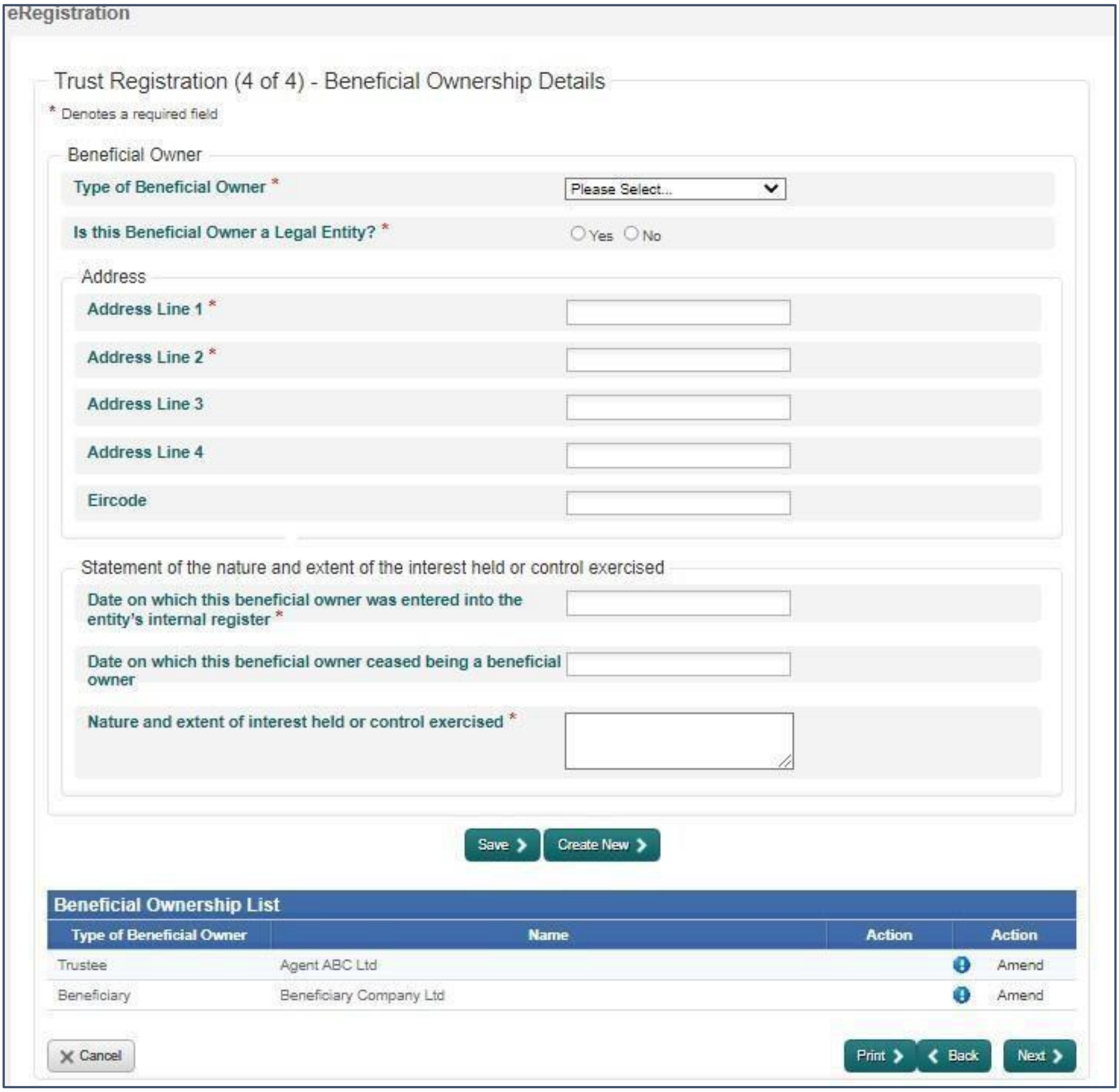
Step 1: Pick from dropdown for Beneficial Owner (BO) type. There will be different information required based on the BO type and the legal entity/individual status of the BO type.

Step 2: Once the BO information has been entered click **Save**

You will see that each newly saved BO will be added to the Beneficial Owner Details page at the bottom of the page.

Note: The BO details can only be printed once the trust has been successfully registered.

Please see here for further information on printing each BO.



eRegistration

Trust Registration (4 of 4) - Beneficial Ownership Details

* Denotes a required field

Beneficial Owner

Type of Beneficial Owner * Please Select...

Is this Beneficial Owner a Legal Entity? * Yes No

Address

Address Line 1 *

Address Line 2 *

Address Line 3

Address Line 4

Eircode

Statement of the nature and extent of the interest held or control exercised

Date on which this beneficial owner was entered into the entity's internal register *

Date on which this beneficial owner ceased being a beneficial owner

Nature and extent of interest held or control exercised *

Save | Create New

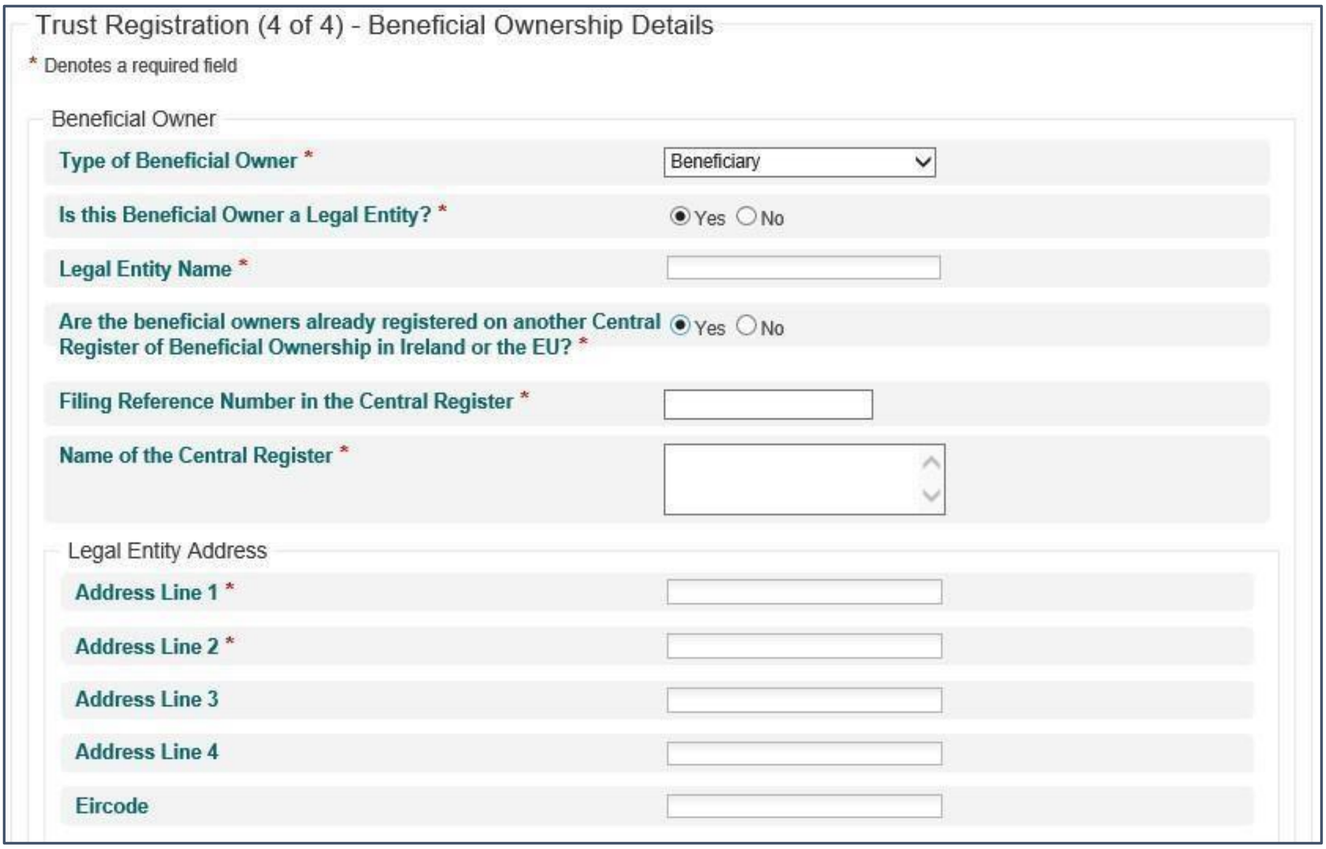
Beneficial Ownership List

Type of Beneficial Owner	Name	Action	Action
Trustee	Agent ABC Ltd		Amend
Beneficiary	Beneficiary Company Ltd		Amend

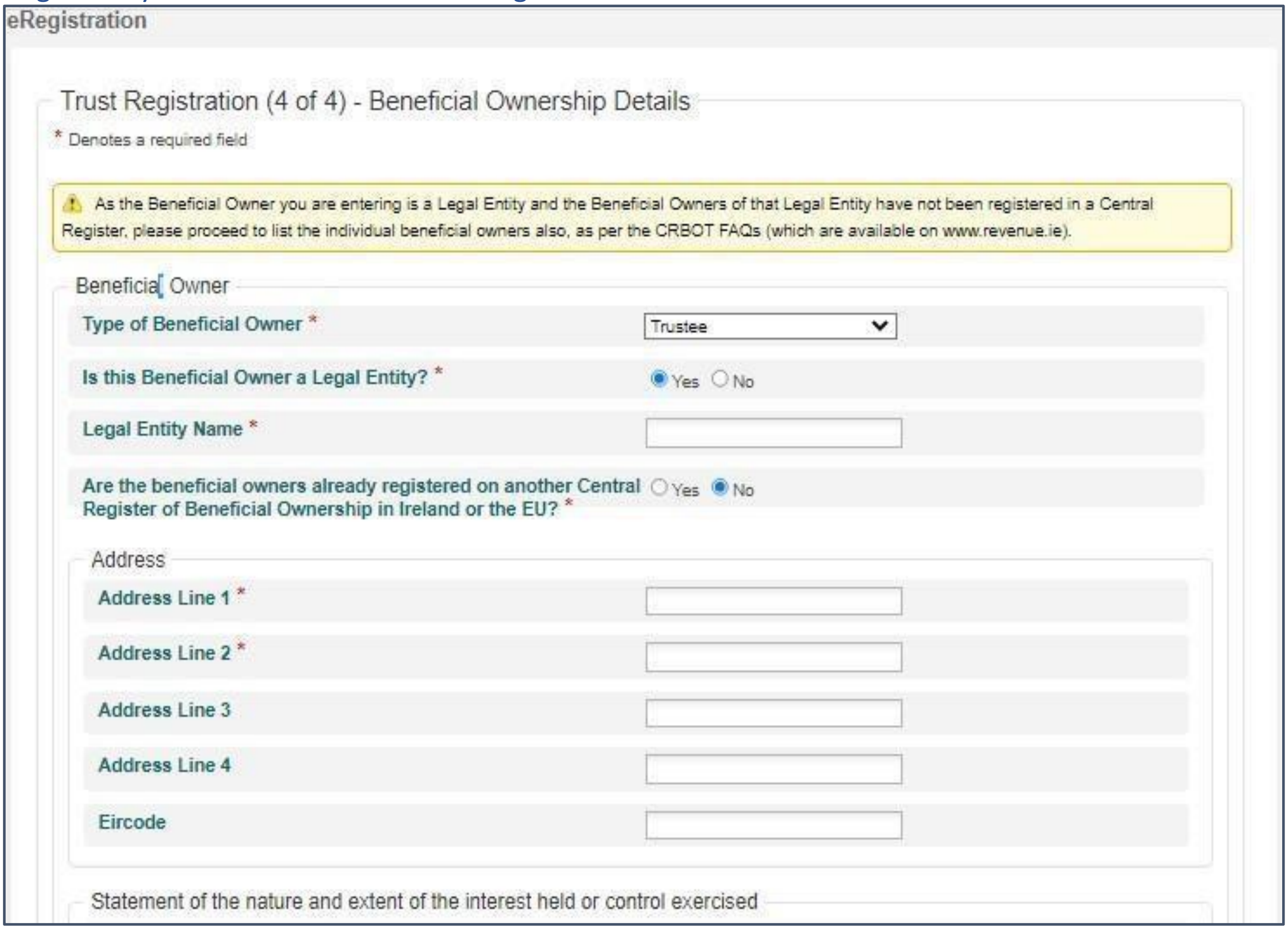
Cancel | Print | Back | Next

7.8. Legal Entity as Beneficial Owner

If the beneficial owner is a legal entity (company) **and** the legal entity is registered on another Central Register, then the presenter can provide details of this other Central Register.



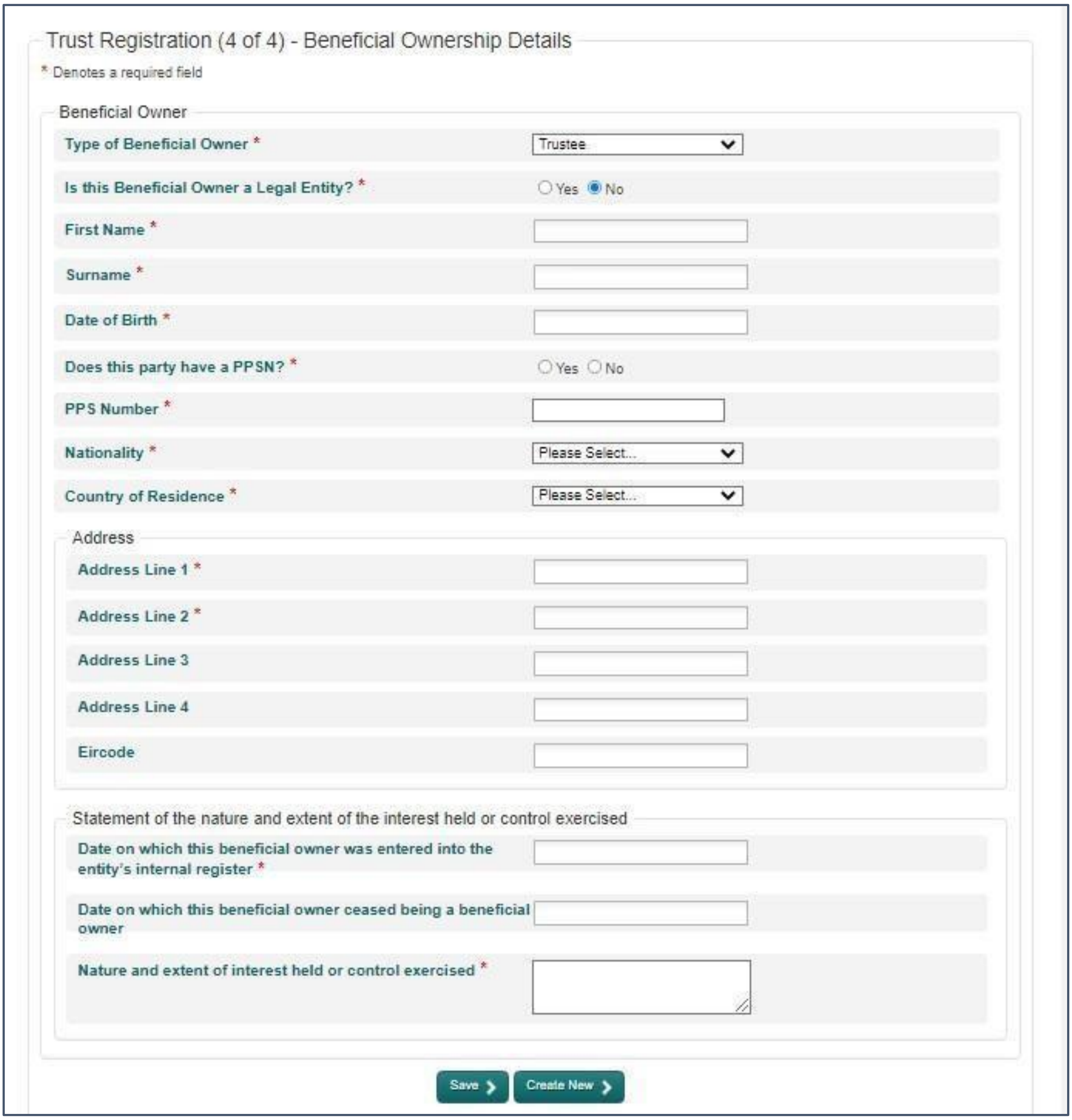
7.9. Legal Entity is not on another Central Register



7.10. Individual as a Beneficial Owner

7.10.1. Beneficial Owner has a PPS Number

Note: The PPSN and Date of Birth must match.


Trust Registration (4 of 4) - Beneficial Ownership Details

* Denotes a required field

Beneficial Owner

Type of Beneficial Owner *	Trustee
Is this Beneficial Owner a Legal Entity? *	Yes No
First Name *	
Surname *	
Date of Birth *	
Does this party have a PPSN? *	Yes No
PPS Number *	
Nationality *	Please Select...
Country of Residence *	Please Select...

Address

Address Line 1 *	
Address Line 2 *	
Address Line 3	
Address Line 4	
Eircode	

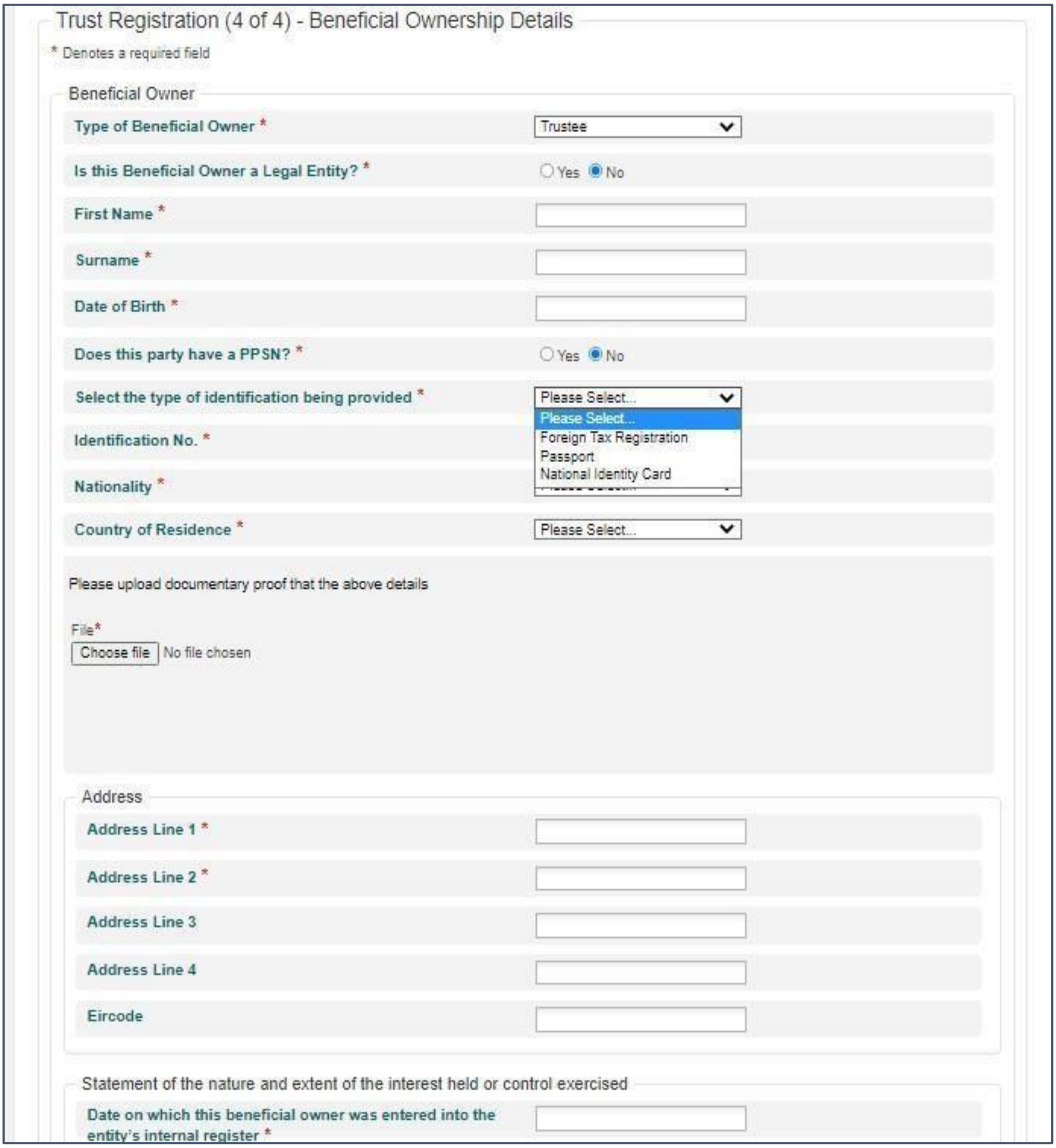
Statement of the nature and extent of the interest held or control exercised

Date on which this beneficial owner was entered into the entity's internal register *	
Date on which this beneficial owner ceased being a beneficial owner	
Nature and extent of interest held or control exercised *	

Save Create New

7.10.2. Beneficial Owner does not have a PPS Number

<u>Note:</u> Electronic copies must be in the **tif, tiff or pdf format and be less than 5 megabytes in size**. Please do not put any spaces in the ID numbers.


Trust Registration (4 of 4) - Beneficial Ownership Details

* Denotes a required field

Beneficial Owner

Type of Beneficial Owner *	Trustee
Is this Beneficial Owner a Legal Entity? *	Yes / No
First Name *	
Surname *	
Date of Birth *	
Does this party have a PPSN? *	Yes / No
Select the type of identification being provided *	Please Select... (Please Select... / Foreign Tax Registration / Passport / National Identity Card)
Identification No. *	
Nationality *	
Country of Residence *	Please Select...

Please upload documentary proof that the above details

File*

Choose file No file chosen

Address

Address Line 1 *	
Address Line 2 *	
Address Line 3	
Address Line 4	
Eircode	

Statement of the nature and extent of the interest held or control exercised

Date on which this beneficial owner was entered into the entity's internal register *	

7.11.

7.11 TAIN Link Notification

A TAIN Link is sought where a presenter is an agent/advisor. It provides proof of authorisation for the presenter to act on behalf of the trustees.

A TAIN link will only be sought on the initial registration of the trust.

Electronic copies of signed letters must be in the tif, tiff or pdf format and be less than 5 megabytes in size **Note:**

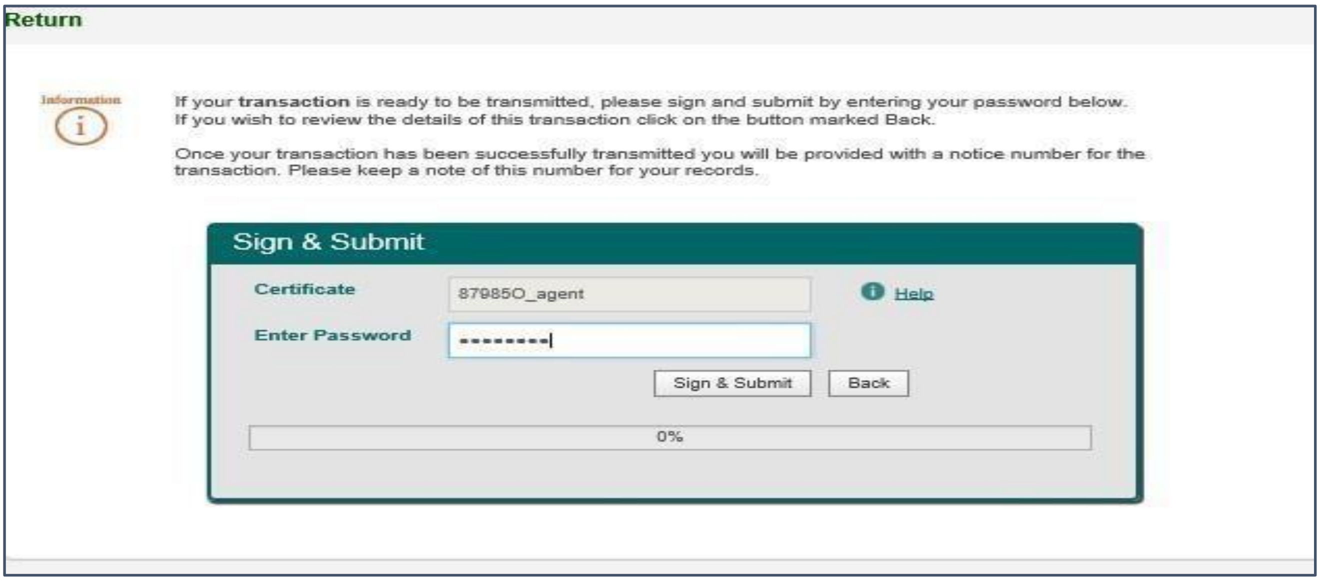
This is the only way for the TAIN Link Notification to be submitted for the Trust Register.

Sign & Submit

The Trust is registered and will be available to review in Trust Register Functions.

Note: The register can take up to 48 hours to view in Trust Register Functions.

7.12.


Return

If your **transaction** is ready to be transmitted, please sign and submit by entering your password below.
If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

Sign & Submit

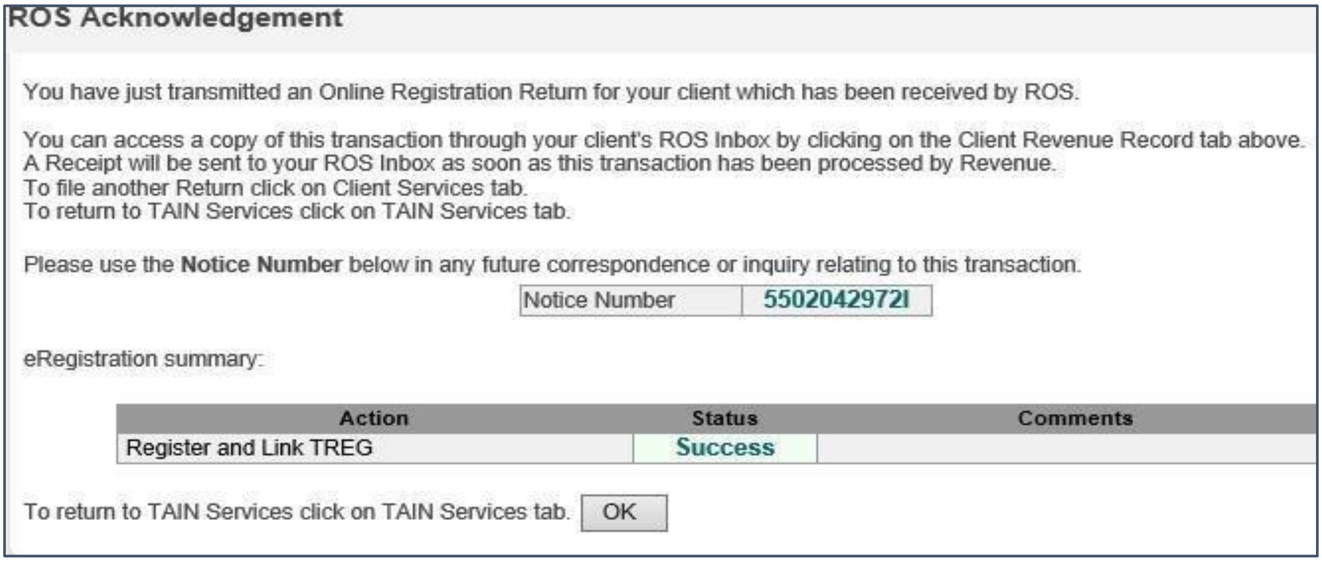
Certificate: 87985O_agent — Help

Enter Password: ********

Sign & Submit | Back

0%

Note: the message regarding the **ROS Inbox** below is a standard message. Trust Register registrations do not appear in the ROS Inbox.


ROS Acknowledgement

You have just transmitted an Online Registration Return for your client which has been received by ROS.

You can access a copy of this transaction through your client's ROS Inbox by clicking on the Client Revenue Record tab above.
A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue.
To file another Return click on Client Services tab.
To return to TAIN Services click on TAIN Services tab.

Please use the **Notice Number** below in any future correspondence or inquiry relating to this transaction.

Notice Number	5502042972I

eRegistration summary:

Action	Status	Comments
Register and Link TREG	Success	

To return to TAIN Services click on TAIN Services tab. OK

7.13.

7.12 Partially Saved registration

A partial save can occur if your session times out, you go to another part of ROS or you hit 'Cancel' while in the process of trust registration. We would recommend that, where possible, you would finalise each register in the first instance to progress your workflow.

<u>Note:</u> if any of these instances occur when you are on the Beneficial Ownership Details page, details added in that sitting will be lost and must be re-entered when you 'Edit' the partially saved trust.

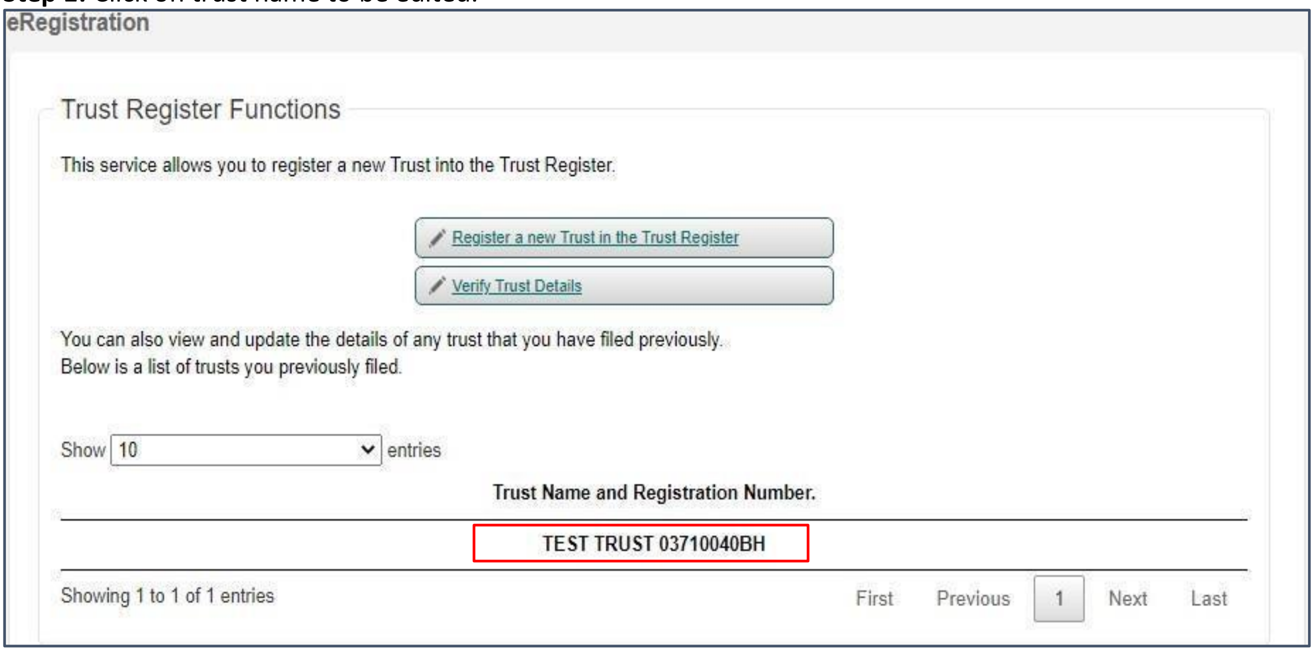
This screen below will be visible on entering Trust Register Functions, if the trust has not been fully registered.

- If you choose 'New', this will automatically delete the partially saved trust.
- If you choose to 'Edit' or 'Sign', you will be brought through the different pages.
- When you are satisfied that all details are correct you will be prompted to upload the TAIN Link (if filing as a ROS agent/advisor) and then to sign and submit. It can take up to 48 hours for a new trust registration to show on the system.

7.13 Editing or amending Trust Register details

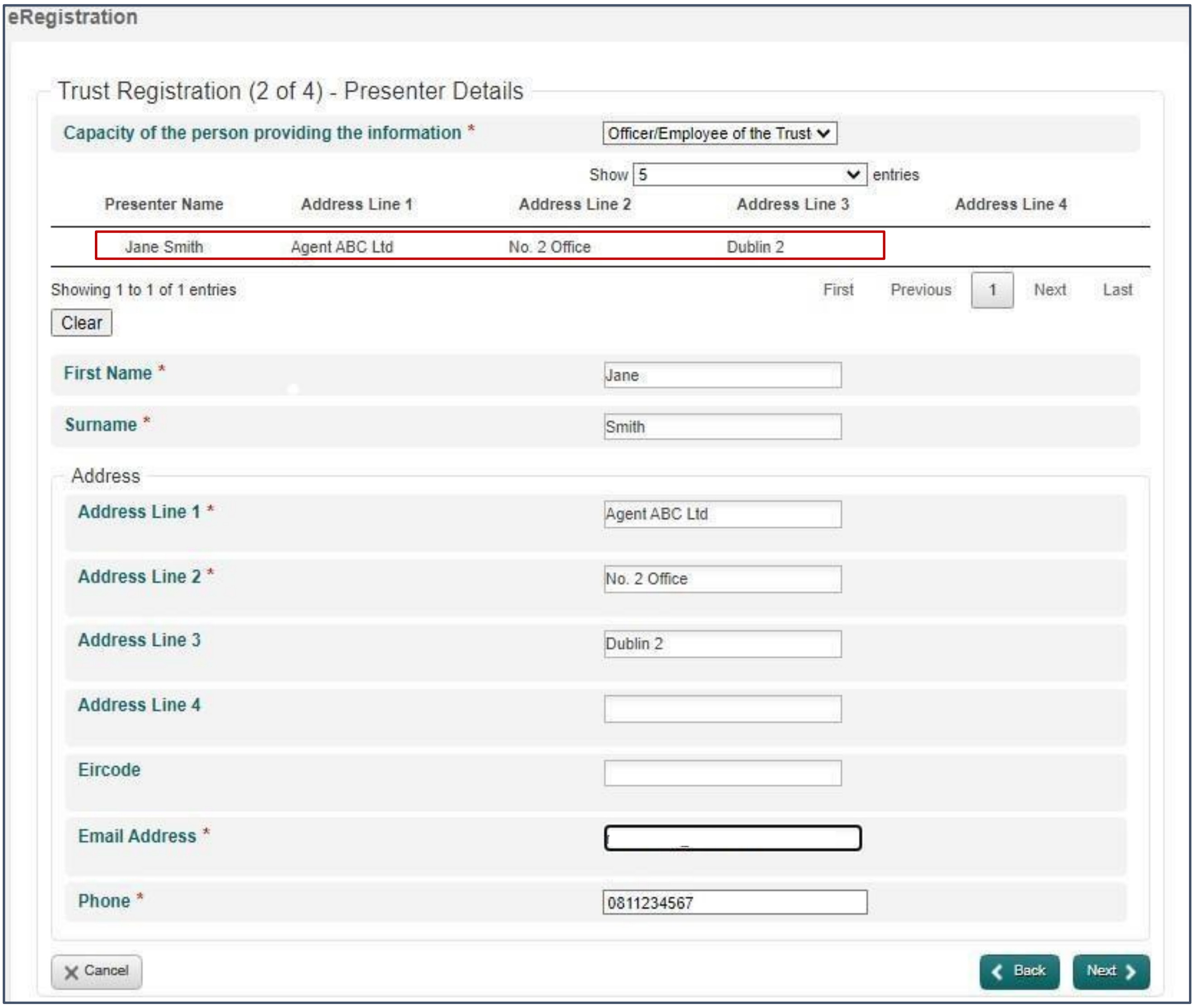
To amend a trust please follow the steps below:

Step 1: Click on trust name to be edited.



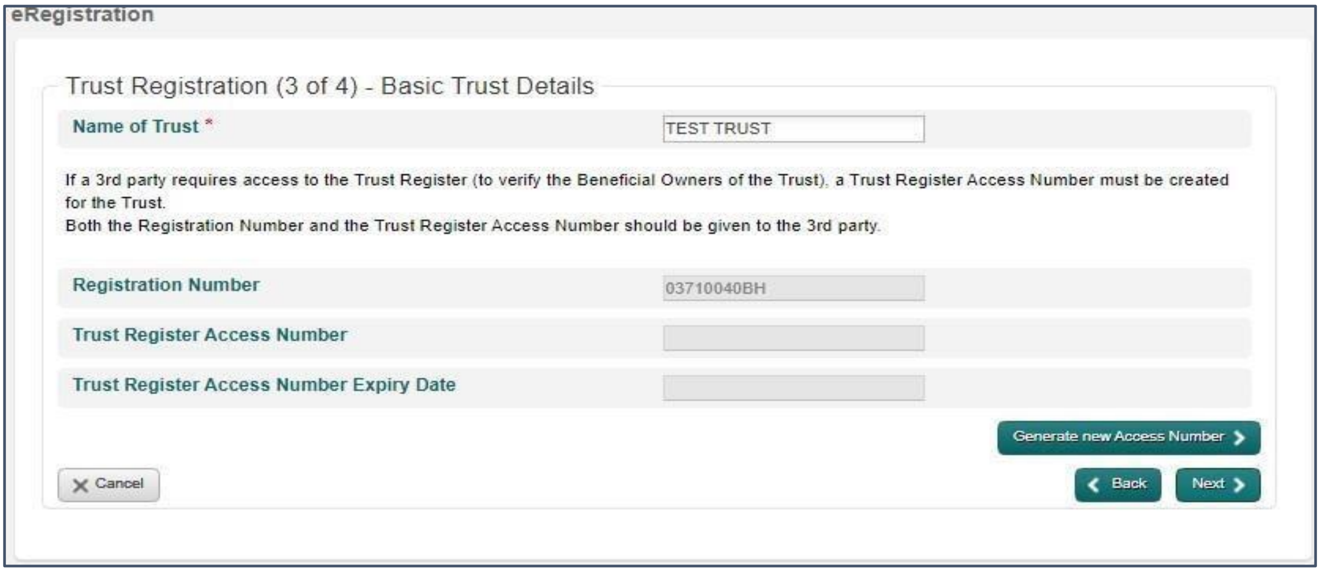
Step 2: Enter Presenter Details

If you have already presented a trust using this cert, your details will be available to pre-populate (in red box below):



Step 3: Click Next to enter Beneficial Ownership Details page.

<u>**Note**</u>: If you are providing an Access Number to a designated person you can select Generate new Access number. Please see CRBOT Information on Access for Designated Persons & Discrepancy Notices for further information.

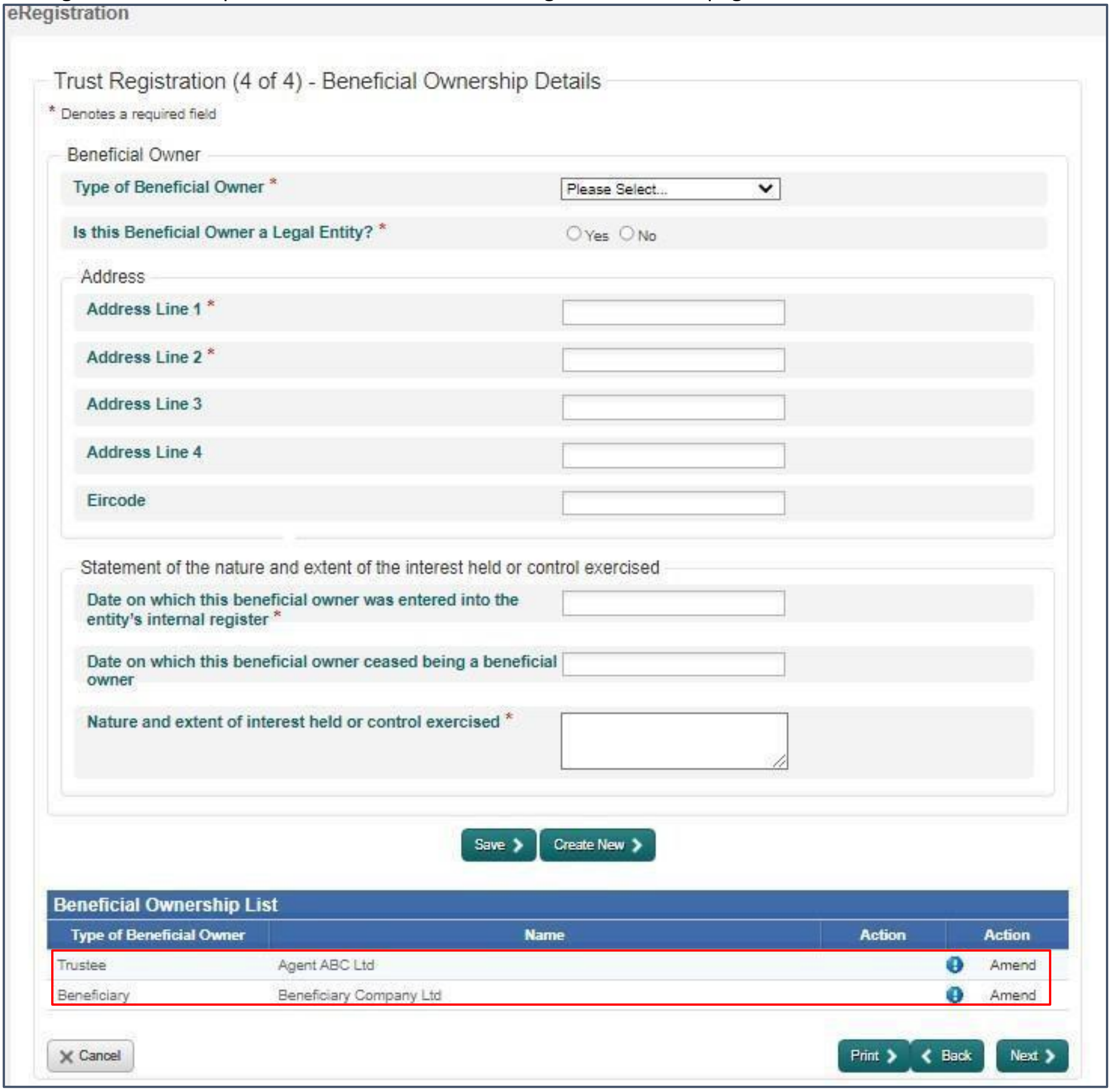


Step 4: Edit details of Existing Beneficial Owners

The Beneficial Ownership Details page will open on the first Beneficial Owner (BO) as per the Beneficial Ownership List at the bottom of the page (in the red box).

- Click the word "**Amend**" beside that BO. This will allow the presenter to make necessary changes, click **Save.** To add a <u>new</u> Beneficial Owner click **Create New.** When changes/additions for BOs are complete, click **Save.**
- When satisfied with changes, click Next and then Sign & Submit.
- If you wish to cease the beneficial owner with the trust you must click Amend on the relevant beneficial owner and then enter the 'Date on which the beneficial owner ceased being a beneficial owner'. Click **Save**.
- There is no need to re-upload TAIN Link

<u>Note:</u> The register can take up to 48 hours to view in Trust Register Functions page



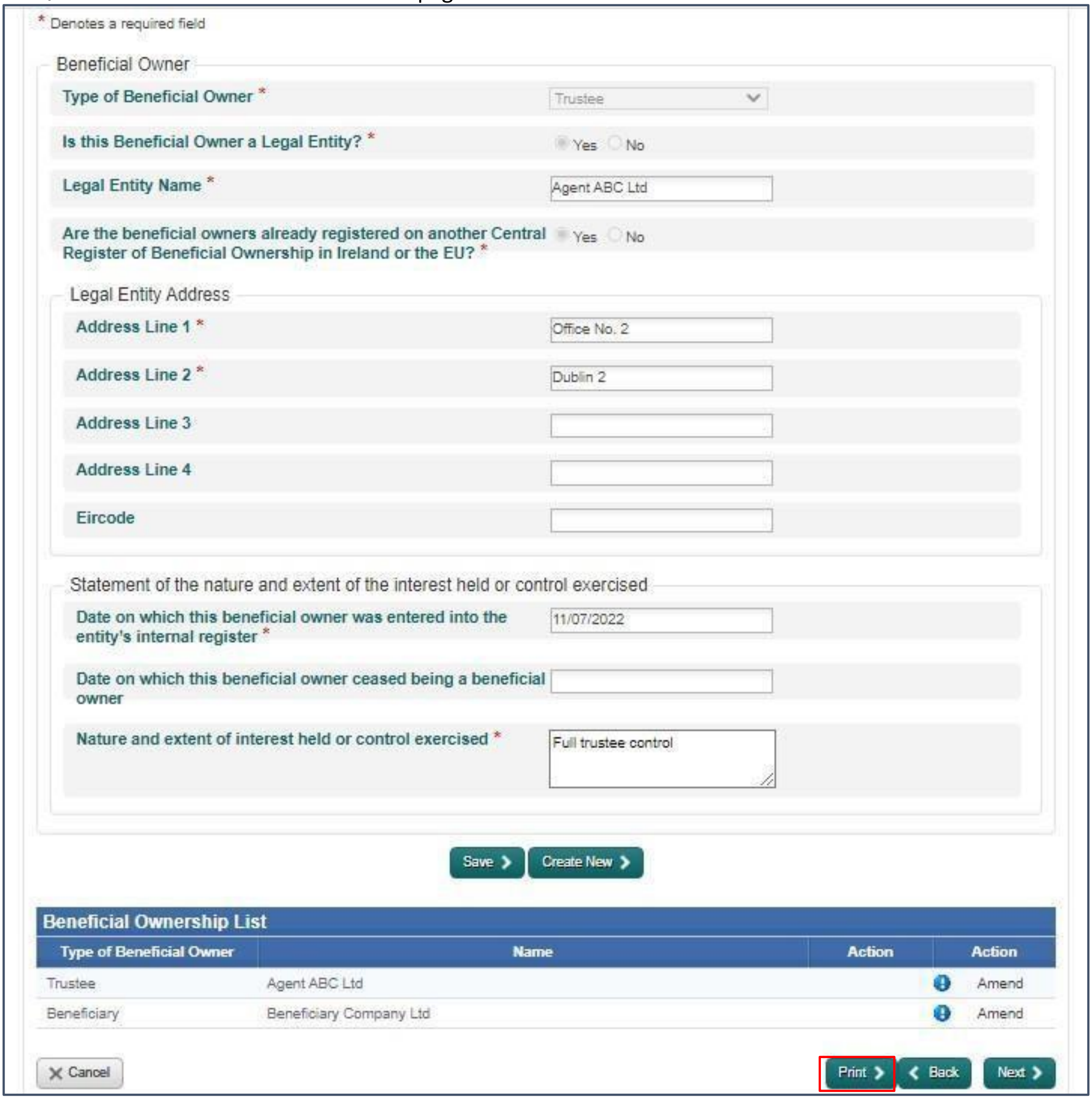
7.14 Print Beneficial Ownership Details

This is the only area where beneficial owners of a trust can be printed. Only individual beneficial owners can be printed, i.e. there is no summary available. These prints can be used as proof of registration on the CRBOT.

<u>Note:</u> The trust must be successfully registered first in order to print beneficial ownership details.

To print the beneficial owner:

- Follow steps 1 to 3 of [‘Editing or amending Trust Register details’](#)
- On the Beneficial Ownership details, page you will see the Beneficial Ownership List at the bottom of the page. Click amend beside the beneficial owner you wish to print. You will see this information prepopulate on the page.
- Scroll down to the bottom of the page and click ‘Print’



A PDF will populate and look like below:

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Date Issued : 11/07/2022

TEST TRUST(03710040BH)

Name **Agent ABC Ltd**

Type of Beneficial Owner **Trustee**

Filing Reference Number **12345**

Name of the Central Register **RBO**

Address Line 1 **Office No. 2**

Address Line 2 **Dublin 2**

Address Line 3

Address Line 4

Date Entered **11/07/2022**

Nature and extent of interest **Full trustee control**

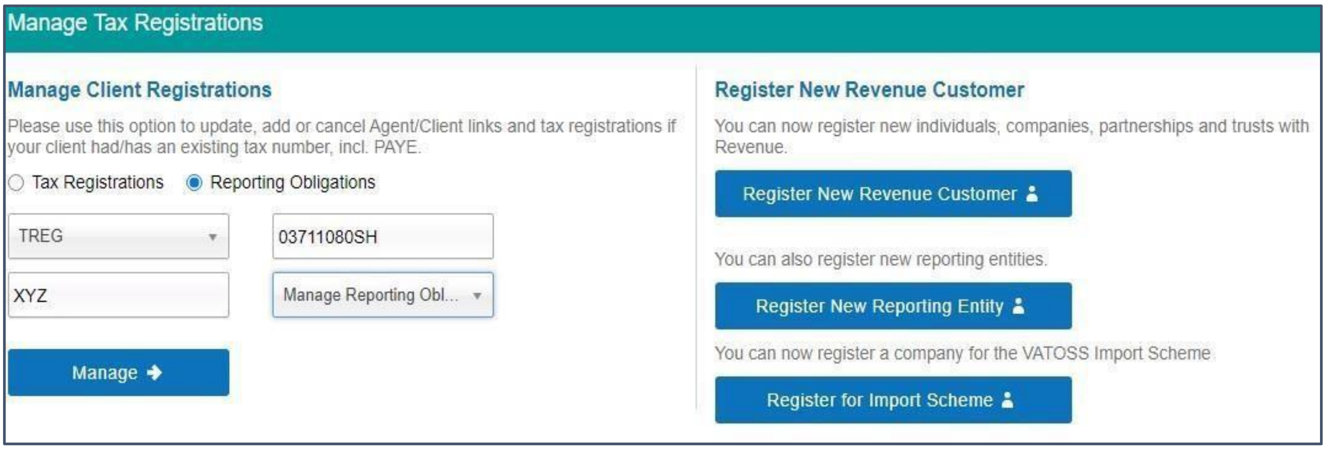
The information contained in this document is valid as of the date it issued.

7.15. Changing Agent/Advisor Link

To link to an existing trust registration, please follow the steps below:

- Go to 'Manage Tax Registrations'. Under 'Manage Client Registrations' select the **Reporting Obligations**
- Under 'Select a reporting obligation' select **TREG**
- In 'Enter Name' input the **Trusts Name**
- In 'Enter registration no.' input **Trust Registration Number**
- In the final dropdown select **Manage Reporting Obligations** and click the **Manage** • Follow the steps through to submission.

This will create a link between the ROS Certificate and the trust. The trust will be available to amend or view in the Trust Register Functions Section.



8. myAccount screens

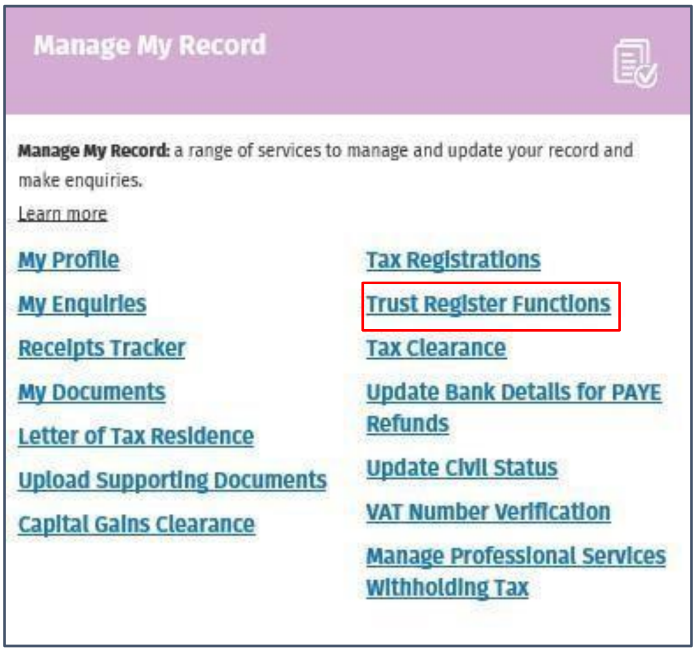
8.1. Manage My Record

Only Trustees can register a trust via myAccount (or as ROS user with a business registration).

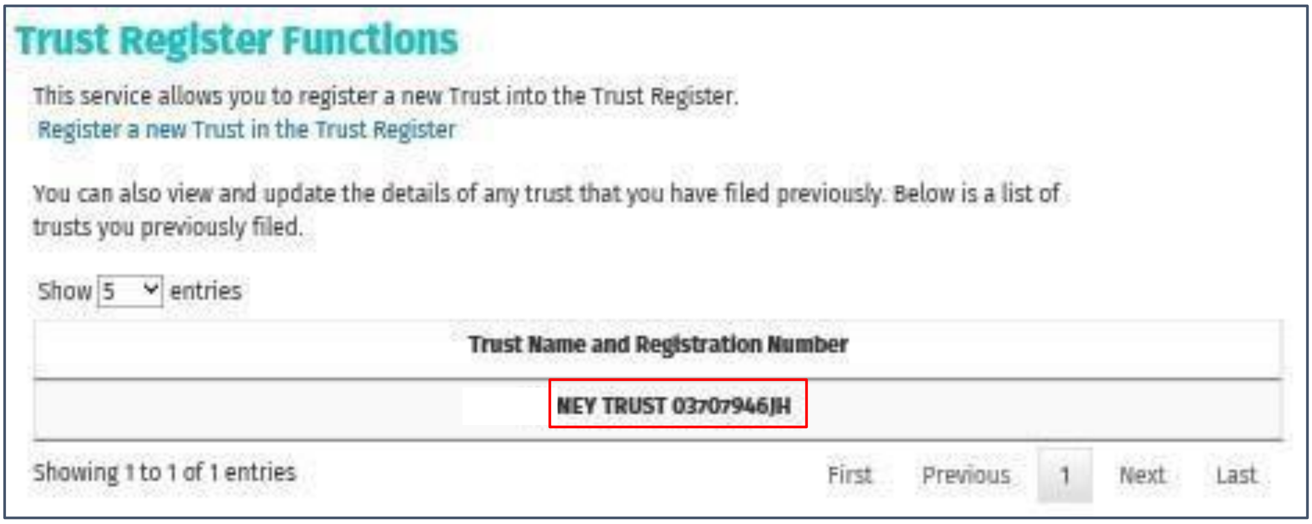
Anyone acting in a representative capacity only (agent/advisor) must register trusts via ROS, either with their existing agent cert or by getting a CRBOT TAIN & then registering for ROS.

Please note there are certain restrictions when using myAccount, i.e. all beneficial owners must possess PPSN's (unless they are a legal entity) and you will not be able to generate an Access Number for designated persons via myAccount.

You may need to register for ROS if either of these two issues will affect a trust you are registering. Before registering for ROS you will need to apply for a CRBOT TAIN.

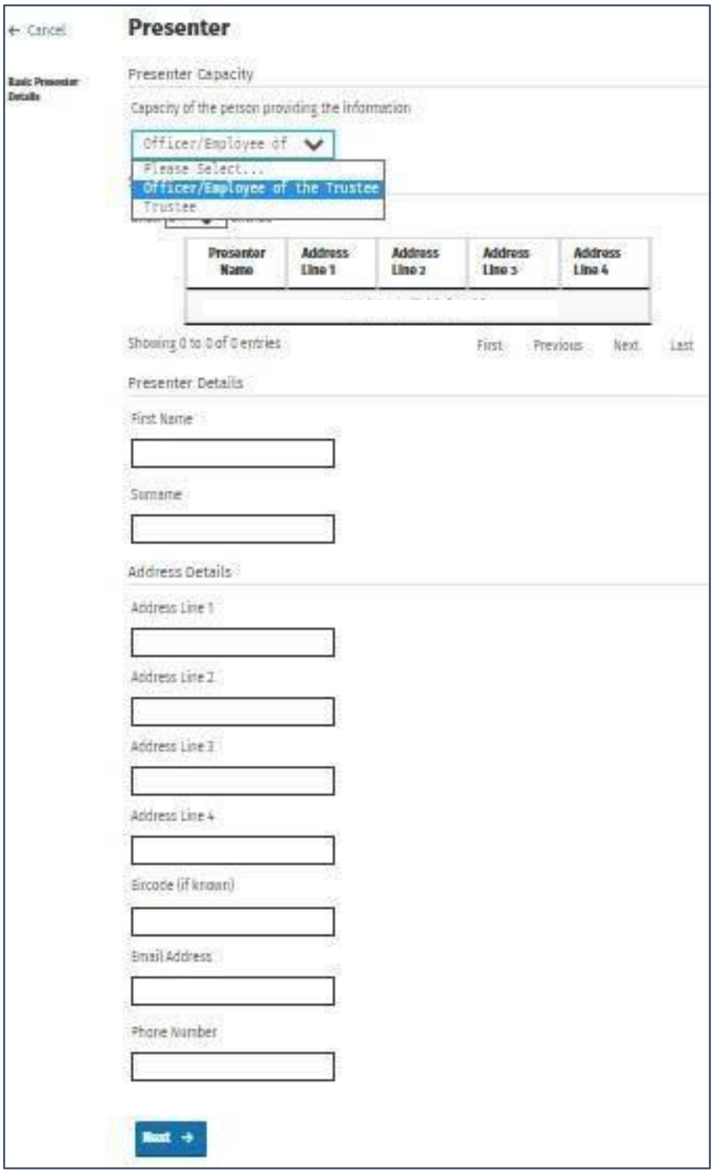


Note: Successfully registered Trusts will be available in section in red box below.



8.2 Presenter Details

Only trustees or their employees can register a trust via myAccount. If you are a trustee of a club and are presenting the information to the register, we would recommend setting the club up for ROS and registering the trust on ROS.

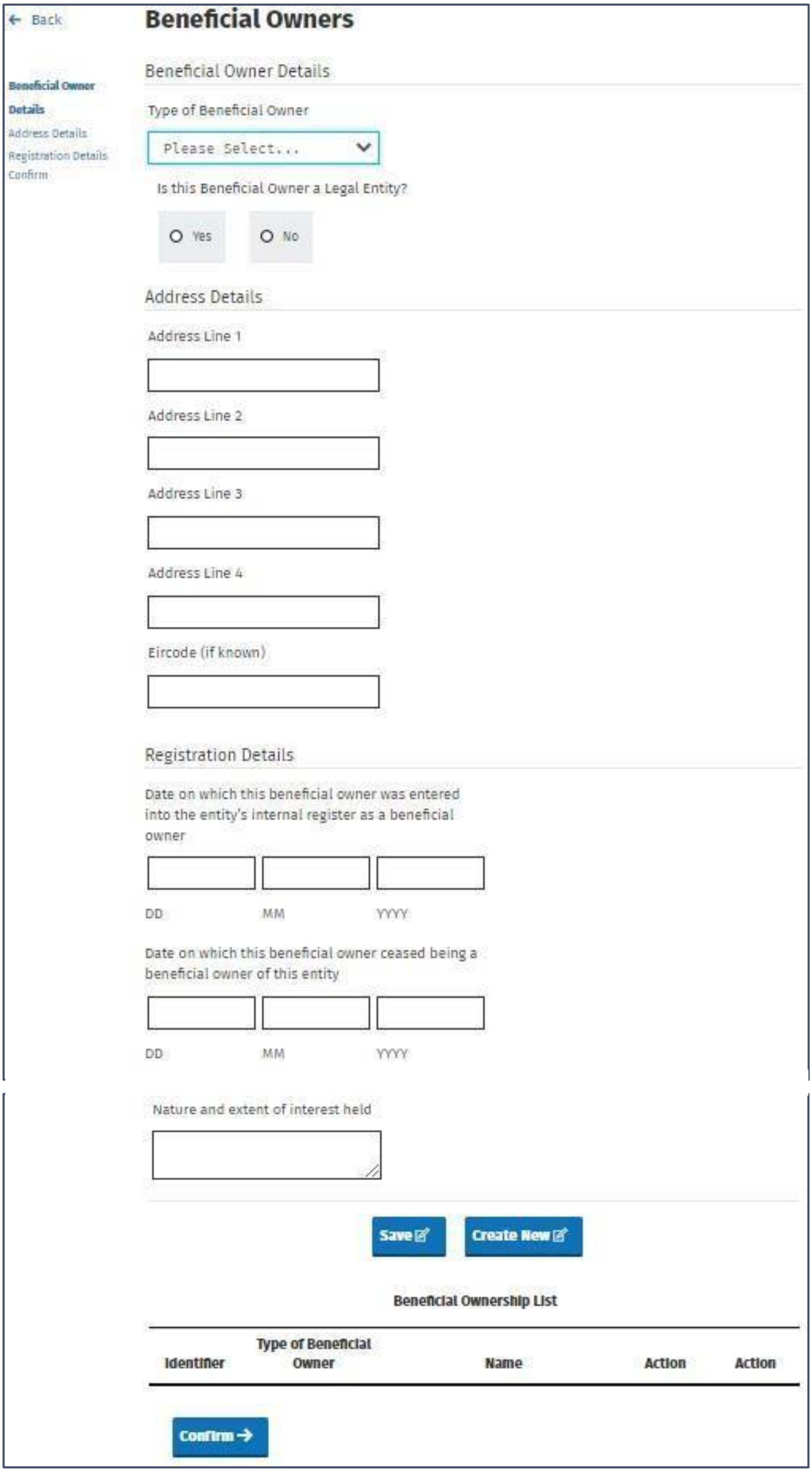


8.3 Trust Name

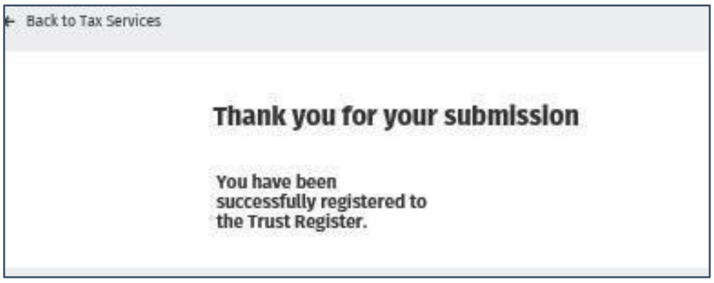
A trust name must be provided.

8.4. Beneficial Ownership (BO) Details

After each entry click **Save**. When BO entries are complete, click Confirm button to finish registration.



8.5. Sign & Submit with myAccount password.



8.6. Editing or amending details of a registered Trust

Steps:

- Click on the trust name in Trust Register Functions
- Enter the 'Presenter Details' and move through the

pages to Beneficial Ownership Details.

- On the 'Beneficial Ownership Details List' click Amend beside the name you wish to amend.
- If you want to add a new BO, click **Create New**.
- When you have finished amending/adding the relevant BO, click

Save. **<u>Note:</u>** It may take up 48 hours for the register to be updated on the system.

9. Further Information

If you have any further queries, please see contact details below.

9.1. Email

Trustregister@revenue.ie

9.2. MyEnquiries

Enquiry relates to:

Trust Register (Central Register of Beneficial Ownership of Trusts)

More specifically (choose relevant):

General Query (for general queries & bulk upload requests)

Access Request (for submission of CRBOT Minor Information Access Request Form) Discrepancy Notice (for submission of CRBOT Discrepancy Notice Form)

9.3. Other relevant information can be found at:

Website: Revenue.ie

Relevant Trust Registration Guidance: Forms & guidance material for CRBOT Legislation: SI 194 of 2021