



Title: Guidance on how to Grant permission to view the beneficial owner

Hello and welcome to the Central Bank's guidance on beneficial ownership.

Today we will be granting ourselves permission to view the beneficial ownership register by the portal.

We are logged in as an administrator and will access the portal permissions via the portal administration button.

So today we'll be setting our own permissions to view the beneficial ownership register.

Alternatively, you can set permissions for other users if required.

To accept permissions, select the actions drop down button, select manage permissions, and scroll down to the beneficial ownership register section.

So here you can see we have edit, view, or all options.

Edit allows you to update beneficial ownership information via the portal whether adding, removing, or editing BOs.

View allows you to have view-only access.

Today we will grant ourselves permission to have edit access, so select edit and click save changes.

As we can see our permissions have been updated.

However, for this to take effect, we need to log out of the portal.

So we are logged back into the portal now and we will note that the beneficial ownership register is now available on the left hand side menu.

We can click in and enter the beneficial ownership landing page.

Here we can add beneficial owners, edit beneficial owners, or remove beneficial owners.