



PSRA NEWSLETTER - JANUARY 2016

On-Line Licence Renewal Application Project – Licences.ie

I hope you all took some time to enjoy the recent break to re-charge the batteries for the year ahead. This year, 2016, will be a busy one for the PSRA.

As I outlined in the December Newsletter, the PSRA is developing an **On-line Licence Renewal Application and Payments System**. As this is a significant departure on how you will renew and pay for your licence, I want to keep you informed of progress and how the process will change for renewals from **5 July, 2016 onwards**.

BACKGROUND INFORMATION ONLY

Licenses for all Property Service Providers, both Employers and Employees (Licence Type A, B, C and D) which fall due for renewal **on or after 5 July 2016** will be renewed on-line via **Licences.ie**. This website (**Licences.ie**) will allow you to register your details, renew your licence, pay for your licence, make your contribution to the Compensation Fund and attach compulsory documentation **as required**, all on-line.

The Authority will not accept manual licence applications for renewal on or after 5 July 2016. No Cash, No Cheques, No Bank Drafts and No Postal Orders will be accepted as payment for licence renewal applications on or after 5 July, 2016. On-line payment will be by credit/debit cards or by Electronic Fund Transfer (EFT). Licences.ie will facilitate Employers in paying for their Employees.

The Authority will continue to accept new licence applications manually, however, this will be reviewed at a later stage.

EMAIL ADDRESS

To renew your licence on or after 5 July 2016 with **Licences.ie**, you will be required to have an email address to register with **Licences.ie**. The email address provided by you will be used by the Authority to manage your licence renewal application and to communicate electronically with you.

UPLOADING OF COMPULSORY DOCUMENTS

The on-line renewal system (**Licences.ie**) will provide for uploading (attachment) of compulsory documents by Employers when renewing their licence e.g. Professional Indemnity Insurance Certificate, Accountants Report. Since the start of 2016 new procedures exist where an Employers tax clearance certificate is available to the Authority directly from the Revenue Commissioners. The requirement to be taxed cleared remains, however, there will be no requirement to attach a copy of a tax clearance certificate post 5 July, 2016.

COMMUNICATION

It is the intention of the Authority to liaise with you more frequently in advance of renewing licenses on-line with **Licences.ie**. The Authority will endeavour to provide as much information in advance of the project going live both by mail and through the Authority's Website. I will also be liaising with the sectors representative bodies who will be of assistance to you in engaging with this new process.

You are not required to do anything further at this time. Additional information, clarification, guidance and direction will issue by the Authority as progress on the project is made. Your full co-operation with the new on-line licence renewal application system is essential to ensure you are issued with a licence.

Yours sincerely



Maeve Hogan
CEO