



PSRA

8th March 2017

ROAD TO REGULATION - COUNTRYWIDE SEMINARS

Information seminars to update you in relation to regulation matters including Licensing Renewal, Audits, Letters of Engagement, Forms, Continuous Professional Development (CPD) and Anti-Money Laundering (AML) will be held in Mayo, Limerick, Waterford and Westmeath (See Dates Below). These seminars will address the changes on the renewal application form and also inform you of the ongoing progress of the Authority. Please express your interest in attending a seminar by emailing seminars@psr.ie and clearly stating which seminar venue you wish to attend in the SUBJECT BOX. Once you have emailed the Authority you will automatically be added to the list of attendees. **Return confirmation will not issue.**

LICENCE RENEWALS FOR PEAK PERIOD 2017

Licencees who hold PSRA licences with an expiry date of 5th July 2017 will be issued with their renewal licence invitation in April 2017. Following the introduction of the online renewal application last year, further enhancements have been made to the 2017 online renewal forms for anyone making their second online renewal application. These include a fully prepopulated form based on the information you previously supplied to the Authority and options to amend your personal details. The payment of licence fee and compensation fund online remains the same, as does the uploading of attachments where necessary.

Employers, please note, you must upload your accountant's report, at a minimum, at the time of submitting your application. A new accountant's report will be introduced shortly which must be used when renewing your 2017/18 licence. You will be advised by text when the new Accountants Reports are available on our website www.psr.ie

All employer and employee renewal applications, that have an expiry date of 5th July 2017 must be received by the PSRA no later than: -

Wednesday 24th May 2017.

HELPDESK

A telephone helpdesk to assist licensees in renewing their licence will be made available from 24th April - 24th May 2016 inclusive from 10am – 4pm remaining open through lunch.

PSRA DIRECT ASSISTANCE IN UPLOADING APPLICATIONS

The Authority will provide all licensees with an opportunity for direct assistance in the uploading of their application onto Licences.ie and will accommodate this facility in the PSRA Navan office from Tuesday 2nd May - Wednesday 24th May 2017. This facility is **By Appointment Only** during the hours 10am - 4pm. Further facilities will be provided in Laois – details to be announced later.

Countrywide Information Seminar Dates

MAYO – McWilliam Park Hotel, Kilcolman Road, Claremorris, Mayo F12 D1W3
Monday 27th March 2017 Seminar 12.45 pm

LIMERICK – Castle Troy Park Hotel, Dublin Road, Reboge Meadows, Limerick V94 YOAN (Near University of Limerick)
Thursday 30th March 2017 Seminar 12.45 pm

WATERFORD - Fitzwilton Hotel, Bridge St., Waterford
Mon 3rd April 2017 Seminar 12.45 pm

WESTMEATH – ATHLONE –
The Prince of Wales Hotel, Church Street, Athlone, Co. Westmeath N37 T2PO
Wed 5th April 2017 Seminar 12.45 pm

Action required by you: -

- Email seminars@psr.ie to indicate the information seminar venue you wish to attend. Once you have emailed the Authority you will automatically be added to the list of attendees. **Return confirmation will not issue.**

Additional information will issue by the Authority in due course.

Yours sincerely



Maeve Hogan
CEO