



PRIMARY AUTHORISED USER (PAU) CONSENT FORM

Pobal are implementing some process and system changes over the coming months. We are beginning to introduce a more automated, secure and user-friendly system approach. You will see phased changes over 2020. Pobal's Privacy Policy is available on our website <https://www.pobal.ie/privacy-policy/>

One such change is the introduction of the Primary Authorised User (PAU). This user should be the person who can legally enter into contract with Pobal on behalf of the organisation. This will ensure the user has the ability to submit applications, appeals, returns, amend organisation details/bank details and set up additional users. Please note that the PAU has a governance, security and operational role.

Below is an overview of the role of the PAU for Healthy Ireland Fund (HIF):

- The Primary Authorised User role has full permission to access all contracts on the Portal (including Financial Report, Progress Report, contractual information, organisational details).
- The Primary Authorised user will have the authority to sign-off and submit the HIF financial and progress return. The PAU will be the only user with the authority to submit the returns to Pobal.
- The PAU will be able to amend the organisations details/bank details on behalf of the organisation.
- The PAU will have the authority and ability to set-up secondary users on the Portal. They will select the permissions and access rights that these users have on the Portal.
- The PAU will be the primary contact for communication with Pobal.

Please provide details of your Primary Authorised User (PAU) in the table overleaf. Please note that the signatories to this consent form nominate the PAU. The PAU should be:

A relevant authorised staff member for the Local Authority (e.g. Chief Officer) or the Chairperson/Committee member of the LCDC.

The Consent Form Signatories should be:

The Chairperson/Committee member of the LCDC or a relevant authorised staff member for the Local Authority. **Please note the signatories to the 'Consent Form' cannot be the nominated PAU or Temporary PAU.**

Please let us know if any of your details on this form are incorrect.